

Classified Employees Council Minutes September 16, 2009

Present: Brian Hammond, Ken Harbaugh, Karl Wolf, Elizabeth Hess, Marian Willauer, Tonya Racanelli, Peg Swisher, Paul Schwan, Katie Young

Guests: Dr. Marie DeWalt; Diane Johnston and Mark Johnston from AFLAC

Members not present: Agnes Tabler, Diane Shewbridge, Julie Buckingham

Brian Hammond, Chair, called the meeting to order.

Approval of the August minutes

Correction to Special Events

- ❖ A correction to the August list of the names for the Special Events committee members
 - Katie Young and Kathy Armstrong are now members, while Rebecca Boyer and Patt Welsh are not.
 - Karl Wolf made a MOTION to approve the changes made to the August minutes. The changes were seconded by Marian Willauer and then passed.

Brian turned the meeting over to the Director of Human Resources Dr. Marie DeWalt

Marie introduced AFLAC representatives Diane Johnston and Mark Johnston.

- ❖ The views and questions of the Classified Employees Council were sought, if Shepherd University were to offer AFLAC to all of its employees.
 - The offering of AFLAC would be different versus PEIA in which Human Resources works directly with PEIA and is the liaison between the employee and the insurance.
 - The AFLAC premiums would be payroll deducted but the relationship is between the interested employee and AFLAC.
 - Shepherd University doesn't have a role in the process, but to sponsor and have a discounted price in AFLAC rates for its employees.
 - Five West Virginia schools in Higher Education's system are offering AFLAC.
- ❖ Diane and Mark told the specifics about the Shepherd rates with AFLAC.
 - AFLAC would be available to Shepherd part-time staff and faculty.
 - If you open the policy while at SU with the rate and you leave Shepherd you take the policy and discounted rate with you.
- ❖ Diane handed out papers distinguishing the Shepherd rate from the regular rate, as well as the different packages AFLAC offers.
- ❖ Ken Harbaugh brought up two issues after AFLAC's representatives' presentation,
 - #1: There used to be a rule that when it came to payroll deduction there needed to be twenty or more people to have a payroll deduction. Does this still exist?
 - Marie was not aware of this policy but does know that only specific things can be payroll deducted and this is determined by the state.

- #2: The Executive Staff should discuss the issues of different businesses such as AFLAC wanting to approach Shepherd and come up with a policy on how the University would decipher what the employees may find useful.
 - Marie stated that Human Resources' interest is in what is good for the employees.
 - Karl Wolf said that we should take into consideration that many people know of AFLAC but they don't know what AFLAC is and presentations like those of Diane's and Mark's help to explain that—especially for Shepherd employees who may be able to benefit from it.
 - But Karl agreed that there needed to be some sort of campus policy when affiliating with various groups such as AFLAC.
 - Maybe set up an area where three of the same company can be on campus and accessible to employees who are interested and have questions.

Advisory Council of Classified Employees (ACCE)

The Select Committee on Higher Education Personnel met on September 15.

- On the agenda were the Chairs of the Compensation Steps, Market Study, and Classification Committees to provide final reports to the members of the Select Committee and to announce the hiring of a consultant to assist with the completion of “Phase 1”:
1. Providing staffing recommendations for the Commission and Council to implement, oversee, and maintain the personnel and human resources systems resulting from the study.
 2. Pulling together and validating the work of the classification committee and provide best practices and implementation recommendations to the Select Committee.
 3. Pulling together and validating the work of the compensation steps committee and provide best practices and implementation recommendations to the Select Committee.
 4. Pulling together and validating the work of the market study committee and provide best practices and implementation recommendations to the Select Committee.
 5. Providing sound recommendations utilizing best practices to be used for writing the rules and statues governing the system. Detail responsibility of legislature, Commission and Council, institutions, HRAs, etc., with accountability measures with meaningful consequences.
 6. Plan for maintenance of the system. Plan for “Phase 2” of the SB603 initiatives.

Board of Governors

Diane Shewbridge was not present.

- ❖ Administration was going to present the plan for institutional raises during the Board of Governors meeting in September, but later removed it from the agenda because lack of time to prepare an possible changes.
 - President Shipley would like to present a plan to the Board of Governors during the November BOG meeting.
- ❖ Ken noted of Diane's hard work and recognition from ACCE at the Board of Governor's Retreat.

Staff Development

Marian Willauer, Joe Jefferson, Melissa Welsh, and Terry Pendergraft, along with Marie met Tuesday, September 8.

- ❖ Will be preparing to do another needs survey.

- ❖ Wants to emphasize the training that is out there for employees at Shepherd; specifically the BLR training, which can be found on the Human Resources Web site.
 - In conjunction with such training, Marie would be later giving a PowerPoint presentation on e-mail etiquette.
 - Tonya Racanelli brought up the issue of maintenance and grounds workers not having access to computers and e-mails at all times. This leaves those employees often unaware of such online training and other updates.
- ❖ Marian needed to follow up on Staff Development paying for Classified Employees flu shots.

Scholarship Committee

No Report

Legislative Committee

No report.

Special Events

- ❖ Met in August.
 - Will be working with new people in both the President's Office and the Dining Hall for events and luncheons.
 - Working on developing a new flyer and date for the Holiday Luncheon
 - In order to keep those who didn't RSVP from attending, each person that RSVPs will be given a number which will be their raffle number, too.
 - Menus and prices will change (and probably go up in price).

Safety Committee

The same concern was brought up about the parking lot of Butcher Center and the safety of the students, as well as the lack of sidewalk to connect Sara Cree to Erma Ora Byrd Hall and the safety of the students crossing.

Buildings and Grounds

No report.

Unfinished Business

Marie made a correction to the July 2009 minutes that had said \$2,500 rather than \$25,000 set aside for dependent tuition waivers.

Ken made a MOTION. It was seconded, and passed.

With no further business, the meeting was adjourned. The next meeting will be Wednesday, October 21.

Respectfully submitted,



Katie Young
Classified Employees' Council Secretary