**CLASSIFIED EMPLOYEES COUNCIL**

**MINUTES**

**April 16, 2018**

**1:00 p.m.**

**Library Room# 256**

Chair Cecelia Mason called the meeting to order at 1:00 p.m.

**Present:** Diane Shewbridge, Marian Willauer, Cecelia Mason, Karen James, Jenny Lind, Tammy Gill, Mona Kissel, Sarah Speck, Rachael Meads, Paula Scott, Jayne Angle

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

**Guests**: Marie DeWalt, Director of Human Resources, Pamela Stevens, Vice President for Finance & CFO, Sharika Abdul-Muhaimin

**Approval of minutes**

Approval of March 2018 motion by Rachael Meads, seconded by Tammy Gill

**Guest Presenter Pamela Stevens, Vice President for Finance & CFO**

Ms. Stevens presented a power point on Shepherd University’s financial overview.

 -Revenue Budget chart reviewing the % of revenue breakdown.

 -Recruitment and retaining students

 -Campus wide opportunities; Bookstore outsourced to Follett

 -Revenue Growth-be open to new opportunities; Applied Business Lab

 -Discussion of FY2019 budget and what has been accomplished to have this attainable

Questions addressed to Pam by council:

When could we see budgets in Banner? Budgets should be in Oasis by May 2018, then in Banner soon thereafter for July 1, 2018.

Will you hit a wall when you receive a raise? Will those who have been here be able to get a raise even if they are above market? Answer: All employees will receive the same 5%, Salary schedule is to go up. Pay grade will stay the same and they will move up as a grade, not an individual.

Is salary schedule posted? Please refer to this link. <http://www.shepherd.edu/hr/hr-policies-and-procedures>

New employees are not hired at new salary schedule but will be hired at salary Schedule 1-5 at 92%; schedule 6-12 at 88%.

 ***Committee Reports***

**ACCE (Advisory Council of Classified Employees): Jayne Angle, Proxy**

**Attended meeting at West Virginia University on April 9, 2018.**

With the recent raises of 5% to the institutions of West Virginia there were no guidelines or direction given to the them in how to handle the raise. CHRO’s have been told to follow their salary policy, however some policies are out of date. Some may use merit pay if it’s in place to implement the 5%.

At the meeting there was an update given to how they will handle the recent 5% raise to be instituted at their institutions.

Guest, Bruce Cottrill, Director of Classification and Compensation from the HEPC reviewed updates on the 2018 Legislative Session and final bill that will become law.

**HB-4251** - Permitting employees of baccalaureate institutions and universities outside of this state to be appointed to board of governors.

Mr. Cottrill addressed a variety of questions and concerns from ACCE representatives regarding their institutions.

* He suggested to view the HEPC website “Salary Administration Guidelines” dated July 1, 2017.
* Market based system vs. merit-based system and requirements of the current law.
* Next steps: get through the career ladders.

**HEPC** held an event at Marshall University– each institution was represented with about 200 people from the BOG. The topic for the meeting was “How to set up and choose a BOG representative”. Dr. William White with The Herbert Henderson Office of Minority Affairs provides the process for selecting, nominating and approving a new member for the BOG.

* ACCE Retreat to be planned summer 2018 date TBD
* Chancellor Paul Hill is retiring from HEPC

General discussion:

The future of ACCE: This committee had gained a lot of benefits that were lost due to SB2852. The successes of this group has been gained by working alongside of our legislature. Providing real life stories to HEPC and legislature for our institutions has made a difference. Keeping on top of things and maintaining a respectful and honorable relationship has benefited our respective institutions.

