



MEETING MINUTES

October 22, 2018

Roland P. Sharpe Alumni Conference Center
West Virginia School of Osteopathic Medicine
9:00 a.m.

MEMBERS PRESENT

Jayne Angle	Shepherd University
Verne Britton	West Virginia Network for Educational Telecomputing
Michael Caplinger	WVU-Parkersburg
Darryl Clausell	West Virginia Northern Community College
Anita Davis	Pierpont Community and Technical College
Sheri Goff	Glennville State College
Chris Gray	Southern WV Community and Technical College
David Hays	West Virginia State University
Tim Melvin	Marshall University
Becky Miller	Fairmont State University
Lisa Neel	Bluefield State College
Lisa Penix (Proxy)	Mountwest Community and Technical College
Amy Pitzer	Concord University
Shirley Robinson	West Virginia University
Scottie Samples	WVU – Potomac State College
Barbara Sanders	West Virginia School of Osteopathic Medicine
Kelly Taber	New River Community and Technical College
Jane Fouty (Proxy)	BridgeValley Community and Technical College
Carrie Watters	West Virginia Higher Education Policy Commission

MEMBERS ABSENT

(EXCUSED) Jessica Porter – WVU – Institute of Technology
(UNEXCUSED) Diane Blady – Blue Ridge Community and Technical College
Tammy Ours – Eastern WV Comm. and Technical College
Janene Seacrist – Comm. and Technical College System of WV
Bob Wise – West Liberty University

GUESTS

Leslie Bicksler	WV School of Osteopathic Medicine
Bob Long	Emeritus
Ken Harbaugh	Emeritus

I. CALL TO ORDER & ESTABLISH QUORUM

Amy Pitzer, Chair, called the meeting to order at 9:00 am. Welcomed Leslie Bicksler, and other guests to today's ACCE meeting. Barbara Sanders welcomes group to WV School of Osteopathic Medicine and introduces Leslie Bicksler and guests.

II. GREETINGS FROM LESLIE BICKSLER, VICE PRESIDENT FOR HUMAN RESOURCES, WVSOM

Leslie Bicksler welcomes ACCE to the WV School of Osteopathic Medicine and expressed her appreciation for the hard work and accomplishments made by classified staff.

a. Are you hearing anything on a Best Practices Manual?

Two weeks ago, the Chief Human Resource Officers (CHRO) from higher education institutions met at Stonewall Jackson Resort to discuss best practices presented at the recent College University Professional Association-Human Resources (CUPA-HR) national conference. CHROs also discussed general training, such as active shooter and security. The previous draft of a best practices manual developed several years ago, needs updates, but many of the items are still really good for staff.

As an example, University of Arizona conducts career conversations of performance appraisal system. University of Arizona has granted permission to WVSOM to use their code calculation tool of Total Compensation Calculator – showing the overall value of benefits: TIAA match, annual leave, healthcare, and sick, annual, disability, FMLA, etc. leave.

Previous work on best practices manual at Concord University never finalized from a draft version but never officially released. CHROs received draft, from Bruce Walker, who posted on the HEPC website.

b. Best practices and pay scales should be uniform across state higher education system.

Who should take the lead? Is that a HEPC duty, CHROs' responsibility? Best practices to keep pay structure equitable across institutions, avoid lawsuits such as 1988 lawsuit. Employees do not know how or where to address these issues. Nothing to base institutional policy. Not following state, federal policies.

Discussion of WVSOM best practices committee with faculty and staff members from different areas, that went the through college's policies step-by-step; not about "gotcha" policies, just seeing how to make a policy better. The committee uncovered opportunities to improve communication opportunities, but still wrestle with the issue of how to overcome misperceptions by faculty and staff.

c. What are your thoughts on HEPC reduction of funding?

HEPC has always been very helpful in guidance on questions, compensation analysis, and other issues. Recently, WVSOM had Title IX training, HEPC paid for training. HEPC also manages TIAA umbrella. HEPC will provide salary and comp data – system wide resource, very valuable especially for smaller institutions, such as WVSOM. CUPA-HR wanting to charge each institution for salary data, instead of one entity – HEPC.

d. Discussion of at-will employees and progressive discipline.

Different standards of progressive discipline of at-will employees from classified staff employees. How are institutions going to manage this especially, in consideration of job property rights?

Non-classified have the right to do their job without harassment, discrimination, and will have progressive discipline. Institutions have the responsibilities to tell non-classified, exempt employees what they are doing wrong, opportunity to improve issues. The national CUPA-HR conference discussed of going away from progressive discipline, but no verbal warning, no consultation meeting, etc. Need to give employees opportunity to improve performance. As for WVSOM, we now have more HR staff to accomplish these goals.

e. What does HEPC recommend for HR staff numbers and proper training for individual institutions?

