



## MINUTES

May 21, 2018

West Virginia Regional Technology Park in South Charleston.

David Hendrickson Conference Center, Building 2000

9:00 a.m.

**MEMBERS PRESENT:** Jayne Angle (Shepherd); Verne Britton (WVNET); Michael Caplinger (WVU Parkersburg); Anita Davis (Pierpont CTC); Sheri Goff (Glenville State); Chris Gray (Southern WV CTC); Tim Melvin (Marshall); Amy Pitzer (Concord); Jessica Porter (WVU Tech); Dee Preston (Mountwest CTC); Shirley Robinson (WVU); Scottie Samples (WVU Potomac); Barbara Sanders (WV SOM); Carrie Watters (WV HEPC)

**MEMBERS ABSENT:** Diana Blady (Blue Ridge CTC); Darryl Claussel (WV Northern CC); Thom Conner (BridgeValley CTC); Daniel Frost (Bluefield State); David Hayes (WV State); Becky Miller (Fairmont State); Janene Seacrist (CTCS of WV); Pamela Shrader (Eastern WV CTC); Bob Wise (West Liberty)

**GUESTS:** Bruce Cottrill (WV HEPC); Ken Harbaugh, Bob Long

- 1) **CALL TO ORDER, ESTABLISH A QUORUM**
  - a. Amy Pitzer, Chair, called the meeting to order at 9:18.
  
- 2) **MINUTES (Chris Gray)**
  - a. Minutes taken by Chris Gray at the April 2018 meeting. Tim Melvin was not able to attend.
  - b. Motion to approve made by Carrie Watters, seconded by Sheri Goff. Motion carried.
  
- 3) **LIAISON REPORT (Bruce Cottrill)**
  - a) Annual market reviews plan.
    - i. Almost up and running. Waiting on CUPA data to be incorporated. Schedule will be updated after the import. Interface created for OASIS schools. Sixty-five percent of employee population is not represented due to their schools (WVU, MU and WVSOM) being exempt.
  - b) Update on state employee salary increases by institution (if reported to HEPC/CCTCE)
  - c) JCC Training / CPRC meetings.
    - i. Moving ahead with maintenance and other code requirements.

- ii. Jobs will be matched to CUPA data. WV HEPC must maintain up-to-date and current to match the market effectively and efficiently as possible for consistency.
- iii. There are currently eleven different levels of administrative assistants. Bruce will distribute to JCC members to go through process of matching jobs to CUPA jobs to allow state to maintain market in much easier fashion. May result in collapsing of classifications. Experience, education, etc. can be assessed within each pay range. Bruce and CHRO's will have access to check the job markets.
- iv. Bruce will begin with administrative support job families (highest number of incumbents) because they are the largest group.
- v. First JCC (Job Classification Committee) meeting will be the first half of June.
- vi. MarketPay is the payscale software used.
- vii. You can now blend jobs to price positions that are made up of two or more positions.
- viii. No known recourse for institutions who do not have a plan or have not brought up staff to minimum pay grade.
  - d) Progressive discipline policies should be incorporated into policies. At-will doesn't mean that you can't have progressive discipline. ACCE would like clarification to the institutions to that fact.
  - e) Where in state code does it allow an institution to override the grandfather clause in HB2542?

#### **4) THE FUTURE OF ACCE**

- a. Pressure is on to dissolve group or to force the group to include non-classified employees (although they were once classified).
- b. Shrinking number of classified staff may look to include non-classified staff. The intent of HB2542 is for classified staff to go away.
- c. Detrimental to the system to not be proactive by maintaining a council as schools and staff may not have a voice at the state level.
- d. Consensus from institutions is that we need to maintain representation at the state level and that institutions should insure that funding is provided to attend meetings.
- e. Non-classified staff would like to have representation at the state level as well. Issues will begin to arise with the influx of non-classified staff that do not have a state voice.
- f. Debate on director/executive level staff on the same council as subordinates.
- g. Create a draft of the future of ACCE over the summer: How do we define a new state council? What are steps of membership and implementation? Bylaws revisions?
- h. Proposed drafted legislation – approval by ACCE, institutional staff councils would have to approve, and then we could find sponsors at

the legislature. If the Education chair's name is on something, then it becomes easier to gain endorsements.

- i. Recommend to form a smaller group to draft proposed legislation on ACCE and staff council to be appointed by the chair and presented at the June meeting. Motion made by Carrie and seconded by Jayne. Motion carries unanimously.
- j. As HB2542 continues, the makeup of ACCE will look more like a traditional labor union. Current ACCE feels strongly that the future makeup of ACCE members may not be representative of staff. Grievances will likely be filed by employees who face retaliation or disparate treatment.

**5) ACCE TRAVEL CONCERNS**

- a. Discussion ensued around a complaint from an ACCE member who has been told that ACCE needs to hold strictly virtual meetings so that travel is unnecessary. Member was told virtual meetings are the only means by which she is allowed to participate.
- b. The President of that institution then made ACCE travel (not ACS or ACF travel) a topic for discussion by the CCTCE's Presidents Advisory Committee.
- c. ACCE does not feel it is appropriate to restrict travel from the staff group while continuing to allow the student and faculty to travel.
- d. Matt Turner, Vice Chancellor for Administration replied to ACCE Chair's inquiry regarding travel in that they (WV HEPC/CCTCE) do not believe the institution to be at fault or target staff members because the institution is creating innovative ways to save money. If ACCE meetings may be conducted via another platform, then the institution has the right to not reimburse staff for travel. Turner also claimed the institution denied, and he believes the staff member is not being treated differently than the faculty or student council reps at that school.

**6) ACCE RETREAT PLANNING**

Members of the committee were asked to send location recommendations to the full ACCE as soon as possible.

**7) COMMITTEE ASSIGNMENTS:**

- a. Pick two topics to work on via email and report back to the group at the June meeting with recommendations regarding how ACCE should proceed. Example—Benefits Committee may choose PEIA issues as a topic.

**8) CAMPUS CONCERNS, UPDATES, SUGGESTIONS, ANNOUNCEMENTS OR NEW BUSINESS**

- a. Several institutions mentioned concerns over lack or method of posting staff vacancies.
- b. Several institutions mentioned concerns over all staff employees being made non-classified employees, ignoring the exemption for those classified employees hired before January 1, 2017 who were grandfathered.

**9) OTHER BUSINESS**

- a. Would like to go to the Capitol this afternoon to try and meet with legislators.
- b. Election to fill vice-chair position will be held in July as required by state code.
- c. There is no state EEO group 8, 9 or 10; however, there is at a federal level. For the purposes of elections, staff should use the state EEO categories designated in state code rather than those EEO codes pulled from WV Oasis, which uses the federal codes.

**10) NEXT ACCE MEETING:** June 18, 2018 at Concord University at 9:00 AM.

**11) ADJOURN**

- a. Adjourned at 2:30