

Advisory Council of Classified Employees 2013-2014

Minutes of ACCE Meeting
January 6, 2014
Marshall University Graduate College
South Charleston, West Virginia

ATTENDANCE

Members in Attendance:

Amy Pitzer, Concord University
Melanie Whittington, Bridgemont Community and Technical College
Sherry Mitchell, Fairmont State University
Lee Ann Porterfield, Kanawha Valley Community and Technical College
Carol Hurula, Marshall University
Kenneth Harbaugh, Shepherd University
Carrie Watters, West Virginia Higher Education Policy Commission
Deborah Harvey, West Virginia School of Osteopathic Medicine
William H. Porterfield, West Virginia State University
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 Alltop, Glenville State College
Lacey Koontz, Eastern West Virginia Community and Technical College
Chris Stevens, Mountwest Community and Technical College
Mary M. Igo, New River Community and Technical College
Beverly Jones, Pierpont Community and Technical College
VACANT, Potomac State College of West Virginia University
Terri Wells, Southern West Virginia Community and Technical College
Jill Nixon, West Liberty University
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)
Jenna Derrico, West Virginia Northern Community College
Timothy Beardsley, West Virginia University at Parkersburg
Paul Martinelli, West Virginia University

Unexcused:

Janene Seacrist, Council for Community and Technical College

Guests:

Mark Toor – Vice Chancellor Human Resources
Robert E Long – Retired Classified Staff

*Not every guest is present for the entire length of the meeting due to other obligations and time limits.

CALL TO ORDER:

Chairperson, Ms. Amy Pitzer from Concord University convened the meeting at 1:06 p.m.

UPDATE FROM VICE CHANCELLOR FOR HUMAN RESOURCES – Mark Toor:**WVOASIS report:**

- VCHR Mark Toor - Provided a printout at today's meeting of a report submitted to LOCEA in mid-May required by SB330 that discusses whether WVOASIS will be able to serve as an appropriate platform for statewide Human Resource Information System (HRIS). The assessment when written in 2013 was that Higher Education had not been involved enough to get an idea if WVOASIS would serve Higher Education. Before completing the report, the CHROs were asked for input. His conclusion is yes, WVOASIS can serve the need.
- Carol Hurula: Does this mean everyone won't need People Admin?
- VCHR Mark Toor - People Admin will be considered part of a fully integrated HRIS. People Admin offers applicant tracking, position management, and performance management. These three pieces are to be performed by WVOASIS so that People Admin isn't needed. This will be provided by a program called NEOGOV. Believes WVOASIS may provide a better job than People Admin.
- Ken Harbaugh: Beatty and Edge were not in favor of People Admin in a previous study.
- VCHR Mark Toor - People Admin is not an HRIS.
- Johnna Beane – Peggy Carmichael told us during a previous meeting discussing WVOASIS that MU and WVU were opting out and they would interface their data versus being fully integrated.
- Discussion by group on how interfacing and not integrating can cause inaccurate data when submitted independently.
- VCHR Mark Toor – Not clear on technical difference between integrating and interfacing.
- HEPC has hired Teresa Webb as the WVOASIS liaison. She previously worked six to seven years ago at Southern West Virginia Community and Technical College in the HR department. WVOASIS is providing half of her salary. First couple of years she will assist all institutions with implementing WVOASIS. During and at the end of that time, she will be working in training and development.
- Ken Harbaugh - when will WVOASIS be implemented?
- VCHR Mark Toor – All institutions are to be live in WVOASIS 1/1/15. Finance will be at a different time as well as other pieces, but January 1, 2015 is target date for HRIS related items.

