



**Meeting Minutes**  
**February 21, 2022**  
**Marshall University Graduate College**  
**In-person and via Zoom**  
**9:00 a.m.**

**MEMBERS PRESENT**

Jenna Derrico	West Virginia Northern Community and Technical College
Amy Pitzer	Concord University
Teresa Meddings	Marshall University
Verne Britton	WVNET
Barbara Sanders	West Virginia School of Osteopathic Medicine
Jane Fouty	BridgeValley Community and Technical College
Shirley Robinson	West Virginia University
Mary Beth Myers	Shepherd University
Dee Preston	Mountwest Community and Technical College
Yodev Ocasio	West Liberty University
Michael Casey	West Virginia State University
Dara Massey	West Virginia University Institute of Technology
Lindsay Morgan	WVU Parkersburg
Michele Lang	Glenville State College
Robin Yeager	Fairmont State University
Deirdre Guyton	Bluefield State College

**MEMBERS ABSENT**

Erin Trump	New River Community and Technical College
Hope Spriggs	Blue Ridge Community and Technical College
Angie Kerns	Community and Technical College System of WV
LeeAnn Shreve	Eastern Community and Technical College
Mike Lynch	WV University Potomac State College
J. Christopher Gray	Southern WV Community and Technical College
Vacant	Pierpont Community and Technical College

**GUESTS**

Ken Harbaugh, ACCE Emeritus  
Bob Long, ACCE Emeritus  
Matt Turner, Executive Vice Chancellor for Administration, West Virginia Higher Education Policy Commission  
Patricia Humphries, Vice Chancellor for Human Resources, West Virginia Higher Education Policy Commission  
Michelle Stark, Human Resources Specialist Senior, West Virginia Higher Education Policy Commission

- The Chair determined that a quorum was present. Meeting called to order at 9:05 a.m.
- The group moved to the first order of business on the agenda, review of the January Minutes.

The Chair announced that Patricia Humphries, Michelle Stark, and Matt Turner would join the group and that we would adjust our agenda for the day to accommodate their arrival. The group agreed.

- Mrs. Humphries and Mrs. Stark joined the group first and discussion ensued regarding the analysis of personnel files for the purpose of conducting the compensation reviews. Ms. Stark reported that all schools completed their annual board reports. Ms. Humphries reported that the HEPC questions the accuracy of some of the information provide to them. Ms. Stark reported that if they remove faculty from the report, and just look at classified and non-classified employees, there is a total of 5,977 staff in the system. She also reported that of that 5,977 total, 64% (2,271) are exempt, 36% (3706) are non-exempt under FLSA, and 38% of the total are classified staff.
- Humphries and Stark commented about the difficulties of preparing for the market study with the current information in Oasis that is available to them. Only about one-fourth of the non-classified titles have an actual, real job code; others are using a "z" code. Ms. Stark is going through 2,884 titles to fix the codes. Some schools are making corrections now too. MU is cooperating. WVU — not as much. CUPA won't let HEPC access individual institutional data without the permission from the school since the schools pay for the CUPA account, and not HEPC. WVU uses the system, and they do their own salary analyses using job codes. They also noted that the WV Higher Education Compensation Program is not specific to classified positions. It was designed to work for all staff positions, both classified and non-classified. Ms. Humphries also stated that the HEPC is and has been advising schools that it might not be appropriate to make all staff non-classified based on current law.
- The funding model for higher ed was briefly discussed. HEPC supports the House version of the bill. The 5% salary increase the Governor promised in his State-of-the-State address is 5% of the average salary of all state employees. Schools do not receive funding for any positions considered auxiliary or paid via tuition and fees. Schools have to make up the difference by adjusting the amount of raise they provide. Also the schools can allocate the money as they see fit unless there is specific language in the final bill that says each employee will receive a specified amount or percentage.
- Executive Vice Chancellor Matt Turner joined the group via Zoom. He gave an update regarding pending legislation. Mr. Turner said he expects the higher education funding model bill to go to conference committee. All may not be in agreement on the "exempt schools" language in the Senate version of the bill. He stated that the HEPC favors the House version. If passed it would allow the HEPC to make a recommendation to the budget office and then the money budgeted would be run through the formula to give the legislature a basis on how much to appropriate to higher ed. Mr. Turner also noted that "the percent of schools receiving less than 40% of their total revenue from the State" has been changed to "less than 40% of funding is received from the State."
- Turner mentioned SB498 (Anti-Racism) bill is still moving but has had changes made to it-milder than previous versions. HB4723/SB653 (Fairmont/Pierpont merger) is moving. Wonders what others that have divided may do if it passes. The HEPC is hopeful to ensure the mission of the CCTCE is kept regardless of how the merger bill works out. HEPC would investigate if specific wrong-doing would be presented to them. The forensic audit called for by Senator Bob Beach is having an effect on proposed legislation. Turner noted that the Legislative Auditor would have to do that type of audit if deemed appropriate, however the HEPC would participate and assist

