

Advisory Council of Classified Employees 2013-2014

Minutes of ACCE Meeting
December 4, 2013
Marshall University Graduate College
South Charleston, West Virginia

ATTENDANCE

Members in Attendance:

Amy Pitzer, Concord University
Fred Hardee, Bluefield State College
Melanie Whittington, Bridgemont Community and Technical College
Sherry Mitchell, Fairmont State University
Mary Alltop, Glenville State College
Lee Ann Porterfield, Kanawha Valley Community and Technical College
Carol Hurula, Marshall University
Chris Stevens, Mountwest Community and Technical College
Kenneth Harbaugh, Shepherd University
Carrie Watters, West Virginia Higher Education Policy Commission
Jenna Derrico, West Virginia Northern Community College
Chris Gray (Proxy), Southern West Virginia Community and Technical College
Deborah Harvey, West Virginia School of Osteopathic Medicine
Barbara Boyd, West Virginia University Institute of Technology
Paul Martinelli, West Virginia University
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center Charleston

Excused:

Anne Wilmoth, Blue Ridge Community and Technical College
Mary M. Igo, New River Community and Technical College
Beverly Jones, Pierpont Community and Technical College
VACANT, Potomac State College of West Virginia University
Jill Nixon, West Liberty University
Lacey Koontz, Eastern West Virginia Community and Technical College
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)
Timothy Beardsley, West Virginia University at Parkersburg
William H. Porterfield, West Virginia State University

Unexcused:

Janene Seacrist, Council for Community and Technical College

Guests:

Rob Anderson – HEPC Executive Vice Chancellor for Administration
Robert E Long – Retired Classified Staff

*Not every guest is present for the entire length of the meeting due to other obligations and time limits.

CALL TO ORDER:

Chairperson, Ms. Amy Pitzer from Concord University convened the meeting at 9:00 a.m.

MINUTES: Carol Hurula distributed copies of the November 21st meeting minutes in draft form. Ken Harbaugh from Shepherd University moved to accept the minutes, Mary Alltop from Glenville State College seconded the motion. Motion unanimously approved.

UPDATE FROM VICE CHANCELLOR FOR ADMINISTRATION – Rob Anderson:

- Discussed agenda for state and the current “hot topic” as it relates to SB330.
- In reference to topics relating to SB330 VC Toor put out a Facts v. Myths on HEPC web-site to dispel rumors. Unfortunately misinformation is still circulating.
- Behind schedule with implementation of SB330 legislation and comments didn't come up at that time they were rolling up sleeves and digging into this piece of legislation.
- Currently dealing with a vendor (Fox Lawson) who doesn't appear to be able to get the job done when dealing with RME. Very important component and very important that it be done right.
- Process was flawed from the start when previous VCHR set up the committee to gather RFP's. Committee should have been a more broadband group.
- VC Toor has been very pointed with Fox Lawson. Fox Lawson didn't realize WV had law schools or medical schools. Roadblock on RME and campus to campus basis. They have requested \$40,000 per campus to complete study as it needs done. \$800,000 additional. That amount isn't available or in the contract, it's actually 3-4 times more.
- Everyone has lost confidence in Fox Lawson to complete this job.
- HEPC is advocating to Senator Plymale that with new RFP – get ACCE, faculty representative and other entities involved in the process.
- VC Anderson spoke with Senator Plymale and Delegate Poling involving how they can salvage and move on with what's productive. They are willing to be advocates with the legislature to go after the funding so that we can choose a proposal that's best and get this done in the right way.
- VC Toor and Mercer believe they have good classified salary information. Would like to age information by one year due to date this was pulled. Go ahead and create new classified salary schedule. Think they're 90% there. Get that across the goal line. Move forward with that piece; classified having a new salary schedule that is a lot more up to date than the old one we're currently working under.
- Once a new salary schedule is in place, start working with institutions on what their plans are to fulfill the salary schedule and get salaries at the institutions closer to where they need to be.
- Meanwhile take a step back on RME. Form a new committee and make sure it's inclusive of everyone that needs to be involved with the writing of the RFP process.
- Get an RFP out, which is going to be expensive. What was seen from other vendors when looking back at proposals since VC Anderson became involved, all were in the three quarter million dollar type range to do all this work. Probably what it's going to cost.
- Figure out what the findings are in RME from the data when completed. Senator Plymale advocates about not seeing any change in the upcoming legislative session because you don't know what the data is yet. He's committed to that.
- Possibly a lot of people will be making a run at changing SB330 during legislative session saying this component is flawed and so on. Comment is legislation is never perfect but until we have data and see what the data shows we don't know what to change. Maybe in a future legislative session we need to go back and make changes. One change may be peer institutions in SB330 and how it's stated now. This is a big piece of legislation and there could be some shifts but until Senator Plymale sees the data he's not willing to go down that road.
- In trying to get classified salary schedule updated they would try to fend off any legislative changes that might be proposed.
- Question Ken Harbaugh– what confidence do we have in Fox Lawson knowing what we've heard and our lack of answers on the 49 questions that ACCE requested?

