

Minutes of ACCE Meeting
May 26, 2011
Concord University
Athens, West Virginia

ATTENDANCE:

Members in attendance:

Mike Dunn, Marshall University
Amy Pitzer, Concord University
Fred Hardee, Bluefield State College
Ellen L. Moore, Blue Ridge Community and Technical College
John "Christopher" Daniels, Fairmont State University
Mary Alltop, Glenville State College
Lee Ann Porterfield, Kanawha Valley Community and Technical College
Natasha D. Robinson, Mountwest Community and Technical College
Beverly Jones, Pierpont Community and Technical College
Kenneth Harbaugh, Shepherd University
Teri Wells, Southern West Virginia Community and Technical College
Robert E. Long, West Virginia Higher Education Policy Commission
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)
Melanie Eberhart, West Virginia Northern Community College
Evonne Masters, West Virginia School of Osteopathic Medicine
William H. Porterfield, West Virginia State University
Lana J. Cooke, West Virginia University (Proxy)
Timothy Beardsley, West Virginia University at Parkersburg
Barbara Boyd, West Virginia University Institute of Technology
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center,
Charleston Division

Excused:

Cathy Stevenson, Bridgemont Community and Technical College
Lacey Ball, Eastern West Virginia Community and Technical College
Mary M. Igo, New River Community and Technical College
Mary Ann Edwards, West Liberty University

Unexcused:

Janene Seacrist, Council for Community and Technical College Education
Tim Nichols, Potomac State College of West Virginia University

Guests:

Dr. Gregory F. Aloia, President Concord University
Dr. Shenita Brokenburr, Vice Chancellor for Human Resources at the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education
Marshall Campbell, Chief Human Resources Officer, Concord University
Mitzi Cline, Human Resources Representative Senior, Human Resources, Concord University
Gene Fields, Retired, Past ACCE Representative, Concord University
Lynn Hill, Special Events Assistant, Student Affairs, Staff Council Secretary, Concord University
Patricia L. Hoover, Administrative Application Software Senior, Information Technology, ACCE representative starting July 2011, West Virginia School of Osteopathic Medicine
Steven Jarvis, Buyer, Staff Council Chairperson, Concord University
Melissa Richmond, Grants Resources Associate, Upward Bound, Staff Council Representative, Concord University

CALL TO ORDER

Chair, Mr. Mike Dunn from Marshall University convened the meeting at 9:03 am. He asked Ms. Amy Pitzer, ACCE representative from Concord University to introduce the University's President. Ms. Pitzer proceeded to introduce Dr. Gregory F. Aloia, President of Concord University. President Aloia welcomed ACCE representatives to the campus and to University Point, a new building officially opened earlier this month. He stated that July 2011 will be his third year at the helm of the university. Dr. Aloia previously was Dean of the College of Education at Florida Atlantic University.

Dr. Aloia expressed his appreciation to ACCE for their advocacy effort on behalf of both classified employees and the state system of higher education by continually striving for realistic solutions to problems that surface in higher education. He expressed his enthusiasm for a pilot program that the university has established with VPI that will provide employees of the university with professional development opportunities. Institutional staff will be permitted to pursue advanced degrees through VPI. The program is called Concord University Employee Enhancement Program or CUE². This initiative is to promote the university as a proactive institution that encourages its employees to both grow individually and professionally. Through such effort funds will be freed-up through attrition (more experienced individuals leave and new hires enter employment with less years of service) that will enable a portion of the savings to be utilized for addressing system issues such as salary compression. Dr. Aloia answered several questions raised by ACCE representatives.

LIAISON REPORT FROM DR. SHENITA BROKENBURR, VICE CHANCELLOR FOR HUMAN RESOURCES AT THE WEST VIRGINIA HIGHER EDUCATION POLICY

COMMISSION AND THE WEST VIRGINIA COUNCIL FOR COMMUNITY AND
TECHNICAL COLLEGE EDUCATION

Chair, Mr. Dunn introduced Dr. Brokenburr for the benefit of the staff that was present from Concord University. Dr. Brokenburr advised ACCE members that she and Dr. Marie DeWalt, Chief Human Resources Officer at Shepherd University, had recently presented at the Chief Financial Officers Conference and indicated a willingness to present such material to ACCE, if interested. ACCE welcomed the presentation. Dr. Brokenburr proceeded with the presentation- VALUING HUMAN RESOURCES: OUR GREATEST ASSET. Attached is a copy of the presentation. Dr. Brokenburr also presented a video, titled DID YOU KNOW-2009 HUMAN CAPITAL EDITION. It addressed the evolutionary role of social networking in terms of the ways individuals communicate today and into the future as well as issues to be faced as we move forward. It can be accessed at <http://www.youtube.com/watch?v=kzCQ219bx18>.

