



**Meeting Minutes
July 22 & 23, 2019
Canaan Valley Resort Lodge
Elm and Willow Meeting Rooms
8:30 a.m.**

MEMBERS PRESENT

Lisa Neal (Proxy)	Bluefield State College
Jane Fouty	BridgeValley Community & Technical College
Amy Pitzer	Concord University
LeeAnn Shreve	Eastern West Virginia Community & Technical College
Clark Kendall	Fairmont State University
Michele Lang	Glenville State College
Teresa Meddings	Marshall University
Dee Preston	Mountwest Community & Technical College
Tabatha Parker	New River Community & Technical College
Beverly Jones (Proxy)	Pierpont Community & Technical College
Sherry Donovan	Shepherd University
Chris Gray	Southern West Virginia Community & Technical College
Dawn Swiger	West Liberty University
Carrie Watters	West Virginia Higher Education Policy Commission
Verne Britton	WVNET
Jenna Derrico	West Virginia Northern Community College
Barbara Sanders	West Virginia School of Osteopathic Medicine
David Hays	West Virginia State University
Shirley Robinson	West Virginia University

MEMBERS ABSENT

(EXCUSED)

Michael Caplinger	WVU-Parkersburg
Scottie Samples	West Virginia University Potomac State College
Korey Tedder	West Virginia University Institute of Technology

(UNEXCUSED)

Angie Kerns	Community & Technical College System of West Virginia
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GUESTS

Ken Harbaugh	Emeritus
Bob Long	Emeritus

Monday, July 22, 2019

- I. Call to Order and Establish Quorum
 - a. Amy Pitzer, Chair, called the meeting to order at 8:40 a.m.
 - b. ACCE extended retreat meeting invitation to Dr. Sarah Tucker, Chancellor, Patricia "Trish" Humphries, Vice Chancellor for Human Resources, and Bruce Cottrill, Director of Classification and Compensation for the West Virginia Higher Education Policy Commission and Technical College System of West Virginia. All responded that they were unable to attend.
- II. Introductions
 - a. Members went around the room introducing themselves. This was primarily done because there are a number of new ACCE representatives to help everyone get to know each other.
 - b. In addition to new members, two members sent proxies to attend the retreat. Chair Pitzer informed everyone that proxies can vote on all matters, except election of officers.
- III. Approval of Minutes
 - a. Prior to approving any minutes, the group had to select a member to serve as Secretary during the Retreat, since the previous Secretary, Anita Davis from Pierpont Community and Technical College is no longer on ACCE. This is because she has left Pierpont. Chair Pitzer asked if there were any volunteers. Chris Gray volunteered to take the minutes for the Retreat. Jenna Derrico from West Virginia Northern Community College agreed to assist with the taking minutes.
 - b. February 2019 Meeting
 - i. Due to there not being a quorum at the February 12, 2019 meeting, it was not an official meeting. The members who did attend agreed to meet and discuss items on the agenda. No actions could be taken since there was not a quorum.
 - ii. Review of the February 12, 2019 meeting summary. Discussion of corrections, clarifications and other edits.
 - iii. It was recommended that since the February meeting was not an official meeting, that the information from the meeting should be referred to as a summary.
 - iv. Barb Sanders made a motion to call the information from the February meeting a summary, accept the summary with corrections and publish. David Hays seconded the motion. The motion passed unanimously.
 - c. May 20, 2019 Meeting
 - i. Review of the May 20, 2019 minutes. Discussion of correction, clarifications and other edits.
 - ii. Carrie Watters made a motion to accept the May 20, 2019 minutes with corrections. The motion was seconded by Barb Sanders. The motion passed unanimously.
 - d. June 18, 2019 Meeting

- i. Review of the June 18, 2019 minutes. Discussion of corrections, clarifications, and other edits.
 - ii. David Hays made a motion to accept the June 18, 2019 minutes with corrections. The motion was seconded by Jane Fouty. The motion passed unanimously.
- IV. Verne Britton informed the group that he received an email from Korey Tedder, ACCE representative for West Virginia University Institute of Technology. In the email, Korey explains why he is not at the meeting. Korey goes on to inform ACCE that he is resigning as the ACCE representative for West Virginia University Institute of Technology.
- V. Updates on Salary Increases and All Staff Situation
 - a. Chair Pitzer asked the group if we would approve adding two topics to the agenda. The two topics are updates on salary increases and all staff situation at each institution.
 - b. David Hays made a motion to add updates on salary increases and all staff situation to the Retreat agenda. Barb Sanders seconded the motion. The motion passed unanimously.
 - c. Updates

