

Minutes
July 15 – 17, 2013
ACCE Annual Retreat
Pipestem Resort State Park
Pipestem, WV

ATTENDANCE:

Members in attendance:

Amy Pitzer, Concord University
Ken Harbaugh, Shepherd University
Robert Long (proxy), WV Higher Education Policy Commission
Teri Wells, Southern West Virginia Community and Technical College
Dixie Heavener, Potomac State College of WVU
Carol Hurula, Marshall University
Johnna Beane, WVU Health Sciences Center – Charleston Division
Chris Stevens, Mountwest Community and Technical College
Barbara Boyd, WVU Institute of Technology
Mary Igo, New River Community and Technical College
Deborah Harvey, West Virginia School of Osteopathic Medicine
William Porterfield, West Virginia State University
Mary Alltop, Glenville State College
Timothy Beardsley, WVU at Parkersburg
Melanie Whittington, Bridgemont Community and Technical College
Melanie Eberhart, West Virginia Northern Community College
Fred Hardee, Bluefield State College
Sherry Mitchell, Fairmont State University
Mary Ann Edwards, West Liberty University
Beverly Jones, Pierpont Community and Technical College
Verne Britton, WV Network for Educational Telecomputing
Lee Ann Porterfield, Kanawha Valley Community and Technical College

Excused:

Lacey Koontz, Eastern West Virginia Community and Technical College
Paul Martinelli, West Virginia University
Anne Wilmoth, Blue Ridge Community and Technical College
Carrie Watters, WV Higher Education Policy Commission

Unexcused:

Janene Seacrist, Council for Community and Technical College Education

Guest:

Mark Toor, Vice Chancellor for Human Resources
Jean Lawson, Senior Policy Analyst for the Senate Committee on Education

**CALL TO ORDER
(DAY 1)**

Chairperson Amy Pitzer called the meeting to order at 12:37PM and a quorum was established.

CHANGES IN HIGHER EDUCATION GOVERNANCE – MS. JEAN LAWSON

ACCE invited Ms. Jean Lawson, Senior Policy Analyst, to present on the changes in higher education governance. Ms. Lawson worked at the Capitol for 31 years. She was the Director of Research for the Joint Standing Committee on Education for 26 years, and is currently assigned to work with the Senate Education Chairman.

Ms. Lawson provided many hand-outs to ACCE. Those included the Higher Education Legislation 1989-2013, Outline for Rule-making Workshop, Higher Education Policy Commission and WV Council for Community and Technical College Education rules and policies, and Authority Over Higher Education Personnel.

As Ms. Lawson reviewed the hand-outs with ACCE, she called attention to the recurring themes; some positive, some negative. Ms. Lawson went on to explain that the legislature has never wavered in the understanding that higher education personnel issues are state issues. The Commission is responsible for personnel issues in higher education for institutions under their control.

Ms. Lawson also discussed the effect of Senate Bill (SB) 330 on institutional administrators. She stated that many administrators feel that their personnel authority is being removed with SB 330. Fortunately, legislators have followed the bill and pushed for implementation.

Ms. Lawson then turned to the timeline hand-out, Higher Education Legislation 1989-2013. She discussed the timeline for the remainder of her time with ACCE.

ESTABLISH PRELIMINARY LEGISLATIVE AGENDA FOR 2014

Ms. Amy Pitzer, Chair, began the discussion of the preliminary agenda by stating that it is important that an agreement is met when establishing an agenda. The topics for the agenda are:

- RME – Relative Market Equity
- Market study results
- Changes affecting BridgeValley (Bridgemont and Kanawha Valley CTC), as well as other institutional mergers
- 26 pay days - updated payroll goes live in 2015. The law states pay is to be in 24 equal installments
- Series 38 – Carrying over leave and Catastrophic Leave
- If 18b is opened, the length of term for ACF/ACCE members

REFLECTIONS OF 2013 LEADERSHIP CONFERENCE

ACCE members provided comments from their own experience, or the experience of their Classified Staff Council members or Board of Governors representative regarding the leadership conference. Below are some of the comments and suggestions provided through feedback:

- Classified Staff Council will use Classified Staff Responsibility PowerPoint when discussing the role of Council
- Board of Governors rep enjoyed the conference and appreciated the information
- The panel discussion was very beneficial to get clarification of SB 330 issues, as well as discuss delays in making progress.
- Attendees were impressed to see so many ACCE members presenting
- Suggestion made to rotate the old and new material, possibly mix the material
- Suggestion to offer small roundtable discussions or breakout sessions
- Suggestion to review the survey results again and make further adjustments for next conference.

ACCE TRAVEL RULES

Mr. Ken Harbaugh provided a list of helpful hints to ACCE in regards to travel.

