

Classified Employees Council

Date / time March 11, 2025 1pm | *Meeting called to order by* Barbara Kandalis at 1:02 pm

In Attendance

Via Zoom, Barbara Kandalis, Erin Lee, Amy Ray, Cindy Powers, Danielle Stephenson, Elaine Bobo, Holly Hartman, Donna Shipley, Isabella Sager, Kevin Murphy, Lee Ambrose, Donna Miller, Jayne Angle, Tammy Gill, Lisa Cloutier, Diana Patterson, Jo Mullikin, Lori Moy, and Florencia González.

Approval of Minutes

Postponed due to quorum.

Committee Reports

- **ACCE Yulia Friman:** not present, updates given to Barbara K, see report attached.
- **BOG Kevin Murphy:** Day of Giving, big push from President Hendrix's and Foundation. University's finances are looking good. Working on ways to decrease credit card fees. Asked about updates on NCAA status on violations. Approved 3% increase in tuition for all students. Voted on new athletics center. Talks about accessible entrance for Gardner Hall to visit HR. Scott Barton included and he will look into it. Lee Ambrose asked for updates on FLSA ruling, as 20 employees will be affected. HR will contact all these employees. Email about DEI committee from Richie Stevens - See attached email. Tammy Gill confirmed reason for DEI committee is to follow the governor's executive order.
- **CEC scholarship fund Chris Silka:** no updates.
- **Staff Development Lori Moy:** updated guidelines for staff development funding approved. In July, it will be voted for the cap of funding for 2026 per staff.
- **Administrative prioritization Isabella Sager:** updates will be available in a couple of weeks and communicated via email to staff.
- **Safety committee Sharon Carpenter:** no updates

Unfinished Business

- Shred event: no dates for campus wide shredding yet. Procurement is under staffed, if your department needs shredding request from your chair or VP. Admissions and Registrar's office was able to have ALL-SHREAD approved by VP of enrollment management and it will come from department's t budget. Sonya Sholley is now involved and will be organizing shredding for all campus a couple times a year –before graduation, last week of April. More information to come.
- Day of Giving: Barbara Kandalis talked about how all the monies collected benefit our students and encouraged staff to donate. Requested staff to push event on personal social media.

New Business

- The Technology Oversight Committee (TOC) does not have a member of CEC, Barbara to find out more information.
- CEC election in April. Nominations are due by the end of April. If you want to nominate someone, please ask him or her beforehand; you can also nominate yourself. Includes CEC chair, representative for BOG, and ACCE.
- List of all Committees on campus requested, Barbara would compile.

Next Meeting

April 8, 1pm via zoom

Meeting adjourned at 1:37 p.m.

From: Richard Stevens <rstevens@shepherd.edu>
Sent: Tuesday, March 11, 2025 8:52 AM
To: Barbara Kandalis <BKANDALI@shepherd.edu>
Subject: Re: TODAY: Classified Employee Council Monthly Meeting Update

Barb - Below is the new name and mission for the current Diversity and Equity Committee. I would love to get this on your CEC agenda for an endorsement before the spring assembly if possible. This is based on changes in the state associated with EOs and proposed legislative. Richie

Success, Engagement, Accessibility, and Transparency Committee

The Success, Engagement, Accessibility, and Transparency (SEAT) Committee reviews policies and campus issues that impact engagement and belonging of students, staff, and faculty. The Committee advances our community's success and resilience as it ties to the University's mission, core values, and strategic plan.

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Richard A. Stevens, Jr., Ph.D.
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The ACCE meeting on February 7th, 2025 Glenville State University

1) Welcome and Campus Update from Dr. Mark Manchin - President, Glenville State University

President Manchin highlighted GSU's expanding focus on health sciences and rural healthcare. The university received \$20 million from the state to build a new Health Science Center. He expressed that the potential closure of the federal Department of Education might offer an opportunity and encouraged ACCE members to become more active at the legislative level. Dr. Manchin believes efforts will be more successful by working directly with university administrations rather than focusing on state and federal levels.

He also discussed a unity agenda involving faculty, staff, students, and the President.

2) Student Government Association Update from Jahzeiah Wade

Jahzeiah Wade, Vice Chair of the Advisory Council of Students, GSU's SGA President, and NSLS President, spoke about student concerns. Students at GSU are working to emphasize the importance of higher education to high school students in West Virginia. Wade encouraged institutions to better inform students about available resources and create marketing pipelines.

He also identified the state's economy as a key barrier to retaining students and proposed incentivizing them to stay in-state, thus supporting state population growth and fostering business development. Wade reminded institutions that their treatment of students greatly influences whether they become alumni or just another graduate. Institutions should respond quickly to student needs and maintain adequate staffing. Additionally, students are working on the Campus Free Hunger/Mutual Aid Act.

3) Open Session with GSA Staff Council

Staff members voiced concerns about increasing PEIA charges and low pay due to ongoing wage compression. These equity issues are contributing to retention problems, and institutions should budget for staff raises and wage adjustments.

Eric suggested institutions need to show a deeper understanding of the data and avoid simply consolidating explanations. While combining job responsibilities may look good on paper, it often leads to morale issues and burnout. Addressing financial and workload concerns may be slow but must continue to move forward.

The discussion also covered the possibility of hybrid or work-from-home positions and the need for merit-based raises to incentivize goal achievement. There was also a call for greater

transparency and more engaging meetings with Presidents and the Board of Governors (BOG), rather than just listening sessions.

