

Minutes of ACCE Meeting
May 18, 2010
West Virginia University
Morgantown, West Virginia

ATTENDANCE:

Members in attendance:

Mike Dunn, Marshall University
Robert E. Long, West Virginia Higher Education Policy Commission
Ellen L. Moore, Blue Ridge Community and Technical College
John "Christopher" Daniels, Fairmont State University
Mary Alltop, Glenville State College
Natasha D. Robinson, Mountwest Community and Technical College
Mary M. Igo, New River Community and Technical College
David G. "Bo" Sellers Jr., Pierpont Community and Technical College
Deborah Cruse, Potomac State College of West Virginia University
Kenneth Harbaugh, Shepherd University
Mary Ann Edwards, West Liberty University
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)
Jared Tice, West Virginia Northern Community College
Evonne Masters, West Virginia School of Osteopathic Medicine (Proxy)
William H. Porterfield, West Virginia State University
Paul Martinelli, West Virginia University
Barbara Boyd, West Virginia University Institute of Technology

Excused:

Fred Hardee, Bluefield State College
Cathy Stevenson, Bridgemont Community and Technical College
Amy Pitzer, Concord University
Lacey Ball, Eastern West Virginia Community and Technical College
Lee Ann Porterfield, Kanawha Valley Community and Technical College
Teri Wells, Southern West Virginia Community and Technical College
Timothy Beardsley, West Virginia University at Parkersburg
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center Charleston Division

Unexcused:

Janene Seacrist, Council for Community and Technical College Education

Guests:

Dr. James P. Clements, President, West Virginia University
Dr. Brian Noland, Chancellor, West Virginia Higher Education Policy Commission via conference call
Dr. Kevin Walthers, Vice Chancellor for Administration, West Virginia Higher Education Policy Commission and Council for Community and Technical College Education
Joan K. Baldwin, Nutrition Outreach Instructor, Facilities and Health Grant Activity, Staff Council representative, West Virginia University
Donald R. Barnes, Employee Relations Specialist Senior, Human Resources, West Virginia University
Linda M. Campolong, Housekeeper, Residential Education, Staff Council representative, West Virginia University
Ronald J. Campolong, Trades Specialist I, Facilities Management Maintenance Central, Staff Council representative, West Virginia University
Lana J. Cooke, Manager Business Operations, Office of AVP Finance Accounts, Staff Council representative, West Virginia University
Louise K. Fletcher, Campus Service Worker, Facilities Management Operations Central, Staff Council representative, West Virginia University
Joan A. Gibson, Program Assistant II, Benedum Collaborative, Staff Council representative, West Virginia University
Catherine V. Jasper, Administrative Associate, Center for Women's Studies, Staff Council representative, West Virginia University
Joyce R. Martin, Administrative Secretary Senior, Graduate Medical Education, Staff Council representative, West Virginia School of Osteopathic Medicine
Beth Ann McCormick, Admissions Assistant III, Student Services, West Virginia University School of Medicine, Staff Council representative, West Virginia University
Jo Morrow, Administrative Secretary Senior, Division of Management IR Marketing Management, Staff Council Chairperson, Board of Governors representative, West Virginia University

CALL TO ORDER

Vice-Chairperson, Mr. Mike Dunn from Marshall University convened the meeting at 9:02 am. He announced that the meeting was being taped for the purpose of sharing the information with Chairperson, Ms. Amy Pitzer from Concord University who was unable to attend.

WELCOME

Mr. Dunn recognized Mr. Paul Martinelli, ACCE representative from West Virginia University for the express purpose of introducing the guest speaker. Mr. Martinelli proceeded to introduce Dr. James P. Clements, President of West Virginia University. President Clements requested the attendees to introduce themselves and the institution being

represented. He opened his remarks by referencing the recent commencement ceremonies at the institution and proceeded with some bio on him and his family. He indicated being born in Arlington, Virginia, is a first-generation college student, has four children with the oldest child graduating this spring with plans to enroll at West Virginia University in the fall. President Clements referred to two books, Moments of Truth and Customers Come Second, in guiding his philosophical approach. The former places significant importance on individual interaction and the critical role that each employee plays in meeting both individual as well as institutional goals and the latter focusing on the importance of team goals overshadowing individual goals.

President Clements welcomed ACCE representatives to the campus and expressed his appreciation for their valuable contribution and support for the goals of higher education. He stated that his most pleasant surprise has been the dedication and loyalty of the higher education community in working toward the defined goals while the inadequate level of resources has been the most discouraging aspect of the job.

