

**CLASSIFIED EMPLOYEES COUNCIL
MINUTES
March 23, 2015, 9 a.m.**

Members present: Jayne Angle (alternate), Brenda Feltner, Brian Hammond, Sharon Kendle, Ramona Kissel, Diane Shewbridge, Paula Wamsley, and Marian Willauer.

Guests: Marsha Branch, Marie DeWalt, Tammy Gill, and Virginia Haddock.

Members not present: Ken Harbaugh, Paul Schwan, Paula Scott, Wanda Smith, Peg Swisher, and Patt Welsh.

Brian Hammond, chair, called the meeting to order.

It was *M/S/P* to approve the minutes from the February 16, 2015, meeting as distributed.

Emeritus Committee:

Marsha Branch, chair of the Emeritus Committee, reported this committee met on March 11, 2015, to discuss recommending Emeritus Status for two classified employees who retired July 2014. In order to be considered for Emeritus Status, an employee must have shown exemplary performance in his/her job and have actively participated in issues of importance to classified employees and in the life of Shepherd University (i.e. member of Classified Employees Council, campus organization/committees, fund raising events, etc.). After discussion by the committee, it was felt that both Geraldine Hammond and Loretta Holmes met the qualifications to be considered for Emeritus Status. Therefore, the Committee requests that Council Chair Brian Hammond send a letter to President Shipley requesting Emeritus Status be granted to Geraldine Hammond and Loretta Holmes upon proper motion and approval by the Classified Employees Council. It was *M/S/P* to request that Dr. Shipley grant Emeritus Status to Geraldine Hammond and Loretta Holmes as put forth to Council by the Emeritus Committee.

Advisory Council of Classified Employees (ACCE):

Brian Hammond reported the following for Ken Harbaugh who was on vacation:

- Senate Bill 439 made it through both sides of the legislature, but there were some amendments added before it was passed. One was to do a market study for the classified employees. (Note: VC of Human Resources Trish Clay stated they were going to include the non-classified employees in this market study because it was the only fair way of getting good, useful information.) Faculty members were left out of this study. By the end of January 2016, this market study must be completed. Hopefully, this will be completed within the given timeframe.
- The non-classified critical retention restrictions will remain at 25%, so Shepherd is now in compliance with this mandate.

Board of Governors:

Diane Shewbridge reported the following from the March 12, 2015, meeting that was held via phone conference:

- ❖ The business was to approve fees that were recommended or studied in prior BOG meetings.
 - Undergraduate in-state tuition will go up \$130 per semester (from \$3,285 to \$3,415).
 - Graduate in-state tuition will increase \$16 per credit hour (from \$399 to \$415).
 - Graduate out-of-state tuition will increase \$23 per credit hour (from \$569 to \$592).
 - On-line course fee will increase \$10 per credit hour (from \$25 to \$35).
 - Graduation fee will increase \$15 (from \$35 to \$50).
 - Graduation application late fee of \$100 will be implemented.
 - Housing will increase by an average of 2.19%.
- ❖ The regular meeting of the Board was followed by a special meeting called to begin the planning for a presidential search process. The Board conducted an executive session to discuss in detail the

prospective transition in the university president and the legal issues associated with that and the search process.

- ❖ The Board then had a public session in which members discussed preliminary thoughts as to the search process. The Chair appointed Vice Chair Marcia Brand to serve as the Chair of a prospective Search Committee and to also lead, on behalf of the Executive Committee, a process of assessing specific possible candidates for an appointment as an interim president. Dr. Brand will report back to the Board with recommendations regarding an interim president so that this process can be completed before Dr. Shipley concludes service. Dr. Brand will also work with staff to develop recommendations regarding possible engagement of a search firm. Board members will review two examples of institutional presidential search procedures in anticipation of moving forward with developments of procedures for this search in the coming weeks.

Staff Development:

Marian Willauer reported that we have \$1,615.06 remaining in our Staff Development fund.

Scholarship:

Brian reported for Theresa Smith that they have received five applications. The committee will meet to determine how much money each applicant can receive. We have around \$3,100 to allocate this year.

Special Events:

Virginia Haddock reported the spring meeting luncheon will be held on Thursday, April 30, from 11:30 a.m. – 1 p.m. The cost of the luncheon will be \$7.50.

Brian said that all category representatives, along with our Council Chair, Board of Governors', and Advisory Council of Classified Employees' representatives will need to be elected this year each for a two-year term.

Safety, Buildings, & Grounds:

No report, as they did not meet.

Unfinished Business:

Brian reported that a couple of WVNET staff members visited Shepherd to try and help fix issues with OASIS.

New Business:

Brian Hammond, Diane Shewbridge, and Paula Wamsley met with Anna Barker, VP of Finance, Marie DeWalt, and Alan Perdue on Thursday, March 19, to discuss possible salary increases that might occur this year and whether a different model, instead of a percentage model, could be used. Council members are concerned about the lower paid classified employees in paygrades 6, 7, and 8. When pay raises are given in percentages, these employees receive a lot less than those in higher paygrades. We have a very high turnover in these lower paygrades.

The next meeting will be April 20, 2015, 9 a.m., Cumberland Room.

There being no further business, *it was M/S/P to adjourn the meeting at 9:53 a.m.*

Respectfully submitted,

Brenda J. Feltner
Classified Employees Council Secretary