**CLASSIFIED EMPLOYEES COUNCIL**

**MINUTES**

**March 19, 2018**

**1:00 p.m.**

**Library Room# 256**

Chair Cecelia Mason called the meeting to order at 1:01 p.m.

**Present:** Diane Shewbridge, Marian Willauer, Cecelia Mason, Patrick Weber, Karen James, Jenny Lind, Tammy Gill, Mona Kissel, Sarah Speck, Rachael Meads, Paula Scott, Jayne Angle

**Alternates:** Melody Gillespie, Sharon Carpenter, Nancy Cowherd, Virginia Haddock, Theresa Smith

**Guests**: Marie DeWalt, Director of Human Resources, Alan Purdue; General Counsel of Shepherd University, Sharika Abdul-Muhaimin, Brian Hammond, Tori Wilds

**Approval of minutes**

Approval of January 2018 motion by Karen James, seconded by Mona Kissel

Approval of February 2018 motion by Rachael Meads, seconded by Sarah Speck

**Guest Presenter Alan Perdue; General Counsel– Legislative Session**

Budget passed during the sixty-day session and signed by the governor.

Legislature appropriated about $225,000 in increase to Shepherd to cover what it would cost to provide $2,160 to each full-time employee paid from State appropriations.

-Of roughly 475 full time positions at SU, those paid by state appropriation are less than 1/3 of all employees.   So, if we do widespread raises it will have to come from institutional funds.

-Shepherd is showing good signs of enrollment for FY19 and the BOG approved a modest increase in tuition and room and board.  We are not projecting new revenue that could cover such raises; it would require further cuts in expenses.

-Higher Education has instituted a funding formula to use for appropriations; we are at the bottom of the current funding levels.  If approved by Legislature, the new funding formula would guide the amounts of appropriations each year to all schools.  There was a conceptual package offered in December 2017, but not complete.  In the new model we would see shifting of funds from WVU to those that are underfunded, especially Shepherd.  The new formula is mostly excluding out-of-state students from any of the analysis.  -They anticipate taking the spring to complete the legal outline and get the formula in place by 2019 and phased in over several years.

-SU’s General revenue appropriation funding was 9.6 million for FY18-19.

-Shepherd University’s funding for payroll is a collection of State Appropriation, Student fee money and auxiliary revenue income.

*House Bill 4187 update:*

-Some legislators had proposed a campus carry bill where a person can carry a gun on campus, but it wasn’t passed in the Legislature. A different bill, HB 4187; “Business Liability Protection Act”, did pass.  If a gun is locked up in a vehicle there isn’t any legal action to be taken against the owner even if it’s located on public property.  *Click*[*here*](https://legiscan.com/WV/bill/HB4187/2018)*for more information or visit*[*https://legiscan.com/WV/bill/HB4187/2018*](https://legiscan.com/WV/bill/HB4187/2018)

-FREE Parking Decals for FY19 is being discussed.

***Committee Reports***

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

**No report; Next scheduled meeting April 9, 2018**

**Board of Governors: Ramona Kissel**

*Mona highlighted some points of the President’s report.*

-President Hendrix and Dr. Ben Martz, Dean of the College of Business, presented a proposal to the board of Farmers and Mechanics Mutual Insurance Company of WV for Shepherd to train the next generation of risk assessment professionals. The Shepherd proposal was developed by College of Business faculty at the insurance company’s request.

- **Shepherd Hosted Leadership Jefferson:** The primary goal of Leadership Jefferson is to educate current and future community leaders about Jefferson County’s assets, opportunities, and hurdles in order to strengthen the sense of community and ensure a prosperous future. During the ten-month program, participants develop leadership skills and hone their leadership abilities through training sessions and guidance from peer mentors.

- **Shepherd Leadership Met with Eastern Panhandle Legislators:** Members of the Eastern Panhandle legislative delegation attended a meeting, in the Applied Business Lab, with President Hendrix on January 2nd to discuss the continued economic impact of Shepherd University on the Eastern Panhandle and the State of WV.

- **Alumnus Brandon Dennison ’08 named ‘WV Living’ Magazine’s West Virginian of the Year**

**- Butcher Center Display Honors Dr. Sara Cree:** The life and legacy of the late Dr. Sara Cree is being honored with a permanent display featuring memorabilia from former Sara Cree Hall. The exhibit will also include items recovered from a cornerstone from the building, which was taken down last summer.

-**Dr. Carol Plautz is a West Virginia Professor of the Year Finalist:** Dr. Carol Plautz, professor of biology, is one of five finalists for the Faculty Merit Foundation of West Virginia 2017 Professor of the Year

-**Jefferson County Chamber Meets at Shepherd:** Nearly 50 members of the Jefferson County Chamber of Commerce met for their monthly lunch meeting at Shepherd’s Applied Business Lab on January 25th. Attendees heard remarks from President Hendrix, Dr. Ben Martz, and Holly Morgan Frye about the economic impact of Shepherd and the new opportunities available through the business lab.

- **PEIA Working Group Formed:** President Hendrix has convened a PEIA Working Group to examine issues that Shepherd employees and retirees are encountering with PEIA.

