

**CLASSIFIED EMPLOYEES COUNCIL
MINUTES
MAY 16, 2016**

Cumberland Room – Student Center

Present: Sharon Carpenter, Nancy Cowherd, Melody Gillespie, Brian Hammond, Ken Harbaugh, Ann Hoover, Karen James, Mona Kissel, Peg Swisher, Paula Wamsley

Absent: Diane Shewbridge, Marian Willauer

Guests: Marie DeWalt, Chief Human Resources Officer

Chair Brian Hammond called the meeting to order: 9:05 a.m.

It was MSP to approve the minutes of the April 18, 2016 meeting as corrected.

REPORTS

ACCE: **Ken Harbaugh**

ACCE will meet this week at Eastern WV Community and Technical College. A paper created by ACCE will be presented on how possible Reduction in Force (RIF) policies might work, if deemed necessary, and ACCE will discuss issues related to RIF actions. HEPC has not presented any policies on furloughing.

Governor Tomblin has called an additional session of the West Virginia Legislature to complete the state FY17 budget. In addition, [Senate Bill 1006](#) was introduced by Senators Cole and Kessler at the request of the Governor, relating to authorizing the Governor to issue executive orders to furlough state employees and pay certain obligations in the event of a fiscal emergency (such as a failure to pass a budget by July 1).

The governor would possibly furlough state employees in the event that a budget is not passed. State revenues are not looking any stronger for the coming fiscal year. Shepherd University is in somewhat of a better fiscal position than some other state institutions because we started looking for other revenue streams a couple years ago, due to our lower state funding.

The following information was received by BOG Representative Mona Kissel regarding a preliminary Classified Staff Compensation Study:

“...the State Legislature in 2015 passed Senate Bill 439, which requires us to create and maintain a new job classification system with pay ranges that are tied to the job market.

This new law has provided us an opportunity to update our current pay structure and job classification system for classified employees with new market information and methodology. The Legislature has asked us today to provide a preliminary update on the status of the classified employee salary market study, which was required with the new law. Let us emphasize that while the initial portion of the market study is complete, the results are still preliminary.”

Ken presented the Higher Education Policy Commission (HEPC) report: ***Classified Staff Compensation Study: Process and Next Steps***, produced by Mercer Higher Education, to council representatives. The report gives preliminary information about salary structure and the slotting of positions, etc. The next step would be for the HEPC to put together a rule committee to study the Mercer findings and write more specific legislative rules regarding how to enact and institute a new salary schedule. [Click here to go to the full report.](#)

Marie DeWalt (HR): Cautioned that employees should not look at this information and make assumptions about where they will fall on the salary schedule and any associated salary minimums. Marie feels that the employees who are most likely to benefit financially from this are those who do not have a lot of years of experience.

Board of Governors: **Ramona Kissel**

Highlights of the April 27, 2016 meeting:

- Alan Perdue reviewed a worst case scenario for PEIA which would increase out-of-pocket maximums, raise deductibles, and would likely reduce benefits for employees who live outside of West Virginia.
- Mona informed the council about a proposed Physician Services Facility Initiative with West Virginia University Healthcare Physicians. University Healthcare Physicians could operate a full-service primary care clinic on the Shepherd University campus to serve the community as well as Shepherd University. This would provide convenient in-state medical services for Shepherd employees and students who live in or out of state. The concepts in this proposal are still being explored.
- Because the NCAA requires the President of the university to have a good deal of responsibility for the athletic program, in the future, the Athletic Director will report directly to President Hendrix, instead of Dr. Ames, Provost.

Go to the [Minutes of the Board of Governors April 27 meeting.](#)

Staff Development: **Marian Willauer**
No Report

Scholarship: **Theresa Smith**
No Report

Legislative:
No Report

Special Events: **Virginia Haddock and Peg Swisher, Co-chairs**
Chair Brian Hammond thanked Ginny Haddock and Peg Swisher for the successful planning and implementation of the spring luncheon. Everyone seemed to have a wonderful time.

Safety/B & G**Brian Hammond**

Melody Gillespie pointed out that there is more than one A-fib machine in the Butcher/Wellness Center.

Eric Shuler gave updates on campus construction projects and Athletic Area Safety concerns:

- The ground breaking for the new Residence Hall is scheduled for June.

The Soccer field:

- needs lighting near the scoreboard and shed due to vandalism and loitering;
- field gates are not functioning properly;
- needs signage similar to that on the Football field.

- The Fire Alarm/Auto Dialer upgrades are ongoing. When completed, a third party will be monitoring the alarms instead of Campus Police.

- Sara Cree will be decommissioned once Campus Police and the Picket are relocated. The police will move to the Ground floor of Moler Hall and the Picket will move to Knutti.

Unfinished Business:

None

New Business:

Ken: Would like to start giving a report of the SU Foundation, which met last Thursday, May 12, 2016:

- This coming year, the Foundation will give 1.8 million dollars to students and the university in scholarships.
- Foundation is helping to support the building of the new Residence Hall. The loan of 22.7 million dollars is coming from The U.S. Dept. of Agriculture at an interest rate of 2.875 percent. The project will take about 18 months to complete. Turner Hall will eventually go off-line and the new Residence Hall will be used. The loan will be repaid through the fees paid by students to live in the residence hall.
- School of Business: the Foundation will be providing some funding for development.

The next Council meeting will need to be rescheduled. After discussion, it was decided that the meeting will be held on June 20.

There being no further business, it was MSP to adjourn at 10:45 a.m.

Respectfully submitted,



Nancy Cowherd