

**CLASSIFIED EMPLOYEES COUNCIL  
MINUTES  
SEPTEMBER 19, 2016**

**Cumberland Room – Student Center**

**Present:** Nancy Cowherd, Melody Gillespie, Brian Hammond, Ken Harbaugh, Ann Hoover, Mona Kissel, Diane Shewbridge, Paula Wamsley, Marian Willauer

**Absent:** Sharon Carpenter, Karen James, Peg Swisher,

**Guests:** James Vigil, Vice President for Administration; William Major, Vice President for Finance; Marie DeWalt, Chief Human Resources Officer; Ginny Haddock

Chair Brian Hammond called the meeting to order at 9:00 a.m.. The regular agenda was suspended to introduce VP for Administration, James Vigil, and VP for Finance, Tony Major, Jr.

**James Vigil:**

- The new Residence hall project is coming along well. It is out of the ground, on time and on budget.
- IT: Implementing many of the recommendations brought forward from the external review.
- Auxiliaries: The Residence Halls, Bookstore, and Dining Facilities are doing well. Vigil noted that there was a smooth start to the semester.
- A power outage affected university IT significantly due to a downed tree on High Street that took down some lines.
- Gardner Hall Flood: a water line in this hall ruptured over a weekend and necessitated moving most of the employees of the departments housed there, except for the Health Center. All departments are currently able to work except for financial aid. Because some mitigation needs to be done before other repairs like carpeting can be done, so some offices have elected to relocate until the end of the semester.

**Vigil asked the council members for questions:**

**Ken:** Asked for clarification on the filling of some positions as reported by Dr. Hendrix at the assembly. Marie clarified that the report given at the Assembly was a report from Human Resources about the status of current campus positions only (no new positions).

Ken asked if the policy of freezing positions or delaying the filling of positions has changed. James said yes it has because the Administration feels that we need to invest in ourselves and the University in order to begin to resolve the financial problems the university has experienced over the last few years.

**Ken:** The Mercer report showed that Shepherd would need about \$70,000 to bring salaries up to market standards. Can we afford to put that money into our salaries? Neither Jim nor Tony felt they could speak to that except to say it would need to be decided based on budget analysis and vetted through the Budget Committee. Marie explained that the concept of the Mercer report is to "backfill" the lowest salaries paid on campus and that newer employees would stand to benefit rather than the employees who have been at Shepherd longer. Ken asked that Vigil and Major initiate a discussion with the executive committee about investing this additional money into salaries.

**Tony Major:**

Major explained that, since starting at the university, he has been getting a handle on Shepherd and its financials. The departments of Procurement and Finance are his purview. The FY16 audit is almost ended. He noted the following issues:

- Declining revenues (enrollment and state funding). Major agrees that we need to invest in Shepherd by replacing employees rather than leaving positions vacant. He feels that the state of West Virginia needs to be educated that the funding of higher education is an investment in the state rather than a cost.

**Vigil:** The legislative audit is almost finished but that the University will get dinged on the Purchasing Card issues.

**Ken:** expressed concern that we get more funding into the Staff Development Fund because its funding has decreased from \$20,000 to about \$12,000 over the last few years.

**Ken:** Asked about the performance of the Martinsburg Center and its impact on the university as a whole.

**Vigil:** The Martinsburg Center is at positive net revenue, especially because it has low costs. He feels strongly that it is a strong, sound, and key investment for the University because it targets the growing need of adult learners. It provides a much more convenient location for most working students, as compared to Shepherdstown.

**Diane:** Asked about the possibility of getting a line by line accounting of the Martinsburg Center. James said it wouldn't be hard to run.

**Ken:** For many years it was the policy of the University to use naming opportunities to get donations for the university. He hopes that we can reinstitute naming opportunities for buildings like CCAI, Wellness, etc. in order to leverage donation potential. Any new naming opportunity should be reserved for extremely high donors.

**Major:** Advancement is working on such a policy for naming opportunities.

The Council thanked James and Tony for speaking with us.

**Brian:** Resumed the regular agenda and moved that the council defer the approval of August 2016 minutes to the October 2016 meeting. The motion was MSP.

**Special election item:** Election of Vice Chair of the Council

Brian: Paula Wamsley has resigned her seat as representative and Vice-Chair of the council as well as her seat on the budget committee. Those positions need to be filled. Brian thanked Paula for her years of service.

