



July 11, 2016, 8:00 a.m.
Bridge Valley Community and Technical College
Advanced Technology Center, South Charleston campus
Room ATC 136

Members Present: Amy Pitzer, Ken Harbaugh, Carol Hurula, Karen Martin, Lori Midkiff, Robin Tabor, Bethany Perry, Belinda Evans, Pam Shrader, Verne Britton, Louis Belt, Teri Wells, Beverly Jones, Sherry Mitchell, Renee Anderson, Paul Martinelli, Thom Conner, Barbara Boyd, Michelle Nabers, Sheri Goff

Guests: Vice President Kristen Mallory, Bridge Valley CTC; Chancellor Paul Hill, Higher Education Policy Commission; Chancellor Sarah Tucker, Council for Community and Technical College Education; Vice Chancellor of Human Resources, Trish Clay; Mr. Jay Mahoney; Bob Long, retired ACCE.

New member orientation was conducted prior to the start of the retreat.

Chair Pitzer called the meeting to order and a quorum was established.

Mr. Conner introduced Vice President Kristen Mallory who welcomed the group.

Ms. Midkiff presented the April 2016 meeting minutes for approval. Ms. Martin moved to approve the April 2016 minutes; Mr. Martinelli seconded the motion. The motion carried.

Ms. Midkiff presented the May 2016 meeting minutes for approval. Ms. Hurula mentioned a couple of things that needed to be corrected. Ms. Wells moved to approve the May 2016 minutes approved with corrections; Ms. Boyd seconded the motion. The motion carried.

Ms. Midkiff stated the June 2016 ACCE meeting was cancelled.

Ms. Nabers stated she had not received any further feedback since the last meeting regarding layoffs and furloughs. Chair Pitzer mentioned the actions taken by New River CTC was not considered a furlough with the reduction in FTE. Chair Pitzer applauded Dr. Washington for being transparent regarding the actions taken by New River CTC.

If employees are furloughed for more than 30 days, it will start affecting health insurance. The Vice Chancellor for Human Resources does not think the reduction in FTE would cause a furlough to occur. Chair Pitzer reminded members the group needs to decide our position regarding to FTE triggering a furlough and provide input. She also reiterated the difference between a furlough and layoffs as defined by the labor laws.

Chair Pitzer stated a lot of institutions were preparing for government shutdown and there were talk of WARN notices. She explained WARN notices are mainly for private industries. If a new policy is developed, employees should receive a 30 day notice as well as notice regarding changes in health insurance coverage and payments. Human Resources offices need to be prepared to notify employees who can retire or take advantage of other services, with guidance from the HEPC offices. Chair Pitzer stated Classified Staff members need to encourage their institutions to get all of these policies and procedures in place, having conversations with Presidents and Board of Governors members so we all can be prepared to face these issues.

Chair Pitzer stated ACCE needs to follow up with the Vice Chancellor for Human Resources regarding the guidelines due on January 2017.

Ms. Tabor and Ms. Evans reported in their research regarding the elimination of the Higher Education Policy Commission and the Community and Technical College System. Mr. Harbaugh gave kudos to Ms. Tabor for the link information sent out to everyone. They will continue to work on this information.

Chancellor Paul Hill with the Higher Education Policy Commission thanked the group for inviting him to attend the meeting. Chancellor Hill thanked the ACCE members for their hard work to make sure their institutions are successful.

Chancellor Hill addressed the legislation introduced this past session regarding the elimination of the HEPC/CTCS offices. He stated there would be a lot of unknown consequences if the two offices were dissolved. He also reiterated there was not a guarantee on the budget for higher education. He is concerned with tuition increases due to lack of state funding and dedicated taxes for education are being discussed. Possibilities are an increase in the soda tax, the alcohol tax, and a consumer sales tax.

Chair Pitzer sent the Chancellor some questions prior to the retreat to address during his time. One of the question was regarding the vision on the future of higher education for the next 5 years. He would like to continue growth of online classes, serving an underserved community. Chancellor Hill also wants to keep the brick and mortar institutions available as well. Two year institutions are in more demand at the moment.

Chancellor Hill also addressed the next Legislative Session. He encouraged everyone to visit with their representatives and talk with them about the importance of higher education. Also, invite them to our big events that we are most proud of on our campuses and try to get them to our campuses.

Chancellor Hill addressed his thoughts on the implementation of new Personnel Administration System. There was a bill prepared to be in place by July 1st, but time stalled out in the committee and there was no action. As far as he knew there were no oppositions to the bill, but the Legislators need to be on board with the bill. Mercer is currently working with all campuses to identify job descriptions so they will be easily recognizable. Chancellor Hill stated it needs to be recognized by the Legislature because the scale will need to be updated every five years. A database will also need to be selected for everyone to use. Chair Pitzer stated ACCE would be willing to get information out to all groups as needed. Chair Pitzer thanked Chancellor Hill for talking with ACCE today.

