

**CLASSIFIED EMPLOYEES COUNCIL
MINUTES
April 20, 2015, 9 a.m.**

Members present: Jayne Angle (alternate), Nancy Cowherd (alternate), Brian Hammond, Ken Harbaugh, Ramona Kissel, Paul Schwan, Diane Shewbridge, Theresa Smith (alternate), Peg Swisher, and Marian Willauer.

Guests: Sharon Carpenter, Marie DeWalt, Tammy Gill, Virginia Haddock, and President Suzanne Shipley.

Members not present: Brenda Feltner, Sharon Kendle, Paula Scott, Wanda Smith, Paula Wamsley, and Patt Welsh.

Brian Hammond, chair, called the meeting to order.

It was M/S/P to approve the minutes from the March 23, 2015, meeting with the following correction: Ken reported the last bullet under his ACCE report should read "The non-classified critical retention restrictions will remain at no more than 10% of 25% (1 out of 10 qualified staff positions at the institution), so Shepherd is now in compliance with this mandate."

Brian introduced Dr. Suzanne Shipley, President of Shepherd University, as our guest. She extended her appreciation to the Classified Council members and encouraged us to continue pursuing our agenda, never giving up our goals and objectives. Dr. Shipley said we should continue working towards the good of our University and putting pressure on the state with issues that relate to us. We need to keep celebrating our colleagues and again to stay focused on salary dollars. She is unsure whether there will be raises this coming year due to the budget being overspent on Oasis and whether enrollment will increase this fall.

Dr. Shipley challenged Ken and his ACCE group to keep pressure on the state and maintain their presence at this level to keep being heard.

Peg Swisher asked about using the Shepherd salary schedule, and Dr. Shipley replied that it is an option.

Shepherd is working on increasing enrollment numbers to 5,000. We currently have an enrollment of 4,300 students. At first she was not a proponent of higher enrollment, but with little support in state money, it is now a need to be able to function in the black. Shepherd could handle up to 6,000 students; however, infrastructure would need to be considered if students live on campus and utilize its resources. Our Enrollment Department is doing a great job in increasing our numbers. With neighboring states changing their community college look and four-year institutions increasing tuition costs, Shepherd is becoming really competitive.

Advisory Council of Classified Employees (ACCE):

Ken Harbaugh attended the April 14, 2015, ACCE meeting at Bluefield State College and reported the following:

- ACCE's Leadership Conference will be held June 15-17, 2015, at Flatwoods. (Marian has reserved funds for Shepherd's Council leaders to attend.)
- The May 28, 2015, ACCE meeting will be held in Charleston instead of at Shepherd University due to needing a quorum. Some institutions do not currently have the necessary travel funds, and

ACCE wants to have a face-to-face meeting with the chancellors. Either September or October might be a better month for Shepherd to host an ACCE meeting.

- TIAA-CREF: Beginning this July, rules for taking out loans from this retirement will be changed. There will be a cap put on how much an individual employee can borrow from his/her retirement funds. Many employees are borrowing too much from their retirement accounts and then do not have enough money at retirement age.
- PEIA: They have a \$145 million deficit, and the shortfall will come from employees' insurance premiums.
- Senate Bill 439 was passed with amendments, and this could create many issues: (1) Ken challenged Council members to read it and try to digest its meaning. The administration needs to move forward and set goals to reach the objectives of this bill. Shepherd works with less funding per student than most other institutions in the state. (2) We need to keep the pressure on our administration as to how this is going to work and how it will be implemented. Are we COPLAC? Should we be compared to COPLAC? (3) A proper market study was to use both classified and non-classified employees. (4) WVU lobbied at the legislative level for things more important to its school and had the legal counsel available to do so. (5) We need to demand confirmation of information from our legislators--put pressure on them and do not let them rest. (6) Shepherd can adjust its own salary schedule. It should be reviewed, and we need to use nationally established "Best Practices" regarding compensation issues.

