

Minute  
West Virginia University  
April 9, 2018

ATTEDANCE:

Amy Pitzer	Concord University
Bob Wise	West Liberty University
Carrie Walters	West Virginia Higher Education Policy Commission
Barbara Sanders	West Virginia School of Osteopathic Medicine
Jayne Angle (Proxy)	Shepherd University
Sheri Goff	Glenville State College
Verne Britton	West Virginia Network for Educational Telecomputing
Anita Davis	Pierpont Community and Technical College
Chris Gray	Southern West Virginia Community and Technical College
Becky Miller	Fairmont State University
Dee Preston	Mountwest Community and Technical College
David Hayes	West Virginia State University
Scottie Samples	WVU - Potomac State College
Michael Caplinger	WVU-Parkersburg
Daniel "Frosty" Frost	Bluefield State College
Darryl Clausell	West Virginia Northern Community and Technical College
Jessica Porter	WVU – Institute of Technology

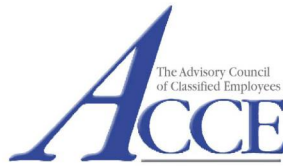
EXCUSED:

Vacant	Blue Ridge Community and Technical College
Thomas Conner	BridgeValley Community and Technical College
Pamela Shrader	Eastern West Virginia Community and Technical College
Timothy Melvin	Marshall University
Vacant	New River Community and Technical College
Janene Seacrist	Community and Technical College System of West Virginia
Shirley Robinson	West Virginia University

Guests:

Rob Alsop	Vice President for Strategic Initiatives WVU
Robert E. Long	Retired former ACCE Representative
Barbara Griffin	WVU Staff Council
Lisa Martin	WVU BOG Representative
Yolanda Gill	WVU
Nancy Breemar	WVU Staff Council Chair
Julie McKinney	WVU Staff Council

Chair, Amy Pitzer called the meeting to order at 9:05 am.



### **Greetings:**

Rob Alsop, Vice President for Strategic Initiatives gave welcoming remarks to ACCE representatives. Mr. Alsop discussed that WVU has a new Classified Staff Representative to the WVU Board of Governors. He talked some about the impact of recent tax reform and the effects on higher educations. Mr. Alsop also mentioned that higher education is facing some challenges.

### **Campus Implementation of Pay Raises:**

There was no direction or guidance given by the Legislature or the Governor on how institutions are to give the pay raises. Institutions are not required to give employees the raises that are included in the WV State Budget. The funds provided to the institution for the pay raises do not cover employees whose salary is not from state appropriations, such as, auxiliaries. The funds also do not cover the additional benefit costs that the institutions will incur by giving pay raises.

The only guidance that has come out is from HEPC. That guidance is that institutions should follow their campus salary policy. Amy Pitzer pointed out that some institutions have not updated salary policy.

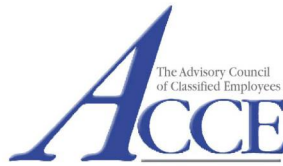
Concord University – Has formed a committee to discuss how to better affect all employees concerning pay raises. Concord does have a salary policy

West Liberty University – Staff Council has meet with the President and CHRO about pay raises. The discussion lead to a recommendation of a 1.5% or \$600 across the board raise. The Staff Council was in support of the \$600 flat amount, but the President has asked the Board for an additional amount of 1.5%. West Liberty's President wants to wait till October to implement the pay raises because of enrollment. Everyone at West Liberty is non-classified and has been slotted into the appropriate grade in the new salary system. Everyone has been brought up to the minimum on the new salary systems and now working to bring people to the mid-point.

HEPC – have developed a panel with two classified staff (one from the Commission and one from the Council), Ed McGee and Trish Humphreys to develop a plan to give pay raises. The HEPC does have a salary policy. Everyone at the HEPC has been moved to the new salary system.

Osteopathic – Employees will be getting a pay raise. If an employee makes up to \$72,000 they will get \$2160 pay raise. Employees who make over \$72,000 will get a 3% pay raise. This pay raise will be for all employees who were hired before April 30, 2018. All future pay raises will be merit based in the future.

