**CLASSIFIED EMPLOYEES COUNCIL**

**MINUTES**

**November 29, 2017**

**1:00 pm**

**Library Room –Room 256**

**Chair E.G. Moreland called the meeting to order at 1:01 pm.**

**Present: E.G. Moreland, Jayne Angle, Mona Kissel, Tracey Jones, Rachael Meads, Tammy Gill, Marian Willauer, Patrick Weber, Diane Shewbridge, Paula Scott, Cecelia Mason, Jenny Lind, Sarah Speck.**

**Alternates: Melody Gillespie, Sharon Carpenter, Nancy Cowherd, Patrick Weber**

**Absent: Karen James**

**Guests: Bill Sommers, VP of Enrollment Management, Jack Shaw, Assistant VP for Auxillary, Sharika Abdul-Muhaimin**

**Approval of minutes**

Approval of September minutes motion by Cecelia Mason, 2nd by Rachael Meads

Approval of October minutes motioned by Tracey Jones, 2nd by Tammy Gill

**Bill Sommers, Vice President for Enrollment Management, Chair of Strategic Planning Committee**

Bill presented a power point of the Strategic Planning Committee.

1)The president’s goal in writing is established in the Strategic Planning committee in a three to five

year plan.

We need to build a financial stability to move forward in the Strategic Plan.

2) Guidelines and Scope of Work – solutions oriented, work on those things you can control. Moving forward with the times and how things have changed. So, this plan can be handed off to the President by December 2017.

3)The Planning Process

How are we the same and different with the environment scan and what is changing in Higher Education.

Strategic groups formed to go out and write a paper for items 1-5, for the goals, directive and then to the plan. Request for all members to write attainable goals then they were combined and compressed to make them more attainable.

4) Strategic Goals

What makes us distinct or special, why would you want your child to attend Shepherd. Under each goal are 3-5 strategies to work toward.

5) Moving Forward

Taking this plan across the campus to many groups/committees. Bill is asking for us all to be involved in how to reach the goals written out in the plan.

Implementation as things are continuing changing as implementing a team to bring goals to fruition. What measurements are being used to see how these plans can be reached. Timeline to review annually, how to adjust if it’s not working.

Student feedback through survey monkey may be an option.

**Reports**

**ACCE (Advisory Council of Classified Employees): Cecelia Mason**

Review of the pros and cons of update 18B6-6. Annual and catastrophic leave are possibly in jeopardy as well as tuition waivers due to budget cuts.

Amy Pitzer will present to the HEPC on November 17, 2017 at the Henderson Center. Also, to present at the LOCEA on December 7th at the Advanced Technology Center.

**Board of Governors: Ramona Kissel**

No Report – Next Meeting on December 14, 2017

**Staff Development: Marian Willauer**

Two people were approved for a trip with $340.00 in approved staff development funds. They didn’t attend the trip so these funds were added back into the budget. The current balance is *$2565.12.*

The Staff Development committee met and reviewed all the guidelines and updated those to be current practices also with procurement. Those updates include the following:

1. Student Development Reimbursement Guidelines
2. Staff Development Program Guidelines
3. Staff Development Funds application

Approval of changes presented for the Staff Development Guidelines was motioned by Rachael Meads, Diane Shewbridge 2nd the motion.

**Scholarship: Theresa Smith**

Discussion of the Classified Employees Children’s Scholarship Fund Application guideline changes for who is eligible for the scholarship. If a parent becomes unemployed by Shepherd should the scholarship be honored till the end of the semester or for the full school year? Committee will meet again to finalize the wording for the application guidelines.

Theresa suggested that Financial Aid confirm financial status of applicants in a letter stating their eligibility.

Motion on the floor by E.G. Moreland to continue the scholarship for three students whose parent had left Shepherd’s employment, Rachael Meads 2nd the motion.

**Legislative: Cecelia Mason**

Discussion:

Rachael Meads asked about the policy for Shepherd University to carry a gun on campus. What is the current policy for Shepherd University. Has there been a bill passed to allow guns on campus? What is the current legislature?

**Special Events: Jayne Angle**

The CEC Soup, Sandwich and Dessert Luncheon” will be held at the dining hall from 11:30am to 1:30 pm.

There will be a “Sign up genius” emailed to the campus to RSVP for attendance and what to bring. There will also be a drawing for door prizes for the event. The Executive Leadership will provide a ham and rolls.

Cecelia Mason made a motion to hold the event on January 4, 2018, 2nd by Mona Kissel.

**Safety/B & G: EG Moreland**

No Report

**Unfinished Business**

E.G. Moreland will confirm the Emeritus Status process with President Hendrix.

**New Business:**

Melody Gillespie asked for follow up to reduction in employees in facilities. Are faculty following the same model as facilities as not to hire for vacancies.

What is protocol for building usage during campus breaks? There is a concern to having the buildings open when it’s just staff working during these times.

The next regularly scheduled Classified Employees Council meeting will be held on December 18, 2017 in the Library in Room #256 at 9:00 am

Meeting adjourned at 3:03 p.m.

Respectfully Submitted,

Jayne Angle CEC Secretary