

ACCE Meeting Minutes

November 15, 2021

Glenville State College

9:00 a.m.

- In-person Attendance:
 - Jenna Derrico, Michele Lang, Yodev Ocasio, Amy Pitzer, Ken Harbaugh, Bob Long, Robin Yeager, Lindsay Morgan, Michael Casey, Shirley Robinson, Teresa Meddings, Jane Fouty
- Zoom Attendance:
 - Scott Maxwell, Deirdre Guyton, Mary Beth Myers
- Guests in attendance:
 - Sheri Goff
 - Dr. Mark Manchin, President, Glenville State College
- Enough people were in attendance for a quorum.
- The GSC foundation generously provided food for the meeting.
 - ACCE thanks GSC for providing the space, food, and technical equipment for today's meeting.
- Dr. Manchin gave us a welcome and announced GSC is working on becoming GSU.
 - Hoping by Feb. 22, 2022, the institution will have university status. (GSU DAY)
 - They are also working on developing a nursing program.
 - He is also having meetings in Charleston. One meeting regarding developing a veterinary school in the Glenville area.
- Ken Harbaugh spoke to Dr. Manchin about the market study and asked for the support of the presidents in accepting K-12 employees as the most comparable "competition" against higher education staff and faculty.
 - Dr. Manchin stated that he agrees and is in support of that stance.
- Bob Long spoke to Dr. Manchin about the pull back of rights for classified employees.
 - He mentioned that the voices of staff are not on the front end of the creation of legislation.
 - Dr. Manchin agreed that opinions are not effective on the back end.
 - Dr. Manchin restated that he is willing to be an advocate for staff because he knows that once rights are eroded, they are hard to get back.
- Jenna Derrico asked for Dr. Manchin's support in sharing news about legislation that relates to staff, our rights and benefits as someone who frequently has a seat at the table.
 - Dr. Manchin stated that as long as he remains at GSC, "staff will have a seat at the table" and that he will always listen to them and their concerns.
- Bob Long asked Dr. Manchin about changes to accessibility to the legislature.
 - Dr. Manchin recognized that accessibility has decreased drastically.
 - Dr. Manchin stated that people who need to be accessible have hidden behind COVID. Stated that the legislature needs to be open, that it is the "people's house."
- Ken Harbaugh spoke about the general need for stronger funding in higher education.
 - Also mentioned potential changes to code 18B-6-6.
 - Jenna Derrico mentioned that in the last two years the legislature has given more power to Boards of Governors and has taken away from state agencies, allowing institutions to act as silos with less mandatory reporting and transparency for taxpayers.
 - Dr. Manchin restated that we need to continue speaking and advocating.

- He stated that he is a great advocate and will continue being a great advocate for those who do not have enough of a voice.
- Jenna Derrico mentioned to Dr. Manchin that the ACCE is a resource to presidents.
- Dr. Manchin advised the group to speak to legislators with specifics.
 - Don't ask for more money without discussing why the money would be a benefit.
 - Present how many people would be affected.
 - Leverage the fact that legislators need votes.
- **Review of minutes**
 - Review of August minutes:
 - Call to move for approval of August minutes.
 - Amy Pitzer motioned; Michelle Lang seconded.
 - August minutes approved.
 - Review of September minutes:
 - Call to move for approval of September minutes.
 - Amy Pitzer motioned; Teresa Meddings seconded.
 - September minutes approved.
 - Review of October minutes:
 - Call to move for approval of October minutes.
 - Teresa Meddings motioned; Shirley Robinson seconded.
 - October minutes approved.
- **Survey discussion**
- The group discussed our best option for wide and effective distribution for the survey at our various campuses.
- Jenna Derrico mentioned that questions 6 and 7 were the heart of what the survey's intent is.
 - Use number 7 for possible ideas to increase staff member involvement.
- Sheri Goff mentioned stating the name of ACCE reps at the bottom of each school's individual surveys for questions or concerns.
- Final question will be used for additional comments.
- Jenna Derrico asked all ACCE reps to determine within their institutions about how this survey needs to go out.
 - Are there any specific channels that the survey must go through or not?
- Amy Pitzer mentioned turnover at institutions due to the transition from classified to non-classified systems.
 - Group decided to not ask how long staff members had been at their institution to prevent fears of retaliation against respondents.
- Sheri Goff asked if it was possible to give cabinet level members a limited survey focusing on the awareness section only.
 - Bob Long mentioned that would be an indicator of how involved cabinet level members are.
 - Amy Pitzer mentioned that it would also work in the reverse. Do staff members, ACCE reps, etc., actively try to communicate with cabinet level members?
- Amy Pitzer asked if it would be possible to ask if the HEPC had a system to reach all higher education staff.
 - Some institutions may not allow ACCE reps to survey their staff directly

