**October 18,2017**

**1:00-3:00 pm**

**Library RM# 256**

**Chair** E.G. Moreland called the meeting to order at 9:03 am

**Present:** E.G. Moreland, Jayne Angle, Mona Kissel, Cecelia Mason, Diane Shewbridge, Jenny Lind, Rachael Meads, Marian Willauer, Tammy Gill, Tracey Jones, Sarah Speck

**Alternates:** Melody Gillespie Theresa Smith, Ginny Haddock, Ann Hoover, Sharon Carpenter

**Absent:** Paula Scott, Karen James

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

**Approval of Minutes:** September meeting minutes will be approved at the November 29th meeting. Jayne will use track changes and forward to Marie DeWalt, Mona Kissel, Cecelia Mason and E.G. Moreland for review.

**Old Business**

No discussion

**REPORTS**

***ACCE (Advisory Council of Classified Employees): Jayne Angle; Proxy, Cecelia Mason Rep***

Cecelia reported that Ken Harbaugh prior ACCE rep mentioned that sick leave may be in jeopardy of being lost instead of grandfathered as you retire in relationship to your health insurance.

***Marie DeWalt*** explained that Shepherd has the policy that employees can carry up to twice their annual accrual of annual leave on an ongoing basis. Until 2001 (for staff) and 2009 (for faculty) the State allowed employees to use their accrued sick and annual leave to pay for part or all (depending on their hire date) of their PEIA premiums once they have retired. Because of the wvOASIS system, Shepherd no longer is allowed to assign varying leave accrual amounts for non-classified employees. The system is forcing two days of annual leave per month for non-classified employees. On a different topic, Dr. DeWalt noted that classified staff bumping rights were eliminated by HB 2542.

Jayne Angle reported that the morale at the October 16, 2017 ACCE meeting was tense regarding the upcoming legislative session for the state. Here are some comments shared from the ACCE members at the monthly meeting.

-It seems that state institutions are viewed as a cash cow for WV. The legislators consider colleges and universities will make up deficits by increasing our tuitions costs when our budgets are cut at the state level.

-A question was raised as to who is being elected to office to represent higher education interests. We need to be politically astute and really know who we are voting for and what platform they represent if elected.

***-***In regards to the HEPC website, “When we will see the titles published for the public to view after the new classification has been implemented”. ***Bruce Cottrill, Director of Classification and Compensation,*** responded that we created a new classification to slice and dice an increase in pay for a current employee. Institutions must manage compensations for their employees and each are required to make their own pay/salary changes. Bruce added that you can give a salary increase per school with the new classification system in place.

**Trish Clay, Vice Chancellor for Human Resources:** Commented that an institution can bring up the salary and fund increase depending on where they are in the market. They must implement the updates and increase per review with the Higher Education Policy Commission (HEPC). If an issue on campus arises with wage differences, ask for an equity review of salary. WV code allows a university’s board of governors (BOG) to establish their own policy, create their own study, and implement their own program, HB2542, allows universities and colleges to write our own rules for class and comp study. This must be worked out with employees, then once confirmed they can establish their own rules, then work with the HEPC.

October is the fiscal year 18’ deadline to meet to fund the minimum. Universities and colleges must develop a plan if they can’t fund the minimum as required to submit to the HEPC. Trish said that job family clean up or duplication of positions on campus with different positions and employees doing the same work is the future work of JCC

VCHR notes from HEPC power point presented by Bruce Cottril.

**Discussion of JDXperts**

Who has access to this information? Division chair needs to ask for HR to access the job description, shoot out an email to view the job description. Then they can view, add changes, or include concerns which are received by email.

JDXperts: General PIQ’s will be posted to the master class job description. The work being done now, with access which is only for VCHR staff. Master class specs are the driving force, each institution can match each institution’s job description to parent/child. If connections are not made, new titles can be created if a parent/child match isn’t found. Specs are general.

Bethany Perry asked, “Can we see/view this information per institution and shouldn’t there be a place to see the links? Bruce provided instructions to see job classifications.

* ***WVDOP -*** [***WV Division of Personnel***](http://personnel.wv.gov/Pages/default.aspx) ***Go to this link to* view job descriptions and to match other jobs in the market.**
* ***Click on DOP Sections***
* ***Click on Classification and Compensation***
* ***Click on Classifications Specifications***
* ***Click on ALL***
* ***Link to see the classifications***
* [***http://www.state.wv.us/admin/personnel/clascomp/compindx/comp\_az.htm***](http://www.state.wv.us/admin/personnel/clascomp/compindx/comp_az.htm)

***JDXpert - Information taken from the HEPC website.***

*HRTMS Jobs/ JDXpert facilitates the ongoing maintenance of all job information in one central location. The software allows institutions to go beyond just editing and storing job descriptions. From customizable workflows to multi-faceted capabilities, JDXpert provides human resources departments at all Commission and Council institutions with everything needed to bring*

*efficiencies and structure to job description management. This is important because a clear understanding of the job is required to do for nearly every decision made in human resources. From recruiting the right people and evaluating their performance to benchmarking jobs and developing an equitable salary structure, all of these tasks require reliable job information. When you look at job descriptions in this context, it’s obvious how critical this information is to an organization.*

Trish said that job family clean up or duplication of positions on campus with different positions, doing the same work. Future work of JCC

Conversations continued in that there is a consensus that non-classified employees who are at will and pleasure are not protected as classified employees currently are in respect to their job security.