Nominations were opened for the position of vice chair of council.

**Ken:** Nominated Diane Shewbridge for the position of Council vice chair.

**Ken:** motioned to close the nominations.

**Ken:** Motioned to elect Diane as Vice Chair of council by acclamation. MSP

**REPORTS**

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

**Ken Harbaugh**

ACCE October meeting at Shepherd ACCE is planning on being here next month but we may not know until the last minute how many representatives will attend. Members discussed finalizing the menu for the meeting. Special Events committee, Ken and Paula Wamsley will meet the week after next to finalize arrangements.

ACCE next meets on Wednesday at West Liberty University. There will definitely be a quorum at this meeting. The biggest issue ACCE is dealing with is getting the Mercer Project completed statewide. The HEPC is not communicating about how to proceed following the report submitted by Mercer. Classified Employees need to be involved on issues of classification and compensation. ACCE exists to advise HEPC on such issues.

**Board of Governors:**

**Ramona Kissel**

A conference call took place on August 25, 2016 to discuss the environmental mitigation and demolition of Sara Cree Hall and the associated funding necessary. The building will be scheduled for demolition after the environmental mitigation of lead, mercury, asbestos and mold. The mitigation of environmental problems will be funded by HEPC: \$750,000, with no interest rate, 10 year loan.

The Board of Governors also approved the Sara Cree demolition project and project budget of \$950,000 for demolition, independent of environmental remediation costs.

The town of Shepherdstown offered to pay for a temporary gravel student parking lot on the site to help alleviate the problem of students parking in town and to provide close proximity to activities and classes on East Campus.

**Melody:** The new parking area will need to be plowed and that needs to be taken into consideration. Also, athletics will probably want to use the lot during games.

The next regularly scheduled Board of Governor’s meeting is Tuesday September 27, 2016.

**Staff Development:**

**Marian Willauer**

\$3,609.45 has been expensed from the Staff Development budget, leaving \$8,639.55. Of the money expensed, \$3,045.45 was used for books and course fees and \$564 was used for travel expenses.

The university Health Center contacted Marian about flu shots and whether we wanted to have Staff Development fund the flu vaccines this year through the Health Center. After discussion, the council agreed to NOT use Staff Development funds for funding the flu vaccine for employees, but rather, encourage employees to use PEIA, which will pay 100% for the flu vaccine. Flu shots are available at many local pharmacies, including Rite Aid and CVS and other retail stores like Target and WalMart.

**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**

The Building, Grounds and Safety Committee is looking for trends from the accident/incident reports that would reveal target areas for training, safety training, etc.

Air quality at CCAI: a report was submitted by an outside company and Eric is working with Dow Benedict on the recommendations.

The hazardous waste that is to be removed from Sara Cree may bump up the total amount of such waste removed from campus so that it may put our removal expenses into a more expensive category. The cost of FY16 hazardous waste disposal was \$3940.00.

The location of defibrillators on campus was discussed. Council members discussed whether most buildings on campus should have a defibrillator. Among the issues discussed was the maintenance required to keep them in working order. The legal aspects of providing these machines campus wide need to be vetted through Alan Perdue. Brian will take back the recommendation that defibrillators be placed in all campus buildings and that staff training is provided for using them.

Shepherd University Police are arranging to offer a couple sessions campus wide for active shooter response training. Tammy (HR) has been working with them and will check on the dates.

An oil spill outside the Student Center required the hazmat clean-up procedure.

Following up on an inquiry by the council about the feasibility of building a sidewalk running from the parking area behind Ikenberry (the pit) to the north side entrance of Ikenberry (next to Gardiner), the Safety, Building and Grounds Committee responded that it isn't feasible because of ADA compliance regulations would make a sidewalk very expensive.

**Unfinished Business**

None

**New Business:**

**Ken:** Recommended that the Best Colleges to Work For survey results be removed from the Classified Employee Council website. The council MSP that the older surveys be removed.

Brian asked for any concerns about the administrative reporting changes (as recommended by President Hendrix) within University Communications and campus Police reporting. There were no concerns.

The next regularly scheduled Classified Employees Council meeting is on **Tuesday October 18, 2016** at 9 a.m.

Meeting adjourned: MSP at 11:15 a.m.

Respectively Submitted,  
Nancy Cowherd, CEC Secretary