**CLASSIFIED EMPLOYEES COUNCIL**

**MINUTES**

***February 19, 2018***

**Library Room 256**

**Present:** Nancy Cowherd, Alternate; Tammy Gill; Melody Gillespie; Mona Kissel; Jenny Lind; E.G. Moreland; Diane Shewbridge; Sarah Speck; Marian Willauer, Cecelia Mason

**Absent:** Jayne Angle, Karen James, Rachael Meads, Sharon Carpenter, Sharon Earl, Tracey Jones, Patrick Weber, Ann Hoover, Paula Scott

**Guests:** Sharika Abdul-Muhaimin; Marie DeWalt, Director of Human Resources; Brian Hammond; Dr. Mary J. C. Hendrix, President; Theresa Smith

Chair Cecelia Mason called the meeting to order at 1:00 p.m. The regular meeting agenda was suspended to introduce President Mary J.C. Hendrix.

Dr. Hendrix acknowledged Melody Gillespie’s painting work in Ikenberry Hall. The administration is trying to spruce the building up since it is the first building visitors see. Professor, Sonya Evanisko, of the Art Department, is assisting with the decorating of Ikenberry Hall.

Update on PEIA: Dr. Hendrix has been communicating her concerns about our PEIA Health Insurance with the director of PEIA, Mr. Ted Cheatham. Mr. Cheatham has said that his ability to work on the financial aspects of PEIA is restricted by the amount of money he is given by the state. Dr. Hendrix argued that doesn’t mean that some improvements cannot be made. Director Cheatham will address the concerns addressed to him by every employee. Dr. Hendrix encourages all employees with PEIA concerns to voice them to Mr. Cheatham. Marie DeWalt made the point that employees have a vested interest in PEIA as they help fund it as both employees and as taxpayers.

Dr. Hendrix has also formed a small working group at Shepherd that will address issues with PEIA. The PEIA Working Group is examining issues that Shepherd employees and retirees are encountering with PEIA. Among the issues to be examined include rate increases, the ability to obtain and continue medical care with physicians in the quad-state region (not just in West Virginia), and the difficulty employees have encountered in receiving preapproval for medical procedures.

Dr. Hendrix discussed ways in which leverage might be used with PEIA. She stated one of her concerns as being that WVU might become the only health care provider for West Virginia employees under PEIA in the not so distant future. She communicated with Mr. Cheatham that Winchester Medical Center, Meritus Medical Center (Hagerstown), and Frederick Hospital are three area health care facilities used by employees when WV health care providers are not used. These facilities should continue as PEIA providers. In order to do so, they would have to meet WVU costs.

Other items addressed:

* The Governor approved the use of “Rainy Day” funds to freeze PEIA costs for the next year.
* Follett is taking over the bookstore in March
* Provost search update: Search committee has ranked candidates in order of preference.
* SERC (Shepherd Entrepreneurship and Research Corporation): Once money is flowing through SERC, Shepherd will be able to hire employees through SERC, which will offer its own health insurance.

Brian Hammond asked about the WV legislature’s idea to provide free tuition to Community and Technical colleges. Dr. Hendrix said that Shepherd Administration is in communication with our legislators about this. Shepherd is focused on the new funding model, which provides for more equity in state funding among higher education institutions. WVU is opposed to the new funding model.

**Open floor:** Cecelia gave the opportunity to the council to bring up issues and topics it would like to see addressed in future meetings.

**Cecelia:** Asked the council members to speak up when addressing issues and keep private comments down so that the Secretary can hear.

**E.G.:** TheCEC is on the Board of Governor’s meeting agenda for April

Approval of the January 2018 minutes will be deferred until the March council meeting.

**REPORTS**

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

Although there was an ACCE meeting and discussions were held, Cecelia reported that no action items were dealt with. The next meetings are in Charleston and then Morgantown. Jayne Angle will fill in as temporary ACCE representative for the next several months. A new ACCE rep will be elected at the end of the school year.

 **Board of Governors:          Ramona Kissel**

There was no meeting and the next scheduled meeting is March 1, 2018.

**Staff Development:         Marian Willauer**

As of February 19, 2018, the remaining balance in the Staff Development Fund is $2,324.25.

**CEC Children’s’ Scholarship Fund:                     Theresa Smith**

Theresa reported that applications and letters have gone out to employees.

**Legislative:                       No Chair**

No report.

**Special Events:                 Jayne Angle**

No report.

**Safety, Buildings and Grounds:**

No report.

**Budget Advisory Council Meeting** – Jayne Angle

Mona reported for Jayne. Fee Increases for various departments, lab fees, etc. were discussed previously and the committee is forwarding its advice to the Board of Governors for approval.

**Unfinished Business**

None

**New Business:**

Report by E.G. Moreland on how the electronic election went and discussion of creating a committee to rewrite the CEC bylaws to have future balloting be done electronically.

**E.G. Moreland** reported that participation rate with the last CEC electronic election was at 30%. The election went fairly smoothly. There were some issues with a few employees who do not have regular access to computers. E.G. feels that going forward, it is a viable way to conduct the elections. It is less time and materials intensive. He suggested putting a hot link to the survey ballot on the CEC website.

Cecelia asked if there is a need to have a committee review and update the by-laws to reflect the current election procedures. The Council agreed to convene a committee after the next CEC meeting, or discuss it at the next meeting.

There was a discussion of utilizing the CEC web page to highlight various employees. Cecelia suggested having an employee highlight on the CEC web page. Melody said that the facilities department has an “employee spotlight” which is posted in the Facilities Building. Melody feels that it has helped morale in her Department.

One concern is how to choose individual employees. Cecelia suggested asking for volunteers or taking nominations. Cecelia will meet with Jayne, Mona Kissel and Nancy Cowherd about working on this project.

Mona Kissel asked the council to consider using a “consent agenda” system for regularly scheduled items such as committee reports. A “consent agenda” is sent out a week ahead of time by email and contains very general committee report items, the intent being to shorten meetings.

After discussion, Diane Shewbridge made a motion to institute a consent agenda system of committee reports to be emailed to representatives a week in advance of the live CEC meeting with the communication going through the Secretary. Motion MSP.

Cecelia will invite Scott Beard, Interim Provost and Pam Stevens, VP of Finance to future meetings.

Following a discussion, it was decided that the meeting time for the monthly CEC meetings will remain at 1:00 p.m. until June. The meeting time will be revisited at that time.

The next regularly scheduled Classified Employees Council meeting is March 19, 2018 at 1 p.m.

Meeting adjourned: MSP 2:45 p.m.

Respectively Submitted,

Nancy Cowherd