The ideal is 1 HR specialist per 100 employees. HEPC continuously surveys institutions. WVSOM has used HEPC as a source for policy decisions. HR must have seat at the table. CHRO should know how their employees are doing and not be surprised with any issues. WVSOM currently has 3 HR staff, 1 HR admin support. The WVSOM website outlines salary policy, class compensation, how we review positions, committees of 15 people to review these policies, then proposal submitted to institutional board committee, then submitted on to BOG committee. WVSOM has submitted a request for world of work comp training to the HEPC, waiting on response and funding availability.

f. WVSOM has eliminated classified status of employees. What/how did you base your decision?

WVSOM reviewed the PEO1, and that all WVSOM employees are critical to our mission. All employee positions are necessary for the operation of the institution.

g. If every position is critical, then what happens if WVSOM must implement a Reduction in Force (RIF)?

WVSOM would review PEO1, but it really depends on situation. Instead of a RIF, a committee would first consider reorganizing staff.

Discussion of state legislation has not defined critical employee in code. The state legislature is reluctant to define who is a critical employee for higher education. There is nothing listed in 18B state code that allows institutions to make all of their employees critical. Legislature will not define critical. HEPC is a coordinating board, not a policy regulator/enforcer.

III. MINUTES (Anita Davis)

- a. Review of draft September minutes. Discussion of corrections, clarifications, and other edits.
- b. Motion to approve with any necessary corrections, made by Sheri Goff, seconded by Carrie Watters. Vote all agreed. Motion carried.
- c. Motion to send revision of meeting minutes and response time to Secretary, made by Jayne Angle, seconded by Lisa Neel. Revision time set by Secretary. Discussion on the motion. Vote all agreed. Motion carried.

IV. COMMITTEE REPORTS/DISCUSSION

a. Benefits

- Governor Jim Justice has announced \$100 million to fund PEIA and 5% raise to all state employees. No changes to PEIA. No mention of higher education employees.
- Discussion of WV state legislature failure to plan in sustaining of state employee raises and PEIA rates.
- WV currently flushed with cash from uptick in coal revenue. WV will max out funds and will have no contingency plans to fund PEIA.
- Newspaper articles mention privatization of healthcare, PEIA.
- PEIA has saved \$50 million this year.
- PEIA Task Force not making recommendations.
- At this time, no comments by Speaker of the House in support of Governor Justice's \$100 million for PEIA or 5% raise.

b. Legislative – Email of new studies, no response. Important to get a hold of legislators now. Lisa Neel new member of Legislative Committee. Committee members need to respond to Chair requests and emails.

c. Web/Communications – No report at this time. WVNET has some software somewhat like Webex where an account can be created and shared with others on your PC screen. Be able to work more collaboratively. Verne needs to check to see if the software is for use by all institutions or just WVNET employees

d. Student Advocacy

- How to get information out to students on such things as financial aid and other student services?
- How do we serve students who have an EFC that is just above the cutoff for students to receive Federal Financial Aid?
- Reaching out to the Student Government Associations to obtain input on other issues besides just financial aid?
- Shepherd University – Admissions director under if you qualify for federal break of \$5,900, how do we best identify those issues? Students are the priority. Conduct a questionnaire of incoming freshman to determine needs and assessment of what they understand of financial aid and other college processes. Example, Promissory Note – many students do not understand, so they stop process. Talk to incoming freshman. Carrie Watters is conducting a study into this topic, but this is a national problem; nothing we can do as ACCE.
- Glenville – all students advised under one success center, send report of outstanding requirements, advisors emailing and following up with students.
- WVSU – Freshman students have a mandatory course, but it needs updated. WVSU has a system in place to catch students who do not complete forms, and then their account is flagged, students cannot purchase books with financial aid at the college bookstore.
- WV Northern – reach out to student government association officers. Proposed for outreach of ACCE Student Advocacy – what issues are being lost? Ex. Harassment?

e. Retreat – No report at this time. Discussion on returning to Canaan Valley for the Retreat, as well as, Chief Logan, Pipestem, Hawks Nest also good locations. Ask the Retreat committee to report on which State Parks would provide us a free meeting room.

- f. **Ad-hoc Bylaws Committee** – On hold until after the Legislative session begins.

Lunch provided by WVSOM. ACCE appreciates the wonderful hospitality by WVSOM!

V. DIRECTOR OF CLASS AND COMP, BRUCE COTTRILL (HEPC LIAISON)

No report. No response to invitation to attend ACCE meeting.

