

Minutes
August 31, 2010
WVU Institute of Technology
Montgomery, WV

ATTENDANCE:

Members in attendance:

Mike Dunn, Marshall University
Amy Pitzer, Concord University
Mary Igo, New River CTC
Jared R. Tice, West Virginia Northern Community and Technical College
Chris Daniels, Fairmont State University
Mary Ann Edwards, West Liberty University
Cathy Stephenson, Bridgemont Community and Technical College
Fred Hardee, Bluefield State College
Ellen Moore, Blue Ridge Community and Technical College
Verne Britton, WV Network for Educational Telecomputing
Natasha Robinson, Mountwest Community and Technical College
Timothy Beardsley, WVU at Parkersburg
Ken Harbaugh, Shepherd University
Robert Long, WV Higher Education Policy Commission
Tim Nichols, Potomac State College of WVU
Lee Ann Porterfield, Kanawha Valley Community and Technical College
William Porterfield, West Virginia State University
Barbara Boyd, WVU Institute of Technology
Nick Dean, West Virginia School of Osteopathic Medicine
Bo Sellers, Pierpont Community and Technical College

Excused:

Paul Martinelli, West Virginia University (proxy given to Lana Cooke)
Teri Wells, Southern West Virginia Community and Technical College
Johnna Beane, WVU Health Sciences Center – Charleston Division
Mary Alltop, Glenville State College
Lacey Ball, Eastern West Virginia Community and Technical College

Unexcused:

Janene Seacrest, Council for Community and Technical College Education

Guests:

Sid Cooper, WVU Institute of Technology
Jane Elliott, WVU Institute of Technology
Charles Davis, WVU Institute of Technology
Jim Kerrigan, WVU Institute of Technology
Dr. Scott Hurst, Campus Provost, WVU Institute of Technology
Dr. Kevin Walthers, Vice Chancellor for Administration, West Virginia Higher Education Policy Commission

CALL TO ORDER

Chairperson Mike Dunn called the meeting to order at 9:10. Dunn then welcomed members and guests and asked them to introduce themselves. Opening remarks welcoming ACCE to campus came from Dr. Scott Hurst, Campus Provost, WVU Institute of Technology. Dr. Hurst encouraged ACCE to address what he considered concurrent issues such as the employee evaluation process and merit pay. Amy Pitzer addressed his comments by saying that ACCE is not opposed to merit, merely opposed to merit at this time. ACCE thinks all institutions have to meet certain criteria before a merit system can be implemented fairly. First, institutions must fund the 2001 salary schedule so that we all start out on the same floor for salaries. Second, institutions must have a fair, validated, objective evaluation system in place and training has to be done for all supervisors on how to use the evaluation plan. Also, all employees have to be evaluated annually.

LIAISON REPORT FROM DR. KEVIN WALTHERS, VICE-CHANCELLOR FOR ADMINISTRATION, WVHEPC AND CCTCE

Vice-Chancellor Walthers announced that after a national search and screening process, Dr. Shenita Brokenburr has been hired to fill the position of Senior Director of Human Resources at the WVHEPC and CCTCE. Dr. Brokenburr holds a PhD in Higher Education from Michigan State University and brings more than 20 years of professional higher education human resource experience. Dr. Brokenburr will take on a different role than in the past – the bulk of her time will be devoted to helping schools and working on system initiatives. Walthers also answered a question related to non-exempt personnel teaching as adjuncts. The Vice-Chancellor said that according to the Department of Labor Fair Standards Act, a non-exempt employee cannot teach in addition to their workload or they would have to be paid overtime. Furthermore he stated that a non-exempt employee cannot receive two paychecks from the same institution. However, a non-exempt employee at one institution may teach after their regular hours at another institution. Vice-Chancellor Walthers also gave an update that WVNET will stay under the supervision of the Commission.

APPROVAL OF JULY MINUTES

Robert Long presented the minutes from the ACCE Annual Retreat held in July at Hawks Nest State Park. Ken Harbaugh from Shepherd University made a motion to approve the July minutes. Cathy Stevenson from Bridgemont CTC seconded the motion. Motion unanimously approved.

ACCE RESOLUTION

Ken Harbaugh from Shepherd University moved for adoption of the following resolution commending Sid Cooper for service to classified Employees:

Whereas, the Advisory Council of Classified Employees was created in West Virginia Code §18B-6-4 as an advisory group to the Board of Regents; the Board of Trustees and the Board of Directors; and most recently the Higher Education Policy Commission and the West Virginia Legislature, and the institutional Boards of Governors, and,

Whereas, the Advisory Council of Classified Employees represents the views and opinions of more than 5,000 classified employees statewide, and has the authority to act on behalf of classified employees in higher education in any and all matters affecting them; and,

Whereas, the Advisory Council of Classified Employees met in general assembly on August 31, 2010 and discussed issues of concern to all its membership; and,

Whereas, said Council recognizes and appreciates the hard work and dedication of classified employees throughout West Virginia's higher education system; and,

Whereas, the Advisory Council of Classified Employees recognizes Sid Cooper for his contributions to classified employees throughout the West Virginia higher education system and in particular, at West Virginia University Institute of Technology; and,

Whereas, Mr. Cooper has served the Advisory Council faithfully as a devoted, prudent, and sincere member for several years; and now

Therefore, let it be resolved, that the Advisory Council of Classified Employees duly recognizes Sid Cooper for his service and sends best wishes for all his future endeavors.

