



HAWK'S NEST STATE PARK  
CONFERENCE ROOM  
JULY 13-15, 2015

ATTENDANCE:

Louis Belt	Bluefield State College
Lindsay Silbernagel	Bridge Valley Community and Technical College
Amy Pitzer	Concord University
Pamela Shrader	Eastern Community and Technical College
Sherry Mitchell	Fairmont State University
Carol Hurula	Marshall University
Bethany Perry	Mountwest Community and Technical College
Lori Midkiff	New River Community and Technical College
Beverly Jones	Pierpont Community and Technical College
Ken Harbaugh	Shepherd University
Teri Wells	Southern WV Community and Technical College
Ashley Noland	West Virginia Higher Education Policy Commission
Verne Britton	West Virginia Network for Educational Telecomputing (WVNET)
Melanie Baker	West Virginia Northern Community and Technical College
Belinda Evans	West Virginia School of Osteopathic Medicine
Robin Tabor	West Virginia State University
Paul Martinelli	West Virginia University
Barbara Boyd	WVU-Institute of Technology
Michelle Nabers	WVU-Parkersburg

EXCUSED:

VACANT	Blue Ridge Community and Technical College
Janene Seacrist	Council for Community and Technical College Education
Connie Blevins-Bailey	Glenville State College
Renee Anderson	Potomac State College
Bob Wise	West Liberty State University
VACANT	WVU Robert C. Byrd Health Sciences Center

GUESTS:

Bob Long	Retired ACCE member
Patricia Clay	Vice Chancellor for Human Resources, Commission and Council
Bruce Cottrill	Director of Classification and Compensation, Commission and Council

MONDAY, JULY 13, 2015

Chair Teri Wells called the meeting to order at 12:35pm.

Amy Pitzer was asked to take Minutes of the meeting since we are currently without a secretary until the election on Wednesday. The group started the meeting with an "ice



breaker” presented by Beverly Jones to help get the new ACCE members acquainted with each other.

## LEADERSHIP CONFERENCE SURVEYS

Chair Teri Wells collected and analyzed the survey results from the Leadership Conference in June. A copy of the results are attached to these Minutes. Several of the results were commented on by the chair and/or by members.

ACCE does not have funding available to pay for conference room rental, snacks, etc. ACCE is very appreciative of the support both Chancellors have provided for the Leadership Conference.

Discussion took place regarding a registration fee in the future to help pay for snacks, etc. The timing of the retreat was also discussed since some have difficulty securing funding for travel at the end of the fiscal year. Since elections are required in April of odd numbered years with new members starting their terms in July of same year, changing the timing is not likely a viable option. ACCE also tries to locate the conference centrally as much as possible to accommodate speakers, make travel fair, etc.

All-in-all, mostly positive comments were received. ACCE considers the conference a success. Participation by those present was excellent. Not every institution had participation so we would like to improve in that area. Chair Wells went through the questions and responses for the group.

Mr. Long stressed the importance of having all three positions working together, in unison, at the institutions to be successful at gaining improvements. Mr. Harbaugh added faculty senate and the ACF representative to the group. All ACCE members were encouraged to make those contacts and open those doors of communication.

There was much more discussion regarding the results of the survey.

## INSTITUTIONAL BY-LAWS

Mr. Harbaugh explained the importance of institutional By-Laws being accurate and in sync with State Code.

The group discussed the “minimums” that should be covered in institutional staff council by-laws. At a minimum, every institution’s classified staff by-laws must have at least what is covered in state code. State law establishes those minimums. Each staff council should add appropriate procedures that detail “how” something will take place. §18B-6-5 clearly states that every member of the classified employees vote for the staff council chairs.

Chair Wells asked for a motion to create a sub-committee to review the institutional by-



laws to offer suggestions to those ACCE reps to take back to their councils. MOTION: Beverly Jones moved and Robin Tabor seconded a motion to create the sub-committee. None opposed—motion passed. Chair Wells then asked for volunteers to review the by-laws—Teri Wells, Louis Belt, Melanie Baker, Beverly Jones, Belinda Evans, and Lori Midkiff were appointed by the chair. The committee is to report results/recommendations at the October meeting.

## WEB PAGE UPDATE

Verne Britton previewed a template of the new ACCE website. Chris Stevens (Mountwest) put together the template and it is hosted in WordPress, a content management system. Mr. Britton showed the group the various tabs and information added to the site to date. Ken Harbaugh agreed to provide ACCE pictures for use on the site. WVNET supports WordPress.

