



MINUTES

Pierpont Community & Technical College

January 25, 2017

ATTENDANCE:

| | |
|-----------------|--|
| Thom Conner | Bridge Valley Community and Technical College |
| Becky Miller | 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 |
| Teri Wells | Southern WV Community and Technical College |
| Karen Martin | West Virginia Higher Education Policy Commission |
| Paul Martinelli | West Virginia University |
| Melanie Baker | West Virginia Northern Community and Technical College |
| Michelle Nabers | WVU-Parkersburg |
| Verne Britton | West Virginia Network for Educational Telecomputing |
| Belinda Evans | West Virginia School of Osteopathic Medicine |
| Bob Wise | West Liberty State University |

EXCUSED:

| | |
|----------------|---|
| Amy Pitzer | Concord University |
| Louis Belt | Bluefield State |
| Pamela Shrader | Eastern Community and Technical College |
| Sherri Goff | Glenville State College |
| Renee Anderson | Potomac State College |
| Barbara Boyd | WVU-Institute of Technology |
| Robin Tabor | West Virginia State University |
| VACANT | Blue Ridge Community and Technical College |
| Angie Kerns | Council for Community and Technical College Education |
| Lori Midkiff | New River Community and Technical College |
| VACANT | WVU Robert C. Byrd Health Sciences Center |

GUESTS:

| | |
|--------------------------|--|
| Mr. James (Jim) Griffith | Chair, Board of Governors |
| Amanda Hawkinberry | Pierpont Community and Technical College / Staff |
| Mary Jo Rutherford | Pierpont Community and Technical College / Staff |
| Mr. Steve Leach | Vice President, Organization and Development |
| Mr. Steve Santilli | Director of Marketing and Public Relations |
| Mr. Rob Linger | Chief Information Officer |



Vice Chair, Teri Wells called the meeting to order at 9:15am

Welcoming Remarks:

Mr. James (Jim) Griffith - Board of Governors Chairman

Spoke on what a good year 2017 is going to be for the Advanced Technology Center at Pierpont. In 2016 they confronted a lot of unknowns, but they survived. Pierpont has been meeting and speaking with a lot of employers and Pierpont is vital to the north central part of West Virginia. From oil & gas, medical, and other potential jobs that are relocating to that part of the state. The Community & Technical College plays an important part on educating the work force which is a feeder to the four year institutions.

Mr. Griffith also spotlighted a laid off coal miner who graduated from the Aviation program on Friday and had a job the following Monday. They currently have three coal miners in the Aviation program which has 100% job placement. They have the 5th ranked Culinary School in the “nation” not West Virginia, but the “nation”.

Mr. Griffith spoke highly of former and current Presidents’ playing a vital part in the success of Pierpont.

Mr. Griffith visits the legislature and said that Pierpont needs to toot their horn and let people know more about what they offer and what they provide to the need for an educated workforce. Pierpont will be meeting February 9th with House and Senate Ed Chairs and other legislative members.

Committee member – Discussed recent LOCEA presentation by HEPC. Noted concern of legislative discussion. New membership in legislature and need to education them on higher education.

Mr. Griffith stated that the Boards of the Institutions need to be held accountable. He also noted that they need a relationship with the Chancellor.

Mr. Steve Leach – Development Officer.

Thanked ACCE for successfully pushing for transparency in the legislature and HEPC. That the ACCE members are beneficial for employee rights and to be that voice for employees. Invited ACCE members to attend the Byrd Exhibit beginning at 2pm today.

Minutes:

Minutes for October, November and December will be sent on list serve for approval.



Bruce Cottrill – Director of Classification & Compensation

(Bullet points Mr. Cottrill and *italics ACCE member*).

- Project is moving along.
- First of February should see materials out for comment.
- Graduate assistant drafting the classification specs. Benchmarks to CHRO. ACCE (Amy) will be copied on documents as well and she can share with ACCE. Indicates we are not share the draft.
- Not certain if salary administrative guide will be out for comment at same time.
- Classification Specs – will be a brief description, distinguishing characteristics which will also include examples of work.
- CHROs will use guideline to determine job title and pay grade.
- Will be a PIQ type document not sure what it will look like. Still have factors to value job like scope & effect and breadth of responsibility, and knowledge.
- Moving away from point factor methodology. Slot jobs by description.

