

# **Advisory Council of Classified Employees 2013-2014**

Minutes of ACCE Meeting June 17, 2014  
West Liberty University, West Liberty, West Virginia

## Members in attendance:

Amy Pitzer, Concord University  
Kenneth Harbaugh, Shepherd University  
Jill Nixon, West Liberty University  
Sherry Mitchell, Fairmont State University  
Chris Stevens, Mountwest Community and Technical College  
Beverly Jones, Pierpont Community and Technical College  
Jenna Derrico, West Virginia Northern Community College  
Paul Martinelli, West Virginia University  
Timothy Beardsley, West Virginia University at Parkersburg  
Carrie Watters, West Virginia Higher Education Policy Commission - Proxy  
Deborah Harvey, West Virginia School of Osteopathic Medicine

## Excused:

Lee Ann Porterfield, Kanawha Valley Community and Technical College  
Carol Hurula, Marshall University  
Potomac State College of West Virginia University – No Representative Elected  
William H. Porterfield, West Virginia State University  
Barbara Boyd, West Virginia University Institute of Technology  
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center  
Charleston  
Teri Wells, Southern West Virginia Community and Technical College  
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)  
Lacey Koontz, Eastern West Virginia Community and Technical College  
Anne Wilmoth, Blue Ridge Community and Technical College  
Melanie Whittington, Bridgemont Community and Technical College  
Bluefield State College – No Representative Elected  
Mary M. Igo, New River Community and Technical College  
Mary Alltop, Glenville State College

## Unexcused:

Janene Seacrist, Council for Community and Technical College

## Guests:

Jim Stultz, West Liberty VP Human Resources, Bo McConaughy, Staff Council Chair  
West Liberty University Staff: Beverly Burke, Dawn Swigel, Mary Ann Edwards and Robert E. Long, retired Classified Staff.

#### CALL TO ORDER:

Chairperson, Ms. Amy Pitzer, Concord University convened the meeting at 9:15 a.m.

In the absence of our Secretary, Ms. Pitzer asked ACCE, WVU representative Paul Martinelli to record minutes.

INTRODUCTION OF John McCullough Interim Vice President- who was introduced by Jill Nixon, West Liberty University, ACCE representative, Staff Council

Dr. McCullough began by describing his higher education background covering four decades of service. He complimented classified staff for their dedicated service at West Liberty and praised the service that he is aware is provided by all ACCE classified staff employees.

Addressing the budget reductions facing our institutions now and in the very near future is extremely important at this time. He suggested and strongly recommends that ACCE should and will be a key player in the oil and gas projections for added tax revenue. We need to be a partner in this source of revenue in providing the education and training expected. Now is the time for higher education to begin preparing for the work force that will provide the services needed for sustained revenue source.

He continued to focus on sustained revenue. We must start now by looking ahead and for the answers to our growing budget deficits. This is an opportunity we must capitalize on quickly.

Dr. McCullough was then available for questions from ACCE representatives regarding his recommendation and other areas of higher education. Jill Nixon then introduced the Vice-President for Human Resources, Mr. Jim Stultz.

VP Stultz announced that West Liberty employs a total of 122 classified staff. As with other campuses, the institution has a number of experienced staff with longevity.

It was his opinion that SB 330 is one of their institution's biggest concerns and challenges. He answered a number of questions about his concern of SB 330, Higher Education Governance.

Comments included:

1. No stability in the position of the Vice Chancellor of Human Resources.
2. He believes the scope of the bill is too broad and it should more narrowly focus on the issues of Classified Staff and move away from faculty and non-classified staff.
3. The bill more clearly articulates the authority the HEPC held prior to SB 330. Some institutions and their presidents nevertheless see this as an infringement of presidential power. Specifically, he mentioned the HEPC's involvement in evaluations of the individual institutions' HR responsibilities and the authority to take major deficiencies to BOGs based on the outcomes of grievances.
4. A widespread misunderstanding of the bill. Ken Harbaugh commented that the spread of misinformation, particularly from media, faculty, and institution presidents is causing much of this confusion and delaying implementation.

5. Cost of implementation. Ken Harbaugh expressed that the cost of updating salary structures is an expense necessitated by years of neglect and that implementation will be gradual.

