

**CLASSIFIED EMPLOYEES COUNCIL  
MINUTES  
April 17, 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, Ramona Kissel, Diane Shewbridge, Patrick Weber (alternate), Marian Willauer

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

**Guests:** Marie DeWalt, Director of Human Resources; Alan Perdue, University Counsel; Ann Wendle, Dean of Students; Theresa Smith

**REPORTS**

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

Major bills passed during the 2017 Legislative session were:

- **HB2542** which eliminates bumping rights based on seniority for higher education staff, as well as rights to recall, and says colleges should be allowed to incentivize job performance. The bill allows WVU, Marshall University, the School of Osteopathic Medicine and other two-year and four-year public colleges to set their own classification and compensation systems. The “other” colleges must provide notice to the Higher Education Policy Commission to set their own. It allows college governing boards to adopt rules related to faculty salaries.
- **HB2815** which reduces the Higher Education Policy Commission’s power to govern the state’s public colleges. Instead, the commission’s role mostly would be limited to offering policy recommendations to the Legislature and collecting data to track educational outcomes of students. Decision making responsibility will revert back to the local institutions.

Ken noted that in the next legislative session, not an election year, the legislators will be more empowered to do "clean up" legislation on this year’s legislation.

Alan Perdue addressed the concerns about the ability of the institutions to convert currently classified positions to non-classified, which is a result of newly passed legislation. When new hires are made after June 12, 2017, any positions which are exempt from the Fair Labor Standards Act would be hired as non-classified. Information Technology positions are dealt with separately and it appears that they will all be converted to non-classified as of July 1.

***Chair Brian Hammond suspended the meeting to introduce guest Dr. Ann Wendle, Dean of Students.***

Dr. Wendle oversees all student areas of the University including conduct areas. Her main priority is to grow students to academic success. She expanded on some issues that face “millennial” students upon entering college. This generation of students comes from a very structured life in which parents, teachers, coaches, etc. are heavily involved in giving organization, direction and positive feedback. When millennials move on to the unstructured environment of campus life they have problems

structuring themselves; they have a lot of free time on their hands. As a result, many need and seek help from the offices student services, counseling, student affairs, etc.

Another student component is the Veteran. Student services work with veterans to integrate them to campus life. Military life and campus life do not easily mesh. One is very politically correct and the other is not. Veterans bring their own specific challenges and problems to campus, such as PTSD, which may create a need for additional student services. Conversely, those veterans who are on a "good foot" when leaving the military are often very independent and are not active in campus life.

**Marian Willauer** asked about Shepherd's use of the Beacon Alert system and how well that works. The Beacon Alerts send a high priority notice to faculty/staff to ensure that all students receive the attention they require to maintain their success. Wendle responded that Beacon Alerts work well when people use it. She feels that it is a matter of people learning the Beacon software and being willing to use it.

**Board of Governors:**

**Ramona Kissel**

The board has not met. The next meeting is scheduled for April 27, 2017 at 4:10 p.m.

**Staff Development:**

**Marian Willauer**

There is no money remaining in the Staff Development Fund. Except for about \$300, all money was allocated for staff use. This small portion reverted to the University budget. We will wait for the new budget to see what funds are available in the FY 18 budget.

**Scholarship:**

**Theresa Smith**

The committee has six applications for scholarships. There is \$7724.00 available for distribution. The Committee recommends awarding \$7000.00 and returning the remainder to the endowment.

The following are the names of the applicants (and parent/s) recommended to receive a scholarship for the 2018-19 academic year:

- Margaret James (Child of Robert James, Police Department)
- Andrea Monsma (Child of Michael Monsma, Counseling Department)
- Jenna Monsma (Child of Michael Monsma, Counseling Department)
- Kent Monsma (Child of Michael Monsma, Counseling Department)
- Charles Ransom (Child of Charles (Chip) Ransom, Athletics Department)
- Daniel Speck (Child of Amy Speck, Graduate Studies)

Diane Shewbridge motioned to accept the recommendations of the scholarship committee. Marian Willauer seconded and the motion passed.

**Legislative:**

**No Chair**

**Special Events:**

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

The Spring Classified Employees luncheon will recognize this year's retirees and those who have received Classified Emeritus Status. During the meeting portion of the luncheon, Brian Hammond, Chair of the Classified Council, will announce the names of those employees who have been nominated to serve as representatives to the council and those nominated for the positions of Chair, ACCE Representative and Board of Governor's Representative. Nominations will also be accepted from the

floor. The luncheon will be held on Friday April 28 from 11:30 a.m. to 1:00 p.m. in the lower level of the Dining Hall.

**Safety/B & G:**

**Brian Hammond**

The committee has not met. A “walk around” is scheduled for this Thursday at 6:30 p.m. to inspect the campus for security and safety issues.

**Unfinished Business**

**Diane Shewbridge** asked about the status of the request for exception to emeritus status being bestowed on a former employee. The response from the Administration was no, based on the fact that the person did not **retire** from Shepherd.

**Ken** cited CEC minutes of March 23, 2005, in which Dr. Dunlop is recorded to have agreed to the council’s recommendation that the nomination period for emeritus status be extended to two years for those classified employees whose employment with Shepherd University was ended due to the separation with the Community and Technical College. The Classified Emeritus policy states that the Dept. Of Human Resources will forward a list of employees eligible for emeritus status to the Emeritus Committee. According to Ken, that was never done and this employee was never given the opportunity to be considered. When President Hendrix declined to approve the special request for Emeritus status, she made two alternative suggestions as to how the University might recognize this former employee. The council rejected the alternatives offered by the President. Ken stated his strong disappointment in the President's decision on the request.

**Brian:** The Strategic Planning Committee continues meeting. The Budget Advisory Committee is meeting this Friday.

**New Business:**

**Marie DeWalt** reminded the council that the retirement reception for Ken Harbaugh will be tomorrow from 1:30 to 3:30 p.m. in the Cumberland Room.

**Diane Shewbridge** suggested that a survey be conducted next year to determine if there is a more convenient time for the Council to meet. It will be noted in the minutes to be taken up by next year’s council chair.

The next meeting of the Classified Employees Council will be at 9:00 a.m. in the Cumberland Room.

**Adjourn:**

The next regularly scheduled Classified Employees Council meeting is scheduled for May 15, 2017 at 9:00 a.m.

It was MSP to adjourn at 11:30 a.m.

Respectively Submitted,

Nancy Cowherd, CEC Secretary