

**CLASSIFIED EMPLOYEES COUNCIL
MINUTES
January 8, 2019
Library Room 256**

Library – Room 256

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

Absent:

Guests: Sharika Abdul-Muhaimin; Marie DeWalt, Director of Human Resources; Ken Harbaugh; Eric Lewis, Chair, Shepherd University Board of Governors; Bill Sommers, Vice President for Enrollment Management

The meeting was called to order at 1:32 p.m. *Indicates items to be voted on.

Chair Cecelia Mason introduced Eric Lewis, the Chair of the Shepherd Board of Governors, and asked him to give a rundown of what is going on with higher education with regard to HEPC, the governance of higher education and funding. Eric reviewed the “shake up” that occurred last summer within the Higher Education Policy Commission (HEPC). The Blue Ribbon Commission (BRC) was created to review the policies governing higher education. Eric represents Shepherd on the commission. He sits on the funding subcommittee and has been involved with the governance subcommittee. There is currently no funding model in the state for funding Higher Education. Previously, funding has been based on who your representative was. As enrollments in the state dropped, there were across the board cuts to institutions. The funding of institutions vs. Full-Time Enrollment (FTE) is totally out of line. Three years ago, Eric created a spreadsheet showing the disparities between institutional funding and FTE. No one had any idea how bad it was. Over the last 3 years, Shepherd has done a lot of education with people. Because of revenue declines, the problems are still an impossible fix. Two years ago, a bill was passed giving greater freedom and flexibility to West Virginia University including Potomac State College and West Virginia University Institute of Technology, along with Marshall University and the West Virginia School of Osteopathic Medicine (WVSOM). The legislation gave more autonomy to these institutions and realigned the role of the Higher Education Policy Commission (HEPC). The Shepherd BOG wanted Shepherd to be exempt also. Last year, Dr. Hendrix drew statewide attention to the lack of a funding model and that’s when BRC was formed. The funding subcommittee wrote a resolution to advocate for \$10 million to be divided up among some of the state regional institutions to address the immediate funding crisis. It also advocates for a funding formula. The BRC funding subcommittee asked for a year to conduct further study regarding a funding formula, but the recommendation also says “or earlier if the legislature deems it appropriate.” This was approved by the BRC. This funding allocation is based on “weighted in-state FTE’s.” The HEPC endorsed the funding proposal. Dr. Gordon Gee (WVU) has said that the governor has said that he will put the recommendation in the budget

this year, as long as there is a reorganization of HEPC. Shepherd advocates for that as well. Shepherd would like to be separated out from the other regionals on a perception basis. Last week, the BRC reviewed the state code regarding HEPC to see how the new BRC bill would impact the proposed new reorganized Higher Education System. One way it would affect Shepherd is in programs: no other school in WV would be able to block a program being provided by any institution. Shepherd has a large out-of-state population from around the D.C. area. Programs we provide will not affect other schools. It would block one campus going to the town/city of another campus and opening a duplicate program. The bill is being written to be approved by BRC and then sent to the governor for inclusion in the state legislation.

Our local legislators have powerful positions in the legislature. We are in a powerful position because of those local legislators and our close location to D.C., the Dulles Tech Corridor, the Montgomery County Bio-Tech Corridor, and Amazon, which is opening a new headquarters in Northern Virginia.

There is a projected \$200-300 million state surplus this year. One-half of that has to go into the "rainy day fund." \$100 million has been pledged to shore that up PEIA. Medical marijuana legislation will be taken up.

Cecelia asked people to go around and introduce themselves to Eric.
Cecelia asked the council members for questions.

Ken Harbaugh: Asked for permission to speak. The Council voiced agreement.

Ken emphasized the importance of the employee pay scale at Shepherd. He thinks that the pay of Shepherd employees is probably close to the bottom of the scale in comparison to other WV Higher Education institutions. The cost of labor and cost of living are higher in this area. Shepherd compensation among employees performing similar work is pretty fair. Pay comparisons between institutions for employees performing similar work is not good. Is there a plan to compare salaries among institutions? Shepherd is funded on the salary schedule to the minimum. Other institutions are funded well above the minimum. He hopes that the BOG will remember that Shepherd staff members should be paid to at least the state average. He believes that, with the state money problems, a lot of money should not be made available for straight merit pay. Money should be available for one-time enhancements or bonuses, which aren't added to the employees' base pay.

Cecelia: The Board of Governors called for a new/modified evaluation system that would include merit pay as a reward for good job performance. What was the BOG's thinking in mandating the new system and how will the board handle all of these options?

Eric: We need good data and need to make sure everyone is at least fairly, if not well, compensated. There is a cost of housing index mandated in legislation for assessors to report to the state the cost of houses by region. The Jefferson County cost of housing is much higher than in many other counties. We have been running on a \$2.5 million deficit at Shepherd for the last three years. The \$2.5 million from state (if we get it) will plug the hole but won't fix the overall

money problem. If we get the \$2.5 million, we need to invest some of it in projects for the future. We need innovation. The BOG consists primarily of members who work in business. They understand the need to address both salaries and invest in Shepherd initiatives. The board decided that an evaluation system had to be put in place that would set expectations for employee performance. If goals are clear, most employees will work toward that; the board wants Shepherd to incentivize the good employees and identify the underperforming employees.

Ken: pointed out that you need to consider that staff to student ratio at Shepherd is higher than institutions in almost all other states.

