



MINUTES

March 11, 2016, 9:00 a.m.
Marshall University Graduate College
South Charleston campus

ATTENDANCE:

Amy Pitzer	Concord University
Ken Harbaugh	Shepherd University
Carol Hurula	Marshall University
Karen Martin	West Virginia Higher Education Policy Commission
Thom Conner	Bridge Valley Community and Technical College
Lori Midkiff	New River Community and Technical College
Robin Tabor	West Virginia State University
Belinda Evans	West Virginia School of Osteopathic Medicine
Pamela Shrader	Eastern WV Community and Technical College
Deidre Guyton	Bluefield State College
Teri Wells	Southern WV Community and Technical College
Beverly Jones	Pierpont Community and Technical College
Barbara Boyd	WVU-Institute of Technology
Connie Blevins-Bailey	Glenville State College
Michelle Nabers	WVU-Parkersburg
Paul Martinelli	West Virginia University
Melanie Baker	West Virginia Northern Community and Technical College

EXCUSED:

Angie Kerns	Council for Community and Technical College Education
Bob Wise	West Liberty State University
VACANT	WVU Robert C. Byrd Health Sciences Center
VACANT	Blue Ridge Community and Technical College
Bethany Perry	Mountwest Community and Technical College
Verne Britton	West Virginia Network for Educational Telecomputing
Renee Anderson	Potomac State College
Sherry Mitchell	Fairmont State University

GUESTS:

Bob Long	Retired ACCE Member
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Chair Pitzer called the meeting to order at 9:19 am. A quorum was established.

Mr. Harbaugh asked for introductions because new ACCE members were attending today.

Ms. Midkiff presented the minutes from the January 14, 2016 meeting. Chair Pitzer called for a motion to approve the meeting minutes for January 14, 2016. Mr. Martinelli made a motion to approve the January 14, 2016 meeting minutes; Ms. Boyd seconded the motion. The motion carried.

Website Update

Ms. Nabers stated she worked with Mr. Britton to update the ACCE website as information was submitted to them. Chair Pitzer added she was updating pictures on the website.

Legislative Update

The points listed below were given for the update:

- The budget bill can still be cut or vetoed.
- There was discussion regarding the right to work bill and the concealed carry bill. Both are troubling.
- PEIA has not been fixed. Ms. Hurula said on March 9 there was a communication she read saying that PEIA was fully funded. HB4017 is moving forward. \$43 million does not fix PEIA as stated in the news release.
- Rainy day fund fix is only for one year. The state will be in the same position next year.
- Chair Pitzer encouraged ACCE to visit their legislators and voice your concerns, especially about PEIA.
- Encourage employees to be registered to vote and remind them of which legislators have not served their constituents.
- Three bills were introduced eliminating the council and the commission. Right now they are dead. 18B can be amended with almost anything, so we need to watch these bills.
- Mr. Long suggested a communication from ACCE about the impact on the state employees.
- ACCE members need to be up-to-date on furlough and layoff procedures in place at each of their institutions.
- Concord University are concentrating on three things: taking care of PEIA, discontinue cuts to higher education budget; if there needs to be changes, study the problem, and furlough/RIF situation. The Legislature considers them the same, but they are not.
- The state can mandate a furlough for everyone.
- Conduct a climate survey to gauge morale. For example, survey may find employees using sick days excessively may correlate to low morale.
- SB631 buyout/phase out people at each institution offering incentives for early retirement.
- WVU Tech bill still alive and could prove to be troublesome.
- The bill regarding the Taskforce requirement for Higher Ed died.

Work Session

ACCE Position on Issues for website

1. Reduction in force (RIF) position-Update

Ms. Nabers shared her concern about reductions in force. Mr. Long assisted by answering questions she had. The paper provides introductions for and against this position. There is a substantial amount of background information included. She felt the information should be short and to the point. Ms. Nabers shared reduction in force is based on job elimination, not seniority. Furloughs are temporary, not job elimination.

They may be based on seniority. Ms. Nabers stated the group needed to work on reduction of FTE impact for each employee. They also need to understand when bumping begins according to code. Ms. Martin commended Ms. Nabers for keeping the paper concise and to the point.

2. Position on elimination of HEPC/CCTCE

Ms. Tabor and Ms. Evans are working on this project.

