



MINUTES

January 14, 2016, 9:00 a.m.

Room ATC 136

Bridge Valley Community and Technical College
Advanced Technology Center, South Charleston campus

ATTENDANCE:

Amy Pitzer	Concord University
Ken Harbaugh	Shepherd University
Carol Hurula	Marshall University
Karen Martin	West Virginia Higher Education Policy Commission
Lindsay Silbernagel	Bridge Valley Community and Technical College
Lori Midkiff	New River Community and Technical College
Robin Tabor	West Virginia State University
Bethany Perry	Mountwest Community and Technical College
Belinda Evans	West Virginia School of Osteopathic Medicine
Pamela Shrader	Eastern WV Community and Technical College
Verne Britton	West Virginia Network for Educational Telecomputing
Louis Belt	Bluefield State College
Teri Wells	Southern WV Community and Technical College
Beverly Jones	Pierpont Community and Technical College
Sherry Mitchell	Fairmont State University
Renee Anderson	Potomac State College

EXCUSED:

Barbara Boyd	WVU-Institute of Technology
Connie Blevins-Bailey	Glenville State College
Angie Kerns	Council for Community and Technical College Education
Michelle Nabers	WVU-Parkersburg
Paul Martinelli	West Virginia University
Bob Wise	West Liberty State University
VACANT	WVU Robert C. Byrd Health Sciences Center
Melanie Baker	West Virginia Northern Community and Technical College
VACANT	Blue Ridge Community and Technical College

GUESTS:

Bob Long	Retired ACCE Member
President Jo Harris	Bridge Valley Community and Technical College

Chair Pitzer called the meeting to order at 9:07 am. A quorum was established.

Ms. Silbernagel introduced President Jo Harris with Bridge Valley Community and Technical College. President Harris welcomed the group and entertained questions.

Ms. Midkiff reported minutes for August, September and October 2015 meeting minutes have been updated with all requested edits and will be sent Ms. Nabors and Mr. Britton to be uploaded to the ACCE websites.

Ms. Midkiff sent minutes for November and December 2015 out via the listserv for review. Several edits were submitted prior to the meeting, which have been updated. Ms. Shrader added WV needed to be added to Eastern WV Community and Technical College for the November minutes. Ms. Shrader also noted she was present at the December meeting and needs to be added to the members present list.

Chair Pitzer called for a motion to approve minutes for the November 2015 ACCE meeting. Ms. Hurula moved to approve the minutes for the November 2015 ACCE meeting with amendments; Ms. Tabor seconded the motion. The motion carried.

Chair Pitzer called for a motion to approve minutes for the December 2015 ACCE meeting. Ms. Evans moved to approve the minutes for the December 2015 ACCE meeting with amendments; Ms. Martin seconded the motion. The motion carried.

Chair Pitzer asked to have a short work session for the new website. She recognized Ms. Nabors and Mr. Britton for their work updating the new website. Chair Pitzer asked members to review each of the pages to add more updates. Mr. Britton reminded everyone the new site has been established on a temporary basis until ACCE is ready to launch. The URL was provided to the group to complete their reviews.

Below are suggestions from the group regarding the new website:

- Design elements-too much white space at the top and repetition of the group name.
- Size of font on the links need to be larger to catch the eye. (referring to text in the black band under the picture.)
- Take the logo off of the picture and put it at the top of the page.
- Make the links a drop down box on the side of the page.
- Chair Pitzer said it was important to have contact information for the ACCE members, but it can be done with hyperlinks. Everyone agreed this would work.
- It was suggested to have the agendas and minutes together beside the dates for archival purposes.
- Under the Just the Facts section, we could list all of the legislative bills for easy navigation. Under resources, would house the PowerPoints, presentations, etc.
- It was suggested to add meeting time and location to the scrolling meeting location.
- Committees: members are listed. There are hyperlinks to their pages to find more information regarding their charge and what needs to be listed on there. Committee Chairs should meet and decide what needs to be listed on their committee pages
- Resources page: external links to other sites, power point presentations could be housed here.
- News: needs to be populated.
- There are a lot of historical documents to populate the website. They need to be listed under the resources page. Everyone agreed.
- There will be further tutorials for the website at future meetings.
- Chair Pitzer reiterated all information posted on the website needs to be reviewed by other ACCE members. It is important we display things correctly.

