



Meeting Summary
April 25, 2019
WVU Potomac State College
Heritage Room, University Place
Keyser, WV
9:00 a.m.

MEMBERS PRESENT

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| Jayne Angle | Shepherd University |
| Verne Britton | West Virginia Network for Educational Telecomputing |
| Michael Caplinger | WVU-Parkersburg |
| Anita Davis | Pierpont Community and Technical College |
| Sheri Goff | Glenville State College |
| Clark Kendall | Fairmont State 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 |
| Carrie Watters | West Virginia Higher Education Policy Commission |

MEMBERS ABSENT

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| (EXCUSED) | Darryl Clausell | West Virginia Northern Community College |
| | Chris Gray | Southern WV Community and Technical College |
| | Jane Fouty (Proxy) | BridgeValley Community and Technical College |
| | David Hays | West Virginia State University |
| | Carol Hurula (Proxy) | Marshall University |
| | Lisa Neel | Bluefield State College |
| | Amy Pitzer | Concord University |
| | Dee Preston | Mountwest Community and Technical College |
| | Dawn Swiger | West Liberty University |
| (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 |

(VACANT) WVU – Institute of Technology

GUESTS

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| Beth Little | WVU Potomac State College |
| Robert Long | Emeritus |
| Peggy Runyon | West Virginia University (Morgantown) |

I. CALL TO ORDER & ESTABLISH QUORUM

Carrie Watters, Vice Chair, called the meeting to order at 9:00 am, welcomed guests, and expressed appreciation for the wonderful hospitality by WVU Potomac State College. Quorum not established. ACCE members continue with the meeting agenda.

Welcome to WVU Potomac State College by Scottie Samples and introduction of Beth Little, Dean of Enrollment Management and University Relations.

II. APPROVAL OF MINUTES

Motion to table January meeting minutes and use of the ACCE LISTSERV for review/approval, made by Sheri Goff, seconded by Michael Caplinger. Voting all in favor. Motion carried.

III. GREETINGS FROM WVU POTOMAC STATE COLLEGE PRESIDENT JENNIFER ORLICOFF

President Jennifer Orlicoff unable to attend ACCE meeting. Beth Little discussed highlights of Potomac State programs and higher education topics.

- New Nursing bachelor's degree under WVU accreditation.
- New Bachelor SAGE – Sustainable Agriculture and Entrepreneurship for family farms, sugar maple production additional income for family farmers.
- The challenge of retaining students, keeping graduates in state while WV's college going population is not increasing. New E-sports programs, thinking outside of the box to retain students, recruiting E-sports just like athletics, California, Canada; degree program will eventually focus on business aspect, some programming, and partnerships such as Twitch. *[Twitch is a streaming video platform primarily focuses on video game live streaming, including broadcasts of eSports competitions, music broadcasts, creative content, and more.]*
- Discussion of equine program, facilities and indoor riding arena for horses.
- Potomac State's core mission has remained the same in preparing students for careers. Potomac transitioning from a 2-year institution to a hybrid institution offering both 2-year and 4-year degrees under WVU.
- Discussion of WVU's voluntary separation and early retirement buyout for employees with 20 years of service with the institution. WVU is offering two options: a 6-month or 1-year payout of early retirement. Approximately 1300-1500 WVU employees may be eligible, and must apply by May 2019. Approximately 10% rate of expected approval rate of early retirement applications. WVU uses TargetX as its Customer Relationship Management (CRM) system to accept and process the employee applications for early retirement.

IV. COMMITTEE REPORTS/DISCUSSION

A. **BENEFITS** PEIA open enrollment April - May 15th and plan goes into effect on July 1, 2019. Changes for the new plan year:

- The iSelect Md copay lowered to \$10.
- Healthy Tomorrows has been suspended you do not need to have a physical and have the reporting form sent in to PEIA.

- UMR (a United Healthcare company) will replace HealthSmart as the third party administrator. Employees will receive a new health insurance card with UMR information on it.
- Employees can go to the bordering counties of WV (the counties touching WV in other states) without additional fees.
- PEIA has added an appeal process for members who requires a non-preferred drug.
- Securian our optional life insurance company is offering policyholders who have less than \$100,000 in coverage the chance to increase by one plan level with no medical evidence of insurability.
- The maximum Healthcare FSA contribution increased to \$2,700.
- The 2019 annual HSA contribution limit for individuals will be \$3,500.
- The 2019 annual HSA contribution limit for individuals with family HDHP coverage will be \$7,000.
- Healthcare card transactions under \$150 will no longer require supporting documentation for approval process.
- Healthcare FSA card transactions for dental claims will no longer require supporting documentation for approval process.

B. LEGISLATIVE – The Special Session of the Legislature scheduled for the legislative interim meetings on May 20, 21 – (to be determined). Legislators held statewide forums for public input, as did the Department of Education. Legislators are awaiting the DOE's report from these forums, which is due May 1. Carmichael, and now Governor Jim Justice is on board, will push for charter schools and education savings accounts. The major issues that legislators have taken from their forums is 1) smaller class size, 2) more support for student's social needs with more counselors and school psychologists, 3) testing requirements overhaul, and 4) accountability for those testing scores.