VI. ISSUES FOR DISCUSSION IN ANNUAL PRESENTATIONS

- a. Both Commission and Council have contacted us about our dates for the ACCE presentation:
- HEPC meeting — November 16, Regional Tech Park
 - CCTCE meeting — December 13, Embassy Suites
 - Not heard from Legislature about presentation. If not heard from soon, Amy will contact LOCEA. LOCEA presentation typically in December or January; some LOCEA sessions around 3 days.
 - ACCE allotted 5 minutes for any presentation.
 - What is our most important item? Funding for higher education, any legislation introduced by Blue Ribbon Commission (BRC) recommendations. That we have an opportunity to address any proposed legislation. Focus on how ACCE can help legislators and higher education. Give input on the funding model and recommendations from the Blue Ribbon Commission
 - Barbara – Need for representation of higher education employees at the state legislature.
 - Darryl – propose own model, as worded from previous ACCE Retreat – ACCE has worked more on developing this model than the HEPC.
 - Amy – Trying preserve employee status, but while at the same time, propose employees become all staff. Only selling point, if you worked less than 15 years, then you get 2 days' annual leave. Many employees with 15 years have no incentive and/or additional benefits in changing to non-classified status.
 - What are the selling points of going to non-classified status?
 - Has been the fact all staff will get 2 days of annual leave a month
 - Losing Right to Grieve
 - Losing RIF rights
 - Losing Right to a Classified Staff Council
 - Other rights
- b. ACCE must answer the following three questions:
- 1. What is our purpose?
 - Preserve right for grievance, right to staff council, RIF rights,
 - Help employees, higher education, make recommendations on the proposed funding models, how to make improvements.
 - Current political climate – legislators don't care about law precedent, following state code and policies, impact on employees/employees concerns – can advocate on whether representatives stay in power
 - Presidents/CHROs – know what is going on, but has misrepresented information to their employees. ACCE serves as a "checks and balances", must be more than one level of the conversation.
 - Provides reinforcement for staff issues.
 - Provides representation of shared governance across higher education institution.

- HEPC will be reorganized this legislative session.
 - ACCE established in 1986.
 - Staff councils not codified until 10 years ago.
 - Kelly – in general, ACCE serves as advocate and appreciated informing classified council on current legislative issues that were not reported by President/CHROs.
 - ACCE is a resource for legislators to gain input on a particular bill or on the language of bill. ACCE can notify legislators on what questions and comments by constituents from employees of state government and higher education fields.
 - 2. Why should we continue to exist?
 - Provides direction in legislative ways to, HB 2542 has created 26 separate entities without direction or accountability.
 - Dave – previous straw poll to move towards to represent all staff, preserving classified staff unattainable.
 - Sheri – it depends, if we can retain grievance, progressive discipline, RIF.
 - 3. Who cares?
 - Classified employees; including future representation of non-classified staff.
- c. Possible ACCE talking points for PowerPoint Presentation
- REPRESENTATION – voice, progressive discipline
 - FUNDING MODEL(S)
 - LOSS OF ACCOUNTABILITY - No reports mean HEPC and LOCEA are in the dark
- d. Motion to create ACCE presentation based on today's discussion items, made by Darryl Clausell, seconded by Barbara Sanders. Vote all agreed. Motion carried.

VII. CAMPUS CONCERNS

- a. *WV Northern* – new interim president, Mike Koon (former vice president workforce education). ACCE concerns discussed. Will ad-hoc committees move to permanent committee for CHROs to make any staffing decisions? Issue of shared governance language for accreditation report while institution under probation. Interim-President Koon shutdown of ad-hoc committee, permanent. President Koon asking employees for ideas to improve anything at the institution for budget surplus. Advertising the minimum pay scale for an open position of recruiter will not attract applicants that are viable, qualified candidates. What compensation or benefit, besides salary, that will attract qualified applicants?
- Darryl – do current employees have the opportunity to gain a higher level of pay in their position or the chance to advance to another position? Make presidents and CHROs think. Able to cite information from ACCE.
- b. *WVSU* – meet with classified staff council for input on ACCE: 1) go back to added base funding – state HEPC model. 2) Do not want any funding model to eliminate HEPC. 3) Have funding model that rewards in-state students.
- c. *WVNET* – staff meeting scheduled with Matt Turner and Chancellor Carolyn Long on Wednesday, October 24, 2018.
- d. *Shepherd University* – presented BRC member list to classified staff council, including their respective sub-committees, where they work, and contact information. Met with

faculty senate representative. Some classified staff employees unresponsive to emails. Next venue, visit employees on behalf of ACCE, to discuss information.

- e. *Glenville* – Everybody made non-classified, even non-exempt employees. CHRO called all staff meeting taskforce to rewrite our constitutions and bylaws for our all-staff council. Draft sent out for comments, no response, taskforce member comments, sent out again for comments, then last Thursday for official vote to accept new bylaws. As of Friday, 15 responses, all voted to ratify new constitution and keep same EEO category representation, BOG representative, same election process and terms, etc. All in favor of continuing ACCE representation at state level.

VIII. UPCOMING MEETINGS

- a. **ACCE Meeting – November 15**, hosted by Fairmont State University
- b. **HEPC Meeting – November 16**, Regional Tech Park, 9:00 a.m. **ACCE Presentation scheduled.**
- c. **CCTCE Meeting – December 13**, Embassy Suites, 9:30 a.m. **ACCE Presentation scheduled.**
- d. **LOCEA** – to be announced

IX. ADJOURN

Motion to adjourn at 3:30p made by Scottie Samples, seconded by Dave Hays. Vote all agreed. Meeting adjourned.

Submitted by Anita Davis, Secretary