

**CLASSIFIED EMPLOYEES COUNCIL  
MINUTES  
MARCH 21, 2016**

**Cumberland Room – Student Center**

Chair Brian Hammond called the meeting to order.

**Present:** Sharon Carpenter, Nancy Cowherd, Melody Gillespie, Brian Hammond, Ken Harbaugh, Karen James, Ramona Kissel, Paul Schwann, Diane Shewbridge, Peg Swisher, Paula Wamsley, Marian Willauer

**Absent:**

**Guests:** Marie DeWalt, Human Resources; Ginny Haddock, Special Events Committee; Mary J. C. Hendrix, President; Alan Perdue, University Counsel; Theresa Smith, Chair, Classified Employees' Children Scholarship Fund

Brian introduced President Hendrix and asked the CEC members and guests to introduce themselves.

Approval of the minutes from our February 1 and 15 meetings: MSP

The regular meeting agenda was suspended in order for Dr. Hendrix to address the council.

**Hendrix:** Because Shepherd receives an insufficient level of state funding, at 16%, Dr. Hendrix laid out for the council some of her ideas for fund raising, increasing revenue, and cost saving measures:

In addition to the presidential induction ceremony on April 8, the University will host an energy symposium, *The University's Role in Translating Energy Challenges into Business and Employment Opportunities*. Featured speakers will be Michael Polsky, president and CEO of Invenergy LLC, Xingbo Liu, professor and associate chair of research at the WVU Statler College of Engineering and Mineral Resources, and Dr. Jeffrey Groff, associate professor of physics in the Institute of Environmental and Physical Science at Shepherd. Mark Sanborn will be the keynote speaker for a leadership summit on Saturday, April 9. In addition, during the inauguration events, donor packets will be available to potential donors to the University.

The university will save on not using Popidicon as president's house. There will no longer be a cleaning contract, use of a car, or membership to a country club. Dr. Hendrix added that Popidicon is in disrepair and repairs can only be made as we have money.

**Gillespie:** Under the former president's tenure, up keep and repairs were often difficult for facilities to complete because restrictions were placed on staff as to when and how they could be present on the Popidicon property.

Dr. Hendrix suggested developing contracts for purchasing of office supplies in bulk.

**Shewbridge:** would like to see a print shop restored and work of printing and ordering supplies centralized on campus.

**Harbaugh:** Commented on the labor intensity of having everyone do supplies ordering.

**Dr. Hendrix on revenue generation:**

Summer 2016 Project: programming, similar to the Roads Scholar (formerly Elder Hostel) program, is in development that would be an educational opportunity for community and nearby residents making use of Shepherd's nicer residence facilities and other auxiliary services. The 4-day program will focus on themes like wellness, local historical sites, and history for retirees.

The University will begin selling SU merchandise in local stores, starting before Commencement.

We will refinance our bonds, currently at 5%; to try to get them down to 3%.

A priority for Hendrix: addressing inequity in salaries and improving retention of employees. She would like to facilitate more local discounts for employees that would include services.

Dr. Hendrix estimates the above efforts will take 2 years to turn around the financial situation at Shepherd.

Bill Sommers, incoming VP for Enrollment Management has great ideas for recruiting of new students.

There will be an effort to increase the menu for summer research opportunities for students using local employers to develop educational opportunities with businesses in surrounding communities.

Dr. Hendrix stated that she has had a huge response from the community offering ideas and help to university.

Dr. Hendrix asked for questions or suggestions from the council. A discussion took place about the possibility of structuring an employee benefit via discounts for various services (e.g., cell phone, rental cars, etc.). Alan Perdue suggested that Marie DeWalt in HR should handle this initiative.

Dr. Hendrix asked for ideas for better branding and marketing, for example, partnering with local restaurants naming menu items after Shepherd University.

**Harbaugh:** Emphasized the importance of local senators and delegates coming to campus to hear about Shepherd's financial situation.

**Hendrix:** Has formed a Special Advisory council to the President including Jenny Allen, a local member of the Higher Education Policy Commission.

**Harbaugh:** Recommended considering including Walter Duke, who is retiring from the legislature and knows a great deal about higher education, and also lives in Martinsburg.

**Hendrix:** Plans for Shepherd to host a gubernatorial debate at Shepherd for the West Virginia governor's race in November.

**Harbaugh:** Regarding the initiatives in energy: is there any possibility of developing a degree program at Shepherd?

**Hendrix:** feels we should first highlight our existing initiatives and then see if we can develop enough of our own energy to decrease our electric bill.

**Harbaugh** expressed the Council's interest in larger university issues and wants to continue that involvement. He also thanked Dr. Hendrix for appointing Chris Ames as Provost.

**Harbaugh:** asked about state cuts in light of the announcement by the Governor of a 90 million dollar additional state deficit at the end of the extended legislative session.

**Perdue:** The Governor's office does not want to use the "Rainy Day" fund unless absolutely necessary, but might be willing to compromise on use of fund.