Board of Governors:

Diane Shewbridge reported the following from the April 9, 2015, meeting:

- ❖ Dr. Chris Ames recognized Dr. Carl Bell, Mr. Gayle Conner, Mrs. Kathy Dille, and Mr. Ed Fincham as Emeritus Faculty. Mr. Alan Perdue recognized Ms. Geraldine Hammond and Ms. Loretta Holmes as Emeritus Staff. (The Classified Council is very appreciative of the many years worked at Shepherd University by these employees who were recognized by the BOG.)
- ❖ Christopher Sedlock will succeed Diane Melby as VP for University Advancement in July.
- ❖ Dr. Shipley presented her President's report. (Please see <http://www.shepherd.edu/wordpress-1/wp-content/uploads/2015/04/april15.pdf> .)
- ❖ Dr. J. B. Tuttle presented the annual Faculty Senate report in which he thanked Dr. Shipley for continuing to use the *Great Colleges Survey*. (Satisfaction has been slipping from year to year.)
- ❖ Capital project priorities for fiscal year 2017 were submitted to the HEPC for funding consideration. (See BOG agenda book for details.)
- ❖ The BOG approved the Amendment of Policy 7, Assessment, Payment and Refund of Fees as presented:

This is an effort to minimize the number of students dropped for non-payment. Currently, the University offers a 60/40 payment option with 60 percent of the balance due prior to the start of the semester and the remaining 40 percent due approximately six weeks after classes begin.

A tuition payment option, administered by an outside vendor for a fee, is also available and permits students to make five payments per semester.

- ❖ Mr. Scott Roach updated us on Enrollment Management and Advancement. Several initiatives are proving to be generating excitement among new/accepted students such as Shepherd hosting its first ever Accepted Students' Day whereby 400 people attended by invitation only for newly-admitted freshmen and their families. Feedback from this event has been overwhelmingly positive. Regarding the Advancement report, overall, 3,039 gifts from 1,732 donors were received during the first eight months of the fiscal year. This is a 47 percent increase in the number of gifts

and a 43 percent increase in the number of donors supporting Shepherd this year. However, total giving has decreased from \$2,227,580 last year to \$1,706,682 this year.

- ❖ The Board of Governors approved the renaming of the Advancement Office to University Advancement, effective immediately.
- ❖ Mr. Scott Roach presented a formal resolution recognizing the efforts of Dr. Diane Melby as Vice President for Advancement.
- ❖ The BOG approved the program reviews of Computer Information Sciences, Mass Communications, Mathematics and Engineering, Psychology, Regents Bachelor of Arts, Master of Business Administration, and the Board adopted the institutional recommendations that each program be continued at the current level of activity. The Board authorized the President to submit these reviews on its behalf to the WV HEPC.
- ❖ The Board approved the addition of the Minor in Modern Languages; the deletion of the Minor in French; and the deletions of the concentration in Fitness and Exercise Science, Biometrics and Information Security, Information Technology, and Web Programming and Design effective for the Fall 2015 semester.
- ❖ Dr. Marie DeWalt and Mr. Alan Perdue presented the Human Resources Annual Report. The HR Department is working more on retirement and benefits issues, as well as working on better training metrics for leave and timekeeping systems.
- ❖ The Board was updated on the Presidential Search Committee. The search committee has been appointed (except for the faculty members, who will be appointed in late April), and that two firms have been engaged in order to select both an interim President and the new President. The Board was also informed that the process will be as transparent as possible, with information being placed upon availability on the Presidential Search website (<http://www.shepherd.edu/presidential-search/>).

The next Board of Governors meeting will be April 30, 2015.

Staff Development:

Marian Willauer reported that we have \$411.00 remaining in our Staff Development fund. After our last meeting, additional classified staff members were seeking funds. Paperwork needs to be submitted if anyone is interested in additional money for books or tuition.

Scholarship:

Theresa Smith reported there are five applicants with \$3,100 available. These recipients are the following:

Taylor Brown, daughter of J. D. Brown, University Police Dept.

Christopher Carpenter, son of Sharon Carpenter, Business and Social Sciences

Brady Cole, son of Beth Cole, Admissions Office

Margaret James, daughter of Robert James, University Police Dept. and Karen James, Education Dept.

Charles Ransom, son of Chip Ransom, Sports Information Director

Special Events:

Virginia Haddock reported the luncheon will be next Thursday, April 30, from 11:30 a.m. - 1 p.m. A reminder will be sent out to all employees, and the cost is \$7.50.

Safety, Building, and Grounds:

Brian was unable to attend the last meeting. Ken is also a committee member and met regarding HAZMAT. He said to meet the government requirements for these safety regulations, it is costly and

deals with departments. They need to get organized to meet these standards. Facilities and electricians basically deal with these areas.

Unfinished Business:

Ken encourages everyone to run for open positions in the upcoming Classified Council elections.

New Business:

Brian informed Council members about the administrative meeting and went over budget issues; commencement will have fifty additional walking for graduation; a tobacco-free campus is being discussed but is in its beginning stages.

The next Classified Council meeting will be May 18, 2015, at 9 a.m.

There being no further business, it was M/S/P to adjourn the meeting at 11:20 a.m.

Respectfully submitted,

Brenda J. Feltner