World at Work presenter stated that point factor is still valued.

- Bruce noted that presenter came from industry but in higher education it is not valued.

Most industry pay more than higher education.

- Bruce noted yes, except in North Carolina which he found surprising.
- Researched every border state; Kentucky, Tennessee, Maryland, Ohio, North Carolina, South Carolina and some others. (University of Cincinnati, Penn State, Virginia Tech, etc.)
- Best systems were Ohio University and Oregon State
- Suggested we look at those websites.
- 100% merit based system

Where will the money come from to implement?

- No requirement to move everyone immediately to the minimum.
- Will have to allow time to move.
- Existing jobs were slotted into new pay grade based on job description provide by HR's.
- Classification spec will only be applied to new jobs or review / reclassification.
- Market pressure on one job can be adjusted to maintain employees.
- Manage pay within range per pay grade. Will be four tiles within range.
- Honestly, this will help with recruitment.
- Current employee will gain as well. With many jobs not being filled and employee being asked to take on more duties; not a change in pay grade which is what happens now, but will be able to move along pay range in the pay grade.
- Volume can now matter in the new system when pay grade doesn't change.
- New hires are vastly under-market but those at the top of the years of service the study did not show pay difference. *noted as others in the state are laying off or getting no raise, most institutions made step raises.



- Salary administrative guidelines will be on web-site. This will provide transparency. All job descriptions will be easily viewed. Gave example of A-Z category heading.

Discussed lack of information on special web-site and no updates.

- Benchmark class specs. Currently they are at 130 of the 200 benchmark jobs.
- Legislative bill is currently being written to be introduced. 18B-7-16 employment practice. The non-classified to classified ratio, and RIF. Suggested we look at what was introduced last year. (SB642?)
- Mr. Cottrill and Ms. Clay discussed issuing an RFP for Institution Reviews. Would like a third party to come in for an impartial review.

Comment regarding Modern Think's last review.

What will happen to higher education this legislative session? Rumor is a bill to make everyone non-classified will and pleasure employees.

- During the review other institutions noted earlier, says we are unique with the third "animal". All other higher education he reviewed were staff & faculty only. Will and pleasure employees.

Emphasis on non-classified having no representation and how it impacts the campus if all staff become nonclassified.

- Not much left for Mercer. Finalizing the narrative report for LOCEA.
- Has not made final payment to Mercer. Seems some discrepancy in what they were to provide but Bruce did not recall what that discrepancy was.
- Class specs will be ongoing right up to July.

When will committee work begin? Such as the JCC, CPRC, and/or Common Grounds.

- Job family will need reviewed once role out guidelines.
- Salary administrative guideline and class spec descriptions will go out to CHRO and ACCE (Amy) for review.
- CHROs discussed Common Grounds and they also agreed the committee accomplished a lot. Bruce is not as familiar with the membership of the committee. Time seems to be the issue with getting this group together.
- After classification specs and salary administrative guidelines he will have time to get the Common Grounds going again to finish work on the Best Practice Manual.

Will committee work online or by phone?

- This type work can't be done on telephone you need face to face discussion.

Discussion that many members had left and would need to be replaced.

Comment that it is a disadvantage with Ms. Trish Clay not attending the ACCE meetings.

- OASIS has been consuming her time as well as Teresa Webb.

Job inflation will this take care of those issues.

- Some but also discussed with Trish about a possible RFP for class clean up, but feels they can do that in-house.



Currently at one institution discussed, faculty when hired are compared to other faculty in same discipline and years of service. Will there be a mechanism in the new system to do this for staff? Especially since institution can bring a new hire in above minimum. Comment is that they should not be brought in above current employees.

- Discussed that ePrism will be that software and believes it will be that the institution should only see their employees to do comparison even though ePrism will be database for all institutional data.
- CHRO can slice and dice to review range system when hiring above minimum.
- All institutions statewide will not have to pay same wage, be based on institutions availability to do so.
- Will be working on more once they get the guidelines and class spec completed. Some type of technical issue (systems aren't talking to each other).
- EPrism software should be ready by July 1.
- Minimum will be set at \$19,100.

