



**Meeting Minutes**  
**September 17, 2021**  
**Via Zoom**  
**9:00 a.m.**

**MEMBERS PRESENT**

Jenna Derrico  
Amy Pitzer  
Teresa Meddings  
Deidra Guyton  
Verne Britton  
Barb Sanders  
Jane Fouty  
Shirley Robinson  
Mary Beth Myers  
Dee Preston  
Erin Trump  
Yodev Ocasio  
Michael Casey  
Dara Massey  
Lindsay Morgan  
Michele Lang  
Robin Yeager

West Virginia Northern Community College  
Concord University  
Marshall University  
Bluefield State College  
WVNET  
West Virginia School of Osteopathic Medicine  
BridgeValley Community & Technical College  
West Virginia University  
Shepherd University  
Mountwest Community & Technical College  
New River Community and Technical College  
West Liberty University  
West Virginia State University  
West Virginia University Institute of Technology  
WVU Parkersburg  
Glennville State College  
Fairmont State University

**MEMBERS ABSENT**

Hope Springs  
Angie Kerns  
LeeAnn Shreve  
Chris Gray  
Vacant  
Vacant  
Mike Lynch

Blue Ridge Community and Technical College  
Community and Technical College System of WV  
Eastern WV Community and Technical College  
Southern West Virginia Community and Technical College  
West Virginia Higher Education Policy Commission  
Pierpont Community & Technical College  
WV University Potomac State College

**GUESTS**

Ken Harbaugh  
Matt Turner  
Trish Humphries  
Michele Stark

Emeritus  
Executive Vice Chancellor for Administration, WV HEPC  
Vice Chancellor for Human Resources, WV HEPC  
Human Resources Specialist Senior, WV HEPC

- 1) Call to order
  - a. Chair Derrico determined that there was a quorum and called the meeting to order at 9:05 a.m.
- 2) Introductions of ACCE representatives at the meeting
- 3) Approval of Minutes
  - a. No minutes from July retreat
  - b. No minutes from August meeting
- 4) Chair Derrico communicated that there will be a HEPC meeting on 10/7 with a 10-minute presentation. Chair Derrico shared her screen with 6 items of concern that will be talking points. She also e-mailed an outline for the HEPC meeting that took place April 31, 2021 with ACCE concerns. As a follow-up on October 7, ACCE will incorporate items for the April 31 list as well as the following other ideas discussed in the present meeting.
  - a. The current interpretation of the definition of non-classified staff. The Series 55 language doesn't match language in code (18b9a2-2)
  - b. Data is not being collected by Commission and Council to produce a proper Market study. ACCE feels that the commission has authority to collect all required data since tasked by the legislature. Will the commission and council mandate use standardized job codes, use JDXpert and Payscale to facilitate data collections and analysis?
  - c. Lack of standardized job codes has resulted in inability to accurately count the number of classified and nonclassified positions complicating a proper market study. Job codes should match duties and responsibilities, not job titles. Job titles are being used between classified and nonclassified positions. Will there be a plan for the commission and council to develop a uniform set of job codes for implementation?
  - d. ACCE would like an update regarding Policy Review occurring at the HEPC. Can ACCE see the results of the process.
  - e. Higher Education staff are only state employees who had bumping rights, recall rights, seniority and other rights taken away. Being treated inequitably compared to other state employees.
  - f. ACCE is asking commission and council to support work of ACCE and ensure that ACCE can address LOCEA directly and annually. Also ensure that ACCE has a commission and council staff representative, that institutions understand importance of representation and participation of ACCE at all institutions, and support ACCE representatives to travel and receive reimbursement.
- 5) Chair Derrico opened up the floor for discussion and further questions
  - a. Yodev Ocasio communicated that there was an independent study occurring on West Liberty campus. Question was asked regarding who is involved in the study? Concerns include if comparisons with other WV schools, peer institutions, outside WV regionally are being researched.
- 6) Other HEPC concerns were asked:
  - a. Are quarterly meetings adequate and who is doing the market study timeframe?

- b. With the cutting of the state income tax, how will Higher Education be affected in the future? Many support services for students have been stripped down (Mental health, veterans, etc.).

7) Committee Updates:

- Web committee did not meet and will most likely meet before next ACCE meeting
- Legislative committee did meet to present to Chancellor Tucker
- By-Laws committee did not meet
- Benefits committee did not meet
- Student Advocacy did not meet