Institution	Salary Increases	All Staff
WVNET	\$1118 across the board. Effective July 1, 2019	No discussion of moving to all Non-Classified
Shepherd University	Increases on hold till September and review of enrollment numbers	Still have Classified and Non-Classified. Salary policy just refers to staff now.
WVHEPC	\$2370 across the board. Effective July 1, 2019	Still have Classified and Non-Classified.
Fairmont State University	2% across the board. Effective August 1, 2019	Fully implemented move to all Non-Classified.
Southern WV CTC	\$2370 across the board. Effective July 1, 2019	No discussion of moving to all Non-Classified.
West Liberty University	No information on increases	All Non-Classified – No Classified staff
WV Northern CC	Different rates based on how far each employee is from market. Effective July 1, 2019	Moved all staff to Non-Classified by saying everyone is critical to the operation of the institution
Eastern WV CTC	4.5% across the board for all permanent employees	Still have Classified and Non-Classified employees. New jobs are listed as either Non-Classified or no classification type is listed
Mountwest CTC	5% across the board for all permanent employees	No recent discussion to change employees to all Non-Classified
Concord University	\$1000 across the board. Effective August 1, 2019	Still have Classified employees

WV State University	\$1198 across the board. Do not know if VP's are included in increase this year.	Moved all staff to Non-Classified. All staff are considered critical. Extended Progressive discipline to all employees below Director level
New River CTC	\$1800 across the board. Effective July 19, 2019	Still have Classified employees
Marshall University	4% across the board. Effective July 6, 2019	Still have Classified employees
WVU	No word on increases	Still have Classified employees
Bluefield State College	No increases, but will be reviewed in January 2020	Still have Classified employees
WVSOM	\$2379 across the board	All employees are Non-Classified and considered critical
Glenville State College	4.1% for all staff and faculty. Four employees below minimum before increase. Three of the four were brought to minimum.	All employees are Non-Classified and considered critical
Pierpont CTC	No information so far on any increase	Still have Classified employees
BridgeValley CTC	\$2000 across the board. Effective July 1, 2019	Still have Classified employees

- d. During the discussion, Bob Long recommended that ACCE work on getting the data on the number of state employees that are paid from state funds or other funds/revenue sources. This suggestion came about because some institutions are not giving increases even though the institutions have been given money to provide increases for those who are paid with state provided funds.
- e. During the discussion, Ken Harbaugh wanted clarification from the institutions on whether they are all staff or non-classified. Amy Pitzer wants the members to be specific about whether institutions went all non-classified. There is a distinction between being making everyone non-classified or all staff.
- f. Amy Pitzer pointed out that there appears to have been a recent flip-flop in how critical retention is actually applied. It appears now that the job is critical and not the person. It no longer matters who is in the position for it to be considered critical. In all past systems, the person was critical due to their inherent knowledge, institutional history, qualifications, etc. they held.

- VI. Carrie Watters conducted an Ice Breaker for the group.
- VII. Ken Harbaugh and Bob Long did a presentation on Responsibilities as Classified Employee Leaders.
 - a. Ken discussed topics such as:

- i. Responsibilities of Staff Council Chair
 - ii. Responsibilities of ACCE representative
 - iii. Responsibilities of Board of Governors representative
 - b. Bob discussed topics such as
 - i. ACCE representative need to be the conduit to facilitate that the BOG representative and Staff Council Chair all work together.
 - ii. Reviewed parts of WV Code 18B, specifically 18B-7, 18B-9-A and 18B-9-B
 - iii. Discussed Senate Bill 439 and House Bill 2542
 - iv. Stress that all ACCE members need to know their institutional policies, and the policies and rules of the HEPC/CCTCE
- VIII. Ken Harbaugh did a presentation on ACCE and Travel/attendance at meetings
 - a. Ken shared some tips on travel and working with your supervisor. He discussed how to get the President and your supervisor to better understand your need for ACCE travel.
 - b. The topic of conducting the ACCE meeting by conference call was brought up. It is extremely difficult to conduct a conference call for such a large group, such as ACCE. There is not a uniform conference call system in the higher education system. Since ACCE is not provided with its own budget, there is no way to purchase the use of any conference call system. It was pointed out that other groups like, Presidents, CFO's, and CHRO's, travel for monthly meetings for the same reason we do.
- IX. Amy Pitzer did a presentation and discussion about Advocacy
 - a. Topics covered in the presentation and discussion
 - i. What is an advocate and advocacy?
 - ii. Why is being an advocate important?
 - iii. How do you get started being an advocate?
 - iv. Ways to advocate.
 - b. Ken Harbaugh suggested that a future presentation on Grievances and the process should be made to the group.
- X. Discussion on the ACCE survey
 - a. Discussion ensued concerning the reason for the survey and what we want to accomplish by conducting a survey.
 - i. Would need to develop a letter to be sent out to all college presidents concerning the survey and getting permission to distribute the survey on their campuses.
 - ii. It was pointed out that there may be some language issue since some terms like "Staff" are inconsistently used among institutions.
 - iii. ACCE needs to asked direct questions on the survey, not ambiguous questions that are open to different interpretations.
 - iv. One big discussion topic was we need to find out what are the concerns of staff, but how do we ask for those concerns.
 - v. Any question on the survey should lead back to the main goal which is "Do you want ACCE to advocate for them?"