Mr. Britton told the group of the pros and cons of using WordPress. He isn't sure if it is mobile compatible, but will check. Chair Wells asked for a goal/timeframe to be established for the site to go live. Mr. Britton stated that he had wanted to wait until the new committee was established to provide help in content/information on the site. Mr. Britton agreed to have a schedule flushed out by the September meeting. Mr. Britton will also utilize his web support group at WVNET to gain additional information on how to use WordPress to our advantage. The importance of keeping information current was noted by several members. Adding Facebook and any other social media ACCE uses to the webpage was also discussed.

The agenda for the day was completed and the meeting adjourned at 5:10 pm.

## TUESDAY, JULY 14

Chair Wells called the meeting to order at 9:00 a.m.

### SB439 PANEL DISCUSSION

Mr. Bob Long presided over a presentation related to changes that occurred during the last Legislative session and in particular, changes that occurred in SB439. He provided a merged version of SB330 and SB439 with color coded changes.

Mr. Long began the discussion with SB330 and familiarizing the new ACCE members of how/why we were successful in getting the bill passed. He then moved on the SB439 and how that legislation came to pass.

Mr. Long's document shows old and new language so that an actual history of the legislation is available for ACCE. ACCE viewed the document as an excellent resource



to develop an action plan going forward as to what legislative changes ACCE should seek, if any, during future legislative sessions.

SB330 mandated that all three employee classes had to be within 5 percent of each other based on each group's market—relative market equity (RME). SB439 removed the requirement for RME. However, the law regarding treating these groups fairly in relation to each other remained in effect. The law also stayed intact which mandated that classified employees are to be compensated at levels that are competitive. Mr. Long only found two subsections from SB330 that were not moved to SB439.

A few of the issues Mr. Long brought to light in this presentation included but was not limited to: VCHR was required to chair the JCC and the CPRC, but now may delegate. ACCE feels this language is not specific enough. The designee should be the central office's Director of Classification and Compensation or other "qualified" member of these committees—not just any designee. Also the VCHR was responsible for compensation and benefits but SB439 changed that to say "benefits" only. Only one group of employees is included in the market study. SB330 included all three groups of employees in the study. ACCE was promised that non-classified would be included in the study but that did not show up in the final bill even though both education chairs agreed to it. Assisting BOGs "when requested" rather than throughout the process as in SB330. CHRO evaluations to take place at local level rather than with the VCHR. SB330 would have employed a generalist in HR, but at the insistence of ACCE, a training and development position and a classification and compensation position are included in SB439 for a total of three positions. The language calls for the positions to be "well qualified and appropriately credentialed."

In Chapter 7, there are inconsistencies with possible different connotations throughout with the use of "structure" and "system." Actually removed "systematic" from the FACTS references in some sections and kept it in other sections.

Mr. Long recollected several meetings with Legislators during the session for the benefit of the membership. VCHR Patricia Clay provided the revised version that was then passed. ACCE was successful in getting the market study timeline changed so that the next session can deal with the results of the study and a new compensation structure. Long also told new ACCE members of the 1989 Vaughn Ruling, a lawsuit by employees at MU who filed a suit because employees doing the same work at WVU were making more money. The MU employees won the suit. The suit resulted in the current class and comp structures used in higher education.

Mr. Harbaugh mentioned HEPC website reports—SB330 Myths and Facts and Frequently Asked Questions. ACCE reps were asked to read the information. It appears those documents may have since been removed from the HEPC website. They are,

however, on the ACCE web site.

Peer groups are not used for market calculations—they would have been under SB330



until LOCEA passed a resolution that changed it to say ‘relevant recruitment markets.’ Presidents and their lobbyist, Tom Susman seemed unaware of that change and many others.

Implementation Reports #4 and #7 from SB330 were removed. ACCE needs to look at those to see if they should be added back in the reporting section.

Faculty will be considered in all aspects except the market study. The VCHR wanted to rely on the vendor to recommend the structure but institutions will determine what percentage of the structure they can pay. The Human Resources Report Card does not establish consultation with constituency groups and ACCE feels it should since we are all affected. Use of “appropriate” markets needs looked at and better defined. Mr. Long noted the wording change with “Exception of semiannual implementation reports” vs. the current language of “with the exception of the human resources report cards and any other reports due a date certain.”

Mr. Long discussed the increase from 20% to 25% in the number of non-classified an institution can have. The proviso was that under no circumstances would the total number of non-classified exceed 25%. An institution shall not have more than 10% of the 25% as critical retention. How is the 10% calculated? Institutions must calculate it consistently.

