

CLASSIFIED EMPLOYEES COUNCIL MINUTES OCTOBER 21, 2009

Present: Brian Hammond, Karl Wolf, Peg Swisher, Diane Shewbridge, Sherry Clem, Tonya Racanelli, Julie Buckingham, and Kathryn Young

Guests: Scott Beckner, university police chief, and Alan Perdue, general counsel

Members not present: Kenneth Harbaugh, Agnes Tabler, Paul Schwan, and Elizabeth Hess

Brian Hammond, chair, called the meeting to order and introduced Scott Beckner.

- Beckner was there to answer any questions that the council may have.
- Beckner described his change from 7 ½ days to 9 ½ days for the officers
 - The officers wanted a set schedule
 - In June, Beckner and the officers will sit down and discuss the new workday system.
 - Each officer does get paid for the extra hours.
 - This also eliminates the tight turnover time that many officers had in the previous schedule.
- Beckner wants to take out the university police department vehicles that park between Sara Cree and Erma Ora Byrd in the no parking zone.
 - A walkway is in the works for between Sara Cree and Erma Ora Byrd.
- Beckner has seven to eight students that have taken over for the loss of a casual employee.
 - Students give more perspective into campus life and can support the police to fellow students.
 - Students have a place to do school work while they are at the police department.
 - Students do not have to be interested in Criminal Justice to get the job.
- Beckner sees the same problems that he did at his previous jobs just on a smaller scale at Shepherd University.
- The Shepherd University Police do help the town when the Shepherdstown police may not be available.
 - Beckner says that the university police are there to help and safety comes first.
- Bike permits are now available and free. An impounding storage area for bikes is in the Wellness Center.
- A retired gentleman is now at the 480 crosswalk specified times a day to keep traffic moving and make sure students are safe.
- There still needs to be better discussion on who will open and lock the doors when certain parties and clubs use Shepherd University rooms on off hours.
 - Beckner and the officers will not make opening doors for these events a priority if they are called for something else that needs attention immediately. But should this be a police problem?
 - New Swipe System could be the problem, said Diane Shewbridge. There is no way to give temporary access.

- Beckner has ensured that Shepherd University now has the equipment to unlock vehicles, tire repair, and to jump start vehicles.
- Beckner says training is still a big challenge for Shepherd University.
 - It would be great if the officers could go to bigger departments for training and get that experience.
 - Beckner used the example of bigger university parties, such as WVU, that may be more instructional in showing the officers how to react in certain situations that may not go on prominently at Shepherd.

Alan Perdue then spoke about the proposed salary schedule

- The vote will be in November at the Board of Governors meeting.
- Took the existing salary chart and created a new column (17th) for the people that needed to be moved up. (NOTE: Over 16th column is a 1.5% increase for each pay grade).
 - If there was no salary increase for employees' increase in experience the chart wouldn't continue to work and each person would be below where they were intended to be.
- President Dr. Suzanne Shipley distributed a notice of change.
 - Merit pay is available for faculty and non-classified.
 - With 17th column created this will allow funding for a new step for everyone to be placed.
 - A 1.87% for the pool will fund everyone to a new step and the 16th step people will then be able to move to the 17th step.
- If the board approves, then it is estimated that December 16 will be the start.
- November 9 is deadline for comments about the new policy before the Board of Governors meeting. To make comments go to <http://www.shepherd.edu/bogweb/comments/>.

Approval of September Minutes

Karl Wolf made a MOTION. Peg Swisher seconded the MOTION. The MOTION was passed.

ACCE

- ACCE met on September 30 with a record number of 22 representatives present.
- Kenneth Harbaugh, co-chair of the legislative committee distributed a list that was composed of legislative committees and its members that will have direct influence on the outcome of the Personnel Study.
- Mike Dunn from Marshall University and co-chair of the legislative committee reiterated the critical importance of inviting members of the Select Committee on Higher Education Personnel to your campus. He advised members to provide those individuals with the Mission Statement on the Personnel Study.
- Amy Pitzer reported that the Select Committee on Higher Education Personnel has hired two World@Work consultants, Jerry Edge and Jim Beatty to assist with certain aspects of the Personnel Study. She indicated that the consultants have already met with a number of individuals such as both chancellors and the Human Resources Administrator at the Higher Education Policy Commission.
 - Ken attended the meeting with Jerry Edge of RMC consultants and seven other members of the ACCE. In that meeting Edge reported that classified employees as a state wide whole are on the average of 22% behind our West Virginia state market according to the market study that was performed by the Mercer group. It should also be noted that according to the cost of labor study, it shows that Shepherd and Blue Ridge CTC have a 13.1% higher cost of labor above the state average.
- Pitzer asked members as to which institutions have fully funded the current salary schedule as of September 30, 2009.
 - The following eight institutions reported that full funding had occurred as of the above date:
 1. Blue Ridge Community and Technical College

