



**Meeting Minutes
May 20, 2019
Southern WV Comm. & Tech. College
Logan Campus
Building A, Room 111
9:00 a.m.**

MEMBERS PRESENT

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| Verne Britton | West Virginia Network for Educational Telecomputing |
| Anita Davis | Pierpont Community and Technical College |
| Sherry Donovan (Proxy) | Shepherd University |
| Jane Fouty (Proxy) | BridgeValley Community and Technical College |
| Chris Gray | Southern WV Community and Technical College |
| David Hays | West Virginia State University |
| Lisa Neel | Bluefield State College |
| Michele Lang (Proxy) | Glenville State College |
| Dee Preston | Mountwest Community and Technical College |
| Shirley Robinson | West Virginia University |
| Scottie Samples | WVU – Potomac State College |
| Barbara Sanders | West Virginia School of Osteopathic Medicine |
| Carrie Watters | West Virginia Higher Education Policy Commission |

MEMBERS ABSENT

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| (EXCUSED) | Jayne Angle | Shepherd University |
| | Michael Caplinger | WVU-Parkersburg |
| | Sheri Goff | Glenville State College |
| | Carol Hurula (Proxy) | Marshall University |
| | Clark Kendall | Fairmont State University |
| | Amy Pitzer | Concord University |
| | Dawn Swiger | West Liberty University |
| | Kelly Taber | New River Community and Technical College |
| | Connie Oswald | WVU – Institute of Technology |
| (UNEXCUSED) | Diane Blady | Blue Ridge Community and Technical College |
| | Darryl Clausell | West Virginia Northern Community College |
| | Tammy Ours | Eastern WV Comm. and Technical College |
| | Janene Seacrist | Comm. and Technical College System of WV |

GUESTS

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| Patricia Miller | Southern WV Community & Technical College |
| Robert Long | Emeritus |

I. CALL TO ORDER & ESTABLISH QUORUM

Carrie Watters, Vice Chair, called the meeting to order at 9:00 am, welcomed guests, and expressed appreciation from ACCE to Southern WV Community & Technical College for hosting the meeting today.

II. APPROVAL OF MINUTES

Discussion of April meeting summary, due to no quorum, in place of meeting minutes. Motion to accept summary as official record of ACCE meeting on April 25, 2019 by Verne Britton, seconded by Jane Fouty. Voting all in favor. Motion carried.

Discussion of January 2019 meeting minutes since there has not been an official quorum for ACCE until today. Motion to accept the January 2019 meeting minutes by David Hays, seconded by Chris Gray.

III. COMMITTEE REPORTS/DISCUSSION

Committee reports deferred to June meeting.

IV. APPROVAL OF ACCE RETREAT LOCATION

Discussion of potential ACCE retreat locations.

V. DISCUSSION OF RETREAT GUEST SPEAKERS & AGENDA ITEMS

Potential Guest Speakers: Sarah Tucker (HEPC & CTCS), Bruce Cottrill (HEPC & CTCS), Matt Turner (HEPC & CTCS), Bruce Walker, Candace Kraus (HEPC & CTCS), state legislators (especially education committee members – Rucker, Blair, Hornbuckle, Carmichael), Gordon Gee (WVU).

Agenda Items:

- Status of a proposed funding model and the status of the Blue Ribbon Commission.
- What is HEPC's authority and functions (ruling, or, assistive body?).
- Does the chancellor support and agree with ACCE's mission?
- How can we be a resource for the higher education system(s)?
- What recourse do employees have with disputes? The current trend is for employees to pursue lawsuits instead of institutions' grievance process. With no authority, what will be the reporting process? What will be the procedure for policy review?
- State government does not provide any guidance in measuring work performance for a fair and equitable, merit-based pay policy. (What measuring stick do we use?) In addition, the current performance evaluation system for higher education employees has not been reviewed and updated, and seems to be heavily biased and subjective.

[NOTE: The WV HEPC & WV CTCS approved implementation of the newly developed market-based higher education compensation management program effective September 2017. The Division of Human Resources successfully supported implementation and continues to provide services to institutions with classification review requests under the new system. New classification and compensation program information is available online at <http://wvhigheredhr.org/>.]