- The group agreed there should be a photo album page.
- Mr. Belt asked if we should have pictures of members on our website. The group agreed it was a great idea. Ms. Hurula suggested the MU photographer take pics at the next meeting in Huntington.

2016 LEGISLATIVE SESSION

Chair Pitzer reminded members of an earlier discussion regarding position papers to be posted on the new website. All members present agreed ACCE should create position papers regarding layoffs vs. furloughs as well as a possible response to the upcoming Mercer recommendations regarding the completed market study and clarifying the difference between SB 330 and SB 439. Chair Pitzer mentioned some of the legislation being proposed Classified Staff may lose rights they currently have (such as bumping rights, grievance procedure, etc.) becoming will and pleasure employees.

Chair Pitzer also stated there is a rumor that WVU is working on bill to consolidate schools, removing the Council and the Commission and giving the local governing boards more control. Mr. Harbaugh stated we need to have a position ready in the event this legislation is introduced. While only a rumor at this point, it is important that we be ready to provide input, if requested, by Legislators.

Mr. Britton moved for the Chair to coordinate by whatever means necessary to immediately begin writing position papers on furloughs and layoffs, and any other topic deemed necessary. Mr. Belt seconded the motion. The motion carried.

Mr. Long suggested each representative check on their layoff policies and report back to ACCE.

UPDATE FROM VCHR'S OFFICE

Mr. Cottrill reported market study has been completed by Mercer. He was to have a conference call with them on Wednesday, but was postponed due to bad weather in Maryland where the representatives were located. Mr. Cottrill stated Mercer will have three structures to present, and there will fewer pay grades, but offering wider pay ranges. There has not been a report to LOCEA regarding the study results. They are requesting a report by the end of January. Chair Pitzer requested for ACCE to review the market study information prior to the LOCEA report. Until he spoke with the representatives from Mercer, he would have no further information.

Mr. Cottrill did say the next steps would be to review the schedules with the Chancellors, then working with the CHRO's, and then slot the rest of the jobs to see how much the new schedule would cost the system. He reported the website is available with all of the current market study information. It has been shared with ACCE members.

Mr. Cottrill added OASIS may be fully implemented in April or May 2016, depending on the decision by the Legislature regarding the type of pay period will be used.

Ms. Clay presented the salary report to LOCEA this past Monday. It is not a great year for salary increases. Some institutions submitted requests for increases. Mr. Cottrill would like to complete a year-to-year comparison to review salary trends.

Mr. Long made a point that ACCE needs to make sure it is recorded somewhere about what the true definition of critical retention employees (exempt vs. non-exempt). Last year it was increased from 20% to 25%. Institutions need to be held accountable.

CAMPUS CONCERNS / ANNOUNCEMENTS / OTHER

Mr. Long presented an article written by a lobbyist for WVU regarding the WV Tech move to Beckley. He mentioned some information in the article is inaccurate. Mr. Long asked representatives from the institutions in the affected area to update ACCE on what collaborations have taken place with WVU. Chair Pitzer, Mr. Belt, and Ms. Midkiff reported what meetings have taken place with their institutions and that an agreement was signed by all the affected institutions at the December HEPC meeting, but that there are still many areas being worked on in the way of collaborations. Pitzer noted that the HEPC voted to allow duplication of services by WVU which are already provided by Bluefield, Concord and New River.

Ms. Jones reminded everyone she sent information via the listserv regarding Canaan Valley for the upcoming ACCE retreat. She asked members to review the choice.

Mr. Belt asked for information regarding Healthy Pathways. Ms. Perry said she would email information to ACCE members as requested.

Mr. Harbaugh asked ACCE members to talk with their HR departments regarding training for all employees to better understand the importance of proper planning for retirement. Chair Pitzer stated she would try to get a TIAA-CREF representative to attend our retreat.

UPCOMING MEETINGS

- ACCE, February 25, Marshall University
- ACCE, March 11, 2016, MUGC
- Last Day of Legislative Session, March 12 (midnight)

Chair Pitzer asked everyone to visit the Legislative website every day to look at new bills regarding higher education.

ACCE thanked Ms. Silbernagel and her staff for their wonderful hospitality during the meeting today.

Chair Pitzer called a brief meeting of the executive committee following the adjournment of the regular meeting.

Mr. Harbaugh moved to adjourn the meeting; Ms. Midkiff seconded the motion. The motion carried. The meeting adjourned at 4:00 pm.