

# Advisory Council of Classified Employees 2013 Leadership Conference

*Lakeview Golf Resort & Spa • Morgantown, WV • University Hall*



**"In periods where there is no leadership, society stands still. Progress occurs when courageous, skillful leaders seize the opportunity to change things for the better." —Harry Truman**

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## Wednesday, June 5

*\* Please have lunch on your own prior to the conference start time. Dress is business casual.*

*\* Rooms may not be available for check in until after 3pm. The staff has assured me they will allow attendees to check in as rooms become available.*

Registration – Noon – 12:30pm (Entrance to University Hall)

### Meeting Room: UNIVERSITY HALL

12:45 p.m. *Welcome/Introductions*

Amy Pitzer, Chair  
Advisory Council of Classified  
Employees

1:00 p.m. *Leadership Is Not An Entitlement—It Must  
Be Earned*

Dr. Robert "Bob" Bliss



Bob Bliss has had an exciting and distinguished career in higher education and business. Beginning as Assistant to the President at Adrian College, MI at the age of 20, he progressed in higher education to increasingly responsible positions at Michigan State University and Northern Michigan University. His success at these institutions led him to the Vice Presidency of the prestigious National Merit Scholarship

program where he headed the college and university programs and worked with Fortune 500 CEO's in fundraising for employee child scholarships. This resulted in raising approximately \$20 million annually for scholarships. He reached the pinnacle in higher education when he was appointed President of Morris Harvey College, now the University of Charleston.

2:30 p.m.

#### **Discussion/Updates:**

- *2013-2018 Master Plan*
- *SB330 from a Chancellor's Point of View*
- *Outlook on the Future of Higher Education in WV*

Chancellor Paul Hill

**"Leadership is getting people to work for you when they are not obligated." —Fred Smith**



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Dr. Paul L. Hill was named Chancellor of the West Virginia Higher Education Policy Commission on May 18, 2012. He previously served as the system's

Interim Chancellor beginning in January 2012 and as Vice Chancellor for Science and Research beginning in 2007. He also served as Executive Director of the West Virginia Experimental Program to Stimulate Competitive Research (WVEPSCoR), a state-based program of the National Science Foundation (NSF), and helped design and manage a number of research initiatives with academic institutions, including: the West Virginia Research Trust Fund, known as "Bucks for Brains," the West Virginia Research Challenge Fund, and the West Virginia Eminent Scholars Initiative. He formerly held a research position at West Virginia University and served as a faculty member at the University of Charleston. Before joining WVEPSCoR in 2001, he was Chairman and Chief Executive Officer of the U.S. Chemical Safety Board,

appointed by President Bill Clinton and confirmed by the U.S. Senate.

Dr. Hill has more than 25 years of experience in academic research, grant administration, and public policy development, and has held CEO positions in state, federal, and private organizations. He has appeared before Congress on numerous occasions and provided congressional testimony on science, technology and education policy. He is a member of the American Association for the Advancement of Science (AAAS), the Association of University Technology Managers (AUTM) and the Coalition on the Public Understanding of Science (COPUS). Recently, Dr. Hill became a member of State Higher Education Executive Officers' (SHEEO) Federal Relations Committee and was appointed by Governor Earl Ray Tomblin to the Southern Region Education Board (SREB).

A native West Virginian, Dr. Hill holds degrees from Marshall University (B.S. and M.S.) and the University of Louisville (Ph.D.) in biology and chemistry. He studied at the University of Louisville's Systems Science Institute.

3:45 p.m. *Building a Supportive Classified Staff*

Mary Igo/Teri Wells/  
Debbie Harvey

4:45 p.m. FREE Time

**"If your actions inspire others to do more, to learn more, to dream more or to become more, you are a leader." —John Quincy Adams**

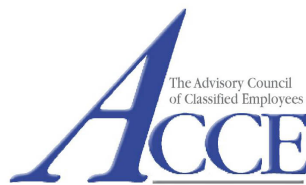
**Thursday, June 6**

*Breakfast on your own*

9:00 a.m.	Opening Remarks	Amy Pitzer
9:15 a.m.	<i>Surfing The Capitol and Legislative Web Page</i>	Mike Dunn/Carol Hurula
10:00 a.m.	<i>Communicate, Collaborate, Celebrate</i>	Tim Beardsley/Mary Alltop
10:45 a.m.	<i>ACCE—Over Two Decades of Representing Classified Employees</i>	Paul Martinelli
11:30 a.m.	LUNCH <i>(on your own)</i>	
1:00 p.m.	<i>Your Responsibilities as Classified Staff Leaders</i>	Melanie Eberhart/Ken Harbaugh/ Anne Wilmoth
2:00 p.m.	<i>The Employee Handbook – An Important Communication Tool</i>	Beverly Jones/Sherry Mitchell
3:00 p.m.	<i>ACCE Representative Orientation</i>	Bob Long
4:00 p.m.	FREE TIME <i>(Dinner on your own)</i>	

