



**MINUTES**  
October 27, 2015  
Fairmont State University

**ATTENDANCE:**

Amy Pitzer	Concord University
Teri Wells	Southern WV Community and Technical College
Louis Belt	Bluefield State
Lindsay Silbernagel	Bridge Valley Community and Technical College
Pamela Shrader	Eastern Community and Technical College
Sherry Mitchell	Fairmont State University
Carol Hurula	Marshall University
Bethany Perry	Mountwest Community and Technical College
Beverly Jones	Pierpont Community and Technical College
Ken Harbaugh	Shepherd University
Belinda Evans	West Virginia School of Osteopathic Medicine
Robin Tabor	West Virginia State University
Paul Martinelli	West Virginia University
Melanie Baker	West Virginia Northern Community and Technical College
Michelle Nabers	WVU-Parkersburg

**EXCUSED:**

VACANT	Blue Ridge Community and Technical College
Angie Kerns	Council for Community and Technical College Education
Connie Blevins-Bailey	Glenville State College
Lori Midkiff	New River Community and Technical College
Renee Anderson	Potomac State College
Bob Wise	West Liberty State University
Karen Martin	West Virginia Higher Education Policy Commission
Verne Britton	West Virginia Network for Educational Telecomputing
Barbara Boyd	WVU-Institute of Technology
VACANT	WVU Robert C. Byrd Health Sciences Center

**GUESTS:**

Dr. Maria Rose	President, Fairmont State University
Bob Long	Retired ACCE member
Mary Jo Rutherford	Pierpont CTC, Classified Staff Council Member

Chair Amy Pitzer called the meeting to order at 9:08 a.m.

A Quorum was established.



President Rose welcomed ACCE members to campus and the important role of ACCE members to the Higher Education System and the valuable role ACCE plays in working with HEPC and the CTCS.

- Spoke encouragingly of the various roles staff occupy and the importance of their jobs to the overall mission of the university.
- Facing challenging times with the forthcoming Mercer Salary Study, impending OASIS-Kronos timeclocks.
- Everyone on edge about going live December 11th and not having control in the system.
- HR department working hard. Concerns about information going into OASIS and whether reports will be available, e.g. IPEDS and HEPC reporting.
- Concern with the 26 pay issues.
- Changes to PEIA deductible, copay, services provided and employees not receiving raises.
- A Senator mentioned that they should prepare for another cut beginning new fiscal year, that on top of the mid-year cut.
- Asking for patience with the President's and on behalf of the President's.
- Stated that Presidents didn't ask for the changes in OASIS.
- Ms. Amy Pitzer mentioned that staff didn't request any changes either.
- Ms. Amy Pitzer reiterated that staff nor ACCE requested OASIS.
- President's weren't asked for input and would not have chosen to go live December 11<sup>th</sup>. Appears Governor and Auditor are drivers of the system.
- OASIS didn't take all the particulars of Higher Education into consideration.
- Discussed state economics, loss of coal revenue, loss of jobs for coal and the other contributing effects, e.g. personal income tax, etc.
- Oil & Gas severance not assessed correctly.
- Eighty-five percent of FSU students receive Financial Aid and are first generation. Therefore they can't raise tuition but uncertain how much longer they can offer all the excellent programs.
- Keeping classified staff involved in discussions.
- Discussed the upcoming Mercer Study and rumors of costs attached; no way of knowing the costs that will be attached.
- 120 million PEIA deficit.
- Need strategy with Legislature.
- Thanked members for service to their institutions and participation on committees and service to each organization.

Introduction of ACCE members.

Vice Chancellor Clay cannot be present but Bruce Cottrill will be joining us later.

Minute's tabled until November meeting. All minutes will be reviewed and up on web-site after approval. Minutes should be forwarded to the ACCE group listserv for review prior to meeting at New River.



## Committee Reports

- A. Communications/Presentation Committee-Mr. Verne Britton not in attendance – attending the (WVHETC) being held 10/26 – 10/27/15 in Morgantown. Ms. Amy Pitzer has been in discussion with Mr. Verne Britton in finding a host to own ACCE.
- B. Benefits-Discussed PEIA open forums and importance of attendance. Ms. Bethany Perry suggested Healthy Tomorrows. Ms. Amy Pitzer - wage works information – paying for insurance you can't afford to use. Some employees will have \$9,000 out of pocket in new proposal. A 10K family coverage – if no insurance elected this saves institution \$6,500 per employee.
- C. Legislative-Chair Pitzer reported that she, Ms. Teri Wells, and Mr. Ken Harbaugh met last evening. There was discussion concerning the November interims to be covered by ACCE members. Prevailing Wage will likely come up again. Name badges for ACCE members? Discussed today's Gazette article on bi-weekly pay.

Mr. Paul Martinelli indicated he, BOG Representative, Chair of Staff Council and two legislative liaisons visited Capitol on Sunday and Monday for Legislative Interims in October. Noted that a couple legislators couldn't support tax increases-not even tobacco. WVU noted if they could go back to their 2009 allocation they would be happy. Legislators were welcoming during interims.

Ms. Melanie Baker mentioned speaking with Jeff Kessler at the Bricklayers meeting in October.

Discussed ACCE support of SB330 but not SB439. ACCE had to be in a reactive mode with SB439. SB439 was a request of the President's Council. SB330 put costs at central office and SB439 puts costs at institutions.

