



## MINUTES

Eastern West Virginia Community & Technical College  
May 19, 2016

### ATTENDANCE

#### Members in Attendance:

Amy Pitzer, Concord University  
Kenneth Harbaugh, Shepherd University  
Thom Conner, Bridge Valley Community and Technical College  
Pamela Schrader, Eastern West Virginia Community and Technical College  
Rosetta Kolar (Proxy), Fairmont State University  
Carol Hurula, Marshall University  
Beverly Jones, Pierpont Community and Technical College  
Renee Anderson, Potomac State College of West Virginia University  
Teri Wells, Southern West Virginia Community and Technical College  
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)  
Melanie Baker, West Virginia Northern Community College  
Belinda Evans, West Virginia School of Osteopathic Medicine  
Robin Tabor, West Virginia State University  
Robert Driscole (Proxy), West Virginia University  
Violet Mosser (Proxy), West Virginia University at Parkersburg

#### Excused:

Louis Belt, Bluefield State College  
VACANT, Blue Ridge Community and Technical College  
Connie Blevins-Bailey, Glenville State College  
Bethany Perry, Mountwest Community and Technical College  
Lori Midkiff, New River Community and Technical College  
Bob Wise, West Liberty University  
Karen Martin, West Virginia Higher Education Policy Commission  
Barbara Boyd, West Virginia University Institute of Technology  
VACANT, West Virginia University Robert C. Byrd Health Sciences Center Charleston

#### Unexcused:

Janene Seacrist, Council for Community and Technical College

#### Guests:

Dr. Charles Terrell – President, Eastern West Virginia Community and Technical College  
Laura Godlove - Classified Staff Council / Vice Chair  
Robert E Long – Retired / Former ACCE Representative at HEPC

\*Not every guest is present for the entire length of the meeting due to other obligations and time limits.

Chair Pitzer called meeting to order at 9:05 a.m.

- President Terrell welcomed ACCE to the campus.
- CMT concert on May 20<sup>th</sup>. Publicity event with 80 participants.
- Master Plan and five goals 1) Student Access & Success 2) Teaching & Learning 3) Community Engagement & Partnerships 4) Cultural Initiative 5) Resources / Entrepreneur College Resources.
- Recruitment Efforts
- Hosting Art Shows



- To maintain 25% reserve
- Preparing a budget with 10 ½ % planned cut (with tuition increase). Impact will be one faculty and 1 staff (low enrolled programs)
- New wing for the nursing lab
- 2018 Reaccreditation Visit
- Strategies – state wide personnel. Financial Aid and IR sharing for the CTCs. Looking more initiative methods for sharing as CTC as a whole instead of each institution doing separately.
- HEPC discussion – why there is a need for this office and how it impacts institutions and what it brings to them.
- Both BOG Representative and Vice Chair of Staff Council discussed recruitment initiatives and various efforts being taken to increase enrolment.

**Work Session:**

- Worked on revising ACCE web-site.
- Discussed proposed new salary structure.
- Approval needed from HEPC, CCTC and LOCEA – then move toward language for state code change.
- Discussed HEPC/CCTC bill for elimination. Research and white papers being written.
- Discussed RIF Committee. Recommend all institutions have Furlough and RIF Policies.
- Discussed various issues with both Furlough & RIF.

**Update from Trish Clay – HEPC Vice Chancellor of Human Resources and Bruce Cottrill – HEPC Director of Class & Comp**

- MERCER is to develop guidelines for slotting of jobs (new hires)
- Current slotting of employees by salary and pay grade only
- No job evaluation of each document. Used existing job information.
- BP select benchmark
- Market on bench
- Slotted on current titles
- Job cleanup of descriptions – some titles not matching duties
- OASIS live Sunday May 15<sup>th</sup> – if all goes well they will then have time to apply toward job description clean up.
- Ms. Pitzer asked will we survive Kronos & OASIS.
- Mr. Cottrill says we will survive and be stronger for it.
- Clarifying job descriptions – first group most out of whack – groups’ overlap – 12 levels of administrative support. Will involve JCC to take action on job descriptions – not individuals.
- Some job title changes down the road but initially no job title changes.
- Salary range only, MERCER said our system is the most outdated they have seen.
- Those at MERCER that developed no longer there.
- Reiterated that there’s no level difference in market as in Higher Education for Admin job differences for PG 8, 10, 12. We could use & slot within range if we keep the job titles. Tiny differentiation of job duties doesn’t necessitate a job title change.
- PIQ in current system will there be weighting point factor within pay ranges?
- MERCER to get back with them on point factor. Not 13 as that’s way too many but don’t know how many will be recommended.
- Will have core competencies but don’t know what they’ll look like or how many.