- Complete travel authorization early to prevent delay in approval of travel
- Use a proxy when necessary and if available. Mentor Classified Staff Council members to be proxies.
- Use electronic calendar with your supervisor. Take responsibility for reminding supervisors of meetings. Plan in advance
- Educate and inform others as to what ACCE is doing to show importance of ACCE
- Communicate as soon as possible with ACCE of your absence from a meeting.

Mr. Harbaugh then asked each ACCE member to share his/her travel experiences, both positive and negative.

WEB PAGE WORK SESSION

At the present time, Joomla and Cushycms.com are being reviewed by Mr. Verne Britton for ease of use in updating ACCE information.

DEALING WITH CLASSIFIED STAFF COUNCIL (CSC)/CAMPUS APATHY ISSUES (DAY 2)

ACCE began the day discussing ways to deal with CSC and campus apathy.

- Do not make promises.
- Keep CSC members involved. Work with the executive committee of Council to outline issues and ways to handle those issues.
- Read the CSC minutes about work being done by Council and on campus. Survey the classified staff about topics to be discussed.
- Invite the Chief Human Resource Officer (CHRO), Board of Governors Chair, Chief Financial Officer (CFO), and President to meetings. Open up tough issues to them in the meeting and the discussion will be reflected in the minutes.
- Keep agenda broad. Talk about meaningful topics, as well as campus based topics.
- Communicate with and educate other councils, i.e. Advisory Council of Faculty and Council of Presidents. All councils will be on the same page.
- Ask to be part of the new employee orientation in order to introduce new employees to CSC and ACCE.
- Provide CSC questions to ask the President, CFO, and other guests to help train the Council and help build confidence of the members.

RULE-MAKING IN WV – MS. JEAN LAWSON

Ms. Jean Lawson joined ACCE again to discuss rule-making in WV. The objective of the discussion was to promote transparency and communication. Ms. Lawson began by providing the definition of a rule:

A rule is any regulation, guideline, directive, standard, and statement of policy or interpretation of general application which has agency-wide effect or which affects the rights, privileges or interests of employees, students or citizens.

All state agencies, and levels of government, must file a rule-making review. Ms. Lawson began reviewing the hand-out, Outline for Rule-Making Workshop. She discussed many of the rules regarding higher education, the history of the rules, and the benefit of each.

LIAISON REPORT - MR. MARK TOOR

UPDATE: FOX LAWSON MARKET STUDY

Mr. Toor stated he is getting weekly updates from Fox Lawson. He is concerned about the complexity of the work at the amount Fox Lawson bid; however, he is steadfast that they are to provide the information requested due to contractual obligations.

Ms. Trish Clay, newly hired Director of Classification and Compensation, received the classified/non-classified benchmark worksheets. Fox Lawson has selected 98 titles for review.

Mr. Toor met with Senator Plymale and others recently in regards to a challenge of the study. He stated the study is priority and will make sure the challenge will not happen.

Mr. Toor discussed his concern of the 5% relative market equity (RME) as prescribed in SB 330. He is uncertain at this time that Fox Lawson will be able to accurately measure the three groups (classified, non-classified, faculty) by 5% of RME. He believes the RME should increase in the rate of differential.

UPDATE: CENTRAL OFFICE POSITIONS

Ms. Clay was hired as Director of Classification and Compensation. She is aware of his expectations on SB 330. At this time, the Director of Training and Development is on the back burner. A possible solution, in the absence of this position, would be that the Human Resource Offices and administration at the institutions begin training and development programs.

UPDATE: JULY 1, 2013 REPORT ON NON-CLASSIFIED RATIO PER INSTITUTION / IMPACT OF CENTRAL OFFICE AND WVNET EXEMPTION

As of July 1, all institutions met or were below the 25% non-classified ratio. The report is ready to be submitted. This ratio will reduce to 20% by July 1, 2015.

UPDATE: SB330 -- ITEMS COMPLETED OR IN PROGRESS

Mr. Toor has reported to LOCEA regarding SB 330. He provided a summary of that report, which did not reflect many completed items, and little progress being made on SB 330 implementation. The report did reflect the WV OASIS project, which is a statewide initiative. He has proposed using People Admin instead of NeoGov as a tweak to WV OASIS for higher ed. People Admin offers position tracking, recruit tracking, and evaluation of performance management. Unfortunately, People Admin is not a complete HRIS module.

UPDATE: JCC AND CPRC COMMITTEES

Mr. Toor reported that the JCC met a couple of weeks ago. The CPRC will serve as a steering committee for unresolved issues. Objectives for this committee are still to be determined.

UPDATE: STATE ERP SYSTEM

See SB 330 update.

HCR162 (Administrative level of the state institutions of higher education)

Mr. Toor did not provide an update on this topic. He stated he did not have enough information to provide an update.

