

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

Minutes of ACCE Meeting  
October 8, 2014  
West Virginia University – Morgantown, WV

### **ATTENDANCE**

#### Members in Attendance:

Carla Blankenbuehler (Proxy), BridgeValley Community and Technical College  
Lacey Koontz, Eastern West Virginia Community and Technical College  
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  
Paul Martinelli, West Virginia University  
Timothy Beardsley, West Virginia University at Parkersburg  
Barbara Boyd, West Virginia University Institute of Technology

#### Excused:

VACANT, Bluefield State College  
VACANT, Blue Ridge Community and Technical College  
Amy Pitzer, Concord University  
Mary Alltop, Glenville State College  
VACANT, Potomac State College  
VACANT, New River Community and Technical College  
VACANT, West Liberty University  
Bill Porterfield, West Virginia State University  
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center Charleston

#### Unexcused:

Janene Seacrist, Council for Community and Technical College

#### Guests:

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| Debi Cruse, Potomac State College        | Louise Fletcher, WVU Classified Staff  |
| Jeremy Kaler, Potomac State College      | Diana Hammack, WVU Classified Staff    |
| Robert E. Long, Retired Classified Staff | Lisa Martin, WVU Classified Staff      |
| E Gordon Gee, President, WVU             | Dixie Martinelli, WVU Classified Staff |
| Jim Morris, Assistant VP of HR, WVU      | Janelle Squires, WVU Classified Staff  |
| Larry Baldwin, WVU Classified Staff      | Amy Wodzinski, WVU Classified Staff    |
| Linda Campolong, WVU Classified Staff    |  |
| Ron Campolong, WVU 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 9:04 am. A quorum was established.

## **WELCOME AND INTRODUCTION OF ACCE MEMBERS AND GUESTS BY PAUL MARTINELLI**

## **MINUTES**

Chris Stevens made motion to accept minutes from September 15, 2014 with proposed changes, Paul Martinelli seconded, motion carried.

## **COMMITTEE MEETINGS**

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

Acting Vice Chancellor Clay provided the following report and updates via phone.

### **Update on RFI/RFP**

- Received 4 responses: 1 for a survey for Title 9 for Student Services. 2 for compensation studies and title reviews – more thorough and complete packages. 1 for software from Payscale - interesting but not comprehensive enough to get the entire job done. Did not explain how they maintain their data.
- No RFI responses included analysis of staffing needs.
- Ahead of schedule on developing RFP. Trish has determined there's no need to meet with vendors in order to write a good RFP.
- Vendors to evaluate validity of point factor methodology. No flexibility currently to choose another method. HEPC needs to research other states/systems to see how to achieve an automated system for classification. Current use of PIQs as job descriptions is labor intensive and not ideal. Each title should have specific descriptions, tasks, and competencies.
- Legislature recognizes the need for cleanup legislation, but it may not be ready for this session. There is a need for redefinition of RME and markets. RME will be a complex calculation, but it can be done. Institutional pay philosophies need to be geared toward paying all classes of employees at the same level of their respective markets.
- Implementation plan will be included in the RFP, but HEPC/CCTCE and legislators need to work together to ensure schools implement changes made as a result of the studies. Having credible and transparent information will help galvanize public support/demand for fairness and accountability.
- Funding
  - Anticipated costs between \$993,000 and \$1.3 million. May take \$1.5.
  - HEPC has \$700,000 to start with and will stretch project over several budget years. Legislature allocates \$500,000 a year to pay for report card for metrics, ModernThink, and 1.5 positions at the HEPC. The remainder can go to fund the studies.
  - Cost may be negotiable if we provide some of the work (job titles, categories, descriptions, responsibilities, competencies, etc.). Some job descriptions were required by SB 330 to be updated by December 2012.
  - Trish suggests a sit-down during interims with Senator Plymale and other legislators once bids are in to discuss funding needed.

### **Communication plan**

- ACCE reminded HEPC of their responsibility in **§18B-9A-8** to communicate to all constituents.
- HEPC considering a position or intern to maintain timely and consistent constituent communication
- Council's site links to HEPC page to host the FAQ, Facts vs Myths, reports, RFI and attachments

### **Progress on LOCEA Resolutions - 2011 and 2014**

- On time with the RFI. Expect to be ahead of schedule in releasing RFP. LOCEA has been informed of estimated costs. Will share first draft of RFP with Compensation Planning and Review Committee. At ACCE's request, will also share with the Common Grounds Committee.
- On track to hire VC of HR. Interviews to commence soon.

- Reporting to LOCEA quarterly. Last reported in August and will again in November.

#### wvOASIS Efforts

- Rollout for Phase D delayed until April 1<sup>st</sup>, including switch to biweekly pay. Complicates contracts which continue through July 1<sup>st</sup>.
- Partnering with WVU Extension to offer financial planning program. Auditor posted biweekly pay calculator on MyApps Version 2. OASIS does a monthly newsletter on their website.
- Benefits aren't affected. Mountaineer Flex comes out every pay. PEIA bills school for monthly premiums and schools pay on employees' behalf or hold pay from employees to make payments.
- Conversation to arrears pay already happened. Resolution in the works for arrears pay for those with less than 12 month contracts. Auditor says they can't hold pay at the end of the semester, which undermines the purpose of the conversion payment and would make those people miss a pay at the beginning of the next semester.
- Rollout will now include option to set default schedule of hours worked/pay to be awarded and would require manually entering exceptions. Agencies can require individuals to enter time individually after they've been trained adequately to do so.
- Workweek will change from 12:01 am Saturday to midnight Friday, which may affect some overtime.
- OASIS contains the option for multiple workweek configurations. WVU may be discussing a 40 hour workweek but has not yet broached the subject with the HEPC.

