

Classified Employees Council
Minutes
June 8, 2015, 9 a.m.

Members present: Nancy Cowherd (alternate), Brenda Feltner, Brian Hammond, Ken Harbaugh, Ramona Kissel, and Paul Schwan.

Guests: Dr. Marie DeWalt, Melody Gillespie, Ann Hoover, Amy Livengood, and Jessie Shanholtz.

Members not present: Sharon Kendle, Paula Scott, Diane Shewbridge, Wanda Smith, Peg Swisher, Paula Wamsley, Pat Welsh, and Marian Willauer.

Brian Hammond, chair, called the meeting to order.

Brian asked that we go around the room and introduce ourselves to the new upcoming 2015-2017 Council members who were in attendance.

It was *M/S/P to approve the April 20, 2015, minutes as distributed.*

Advisory Council of Classified Employees (ACCE):

Ken Harbaugh attended the May 28, 2015, ACCE meeting in Charleston (originally scheduled to be held at Shepherd) and reported the following:

- Ken is going to propose that ACCE meet at Shepherd either in September or October and no later than November in 2015.
- ACCE is seeing a fairly big turnover in its membership this coming year.
- The Leadership Conference will be held June 15-17, 2015, in Flatwoods. It will consist of two days of intense leadership training. Ken will give a presentation at the Leadership Conference.
- Ken said getting the proper market study done correctly is very important to ACCE/classified.
- He explained to our new Council members present that the Advisory Council of Classified Employees (ACCE) represents all WV higher education classified employees, the Advisory Council of Faculty (ACF) represents all WV higher education faculty, and the Advisory Council of Students (ACS) represents all WV higher education students. Ken is Shepherd's ACCE rep., Dr. Sylvia Shurbutt is our ACF rep., and our ACS rep. is elected by Shepherd's Student Government Association each April.
- Ken distributed to Council members the "Report to the Legislative Oversight Commission on Education Accountability," dated January 11, 2015.

Board of Governors Report:

Ramona Kissel attended the June 5, 2015, BOG meeting to observe and reported the following:

- ❖ General Counsel Alan Perdue and University Police Chief John McAvoy presented the Campus Safety Annual Data Report.
- ❖ Dr. Shipley was honored. The following outgoing BOG members were also honored: Holly McCall, Diane Shewbridge, Logan Sigley, and Mark Rudolf as outgoing chair.
- ❖ The Quarterly Financial Report was presented by Anna Barker, VP of Finance. The 2016 budget was also discussed. We currently have an over \$800,000 deficit.

- ❖ The following officers were elected by the BOG:
 - Dr. Marcia Brand, Chair
 - Dr. John Younis, Vice Chair
 - D. Scott Roach, Secretary

- ❖ The proposed BOG meeting dates for 2015-2016 are the following:

September 24, 2015 at 3:50 p.m.
November 5, 2015 at 3:50 p.m.
February 25, 2016 at 3:50 p.m.
March 10, 2016 at 9 a.m. (conference call)
April 7, 2016 at 3:50 p.m.
June 2, 2016 at 3:50 p.m.

Staff Development:

No report.

Scholarship:

No report.

Legislative Report:

No report. Brian is still looking for someone to chair this committee.

Special Events:

No report.

Safety, Building, and Grounds:

This committee has not met.

Unfinished Business:

Mona Kissel reported the Presidential Search Committee had met twice. The basic process is for the advertisement to be developed and posted. Toward the fall, they will be reviewing all resumes and all applications. The firm will rank all the applicants, but the Search Committee members can review all applications. Everything will be confidential, including the interviews that will be held in a confidential place off campus.

The interim presidential search is being handled by another firm. The person who is hired as Shepherd's interim president cannot be considered an applicant for our advertised presidential position.

Brian reported the following Classified Council election results:

Chair: Brian Hammond
ACCE Rep.: Ken Harbaugh
BOG Rep.: Ramona Kissel
Cat. 1 Reps.: Brian Hammond, Marian Willauer (elected by acclamation)
Cat. 3 Reps.: Nancy Cowherd, Paula Wamsley
1st alternate: Ramona Kissel; 2nd alternate: Sharon Earl
Cat. 4 Reps.: Karen James, Jessie Shanholtz
1st alternate: Sharon Carpenter; 2nd alternate: Patrick Weber
Cat. 5 Reps.: Diane Shewbridge, Peg Swisher
1st alternate: Beth Cole; 2nd alternate: Amy Livengood
Cat. 6/7 Reps.: Melody Gillespie, Paul Schwan
1st alternate: Ann Hoover; 2nd alternate: Dryan Cole

New Business:

Brian announced that when the new Council meets for its first meeting in July, they will decide on a convenient meeting day/time.

Ken asked Nancy Cowherd to read the basic purpose of our Council, which is the following:

- A. To serve as a representative body for the classified employees of Shepherd University and to provide a forum for discussion of classified staff concerns.
- B. To encourage the improvement of working conditions for classified staff and to increase operating efficiency of the University.
- C. To facilitate staff input into decisions which affect classified staff by making recommendations to the President and appropriate administrators.
- D. To convey classified employee concerns to Shepherd University's Board of Governors (BOG) and to the state Advisory Council of Classified Employees (ACCE).
- E. To foster a spirit of unity and cooperation among all employees of Shepherd University.

There being no further business, it was M/S/P to adjourn the meeting at 11:47 a.m.

The next meeting will be held on July 20, 2015, 9 a.m. in the Cumberland Room.

Respectfully submitted,

Brenda J. Feltner
Secretary