

Agenda
Classified Employees Council
May 11, 2020
1:00 pm Zoom

Call to order at 1:02 pm

Council Members Attendees: Sharika Abdul-Muhaimin, Jayne Angle, Nancy Cowherd, Melody Gillespie, Jenny Lind, Rachael Meads, Teresa Newcome, Theresa Smith

Council Members Absent: Sharon Carpenter, Sharon Kendle, Mona Kissel, Cecelia Mason, Mary Beth Myers, Paula Scott

Guest Speaker: Pam Stevens, Vice President for Finance and CFO

\$652,000 deficit

- Made cuts in spending that weren't necessary or essential. As of March 2020- Travel was cancelled where we saved money along with hospitality due to COVID restrictions.
- FY20 came in close to our budget but there was a drop in Auxiliary Enterprises revenue
- Refunded students but used the CARE Act to reimburse Shepherd.
- Shelley Shaffer, physical plant manager, is doing an excellent job in purchasing- requiring two quotes on all purchases.
- Projected Student enrollment will be down in FY22

CARES Funding

- Six weeks in March of 2020 \$1.3 million was refunded to students for housing and dining, which was possibly through the CARES Act.
- This refund helped students purchase items during this time. The money comes in then it goes out. In order for Shepherd to spend, it's a 50/50 split which are federal grants which come with instructions for what can and can't be done with the funds.
- ARPA – American Rescue Plan - new grant just received. Shepherd will receive \$4,031,654,000 and the student portion will be \$4,051,856,000. "HEERF" This will support us for FY22 allowing us to have this money for our losses.
- \$2.5 million from state FY22, will take out \$190,000.00 in appropriations then West Virginia will refund it back to us as a surplus.
- In FY21 we dropped our anticipation of tuition and fees to \$31,606,000 actual numbers will come in at about \$28,903,000

- We would have had \$4.6 million in FY22 without the Cares Act – Shepherd needs to cover all COVID-19 purchases and expenses using our portion of this funding.
- Finance anticipates reviewing expenses, not cutting travel at this point. Trying to get back to normal for FY22.
- Kelly Hart is working really hard to increase marketing and reaching out to prospective students.
- Summer Start Program, along with focused on marketing. We are down in applications and deposits.
- A mid-year review will be completed around winter break with an analysis of where the institution is currently with student enrollment around December.
- We should be able to see our budgets posted to Banner after Board of Governors approves the proposed FY22 budgets. We can expect to see these loaded near the end of June 2021. FY22 budgets should be similar to the FY21 budgets.
- Ben Martz has encouraged a new way to budget funding of budgets, allowing the departments to use their funding for their specific needs which should decrease the need to complete budget change requests. An incentive for departments who bring in students could possibly be awarded.

Deficit non-cash on hand for the following fiscal years has decreased and it can be a concern.

- FY19 ended year – 60 days available
- FY20 ended year – 75 days available
- FY21 ended year – 49 days available
- Energy savings programs – system to guarantee that savings will happen with possible lighting/energy.
- Concern was voiced to keep in mind employee wages and salary compensation. Pam commented that our wages are competitive with nearby employers for similar jobs.
- **CARES ACT** is not available to use for any salary or wage increases.
- Solar Panels on top of Library – provided by a grant. We didn't have the battery to store the energy, but the energy savings is applied to the bill in the form of a credit.

- There was discussion about the increase of staff employee vacancies. Tammy Gill said exit interviews are conducted by HR for staff and Richie Stevens for the faculty leaving Shepherd. Due to the turnover of employees, are any statistics being kept confirming the reasons for someone leaving? Exit interview information is discussed with the VP of the department associated with the departing employee.
- Performance Evaluation training for employees is being offered and Evaluations are to be completed by June 20, 2021.
- Online programs to begin fall 2021 – <https://www.shepherd.edu/news/three-fully-online-programs-available-in-fall-2021/>
- COVID-19 Vaccinations are not mandated; therefore, we cannot force people to get them against their will.
- VOIP phone service will be installed outside of landlines. Joey Dagg, director, IT Services, will be providing follow up information about this initiative. Some equipment has already been received, some people will have a phone, others won't. It could be completed within 9 months. Our contract with Frontier will continue for specific purposes such as computers and elevators. Shepherd anticipates savings. The decision as to who will be responsible for this expense will be determined soon. It could be covered as an administrative cost.

THANK YOU!

- *Thank you to Kathy Fasulo of Athletics , Nancy Cowherd of the Library, and Brenda Feltner of College of Arts, Humanities and Social Sciences who are retiring after 120 years of service collectively. The wealth of knowledge, experience and loyalty to Shepherd along with their contribution to the success of their respective positions say a great deal about these employees.*

Consent Agenda

Approval of April 13, 2021 CEC meeting minutes

Rachael Meads made a motion to approve, Teresa Newcome 2nd the motion.

Committee Reports

Board of Governors, Mona Kissel

Staff Development, Jenny Lind— total reimbursements for 2020-2021 to date are \$1,484.41. The amount remaining in the budget is \$215.59.

One person hasn't been reimbursed for the full amount submitted.

Unfinished Business - none

New Business

CEC new elected members will begin their term July 1, 2021
Thank you to those who have served their 2019-2021 two-year term.

- 1. Discussion: Tour of Shepherd for new employees. Jess Roberts asked about tours for new employees to become more familiar with the campus logistically.***

There was a discussion about CEC members assisting with tours for new employees. We could possibly have a staff representative from each building or area to assist with tours. A suggestion was made to communicate with human resources on preparing an outline and moving forward with welcoming new employees to campus. Teresa Newcome will meet with Tammy Gill of Human Resources.

Rachael Meads made a motion to create a Staff Welcoming Committee for new employees, Teresa Newcome 2nd, Motion passed

Volunteers who will meet and create a committee are the following:

- ***Jayne Angle***
- ***Melody Gillespie- tour giver***
- ***Katherine Gillis***
- ***Rachael Meads – tour giver***
- ***Teresa Newcome***
- ***Faith Rice***
- ***Jess Roberts***

- 2. A shout out of appreciation to Jenny Flora, Liz Sechler, Dustin Robbins and facilities for the amazing work and effort they put into the success of a wonderful day of graduation for our students.***

Rachael moved to write a letter on behalf of the CEC, Teresa Newcome 2nd, motion passed.

- 3. Invitation to all CEC members to join the June meeting.***

Upcoming Meeting— June 8, 2021, 1 p.m. Speaker: Shepherd President Mary J.C. Hendrix

Meeting was adjourned at 2:23 pm

Respectfully Submitted,
Jayne B. Angle, CEC Secretary