Classified Employees Council Minutes

June 18, 2018

1 p.m. Library room 309

**Present:** Paula Scott, Tammy Gill, Sarah Speck, Marian Wilauer, Melody Gillespie, Mona Kissel (BOG), Cecelia Mason (chair, taking minutes)

**Alternates:** Ginny Haddock, Patrick Weber, Theresa Smith

**Guests:** Sharika Audul-Muhaimin, Marie DeWalt, Jack Shaw, Tori Wilds, Brian Hammond.

The meeting was called to order at 1:04 p.m.

Jack Shaw gave a report on how the transition from the state to contractors has gone in the Bookstore and food services. Follett took over the bookstore and all four employees and all student employees now work for the company. Shaw said there are enhanced training opportunities for the employees and the salary and benefits are close enough to the state that staff won’t experience a significant change to net pay. He said the switch to Follett will offer more available titles at a lower cost to students. Follett plans to renovate the bookstore the last week in July. Chartwells is taking over operation of dining services on July 6, to coincide with the state payroll schedule. The company hired everyone currently working in dining services. Six longtime Shepherd employees, however, will remain on the university’s payroll because they are eligible to use their sick leave to pay for health insurance when they retire. This is a benefit they would lose if they switched to Chartwell’s payroll. The company will remodel the Bistro this summer and plans more renovations next summer. Shaw also reported on the Student Center renovation. Ceiling tiles and floor glue that contain asbestos is being removed. The building will get a makeover with new ceiling tiles and carpet. It will reopen the week before fall classes start. Shaw also discussed the transition in Facilities with the departure of Eric Shuler. It is difficult to keep night shift custodial employees. There are plans to hire four casual workers who can transition into fulltime and to work with building managers to set expectations. There are also plans to cut ServiceMaster.

It was asked that two corrections be made to the April meeting minutes: Brian Hammond did not attend, so his name needed to be removed; and the raise passed by the legislature was not a 5% raise across the board, so it was asked that the actual figure be inserted to replace 5%. The corrected minutes will be on the July consent agenda.

The May minutes were approved, with EG Moreland making the motion and Paula Scott seconding.

Mona Kissel, Board of Governor’s representative, gave a report on the June BOG meeting. Kissel highlighted several items in the President’s Report, including a new grant to install solar panels on the library, the fact that Shepherd is moving to the Pennsylvania State Athletic Conference, there’s a new brochure to market Popodicon as an event venue, Shenandoah University and Shepherd have signed a pharmacy school transfer agreement, the new vets-to-agriculture program is starting, and President Hendrix is on the search committee for a new higher education chancellor. FY2018 grants awarded total $2,347,171. There was a 3.1% increase in direct gifts to University Development during the first ten months of the fiscal year, during the 2018-18 fiscal year; the Foundation welcomed 15 new members to the Joseph P. McMurran Society, and the BOG unanimously approved the FY2019 budget that includes a $2,160 raise for each fulltime employee and a prorated amount for part time employees.

Marie DeWalt, Human Resources director, said HR is working on employment letters that will be sent by the end of June or early July that will reflect the pay increases.

There was discussion about the PEIA task force hearing that was four hours long and took place June 9 at Spring Mills High School. The task force heard from many public employees who expressed concern about keeping premiums from increasing a lot and asking that the state find a permanent funding stream for PEIA. Many of those who spoke also talked about the importance of having access to care in nearby states at facilities that are closer than many in-state facilities are. Gov. Jim Justice did ask PEIA to adjust its premium payment brackets so the raises that will go into effect won’t bump employees into a higher bracket forcing them to pay more in premiums as a result of the raise.

There was a brief review of the new Business Liability Protection Act passed by the West Virginia Legislature that allows guns to be kept in locked vehicles and out of view. Alan Perdue, general counsel, was unable to be at the meeting to answer any questions but said he could be available at the July meeting.

The meeting adjourned before 3 p.m. with Melody Gillespie moving and Sarah Speck seconding.

Respectfully submitted,

Cecelia Mason

**Board of Governors,** Mona Kissel, no report

**Staff Development**, Marian Willauer, no report. Waiting for information to be entered into Banner.

**Legislative Affairs**, Cecelia Mason, no report.

**Special Safety/B&G**, no report.

**Budget Committee,** Jayne Angle, no report

**Scholarship Fund**, Theresa Smith, no report

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**Committee reports:**

**ACCE,** Jayne Angle

**Special Events Committee,** Jayne Angle

**Unfinished Business**

**New Business/Open floor**

Committee assignments:

We will discuss who would like to serve or continue serving on the following committees—

* Legislative Affairs —The Legislative Affairs Committee serves to identify issues relevant to Classified Employees and the Shepherd University community and bring those issues to the attention of our regional legislators with the goal of making positive changes through legislation.
* Scholarship Fund—The Scholarship Fund awards monetary grants to dependents of fulltime classified employees of Shepherd University to be used exclusively by the recipients for university expenses in pursuit of a degree at Shepherd University.
* Staff Development—The Staff Development Committee distributes funding for training and educational opportunities to heighten the professional level and effectiveness of classified employees in their assigned duties.
* Special Events—The Special Events Committee makes arrangements and publicizes the annual classified employees business luncheon, holiday luncheons, and social activities.
* Special Safety/B&G

Next meeting—Tuesday, August 14, 1:30-3:00 p.m. Library 256.

**Adjourn**