Dr. Brokenburr shared two pieces of information relative to SB 330 implementation.

1. Draft Framework for Work Group Participation
2. Draft SB 330 Implementation Work Groups

Dr. Brokenburr reported Chief Human Resources Officers have reported some uneasiness about attending Classified Staff Council meetings at some institutions. She encouraged ACCE representatives to facilitate the process by attempting to initiate some communication between Staff Council Chairs and Chief Human Resources Officers so that relationship building can take place and to create a more positive atmosphere that will be needed as we implement many provisions of SB 330. She also reported that a CHRO retreat is scheduled for June 15 and 16 and a number of work groups will be established. Chair, Mr. Dunn reported on the members from ACCE that will be represented on the various work groups. Following are the work groups and the ACCE members on those work groups:

Joint Advisory Group (JAG)

Mike Dunn
Amy Pitzer
Kenneth Harbaugh
Mary M. Igo
Robert E. Long
Johnna Beane
Teri Wells
William H. Porterfield-Alternate

HR Best Practices Work Group

Mike Dunn
Mary M. Igo

Joint Committee on Compensation/Classification

Mike Dunn
Amy Pitzer
Kenneth Harbaugh

Rule Writing Work Group

Amy Pitzer

Training and Professional Development/Needs Assessment Work Group

Beverly Jones
Jo Morrow, Staff Council Chairperson at WVU
Lee Ann Porterfield
Natasha D. Robinson-Alternate

Reduction in Force (RIF)/Outsourcing Work Group

William H. Porterfield
Mary Ann Edwards
Dixie Martinelli, BOG rep at WVU and past member of committee
Diane Shewbridge, BOG rep at Shepherd University

Performance Management/Employee Relations Work Group

Lana Cooke, Staff Council representative at WVU

Work Place Innovations

Mary M. Igo
Mary Alltop
Lacey Ball
Lori Midkiff, Staff Council Chairperson at New River CTC

Human Resources Information System/ERP-TBD

Melanie Eberhart
Verne Britton

Dr. Brokenburr reported the human resources reviews of institutions will be the initial starting point of SB 330 activities with the results reported. The initial step will be an Employee Survey. She also reported that two internal positions have been advertised and both will be classified positions. The positions are Director of Classification/Compensation and Director of Training and Development. Another short term position from three to six months and titled, Project Manager-Human Resources has also been advertised.

APPROVAL OF APRIL MINUTES

Chair, Mr. Mike Dunn reported that Ms. Mary M. Igo, Secretary from New River Community and Technical College had distributed draft minutes of the April meeting via the ACCE LISTSERV on May 20, 2011. Mr. Kenneth

Harbaugh from Shepherd University made a motion to accept the minutes.
Ms. Johnna Beane from West Virginia University Robert C. Byrd Health Sciences
Center Charleston Division seconded the motion.

MOTION UNANIMOUSLY APPROVED

LEADERSHIP CONFERENCE

Chair, Mr. Mike Dunn reported that the theme of the Leadership
Conference would be Building Our Future Together. He reviewed the schedule
for the three days with Dr. Brokenburr scheduled for the first day and Dr. Brian
Noland, Chancellor for the Higher Education Policy Commission scheduled for
the third day.

BEST PRACTICES COMMITTEE MANUAL-ACCE FEEDBACK/COMMENTS ON WORK COMPLETED

ACCE representatives reviewed and commented on the following
chapters:

1. Employment
2. Equal Opportunity/Affirmative Action
3. Disciplinary Action
4. Benefits
5. Workplace Harassment
6. Holidays

The balance of meeting consisted on working through the above six sections of
the Best Practices Committee manual.

Mr. Kenneth Harbaugh from Shepherd University requested that the
minutes reflect the appreciation of ACCE to Ms. Amy Pitzer, ACCE
representative from Concord University, President Gregory E. Aloia, Staff
Council members and other institutional personnel who were instrumental in
providing both an excellent facility but also to the food service staff for both the
morning fruit and pastries as well as the excellent lunch. The hospitality is to be
commended. There being no further business to come before the members,
Mr. Kenneth Harbaugh from Shepherd University made a motion to adjourn. Mr.
Robert E. Long from the West Virginia Higher Education Policy Commission
seconded the emotion. The meeting adjourned at 5:10 pm.

RESPECTFULLY SUBMITTED,

Robert E. Long, Appointed by Chair to take minutes in absence of Secretary

AMENDED MINUTES

UNANIMOUSLY APPROVED