



**MINUTES**

August 27, 2015, 9:00 a.m.

Room 433, Main Building

Southern West Virginia Community and Technical College

1601 Armory Drive, Williamson

**ATTENDANCE:**

|                       |  |
|-----------------------|--|
| Louis Belt            | Bluefield State College                          |
| Lindsay Silbernagel   | Bridge Valley Community and Technical College    |
| Amy Pitzer            | Concord University                               |
| Pamela Shrader        | Eastern Community and Technical College          |
| Sherry Mitchell       | Fairmont State University                        |
| Bethany Perry         | Mountwest Community and Technical College        |
| Lori Midkiff          | New River Community and Technical College        |
| Beverly Jones         | Pierpont Community and Technical College         |
| Ken Harbaugh          | Shepherd University                              |
| Teri Wells            | Southern WV Community and Technical College      |
| Carrie Waters         | West Virginia Higher Education Policy Commission |
| Belinda Evans         | West Virginia School of Osteopathic Medicine     |
| Robin Tabor           | West Virginia State University                   |
| Barbara Boyd          | WVU-Institute of Technology                      |
| Connie Blevins-Bailey | Glennville State College                         |

**EXCUSED:**

|                 |  |
|-----------------|--|
| VACANT          | Blue Ridge Community and Technical College             |
| Angie Kerns     | Council for Community and Technical College Education  |
| Renee Anderson  | Potomac State College                                  |
| Bob Wise        | West Liberty State University                          |
| VACANT          | WVU Robert C. Byrd Health Sciences Center              |
| Michelle Nabers | WVU-Parkersburg  |
| Paul Martinelli | West Virginia University                               |
| Verne Britton   | West Virginia Network for Educational Telecomputing    |
| Melanie Baker   | West Virginia Northern Community and Technical College |
| Carol Hurula    | Marshall University                                    |

**GUESTS:**

|                |   |
|----------------|---|
| Bob Long       | Retired ACCE member                         |
| Chris Gray     | Southern WV Community and Technical College |
| Virginia Steap | Southern WV Community and Technical College |
| Merle Dempsey  | Southern WV Community and Technical College |

Chair Amy Pitzer called the meeting to order at 9:05 am.



## INTRODUCTIONS

Terri Wells introduced Chris Gray, current chair and BOG representative Virginia Steap.

Terri Wells introduced Interim President Merle Dempsey. Dr. Dempsey reported the search for the next President is going well and should be completed in the next couple of months. He recognized Lori Midkiff as working with him while he was interim president at New River Community and Technical College. Dr. Dempsey commended the staff at Southern for being welcoming and helpful during his interim position.

Dr. Dempsey answered questions from the group.

Carrie Waters asked about the volume of work issue: taking non-classified positions who are getting pay raises and giving those duties to classified staff without raises. Chair Pitzer interjected at one time there was enough staff to cover the job duties and volume of work was not a problem. She took up for the CHROs; they are doing so much non- Human Resources related duties where they cannot properly manage monitoring job duties. Quality is suffering because of the quantity.

There was a discussion with the group among Southern employees about concerns they have regarding pay, PIQ changes, and being short staffed. Virginia Steap wanted ACCE to be aware of concerns with talking with the institution presidents and legislators. Bob Long added his concerns about this happening on every campus. A review all of the job classifications need to take place, making sure all is fair in regards to their PIQs with new duties being added.

Discussion occurred regarding the new time keeping system. When it comes into effect- more supervisors doing the "clean up" work of employees to make sure things get done.

There was also discussion about evaluations not getting done at some institutions.

## MINUTES

Chair Amy Pitzer called for a motion to approve the May 2015 minutes. Teri Wells made a motion to approve the May 2015 minutes; Beverly Jones seconded the motion. The motion carried. Changes requested: Add Louis as attending the May meeting (currently listed as excused)

Chair Amy Pitzer called for a motion to approve the July 2105 retreat minutes with changes. Teri Wells made a motion to approve the July 2015 retreat minutes with changes; Lindsay Silbernagel seconded the motion. The motion carried. Changes requested: page 1 Lindsay's last name is misspelled, page 10 fix Lindsay's first name, page 11 Lindsay is not the chair, Ashley Noland for communication committee. Page 1 Eastern needs to have the correct title. Ken Harbaugh stated at the retreat members were determined and asked that they be included in the actual minutes on page 11. Chair Pitzer will check with Verne Britton because he has all of the lists.

