

**CLASSIFIED EMPLOYEES COUNCIL  
MINUTES  
SEPTEMBER 21, 2015, 9 A.M.**

**Cumberland Room - Student Center**

Call to Order

Present: Nancy Cowherd, Brian Hammond, Ken Harbaugh, Mona Kissel, Paula Wamsley, Peg Swisher, Karen James, Marian Willauer, Marie DeWalt, Tammy Gill

Guest: Dr. Sylvia Manning, interim President of Shepherd University and Alan Perdue, University Counsel

Chair, Brian Hammond called the meeting to order.

Approval of the minutes from our August meeting, MSP

Brian suspended the agenda and introduced President Sylvia Manning and Alan Perdue who asked for questions from the council.

A joint discussion included the following:

- The search for an interim VP EM (Vice President for Enrollment Management) is going well.
- The next BOG (Board of Governors) meeting is this week.
- Dr. Manning spoke very positively about meeting with the Retention Interventions Team (RIT).
- Title IX was an agenda item in the Faculty Senate meeting. Ken asked Alan to explain the background of Title IX: The law originated in the early 70's and mandates equality in education in terms of gender discrimination and places attention on athletics, but is not limited to athletics. It has recently been applied to sexual assaults and has reshaped how universities respond to sexual assaults on campus. Because of this, Shepherd has made some changes in its organizational structure. The Title IX coordinator is usually the Human Resources Director, but because of the volume of Title IX cases, usually student to student sexual harassment or assault cases, it was deemed more effective to have the Title IX responsibility go through Student Affairs. Under Title IX, students can file a claim that their educational rights are being denied. Also it is recommended that the Title IX coordinator not report to college legal counsel. Manning noted that there are about 100 institutions currently under investigation by federal authorities for not responding to Title IX complaints appropriately. For these reasons, the Title IX Coordinator at Shepherd has been made a full time position. Last year we had about 20-30 assault complaints. Training will take place for those working under the Title IX coordinator. Going forward, the structure and process of handling Title IX and providing due process will evolve to ensure Shepherd's legal compliance. The Multicultural Affairs position is being turned into a Full-Time Title IX officer. Title IX and special projects coordinator will report to Tom Segar, Vice President of Student Affairs.
- The Higher Education Policy Commission (HEPC) requested feedback from all state Higher Education institutions to identify any factors that could have a negative impact on the future financial situation of their institutions. At least one institution identified SB439 as a potential factor because the market survey it requires could create a multi-million dollar, unfunded state

mandate to provide a new pay schedule for Higher Education Classified employees, including fair compensation for employees within an organization and at levels that are competitive with appropriate external markets. Currently we are under a salary schedule that has not been updated since 2001. Ken feels that this potential financial impact could be used as ammunition by Higher Ed to lobby the state legislature for more funding. Dr. Manning said that there are questions at HEPC about what is going to be done with this study: Will it be shelved or will it help address the underfunding of institutions, or will the legislature say that Higher Ed institutions need to re-allocate their funding to accommodate the financial impact. She advocates persuading the public that higher education needs more public support.

- [Chapter 18B-9A of the WV State Code](#) states that the Higher Education community is charged with (1) Developing and implementing a classification and compensation system that is fair, transparent, understandable, simple to administer, self-regulating and adaptable to meet future goals and priorities; (2) Compensating employees within an organization *fairly in relation to one another*; (3) Compensating employees across organizations who are performing similar work at similar wage rates; and (4) Compensating employees at levels that are competitive with appropriate external markets and are fiscally responsible.
- Ken suggested that our administration should examine whether the designation of Shepherd as a “liberal arts” institution is helping or hurting enrollment. Should "liberal arts" be de-emphasized in the marketing of Shepherd? Dr. Manning responded that it is her belief that Shepherd can achieve a successful balance, offering liberal arts students a strong foundation for moving toward the professions. Our marketing problems have included the website, which is improving now. The larger question of identity will need to be looked at in the Strategic Plan, which would be done under the new President. She continues to believe that our major problem is not one of recruiting, but rather, retention. Manning also talked about a new Federal Department of Education website, [College Scorecard](#), which provides data for all undergraduate degree-granting institutions of higher education. It is used by prospective students to help them select the best college for them. It has many problems with it and, Manning felt, that it may not present a fair picture. Nevertheless, it is out there; it is very user friendly and people are using it. Shepherd is rated as "average" on many points on the site.
- Oasis news: After our payroll moves to the bi-weekly system, PEIA insurance premiums will be divided between each check, rather than being taken out of one check only each month.
- Regarding the bi-weekly pay system, Alan Perdue stated that employees need to understand that anyone who has the financial capacity to do so should save some money (before the bi-weekly pay starts) to help with the impact of a smaller paycheck.

## **REPORTS**

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

**Ken Harbaugh**

ACCE will meet next week at Parkersburg. PEIA will be a topic. Funding issues are always a priority.

Alan Perdue: Shepherd is one of the worst funded institutions in WV. There is no funding model guiding the legislature in funding of institutions. The State revenue is so bad that funding a new funding model

study is not recommended. The failure of the coal industry is negatively affecting State revenue and will continue to do so this next fiscal year. Every employee, at any job at Shepherd, should use every opportunity that presents itself to assist students in an effective manner in order to help keep them on track.

A communication plan is being developed by Mercer, HEPC, and college representatives to communicate information about the Mercer Market study to all Higher Education employees.

**Board of Governors: Ramona Kissel**

The first BOG meeting is this Thursday. Mona is serving on the Academic and Student Affairs Sub-Committee which meets before the general BOG meeting.

**Staff Development: Marian Willauer**

The allocated FY2016 Budget is \$12,249.00. Of that, \$3,745.46 had been expensed as of September 21, 2015. The funding of Staff Development has been declining each year. FY 2015's budget allocation was \$14,252.00.

**Scholarship: Theresa Smith**

Committee did not meet.

**Legislative: No Chair**

Committee did not meet.

**Special Events: Virginia Haddock and Peg Swisher, Co-chairs**

Ginny will start ball rolling on a Holiday lunch.

The council expresses appreciation to the President's office for the Fall Welcome Back Luncheon

**Safety/B & G: Brian Hammond**

Committee did not meet.

**Unfinished Business:**

The Classified Employee Council Web site is up. The address is [www.shepherd.edu/CEC](http://www.shepherd.edu/CEC). Employees can find helpful links to State/Higher Ed related websites, information on the current council, its representatives and issues before the council including the approved meeting minutes.

**New Business:**

In a memo regarding the next HLC (Higher Learning Commission) accreditation review, Dr. Scott Beard asked for volunteers from the Classified Staff to serve on the HLC Steering Committee which will review our Assurance Argument (replaces the self-study). The Criteria Shepherd needs to meet for reaccreditation are: Mission; Integrity: Ethical and Responsible Conduct; Teaching and learning: Quality, Resources and Support; Teaching and Learning: Evaluation and Improvement; Resources: Planning and Institutional Effectiveness. The CEC Chair will recruit volunteers by sending out a memo starting with council members and alternates and any other employees which council members recommend. One idea was to recommend some of the alternates. Tammy Gill expressed interest in serving on a committee.

SU Assembly is this coming Monday, September 28, 2015 at 4:10 p.m. Brian Hammond and Ken Harbaugh will be reporting the CEC and ACCE, respectively.

HR Director, Marie DeWalt, offered to take any questions about the roll out of the bi-weekly paychecks. There still remains a lot of unknown information.

Meeting Adjourned: MSP 11:25 a.m.

Respectively Submitted,  
Nancy Cowherd, Secretary