

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

Minutes of ACCE Retreat  
July 14, 2014 (Day 1)  
Chief Logan State Park  
Logan, West Virginia

### **ATTENDANCE**

#### Members in Attendance:

Amy Pitzer, Concord University  
Anne Wilmoth, Blue Ridge Community and Technical College  
Sherry Mitchell, Fairmont State University  
Mary Alltop, Glenville State College  
Chris Stevens, Mountwest Community and Technical College  
Beverly Jones, Pierpont Community and Technical College  
Kenneth Harbaugh, Shepherd University  
Teri Wells, Southern West Virginia Community and Technical College  
Carrie Watters, West Virginia Higher Education Policy Commission  
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)  
Jenna Derrico, West Virginia Northern Community College  
Debbie Harvey, 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

#### Excused:

Fred Hardee, Bluefield State College  
Lacey Koontz, Eastern West Virginia Community and Technical College  
Carol Hurula, Marshall University  
VACANT, BridgeValley 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  
Bill Porterfield, West Virginia State University  
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center Charleston

#### Unexcused:

Janene Seacrist, Council for Community and Technical College

#### Guests:

Robert E. Long, Retired Classified Staff  
Patricia Clay, Acting Vice Chancellor for Human Resources, Higher Education Policy Commission  
Dr. Paul L. Hill, Chancellor, Higher Education Policy Commission  
James L. Skidmore, Chancellor, Council for Community and Technical College Education  
Rosetta Kolar, Fairmont State University Classified Staff  
Megan Echols, Pierpont Community and Technical College 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 12:51 pm. A quorum was established.

**Minutes:**

Teri Wells distributed minutes from February 2013 to the Council to review. Tim Beardsley made motion to accept February 2013 minutes with proposed changes, Jenna Derrico seconded, motion carried.

**Introductions of ACCE members to Chancellors and Guests****Update from Patricia Clay, Acting Vice Chancellor of Human Resources:**

- The Request for Information (RFI) should hit the HEPC and CCTCE websites July 1<sup>st</sup>. It covers:
  - Compensation: wage studies of all 3 employee classes, job descriptions, job evaluation plan, software
  - Equity: how to define and implement Relative Market Equity, reporting using wvOASIS
  - Central System: structure, programs, staffing, budget

RFI contains multiple options for vendor responses and bids. Vendors are required to supply the timeframe. ACCE was the only group to extensively study and comment on the RFI as well as suggest changes. RFP to follow immediately after the RFI, once the committee meets with vendors and reviews vendor proposals. SB 330 mandated reporting to be shared with constituent groups via a timeline and communication plan to be included in the RFP.

- Ms. Clay commented that the implementation of wvOASIS is taking most of her time and has been “interfering with [her] ability to move forward with SB 330 implementation.” Much time has been spent recently developing job codes and titles for wvOASIS implementation. No definite cost for implementation yet, though the Governor’s Cabinet has had discussions on this subject. \$200 per employee was given towards general revenue for this purpose, but that will not be enough to cover the entire cost. The system was not designed with WV Higher Education in mind but once the project is turned over to HEPC, they will be able to enter extra fields and tailor it more to Higher Ed without increasing the price point too much. Chancellor Skidmore expects the Auditor, Treasurer, and Governor to work very hard to make wvOASIS affordable for Higher Ed and to see that it works. HEPC and CCTCE will be able to pull the information they need for SB 330 mandated reporting directly from wvOASIS rather than requesting it from schools. There has been some pushback from college Presidents but the Chancellors have emphasized that this is in state code and must be done. Since the accounting function was implemented in July of 2014, Presidents seem to have accepted this and are now focused on implementation rather than delay. HEPC/CCTCE would encourage legislature to pass policy requiring schools to use wvOASIS for more aspects to make reporting easier.
- Ken Harbaugh commented that institutions need HEPC/CCTCE to communicate more clearly, directly, and frequently to campuses to clarify personnel issues, provide direction, and communicate that the Council and Commission are responsible for these matters. ACCE has been requesting a quarterly newsletter be created to be posted to the web and circulated via email blast.

**2015 Legislative Session and Budget Issues – Chancellors Hill and Skidmore**

- Top priority for both Chancellors is a stop to budget cuts for Higher Ed. No hope for an increase, and not anticipating sponsoring any major legislation, but plan to focus on stabilizing the budget. No guidance from the Budget Office yet, but will get an update in September regarding how much they are allowed to ask for.

