

**CLASSIFIED EMPLOYEES COUNCIL
MINUTES
October 9, 2018**

Library – Room 256

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

Absent: Karen James, Johanna Lind

Guests: Jim King, Director of Facilities Management; Marie DeWalt, Director of Human Resources; Brian Hammond; Sharika Abdul-Muhaimin

Chair Cecelia Mason called the meeting to order at 1:31 p.m.

Cecelia introduced Jim King, Director of Facilities Management, who started at Shepherd one week ago.

Jim said that he is impressed with the Facilities staff and has some ideas about how to get more staffing. Prior to coming to Shepherd, Jim was professor/facilities director at Bridgemont Community and Technical College in Montgomery, WV in the field of Engineering Technologies. Following that, he worked for the Higher Education Policy Commission, overseeing the I-79 Technology Park in South Charleston. He later took responsibility for Project Management at all of the 2 year and baccalaureate schools in West Virginia. He elaborated that, currently, the HEPC has to approve all building projects on campuses. That role may change in next 12 - 18 months depending on the recommendations made by the Governor's Blue Ribbon Commission.

Jim has wanted to get back to work on a campus. He is an architect by profession and has worked on historic preservation projects in West Virginia. He describes himself as passionate about sustainability and environmental conservation and is beginning work on some of those issues at Shepherd. He said Shepherd is very unique in its location and environment.

Jim encourages staff to talk with him about their concerns and also expressed his willingness to come meet with groups in their workplace.

He cited some specific projects needing attention:

- Addressing the mold issue in multiple buildings on campus. It is being worked on but is a problem that will take more than a few weeks to fix.
- Knutti roof and down spouts and drainage collecting around foundation. Work will be done in phases, addressing more critical points first.

- Occupant comfort; indoor comfort. Facilities will address making things more efficient like swapping out lights with LED lights. Will try to integrate comfort and efficiency with all projects.
- Will pursue any grant opportunities to work on projects.

Jim asked for questions:

Mona: What do you think is the biggest issue at Shepherd? Jim: Money.

Melody: Are you thinking of updating the auto fleet used by facilities personnel? Jim: Yes, I'm looking at that.

CONSENT AGENDA

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

- **Approval of September 2018 minutes—**[see attachment](#)
- **Committee Reports**
- **Employee Children's Scholarship Fund:** Theresa Smith, **no report**
- **Board of Governors:** Mona Kissel, [see attachment](#)
- **Staff Development:** Marian Willauer, [see attachment](#)
- **Budget Advisory Committee:** Jayne Angle, Mona Kissel, **no report**
- **Scholarship Fund:** Theresa Smith, **no report**
- **Special Event Committee:** Jayne Angle, [see attachment](#)

COMMITTEE REPORTS

ACCE (Advisory Council of Classified Employees)

Jayne Angle

ACCE met at Marshall University on September 24, 2018. The President of Marshall presented to the council members an overview of the "Gilbert Plan" for a possible funding formula. The Blue Ribbon Commission has established a site where ANYONE can give feedback for any item on their website. [Visit this link to provide feedback](#). Please use your position as an employee of Shepherd to voice your concerns and be aware of the ideas being proposed by the commission. Jayne advises Classified Employees to visit these websites and talk to your legislators. The Commission makes recommendations but the legislature passes them into law. [Click here to see Jayne's full ACCE report](#).

Jim King recommended we communicate with Paul Espinosa, our representative. He is supportive of getting a funding model that is done right.

Cecelia: University Communications is working on a webpage that will facilitate talking to our legislators. She will let us know when the site is up.

Safety, Building & Grounds

Melody Gillespie

- Incident reports: Dustin reminds staff to report accidents in a timely manner. The form is on the HR website.
- Electricians are working to transition outdoor lights to LED.
- Put in work order when something needs attention.

Unfinished Business

Feedback is being requested from Human Resources on the proposed new annual review system. You are also welcome to send feedback to Marie DeWalt at mdewalt@shepherd.edu or Alan Perdue at aperdue@shepherd.edu.

Marie: Gave an update since last meeting: Met with Deans, ELT, and Directors and received feedback on unit goals and individual goals being confusing. Staff didn't understand the difference between them. Marie and Tammy agreed that it is better to not separate the unit and individual goals. Supervisors are responsible for setting goals for the person reporting to them.

There will be four training sessions for supervisors offered later this semester which will concentrate on goal setting. Each supervisor will be asked to sign up for one of them.

Marie asked us to send comments if we have them.

New Business:

Founder's Day Feedback

Rachael Meads: Asked for feedback on the Founder's Day event.

Melody: pointed out that most of the Facilities' Staff are unable to attend because of the time. Since most would have clocked out of work.

Jayne: pointed out that she didn't think Fridays were good because so many faculty are not on campus.

Diane: Most people could not hear the PA system. Rachael said they are aware of that and will work on that.

The giveaway items were not distributed evenly.

Retirement Planning Workshop

Tammy Gill: HR is in the process of coordinating a retirement planning workshop on Thursday and Friday, Nov. 1 and 2. TIAA, Social Security and Tammy will be presenting. The sessions will be the same each day.

Fall Luncheon

Jayne: Her committee has been looking at food options for the fall luncheon. She asked the CEC members if they would come for \$7.99 box lunch from Chartwells and soup (brought by individuals).

The next regularly scheduled Classified Employees Council meeting is at 1:30 p.m. in LB 256.

The meeting was adjourned at 2:55 p.m.

Respectively Submitted,

Nancy Cowherd, CEC Secretary