VP Stultz expressed what he thought the focus of the bill and its implementation should be:

1. Timely and reliable market studies must be conducted based on local and regional markets.
2. Higher Education needs a more flexible evaluation system to move employees through the salary schedule based on performance rather than yearly steps.
3. Hot jobs need to be addressed to pay the proper salaries for in-demand jobs and attract needed talent.
4. When determining salary, schools need to be able to take into consideration all prior experience of a candidate, whether in-state or out-of-state, higher education or not.
5. There needs to be a better way to measure internal expertise before an employee gets the internal hiring preference.

Paul Martinelli commented that during the past two years WVU faced approximately \$20 million in budget cuts. An estimated 100 positions were eliminated, including positions that had been vacant. This was one of a number of problems being faced by many of our institutions.

Agenda items included committee meetings and reports plus an extensive review of the RFI (Request for Information) draft and a reference information document. Chair Pitzer requested that the remaining ACCE members, after lunch, review the draft (dated 6/12/14). She will finalize all changes before submitting to the HEPC. The RFI will become a major reference source for developing an RFP to include:

1. Market studies for classified, non-classified, and faculty employees.
2. Software to allow HEPC to conduct annual compensation reviews and maintain/update job classifications.
3. Faculty and non-classified compensation structures.
4. A workable definition of Relative Market Equity in keeping with legislative intent.

It was announced that Sherrie Noble, long time classified staff advocate from Marshall University would be retiring July 1, 2014. With her retirement a replacement from the 4-year colleges will be needed for the state-wide JCC (Job Classification Committee). Currently Sherrie and Amy are serving as classified staff representatives.

The committee consists of the Central office HR director, the central office finance director, the chair or chair's designee from each state-wide Advisory Council, four HR administrators and other HR representatives. The compensation review committee is responsible for reviewing the salary schedule and recommending revisions based on existing economic, budgetary, and financial conditions to the chancellors with a final proposal to the governing boards.

Chris Stevens, Mountwest Community & Technical College, reported that the goal of the ACCE Communication/Presentation Committee is implementation of the Office 365 system with a new

web site design presented during the retreat in July. Software needs implementation with Verne Britton, WVNET, coordinating the final steps of completion.

The By-Laws will be reviewed by an Ad Hoc committee as to the action necessary to address the attendance at ACCE monthly meetings and rules for establishing a quorum. Many of our campuses are finding it difficult for their staff representative to attend scheduled meetings as well as have the time to be absent from their campus position.

There is a concern that a number of ACCE representatives are consistently requesting to be excused from meetings. Recent decline in attendance has cause for the number of representatives at meetings needed to form a quorum. Many campuses are unable to find a proxy to represent their school. A review of our By-Laws will be considered during the ACCE retreat to address the area of attendance.

The topic of the 2014 ACCE best practices was being discussed as I was excused to return to the WVU campus to attend a search committee meeting at 4:30 P.M.

The ACCE 2014 Retreat is confirmed for July 14-16, 2014 at Chief Logan State Park. We are reminded that check-in-time is 3:00 p.m., Monday, with check-out-time Wednesday of 11:00 a.m.

#### **ADDENDUM TO MINUTES** (submitted by Jenna Derrico)

##### **Review of Proposed RFI and Important Reference Information Drafts**

- The council reviewed the proposed RFI to recommend changes and request areas of clarification and revision.
- The council reviewed the Important Reference Information document included with the RFI, but more detailed review was required, which members were to do in their own time. Comments were to be shared via email.

##### **Retreat Discussion**

- The group confirmed that members are not to bring institutional gifts this year.
- The group rate for rooms expired Friday, June 13<sup>th</sup>.  
The council discussed inviting proxies to attend the retreat to strengthen classified staff leadership and fill allotted hotel rooms.
- The council will vote at the retreat to revise a bylaw to reflect the change in number of member organizations.

The council expressed gratitude for West Liberty University's hospitality in hosting the meeting and providing lunch and for the opportunity to meet members of WLU's Classified Staff Council and Administration.

There being no more business to come before the council, Ken Harbaugh made a motion to adjourn the meeting at 5:31 pm. The motion was seconded by Jenna Derrico.

RESPECTFULLY SUBMITTED,  
PAUL R. MARTINELLI, Substituting for the ACCE Secretary