- VC Anderson – Regarding the questions sent to VC Toor. Believes he tried to answer some of those through the FAQ's and Facts v. Myths. As you read through those you'll see some flow of the questions being answered, but not a point by point answer on what ACCE submitted. Most questions there's information in FAQ's – others Fox Lawson refused to answer or give HEPC replies. Regarding confidence in what Fox Lawson put out. We think it is close enough that we can work with Mercer or someone this group is comfortable with. We tentatively showed Mercer what we have and they feel confident in being able to update the data for the additional year. What needs to take place is a conversation with VC Toor, ACCE group and others to give you the confidence. Here's the data and why we think it's good and here's what remains.
- Comment Ken Harbaugh – we have confidence in Mercer but we haven't heard any information from them or even know if there's a contract with Mercer.
- VC Anderson – contract finally signed last week. Working contract with them right now.
- Question Ken Harbaugh - Is HEPC willing to continue to use credible outside sources like Mercer for faculty and non-classified to revalidate work?
- VC Anderson - Absolutely. If ACCE is tentatively or philosophically on board with this direction that's an important next step. Make sure Mercer is involved and we have a contract so he thinks this is direction HEPC will go.
- Question Debbie Harvey – so if classified is finished does someone know if we're low, high or any data if the new schedule will be lower than the current one?
- VC Anderson – it's just segregated data. Line item CUPA type data and nothing to roll up, but definitely doesn't think it will be lower than current salary schedule. HEPC feels good about the data. Let's get assurance from Mercer and update for one more year and I think fairly quickly get information to review.
- Comment / Question Chris Stevens – Mercer is validating the data and if ACCE is willing to move forward is HEPC willing to face the challenges that this reputable group came in and said your 2001 salary schedule needs to be replaced with this, when you then have a very large institution say we don't view that as credible? I have a concern from my campus that we're saying that this group isn't capable of doing all the work but they're okay to do classified work. Another institution bulked at what Mercer did several years ago. Is HEPC ready to go toe to toe with an institution when they bulk no matter what?
- VC Anderson – HEPC will catch flack no matter what they go with. The classified Fox Lawson data is very defensible and we're comfortable with that and with the leadership bodies being comfortable, such as Senator Plymale and Delegate Poling. There's more art involved in RME and we realized that Fox Lawson never had a clue from day one, campus to campus and wanted to pool all of the peers instead of looking at each campus. We want each campus compared to their peers and market. As far as classified salary schedule with the Fox Lawson data it's ABC of what was done and why and people can kick and scream but it's just them not liking the process – that the state has oversight of this process.
- Comment / Question Debbie Harvey – I understand the problem with faculty salary study completely, but why can't non-classified salaries be completed since they are what they are; directors, IT, graphic designers, etc. and such.
- VC Anderson – Presidents have consensus on who they considered non-classified but now with the parameter at 25% and moving to 20% that will tighten up a lot more and we'll see more continuity but there was a lot of exemptions but as this tightens this will come more in line.

- Comment Paul Martinelli – Something should come from the central office on the Fox Lawson market study being ceased. Faculty at WVU are planning to come down during interims. They have no idea that the information from Fox Lawson has come to a temporary stop so to speak because he has kept the latest developments confidential. Can't see faculty coming down to talk to legislators and be embarrassed. He thinks something should come from the central office quickly addressing this.
- VC Anderson – that makes sense. Our thoughts were to have this conversation with ACCE after his meeting with Senator Plymale and Delegate Poling right before Thanksgiving. We wanted to gauge your level of buy-in with a pathway before doing that because we wanted to make sure that you guys as a group that has been invested in this for years. The next step coming out of this will be getting the right information in your hands to feel comfortable with the classified salary schedule update. Working with VC Toor, Mercer and whomever to having a meeting so that ACCE can feel good about that. If we get a consensus, then we could say what we need to do is a new RFP and then we need a new contract. That's where we're going to commit to having representation from classified staff, faculty and non-classified. Have a committee set up like it should have been the first time.
- Question Debbie Harvey – do you have to have a new RFP.
- VC Anderson – if it basically was the same thing you could roll it over, but this one can't be rolled. Fox Lawson was way lower than anyone else.
- Comment Debbie Harvey - That should have thrown up a red flag.
- Comment Ken Harbaugh – questioned from the beginning as the big groups weren't bidding – red flag immediately but ACCE wasn't able to comment on it.
- Comment Ken Harbaugh – wants to see an outline written out on what you want to see accomplished going out to all interested parties that clearly states on what is needed to get this done. Would also like to see a general timeline. Anything to make it more solid.
- Comment Amy Pitzer – communication is critical right now. We don't want to further divide the groups. One group thinking that one group is moving forward and the other group won't. We don't want that to further divide us.
- Comment Ken Harbaugh – because the code itself says that personnel has always been under the Commission and Council. I think the Chancellors need to have some strong understanding with all the CHRO's in the system to nail this down so we can get cooperation.
- Comment Sherry Mitchell – CFO is relied upon by the President very much at Fairmont.
- Comment Ken Harbaugh – CEO, CFO and everyone else they don't have a strong background on personnel. That's why we're in the position we are.
- VC Anderson – absolutely right.
- Comment Ken Harbaugh - we need to get the CEO, CFO's etc. educated. I mentioned to VC Toor that this would be a good subject for the BOG retreat in August. Start meeting some of these people, that's running the campus, a stronger background on higher education personnel issues. We need a plan from Commission and Council on the direction. We'd also like to have some input on this plan so we can make recommendations and have considerations.

