

Minutes of ACCE Meeting
May 13, 2009
Southern West Virginia Community and Technical College-Williamson Campus
Williamson, West Virginia

ATTENDANCE:

Members in attendance:

Amy Pitzer, Concord University via teleconference
Mike Dunn, Marshall University
Robert E. Long West Virginia Higher Education Policy Commission
Fred Hardee, Bluefield State College
Ellen L. Moore, Blue Ridge Community and Technical College
Larry Bloom, Eastern West Virginia Community and Technical College
Beverly Jones, Pierpont Community and Technical College
Deborah Cruse, Potomac State College of West Virginia University
Kenneth Harbaugh, Shepherd University
J. Christopher Gray, Southern West Virginia Community and Technical College
Mary Ann Edwards, West Liberty University
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)
Robert A. "Zac" Wycherley, West Virginia Northern Community College
William H. Porterfield, West Virginia State University
Paul Martinelli, West Virginia University
Sid Cooper, West Virginia University Institute of Technology

Excused:

Cathy Stevenson, Bridgemont Community and Technical College
Dennis Mitchell, Fairmont State University
Mary Alltop, Glenville State College
Lee Ann Porterfield, Kanawha Valley Community and Technical College
Mary M. Igo, New River Community and Technical College
Evonne Masters, West Virginia School of Osteopathic Medicine
Timothy Beardsley, West Virginia University at Parkersburg
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center Charleston Division

Unexcused:

Janene Seacrist, Council for Community and Technical College Education
Vacant, Marshall Community and Technical College

Guests:

Joanne Tomblin, President, Southern West Virginia Community and Technical College

Debbie Dingess, Human Resources Representative, Southern West Virginia Community and Technical College, current Chair of Classified Staff Council and Classified Employee Elect to the Board of Governors

Kimberly Maynard, Director of Libraries II, Southern West Virginia Community and Technical College, currently on Classified Staff Council and Chair Elect of Classified Staff Council

Teri Wells, Student Records Assistant, Southern West Virginia Community and Technical College, ACCE Representative Elect

CALL TO ORDER

Vice Chairperson, Mr. Mike Dunn from Marshall University, convened the meeting at 9:03 am. Mr. Dunn recognized Mr. J. Christopher Gray, ACCE representative from Southern West Virginia Community and Technical College. Mr. Gray welcomed the ACCE members to the Williamson Campus along with introducing three classified employees who were in attendance. He proceeded to introduce President Joanne Tomblin. He advised the members that President Tomlin had served in her current capacity for almost ten years. For the benefit of President Tomblin and the three classified employees from the college who were present, ACCE members introduced themselves and their respective institution.

President Tomblin welcomed ACCE members to the Williamson campus along with expressing support for the advocacy efforts of ACCE on behalf of classified employees in particular and higher education in general. She indicated that a number of issues were being addressed by the college with the most critical being serious budget problems that has prevented full funding of the salary schedule. She also expressed major concern for area students whose families have been devastated by the recent flooding. President Tomblin advised members that the college implemented a permanent four day work and instruction schedule in the fall of 2008 as a cost saving measure and was pleased with the response from faculty, staff and students. The initiative illustrated the value that the college places in its employees and their families and has been considered a positive development in lieu of the lack of wage increases. With a large service area (four campuses located in Boone, Logan, Mingo and Wyoming counties) serving 4,000 to 5,000 students (combined credit and non-credit courses) it necessitated the expansion of technical programs. To accomplish the expansion effort the college established a fund raising goal of \$7 million by 2010 and \$20 million by 2020. The receipt of bond funds supported the construction of a new facility at the Logan campus and the prospect of the approval of a second bond fund by the legislature would enable the construction of a new facility on the Williamson campus and

the possible purchase of the National Guard facility located next to the college. President Tomblin responded to a number of questions from ACCE members.

MINUTES

Mr. Dunn asked Mr. Robert E. Long, Secretary from the West Virginia Higher Education Policy Commission, to report on the minutes. Mr. Long distributed a copy of the minutes to members from the April meeting that was held at the Marshall University Graduate College. He reported that draft minutes were distributed via the ACCE LISTSERV on May 7, 2009 and that no comments were received. Mr. Robert A. “Zac” Wycherley from West Virginia Northern Community College made a motion to accept the minutes. Mr. Paul Martinelli from West Virginia University seconded the motion.