- The Chancellors stressed the need to keep education affordable. There is no budgetary 'fat' left to cut and each budget cut therefore runs the risk of increasing tuition. Severance tax for coal is going down and the rising revenues from oil and gas have yet to meet this same level of funding.
- Record enrollments are over and enrollment is now dipping, in some areas significantly.
- Chancellor Skidmore worries that charging tuition over 12 credit hours punishes the 15 credit hour student, and the 15 to Finish program is something they've been pushing.
- Discussion of performance based funding. It is a probable future for the state, but is best implemented with new revenue to reward/incentivize improvements. Taking away funds to penalize institutions is not effective. Schools aren't equally funded so it is hard to compare schools' performance. If certain schools are already underfunded, taking more money from them for failing to perform at the level of schools that are better funded is unfair.
- Discussed default rates. Several schools have rates above 30% for nearly 3 years, which may result in loss of ability to issue loans or Pell grants.
- Chancellors stressed the need for institutions and employees to make clear to legislators the impact of budget cuts on the students. Using personal stories has an impact on legislators, who have a reason to want to keep education affordable across the state.
- Discussed the Future Fund from oil and gas revenue. Senator Kessler has said the bill sets aside funds for 'education,' but the Chancellors would prefer to have 'Higher Education' in the bill.
- ACCE and the Chancellors have been preparing for the possibility of a change in House Leadership. There is a concern that the Republican platform of austerity, cuts, etc. may not be changeable once they take office.
- Capital projects in the 4 year schools are mostly coming to an end. Will probably see less building going forward. On the 2 year side, new buildings were required in order to offer new programs, but schools must budget for yearly maintenance to keep these buildings in working condition.

#### **Master Plan – Chancellors Hill and Skidmore**

- 4 year plan focusing on numerical targets, degree completion above all.
- 2 year planning committee is in the works to develop a plan by the 1<sup>st</sup> of the year. Focusing on college completion, workforce development, access, and affordability.
- Both plans focus on:
  - Access – fewer traditional students, more focus on adult learners, necessitating more evening/weekends programs. Must increase % of WV high school grads entering college. Would help to have K-12 on board to push FAFSA completion by all graduating seniors.
  - Success – goal to improve outcomes of students requiring dev ed. Must work on this before outcomes based funding is implemented to have a good claim on new funds. Researching reverse transfers to aware 2 year degree to students in 4 year schools who have already hit 60 credit hours – help for retention purposes.
  - Impact – research and development to create more intellectual property and jobs. Workforce development and high skills jobs are a focus because of impending retirements.
- BridgeValley merge went well (though nothing is perfect). No political opposition at all. Going over well with employers. No other mergers currently planned.

#### **Discussion of Higher Education Issues with Chancellors and Acting VC of HR**

- Discussion of WVU
  - 40 hour workweek under discussion at WVU, but would require policy change from currently mandated 37.5 hour week. Commission and Council have not yet been approached but are not currently inclined to change policy.
  - WVU has already implemented its own salary schedule. Commission and Council to verify they are in line with code.
  - Higher Ed is a major employer and is in fact holding the market down in many areas. Can't write a new salary rule until we have market studies. WVU is doing their own study. Concern that if their study conflicts with the HEPC/CCTCE studies, WVU may reject

results of HEPC/CCTCE study as they did before. Chancellor Hill will try to get ACCE a copy of WVU's RFP.

- Role of Commission/Council in WV Higher Ed Personnel Management/Administration
  - Bumping rules for RIF and bumping could disrupt career ladders
  - Grievance system is set up for an employee to lose. Steps 1 and 2 are rarely taken seriously by institutions, forcing employees into the time and expense of circuit court even though state code says to resolve at lowest possible level. No one to tell the schools when they are clearly in the wrong until level 3.
- Guidance on Salary Mandates
  - Would like more data to compare school-to-school regarding raises and funding existing salary schedule.
  - Discussed \$504 salary increase – schools were to disburse in compliance with their own salary policies.
  - The Commission will visit schools in September and attempt to correct those who have an incorrect interpretation of 'fully-funded.'