President Clements opened the balance of the session to questions from members. Mr. Kenneth Harbaugh from Shepherd University advised President Clements that the support of the overall goals of higher education has always been and will continue to be a major thrust on the part of ACCE. While ACCE works diligently on behalf of classified employees, the effort is within the framework of the goals of higher education. President Clements expressed a willingness to maintain a communication link with ACCE. Mr. Harbaugh extended an invitation to President Clements to meet with the Executive Committee of ACCE during the fall in Morgantown or other convenient location.

Ms. Jo Morrow, Staff Council Chairperson and Board of Governors representative at West Virginia University complimented President Clements for his willingness to work with classified staff in addressing staff issues. Mr. Robert E. Long from the West Virginia Higher Education Policy Commission raised the issue of the status of a request by HEPC Commission Chairperson, Mr. David Hendrickson, to institutional presidents at the November 2009 Commission meeting in Morgantown. The request was to incorporate faculty and classified employees in reviewing the financial conditions of individual institutions. Institutional presidents were to develop a plan and report the status of those activities by March 2010. The issue resulted from the discussions at the Finance Summit that was held at West Virginia University in November 2009, the day before the HEPC Commission meeting. Mr. Long stated that the topic had not appeared on the agenda of the most recent Commission meetings and he wondered about its status. The President indicated that his institution had complied with the request.

APPROVAL OF APRIL MINUTES

Mr. Dunn asked Mr. Robert E. Long, Secretary from the West Virginia Higher Education Policy Commission, to report on the minutes from the April meeting that was held at West Liberty University. Mr. Long distributed copies of the minutes from the April meeting. He informed members that draft minutes were distributed via the ACCE LISTSERV on May 7th and that no comments were received. Mr. Kenneth Harbaugh made a motion to approve the minutes. Mr. Paul Martinelli from West Virginia University seconded the motion.
MOTION UNANIMOUSLY APPROVED

LIAISON REPORT FROM DR. KEVIN WALTHERS, VICE-CHANCELLOR FOR ADMINISTRATION AT THE WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION AND THE COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Mr. Dunn introduced Dr. Kevin Walthers who reported that the agency has decided to advertise for the vacant position of Human Resources Administrator that was previously held by Ms. Margaret Buttrick. He stated that both the title and duties and responsibilities have been modified. The current title will be Director of Human Resources Policy with the position coordinating human resources activities throughout the system as well as serving as a resource for institutional human resources staff. The duties and responsibilities will be consistent with the recommendations for the position in the consultant's report. Dr. Walthers indicated that he recently attended a WV-CUPA-HR conference and that several sub-committees have been created to address various aspects of Senate Bill 480 that could be implemented without statutory language. The sub-committees and the members of those sub-committees are as follows:

POSITION INFORMATION QUESTIONNAIRE (PIQ) SUB-COMMITTEE

Cindy Curry, Chairperson, West Virginia University, Director Classification and Compensation
Patricia Clay, Southern West Virginia Community and Technical College, Director of Human Resources
LuAnn Yanna, Shepherd University, Human Resources Information Systems Specialist
Glenna Racer, Marshall University, Manager/Human Resources

CATASTROPHIC LEAVE SUB-COMMITTEE

Karen Martin, Chairperson, West Virginia Higher Education Policy Commission, Administrative Assistant Senior, Human Resources
Toni Christian, West Virginia University, Director, Benefits Administration

Barbara Rowell, West Virginia State University, Director, Human Resources
Debbie Dingess, Southern West Virginia Community and Technical College, Human Resources Representative
Jane Miller, Bluefield State College, Senior Project Coordinator, Payroll

BEST PRACTICES SUB-COMMITTEE

Marshall Campbell, Chairperson, Concord University, Interim Director of Human Resources
Margie Phillips, West Virginia University, Vice-President for Human Resources
Marie DeWalt, Shepherd University, Director of Human Resources
Leslie Bicksler, West Virginia School of Osteopathic Medicine, Director of Human Resources
Peggy Carmichael, West Virginia Northern Community College, Human Resource Director
Steve Leach, Fairmont State University, Human Resources Administrator
Christina Brogdon, Bluefield State College, Director, Human Resources

SALARY SUB-COMMITTEE

Sheila Seccurro, Chairperson, West Virginia University, Executive Director, Classification and Compensation
Stephanie Neal, Mountwest Community and Technical College, Director of Employee Development
Leah Taylor, New River Community and Technical College, Director of Human Resources
Trudie Holder, Blue Ridge Community and Technical College, Director of Human Resources

