



MINUTES

April 21, 2016, 9:00 a.m.

West Virginia School of Osteopathic Medicine
Roland P. Sharp Alumni Conference Center, Board Room
Lewisburg, WV

ATTENDANCE:

Amy Pitzer	Concord University
Ken Harbaugh	Shepherd University
Carol Hurula	Marshall University
Karen Martin	West Virginia Higher Education Policy Commission
Thom Conner	Bridge Valley 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
Darryl Clausell (proxy)	West Virginia Northern Community and Technical College
Renee Anderson	Potomac State College
Barbara Boyd	WVU-Institute of Technology
Paul Martinelli	West Virginia University
Bob Wise	West Liberty State University

EXCUSED:

Lori Midkiff	New River Community and Technical College
Sherry Mitchell	Fairmont State University
Connie Blevins-Bailey	Glenville State College
Angie Kerns	Council for Community and Technical College Education
Michelle Nabers	WVU-Parkersburg
Melanie Baker	West Virginia Northern Community and Technical College
VACANT	Blue Ridge Community and Technical College
VACANT	WVU Robert C. Byrd Health Sciences Center

GUESTS:

Bob Long	Retired ACCE Member
Robert Driscoll	West Virginia University
Dr. Michael Adelman	President, West Virginia School of Osteopathic Medicine
Charity Richmond	Classified Staff Board of Governors Representative
Tricia Hoover	West Virginia School of Osteopathic Medicine
Debbie Harvey	West Virginia School of Osteopathic Medicine

Chair Pitzer called the meeting to order at 9:11 am. A quorum was established.

Ms. Evans introduced President Adelman with West Virginia School of Osteopathic Medicine. President Adelman welcomed the group and entertained questions.

Chair Pitzer reported Ms. Midkiff sent minutes for March 2016 out via the listserv for review. Several edits were submitted prior to the meeting, as well as during the meeting. Chair Pitzer called for a motion to approve minutes for the March 2016 ACCE meeting. Ms. Martin moved to approve the minutes for the March 2016 ACCE meeting with amendments; Ms. Boyd seconded the motion. The motion carried.

NEW ACCE WEBSITE REVIEW/UPDATES

- Mr. Britton recognized Ms. Nabers' work on the new site. Mr. Britton stated that Ms. Nabers has taken the lead on the project, and is hopeful that she will continue to do so.
- The group made the suggestion that Mr. Britton and Ms. Nabers review the January minutes in which website enhancements were discussed.
- Mr. Britton reported that the member's page had been updated. Also, Ms. Nabers added a scrolling message to the bottom (footer) of the pages.
- The group suggested that each member submit professional pictures to Mr. Britton and/or Ms. Nabers to be added to the site.
- Committee Chairs should write the charge of the committee and send to Ms. Nabers, preferably attached in Word. The Committee Chairs should also decide what needs to be listed on their committee pages.

RIF/FURLOUGH POLICY REVIEW

Although the discussion of Reduction in Force (RIF) and furlough policy reviews were tabled until the next meeting, the group did discuss certain issues regarding RIF and furlough:

- Furlough and layoffs are not interchangeable.
- Issues that need reviewed for furlough (break in service) – benefits, vacation, leave, bumping during layoffs
- Presidents were encouraged by Commission to get policy in place.
- ACCE strongly believes Commission should take the lead and establish guideline/draft that institutions could use.

Mr. Britton motioned, and Ms. Jones seconded the request to move the discussion of RIF and furlough policy review to the May meeting. The motion carried.

ACCE POSITION ON ISSUES FOR WEBSITE

- Each representative should bring a copy of their policy, even in draft form.
- Ms. Tabor and Ms. Evans will discuss research regarding the HEPC's elimination concerns.

UPDATE FROM VCHR's OFFICE

Chair Pitzer reminded ACCE that the VCHR's Office is invited to all of the ACCE meetings. She mentioned that both Ms. Clay and Mr. Cottrill have been out of the office due to personal reasons. At this time, there have been no updates provided to ACCE. Additionally, the website, <http://wvhigheredhr.org/>, has not been updated. Chair Pitzer stated that the new salary schedule was unveiled at the last HEPC meeting, and Mercer provided an update and PowerPoint. None of this information has been shared with ACCE as requested. The Mercer contract ends this month; however, it could get extended.

Ms. Jones motioned that Chair Pitzer should request a face-to-face meeting with the Chancellors to discuss ACCE's concern of the lack of transparency and lack of communication from the VCHR's Office. Ms. Shrader seconded the motion. The motion carried.

CAMPUS CONCERNS / ANNOUNCEMENTS / OTHER

Updates regarding WVOasis and Kronos:

- Bi-weekly pay begins June 10th.
- Insurance payments will be taken out of the June paydays, 10th and 24th.
- Once leave requests are entered into Kronos, it is deducted from leave at the time it is entered.
- Non-exempt employee leave accrues at the *end of the pay period*. Exempt employee leave accrues at the *end of the month*.

WVU-Institute of Technology staff transition from Montgomery to Beckley:

- Ms. Boyd explained most of her staff are physical plant workers, and the lowest paid staff.
- She stated that most of the employees walk to work now, so the transition to Beckley could potentially cost the employees upwards of \$5000 in travel expenses.
- Chair Pitzer suggested that Ms. Boyd request that WVU send someone to the campus to oversee the transition.

Staff evaluations/merit:

Discussion of this topic was tabled until the May meeting.

May – June ACCE Meetings:

The May and June ACCE meeting locations were discussed. It was determined that more information was needed to decide on possible changes for those locations.

Required July Meeting (Annual Planning Meeting, Elections)

The group agreed to request a block of rooms at the Hampton Inn at Southridge. Vice Chair Wells agreed to contact the hotel, as well as others if needed, for nightly rates.

UPCOMING MEETINGS

- April 28, CCTCE at the ATC in South Charleston
- May 19, at Eastern CTC
- June 13 Shepherd University
- June 16, CCTCE at the ATC in South Charleston
- June 24, at Concord University

ACCE thanked Ms. Evans and her staff for their wonderful hospitality during the meeting at West Virginia School of Osteopathic Medicine.

Ms. Martin moved to adjourn the meeting; Ms. Boyd seconded the motion. The motion carried. The meeting adjourned at 2:57 pm.