Shepherd University – From President Hendrix -- As is customary, we will be presenting the proposed FY'19 Budget to the Board of Governors at the June meeting. Our budget package will include a proposal to provide the \$2,160 increase for every full-time employee, and to make a proportional increase for all staff who work less than the 1.0 FTE. If the Board approves this budget package, the raises would go into effect on July 7, 2018 and would be reflected in paychecks beginning with the August 3 pay date (9-month faculty would get the full increase but would not see the pay raise until September 14).



Glennville State College – There are 15 employees who are below the minimum for the salary system. Those employees will be given a \$1000 raise to help bring them to minimum. All other employees will get a 3% across the board raise. The draft salary policy is being reviewed. The draft was sent out to an Executive group for a two-week review and comments. It is going to combine two separate policies. The revised salary policy does not address pay raises. The CHRO did not even review the authority section of the draft policy. The draft policy originally did not mention of “progressive discipline”. Once this was noted, the President has agreed to added “progressive discipline” to the policy.

WVNET – has a salary policy. The senior staff is looking at how to fund the \$2160 pay raises. About 1/3 of WVNET’s employees’ salaries are funded by state appropriations. Employees have not been slotted in the pay system.

Southern CTC – is looking at giving either \$2160 or 5% whichever is greater. This has not been made official yet. Southern does have a salary policy, but it has not been updated to reflect the changes in state code or the new salary system. Employees have not been slotted in the new salary system.

Pierpont CTC – has a salary policy that includes merit raises, salary pools, performance appraisals and covers Faculty, Classified Staff, and Non-Classified Staff. Held a town hall meeting to discuss pay raises. Due to declining enrollment, having to look at how to fund pay raises. Everyone has been slotted into the pay system.

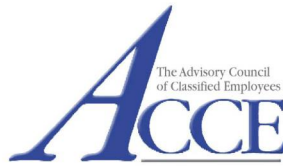
Fairmont University – Employees will be getting a 2% pay raise which not be effective until September 1, 2018. Not getting the 5% pay raise because only received enough funding to cover 1/3 of the employees. Those employees hired after January 1, 2018 will not get a pay raise. Fairmont does have a salary policy that was last reviewed in 2011.

Mountwest CTC – is looking at how to give pay raises. Mountwest is looking at a possible 2% or 3% pay raise. Mountwest does have a salary policy.

WVU – Pay raises will be based on merit from what is on the WVU website. Anyone who has a needs improvement on the performance evaluation will not get a pay raise. WVU is working to move employees to market.

WV State University – No specific information on pay raises. Council has met with President to discuss funding of pay raises. Has a reverse evaluation policy, so employees can evaluate their supervisor.

Potomac State – follows what WVU does. Pay raises will be based on merit.



WVU-P – there will be a 3% across the board pay raise. Those employees who have been employed less than nine months (as of July 1, 2017), will not receive the pay raise. In the process of updating salary policy. CHRO has not made progress in slotting employees.

WVU Tech – Follows the same policies that WVU will use to implement any pay raises.

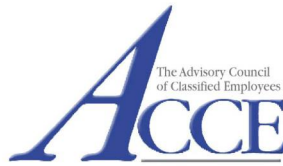
Northern CTC – No mention of pay raises. Northern normally gives raises in July.

Bob Long – talked to Trish Humphreys the previous week concerning any direction being sent out on pay raises. Trish sent out to the institutions that they need to follow their salary policy concerning pay raises. Bob pointed out to Trish that if we do not get the pay raise issue straight that it will lead to the same problems that occurred with the 2001 Salary Schedule. He has pointed that to make the new salary system work their needs to be some commonality or consistency to what all the institutions are doing. It was pointed out that the HEPC is the one to create and administer a Classification and Compensation system. Each institution is to develop their own classification and compensation policy that has to be approved by the appropriate Chancellor.

Amy Pitzer – ACCE needs to meet with the Governor. In the meeting with the Governor, one issue to discuss is the language concerning the pay raises. Amy also talked about how ACCE is going to have to work on educating the two Education chairs. This is because neither chair has any experience in higher education and lack an understanding of how things work in Higher Education.