**Next scheduled meeting May 21, 2018 at WV Regional Technology Park**

**Board of Governors: Ramona Kissel**

* **Shepherd Entrepreneurship and Research Corporation (SERC) Achieved Nonprofit Status.**
* **Transfer Agreements Signed with Montgomery College.** Shepherd has signed a 2+2 transfer agreement with Montgomery College that will allow students in three programs at the community college, to seamlessly transfer to Shepherd to the programs in environmental studies, communications, global studies, and
* **Debate and Forensics Team Wins at State Tournament.** The team won first place in overall Team Sweepstakes at the West Virginia Intercollegiate Forensics Association’s State Tournament February 24-25 at Fairmont State University, first place in Team Debate for the third year in a row, and second in Team Individual Events.
* **Scarborough Society Dedicates Library Community Reading Room.** The Society and library hosted a dedication of a new community reading room on March 25
* **Follett Higher Education Management Takes Over Bookstore.** On March 16 Shepherd transitioned its bookstore to Follett Higher Education management. Shepherd selected Follett as the campus retail partner with the best resources, technology, and product selection to support the unique needs of the campus.
* **CATF’s McKowen Named WV Artist of the Year:** Peggy McKowen, associate producing director of the CATF, was named the WV Artist of the Year for her artistic excellence, impact to the State, and her role in growing and strengthening the arts in WV during the 2018 WV Governor’s Arts Awards held March 7.
* **Hendrix,** **Martinsburg Initiative Leaders Present at Conference.** President Hendrix joined Martinsburg Police Chief Maury Richards and Tiffany Hendershot, project director of The Martinsburg Initiative, in presenting a session titled “The Martinsburg Initiative: A Model Solution to the Problem of Opiate Addiction and Abuse” at the annual conference of the National Association of Development Organizations/Development District Association of Appalachia on March 19 in Washington, D.C.
* **Dr. Sylvia Shurbutt reported about the intent to plan a Master’s of Art degree in Appalachian Studies.** The strengths of this proposed new master’s degree include a strong service learning component; the programs dovetails with the Appalachian Studies certificate program which can be applied to the master’s degree; the new global Appalachian Studies component. Dr. Scott Beard added that the process involves determining how to implement, then is presented to the HLC (Higher Learning Commission) and the HEPC. Grant funding will be pursued from the J.P. Mellon and Benedum foundations. Ray Alvarez commented that he was pleased to hear that the program could be offered using existing faculty, with no additional cost, and thanked Drs. Shurbutt and Beard for their detailed information.
* **Dr. Virginia Hicks presented highlights from the program reviews of Biology, Economics, Political Science and CSDA and an update about the previous review of Modern Languages.** Dr. Beard shared the praise that SU has received from the HLC and the HEPC for the external review component of the program review process. HLC and HEPC consider Shepherd to be the state leaders with this review process. One opportunity suggested both by internal and external reviewers includes improved tracking of graduates. Ray Alvarez mentioned that the University of Wisconsin does a great job with alumni tracking and perhaps SU could look at their process.

**Staff Development: Marian Willauer**

Beginning Budget: $4,060.00

Textbooks 977.18

Course Fees 219.00

Seminar/Course 170.00

Travel 340.00

Total Expensed $1,706.18

Adjusted Balance $2,353.82

**Legislative Affairs: Cecelia Mason**

**No report**

**Special Event Committee Report: Jayne Angle**

The event committee sent out a Sign-up genius invite campus wide for the upcoming Grill Fest Luncheon at the Smallwood and Small Pavilion for April 20, 2018 from 11:30-1:00 pm the cost is $5.00. The menu is grilled hot dogs, hamburgers, veggie burgers with toppings, chips, pickles, dessert, ice tea and water. Currently, our RSVP count is 26 attending. Please consider responding even if you cannot attend the event. The committee’s decision on the details of the event was primarily based on the survey sent out to the campus on March 20, 2018, to which 47 people responded.

To RSVP, visit http://www.signupgenius.com/go/30e0548afaa2ba3fc1-luncheon.

**Safety /B&G**

**No report**

**Budget Committee Report: Jayne Angle**

 The next meeting of the Budget Advisory Council will be on Friday, April 20, at 3 p.m.

**Employee Children’s Scholarship Fund: Theresa Smith**

The Classified Employees Children’s Scholarship Fund’s endowed balance is currently $53,115.00. Of that amount, $6,265.00 may be dispersed among the 2018-19 scholarship applicants. Four students applied and all met the eligibility criteria. The committee decided to use $5,000.00 for the four applicants. The remaining amount ($1,265.00) can be used towards next year’s scholarships. The committee recommends the following applicants to be considered for the CE Employees Children’s Scholarship for FY 2018-19:

* Joseph Elliott —Son of Angela Elliott, Finance Office
* Daniel Speck —Son of Amy Speck, Academic Affairs
* Kristina Kandalis —Daughter of Barbara Kandalis, Academic Community Outreach
* Olivia Lana—Daughter of Maureen Smolke, Business Office

**Unfinished Business**

None

**New Business**

The council has unanimously agreed that Coach Monte Cater was appreciated for his many years of service to Shepherd University. We want to collectively thank him for his years of service and his tireless dedication to the students at Shepherd University.

Cecelia to contact Dr. Scott Beard, Acting Provost to present to the CEC May meeting.

The next regularly scheduled Classified Employees Council meeting will be held on Monday, May 21, 2018 at 1:00 p.m. in the Library, Room #256.

Motion to adjourn the meeting by Rachael Meads and 2nd by Marian Willauer, adjourned at 2:23 p.m.

Respectfully Submitted,

Jayne Angle CEC Secretary