### **WV ACCE Webpage Worksession and Discussion**

- Reviewed the current website and discussed proposed changes.
- Joomla (online content management system) may be easiest to update once the structure is in place but there's a steep learning curve for those used to writing code.
- Website to include pages on: Members, Minutes, Senate Bill 330, Current Events, Links, the FACTS, possibly photos
- Other ideas for changes included: more prominent link to VC of HR page or promised HEPC newsletter, History/Archive, Legislation Timeline for reference, Bruce Walker's weekly legislative update, Institution Staff Council pages and BOG policies, Committee details.
- More ACCE members must get involved in updating the content of the website

### **ACCE Travel Rules**

- Ken Harbaugh distributed a handout of ACCE Travel Rules including:
  - Submit travel as far ahead of time as possible
  - Prepare proxy ahead of time and have them alert their supervisors
  - Make hotel bookings early
  - Develop a relationship with top administration so you are and are recognized as an asset to the organization
  - Involve supervisors and invite them into discussion about ACCE's work
  - Above all, support ACCE by attending and participating
- State code protects an ACCE rep's right to be reimbursed for legitimate travel expenses.
- Schools cannot force a rep or proxy to make up time spent at ACCE meetings.

There being no further business to come before the council, Carrie Watters made a motion to adjourn at 5:34 pm. The motion was seconded by Chris Stevens. Motion carried.

RESPECTFULLY SUBMITTED,  
Jenna Derrico

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

Minutes of ACCE Retreat Meeting  
July 15, 2014 (Day 2)  
Chief Logan State Park  
Logan, West Virginia

**ATTENDANCE**

Members in Attendance:

Amy Pitzer, Concord University  
Anne Wilmoth, Blue Ridge Community and Technical College  
Sherry Mitchell, Fairmont State University  
Mary Alltop, Glenville State College  
Carol Hurula, Marshall University  
Chris Stevens, Mountwest Community and Technical College  
Bev Jones, Pierpont Community and Technical College  
Kenneth Harbaugh, Shepherd University  
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Bill Porterfield, West Virginia State University  
Paul Martinelli, West Virginia University  
Timothy Beardsley, West Virginia University at Parkersburg  
Barbara Boyd, West Virginia University Institute of Technology

Excused:

Fred Hardee, Bluefield State College  
VACANT, Bridge Valley  
Lacey Koontz, Eastern West Virginia Community and Technical College  
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Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)  
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center Charleston

Unexcused:

Janene Seacrist, Council for Community and Technical College

Guests:

Robert E. Long – Retired ACCE Member  
Rosetta Kolar, Fairmont University, Council Chair  
Megan Echols, Pierpont Community and Technical College

\*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 9:05 a.m.

## **Minutes:**

Jenna Derrico made motion to accept May 2014 minutes, Sherry Mitchell seconded motion, motion carried.

Chris Stevens made motion to accept June 2014 minutes; Carrie Watters seconded motion, motion carried.

Chris Stevens made motion to accept July 2013 minutes; Paul Martinelli seconded motion, motion carried.

## **Discussions Continued:**

SB330 Campus Issues and Concerns. Open each meeting with in depth discussion of SB330 so that any guest from the institution can voice any issues or concerns they might have with SB330. Discussed June meeting at West Liberty and the concerns that was brought before ACCE. It's important to find out where each Institution is on understanding SB330 and were any concerns they have with implementation of SB330.

### Discussion of Market Study.

Where will the funding come for the study?

Current understanding is the Legislature isn't funding as they have funded two failed studies to date.

There is an appropriation of 100K in the Commission and Council budget each year.

Should the Institutions fund based on FTE?

### Discussion of Institution Support of SB330.

Shepherd – CHRO supportive of principals but would like to see more details. President not commenting. CFO supportive of President. ACF supports classified employees but worried about botched results of market study. Faculty Senate supportive.

Northern Community College – Questions what school should be doing to keep up with SB330. Question on what information should be shared from ACCE representative; emails, memos, etc., and what can be listed on Staff Council web-site. Discussed best practices in hiring.

Fairmont/Pierpont – CFO reported to BOG that if SB330 happens the Classified Staff need to go to Charleston to get the money to fund. President states no money to implement SB330 so it's a moot point. Information relating to raises to be provided at October meeting.

Mountwest – no raises since 2011, faculty promotions and PIQ reclassifications only.

WVU State – President has no opinion on SB330. Staff Council Chair is not informed and non-functional due to several staff vacancies. If WVU State was on stable funding feels President would be supportive.

WVU Parkersburg – Staff are frustrated with lack of progress. Faculty representative understands SB330 but not sure all faculty understand it. Classified Staff Chair understands SB330.

Blue Ridge – President is supportive. Receiving \$504 increase plus step increase on current salary schedule. New CHRO. Classified Staff Chair supports SB330. CHRO and President have open door policy.