- Mr. Harbaugh asks for point factor weight that can be looked at to keep current new system in line, to ensure being held accountable “one person’s flexibility another’s manipulation”.
- Mr. Cottrill commented not sure you can completely get away from but hoping pay range & guidelines will help. Midpoints are market.
- Ms. Pitzer commented – salary structure midpoint vs. market median
- Mr. Cottrill reply – red / green / yellow to tell you if spread is okay. 90 is the target. (Ranges are legit).
- Ms. Pitzer asked if MERCER provided any documents as to skills competency of jobs that that are being looked at for job cleanup.
- Mr. Cottrill replied – MERCER can give guidance but up to us. Percent base for gaining certain skills & competency. What do we want to reward and pay for.
- Ms. Pitzer – can we get access to data and data points MERCER used?
- Mr. Cottrill replied – are you talking about data individually? Thinks that would cause more grief than it’s worth.
- Mr. Harbaugh reminded that ACCE was promised to be involved and have experts serving on ACCE able to assist. Are we going to have an opportunity to provide input?
- Mr. Cottrill replied didn’t have time when presenting to LOCEA in having to meet deadline. Not enough time to do all they wanted. Will going forward with cleanup and so forth.
- Mr. Long comment. Critical information shared now to massage data to come up with input. No good to have input after decision made. Need to get in on ground floor.
- Mr. Cottrill assured that ACCE will have input.
- Mr. Long asked why data can’t be given to ACCE that is shared with CHROs.
- Mr. Cottrill indicated a lot of information. Other things is confidential and doesn’t think it would be helpful. Will ask MERCER if they can put in a format to share. If you don’t have good idea of compensation might cause more uproar. Will think about and see what he can do. He will talk to software developer.
- Ms. Hurula inquired if approved salary structure based on compensation philosophy with CHROs will other groups such as JCC be vetted?
- Mr. Cottrill said yes all parties involved.
- Mr. Harbaugh indicated would like to talk to MERCER again before philosophy approved.
- Mr. Cottrill stated yes, he can get us with MERCER again. Apologizes for being behind (medical condition).
- Discussed slotting detail (page 95) of presentation for Proposed Salary Structure.
- Ms. Clay indicated guidelines being established on Compensation Management - How to get salary increases other than market changes. How to hire within range.
- Ms. Pitzer asks –MERCER stated at CCTCE meeting Pay Philosophy. Generic enough to work with each institution. Competitive, fairly, retain best performer, support institutional mission.
- Mr. Harbaugh asks what level we are going to train CHROs and staff. Certification advance training? Policy can provide once we have guidelines?
- Ms. Clay stated World at Work (WAW) training for CHROs to understand compensation management. ACCE will be invited as well so we can be up to date.
- Ms. Clay indicated WAW phone call yesterday. Three day session with two certifications can be offered. ACCE, Supervisors & Managers, CHROs & Staff.
- HEPC can afford 2- 3 cycles/course from her grant and continue to offer.



- Ms. Clay can't make the training mandatory but will strongly encourage all to participate.
- % classified versus non-classified is in compliance.
- Ms. Pitzer asks about slide slotting detail on page 4.
- Ms. Clay indicated market showed some jobs fell into place. Titles in pay grade played out.
- A-L grades.
- J - found very few jobs (ex. Comptroller entire budget for institution).
- Only a few in column I.
- K-L added for non-classified to be brought back into classification.
- D-G bulk of jobs – entry level.
- H – Petty good population of jobs. (accountants, financial managers, counselors)
- C-G department heads and leads.
- A - food service workers
- C –entry level lead.
- F – Experienced workers. Functional account managers. People managers.
- Ms. Pitzer discussed Furlough bill introduced during special session. Hopes that they asked HEPC for guidance.
- Ms. Clay states depends on how it's structured. Temporary unless completely away from work for a temporary amount of time. Reduction in work week, etc. also reduction in benefits but they will continue.
- Ms. Clay indicated health insurance continues if less than 30 days. No provision in code to allow Governor to furlough, this bills give Governor approval to do so if passed.
- Discussed situation at New River. Pro-rated benefits due to the reduced hours.

#### **Campus Concerns:**

- New River reduced hours. Thirteen laid off, twenty-three on furlough. President wages reduced by 15%; Staff 20% and faculty not decided at this time.
- Furlough polices at institutions.
- Retirement and Early Incentives discussed. WVU Law School noted as pursuing.

#### **Upcoming Meetings**

- Ms. Jones made motion to allow Executive Committee to make a decision on June meeting location. Ms. Evans second motion. Motion carried.
- July Retreat will be held in Charleston on Monday, July 11<sup>th</sup> and Tuesday, July 12<sup>th</sup> at Advanced Technology Center

ACCE thanks Ms. Schrader and her staff for their wonderful hospitality during the meeting today.

Mr. Harbaugh moved to adjourn the meeting; Mr. Conner second the motion. Motion carried. The meeting adjourned at 2:40 p.m.