

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

Cumberland Room – Student Center

Chair Brian Hammond called the meeting to order.

Present: Nancy Cowherd, Melody Gillespie, Brian Hammond, Ken Harbaugh, Ann Hoover, Karen James, Mona Kissel, Paula Wamsley, Marian Willauer

Absent: Sharon Carpenter, Diane Shewbridge, Peg Swisher,

Guests: Marie DeWalt, Chief Human Resources Officer; Aida Blanco, Director, Dining Services: Take-out/carryout from Dining Hall opinions and options; Sergeant David Kelvington, SUPD; Sergeant R.J. James: Security on-campus; Virginia Haddock

MSP: Approval of the minutes from our June meeting

Chair Brian Hammond suspended the regular agenda and introduced Aida Blanco to talk about the possibility of a carry-out service provided by Dining Services. Aida reported that there was a tremendous response to the online survey sent to employees and she asked the council for feedback as well. For example, she wanted to know how many times after work do you stop at market, eat out, etc.?

Ken: eats at dining hall a couple times per year. Ken complemented Dining Services for the wide assortment of options available at the dining hall and the services provided.

Mona: praised the dining hall for its value and quality of the food. Mona asked for information about how convenient the pickup/carry out of food would be. Aida agreed that the logistics of pickup would be a little difficult because of the gate system in the parking area. She said they are exploring the option of having a second cashier who would put the meals together and possibly deliver the food to your car. One response was that it was a great idea but that if it's not convenient, people probably wouldn't participate. Various options for improving pick up convenience were discussed.

Aida asked about whether employees might be interested in buying a campus meal plan. Many people have asked about this option for employees. A meal plan would give employees more than a 5% discount and would be convenient. Ken suggested doing it on a trial basis to make sure that it is economically feasible for Dining Services. Aida explained that the program would be flexible and that employees would be able to make use of the meals that they purchased, even if an extension was needed after the plan period ended. The council agreed that the meal plan idea would be a great benefit for employees. The intention is to meet the needs of employees (and visitors to campus), not to make money. Aida asked people to email additional ideas or suggestions.

Brian introduced Sergeants Kelvington and RJ James to talk to us about campus safety. Kelvington said that police are trying to create an atmosphere of people being aware of their surroundings. He said that people tend to get used to being safe, but should develop a plan for "what if" scenarios. He encourages people to be "lions" (assertive, confident) so that anyone who thinks about causing problems will re-think that. He encourages employees to develop a personal protection plan. When violent incidences happen, people who have thought about a plan in advance react vastly differently than those who have

not. Be purposeful. Plan to do **something** in a violent situation. He used the example of the Virginia Tech mass shooting where many people did not do anything during the attack and did not survive.

Know your environment, your office, building, etc. Where are the exits? What do I have to use as a weapon? Can I yell out a secret word that co-workers will recognize?

4 options for reacting in a violent situation:

1. Escape if you can
2. Lock down in place: lock or barricade a door.
3. Confront the assailant
4. Do nothing: this option is unacceptable. Eliminate this option

Points for keeping yourself safe:

Positional and situational awareness: Scan your area and know one or two exit points. Have a rally area to get together with your group afterwards.

If you decide to confront and fight an assailant, you have to do so with speed and surprise. The assailant will be coming to harm you and won't hesitate to do so. Don't become a victim. Walk in lighted areas with your head up, noticing your surroundings. In parking lots, don't walk past vans. If a van has parked beside you, walk a loop around the van to observe anyone hiding before you get into your car.

Kelvington asked people to contact himself or RJ for individualized training for departments.

Ken: suggested that our Police Department set up training for each department on campus and not rely on employees to ask for training. Ken asked Dave to take that suggestion back to Chief McAvoy and Alan Purdue.

REPORTS

ACCE (Advisory Council of Classified Employees):

Ken Harbaugh

Ken gave a report on the ACCE Retreat, July 11 & 12 in South Charleston, WV. On Monday, July 11, retreat topics included new member orientation and the continued committee work to plan for state employee layoffs and furloughs. ACCE wants the state to have layoff/furlough policies set in place should these options become necessary. The state currently doesn't have adequate policies.

ACCE members discussed the reorganization that may occur in state higher education. The outcome of the November elections will affect legislation pertaining to higher education. Chancellor Paul Hill lobbied ACCE to help HEPC retain its position in Higher Education.

Ken: Hopes that any new legislation affecting Higher Ed is made with knowledge of the system and with informed education on the issues involved.

Work is ongoing to develop a new ACCE website.

Tuesday, July 12: new member orientation. Notebooks containing 16-18 handouts, dealing with ACCE bylaws, the West Virginia Code, policies, etc., were given to all members and reviewed.

Chancellor Sarah Tucker gave her expectations for the next legislative session, her vision of the future of community college education in WV and her thoughts on implementing a new Personnel Administration System.

TIAA representative for WV, Jay Mahoney presented information on planning/investing for retirement. He emphasized that TIAA offers many ways to get services, including telephone services and personal counseling.

2016-17 Election of officers was conducted and the meeting schedule set for the upcoming year.

October 17 is the tentative date set for ACCE to meet at Shepherd University. Ken would like for as many council members as possible to meet with ACCE at this meeting. He asked the council to appoint a sub-committee to plan for this meeting, including lunch. He estimated that 18 people would attend. We should get on Dr. Hendrix's calendar.

MSP: for Shepherd to host ACCE on Oct. 17, 2016. Paula will book either the Cumberland Room or the multi-purpose room in the Byrd Center for the ACCE meeting. Ken suggested that the Special Events committee might be able to work on other arrangements.

The next ACCE meeting will be at Potomac State. The date is tentative.

Board of Governors:

Did not meet; no report

Ramona Kissel

Staff Development:

No Report

Marian Willauer

Scholarship:

No Report

Theresa Smith

Legislative:

No Report

No Chair

Special Events:

It was agreed that Paula Wamsley will work with the Special Events Committee on arrangements for ACCE meeting at Shepherd.

Virginia Haddock and Peg Swisher, Co-Chairs

Safety/B & G:

The Building & Grounds Committee met July 7.

Brian Hammond

Dustin Robbins gave a summary of the Campus Accidents/Incidents Report and updated the committee on CCAII the environmental control report (Hazard assessment is completed and he is awaiting the full report).

Eric Shuler reported that Fire Alarm/Auto Dialer upgrades are in progress. The Shepherd Police Department has been relocated to Moler Hall. Sara Cree Hall will be decommissioned after the Picket is moved out of the building, and before the fall semester starts. The removal of Sara Cree will create logistical problems for Internet, electrical, etc. for football games.

Facilities staff will be going through safety training in the near future. Safety/B&G next meets on September 1.

Unfinished Business

Marie said she feels that we are making progress with the implementation, training and use of Kronos on campus. People are learning the system and overall, it is going better than anticipated, although it is challenging and is not considered an efficient system.

New Business:

Dr. Hendrix will attend the CEC Meeting on August 15.

Brian Hammond noted that there has been no Classified Employee representation on the last few campus search committees. While the Constitution does not specifically call for Classified Employee representation on search committees, the practice has been followed for the last few years.

The next regularly scheduled Classified Employees Council meeting will be on August 15 at 9 a.m. in the West Virginia Room (309) of the library.

MSP to adjourn at 11:30 a.m.

Respectively Submitted,

Nancy Cowherd, CEC Secretary