- Work on legislative proposal (possibly after legislator guest speaker(s), survey results) to finalize state code section revisions sections of code involving ACCE, Staff Councils.
- Publishing cell phone numbers (paid for by state funds or receive compensation from state fund for personal cell) passed in SB330 during the 2019 regular legislative session. What is the legislative intent? Who will police or enforce? What will be the penalties for non-compliance? How will the state cell phone directories be published and distributed? Are there any exemptions?
- Some BOG members are not actively participating with their institutions. BOGs typically rubber-stamp rather than the president working for the board. Discussion regarding expired terms for BOG members. What is the appointment process? How are BOG members replaced? How can you get a recommendation to an institutional BOG? Matt Turner's office tracks BOG training.

VI. DEVELOP SURVEY QUESTIONS

What is the purpose of this survey? Most questions will be multiple choice or yes/no questions, with a comment section at the end. In the survey, include a brief introduction of ACCE, and we want their feedback on the topic areas, such as:

- Do you feel currently do you have representation?
- If not, then how?
- Is there anyone you feel comfortable in discussing these issues?

ACCE members agreed that presidents and HR at each institution be contacted, along with a formal letter from ACCE, explaining the intent of the survey and distribution (via college's email), college of responses (SurveyMonkey, or something else). Also, this survey research project involves human subjects. Will the colleges require, or waive, their Institutional Review Board (IRB) Committee to review the ACCE survey?

Discussion regarding the ACCE survey target group for feedback: classified staff, non-classified, or, other.

- Bob – how are we to be effective when one person performs multiple job levels, especially community colleges. How are new employees advised on these issues?
- Verne – the non-classified employees didn't have a lot of structure, or framework for addressing these issues.
- Bob – reference state code that ACCE can now address and advocate issues for non-classified, along with classified, staff employees in higher education.
- David – the advantage of having a state-wide council of employees (ACCE) is the ability to connect with other institution, learn about other institutions, etc.
- Michelle – the most well attended classified staff meetings concerned the change to a new pay scale system. Institutions are not communicating these changes to employees.

Most ACCE members agreed that the executive staff and cabinet at institutions should not receive and respond to this survey. Perhaps, include any staff member that is covered by progressive discipline and/or doesn't report directly to the president. The recommendation is to send the survey to classified staff employees. However, there is usually a low response rate to online surveys.

VII. REPORT ON SALARY INCREASES FOR FY-2019 AND FY-2020

2018 WV Legislature provided additional state appropriations to fund pay increases for state employees, including higher education employees.

Bluefield – Unknown at this time.

Fairmont State – *Employees will receive a 2% raise effective August 3rd, 2019 and as of the start of summer we completed the move to all staff. (Email Update sent from Clark Kendall 6/26/19.)*

Glenville – Received \$314,000 - college administration currently discussing distribution of exact amounts, but the expectation is approximately 3.25-3.8% across the board for Glenville employees.

- Last year, those hired before 1/1/18 received 3% pay increase unless they changed positions.

HEPC – Unknown at the time of ACCE meeting. Last year, HEPC employees received \$2,160 or 5% pay increase, whichever was higher for the employee.

[UPDATE: recent notification that HEPC employees will receive an across the board \$2,370 effective 7/1/19].

Mountwest – Their board has already approved 5% across the board. Last year they received 3% across the board.

Pierpont – Unknown at this time. Last year, Pierpont BOG approved a 5% pay increase up to a maximum of \$2,550 for FY 2019 for eligible employees

[NOTE: As per Pierpont BOG meeting minutes "...for employees beginning employment prior to December 31, 2017. President did not receive a pay increase. Pierpont received additional state appropriations of \$233,810. The projected cost of this raise for employees paid through President Controlled Unrestricted Funds is \$234,034.]

Shepherd – They will go before their board on June 13, and told to submit comments by June 8. Expectation is across the board based on performance evaluation with goal setting and potential cost of living increase. BOG is currently working on a policy for pay increases.

