



**Meeting Minutes  
December 13, 2021  
Marshall University Graduate College  
and Zoom  
9:00 am**

**MEMBERS PRESENT**

Amy Pitzer	Concord University
Jenna Derrico	West Virginia Northern Community College
Chris Gray	Southern West Virginia Community & Technical College
Verne Britton	WVNET
Barbara Sanders	West Virginia School of Osteopathic Medicine
Dee Preston	Mountwest Community & Technical College
Michele Lang	Glenville State College
Jane Fouty	BridgeValley Community & Technical College
Erin Trump	New River Community & Technical College
Dara Massey	West Virginia University Institute of Technology
Lindsey Morgan	West Virginia University at Parkersburg
Robin Yeager	Fairmont State University
Teresa Meddings	Marshall University
Shirley Robinson	West Virginia University
Michael Casey	West Virginia State University

**GUESTS**

Matt Turner	Executive Vice Chancellor for Administration
Kristin Boggs	General Counsel (HEPC)
Patricia Humphries	Vice Chancellor for Human Resources
Michelle Stark	Human Resources Specialist Senior
Jeannie Reed	HEPC Staff
Angie Kerns	HEPC Staff
Vickie Hairston	HEPC Staff
Ken Harbaugh	Emeritus
Robert Long	Emeritus

1. Meeting called to order at 9:09 am and quorum determine
2. Discussion with Matt Turner
  - a. Commission meeting on Friday.
  - b. HEPC has been working on the funding model
    - i. Started working on model in late 2019
    - ii. Model will be outcome based
    - iii. Using the Tennessee model as the basis for development of new funding model
      1. Legislature wants to give a premium for degrees that are for in-demand fields/programs

2. Trying to put some data behind the determination of what are in-demand fields/programs
    - iv. Student success is going to be based on progression metrics
    - v. There will be some flexibility to allow them to deal with differing missions
    - vi. Institutions get to somewhat choose what metrics they want to focus on achieving
    - vii. Have brought in several people from other institutions to help develop the data to base funding
    - viii. Will be developed as a rule
      - ix. No institutions will initially be harmed
      - x. Not going to be compared to other institutions
      - xi. Med schools are separated out of the model for the time being
      - xii. There will be a timeframe which institutions could not make changes in metrics
    - xiii. Trying to figure out how to account for out of state students
    - xiv. Close to getting all the data in order to run the model and look at how to implement
    - xv. ACCE would like to see what a phase in of the model would be and historical review of the model
  - c. Matt has offered to help us getting in to see legislators
  - d. There has been discussion about starting a veterinary school
3. Kristin Boggs
  - a. ACCE is interested in open meetings laws and institutional policy review at the Council level (how is it working, timelines). Interested in the policies that institutions have been using to make all staff non-classified
  - b. Policy review
    - i. Understanding of the process
      1. College puts out notice for review
      2. Goes to HEPC for legal review
        - a. Sends to subject matter experts of the policy topic
        - b. Reviews for legal changes of policy
        - c. Will provide insight back to the institutions or offer suggestions
      3. Policies on changing to all non-classified has not been reviewed by Kristin. Policies may have been reviewed by Bruce Walker.
      4. If a statute does not require a policy to do something, then there is no need to create policy
      5. HEPC does not have the authority to require an institution to have a policy.
  - c. Open meeting laws
    - i. Kristin is open to going to institutions to do training on things like open meetings training, Freedom Of Information Act (FOIA) and etc

- ii. Should not have regularly scheduled executive session as part of agenda
  - iii. On agenda executive session has to be specific. Putting on the agenda “executive session for personnel matters” is not specific enough. Item on agenda has to specifically list the reason for the executive session
- 4. Patricia Humphries and Michelle Stark
  - a. Waiting on the personnel file data from the institutions
    - i. Report working titles in board report instead of the generic titles. This is to help provide Trish clarity in the title
    - ii. Getting more participation in the CUPA HR salary survey. Best resource on national salary information. If all institutions use CUPA this will help reduce the cost of the data from CUPA
    - iii. Has about 75% of our titles matched to the CUPA titles
    - iv. Institutions need to use the six-digit title code and not the Z codes
  - b. Funding the market study
    - i. Needed to get quotes to find out how much it will cost
      - 1. Get data first
    - ii. Really need to get job descriptions on all jobs.
  - c. Hoping to hire a half-time consultant to help work on classification and compensation
  - d. ACCE needs to keep pressure on the market salary study, review and cooperation with the HEPC. Encourage participation in CUPA. When meeting with President, encourage them to budget for compensation increases
- 5. Follow-up comments on what was presented
  - a. When will constituent input be included in the funding model
  - b. Finding out if institutions are planning to participate in CUPA
  - c. Look for policies or minutes for those schools that have gone all non-classified
  - d. Talk to school about planning for salary increases, especially with the increase in inflation
  - e. With the de-centralized system, there is limited opportunity to challenge when an institution is not following policy or law
  - f. Staff need to be involved at the beginning when a policy is developed
  - g. Each rep needs to look at how their institution defines a critical employee
  - h. Need to be looking at relative market equity, especially when compared to faculty
- 6. Update from HEPC meeting
  - a. Communicate that we are waiting to provide input
  - b. Waiting to see the outcome for proceeding with market study
  - c. Got the annual update from student group and their initiatives
  - d. Update on funding model. Funding allocated for in-state students
    - i. Presidents recommended a three-year review at first then moving to a five-year review

- e. HEPC revoked Ohio Valley University's right to confer degrees
7. Discussion with Classified Staff from HEPC and Community & Technical College system
8. Table the review of minutes
9. Staff Engagement Survey
  - a. Going to work through HEPC to send out survey
  - b. Recommended to have multiple collectors (a specific person at each institution)
  - c. Getting a CSV file with emails of all non-faculty employees
  - d. Only can track what institution the response is from
  - e. Survey Monkey will send out reminders to those who have not responded to the survey
  - f. Can use logic to determine what questions a person answers based on the response demographic question
  - g. Open-ended questions are useful but can be data intensive, but we need to have a plan to compile and analyze
  - h. Ask the Chancellor or Matt Turner to send out an email to each institution to let them know about the survey
10. Committee Reports
11. New Business
  - a. Ken Harbaugh has agreed to pay the fee to renew our website domain name wvacce.org
  - b. Ken Harbaugh suggest that the Retreat committee remember about having Kristin Boggs present
  - c. A senator proposed to eliminate the HEPC and going to the office of Higher Education under the Department of Education
12. Campus Concerns
  - a. BridgeValley's Board of Governors is currently meeting to choose a new President
13. Barbara Sanders made a motion to move the March 2022 meeting to BridgeValley. Dee Preston seconded the motion. The motion passed.
14. Verne Britton motioned to adjourn, Barbara Sanders seconded the motion. The motion passed. Meeting adjourned at 2:46 pm.

Submitted by,  
J. Christopher Gray,  
ACCE Secretary