### COMMITTEE REPORTS

#### Benefits

- Senator Stollings (Health and Welfare Committee) was surprised to learn that healthcare premiums are based on salary. Wants to know of examples of employees' premiums increasing due to pay raises.
- Preventative Services – often not covered, but a doctor can write a Rx for employees with the medical flex plan and the plan will reimburse. This can work with over-the-counter meds that employees take regularly as well.
- Discussed Emeritus status for classified staff, currently in place at some schools. Focus should be on merit and not just years of service. Retirement groups at every campus can also keep retirees involved.
- PEIA partnering with WV medical schools to offer special health plans. PEIA recipients getting services at the medical school don't pay copays/deductibles, get reduced rec center fees, can get generic drugs through pharmacy school.

#### Special Events/Retreat

- Stonewall holding June 8-10 instead of original dates, but is still expensive. Hawk's Nest may be possible for July retreat. Expect plans to be set by November.

#### Student/Employee Enrichment

- Collected info last year on employees starting/working on/finishing a degree and supports in place for them
- Considering a survey on best practices – how do employees at 2 year schools with no 4 years nearby achieve bachelor's degrees? Are agreements possible between schools allowing us to achieve higher degrees?

#### Communication/Presentation

- Moving forward with website in steps. By November will have Chris's site ready to preview/approve with these pages: Membership, Minutes, Committees, Meeting Schedule, Links to important resources.
- Will keep working on Joomla site as end goal to get more participation and allow delegation.

#### Legislative

- Need to focus on new leaders after elections if House changes hands. Priorities to include: stopping the cuts to Higher Ed, funding and supporting the results of credible market studies of all classes of employees, needed tweaks to SB 330 without weakening it
- If anyone has issues with SB 330 or questions, bring them to ACCE's attention so we can push to improve the bill. Informed, involved Classified Staff Councils are crucial in this role.

- Need to keep pushing for leadership, communication, and follow-through from HEPC

#### **REMARKS FROM PRESIDENT E GORDON GEE**

- Budget woes are very serious and need creative solutions. He believes in reducing waste in overhead and regulation.
- Schools need to set priorities and agenda together. Must stop asking for favors and instead focus on why the state needs us and what we can do for the state. Industry is built on colleges and universities.
- It is our job to find and make jobs for WV talent in order to retain them.
- WV needs community building – schools and healthcare. WV needs a unified wellness program – focus on well people, not sick people.
- WV schools must focus on students and offer something online programs can't.

#### **DISCUSSION WITH DIXIE MARTINELLI, WVU CLASSIFIED STAFF BOG REPRESENTATIVE**

Discussed upcoming Classified Staff presentation to the Board of Governors and the extent to which the Board of Governors understands SB 330. Stressed the need to keep legislators involved in implementing and fixing the bill and mentioned a need for more communication from HEPC.

#### **LOCEA PRESENTATION WORKSESSION**

Presentation to focus on progress thus far and challenges still ahead. Ideas included:

- Progress Made:
  - Resolutions in 2011 and 2014 w/ legislative fixes to some SB 330 issues
  - Hiring of new VCHR is moving forward
  - RFI went well and RFP expected to have much better results because of constituent input
  - SB 330 Myths vs Facts and FAQs
  - wvOASIS will assist in more accurate, timely, and transparent reporting
  - Schools have increased efficiencies: the BridgeValley merger went well, for example
- Progress Still Needed:
  - A stop to budget cuts or a K-14 approach that protects funding for Higher Ed
  - More direct and consistent communication from HEPC/CCTCE
  - Legislature must examine what they are asking us to do (increase graduation rates, develop a highly skilled workforce to make use of natural resources) and invest in Higher Ed appropriately
  - Need support of legislature to go through with studies & enforce changes based on results

Jenna Derrico made a motion to have the Executive and Presentation Committees collaborate on a presentation to be sent for comment and approval to the group by October 27<sup>th</sup>. Ken Harbaugh seconded. Motion carried.

#### **CAMPUS CONCERNS**

ACCE Travel – Chancellors issued memo to Presidents on importance of allowing ACCE travel  
 Need for informed and active Classified Staff Councils  
 Question of ACCE reps attending BOG meetings

#### **UPCOMING EVENTS**

October 27-28 – WV Higher Education Technology Conference. WVNET is sponsoring.  
 November 17 – ACCE Presentation to LOCEA.

The ACCE thanked Paul Martinelli, Lisa Martin, President Gee, and West Virginia University Classified Staff for their kind hospitality.

There being no further business before the Council, Jenna Derrico made a motion to adjourn at 3:31 pm. Barbara Boyd seconded. Motion carried.

Respectfully Submitted

Jenna Derrico, Secretary