

Advisory Council of Classified Employees 2014-2015

Minutes of ACCE Meeting
December 10, 2014
Marshall University Graduate College – Charleston, WV

ATTENDANCE

Members in Attendance:

Louis Belt, Bluefield State College
Lee Ann Porterfield, BridgeValley Community and Technical College
Beverly Jones, Pierpont Community and Technical College
Kenneth Harbaugh, Shepherd University
Carol Hurula, Marshall University
Chris Stevens, Mountwest Community and Technical College
Lori Midkiff, New River Community and Technical College
Teri Wells, Southern West Virginia Community and Technical College
Carrie Watters, West Virginia Higher Education Policy Commission
Jenna Derrico, West Virginia Northern Community College
Debbie Harvey, West Virginia School of Osteopathic Medicine
Bill Porterfield, West Virginia State University
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

Excused:

VACANT, Blue Ridge Community and Technical College
Amy Pitzer, Concord University
Lacey Koontz, Eastern West Virginia Community and Technical College
Sherry Mitchell, Fairmont State University
Mary Alltop, Glenville State College
Jeremy Kaler, Potomac State College of West Virginia University
Bob Wise, West Liberty University
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)
Timothy Beardsley, West Virginia University at Parkersburg

Unexcused:

Janene Seacrist, Council for Community and Technical College

Guests:

Patricia Clay, Acting Vice Chancellor of Human Resources, Higher Education Policy Commission
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 Teri Wells from Southern WV Community and Technical College convened the meeting at 9:08 am. A quorum was established.

MINUTES

Paul Martinelli made motion to accept minutes from November 20, 2014 with proposed changes, Carol Hurula seconded, motion carried.

COMMITTEE MEETINGS - Benefits, Retreat, and Legislative Committees met briefly.

LIASION REPORT – PATRICIA CLAY, ACTING VICE CHANCELLOR OF HUMAN RESOURCES, HIGHER EDUCATION POLICY COMMISSION

- **Search for VCHR:** concluded, official choice not yet announced. Trish thanked classified staff for participating in the search. Hoping to fill the Classification and Compensation position – may need more HR generalists rather than a Class and Comp person. Volunteers are requested to help with the HR Metrics Committee – determining ahead of time what needs to be tracked so it can be reported on later.
- **Status of legally-mandated studies:** Commission and Council are aware of the studies still to be completed on RIF/furlough/other issues regarding seniority, outsourcing, internal hiring preference for hiring/promotions/transfers, and positions funded from sources outside of state appropriations. The HEPC Division of Policy and Planning can help develop questions, survey employees, look at other systems' best practices, and review institutional policies. From there, Common Grounds can be consulted for recommendations and appropriate legislation can be drafted and taken to LOCEA. Commission/Council do not have the staffing to handle this work until after they implement WVOASIS and conduct the employee compensation market studies.
- **Reviews of individual CHROs** should have been started long ago. Must review 4 per year in order to review everyone every 5 years. WVOASIS again cited as the reason these have not begun.
- **WVOASIS** still not where it needs to be, but 'go live' date is set for April 3. Schools are keeping their employees informed of changes in a variety of ways, including newsletters and webpages (see, for example, <http://www.marshall.edu/paychanges/>).
- **Communication efforts:** The Commission/Council continue to work on their communication efforts, but have no direct line of communication with the institutional Boards of Governors, which ACCE sees as a problem.
- **Timeline for RFP:** Draft of RFP to be released for comment before Christmas. Responses from the RFI estimate the studies may take 12-18 months to complete. Trish will check if responses to RFI can or cannot be made public. Common Grounds needs to be re-engaged in this work. The group will be responsible for helping to design a new system of compensation for faculty, classified, and non-classified staff that complies with code and meets the needs of the institutions. System will most likely focus on range penetration rather than yearly steps.
- Examination of job classifications must be done now or Higher Ed won't be ready to implement a new salary schedule once it's developed.
 - Consistency and quality in the membership of in Job Classification Committee membership is crucial. Committee to focus on training, developing specifications, and closely monitoring them.
 - CHROs can be unduly influenced by finances, so if employees feel their reclassification requests are not handled properly, these decisions must be appealed to the committee.
 - HEPC's data request to the CHROs for job descriptions will help to verify that employees are classified correctly. The new application that schools will complete for new job openings (for all types of employees) will also ask questions that make sure those positions are classified correctly.
 - Schools need to avoid 'paygrade inflation' or switching positions to non-classified as ways to fix issues of compensation. Schools that are fully funded on the salary schedule can add to the minimum salary schedule, providing they have a Board approved policy. Schools can recruit and retain quality employees this way prior to a new salary schedule being released. ACCE recommended that the Commission/Council issue an interpretive memorandum reminding schools of their options if they are deviating from the standard schedule.

- Better job descriptions and classifications can help reduce the ratio of non-classified staff to classified. Commission/Council created criteria to determine whether to approve time extensions for schools to get their non-classified below the target %, but some schools are now asking to be allowed to increase the % instead.
- Need to look at how long our emergency rule for personnel administration has been in place. Also need to check if institutions complied with the mandate to draft their own salary policies within 6 months of the emergency rule.
- Schools must hire consistently with their advertisement of a position; if requirements are listed as education or equivalent experience, they must accept the equivalent experience, and if they do not state 'or equivalent experience,' they cannot hire someone without the minimum stated degree. The Commission/Council have not released standard equivalencies, though the Division of Personnel has one. Schools must be consistent with the standard equivalency they use. Trish will address this issue with the CHROs. Upon hiring, report from supervisor should always include why they chose one person over another or why a person is more qualified than another or they open themselves up to grievances. Best hiring practices hold that employers should alert applicants when they are not being considered due to lack of qualifications and should answer applicants who ask what qualification(s) they lack.

LEGISLATIVE REVIEW

Reviewed the WV legislature's website and membership directory. This information is important when meeting with legislators, tracking proposed legislation, and looking up current WV code. Also discussed talking points when meeting with legislators. By the end of the meeting, a legislator should know: what ACCE is, what a classified employee is, who you represent (#'s of employees + friends/families who are voters in their district), and what they can do to support classified staff. Structure talking points around the FACTS, and always ask what YOU can do to help THEM and the needs of the state. Communicate not just with the legislators, but also their staff.

UPCOMING EVENTS

- December 18 – CCTCE Meeting at Advanced Technology Center in South Charleston
- January 13 – ACCE Meeting at BridgeValley Community and Technical College in South Charleston

There being no further business before the Council, Barbara Boyd made a motion to adjourn at 2:32 pm. Carrie Waters seconded. Motion carried.

Respectfully Submitted
Jenna Derrico, Secretary