The group worked on the ACCE website. Mr. Britton led the discussion regarding the updates. The group decided a simple design would be best. They thought it was important to have pictures of meetings and events throughout the history of the group. The member page should be a regular page without any popups. Chair Pitzer asked the website committee to meet and the goal to complete the website by September. Agendas and minutes should be listed and linked in a table so all data can be accessible. All information posted to the ACCE website should be in PDF.

Mr. Harbaugh stated the ACCE By-Laws were included in the binders distributed to the group today. Chair Pitzer asked everyone to familiarize themselves with the by-laws and notify her if any changes should be made.

Mr. Harbaugh reviewed the Legislative website with the group. Chair Pitzer worked asked for input for ACCE's next Legislative agenda.

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New member orientation was continued prior to the start of the retreat covering travel, acronyms and a question/answer session.

Chair Pitzer opened the meeting and there was continued discussion regarding new project proposals.

Chair Pitzer introduced Chancellor Sarah Tucker from the Council for Community and Technical College Education. Chancellor Tucker thanked the group for the invitation. Chancellor Tucker told the group that performance education for HEPC/CTCS will be on the agenda for interim session in regards to the Legislative Audit report. She and Chancellor Hill have been working on a response to the report. Chair Pitzer stated ACCE would be willing to help any way possible.

Chancellor Tucker's vision for the future of community college education is to provide more workforce training within our state. She spoke about the recent partnership with DHHR to provide educational opportunities and assistance to women who receive TANIF benefits. The CTC's continue providing training for dislocated miners.

Chancellor Tucker was brought up to date on the market study. ACCE recommends that she and Chancellor Hill begin drafting a policy for reduction in force (RIF) that includes furloughs and a reduction in FTE, not just layoffs.

Chancellor Tucker's expectations for the 2017 Legislative session is to find allies who believe in the mission of and defend higher education. Our representatives need to know the importance of higher education. Chancellor Tucker is also advocating for additional funding for the CTC's.

Chair Pitzer provided input regarding the new personnel administrative system and our frustration with the lack of information or implementation. She explained that ACCE wants the system in place so if funding becomes available, the system would be there. There should be a systematic approach to personnel. Chair Pitzer thanked Chancellor Tucker for her time meeting with the group.

Mr. Jay Mahoney conducted a presentation regarding TIAA and answered questions regarding planning, investing and the retirement process. He discussed different investment options that are available; reminded everybody to keep beneficiary names up to date; reminded people that retirees are at most risk for being scammed. Mr. Mahoney recommends visiting the TIAA website for updates, then schedule a consultation with one of their counselors to look at your current and potential investments.

Prior to the update from the Vice Chancellor of Human Resources, ACCE discussed fundraising, and the possibility of it being a goal for next year. Ideas from the institutions include asking our Foundation to match funds raised up to a certain level; white elephant auction and employee picnic; horseshoe tournament; bingo; travel coach trips; golf tournament; handmade goods auction; cake decorating contest; and payroll deductions.

ACCE received updates from the Vice Chancellor of Human Resources office regarding the next steps for the salary study. They have to create drafts for the pay guidelines addressing how to place someone in the structure when they start according to their experience. Promotions will have to be addressed as well. Items that were not included in the study were competency development, assisting people to grow in their job and reward them for taking on additional job duties.

The question was asked how to guarantee consistency across all the institutions of higher education and who would be responsible for that. Trish Clay said not HEPC, all they do is get recommendations, not enforce. WV is currently down 1100 classified staff. Each institution has to send HEPC a report card every year and that is how they are trying to make sure everything is uniform on the campus but it's enforced by the BOG and the president of each individual institution. Accuracy of those report cards is sometimes brought into question. Each institution has six months to create a plan for implementing the guidelines once produced. It will go back to legal to be filed; fair labor act goes into effect December 1st.

They also received the point factor methodology. The weights of our factors create extra tasks not covered by the job market. Pay for performance will address the issue of one person doing three people's jobs. This will be recognized and rewarded in the new system. Merit increases will be based on the job description and evaluations. Enforcement of the evaluations are given to the President and the Board of Governors. There was a session provided for addressing questions.

ADJOURNMENT

There being no further business, the meeting adjourned. The next meeting is tentatively scheduled to be held August 25, 2016 at Potomac State in Keyser, WV.

Lori Midkiff, Secretary

Robin Tabor, WV State University rep

Amy Pitzer, Chair