- Discussion on legislators attending ACCE & Classified Staff Council meetings at institutions.
- Discussion regarding recent WV Gazette article "Pay raises for state employees averaging 5 percent — \$2,370 per employee — are already built into the budget bill in increases in personnel line items for each agency and division." Governor Justice has signed this bill, with some adjustments made. It sets aside monies for the teacher and service employees pay raises – to be determined by the special session of the legislature coming up.

[\[https://www.wvgazettemail.com/news/legislative_session/house-proposes-budget-compromise-with-pay-raise-placeholder/article_aaa80bb9-eca8-53f8-9022-03c7a8bca4e2.html\]](https://www.wvgazettemail.com/news/legislative_session/house-proposes-budget-compromise-with-pay-raise-placeholder/article_aaa80bb9-eca8-53f8-9022-03c7a8bca4e2.html)

C. WEB/COMMUNICATIONS – ACCE members expresses our appreciation to Verne for keeping information updated on the ACCE website.

D. STUDENT ADVOCACY – Discussion and PowerPoint Presentation of the WV Invests Grant Program.

E. RETREAT – Canaan Valley room rate \$99, free meeting room (best option). Lakeview rate \$100 for meeting room, \$100.

V. §18B-6-5 AND §18B-6-6 -- REVISIONS FOR CONSIDERATION

- A.** Discussion of classified employees unavailable to vote, much less participate in meetings at their institutions. Supervisors do not permit or have time for their employees to participate in classified meetings, such as classified staff in the financial aid department. Some classified staff are trying to get rid of classified staff council. However, WV state code requires institutions must have a classified council.
- B.** Discussion of hiring practices, qualifications, necessary experience, of the job positions available in higher education.
- C.** Evaluation of ACCE's mission statement. How do we address issues when institutional policies inadequacies are the problem and is antagonist to employees? MUST document situations/issues, this is why ACCE was formed and successful at the legislature. Fear that allows institutions independency, more and more issues occur and get worse, no repercussion to the institutions. Build up credibility of case examples of when institutions not following their own policies or state codes and present to the new state legislature leadership.
- D.** Discussion of ACCE survey and survey questions; from October 2018 ACCE meeting minutes. Survey questions to classified staff – questions needed/feedback to Anita before next Friday.

VI. REPORT ON CAMPUS ELECTIONS

- WVU Potomac State – elections completed, Scottie elected ACCE rep
- Glenville – nominations by survey with each EEO category, Sheri declined ACCE nomination, but has accepted staff rep council. Classified council conducts their own election, electronically, through Microsoft Office 365 Forms. Staff EEO categories elections are staggered from year to year.
- Fairmont State – Council Chair sent out Survey Monkey for all positions, nominations first, then voting 10 days.
- WVU-Parkersburg – nominations and elections, then 3-way tie for chair, Survey Monkey sent before staff assembly.
- New River – elections this week, 4 campus locations, Survey Monkey sent by Classified Council.
- Shepherd – bylaws changed to say HR department would coordinate council elections, the president can appoint. Nominations email sent on April 16, elections scheduled for May 1st email by IT department.
- Pierpont – Nominations open through Survey Monkey for 3 weeks in April. Election voting ballots through another survey the last week of April.
- WVNET – a private communication was sent to just the current staff council members reminding them it is time for elections.
- WVU – March 30 email sent to all classified staff for nominations, voting April 10. Some council members want to get rid ACCE representative.
- WVSOM – Council met in Feb/March laying out the plans. Process for nominations is to email Council Chair for the position you wanted...by March 31 (self-nominating). Voting took place mid-April via the online MS Office survey conducted by the WVSOM legal department (as stated in WVSOM staff council bylaws).

Election results: no change in Council Chair, no change in BOG rep. and Barbara will continue to be ACCE rep. Run-offs through Monday, 4/29 for 2 EEO categories.

- WVHEPC – only 2 staff willing to accept nominations. Staff does not participate in meetings. HR will not conduct elections.

VII. WV HIGHER EDUCATION HUMAN RESOURCES INFORMATION

- Patricia Humphries, has released HR Annual Report Card and is available via WVHEPC website, click on “Data and Publication Center”
<http://www.wvhepc.edu/resources/data-and-publication-center/>. Scroll down page to Featured Reports and click on WV Higher Education Report Card.

VIII. CAMPUS CONCERNS

- Merit-based pay system practice already in use without an objective review of equity of performance factors, ratings, content, etc.
- Employees at senior levels given raises, while other employees are not yet at minimum salary levels.
- Discussion of 5% median pay raise for government employees. WVU says pay increases will occur in January 2020.

IX. UPCOMING MEETINGS

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| April 25, 2019 | WV Community and Technical College System Meeting, Regional Technology, Park South Charleston |
| April 26, 2019 | WV Higher Education Policy Commission, Regional Technology Park, South Charleston |
| May 20, 2019 | WV ACCE Meeting, hosted by Southern WV Community & Technical College, Logan |

X. ADJOURN

Motion to adjourn made by Scottie Samples, seconded by Carrie Watters. Voting all in favor. Motion carried. Meeting adjourned at 2:30 pm.

Submitted by,
Anita Davis, ACCE Secretary