

Minutes of ACCE Meeting
January 12, 2009
Marshall University Graduate College
South Charleston, West Virginia

ATTENDANCE:

Members in attendance:

Amy Pitzer, Concord University
Mike Dunn, Marshall University
Robert E. Long, West Virginia Higher Education Policy Commission
Fred Hardee, Bluefield State College
Ellen Moore, Blue Ridge Community and Technology College
Larry Bloom, Eastern West Virginia Community and Technical College
Kenneth Harbaugh, Shepherd University
Mary Ann Edwards, West Liberty State College
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)
Robert A. "Zac" Wycherley, West Virginia Northern Community College
Lee Ann Porterfield, West Virginia State Community and Technical College
William Porterfield, West Virginia State University
Paul Martinelli, West Virginia University

Excused:

Cathy Stevenson, Community and Technical College at West Virginia University Institute of Technology
Dennis Mitchell, Fairmont State University
Mary Alltop, Glenville State College
Mary M. Igo, New River Community and Technical College
Beverly Jones, Pierpont Community and Technical College
Deborah Cruse, Potomac State College of West Virginia University
J. Christopher Gray, Southern West Virginia Community and Technical College
Evonne Masters, West Virginia School of Osteopathic Medicine
Timothy Beardsley, West Virginia University at Parkersburg
Sid Cooper, West Virginia University Institute of Technology
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center Charleston Division

Unexcused:

Janene Seacrist, Council for Community and Technical College Education
Vacant, Marshall Community and Technical College

Guests:

Robert Lee Brown, Chairperson West Virginia Council for Community and Technical College Education
Dennis Taylor, Vice Chancellor for Administration, West Virginia Higher Education Policy Commission and West Virginia Council for Community and Technical College Education
Amber Surface, Intern for West Virginia Higher Education Policy Commission and West Virginia Council for Community and Technical College Education

CALL TO ORDER

Chairperson, Ms. Amy Pitzer from Concord University, convened the meeting at 9:12 am.

SPECIAL GUEST

Ms. Pitzer introduced Mr. Robert L. Brown, Chairperson of both the West Virginia Council for Community and Technical College Education and the West Virginia Public Employees Grievance Board. She mentioned the following four areas for Mr. Brown to address:

House Bill 3215 (approved during the 2008 legislative session dealing with higher education issues)

Grievance Procedure

Personnel Studies

Merit Pay

House Bill 3215

Mr. Brown reported that the governing structure of higher education had been modified five times and that in his mind the current structure is the right fit with the creation of the “free standing” community college system with independent governing boards. Other features consisted of amending the powers and duties of the West Virginia Council for Community and Technical College Education, established length of presidential contracts and the evaluation of Presidents by the local Board of Governors, just to name a few substantive changes.

Grievance Procedure

Mr. Brown indicated that he worked with the grievance procedure as a union representative. He provided a history on the system. In the mid-eighties, he reported the grievance system and board was created for the school system (initially K through 12). The system was subsequently expanded to incorporate state employees. As a result of escalating costs of resolving grievances the Legislature passed legislation for a study to be conducted on the grievance issue. The net effect was the passage of legislation that created the current grievance process. Mr. Brown highlighted some of the primary features of the new procedure. Those features consisted of mediation, compressing the process from four steps to three steps and tracking the costs of grievances. The law also permitted

the employment of additional Administrative Law Judges (ALJs) to address the backlog of cases.

Personnel Studies

Mr. Brown indicated that the West Virginia Council for Community and Technical College Education would be committed to complying with the mandates of the study should legislation be passed and the rule issued that revamped the current personnel structure, but declined to comment on the merits of any of the recommendations which have come forth to date.

Merit Pay

Mr. Brown indicated that he was not a proponent of merit pay and was totally unsupportive of the merit pay concept for classified employees. He stated that no consideration should be given to pay for performance until classified employee salaries are closer to market.

