

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

Members Present: Nancy Cowherd, Melody Gillespie, Ken Harbaugh, Karen James, Ramona Kissel, Diane Shewbridge, Peggy Swisher, Paula Wamsley, Marian Willauer.

Guests: Anna Barker, Vice-President for Finance; Marie DeWalt, Human Resources Director; Tammy Gill, Human Resources Representative; and James Vigil, Vice President for Administration.

Members not present: Paul Schwan and Sharon Carpenter.

Brain Hammond, Chair, called the meeting to order.

Minutes from the previous CEC meeting were not available to approve.

It was M/S/P to elect Paula Wamsley as Vice-Chair of the Classified Employees Council (CEC).

It was M/S/P to elect Nancy Cowherd as Secretary of the CEC.

Brian suspended the meeting agenda and introduced guests Anna Barker and James Vigil.

Anna Barker and James Vigil Budget Information:

Anna discussed the University budget situation for FY16. The University is currently working to address a 2.5 million dollar budget deficit. She identified the various components that have contributed to this gap:

- A reduction in our general allocation from the State
- A miscalculation of the tuition revenue (1.1 million dollars) from the Martinsburg Center in the FY15 Budget
- Additional costs associated with an increase in the State minimum wage
- An increase in several categories of fixed expenses which were insufficient in the FY15 Budget including rising state-driven insurance costs and a portion of the employer's contribution of social security (\$163,000).

An additional component is a decline of enrollment numbers, which is expected to continue into FY16. While new student enrollment is up, returning student enrollment has dropped due to large graduating classes and decreased student retention.

The Executive Staff developed a set of strategies to cut costs and raise revenue in order to close the budget gap. These include a 4% in-state undergraduate tuition increase (approved by the BOG), approval for funding for Adobe subscription software, and a six month hiring freeze on non-critical position vacancies. In addition, after examining the past three years of expenditures, Anna identified general areas in which a consistent surplus existed. Based on these surpluses, VPs were given specific percentages to cut from their budgets, with the flexibility to identify the specific budget areas for reduction. The FY16 budget is projected to be posted in Banner during the last week of July.

The Budget Advisory Council will meet Friday July 24. Council members were given the opportunity to ask questions and make comments:

Q. Why was there only a 4% increase in tuition?

A. Barker: The decision was made last Fall, as part of an overall recruitment strategy to compete for students by giving them early financial information; returning students are down and we wanted to be able to recruit more students. Out-of- state tuition was not increased in order to help maintain that recruitment.

Q. Has the University studied the outcome of increased tuition?

A. Barker: It is hard to tie a tuition increase to enrollment, but based on an analysis of tuition rates at other institutions, conclusions were reached about what kind of a tuition raise Shepherd could handle and still be competitive.

- Vigil: We made an early decision on the tuition increase allowing us to get out ahead of other institutions and that strategy worked. He noted that we're reaching the point at which out-of-state students can go to their state institutions as cheaply as (out of state) to Shepherd.
- Marie DeWalt mentioned that the Enrollment Management staff has said that although there is a 5 - 10 % increase in new students, enrollment will remain flat due to non-returning students.

Q. Ken noted that there is a problem on campus with being able to recruit and retain employees due to low salaries. He wonders if we are not allocating too much money on facilities (buildings) and not enough on employees. Are we striking the right balance?

A. Vigil: If we take capital money and move it into salaries, we will never get that money back into capital monies. Some campus buildings are very old and need upkeep. The appearance of the campus is important to recruiting students

- Barker: Her experience during the time she has been on campus is that campus appearance is a prominent point often brought up in campus meetings.

A discussion followed that included the opinion that investment in its employees does affect the University's bottom line. Diane Shewbridge related her personal experience of receiving negative student feedback about the "Shepherd shuffle." She questioned if student negative experiences are due to the revolving door of employees, or maybe staff to student ratio.

Q. Referring to the University's financial situation, Ken asked if there is a light at the end of the tunnel.

A. James stated that the enrollment management staff is stabilizing and understands the importance of service to students. Also, Anna is getting a handle on the institution budget and needs. Anna's opinion is that the University would not be out of the woods next year, but expects an upturn in the following year. She went on to say that while we don't have control over state support, but we do have control over many budget issues.

