



Meeting Minutes
March 11, 2022
BridgeValley Community & Technical College
In-person and via Zoom
9:00 a.m.

MEMBERS PRESENT

Deirdre Guyton	Bluefield State College
Jane Fouty	BridgeValley Community & Technical College
Robin Yeager	Fairmont University
Michele Lang	Glenville State University
Teresa Meddings	Marshall University
Dee Preston	Mountwest Community & Technical College
Erin Trump	New River Community & Technical College
Yodev Ocasio	West Liberty University
Jenna Derrico	West Virginia Northern Community College
Barbara Sanders	West Virginia School of Osteopathic Medicine
Michael Casey	West Virginia State University
Shirley Robinson	West Virginia University
Dara Massey	West Virginia University Institute of Technology
Lindsay Morgan	West Virginia University Parkersburg
Jamey Kesner	West Virginia University Potomac State College
Verne Britton	WVNET

MEMBERS ABSENT

Hope Spriggs	Blue Ridge Community & Technical College
Vacant	Community & Technical College System of West Virginia
Amy Pitzer	Concord University
Vacant	Eastern West Virginia Community & Technical College
Vacant	Pierpont Community & Technical College
Mary Beth Myers	Shepherd University
Chris Gray	Southern West Virginia Community & Technical College
Vacant	West Virginia Higher Education Policy Commission

GUESTS

Dr. Casey Sacks	President, BridgeValley Community & Technical College
Patricia Humphries	Vice Chancellor for Human Resources, WV Higher Education Policy Commission
Michelle Stark	Human Resources Specialist Senior, WV Higher Education Policy Commission
Ken Harbaugh	Emeritus
Bob Long	Emeritus

1. Call to order - Chair Derrico determined there was a quorum and called the meeting to order at 9:05 am
2. Discussion with Dr. Casey Sacks, President of BridgeValley Community & Technical College

Dr. Sacks discussed some of BridgeValley CTC's initiatives including sharing instructional space with other CTCs, using data analytics to get students in the right classes at the right time, and focusing on wraparound services like transportation. BridgeValley is offering customized workforce development training such as for an electric bus company or for electrical line workers, but also focusing on creating academic programs in the process to give students a pathway to a BOG degree, a transfer option for a bachelor's degree, and the ability to access financial aid. The average student is a 29 year old mother with a job, but the college is trying to start students on a college path earlier through dual enrollment programs, particularly in technical fields. The college has a facilities master plan which is nearing approval and which would better match the square footage with the current enrollment. Dr. Sacks said that the withdrawal of WVU Institute of Technology from Montgomery was a huge loss but it's still a very vital community, and BridgeValley is still offering programs in that community that aren't being offered elsewhere.

The ACCE discussed with Dr. Sacks issues related to classified and non-classified staff designations, institutional compensation philosophies, barriers to shared governance, and the outcomes-based funding model in development by the HEPC.

3. Updates from Patricia Humphries, Vice Chancellor of Human Resources, and Michelle Stark, Human Resources Specialist Senior, Higher Education Policy Commission

Vice Chancellor Humphries stated that there is no set timeline for the completion of the external market study. The HEPC is not on track to conduct the study this fiscal year as previously planned, but will conduct it by the end of the calendar year.

Ms. Stark has been analyzing the data from the institutional personnel files. Many institutions included working titles in the personnel files, so the HEPC is attempting to confirm clear benchmark jobs (including data and job titles from WVU) in order to move forward with an RFP. Ms. Stark shared three examples of job titles (Accountant, Financial Aid Counselor, and Human Resources Representative) and the various versions of the title, job code, and job families that exist in the system for each, including Z codes that may be in use where HR departments did not do best-fit analyses to see which classification would be most appropriate.

Next steps include:

1. Pick common titles
2. Validate titles by requesting job descriptions from schools

3. Consolidate and update Master Class Specifications to reflect job descriptions from schools. JCC will assist on this step, and possibly HR officers. The HEPC also has approval to hire extra help to assist with this step.

The Vice Chancellor stated that in the last market study, the HEPC was only given 6 months so benchmarks were not validated. If schools were using JDXpert, this information could be more easily maintained, so Ms. Stark has conducted training with HR staff to use the software correctly and has also pushed the use of MarketPay.

4. Review of Minutes - Michele Lang motioned to table the review of minutes. Dee Preston seconded. The motion passed.
5. Retreat Planning - The ACCE would like to invite the following guests to address the group at its July retreat:
Kristen Boggs – to cover open meetings laws
Chancellor Sarah Tucker
Matthew Turner
Patricia Humphries
The Chair of the Commission and Council

Other topics for discussion could be institutional budgeting (possibly with staff BOG reps invited), a panel of legislators, and school updates from Staff Council Chairs.

6. New Business - The group wants to follow up during another meeting on the issue regarding the overpaying of benefits for employees who are less than 1 FTE.

The group also discussed Reductions In Force that have occurred at Mountwest CTC and West Virginia State University.

The group discussed the legislative session, including a proposed Pierpont/Fairmont merger. The aviation and maintenance programs between the two schools are currently sharing space; one suggestion under discussion is Fairmont State taking over the maintenance program. This would represent 200 students of Pierpont's total of 1,600. Other legislation the group discussed was House Bill 4723 and Senate Bill 653.

7. The ACCE extended its appreciation to BridgeValley Community & Technical College and to Dr. Sacks for their hospitality.
8. Motion to adjourn was made by Verne Britton. The motion to adjourn was seconded by Dee Preston. The motion passed. The meeting adjourned at 12:21 pm.

Submitted by,
Jenna Derrico