- vi. We need to define our purpose for the survey and the expected outcomes.
 - vii. Suggested that we look at moving the survey away from do you want ACCE, but what do you want from ACCE. Should the survey be developed to ask what staff want us to do and communicate?
 - viii. We may not be able to represent will and pleasure employees because their advocate is supposed to be the President of their institution.
 - ix. Different institutions have defined two groups of employees within non-classified employees. Those that are will and pleasure and those who have progressive discipline rights. Employees who have been moved into new positions that are non-classified, they may not know if they are will or pleasure or not.
 - b. Carrie Watters made a motion to table discussion of the survey till when deemed necessary by the Chair. The motion was seconded by Dee Preston. The motion passed unanimously.
- XI. 18B-6-5 and 18B-6-6 New Draft Revisions for Consideration
- a. This part of WV Code is for the creation and continuation of the Institutional Councils and ACCE. Since several institutions have gone all Non-Classified, it has been suggested that ACCE draft potential changes to code. These changes would incorporate non-classified staff being incorporated and represented by the Institutional Council and the ACCE.
 - b. Significant discussion ensued concerning possible changes to this part of WV Code 18B-6-5.
 - c. Discussion to continue the next day
- XII. David Hays made a motion to break for the day. Carrie Watters seconded the motion. The motion passed unanimously. The meeting adjourned at 5:40 p.m.

Tuesday, July 23, 2019

- XIII. Call to order, establish a quorum for the 2nd day of the Retreat
- a. Amy Pitzer, Chair called the meeting to order at 8:57 a.m.
- XIV. Continuation of Discussion on possible changes to WV Code 18B-6-6
- a. Discussion ensued.
 - b. Members need to talk to their institutional councils about the number of representatives for each EEO group and report back to ACCE at a later meeting
 - c. Should the ACCE and BOG representative both be voting members of institutional councils?
 - d. Carrie Watters made a motion to table discussion on possible changes to 18B-6-5 and 18B-6-6 to get more information at a later meeting. The motion was seconded by David Hays. The motion passed unanimously.
- XV. Information Payroll Presentation (Dee Preston)
- a. Dee provided several handouts
 - b. How classified staff annual leave is accrued on Kronos
 - c. Conversion from minutes to Payroll Decimal hours in Kronos/OASIS

- d. Conversion of Sick Leave Coverage for Retirement
- e. Annual Increment
- f. Calculation when employee leaves early for Increment payout
 - i. Based on fiscal year and when the employee begins
- g. For a salary employee, how to calculate your hourly rate
- XVI. By-Laws Changes Discussion
 - a. Areas that may need to be revised
 - i. Remove reference to Series 8 since it is no longer the rule for Classified employees (in the introduction)
 - ii. Any name change needs to be reflected throughout entire document
 - iii. Article I - Authority may change depending on what happens in Code
 - b. No actual revisions will be made until or if WV Code is changed
 - c. Chair Pitzer wants to appoint a committee to review and work on possible revisions to the by-laws
 - i. Jane Fouty
 - ii. Barb Sanders
 - iii. Jenna Derrico
- XVII. Panel Discussion
 - a. Q & A from the membership on ANY topic
 - b. Motion to table until deemed necessary, by Carrie Watters. The motion was seconded by Jenna Derrico. The motion was approved.
- XVIII. ACCE web page review / updates / recommendations
 - a. Members needs to review the website and submit any information or updates, recommendations for items that might need to be added to website. Send this out on the email discussion list
- XIX. Establish preliminary legislative agenda/plan of action
 - a. Carrie provided copies of the brochure from last year. Need to look at making it easier to use.
 - b. Volunteers to help with the Legislative agenda and brochure
 - i. David Hays
 - ii. Barb Sanders
 - iii. Carrie Watters
 - iv. LeeAnn Shreve
 - v. Jane Fouty
 - c. It was suggested that ACCE members go look at the ACF minutes from their Retreat
 - i. ACF proposing sending a letter to Chancellor Tucker
 - d. Suggestions
 - i. On front page add the number of employees and possible family members represented by ACCE
 - ii. Send on the email discussion list the number of employees
 - iii. Need to develop an issues section in the brochure
 - iv. Make sure the website is listed on the brochure

