

Minutes of ACCE Meeting
March 20, 2013
West Virginia Higher Education Tech Park
South Charleston, West Virginia

ATTENDANCE

Members in attendance:

Amy Pitzer, Concord University
Kenneth Harbaugh, Shepherd University
Melanie Whittington, Bridgemont Community and Technical College
Lacey Koontz, Eastern West Virginia Community and Technical College
Sherry Mitchell, Fairmont State University
Mary Alltop, Glenville State College
Lee Ann Porterfield, Kanawha Valley Community and Technical College
Carol Hurula, Marshall University
Roy Mike Dunn, Mountwest Community and Technical College
Beverly Jones, Pierpont Community and Technical College
Dixie Heavener, Potomac State College of West Virginia University
Mary Ann Edwards, West Liberty University
Robert E. Long, West Virginia Higher Education Policy Commission
Melanie Eberhart, West Virginia Northern Community College
Deborah Harvey, West Virginia School of Osteopathic Medicine
William H. Porterfield, West Virginia State University
Paul Martinelli, West Virginia University
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

Excused:

Fred Hardee, Bluefield State College
Anne Wilmoth, Blue Ridge Community and Technical College
Mary M. Igo, New River Community and Technical College
Teri Wells, Southern West Virginia Community and Technical College
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)

Unexcused:

Janene Seacrist, Council for Community and Technical College

Guests:

Mark Toor, Vice Chancellor for Human Resources at West Virginia Higher Education Policy Commission and West Virginia Council for Community and Technical College Education

Eileen Filliben Edmunds, JD/MBA Modern Think

CALL TO ORDER:

Chairperson, Ms. Amy Pitzer from Concord University convened the meeting at 8:55 am.

MINUTES:

The Chairperson asked Mr. Long, who was substituting for Ms. Wells, the secretary, about the February 2013 minutes. Mr. Long stated that Ms. Wells had not supplied him with those minutes. Thus, the Chairperson suspended the consideration of the February minutes until the April meeting.

MODERN THINK PRESENTATION-Ms. Eileen Filliben Edmunds, JD/MBA

The Chairperson introduced Ms. Edmunds who proceeded to provide some background information relative to Modern Think. She stated that Modern Think was a strategic human resources and management consultant firm with a primary focus on higher education. While she reported that they had worked with many individual higher education institutions, they had not worked on an entire system. She reported coming to the state about a year ago to conduct a comprehensive human resources survey. Data were collected from discussions with institutional CHROs', ACCE representatives and Central Office staff. An online survey was completed by HR departments and Modern Think completed a document review at each institution. From the meetings with the CHRO's and ACCE representatives as well as meetings with other public officials the survey results were compiled. Ms. Edmunds stated that her presentation today was exclusively focused on the Executive Summary. She indicated that the Executive Summary would be released on Thursday, March 21 with the full report (over 200 pages) scheduled to be released the last week of March. In addition to the overall report she stated that each institution will receive a report specifically addressing its performance. She commented on a majority of the power point slides within the Executive Summary. ACCE raised some concerns about various aspects of the report such as policy versus practice. Ms. Pitzer specifically asked Ms. Edmunds if Modern Think had reviewed institutional policies for compliance with state and

federal code requirements or if they had reviewed institutional adherence to institutional and HEPC/Council rules as well as state and federal laws. Ms. Edmunds responded that the review was limited to the first part-to make certain institutional policies met requirements of state and federal laws. Ms. Edmunds stated that 80 in-person interviews took place and over 2700 documents were reviewed. Mr. Paul Martinelli from West Virginia University asked the question on the selection process of staff and Ms. Edmunds indicated that the institutional CHRO determined the classified staff to be interviewed. Mr. Kenneth Harbaugh from Shepherd University asked whether it would have been easier to have been able to collect the data centrally via a system-wide data base as compared to individual contacts. Ms. Edmunds responded that technology was a large part of the recommendations from their review. She reported that one of the positive trends that surfaced was improvement in communication between CHROs' and ACCE/classified employees. She mentioned the need for supervisor training and the inconsistency of performance reviews. There was a lengthy discussion about issues that were discovered as a result of mistakes versus a purposeful intention to not adhere to policies/procedures. Ms. Edmunds termed the latter to be "mischief versus "mistakes. Ms. Pitzer mentioned that mistakes could be attributed to the lack of centralized training for newly hired CHROs'. Mr. Toor stated that it was his perception that the scope of SB 330 has yet to percolate with the Presidents. Mr. Long took exception to such observation as he stated that the Presidents have heard about it at every HEPC and Council meeting for the past two years and that the Commission specifically requested that a report by ACCE be a standard agenda item.