ACCE representatives asked a variety of questions from his position on the vote taken on the salary increase for Dr. Kopp, President at Marshall University to the prospects of coordination and/or consolidation of vocational education between county vocational schools and community colleges.

Mr. Brown expressed his concern about privatizing of jobs in higher education.

APPROVAL OF MINUTES

Ms. Pitzer asked Mr. Robert E. Long, Secretary from the West Virginia Higher Education Policy Commission, to report on the minutes from the December meeting that was held at the Marshall University Graduate College. Mr. Long distributed a copy of the revised draft minutes. He reported that the original draft minutes were distributed via the ACCE LISTSERV on December 23rd. After receiving several comments Mr. Long reported that he modified the minutes and distributed the revised draft via the LISTSERV to the members on January 8th. Mr. Kenneth Harbaugh from Shepherd University made a motion to accept the minutes. Mr. Fred Hardee from Bluefield State College seconded the motion.

UNANIMOUSLY APPROVED

PERSONNEL STUDY UPDATE

Ms. Pitzer introduced Mr. Dennis Taylor, who serves as Vice Chancellor for Administration for two organizations, the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education. She advised the members that Mr. Taylor would be providing an update on the progress of the Personnel Study.

Mr. Taylor distributed a copy of the Summary of Recommendations relative to the Personnel Study. He indicated that a

draft of the Higher Education Personnel Study Final Report would be issued within days and that ACCE representatives would receive a copy. He also stated that the final report would be presented to the Legislative Oversight Commission on Education Accountability (LOCEA) on February 8th. In terms of higher education legislation for the 2009 session he listed two major items, capital facilities and personnel.

Mr. Taylor reviewed various aspects of the study. He indicated that the current personnel system was never maintained as evidenced by the lack of job family reviews, PIQs not kept up-to-date, classification and compensation concerns, lack of performance management and sundry other problems.

Compensation Issue

- Where we are

- Cost of Living

- Wage deferential across state

- How benefits stack up against employees across state and comparison with other states

Deferred Maintenance

- What has not been done

- What is needed to ensure maintenance will take place on a regular basis

Accountability

- Will absolutely be addressed

Mr. Taylor requested that ACCE representatives review the recommendations, findings and conclusions of the report and provide appropriate feedback within the next two weeks. He reported that two meetings are scheduled for later this month. The first meeting will involve the HRAs on January 20th and 21st and the second meeting will take place on January 22nd and 23rd to address the findings of the Market Study Report. Mr. Taylor mentioned that an addendum is likely that will address faculty issues but may also address some issues regarding non-classified employees.

LIAISON REPORT

No report as Ms. Margaret Buttrick, Human Resources Administrator from the West Virginia Higher Education Policy Commission, communicated that she would unfortunately be unable to attend.

ACCE COMMITTEE REPORTS

LEGISLATIVE COMMITTEE

Mr. Mike Dunn, Chairperson from Marshall University, reported that the ACCE Legislative agenda will be delayed until the release of the final report on the Personnel Study as it is our primary issue for the 2009

session. Considering the report is to be presented to LOCEA in early February, the finalization of the ACCE agenda should immediately follow.

BENEFITS COMMITTEE

No committee report

LEADERSHIP/RETREAT CONFERENCE

No official report

Ms. Pitzer reminded members that the Leadership Conference incurs various fixed costs and thus, it necessitates that a registration fee be charged. For some representatives the inclusion of a registration fee may alter the process for obtaining internal approval to attend as well as method of payment. Thus, each representative may want to review their internal procedure as it relates to attending both segments of the conference. For attending only the Retreat, the typical reimbursement method for expenses incurred has been the Employee Expense Account.

WEB/COMMUNICATIONS COMMITTEE

Mr. Verne Britton, Chairperson from West Virginia Network for Educational Telecomputing (WVNET), reported that the committee has not been active. He indicated that the ACCE website has been actively maintained.