- VC Anderson - sure, what we're dealing with is diverse interest groups and people will approach from different angles and that's why we need to coordinate all this, sort through what's achievable and there will be some give and take ultimately in different groups.
- Comment Ken Harbaugh – as far as funding goes, please don't let that hold us up. Even if it takes 1/10th% of an increase of tuition – you can imagine what that will generate to take care of personnel. Pay back to students by having a healthy staff. Never seen morale so low as it is now. People aren't doing job as well as they can, there's no hope.
- VC Anderson -unfortunately we're looking at budget cuts again this coming year. I think you're going to see a concerted effort across all institutions on lessening the higher education budget cuts because of what we ultimately add to the work force in West Virginia and work force knowledge and produce in the economy.
- Comment Ken Harbaugh – President Kopp at MU was supportive in budget cuts as a group effort.
- VC Anderson – yes he's a welcome component on budget cuts.
- Comment Amy Pitzer – you mentioned a definition of peer groups might need adjusting at some point. If peer groups that Fox Lawson used for classified changes down the road isn't that going to make RME harder to achieve if you have two different peer group data being used?
- VC Anderson –Jean Lawson mentioned this to VC Anderson recently. Maybe some things need to be changed, will look into this and how the dominoes go into effect.
- Comment Ken Harbaugh – let's not get sidetracked on other issues like outsourcing, RIF etc., let's get the market study done first. Don't spread yourself too thin.
- Comment Carol Hurula – once the validity of all data is determined will you schedule meetings with groups like ACCE, CHROs, etc., to determine how to move forward.
- VC Anderson – yes, this is what we would like to do, why we want to do it, why we think data is good, and have a group in the room and someone like Mercer on the phone to give a stamp of approval – yes we can work with this it's CUPA data and here's why we think it's good.
- Comment Carol Hurula – so everyone can then decide - the group on going forward?
- VC Anderson – yes, it would have to be a pretty good reason not to go forward and I think ACCE will feel comfortable with it once we take that step. Already thinking ahead of what reasons some institutions might have not to support it, but the reason would have to be really good, not just we don't want to go with it.

COMMITTEE REPORTS:

Retreat/Leadership Committee – No updates.

Legislative – Work on developing relationships.

Benefits – Committee hasn't met.

Web / Communications – No progress since last meeting. Verne emailed Chris and Amy with a plan. Chris' plan is by end of week to access Joomla on ACCE web-site.

Student Employee / Enrichment – Tim indicated they are still collecting data on the questionnaire. Melanie indicated trouble with survey email and Amy suggested using Survey Monkey.

Ad Hoc By-Laws Committee – Committee hasn't met.

Presentations to HEPC/CCTCE/LOCEA

Organizational accountability.

Budget cuts to higher education.

Training and Development hire.

Cultural change.

Unity agenda.

SB330 timelines and lack of progress.

Discussion continued.

JANUARY MEETING

Ken Harbaugh made motion to move January meeting to South Charleston campus. Ken rescinded motion.

Chris Stevens made motion that executive committee determine date and location of January meeting. Ken Harbaugh second motion. Motion carried.

SERIES 56 REDUCTION IN FORCE AND FURLOUGH

Reviewed draft policy of Series 56 with discussion and comment / recommendations from committee.

Chair will discuss recommendations at the Common Grounds meeting with VCHR on Monday December 8, 2013.

Annual presentation at HEPC 12/6/13 at Higher Education Tech Park

Annual presentation at CCTCE 12/12/13

Next ACCE meeting TBD

LOCEA meeting 1/5/14 (tentative)

There being no further business to come before the council, Chris Stevens made a motion to adjourn at 4:15 p.m. The motion was seconded by Ken Harbaugh. Motion carried.

RESPECTFULLY SUBMITTED,
Carol Hurula, Secretary