HCR159 (Higher education governance and capital projects)

Mr. Toor did not provide an update on this topic. He stated he did not have enough information to provide an update.

CONSOLIDATION OF KVCTC AND BRIDGEMONT CTC

The name of the newly consolidated institutions will be BridgeValley. The consolidated Board met last week.

PROPOSED LEGISLATION TWEAKS IN 2014 SESSION

There was no report of proposed tweaks by Mr. Toor.

DISCUSSION OF SALARY RULE CONCEPTS

Mr. Toor reported that a salary rule concept he has considered is cutting out pay grades, and work with median and max pay. He asked if salary rule concepts should be included in Series 53 or be a separate rule. Discussion followed his question.

BUILDING GOOD RELATIONSHIPS WITH YOUR LOCAL LEGISLATORS/COMMUNICATION

This agenda item was tabled and will be discussed at an upcoming ACCE meeting.

INTRODUCTION TO GRIEVANCE PROCEDURES

(DAY 3)

Ms. Pitzer began a presentation on grievance procedures. She provided information in regards to timelines, withdrawal of a grievance, the role of the administrative law judge in a grievance, and what to expect throughout, and after the grievance process.

Due to lack of time, ACCE decided to continue the discussion of grievance procedures at an upcoming ACCE meeting.

COMMUNICATION STRATEGIES

Due to many changes discussed that will be affecting classified staff, it is important to communicate with each other, and to CSC. We must be on the same page, and prepared to address possible issues. Our message needs to be consistent as to how we deal with issues on our campuses.

It is important that ACCE inform CSC and classified staff that the new salary structure will be different from what we have been accustomed to. If possible, we need to appeal to Mr. Toor to provide a brochure showcasing the new structure.

Mr. Toor asked ACCE to consider an increase in the RME percentage, preferably to 20%. He feels the higher percentage is more credible for the salary survey. ACCE discussed the increase, then proceeded with a vote of those in favor of using a percentage other than 5% RME as stated in SB 330, and those against. The majority ruled that enough data was not available to consider changing the RME percentage, therefore, ACCE voted against the increase in RME percentage.

ELECTIONS

Mr. Harbaugh requested that the ACCE chair open the floor for nominations. Ms. Pitzer highlighted the process from the by-laws for the election. Two tellers were appointed. Ms. Mary Alltop represented the HEPC and Ms. Melanie Whittington represented the CCTCE.

Ms. Alltop opened the floor for nominations for ACCE Chair. Mr. Harbaugh nominated Ms. Pitzer for Chair. Ms. Deborah Harvey seconded. Mr. Tim Beardsley moved to close the nominations; Mr. Harbaugh seconded. Mr. Harbaugh moved to accept Ms. Pitzer as Chair by acclamation, seconded by Mr. Beardsley. The motion was unanimously approved.

Ms. Alltop opened the floor for nominations for ACCE Vice Chair. Mr. Harbaugh nominated Ms. Teri Wells for Vice Chair. Ms. Beverly Jones seconded. Mr. Harbaugh moved to close the nominations; Mr. Beardsley seconded. Mr. Harbaugh moved to accept Ms. Wells as Vice Chair by acclamation, seconded by Mr. Beardsley. The motion was unanimously approved.

Ms. Alltop opened the floor for nominations for ACCE Secretary. Mr. Beardsley nominated Ms. Carol Hurula for Secretary. Ms. Sherry Mitchell seconded. Mr. Beardsley moved to close the nominations; Mr. Chris Stevens seconded. Mr. Beardsley moved to accept Ms. Hurula as Secretary by acclamation, seconded by Ms. Melanie Eberhart. The motion was unanimously approved.

ESTABLISH CALENDAR FOR UPCOMING YEAR

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| 08/06/13 | WV Northern CC, Wheeling |
| 09/26/13 | Eastern WV CTC, Moorefield |
| 10/24/13 | Marshall University, Huntington |
| 11/21/13 | New River CTC, Summersville |
| 12/05/13 | Marshall University Graduate College, South Charleston |
| 01/14/14 | Concord University, Athens |
| 02/19/14 | WV State, Institute |
| 03/07/14 | Marshall University Graduate College, South Charleston |
| 04/24/14 | Pierpont CTC, Fairmont |
| 05/20/13 | Potomac State, Keyser |
| 06/17/14 | West Liberty University, Wheeling |
| July 14-16, 2014 | ACCE Annual Retreat, Chief Logan State Park (tentative) |

COMMITTEE CHAIRS FOR UPCOMING YEAR

This agenda item was tabled and will be discussed at the next ACCE meeting.

WVACCE would like to thank the retreat committee for their wonderful job coordinating and providing activities. There being no further business to come before the council, the meeting was adjourned at 2:30PM.

Respectfully Submitted:

Teri Wells, ACCE Secretary