



**Meeting Minutes**  
**February 22, 2021**  
**Via Zoom**  
**1:00 pm**

**MEMBERS PRESENT**

|                  |  |
|------------------|--|
| Jenna Derrico    | West Virginia Northern Community College             |
| Amy Pitzer       | Concord University                                   |
| Chris Gray       | Southern West Virginia Community & Technical College |
| Teresa Meddings  | Marshall University                                  |
| Clark Kendall    | Fairmont State University                            |
| Diedra Guyton    | Bluefield State College                              |
| Barb Sanders     | West Virginia School of Osteopathic Medicine         |
| Kim McFee        | WVU Parkersburg                                      |
| Leeann Shreve    | Eastern West Virginia Community & Technical College  |
| Verne Britton    | WVNET  |
| Jane Fouty       | BridgeValley Community & Technical College           |
| Shirley Robinson | West Virginia University                             |
| Vincent Siranni  | West Liberty University                              |
| Michele Lang     | Glenville State College                              |
| Mary Beth Myers  | Shepherd University                                  |
| Dee Preston      | Mountwest Community & Technical College              |

**MEMBERS ABSENT**

**(EXCUSED)**

|             |   |
|-------------|---|
| Jodi Miller | New River Community & Technical College |
|-------------|---|

**(UNEXCUSED)**

**GUESTS**

|                 |  |
|-----------------|--|
| Ken Harbaugh    | Emeritus   |
| Bob Long        | Emeritus   |
| Trish Humphries | Vice Chancellor for Human Resources, WV Higher Education Policy Commission |

- 1) The Chair determined that a quorum was present
  - a. Meeting called to order at 1:04pm
  
- 2) Discussion of Job Classification Committee (JCC)
  - a. Jenna sent Trish a list of questions to answer in the meeting. Questions were primarily based on the compensation and classification system. How many schools have developed policies on compensation and classification? Where can we find this information?

- b. Asked about when the JCC is going to meet. Trish told Jenna that the JCC needs to fill vacancies.
    - i. Need to fill two of the four classified representatives to the committee. One vacancy has already been filled by Dee Preston. This means there is one more vacancy to fill that must come from a four-year school.
    - ii. According to Trish, Amy's term is up, so we will need to replace Amy.
    - iii. Amy summarized the JCC mission – JCC deals with classification issues.
    - iv. In April 2021, it will be two years since the JCC last met.
    - v. Schools either create their own classification system or follow the system policy.
    - vi. Taking suggestions for someone who would fill the four-year school vacancy on the JCC.
    - vii. Need to get clarification from Trish of who are the members of the JCC. The suggestions do not need to be on ACCE. Need to have someone from the two-year side.
    - viii. WV Code states that the JCC should meet monthly if there is business to be conducted.
  - c. Need to ask that we retain our four representative (Amy Pitzer) because the committee has not meet in the past two years. It makes sense that we should keep someone with vast experience on the committee.
- 3) Discussion of Inclement Weather Policies
- a. At WVU-P during inclement weather, employees are now required to work remotely.
  - b. How do schools fairly treat employees who can work remotely versus the employees who cannot work remotely?
  - c. Concord is updating their policy that non-exempt employees that have to come to work on campus during a campus closure, are paid for their time worked.
- 4) Updates from Trish Humphries, Vice Chancellor for Human Resources
- a. Joined the meeting at 2:05pm
  - b. Confirm details concerning the JCC
    - i. When Dee Preston started on the JCC, did she start a new term or is finishing up the past employee's term.
    - ii. Trish is considering starting rolling terms again to limit the amount of membership turnover at one time. Looking at a two and a three-year term, that way the terms would be staggered.
    - iii. Dee started a two-year term which is from 2021 to 2023
    - iv. Trish agreed that Amy Pitzer should remain on the JCC.
    - v. Trish agreed to renewing Carol Hurula's term.
    - vi. What colleges are eligible to select members to the JCC
      - 1. Per Trish, code does not limit us to selecting someone from a school with no classified employees
      - 2. Southern, BridgeValley, Mountwest, New River and Pierpont are the community colleges that we could choose a JCC member.
    - vii. There is work that the JCC needs to begin to establish new benchmarks for the needed salary schedule market study. This is because of the change with so many schools going all non-classified.
      - 1. Only two school have sent in letters to the HEPC to move to their own classification and compensation system. Those schools are WVSOM and WVU.

2. Benchmarks are important because they are the foundation for the compensation system.
    - c. All institutions that are supposed to be using the guidelines, should have all employees' salaries at least at the starting salary. There is no reporting from institutions on salary and meeting the starting salary.
    - d. ACCE is lacking information from institutions. ACCE would need to do an inquiry to get the information on salaries. Since the change in code and the reporting requirements, it is difficult to get salary and equity information. Trish feels that state level is working. She feels that the issue is at the institutional level and how they are implementing the guidelines. In the system, there will not be many pay grade changes, but adjustment within a pay grade. Schools need to be looking at goals like getting people to market.
    - e. Commission and Council may do yearly market study. This upcoming year is the five-year anniversary of the current system. This means a new market study will be done this coming year. HEPC will be hiring a firm to conduct a new market study to update the salary schedule. The JCC will be the go-to group for the development of benchmark jobs.
    - f. How institutions are dealing with inclement weather with employees able to work remotely? HEPC working on a clarifying statement to presidents. There has to be declaration of an emergency by the governor in order to be paid more. Trying to clarify that presidents can cancel classes. Only a declaration of an emergency by the governor affects compensation. If there is a declaration of an emergency and the school requires employees to come in, then those employees should be paid extra. The HEPC attorney's opinion is that only the governor may make a declaration of state of emergency. Presidents can cancel classes or close the college but cannot pay employees for not working. Employees would have to work remotely, make up time or take leave.
    - g. Updates from the Commission, Council and Legislator
      - i. No particular HR bills being circulated in the legislature
- 5) Adjourn
- a. Barb Sanders made a motion to adjourn. The motion was seconded by Michele Lang. The motion to adjourn passed. The meeting adjourned at 3:58pm

Submitted by,  
Chris Gray, ACCE Secretary