



**Meeting Minutes**  
**September 25, 2020**  
**Via Zoom**  
**1:00 pm**

**MEMBERS PRESENT**

Jenna Derrico	West Virginia Northern Community College
Amy Pitzer	Concord University
Chris Gray	Southern West Virginia Community & Technical College
Michele Lang	Glenville State College
Jane Fouty	BridgeValley Community & Technical College
Kim McFee	West Virginia University at Parkersburg
Joyce Martin	Proxy for Barbara Sander WV School of Osteopathic Medicine
Clark Kendall	Fairmont State University
Maureen Golick	West Liberty University
Verne Britton	WVNET
Dee Preston	Mountwest Community & Technical College
David Hays	West Virginia State University
Mary Beth Myers	Shepherd University
Shirley Robinson	West Virginia University
Teresa Meddings	Marshall University

**MEMBERS ABSENT  
(EXCUSED)**

Melissa Hoag	West Virginia University Institute of Technology
Deidre Guyton	Bluefield State College

**(UNEXCUSED)**

LeeAnn Shreve	Eastern West Virginia Community & Technical College
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**GUESTS**

Trish Humphries	Vice Chancellor for Human Resources, WV Higher Education Policy Commission
Matt Turner	Executive Vice Chancellor for Administration, WV Higher Education Policy Commission
Ken Harbaugh	Emeritus
Bob Long	Emeritus

1. Call to Order and Establish Quorum
  - a. Meeting was called to order at 1:05 pm.
2. Introduction of Members
3. Review of Minutes
  - a. Amy Pitzer made a motion to approve the July 2020 minutes. Teresa Meddings seconded the motion. The motion to approve the July 2020 minutes passed.
  - b. It was brought up that the minutes from the February 2020 meeting had not been approved. The minutes can be sent out by the Chair for the group to vote by email.
4. Report on the September 18, 2020 HEPC meeting
  - a. ACCE was asked to make a presentation at the September HEPC meeting. There was little advance notice given for the request.
  - b. The presentation was made based on last year's presentation. Jenna and Amy discussed the issues that needed to be presented to the HEPC.
  - c. Topics presented to the HEPC
    - i. Importance of full participation of all institutions with ACCE. There have been several vacancies on ACCE due to schools not electing/sending representatives to our meetings.
    - ii. HEPC Chair, Michael Ferrell asked us to provide examples of issues to Chancellor Tucker.
    - iii. The move towards more institutions going to the all staff/non-classified model.
    - iv. The need to maintain the compensation system.
    - v. JCC not meeting on a regular basis.
    - vi. Lack of a funding system/formula.
    - vii. Reporting function of the HEPC. The reduction of reports from the HEPC .
  - d. Advisory Council of Faculty and the Advisory Council of Students both made presentations.
5. Updates from Matt Turner and Trish Humphries
  - a. Discussed issues about the classification and compensation system.
    - i. When the current system was implemented in 2017, the legislature passed a bill to change how non-classified employees are defined.
    - ii. The classification system was developed based on jobs. All jobs can use the classification system. This system would allow for equity across institutions and the system.
    - iii. Because of the reduction in reporting to the HEPC, there is no accurate reporting to monitor the system and do analysis on the system. Data clarity is becoming less because of legislation and reduced reporting. Reporting received by the HEPC is not detailed.
    - iv. Each institution has control of their own personnel system with no checks and balances.
    - v. Reporting mechanisms need to be put back. This has to be done by the Legislature.
    - vi. Current legislators have been reducing the amount of centralized oversight of higher education. They have been listening more to the local boards of governors and presidents
  - b. Matt Turner said that he would advocate for ACCE to have more of a voice at the Legislature.
  - c. ACCE needs to look at how and who we will represent in the future with the increase in the number of non-classified staff. Chairman Ferrell is now concerned with this trend. Matt Turner suggested that ACCE develop a position paper on our issues and positions.
  - d. The chairs of the Education committees in both houses of the legislature have been responsive to the HEPC during this year.

- e. Depending on the outcome of the election and other changes in the legislature, there are going to be leadership and committee chair changes for the next session.
  - f. What leverage over institutions does the HEPC have especially with shared governance?
    - i. The institutional presidents have been developing a strong relationship with Chancellor Tucker.
    - ii. If there are issues concerning shared governance, we need to let Matt Turner know.
    - iii. ACCE members have faced retaliation. Issues with being allowed to attend meetings or get reimbursed for travel expenses related to attending meetings. The faculty and students are not having the same problems.
    - iv. Matt charged ACCE members to develop a relationship with their institution's President and demonstrate the value of classified staff on campus. Share with them the value of working with colleagues from around the state.
  - g. Going to try to get the JCC back to working on the classification and compensation system.
  - h. Legislative Priorities
    - i. Top priority is funding.
    - ii. May do some housekeeping to get rid of old, out of date language in state code.
    - iii. Health initiative for mental and behavioral health.
    - iv. Sustainability of institutions is critical. Budget requests are in and waiting on budget hearings with legislature. This past fiscal year the HEPC had to use some of the Promise reserve funds because they did not get the excess lottery money.
  - i. Governor has the DHHR support for testing anyone who is on campus. Surveillance testing of a 10% random sampling of people on campus. It is the simple saliva test. It is the PCR test. The presidents have been notified.
  - j. Matt thanked all staff that have worked hard to allow institutions to come back to campus.
  - k. Chairman Ferrell was influenced by the ACCE's last presentation to the HEPC.
  - l. Possible impacts from the enrollment decreases at several institutions
    - i. The concern with the enrollment decrease will depend on the budget and state revenues.
    - ii. Number of high school students is still decreasing.
    - iii. Some students are taking a gap year stemming from COVID-19.
6. Ken requested the letters that were sent to Senator Rucker and Plymale be sent out to all ACCE members by email.
  7. Preparation for annual presentation to the WVCTCS in October
    - a. Presentation will be similar to what was given to the HEPC presentation.
    - b. Jenna will share the points she made at the Commission with the group by email.
    - c. The consensus is that the message to WVCTCS should be similar to what was presented to the HEPC.
    - d. Talk about the increased level of customer service that has been provided to students to meet the challenges of COVID-19.
    - e. Marshall University Staff Council started an initiative of providing goodie bags to anyone who has been quarantined.
    - f. Will start the presentation with something positive dealing with handling COVID-19 and staff are on the front lines.
    - g. Need to remind the group that the Compensation Planning and Review Committee has never met, so they have not dealt with their charge.
    - h. There needs to be a centralization of data collection.

- i. Trish and Matt are not trying to find out that the institutions are not complying to state code.
  - j. Remind the Council that 2021 is the year that a new market study needs to be done for the salary schedule.
8. Determined Meeting dates for remainder of 2020
    - a. October – Tuesday, October 20, 2020 at 1:00 pm
    - b. November – Thursday, November 12, 2020 at 1:00 pm
    - c. December – Monday, December 14, 2020 at 1:00 pm
  9. New Business
    - a. Glenville State has developed a COVID-19 dashboard
    - b. Institutions with ACCE representative vacancies:
      - i. HEPC
      - ii. Commission
      - iii. Blue Ridge Community & Technical College
      - iv. Pierpont Community & Technical College
  10. Adjourn
    - a. David Hays made a motion to adjourn the meeting. Jane Fouty seconded the motion to adjourn. The motion to adjourn passed. The meeting was adjourned at 4:24 pm.

Submitted by,  
J. Christopher Gray,  
ACCE Secretary