



**MINUTES**

Advanced Technology Center  
June 13, 2017

**ATTENDANCE:**

Amy Pitzer	Concord University
Daniel “Frosty” Frost (Proxy)	Bluefield State
Thom Conner	BridgeValley Community and Technical College
Pamela Shrader	Eastern Community and Technical College
Becky Miller	Fairmont State University
Sheri Goff	Glennville State College
Carol Hurula	Marshall University
Bethany Perry	Mountwest Community and Technical College
Beverly Jones	Pierpont Community and Technical College
Ken Harbaugh	Shepherd University
Carrie Watters (Proxy)	West Virginia Higher Education Policy Commission
Verne Britton	West Virginia Network for Educational Telecomputing
Robin Tabor	West Virginia State University
Shirley Robinson (Proxy)	West Virginia University
Michelle Nabers	WVU-Parkersburg

**EXCUSED:**

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-Potomac State College
Teri Wells	Southern WV Community and Technical College
Barbara Boyd	WVU-Institute of Technology
VACANT	WVU Robert C. Byrd Health Sciences Center
Bob Wise	West Liberty State University
Belinda Evans	West Virginia School of Osteopathic Medicine
Melanie Baker	West Virginia Northern Community and Technical College

**GUESTS:**

Dr. John Berry	Vice President, Student Affairs
David Hays	West Virginia State University / Incoming ACCE
Michelle Bissell	BridgeValley Community and Technical College / CHRO
Robert E Long	Retired former ACCE Representative

Chair, Amy Pitzer called the meeting to order at 9:09 am.

**GREETINGS**

Dr. John Berry welcoming remarks to ACCE representatives. Provided a very thorough overview of BridgeValley on the subjects of;

- Observation as it relates to West Virginia education system as compared to Ohio system
- Discussed recent media on lease agreement for campus
- What role CTC’s can have with career technical schools
- Discussed possible 1 + 1 programs with career schools



Immersed with Montgomery officials on new role since relocation of Tech  
Opportunities with KVC Health Systems

Introductions of ACCE members.

### **HB2542 CAMPUS UPDATES**

WVNET – has not reached a decision, however no immediate actions are being planned.

Shepherd – Attempting to implement as they read it in state code. Changes beginning as soon as July 1<sup>st</sup>.

HEPC – Have not heard any updates. Has heard of changes to employees job families.

Glennville – No discussion to date.

WVU – Proxy has not been privy to that information. Assumes ACCE member has information.

BridgeValley – Has furlough policy in place. They are not planning on opting out of anything. But does like the compensation plan discussed the benefit whereas quantity is valued and feels current system overinflates supervision. Sees a lot of cleanup work on classification. Would need to discuss with the institution's President and obtain opinion on defining IT related positions as non-classified. No rush to change.

WVU Parkersburg – Currently has MOU with WVU so assumption is they will follow what WVU implements as it will be easier since they are using same system. WVU has shared drafts of policies for RIF, Classification and Compensation Plan, and Performance Management. They have shared with staff and obtaining comments. Representative is concerned with the number employees that may be moved to non-classified and how that will impact Classified Staff Council. Discussed issue with tuition; lowest in state and have been unsuccessful with raising more than 5% even though other CTC's higher. WVUP was the only stand alone when separation of 4 and 2 year schools occurred (hence lower tuition rate).

Mountwest – Nothing to report. Have listed concerns with implementation and awaiting guidance.

Marshall – President is open to creating a committee to look at new language but isn't ready to do so at this time. Continuing as is until review and new policy. Will be in agreement with Classified Staff Council on policies. No decision at this time on IT related positions. Current concern is lack of state budget and furlough. This has taken precedence in most recent weeks.

Fairmont – CHRO is meeting with constituent groups. Has BOG approval to take time and study in order to make best plans for staff and institution. Decision not up to one person. BOG supports.



Bluefield – No insight on plans. No information on RIF policy or if / when compensation change will take place.

Pierpont – Having open forums with supervisors one on one. Committee to look at BOG policies consisting of faculty, staff and VP's.

Eastern – CHRO quit two weeks ago. They have now contracted with a HR person but representative isn't aware of person's credentials. No information on their immediate plans.