Southern WV C&TC – Will receive \$2,370 across the board. Last year 5% or \$2,165 whichever is higher; and in 2017, employees received 3% pay increase across the board.

WV State – The president held a "chat & chew" session with staff, faculty and students, no word given yet as to employee pay raises. Last year, they divided the pay increase allocation to below VP, those under received \$1,160. Employees have expressed concerns that the college administration has waited until the Governor allocated this funding to mention anything about raises. Employees believe the success and performance of the institution should be enough to consider raises, especially with the additional funding they received this year.

WVNET – Unknown at this time. Last year, WVNET employees received \$2,160 across the board.

WVSOM – They had already approved a 3% across the board for this year, but there is discussion about more based on the Governor’s appropriation. The expectation is about \$2,379. Last year, they received \$2,160 up to \$70,000 salary, for those above it would be 3%.

WVU – Employees may receive something in 2020 based on performance. Last year, raises were \$2,160 and based on merit.

WVU Potomac State – Both previous years’ pay increases based on merit (follows WVU’s decisions and policies) and the amount of increase determined by performance reviews. The majority of Potomac State employees received increases. No raises for any employees currently on an improvement plan or not meeting expectations.

BridgeValley – Employees will receive \$2,000 across the board increase.

VIII. REPORT ON CHANGES TO ALL STAFF

Institutions that have switched to “all staff” are WVSU, WVSOM, and Glenville. Other institutions present at ACCE have advised they have at least some classified staff remaining. However, attrition and position changes, and institutional changes have reduced the number of classified staff at most institutions. All new hires (that are exempted from overtime) are being brought in as staff or non-classified.

Bluefield – have both classified and non-classified staff, no official discussions to change all staff.

BridgeValley - have both, no official discussions.

Fairmont State – *As of the start of summer, we completed the move to all staff. (Email Update sent from Clark Kendall 6/26/19.)*

Glenville – all staff in August 2018.

HEPC – same, most of new positions are non-classified. HEPC employees responded “no” to a poll asking if they want to change to all staff. HEPC is down to about 20 classified.

Mountwest – President wants to change to all staff.

Pierpont – have both, no official discussion.

Shepherd – Proposal to go “all staff” goes before their BOG in 6/13/19.

Southern – No expectation to change to all staff. Currently has 56 classified staff members.

WVNET – have both, no official discussion.

WVSOM – move to all staff completed.

WVSU - move to all staff completed; positions are non-classified.

WVU – no change to all staff; classified staff are non-exempt positions (eligible for hourly pay).

WVU Potomac State – no change; Potomac State follows WVU main campus policies.

IX. CAMPUS CONCERNS

Glenville is planning a search committee for a new president. Hopefully, an interim president will be in place by July, and then the official search can begin. New award for Employee of the Year for each EEO category, in which, faculty and staff vote for the award recipient.

Mountwest is combining the two job positions of Academic Affairs VP and VP of Student Services into one position. The college is searching for a candidate to fit the new, combined role of VP Academic Affairs & Student Services. Employees have expressed concerns that either Academic Affairs, or Student Services, may be neglected in favor of the other one. The Interim

HR Director is now permanently into this HR role. Some employees have expressed concerns that the new HR Director is too young and inexperienced for this position.

WVSU - positive news: WVSU staff council has used their remaining budget allocation to create three staff service awards: **1) Student Success, 2) Customer Service, and 3) School Spirit**. All nominees receive a certificate and winners chosen by a peer selection process and received a plaque and a free parking pass for next year.

X. UPCOMING MEETINGS

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| June 13, 2019 | WV Community and Technical College System Meeting, Regional Technology Park, South Charleston |
| June 14, 2019 | WV Higher Education Policy Commission, Regional Technology Park, South Charleston |
| June 18, 2019 | WV ACCE Meeting, hosted by WVU Parkersburg, Parkersburg, WV |

XI. ADJOURN

Motion to adjourn made by Lisa Neel, seconded by Dee Preston. Voting all in favor. Motion carried. Meeting adjourned at 1:20 pm.

Submitted by,
Anita Davis, ACCE Secretary