SB603 COMMITTEE

Mr. Mike Dunn, Chairperson from Marshall University, reported that the committee would become more active once specific results from the Market Study and other committee reports are released along with the comprehensive report on the Personnel Study.

OLD BUSINESS

COMPENSATION PLAN DISCUSSIONS/CONCERNS

Following are some concerns that were expressed by representatives:

1. Employees at lower pay grades should receive higher salary increases from Step 1 through Step 3 but lower salary increases from Step 4 through Step 6. Entry level salaries should equate to a livable wage.
2. Differences exist for rewarding for additional education-two Steps for Associate degree but one Step for further education.
3. Compression issue
4. Minimum percentage of market in code
5. Number of steps-18 versus 21 steps, midpoint between 9 & 10 with 18 steps but Step 11 with 21 steps. Secondly, with smaller

number of steps larger raises and larger number of steps
smaller raises

6. All categories of employees, classified, non-classified and faculty should be paid at same percentage of market.

NEW BUSINESS

Ms. Pitzer advised the members of the importance of legislative coverage during the session. She emphasized the importance of tracking bills and communicating issues of interest with individual delegates. Mr. Kenneth Harbaugh from Shepherd University suggested that the ACCE Chairperson communicate with Mr. Dennis Taylor, Vice Chancellor for the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education of the importance of receiving information on the status of bills as such bills move through the legislative process. He also strongly encouraged the need for ACCE members to contact any local delegates who are members of the Education and Finance Committees and keep those individuals informed as the legislation moves through the process. Mr. Robert E. Long from the West Virginia Higher Education Policy Commission volunteered to serve as the liaison on communicating the status of bills affecting ACCE to the membership. Mr. Long requested that the ACCE Chairperson, Ms. Pitzer, contact Mr. Taylor to seek his approval of such arrangement for Mr. Long to receive the weekly updates and the permission to share such information with the ACCE membership. Ms. Pitzer agreed to contact Mr. Taylor to obtain approval for Mr. Long to check with the legislative interns daily on the status of bills and to receive and distribute the weekly reports that Mr. Bruce Walker, General Counsel for the West Virginia Higher Education Policy Commission, generates on a weekly basis.

ANNOUNCEMENTS

Mr. Verne Britton from the West Virginia Network for Educational Telecomputing (WVNET) reported that he had received a call this morning from Ms. Mary M. Igo, ACCE representative from New River Community and Technical College, wherein she reported that she would be unable to attend the meeting.

Mr. Harbaugh reported that his institution had contracted for three years with Business and Legal Report Inc. to provide staff development services. The website is www.blr.com. The Plain-English Compliance and Training Tools is a web-based staff development tool for HR, Safety and environmental professionals with compliance and training tools.

Mr. Fred Hardee from Bluefield State College requested information from other campuses on the certification process for plumbers. He reported that plumbers in West Virginia must be licensed to practice as of July 2, 2009. In the event a plumber is not licensed by that date that person will be required to take a test. The cost for the license will be \$75.

Ms. Pitzer reported that the February interims will take place on February 8, 9 and 10. She also reported that both the State of the State address and the ACCE meeting will be held on February 11. The ACCE meeting will be held on the campus of West Virginia State University and West Virginia State Community and Technical College. Ms. Pitzer advised members that the tentative date for the meeting with Mr. Dennis Taylor on the progress of the Personnel Study will be either January 27 or January 28.

Ms. Pitzer encouraged members to read and comment on the Summary and Recommendations that were distributed today as well as the final report that will be distributed within a few days. There being no further business to come before the members, Mr. Fred Hardee from Bluefield State College made a motion to adjourn. Mr. Robert E. Long from the West Virginia Higher Education Policy Commission seconded the motion. The meeting adjourned at 2:15 pm.

RESPECTFULLY SUBMITTED,

Robert E. Long, Secretary
UNANIMOUSLY APPROVED