

Classified Employees Council
August 14, 2018
1:30 p.m. Library 309, WV Room

Chair Cecelia Mason called the meeting to order at 1:34pm

Present: Jayne Angle, Tammy Gill, Karen James, Ramona Kissel, Johanna Lind, Cecelia Mason, Paula Scott, Diane Shewbridge, Theresa Smith, Sarah Speck, Marian Willauer

Alternates: Sharon Carpenter, Nancy Cowherd, Melody Gillespie

Guests: Director of Human Resources Marie Dewalt, Brian Hammond, President Dr. Mary J.C. Hendrix, Sharika Abdul-Muhaimin, General Counsel Alan Perdue, Assistant Vice President for Auxiliary Services Jack Shaw, Chartwells Representative Robert Kougher

Consent agenda:

- July minutes
- Board of Governors, Mona Kissel, no report
- Legislative Affair, Cecelia Mason, no report
- Special Safety/B&G, Melody Gillespie, no report
- Budget Committee, Jayne Angle, no report
- Scholarship Fund, Theresa Smith, no report

Marian Willauer motioned to approved the consent agenda, Tammy Gill 2nd the motion. Motion carried.

Guests:

Assistant V. P. for Auxiliary Services Jack Shaw and Chartwells Food Service Director Robert Kougher

Jack Shaw reported that six Shepherd employees stayed on Shepherd's payroll. All staff had the opportunity to transition to Chartwells payroll. Some staff have already had opportunities for advancement with Chartwells. Staff benefits did not lapse as Chartwells health benefits picked up on August 1st. Jack and Robert updated the council on new healthy foods choices, soon to come renovated dining space and a feedback opportunity. Also, a new Starbucks will be added to the Student Center.

Visit this link for an article with current detailed information. [Chartwells at Shepherd University](#)
Click here to see menu feedback, nutritional information and more about the campus dining opportunities. [Dine on Shepherd University campus website](#) In the future a phone App will be available to give your opinion of food choices.

Chartwells will apply for liquor licenses for Popodicon and Ram Stadium for both the home and visitor sides of seating. These will be requested one event at a time as they are not available as an annual application for the activities of the university.

President Dr. Mary J.C. Hendrix

Dr. Hendrix commended those in attendance for their hard work and persistence in working with Shepherd to get through the budget concerns. Also, a shout out to Melody Gillespie and those who helped on August 10th with "Ram Spirit Day" to assist in beautifying the campus. Hopefully this event will occur twice a year.

Highlights from the President's presentation.

- *Priorities*
 - Recruitment efforts in Loudoun County and Fairfax County
 - Grants to increase income for our institution
- *Strategic Plan Overview*
 - Thank you to those who served on the Strategic Plan Committee to develop the 5-year plan for Shepherd.
- *Shepherd Success Academy*
 - Students are invited and asked if they want to be a part of the academy. Since the inception of the program there were 36 students in the program for 2018. 2019 has started with 50 students in the program.
- *FY19' Sources of Revenue*
 - By reducing the budgets for FY19 raises for the employees were given. As president I felt this was a priority so we need to function within our current FY19 budgets.
 - Continue to reduce our energy costs
 - Early intervention process to collect on delinquent student accounts.
- *New Initiatives*
 - USDA has confirmed \$600,000 for our Veterans to Agriculture initiative. They have secured \$300,000, but Shepherd needs to match it with \$300,000 still looking for revenue to sustain this program.
 - Friends of Popodicon – Upgraded the interior and beautified the outside grounds. Granddaughter of prior owner Henry Potts of Popodicon, Julia “Happy” Potts Grehan contacted President Hendrix about donating some of the original furniture of the Popodicon back to Shepherd University. She now lives in Alabama and graciously shipped the pieces to the property at her cost. The president expressed her deep appreciation to Mrs. Grehan for helping with the restoration and historic preservation of the house.
 - Shepherd is working hard to create internship opportunities for students, which enhances their job opportunities.
 - What will become of Turner & Kenamond Residential Halls? A suggestion has been made to renovate them for assisted living homes. If you have a suggestion you'd like to share, please forward to mhendrix@shepherd.edu.
 - Dinner with Strangers Initiative will have a community member welcome four students into their home to share a meal and discuss topics relating to their disciplines.
 - The objective is to have Tabler Farm, 157 acres owned by Shepherd, to provide renewable energy generation and storage technologies to provide electricity to Shepherd University.
- *WV Politics in Higher Education*
 - The West Virginia State Legislature passed legislation that the West Virginia Higher Education Policy commission (HEPC) shall examine general revenue appropriations to state higher education institutions on or before January 1, 2018. A funding model titled “Student-focused Funding for West Virginia Higher Education” was released on March 23, 2018. Shepherd would see an increase of \$3.4 million in funding under the new model.
 - On June 2018, the governor announced a Blue-Ribbon commission to examine 4-year public higher education to be completed by December 10, 2018. Shepherd is represented on the commission by Board of Governors chair and alumnus Eric Lewis.

On July 10, 2018 the HEPC held a meeting to place the current chancellor on sabbatical and named WVU Tech's president Carolyn Long as the interim chancellor and suspended the search for a new chancellor until after the Blue-Ribbon Commission finishes its work in December.

Here is [President Hendrix Report](#) in a power point format. Please take a few minutes to read her full report.

Committee Reports:

Event Committee

Jayne Angle

The committee will meet on August 17, 2018 @ 11:30 am to discuss fall/winter employee events.

Staff Development Committee

Marian Willauer

The FY19 adopted budget is \$1,600.00 which was cut by \$2,460.00 from FY18 due to budget restraints. The Staff Development Committee suggested travel requests and course/program fees will be considered for partial reimbursement at 50% of the cost up to the \$70.00 maximum per employee. Books will be reimbursed at 100% up to the \$70.00 maximum per employee. Karen James made a motion to decrease the coverage for employees up to a \$70.00 maximum per employee; travel must be approved by the Leadership team prior to the staff development request being approved. Jenny Lind seconded the motion. Motion carried. Expenses will be covered on a first-come, first-served basis.

The committee suggested looking into on-campus training by our own faculty and staff to help reduce the need to expense this type of staff development.

New Business

Tracey Jones resigned as vice chair of Classified Employee Council. Tammy Gill was nominated and ran unopposed. She accepted the position of Vice Chair. Diane Shewbridge moved that the nomination be closed. Tammy Gill was confirmed as vice chair for Classified Employee Council.

Jayne Angle resigned as secretary of Classified Employee Council. Nancy Cowherd was nominated and run unopposed she accepted the position of secretary. Diane Shewbridge moved that the nominations be closed. Nancy Cowherd was confirmed as the secretary of Classified Employee Council.

Jayne Angle encouraged those present to be active in corresponding with West Virginia legislators regarding higher education and our concerns as employees. If you have any concerns to bring to the attention of ACCE, please contact her @ jangle@shepherd.edu.

Adjourn

Meeting was adjourned at 2:54 pm

Motion by Melody Gillespie, seconded by Diane Shewbridge. Motion carried.

Next meeting – Tuesday September 11th at 1:30-3:30 pm at the Library room #256