

Minutes of ACCE Meeting
May 16, 2012
Fairmont State University/Pierpont Community and Technical College
Fairmont, West Virginia

ATTENDANCE:

Members in attendance:

Amy Pitzer, Concord University
Anne Wilmoth, Blue Ridge Community and Technical College
Lacey Koontz, Eastern West Virginia Community and Technical College
John "Christopher" Daniels, Fairmont State University
Mary Alltop, Glenville State College
Natasha Robinson, Mountwest Community and Technical College
Beverly Jones, Pierpont Community and Technical College
Dixie Heavener, Potomac State College of West Virginia University
Kenneth Harbaugh, Shepherd University
Mary Ann Edwards, West Liberty University
Robert E. Long, West Virginia Higher Education Policy Commission
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)
Melanie Eberhart, West Virginia Northern Community College
William H. Porterfield, West Virginia State University
Barbara Boyd, West Virginia University Institute of Technology

Excused:

Fred Hardee, Bluefield State College
Melanie G. Whittington, Bridgemont Community and Technical College
Lee Ann Porterfield, Kanawha Valley Community and Technical College
Vacant, Marshall University
Mary M. Igo, New River Community and Technical College
Teri Wells, Southern West Virginia Community and Technical College
Deborah Harvey, West Virginia School of Osteopathic Medicine
Paul Martinelli, West Virginia University
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

Guests:

Dr. Maria Rose, President of Fairmont State University
Jim Griffin, Board of Governor's Chair of Pierpont Community and Technical College
Dr. Doreen M. Larson, President of Pierpont Community and Technical College
Cynthia S. Curry, Vice President Human Resources and Campus/Community, Business Office, Fairmont State University and Pierpont Community and Technical College
Martha J. Richards, Program Assistant I, Academic Advising Center, Classified Employee at Fairmont State University
Mary Jo Rutherford, Program Assistant II, School of Human Services, Classified Staff Council Chair, Pierpont Community and Technical College
Cynthia H. Smith, Financial Reporting Manager, Business Office, Classified Employee at Fairmont state University

CALL TO ORDER

Vice-Chairperson, Ms. Amy Pitzer from Concord University in the absence of Mr. Mike Dunn, Chairperson from Marshall University called the meeting to order at 9:02 am.

INTRODUCTION OF MEMBERS

Ms. Pitzer asked ACCE members to introduce themselves to Dr. Maria Rose, President of Fairmont State University. Following the introductions President Rose addressed the members. She reviewed campus activity as it related to improvement of campus facilities. She reported on the forthcoming appearance of the Higher Education Learning Commission in October 2012 as well as the implementation of a new program, Masters in Architecture, to occur approximately January 2013. Mr. Kenneth Harbaugh from Shepherd University mentioned the continuous support of ACCE for increased funding for higher education in general as well as supporting funding needs for classified employees. Dr. Rose emphasized the strategic planning goal of the retention of highly qualified faculty and mentioned Ms Cynthia Curry as an example, a knowledgeable, respected and highly qualified person in the field of classification and compensation. President Rose stated that the institution had been remiss in failing to review PIQ's on a regular basis.

Ms Pitzer asked Mr. Jim Griffin, Board of Governor's Chair of Pierpont Community and Technical College if he would be interested in addressing the group. Mr. Griffin advised ACCE members that Boards of Governors are well aware of the critical contribution that classified employees play in the success of institutions and for that reason allot time for classified employees to report to their local BOG on issues of importance to their constituent group. Mr. Griffin indicated he was pursuing a joint venture with the Monongalia County schools whereby a building would be built in Morgantown that would extend educational opportunities to greater numbers of individuals.

Ms. Pitzer proceeded by extending a similar opportunity to Dr. Doreen M. Larson, President of Pierpont Community and Technical College, to address ACCE members. President Larson advised the members that she will have completed two (2) years at the college in June, had spent five (5) years in Massachusetts and that her entire career has been in the community college sector. Dr. Larson stated that she started as a faculty member but eventually moved into administration.

ELECTION

Ms. Pitzer reported that Mr. Mike Dunn from Marshall University and Chairperson of ACCE had submitted his resignation. She advised members that Mr. Dunn had taken a position with Mountwest Community and Technical College. Per the ACCE Constitution/By-Laws a new chairperson had to be selected. Thus, the election process was initiated with a call for nominations of Chairperson. Mr. Kenneth Harbaugh from Shepherd University nominated Ms. Amy Pitzer from Concord University to fill the balance of the term. Mr. John "Christopher" Daniels from Fairmont State University seconded the motion. Ms. Mary Alltop from Glenville State College made a motion to close the nomination for Chairperson. Ms. Barbara Boyd from West Virginia University Institute of Technology seconded the motion.

