

Classified Employees Council Minutes August 12, 2009

Present: Brian Hammond, Ken Harbaugh, Diane Shewbridge, Karl Wolf, Marian Willauer, Agnes Tabler, Katie Young

Guests: President Suzanne Shipley, Dr. Marie DeWalt

Members not present: Peg Swisher, Julie Bukingham, Elizabeth Hess, Paul Schwan, Tonya Racanelli

Brian Hammond, Chair, called the meeting to order.

Dr. Shipley provided some updates from Charleston and on campus:

- ❖ Personnel Study: there will be progress
- ❖ \$500 one-time non-base building salary enhancement (bonus) should be released closer to the holidays (may come sooner)
 - Will be taken up in the special budget session in mid-September
- ❖ Bonding issue for the Center for Contemporary Arts (CCA) building
 - From the 95 million that will be funded, 10.4 million will go to Shepherd University, which leaves 3.5 million to be raised (there has already been 2 million raised).
 - Bids will be requested in the Spring and building will begin in the Fall of 2010
 - The new section will help with the lack in office space, and the building will be redesigned to fit Graphics and Mass Communications.
 - Frank Center will then become just for music.
- ❖ August 13 is the announcement of the wireless agreement with Frontier Communications to provide wireless Internet access to several additional buildings on campus.
 - Frontier network will be available in McMurrin Hall, Reynolds Hall, Knutti Hall, White Hall, Robert C. Byrd Science and Technology Center, Snyder Hall, and Frank Center Theater. The original Shepherd wireless network is available in the Student Center, Scarborough Library, Ikenberry Hall, Erma Ora Byrd Hall, Wellness Center, Butcher Center, Dining Hall, and Center for Contemporary Arts. Stutzman-Slonaker Hall will be added to one of the two networks later this fall and the residence halls are being considered for future expansion.
- ❖ It is unlikely that Shepherd will do any across the board adjustments, but will consider giving Classified salary schedule step increases.

Advisory Council of Classified Employees (ACCE)

The ACCE met on Monday, August 10 to present to the Select Committee on Higher Education Personnel (Print-out of Powerpoint presentation was given out by Ken)

- ❖ Amy Pitzer, Chair, gave the presentation (print-out) and Dr. Noland also presented.
- ❖ Seven members from the House and eight members from the Senate will be charged with once a month writing personnel legislation.

- ❖ Next ACCE meeting will be at the end of September at New River CTC

Board of Governors

Diane Shewbridge reported that the Board of Governors did not meet last month.

- ❖ A phone teleconference was held on August 13 at 8:30 a.m. in the President's Conference Room
 - The agenda is always posted one week prior on the Board of Governor's Web page.

Staff Development

Marian Willauer reported that \$1,684.75 has been dispensed from the Staff Development fund and \$17,300 remained.

- ❖ Marian will check with Shelley Tharp to see about the \$5,000 from Dr. Shipley
 - Note: After the meeting, Brian Hammond clarified that the extra \$5,000 for the Staff Development fund is part of the Strategic Plan and those funds have not been released yet. Once they are released, they will be added to the fund.

Scholarship Committee

No Report

Legislative Committee

No report.

Special Events

Brian Hammond spoke for Elizabeth Hess who was not present.

- ❖ Membership is set
 - Elizabeth Hess as Chair of the committee, Patt Welsh, Sharika Abdul-Muhaimin, Twanda Taylor, Sharon Earl, and Rebecca Boyer.
- ❖ Elizabeth is checking on President's Welcome Back Luncheon, which will be held on September 17.

Safety Committee

No Report

Buildings and Grounds

Buildings and Grounds Committee met July 16. Meetings are third Thursday of each month.

- ❖ The Chair distributed prints of the Wayfinder Sign Edit and Review
 - Revisions will be made and sent back to the vendor
- ❖ SU Planting at Stadium
 - Request to plant SU Logo in the grass area outside of the stadium
- ❖ The Big Move
 - History Department moved from White Hall to Knutti Hall on August 6
 - Knutti 201 moved on August 3
- ❖ Construction Report
 - Wellness Center is finished; punch list items are being finished; close out documents are being pulled together.
 - CCA's roof repair is complete; trying to wrap up with close out documents, final payments, etc., still working on chiller issue.
 - White Hall's ceiling, lighting, and painting is complete; white boards and projectors have been installed.
 - Knutti Hall's construction has been delayed due to bat issue and the delayed arrival of the mechanical equipment
 - Dining Hall's work has been completed

- Paving on West Campus Drive, Parking Lot F, Crosswalk to Miller Hall have been completed.
 - Paving is scheduled for August for the drive to Popodicon and Campus Hill Drive area.
- ❖ Intruder Locks
 - Locks have been installed in classrooms in White Hall, Knutti Hall, Stutzman Slonaker, Byrd Science, and Snyder
- ❖ Landscaping Master Plan for October
 - Kenamond Hall bank will be cut back, herbicide will be applied, and the area will be landscaped.

Unfinished Business

- ❖ Dan Yanna is deciding whether to take the safety issue that is caused by the lack of sidewalk between Sara Cree and Erma Ora Byrd up with the University Police.
- ❖ Nomination for Classified Employees Council Secretary
 - Determined that because alternates are elected and may act in place of absent category representatives of the council, then an alternate may be allowed to hold position.
 - Diane Shewbridge made a MOTION to nominate Katie Young as Classified Employees Council Secretary
 - Marian Willauer seconded. The MOTION was passed.

New Business

- ❖ Ken Harbaugh reminded employees to be cautious when driving.
 - Yield to students, signal properly, etc.
- ❖ Karl Wolf noted that Student Affairs should be responsible for student instruction on safety and crosswalks.

With no further business, the meeting was adjourned. The next meeting will be Wednesday, September 16.

Respectfully submitted,



Katie Young
Classified Employees' Council Secretary