

Classified Employees Council Minutes

May 12, 2010

Present: Marsha Branch, Julie Buckingham, Brian Hammond, Kenneth Harbaugh, Elizabeth Hess, Diane Shewbridge, Paula Wamsley, Karl Wolf, and Kathryn Young

Not Present: Agnes Tabler, Marsha Branch, Paul Schwan, Peggy Swisher, and Sherry Clem

Guests: Dr. Marie Dewalt, director of human resources, Chief Scott Beckner, and Officer Lori Maraugh

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

Presentation of Active Shooter video

- ❖ Video was purchased with the help of the Classified Employee Staff Development funds
 - There is a version for both students and faculty, and a version for staff
- ❖ Part of protection and prevention at Shepherd University
- ❖ If there is anything that the Shepherd University Police can do to get the video out there, they would like to know
 - The council suggested sending out an e-mail

Approval of the March minutes

- ❖ Dr. Marie DeWalt suggested additions to the March 2010 minutes in an e-mail prior to the May 2010 meeting.
 - Ken Harbaugh made a **MOTION** to correct the March minutes. Karl Wolf seconded the **MOTION**. The **MOTION** was passed to correct the March minutes with Dr. DeWalt's corrections:
 - The pay policy on snow days that Shepherd University officially closes is not clear. The current practice requires that the classified/hourly employee classified and non-classified staff must work be active on the payroll (either working or applying leave) both the day prior to the shutdown and reopening day, and must use annual leave in order to get paid for the snow days. If the employee does not have leave to use or does not work the day before and the day after the closing, then the employee does not get paid. After some discussion, it was MSP that had the issue be reviewed by Executive Staff and written policy be established so that the policy is clearly defined.
 - *Language clarifying this policy will be included in the new version of the Staff Handbook.*

Approval of the April minutes

- ❖ Ken Harbaugh requested an addition to the April 2010 minutes:
 - The state pay schedule in state code is fully funded. However, the Shepherd University pay schedule that goes beyond the state code has not been fully funded.
 - Karl made a **MOTION** to make the addition to the April 2010 minutes. Ken Harbaugh seconded the **MOTION**. The **MOTION** to add the statement to the April 2010 minutes was passed.

ACCE

- ❖ The ACCE group has been persistent with making sure the governor addresses the 480 issue hopefully at the special session
- ❖ The House, Senate, and the Chairs of Education Committee are in support of making sure 480 is brought up
 - Dr. Noland has received a letter from the ACCE expressing their concerns
 - Vice Chancellor Dr. Walters has been assigned as liaison to the ACCE for now
 - Dr. Noland, Dr. Walters, and Margie Phillips, Director of Human Resources at West Virginia University, will be at the next ACCE meeting
- ❖ PEIA will also be going up 4% the 1st of July

Board of Governors

- ❖ **President's Report:**
 - Dr. Russell Porter, Dean of Graduate Studies, has been named an ACE Fellow.
 - Dr. Scott Beard has been named a runner-up *Professor of the Year*
 - Daniel Bascomb, Student Representative to the BOG, has been elected President of the Student Government Association for the 2010-11 academic year.
 - The Capital Campaign has now reached 97% of its goal of \$20 million.
 - Renovations for White Hall, Stutzman-Slonaker, and Snyder Hall are in the e-bond request. If approved, work will begin in the next two years.
 - Cost reduction and productivity in the upcoming years will include: **Energy Savings** in campus buildings, **Virtual Desktop** to replace physical computer labs, **Procurement Contracts** review to maximize purchase dollars for routine supplies and services, **Business Travel** limits on out-of-state travel and number of trips to Charleston, **Administrative Staffing** review of positions vacated, and not refilling positions or filling with classified or students when feasible, **Faculty Release Time** restructured, and **Short-Term Reductions** implemented by the fiscal year of 2012.

- **Growth Goals** include increase number of degree-seeking students by 5% per year for five years, invest in social networking and e-advising to enhance growth and reduce attrition, increase retention of freshmen students by 1% per year for five years from 66% to 70% to meet national classification, increase number of residential students by 3% per year for five years, create a new niche in the curricular market (i.e. RBA Today).
- ❖ **Consent Agenda:**
 - Minutes of the February 11 meeting
 - Amend the University Master Plan to include Parking Garage and Pedestrian Improvements.
 - Approval of White Hall renovations
- ❖ **Discussion Agenda:**
 - Widmyer Communications presented "Shepherd's Messaging Platforms"
 - 2010-11 Enrollment, Housing, and Dining Fees increased as follows: 3.7% for instate tuition (\$95 increase) and 4% for out-of-state (\$269 increase)
 - The Board of Governors (BOG) gave Shipley authority, following consultation with the Shepherd University BOG Executive Committee, to decrease, but not to increase the amount of said increase for enrollment fees if the Shipley determines that the amount of the fee increase should be reduced due to political and/or economic environment.
- ❖ **Institutional Accreditation Annual Report:**
 - Dr. Scott Beard, Chair of Shepherd's HLC Self-Study, and Dr. Dorothy Hively, Chair of Shepherd's NCATE Accreditation, discussed the two re-accreditations with the **Higher Learning Commission (HLC)/North Central Association** and with the **National Council for Accreditation of Teacher Education (NCATE)**.
 - The University has begun a three-year self-study headed up by Dr. Scott Beard. Using outcomes from the Shepherd University Strategic Plan, the University will demonstrate how it is in compliance with the standards of excellence set by the HLC, in addition to reflecting on future priorities in defining the liberal arts university in the 21st century. **The North Central site visit is set for March 5-7, 2012.** A joint visit of NCATE and WVDE will be held on the Shepherd University campus **October 26, 2010.**
 - The link on the Shepherd homepage www.shepherd.edu/accreditation
- ❖ **Annual Personnel Data Report:**
 - Dr. Marie DeWalt presented the annual personnel data report.
- ❖ **Comments from Mary Clare Eros, Chair**
 - President Shipley's formal Triennial Review has been completed. There were 105 people that participated and had input to the campus interview process administered by Eros, Vice Chair Gat Caperton, and outside evaluator Dr. Sal Rinella.
 - The Board meeting was adjourned. The Board and any interested were invited to walk over to the Rt. 480 crosswalk to envision another possible solution to the problem of bridging East and West Campuses at the Rt. 480 crosswalk.
- ❖ **Next Board of Governors meeting: May 13, 2010, at 2pm in the Byrd Center for Legislative Studies**