Mr. Dunn questioned the need for the creation of the current sub-committees with a vastly different composition considering the originally established sub-committees and committees have both knowledge and experience with the issues of the Personnel Study. He recommended the utilization of the original committee structure and composition. He pointed to the fact no classified employees are included on three of the sub-committees which is unacceptable as it will create enormous suspicion on the part of classified employees. Dr. Walthers also stated that he questioned the validity and accuracy of the revised classified salary schedule that was devised by Mercer. It was pointed out that Mercer is a nationally recognized vendor and was the vendor that designed the current classified salary structure. Dr. Walthers final comment addressed PIQ reviews by the Job Evaluation Committee (JEC). He advised members of a proposed plan wherein the agency will submit a memorandum that will prevent pay grade reductions in cases where a JEC review determines a

reduction in pay grade is justified. The employee who currently holds the position will not be reduced in pay grade but once that person leaves, the position will be properly slotted. Mr. Paul Martinelli from West Virginia University asked the question as to the timeline for implementing the recommendations of the sub-committees.

ACCE COMMITTEE REPORTS

LEGISLATIVE COMMITTEE-MIKE DUNN, CHAIRPERSON FROM MARSHALL UNIVERSITY

Mr. Dunn reported that Legislative Interims are next week and he encouraged members to both attend those meetings as well as to meet with their local delegations to discuss issues of vital importance. Mr. Harbaugh mentioned that ACCE addressed the issues of SB480 at last month's meeting at West Liberty University so that members would have talking points on that issue. He also brought up the additional \$600,000 in funding that was directed to the West Virginia Higher Education Policy Commission and the need to question Dr. Brian Noland, Chancellor, as to the purpose of such funds. Finally, Mr. Harbaugh encouraged members to both establish relationships with local candidates who are seeking office as well as to lobby them over the next several months on important issues.

BENEFITS COMMITTEE-WILLIAM H. PORTERFIELD, CHAIRPERSON FROM WEST VIRGINIA STATE UNIVERSITY

Mr. Porterfield indicated that he was unaware of any benefit issues being considered during the Special Session and that no further activity had occurred in the benefit area since the April report.

RETREAT COMMITTEE-ELLEN L. MOORE, CO-CHAIRPERSON FROM BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE

Ms. Moore once again encouraged those ACCE representatives who are planning to attend the ACCE Retreat in July and who have not finalized lodging reservations to take action immediately. She reported that thirteen reservations had been made but at least fifteen are needed to avoid charges for the meeting room. She also stated that the Retreat Committee will be meeting at the conclusion of the meeting. Mr. Harbaugh recommended that ACCE contact both HEPC Chancellor Noland and CCTCE Chancellor Skidmore for the purpose of seeking a financial contribution to offset some of the costs of the retreat. Both organizations have previously provided nominal support for the retreat.

BY-LAWS REVISIONS AD-HOC COMMITTEE-PAUL MARTINELLI, CHAIRPERSON FROM WEST VIRGINIA UNIVERSITY

Mr. Martinelli addressed the issues relative to the needed changes to the current By-Laws. He indicated that he had intended to distribute copies of the proposed changes to committee members at the meeting but elected to withhold such distribution as a number of committee members

were absent. Instead, he plans to mail such materials to committee members within days for their review. Mr. Martinelli stated that action needed to be taken at the June meeting in order for ratification to take place at the ACCE retreat in July. Such action will need to be taken prior to the election process.

OLD BUSINESS

SURVEY OF MEMBERS ON POTENTIAL STEP INCREASE/OTHER INCREASES FOR CLASSIFIED EMPLOYEES FOR FISCAL YEAR 2011

Mr. Dunn requested ACCE members to report on action taken by their institutional Board of Governors relative to salary enhancements for next year. Following are the responses from individual members:

Blue Ridge Community and Technical College-Ms. Moore reported that institution will be giving step increases to classified employees, faculty increases but no salary increase for non-classified employees.

Fairmont State University-Mr. Daniels reported no action has yet been taken on the salary issue but that the classified salary schedule was fully funded last year.

Glenville State College-Ms. Alltop reported that classified salary schedule has not been fully funded and that no increases are expected for next year.

West Virginia Higher Education Policy Commission-Mr. Long reported no action has yet been taken on the salary issue but that the classified salary schedule was fully funded last year. He reported that from Fiscal Year 2008 to Fiscal year 2009 the agency had hired eleven non-classified employees at a cost of approximately one-half million dollars.