as requested. The Fairmont State University BOG chairman took offense and charged back at Beach's allegations. According to Turner, the Aviation program is one area of disagreement between the two schools — neither one has suitable space for it. He also noted that a lot of misinformation is out there and he thought it to be a "volatile situation" and likened it to a "long, slow divorce." If the bill does pass, the current language would guarantee the employees' jobs at Pierpont would be guaranteed through 2023.

- In response to a question from Mr. Britton, Mr. Turner responded that the merger bill appears to be region specific and influenced by the two boards of governors chairs and lawmakers. He described it as more of a local concern vs. a party-based concern.
- Campus carry has not been pursued this year as was predicted. The bills were introduced but were not moved through committees by the leadership.
- Turner reported that the 5% pay raise for state employees is in good shape and reminded the group that it doesn't cover any special revenue employees. He wishes it was more comprehensive. Schools will have a tough decision to make when they decide how to allocate those dollars in their institutional budgets. There is no guidance language in the bill.
- Vice Chancellor Humphries stated that she believes the new salary dollars should be applied to market and not across the board because it is unfair to schools with a lot of employees paid by special revenue accounts. As for the one-time inflationary increase of 2.5% the Governor proposed — under current law, a bonus cannot be given to state employees. An ACCE member remarked that a one-time "salary enhancement" was given to state employees in 2009 and was reduced the following year.
- Mr. Turner talked about the FAFSA applications being way down across the state and asked members of ACCE to share ideas with Jenna to send to him about ways to reach the adult population and potential students regarding FAFSA completion. They have reached out to county high school counselors and school boards to make students complete the FAFSA and it hasn't seemed to help.
- Ms. Humphries responded to a question from Mr. Harbaugh regarding the lack of schools completing employee performance evaluations. Ms. Humphries seemed unaware of it being an issue and stated performance evaluations as a best practice of human resources.
- Chair Derrico asked for an update on an RFP for the market study and according to Ms. Humphries, Ms. Stark is working on job codes, benchmarks and data needed, and she is working on deciding if an outside agency is necessary. She doesn't believe this salary survey would be as extensive as a "Mercer" study has been in the past. Just need someone to validate what we do internally. And trying to decide on the work to be done and what the work product is that we are to receive. ACCE was very concerned given that state code calls for an external salary survey to be completed at the 5-year mark. Chair Derrico reemphasized that ACCE wants an external market study to be completed and on time. Ms. Pitzer commented that all these things they are working on should have the help and assistance of either the Job Classification Committee (JCC) or the Compensation Planning and Review Committee (CPRC). These committees have not been involved to date.
- Chair Derrico asked if there are any repercussions for schools not sending in data requested by the HEPC. Ms. Humphries said quality of the data is the concern. Everybody is sending data.

She stated that she can do a study only for classified positions if we wanted her to go in that direction. That particular study would change the quality of the data received by a company given the small pool of classified employees in the state. She also stated that there are no job descriptions for most non-classified positions. They can't benchmark those jobs if there are no descriptions. A consultant is to do a job analysis but they won't write job descriptions from scratch for all the non-classified jobs. Once again, the group asked Ms. Humphries what information is needed to do a proper market study and once again Ms. Humphries did not provide details.