MOTION UNANIMOUSLY APPROVED

Ms Pitzer reported that she sent letters to those institutions whose ACCE representatives have missed three consecutive meetings or five meetings in a one year period without proxy, starting in July 2008. The correspondence was based on the recent report that was presented by the secretary who maintains the attendance matrix. Mr. Kenneth Harbaugh from Shepherd University reported that their Staff Council By-Laws address the utilization of the proxy by the various representatives.

LEADERSHIP CONFERENCE

LOCATION OF LEADERSHIP CONFERENCE

Ms. Pitzer reported that the meeting room assigned to ACCE by Stonewall Jackson Resort was insufficient to handle the number of expected participants for the conference. Thus, she was considering the Resort at Glade Springs as an alternative location for the conference. In terms of timeline she tentatively established the start time at 1:00 pm on Monday, June 15 with the end to occur at 4:00 pm on Tuesday, June 16. The expected cost per person at the Resort at Glade Springs would be \$269.50. She reported that she would check on the cost of the daily rate for commuters. As to the prospect of support from the Higher Education Policy Commission and the Council for Community and Technical College Education, she reported receiving commitments from both organizations of \$1,200 toward the conference expenses. She also reported that the cost to stay on Tuesday evening would be \$127.60. Mr. Kenneth Harbaugh from Shepherd University made a motion that the Leadership Conference for 2009 be held at the Resort of Glade Springs on June 15 and June 16. Mr. Robert A. “Zac” Wycherley from West Virginia Northern Community College seconded the motion.

MOTION UNANIMOUSLY APPROVED

LIST OF ATTENDEES

Mr. Harbaugh made a suggestion that the Leadership Conference Committee provide a breakdown on the number of participants by category.

Staff Council Chairpersons or other Staff Council members

Board of Governors' representatives

ACCE representatives

It was suggested that a notice be transmitted to members via the ACCE LISTSERV requesting that each institution provide the names and affiliation (Staff Council, BOG or ACCE) of each staff member who will attend the conference. Ms. Pitzer reminded conference attendees of the need to make individual reservations with the facility as well as to bring the appropriate tax exempt form.

POTENTIAL CONFERENCE SESSIONS AND PRESENTERS

A skeleton agenda with proposed sessions and presenters was distributed for discussion purposes. It was mentioned that break-out sessions for the various representatives was requested from the feedback from the last Leadership Conference. Such individual sessions have been incorporated within the proposed agenda. Ms Pitzer reported that Mr. Jay Mahoney, TIAA/CREF representative, has expressed a willingness to conduct a session on Protecting your Retirement Investment. She also indicated that Ms. Margaret Buttrick, Human Resources Administrator at the West Virginia Higher Education Policy Commission, has agreed to conduct a session on Comp Time, Overtime pay calculations, Seniority determinations and Fair Labor Standards Act (FLSA). Mr. Harbaugh suggested a session for Staff Council Chairpersons that would be devoted toward seeking greater involvement of Staff Councils (taking a proactive approach) in the affairs of their respective institutions. Several ACCE members volunteered to conduct individual break-out sessions for the respective representatives (Staff Council Chairpersons or members of Staff Council, BOG representatives and ACCE representatives). Discussion ensued relative to other topics that may be worth consideration as was the need for a keynote speaker. Considering the visibility of the Personnel Study and the need for its continuation, it seemed logical to seek the Governor or a member of his staff to present the keynote address. An alternate candidate that was mentioned was Delegate Mary Poling, Chairperson of the House Education Committee. Her support would be vital in the effort to secure legislation that would enable continued work to take place on the Personnel Study.

PERSONNEL STUDY UPDATE AND STRATEGIES

Ms Pitzer recommended the creation of three (3) priority lists:

1. List of essential recommendations from the study that must be addressed

2. Other items-wish list of recommendations that are not essential but are equally important for efficient and effective administration of such provisions
3. List of recommendations that could be implemented without the need for statutory or regulatory action

Ms. Pitzer mentioned the importance for ACCE to obtain the source data that was utilized in deriving the Market Study report. Without the source data there is no way to ascertain the validity of those results. She stated that she plans to request the source data in a communication with Chancellor Brian Noland. Should the agency fail to comply, she will submit a Freedom of Information Act (FOIA) request for the entire data set. Mr. Harbaugh recommended that ACCE consider the formulation of an ACCE Committee to work directly with the West Virginia Higher Education Policy Commission on the Personnel Study Recommendations. He indicated that further discussion on the subject could take place at the ACCE Retreat. In respect to the Personnel Study, Ms. Pitzer indicated that the most pressing need is to develop a list of items to be considered during the extended session that will take place later this month. A discussion ensued as to the top five issues. Recommendation #17 which addresses compensation was mentioned. It states that the Legislature, Commission and Council and institutions all should know generally how faculty, classified employees and non-classified employees are paid in comparison to their respective markets and to one another. Other items mentioned were the updating of the classification and compensation system, personnel system remain a statewide system, accountability, hiring of a statewide classification and compensation person and clarify and define rules and outsourcing. It was mentioned that outsourcing does not impact on all institutions and thus, should not be one of the top five issues but one that should be placed on the “wish” list. The consensus was for the following:

