

**CLASSIFIED EMPLOYEES COUNCIL
MINUTES
December 11, 2018**

Library – Room 256

Present: Jayne Angle, Sharon Carpenter, Nancy Cowherd (Alternate), Tammy Gill, Melody Gillespie (Alternate), Ginny Haddock, Karen James, Ramona Kissel, Johanna Lind, Cecelia Mason, Rachel Meads, Paula Scott, Theresa Smith (Alternate), Sarah Speck, Marian Willauer

Absent: Ann Hoover, Diane Shewbridge

Guests: Mary J. C. Hendrix, President; Sharika Abdul-Muhaimin; Marie DeWalt, Director of Human Resources; Brian Hammond; E. G. Moreland; Alan Perdue, University Counsel

Chair Cecelia Mason called the meeting to order at 1:30 p.m. and introduced Shepherd University President Mary J. C. Hendrix.

Hendrix: Thanked the staff of University Communications for creating the calendar featuring J.C., the Shepherd mascot. The purpose of the project was to raise funds for the support of J.C. Dr. Hendrix explained that she paid for 1,500 of the calendars, 600 of which were to be sold. The remainders were given as gifts. Currently the calendar is being sold for \$10. She offered to fund another 1,500 calendars for the Classified Employees Council. These would be put together by classified staff using photos of the campus, and sold by the staff, to raise money to be used for CEC initiatives of their choosing. This calendar would be created for 2020.

Legislator's Visit to Campus: The J.C. calendars are going to be given to the legislators who are coming to campus this Friday (Dec. 14) to talk with employees. So far, the legislators who have agreed to come are: Del. John Hardy, John Doyle, Paul Espinosa (incoming majority whip), Sammi Brown, Shepherd '10; Lexi Brown, who represents the Eastern Panhandle for the Secretary of State; and Eric Lewis, Chair of Shepherd's Board of Governors. We are very fortunate to have a lot of leadership in the Legislature from our area.

PEIA: Changes recommended by the taskforce:

- **Moving co-pays back to 80-20 from the current 70-30 ratio in out-of-state counties**
- **Moving Plan B benefits back to 70-30 coinsurance from the current 60-40 ratio in out-of-state counties adjacent to West Virginia**
- **Removing facility fee limits for out-of-state services**
- **Removing the \$25 copayment for out-of-state services**
- **Adding an appeal process for people who require non-preferred brand-name drugs, so they might become eligible for lower copayments.**

Dr. Hendrix feels these suggested changes are good. Our collective voices were heard.

There is a concern by staff and students about limited serving hours for breakfast on East Campus. During the fall semester, the Rams Den started serving at 10 a.m., Monday – Friday. The Bistro served earlier, but did not offer the wide variety of breakfast foods, especially proteins.) Other dining locations

also had limited hours. Students and staff would recommend restoring the earlier serving hours in the Ram's Den, starting at 7:00 a.m. to provide more breakfast options on East Campus. Dr. Hendrix will talk to Jack Shaw about addressing the concerns with Dining Services.

HR Initiative: Marie Dewalt and Tammy Gill have been working on making a tool available to staff that will allow them to calculate the value of their total benefits, including retirement matching, leave and PEIA. Marie said that a calculator tool is being made available at no cost from the WV School of Osteopathic Medicine. It will be posted on our website. Staff will be better able to appreciate the dollar value of their total compensation package.

Academic Restructuring Update: At their meeting on February 14, 2019, The Board of Governors will be asked to approve a macro restructuring including only the colleges. Anything that happens within the colleges will be voted on by all staff. Because there are some name changes within the restructuring and some merging, for example, The College of Arts, Humanities, and Social Sciences, we will ask everyone to recommend a leader for the Dean's positions. It could be the current Dean or a new candidate, but must be someone already employed by the University. The candidates will be asked to formally apply for the position. This includes the position of leadership for the Dean of the Ruth Scarborough Library and Center for Teaching, Learning and Instructional Resources. On Feb. 22, the names of the nominees (who must already be here) and the curriculum vitae will be posted on the Academic Restructuring webpage. Open sessions for the candidates will be held during the weeks of Feb. 25, March 1, March 4 -8. It will be very similar to the process used when we recruit off-campus candidates. By March 15, the campus will be notified of the selections for those leadership positions.