- Much discussion among ACCE members took place after guests left the call. The following concerns were voiced:
  - a. The VCHR goes back and forth over whether or not the HEPC has what they need to do a study.
  - b. The HEPC is asking classified employees to trust data that they willingly say is questionable and not trustworthy.
  - c. There doesn't appear to be a timeline and plan for implementation.
  - d. There doesn't appear to be any delegation of duties with regard to the study and resistance to getting work done through the JCC and CPRC.
  - e. HEPC willingly accepts institutions' non-compliance with the grandfather clause in state statute regarding classified employees and then also willingly ignores the statute's requirement of an external agency to do the 5-year market review while telling us they question the data they have received from some institutions.
  - f. State code calls for annual institutional reviews of salary data. Has this occurred? How many salary reviews have been done? Which institutions have done them? What changes occurred as a result?
  - g. The group disagreed with Ms. Humphries' assertion that approximately 60% of non-classified positions are without job descriptions. All the employees who were moved over to non-classified involuntarily when defined as being "critical" to the institution's mission had job descriptions prior to that move that probably have not changed much if any.
  - h. Humphries offered no plan to how they will obtain data and job descriptions for non-classified employees.
  - i. ACCE remarked that classified employees need to have faith in data and in the market study process and findings.
- The group broke for lunch and resumed at 1:10 pm.
- It was noted that public colleges that aren't already exempt and had under 40% state funding rate for the last three fiscal years are:
  - 1) BSC 29%
  - 2) BRCTC 35%
  - 3) BVCTC 35%
  - 4) CU 28%
  - 5) WLU 21%
  - 6) WVSU 30%

It was also noted that WVNCC is in the 50% range while WVU is around 18%.

- 1) The group returned to the agenda and the Chair entertained a motion to approve the January minutes. The motion was made by Barbara Sanders to approve as amended, and a second was

made by Jane Fouty. Motion passed with no opposition. Chair Derrico thanked Robin Yeager for compiling the minutes in the absence of the ACCE secretary.

- 2) Chair Derrico ask for the By-Laws committee to hold a meeting soon and start making recommendations for revisions needed to the full membership. She would like to set aside some time to work on by-laws at the next few meetings if possible.
- 3) The agenda then turned to July retreat planning. The chair wanted ideas on who to invite and what kind of information they could provide to ACCE. Key legislators, HEPC General Counsel Kristen Boggs, chairs of the HEPC and CCTCE were mentioned as possibilities.
- 4) The Chair then asked for New Business to be considered.
  - a) The chair asked if there are any COVID-related issues being reported at the campuses. None were reported. FSU lifted their campus mask mandate — it's up to individuals if they wear or not. WVNCC still testing every week. Employees can work remotely but if you work on campus you must be tested. There is no vaccine mandate at Northern.
  - b) It was noted that schools all handle inclement weather days differently. There is disparity in treatments even on the same campus it seems.
  - c) Mr. Harbaugh wanted to keep the issue of lack of performance evaluations being done on the campuses as an important issue for ACCE. He noted many ACCE members in the room said they had not been evaluated in this last year. The question of why do we do evaluations if there is no mechanism to reward great employees came up again. HEPC has not produced a model merit policy to date.
  - d) Ms. Sanders noted that WVSOM just instituted a pilot telework program to respond to COVID type issues and to address retention and recruitment of employees. She agreed to share on the discussion list if others may be interested.
  - e) Ms. Morgan raised the issue of PEIA. It is being reported that huge increases to employee/employer costs will be voted on for the 2024 plan year (as Jim Justice leaves the Governor's Office). We need to work with legislators now and make it an issue at the institutions so they can plan for it. ACCE understands that we need a dedicated funding source for PEIA.
  - f) Several other institutional issues were discussed such as FEAP positions. The chair agreed to talk more on this issue at a future meeting.
- The next meeting of the ACCE will be at the ATC of BridgeValley on March 11. Ms. Fouty will provide details as we get closer to the meeting date.
- Mr. Britton made a motion to adjourn. Ms. Lang seconded the motion. The meeting adjourned at 2:45 p.m.

Submitted by:  
Amy Pitzer, Vice Chair of ACCE