Eric: There are resources available that Shepherd can opt in to for gathering data statistics. Eric assured us that he is 100% on board with making money available for bonuses/incentives. However, if bonuses are a state constitution issue, the legislature would never run such a referendum that the people of the state would have to vote on to approve. No one would ever say that for anyone who is meeting the requirement of their job, they don't deserve a part of funds available for increases.

Rachael Meads: What is the projected timeline for HEPC?

Eric: Better than 80% chance that HEPC is dead and that something replaces it (during this legislative session). The HEPC did not help themselves by effectively firing the Chancellor; paying him \$200,000 annually for the next six months, and then hiring Carolyn Long, interim chancellor and paying her at the same time.

Any resolution accomplished in the next 60 days may not be able to be accomplished by July 1. The BRC will continue until there is a funding formula that everyone agrees to or until the Community Colleges are added to this formula.

Jayne Angle: Asked about why there isn't any student representation on the BRC. Eric confirmed that there were no official student representatives. There is also no faculty or classified employee representation.

Eric: The student body president of Marshall addressed the commission two months ago but Eric could not speak to how the governor came up with the composition of the group.

Jayne: ACCE conversations frequently involve an emphasis on student advocacy because students are why we are here.

Eric: The BRC cares about students and helping them is the ultimate goal. We do get feedback from students.

Jayne: The BOG recommended the performance evaluation modification. Also, the BOG has verified that the funding is still an issue to giving merit. Why not wait another year to mandate the employee performance evaluation system until you could fund the merit pay? She feels there is a piece missing. Shepherd currently has an employee performance program in place where you can complete goals; it's just not everyone completes it as requested.

Eric: Sound management practice is having an evaluation process that allows for identifying those employees who are performing and those who are not. It's important regardless of whether there is money or not.

Cecelia thanked Eric for his time. Eric thanked the council for everything we do for Shepherd.

***CONSENT AGENDA**

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

Items included were:

COMMITTEE REPORTS

Special Events

Jayne Angle

No report

Staff Development

Marian Willauer

There were no changes from the December 2018 report. The balance in the fund for FY19 remains \$790.

ACCE (Advisory Council of Classified Employees)

Jayne Angle

[See attached.](#)

Legislative Committee

Jayne Angle

[See attached.](#)

Budget Committee

Jayne Angle, CEC Representative

[See attached.](#)

The minutes of the December meeting were (M) Meads S (James) and passed.

Safety, Building & Grounds

Melody Gillespie, CEC Representative

No report

Unfinished Business

***Calendar proposal from Dr. Hendrix:** discussion and vote

Cecelia asked for a discussion on whether to accept Dr. Hendrix's offer to fund the creation of a 2020 calendar, the proceeds of which would go to the Classified Employees Council to use at their discretion. (M) Meads (S) James

Discussion: After a general discussion, CEC approved accepting the president's offer to pay for a campus calendar that CEC will design and sell. CEC will create a committee to work on the calendar.

Jayne: asked for details of selling the calendar and what we will do with the money.

President Hendrix had said that the council would decide what the money could be spent on. It was pointed out that the money should be kept separate from the money budgeted to CEC by the University. Jayne has established a Foundation account for CEC funds.

Melody: How would it be sold and by whom?

Cecelia: Dr. Hendrix's idea is to sell the calendars at athletic games. Meads said that the JC calendar is available at some of the businesses in town.

Speck: Thinks that it is important to decide where the proceeds will go before the calendar is sold. Buyers should know where their money is going and it would make it easier to market. She suggested forming a committee to make that decision in the summer.

Mona: Suggested to calculate the cost of doing the calendar again in a future year, out of the proceeds, as we shouldn't assume that the president or another party would fund it again for us. This would be good faith on our part to plan ahead for another year, if we have enough money, and decide as a group to continue the calendar.

New Business:

PEIA update: Tammy Gill, Vice Chair CEC

Tammy Gill: PEIA public hearing on. Dec. 19, 2018. Well attended. Most people there were public school personnel. After the meeting the PEIA board met to approve the FY20 plan, including the following provisions:

No premium increase.

No Benefit cuts

Extends the same in-state PEIA coverage to contiguous counties out of state.

No Healthy Tomorrow's Program requirement (where the form has to be sent in to state measuring BP, cholesterol, waist measurement.)

Melody Gillespie: told the story of a former shepherd employee who lost his accumulated days of sick leave from Shepherd when he became employed by Chartwell's. She expressed her objection to that having happened to Dining Hall employees. Other council members weighed in that the policy of being compensated for annual leave and not for sick leave is a general standard for many work places when you leave employment.

Cecelia announced the speakers for the upcoming CEC meetings:

President Hendrix – February 2019

Tom Segar – March 2019

Bill Sommers, Kristen Lorenz – April 2019

Jayne Angle: gave handouts listing the members of the Blue Ribbon Commission with their institutions and email addresses. If you have questions, please contact them. She also included a list of the BRC's 3 sub-committees and a handout listing committee leadership in the WV Senate for the current session.

[See attached.](#)

Also gave out copies of an article from the Charleston Gazette about tuition hike limits.

Jayne encourages all employees to take an interest in and learn about the political events in the state.

The next regularly scheduled Classified Employees Council meeting is February 12 at 1:30 p.m. in LB 256. It was (M) Shewbridge, (S) Willauer, and passed to adjourn at 3:10p.m.

Respectively Submitted,

Nancy Cowherd, CEC Secretary