Glenville – Receiving \$504 increase. BOG wishes they could provide more. ACF representative opposes SB330.

Marshall University – ACF Representative is supportive of SB330 but concerned on Market Salary Study being accurate. New CHRO. Not certain of issues that President may have with SB330 except that he will ask, how to fund components when state funds are decreasing. Classified Staff Chair supportive of SB330 but frustrated with lack of progress. All employees receiving \$504 across the board increase, classified staff to be fully funded on current salary schedule on October 1, faculty to receive increases on October 1. Faculty promotion and reclassification also funded.

WVU Tech – ACF Representative to Provost says if you want to talk SB330 go talk to Barb.

WVU – CHRO is retiring. President Gee thinks there is a lot of duplication in system and will see a lot of changes. President meets weekly for breakfast with staff and faculty randomly. VP Finance and Administration was on vacation but his Assistant presented to BOG at Jackson's Mill. The budget includes \$504 across board raise to be effective 7/1/14 as well as two million pool for additional faculty and staff raises. Finance proposal to put money in pocket of employee by working 2.5 hours more per week to a forty hour week would put \$2,000 in each non-exempt employee pocket per year. Twenty-two hundred employees would be affected. Paul sent a forty-eight question memo on this proposal. Has not had a reply as of this date. Classified Staff Council meets fairly regularly. They sent a survey of twenty to twenty-five questions to about 2,700 employees to see how they feel about the proposed forty hour week.

Discussion further ensued on the proposed forty hour week, change from twenty-four to twenty-six pays and how it could affect the non-exempt employee in the lower pay grades as to the additional state/federal assistance they may be receiving and how their finances could be impacted negatively.

#### Proposed Legislative Changes.

§18B-4-2a (1)–Master's degree in HR or related field.

§18B-9A-2 (i) 1- Non-classified definition change to be both policy making and report directly to the President.

§18B-6 technical revision to list advisory to Commission and Council

§18B-9-3- 2 (c) Reword language of 2010 funding.

§18B-7-3-3 (c) Revise wording relating to laid off and furlough. Separate out to the meaning of each.

§18B-9A-2 (a) & §18B-9A-4 (8) Career ladders definition.

§18B-9A (G1) Living wage

What market is to median?

Relative Market Equity definition

#### Discussed minimum qualifications as it relates to non-exempt.

#### Point Factor Methodology Review:

% of the time document

No credit for "in the absence of supervisor"

No credit for "assists" unless you specify who you are assisting. (Title of Person)

Contacts (internal/external). Explain who you speak to in Auditor's office, President's Office, etc.

What you list as doing.in breadth of responsibility and throughout PIQ must also be listed in duties & responsibilities.

Education & Knowledge - Equivalency comes into play in this category

Complexity & Problem Solving - Paragraph provides good details on what is needed. (Heavily weighted) Reports to VP – next level President.

Experience – minimum (no credit for having more than listed).

Freedom of Action – controls and guidance placed on you. If you determine the final decision, do you have signature authority? More independent your job is – greater points.

Scope, Effect, Impact – Describes decision making. Decisions made regularly, often, etc.

Internal contacts – title of the position – how often.

External contacts – title of position (in auditor's office- who?) – How often?

Direct Supervision –

Direct – less credit given if non-exempt employee as opposed to exempt employee. Sign leave, evaluation, timesheets.

Indirect – no credit unless at manager level that you supervise someone that supervises.

Physical Demand – speed, timing, precision, close visual attention. Tools and moving parts.

Working Conditions – extreme heat (not varying outside temperature walking building to building)  
Physical Demands – exertion  
Essential functions of job

PIQ completion either by the employee with supervisor commenting or supervisor with employee commenting.

Never work under someone else's PIQ.

By-Laws Review Discussion

Due to issues with recent quorums.

Motion made by Tim Beardsley and seconded by Bill Porterfield. Secretary to develop and maintain a matrix to track attendance. Motion withdrew by Tim Beardsley.

Further discussion on notification to the Institution on excessive absences and no representation from institution.

