

**CLASSIFIED EMPLOYEES COUNCIL
MINUTES
February 20, 2017**

Cumberland Room – Student Center

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

Present: Nancy Cowherd, Melody Gillespie, Brian Hammond, Ken Harbaugh, Ann Hoover, Ramona Kissel, Diane Shewbridge, Peg Swisher, Marian Willauer

Absent: Sharon Carpenter, Karen James

Guests: Jayne Angle; Marie DeWalt, Director of Human Resources; Mary J.C. Hendrix, President; Alan Perdue, University Counsel; Theresa Smith; Amy Speck

It was MSP to approve the January 2017 minutes.

Brian thanked Human Resources for the Valentine Cookie hand out to staff on Valentine's Day.

Brian introduced Mary J.C. Hendrix, President.

Hendrix:

- Discussed the purchase of the Varidesks (stand-up desks) and their distribution to faculty and staff. There were about 28 unfilled staff requests for the stand-up desks that the University could not fill because of lack of funds. Hendrix has appealed to various contractors and businesses for donations to raise the additional \$9800 needed and has received some donations.
- The Governor's FY18 budget proposes a flat appropriation to Shepherd with a restoration of the FY17 mid-year rescission. She believes that our area legislators are working to help Shepherd in Charleston. A budget session is scheduled for tomorrow (3-hr) to discuss Shepherd's budget outlook under different funding scenarios. The Executive staff will be very transparent about the budget.
- Believes that HEPC will continue even though some groups want to kill it. She feels good about the HEPC remaining, citing that HEPC is the group who arranged for our zero interest loan to take down Sarah Cree.
- Shepherd will not be able to privatize.
- We feel we have very strong support in the Legislature. Believes that the Governor and Legislature see the Eastern Panhandle as a transformational area for the state.

Alan:

- Senate Bill 274 (dealing with Higher Education): Calls for the elimination of the mandate for the title for the Vice Chancellor and allows flexibility on part of Governor. It calls for changes in requirements for HR reports to the HEPC that take days every year to prepare. We don't have the luxury to burn manpower to put into creating reports that are ultimately not used by the state. Shepherd would like to get some streamlining in the policies that HEPC requires from us in the administration of the University.

A discussion followed about various issues arising from SB 274, including merit pay and other pay issues.

Hendrix: On the budget:

- Two recent money saving strategies include the decision to not fill Vice President Chris Sedlock's position and not filling the President's Chief of Staff Position.
- WVU has decided to not pick up PEIA for their higher level administrators, saying that they can't attract and hire people for those leadership positions because of the minimal benefits that PEIA provides. Instead, they will pay those employees a higher salary and allow them to get their health care independently. (Previous to this, Shepherd was instructed by the state that we could not drop out of PEIA to go with another group insurer.)
- There was a 10% increase in students from spring of 2016 to the spring of 2017.
- Two hundred and twenty-one students graduated at the end of the fall semester. We are being more proactive to retain students at risk through extra mentoring.
- Have stopped the "hemorrhage" of students leaving the residence halls by responding to student expectations, for example Wi-Fi in the residence halls.
- Shepherd's budget is financially challenged because of the enrollment decline over the last 4 years. Not only have we lost that tuition, but also all the auxiliary money that would have been received from students.
- Dual enrollment program – Dr. Virginia Hicks has gone out to all area high schools to entice students to attend Shepherd through this program. Dual enrollment is an initiative in which students attending a high school in Jefferson County, West Virginia, may be enrolled in both high school and college at the same time, while receiving college and high school credit simultaneously. All of the courses offered for dual enrollment are accepted at Shepherd and/or are transferrable to universities/colleges across the country.

Ken: What is your vision for Shepherd over next 3-5 years as far as personnel?

Hendrix: Salary and security. My goal is to pay employees at their true market value.

REPORTS

ACCE (Advisory Council of Classified Employees):

Ken Harbaugh

ACCE met at Marshall University last Thursday, February 16. Senate Bill 274 and House Bills 279 and 218 all advocate for eliminating the Higher Education Policy Commission. ACCE advocates for slowing down the process of enacting changes in higher education, while realizing that changes are needed to improve the financial situation.

Various mixes of ACCE reps met with Delegates Saira Blair, Marshall Wilson and Michael Folk, Paul Espinosa, and Jill Upson and Senators Patricia Rucker, John Unger, Kenny Mann, Robert Beach, Robert Plymale.

The next ACCE meeting will be in Charleston in March.

Board of Governors:

Ramona Kissel

Next BOG meeting is this Thursday at 4:10 p.m.

Staff Development:

Marian Willauer

Of the original \$12,249.00 budget, \$6,003.45 has been expensed, leaving a balance of \$6,245.55. Marian explained that the Staff Development budget is broken down into three types of expenses: travel, training and contractual. At the beginning of the fiscal year, each category is allocated a budget. FY 17 budget is as follows:

Travel \$4,524.00 (\$3,971.23 remaining) Training \$6,500 (\$496.55 remaining)
Contractual \$1,125.00 (\$1,125.00 remaining)

Scholarship:

Theresa Smith

The committee will be sending out a donation appeal to employees later in the semester.

Legislative:

No Chair

No report.

Special Events:

Virginia Haddock and Peg Swisher, Co-Chairs

The Classified Employee spring luncheon is scheduled for April 28. It will be held in the lower level of the dining hall. The price will be \$7.50.

Safety/B & G:

Brian Hammond

The committee did not meet. The council members discussed concerns about the problems with students continuing to cross Rt. 480 at High St. It presents a danger to the pedestrian. The Council would like this issue to be brought up to Safety/B&G. Perhaps the wall at the corner of Miller should be opened back up, so that students won't walk down Rt. 480 and cross in the middle of the road. Ken asked Ann Hoover and Melody Gillespie to talk to Safety/B&G.

Unfinished Business

None

New Business:

The Budget Advisory Committee met for first time. It is looking at an increase in tuition and fees.

The luncheon for employee recognition for years of service and retirement has been rescheduled for April 6.

Brian:

The Strategic Planning Committee has broken up into 5 subcommittees. Please give any recommendations for the committee to [Brian Hammond](#) or [Cecelia Mason](#).

Ken: Made a motion that CEC Chair Brian Hammond bring a request to the Strategic Planning Committee that the Director of Human Resources, or her designee, serve on the Campus Community and Environment Subcommittee (of the Strategic Planning Committee). The motion was seconded by Marian Willauer and passed by the council.

Ken: Made a motion that CEC Chair Brian Hammond send a letter to President Hendrix requesting that past Shepherd employee, Anna Mary Walsh, based on her active participation in many campus activities and on many committees while a Shepherd employee from 1975 – 2005, be granted Shepherd University emeritus status. The motion was MSP.

The next regular Classified Employees Council meeting is scheduled for 9 a.m. on March 20, 2017.

Meeting adjourned: MSP 11:15 a.m.

Respectively Submitted,

Nancy Cowherd, CEC Secretary