Motion was seconded by Amy Pitzer from Concord University. Unanimously approved.

PRESENTATION BY LANA COOKE, MANAGER BUSINESS OPERATIONS, WEST VIRGINIA UNIVERSITY

Lana Cooke gave a presentation on the Healthy Work Environment Initiative at WVU. Ms. Cooke distributed a copy of the proposal and recommendations given to President of WVU in 2007. A key focus of the Initiative is to address workplace bullying; Lana reported that workplace bullying happens to 37% of all employees. Workplace statistics show that while 80% of bullying is legal, bullying is more prevalent than illegal harassment and targets of bullying suffer more stress related illnesses than other employees. Ms. Cooke noted that after WVU's staff council presented their proposal and policy recommendations to then President Garrison, he formed a campus wide welfare committee. Unfortunately, the initiative has not yet affected new policy, but that their committee continues its work and progress is being made. Ms. Cooke would like to ask that the ACCE membership bring information about workplace bullying awareness back to their respective campuses and would like to have ACCE support anti-bullying legislation.

WVNET UPDATE PRESENTED BY VERNE BRITTON

Verne Britton from WVNET reported that Henry Blosser stepped down as Director of WVNET and will work instead on special projects for the Vice-Chancellor's Office. Mr. Britton also noted that WVNET will remain housed in Monongalia County and under the umbrella of Higher Education.

COMMITTEES ESTABLISHED

Mike Dunn, Chairman, listed the current committees and the members of each committee then outlined the need to form two new committees, Presentation Committee and Student Retention and Education WV Committee.

Legislative Committee Membership:

Ken Harbaugh, Co-Chair, Jared Tice, Co-Chair, Mary Alltop, Mary Ann Edwards, Fred Hardee, Mary Igo, Bob Long, Paul Martinelli, Amy Pitzer and William Porterfield

Benefits Committee Membership:

William Porterfield, Chair, Johnna Beane, Tim Beardsley, and Cathy Stevenson

Web and Communications Committee Membership:

Verne Britton, Chair, Barb Boyd, Amy Pitzer and Janene Seacrist

Presentation Committee Membership:

Mary Ann Edwards, Chair, Lacey Ball, Chris Daniels, Bob Long and Amy Pitzer

Student Retention and Educate WV Committee Membership

Bo Sellers, Chair, Johnna Beane, Nick Dean, Tim Nichols, Natasha Robinson and Jared Tice

Leadership and Retreat Committee:

Ellen Moore, Co-Chair, Lee Ann Porterfield, Co-Chair, Ken Harbaugh, Mary Igo, Bo Sellers, Natasha Robinson and Teri Wells

OLD BUSINESS

UPDATE ON INSTITUTIONAL SALARY INCREASES

Each person present reported on what their institution would be doing in respect to salary increases. Most institutions reported that their Governing Boards will not take up the issue until their September Board Meeting.

UPDATE ON INSTITUTIONAL BUMPING POLICIES

The Chairperson asked if each institution had a Bumping Policy approved by their Board of Governors, those who did not were encouraged to persuade their institution to move forward with an institutional Bumping Policy. Discussion ensued about the need for schools to have consistent Bumping Policies and procedures across the state.

NEW BUSINESS

CAMPUS ISSUES

Nick Dean with the West Virginia School of Osteopathic Medicine brought up concerns that the WVSOM classified staff had with their inability to come to a consensus with their Board and Administration on an institutional salary policy. Tim Beardsley with WVU at Parkersburg brought up that when some schools in the state are not fully funded that it causes funding problems for colleges statewide. The WVU at Parkersburg Classified Staff would like ideas of how they can encourage their administration and Board of Governors to fully fund the salary schedule. Mike Dunn, Chairperson wanted to bring attention to a policy that Marshall University want to pass making it mandatory that a person apply for leave under the Family Medical Leave Act before employees can

apply for catastrophic leave. Discussions ensued to give input and advice on these concerns at each campus.

PREP WORK FOR ACCE PRESENTATION TO THE HEPC ON DECEMBER 3, 2010

Chairperson, Mike Dunn deferred the Prep Work for the Presentation to the newly formed Presentation Committee.

ANNOUNCEMENTS

The November Meeting will not be held in at Bluefield State College instead it has been changed to the Erma Byrd Higher Education Center, Beckley, WV. Mike Dunn, Chairperson acknowledged Barbara Boyd and WVU Institute of Technology for hosting the August Meeting of the West Virginia Advisory Council of Classified Employees. Bob Long from WV HEPC reminded members that after the November elections there could be a lot of changes and that ACCE needs to start early making contacts with the new leadership. There being no other business to come before the members, Tim Beardsley from WVU at Parkersburg moved to adjourn. Bob Long from the West Virginia Higher Education Policy Commission seconded the motion. The meeting adjourned at 2:50 p.m.

Respectfully submitted

Mary M. Igo, Secretary