

## **Advisory Council of Classified Employees 2014-2015**

Minutes of ACCE Meeting  
September 15, 2014  
West Virginia University Institute of Technology – Montgomery, WV

### **ATTENDANCE**

#### Members in Attendance:

Lee Ann Porterfield, BridgeValley Community and Technical College  
Amy Pitzer, Concord University  
Sherry Mitchell, Fairmont State University  
Chris Stevens, Mountwest Community and Technical College  
Beverly Jones, Pierpont Community and Technical College  
Kenneth Harbaugh, Shepherd University  
Carol Hurula, Marshall University  
Teri 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  
Debbie Harvey, West Virginia School of Osteopathic Medicine  
Bill Porterfield, West Virginia State University  
Paul Martinelli, West Virginia University  
Barbara Boyd, West Virginia University Institute of Technology

#### Excused:

Fred Hardee, Bluefield State College  
VACANT, Blue Ridge Community and Technical College  
Lacey Koontz, Eastern West Virginia Community and Technical College  
Mary Alltop, Glenville State College  
VACANT, New River Community and Technical College  
VACANT, Potomac State College of West Virginia University  
VACANT, West Liberty University  
Timothy Beardsley, West Virginia University at Parkersburg  
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center Charleston

#### Unexcused:

Janene Seacrist, Council for Community and Technical College

#### Guests:

Patricia Clay, Acting Vice Chancellor for Human Resources, Higher Education Policy Commission  
Nancy Craze, WVU Tech Classified Staff  
Robert E. Long, Retired Classified Staff  
Matt Turner, Executive Vice Chancellor, Higher Education Policy Commission  
Julie Wood, WVU Tech 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 Teri Wells from Southern WV Community and Technical College convened the meeting at 9:07 am. A quorum was established.

## **DR. WILLIAM MAYFIELD**

Barbara Boyd introduced the Provost at WVU Tech, Dr. William Mayfield. Dr. Mayfield thanked classified staff for all that they do and gave updates on the many infrastructure improvements at WVU Tech. Dr. Mayfield discussed House Bill 4513 and Senate Bill 330. He emphasized the need for Higher Ed to come to the table with our own proposed definitions and solutions rather than relying entirely on paid consultants.

## **MINUTES**

Chris Stevens made motion to accept minutes from July 15, 2014 with proposed changes, Sherry Mitchell seconded, motion carried. Chris Stevens made motion to accept minutes from July 14, 2014 with proposed changes, Carrie Watters seconded, motion carried. Jenna Derrico made motion to accept minutes from July 16, 2014 with proposed changes, Barbara Boyd seconded, motion carried.

## **INTRODUCTION OF ACCE MEMBERS AND GUESTS**

### **DISCUSSION OF HERALD DISPATCH ARTICLE ON MARSHALL UNIVERSITY**

Paul Martinelli expressed that some WVU employees had questions regarding the Herald Dispatch article announcing pay raises at Marshall University. Carol Hurula reported on the work of Marshall's Budget Workgroup, which brought Marshall from a \$13 million deficit at the start of 2013 to a balanced budget and full funding of the current classified staff salary schedule by October 2014. The Workgroup, which consisted of faculty, staff, students, and administration, redistributed college funds from the separate colleges to better serve the college as a whole. Some colleges froze or cancelled positions or delayed projects in order to make personnel a priority.

Bob Long commented on the need for institutions to put in place their own salary policies which properly reward classified employees who have served 15 or more years.