Chair Derrico requested that committee's meet prior to next ACCE meeting 10/25

Pierpont does not have an ACCE rep

Eastern – considering dissolving their staff councils

8) Updates from Matt Turner – Executive Vice Chancellor for Administration

- a. Currently having In-person meetings with a new Chairman
- b. Sunset extended through LOCEA- Series 48 research fund
- c. Series 52 – no modifications, extension approved
- d. Series 35 – rule approved for sunset extension
- e. EPSCOR grant – revamping strategic plan and presented report to legislature
- f. Dr. Persily – updates to LOCEA and COVID mask requirements
- g. Joint interagency task forum – updated, specific requirements for medical (hospitals)
- h. Clinical race theories – dedicated to diversity, equity, inclusion, there are no specific majors/courses in clinical race theories. Will come up again in sessions, volatile in K-12.
- i. Admission definitions and how funding is affected? Progression toward degrees. Martha Snider from Strategy Labs presented funding models comparing models in other states. Strategy Labs suggests a formula to recognize student outcomes and success.
- j. Internally – clean up all rules, rule approval process. Work on HR rules, need more clarity, reviewing, pointed to codes, not rules.
- k. Series 9, 37,40, 45, 49,54, 55 – anything that touches on employment, benefits, authority of Presidents/positions project. June approval by the commission prior to LOCEA. Legal counsel to bring uniformity.
  - i. Question: Policy reviews of institutions – Matt will bring legal counselor to the next ACCE meeting.
- l. Successful Board training in June, it was virtual and well received. There will be follow-up meetings, BOG training as there are a lot of new BOG members.
- m. More Updates and new hires:
  - i. 25 out of 60 jobs have had individuals leave and others newly hired in the last 1 ½ yrs.
  - ii. Dr. Randall Brumfield from Baton Rouge, LA is the new Vice Chancellor of Academic Affairs.
  - iii. Dr. Jennifer Kemlin – Director of Academic Initiatives, from Shepherd University
  - iv. Dr. Chris Treadway – Vice Chancellor for Community Colleges
  - v. Pam Woods – passed away (role needs filled) Policy and Planning
  - vi. New IT programmers
  - vii. Michelle Stark – Human Resource Specialist Senior

- viii. LG Corridor- Cody Tomlin interim position for education training program
  - ix. Update of veteran's programs on campuses
  - x. New Special projects: Workforce development and job placement, Blue Ribbon commission. Evaluating hiring a Special Projects director.
- 9) Updates from Trish Humphries, Vice Chancellor for Human Resources
- a. Institution concerns – Trish communicated that the bill was passed for institutions to create their own criteria. Institutions should be using HEPC criteria, HEPC does not control how institutions use criteria. Centralized guidelines provide quartiles for market. Chair Derrico to follow-up and share with Trish for future discussion.
  - b. Concerns – Is the market study happening in the fiscal year, JCC-benchmark positions, Data was collected in October:
    - i. review jobs that are benchmarked. Once benchmarks are known, then JCC can work on specifications and reflect jobs, and codes in Oasis.
    - ii. Any job can be classified or non-classified. Working with institutions and Oasis to eliminate non-used job codes.
    - iii. HEPC provides systems, overtime information from institutions but will not fit with HEPC structure.
    - iv. Requesting information from institution such as personnel files
  - c. Uniformed generic job codes in place
    - i. HEPC cannot compel institutions to use them. WV code maintains a system for classified employee.
    - ii. Authority from the legislature is only for classified jobs.
    - iii. Request institutions send data information regarding non-classified job classifications.
  - d. Trish feels that HR officers are on board if they are using the Compensation Plan to share data.
  - e. Update after October personnel files come in.
    - i. When will the Market study occur? After benchmarks are determined in HEPC office, JCC is then involved. Going outside for the Market study is determined by budget for level of involvement. Chair Derrico will discuss more with Chancellor meeting.
  - f. Benchmarks are determined by span across institutions and number of employees holding particular position.
    - i. Market price by the majority of people (70%) in the position, descriptions are reflected of jobs. Currently have a matching prospect for all job positions.
  - g. Updates:
    - i. TIAA, new offerings: HSA only available for high deductible accounts, hoping to offer option to all. January 1 implementation date.
    - ii. Treasurer's Office requires \$10 deduction from every employee for a retirement fund, HEPC counsel confirmed that Higher Education is exempt from this requirement.
- 10) Strategies to Boost Staff Engagement for campuses having difficulty finding representatives for BOG, Staff council.
- a. Supervisors recommend representatives
  - b. ACCE serves without compensation, merit pay for a leadership role?
  - c. Reduce workload to take on extra duties

- d. Mentor employees
- e. New employee orientation, welcome on campus, ACCE representative included in the orientation.
- f. Recognize the ACCE contributions on campus.
- g. Currently there is no ACCE rep at HEPC to ask for ideas.
- h. Staff Mentorship program?
  - i. No formal programs but many reach out to inform new employees about ACCE.
  - ii. Make good connections with Presidents and administration.

11) Old Business:

- a. Website will continue to be updated with pictures, images, etc.
- b. Jane Fouty to send out meeting notes to distribution list
- c. Look at websites on campuses and keep up-to-date, also get input from Staff Council.
- d. Fleet Management – to keep a state vehicle, must put 1100 miles/month
  - i. WVNET asked for an exemption and was denied, can no longer have state vehicles.
  - ii. Enterprise is easy to work with per WVU and Northern
- e. TIAA – claims for that were paid out to ineligible participants (spouses, children, etc.), TIAA is coming down hard to be paid back.

12) Motion to adjourn was made by Amy Pitzer. The motion to adjourn was seconded by Verne Britton. The motion passes. The meeting adjourned at 1:30 p.m.

Robin Yeager  
Secretary