

Minutes  
January 26, 2011  
Marshall University Graduate College  
South Charleston, WV

ATTENDANCE:

Members in attendance:

Mike Dunn, Marshall University  
Amy Pitzer, Concord University  
Mary Igo, New River Community and Technical College  
Verne Britton, WV Network for Educational Telecomputing  
Ken Harbaugh, Shepherd University  
Robert Long, WV Higher Education Policy Commission  
Natasha Robinson, Mountwest Community and Technical College  
Mary Ann Edwards, West Liberty University  
Barbara Boyd, WVU Institute of Technology  
Teri Wells, Southern West Virginia Community and Technical College  
Chris Daniels, Fairmont State University  
Lee Ann Porterfield, Kanawha Valley Community and Technical College  
William Porterfield, West Virginia State University  
Paul Martinelli, West Virginia University  
Ellen Moore, Blue Ridge Community and Technical College  
Mary Alltop, Glenville State College  
Beverly Jones, Pierpont Community and Technical College

Excused:

Timothy Beardsley, WVU at Parkersburg  
Lacey Ball, Eastern West Virginia Community and Technical College  
Jared R. Tice, West Virginia Northern Community and Technical College  
Fred Hardee, Bluefield State College  
Johnna Beane, WVU Health Sciences Center – Charleston Division  
Cathy Stevenson, Bridgemont Community and Technical College  
Evonne Masters, West Virginia School of Osteopathic Medicine

Unexcused:

Janene Seacrest, Council for Community and Technical College Education  
Tim Nichols, Potomac State College of WVU

## **CALL TO ORDER**

Chairperson Mike Dunn called the meeting to order at 9:10 a.m. and a quorum was established. Mr. Dunn made an announcement welcoming Beverly Jones representative from Pierpont Community and Technical College back to ACCE.

## **LIAISON REPORT DR. SHENITA BROKENBURR, SENIOR DIRECTOR OF HUMAN RESOURCES, WVHEPC AND CCTCE**

- Dr. Brokenburr updated us on the meeting of 480 Roundtable. The group consisted of six ACCE representatives and six institutional HRAs. This group met first on December 15 at MUGC and then again on January 18 at WVU. Brokenburr reported that the meetings were very successful; however there was still a differing of opinion on issues such as the level of reporting expected in the newly introduced personnel legislation.
- Dr. Brokenburr expressed a need for the dialogue among these two groups to continue. She asked the ACCE membership if it would be acceptable to allow this committee structure to continue as currently formed to address other personnel topics. Amy Pitzer noted that she would like the committee structure to remain, but also would like to see a meeting of all ACCE representatives and institutional HRAs. The consensus of the group is to continue with the current committee. Dr. Brokenburr agreed with both the current committee makeup and the joint meeting of all representatives but wanted to have a strategic plan and time-line in place first.
- Reported that the Human Resources Administrators had met with Senator Plymale in December.
- Dr. Brokenburr is going to encourage every institution to have a Performance Management Tool. They will be asked to share their instrument for performance management as well as report on their success rate.
- The Job Evaluation Committee met on January 12<sup>th</sup> for a training session for new members. William Porterfield is the new member representing ACCE.
- The H.R. Best Practices committee has 12 chapters ready to release. Step one of the plan is to release to the HRAs for comment; then release it to everyone. The committee work will be turned into a guidebook for Human Resources best practices.
- Dr. Brokenburr reported that a statewide Enterprise Resource Plan was being developed that will automate payroll and H.R. functions at a statewide level. People Admin will conduct a presentation at an upcoming conference for HRAs and CFOs statewide. The People Admin software is already being used at several institutions as their Human Resources Information System. Ken Harbaugh brought up a concern that a statewide system should be able to fit the needs of the colleges as well as the state agencies.
- Discussion ensued about the Market Study Data and how we move forward with using the existing data or obtaining new data.

## **APPROVAL OF OCTOBER MINUTES**

First Mary Igo presented the minutes from the November meeting. Mary Ann Edwards, West Liberty University, moved that we accept the minutes as presented. Robert Long, West Virginia Higher Education Policy Commission seconded the motion. Motion unanimously approved. Second, Mary Igo presented the December meeting minutes for approval. Ken Harbaugh, Shepherd University, moved that the minutes be accepted as presented. Robert Long, West Virginia Higher Education Policy Commission seconded the motion. Motion unanimously carried.

## **COMMITTEES REPORTS**

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

Legislative Committee – report by Ken Harbaugh, Shepherd University

Harbaugh reported he feels very little legislation will be passed this session; however, he does feel that the personnel bill has a good chance of being passed. Harbaugh encouraged everyone to read the bill and familiarize themselves with its contents. Harbaugh also reported that a small group of the members had visited the Governor's office on January 24, 2011 to ask for his support of the personnel legislation.

Web and Communications Committee – report by Verne Britton, WVNET

Mr. Britton reported that he had nothing significant to report.

Leadership Conference and Retreat Planning Committee – report by Ellen Moore, Blue Ridge CTC

Ellen Moore reported on the locations and prices the committee was checking for both events. The committee will provide a list of three choices for each event on the list-serv and the membership will vote for their choice.

Presentation Committee – report by Mary Ann Edwards, West Liberty University

Edwards reported that the committee had no revisions to the presentation.

## **ACCE PRESENTATION TO THE WVHEPC AND WVCCTCE**

The presentation to the West Virginia Council for Community and Technical College Education has been cancelled for January 27, 2011 due to inclement weather and will be postponed until April.

## **FURTHER DISCUSSION OF THIS YEAR'S PERSONNEL LEGISLATION**

Discussed changes that ACCE members feel need to be made to the introduced legislation. A list of suggested amendments will be compiled by the Chairperson on ACCE's behalf to be sent to Senator Plymale's office.

## **ANNOUNCEMENTS**

The West Virginia Advisory Council of Classified Employees would like to thank Marshall University Graduate College for kindly allowing us the use of one of their meeting rooms. There being no further business to come before the assembly, Natasha Robinson, Mountwest Community and Technical College, moved that we adjourn the meeting. Robert Long, West Virginia Higher Education Policy Commission, seconded the motion. The meeting adjourned at 2:00 pm.

Respectfully submitted

Mary M. Igo, Secretary