Staff Development

- ❖ \$16,349.20 (\$10,700 of which has been processed)
 - \$ 3,662.82 is remaining in the Classified Council Professional Development Committee Budget
- ❖ Barbara Byers is requesting money for a course in sports counseling, she has also requested funds from Student Affairs and Athletics

Scholarship

No report

Legislature

No report

Special Events

- ❖ \$100 was made from the Relay for Life fundraiser
 - Duck Race catcher and thrower were treated to lunch
- ❖ The Classified Employee Recognition Luncheon was a great success with about 70 people attending

Safety Committee

- ❖ *No report*

Buildings and Grounds

- ❖ Met on April 15
- ❖ Results from the 2010 Facilities Management survey were reviewed and discussed.
- ❖ A request has been made that Shepherd consider the placement of outdoor sculpture in certain areas on campus.
 - More information is needed from representatives of the Art Department before discussion can take place.
- ❖ Capital Projects Update:
 - **Frank Center HVAC** – about 65% complete; one roof unit should be ready to start at the end of the month and the second to be ready near the middle of June.
 - **Knutti HVAC** – 1st and 2nd floors are working; ground floor area needs to be addressed. More demolition will take place at the end of the semester (removal of radiators).
 - **CCA 1 Chiller** – new chiller is in place and running well.
 - **White Hall HVAC** – four weeks from having documents completed and getting critical equipment ordered. Project needs to be started as soon as possible with work to begin after commencement. All existing HVAC cabinet units will be removed; two large units, one on the roof and one in the boiler room, will be installed.

- **Classroom Equipment Upgrade** – includes installation of Smart boards, whiteboards, overhead projectors, screens, and computers, affecting about 100 classrooms. Computers have been ordered and received.
- **Butcher Center Chiller Repair** – replacement of two compressors should be finished next week.
- **Gardiner Hall** – replacement of all doors and hardware over the summer.
- ❖ Grounds Report:
 - Weed-and-feed has been applied on west campus and will begin east campus next week.
 - Edging and tilling flowerbeds and trimming the bank at the stadium.
 - Dave Grove built bluebird boxes from recycled wood from the Tabler farm; the boxes have been placed on west campus at Birch and Maple Halls.
 - Lawn areas at Erma Ora Byrd and Kenamond are rough; topsoil will be added.
 - Soil samples were taken from various places on campus; all tests were normal except for Popodicon, which is being addressed.
 - The soccer, practice, and intramural fields have been over seeded and fertilized and grass is beginning to grow.
 - The trees in the planters at Butcher Center will be removed after commencement as discussed in previous meetings; flowering cherry trees are being considered as a replacement with added perennials for color.
 - Intramural and soccer field restroom facilities will be accessible all year round.
 - Speed bumps at Shaw and Thacher Halls have not been replaced at this time.
 - This matter is being reviewed by Campus Police.
- ❖ Intramural Field
 - Keith Worrell, Intramural Sports Coordinator, appeared before the committee to propose creating a softball recreation area in the northeast corner of the intramural field while leaving sufficient space for football and soccer areas during the fall. Financial data is still being collected for this proposal, which will be submitted to Executive Staff as a capital project.
- ❖ G-Lot Basketball Nets
 - Worrell proposed relocating the basketball nets from parking lot G to the old tennis courts near Shaw and Thacher Halls, which would be a safer environment and may encourage their use.
 - The Chair suggested that Keith collect funding information and ask Vice President Kipetz to review the proposal with President Shipley.

Unfinished Business

- ❖ Julie Buckingham questioned whether there was Rambler card replacement policy.
 - Buckingham wanted to see if there was any way to have a policy suggested that would allow one free Rambler replacement.
 - Chair Brian Hammond noted he would contact Sandy Collier.
- ❖ Elizabeth Hess wanted to know when the staff Shepherd University Bookstore discount went back into effect.
 - Dr. DeWalt said about a year ago.
- ❖ Ken Harbaugh informed the council that Paula Scott, alternative category 6/7 representative, would be taking over Tonya Racinelli's category representative position.
- ❖ Dr. DeWalt reminded the council that AFLAC would be at Shepherd University May 24 and asked the members to take posters to hang along campus.

With no new business, Ken Harbaugh made a *MOTION* to adjourn the meeting; Karl Wolf seconded the *MOTION*, and the *MOTION* was passed to adjourn the meeting. Next meeting will be June 9 at 9 a.m. in the Cumberland Room.

Respectfully submitted,

Kathryn E. Young

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Classified Employees Council Secretary