1. Update the classification system
2. Update the salary schedule
3. Hire a Vice Chancellor for Human resources
4. Clarify and define rules
5. Accountability

Mr. Kenneth Harbaugh from Shepherd University made a motion to send a letter to Chancellor Brian Noland with a copy to the Chairperson of the West Virginia Higher Education Policy Commission expressing the importance of filling the Vice Chancellor for Administration position and requesting that the Chairperson of the Advisory Council of Classified Employees (ACCE) be appointed to the selection committee. Mr. Sid Cooper from West Virginia University Institute of Technology seconded the motion. Mr. Verne Britton from West Virginia Network for Educational Telecomputing (WVNET) amended the motion by adding the

Chancellor and the Chairperson from the Council for Community and Technical College Education. Mr. Cooper seconded the amended motion. The amended motion reads as follows: The Chairperson of ACCE is to send a letter to Chancellors Brian Noland and James Skidmore with copies to the Chairpersons of the West Virginia Higher Education Policy Commission and the Council for Community and Technical College Education expressing the importance of filling the Vice Chancellor for Administration position and requesting that the Chairperson of the Advisory Council of Classified Employees (ACCE) be appointed to the selection committee.

MOTION UNANIMOUSLY APPROVED

CAMPUS ISSUES

Mr. Fred Hardee from Bluefield State College raised the issue of an employee's eligibility to receive catastrophic leave while working a reduced schedule of two (2) days per week. It was pointed out that the institution should have a catastrophic leave policy and the ultimate decision would be left to the President to approve such request. Mr. Paul Martinelli from West Virginia University raised the issue of an employee who is a pay grade fourteen (14) and eligible for overtime would be eligible for overtime while representing classified employees as a member of the Board of Governors. It was pointed out that code specifies that members of the Board of Governors serve without compensation. Mr. Harbaugh raised three (3) issues. Issue #1 was employee reconciliation of P-Card utilization. He stated that employees at his institution are being asked to reconcile purchases by completing the WVFIMS document. He was interested in knowing if other institutions had implemented a similar procedure. No other member expressed knowledge of such action on their campus. Issue #2 related to potential raises being given to employees at other institutions. He stated that he has a scheduled meeting with his president who has indicated that employees cannot receive a raise for the new fiscal year. ACCE representatives from Blue Ridge Community and Technical College, Concord University, West Liberty University, West Virginia Northern Community College and West Virginia State University reported raises will occur. While across the board raises are prohibited raises for step allowances are permissible. In some cases Board of Governors approval has occur while others are waiting such approval. Raises were reported in the three (3) percent range. Raises are limited to those classified employees below Step 15 or above Step 15 should the institution be fully funded and the Board of Governors approved an advanced step-Step 16. Issue #3 dealt with the pay scale for a part-time employee who is employed in another unit during the academic year but performs different duties during the summer period. Ms. Beverly Jones from Pierpont Community and Technical College raised an issue of the eligibility of an interested employee for the ACCE representative at Fairmont State University. She indicated that the employee's status to be

temporary full-time and benefits eligible. The employee expressed an interest in the ACCE position but was highly discouraged by his supervisor. Mr. Harbaugh suggested that every Staff Council Executive Committee should meet with their respective President and Board of Governor's Chairperson at least once a year.

Ms. Pitzer requested that the minutes recognize the efforts of J. Christopher Gray for his willingness in both hosting the meeting and in supplying the members with refreshments. ACCE also wishes to express our sincere appreciation to President Tomblin for taking time from her busy schedule to visit and have dialogue with the members. There being no further business to come before the members Mr. Robert E. Long from the West Virginia Higher Education Policy Commission made a motion to adjourn. Mr. Paul Martinelli from West Virginia University seconded the motion. The meeting adjourned at 12:35 pm.

RESPECTFULLY SUBMITTED,

Robert E. Long, Secretary
UNANIMOUSLY APPROVED