

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

Minutes of ACCE Meeting  
March 7, 2014  
Marshall University Graduate College  
South Charleston, West Virginia

**ATTENDANCE**

Members in Attendance:

Amy Pitzer, Concord University  
Fred Hardee, Bluefield State College  
Melanie Whittington, Bridgemont Community and Technical College  
Sherry Mitchell, Fairmont State University  
Carol Hurula, Marshall University  
Chris Stevens, Mountwest Community and Technical College  
Beverly Jones, Pierpont Community and Technical College  
Kenneth Harbaugh, Shepherd University  
Terri Wells, Southern West Virginia Community and Technical College  
Carrie Watters, West Virginia Higher Education Policy Commission  
Jenna Derrico, West Virginia Northern Community College  
Joyce Martin (proxy), West Virginia School of Osteopathic Medicine  
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:

Anne Wilmoth, Blue Ridge Community and Technical College  
Mary Alltop, Glenville State College  
Lacey Koontz, Eastern West Virginia Community and Technical College  
Lee Ann Porterfield, Kanawha Valley Community and Technical College  
Mary M. Igo, New River Community and Technical College  
VACANT, Potomac State College of West Virginia University  
Jill Nixon, West Liberty University  
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)  
William H. Porterfield, West Virginia State 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 9:10 a.m.

**Minutes:**

Carol Hurula distributed December minutes in draft form. Paul Martinelli made motion to accept December minutes; Fred Hardee seconded motion, motion carried.

Carol Hurula distributed January minutes in draft form. Tim Beardsley made motion to accept January minutes; Paul Martinelli seconded motion, motion carried.

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

- Fox Lawson salary data is dead in the water. Mercer is not able to validate the data for the contractual amount.
- Looking now at new RFP. Expert to write, mentioned Rich Donovan. More details and broader request. Need three items; salary survey, consulting service to update classification system, and a classification and compensation software package.
- Cost of RFP will be substantial.
- Possibility that one vendor may bid to update the classification system and software package and a separate vendor may bid on the salary survey.
- Thoughts are that a change in definition of peer groups for salary market studies is needed in statute. Thinks a unique set of peers for WVU, MU and WVSOM. Possibly group remaining institutions by four-year in a single peer group; group remaining two-year in single peer group and eliminate the need for 60 unique peer studies and require only 15 peer studies. Cost savings and timing.
- Trish Clay will be attending the World at Work conference in May. She will be able to possibly see what updated classification and compensation software systems are available now at the conference.
- Question Ken Harbaugh: Is the Commission working on a way to get funding for new RFP?
- Reply VCHR Toor: Meeting with Senator Plymale on Thursday, March 13<sup>th</sup>. Commission has put together a document on funding needs. Reporting on progress of SB330 and what projects are planned for next six months. Information to Senator Plymale includes drafts of RIF, Series 53 and 55 Legislative Rules.

**Other Updates:**

- Responsible for implementation of WVOASIS. This is taking up two people's time in his office, which is limiting his time in completing SB330 studies.
- Trish Clay has built a coding system from the ground up. Classified codes are complete as they already exist but non-classified and faculty has no consistency of how they've been done at each institution. A lot of effort focused to meet payroll implementation on 1/1/15 to prevent any possibility of pay delay.
- Question Bob Long: Ad hoc committee worked on updating classification system. ACCE recommended that classified data be reviewed before moving on with compensation package. For anything to be done with classification, do we need to review the point factor methodology? Which should be completed first, classification or compensation?
- Reply VCHR Toor: No current funding to begin the point factor review.
- Question Ken Harbaugh: Could the JCC or CPRC begin some of this review?
- Reply VCHR Toor: They don't play a role in updating current trends.

