

**CLASSIFIED EMPLOYEES COUNCIL  
MINUTES  
FEBRUARY 1, 2016**

**Cumberland Room** - Student Center

**Present:** Jayne Angle, Sharon Carpenter, Nancy Cowherd, Melody Gillespie, Brian Hammond, Ken Harbaugh, Mona Kissel, Diane Shewbridge, Peg Swisher, Paula Wamsley, Marian Willauer

**Absent:** Karen James, Paul Schwann

**Guests:** Jayne Angle, Virginia Haddock, Nina Fritz, Marie DeWalt, Director of Human Resources; Sylvia Manning, Interim President; Alan Perdue, University Counsel

**Call to Order**

Chair Brian Hammond called the meeting to order. Today's meeting was called to replace the missed January meeting, which was cancelled due to inclement weather.

Approval of the December 2015 CEC Minutes: MSP.

Brian: Suspended the agenda to introduce Interim President, Sylvia Manning and College Counsel, Alan Perdue.

Sylvia asked for any questions or comments from council members. Ken thanked her for her service to the University and especially commended her for maintaining strong communication with the university. Ken also expressed appreciation for the 2% employee raise that the administration approved starting January 1, 2016. Sylvia thanked everyone saying that her time as Shepherd's interim president was a really good experience. Although there have been tough times that are not over, she felt that Shepherd has a lot going for it, in part due to the employees who are always willing to step up even though they are overworked and underpaid.

**REPORTS**

**ACCE (Advisory Council of Classified Employees):**

**Ken Harbaugh**

ACCE met in January at Bridge Valley CTC. The meeting included guests Bruce Cottrell, Director of Compensation and Bob Long, retired ACCE Representative. The HEPC is to make a report to LOCEA regarding the Mercer findings, including the job classifications as determined by Mercer. Ken should have information at the next CEC Meeting.

TIAA-CREF: Ken presented to ACCE the need for campuses to try to get employees to think more about their retirement. This is especially important for employees who are making less money. A TIAA-CREF representative will address ACCE later this summer.

Marie DeWalt: TIAA-CREF will be scheduling fewer visits on campus. They may set up Skype meetings.

Ken and other ACCE members met with Sen. David Sypolt, Chair of Senate Education Committee (day after ACCE meeting), and also with Del. Paul Espinosa, Chair of the House Education Committee. Ken also made a brief contact with Del. Walter Duke, Senator Herb Snyder and Senator Ron Miller. (All three are Shepherd alums.

A bill is being worked on that would change the PEIA 80/20 reimbursement formula to a 75/25 reimbursement formula. (PEIA would reimburse physicians at the Medicare rate of 75%, instead of at 80%.)

Sen Bill 369: Eliminates certain reports that the Policy Commission requires from Higher Education institutions. Institutions feel that there is too much time and effort to create the reports which seem not to be used by the HEPC. The Legislature is working on developing legislation that would address this.

Ken discussed the issue of unions and how involved employees should or shouldn't be with them. Faculty members have recently shown more interest in using American Federation of Teachers. Ken felt that ACCE should be used instead, believing that the AFT has not done anything for Higher Education over the years.

Ken asked council members to be supportive and act quickly if asked by ACCE to contact our legislators about currently pending legislation. He asked the CEC members to go into ACCE website and look over information on the bills being considered during this legislative session.

**Board of Governors: Ramona Kissel**

The next BOG meeting is scheduled for February 25, 2016.

It was asked when the payroll was going to change to a bi-weekly system.

Alan Perdue: Stated he is not sure and that there are still some issues being resolved at the state level.

Marie DeWalt: the time clocks are currently being installed. Our leave management system will be moving from Replicon to Kronos about March 2016.

**Staff Development: Marian Willauer**

Marian Willauer reported that of the budgeted \$12,249.00 in the Staff Development Fund, \$8,109.51 has been expensed to staff use, leaving \$4,139.49 available to staff for the remainder of the 2016 Fiscal Year.

**Scholarship: Theresa Smith**

Ken Harbaugh read a report from Theresa Smith, Chair of the Classified Employees' Children's Scholarship committee. Informational letters, applications and guidelines were emailed to all Classified Employees on January 22 for the 2016-17 school year. Hard copies of these documents were sent through campus mail to all Dining and Facilities classified employees on January 28.

At the request of the Scholarship committee, Ken Harbaugh made a motion that the council authorizes a one-time exception permitting the Scholarship Committee to approve a continuing scholarship award to a student who did not maintain a full-time status this semester, but who will graduate this May. The motion was seconded by Melody Gillespie and passed by the council.

**Legislative: No Report**

**Special Events: Virginia Haddock and Peg Swisher, Co-chairs**

The CEC Spring Recognition Luncheon is scheduled for Thursday, April 28. The cost will be \$7.50, and an email will go out in the next week or so with the date, cost, etc. The event is on Dr. Hendrix's calendar and she will be asked to make a few comments.

**Safety/Building and Grounds: Brian Hammond**

The committee met on January 7 with new Director of Facilities, Eric Shuler as Chair. There are resources available on campus for safety training. Marie DeWalt said that BLR also provides PowerPoint presentations/training that is available through HR. Tammy Gill is available to help get those interested set up for training. Questionable air quality conditions in the CCA2 shop area were discussed. Facilities will look into the matter with the controls contractor, etc.

Melody Gillespie (during the CEC meeting): asked if there was a discussion (during the Safety, Building and Grounds Committee meeting) about the safety of campus trades using vehicles in the pedestrian tunnel. Students wear headphones and text while walking and are not aware of the vehicles. There was no such discussion. Ken asked Brian to get that issue put on the agenda for the next meeting.

Another issue was brought up about a call box at CCAII that has been out of order for an extended time. Brian said there is a problem with the phone lines not working and he needs to check back with Frontier about the status of the line/s. Diane Shewbridge: Snyder hall also has an out of order call box - since last winter at least. A discussion followed about how the internal procedures for getting a call box fixed might be improved.

**Unfinished Business:**

Ken: Has copies of the 2015 annual HR salary report which analyzes personnel costs on Higher Education in the state.

The Prevailing wage bill (to eliminate prevailing wage law in West Virginia) passed the House and has moved to the Senate.

Gun legislation on campus - two bills have been introduced which would allow concealed guns to be carried on campus. If anyone has opinions about the potential impact of such bills, please let Ken Harbaugh know, as ACCE will be weighing in on the issue. Currently campuses can prohibit weapons on campus.

**New Business:**

Diane Shewbridge: Suggested that, from her experience and that of other co-workers, the Rambler replacement policy is not being equally enforced. Some employees are charged \$25.00 to replace a worn out card and some are not. Some are given a \$25.00 credit on the card and some are not. Reading from the policy that appears on the University website: The policy says that if the card needs to be replaced, through no fault of the user, the fee may be waived. Alan Perdue will talk with James Vigil to see if the wording of the policy can be tightened up so that charging a replacement fee will be equitably enforced.

Ken: Asked about the Lay Off policy in the WV Code: Furlough was merged into the code along with layoffs. Under the layoff policy, employees are given certain rights under specific procedures. Ken asked that the Executive Committee of the University review the specific existing policies in case the University decides to enact lay-offs or furloughs in the future. This would help prevent problems that could arise if the policy/procedures are not tight.

The next CEC Meeting is scheduled for February 15, 2016.

It was MSP that the meeting be adjourned at 11:00 a.m.

Respectively Submitted,  
Nancy Cowherd, Secretary