LIAISON REPORT FROM MR. MARK TOOR, VICE CHANCELLOR FOR HUMAN RESOURCES AT THE WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION AND THE COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Mr. Toor reported on the Fox Lawson market study. He indicated that he had discussions with CHRO's relative to classified positions as it pertained to benchmarks. CHRO's were not satisfied that Fox Lawson captured the required data using the sample of job titles. He appointed five (5) CHRO's with each assigned the task of contacting specific institutions wherein actual PIQ's would be reviewed to ascertain the duties and responsibilities of the position in order to compare against the Fox Lawson data. He stated that he raised the issue of the need for inclusion of ACCE and faculty representatives in the process. Mr. Toor indicated that he has selected Ms. Pitzer to oversee the process at Concord University and for her to articulate the process to other ACCE representatives. Results of the review would allow the committee to submit the jobs for bench marking. ACCE recommended that the appointed CHROs' should not be allowed

to assess their individual institution but should review another institution's information to ensure credibility of the process.

For the non-classified employees Mr. Toor reported that CUPA standardizes titles/job descriptions with corresponding codes and that each institution had submitted titles and local job descriptions to be compared with CUPA codes. He projected the timeline for submission to Fox Lawson was early April. He had no similar projected timeline for the classified data. His best guess was a minimum of two (2) months.

Mr. Toor reported on the Job Classification Committee. He stated that members have been selected and a meeting is scheduled for Thursday, March 21st via conference call to address an appeal. However, appointees were waiting for confirmation from the Commission and Council which was required by code.

On the Compensation Planning and Review Committee Mr. Toor stated that the committee will be convened during the first two weeks of April. He did not mention if confirmation had taken place but he did indicate that he would be working on the salary segment of the rule.

He moved to the issue of filling the two (2) major personnel positions at the Central Office. He informed ACCE that the Classification and Compensation position is in the final stages as the search committee has recommended two (2) candidates to be interviewed. With the Governor's announced hiring freeze the process is currently in limbo until the agency receives action on a waiver request.

Finally, Mr. Toor commented on the reformulation of the Joint Advisory Group (JAG), now named Common Grounds, whereby a small number of ACCE and CHRO representatives will meet with the goal to reach consensus on a number of issues in SB 330 which does not require a code change. He indicated that the first meeting of the participants is scheduled for Tuesday, March 26th at the Tech Park.

INFORMATION/DATA COLLECTION RELATIVE TO SB 330

Mr. Long reported that ACCE representatives were surveyed relative to potential data that needed to be captured as a result of SB 330 via the annual Central Office Board report. From the ACCE responses a list of items was created and subsequently presented to a Central Office staff employee who is involved in the annual review of such process. He indicated that it was his understanding that an additional element would be added to track those employees with return rights. There was no indication that additional elements would be added to address the other issues. Thus, it may be an issue to address with the Vice Chancellor for Human Resources. ATTACHED IS A COPY OF THE REPORTED LIST

COMMITTEE REPORTS

RETREAT/LEADERSHIP CONFERENCE COMMITTEE

Ms. Jones reported on the status of the Leadership and Retreat conferences. She stated that the Leadership Conference will be held at Lakeview Golf Resort & Spa in Morgantown on June 5 through June 7. Lodging will be \$85.00 per room. A discussion ensued relative to various aspects of the conference. They ranged from topics of interest, staff to attend to presenters.