Mr. Long noted other changes that led to discussion on the following issues:

- If HEPC and CCTCE are eliminated as an organization—ACCE is highly opposed to this.
- Could the outsourcing study be completed internally if institutions could agree on a definition of outsourcing and what would be included.
- Definitions were all moved to one section rather than at the beginning of each section.
- In one section it states the intent to have annual market study reviews but the language for the actual market studies say “may” instead of “shall.”
- ACCE is concerned that §18B-9A-3 (last paragraph) refers to other sections of code that do not appear to still be in existence. Mr. Long said it was clarified that they do exist but they do not appear on the WV Code website, in SB439.

Two passages from SB330 Mr. Long was unable to find in SB439 are 1) §18B-9A-1, 3 and 4. 1) Attract well qualified and diverse job applicants and retain and motivate

employees to accomplish the goals, objectives and priorities in state law, rules of the commission and the statewide master plans for higher education and institutions’ compacts; and, 2) Retain and reward employees who make valuable contributions to state and organization objectives and priorities.”



Discussion continued through until noon.

Michelle Nabers raised the issue of a uniform evaluation system for employees. Discussion ensued.

The group broke for lunch at 12:20.

The meeting was called back to order at 1:40 p.m.

### VCHR LIAISON REPORT

VCHR Patricia Clay introduced Bruce Cottrill as the new Director of Classification and Compensation at the central office. He gave the group an overview of his experience and qualifications. He also spoke of some of his experience with the Hay Group. His email address was provided to the group: [bruce.Cottrill@wvhepc.edu](mailto:bruce.Cottrill@wvhepc.edu)

Ms. Clay was excited to report that the HEPC/CCTCE now have a signed contract with Mercer for the market study. Mercer was the only vendor with badly needed technology options.

She said she told the Legislature we needed market data in December to have everything ready for the HEPC. We will meet the deadline, but the CHROs are not happy about having to meet that deadline while at the same time trying to meet wvOASIS deadlines. HRTMS software subscription service will be used, which Mercer will pay for during the study and we take over payment at that point. First we will use HRTMS at the regularly scheduled CHRO meetings and will roll over into the E-Prism software we will use with Mercer providing an automated way to keep up with classification of jobs. With OASIS on top of that—HR is going to be slammed. Access can be available at different levels and decisions of who needs access will be determined later. Ms. Clay sent a communication to CHROs today to alert them of the new vendor selection. The main goal is to get the dollar figures ready by December for preparation for the Legislature. She probably will ask for institutions to have information completed by sometime in September. Once information is included in the E-Prism software it can be used for all classes of employees and can be used for evaluations as well—sort of an HRIS system.

The price of the RFP is not to exceed the amount of \$509,000 plus future software subscriptions costs and purchases of salary surveys. Training will be available for Human Resources administrators and Ms. Clay has secured some funding for some World at Work training.

Paul Martinelli asked Ms. Clay if she was experiencing the same difficulties that



Mark Toor did with WVU being perceived as not cooperating. Ms. Clay elaborated on her response by informing the group that both Marshall and WVU have pulled out of the HR/Payroll part of wvOASIS so the reporting available through WVOASIS is not nearly as important and can no longer serve as an HRIS system. WVU is not collecting data in the same manner as the rest of the system and therefore refused to supply the data or if they do, they supply it in a way that is not compatible with our system. WVU is already on a bi-weekly pay schedule according to Ms. Clay. Several ACCE members questioned if that was true at this point but Paul Martinelli confirmed that his pay is provided bi-weekly. Market competitive pay is the way Ms. Clay stated she hopes we will go in the future. Paying at/close/or above market. Evaluations have to be tied to compensation in the future.

Mr. Harbaugh asked if a one-time pay (bonus) would be something the HEPC / CCTCE would support? If recommended by the consultant then she agrees it should be pursued.

As far as wvOASIS goes, user acceptance testing is being done through October, where scripts are being used to see how the system routes information. The testing should determine if our procedures are correct in processing data. Timekeeper training, payroll testing, Kronos, using Course Mill in OASIS will be available and start soon. OASIS is creating access for higher education to Course Mill (Training for Users). Wave 2 was implemented yesterday. Higher Education's "Go Live" date is on November 14 and first bi-weekly paychecks will begin on December 11.

Fair Labor Standards Act was discussed. Proposed legislation at the federal level to make tweaks to the salary and income tests. Ms. Clay stated that the issue is big enough to be concerned about it but will not be too concerned until the legislation is actually moving through the system.

