

**Classified Employees Council**  
**Minutes**  
**May 18, 2015, 9 a.m.**

**Members present:** Jayne Angle, (alternate), Brian Hammond, Ken Harbaugh, Ramona Kissel, Paul Schwan, Diane Shewbridge, and Paula Wamsley.

**Guests:** Sharon Carpenter, Dr. Marie DeWalt, Sharon Earl, Tammy Gill, Virginia Haddock, and Alan Purdue.

**Members not present:** Brenda Feltner, Sharon Kendle, Patt Welsh, Marian Willauer, Paula Scott, Wanda Smith, and Peg Swisher.

Brian Hammond, chair, called the meeting to order.

The April minutes were not available to review and approve.

**Board of Governors Report:**

Diane Shewbridge distributed a recap from the April 30, 2015, meeting which included the following:

- ❖ The BOG approved the tuition and fees for the Doctor of Nurse Practice Degree as presented. The Institutions Action Council (IAC) of the Higher Learning Commission has given permission to begin recruiting students for Fall 2015 with an initial cohort of 15 students.
- ❖ A study of tuition costs of other institutions in our area was completed by Sharon Mailey, Scott Beard Shari Payne, and James Vigil. It was recommended that SU's tuition be set at \$649 a credit hour with no differential for in-state or out-of state tuition. These increases would result in a positive cash flow. Resources for these comparisons are available at:  
<http://webpages.shepherd.edu/ibest/BoG/DNPTuitionProposal-AdditionalResources.pdf>
- ❖ The BOG approved the addition of an Emphasis in Health in the Regent's Bachelor of Arts degree, the addition of a Minor in Art History, and the deletion of the Hospitality Management and Human Resources Management concentrations in Business Administration effective Fall 2015.
- ❖ The Board also adopted the Presidential Search Procedures that were presented to the Chancellor (HEPC) on March 31, 2015. Deleted entirely was Section 11 which stated: "Absentee ballots may be used for voting provided that the completed ballot is received by the Committee Chair prior to when the vote is taken." Official votes will only be accepted.
- ❖ Mr. Tom Segar, VP for Student Affairs, spoke on reducing interpersonal violence on campus. Shepherd University takes this issue seriously and has implemented several educational and preventative initiatives.

The next BOG meeting will be June 4, 2015, 4 p.m. with committee meetings beginning at 3 p.m.

The Higher Education Policy Commission (HEPC) monthly meeting will be here on Friday, May 29, 2015, at 9 a.m. in room 103 of Erma Ora Byrd. Lunch will be served at 12 noon, and the purpose of the meeting is to review reports from three advisory councils.

### **Advisory Council of Classified Employees (ACCE):**

Ken Harbaugh reported that no meeting had been held, so he had no updates. He mentioned the following current news:

- ACCE's Leadership Conference will be held on June 15-17 at Flatwoods, WV. Trish Clay will attend the meeting and give an overview of SB439 and who will be responsible for which task in getting the requirements of the legislation moving forward.
- There will be an ACCE retreat in the middle of July, and Ken is strongly encouraging the Council to remain active and on top of the new compensation and classification model.
- Classified employees will be affected by the market study report findings. There was to be a report for who had been awarded the study by May 13, but neither Ken nor Marie have heard any updates.

### **Staff Development:**

All funds have been depleted.

### **Scholarship:**

We need to have more fund-raising events.

### **Legislative Report:**

After a Legislative Committee is appointed during the July meeting, we need to begin arranging meetings with our area legislators.

### **Special Events:**

The Classified Council luncheon went well and special thanks goes to Marsha Branch for organizing the years-of-service awards. It was confirmed that all employees are welcomed and invited to the luncheon. There was discussion about the low attendance, and cost of the meal was also mentioned.

Years-of-service gifts were discussed. Marie DeWalt said that there is not a structure as to what can be given, and items are purchased within the budget that is currently in place.

### **Safety, Building, and Grounds:**

No meeting was held. Discussion ensued regarding the beautiful condition of the grounds and upkeep of the university that needs to be conveyed to Facilities. It was also suggested to provide additional lighting in dark areas on campus to dissuade possible attacks to anyone walking in those areas.

### **Unfinished Business:**

The recent election ballots returned will be counted, and an e-mail will go out after May 20, 2015, to announce the results for Classified Council, ACCE representative, and our BOG representative. The number of ballots received seems pretty good, but we are unsure of the percentage of involvement campus wide. All part and full time employees were included in the ballot opportunities. Of the forty-eight sent out to part-time employees, only six ballots were returned.

The next election will be held in April of 2017, and it was recommended to have a meeting in the middle of the month instead of the end of the month of April. This would allow dining services to cast ballots before they leave for the summer.

### **New Business:**

Marie DeWalt reported the HR web site is now using Word Press which is very user friendly.

Ken Harbaugh suggested that Brian Hammond send out the Bylaws to the newly-elected members of the Council so they can have a better understanding of what their responsibilities are as Council members.

The Shepherd University Foundation meeting was held on May 14, 2015. There is currently approximately \$26 million in funds. There is a great resource for planning your financial portfolio in the booklet called *Planning Your Legacy*, which is available from the Foundation office.

Alan Perdue gave a presidential search update. The hiring of a new president should be finalized by Thanksgiving. There will be an open meeting today, May 18, 2015, at 3 p.m. in the WV Room of the Library. This meeting is to review and adopt a profile for the new president with representatives in attendance from the search company drafting this profile.

There being no further business, it was M/S/P to adjourn the meeting.

The next meeting will be held on June 8, 2015, 9 a.m. in the Cumberland Room.

Respectfully submitted,

Jayne Angle  
Secretary *pro tempore*