### **LIASION REPORT FROM TRISH CLAY, ACTING VICE CHANCELLOR OF HUMAN RESOURCES**

- Update on RFI - Responses to RFI due September 23<sup>rd</sup>. Responses will then go to the Compensation Planning and Review Committee. The RFP should be released in mid-December and an award made in late January. Doesn't know if the RFP will be ready in enough time to initiate legislative changes this session, but the LOCEA resolution already allows consultants identify appropriate labor markets and suggest definitions for RME. This allows Higher Ed to move forward with implementation of SB 330 even before these legislative changes are made.
  - Amy Pitzer commented that the low # of questions submitted regarding the RFI may be reason for concern. There were 11 questions total, all from the same vendor.
- Progress towards full funding of salary schedule – annual report card out in December will have information on types of increases across employee types. wvOASIS will improve HEPC's ability to report on this progress once it is tailored to the needs of WV Higher Ed.
- Communication efforts – Council requested again that Commission and Council do more to communicate more directly with BOGs regarding 18b, SB 300, and other personnel matters, particularly those steps they are REQUIRED to take.
  - Trish has called for an HR site, but there is information available on the HEPC website
  - RFI/RFP will require vendors to meet with institution to help them develop a pay philosophy. Trish will look into whether the Commission/Council will need to review or approve each individual pay philosophy.
  - As in prior years, ACCE requested additional BOG training on personnel issues.
- Funding of Market Studies – Some funds are left from Fox Lawson contract, and \$250,000 from this year's budget for SB 330 implementation can go towards RFP as well. Commission/Council plan to spread installments over 2 fiscal years in the hopes of avoiding the need for outside funds. Commission/Council willing to solicit outside funds if necessary.

## **MATT TURNER, EXECUTIVE VICE CHANCELLOR OF ADMINISTRATION**

- Issues with step increases – he understands that focusing efforts on raising the bottom is frustrating to those with more years of experience, but it benefits everyone eventually.
- Encouraged classified staff to have in-person dialogue with BOG reps, Presidents, Board Chairs. Adversarial relationships must stop in order to have a 2-way street to facilitate progress.
- State budgets and appropriations will not improve for several more years – no bright light for Higher Ed right away or for many other state projects. Possible change in House leadership in November could always affect Higher Ed.
- The Council brought up travel issues that have been occurring for ACCE reps. Code protects right of ACCE to meet at least quarterly. Amy Pitzer commented that the group should not be punished for being more active than other groups. Some schools are reluctant to allow conference calling because of cost. Vice Chancellor said the HEPC could look into absorbing some of the cost to host conference calls. Will talk to Chancellors about ACCE travel issues and report back.
- Supportive of giving personnel training at BOG summit. Chris Stevens warned that some schools are more insular than others and do not send their BOGs out to receive training but rather bring consultants in to meet this requirement.

## **LEGISLATIVE AGENDA**

- Ken Harbaugh shared more information on the position of ombudsperson at Shepherd. Legislative Committee will bring additional research to October meeting.
- Discussion regarding institutional salary rules once full funding has been achieved
- Discussion of prevailing wages – makes cost of building much higher for colleges. Is an exemption, even a temporary one, possible for Higher Ed?
- Ken Harbaugh presented the Chronicle of Higher Education median salary data – available for non-exempt positions for the first time.

## **COMMITTEE REPORTS – All Committees are to meet before October meeting.**

Presentation/Communication Committee needs to be prepared for November presentation to LOCEA.

Retreat Committee in talks with Stonewall and Hawk's Nest for the Leadership Conference/ACCE Retreat

## **ACCE VACANCIES**

Chairperson Teri Wells has been in touch with schools with ACCE vacancies to encourage them to have elections in a timely manner. Still has to make contact with Potomac.

## **DISCUSSION OF ARREARS PAY AND BIMONTHLY PAY**

ACCE reps should check with their institutions to keep on top of planned implementation dates for arrears pay and bi-monthly pay.

## **UPCOMING EVENTS**

September 24 – 25 – Legislative Agenda meeting at WVU during Smith-Lever Symposium

October 8 – ACCE Meeting at WVU

October 27-28 – WV Higher Education Technology Conference. WVNET is sponsoring.

November – ACCE Presentation to LOCEA.

The ACCE thanked Barb Boyd and West Virginia University Institute of Technology for their kind hospitality.

There being no further business before the Council, Jenna Derrico made a motion to adjourn at 4:06 pm. Chris Stevens seconded. Motion carried.

Respectfully Submitted  
Jenna Derrico, Secretary