

Minutes  
December 6, 2012  
Marshall University Graduate College  
South Charleston, WV

ATTENDANCE:

Members in attendance:

Amy Pitzer, Concord University  
Melanie Whittington, Bridgemont Community and Technical College  
Ken Harbaugh, Shepherd University  
Robert Long, WV Higher Education Policy Commission  
Teri Wells, Southern West Virginia Community and Technical College  
Verne Britton, WV Network for Educational Telecomputing  
Sherry Mitchell, Fairmont State University  
Carol Hurula, Marshall University  
Timothy Beardsley, WVU at Parkersburg  
Johnna Beane, WVU Health Sciences Center – Charleston Division  
Mary Alltop, Glenville State College  
Fred Hardee, Bluefield State College  
Natasha Robinson, Mountwest Community and Technical College  
Barbara Boyd, WVU Institute of Technology  
Mary Igo, New River Community and Technical College  
Melanie Eberhart, West Virginia Northern Community College  
Deborah Harvey, West Virginia School of Osteopathic Medicine  
William Porterfield, West Virginia State University  
Lee Ann Porterfield, Kanawha Valley Community and Technical College  
Paul Martinelli, West Virginia University  
Anne Wilmoth, Blue Ridge Community and Technical College  
Lacey Koontz, Eastern West Virginia Community and Technical College

Excused:

Mary Ann Edwards, West Liberty University  
Beverly Jones, Pierpont Community and Technical College  
Dixie Heavener, Potomac State College of WVU  
Janene Seacrist, Council for Community and Technical College Education

## **CALL TO ORDER**

Chairperson Amy Pitzer called the meeting to order at 9:05AM and a quorum was established.

## **APPROVAL OF MINUTES**

The July minutes were distributed for review. There were a few changes suggested to be made to the minutes. Mr. Ken Harbaugh motioned to accept the minutes with the changes; Ms. Mary Alltop seconded. The motion carried unanimously.

The November minutes will be reviewed during the January meeting.

## **COMMITTEE REPORTS**

The committee assignments of co-chairs and note-takers were discussed for each ACCE committee, as were the goals and meeting times. The committees that have not made assignments or established goals and meeting times will need to do so by the January meeting. Ms. Pitzer requested that each committee chair send the committee's purpose or charge to Ms. Teri Wells, Ms. Mary Igo, Mr. Verne Britton, or to her.

Additionally, Ms. Pitzer asked that ACCE review the committees and the memberships to determine if they need restructured, or if other committees were needed. This review would also be discussed during the January meeting.

## **UPDATE FROM THE CHANCELLORS**

Chancellors Paul Hill and Jim Skidmore, along with Cindy Anderson joined ACCE to provide updates in regards to on-going projects:

- At the time of our meeting, the Chancellors had received preliminary information from Modern Think. Modern Think will be reporting to the HEPC on December 7, 2012.
- Fox Lawson has continued to progress on benchmarking. Their report is due by the end of the year.
- The Chancellors feel that Fox Lawson will help complete components of SB 330.
- The search for the Vice Chancellor of Human Resources is reaching its end. The Chancellors reported that they are very close to making a decision.
- Chancellor Skidmore stated that the VCHR position is critical in order to be able to move forward. He asked for ACCE patience as they bring the new VCHR up to speed on concerns and issues.
- Chancellor Hill explained that he felt the Chancellors should attend the ACCE meetings; however, the VCHR would be the HEPC liaison with ACCE.
- When asked who the VCHR would report to, the Chancellors explained that the VCHR would report to them, and work very close with Rob Anderson, Executive Vice Chancellor.

- Mr. Ken Harbaugh asked if the VCHR could hire the two positions needed. Both Chancellors agreed that the hiring of those positions would take place as long as they were within budget.
- Mr. Harbaugh also suggested that the VCHR use the Joint Advisory Group (JAG) in moving forward with the projects and to educate him/her and others.
- The Job Classification Committee and the Compensation Planning and Review Committees have been formed. Letters have been mailed to those representatives selected to serve on the committees.
- An institutional salary survey was created to determine the increases that institutions are providing. Ms. Anderson explained the CHROs informally collected the percentage given to each employee.
- Letters have been sent to the institutions from the Chancellors to ask that all PIQs be reviewed.
- The Chancellors have met with the CHROs on various issues. One of the issues is the Best Practices Manual, which has been a project of HR. There have been several chapters written, with the first few chapters being ready to publish.
- The Job Evaluation Committee (JEC) met the Friday before this meeting.
- The Chancellors and Ms. Anderson briefly discussed the Emergency Rule. Ms. Anderson stated that the Emergency Rule must be final and could not be changed, other than asking for some technical changes. Chancellor Skidmore stated that a joint rule would be created.
- Ms. Pitzer spoke to the Chancellors concerning RFPs regarding personnel issues. She explained that communication is key. She explained that ACCE could have identified problems and issues, which have cost more money and time.
- The Chancellors have met with the Governor's Cabinet. Although revenues are up, the State may not have a surplus. There is an expected 7 ½% budget cut for next fiscal year. Ms. Pitzer mentioned that although there is no statewide Reduction in Force (RIF) policy, institutions have individual RIF policies. Unfortunately, the Central Office provide no guidance in regards to these policies. The anticipated budget cut will be a big issue for many institutions.
- The Chancellors ended their updates discussing outcomes based funding. They explained that the outcomes would be based on all performance from the 2 year and 4 year institutions. The outcomes would include graduates, adult graduates, Pell students, and graduates through developmental education, just to name a few. They also explained there may be reward for graduates in the STEM programs.

## **WORKING SESSIONS**

- ACCE will begin presenting the annual presentations to HEPC, LOCEA, and CCTCE. The presentation has been reviewed during the last few ACCE meetings. Ms. Pitzer and the ACCE Executive Committee will finalize the presentation.

- A “wish list” for the upcoming Legislative Session was discussed. ACCE was encouraged to review any legislation that opened sections of 18b to clarify issues of SB 330 or concerns. Additionally, ACCE discussed the need for more accountability in legislation, and the need to develop a list from SB 330 of items that need clarified and addressed.
- The remaining time of the ACCE meeting was used to prepare comments and review editing regarding the Emergency Rule.

#### **UPCOMING ACCE MEETINGS**

- December 7 at HEPC
- December 10 at LOCEA (tentative)
- December 13 at CCTCE
- January 9 at KVCTC

In addition to discussing the upcoming meetings, ACCE discussed the possibility of changing the February and March meeting dates and locations. Mr. Ken Harbaugh made the motion that ACCE change the February meeting location and date to WV School of Osteopathic Medicine if the school could accommodate ACCE. The March meeting would then be held in the Charleston area. Mr. Tim Beardsley seconded the motion. The motion carried unanimously.

#### **ADJOURNMENT**

There being no further business to come before the Council, the meeting adjourned at 4:53PM. The January 9<sup>th</sup> ACCE meeting will be held at Kanawha Valley Community and Technical College.

Respectfully Submitted:

Teri Wells, ACCE Secretary