

**CLASSIFIED EMPLOYEES COUNCIL  
MINUTES  
AUGUST 15, 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, Paula Wamsley, Marian Willauer

**Absent:** Sharon Carpenter

**Guests:** Marie DeWalt, Chief Human Resources Officer; Mary Hendrix, President Shepherd University

Brian suspended agenda to introduce President Mary Hendrix. Hendrix reviewed the activities taking place this summer at Shepherd:

- **Salaries:** A community member has made a monetary donation for the purpose of helping to bring up the lowest salaries of both staff and faculty. In order to ensure a consistent ongoing source for yearly monies to support salary increases, President Hendrix has worked with Monica Lingenfelter at the Foundation to identify fund areas that might be used to provide such support.
- **Metro Rate:** The University will offer a “metro rate” scholarship to students who attend from the surrounding states. Students accepting the metro rate would be required to live in the residence halls on campus.
- **Facility Costs:** We are looking at addressing reducing facility costs like water, electric, etc. For example, Shepherd has wells which we have started to use. Future development of a part of the Tabler Farm is being considered for the development of sustainable energy. Installation of solar panels is being considered.
- **Center for Innovation:** The lower level of the cafeteria is under consideration as the site for the future Center for Regional Innovation. This area of the cafeteria is considered underutilized.
- **Disposition of Sara Cree Hall:** Chancellor Hill approved a Shepherd proposal which will provide \$750,000 in HEPC funding for the demolition of Sara Cree Hall. This will be a 10-year, no interest rate loan. The loan is pre-approved in writing but will be presented to the Board of Governors for final approval. Mercury, lead, and asbestos abatement are required before the building can be demolished. A request for bids has been sent out for the abatement work. Following the mitigation/abatement work, the building will be taken down (probably next summer). The Mayor of Shepherdstown has agreed to provide a gravel parking lot in the space now occupied by Sara Cree.
- **Cafeteria Upgrade:** Betty Lowe and other community members have worked on a renovation plan for upgrading the looks of the cafeteria. The President’s budget will be paying for new blinds that will cost a few thousand dollars.
- **Safety at Football Games:** Will be meeting with police next week, campus and local, to discuss safety issues for the first football game. Also, while the Police Department currently reports to Alan Perdue, it will begin reporting to James Vigil. Typically, university police departments do not report to the general council. Non-smoking notified for student at games. More vendors will be present at the football games, which will benefit the University financially.

- **University bonds** are being refinanced at a lower interest rate – with paperwork in progress.
- **Sale of SU merchandise:** We receive 7% of all sales of merchandise sold in community businesses. We're in about 17 stores. We received \$585 from the first month. Dr. Hendrix would like to designate the merchandise receipts for employee professional development.  
**Year of the Employee:** A program to highlight the benefits to employees for working at Shepherd.
- **Evening take out service provided by Dining Services:** Alan Perdue and James Vigil worked out a way for staff to drive there and pick up their orders.
- **Outside consultant for IT:** Shepherd has received negative feedback from, among others, visitors from campus (conference groups, etc.) about Wi-Fi capability and other IT services. The President is awaiting recommendations.
- **Crosswalk from Miller Hall across Rt. 480:** Pedestrian access to Rt. 480 at the corner of Miller Hall is no longer available. The stone wall running in front of the building was extended around the corner.
- **Complaint about noise from the soccer practice field:** A nearby neighbor lodged a noise complaint. Holly Frye has talked with the person and the University has agreed to plant some pine trees to act as sound barrier.

Dr. Hendrix asked for comments questions from council:

**Ken:** the reduction of interest on bonds from refinancing should be used to offset university expenses. Regarding pay raises: ACCE has always fought for raises to be given based on market studies of similar institutions. He would like for that to be kept in mind when appropriating raises. He also expressed his concern that classified staff gets equitable raises to those of faculty and non-classified groups.

**Hendrix:** Meetings with Senators Capito's and Manchin's staffs about state financing have been planned. Manchin's office is visiting Shepherd University to help develop a sustainable project at the Tabler farm. A consultant (working gratis) is working on getting federal funds for this project.

**Ken:** Asked about academic program planning and expressed concerns that we emphasize those programs desired by potential students and community. He encourages the administration to look at the issues of program demand and how to market them.

**Ken:** Asked about whether we're growing our online program.

**Hendrix:** SU is doing market analysis. We need a Strategic Planning committee to develop the next strategic plan. The current committee has not met in over a year. It has about 35 members. Dr. Hendrix wants the Provost to develop a more streamlined committee of under 20 members to make it more functional. She feels that the University needs a strategic plan to drive fundraising.

**Ken:** Expressed concerns about the way the WV code treats layoffs and furloughs. HEPC needs to more accurately define each scenario as a different entity and create a more detailed policy.

**Ken:** Asked Dr. Hendrix for her thoughts on WV Higher Education governance.

**Dr. Hendrix:** Is meeting with local legislators and local political individuals to exert more influence on who serves on the Board of Governors.

Shepherd will create its own plan for recruiting International students, since a contract with NAVITAS was not achieved.

**Mona:** Asked about the status of Popodicon. Initial work on the home that would include painting, stonework, and refurbishment of the first floor floors would cost about \$100,000. Dr. Hendrix had first Friends of Popodicon committee meeting last Monday. The committee will develop a room by room refurbishment plan. Each room will have to be adopted for outside financing.

**REPORTS**

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

**Ken Harbaugh**

ACCE is scheduled to meet at Shepherd on October 17, 2016. Since travel has been cut around the state, we're not sure how many members will be able to attend, and there will need to be a quorum to have the meeting. The multi-purpose room in The Robert C. Byrd Center is reserved. On-campus lunch options for ACCE were discussed. Ken asked about availability of guest Wi-Fi for visiting ACCE members. Brian will talk to IT to arrange for temporary Wi-Fi.

**Board of Governors:**

**Ramona Kissel**

No report. The BOG will meet next on September 27, 2016

**Staff Development:**

**Marian Willauer**

The FY17 Staff Development fund was allocated \$12,249.00. Of that \$2,122.25 has been expensed, leaving a balance of \$10,126.75.

**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**

No report; committee has not met.

**Unfinished Business**

We need to name and appoint committees for the new fiscal year.

**New Business:**

Paula Wamsley announced her retirement in November 2016. Ramona (Mona) Kissel is the Category 3 alternate who will take Paula's seat on the council. Sharon Earl will remain an alternate for Category 3.

The next regularly scheduled Classified Employees Council meeting is September 19 at 9 a.m.

Meeting adjourned: MSP at 11:25 a.m.

Respectively Submitted,  
Nancy Cowherd, CEC Secretary