

Minutes of ACCE Meeting
December 3, 2009
Marshall University Graduate College
South Charleston, West Virginia

ATTENDANCE:

Members in attendance:

Amy Pitzer, Concord University
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
Natasha Robinson, Marshall Community and Technical College
Mary M. Igo, New River Community and Technical College
Deborah Cruse, Potomac State College of West Virginia University
Kenneth Harbaugh, Shepherd University
Barbara Neuman, West Liberty University (Proxy)
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)
Pamela Woods, West Virginia Northern Community College
William H. Porterfield, West Virginia State University
Barbara Boyd, West Virginia University Institute of Technology
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center Charleston Division

Excused:

Cathy Stevenson, Bridgemont Community and Technical College
Mary Alltop, Glenville State College
David G. "Bo" Sellers Jr., Pierpont Community and Technical College
Terri M. Wells, Southern West Virginia Community and Technical College
Paul Martinelli, West Virginia University
Timothy Beardsley, West Virginia University at Parkersburg

Unexcused:

Janene Seacrist, Council for Community and Technical College Education
Vacant, Eastern West Virginia Community and Technical College
Vacant, Fairmont State University
Lee Ann Porterfield, Kanawha Valley Community and Technical College
Kenneth Moon, West Virginia School of Osteopathic Medicine

Guest:

Margaret Buttrick, Human Resources Administrator, West Virginia Higher Education Policy Commission and Council for Community and Technical College Education

CALL TO ORDER

Chairperson, Ms. Amy Pitzer from Concord University, convened the meeting at 9:07 am.

MINUTES

Ms. Pitzer asked Mr. Robert E. Long, Secretary from the West Virginia Higher Education Policy Commission, to report on the minutes from the October meeting that was held at Pierpont Community and Technical College. Mr. Long distributed a copy of the minutes to the members. He reported that draft minutes were distributed to members via the ACCE LISTSERV on November 11th and that an additional modification was requested relative to the pay information that was initially reported for Shepherd University. That modification was incorporated in the minutes that are being distributed today. Mr. Kenneth Harbaugh from Shepherd University made a motion to approve the minutes. Mr. Mike Dunn from Marshall University seconded the motion. MOTION UNANIMOUSLY APPROVED

REPORT FROM MS. MARGARET BUTTRICK, HUMAN RESOURCES ADMINISTRATOR AT THE WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION AND THE COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Ms. Pitzer recognized Ms. Buttrick who began her presentation by stating that two informational requests that she had received from ACCE had been finalized. She distributed copies of those reports: Benefits Eligible Classified Employees by Institution, Fall 2008 and Total Classified Employees by Institution, Fall 2008.

Ms. Buttrick addressed the issue of pay raises for higher education employees in response to concerns that were raised by ACCE members. Several members reported that their Boards of Governors had approved scheduled pay increases for November but such raises were ultimately nullified. It was their understanding that the Governors office disallowed the raises. Ms. Buttrick clarified the issue based on her understanding of the conditions under which raises could be given. She indicated that there could be no discretionary raises (across the board) for classified employees but step raises were permissible. Faculty could receive merit raises providing such raises were for promotion purposes while merit raises were not to be given to non-classified employees. Ms. Buttrick indicated that she would review the data reported by those institutions whose Boards had approved step raises to ascertain the accuracy of the reported data. Several ACCE members who attended the recently

concluded Finance Summit sponsored by the HEPC commented on the fact that an official from the State Budget Office forecasts a bleak revenue picture for the State over the next several years and expressed considerable skepticism about possible employee pay raises during such period.

Ms. Buttrick reported on the approval by the HEPC and CCTCE of the 403(b) Tax Deferred Retirement Savings Plan that HEPC/CCTCE operates through TIAA-CREF and Great West Retirement Services. As a result of recently adopted regulations by the Internal Revenue Service (IRS), a plan document had to be created and approved. Some features of the 403(b) Savings Plan are:

Added Roth 403(b) to be operational in February 2010-Employees can participate in both the deferred and Roth simultaneously up to the maximum contribution by placing all funds in one or the other plan or a portion in both plans.

No payroll deduction for other than TIAA-CREF or Great West plans.

She reported that there are twelve (12) different vendors in West Virginia with VALIC having the largest number of participants. However, few higher education employees are impacted. Ms. Buttrick also reported that all employees are eligible to participate in the 403(b) Plan regardless of status-full-time, part-time, etc.

RETREAT COMMITTEE

Ms. Pitzer recognized Ms. Ellen L. Moore from Blue Ridge Community and Technical College and Co-Chair of the Retreat Committee. Ms. Moore reported that Hawk's Nest State Park has blocked rooms for the ACCE Retreat and members can begin to reserve rooms for the July 26 to 28 timeline. The room rate is \$80.00 per night and the telephone number is 304-658-5212.

PLAN/PRODUCE PRESENTATION FOR BOTH THE COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION AND THE LEGISLATIVE OVERSIGHT COMMISSION ON EDUCATION ACCOUNTABILITY

Ms. Pitzer mentioned the need for developing the content and design for the ACCE presentations to both the CCTCE and LOCEA. Mr. Harbaugh recommended the content be similar to that utilized in the ACCE presentation to the HEPC. The balance of the meeting was consumed in establishing a finished product.

ANNOUNCEMENTS BY MEMBERS

Ms. Pitzer reported the need to establish a date and location for the January meeting of ACCE. She indicated that the Legislative Interims are scheduled for January 10-12 with the legislative session starting on Wednesday, January 13th. With the consultants issuing their final report to the Select Committee at the January Interims, the consensus was to meet

during the interim period, if feasible. Ms. Pitzer indicated that she would determine that date and communicate to membership on a scheduled meeting date. 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. Mike Dunn from Marshall University seconded the motion. The meeting adjourned at 4:15 pm.

RESPECTFULLY SUBMITTED,

Robert E. Long, Secretary
UNANIMOUSLY APPROVED