

Advisory Council of Classified Employees 2013-2014

Minutes of ACCE Meeting
May 20, 2014
Potomac State College
Keyser, West Virginia

ATTENDANCE

Members in Attendance:

Amy Pitzer, Concord University
Fred Hardee, Bluefield State College
Lacey Koontz, Eastern West Virginia Community and Technical College
Sherry Mitchell, Fairmont State University
Carol Hurula, Marshall University
Megan Echols (Proxy), Pierpont Community and Technical College
Kenneth Harbaugh, Shepherd University
Jill Nixon, West Liberty University
Terri Wells, Southern West Virginia Community and Technical College
Carrie Watters, West Virginia Higher Education Policy Commission
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)
Jenna Derrico, West Virginia Northern Community College
Timothy Beardsley, West Virginia University at Parkersburg

Excused:

Anne Wilmoth, Blue Ridge Community and Technical College
Melanie Whittington, Bridgemont Community and Technical College
Mary Alltop, Glenville State College
VACANT, Kanawha Valley Community and Technical College
Chris Stevens, Mountwest Community and Technical College
Mary M. Igo, New River Community and Technical College
VACANT, Potomac State College of West Virginia University
Debbie Harvey, West Virginia School of Osteopathic Medicine
VACANT, West Virginia State University
Paul Martinelli, West Virginia University
Barbara Boyd, West Virginia University Institute of Technology
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center Charleston

Unexcused:

Janene Seacrist, Council for Community and Technical College

Guests:

Dr. Leonard Colelli – President, Potomac State College
Susan Staubaug - Classified Staff Council Secretary/Treasurer, PSC
Debi Cruse – Classified Staff Council Chair, PSC

*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 9:12 a.m.

Introductions of ACCE members to President Colelli and guests.

President Colelli:

- Welcome to ACCE members.
- Provided opening remarks on Potomac State College and his background in Higher Education.
- Potomac State has the lowest tuition in WV for baccalaureate degree.
- Adding men and women's lacrosse and cross country.
- Premiere baseball team.
- Offers two year degrees in Agriculture, Business & Economics, Criminal Justice Studies, Business Technology, Equine Production and Management.
- Praised staff (housekeeping and maintenance) on upkeep of buildings on campus. Capital funds in state aren't sufficient for the needs.
- Investing in areas that attract student enrollment. i.e. soccer field.

Members Discussion with President Colelli:

- ACCE is concerned with implementation and completion of market study.
- State system and the number of schools as compared to size of West Virginia.
- Efficiencies in operation will be in how you treat personnel.
- Unified agenda at state level.
- Compensation market study and why needed.
- Job classification not looked at since 1993. Changes in classified job requirements especially in the area of technology
- Lack of data to compare salaries as CUPA only addresses administrative level.
- Qualified Compensation Analyst required to perform study.

President Colelli

- Would be in favor of performance based funding if he knew what the outcomes are.
- Tuition and fee discussion in maintaining affordability.
- Continued discussion on the number of colleges and universities in the state.
- Community and college partnership for a new recreation center. Partnering with the county, city and college to provide a much needed facility for the community and sharing costs of construction.

Minutes:

Carol Hurula distributed February minutes in draft form. Fred Hardee made motion to accept February minutes; Carrie Watters seconded motion, motion carried.

Carol Hurula distributed April minutes in draft form. Tim Beardsley made motion to accept April minutes, Sherry Mitchell seconded the motion, motion carried.

Committee Reports:

- Ad Hoc By-Laws committee expected to have suggestions at the June Meeting.
- Student & Employee Enrichment. Chair absent. Has information for composite report.
- Benefits – No report.
- Communication & Presentation – No report.
- Legislative – Discussed interims. Discussed LOCEA agenda for today's meeting. Informed discussion on members of LOCEA, their roles and items listed in SB330 for study.

Retreat Planning:

- Discussed possible agenda for Retreat.
- Discussion on what topics should be covered
- Proxy can attend retreat.
- Proxy cannot vote during election of new officers.
- If anyone wants to do a presentation let Amy know.

- Possible items:
 - What do new ACCE members need to review to build leadership?
 - Job evaluation review.
 - History of State Code and how we got to where we are.
 - Reading and understanding Legislative Rules.
 - Grievance review.
 - HEPC roles, outcomes, accountability
 - Training specialists.
 - Establish calendar during retreat.
 - Possible guests: Senator Plymale, Bruce Berry, key legislators, auditor office representative, Trish Clay.

Discussions:

- Auditor memo on pay in arrears discussed. Submit any further questions to Amy.
- Discussion on retirement when other agency service is involved.
- No committee work for Common Grounds occurring since vacancy of VCHR.
- Current drafts of rules are pending.

LOCEA Meeting:

- Phoned in to LOCEA meeting.
- Adoption of Resolution (RS 2011)
- Points mentioned:
 - Urgency to hire VCHR.
 - Importance of SB330.
 - Identify SB330 highest priority and primary focus.
 - Compensation structure for all classes of employees.
 - Language of how to build RFP from info gathered from RFI.
 - Quickly move on RFI.
 - HEPC given full authority and responsibility to move with deliberate haste to implement SB330.
 - Studies of all classes each five years.
 - Seek recommendation in RFI on how to address RME but keep in mind the intent of LOCEA.
 - ACF, ACCE, CHRO and two designees of Council and Commission to serve on search committee for VCHR.

Campus Announcements:

- Salary increase of \$504 and how it's being applied differently at institutions.
- WVU Parkersburg further discussion on \$504 increase.

Upcoming Meetings

- June 12th – CCTCE at Stonewall Resort
- June 17th – ACCE Meeting at West Liberty
- July 14th – 16th – ACCE Retreat at Chief Logan
- August 1st – HEPC Meeting in Charleston

Thanks to Debi Cruse, Potomac State College for the wonderful hospitality.

There being no further business to come before the council, Jill Nixon made a motion to adjourn at 2:44 p.m. The motion was seconded by Lacey Kontz.

RESPECTFULLY SUBMITTED,
Carol Hurula, Secretary