

**CLASSIFIED EMPLOYEES COUNCIL  
MINUTES  
DECEMBER 12, 2016**

**Cumberland Room – Student Center**

Chair Brian Hammond called the meeting to order at 9:00 a.m.

**Present:** Sharon Carpenter, Nancy Cowherd, Melody Gillespie, Brian Hammond, Ken Harbaugh, Ann Hoover, Ramona Kissel, Diane Shewbridge, Marian Willauer

**Absent:** Karen James, Peg Swisher

**Guests:** Marie DeWalt, Director of Human Resources; Virginia Haddock; Thomas Segar, Vice President for Student Affairs

Chair Brian Hammond asked for a motion to approve the CEC meeting minutes from November. Approval of those minutes was tabled until the January 2017, as not all council members had been able to read the final draft of the minutes.

Brian suspended the agenda to introduce Tom Segar, Vice President of Student Affairs.

**Tom Segar**

Tom reviewed his professional history at Shepherd. He followed with a discussion of the many areas of the University that fall under the office of Student Affairs, about 25 – 28 areas. To view the Organizational chart for Student Affairs, [click here](#).

Other items of discussion included:

**Behavioral Intervention Team:** Intervenes in student issues, such as academic and emotional problems, so that issues can be dealt with at an early stage, before they escalate into larger problems, which might also lead a student to leave.

A new Dean of Students, Dr. Ann Wendle, has been selected and is currently being hired. She will start in January 2017.

Tom discussed the ramifications that might possibly result from the inauguration of the new U.S. President and how student services might be affected. Tom used the example of Title IX cases. He said that there may be fewer Title IX requirements and less accountability under the new President, and that institutions might see fewer cases.

**Ken:** Concerning the new residence hall, Potomac Place: How is the University going to manage the expenses that will be incurred with the new hall?

**Tom:** The east campus halls are all paid off. They are structurally sound, but out of date. Gardiner will go offline as a residence hall. There will still be some ongoing utility costs with Gardiner, but fewer. It is also likely that Turner Hall will be taken “offline” as it does have some structural problems.

Shepherd students will be able to be more selective in their choice of campus accommodations.

Tom discussed the possible future use of Gardiner Hall, including a living learning community and The Center for Innovation.

Tom noted that there are some possible campus naming opportunities, which include the new residence hall, Potomac Place, and the wellness center. These opportunities will help fundraising for the University.

**Ken:** Is there a plan to expand staff in student affairs to help cover the new responsibilities that the department has taken on?

**Tom:** There is no plan. The hiring of the Enrollment Manager has taken away some of their responsibilities and the new Dean of Students will pick up some of the new roles. Student Affairs follows industry standards for all functional areas, i.e., best practices. In some regards we are hitting the standards and in others are only hitting the minimum by using people from several areas to comprise one functional area.

There is an increase in emphasis on mental health issues, student success, and getting students to seek help. Shepherd has seen a sharp rise in the number of students coming to campus who are already on mental health medications.

**Ken:** What is your role in increasing enrollment?

**Tom:** Since 2015, Shepherd has had a student retention intervention team. There are about 20 staff members across campus that have the responsibility for contacting and following assigned groups of students to make sure they meet academic deadlines for registration, class attendance, etc. There is a link, Beacon, on the main webpage, found under the **Staff and Faculty** link. Staff and faculty can click on Beacon link to report concerns about students. Alerts are sent via email to the intervention team members.

**Ken:** Encourages VP's and executive staff to get the Shepherd name out in the public by participating in community activities. He also expressed the importance of keeping the webpage up to date.

Brian thanked Mr. Segar for attending our meeting and sharing his important information.

## **REPORTS**

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

**Ken Harbaugh**

Amy Pitzer presented a slide presentation to the HEPC about ACCE concerns:

- State funding issues
- The need to clarify language in state legislation dealing with layoffs and furloughs
- PEIA funding problems continue to increase financial hardships on employees and make hiring and recruitment difficult. ACCE hopes that the legislature can raise more money for PEIA.

Sen. Kenny Mann will be the new Chair of the Senate Education Committee. He takes Sen. Sypolt's place. The ACCE Executive Committee is planning their communication efforts with the legislature, including trying to schedule a meeting with Sen. Mann.

The following day ACCE met at West Virginia State. Bruce Walker, General Counsel for the HEPC doesn't think that state layoffs/furloughs will be recommended at this time, possibly because the law is not clearly defined. The next ACCE meeting is scheduled for January and will be at Fairmont State University.

**Board of Governors:**

**Ramona Kissel**

Mona highlighted the following from the November 16, 2016 meeting:

Highlights:

- The University has filed intent to plan with the HEPC for a Master of Science in Data Analytics and Information Systems program. After approval of the Intent to Plan by the Chancellor, the University expects to complete the final program proposal quickly with the hope of implementing the new degree program in fall 2017. This would be the only graduate program in this emerging field in the Eastern Panhandle of West Virginia, and one of the few in the region that includes both data analytics and information systems.
- Business 2020 program has exceeded fundraising goals for the School of Business. Many community and alumni members are involved and supporting this and other programs.
- Potomac Place Residence Hall is on budget and on schedule. Students will occupy the new hall in the fall of 2017.
- Sara Cree chimney swifts: the chimney swifts nesting in the Sara Cree chimney are protected by law. To accommodate these swifts, the Knutti boiler house chimney was uncapped. In the future, bricks from the Sara Cree chimney will be used to build another chimney in an environmentally favorable area near ponds on west campus.

To read Mona's full report, [click here](#).

[Click for full agenda package.](#)

The next Board of Governors meeting is scheduled for January 26, 2016.

**Staff Development:**

**Marian Willauer**

The Staff Development Fund expensed \$5,106.06 as of December 12, 2016, leaving an available balance of \$7,142.94.

**Scholarship:**

**Theresa Smith**

No report.

**Legislative:**

**No Chair**

No report.

**Special Events:**

**Virginia Haddock and Peg Swisher, Co-Chairs**

Brian thanked Ginny for the committee work in planning the successful Holiday luncheon.

**Ginny:** We will need to refigure the date and place for the Spring Luncheon/annual meeting since the bottom of the Dining Hall is no longer available. The committee will talk to Aida Blanco at Dining Services.

**Safety/B & G:**

**Brian Hammond**

No report - Committee did not meet.

**Unfinished Business**

None.

**New Business:**

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

Meeting adjourned: MSP 11:15 a.m.

Respectively Submitted,

Nancy Cowherd, CEC Secretary