Concerns were raised about the ongoing undermining of the classification system by allowing the continued growth of non-classified employees.

4) February 14 Presentation to the HEPC

A slide on DEI will be added to the upcoming presentation to the HEPC. It was suggested to cite relevant code on each slide to support ACCE's requests. There was a discussion on HEPC accountability, and the presentation will be revised to emphasize the most critical needs of classified employees.

ACCE members engaged in a lively discussion about strategies for success at the HEPC and state legislature.

5) Committee and Campus Updates

No specific updates were provided.

6) Old Business

There were no updates from the HEPC, including on the Salary Market Study.

HEPC claims they do not have the authority to collect data on non-classified staff, but ACCE believes state code grants them that authority.

The Strategic Goal Task Force is on track to meet its goal of increasing enrollment by 5%. There was a 7.4% increase in enrollment by fall, and overall enrollment grew by 14%.



**Shepherd University
Classified Employee Council
Staff Development Program Guidelines**

Policy Regarding Staff Training & Development

Shepherd University is committed to fostering the professional growth of its classified staff by maintaining a structured staff training and development program. Both individuals and the institution share the responsibility to define and achieve their own excellence. This program is designed to enhance the professional level and effectiveness of the institutional staff members in their assigned duties and responsibilities.

Purpose of Staff Training and Development

The staff development program is designed to enhance the professional skills and overall effectiveness of employees in their current roles while preparing them for future opportunities. While training offers various benefits—such as increased knowledge, job satisfaction, and improved performance—its true value is measured by its overall impact on employees and the students they serve.

The University's best interests are served when a policy is in place that supports and nurtures the climate and conditions necessary for both individual and organizational growth. Staff development involves and benefits everyone who influences students' learning. When University personnel define and improve their skills and knowledge, students benefit.

Definition of Staff Training and Development

Training and development initiatives serve as catalysts for meaningful change, integral to advancing the University's philosophy, goals, and expectations. These activities, tailored to meet the University's needs and resources, enhance professionalism, productivity, and organizational effectiveness. Examples include:

- Job-related skill enhancement
- Career development opportunities
- Instructional development
- Research and scholarship
- Personal and professional growth through behavioral and attitudinal change

Eligibility and Participation

All full-time and part-time classified employees of Shepherd University who have been employed for a period of at least six months at Shepherd University are eligible for staff training and development benefits, in accordance with the Higher Education Policy Commission policy.

Higher Education Policy Commission Roles and Responsibilities

- Require each institution to develop and maintain a classified staff training and development program tailored to its needs and resources.
- Serve as a central source for information on programs, conferences, training, materials, research, and other matters relevant to staff development.
- Sponsor and support statewide and regional conferences and workshops on staff development.
- Assist institutions in evaluating and improving staff development programs and assessing their effectiveness.

Shepherd University Roles and Responsibilities

- Allocate Funds for Training and Development Activities
 - At the beginning of each fiscal year, the University budget will include funds designated specifically for staff training and development. These funds will be the base for the overall operational expenses. The Staff Development Committee will oversee fund allocation and usage.
 - The Staff Development Committee will consist of one Classified Employee Council member elected by the Council to serve as Committee Chair, one classified employee selected by the Classified Employee Council, and the Director of Human Resources Operations, who will be a permanent member of the Committee.
 - The Staff Development Committee is responsible for approving funding requests for travel expenses and tuition reimbursement.

Travel Expenses

- Requests for travel funding must be approved in writing by the employee's supervisor, with the department specifying its contribution.
- Eligible travel expenses may include mileage, air travel, lodging, and meals.
- Reimbursement may be provided up to the approved annual reimbursement amount.

Tuition and Course Fees

- Requests for tuition reimbursement must be approved in writing by the employee's supervisor, with the department specifying its contribution.
- Reimbursable expenses include seminar and conference fees, course fees, and textbooks. Mileage to and from class is not covered.
- A signed copy of the employee's receipt must be attached to the Application for Staff Development Funds for tuition reimbursement.

Classified employees may be reimbursed for classes taken in the baccalaureate or graduate degree programs outside of any tuition waiver. Graduate courses must be specifically related to the employee's field of work.

Annual Funding Limits:

- The Classified Employee Council will determine the annual funding limit each year based on budget availability.
 - No full-time or part-time classified employee may receive more than the approved annual limit.
- Identify Training and Development Needs
 - Any employee, supervisor or administrator may recommend to the Classified Employee Council a particular training and development program or the need of one. The Director of Human Resources Operations and/or a designee from the Classified Employee Council will keep abreast of available training and development activities and inform staff of such activities.
- Schedule Training and Development Activities
 - Staff training and development activities will include, but not be limited to, seminars, teleconferences, apprenticeships, on-the-job training and supervisor skill development scheduled by Shepherd University or some other agency.
 - Recommendations for training and development programs should be submitted to the Director of Human Resources Operations and Chair of the Staff Development Committee, with details on the target audience and anticipated benefits. The Director of Human Resources Operations and Chair of the Staff Development Committee will schedule activities.
 - While all staff members are encouraged to participate in training, departmental needs take priority. When funds are limited, priority will be given to the most impactful training programs.
 - Efforts will be made to support attendance at regional conferences and workshops coordinated by the West Virginia HEPC.
- Report on Training and Development Activities
 - An annual report on training and development activities shall be presented at the July meeting of the Classified Employee Council. The annual report will include a summary of usage of financial resources dedicated to the program.