Meeting ended 6:12 p.m.  
RESPECTFULLY SUBMITTED,  
Carol Hurula, Secretary



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

Minutes of ACCE Retreat Meeting  
July 16, 2014 (Day 3)  
Chief Logan State Park  
Logan, West Virginia

**ATTENDANCE**

Members in Attendance:

Amy Pitzer, Concord University  
Anne Wilmoth, Blue Ridge Community and Technical College  
Sherry Mitchell, Fairmont State University  
Mary Alltop, Glenville State College  
Carol Hurula, Marshall University  
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Unexcused:

Janene Seacrist, Council for Community and Technical College

Guests:

Robert E. Long – Retired ACCE Member  
Rosetta Kolar, Fairmont State University  
Megan Echols, Pierpont Community and Technical College

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**CALL TO ORDER:**

Chairperson, Ms. Amy Pitzer from Concord University convened the meeting at 9:08 a.m.

### **Discussions Continued from 7/15/14:**

#### By-Laws Review Discussion

Due to issues with recent quorum's discussion on possible changes to By-Laws.

Article VIII – Meetings and Procedures reviewed.

Ken Harbaugh opened discussion of a whether having a quorum at a meeting of the ACCE to consist of 40% of the elected members of the ACCE

Discussed whether the change to 40% of elected members would cause further absenteeism.

Discussion of having a separate list of those not attending given to the Chair.

No further action at this time.

#### Legislative Agenda

Budget – Higher Education Affordability.

Not individual institution agenda's but Higher Education overall.

Wish lists for 18B changes.

SB330 Resolution (May 20, 2014).

SB330 Implementation (Changing the culture of Higher Ed).

Seamless transition from K-12 through college.

Invest in Career opportunities.

Growing a culture of college readiness in elementary and middle school.

Raising awareness of financial aid and wide range of affordable options (four year and CTC's) for WV residents.

As public funding decreases, schools become more like private institutions in the students they recruit.

#### Election of Officers

Ken Harbaugh requested that the ACCE Chair open the floor for nominations.

Jenna Derrico nominated Teri Wells for Chair. Seconded by Ken Harbaugh. Ken Harbaugh moved to close nominations and move to accept Terri Wells as Chair. The motion was unanimously approved.

Sherry Mitchell nominated Amy Pitzer as Vice Chair. Seconded by Jenna Derrico. Jenna Derrico moved to close nominations and move to accept Amy Pitzer as Vice Chair. The motion was unanimously approved.

Ken Harbaugh nominated Jenna Derrico as Secretary. Seconded by Paul Martinelli. Carol Hurula moved to close nominations and move to accept Jenna Derrico as Secretary. The motion was unanimously approved.

#### Establish Calendar for Upcoming Year

8/27/14 – Mountwest

9/18/14 – WVU Tech

10/7/14 – WVU (Morgantown)

11/20/14 – Concord

12/10/14 – MUGC

1/13/14 – Bridge Valley (Charleston)

2/18/14 – MUGC

3/13/14 – MUGC  
4/14/14 – Bluefield  
5/28/14 – Shepherd  
6/15 – 6/7/14 – Stonewall Jackson (Leadership Retreat)  
7/13 – 7/15/17 Hawk's Nest (ACCE Retreat)

Committee Chairs

- Benefits – Carol Hurula / Chair, Paul Martinelli/ Vice Chair, Sherri Mitchell / Recorder. Members Jill Nixon, Teri Wells, Mary Altop, Bev Jones and Mary Igo.
- Legislative – Amy Pitzer / Chair, Ken Harbaugh / Vice Chair, Jenna Derrico / Recorder. Members Carol Hurula, Johnna Beane, Carrie Watters, Tim Beardsley, Terri Wells, Chris Stevens and Debbie Harvey.
- Communications & Presentations – Verne Britton / Co-Chair, Chris Stevens / Co-Chair, Carrie Watters / Recorder. Members – Debbie Harvey, Jenna Derrico, Mary Igo, Sherry Mitchell, Amy Pitzer, and Johnna Beane.
- Student & Employee Enrichment – Johnna Beane / Co-Chair, Tim Beardsley / Co-Chair, Barb Boyd / Recorder. Members – Lacey Koontz, Sherry Mitchell, Mary Alltop, Jill Nixon, Anne Wilmoth and Teri Wells.
- Special Events – Beverly Jones / Co-Chair, Terri Wells / Co-Chair, Anne Wilmoth / Recorder. Members Mary Igo, Ken Harbaugh, Verne Britton and Lacey Koontz.

Campus Announcements

Ken Harbaugh print shop to be closed – job reassignment. Further discussion.

There being no further business to come before the council, Ken Harbaugh made motion to adjourn, Carrie Watters seconded. Motion carried. Meeting adjourned 12:05pm

RESPECTFULLY SUBMITTED,  
Carol Hurula, Secretary