- v. Develop an introduction letter to the legislators and then a possible follow-up letter
- e. Issues
 - i. Unfair treatment
 - ii. System is being torn apart because the loss of oversight
 - iii. Inconsistent treatment of employees between institutions
 - iv. Develop of a Progressive Discipline in Code
 - v. The loss of protections has reduced the ability of employees to participate and point out lack of accountability in the institution because of fear of retaliation or loss of job.
 - vi. What was the intent of removing protection? Was it to not hold the institutions accountable?
 - vii. Propose solution to improve the oversight and accountability
 - viii. Need examples that illustrates the lack of accountability and the effects/outcomes
 - ix. Tuition increase compared to pay increases
 - x. Stable revenue streams
 - xi. Legislators need to seek input in their decision-making on issues that affect higher education
 - xii. PEIA
- f. Need to try to track employee salary and market (getting needed data)
- XX. Meeting with Legislators. (Ken Harbaugh)
 - a. Ken provided a handout to all members
 - b. Good to get know your local legislators. It is also good to try to establish a relationship with the chair of both Education Committees and Finance Committees
 - c. Legislators and the Governor tend to prefer to meet one on one with smaller groups of people
 - d. Establish a relationship with your local legislators and get them to recognize you when they see you
- XXI. HEPC/CCTCE Series/Rules (Carrie Watters)
 - a. Provided a handout of the policies and rules at both the CTCS and HEPC
 - b. You can find out if a rule or policy is being revised by visiting the CTCS and HEPC website
- XXII. Election of Officers (proxies cannot vote in elections)
 - a. Appointment of tellers
 - i. Beverly Jones – Teller representing the Council
 - ii. Lisa Neal – Teller representing the Commission
 - b. Nominations and Election of ACCE Officers
 - i. Chairperson
 1. Verne Britton nominated Amy Pitzer for the position of Chairperson. The motion was seconded by Jenna Derrico. Amy Pitzer accepted the nomination.
 2. Barb Sanders moved nominations be closed. Carrie Watters seconded motion to close nominations. The motion to close nominations was accepted.

3. ACCE members accepted Amy Pitzer being elected Chairperson by acclamation.
 - ii. Vice-Chairperson
 1. Shirley Robinson nominated Carrie Watters as Vice-Chairperson. The motion was seconded by Barb Sanders. Carrie Watters accepted the nomination.
 2. Jane Fouty moved to close the nomination. The motion was seconded by Shirley Robinson. The motion to close nominations was accepted.
 3. ACCE members accepted Carrie Watters being elected Vice-Chairperson by acclamation.
 - iii. Secretary
 1. Jane Fouty nominated Jenna Derrico for the position of Secretary. The motion was seconded by Dee Preston. Jenna Derrico accepted the nomination.
 2. Shirley Robinson nominated Chris Gray for the position of Secretary. The motion was seconded by Barb Sanders. Chris Gray accepted nomination.
 3. Michele Lang moved to close nomination. David Hays second the motion to close nominations.
 4. Ballots were handed to the member by the tellers. The ballots were counted and there was a tie between Jenna Derrico and Chris Gray. Following the ACCE by-Laws, whenever a tie vote occurs, there will be a draw by lot from the names of the individuals who tied.
 5. Chris Gray won the election.
- XXIII. Set Calendar for upcoming year
- a. Upcoming Meetings:
 - i. Motion to not have a meeting in August made by Verne Britton, second by David Hays -- motion approved
 - ii. September 26, 2019 -- Pierpont CTC
 - iii. October 25, 2019 --Shepherd University
 - iv. November 22, 2019 -- New River CTC
 - v. December 12, 2019 -- BridgeValley CTC
 - vi. January 27, 2020 -- HEPC Offices Charleston
 - vii. February 25, 2020 -- MUGC
 - viii. March 16, 2020 -- WVNET
 - ix. April 6, 2020 -- WVU
 - x. May 12, 2020 -- Bluefield State
 - xi. June 8, 2020 -- West Liberty University
 - xii. July 19, 20, 21, 2020 -- Location TBD -- ACCE Retreat
- XXIV. Carrie Watters moved to adjourn the meeting. Dee Preston seconded the motion. The motion carried. The meeting adjourned at 3:50 p.m.

Submitted by,
J. Christopher Gray, ACCE Secretary