MOTION UNANIMOUSLY APPROVED

Mr. William H. Porterfield made a motion to accept Ms. Pitzer by acclamation. Ms. Beverly Jones from Pierpont Community and Technical College seconded the motion.

MOTION UNANIMOUSLY APPROVED

PROJECT COORDINATOR REPORT

Ms. Pitzer reported that Ms. Laura Nauman would be unavailable to address the meeting. With the presence of Cynthia S. Curry, Vice President Human Resources and Campus/Community of Fairmont State University and Pierpont Community and Technical College, Ms. Pitzer asked Ms. Curry if she would be willing to provide some updates on personnel activities at the two institutions. Ms. Curry addressed the issue of training or lack thereof. She reported that limited to no training was offered to either classified or non-classified employees. Thus, consultants were hired and a needs assessment was undertaken. All employees were surveyed on the types of training that were needed with the results being tabulated in November. The net effect was that various types of training were made available to employees starting in February 2012 and ending in May 2012. There were twenty-five (25) classes offered with attendance totally six hundred and fifty-three (653) classified and non-classified. Ms. Curry reported that \$35,000 has been allocated for training for the upcoming year.

Ms. Curry stated that she attends Staff Council meetings at both institutions and partners with the Staff Council at Fairmont State University to hold a luncheon to recognize employees. She reported that performance evaluations of all employees, classified and non-classified have been completed via PeopleAdmin. A safety First Aid

Kit, distributed a Kit to ACCE members, was developed along with the institution of a reporting mechanism when injuries occur. Another project that she indicated that she was working on was the conversion of non-classified positions to classified positions. As stated earlier the Human Resources Information System (HRIS) being utilized at Fairmont State U/Pierpont CTC is PeopleAdmin which automates all aspects relative to employees. It is one type of Enterprise Resource Processing System (ERP).

Discussion ensued with Ms. Curry on a variety of issues stemming from SB 330 such as the market study, Human Resources survey, Human Resources review, training, etc.

COMMITTEE REPORTS

Legislative Report-Kenneth Harbaugh (Chair)

Mr. Harbaugh encouraged ACCE members to review the major provisions of SB 330 from an implementation standpoint to determine the potential need for subsequent legislation in 2013 to enhance, facilitate and/or improve the current provisions of code or other sections of code that will support the interests of classified employees.

Communication/Presentation-Verne Britton and Amy Pitzer (Co-Chairs)

Mr. Britton reported that he is working on a new website. Secondly, he stated that all minutes through March 2012 appear on website.

Student Retention/Educate WV-Johnna Beane (Chair)

There was no formal report but there was some indication that the committee taskforce may be close to finalizing its recommendations with a report expected in the near future.

Benefits-William H. Porterfield (Chair)

Mr. Porterfield reported on an article from the Charleston Gazette on May 15, 2012. It appears that attorneys for the state Consolidated Public Retirement Board are attempting to determine whether a pending Internal Revenue Service regulation will prevent state and public school employees from retiring before age 62. The IRS regulation will create a definition of "normal retirement age" as being age 62, or age 50 for law enforcement officers. Based on a recent announcement by the IRS the effective date is being moved from January 1, 2012 to January 1, 2015. Currently state and public school employees can retire at age 55, if they have enough years of service.

Mr. Porterfield also reported that the PEIA Board is considering further savings through reduction in services by changing from 80/20 to 70/30.

Retreat Committee Update-Lee Ann Porterfield (Chair)

Mr. Porterfield reported for Lee Ann. He reported that Lee Ann was concerned that some or all of her recent e-mails had not been received by the intended recipients.

Ms. Pitzer encouraged those members who have not completed lodging reservations for the Retreat to do so immediately. Mr. Porterfield also relayed the message relative to the Retreat gift exchange with a \$15 limit.

MINUTES

Ms. Pitzer distributed copies of the April 2012 meeting minutes. Ms. Natasha Robinson from Mountwest Community and Technical College moved to accept the minutes as reflected by the changes that were noted by members. Ms. Mary Alltop from Glenville State College seconded the motion.

