

**CLASSIFIED EMPLOYEES COUNCIL  
MINUTES  
DECEMBER 14, 2015**

**Cumberland Room - Student Center**

Present: Sharon Carpenter, Nancy Cowherd, Melody Gillespie, Brian Hammond, Virginia Haddock, Ken Harbaugh, Karen James, Mona Kissel, Paul Schwann, Diane Shewbridge, Peg Swisher, Paula Wamsley, Marian Willauer

Absent: Sharon Carpenter, Dryan Cole (alternate), Sharon Earl (alternate), Ann Hoover (alternate), Amy Livengood (alternate), Diane Shewbridge, Patrick Weber (alternate)

Guests: Marie DeWalt, Director of Human Resources and Tammy Gill, Senior Human Resources Representative

Brian Hammond called the meeting to order.

Approval of October and November minutes: MSP.

Brian Hammond explained the council's concern about parking fees for staff who are getting a minimal raise next year but will be kicked up to the higher tier of \$75.00. University council, Alan Perdue addressed various options for changing the parking fee structure. One is to raise the top of the lower threshold to \$30,000 (from \$25,000). Ken asked if the executive committee would look at this. Ken asked the CEC reps to the budget committee to take this concern to the committee.

The Council goes on record as congratulating the football team on their national playoff semi-final win this past Saturday and also congratulates Monte Cater and his coaching staff for their success.

Brian: Suspended agenda to introduce Vice-President for Administration, James Vigil.

Vigil presented the 2017 housing project proposal which may include building a new residence hall and taking down some older residence halls (Turner). He has presented this project to 5 groups in the last week. The most recent strategic plan included the goals of making the campus more residential with more appealing living conditions: in the residence halls, provide more private rooms, air conditioning, etc.

Vigil discussed the challenges of the financial outlook of the University. Occupancy of the residence halls on east campus is seriously declining due to their poor conditions. Auxiliary services are the highest revenue producer, with dining services second. Conference services account for a large portion of revenue. Recruitment and retention is being negatively affected by the oldest residence halls because they don't meet the demands of today's students. These conference services cannot be sustained without changing, adding, and/or upgrading facilities.

At the same time, the university is exploring a partnership with a Navitas, an international student recruitment program. Navitas is a global education provider that offers an extensive range of

educational services through three major Divisions to students and professionals including university programs, creative media education, professional education, English language training and settlement services. This international student initiative is to start in 2017, and is expected to increase student enrollment. The proposed residence hall building project will, in part, address the needs of this cohort of students.

A proposal for the Residence Hall Project was presented at the December 2015 Board of Governor's Meeting. Details of that proposal can be viewed [here](#).

## **REPORTS**

### **ACCE (Advisory Council of Classified Employees):**

**Ken Harbaugh**

PEIA proposed changes for 2016, which would increase costs for state employees, is currently the biggest concern.

The Policy Commission is not providing updates about the Mercer market study, even though the majority of the work should be completed. (Marie said that Mercer has scheduled a web meeting with the CHROs and she will let us know what comes out of that.)

ACCE is continuing to try to work with legislature on West Virginia higher education issues. Ken and Amy (ACCE) met with WV Senator Dave Sypolt (Chair of the Senate Education Committee) to express concerns about Shepherd funding. There hasn't been much of a response from legislators.

Concerning the PEIA funding issues, there is no agreement about who is responsible: the PEIA finance committee or the Legislature.

The unions may be gaining more of a foothold with employees as a result of the state financial problems that are impacting employees.

Shepherd needs more presence in Charleston to lobby for itself.

### **Board of Governors:**

**Ramona Kissel**

Details of the December 3, 2015 Board of Governors meeting as submitted by Ramona to the Classified Employee Council can be read [here](#). The Shepherd football team is going to the national championship. The Advancement Office is raising funds so that the band can also go to the game. Mona emphasized the usefulness of the President's report for summarizing the information coming out of the Board of Governors. The Board unanimously approved the 2% raise for faculty and staff, with the only negative vote coming from Chad Robinson.

April 8, 2016 is the tentative date for inauguration for Mary Hendrix as next president of Shepherd. (This is also the kick off date for Relay for Life.

The next regularly scheduled BOG meeting is scheduled for February 25, 2016.

### **Staff Development:**

**Marian Willauer**

No change in finances from last month, with \$7541.00 remaining unencumbered by employee requests.

**Scholarship:** Theresa Smith  
No Report

**Legislative:**  
No Report

**Special Events:** Virginia Haddock and Peg Swisher, Co-chairs  
Brian thanked Virginia and Peg for the planning of the holiday luncheon which was well attended.  
Ken asked Peg and Ginny to look at April 11 or 25, 2016 for the spring luncheon, or sometime in May.

**Safety/Building and Grounds:** Brian Hammond  
No Report - Did not meet. A meeting is scheduled for January 7, 2016 2:30 - 3:30 p.m.

**Unfinished Business:**  
Approval of the minutes of the November CEC Meeting: MSP

Ken would like to plan to have Dr. Manning at the January or February CEC meeting. He also suggested scheduling Dr. Hendrix for a CEC meeting as soon as possible after her arrival on campus.

**New Business:**  
Congratulations to the SU Football team and Monte Cater and all the coaches for going to the National Championship.

The next CEC meeting is scheduled for Jan. 25, 2016.

Meeting Adjourned: MSP 11:25 a.m.

Respectively Submitted,  
Nancy Cowherd, Secretary