2. Concord University
 3. New River Community and Technical College
 4. West Liberty University
 5. West Virginia Higher Education Policy Commission
 6. West Virginia Network for Educational Telecomputing (WVNET)
 7. West Virginia Northern Community College
 8. West Virginia School of Osteopathic Medicine
- Pierpont Community and Technical College and Fairmont State University will address the issue at their November Board of Governors meeting with the expectation of being fully funded. Shepherd University will likewise address the issue in November with full funding the likely scenario. In the latter case Shepherd University will incorporate an additional step beyond Step 16.
 - Pitzer reminded members of the need to formulate an action plan should the Governor re-introduce his plan for furloughs for all state employees.
 - Dunn advised members that the two major legislative items for ACCE in the 2010 session will be:
 - Personnel Study
 - Increased funding for higher education

Board of Governors

Meeting will be on November 12 at 2 p.m.

Legislative Committee

No report.

Staff Development

- No more vaccines left
 - Has to be determined which vaccines actually went to Classified Employees.
 - H1N1 will be coming in January.
- Extra \$5,000 will not be available until the Strategic Plan starts.

Special Events

- Flyers will be distributed for the holiday luncheon.
 - Information provided from Elizabeth Hess at a later time: holiday luncheon date changed to December 9 and the price will be \$7.

Safety Committee

- Met on October 8.
 - Reviewed incident reports.
 - Dan Yanna gave loss prevention report and there were only nine new recommended actions, which is the lowest number in Shepherd's history.
 - Hand sanitizing stations and equipment wipes were purchased with the Safety Committee Fund.
 - The sidewalk leading to Butcher Center has been extended so that pedestrians no longer have to walk along the driveway.

Buildings and Grounds

- Reported that five wayfinder signs have been installed on campus in the following locations:
 - Route 45 entrance, West Campus Drive, at the Library near the 24-hour room, Parking Lot A across from White Hall, and in front of Knutti Hall.
- Landscape Master Plan
 - A meeting with the architects was set up to review preliminary plans and schematics.

- Once these plans have been evaluated and discussed, suggestions and changes will be communicated to the architects for revision.
- Information was presented from representatives of Forecon, Inc., regarding a project entitled "Tree Campus USA."
 - This group would perform an inventory of all trees on campus and their current condition, establish standards for planting, pruning, etc., and make recommendations of what and where on campus other trees could be planted.
 - The fee for these services would be between \$5,000-\$15,000.
 - Vice President Richard Helldobler is reviewing the material from this academic perspective.
- Grounds Report
 - Christie Harshman reported that the Student Environmental Organization volunteered to help with a campus clean up in September and October and she is grateful.
 - Fall flowers are being planted and new handicap and speed limit signs are being installed.
 - The department will be fertilizing the flowerbeds in October.
 - The bank behind Kenamond Hall will be planted with native plants and trees.
- Construction Report
 - Knutti HVAC – condensers and air handling equipment for the second floor have been ordered so that installation can begin during the fall recess; hopefully the units can be hung over Thanksgiving break. It is anticipated that the equipment for the first floor can be installed over spring break and the project can be completed by next August.
 - Frank Center HVAC – funding has been allocated; a meeting with contractors will occur within three weeks to discuss sequencing. In order to avoid disruption of classes, demolition will not begin until after graduation. Anticipated completion date is in August or September 2010.
- The problems in some of the older buildings with the mechanical systems being incapable of handling the humidity and affecting indoor air quality was discussed. Boggs Environmental will conduct surface tests in White, Stutzman/Slonaker, and Snyder Halls.
- Recycling
 - Elizabeth Friant from The Picket asked about the recycling program and noted problems with overflowing bins at the apartments (Birch and Maple). Facilities Management tries to pick up the recycling every day, but that is not always. We are recycling close to fifty percent (50%) of the trash generated on campus, which is up from approximately ten percent (10%) a few years ago.

Peg Swisher made a MOTION to adjourn. Diane Shewbridge seconded the MOTION.

With no further business, the meeting was adjourned. The next meeting will be Wednesday, November 18.

Respectfully submitted,



Kathryn Young
Classified Employees' Council Secretary