**Liaison Report – Bruce Cottrill, Director of Class. & Comp.**

- How are employee property rights recognized?
  - Bruce -- property rights will remain unaffected
- Update on the 2018 Legislative session
  - Bruce just got the update and asked Amy to send out the two update documents to the ACCE members
- Update on schools requesting exempt status as per state code -- means they do not follow HEPC personnel rules
  - Mercer, Inc. and others are increasing the costs to do basic salary surveys which smaller institutions will not be able to afford so many will not ask for exempt status
  - Osteopathic School -- requested
  - WVU -- requested
- Don't need to request exempt status when moving employees from classified to non-classified
- Salary increases by institution
  - All over the board
  - 5% percent of the average state employee (\$42500 = \$2160) from general revenue
  - WVU will take their pool of money and apply to their merit system



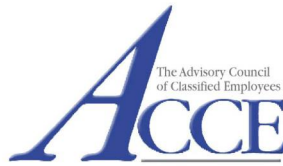
- No consistent plan among the institutions
- There was no direction from legislature how to implement pay raises
- Implementation of classification and compensation
  - Most colleges are moving forward to implement and create to rules/policies
  - Heard good things from those institutions who are using the new system
  - HB 2542 removed the internal hiring preference for classified staff
  - In the salary administration guides, it allows for some negotiations on salary
  - Amy -- lack of data collection with the system
  - Need to do training starting with the top administration (buy-in from the top to support the program)
- JCC Training/CPRC meeting
  - Needs to get the JCC going
  - Has to replace a JCC member because one has left
  - Will be training on the new system
  - Work on one job family at a time
    - Going through all the jobs to determine if we need all the levels of a job in each family
    - This will lead to the development of career ladders
  - Bruce has the materials and specs developed for JCC
- Market based versus Merit system and requirements
  - The new salary system was presented to ACCE as a market based system but now has evolved into a more merit based system
  - Market piece is based on market rates of jobs for structure
  - Being hired at the market but then being compensated on merit
  - Designed more like other states and private industry.
  - It's a blend of market and merit.
    - Start out at market
    - Raises then would be based on merit (moving across the system)
- Next Step
  - Get the JCC meeting and working

### **May Meeting Location**

The original location for the ACCE May 2018 meeting was Blue Ridge Community and Technical College. The representative from Blue Ridge has not been attending the ACCE monthly meetings. It was the consensus of the group to move the May meeting to Charleston. Both Amy Pitzer and Carrie Watters will look into getting a location for the meeting. Amy was going to check with the Marshall University Graduate School and Carrie was going to look check about having the meeting in one of the Technology Park buildings. Both will report back to the group.

### **ACCE Retreat**

The committee will be looking at getting a list of locations with costs for the group to consider for our Annual Retreat. The Retreat is scheduled for July 16-17, 2018. If we plan on having the



Retreat at a state park, we will need to reserve a location soon since the state parks books quickly for the summer.

### **Future of ACCE**

We need to discuss this at a later meeting. With the changes occurring in higher education, we need to look at the following:

- Who is ACCE?
- Who do we represent?
- What is the purpose of ACCE?
- Do we need staff council that includes non-classified representation?
- Does ACCE need to include non-classified representation?

### **HEPC**

The HEPC has released a draft of the new funding model for the 4 year colleges and universities. This model is different from the current way the colleges and universities are being funded. It was pointed out that the two colleges that would be impacted the hardest were WVU and Glenville State College. The Community College Council has not released its draft of their new funding model.

### **Campus Issues**

Bluefield State College basically does not have a Classified Staff Council. While at the meeting, Daniel "Frosty" Frost got notified that the current chair of the Bluefield State College Classified Staff Council had just submitted their resignation letter. Frosty noted that they are having a lot of trouble getting Classified Staff to serve on the Council.

Carrie Watters made the motion to adjourn, Darryl Clausell second the motion. Meeting adjourned at 3:15pm.

Respectfully submitted,  
J. Christopher Gray, Substituting for the ACCE Secretary