

Advisory Council of Classified Employees

Minutes
September 17, 2012
Blue Ridge Community and Technical College
Martinsburg, WV

ATTENDANCE:

Members in attendance:

Amy Pitzer, Concord University
Mary Igo, New River Community and Technical College
Natasha Robinson, Mountwest Community and Technical College
Mary Ann Edwards, West Liberty University
Melanie Whittington, Bridgemont Community and Technical College
Ken Harbaugh, Shepherd University
Robert Long, WV Higher Education Policy Commission
Paul Martinelli, West Virginia University
Teri Wells, Southern West Virginia Community and Technical College
Anne Wilmoth, Blue Ridge Community and Technical College
Melanie Eberhart, West Virginia Northern Community College
Beverly Jones, Pierpont Community and Technical College
Verne Britton, WV Network for Educational Telecomputing
Deborah Harvey, West Virginia School of Osteopathic Medicine
Sherry Mitchell, Fairmont State University

Excused:

Barbara Boyd, WVU Institute of Technology
Lee Ann Porterfield, Kanawha Valley Community and Technical College
Timothy Beardsley, WVU at Parkersburg
Johnna Beane, WVU Health Sciences Center – Charleston Division
Mary Alltop, Glenville State College
Fred Hardee, Bluefield State College
Dixie Heavener, Potomac State College of WVU
Lacey Koontz, Eastern West Virginia Community and Technical College
Carol Hurula, Marshall University
William Porterfield, West Virginia State University
Janene Seacrest, Council for Community and Technical College Education

Guests:

Laura Nauman, Human Resources Program Specialist (conference call)
Teresa Noll, Blue Ridge Community and Technical College
Justin Ruble, Blue Ridge Community and Technical College
Ellen Moore, Blue Ridge Community and Technical College
Diane Shewbridge, Shepherd University
Marie DeWalt, Shepherd University

CALL TO ORDER

Chairperson Amy Pitzer called the meeting to order at 9:00AM and a quorum was established.

APPROVAL OF MINUTES

Minutes from the August ACCE meeting were reviewed and approved with changes. The motion was made by Mr. Robert Long; Mr. Ken Harbaugh seconded the motion. The motion carried unanimously.

Minutes from the June ACCE meeting were also reviewed and approved with changes. The motion was made by Ms. Natasha Robinson; Ms. Anne Wilmoth seconded the motion. The motion carried unanimously.

GUEST – MS. LAURA NAUMAN, HUMAN RESOURCES PROGRAM SPECIALIST

Ms. Nauman provided an update on the projects she has been coordinating.

FOX LAWSON

- Fox Lawson is reviewing previous studies to review any challenges within the system to improve/update the compensation system.
- Ms. Nauman is providing Fox Lawson data to assist them in benchmarking
- Fox Lawson is reviewing the location of institutions to compare geographic differences.
- Ms. Nauman discussed the possibility of a quartile system being used for compensation. She stated that Fox Lawson may also suggest this type of system. Ms. Pitzer provided history of suggested compensation systems. She explained that the legislature wanted to keep the compensation system understandable by all and ensure employees could move through the system.
- In addition to the history of compensation systems, Ms. Pitzer explained that it was imperative that all parties involved are met with and spoken to before a decision is made to ensure transparency, equity, and fairness.

MODERN THINK

- Modern Think has provided a template of the report to Human Resource officers. Corrections have been requested.
- Marie DeWalt elaborated on the Modern Think timeline. The first draft of the report will be distributed by October 10th for review, with corrections due October 24th. The final report will be available shortly after that date.

EMERGENCY RULE

- Ms. Nauman, Ms. Marie DeWalt, Mr. Robert Long, Ms. Amy Pitzer, and others will be meeting to discuss the Emergency Rule.
- The goal of this meeting is to review the Emergency rule with the changes and comments provided by ACCE.
- Draft 3 of the Emergency Rule will have compensation information added by Ms. Nauman. The Fox Lawson proposal and SB 330 will be added to that section.

CONCERNS

Mr. Ken Harbaugh made a motion requesting that Ms. Pitzer address a letter of ACCE's and all constituents' great concern that the process is not moving and the resources are not being allocated to make progress. Mr. Harbaugh also suggested to present SB 330 timelines with the letter. The letter should be directed to the Governor's Office, Ms. Nauman, the Chancellors, the Executive Vice Chancellors, the two Education Chairs, and the executive committees for the Commission and the Council.

Mr. Robert Long seconded Mr. Harbaugh's motion. The motion carried unanimously.

NEW WVU PAY STRUCTURE

Mr. Paul Martinelli explained to ACCE the new WVU pay structure. As of October 1, 2012, employees will receive pay increases based on a two percent pool for all employee groups. The increases for each employee will vary based on performance and different salary plans for the three primary groups: faculty, classified staff, and non-classified staff.

Mr. Martinelli explained that the structure consisted of a minimum scale, midpoint scale, and a maximum scale. He provided an example of the structures impact on three pay grades; 12, 17, 20. The example also included three steps; zero step, step eight, step fifteen.

The pay increases for classified employees for 2012 will be calculated on one of three options, whichever produces the greatest amount: a two percent increase to the employee's current salary, \$600, or the minimum entry rate on the new pay structure for that employee's pay grade. No employee would receive less than two percent.

UPDATES

Ms. Pitzer updated ACCE on the Vice Chancellor of Human Resources search and review committee. The first meeting will be held September 24th. At this time, there have been 72 applications submitted. The job posting was displayed using the Chronicle, SHRM, and CUPA.

Ms. Pitzer also reminded ACCE that the purpose of the Emergency Rule is to determine how we will behave before the final rule is in place.

ACCE Committees assignments were not made due to the lack of quorum in attendance.

Ms. Anne Wilmoth updated ACCE on Blue Ridge CTC's progress in making the campuses smoke free, as well as tobacco free in general.

Ms. Beverly Jones reported that Pierpont is also reviewing the smoking policy. She had requested similar policies from other ACCE members via listserve.

Mr. Verne Britton displayed the updated ACCE picture from the annual retreat. He has furnished the names and corresponding numbers on the picture.

Mr. Ken Harbaugh encouraged ACCE and each institution's Board of Governors to speak at institution assembly, convocation, or governance day.

ADJOURNMENT

ACCE would like to thank Ms. Anne Wilmoth and Blue Ridge Community and Technical College for their hospitality in hosting the meeting. There being no further business to come before the Council, the meeting adjourned at 2:50PM.

Respectfully Submitted:

Teri Wells, ACCE Secretary