**Hendrix:** has asked James Vigil to come up with 3 budget scenarios for the University: no cuts, 3% cuts, and 6.5% cuts.

The Chair thanked Dr. Hendrix for attending today's meeting and sharing information with the council.

The regular meeting agenda was resumed.

## **REPORTS**

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

**Ken Harbaugh**

During the current legislative session, our Legislature did nothing to help Higher Education, although some of the legislation that would hurt us died in committee.

ACCE was briefed on the Mercer Study and gave a lot of input on improving communication with stakeholders in order to make the process run smoothly.

### **Board of Governors:**

**Ramona Kissel**

To read Mona's full report, [click here](#).

Mona highlighted the following items in her report:

- "Shepherd University Budget Cuts FY 13-FY16" prepared by Sylvia Manning to be used as talking points for communicating with legislators.
- Holly Frye expressed concern (page 5 of handout) for a greater student need for counseling services.

The Council expressed concern about the accuracy of the data used in the spreadsheet created by new Board of Governor's member Eric Lewis: "Analysis of Averages and Relative Funding Levels, Per Full time Equivalent (FTE) Student."

The next BOG meeting will be on April 27 (Wednesday).

**Staff Development:**

**Marian Willauer**

As of March 21, 2016, \$8,687.18 was expensed out to employees. This leaves an available balance of \$3,561.82.

**Scholarship:**

**Theresa Smith**

Three applicants applied for scholarships this year. The committee will meet this Friday to determine need and awards. There is \$3,500 in funds available to be awarded, if the need exists.

**Gillespie:** How are the funds generated?

**Harbaugh:** Through payroll deduction and the funds are invested by the Foundation to collect dividends and interest.

**Legislative:**

**No Chair**

**Special Events:**

**Virginia Haddock and Peg Swisher, Co-Chairs**

The Spring Classified Employees Council Annual Luncheon and Business Meeting is scheduled for April 28. Lunch will be served from 11:30 a.m. to 1:00 p.m. in the lower level of the Dining Hall. There are no elections this year. Employee service and retirees will be recognized.

**Safety/B & G:**

**Brian Hammond**

The safety, Buildings and Grounds Committee met on March 3, 2016

**Hammond:** Dustin Robbins is coordinating information on Accident/Injury reports. Dustin analyzes this information to find commonalities and areas that need attention in an effort to reduce accidents. The issue was raised about the possibility of offering First Aid/CPR training for employees.

Regarding last month's concern about Facilities use of Off Highway Vehicles on sidewalks and through the underpass, specific instructions are given by each department that has an OHV that operators are to yield to pedestrians at all times.

**Unfinished Business**

**\*Emeritus committee recommendations**

**Nancy Cowherd**

The Emeritus Committee met on March 10 to consider the 2016 retirees regarding their eligibility for Emeritus status. Following Cowherd's committee report, it was MSP by the council to approve and forward to Dr. Hendrix the following names for emeritus status: Marsha Branch, Brenda Branson Johnson, Cheryl Layton and Patt Welsh. Chair Brian Hammond will send a letter to Dr. Hendrix asking her to bestow emeritus status to these individuals.

\*Update: Following the CEC meeting of March 21, it was learned that employee Paul Schwan will retire in April 2016. The committee met again on April 4 to discuss Mr. Schwan's eligibility and then recommended, via email to the CEC, that Mr. Schwan's name also be forwarded to President Hendrix for emeritus status.

**New Business:**

DeWalt: The administrative secretarial position in the Human Resources office has been filled by new hire, Sue Landis, who comes from Voc ReHab. We are very excited to have her and she does have some exposure to the Oasis system.

OASIS: Going live in the middle of May. Starting next week, training sessions will be offered for the Kronos time/leave management system. There are a lot of procedural changes. All full and part-time employees (excluding full-time faculty) are in Kronos need to go to these sessions. Employees are advised to pay attention to pay stubs, etc. in order to catch any errors that could occur. The time clocks have all been installed and are ready. Full-Time nonexempt employees will have to record time, either by time clock or by computer. The time clocks are much faster than logging into the computer system. Bi-Weekly payroll will run Saturday through Friday, every 2 weeks. Non-exempt employees will clock in and out for lunch. Everyone should log into MyApps to see if you have the Kronos application to log in and out. Let Marian know if you do not have Kronos access.

Marie advised that employees may want to print out their leave balances from before we go to Oasis, so that they can check the balances in Kronos for accuracy.

The first bi-weekly pay checks will be distributed on June 10.

Marie reminded us that, if you were hired prior to 2001, there is cash out plan for your sick leave, if you think you will not be using it. [Click here](#) to find out more information.

The next regularly scheduled Classified Employees Council meeting is April 18 at 9 a.m.

Meeting adjourned: MSP 11:35 a.m.

Respectively Submitted,

Nancy Cowherd, CEC Secretary