Fox Lawson salary data:

- VCHR Mark Toor is currently reviewing Fox Lawson classified salary data to see if it meets the minimum criteria. Fox Lawson determined the 98 positions, of which they say it captures 75 percent of the positions and an appropriate cross section. Next step is to determine if those 98 positions are an appropriate cross section that were chosen and then validate the Fox Lawson data. He compared 2012 HEPC Board report side-by-side with the Fox Lawson report. There were 38 of the 98 on the board report that showed they were unique classified positions in two different pay grades, some were in six different pay grades. (e.g. administrative secretary was showing up on 2012 board report in six different pay grades from 10 to pay grade 16.) Vast majority 200 and some in the system, of those 170 were in pay grade 12 when actually they are a pay grade 10. He then took the 2013 board report data and compared to Fox Lawson benchmark positions. There were a handful of anomalies showing up in 2013 board report. So the pay grade

10s in 2012 data has been cleaned up on the 2013 board report. He has no explanation for why the 2012 board report showed a full 40 percent of the positions with some kind of variance for more than it's supposed to be. He went through the full 2013 board report (6,000 different staff), there were two dozen anomalies. He was able to clear up some obvious errors.

- Ken Harbaugh – what's your level of confidence if you went to the campus and compared job titles to the PIQ that they will match up?
- VCHR Mark Toor – pretty confident now that he's reviewed the 2013 board report. He would have had a different reply if this was based on the 2012 board report.
- VCHR Mark Toor- Mercer current contract is 20K. Can amend and go up to 25K without putting out to bid. Has asked them for ideas on how to fix relative market and make it meaningful. Also asking them to review and update the classified data from Fox Lawson. Has asked Mercer to determine if the 98 positions is a sufficient cross section.
- Amy Pitzer - Will Mercer also look at whether or not the salary surveys Fox Lawson used are the appropriate ones?
- VCHR Mark Toor – Mercer has the documents that Fox Lawson used. Doesn't believe there are any real issues for classified. Most classified positions are based on the national survey. Fox Lawson used some of its own surveys. Need to determine what peer groups were used for the academic specific classified positions. (e.g. registrar, campus police officers, academic advisors who are classified and they gave salary data and showed what was being derived from CUPA.) What peer group in CUPA? The percentage of positions that are classified and unique to higher education that Fox Lawson benchmarked against CUPA data is probably pretty small in the overall scheme of things when talking about classified.
- Debbie Harvey – how in a state wide arena do we have registrars that are classified and some that are not? If there is a job for a registrar on the classified pay grade, why would some be non-classified?
- Johnna Beane – the statute addresses this, as they have to be policy making.
- Debbie Harvey – some institutions have indicated the people in non-classified regardless if there's a classified job title, they are grandfathered in.
- VCHR Mark Toor –Two things in the law; ratio and definition. Statute doesn't say staff that were formerly in positions in the institution are grandfathered. Also doesn't provide a directive in the statute that says you have to go back through and apply the existing non-classified description to everyone and if they aren't making policy then you have to move them back to classification. If you have a classification system there should be a black line, but the statute does not address it. Classified on one side and non-classified on the other side. It got blurred because of the existence of critical retention.
- Debbie Harvey – they have to hire non-classified because they can't get anyone to accept the salary offered on the classified salary schedule.
- Carol Hurula – my concern is the peer groups being used for classified as compared to the peer groups that faculty uses, e.g. SREB. Doesn't that make a difference in our study? Would you not use the same peer groups for all studies?
- VCHR Mark Toor - Issue is we have statutory peers, those selected ten to fifteen years ago. The statute says we've got to use peers. It doesn't say which peers. §18B-1A-3. Peer institutions
- Ken Harbaugh – can the peer institutions be addressed in the rule?

- VCHR Mark Toor – the draft of Series 53 says a peer group is defined as the group of institutions selected by the outside compensation consultants as appropriate for the surveys. That’s as much as you can put in a legislative rule, anything beyond that you need the legislature to say, we’re changing the definition and we’re okay with that. I think it’s appropriate for the expert to determine independent from what we want and then you have appropriate compensation fields.

HR Review by HEPC:

- VCHR Mark Toor - stated that 18B 4-2a under his job description states that every three years he must review the human resource function of the organization. Sounds like a performance review of the CHRO’s. A couple months ago he sent an email around about the HR review to CHROs requesting an outline and asked what they thought state code meant. Code speaks to HR function and personnel. He encourages us to look at statutory section and provide input to him. He needs to give the institutions a document of what his review will consist of.