Marshall University-Mr. Dunn reported that \$1.5 million has been provided for one-time salary enhancements for faculty and non-classified employees (absorb approximately \$1 million) and funding of the classified salary schedule by 25 percent (absorb approximately \$450 thousand).

Mountwest Community and Technical College-Ms. Robinson reported that current salary schedule has not been funded and no action has yet been taken on the salary issue for next year.

New River Community and Technical College-Ms. Igo reported that institution will be giving step increases to classified employees, salary increases for faculty promotion but no salary increase for non-classified employees.

Pierpont Community and Technical College- Mr. Sellers Jr. reported no action has yet been taken on the salary issue but that the classified salary schedule was fully funded last year.

Potomac State College of West Virginia University-Ms. Cruse reported that institution will follow the lead of West Virginia University and as yet no action has been taken.

Shepherd University-Mr. Harbaugh reported the salary issue has not as yet been addressed but he anticipated that step increases for classified employees below step 15 would take place, salary increases for faculty

promotion but non-classified employees would not receive a salary increase.

West Liberty University-Ms. Edwards reported that institution will be giving step increases to classified employees, salary increases for faculty tenure and promotion but no salary increase for non-classified employees.

West Virginia Network for Educational Telecomputing (WVNET)-

Mr. Britton reported that WVNET will be giving step increases to classified employees and that the facility has fully funded the current salary schedule.

West Virginia Northern Community College-Mr. Tice reported that institution has fully funded the salary schedule and will be giving step increases to classified employees below step 15 but no raises for classified employees at step 15 and above and no salary increases for faculty and non-classified employees.

West Virginia School of Osteopathic Medicine-Ms. Masters, proxy for Mr. Nicholas Dean, reported step increases for classified employees, salary increases for faculty promotion but no mention of salary increase for non-classified employees.

West Virginia State University-Mr. Porterfield reported no salary increase for classified or non-classified employees but salary increase for faculty tenure and promotion.

West Virginia University-Mr. Martinelli reported no salary increases for classified employees are anticipated.

West Virginia University Institute of Technology-Ms. Boyd reported that no promises have been given but discussions are taking place with the possibility of raises for all employees.

LIVABLE WAGE ISSUE

Mr. Harbaugh reported that over twenty-five (25) percent of classified employees at Shepherd University earn less than \$23,000 per year and that Senate Bill 480 would have given institutions the latitude of eliminating pay grades 4 through 6 should they desire to do so in order to assist in reducing the livable wage issue. Mr. Dunn showed the current salary schedule with a highlight of those pay grades that fall below the livable wage level.

REPORT FROM WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION CHANCELLOR BRIAN NOLAND

Chancellor Noland reported via speakerphone from the Central Office. He addressed the passage of Senate Bill 480 and the subsequent un-fortuitous technical issue that prevented the bill from being acted upon by the Governor. Once Central Office staff realized that the bill would not be included in the Special Session call, he indicated that staff began to comb through the bill to determine the specific areas that could be implemented without statutory language. Chancellor Noland gave his personal commitment to classified employees to move the agenda forward

on implementing those provisions of the bill that do not require statutory language.

Chancellor Noland reported on the necessity of continued exploration of technological efficiencies combined with the elimination of duplicative functions throughout the state. Mr. Verne Britton, ACCE representative from the West Virginia Network for Educational Telecomputing (WVNET), advised the Chancellor that employees of the facility are extremely concerned but equally confused and uncertain over the implications of recent reports about the partnering of WVNET with the state Office of Technology. He requested an update as it relates to the Memorandum of Understanding between the West Virginia Higher Education Policy Commission (HEPC) and the state Office of Technology (OT). The Chancellor reported that the Policy Commission has not signed any document pertaining to a partnership and the earliest the issue can be addressed is at the HEPC Board meeting scheduled for July.