Ken expressed his concern for the lack of advocacy for state funding on the part of all higher education administrators throughout WV. He felt that Higher Ed institutions need to unite in a legislative lobbying effort for increased funding from the legislature. Also, the state funding model should be looked at to get some idea of why we, in Eastern Panhandle, are funded at, what appears to be, a disproportionate level compared to other state institutions.

Q. Nancy Cowherd asked about the status of wvOasis functionality.

A. Anna stated that Oasis personnel were on campus for 12 days working to get the Oasis system functioning properly with Banner. There are still some glitches, but it is working better. Work will continue to resolve ongoing problems. Procurement hopes to offer more training for employees who work with Oasis. Campus communication could be better.

Q. When is the HR/Payroll component of wvOasis being implemented?

A. The HR/Payroll component of wvOASIS is scheduled to be rolled out in November, following training for HR and Payroll staff in October. Before employees can begin using this new time keeping and leave management system training will have to be done. There is some concern about the amount of training which is required and the time frame which does not really allow for that training to take place.

Q. Ken asked if we are or can we draw on our reserves and is it wise to do that?

A. Barker: It is not wise to draw on reserves in the current situation and that option has not been discussed among the Executive Council. If we produce a deficit this year, we may dip in to them. Vigil: When reserves are strong you can strategically invest them to produce revenue, for example The Martinsburg Center. But you don't want to rely on reserves for ongoing operations on a year to year basis. That's one of the reasons we've cut operating budgets.

Q. Is Martinsburg Center turning a profit?

A. Vigil: This year there may be a slight surplus or deficit.

Brian thanked Ms. Barker and Mr. Vigil and expressed a desire for them to attend more meetings in the future.

Brian continued with meeting agenda.

Advisory Council of Classified Employees (ACCE):

Ken Harbaugh and Mona Kissel attended the ACCE Leadership Conference:

Ken asked Mona for her insights regarding the Leadership Conference. Mona asked the council about the scope of responsibilities of the HEPC and wondered if Shepherd and other institutions are not requiring enough of HEPC as far as advocacy to the state legislature. Mona felt that a priority for our new president should put to put pressure on HEPC for more lobbying support.

Mona reported that the Vice Chancellor for HR at HEPC, Patricia Clay, discussed the RFP process for the Market Study of all classified job categories. A firm will be chosen by June 17, 2015. Mona asked her when HEPC will give information to the HR departments about bi-weekly payroll system, expressing a concern that when the bi-weekly pay goes into effect, it will have a financial impact on employees, especially part-time employees. (A bi-weekly system results in a smaller paycheck every two weeks, compared to the bi-monthly check, but a third monthly paycheck, issued two times per year, balances out the smaller amount.) Paula Wamsley explained that the new system (wvOasis) was chosen, by the Governor and the Legislature because the old payroll system is antiquated and had to be replaced. A discussion followed about the advantages and drawbacks of a bi-weekly pay system. Marie DeWalt said that as soon as we have information about the system, we will start training, but we don't have the information yet. Marie emphasized that salaries are not being cut; the annual salaries are simply being paid in 26 installments rather than 24. Paula explained that even though each pay check will be less, the annual pay will be the same. Employees can go into [MyApps](#) (Employee) to get a calculation of the amount of each paycheck he/she will receive under the bi-weekly pay system.

Ken: James Skidmore (CTC Chancellor) presented the CTC master plan and outlook on the future of higher education in WV. In comparison to the CTC master plan, Ken felt that HEPC needs a better strategic plan for the four year institutions.

Ken invited ACCE to meet at Shepherd on June 13, 2016.

Mercer was awarded the contract to conduct the personnel study to review classified positions. December 2015 is the projected date for completion of review.

The next ACCE meeting on August 27 will be held in Logan, WV.

Board of Governors July 20, 2015:

Outgoing BOG representative Diane Shewbridge thanked Mona for accepting the position of BOG representative this year.

I. President's Report - Dr. Shipley's comments to the BOG spoke to our accomplishments, including COPLAC, Campus Master Plan, and the 1st Doctoral program. Some disappointments during her tenure included state budget cuts and stagnant salaries. She wished for Shepherd to experience calmer times, increases in funding, and less cumbersome reporting mandates.

