

Minutes
September 27, 2010
West Virginia School of Osteopathic Medicine
Lewisburg, WV

ATTENDANCE:

Members in attendance:

Mike Dunn, Marshall University
Amy Pitzer, Concord University
Mary Igo, New River CTC
Jared R. Tice, West Virginia Northern Community and Technical College
Chris Daniels, Fairmont State University
Cathy Stephenson, Bridgemont Community and Technical College
Fred Hardee, Bluefield State College
Ellen Moore, Blue Ridge Community and Technical College
Verne Britton, WV Network for Educational Telecomputing
Natasha Robinson, Mountwest Community and Technical College
Timothy Beardsley, WVU at Parkersburg
Ken Harbaugh, Shepherd University
Robert Long, WV Higher Education Policy Commission
Tim Nichols, Potomac State College of WVU
Barbara Boyd, WVU Institute of Technology
Nick Dean, West Virginia School of Osteopathic Medicine
Bo Sellers, Pierpont Community and Technical College
Teri Wells, Southern West Virginia Community and Technical College
Johnna Beane, WVU Health Sciences Center – Charleston Division
Mary Alltop, Glenville State College
Lacey Ball, Eastern West Virginia Community and Technical College

Excused:

Mary Ann Edwards, West Liberty University
Paul Martinelli, West Virginia University
Lee Ann Porterfield, Kanawha Valley Community and Technical College
William Porterfield, West Virginia State University

Unexcused:

Janene Seacrest, Council for Community and Technical College Education

Guests:

Dr. Shenita Brokenburr, Senior Director of Human Resources, WVHEPC/CTCCE

CALL TO ORDER

Chairperson Mike Dunn called the meeting to order at 9:35 and introduced Dr. Brokenburr.

CONVERSATION WITH DR. SHENITA BROKENBURR, SENIOR DIRECTOR OF HUMAN RESOURCES, WVHEPC AND CCTCE

Dr. Brokenburr started by telling us about her 24 years in higher education. She obtained her Ph.D. from Michigan State and has always either worked in or taught Human Resources. Brokenburr told us that she was very interested in the language of SB480 and what progress has been made in the changes and improvements proposed by that bill.

Discussion ensued about the following topics:

- What ACCE members would like to see happen in the future i.e.(The previously planned H.R. audits, H.R. Report Card, and moving forward with positive changes that don't require state code changes such as improvements in the PIQ form and Performance Management initiatives).
- Background information about committee makeup and components of the personnel study that led up to SB 480.
- ACCE would like to know what the currently appointed workgroups are tasked with; we want to know how it is different from the work that was done previously or if the work is being done again.
- Concerns about the most recent market study and the fact that the data was not released nor is being used. There is a need to not only have the data but have correct data. ACCE members brought up concerns that there is not a lot of data about classified employees such turn-over rates and other normal H.R. data.
- Problems with the classification system.
- ACCE members expressed concern that systematically reviews, audits, and policy compliance that were supposed to have been done were never finished.

The lengthy discussion was followed by a suggestion by Dr. Brokenburr. She wants to have a joint meeting of the WV ACCE members and the Institutional Human Resource Administrators.

APPROVAL OF AUGUST MINUTES

Mary Igo presented the minutes from the August meeting. Natasha Robinson from Mountwest Community and Technical College moved that we accept the minutes with following changes: insert comments by the provost of WVU Institute of Technology and the discussion that ensued. Fred Hardee from Bluefield State College seconded the motion. Motion unanimously approved.

COMMITTEES REPORTS

Mike Dunn, Chairman, asked for updates from the committee chairpersons.

Legislative Committee – report by Ken Harbaugh, Shepherd University:

Ken reported that they wanted to keep the legislative agenda simple, only 480 initiatives and increased funding for higher education. The committee encourages everyone to start contacting legislators about legislative action on personnel issues. Mike Dunn asked that the legislative committee share their agenda with WVU's Classified Employee Legislative Committee, so that hopefully both

groups will have the same message. Ken Harbaugh also encouraged everyone to visit the legislative website and become familiar with legislators in their area.