Possible response to Mercer Recommendations/Findings

The Executive Committee met with Ms. Clay and Mr. Cottrill to get an update on market study. The CHROs are working on slotting jobs that previously were not slotted. They are looking at the new salary structure and trying to determine where they will fit into the new schedule. During the LOCEA presentation they stated it will only have 12 paygrades, 10 will be used initially, 11 and 12 have been reserved for the system to grow, and bringing back critical positions so institutions will be in line. The market was adjusted 8% to accommodate WV economy vs. the national economy. The market was also adjusted by the Bureau of Labor, but there is not enough of a geographic differential to make a difference in the system. They wanted to give institutions this flexibility. Three areas determined to be underpaid were accountants, budget analysts and HR/benefit reps. They discussed the webpage and the frequently asked questions. They allowed us to submit additional questions for the website. If we have different questions, they need to be submitted today.

Mr. Harbaugh recommended ACCE share the website with their councils.

Mr. Long commented about relative market equity. Ms. Clay mentioned that RME no longer exists. We need to get clarification to see if it still exists.

Chair Pitzer asked what factors should determine moving through the new ranges? Education, pay for performance. What is important? Need to bring people up to where they should be before deciding anything else. Cost of living, volume of work, reassignment to a new supervisor, keep the structure in code, years of service and institutional knowledge. There also needs to be a discussion if this will be a seniority or merit system. What makes this market study different between this one and the last one conducted? Chair Pitzer stated we need to push for the release for the paygrades.

Mr. Cottrill joined the meeting and provided an update. He met with WVU on Wednesday, then the rest of CHROs to go over next steps. All jobs that were slotted improperly are now settled. All jobs have same information. They will have letter paygrades, not numbers. They will start with the Admin and Finance job families

Timeline-They will need to start looking at guidelines for pay administration, then start training everyone on campus, including boards of governors so everyone is comfortable with the system. This will be a huge cultural change. Once it is all set up, people will be moved across the new pay ranges. E-Prism will be the market pricing software used so each institution may do their own market studies. This software includes non-classified and faculty. The biggest part of the project is the job description software. Job description experts will have to have job descriptions entered. Once all jobs are in there, parent jobs will be created for master specifications. Mr. Cottrill will meet with CHROs to go through parent specs cleanup and come up with a class spectrum to use. All need to get a feel for what kind of jobs we have before any of the other software can be used.

Questions Mr. Cottrill answered:

- Job guidelines will not be done by July 2016.
- Mercer's contract ends in April, but may be extended because some work is not completed.
- Each institution will be responsible for developing their guidelines and structure to be approved by the VCHRO's office.
- The Presidents have the new pay schedule along with the CHROs.
- The JCC will be included when developing policy and guidelines/job cleanup.
- Don't know what the committees will look like at the moment.
- Need to focus on what defines the job for the problem levels first.
- Need to define "other factors" so they are clear.
- There is no correlation between the new system and the old system. They looked solely at job duties.
- Exempt and non-exempt-there may be more nonexempt come July 1; \$50,000 is the new wage to define this designated by the President of the United States. The new system could change exempt and non-exempt status.
- There will not be an individual job PIQ. The job description will be more general and covered through the education process.
- Looking at cost of living average wages for guidance.
- \$19,200 lowest paygrade wage.
- Step schedule will be gone/your increment pay will be your reward for years of service.
- Institutions will need to build this cost into their budget for the new pay scale.
- Communications is key to success for transparency.

Chair Pitzer thanked Mr. Cottrill for sharing updates and answering questions for the group.

Campus concerns/announcements/other

Mr. Tabor received a letter from her President indicating he was reinstating tuition and fee reimbursements at WV State U.

Annual Retreat

Mr. Harbaugh made a motion for the annual retreat to be held at the Advanced Technology Center located at Bridge Valley CTC in Charleston, WV; Ms. Jones seconded the motion. The motion carried.

Upcoming meetings

- a. Last Day of Legislative Session, March 12 (midnight)
- b. April 1, HEPC Meeting at Tech Park
- c. April 21 at WVSOM

Ms. Nabers moved to adjourn the meeting; Mr. Conner seconded the motion. The motion carried. The meeting adjourned at 4:00 pm.