## UPDATES FROM VCHR/DIRECTOR OF CLASS AND COMP



Chair Pitzer received an email from Trish Clay, who is on vacation. She reported on the following items:

- Bruce Cottrill has the HRTMS software up and running for the institutions. They are working to put a communications plan in place as well as getting the compensation review committee back up and running.
- **Arrears pay**-couple of schools have not completed this process and it has been reported this process is being done in different ways at the institutions. This could be a problem. Higher Ed was one of the last industries who have employees left owing the college money for various reasons. Some colleges will take the money at the end of employment; some have payments taken out of pay, some took an entire check and left the employee without any pay. By having everyone doing arrears pay differently, there was no clear direction given on how it should be done.

There will be a difference in pay when we change pay from 24 to 26 pays.

Bethany Perry reminded everyone about the Smart Money information sent through the ACCE list serve for review. She also explained how clocking in will work. Everyone employee is mapped with information about them so they know if they are paid by punch or pay by schedule.

Solutions from ACCE: Guidance is very much needed for all institutions. Need a best practice manual for a lot of these issues.

- Carrie Waters inquired about the progress for the CTC Chancellor search. Chair Pitzer reported the search is in progress.
- There were several concerns brought forth during this discussion. Ken Harbaugh suggested they be listed on the next agenda for Trish Clay to address:
  - Training for new time keeping system, including how hours will be tracked.
  - Doing away with travel pays and reimbursements; how travel will be processed.

Bethany Perry mentioned the next scheduled ACCE meeting will be held during the state auditor's conference. Chair Pitzer called for a motion for the Executive Committee to check with Michelle Nabers to move the meeting date to September 30. Ken Harbaugh made the motion to have the Executive Committee to check with Michelle Nabers to move the meeting date to September 30, Robin Tabor seconded the motion. The motion carried.

Chair Pitzer asked all hosting colleges to send directions and hotel information to her so we can put the information on the ACCE website.

- **Stakeholders meetings with Mercer consultants; Next Steps** – Bob Long asked if there are any updates since they met with Mercer. Chair Pitzer received a call from Trish Clay that ACCE would be included on a call with Mercer about the system. Chair Pitzer could bring 3 people to the Fairmont meeting. There was very little notice and time to



prepare. Amy Pitzer, Bob Long, Ken Harbaugh, and Sherry Mitchell represented ACCE at the meeting and it went well. The representatives were running behind when they arrived, but ACCE spent time with them. There were 2 consultants from Mercer in the meeting. One took notes and the other, an attorney did all of the talking. They are taking a fresh look at class and compensation, as well as our system to see if it could still be considered best practices. Mercer is looking at software to help manage classification.

At one time we had Comp Master, purchased back in 1991 used to implement our current mercer system. This system was used until 2002, then Mercer decided it was out of date and stopped supporting the program . In the meantime, our CHRO's and HR at the central office have been maintaining a statewide classification on a spreadsheet.

The system will not be in place when Oasis is implemented. Those are the items they are focused on at the moment. ACCE is looking to make sure the new system is implemented consistently across all schools. There have been problems of inconsistently across the state. All schools are updating PIQs and deadlines are in place. All PIQs will be reviewed individually for the market study. They will be sorted based on 70% of your duties performed and will be put in that stack according to your job title.

The representatives also talked about E-prism, which is a market pricing tool to assist with completing the study. The state will purchase E-prism from Mercer, allowing institutions to conduct a market study internally. ACCE spoke with them about lack of consequences.

Bethany Perry added that she and her boss have discussed how to get better employees. It was discussed that ACCE try to get tuition waivers for employees across the state so the group can better educate our employees, giving them a chance to have career paths.

**BRIEF COMMITTEE MEETINGS (15 Minutes) AND REPORTS** – Chair Pitzer asked the committees to talk about one thing you want to do over the next couple of months to accomplish.

Chair Pitzer reminded everyone about meeting opportunities to make sure your committees are carrying out their mission.