Blue Ribbon Commission (BRC) Update: There are 3 committees: Governance, Collaboration and Finance. Dr. Hendrix asked Alan Perdue to give an update: The Finance Committee got the BRC to approve a recalibration model of a funding model to ask the governor to dedicate \$10 million to the regional institutions only to try to offset the worst disparities of the current funding appropriations. Shepherd would get about \$2 million from that proposal. The Collaboration Committee received feedback from area institutions. Shepherd's report was one of the largest. The Governance Committee has created a 357 page of a first draft to send to the Legislature to get rid of the HEPC and have it replaced by the Presidents of the 10 regional institutions. Shepherd has sent some suggestions for changes to this proposal. Most importantly, Shepherd would like to be able to make its own decisions on a local level, rather than have a group in Charleston do so.

Dr. Hendrix expressed her appreciation for the staff taking ownership of their own campus areas.

Jayne Angle: asked Dr. Hendrix what the future of the Blue Ribbon Commission is, in her opinion. Will the BRC be dissolved? **Hendrix:** I think you can't judge that it is a failure yet. The BRC is illuminating all of the issues that we have experienced in Higher Ed. Shepherd aligns with Marshall and WVU in many ways, more so than with the other regionals. BRC has pointed out some similarities between the larger schools and Shepherd and the differences between Shepherd and the regionals.

I know in Facilities we have a staffing situation. We're hoping that the money we will save by getting rid of Service Master will help that situation.

Cecelia thanked the President for her time to attend today's meeting.

CONSENT AGENDA

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

Approval of Minutes

COMMITTEE REPORTS

Special Event Committee

Jayne Angle

[See attached](#)

Employee Children's Scholarship Fund

Theresa Smith

No report

Board of Governors

Mona Kissel

No report

Legislative Committee

Jayne Angle

The campus is invited to the December 14, event with legislators. If you have concerns or questions, please submit them to Holly Frye. Currently, those in attendance will be Delegate Paul Espinosa, District 66; Delegate Sammi Brown, District 65; Delegate John Doyle, District 67; and Delegate John Harding, District 63. [See attached invitation.](#)

Special Safety/B&G

Melody Gillespie

No report

Budget Committee

Jayne Angle

[See attached](#)

COMMITTEE REPORTS

Staff Development

Marian Willauer

There is a remaining balance in the fund for FY19 of \$790. Marian reminded everyone that there is a \$70 limit per person per year.

ACCE

Jayne Angle

Jayne was not able to attend the meeting at Fairmont State. ([See her report ACCE Dec. 10, 2018](#)) Jayne asked employees to contact her with any questions.

Jayne reported that there was a lot of employee support for the CEC classified raffle for Children's scholarship fund. [See raffle results here.](#) Jayne announced that she will resign as Chair of this committee.

Unfinished Business

Cecelia reviewed the proposed changes to the Emeritus Committee Guidelines, including some wording changes submitted by Tammy Gill. She asked for a vote to approve the guidelines as amended. [See attached.](#)

It was M (Meads), S (Willauer) and passed to approve the new version of the guidelines, which will take effect immediately.

New Business

Cecelia reminded the council that she is giving a presentation to the Board of Governors on Thursday December 13, 2018, on behalf of the CEC. She asked for thoughts about what she should tell the Board. No one had any suggestions.

The next regularly scheduled Classified Employees Council meeting is on Tuesday, January 8, 2019 at 1:30 p.m. in Scarborough Library 256.

Adjourn

There being no further business, it was M (Meads) S (Willauer) and passed to adjourn at 2:35 p.m.

Respectively Submitted,

Nancy Cowherd, CEC Secretary