

**CLASSIFIED EMPLOYEES COUNCIL
MINUTES
FEBRUARY 15, 2016**

Cumberland Room - Student Center

AGENDA

Call to Order: 9:05 a.m.

Present: Nancy Cowherd, Melody Gillespie, Brian Hammond, Ken Harbaugh, Diane Shewbridge, Paula Wamsley, Marian Willauer

Absent: Sharon Carpenter, Karen James, Ramona Kissel, Paul Schwann, Peg Swisher

Guests: Marie DeWalt, Director of Human Resources; Traci Morris, Rambler Card office

Approval of the Feb. 1, 2016 minutes (meeting rescheduled from January 2016 - weather) was postponed until the regularly scheduled March meeting.

Chair Brian Hammond suspended the agenda to introduce Traci Morris.

Traci explained the history of the Rambler Card replacement policy, the mechanics of how the Rambler works, etc. The policy states that if the Rambler is lost, stolen or damaged, a replacement fee of \$25.00 "may" be charged. This wording is open to different interpretations by different people. Also, different Rambler employees handle card replacements and the associated decisions on whether or not to apply the fee. In practice, the policy has been applied unequally to staff, often depending on the nature of the person's job (does their job require frequently swiping in and out of buildings) and the length of employment (how long the card has been in use).

Diane Shewbridge: Stated that she would like for the cost issue to be addressed before the cards are shredded by the Rambler office.

Marie DeWalt: Is there an appeal process?

Traci Morris: There is no appeal process.

After talking with Jack Shaw, Traci suggested a policy change whereby an across the board and more modest replacement fee of \$10.00 would be charged in every circumstance and would be charged to everyone. That revision would need to be approved by James Vigil. Jack will talk with James about the change in fee amount.

A discussion followed around other options for how the policy might be amended to be less subjective: Traci had three additional take away points from the discussion: 1. To take into consideration the number of years the card has been in use, 2. The nature of the person's job (e.g., if the person works in Facilities and uses the card frequently every day), and, 3. Not to shred the card before the replacement cost is discussed. Brain thanked Traci for attending the meeting to discuss the Rambler Card issues and the meeting agenda resumed.

REPORTS

ACCE: (Advisory Council of Classified Employees) Ken Harbaugh

ACCE had not met since the last CEC meeting, but will meet at Marshall University next week. Since the Legislature is in session (the last day of session is March 12), there continues to be a lot going on including the following items:

- Guns on campuses, right to work bill (passed)
- Repeal of the prevailing wage bill has passed.
- Discussions about how to fund PEIA are ongoing. All employees and retirees will be paying more for PEIA insurance. PEIA deficits are expected to increase next year.

Representatives of ACCE will continue talking with the legislators until the end of the session.

Senate Bill 439, the comprehensive higher education personnel legislation. Ken distributed handouts on the preliminary findings from the compensation market study. He pointed out the following: the findings recommend a new pay structure for state employees consisting of 12 pay grades, as opposed to the current one of 25 pay grades. (Attach) and implementation of ePRISM, a labor market pricing software, which would help Shepherd with pay equity issues.

Board of Governors: Ramona Kissel

The Board of Governors next meets on February 26, 2016

Staff Development: Marian Willauer

As of Feb. 12, 2016, \$8,183.44 has been expensed, leaving a balance of \$4,065.56.

Marian: Several requests have been received asking for Staff Development funds to pay for graduation fees. Marian asked the council about whether funds should be used for those fees. The council felt that graduation fees are not an appropriate use of Staff Development.

Scholarship: Theresa Smith

No Report

Legislative: No Chair

No Report

Special Events: Virginia Haddock and Peg Swisher, Co-chairs

No report.

Safety/B & G: Brian Hammond

Brian emailed Eric Shuler about the question of trades using vehicles in the pedestrian walkways. Eric will put it on the agenda for the next Safety/B&G meeting.

Call boxes: Brian has a meeting today with a Frontier representative to discuss better communication about ongoing work on the call boxes. This will also be discussed at the next meeting. The next Safety Committee meeting is scheduled for Thursday March 3, 2016.

Unfinished Business:

Paula Wamsley: The University Budget Advisory Council Committee, on Friday Feb. 12, 2016 passed a resolution to recommend to the Board of Governors a just under 5% increase in tuition for both in-state and out-of-state students. They are considering the creation of a “metro” rate, which would provide for a tuition cost break for students from surrounding counties. In order for this rate to apply, the student must live on campus for three years and be full-time. There is a meeting tomorrow of the budget advisory council to finalize a recommendation. A raise in late fees and some other fees, which have not been increased in recent years, will also be recommended.

New Business:

The Emeritus committee needs to meet in March to review the names of those classified employees who are retiring this year. Recommendations for emeritus status will be made at the March 21, 2016 council meeting.

The next Classified Employee Council meeting is scheduled for March 21, 2016

Brian Hammond has been elected to be inducted into the Phi Kappa Phi honor fraternity.

The chair needs to invite President Mary Hendrix to the next CEC meeting.

Meeting Adjourned: MSP 11:10 a.m.

Respectfully Submitted,

Nancy Cowherd, Secretary