Suggested topics consisted of the following:

- a. Classification
- b. Compensation
- c. Professional Development
- d. Maintenance of System
- e. Process for securing but-in by all constituent groups
- f. Motivating Presentation
- g. Training and Development
- h. Grievance Training
- i. Bumping Procedures
- j. Specific issues of Interest to ACCE representatives

Suggested individuals to attend and Presenters to Invite

- a. Chancellors of the Commission and Council
- b. Vice Chancellor for Human Resources at HEPC/CCTCE
- c. Legislators
- d. Presidents of both systems
- e. Speakers on various topics

A discussion occurred as it related to the institutional staff that should be invited. Mr. Harbaugh strongly recommended that staff be limited to BOG representative, Staff Council representatives and ACCE representative. Then, open it up to any classified employee who is interested. Ms. Beane recommended that any classified staff person should be able to attend and it should be left to the discretion of the local institution. In view of the earlier comments from Mr. Toor about SB 330 not percolating with the presidents, it was recommended that the Chair send a letter to President Robin C. Capehart, Chair of the Council of Presidents, inviting all presidents to the conference and recommended a possible panel discussion on SB 330.

Ms. Jones reported that the annual ACCE Retreat will be held at Pipestem Resort State Park in Pipestem on July 15 through July 17. Lodging will be \$77.00 per room. A total of twenty-five (25) rooms have been reserved and the contract has been provided to Ms. Pitzer for her signature. There were some issues raised with the contract, one being that previously Pipestem charged the first night at the

time of booking should someone use their personal credit card. Ms. Pitzer will follow-up with Pipestem.

ACCE SUBCOMMITTEE DECISIONS

Ms Beane advised the membership of the need for decisions relative to terminology as well as the establishment of goals and work assignments of committee members. She reported that she sent a request to the committee Chairs and Co-Chairs for such information but only received a reply from only one (1) representative, Ms. Whittington. After some discussion among the members the consensus was to utilize the terms, purpose and activities.

LEGISLATIVE SUBCOMMITTEE

Mr. Long presented his report. The subcommittee plans to develop a packet of material with the needed tools for the use by local Staff Councils to initiate and develop a working relationship with their local delegates. He distributed various materials to members of the subcommittee and asked members to research their files for materials that could be utilized. He also asked members for their ideas as to a specific goal or goals for the current year. He mentioned the importance of the membership taking time to peruse bills dealing with higher education as the bill consolidating Bridgemont Community and Technical College and Kanawha Valley Community and Technical College had a provision that had the potential of negatively impacted classified employees. Mr. Long's recognition of the issue along with our Chair's work was successful in securing a language change that ensured and upheld statutory rights for classified employees.

BENEFITS COMMITTEE

Ms. Beane reported that she had received a notification from PEIA which outlined the benefit changes for 2013-2014.

WEB/COMMUNICATIONS COMMITTEE

Mr. Britton was absent as a result of his duties with Higher Education Day at the legislature and his spouse having knee surgery. ACCE wishes her a speedy and successful recovery. Ms. Whittington raised the issue of the crafting of a letter for transmission to appropriate individuals about the 2013 Leadership Conference. Ms. Pitzer suggested the development of a flyer for promotional purposes with such flyer distributed to campus level classified leaders.

STUDENT AND EMPLOYEE ENRICHMENT COMMITTEE

Ms. Beane discussed the planned activity for the committee. She distributed forms that captured the activity, the needed information to secure and a timeline status on receipt along with along with a goal review form.

CAMPUS CONCERNS, UPDATES, SUGGESTIONS AND ANNOUNCEMENTS

Ms Pitzer provided a briefing of various House and Senate bills currently before the legislature and encouraged members to both peruse those bills and should any issues surface to communicate to the membership.

There being no further business to come before the members, Ms. Beane made a motion to adjourn. Mr. Harbaugh seconded the motion. The meeting adjourned at 4:35 pm.

RESPECTFULLY SUBMITTED,
ROBERT E. LONG, Substituting for the Secretary
UNANIMOUSLY APPROVED