**CLASSIFIED EMPLOYEES COUNCIL**

**MINUTES**

***May 21, 2018***

**Library Room 256**

**Present:** Nancy Cowherd, Alternate; Sharon Carpenter; Tammy Gill; Ginny Haddock; Mona Kissel; Cecelia Mason, Chair; Rachael Meads; Sarah Speck; Marian Willauer

**Guests:** Scott Beard, Provost; E.G. Moreland; Sharika Abdul-Muhaimin; Marie DeWalt, Director of Human Resources; Brian Hammond; Theresa Smith

Chair Cecelia Mason called the meeting to order at 1:00 p.m. The regular meeting agenda was suspended to introduce Provost Scott Beard. Dr. Beard provided an update on the Academic restructuring. Summary of the restructuring effort: The Board of Governors directed the President to implement a comprehensive review of the academic and administrative structures of the University to improve efficiencies and effectiveness in the operations and management of the University and to bring recommendations to the Board by May 1, 2018. “The goal of [academic restructuring](http://www.shepherd.edu/academic-affairs/academic-restructuring) is to find the configuration of academic programs that positions the university to meet the academic needs of its students, to provide opportunities for its faculty, and create ways of enhancing the academic quality of the institution and its financial health.”

After the appointed task force narrowed down some alternative proposals, one structure was chosen, consisting of 4 colleges and the Center for Teaching, Learning, and Instructional Resources. More information about the proposed structure is available [here](http://www.shepherd.edu/wordpress-1/wp-content/uploads/2018/04/Spring-2018-Assembly-Final.pdf). Feedback was solicited from all faculty and staff.

Dr. Beard pointed out the estimated cost savings of the proposed structure is $275,000.

Next steps include:

* Share the progress with the modeling and financial information at the June Board of Governors meeting
* Begin work over the summer and through FY’19 to address issues of implementation and their impact on current policy, staffing, and expense of rebranding.

Dr. Beard noted that no positions will be eliminated as a result of the restructuring.

**CONSENT AGENDA**

It was Moved, Seconded, and Passed that the following reports be adopted by the Council:

* **ACCE (Advisory Council of Classified Employees) –** Jayne Angle is the new ACCE representative. She is attending an ACCE meeting today.
* **Legislative Affairs –** No report
* **Safety/Building &Grounds**—no report.
* **Board of Governors**—no report
* **Budget Advisory Council**—no report. The next meeting is scheduled for Friday, May 18, at 3 p.m.

• **Special** **Events Committee**: A “Grill Fest Luncheon” was held at the Smallwood and Small Pavilion on April 20, 2018 from 11:30-1 p.m. The cost to attend was $5. Grilled hot dogs, hamburgers, veggie burgers with toppings, chips, pickles, dessert, ice tea and water were served. The Council would like to thank the volunteer grillers: Christian Benefiel and Dow Benedict. Thanks also to President Hendrix for her contribution of gourmet chocolate from Japan. Members of the committee spent $140 that they are donating to the event. The money collected was $250 and the catering bill from Dining Services was $96.79. The committee will add $100 from the balance to the Employee Children’s Scholarship fund. The remainder of $53.21 will be used for future event expenses. The committee set up a special account with the Shepherd University Foundation to facilitate paying the catering bill and to more easily move the money into the scholarship account.

• **Thank you** to all staff who came out to share lunch together, even though it was a cool windy day.

• **Scholarship Fund**—Theresa Smith. The Classified Employee Scholarship recipients have been notified of their awards. For returning students, the awards go in as accepted. For incoming freshmen, the award is posted as “offered” in case the student changes his/her mind about attending Shepherd and to give the new student experience in RAIL.

**REPORTS**

**Staff Development:         Marian Willauer**

As of May 21, 2018, the remaining balance in the Staff Development Fund is $1,859.31.

**Unfinished Business**

**CEC Meeting day/time**—there have been requests to revisit the monthly meeting time. The CEC Executive Committee recommends conducting a survey that lists several potential days and times, with the goal of choosing a day and time when the most number of CEC members and classified employees can participate. The goal is to choose a regular week, day, and time so we can book a room for the next fiscal year.

The Council agreed that the survey is a good idea. Cecelia will work with Tim Haines on developing the survey and it will be sent out to council members.

**Rachael Meads** asked about status of state funding model. Since the legislature needs to hammer out the details in the next legislative session, the earliest that it would be implemented is FY’20. There was a substantial response by Shepherd University employees to the HPEC regarding increased funding for Shepherd.

**New Business:**None

The next regularly scheduled Classified Employees Council meeting is scheduled for June 18, 2018 at 1 p.m. in the West Virginia Room (309) of the Library.

**Adjourn** – It was moved (Rachael Meads) seconded (Marian Willauer) and passed to adjourn at 1:45p.m.

Respectively Submitted,

Nancy Cowherd