

**CLASSIFIED EMPLOYEES COUNCIL
MINUTES
June 15, 2017**

Cumberland Room – Student Center

Present: Nancy Cowherd, Brian Hammond, Ken Harbaugh, Karen James, Ramona Kissel, Theresa Smith (Alt.), Patrick Weber (Alt.), Marian Willauer

Absent: Sharon Carpenter, Melody Gillespie, Ann Hoover, Diane Shewbridge, Peg Swisher,

Guests: Marie DeWalt, Director of Human Resources; Alan Perdue, University Counsel; and Incoming CEC Members: Tammy Gill, Johanna Lind, Cecelia Mason, Rachael Meads, E.G. Moreland, Amy Speck, Sarah Speck

The Chair called the meeting to Order at 9:05 a.m.

The Chair recognized the new incoming CEC Chair, E.G. Moreland; the incoming Advisory Council of Classified Employee (ACCE) representative, Cecelia Mason; and the other incoming council representatives and thanked them for attending.

Approval of the minutes from March 2017, April 2017 and May 2017 CEC meetings:

March 2017: MSP

April 2017: MSP

May 2017: MSP

The Chair Introduced Alan Perdue and asked him to update us on the state budget.

Alan: The State does not yet have a budget bill but there is optimism that one will be approved by June 30, 2017. The arguments around this bill are interesting: there are various factions, including the Governor and three camps in House of Delegates.

The Governor has more recently been involved with the legislature concerning the budget process, having had intense negotiations with the Senate republicans, which ultimately caused a lot of hurt feelings. More recently a budget bill was proposed which includes deep cuts, including Higher Education, but would include only very minor cuts for Shepherd (about \$4000) and Blue Ridge because they are currently so poorly funded. This budget proposal includes little revenue raising. The Senate leadership indicates its willingness to work with the House bill. The Governor indicates he would work with the legislature to get a budget bill passed.

Kronos/Oasis contains no budget information for FY 2018 because there is no approved budget bill. The time frame for getting that information into Oasis is unclear. If a bill is not passed until later next week, there is a growing risk that the July 7 paychecks might be delayed. As information about this is available, it will be passed on to employees.

The Chancellor told the Higher Education Presidents in a phone call that there was talk in Charleston about asking all Presidents to put together a contingency plan in case of a budget is not passed by June 30, but no further information was forthcoming from Charleston. For higher education, there is a bill being worked on that provides for giving authority to the presidents to designate essential employees who must work during any furlough period in order to protect persons and property from peril. At

Shepherd, CATF would continue to operate, but without Shepherd employees. The University would be generally shut down, but the buildings would not be powered down. Essential employees would be paid for the days they work, but wouldn't be paid until after the resolution of the budget impasse. Those who are furloughed would not be paid for the days they missed and they would not be allowed to apply for leave. If a furlough bill is not passed, operations would be much more limited than with a furlough bill.

The Shepherd University Board of Governors (BOG) meets next week. The University will be asking the BOG to authorize a series of personnel changes: one, to eliminate the language (board policy 9) related to seniority and bumping and bidding rights; and two, to work on an institutional furlough policy. Alan shared a [draft document](#) drawn up by the executive leadership for a furlough policy that will be worked on in the summer and fall. Talks between University leadership and various employee constituencies will take place to find consensus for a furlough policy.

[WV Metro news](#) and [WV Public Broadcasting](#) are good internet sources of information.

Ken advised the incoming council members to follow the news links contained on the [West Virginia Legislature Website](#).

Brian asked Alan to keep us updated on budget news.

Brian asked Marie for updates on the update for IT personnel.

Marie: July 8 is the effective date for all IT staff members to become non-classified.

REPORTS

ACCE (Advisory Council of Classified Employees):

Ken Harbaugh

Expressed concerns about the compensation market studies that have been conducted for State employees. K - 12 schools were not included in the market studies, and many of those K-12 jobs relate closely to specific Higher Education Classified employees, for example, dining services.

HEPC has shared some documents about compensation and has asked ACCE for comment.

Mercer set a "floor" for each personnel category, which provides for a minimum below which salaries cannot go.

Marie: Shepherd will not be able to fully fund these minimums during the first year. The lowest paid employees who have been here the least amount of time will benefit this year from salary increases to meet 1/3 of the gap of where employees are being paid and where they should be paid to meet the floor.

We need the support of the Shepherd administration, local legislators, the CEC, to advocate for fairer pay for Shepherd employees.

Marie: Shepherd will be using pay grades 1 - 7 of the new pay schedule. All employees have been slotted into the schedule. Everyone will be receiving letters advising employees of their new pay grades, including IT staff. HR will begin doing presentations to inform employees about the new system.

Board of Governors:

Ramona Kissel

Next meeting BOG meeting is June 22, 2017.

Staff Development:

Marian Willauer

No money is currently available for the remainder of the fiscal year and none will be available until a budget is passed for FY18

Scholarship:

Theresa Smith

Theresa passed out a pamphlet of information about the Scholarship committee. The fund is based mostly on donations and she encouraged employees to think about contributing. Fundraisers can also be held. Mona suggested reaching out to alumni for donations.

Legislative:

No Chair

No Report

Special Events:

Virginia Haddock and Peg Swisher, Co-Chairs

No report

Safety/B & G:

Brian Hammond

The committee did not meet.

Unfinished Business

Ken: Asked those present to introduce themselves and state their position on the council or incoming council.

Ken: Explained that the Director of Human Resources attends the CEC meetings for issues of transparency and to act as a liaison between the CEC and the administration. He advised the new council to be open and professional when conducting CEC business.

New Business:

Ken asked Tammy Gill to speak to issue of PEIA deductions from paychecks. PEIA deductions will be coming out of 24 paychecks per year, instead of 26. In the months in which there are 3 paychecks, the deduction will not come out of the third paycheck.

Ken: Recommended that the current executive committee meet with the incoming Chair to help with the transition of the new council. Ken asked Brian and E.G. to coordinate that meeting.

E.G. will poll the new council members to determine a convenient meeting time.

The next regularly scheduled Classified Employees Council meeting is July 17 at 9 a.m.

Meeting adjourned: MSP 11:15 a.m.

Respectively Submitted,

Nancy Cowherd, CEC Secretary