-**Department of Education (DOE), $1,287,500 for 5 years: September 1, 2017 – August 31, 2022
*Application for the 2017 TRiO Upward Bound Program***

Awarded funds expand efforts by the existing federally-funded TRiO Student Support Services staff to create a pipeline to Shepherd for high school students in the region through a summer residential program on campus and weekend programs throughout the academic year. Nationally, Upward Bound programs demonstrate success in creating a path to college attendance for first-generation college students, and typically more than half of Upward Bound participants wind up enrolling at their host campus after graduating from high school. This proposed program extends the purview of TRiO staff from just retention efforts to outreach and recruitment of future Shepherd students. Lead Project Director: Cynthia Copney, M.A., Director, TRiO Student Support Services

-**Articulation Agreements**

We are finalizing articulation agreements for additional pathway programs with Montgomery Community College, Hagerstown Community College and also our first international agreement with an institution in Micronesia.

**We are finalizing a 3+3 agreement between our Political Science and Global Studies program and the College of Law at WVU.** This will allow students to save a year of tuition by completing their senior year at WVU, which will also be their first year taking graduate law school courses. **The plan is to also pursue agreements for law school pathways with other institutions.**

**APPROVAL OF the following:**

 NEW CONCENTRATION IN TOURISM, HOSPITALITY AND ENTREPRENEURSHIP

NEW MINOR IN CRIME AND SOCIETY

NEW MINOR IN GEOGRAPHY

NEW MINOR IN ANTHROPOLOGY

new concentration in Sustainable Food Production (ENVS)

NEW EMPHASIS IN SUSTAINABLE FOOD PRODUCTION (RBA)

NEW EMPHASIS IN AGRICULTURAL ENTREPRENEURSHIP (RBA)

NEW CERTIFICATE IN SUSTAINABLE FOOD PRODUCTION

NEW CERTIFICATE IN AGRICULTURAL ENTREPRENEURSHIP

**Staff Development: Marian Willauer**

Beginning Budget: $4,060.00

Textbooks 977.18

Course Fees 219.00

Seminar/Course 170.00

Travel 340.00

Total Expensed $1,706.18

Adjusted Balance $2,353.82

Original textbook costs not paid because of the current $170.00 maximum per employee. My recommendation is to consider full reimbursement due to available funds in the staff development budget. Currently, the outstanding balance to reimburse up to the original $500.00 is $464.81.

**Legislative Affairs: Cecelia Mason**

**No report**

**Special Event Committee Report: Jayne Angle**

The event committee has proposed a Cookout at the Small and Smallwood Pavilion during the end of the April 2018.

Working with Carol Boyd in finalizing a survey to go out campus wide regarding the January luncheon and the possible April event.

**Safety /B&G**

**No report**

**Budget Committee Report: Jayne Angle**

**Tuition and Fees 2018-19 –**Bill Sommers made a presentation on information regarding the proposed Tuition and Fees for 2018-19.

The proposed fee increases have been unanimously approved by SGA and will be presented to the Board of Governors on Thursday, March 1, 2018.

After in-depth study and analysis, the following Tuition and Room and Board rate increases have been proposed:

            **Tuition and Fees**

 Undergraduate (In State) – Increase of $110.00 (3.00%)

                        Undergraduate (Out of State) – Increase of $90.00 (1.00%)

                        Graduate (In State) – Increase of $14.00 (3.10%)

                        Graduate (Out of State) – Increase of $24.00 (3.80%)

                        Graduate DNP – No Increase

**Room and Board**

                        Room Rates – 1% Increase

 Board Rates – 0.7% Increase (Also increasing the Dining Dollars on the Meal Plan by $75.00 so the increase is actually less than the 0.7%)

             **Total Package**

In State - $410.00 Increase (2.39%)

                        Out of State - $372 Increase (1.34%)

There were several new fee requests presented to the Committee.

Next meeting of the Budget Advisory Council will be on Friday, March 09, 2018 at 3:00 p.m.

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

**No report**

**Unfinished Business**

Those employees who have PEIA insurance received a letter regarding Go365. The letter stated that if you met the biometric requirements during your 2017 doctor’s appointment, you do not have to have another appointment for the 2019 plan year.

**New Business**

-Approval of using a Consent Agenda will be used in approving future agenda items. Cecelia will send out the agenda ahead of time for review then to be approved at the CEC monthly meeting. Motioned carried first by Rachael Meads and seconded by Tammy Gill.

-Suggestion to use the Scholarship pamphlet in advertising to help raise funds for classified staff children’s scholarship fund. Display the pamphlet on campus, the CEC website and send out to employees.

-Reminder: Human Resources will be offering training for hiring and recruitment of new employees scheduled for March 21st and March 22nd.

**Classified Employee Council Emeritus Committee:**

The Classified Employee Council Emeritus Committee met to review and discuss recommendations for emeritus status for the 2017-2018 classified employee retirees. In order to be considered for Emeritus Status, an employee must have 20 years of classified employee service to Shepherd University, have shown exemplary performance in his/her job and have actively participated in issues of importance to classified employees and in the life of Shepherd University (e.g., Classified Employees Council, campus organization/committees, fund raising events, etc.).

The Emeritus Committee recommends the following retirees for Emeritus Status:

Larry Dowdy, Media Services

Sandra Pounds, Student Center/Campus Service Worker

Wanda Smith, Admissions

Committee Members: Nancy Cowherd (Chair), Sharika Abdul-Muhaimin, Theresa Smith, Lisa Robertazza

Cecelia to contact Eric Shuler, Director of Facilities to present to the CEC monthly meeting.

The next regularly scheduled Classified Employees Council meeting will be held on Monday, April 16, 2018 at 1:00 p.m. in the Library, Room #256.

Motion to adjourn the meeting by Sharon Carpenter and 2nd by Diane Shewbridge, adjourned at 2:46 p.m.

Respectfully Submitted,

Jayne Angle CEC Secretary