II. Advancement – Year to Date Giving & Comprehensive Fundraising

- Gifts to annual programs are up \$96,456 over last year
- Contributions to endowments experienced a decrease of \$570,000 due to a large estate gift realized last fiscal year.
- Grant payouts were down 15% due to completion of major grants in FY14.
- Total giving decreased by \$457,400, although number of donors is up. Advancement will be discussing new strategies.
- \$1,830,734 was pledged or paid in new direct gifts.
- \$446,719 was gifted to endowments.
- Grant awards totaled \$750,663.

III. Enrollment Management

- 779 undergraduate degrees awarded; 71 graduate degrees awarded.
- Indicators for incoming students this fall are strong; net deposits as of the end of May totaled 106 over fall of 2014.

IV. Capital Projects – Summer 2015

- Butcher Center, Thatcher Hall and Frank Arts Center – roofs replaced
- Butcher Center – Fire alarms replaced
- Outdoor sculptures (donated last year) will be placed on campus
- Student Center – window replacements

V. Annual Approval of the Athletic Program Philosophy

Required by law annually; no changes recommended this year. BOG approved.

VI. Campus Safety Report

An increase was reported in referrals to Student Affairs in the category of liquor violations. This could be a result of better reporting or just an anomaly but should be monitored.

VII. Adoption of the FY 2016 Budget

- FY 2016 budget was approved by the BOG, and authorized the President to make amendments as appropriate, with the consent of the Audit and Finance Committee.
- FY 2016 budget is decreased by 2.7% (\$1.2 million). Operating expenses are decreased by .04% (\$244,000). Overall FY 2016 budget reflects a decrease in Net Assets of \$1.682 million.
- The DNP Doctoral program is projected to enroll 15 students this fall.
- Tuition and fees revenues are expected to decline by 3.4%.
- Salary increase decisions will be deferred until October's enrollment figures are in.
- Staff vacancies will remain open for 6 months, except in the case of critical positions.

VIII. Election of Officers

- Chair – Marcia Brand
- Vice Chair – John Younis
- Secretary – Scott Roach
- Audit and Finance Committee membership will be determined at a later date

IX. Resolutions

- The following outgoing Board members were presented with resolutions:
Diane Shewbridge, Logan Sigley, Mark Rudolph and Holly McCall

President Shipley and Shelli Dronsfield were also presented with resolutions marking their service to the university.

The next Board of Governor's Meeting will be September 24, 2015 at 3:50 p.m.

Following Diane's BOG report, the CEC members discussed what our expectations should be about state funding of Higher Education, given declining state revenue, and the need for lobbying by institutional leadership of the state legislature.

Brian and all the council members thanked Diane for her 8 years of dedicated service as our representative to the Board of Governors.

Staff Development:

Because the FY16 budget has not been posted yet, Marian Willauer said that requests for funds are being held until we get the budget. The budget is expected to be posted in the last week of July.

Scholarship:

No report

Legislative:

Brian Hammond said that we need to get another Chair for this committee and that anyone with suggestions should send them to him.

Special Events:

No report. *(Ken noted that we should consider having an event for new interim President, Dr. Sylvia Manning, and also invite her to attend a CEC meeting.)*

Safety:

Brian said that the committee has not met since there is currently no director of facilities.

New Business:

- Paula: The budget committee will reconvene on this Friday and welcomed input. Brian asked the council if the meeting dates and time of the 3rd Monday of Month at 9:00 a.m. is good for most peoples' schedules. There was general agreement that this is a good time.
- Ken: At the ACCE retreat it was recommended that each campus review and recommend changes to the by-laws in the CEC constitution to make sure they're in compliance with WV Code and are still working well. Diane Shewbridge volunteered to Chair this committee. Paula Wamsley and Ken Harbaugh will serve on the committee.

- Brian: Tim Haines is working on the new Word Press website for the CEC. It was agreed that Nancy will work with Tim on that project. The website will be a space to post CEC minutes and general information for classified employees.
- Sharon Carpenter was moved to representative for EEO category 4, since the former rep, Jessie Shanholtz, has moved from Classified to Casual employee status. Patrick Weber has moved to first alternate in this category.

CEC representatives were reminded to contact their alternates to attend meetings when they cannot.

Brenda Feltner was thanked for her diligent work as secretary of the CEC for numerous years.

There being no further business it was MSP to adjourn at 11:20 a.m.

Next meeting: August 17, 2015 at 9 a.m. in the Cumberland Room.

Submitted: CEC Secretary Nancy Cowherd