Student Retention and Educate WV Committee – report by Bo Sellers, Pierpont CTC:

Bo reported that their first step was to create a survey. Some schools have already started implementing new plans to help with student retention. For example, Glenville State College has developed a new system that if an instructor reports a student for missing class, a task force calls that student to find out if they need some type of assistance. Classified employees should see themselves as the first line of defense when it comes to retaining students.

Web and Communications Committee – report by Verne Britton, WVNET.

Verne reported that he had no report.

Leadership and Retreat Committee – report by Ellen Moore, Blueridge CTC

Ellen reported that the committee is already researching locations for 2011.

SALARY ENHANCEMENTS

Amy Pitzer has compiled a list of schools and their proposed salary increases/enhancements for the 2010-2011 fiscal year.*

Mr. Fred Hardee of Bluefield State College brought an issue before the group concerning the salary enhancements. Hardee said that one of Bluefield State's classified employees believes that the one-time salary enhancement is illegal and against the school's Board of Governor's Policy and that employee is considering filing a grievance. Discussion ensued about other schools that are not fully funded but are going to give one time enhancements.

PIQ'S-CENTRAL LOCATION? GENERAL DISCUSSION

Amy Pitzer from Concord University provided information and led the discussion. Pitzer said that while it is a good idea to use PIQ's as a benchmark reference; it is wrong to use these PIQ's as a way to give people a raise just by adding an employee's name to the top of someone else's PIQ. Pitzer added that PIQ's need to be accurate to what each employee does. It is to the employees and the systems benefit to do this procedure correctly, using the correct point factor methodology. Discussion ensued about how to monitor jobs that are classified incorrectly.

JOB EVALUATIONS – GENERAL DISCUSSION

Barbara Boyd with WVU Institute of Technology brought information and questions about Job Evaluations from classified employees at WVU Tech. Several long term employees recently received bad evaluations and they disagreed with these evaluations since they felt they had been performing the job well based on many years of the same performance with no previous poor evaluation. They want to know what steps they can use, other than grieving, to keep this negative evaluation out of their personnel file. After discussions about how this is handled at other institutions, a suggestion was made that the Classified Staff at WVU Institute of Technology ask for a meeting with the H.R.A. and Provost at Tech to discuss this and other pressing issues.

**See Attached*

ACCE PRESENTATION TO THE WVHEPC AND WVCCTCE

It was decided that ACCE will spend the vast majority of the next meeting preparing the content and agenda of the presentations. Verne Britton with WVNET has agreed to have electronic copies of the last presentations available.

OLD BUSINESS

NOVEMBER MEETING

The November Meeting has been changed to be held at the Marshall Graduate College.

NEW BUSINESS

ANNOUNCEMENTS

The October meeting will be held at West Virginia State University at 9:00 a.m. The West Virginia Advisory Council of Classified Employees would like to thank the West Virginia School of Osteopathic Medicine for their kind hospitality in hosting the September meeting. There being no other business to come before the members, Tim Beardsley from WVU at Parkersburg moved to adjourn. Chris Daniels from Fairmont State University seconded the motion. The meeting adjourned at 3:20 p.m.

Respectfully submitted

Mary M. Igo, Secretary

TEMPORARY SALARY INCREASES:

