**CLASSIFIED EMPLOYEES COUNCIL**

**MINUTES**

**December 18, 2017**

**9 a.m.**

**Library Room –Room 256**

Chair E.G. Moreland called the meeting to order at 9:03 a.m.

**Present:** E.G. Moreland, Jayne Angle, Tammy Gill, Marian Willauer, Diane Shewbridge, Cecelia Mason, Jenny Lind, Sarah Speck, Karen James,

**Alternates:** Melody Gillespie, Sharon Carpenter, Nancy Cowherd, Virginia Haddock

**Absent:** Mona Kissel, Rachael Meads, Tracey Jones, Paula Scott

**Guests**: President Mary Hendrix, Marie DeWalt, Director of Human Resources, Sharika Abdul-Muhaimin

**Approval of minutes**

Approval of November minutes motion by Cecelia Mason, 2nd by Tammy Gill

**Guest Dr. Mary Hendrix**

To assist in maintaining building needs across campus there will be a Building Manager assigned to each building to oversee the repairs and needs of the buildings.

Currently there are staff vacancies. Four administrative vacancies, eighteen staff vacancies, and eight faculty vacancies, which equates to 30% staff, 25% administration, 43 % faculty and equals $700,000 in salary savings.

Energy savings and introducing business standards, which means keeping thermostats at 72 degrees in the summer and 68 degrees in the winter. The thermostats will be turned down even more during the holiday break. The university is trying to save $30,000 a month by being more energy efficient. In September it saved over $34,000 and October $28,000. The university is also looking at recycling metal as a way to raise some revenue.

Dr. Hendrix is concerned about PEIA using the combined income of households to determine the amount of premium to charge and is looking into to that issue.

**Reports**

**ACCE (Advisory Council of Classified Employees): Cecelia Mason**

ACCE met December 6, 2017, at WVU Tech in Beckley.

There is continued talk at ACCE meetings about whether ACCE and CECs should become organizations that include all employees. There is concern that if this happens, too many representatives who have higher-level jobs, such as managers, could be put into office, so there is an interest in making sure representation comes from all levels of the employment spectrum. During the December ACCE meeting, chair Amy Pitzer polled the group. 13 of the 15 representatives in attendance said they favor having an all-staff council.

ACCE is also concerned that some colleges have made all employees non-classified by declaring them critical to operations. She pointed out that HB 2534 does not allow colleges to do this and said Del. Paul Espinosa, chair of the house education committee, agrees.

The HEPC has been collecting comments on Series 55 <http://www.wvhepc.edu/wp-content/uploads/2017/12/Series-55-HEPC-SOS-Public-Comment-Ver-2017-11-03cla-.pdf>

This is a revision of human resources administration for higher education. The comment period ended December 17, 2017.

**Board of Governors: Ramona Kissel**

Report given by President Hendrix

Naming policy to be instituted at Shepherd University of buildings and rooms across campus.

In the future, using a Simple Consent Agenda at the Board of Governors meetings will introduce a new process. This will allow members to review and approve some agenda items in advance of the in-person meeting, by all members by e-mail.

**Staff Development: Marian Willauer**

Current Account Balance - $2,565.12

No further activity to report

**Scholarship: Theresa Smith**

**Legislative: Cecelia Mason**

**No Report**

**Special Events: Jayne Angle**

The CEC Soup, Sandwich and Dessert Luncheon” invites were sent through “Sign up Genius” on December 4th. A reminder notice went out on December 18th. There will also be a drawing for door prizes for the event. The Executive Leadership will provide a ham and rolls. There have been 38 RSVPs for the event.

**Safety/B & G: EG Moreland**

No Report

**Budget Advisory Council Meeting**

The Budget Advisory Council held its meeting on Friday, December 8, 2017. Bill Sommers presented a power point regarding the potential increase for student tuition, fees, room and board. He compared Shepherd to several other universities and colleges in WV, PA, VA and Maryland.

Current suggestions for increases:

In – State Tuition/Fees +3%

Out of State Tuition/Fees +1%

Room. In/Out of state + 1.95%

Board In/Out of State +1.45%

These suggestions will be reviewed by student government and Tom Segar at their December meeting.

Graduate Students: recommend increase but not confirmed as to the percentage yet.

*Financial Aid*

By students completing the estimated FAFSA students can start to apply and be awarded for Financial aid by January 1, 2018, until March.

Student fees applied to courses need reviewed and update forms reviewed for any changes by department/college. The Dean’s council will approve any fee updates and forward to the Budget council by January 12th, 2018, for approval, which then will obtain final approval by the Board of Governors meeting on February 8, 2018.

**Unfinished Business**

E.G. Moreland will confirm the emeritus status process of the Classified Employee Council with President Mary Hendrix.

**New Business:**

Melody Gillespie asked for follow up to reduction in employees in facilities. Are faculty following the same model as facilities whereas hiring is at a freeze for vacancies

Chair E.G. Moreland announced his resignation effective February 1, 2018.

An online nomination process for the CEC chair will be available for all classified employees.

The next regularly scheduled Classified Employees Council meeting will be January 23, 2018, in the Library in Room #256 at 9 a.m.

Meeting adjourned at 10:25 a.m.

Respectfully Submitted,

Jayne Angle CEC Secretary