*ACCE members please remain for a brief meeting.*

***“A leader is one who knows the way, goes the way, and shows the way.” – John C. Maxwell***



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## Friday, June 8

- 8:30 a.m.      Opening Remarks      Amy Pitzer
- 8:45 a.m.      *Panel Discussion of SB330*  
Vice Chancellor for Human Resources, Mark Toor  
President Robin Capehart (WLSU)  
Stephanie Neal, Director of Human Resources and Employee  
Relations (Mountwest CTC)  
ACCE members, Amy Pitzer, Ken Harbaugh, Bob Long, Johnna Beane, Mike Dunn

**Mark Toor** began work as the Vice Chancellor for Human Resources for the Higher Education Policy Commission on January 1, 2013. His human resources career began in 1996 as the Manager of Human Resources for a large coal company in Southern West Virginia. He later moved to a

human resources position in the oil and gas industry while obtaining a master's degree in employee and industrial relations from Marshall University. He also holds a law degree from West Virginia University and an undergraduate degree in history and Russian language from Bowdoin College.



On July 1, 2007, **Robin C. Capehart** of Wheeling, Ohio County, became the 33rd President of West Liberty

State College, now West Liberty University, in West Liberty, West Virginia.

During his tenure, West Liberty University has experienced tremendous growth in terms of enrollment, programs and prestige.

President Capehart currently serves as the Chair of the Council of Presidents and as a member of the NCAA Division II President's Council.

Originally from Moundsville, Marshall County, President Capehart graduated Magna Cum Laude from West Virginia University in 1975 where he is a member of Phi Beta Kappa. In 1978,

President Capehart received his law degree from WVU and returned to Moundsville to practice law. He served as Assistant Prosecuting Attorney in Marshall County until 1985 when he became Chief Administrative Law Judge for the State Tax Department's Office of Hearings and Appeals.

In 1989, President Capehart left state government to attend Georgetown University receiving his Masters of Law in Taxation Degree in 1991. He served as committee counsel for the West Virginia House of Delegates during the 1991 Legislative Session until accepting a position at the Wheeling law firm of Phillips, Gardill, Kaiser & Altmeyer. He practiced law in Wheeling concentrating in the area of state and federal taxation and also served as an adjunct professor at West Virginia Northern Community College.

In February 1997, Governor Cecil H. Underwood appointed President Capehart as Secretary of Tax and Revenue for the State of West Virginia. As Revenue Secretary, he also

chaired the Commission on Fair Taxation, which conducted the most comprehensive review of our tax structure in the state's history. Both national and international economists and public policy experts have critically acclaimed the Commission's tax

reform process and the final recommendations presented to Governor Underwood in February 2000 as one of the country's most outstanding state tax reform efforts in the recent history.

**Stephanie A. Neal** has spent more than 28 years serving the state of West Virginia as an employee of higher education. She currently serves as the Director of Human Resources & Employee Development at Mountwest Community & Technical College. As a former Chair of the West Virginia Advisory Council of Classified Employees, a legislatively mandated organization

representing over 5,000 employees at the time, she petitioned CUPA-HR for an individual membership in an effort to inform employees of current trends in higher education personnel practices. In addition to her role at Mountwest, Ms. Neal also serves as a member of the Compensation Planning and Review Committee.

10:15 a.m.      *My Performance Appraisal Means Nothing*

Justin Ruble, M.A., SPHR  
Vice President of Human Resources  
Blue Ridge CTC

12:15 p.m.      *Survey, Door Prizes*

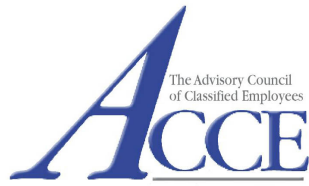
### **Leadership.**

*The art of motivating a group of people to act towards achieving a common goal.*

**Participative Leadership.** *Participative leaders accept input from one or more group members when making decisions and solving problems, but the leader retains the final say when choices are made. Group members tend to be encouraged and motivated by this style of leadership. This style of leadership often leads to more effective and accurate decisions, since no leader can be an expert in all areas. Input from group members with specialized knowledge and expertise creates a more complete basis for decision-making.*

**Delegative Leadership.** *Delegative leaders allow group members to make decisions. This style is best used in situations where the leader needs to rely on qualified employees. The leader cannot be an expert in all situations, which is why it is important to delegate certain tasks out to knowledgeable and trustworthy employees.*

**Authoritarian Leadership.** *Authoritarian leaders provide clear expectations to group members on what should be done, when it should be completed, and how it should be accomplished. These leaders make decisions without input from group members. Authoritarian leadership is best used in situations when there is little time for group decision-making or when the leader is the one best equipped to solve the problem or give directions. Overuse of an authoritarian style can be construed as bossy and controlling. Worst-case examples of this style can be seen when leaders utilize bullying techniques such as yelling, abusing power, or demeaning group members.*



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