

**CLASSIFIED EMPLOYEES COUNCIL  
MINUTES  
APRIL 18, 2016**

**Cumberland Room – Student Center**

**Present:** Nancy Cowherd, Brian Hammond, Ken Harbaugh, Ann Hoover, Karen James, Ramona Kissel, Peg Swisher, Paula Wamsley, Marian Willauer

**Absent:** Sharon Carpenter, Melody Gillespie, Diane Shewbridge

**Guests:** Jayne Angle; Marie DeWalt, Human Resources; Theresa Smith, Chair, Classified Employee Children's Scholarship Fund

Chair Brian Hammond called the meeting to order: 9:00 a.m.

Brian read a letter from Classified Employee Council Representative and Facilities Management employee, Paul Schwan, who retired on April 15, 2016. Paul informed the council of his retirement and thanked the council for the opportunity to serve as a member for the University.

It was MSP that the minutes of the March 21, 2016 Classified Employees Council meeting be approved.

**REPORTS**

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

**Ken Harbaugh**

**Ken:** ACCE did not meet. It will meet this Thursday, April 21 in Lewisburg, at the School of Osteopathic Medicine. Expected to be on the agenda is the issue of any Reduction in Force policies that may be put into place at any institutions. New River Community and Technical College has introduced a RIF.

We are not getting updates on the Mercer Study, even though we have requested them. Also, the website has not been updated, so we therefore cannot give input to the HEPC. ACCE submitted a list of concerns that should be addressed on the website, but have not been.

A discussion followed about the state financing of higher education.

**Marie:** Explained that, about 20 - 25 years ago, there was some attempt on the part of the state to use an allocation formula for funding state higher education. That formula was loosely based on enrollment. Under that formula, Shepherd grew, but our funding did not and has not since. In addition, regular state cuts have reduced our funding. More recent attempts by the legislature to create "outcome based funding" for institutions did not get passed, mostly because of objections on the part of various institutions. Marie stated her opinion that if budget cuts need to be continued, they should not be made across the board, but rather, proportionally by institution.

**Board of Governors:**

**Ramona Kissel**

The BOG is scheduled to meet April 27. The Entire BOG meets together, about 4:00 p.m. following sub-committee meetings. Brian is scheduled to present to the Board of Governors. Ken encouraged classified staff to attend the BOG meetings.

**Staff Development:**

**Marian Willauer**

Marian reported that out of the allocated budget of \$12,249.00, \$8,687.18 has been expensed. This leaves a remaining balance of \$3,561.82.

**Scholarship:**

**Theresa Smith**

Three applicants were chosen by the Scholarship Committee to be recommended to the council to receive scholarship funds for 2016-2017:

- Margaret James, daughter of Robert J. James, Police Department
- Neal Crosson, son of Esperanza Alzona, Music Department
- Andrea Monsma, daughter of Michael Monsma, Counseling Office.

Ken: motioned to approve the applicants recommended for receiving a 2016-2017 scholarship. **MSP**

**Legislative:**

**No Chair**

Ken: This coming year will be the most important year to have a Legislative Committee. Ken asked the Chair of CEC to find a Chair for the Legislative Committee and solicit 3 or 4 members to sit on the committee. Ken offered to sit on the committee but will not Chair it. We need to get our local delegation of legislators to come to campus and meet with us about finances.

**Special Events:**

**Virginia Haddock and Peg Swisher, Co-Chairs**

The spring luncheon is scheduled for April 28. Employees achieving longevity milestones, retirees and those retirees selected for emeritus status will be recognized.

**Safety/B & G:**

**Brian Hammond**

The committee did not meet. Brian asked for any concerns to be forwarded to him for the next meeting.

**Jayne Angle:** Many of the call boxes around campus are still not working. This has been an ongoing issue. Brian will follow up with Facilities Director, Eric Schuler.

**Unfinished Business**

**Marie DeWalt:** Kronos/Oasis: 90% of the people who need training on the Kronos Time and Leave system have been trained. Two more training sessions are scheduled. Employees need to be using Kronos for training purposes now. It will be going live in Mid-May.

Each bi-weekly pay period time sheet will show 75 hours of work full-time employees.

**New Business:**

Brian Hammond, representative to the Budget Advisory Committee, reported on the April 15, 2016 meeting. James Vigil presented 2 - FY17 budget scenarios for the University: the first, a budget given a 5% state cutback and, the second, the budget under a 10% state funding rescission. The committee also discussed various possible strategies for raising revenue and lowering expenses.

**Ken:** Regarding the TIAA retirement presentations held on campus last week: Ken reported that attendance was low for each presentation and expressed the concern that supervisors need to enable and encourage their employees to go to these presentations and to make use of TIAA private counseling sessions.

Ken reviewed the changes that have taken place on the council with retirements, departures or reclassifications:

- Category 4: Jessie Shanholtz left the University and Sharon Carpenter moved up to representative.
- Category 5: Beth Cole left (she was an alternate). Ken asked the Chair of the council to add an agenda item for next month to address the issue that there is no alternate available to represent Category 5.
- Ann Hoover has taken the council seat left vacant by Paul Schwan's retirement and will be the new rep for Category 6/7 employees.

**Jayne Angle:** reported that the Academic Administrative assistants have formed a group that will meet regularly to discuss common University procedures and issues to help facilitate communication.

**Ann Hoover:** Expressed concern that no hard copy of the Shopper's Guide was sent out, even though Open Enrollment has started and no web links have been made available to the information

**Marie:** Emails have been sent out by HR Assistant Tammy Gill which included that information. Facilities personnel may have limited opportunity to check email. Marie strongly encourages attendance at one of the three PEIA Open Enrollment sessions being presented by Tammy Gill. PEIA has not finalized cost increases, such as deductibles, for next year, so that's why a hard copy of the shopper's guide has not been sent out. It is available online.

Thanks to the Human Resources office for putting the TIAA presentation together.

Peg Swisher announced that she will retire in August of this year. Brian thanked her for her many years of service on the Council.

Brian Hammond was inducted into the Phi Kappa Phi Honorary Society. The Council congratulates Brian on this honor.

The next regularly scheduled Classified Employees Council meeting is at 9 a.m. on May 15.

It was MSP at 11:15 a.m. that the meeting be adjourned.

Respectively Submitted,



Nancy Cowherd, CEC Secretary