



Meeting Minutes
October 25, 2021
West Liberty University
9:00 am

MEMBERS PRESENT

Lindsay Morgan	WVU Parkersburg
Yodev Ocasio	West Liberty University
Teresa Meddings	Marshall University
Shirley Robinson	West Virginia University
Mike Cannon	West Virginia University Potomac State College
Mary Beth Myers	Shepherd University
Michael Casey	West Virginia State University
Verne Britton	WVNET
Michele Lang	Glenville State College
Jenna Derrico	West Virginia Northern Community College
Robin Yeager	Fairmont State University
Erin Trump	New River Community & Technical College (via Zoom)
Dara Massey	West Virginia University Institute of Technology (via Zoom)
Dee Preston	Mountwest Community & Technical College (via Zoom)
Teresa Meddings	Marshall University (via Zoom)
Barbara Sanders	West Virginia School of Osteopathic Medicine (via Zoom)

MEMBERS ABSENT

Amy Pitzer	Concord University
Sherry Donovan	Shepherd University
Deidre Guyton	Bluefield State College
Jane Fouty	BridgeValley Community & Technical College
Chris Gray	Southern West Virginia Community & Technical College
Angie Kerns	Community and Technical College System of WV
LeeAnn Shreve	Eastern West Virginia Community & Technical College
Hope Springs	Blue Ridge Community & Technical College

GUESTS

Ken Harbaugh	Emeritus (via Zoom)
Robert E. Long	Emeritus (via Zoom)

- Call to Order 9:15am

- Jenna met with Chancellor Tucker to discuss definition of Classified Staff
 - Series 55 is going to be reviewed this year
 - Data Collection: She agrees with ACCE that commission has authority to collect data that they need (both classified and non-classified staff). Schools may still push back, at which point more legislature may be pursued.
 - Job Codes: Continuing to try to get institutions to use the proper codes
 - Policy review: We asked for more info about how this is happening. How commission/council is looking at institutional policies. Reported that General Council is doing this. Encouraged us to invite GC to a future ACCE meeting. When would we want to invite them? December agreed upon.
 - Discuss policy review; how and when is it happening? How are results shared? How do we get them? Her opinion on 18B and dealing with definition of non-classified.
 - What do you do if you don't have funding to pay everyone with equity? Hiring new people at higher rates; are they looking at current rates of employees when doing this?
 - We want commission to support us in addressing LOCEA. Want to make sure there is adequate ACCE representation and that all schools have support in this. ACCE members access to a budget for travel.
 - Chancellor says she has done everything to provide this support and encouraged staff to serve on Council and ACCE. No one is showing interest. She says that Councils and ACCE need to demonstrate their value to staff; show them why they should participate.
 - We have approval to contact their staff directly (HEPC). Find out directly from all institutions what barriers are in place to prevent staff from participating in council. Discussed a survey to get this info from each institution. What can we change? Identify over-arching issues that are beyond our power. Survey will help to clarify what needs addressed by legislature, etc.
 - Some schools may look at an all-staff model if dealing with low interest from classified staff.
 - Eastern and Pierpont have no participation right now. Pierpont had ACCE reps but those people moved on. How do we reach out to them?
 - Who do we send it to? All Higher Ed staff, going beyond classified. Inform staff councils that this is coming, give a timeline. Try to get survey up and running in the next month. Also inform our administration to get their support. More than an email...the supervisors should be involved and encouraging individuals to step into certain roles. Managing workloads so people feel like they have time to participate.

- When Zoom is in use, fully participate rather than splitting attention between meeting and work. Make yourself unavailable. Talk with supervisors about difficulty or barriers to being able to attend and focus.

- Survey
 - Structure of staff council; classified and/or non-classified
 - Survey ACCE reps first (anonymous); identify how much reps are doing back on campuses, what they see as barriers
 - How do we send it out? A link to share for anonymous responses. Does it need to be approved by Staff Councils? What if schools don't want to do it?
 - Having results by school, able to take it to administration and show them the problems present in-house
 - It would be up to ACCE reps to coordinate distribution and collection of data by a deadline
 - Do we send it to all staff? Identify self as cabinet level or not?
 - Put "n/a" as an option for those answering who are non-classified
 - Asking more positive questions when possible
 - What would make it possible for you to participate?
 - Are you currently serving on any staff council, committee, or serving as a staff rep?
 - Elected positions versus participating
 - Do you know the names of your staff council/ACCE/BOG reps?
 - Did you have any introduction to staff council during your orientation? Give historical options (don't remember, don't know)
 - Did you have any employee orientation?
 - Do you get invitations to staff council meetings?
 - What type of outreach do you receive? Give multiple options, ability to choose as many as they need
 - List of barriers for them to check off

- Michelle Stark (Human Resources Specialist Senior) and Trish Humphries (Vice Chancellor for Human Resources) – WV HEPC
 - Legislative: Had to go through the same process again this year to get out of mandatory auto-enroll for state retirement. They intend to introduce a bill to exclude WV Higher Ed from that mandatory plan.
 - Market study: All institutions have submitted their personnel files. Benchmarks being determined. Potential problem with Oasis reporting. Sometimes reports don't pick up the most recent information, report that shows pay grade may pull from the old system. Don't know how many institutions may have run into this. Oasis will have to fix the report for institutions to use in the future, so that they don't have to resubmit information. Oasis is a payroll system built for local and state government; not designed for higher ed.

- Will look at job titles to see what needs cleaned up. The goal is to determine how many employees are under each title, then do benchmarks need adjusted.
 - Are schools using other titles because the ones in the system don't meet their needs
 - Will reach out to schools for clarification as needed
 - Institutions can reach out to ask for adjustments in titles/descriptions
 - Discussed reaching out directly to staff at commission/council per the Chancellor
 - Asked for number of classified (7) vs non-classified (everyone else)
 - 2020 data should be online, 2021 should be up soon
 - Under Data Publications – human resources- salary snapshot
 - Jenna asked for names of classified; Michelle will run a report
 - Asked if they have all staff meetings; could we attend one to address all staff?
 - Trish agreed. They are scheduled by Matt.
 - Has there been discussion to move to an all-staff model of representation on council to further involve non-classified staff? Trish has suggested it, but there needs to be a change in the by-laws.
- Legislative Interim
 - Bringing international students to WV for school and work
 - Possibly bringing tenure back to 2 year schools
 - No new information
 - Students discussed diversity initiatives, safety, mental health
 - July 2023 premiums will increase by 9%, 2024 by 16%, 2025 by 12% unless funding is found for PEIA. Director is retiring effective 10/29/21. Humana won the contract bid again; effective 4 years. CFO will serve as interim director.
- Funding Model Update
 - Funding Formula Summit September 2021
 - Unsure of any further action since this date
 - Components of state funding models – review individually
- Committee Breakouts
- Old Business
 - Schools may still push back, at which point more legislature may be pursued.
 - Under Data Publications – human resources- salary snapshot
- New Business
 - No new business

- Motion to Adjourn 2:20pm
 - Michelle motioned
 - Robin seconded
 - All in favor – passed

Lindsay Morgan, MS
Acting Secretary