- Bob Long mentioned a need to determine what specific information staff members wish to receive but are not currently receiving.
- Teresa Meddings mentioned that Marshall has different processes on new employee versus new faculty.
 - Issues with the onboarding process.
- Using this survey to determine what is or is not happening as far as educating employees and using that information to guide staff council discussions for issues such as effective onboarding.
 - Using the information to compare what certain schools are doing or not doing effectively.
- Amy Pitzer discussed data reporting issues and how they reveal issues of fair hiring.
 - More faculty and administration being hired than staff, giving staff members an improper workload.
- Amy Pitzer mentioned Concord's Human Subjects Review Committee as a potential group to look over the survey.

- **Patricia Humphries, Vice Chancellor for Human Resources and Michelle Stark, Human Resources Specialist Senior**
- Patricia Humphries and Michelle Stark joined the call at 2:00 pm.
- Plan C of the TIAA has started and HR offices should be receiving training and information soon.
- The HEPC website now has a Health Savings Account page.
- Michele Stark asked if HSA is available to all PEIA.
 - It is only plan C.
- HEPC still waiting on personnel files.
 - Due date was 10/16.
 - This is delaying the market study. HEPC is not setting a time frame for market study until all possible data is collected.
- Patricia Humphries asked that we first reach out to members of HEPC classified staff to recruit an HEPC ACCE rep, then reach out to non-classified if necessary.
- We may be choosing a different date for the HEPC meeting on December 2.
 - Location and schedule issues at the HEPC and BridgeValley CTC.
- Group asked if Kronos is properly pro-rating leave for employees at less than one FTE.
 - It is working for classified but there are issues for non-classified.
 - HEPC is working with Kronos to correct the issue with the FTE.
 - If the FTE is not entered correctly then it affects the accrual of leave.
 - Kronos cannot be fixed until they fix the HRM.
 - Has been an issue since implementation of the Kronos system.
 - HEPC states that all institutions and employees should be aware of any leave of absence issues as it has been expressed by the HEPC in Kronos calls and trainings.
 - Institutions should be adjusting issues manually since they should have knowledge of the issue.
 - New HR officials may not be aware of the issue.

- Kronos issue is another problem showing the complications of having two systems, classified and non-classified.
- **PEIA**
- Bob Long discussed the issue of PEIA funding and its plan.
- We can anticipate no premium increases for the 22-23 year but large increases beginning 23-24.
- Yearly increases starting in 23-24: 9%, 16%, 12%, 12%.
- Funding for the PEIA will greatly affect funding for higher education.
- *Justice no PEIA hikes on my watch.* - article
 - Can be found on the Charleston Gazette website.
- This issue could greatly impact the higher education workforce in retainment and turnover.
- **Committees:**
- Student advocacy committee
 - Hand-shake networking program.
 - LinkedIn for fresh graduates or current students.
 - WVUP returned to in-person classes because of poor student performance.
 - Mental health issues were reported as a large factor in poor student performance.
 - Return to classroom has helped.
- Legislative Committee
 - Possible changes to 18B-6.
 - Importance of ACCE members making connections with various legislators.
 - Staff councils need to try to make connections with any members of the education committee.
 - LISTSERV has information on how to have successful meetings with legislators.
 - Getting our faces across is just as important as our agendas.
 - If your staff council does not have a legislative committee, consider forming one.
 - Keeping it to no more than 5 members can be helpful.
 - Be aware of how many people you represent at your school as an ACCE and staff council rep.
 - Directory booklet can be found in the basement of the Capitol.
 - Has all legislators, their districts, committee involvement, etc.
- July 24-26 is the availability for the next retreat with Canaan Valley.
 - Check individual schedule availability.
- **New business**
 - none
- **Old business**
 - None

- **Meeting adjourned at 3:50 pm.**

Submitted by,

Yodev Ocasio