Retirement loan policy that was implemented July 1 is getting a lot of interest. Great West isn't allowing their employees to get in the system to check so all those requests are coming through the central office so there has been a surge in applications. Ms. Clay is trying to get the process automated. Payroll deduction loans are better for employees because they do not collateralize against you.

## PIQ TRAINING

Vice Chancellor Trish Clay handed out a training guide that acts as a factor-by-factor explanation of how to complete a position information questionnaire.

Market study results should reflect the hierarchy which is then mirrored in the marketplace through job descriptions and compensation.

Our system measures the skill, effort, level of the job—not the person in the job. Should





be based on the job, not the qualifications or experience of the person in the job. We currently use a point factor methodology that measures KSAs (knowledge, skills and abilities). Responsibility is the level at which you work. Each factor is weighted with points assigned. After evaluation, it produces a pay grade that should reflect appropriate compensation for a position in the marketplace. Once your structure is determined, you go out to the market to see what the pay is for that position in your labor market. Overpayment will not offset the underpaid employees.

First you have to collect your classification information. Our system has been corrupted to deal with the lack of appropriate compensation. There are jobs affected by the labor market that have an impact. We call them hot jobs in our system.

### **Completing the PIQ:**

**Job Summary** — brief description of why the position exists, how the position fits into the organization, general gist of the job, and summarize. Usually one or two sentences suffice.

**Duties and Responsibilities** — current duties only—not future duties you might have or past duties you no longer perform. What you do, why you do it and what is the reason for doing it. Must have percentages of time you spend doing what you do. Must equal 100%. Spell out acronyms at first use.

**Education / Knowledge** — Minimum education required to perform the job. What licenses or certifications or other training required for the position and the reason for the requirement. What specific skills are required.

**Experience** — Type and least amount of prior directly related experience required to perform the job.

The issue of volume was discussed—at what point can you no longer absorb duties and responsibilities of positions not being filled? Increased absenteeism, lower productivity, lack of involvement, etc. can soon become an issue.

Experience equivalency has to be advertised in the job. We do not have a standard as a system. Some institutions have established a standard and are using them.

**Complexity and Problem Solving** — Measures the degree of problem-solving required, and the amount of judgment required as determined by the complexity of duties.

**Freedom of Action** — Measures the degree to which the position is structured, the types of controls placed on the work assignments. How much guidance provided by the supervisor, how work is inspected, how priorities are established.





Scope and Effect — Measures responsibility for accomplishing the mission of the institution and the WV Higher Education systems. Describes the types of decisions regularly required and how the work product affects the goals of the unit/department/institution/agency. What the results would be of errors.

Breadth — Functional areas for which this position has management accountability and responsibilities. Must be responsible for budgets.

Contacts:

Intrasystems — (within the WV Higher Education Systems) What positions within the system do you have regular, necessary communication with and what about and how often.

External — (outside the WV Higher Education Systems)  
What positions outside of the systems do you have regular, necessary communication with and what about and how often. Students are external contacts since they are not employees.

Direct Supervision Exercised — Type of supervision and degree of direct supervision exercised over others considering the level of subordinates and the nature of the work performed. No credit for students unless they are essential to the operation. No credit for temporary positions.

Indirect Supervision Exercised — Responsibility for indirect supervision by supervising and supervisor reported in FTEs.

Physical Coordination — Motor skills, complexity of body movements, speed/timing of movements and the need for close visual attention. Preciseness.

Working Conditions — Quality of working environment under which the position works such as lighting, temperature extremes, noise, chemical exposure, heights, etc.

Physical Demands — Measured by exertion placed on the skeletal, muscular and cardiovascular systems of the position such as standing, lifting, carrying, lifting, carrying, bending, climbing, walking, etc., and how often it happens.

Trish Clay then went over the “percentage of time” and “action verbs” handouts for the group.

Three levels of signatures required. HR office should intervene if employee and supervisor disagree with the PIQ. Require updated job description before you give an effective date.



#### OTHER ISSUES:

40-hour Workweek—Trish is of the opinion that WVU can implement a 40-hour workweek without issue.

Chancellor search for the Council continues. Approaching the end of the process.

The meeting adjourned at 5:20pm.

#### **WEDNESDAY, JULY 15**

Chair Wells called the meeting to order at 9:20 am.

Amy Pitzer gave a presentation and discussion on advocacy.

