

**CLASSIFIED EMPLOYEES COUNCIL  
MINUTES  
November 13, 2018**

**Library – Room 256**

**Present:** Jayne Angle, Sharon Carpenter, Nancy Cowherd (alternate), Tammy Gill, Ginny Haddock (alternate), Ramona Kissel, Johanna Lind, Cecelia Mason, Diane Shewbridge, Theresa Smith (alternate)

**Absent:** Rachael Meads, Paula Scott, Sarah Speck, Marian Willauer

**Guests:** Marie DeWalt, Director of Human Resources; Brian Hammond, Sharika Abdul-Muhaimin

Chair Cecelia Mason called the meeting to order at 1:32 p.m.

**CONSENT AGENDA**

Approval of the October 29, 2018 Classified Employees Council minutes

*COMMITTEE REPORTS*

**Employee Children’s Scholarship Fund**

**Theresa Smith**

No report

**Board of Governors**

**Ramona Kissel**

[See attached](#)

**Staff Development**

**Marian Willauer**

[See Attached](#)

**Legislative Affairs**

**Jayne Angle**

[See Attached](#)

**Safety, Building & Grounds**

**Melody Gillespie**

No report

**Budget Committee**

**Jayne Angle**

[See attached](#)

The Chair asked for the discussion on the Consent Agenda; there being none, the Consent Agenda was M (Meads), S (Gill) and PASSED.

## COMMITTEE REPORTS

### Special Event Committee

Jayne Angle

The Staff Breakfast is tomorrow from 7:30 a.m. to 9:30 a.m. We are pre-selling the raffle tickets at the Library and Center for Contemporary Arts. The committee will extend the time frame for selling tickets through Friday, in order to boost sales. The winning tickets will be drawn on Friday and the winners will be announced.

### Advisory Council of Classified Employees (ACCE)

Jayne Angle

ACCE met on October 22, 2018. The Blue Ribbon Commission met on October 23, 2018 to discuss the possibility of eliminating the Higher Education Policy Commission (HEPC). The HEPC has responded to the Blue Ribbon Commission and to various West Virginia newspapers to establish its identity and purpose within the state. There is a website at which you can make comments regarding the higher education system in West Virginia. Jayne will email the address to employees. Jayne strongly encourages Shepherd staff to read this information, think about it and respond. Meetings of the Blue Ribbon Commission can be attended by anyone via phone in.

A proposed state funding formula for all four-year institutions is being created by the Blue Ribbon Commission and is due to the Governor early in December.

Jayne feels that the CEC needs to look at the possibility of transitioning our current make-up as a classified employee body to an all staff one, which would represent both classified and non-classified employees. Other institutions are already doing this.

An invitation will be sent out to employees for an open session for staff and faculty to converse with our local legislators. The session is scheduled for Dec. 14 at 9:30 a.m. Staff can submit their questions to Holly Frye prior to the session.

Diane Shewbridge pointed out that if the Classified Employees want to meet with Legislators by themselves, that we have the right to do that.

### Unfinished Business

None

### New Business

**Emeritus Guidelines:** Cecelia Mason presented a draft revision of the Emeritus Guidelines for Classified Staff for discussion. [See attached.](#) She explained that some discrepancies exist between the Faculty Emeritus and Classified Staff Emeritus procedures. This draft document attempts to bring the procedures more in line with each other.

Shewbridge: Asked why we reduced the eligibility requirement from 20 years of service to 10 years of service.

Discussion:

Cecelia: The requirement was lowered to bring it in line with that of the faculty.

Marie DeWalt asked that the procedures include the direction for the Emeritus Committee Chair to request in February from Human Resources a list of retirement-eligible employees who may be considered for emeritus status.

Jayne Angle suggested that in order to serve on the emeritus committee, an employee have at least three years of work experience with the University (as opposed to one year). That longer time frame allows for an employee to get to know other employees and learn about activities on campus. There was general agreement on this point.

Regarding lowering the 20-year work requirement, many expressed the feeling that 20 years was too long.

After discussion, the council agreed to allow the approval of nominees (for emeritus status) to be conducted electronically, should names become available *only after* the original list is sent by HR to the Emeritus Committee.

Cecelia deferred a council vote on the draft until the next meeting in order to allow more time for comment.

**Facebook Discussion:** the idea to create and run a Facebook page for classified employees was discussed. A Facebook page could serve as an additional communication tool for these employees as well as a way, possibly, to raise morale. The discussion was mixed on this idea. Cowherd: suggested that the idea be tabled for the time being. There was general agreement to do so.

Cecelia will meet with the Board of Governors in December. She requested input from the council members for topics that should be discussed. Employees may send their requests by email to her at [cmason@shepherd.edu](mailto:cmason@shepherd.edu).

The next regularly scheduled Classified Employees Council meeting is on December 11, 2018 at 1:30 p.m. in LB 256. Dr. Mary J.C. Hendrix will be the guest at the December meeting.

Meeting was adjourned at 2:53 p.m.

Respectively Submitted,

Nancy Cowherd, CEC Secretary