- D. Special Events/Retreat Committee-Ms. Beverly Jones indicated Tyger Lake can't accommodate ACCE group size. Discussed Canaan Valley recently having 30 million in renovations in 2013. Blennerhassett has issue with lodging – ruled this out. Northbend sent packet of information. Will look into Twin Falls. Ms. Lori Midkiff- not present but has three additional locations. Will revisit this at the next meeting.
- E. Student/Employee Advocacy Committee-Ms. Carol Hurula-Information shared by Ms. Johnna Beane. Information will be sent to the committee for further discussion.

## Discussed ACCE presentation to LOCEA, HEPC and CTCS

- ACCE goals.
- 74 points / goals of personnel study 2/10/09
- Communication.
- Plans for moving forward with implementation of new compensation plan



Mr. Bruce Cottrill, Director of Classification and Compensation at HEPC joined meeting after lunch.

- Handout from Mercer in “draft” form which was presented to CHROs.
- SB439 mandates a system to update the Classification and Compensation model.
- Current system has outdated data and methodology.
- Provide a market to each institution.
- Two types of software to be introduced. HRTMS – central repository of all job descriptions. Matching job duties and not job titles. EPRISM – nothing yet happening on this model but it will provide compensation data side of software system.
- Purchasing salary surveys from Mercer, CUPA HR, general industry and national data but will use local market.
- ACCE suggested they also include K12 as that is local market to which Higher Education competes in many jobs and many institutions. Mr. Bruce Cottrill made note to take this information back.
- Held stakeholder meetings with all institutions. CHROs updated on process.
- Key issues discussed with CHROs.
  - 50 mile radius as local market.
  - Some CHROs not sure what pay position they want.
  - Median = market.
  - Understanding large number of employees at top step.
  - Longevity no plans in place except at WVU to address those 15 years and out.
  - Benefits attractive part of hiring. (ACCE pointed out this should be used for ALL hires, not just staff – if valued as part of compensation).
  - Role of CHROs varies greatly.
  - All desire high level of transparency.
  - CHROs follow current 2001 temporary salary schedule, except for WVU.
  - Want pay structured but flexibility (work experience, performance and educational attainments).
  - All institutions heading in different directions – enrollments are up and down.
  - All this has to be taken into consideration when developing class & comp.
- Data has been gathered. HPEC working with Mercer on initial run. Ms. Amy Pitzer looked at and has commented. Physical Plant - pulled out trades’ specialist title for electrical, paint, carpenter and plumber.
- Same for exempt and non-exempt. No difference in job duties.
- CHROs review one week the benchmarks. Once done they will move quickly forward.
- HEPC presents to LOCEA in January.
- HEPC meet with CHROs in early December to simulate information.
- Next steps:
  - Market analysis back – design compensation package.
  - New structure December or January. Hope to have by April or May.
  - HEPC will need to get in front of Presidents.
  - Mercer will meet with Presidents, ACCE, CHROs, JCC, CPRC and final stakeholders.
  - Trish has met with President’s Council at Southern CTC.
- Legislative requirement and costing measure by January.



- HEPC is assisting Mercer in designing a communication portal. URL is not quite ready to go but soon as its available information will be sent out. Q & A monthly newsletter as well. Date for completion targeted as 12/20/15.
- Website to provide transparency to system.
- Institutional strategy for each individual school.
- How to align resources (enrollment).
- Median = medium and might be where everyone wants to be but will look at budgets at the institution.
- How do institutions motivate employees?
- Define comparative market. Flexible enough to administer across institutions.
- Pay grades with minimum, median, maximum.
- Value of managing compensation system will be transparency; e.g. not a particular persons PIQ, e.g. Bob @ Fairmont, but PIQ general description.
- Will review non-classified employees to see if some need to be brought back into classification system.
- Mr. Ken Harbaugh asks; will system manage redlined employees & how?
- Reply: Will address – no one will lose funds.
- Philosophy not discussed now, only after market, but should have mechanism for value of longevity of current employees.
- Compensation reduced for benefits in classification system.
- Ms. Amy Pitzer commented. Compensation is not reduced for faculty and non-classified. When discussing salary for classified staff benefits are used as a compensation tool but these same benefits apply to all employees, not just classified staff.

Anticipated time to develop Compensation Philosophy.

- Develop philosophy and policy. Look at how many people, and how much money. Best guess would be 8-10 months generally to write policy but then three years to get employees to where they should be compensated. This is a best guestimate only with many different factors, don't hold Mr. Bruce Cottrill to this timeline.

Training and Development Coordinator to be hired by July 2016.

- Putting together group for WAW training tools to build system going forward.

Article in Gazette today regarding 26 pays. Any news?

- ACCE knows as much as HEPC.

Teresa Webb is back at the HEPC and no longer working on OASIS.

ACCE members broke into groups to work on PowerPoint presentation to be used at LOCEA, HEPC and CCTCS.

Upcoming Meetings

- A. Legislative Interims, November 15-16
- B. ACCE Meeting at New River CTC Raleigh County Campus, Beaver, November 19
- C. HEPC Meeting at West Virginia Regional Technology Park, November 20



Thanks to Fairmont for hosting the meeting, providing lunch at the Falcon Center and Classified Staff Council members that attended.

Adjourn

The meeting ended at 4:15 p.m.

Respectfully Submitted  
Carol Hurula, Substituting for ACCE Secretary