Comment about 1988 Vaughn ruling when two state workers doing same job but different wages.

Will guidelines be written where the institution has to look at those in same paygrade / job title when hiring above entry.

- Guideline will have inequity component that will bring others up as well (fairness).

Will there be pay for performance?

- Yes written in guidelines

Caveat – performance in program?

- Significant training on performance appraisal in order for this element to work.

Consider one-time pay enhancement / bonus?

- State code would need to be changed but this would save the state a lot of money.

Transparency question, can we see the draft of the legislative bill HEPC is writing?

- Look at last years introduced bill, thinks it was SB642.
- Institution will have to pay at least the minimum but each institution can set what percentile above minimum they want to pay.

Discussion of grievance at WVU. Employee with several years' experience is training new hire who is at a lower paygrade but earning more than current employee.

- Comment this is due to compression (?)
- Comment from group that earlier stated entry level is where the market showed the difference and not those at 15 years and more.

Any news on whether WVU will accept new salary administrative guidelines and classification specs?

- See no issue with them implementing, as it is the same premise except this one has 4



less pay grades.

- Structurally just a little different but otherwise the same.
- Saw no reason to reinvent the wheel.
- WVU has done well, no reason not to use, but did also look at Ohio University and Oregon State.

Institutions complain about too many reports to the HEPC and wanting more flexibility. SB439 took away accountability. Do you think they'll go back for accountability?

- Feel they should but doesn't know and can't speak for the Chancellor.
- Keep hearing a lot about shared services. Perhaps pooling of resources (his opinion only) but could 2 years go back to being linked with 4 year institutions?

What happens in the new system when minimum wage increases?

- Minimum will be adjusted for those instances.
- Salary range will be looked at annually.

Question regarding Governors ½ day proclamation for Christmas Eve. Some institutions such as WVU is not paying this benefit to the employees.

- Holiday calendar would need to be revised and sent to HEPC if the institution was already scheduled off.

Memo from Ms. Trish Clay sent on behalf of HEPC.

- Guidance by new state auditor.

Will Graduate Assistant be working on website?

- No, don't have access to web-site. Jessica Tice was pulled to assist the Governor's Office the last 6 weeks but she's back to the HEPC.
- Concern with separate web-site.

Suggestions to give up the special web-site for information or link it from the main web page.

Question on issues with Kronos, is it due to Oasis or Banner?

- Kronos relates to hours and Banner relates to days. (have to do the math)

Members discussed issues with Kronos as it relates to Java, Firefox and outdated software.

Has anyone been meeting with the new legislators? Senate Ed Chair Mann?

- Not Bruce, but Matt Turner has met with both Senate and House Ed as well as the Chancellor.

ACCE Member Discussion:

Web-site – Michelle Nabers

January 27th. Need name, title and email of the BOG Rep, ACCE Rep and Staff Council Chair

January 30th. Link to news page, ACCE web-site, HEPC and Legislative

February 1st. Up and available to review.

February 3rd. Deadline for comments from ACCE members.



February 6th. Make final edits.
February 7th or 8th GO LIVE.

Legislative:

Update on new legislative members.

Discussed meeting your local legislators and being prepared to answer on how you feel about different items. i.e. institution consolidation, privatizing personnel, etc.

How to review bills as they are introduced.

Don't take for granted everyone has seen a bill, read and comment on list-serve.

Calls, emails and letters to legislators when needed. Have group of staff you can depend on as time will be of importance.

General discussion of issues and changes and how it could impact institution.

Requested member opinion on possibilities and what ACCE stand should be.

Discussion among ACCE members on our role.

Karen Martin made motion to adjourn, Michelle Nabers second motion. Motion Carried.

Meeting adjourned 2:03pm

Thanks to Bev Jones and Pierpont employees for their kind hospitality and awesome meeting location.

Respectfully submitted,

Carol Hurula, Substituting for the ACCE Secretary