An issue of salary increases for faculty and staff was raised. The Chancellor indicated the primary role of HEPC is to instill faith, fairness and creditability in the classification and compensation system and make certain that salary enhancements are distributed according to code and policy. It was mentioned that merit increases can be approved for staff based on HEPC/CCTCE policy/rule. Mr. Martinelli questioned the necessity of the provision in SB 480 that would have given the HEPC oversight responsibilities over the Governing Boards' at Marshall University and West Virginia University in the areas of academic program approval and tuition and fee policy. Mr. Dunn raised the question of the ability of institutions to provide non-based building salary enhancements. The Chancellor replied that the agency is seeking clarification from the State Auditor's Office on that issue. Ms. Jo Morrow, Staff Council Chairperson and Board of Governors representative at West Virginia University, raised the issue of the non-classified to classified percentage as it relates to Marshall University and West Virginia University. Chancellor replied that the agency is reviewing the issue to determine what can be done on the percentage issue. He indicated that he had not as yet met with the Board of Governors at West Virginia University to address the issue. It was mentioned that the Chairperson of HEPC proposed meeting with the Chairperson from those institutions under the auspices of the HEPC. However, no meeting has yet been scheduled. The Chancellor reported that the Board of Governors summit is scheduled for July 23 and 24 at Stonewall Jackson Resort.

NEW BUSINESS

WEST VIRGINIA UNIVERSITY STAFF COUNCIL PRESENTATION

Ms. Morrow expressed on behalf of Staff Council, classified employees and the institution its appreciation to ACCE for providing the institution with the opportunity to host an ACCE meeting. Following the

appreciation remarks she requested introductions from members of Staff Council.

Ms. Morrow reported that last month Staff Council shared information relative to salary recommendations with President Clements and his staff. The reported information showed that 2,838 classified employees would be “red-lined” which would prevent those individuals from being eligible for a step raise. Of the above total, 93 are employed at Potomac State College of West Virginia University. In view of the enormous number of classified employees who would be precluded from salary enhancements the Staff Council devised and presented President Clements with a Proclamation. A copy of the Proclamation was distributed to ACCE members. Ms. Morrow indicated that Staff Council has subsequently met with Human Resources staff, faculty and the provost relative to a salary enhancement plan. President Clements has suggested a different model to address the Staff Council concerns. Suggested proposal would allocate a 1.25 percent non-based building salary enhancement for faculty and a 1.5 percent non-based building salary enhancement for non-classified employees. The main cabinet personnel would not receive a salary increase this year. Ms. Morrow reported that there are 735 non-classified employees with an average salary of \$77,000.

Staff Council member reported on a Strategic Planning Council that was formed to guide the process through 2020 of which she is a member. She reported that 40 names were submitted to be placed on the Council. The goal of the committee is to gather input from the various constituent groups within the institution. The first meeting is scheduled for later this week. The 40 members are divided within five (5) sub-committees which will meet on a monthly basis with the most intensive work to occur this summer with final recommendations to be issued in the fall.

Staff Council member reported on undergraduate tuition waivers. It was reported that sixty-eight (68) requests had been received from a combination of classified and non-classified employees. Employee must maintain a cumulative 2.0 grade point average to qualify for the waiver.

Staff Council member reported on the Legislative Committee. It was reported that the Committee meets twice a year in Charleston to discuss classified employees issues with the administration and local delegation.

SPOUSAL HEALTH INSURANCE/STIPENDS

Mr. Jared R. Tice from West Virginia Northern Community College reported that the Board of Governors at his institution approved a salary increase for the President plus a \$5,000 stipend as compensation for savings to the institution as the President elected to not participate in the state PEIA health plan. He asked ACCE to send notification to HEPC/CCTCE for the purpose of determining if such option is available to other institutional employees. Mr. Kenneth Harbaugh from Shepherd

University made a motion instructing the Executive Committee to transit correspondence to the Chancellors of HEPC/CCTCE for the purpose of requesting them to instruct legal counsel to review code language to determine whether the institutional Board of Governors are precluded from giving stipends to employees who opt out of the state PEIA health plan. Mr. Paul Martinelli from West Virginia University seconded the motion.

MOTION UNANIMOUSLY APPROVED

ANNOUNCEMENTS BY MEMBERS

Mr. Dunn reported the next meeting of ACCE is scheduled for June 15th at Marshall University. Ms. Deborah Cruse from Potomac State College of West Virginia University reported that she will be resigning as ACCE representative at the end of June. She stated that Mr. Tim Nichols will replace her. Mr. Dunn requested the minutes reflect the utmost appreciation of ACCE to Mr. Paul Martinelli, Ms. Jo Morrow, Staff Council members and other institutional personnel who were instrumental in providing an excellent facility as well as fine food. Their hospitality is to be commended.

There being no further business to come before the members, Ms. Deborah Cruse from Potomac State College of West Virginia University made a motion to adjourn. Ms. Mary Alltop from Glenville State College seconded the motion. The meeting adjourned at 2:55 pm.

RESPECTFULLY SUBMITTED,

Robert E. Long, Secretary
UNANIMOUSLY APPROVED