



**MINUTES**

Marshall University Graduate College  
May 18, 2017

**ATTENDANCE:**

Amy Pitzer	Concord University
Thom Conner	BridgeValley Community and Technical College
Pamela Shrader	Eastern Community and Technical College
Becky Miller	Fairmont State University
Sheri Goff	Glenville State College
Carol Hurula	Marshall University
Bethany Perry	Mountwest Community and Technical College
Beverly Jones	Pierpont Community and Technical College
Ken Harbaugh	Shepherd University
Teri Wells	Southern WV Community and Technical College
Karen Martin	West Virginia Higher Education Policy Commission
Amy Alton (Proxy)	WVU-Institute of Technology
Bob Wise	West Liberty State
Verne Britton	West Virginia Network for Educational Telecomputing
Darryl Clausell (Proxy)	West Virginia Northern Community and Technical College
Belinda Evans	West Virginia School of Osteopathic Medicine
David Hays (Proxy)	West Virginia State University
Shirley Robinson (Proxy)	West Virginia University
Michelle Nabers	WVU-Parkersburg

**EXCUSED:**

VACANT	Blue Ridge Community and Technical College
Louis Belt	Bluefield State
Angie Kerns	Council for Community and Technical College Education
Lori Midkiff	New River Community and Technical College
VACANT	WVU-Potomac State College
VACANT	WVU Robert C. Byrd Health Sciences Center University

**GUESTS:**

Robert E. Long	Retired former ACCE Representative
Timothy Melvin	Classified Staff / Marshall University
Michelle Hypes	Classified Staff / Glenville University
Holly Fluharty	Classified Staff / Fairmont University

Chair, Amy Pitzer called the meeting to order at 9:06 am. Quorum established.

Introduction of ACCE members and guests.

**APPROVAL OF MINUTES**

Minutes for December were presented for review and approval. Ms. Michelle Nabors made motion to accept the minutes. Ms. Pam Schrader seconded. Motion carried.



## **UPCOMING MEETINGS AND PLANNING RETREAT**

Discussed June ACCE Meeting. Date to continue as June 13th with a location change to Advanced Technology Center, South Charleston location.

Annual Planning Retreat. Discussed varying dates and locations. Tentatively set for July 10-11 at Advanced Technology Center.

## **EMAIL LISTSERV**

Listserv is maintained by WVNET. Discussion of the do's and don'ts of forwarding emails outside of ACCE members. Obtain permission from sender before sharing. Do not forward email, but copy & paste.

## **ELECTION RESULTS**

Members discussed election results of those having completed elections for FY 2017/18 – 2018/19. General discussion over all of whom is eligible to run for classified staff positions with the new language in HB2542. Confirmation that it should be as you are currently classified. Caution, can't use data from OASIS as that doesn't match EEO categories as noted in state code. Awaiting determination from the Commission on how the institutions are to move forward as of July 1 for FLSA exempt status and IT related positions. Vacancies may occur after July 1 based on this information. Follow your by-laws on filling vacancies.

## **DISCUSSION OF CAMPUS ISSUES / OTHER**

Discussion on exempt schools and how representatives will play a part in future ACCE meetings.

Some institutions noted their institution having formed committees to review HB2542 to better understand the implications.

Building relationships-working with BOGs in creating policies.

ACCE webpage. Domain name registered and independent host master at WVNET (GoDaddy). Word press is not hard to move between servers if that becomes the need. Domain name billing due each November. Cost is approximately \$21 annually for the dot org name. Discussed possible training among members to maintain site in future if current ACCE member changes to non-classified.

## **APPRECIATION**

ACCE appreciates the service Mr. Paul Martinelli has provided as an ACCE member for WVU and his overall involvement with ACCE and his willingness to serve classified staff for many, many years. Mr. Martinelli has been an ACCE member for 28 years. We appreciate the many hours he has contributed and wish him well on his retirement.

ACCE appreciates the service Mr. Ken Harbaugh has provided as an ACCE member for Shepherd University and his involvement with ACCE and willingness to serve classified staff for forty-five years. Mr. Harbaugh has been a member of ACCE for 15 years and served on the Classified Employee Council at Shepherd University since 1982.



**LIAISON REPORT – Ms. Trish Clay, Vice Chancellor for Human Resources and Mr. Bruce Cottrill, Director of Class & Comp**

Documents were provided to the CHRO's on May 4<sup>th</sup>. These documents are: “draft” Salary Administrative Guidelines, Compensation Philosophy, Retaining Talent with Compensation Management, and Job Classification Plan.

SB330 required a culture change in higher education for compensation and classification.

- Managing compensation (former classification).
- Reclassifications will occur less often, compensation management within pay grades (range).
- Education attainment, additional duties, and incentive for increased responsibility for projects.
- Promotion 5% per grade no longer applies. Reclassification to meet minimum for pay grade or within range – like new hire.
- Certifying classification and compensation training to CHROs.
- Manage classification by master specs.
- All current employees will have master spec (general job description).
- Benchmarks being developed.
- JDXpert = job description software (master specs). Commission purchased. Better software with more details.
- Job description or PIQ, whatever name is determined to call. May be Job Analysis.
- HRTMS Company used for job description management for market study.
- Job family reviews. When job doesn't fit, find where it does fit.
- JCC distinguishing levels of jobs. Distinguishing characteristics when multiple levels.
- Volume does count. Pay for additional duties. (Volume doesn't matter in JDXpert master specs).
- Midpoint on salary schedule is market.
- First step is funding minimum of new salary schedule.
- Non-classified job descriptions can be loaded into JDXpert and some institutions say they will use JDXpert for both classified and non-classified.
- Look at internal equity using ePrism.
- PTO (paid time off). Leave accrual is not in state code only HEPC rules.
- Article 7 & 8 change rules. Article 9A classification and compensation changes.
- Legal counsel notes the language doesn't appear to be able to take away accrual balance but change accrual going forward can take place.
- Salary rule for one-time enhancement.
- 4,796 classified staff state wide. 422 positions are above maximum; approximately 700 are below minimum.
- HB2542 in effect on June 12<sup>th</sup>. Institution does not have to do anything on that date.
- Look at current policies.
- Make plans.
- Rescind rules if institution wants.



- Market base was built on 240 benchmark jobs HTRMS.
- 240 were positions with the highest populated employee numbers.
- Market was adjusted 8% for WV differential.
- Used Towers Watson, BLS and Mercer.
- Not every job identified in all three market analysis.
- Progression analysis performed by Mercer.
- Commission chose to do market on true midpoint.
- 16% progression and 60% range.
- Market did not show 25 different pay grades.
- Jobs have been slotted into pay grades.
- Example, on the new salary schedule a pay grade 14 could be tracked in pay grade 2, 4, and 5.

Ms. Trish Clay has requested ACCE member's feedback to draft salary administrative guidelines by Friday, June 9<sup>th</sup>.

**UPCOMING MEETINGS**

June 13<sup>th</sup>          Advanced Technology Center

Ms. Michelle Nabors moved to adjourn the meeting; Ms. Bethany Perry seconded the motion. Motion carried. The meeting adjourned at 4:40 p.m.

Respectfully submitted,  
Carol Hurula, Substituting for the ACCE Secretary