

**CLASSIFIED EMPLOYEES COUNCIL  
MINUTES  
JANUARY 23, 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, Karen James, Ramona Kissel, Diane Shewbridge, Peg Swisher,

**Absent:** Marian Willauer

**Guests:** Marie DeWalt, Director of Human Resources; Ginny Haddock; Monica Lingenfelter, Executive Vice President of the Shepherd University Foundation; Alan Perdue, General Counsel; Theresa Smith; Patrick Weber, alternate.

It was **MSP** that the November and December 2016 Classified Employees Council minutes be approved as amended.

Chair Brian Hammond suspended the regular agenda to introduce Monica Lingenfelter, Executive Vice President for the Shepherd University Foundation

**Monica:** Described the reorganization that has occurred in the last few months within the University and the Foundation. University Communications has moved from reporting to Advancement to reporting to the President. The Grants Director now reports to the Provost, which is similar in organization to many other institutions. The office formerly known as Advancement and the Alumni Affairs office now report to the Foundation. While these offices have always worked collaboratively, it will be more efficient for one vice president to manage all development, alumni and foundation operations.

**Fundraising and Investment:** Most of the funds raised by the Foundation come from people known by the University. It is labor intensive work. During the campaign a few years ago, the computer database of about 40,000 donors fell under the management of the Foundation. Some of the people in the database are only one time donors. Potential donors need to be cultivated and it is a time intensive skill.

One of the jobs of the Foundation is to invest the endowment and act as gatekeeper for making sure that best practices are followed.

The Foundation uses a fund raising model that is donor centered: it calls for the respectful support of donors to identify and assist them in achieving their philanthropic goals. A new and more efficient version of the alumni and friends database software, called Raiser's Edge, was launched as of November 1, 2016 to support and facilitate an organized program of fundraising.

Foundation assets currently amount to \$50,700,000. During the 2015-2016 academic year, just under 5 million dollars in private and grant funds was raised. The Award budget for FY18 is just under 2 million.

Some Foundation Programs include:

**Scarborough Society** - Library friends group supports Library initiatives

**Friends of Popidicon** - volunteers who update and improve the inside of the residence and the gardens. They work closely with grounds crew and facilities.

**WISH** - Women Investing in Shepherd – a women's giving circle with 200 members. WISH will give out grants totaling \$102,500 in August 2017. Over the three years of organization, total grants made to Shepherd University learning programs and regional non-profits have reached \$237,500.

**Business 2020:** A group of donors working to fund the School of Business. In less than 6 months, \$650,000.00 was raised to fund the creation of a school of business. Fundraising for the business school program will continue over the next years to further strengthen the program.

The Foundation has joined with the University and the developer, EdR, to build a new residence hall. This special public-private partnership has made the facility possible. The Foundation is leasing the land for 40 years, owning the building and the debt, and the University manages it. Lingenfelter noted that she is proud of the trust that exists between the Foundation Board, the Board of Governors, and the Shepherd administrators.

## **REPORTS**

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

**Ken Harbaugh**

ACCE Meets Wednesday at Pierpont. The West Virginia Legislature will be back in session on February 8. John Unger and Patricia Rucker are local senators who serve on the Senate Education Committee. Local representatives Paul Espinosa, Saira Blair, Michael Folk, Jill Upson, and Marshall Wilson serve on the House Education Committee

### **Board of Governors:**

**Ramona Kissel**

The Board of Governors held a short lunch retreat on Jan. 11, 2017. President Mary J. C. Hendrix gave an update on local campus initiatives. The full board will meet on February 23, 2017.

### **Staff Development:**

**Marian Willauer**

No report.

### **Scholarship:**

**Theresa Smith**

The Classified Employee's Children's Scholarship Fund has been in place since early 1990's. About \$82,000 has been awarded in that time. The committee would like to recommend that children of "legal guardians" be eligible for the scholarship and asked that the council approve the change in the guidelines. Theresa will work on wording for a motion to be approved by Alan Perdue. The council will then vote via email.

New committee members are Amelia Garland, Finance Office and Melanie Snyder, Financial Aid.

Application letters will be distributed in March to employees. Theresa is working with Stacy McFarland on the letter.

### **Legislative:**

**No Chair**

No report.

### **Special Events:**

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

Spring luncheon planning is continuing. It was suggested that the committee chairs check with the President's Office to see when Dr. Hendrix can attend. A discussion followed regarding the available venues on campus, including the lower or upper Dining Hall and the Storer Ballroom. Holding the lunch in the upper Dining Room would provide a larger food selection for a lower price. Some council members felt that it would be better to hold the meeting in the Storer Ball room, but would cost more to have it catered there. Ginny will check to see if the bottom of the Dining Hall is available and get back to the council.

### **Safety/B & G:**

**Brian Hammond**

The committee has not met. Brian noted that more pedestrians are walking in front of Miller Hall, and that a solution for that is being discussed.

**Ken:** Ken expressed a concern that he believes employees might be driving university vehicles while using ear buds. Several members confirmed that ear bud use is ongoing. Ken requested that Brian bring the issue up to the safety committee.

### **Unfinished Business**

None

### **New Business:**

Marie DeWalt presented a draft of the 2017-18 Holiday schedule. She asked for input before taking it to the Leadership Team. After discussion, the Chair asked if there was agreement concerning the 2017-18 Holiday Schedule as presented. The Council gave its consensus to recommend approval of the schedule.

**Concerning the 1/2 day leave granted by the governor before the Winter Break:** Alan said that, historically, if Shepherd already had the day off, the 1/2 day has been "tacked on" to employee leave. However, more recently the President declared an amendment to our holiday schedule so that all employees will be ensured of getting the extra 1/2 day off. Tentatively, Shepherd will take the afternoon of March 17, Friday of Spring Break Week, to get the benefit of the 1/2 day awarded by the Governor. Marie DeWalt asked for council's input on taking that 1/2 day on March 17. After discussion, it was agreed that the best date to apply the 1/2 day would be on Friday, March 17.

Marie handed out the new edition of the Staff Handbook, with the note that there have been small changes made to it since she printed this version. This afternoon she will post to the webpage the final version, so if council members want a printed version, they should wait to print the electronic version.

**Brian Hammond** announced that Cecelia Mason and he are the Classified Employee representatives to the Strategic Planning Committee. Classified Employees who have input should contact either [Brian Hammond](#) or [Cecelia Mason](#).

**Ken:** There is a \$78,000 shortfall that needs to be addressed in order to bring up the salaries of lower paid employees to meet the salary schedule.

**Brian Hammond:** Explained the "75:25 rule" in the West Virginia Code that states that no more than 25% of an institution's staff can be hired as non-classified while 75% must be hired as classified. Apparently some WV institutions are trying to change this to allow for more flexibility, which would result in fewer classified staff. Shepherd is at about 22% non-classified. Ken explained that there is a lot of background to this rule and that changing it might have many implications for the overall system. His opinion is that what is in the code right now allows for enough flexibility to hire new employees into the Classified system at market rate, and to take into account experience, etc.

The next regularly scheduled CEC meeting is February 20, 2017.

It was **MSP** to adjourn at 11:40 a.m.

Respectively Submitted,

Nancy Cowherd, CEC Secretary