Institution	What they are doing:
Blue Ridge CTC	Gave Step Increases July 1. Remain fully funded. BOG voted to give everyone employed by July 1 a 4% salary enhancement that will be figured on 12 months but split into 9 months—effective November 15 through June 30 only.
Bluefield State College	Not fully funded. Approved a \$1500 temporary increase from October 1 through June 30 for all groups of employees.
Bridgemont CTC	Not fully funded. No word yet about temporary enhancements.
Concord University	Gave Step Increases July 1. Remain fully funded. No salary enhancements will be given at this time. The BOG directed the administration to put together a committee including all constituent groups and make recommendations for a long-term plan for funding all employee groups salaries and place Concord University in a lead position in this area in the State.
Eastern CTC	Not fully funded. A 3% temporary salary enhancement from 10/1/10 through 6/30/11 for all full-time employees who have been there at least 7 months.
Fairmont State	Fully funded October 1. One time, non-recurring pay increase of 2.3% for eligible faculty and staff. If approved it will take effect December 1, 2010 and end June 30, 2011. Eligible employees means faculty who have completed 2009-2010 annual faculty report. Eligible classified employees are Ft and PT who have more than 15 years of service and did not receive an October 2010 Step increase. FT and PT non-classified and FEAP positions who have an evaluation of “meets expectations or above” in the most recent performance evaluation. Adjunct faculty will be effective Spring 2011 semester.
Glenville State	Not fully funded. Planning to give small increases as a percentage of the difference for classified that will be base building.
Kanawha Valley CTC	Fully funded as of August 1. Those employees capped at Step 15, Faculty, and Non-Classified will receive a one time 3% enhancement.
Marshall University	Not fully funded. Gave 25% of the difference as a base-building increase. Roughly a 2% salary pool. Faculty and non-classified received a flat 2% increase from Oct. 1 through June 30—non-base building.
Mountwest	Faculty – One time \$500 enhancement Non- Classified – One time \$500 enhancement Classified Staff fully funding – One time \$500 enhancement. One time enhancements will be paid out between Jan.1 and April 30. Classified Staff not fully funding – Up to \$1000 on annual basis added to their bas salary. Increase will be prorated for the period Jan.1-June 30.
New River CTC	Gave Step Increases July 1. Remain fully funded. In addition, faculty, red-lined staff (more than 15 years of service) , and non-classified will receive a non-base building salary enhancement but no details yet.
Northern CTC	Gave step increases. Remain fully funded. October 1-June 30, non-base building salary enhancements of 3% for classified. Faculty will move 2 steps on their pay scale and non-classified will receive 3%.

Pierpont CTC	Not fully funded. Not fully funded. At their October meetings, the BOG will consider a one time, non-recurring pay increase of 2.3% for eligible faculty and staff. If approved it will take effect December 11, 2010 and end June 30, 2011.
Potomac State	Same as WVU.
Shepherd University	Will provide step increases to classified employees. Fully Funded. Will also provide a 2.3% enhancement for all faculty and non-classified whose employment pre-dates June 30, 2010. Will also provide a 2.3% enhancement for all classified employees with more than 15 years of experience. Temporary enhancements are effective October 1 and expire June 20, 2011 unless otherwise subsequently provided for by the Board.
Southern CTC	Not fully funded. Will get 3% effective October 1, 2010 through June 30, 2011.
West Liberty State University	Gave step increases. Remain fully funded. Classified Staff with 15 years or more of service get 3%. Faculty will have a 3% pool based upon established faculty evaluation plan, which is based on merit and longevity. Non-Classified get an average of about 3%, differing per employee based on merit.
WVNET	Will be the same as the HEPC.
WV State University	Not fully funded. No salary enhancements planned.
WVSOM	WVSOM BOG approved a one-time salary enhancement for ALL full-time employees of \$3000 across-the-board. This is non-base-building increase.
WVUIT	Not fully funded. No plans for any increases.
WVU-Parkersburg	Not fully funded. Classified will get \$500, Non-classified and faculty will get \$1000.
WVU-Health Sciences Charleston Div.	Same as WVU.
WVU	Not fully funded. Classified employees will get an increase of 1.75 percent or \$648 whichever is greater. Faculty and non-classified will get merit increases based on a 1.75% pool of funds based on annual salaries of these groups. Increases, while temporary, are to have the effect of being annualized over 12 months. (1.75 = 3.5 if given over 6 months)
HEPC	HEPC and CCTCE will fully fund the salary schedule for the current fiscal year. Step increases for classified employees with less than 15 years of service will take place on October 1. Classified beyond 15 years and non-classified will receive a one-time salary enhancement of \$1,200 over a six month period from Nov. 1 through April 30 based on FTE.
CCTCE	Same as HEPC.