Classified to Non-Classified Ratio:

- At today’s ACCE meeting VCHR Mark Toor provided a printout of a report submitted to LOCEA. Code stated that by July 1, 2013 all institutions were to have gotten below the 25 percent ratio between classified and non-classified. Reported this to LOCEA on September 1, 2013. That letter is the first of the SB330 related items that met a deadline.
- Debbie Harvey – they aren’t at 20 percent but headed that way?
- VCHR Mark Toor – required to be below 25 percent by July 1, 2013. July 1, 2015 they are required to be below 20 percent. No one was way out of line.

Point Factor Methodology:

- VCHR Mark Toor –SB330 has a deadline of July 2014 for HEPC to provide a comprehensive report to LOCEA on the status and effectiveness of the point factor methodology system on how we value and classify jobs. Doesn’t think this can be accomplished by July 2014 as it will require they look at every single data elements on a PIQ and determine whether there needs an updating to reflect 2014 values as opposed to 1992 data. The commission will review the point factor methodology to enhance or decrease the number of points that are received for pre-conditional categories. Also review such positions as Information Technology. Need to find a way to value IT specialty. Simple fact is we’re competing against everybody else that can pay more money for IT employees. We can’t keep valuing them the same on the classification system because their value on market place has changed.
- Amy Pitzer – Discussed the point factor review and previous studies by Dennis Taylor and Kevin Walters. Previous work completed by original committee made a lot of sense and it was validated by an outside consultant. Point factor review – all it is, what you value in your system and how you compensate for it. You can value whatever you want to value. We spoke specifically about IT, we didn’t think any of our factors were appropriately dealing with those high technical skills in some instances. There was clear evidence on the way we needed to change, but we had push back from some institutions.
- VCHR Mark Toor –Statute tells us now moving forward we have to credit people for performance and other objective measurable factors including experience beyond position requirements and education. One of the issues Common Grounds wrestled with is if we apply that criteria for new hires and place them on the salary schedule, we have to go back in and do a whole salary review of every classified employee and determine from those whether they have criteria that would get them additional credit were they being hired off the street today. There’s no way to switch to a new system and penalize existing employees by not giving them the same degree of credit as newly hired employee. Statute is clear on this issue.

Committees JCC and CRPC:

- Johnna Beane – are the Job Classification Committee (JCC) and Compensation Review and Planning Committee (CRPC) fully named and taking a role in committee work
- VCHR Mark Toor – JCC has met several times, by conference call when there's a classification decision to be reviewed. JCC will have a lot more work to do once the process and outline for updating classification system begins. The CRPC role and function is a little different and composed of varying members. The salary rule will go to the CRPC for a look. Committee members are; ACCE representatives, couple Presidents, and faculty. He will add the committee groups and members to web-site.

ACCE Presentation:

- VCHR Mark Toor – discussion relating to the ACCE presentation to the Commission and LOCEA stating that the commission hasn't met a single deadline in SB330. He requests that ACCE correct this statement.
- ACCE – Having never seen any of the reports to LOCEA, copies that was presented at today's meeting, information was presented as known. Discussed the need for copies of reports to stakeholders and that they be uploaded to the HEPC web-site.
- VCHR Mark Toor - Will ask for a place on the web for updates on SB330 to provide better communication.
- At the conclusion of the meeting, ACCE committee members discussed in length the presentation as it pertains to the information presented today by VCHR Mark Toor at the ACCE meeting. The committee agreed to inform the Commission and LOCEA of the personnel reports that were not listed as completed on the deadline table portion of the presentation, due to lack of knowledge of their existence. As it is not the intention of ACCE to misinform decision-makers.

There being no further business to come before the council, Bill Porterfield made a motion to adjourn at 4:20 p.m. The motion was seconded by Ken Harbaugh.

RESPECTFULLY SUBMITTED,
Carol Hurula, Secretary