

Minutes  
March 9, 2012  
Marshall University Graduate College  
Charleston, WV

ATTENDANCE:

Members in attendance:

Mike Dunn, Marshall University  
Amy Pitzer, Concord University  
Mary Igo, New River Community and Technical College  
Ken Harbaugh, Shepherd University  
Robert Long, WV Higher Education Policy Commission  
Timothy Beardsley, WVU at Parkersburg  
Natasha Robinson, Mountwest Community and Technical College  
William Porterfield, West Virginia State University  
Paul Martinelli, West Virginia University  
Lee Ann Porterfield, Kanawha Valley Community and Technical College  
Sherry Mitchell, proxy for Chris Daniels, Fairmont State University  
Fred Hardee, Bluefield State College  
Johnna Beane, WVU Health Sciences Center – Charleston Division  
Deborah Harvey, West Virginia School of Osteopathic Medicine  
Melanie Whittington, Bridgemont Community and Technical College  
Melanie Eberhart, West Virginia Northern Community College

Excused:

Dixie Heavener, Potomac State College of WVU  
Lacey Koontz, Eastern West Virginia Community and Technical College  
Beverly Jones, Pierpont Community and Technical College  
Janene Seacrest, Council for Community and Technical College Education  
Mary Alltop, Glenville State College  
Verne Britton, WV Network for Educational Telecomputing  
Teri Wells, Southern West Virginia Community and Technical College  
Barbara Boyd, WVU Institute of Technology  
Mary Ann Edwards, West Liberty University  
Anne Wilmoth, Blue Ridge Community and Technical College

Guests:

Dennis Mitchell, Fairmont State University

## **CALL TO ORDER**

Chairperson Mike Dunn called the meeting to order at 9:00 a.m. and a quorum was established.

## **GUEST – LAURA NAUMAN, HUMAN RESOURCES PROGRAM SPECIALIST**

- Nauman offered background information on herself as well as information on her new position coordinating SB330 initiatives.
- Nauman gave an update on the Market Study RFP process. She noted that seven vendors responded to the RFP and seventy questions were asked by the interested vendors and answers were provided. A proposal committee reviewed the proposals and two vendors were selected to do different parts of the study.
- Mike Dunn asked if the new Market Study would be for non-classified as well as classified jobs and Laura indicated that both would be included.
- Ken Harbaugh had concerns as to whether the Mercer study that was done several years ago would be retained for future reference. Laura Nauman said the data still existed.
- Johnna Beane asked how the parts of the project would be broken up by vendor. Nauman said that one would do the classification and compensation sections, and the other vendor would do the rest.
- Mike Dunn asked about timelines to award the contract. Nauman said that should happen next week. Ken Harbaugh then asked what timeframe the study was expected to be completed. Nauman indicated that after the finalizing the contract negotiations they should have a good idea when the study will be completed.
- Amy Pitzer brought up a concern about the process and moving forward; that there has to be accountability and consequences when people or the system doesn't do what they are supposed to do, because there have been promises of change for the last three years and nothing has happened.
- Mike Dunn inquired about Nauman's plan of action. Laura said she didn't have a plan of action yet because she has only been on the job for a week. She also said she planned to involve the ACCE group because that group has the largest stake in the process.
- Amy Pitzer brought up the PIQ and the need to bring together a group to work on the PIQ because that is an important first step for the classification and compensation work to be done.
- Laura Nauman conveyed that she wanted us to feel free to contact her if we need to.

## **APPROVAL OF MINUTES**

Mary Igo presented February minutes in draft form. Tim Beardsley made a motion to approve the minutes, Fred Hardee seconded the motion. The motion was unanimously approved.

## **SB330 “WALKTHROUGH” (ACTIONS/EXPECTATIONS)**

Tabled till next meeting due to lack of attendance.

Amy Pitzer made a motion that ACCE support language in HB 4078 relative to WVNET data collection from all public WV higher education institutions, timelines relative to personnel system and full funding certification date as stated in the bill. Seconded by Debora Harvey. Motion unanimously passed.

Also, ACCE legislative committee members will consult with education chairs of both houses and possibly with conferees to remedy differences.

### **COMMITTEE REPORTS**

**LEGISLATIVE COMMITTEE.** Ken Harbaugh will email a report based on how the last day of the session and pertinent bills are progressing.

**COMMUNICATION COMMITTEE.** Amy Pitzer reported that the two list-serves are operational. Pitzer stressed that members should double check which list-serve they are posting to. Discussion ensued about changing the name of the list-serve that includes some central office personnel. Amy also reported that website needs to be switched to a new platform because Verne Britton is currently using html to design the site and it is very time consuming. Also, having more ACCE members able to make changes and additions to the web site would help take some of the burden off Verne. The committee is currently looking into a free website platform such as Joomla. Pitzer said they are making progress.

**RETREAT COMMITTEE.** Lee Ann Porterfield reminded everyone to make their reservations at Pipestem State Park.

### **CAMPUS CONCERNS, UPDATES, SUGGESTIONS**

- Le Ann Porterfield said that Kanawha Valley employees were told they didn't have to be provided an employee handbook and wanted to know if this was correct and why. Mike Dunn said that there wasn't a requirement to provide a handbook, but that it would be considered a best practice to provide employees with a handbook.

There being no further business to come before the council, Lee Ann Porterfield made a motion to adjourn at 1:45p.m. The motion was seconded by Tim Beardsley.

Respectfully Submitted

Mary M. Igo, Secretary