

**CLASSIFIED EMPLOYEES COUNCIL  
MINUTES  
JUNE 20, 2016**

**Cumberland Room – Student Center**

Chair Brian Hammond called the meeting to order.

**Present:** Nancy Cowherd, Melody Gillespie, Brian Hammond, Ken Harbaugh, Karen James, Ramona Kissel, Diane Shewbridge, Peg Swisher, Marian Willauer

**Absent:** Sharon Carpenter, Paula Wamsley

**Guests:** Marie DeWalt, Human Resources; Alan Perdue, University Counsel

It was MSP to approve the Classified Employee Council minutes of May 16, 2016.

**REPORTS**

**Staff Development:**

**Marian Willauer**

Marian reported that the fund was reduced by \$5,000 by the university on May 4, 2016, following the state mandated budget cuts this year. That cut, along with the funds allocated to employees, depleted the fund. \$7,300.00 was expended to Shepherd Classified staff this year.

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

**Ken Harbaugh**

The Executive Committee of ACCE met in Charleston. There is a retreat scheduled for next month in Charleston. ACCE is doing the retreat as cheaply as possible. The committee is working on issues surrounding furloughs and layoffs, and possible changes in statewide Higher Education governance. Changes in higher education are occurring nationwide; these are being studied by ACCE and Ken hopes that WV legislators are studying these changes before they make any changes to the West Virginia system. The Federal Government is making it harder for for-profit institutions to achieve accreditation.

The June ACCE meeting, scheduled to meet at Shepherd, was cancelled. Ken is looking at trying to schedule another meeting in the fall at Shepherd.

**Melody Gillespie:** Noted the issues that Facilities employees have had with adjusting to the new Kronos system, mostly because they don't have daily availability to computers and don't have the basic working knowledge of software like Windows. These difficulties have had a negative impact on morale.

**Alan Perdue:** Emphasized the fact that the transition to Kronos was especially difficult because the information about the system was not readily forthcoming from Charleston. Because of bad communication, we learned a number of things about Kronos only after the "go live" date. Human Resources department is working on updating the online instructions as these changes become known.

**Marie:** As a reminder, employees can only use annual or sick leave, even though other types of leave are available in Kronos. There are only two types of leave available in Higher Education.

**Melody:** Another concern: Dining Services employees are on a skeleton crew in the summer. Work hours are shortened and on the day that they need to approve their time sheet, they may not be in to do that or they may be called in extra after they've approved the time sheet. Alan clarified that employees can punch back in after the time sheet was approved by them and there will not be an effect on payroll. The timesheet will go in as the supervisor approved it on the last day of the pay period. Marie noted that HR can do further training if the department would like. Replicon is going away on July 1. Employees are encouraged to cross check leave totals in both systems before that happens.

**Board of Governors:**

**Ramona Kissel**

The Board of Governor's met on June 2, 2016.

Mona pointed out Agenda Item 4: [President's Report: Approaching First 100 Days](#) on June 6<sup>th</sup>.

[The Campus Safety Annual Data report](#) was presented by Chief McAvoy. (Agenda Item 5)

Mona suggested that John McAvoy be invited to report to the CEC to give more details about the safety report.

Other documents of interest are the [Campus Composite Financial Index](#) and the [Model for Prospective Bond Refunding](#)

Also, she would like to recommend that James Vigil be invited to report to the CEC after the Shepherd FY17 budget is determined.

See Mona's [full report of meeting notes](#).

**Ken Harbaugh:** Would like for the CEC to have more information on the campus budget process, so that we can make more fully informed suggestions.

Ken noted upcoming changes in the Board of Governor's membership: Bridget Cohee (BOG member) will resign as of December 2016 due to being elected to a judge's position. John Younis (BOG member) will be rotating off at the end of June 2016. Ken suggested that Walter Duke be considered for one of these positions and asked Alan to pass that suggestion forward to the President.

The next BOG meeting is Thursday, September 29, 2016.

**Alan Perdue:** Budget wise, we are in as good a position as we could be following the passage of the WV State Budget.

To read Mona's full Meeting Notes, click here. [\(Insert hyperlink\)](#)

**Scholarship:**

**Theresa Smith**

No Report

**Legislative:**

**No Chair**

No Report

**Special Events:**

**Peg Swisher and Virginia Haddock,**

No Report.

**Safety/B & G:**

**Brian Hammond**

No report (committee has not met).

**Melody Gillespie:** inquired about availability of staff training on how to respond to active shooter situations. University police are very willing to do training in departments. Ken asked Marie to contact Shepherd Police Department about the possibility of offering campus-wide active shooter training/safety-awareness training.

It was pointed out that it is important to follow the advice of the "SEE SOMETHING, SAY SOMETHING" campaign promoted by the Department of Homeland Security. To report suspicious activity, contact your local law enforcement agency. Describe specifically **what** you observed, including: **who or what** you saw; **when** you saw it; **where** it occurred; and **why** it's suspicious. To learn more about the campaign that raises public awareness of the indicators of terrorism and terrorism-related crime, [click here](#).

**Unfinished Business**

None

**New Business:**

**Ken:** would like to invite the new Finance Officer, a Student Affairs representative, and Bill Sommers, VPEN (Vice President for Enrollment Management), and President Hendrix to speak to the Council. Ken asked Chair Brian Hammond to develop a working list of campus invitees including the above areas and make invitations.

The next regularly scheduled Classified Employees Council meeting is Monday, July 18 at 9 a.m.

Meeting adjourned: MSP 10:30 a.m.

Respectively Submitted,

Nancy Cowherd, CEC Secretary