MOTION UNANIMOUSLY APPROVED

ACCE RETREAT AGENDA PLANNING

Ms. Pitzer encouraged input from the recently appointed ACCE members as to the topics to be presented at the Retreat. Following are some suggested items:

1. Overview of major provisions of SB 330
2. Conflict resolution
3. Terminology used by ACCE such as HRIS, ERP etc
4. History of Code 18B
5. Dealing with apathy

The issue of advocating for classified employees was raised. Reference was made to the excellent work by the classified employees at West Virginia University at Parkersburg. From the collective work of ACCE representative Mr. Timothy Beardsley in conjunction with Mr. Rodney Parker, Staff Council Chair, who presented the material, the net result was positive reinforcement of the success by classified employees when given the opportunity to address critical issues affecting classified employees. Mr. Parker's presentation to his Board of Governors was extremely effective from both a teaching and an informational standpoint. Mr. Beardsley shared the steps taken from the presentation with ACCE members. ACCE wants to express our appreciation to both Mr. Beardsley and Mr. Parker for a job well done.

Mr. Harbaugh recommended the Chairperson communicate with the new Chancellor, Paul L. Hill, Ph.D. to both congratulate him on his selection as well as to invite him to the ACCE retreat. Other individuals recommended to be invited to the Retreat were the Chairs from the Commission and Council, Mr. Rob Anderson, Interim Executive Vice Chancellor for Administration and Ms. Laura Nauman. Reference was made to a forthcoming meeting on June 8th involving certain members from the past three (3) Classification and Compensation Committees that were formed by Mr. Dennis Taylor, Mr. Kevin Walthers and Dr. Shenita Brokenburr.

CAMPUS CONCERNS, UPDATES, SUGGESTIONS AND ANNOUNCEMENTS

Ms. Pitzer reported on ModernThink, the company selected to perform Human

Resources Reviews. She provided the schedule for the institutional visits.

Ms. Barbara Boyd from West Virginia University Institute of Technology reported on the fact that the Transition Steering Committee of the Revitalization Committee for WVUIT had selected committee members at the Tuesday meeting of Take Back Tech. She indicated that HEPC Chancellor Paul L. Hill, Ph.D. had advised her at the Thursday meeting of the decision to add two (2) classified employees to the Transition Steering Committee. Ms. Boyd shared a copy of the resolution that Classified Staff Council had developed and presented to the Committee.

Mr. Harbaugh raised the issue of the status of the emergency rule for SB 330. He advised the members that Mr. Bruce Walker, Legal Counsel for HEPC/CCTCE seems to believe that there is no need for an emergency rule. Mr. Walker seems to be convinced that one final rule is sufficient and such rule can incorporate all the needed provisions.

Mr. Robert E. Long from the West Virginia Higher Education Policy Commission made a motion to utilize the draft of Series 8 Personnel Administration that was reviewed by ACCE at the 2005 meeting at Fairmont State University along with reviews of Series 38 and 39 and any other series which involves personnel issues at the June 2012 ACCE meeting. Mr. Kenneth Harbaugh from Shepherd University seconded the motion.

MOTION UNANIMOUSLY APPROVED

Mr. Verne Britton from the West Virginia Network for Educational Telecomputing (WVNET) reported that WVNET has been awarded a \$3.5 million grant to build a 10Gb ring. To accommodate increased demand, WVNET will be changing its network from accumulating the traffic in Charleston and Morgantown and sending it digitally to Pittsburgh, to building a 10Gb ring from Morgantown to Charleston to Huntington to Columbus to Pittsburgh and back to Morgantown. WVNET asked the state and federal government to support the new equipment needed for this venture and was pleased to obtain approval.

Ms Pitzer appointed Mr. Kenneth Harbaugh as Vice-Chairperson of ACCE. Mr. Harbaugh accepted.

Ms. Pitzer requested that the minutes reflect the sincere appreciation of ACCE to Mr. John "Christopher Daniels, ACCE representative from Fairmont State University, Ms. Beverly Jones, ACCE representative from Pierpont Community and Technical College and any other classified employees and/or staff who were instrumental in hosting the meeting. Both the accommodations and the food service were outstanding. Finally, ACCE wishes to express our thoughtful appreciation to Presidents, Rose and Larson and to Board of Governors Chair Mr. Griffin for taking time from their busy schedules to meet and have dialogue on higher education issues.

There being no further business to come before the members, Mr. Kenneth Harbaugh from Shepherd University made a motion to adjourn. Ms. Dixie Heavener from Potomac State College of West Virginia University seconded the motion. The meeting adjourned at 3:33 pm

RESPECTFULLY SUBMITTED,

Robert E. Long, Substituting for regular Secretary
UNANIMOUSLY APPROVED MINUTES WITH CORRECTIONS