#### ELECTIONS

Chair Wells asked for volunteers to act as tellers for the election. Louis Belt agreed to represent the Commission and Lindsey Silbernagel agreed to act as teller for the Council.

Nominations were taken from the floor.

#### CHAIR:

Ken Harbaugh nominated Amy Pitzer to serve as chair. Sherry Mitchell seconded.

Beverly Jones nominated Teri Wells to serve as chair. Teri declined the nomination.

Ken moved to elect Amy Pitzer by acclamation. Pamela Shrader seconded. Motion passed.

#### VICE CHAIR:

Carol Hurula nominated Teri Wells for Vice Chair. Ken Harbaugh seconded the motion.

Michelle Nabers moved that the nominations be closed. Barbara Boyd seconded the motion.

Ken Harbaugh moved that Teri Wells be elected by acclamation. Carol Hurula seconded. Motion passed.

#### SECRETARY:

Sherry Mitchell nominated Carol Hurula for secretary. Carol declined the nomination. Carol then nominated Lori Midkiff for the position. Ken Harbaugh seconded. Michelle Nabers moved that the nominations be closed. Sherry Mitchell seconded the motion.



Ken Harbaugh moved that Lori be elected by acclamation. Amy Pitzer seconded. Motion passed.

#### COMMITTEES:

Chair Wells proposed a change to the Student/Employee Enrichment Committee to become the Student/Employee Advocacy Committee to be able to support issues where we can and to identify areas where classified employees can agree we should pursue.

The Chair named her appointments to various committees and then opened the floor for anyone who wants to be added to additional committees. Each ACCE member is asked to serve on at least two committees.

Sherry Mitchell will chair the Benefits. Carol Hurula will serve as Vice chair. Paul Martinelli will serve as recorder.

Verne Britton will chair the communications committee. Vice Chair will be Lindsay Silbernagel. Recorder will be Melanie Baker.

Chair of the Legislative Committee will be Amy Pitzer, Vice Chair will be Lindsay Silbernagel and Lori Midkiff will be recorder.

Beverly Jones and Lori Midkiff will be co-chairs for the Special Events committee. Teri Wells will be recorder.

Chair of the Student/Employee Advocacy Committee will be Carol Hurula. Vice Chair will be Robin Tabor and recorder will be Barbara Boyd.

Committee meetings are generally held on the same day as the ACCE meetings, either before or after the meeting. However they can be held the evening prior if we're traveling already.

Conference calls were discussed. We have had issues in the past with trying to hold meetings in that manner. Interruptions in offices disturb the call, the members don't always know who is on the call, and it puts everyone at a disadvantage. Hearing multiple

people is a huge issue. In-person meetings are a good time to get everyone together to bond as a group as well. Discussion ensued about the need to have a quorum at all meetings. The use of proxies was discussed. The proxy form is on the ACCE website. Let the chair know ASAP if you cannot attend a meeting. Importance of attendance was discussed. Appropriate use of the listserv was discussed. Ken Harbaugh provided a "travel tips" handout to the group.

The Chair called for Ken Harbaugh to assist with the development of the calendar. Mr. Harbaugh provided a list of past meeting locations and when they occurred. On average the ACCE visits 6-8 locations and the remainder are almost always in Charleston and



during the legislative interims or session. Beverly Jones brought up the issue of Blue Ridge CTC not having a representative and perhaps having a meeting held there. Discussion ensued and Chair Wells stated the steps she has taken to date so far.

Every other year ACCE will hold a meeting either at MU or WVU since those schools have the most classified employees. Ken went over the schools where we have not held a meeting in recent years. The following schedule was agreed on.

August 27	Southern West Virginia Community and Technical College
September 23	WVU-Parkersburg
October 27	Fairmont State University
November 19	New River Community and Technical College at Beaver
December 9	Marshall University Graduate College in Charleston
January 14	Bridge Valley Community and Technical College in Charleston
February 25	Marshall University
March 11	Marshall University Graduate College in Charleston
April 21	West Virginia School of Osteopathic Medicine in Lewisburg
May 19	Eastern Community and Technical College
June 13	Shepherd University
July 11-13	Retreat Location TBD (Canaan Valley, Black Water Falls, Glade Springs, Twin Falls and Blennerhasset were mentioned for consideration.)

The group was also asked to consider two full days. Ken moved and Carol seconded a motion to have the Executive Committee discuss the possibility of holding the retreat two full days instead of a full day and two half days. Motion passed.

Having completed the agenda, the meeting adjourned at 12:35 p.m.

Attachments:

\*Bob Long's notes on differences between SB330 and SB439