- Comment Ken Harbaugh: Mercer may say 13 factors are okay.
- Reply VCHR Toor: Assume they won't. System doesn't give adequate value to IT and perhaps other particular jobs. First is to update the classification system. Second are the salary surveys to benchmark positions against.
- Comment Ken Harbaugh: SB330 was moving along then WVOASIS came on and it now delays progress of SB330. Can't other people be assigned to WVOASIS?
- Reply VCHR Toor: Can't afford to hire additional people in his office. When WVOASIS implementation takes place he would have no need for the employees to continue.
- Question Johnna Beane: Why not contract out or any reason not to hire staff person to help?
- Reply VCHR Toor: Is considering a temporary to assist in the office. Not going to hold up RFP process. Point Factor Methodology to be done by a consultant.
- Circulated Series 55 draft to CPRC. Has scheduled a two-hour conference call for discussion with the group on the rule. CPRC will have some input, the draft will go back to Common Grounds, then back again to CPRC. This series is not going to be non-controversial. Some will have issues, example discussed of organizational accountability. Further discussion on language as it relates to institution or employee.
- Handouts from VCHR on Internal Hiring Preferences of Non-Exempt and Grant Funded Classified Employees. Discussion purposes, please submit comments to Common Grounds Committee. These drafts can be shared with your Staff Councils but please emphasize these are drafts.
- Comment Amy Pitzer: Any questions or clarification from ACCE members to VCHR Toor on SB330 items? Discuss now so that VCHR can clarify.
- Reply VCHR Toor: Chairman Berry asked for information on SB330 so that he can discuss with the Presidents. VCHR will share document with ACCE so that it can be shared with the Staff Councils as talking points. ACCE Reps must emphasize the change from seniority based salary schedule to a merit base. Review rests with HR Department in determining where employee is placed. Big change from being able to view salary based on years of service. VCHR will post the Q & A.
- Question Sherry Mitchell: Have you seen Fairmont State's severance plan?
- Reply VCHR Toor: Before Fairmont can make an offer, policy and plan must be approved by the Pension Retirement Committee. Fairmont must also have an approved BOG policy and plan to this effect.
- Question Bev Jones: Your thoughts on a classified position change from 12-month FTE to 9 or 10-month FTE?
- Reply VCHR Toor: Nothing he knows of in code that would prevent this but the employee could file a grievance. If change from 1FTE to less than .53FTE this reduction would relate to lay-off / RIF. 1FTE to .80FTE – does that evoke bumping rights, don't know.
- Discussed evaluation process pros and cons – and how this will come to affect salary rule and accountability.

## **Committee Reports:**

- **Retreat**
- Chief Logan with a possibility of Glade Springs matching the price. Comments during meeting that Chief Logan is preferred.
  - Theme Based
  - Coping with Less Resources
  - Morale Booster
  - Presentation of SB330 (or) game show/competition on SB330
  - Evening Activity
  
- **Legislative**
- Discuss at retreat SB330 and identify possible language change needs
  - CPRC or JCC any issue with structure of committee – bring concerns to next meeting
  - Look at 18B-4-2a duties of VCHR, 18B-7 Personnel Generally, 18B-8 Higher Education Faculty, 18B-9 Temporary Classified Employee Salary Schedule: Classification and Compensation System and 18B-9A Classification and Compensation System – bring concerns to next meeting
  - Keep in contact with legislators in your areas
  - Recommend inviting key legislators to retreat in July
  
- **Enrichment**
- Started project one year ago to review policy of tuition assistant programs of all institutions
  - Differences
  - Commonalities
  - Best Practices that Institutions might adopt
  - Eleven institutions remain to complete the review
  - Pulled BOG Policy and/or web-site information
  - When questions can't be answered from review – contact person at institution for information
  - Plan to have draft at March meeting and have information available at April meeting
  - Will have copies of policies in appendix of report
- Second project is on-line survey of employees in October. Years of service, degrees held, etc.
  
- **Web/Communication, Benefits, and By-Laws Ad Hoc Committees**
- Chairs were not present at meeting – information due at April meeting
  
- Discussed pending legislation.
  - SB409
  - SB344
  - SB391
  - Minimum Wage Bill
  
- Campus Concerns
  
- Upcoming ACCE Meetings
- April 24<sup>th</sup> – Pierpont at Fairmont State University
- At April meeting bring concerns from Staff Councils on SB330

There being no further business to come before the council, Ken Harbaugh made a motion to adjourn at 2:25 p.m. The motion was seconded by Tim Beardsley.

RESPECTFULLY SUBMITTED,  
Carol Hurula, Secretary