WV State – HR Director has not volunteered any information. OASIS is taking so much time with issues. HR Director is retiring in two weeks. BOG meeting on June 15<sup>th</sup> and hoping to hear about Interim Director.

Concord – Interpretation that HB2542 in effect immediately and taking action as of June 12<sup>th</sup>. CHRO met with supervisors and employees together and decision was made June 9<sup>th</sup> for those reporting to the Chief Information Officer. Those positions are now non-classified. Policy for intent to plan to BOG in September.

#### **LIAISON REPORT – Bruce Cottrill, Director of Class & Comp**

##### *Furlough Bill HB106*

Indicates that amendment made today that makes higher education exempt from furlough.

Discussed classification “visual” hierarchy chart for job families and titles. There is not a current chart but he does want to create one that shows job class family and job titles.

Commission / general counsel interprets HB2542 to indicate that an institution can pick and choose what policies they want to redo.

Indicating that an institution can request to opt out of general personal rules; leave, etc. and also that an institution can opt in or out of section 9 for classification and compensation.

Mr. Cottrill reads the bill to as you opt out or in a section that it's the whole section. Doesn't believe an institution can pick and choose within a section.

If an institution opts out of section 9 for classification and compensation should they then use the tools and software that HEPC resources pays for or should they be on their own?

Survey data is loaded into EPrism and institution available to use at discretion.

Discussed salary administrative guidelines with ACCE members concerns noted which are:

- Checks and balances for best practices not included.

- Compensation Philosophy should be in guidelines not separate.

- Compensation Philosophy too lengthy.

- Best practice or check in place for new hire versus current employee and across state with one salary schedule and different interpretation of how you move along or where to slot.



Who performed regression analysis? Mercer and Commission slotted jobs into pay grades.

When can ACCE see where job families are slotted into the pay grade? Can't share right now.

Promotion is now seen as a negative to the employee. No guarantee of salary change as it only indicates to pay minimum of grade.

Doesn't address career ladders which is noted in state code.

Commission set % institution can't pay below.

Are these minimums they have to pay? Knows some institutions may indicate they can't bring everyone to minimum. Institution will submit progress plan proposal to Chancellor.

Reminder that grievance process still in place.

ACCE members encouraged to send further comments and suggestions to Mr. Cottrill.

Requests that Commission share any documents provided to institution for implementation with ACCE group for comparison.

Further discussion on keeping notes on any fairness issue, compensation equity issues, issue for gender, treatment disproportionately, discrimination. Information has been useful with legislators.

### **Annual Planning Meeting / Retreat**

Meeting will be held at Advanced Technology Center July 31<sup>st</sup> –August 1<sup>st</sup>.

Not able to locate state park with enough rooms to accommodate at this late date.

This meeting will cover the July and August meeting dates which will aid in getting a quorum for the always difficult August attendance due to start of classes for fall.

Suggestion that outgoing members pass along notebooks

Discussed what topics to include for the new ACCE Representatives at retreat.

- State Code references

- Legislative website

- HEPC Policies

- Do's and don'ts of email listserv

- Travel information

- Role of ACCE members

- Legislative changes – progression

Invitation to leaders of House and Senate, both Chancellors, Legal Counsel.

Other suggestions send to Amy.

### **WEBSITE**

Provide updates to Michelle on newly elected positions at your campus if you have not already done so.

Verne to update listserv for new members.



**ACCE CAMPUS ISSUES / OTHER:**

Discussion on ACCE and BOG representative holding both roles.

Concord did so and had no conflict

MU did so and had no conflict.

Have to know which hat you are wearing and may have to excuse yourself on certain items.

**UPCOMING MEETINGS**

July 31 – August 1      ACCE Planning Retreat at Advanced Technology Center

Thanks to Michelle Bissell / CHRO for her open discussion segment.

Thanks to Thom Conner for his kind hospitality and accommodations.

Ken Harbaugh made motion to adjourn, Sheri Goff second motion. Motion carried. Meeting adjourned at 4:39 p.m.

Respectfully submitted,

Carol Hurula, Substituting for the ACCE Secretary