- a. Retreat/Leadership Committee-Tentative dates for the 2016 ACCE retreat are July 11-13. The committee will be checking on several locations. The committee also reviewed suggestions about changing the retreat from 3 days to 2 days. There were also suggestions of having sponsors for the conference. There will be a report on further details at the October meeting.
- b. Legislative Committee - This is an extremely important year for us. There are several unknown factors in regards to what the Commission, Council and HR will try to introduce during this legislative session. This committee will be working on legislative talking points for the entire group to use. All ACCE members need to be familiar with SB 439. The importance of getting to know your legislators was



stresses as well. All ACCE members were reminded to utilize the WV Legislature website.

- c. Benefits Committee - Discussed discounts and benefits for state employees to help save some money. Also discussed sending reminders out about items that will effect employees ex: PEIA. There was a request for information or training for retirement. The commission and council need to do better counselling for our employees.
- d. Student and Employee Committee – Reviewed the status of tuition waivers on campuses and travel budgets for ACCE or council. There needs to be more Professional development for employees.
- e. Web/Communications Committee No Report
- f. By-Laws (ad-hoc committee for revision) No report

Chair Pitzer reiterated the need for committees work during each month. Ken Harbaugh recommended putting together a legislative committee to meet with legislators; 3-5 people.

Listserv participation/inclusion of former members-Chair Pitzer asked to table this discussion because she has not had a chance to discuss with the executive committee. No objection to tabling this item.

Develop preliminary legislative agenda/brochure-not concentrating on a brochure right now. Chair Pitzer asked each member to give an item they would like to include on our Legislative Wish List. If you could ask for one thing right now-what would you discuss with legislators with Higher Ed in generals/classified staff in general?

- Teri-Provide funding for the salary schedule.
- Lori-Stop cutting our budgets
- Ken-Start restoring our budgets
- Robin-Some clear language to hold institutions more accountable with bite to it.
- Keep us state employees barb
- Bob-accountability with mercer-have detailed documentation at each level of this process of implementation.
- Sherry equity for all institutions (ex-WVU/MU are exempt from Oasis)
- Chris-development of a true 4 year college system and 2 year college systems with the authority to run it right.
- Virginia-Have legislators look at all of the colleges/unis current schedule. Why haven't they brought the classified staff up where they should be. Hold the institutions accountable.
- Louis-employees morale is low. Need some way to council/train on how to find a solution to their problem to assist with morale.
- Bethany-is there a way to have better representation and treat us like they treat faculty and non-classified employees. Fairness and equity.
- Lindsay-written in legislation that there is annual review and clear direction on how it should be done.



- Belinda-we are worried about money, fair and equity money, so we can feel like we are being taken care of. Security.
- Carrie-make the council and commission to follow the same rules of the institutions. Protect ACCE and classified staff by taking us out of code. Mandate guidance regarding Human Resources policies, best practices and deadline for implantation with consequences for not meeting deadlines.
- Pam-Stand by your timeline/need to learn what the end effect will be on the end product.
- Connie-leadership-have something in place about the board of governors, ethical issues making decisions that affect locally.
- Amy-would like to see more series reviews for the performance of President's. They are here for a short period of time and ruin a lot of things for you. Better performance measures. Total lack of consequences for Presidents not following rules and state laws, unethical behaviors, etc.
- Ken-true value of outsourcing.
- Bethany-stewardship for the legislators taking care of us.

At the next meeting, we will need to focus on 2 or 3 things that we want to accomplish. We really need to ask ourselves what is the most important thing for this legislative session.

CAMPUS CONCERNS, UPDATES, SUGGESTIONS, ANNOUNCEMENTS-Ken offered travel advice if people need it so we can make quorum.

If you are interested in attending the compensation and evaluation committee, please contact Chair Pitzer. This committee will be trained on evaluations using E-prism, and other important items. Chair Pitzer is the only current Classified Staff employee on the committee. There are three positions to be filled: 2 from CTC's and 1 from 4 year institutions.

#### UPCOMING MEETINGS

September 13-24 – Legislative Interims

September 30- ACCE meeting at WVU-Parkersburg (will vote on the list serve to change)

October 18-19 – Legislative Interims

October 22-WVCTCS Council Meeting

October – ACCE meeting at Fairmont State

November 19 – ACCE meeting at New River Community and Technical College

November 20– HEPC Meeting at Bluefield State College

December 10 WVCTCS

Chair Pitzer thanked Southern for hosting meeting, providing food and participation from Classified Staff Council members.

Ken Harbaugh made a motion to adjourn the meeting; Sherry Mitchell seconded the motion. The motion carried. The meeting adjourned at 3:30 pm.