

Minutes  
April 13, 2011  
Eastern West Virginia Community and Technical College  
Moorefield, WV

ATTENDANCE:

Members in attendance:

Mike Dunn, Marshall University  
Mary Igo, New River Community and Technical College  
Ken Harbaugh, Shepherd University  
Robert Long, WV Higher Education Policy Commission  
Teri Wells, Southern West Virginia Community and Technical College  
Chris Daniels, Fairmont State University  
Paul Martinelli, West Virginia University  
Ellen Moore, Blue Ridge Community and Technical College  
Lacey Ball, Eastern West Virginia Community and Technical College  
Timothy Beardsley, WVU at Parkersburg  
Mary Ann Edwards, West Liberty University  
Mary Alltop, Glenville State College  
Barbara Boyd, WVU Institute of Technology  
Melanie Eberhart, West Virginia Northern Community and Technical College  
Beverly Jones, Pierpont Community and Technical College  
Verne Britton, WV Network for Educational Telecomputing

Excused:

Natasha Robinson, Mountwest Community and Technical College  
Johnna Beane, WVU Health Sciences Center – Charleston Division  
Lee Ann Porterfield, Kanawha Valley Community and Technical College  
William Porterfield, West Virginia State University  
Amy Pitzer, Concord University  
Cathy Stevenson, Bridgemont Community and Technical College  
Evonne Masters, West Virginia School of Osteopathic Medicine  
Fred Hardee, Bluefield State College

Unexcused:

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

## **CALL TO ORDER**

After Committee Meetings were held starting at 9:00 a.m., Chairperson Mike Dunn called the meeting to order at 9:30 a.m. and a quorum was established.

Dr. Chuck Terrell, President of Eastern West Virginia Community and Technical College welcomed everyone to the college and to Moorefield. Dr. Terrell answered questions about the college's growth, enrollment, and planned expansion for the future.

## **APPROVAL OF FEBRUARY MINUTES**

Mary Igo presented the minutes from the February meeting. Paul Martinelli, West Virginia University, moved that we accept the February minutes as presented. Chris Daniels, Fairmont State University, seconded the motion. Motion unanimously approved. Mary Igo then presented the minutes from the March meeting. Paul Martinelli, West Virginia University, moved that we accept the March minutes as presented. Mary Ann Edwards, West Liberty University seconded the motion. Motion unanimously approved.

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

- Dr. Brokenburr wanted an update on the classified staff election process at the different institutions.
- Discussion ensued about Human Resource and Staff relations on each campus.
- Senate Bill 330 Next Steps:
  - Review of Human Resources functions at all institutions, will probably use an outside vendor for part of the process. These will be consultative reviews to help make recommendations.
  - The 480 workgroup will become the joint advisory group.
  - Timeline for each of the major initiatives has been developed.
  - Other work groups will include: Compensation Planning and Review, Job Classification, Training and Development/Needs Assessment, Performance Management, and Reduction in Force.
  - Human resources report card initiatives – Need to develop base line metrics to be reported yearly.
  - The preferred title for human resource directors will be Chief Human Resources Officers. This is another step toward culture change.
  - Two rounds of data collection to get started. The first is a survey of human resources staffing at the institutions. The second is a survey of all staff at the institutions; the information will be collected at the central office only.
  - Best Practices Committee manual should be released May 1 to WVACCE. There are ten chapters currently available. It will appear on the HEPC website, and will have a place for feedback.

## **LEADERSHIP CONFERENCE**

Update from Ellen Moore, Blue Ridge Community and Technical College. It will be at Canaan Valley, Monday June 13-15. The retreat will be at Northbend State Park July 18-20.

### **Presentation Committee**

Mary Ann Edwards, West Liberty University, presented the PowerPoint that will be used for the CCTCE meeting on April 14, 2011. Discussion ensued about any modifications or changes.

### **April Elections**

Members are asked to send any elections updates via the listserv.

## **ANNOUNCEMENTS**

The West Virginia Advisory Council of Classified Employees would like to thank Eastern West Virginia Community and Technical College for graciously hosting the April meeting. There was an announcement by Robert Long about Summer Pell grant changes. There being no further business to come before the assembly, Robert Long, WV HEPC, moved that we adjourn the meeting. Tim Beardsley, WVU at Parkersburg, seconded the motion. The meeting adjourned at 3:45 pm.

Respectfully submitted

Mary M. Igo, Secretary