

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

**Cumberland Room – Student Center**

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

**Present:** Sharon Carpenter, Melody Gillespie, Brian Hammond, Karen James, Ramona Kissel, Diane Shewbridge, Peg Swisher, Marian Willauer

**Absent:** Nancy Cowherd, Ken Harbaugh, Ann Hoover

**Guests:** Jayne Angle; Marie DeWalt, Director of Human Resources; Ginny Haddock; Tony Major, VP for Finance

It was MSP to approve the February 2017 minutes.

Brian introduced Mr. Tony Major, VP for Finance.

- Mr. Majors reported that the budget committee is working on several budget scenarios based on budget reductions of 5%, 10% and 17% as cuts are an unknown at this time. This is not as bad as it seems as our State funding is only 16% presently.
- Enrollment is a challenge; 250 students did not return from Spring 2016 to Fall 2016 and another 50 students transferred to other schools.
- Cash reserves are at a good level for now and for FY 18, but Shepherd will need to come up with savings, efficiencies, and additional revenue streams beyond FY18.
- Board of Governors requests 2.2% tuition increase with a modest decrease in housing fees requested from Student Affairs.
- Furlough's and Reduction in Force plans have been discussed but Mr. Major is not in favor of such actions. The net savings (\$50,000 to \$100,000 per day) would be small in comparison to what might be saved energy wise vs. lost by closing areas of the campus that may generate income.
- Interest rates nationally are going up. Enrollment increases when the economy tanks and decreases when the economy improves.
- Shepherd University Foundation *may* have slight increases on investments going forward.
- 2% pay increases are still on the table, but no promises can be made at this time.
- The Board of Governors meeting on June 22, 2017, will be presented with the proposed budget for FY 18. Hopefully the approved budget will be presented at the Spring Assembly.
- Sara Cree demolition is being funded through an interest free loan from HEPC. The town of Shepherdstown is going to gravel the lot and maybe even donate money to pave the lot when Sara Cree is leveled.
- Administration has looked at Martinsburg Center to assess net loss and feasibility of keeping it going. The feeling is that there is more to gain by keeping it going as far as building community relations and possibly renting space for meetings. Martinsburg Center is breaking even but is not as profitable as was hoped in the pro forma.

## **REPORTS**

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

**Brian Hammond for Ken Harbaugh**

House Bill 2542 was ramrodded through; Senate Bill 274 is presently sitting still but it is pretty much parallel to HB 2542. IT classified personnel become non-classified on July 1<sup>st</sup>. Seniority/bumping rights are to be eliminated.

### **Board of Governors:**

**Ramona Kissel**

Board of Governors met on February 23, 2017. Link to the minutes of that meeting can be found online at <http://www.shepherd.edu/wordpress-1/wp-content/uploads/2017/04/February-23-2017.pdf> . Mona had a handout with highlights also.

Some highlights:

- The Free School on Princess Street will soon house the Shepherdstown Visitor's Center currently located in the Entler Hotel building. Shepherd will receive fair market value in rent for the Freeschool property.
- The Vet Center will open in Gardiner Hall. There will be a ribbon cutting at 6:45pm on April 11<sup>th</sup> followed by a lecture at 7:30 in the E.O.B. Auditorium.
- Dual Enrollment of high school students in Jefferson County schools as well as homeschoolers is underway. Berkeley County and Blue Ridge CTC are soon to be incorporated into this program. Students can take select Shepherd courses for credit while still in high school.
- The next Board of Governors meeting will be on April 22<sup>nd</sup>. Brian Hammond will present the annual Classified Employees report at this meeting.

### **Staff Development:**

**Marian Willauer**

Marian had a handout showing expenditures and budget status as of March 20, 2017. Total disbursements to date was \$6,112.45 with a remaining balance of \$6,136.55 to carry us to the end of the FY. Breakdown by category is:

Travel	\$4,524.00 (\$3,971.23 remaining)	Training	\$6,500 (\$387.55 remaining)
Contractual	\$1,125.00 (\$1,125.00 remaining)		

### **Scholarship:**

**Theresa Smith**

No report

### **Legislative:**

**No Chair**

No report.

### **Special Events:**

**Virginia Haddock**

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**

Committee met on March 13, 2017. Brian stressed the importance of completing Incident Reports (non-injury) when situations in need of attention are observed that could be a safety concern if not addressed. An *Accident Report* is completed when personal injury is involved. These forms are available on the H.R. Faculty/Staff website. <http://www.shepherd.edu/wordpress-1/wp-content/uploads/2015/06/AccidentIncidentReport.pdf>.

Improvements to signature & distribution areas of report was raised (Jayne Angle) – HR vs Dustin Robbins, Campus Environmental Safety Coordinator. Suggestion was made to have Dustin come to one of our Classified Council meetings to talk about “Safety Pays” training, reporting hazards, etc. A suggestion was made for the 4-way stop at Rt. 480 and High Street (Miller Hall Corner) that a pedestrian walk light be installed, not a traffic light. Could this keep students from monopolizing the traffic flow when they just walk on across the street single file? Doubtful. Organized campus safety walks have been scheduled to address lighting issues on both campuses. Groups will meet in the evenings to walk campus routes and identify lighting deficiencies. Contact Don Rohel if you would like to participate. Construction updates – get from Brian. The next meeting is scheduled for June 1<sup>st</sup> at 2:30 in the IT Conference Room in Ikenberry.

**Unfinished Business**

Update on the request to name Anna Marie Walsh as an Emeritus Classified Staff. There is to be a meeting scheduled at the end of the week with President Hendrix and Alan Perdue.

**New Business:**

Recommendations from the Council for Emeritus status was M/S/P for Kenneth Harbaugh and Nancy Snyder.

The next regular Classified Employees Council meeting is scheduled for 9 AM on Monday, April 4, 2017.

Meeting adjourned: MSP 11:25 a.m.

Respectively Submitted,

Diane Shewbridge, *Secretary Pro Tem* 3/20/17