

# Classified Employees Council Minutes

## April 6, 2010

**Present:** Julie Buckingham, Sherry Clem, Brian Hammond, Kenneth Harbaugh, Elizabeth Hess, Paul Schwan, Diane Shewbridge, Peg Swisher, Agnes Tabler, Paula Wamsley, Marian Willauer, Karl Wolf, and Kathryn Young

**Guests:** Dr. Marie Dewalt, Director of Human Resources; Dr. Suzanne Shipley, President of Shepherd University and Head for the Council of Presidents, and Dan Yanna, Director of Facilities Management

*Mr. Brian Hammond, chair of the Classified Employees Council, called the meeting to order.*

### Dr. Shipley

- There is still no word on raises. But there has not been a definite "no," yet
- Two percent is the requested raise if there is no tuition raise; if the tuition is able to be raised, then a possible 3 or 3.5 percent will be requested
- As part of the Council of Presidents, there has been a lot of discussion has to what presidents of universities and colleges would like to do about tuition
- You can only increase tuition to how much products go up each year
- The moral of Shepherd employees and faculty is still good, it seems, despite the lack of raises
- However, it is definite that if raises are given this year that the 16 + category of employees will be given raises, as well
- The Personnel Study has not been approved for this year
- Shepherd has done excellent in fundraising; the \$20 million campaign is about to be completed early.
- More matters including these will be discussed in detail at the Spring Assembly on Monday, April 12

### ACCE

- The Senate passed 480 (34-0); the House (94-4)
- It ended up being that the wrong amendments were in front of the legislature when the voting took place
- The bill was never signed by the governor because of these technical deficiencies
- ACCE has been lobbying to have 480 put back out there and signed
- When it came down to it, it wasn't the Personnel Study part of 480 that was the problem
- ACCE has been in contact with the Chancellor and will discuss 480
- Tuesday, April 13 will be the next ACCE meeting

### Board of Governors

- Thursday, April 8 at 2 p.m. the BOG meets

### Staff Development

- \$ 3,503.52 is remaining in the Classified Council Professional Development Committee Budget
- 15 people will be attending NCTC Administrative Day Wednesday, April 21

### Scholarship

No report

## Legislature

No report

\*Mr. Kenneth Harbaugh wanted to personally thank the legislative group and the council for being so supportive

## Special Events

- Flyers have gone out for the Classified Employee Council Recognition Luncheon on Thursday, April 29
- So far less than 20 RSVPs
- Mr. Harbaugh suggested that it would be nice to invite retirees; Dr. Marie DeWalt said that Human Resources could provide the council with the most updated list
- The Duck Race will be held Saturday, April 17 behind White Hall
- \$90 has been collected so far and there are 80 ducks to sell
- The prizes are Beanie Babies

## Safety Committee

- Met on April 1
- Mr. Dan Yanna had received a report from the Fire Marshalls in January citing 120 items; 50 of those items have been cleared
- A Safety Survey went out and about 25 to 30 percent was received back (positive return)

## Buildings and Grounds

No Report

## Unfinished Business

- Mr. Harbaugh stated that the New Employees Orientation was very positive and well organized
- Dr. DeWalt has delivered the edited and updated version of the Staff Handbook to the Executive Staff and then it should be ready to go

## New Business

- Ms. Agnes Tabler wanted to know why certain offices didn't close at 12:45 on the half day, Friday, March 19
  - o Dr. DeWalt said that it ended up being up to the supervisors of each office; it was only considered a half day for those who worked 7 and a half hours
  - o Ms. Diane Shewbridge asked if it were possible to work with Replicon to credit employees
    - Dr. DeWalt said that they can't give more leave to those who don't use their annual leave
  - o Mr. Harbaugh suggested that it just be a supervisor and office matter if it happens again
- Ms. Tabler was then asked to leave and the council discussed having Ms. Tabler be recognized as Associate Registrar Emerita
- Mr. Hammond asked the council to wave the fact that Ms. Tabler would not be retiring until June 2010 and give her Emerita status
- Mr. Karl Wolf made a MOTION to wave the time requirements and recognize Ms. Agnes Tabler as Associate Registrar Emerita; Ms. Shewbridge seconded the MOTION, and the MOTION to recognize Ms. Agnes Tabler as Emerita staff was passed.

The next council meeting will be Wednesday, May 12 at 9 a.m. in the Cumberland Room of the Student Center.

Ms. Shewbridge made a MOTION to adjourn the meeting; Ms. Peg Swisher seconded the MOTION, and the MOTION was passed to adjourn the meeting.

Respectfully submitted,

*Kathryn E. Young*

Kathryn Young

Classified Employees Council Secretary