

**CLASSIFIED EMPLOYEES COUNCIL
MINUTES
NOVEMBER 21, 2016**

Cumberland Room – Student Center

Present: Nancy Cowherd, Melody Gillespie, Brian Hammond, Ken Harbaugh, Diane Shewbridge, Marian Willauer

Absent: Sharon Carpenter, Ann Hoover, Karen James, Ramona Kissel, Peg Swisher,

Guests: Jayne Angle; Marie DeWalt, Director of Human Resources; Ginny Haddock; Dr. Mary J.C. Hendrix, President

Chair Brian Hammond called the meeting to order at 9:00 a.m. and asked for a motion to approve the Classified Employees Council Meeting Minutes from October 18, 2016. It was MSP to approve the minutes as presented.

Brian Hammond suspended the meeting agenda to introduce President Hendrix.

President Hendrix remarked on two concerns:

1. The 2% budget cut imposed by the state will amount to about \$190,000 for Shepherd. However, the bond refinance being pursued by the University will save about \$250,000 - \$300,000, which will offset the 2% budget cut. She hopes that the state hiring freeze will not affect higher education.
2. The University officially petitioned Governor Tomblin to allow Shepherd to re-address PEIA, asking him if it would be a possibility for us to use an independent insurance company to provide our health insurance. He refused to address that issue.

President Hendrix asked for questions from the council:

Marie: When will we know if higher education is going to be affected by the state hiring freeze?

President Hendrix: Will check with Ed Magee at HEPC.

The hiring freeze, if higher education is included, would take effect January 1, 2017.

REPORTS

ACCE (Advisory Council of Classified Employees):

Ken Harbaugh

ACCE met at Glenville last Wednesday.

Layoffs/furloughs: ACCE is disappointed that HEPC is not responding to requests to further define and implement policies related to these two options available to address the economic needs of the state.

Mercer and the HEPC do not seem to be working together on the employee classification project.

The Mercer market study showed the areas and dollar amounts it is going to take Shepherd to bring employees up to market levels.

Ken handed out the HEPC report, "2015 Human Resources Report Card." The full report can be found on the HEPC website under "meetings." It gives a lot of detailed information on HR statistics for the individual Higher Education institutions. Highlights:

- PEIA: Details the devastating effects of the poor financial situation faced by PEIA
- Layoffs and furloughs: State code treats layoffs and furloughs the same way when they are two very different situations. ACCE has been asking for two years for a furlough rule to be developed by HEPC so that, if it is necessary, all state institutions will be prepared.
- New personnel administration system (Mercer Project): ACCE is asking for progress to be made on implementation of a new personnel administration system. Many employees feel the delays and lack of progress are just one more effort to let another Legislative session pass without moving forward.
- Committee work, "things we could be doing:" Progress on issues like: employment practices, a study on human resource information system, and completion of best practices manual, could move forward through work by committees.

ACCE meets next on December 7, 2016. We will be presenting to the Community College Council on December 8.

Board of Governors:

Ramona Kissel

The Board of Governors met last Wednesday. The minutes are on the website. Mona, absent from today's meeting, will give her notes to the council in January. Gat Caperton was sworn in as a new Board member.

Ken: Noted (from BOG Agenda Book for Nov. 16 meeting) the Shepherd student faculty ratio is now about 15.5:1.

Staff Development:

Marian Willauer

\$3,962.06 has been expensed from the Staff Development Fund out of a beginning balance of \$12,249.00. As of Nov. 21, 2016, the remaining balance is \$8,286.94.

Scholarship:

Theresa Smith

No report.

Legislative:

No Chair

No report

Special Events:

Virginia Haddock and Peg Swisher, Co-Chairs

This year's holiday luncheon will be held on December 1st from 11:30 a.m. - 1:00 pm. The cost will be \$8.50.

Safety/B & G:

Brian Hammond

- The Safety committee met on December 3. They are continuing to study the incidents and accidents occurring on campus to find any commonalities.

- Eric Schuler and Dustin examined the campus after dark for hazards to pedestrians due to lighting hazards or trip hazards.
- Fire alarm/auto dialer upgrades continue.
- The decommissioning of Sara Cree is in planning stages.
- Some discussions took place regarding walking access for community members to Ram Stadium.

The next meeting is scheduled for January 5, 2017

Unfinished Business

The Council asked the Chair to contact the Vice President for Finance to get the status of the Budget Committee. The committee has not met this year.

New Business:

Brian Hammond and Cecelia Mason are representing the classified staff on the Strategic Planning Committee to be chaired by Dr. Ames. At the first meeting, the committee meeting schedule was set and initial thoughts and concerns discussed. The next meeting will be on November 30 at 3:30 p.m. with the third meeting date set for December 9.

Ken reminded us about the Art Market to be held on December 2 in CCAII.

Upcoming Classified Employee Council meetings: The next regularly scheduled meeting would fall on December 19, which is the beginning of the winter holiday week. Since many employees will be off that week, the December meeting will be changed to December 12.

Adjourn: MSP to adjourn at 11:10 a.m.

Respectively Submitted,

Nancy Cowherd, CEC Secretary