

Minutes of ACCE Meeting
December 7, 2011
Marshall University Graduate College
South Charleston, West Virginia

ATTENDANCE:

Members in attendance:

Mike Dunn, Marshall University
Amy Pitzer, Concord University
Fred Hardee, Bluefield State College
Melanie G. Whittington, Bridgemont Community and Technical College
John “Christopher” Daniels, Fairmont State University
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
Robert E. Long, West Virginia Higher Education Policy Commission
Paul Martinelli, West Virginia University
Barbara Boyd, West Virginia University Institute of Technology
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center,
Charleston Division

Excused:

Anne Wilmoth, Blue Ridge Community and Technical College
Lacey Ball Koontz, Eastern West Virginia Community and Technical College
Mary Alltop, Glenville State College
Mary M. Igo, New River Community and Technical College
Dixie Heavener, Potomac State College of West Virginia University
Teri Wells, Southern West Virginia Community and Technical College
Mary Ann Edwards, West Liberty University
Verne Britton, West Virginia Network for Educational Telecomputing
(WVNET)
Melanie Eberhart, West Virginia Northern Community College
Tricia Hoover, West Virginia School of Osteopathic Medicine
William H. Porterfield, West Virginia State University
Timothy Beardsley, West Virginia University at Parkersburg

Guest:

Dr. Shenita Brokenburr, Vice Chancellor for Human Resources at West Virginia Higher Education Policy Commission and West Virginia Council for Community and Technical College Education

CALL TO ORDER

Chairperson, Mr. Mike Dunn from Marshall University convened the meeting at 9:07 am.

APPROVAL OF SEPTEMBER/NOVEMBER MINUTES

The action on minutes from the September and November meetings was deferred until the January meeting.

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

Mr. Dunn introduced Dr. Brokenburr who once again expressed her appreciation for the opportunity to address the organization. Dr. Brokenburr reported that she was working with Mr. Melvin Jones at West Virginia State University on the issue of potential reduction in force (RIF) at the institution. Based on the feedback that she has received, there is expected to be no staff reductions during the current 2012 fiscal year-2011-2012 academic year. She did indicate however, that reductions may in fact occur for the 2013 fiscal year-2012-2013 academic year. Dr. Brokenburr stated that the institution will initially attempt to address any required reductions through attrition but layoffs may occur should the attrition numbers be insufficient to meet the needed cost savings. Another option being explored is to request funding from the legislature to cover the shortfall.

On the issue of the Reduction in Force (RIF) policy Dr. Brokenburr reported that she plans to place the old draft Reduction in Force (RIF) policy on the web on December 12 for a thirty (30) day comment period from both ACCE and CHRO. A Reduction in Force (RIF) committee has been formed to review the comments from the community.

On the issue of the release of the Request for Proposal (RFP) for the Market Study she reported that it will be released on December 8th. Following is the scheduled timeline to completion.

December 8, 2011-Release of Request for Proposals

December 20, 2011 by 5:00 pm-Written questions concerning RFP

December 30, 2011-Release of addendum answering written

questions

January 13, 2012-Proposals due

January 27, 2012-Conclusion of evaluation of proposals

February 13-17, 2012-Consultant/Firm presentations and interviews

February 27, 2012-Award of contract

March 12, 2012-Work begins

April 16, 2012-Work concludes

May 1, 2012-Preliminary report due to VCHR

May 10, 2012-Edits provided by consultants

June 1, 2012-Final report due to VCHR

On the issue of the May 14 Election Day Holiday controversy she reported that the state auditor has asked those institutions that gave employees the day off to provide an explanation.

Dr. Brokenburr also reported on the Consolidated Retirement Board action on the case of an employee who was under the State Teachers Retirement System (TRS) and who subsequently transferred to a position in the higher education system without interruption and was required to enroll in the higher education retirement system. The Board supported portability of the State Teachers Retirement System (TRS) within the West Virginia Higher Education System. The affected employee was granted the right to continue participation in the TRS after more than twenty-five (25) years of service at a higher education institution. Dr. Brokenburr stated the decision will have far-reaching implications, as it supports recruitment and retention of qualified employees across two and four year institutions and also ensures that long-term employees maximize their retirement income. Dr. Brokenburr indicated that the joint legislative rule-emergency rule on personnel is a high priority item. The starting point will be a review of Series 8 and 39 with added areas as the need arises. That material will be superimposed with committee work and SB 330.

Finally, she reviewed the four components of the RFP Market study. The proposal is twenty six (26) pages long.

The balance of time was spent in finalizing the presentations to the Council, Commission and LOCEA. There being no further business to come before the members, Mr. Robert E. Long from the West Virginia Higher Education Policy Commission made a motion to adjourn. Ms. Amy Pitzer from Concord University seconded the motion. The meeting adjourned at 3:30 pm.

RESPECTFULLY SUBMITTED,

Robert E. Long, Appointed by Chairperson to take minutes in absence of Secretary
UNANIMOUSLY APPROVED