**Board of Governors: Ramona Kissel**

*Highlights of Board of Governors meeting on September 27, 2017.*

-President’s report – local legislators work on behalf of Shepherd during recent budget deliberations. This is the first time in five years that our budget hasn’t been cut. Chad Robinson lobbied on behalf of Shepherd University. On June 28th, Major General James A. Hoyer and Mara Boggs, Senator Manchin’s state director joined President Hendrix in a tour of the Tabler Farm, Shepherd’s Veteran’s Center and the Center for Regional Innovation in Turner Hall.

-The USDA representatives also visited campus on July 21 to tour Shepherd’s Sustainability Site and greenhouses on East Campus. Mathews to head new agriculture training program for veterans.

-USDA Natural Resource Conservation Service, Conservation Technical Assistance Program. Programs will target veterans in the region in need of retraining opportunities, but will be available to the general public as well as existing and potential students, Project Director, Clarissa Mathews, Associate Professor and Department Chair, Environmental Sciences Institute.

-College of Business (COB) under the leadership of Dean Ben Martz officially opens, thanks to the Business 2020 initiative led by alumnus Ray Alvarez ’62.

-Theater Major, R.B.A. concentration, and graduate certificates now offered.

-USDA Natural Resource Conservation Service, Conservation Technical Assistance Program. Programs will target veterans in the region in need of retraining opportunities, but will be available to the general public as well as existing and potential students. Project Director, Clarissa Mathews, Associate Professor and Department Chair, Environmental Sciences Institute.

-As Shepherd develops and implements new partnerships with external research-oriented entities that match the interests of our students and faculty with the opportunities and needs of that partner, Dr. Jason Best will act as the liaison with those partners as Shepherd’s Director of Strategic Research Initiatives.

**Staff Development: Marian Willauer**

 Staff Development has been expensed at 44% for the year so far at $2,575.97.

All travel expenses must be approved by the Executive Leadership Team. Department budgets can pay the difference in travel that is covered in Staff Development. E.G. will look into the budget status of FY18 in comparison to FY17.

**Legislative Committee:**

Cecelia Mason and Rachael Meads mentioned that Sam Brown, a current SU student who is running for office. Mentioned that there was a possible additional cut to HE for 3% being presented in the session.

Cecelia asked should we ask for legislative presence on campus. Jayne said yes, ask several groups on campus to ask for them to come and have a meet and greet. Cecelia mentioned the best time to invite legislators to campus is near the end of the month of November or early December.

**Special Events : Jayne Angle**

We are looking to change up the December Christmas event to a welcome back January event with a pot luck dinner of soup and salad. We are confirming the date and time for it to be held. The location will be the dining hall. We will have the finalized details at the November meeting to share with the CEC and then to send out to the campus.

**Safety B&G: E.G. Moreland**

Committee meets quarterly, no report.

**Unfinished Business**

**New Business**

**Emeritus Nomination** [**Emeritus Status**](http://www.shepherd.edu/emeritus-status/)

The members being considered for Emeritus nomination will be discussed in the executive committee meeting. There needs to be an established Emeritus Committee to vote on a person for this award when the nominations are being considered. Please review these benefits located at the link provided. [Emeriti Faculty and Staff Benefits](http://www.shepherd.edu/hr/emeriti-faculty-and-staff-benefits/)

Questions that were asked include: Will Emeritus benefits continue? What is the timeframe of this option and how does the budget support any expenses of these benefits?

**Shepherd University considering the move of a Classified Employee Council to a Staff or Employee council.**

E.G. Moreland suggested to appoint a committee to review the differences between the Classified and Non-Classified staff on campus.

He also suggested to send out a questionnaire as to whether or not this is a viable move to make at Shepherd University.

**CEC Monthly Meetings**

If a member has been elected as a CEC category representative and are not able to attend a meeting, the elected member is encouraged to ask an alternate to attend in their place.

E.G. stated that the executive committee will discuss and develop a policy regarding attendance at the CEC meetings. Upon approval of this policy it will be implemented at the next election for the classified employee council.

Also, there will be a standing meeting of the executive committee to meet within two weeks after the scheduled monthly CEC meeting.

E.G. asked if there was a motion on the floor to adjourn the meeting. Diane Shewbridge 1st the motion to adjourn the meeting, Marian Willhauer 2nd the motion.

Meeting Adjourned at 2:55 pm

**Next CEC Meeting to be held on November 29, 2017 at the Library in Room #256 at 1:00 pm.**