

**Advisory Council of Classified Employees 2013-2014**

Minutes of ACCE Meeting  
February 12, 2014  
West Virginia State University  
Dunbar, West Virginia

**ATTENDANCE**

Members in Attendance:

Amy Pitzer, Concord University  
Anne Wilmoth, Blue Ridge Community and Technical College  
Melanie Whittington, Bridgemont Community and Technical College  
Rosetta Kolar (proxy), Fairmont State University  
Lee Ann Porterfield, Kanawha Valley Community and Technical College  
Carol Hurula, Marshall University  
Kenneth Harbaugh, Shepherd University  
Jenna Derrico, West Virginia Northern Community College  
Terri Wells, Southern West Virginia Community and Technical College  
Carrie Watters, West Virginia Higher Education Policy Commission  
Deborah Harvey, West Virginia School of Osteopathic Medicine  
William H. Porterfield, West Virginia State University  
Timothy Beardsley, West Virginia University at Parkersburg  
Paul Martinelli, West Virginia University  
Barbara Boyd, West Virginia University Institute of Technology  
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center Charleston  
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)

Excused:

Fred Hardee, Bluefield State 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  
Jill Nixon, West Liberty University

Unexcused:

Janene Seacrist, Council for Community and Technical College

Guests:

Dr. Brian Hemphill – President WVSU  
Mark Toor – Vice Chancellor Human Resources  
Ashley Schumaker – Special Assistant to the President  
Joyce Chaney – CHRO  
Julie Saldivar – HR Representative  
Robert E Long – Retired Classified Staff

## **Welcome President Hemphill**

New Convocation Center – ribbon cutting 2/28/14.

New Residence Hall under construction.

Providing best education for students and working with reduced state and federal funding source.

Current state funding at 19 percent – challenge on how to provide the best education for our students.

Comment Ken Harbaugh on the history and mission of ACCE.

Comment Ken Harbaugh on SB330 and items relating to compensation, salary study for all three groups employees and RME.

President Hemphill welcomed comments and confirmed that he provides open line of communication to staff and faculty.

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

### **Fox Lawson status:**

- Fox Lawson data is dead in the water. Mercer acknowledged they can't perform the work necessary to the current Fox Lawson data for classified staff under the current contract which is 20K.

Question Amy Pitzer – what did we receive from Fox Lawson?

VCHR Mark Toor - Nothing on non-classified, three spreadsheets on faculty; one for four-year only, one for two-year only and one aggregated. 98 spreadsheets for benchmark positions for classified dated at the end of 2012

- Discussed the need for a new RFP and constituents (Common Grounds) that will be included in determining the RFP. Trish Clay has downloaded information on how best to prepare an RFP. RFP will be costly as it will need to request a new compensation and classification management software, consulting services to consider a revision of the point factor methodology for updating and three salary surveys.
- Mercer recommended HEPC put out a Request for Information (RFI) that will allow people to come in and give a presentation on what they would recommend per our state code. This will allow HEPC to determine what is needed, then use that information to put together the full RFP.
- Trish Clay indicated to VCHR Toor that HEPC maintained a system by Mercer called Comp Master but six to seven years ago that software stopped being updated and everything from the software went into spreadsheets. Should the HEPC update before making changes to classification system if current information is outdated? Even if Fox Lawson did excellent work, if our PIQs aren't updated or positions are out of place how valid would the work be?
- SB330 has a deadline of July 1, 2014 for HEPC to provide a comprehensive report to LOCEA on the validity and effectiveness of the point factor methodology system on how we value and classify jobs. Report can't be accomplished by July 2014 as it will require a review of every single data element on a PIQ and determine whether an update is needed to reflect 2014 values as opposed to 1992 data. Part of the project needs to be consideration of a new classification management software that will allow us to update the 22 year old classification and point factor methodology. If update can account for forces in today's labor market that are not presently accounted for, can we avoid dealing with the issue of hot jobs? 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.

Question Johnna Beane – Common grounds looked at Florida State compensation system. Could we use a consultant to lower the price tag versus bringing someone in to do it with our web net folks as Florida State did?

VCHR Mark Toor – Florida State IT Web Designers actually created their system. It factors things they want to consider in classification salary limits. They built a checkbox for review that shows where positions are valued. We need that but we also need to update our factors for consideration.

Comment Amy Pitzer – Before the 2008 market study was performed, an information technology committee was formed for the classification committee that had members of WVNET, and other IT members from other schools around the state. They priced creating a system using internal labor and it was going to cost around a million dollars and that was considering allowing them release time to work on the system with a consultant. This wasn't feasible to pursue.

- Trish Clay is currently centered on WVOASIS. It requires individual coding for each job. Classified jobs relatively easy, codes for each but non-classified have never been coded and there's no common practice on how these have been assigned. Coding requirements once complete will help in SB330 for consistency in our system to benchmark against.
- HEPC budget has some additional SB330 funds still available.
- Discussed training and development and HEPC future plans once WVOASIS project complete and the assignment of Teresa Webb to this function. WVOASIS live 1/1/15 and Teresa's involvement will drop off then and she can commit to training and development.
- WVU has a Training Department and they can handle theirs on their own but the smaller schools don't have the resources. Checking on-line at products such as BLR, Work Place Answers, CUPA training, etc. Reviewing whether to buy off the shelf product to handle some trainings that are required. (Title IV, sexual harassment, etc.). Discussed Violence against Women Act (VAW) that passed as it relates to Cleary Act on campuses.
- Working on updating legislative rules. Seems many are interconnected and when one change happens you have to change a couple other rules as they seem to be intertwined. Discussion on combining rules.
- Best Practices – still work to be done. Lack of time for constituents to get involved. HR departments minimal staffing and the magnitude of items required by the HR department on a day to day basis.
- SB330 created more work for HRs at institutional level, i.e. studies on outsourcing, updating PIQs and HR metrics.
- If new minimum wage increases, pay grade 6 will be below minimum wage paying \$8.49 by one cent. No one currently in pay grade 1-5, which all fall below the new minimum wage if it passes legislation.

Question Verne Britton - as it relates to WVOASIS for HRIS what is compatible and what is the cost for WVOASIS.

VCHR Mark Toor – no one has ever determined the cost for WVOASIS. Know that separate components can be signed on for which will come with a separate cost. Eight institutions were running People Admin last year for applicant tracking when WVOASIS came on. No one else had any software for tracking. NEOGOV will provide applicant tracking. Institutions will make their own decision on whether to stay with People Admin or move over to NEOGOV. NEOGOV will cost less than People Admin. Further discussion on WVOASIS as it applies to Higher Ed.

**Committee Reports**

Due to time limits no Committee Reports reviewed. These will be due at the next meeting.

**ACCE Presentation to HEPC**

Discussed presentation to HEPC on February 20<sup>th</sup>. Per the HEPC agenda they will be providing an update on SB330 progress.

Question and discussion as it relates to employee evaluations as indicated in draft of Series 55

Update concerning legislative meeting.

**Upcoming Meetings**

February 20, 2014 – HEPC Meeting

March 7, 2014 – MUGC

March 8, 2014 – Last Day of the Legislature

Thanks to Bill Porterfield, WVSU for the wonderful hospitality.

There being no further business to come before the council, Ken Harbaugh made a motion to adjourn at 12:00 p.m. The motion was seconded by Carrie Watters.

RESPECTFULLY SUBMITTED,  
Carol Hurula, Secretary