

## ACCE Meeting Minutes

April 22, 2022

WVU

9:00 a.m.

In Person: Verne Britton, Bob Long, Lindsay Morgan, Peggy Runyon, Robin Yeager, Jamey Kesner, Barbara Sanders, Michael Casey, Shirley Robinson, Jane Fouty

On Zoom: Teresa Meddings, Amy Pitzer, Dara Massey, Dee Preston, Sierra Spitzer, Jenna Derrico, Yodev Ocasio

Called to order at 9:07am

Introductions for new members

Plan to review March and April meeting minutes at May meeting

- By-Laws Review
  - Suggestion made to add “non-classified employees” to terminology
  - 18B-6-5 is specific to classified and can’t be changed
  - In conflict with state code as they are now, because they haven’t been updated in so long
  - Add sentence to say that non-classified employees can be elected if classified staff are not included at that institution. Who would elect that person?
  - Jenna: **If an institution has no classified employees, they may elect a non-classified employee to be an ACCE rep.** Voting would be done by non-classified staff.
  - Amy: **for the purpose of election to ACCE and representation, non-classified employees do not include President/Chief Executive and their cabinet.**
  - Bob: we would have to modify 18b to accommodate this change. Be prepared for someone to challenge this and take it to legislature.
  - More people are participating in Staff Councils now that non-classified are eligible to attend
  - Include the bolded language above in the election section of the by-laws; create section 3 or add to end of section 2.
  - Everyone agreed to this change.
- By-Laws Review continued
  - Elections: for the purposes of voting, leave language as is. If people are present virtually, they would not be able to vote as it is a secret ballot.
  - Vacancies: should we able to do something with members who don’t actively participate and do their job. Previous agreement was that this should be up to staff councils to determine. ACCE can communicate with the staff council if a member is not fulfilling their duties.
    - Chairperson procedures (section 5 b): “In accordance with the procedures outlined in Article 5 Section 1 a vacancy of the Chairperson shall be filled...” Is 30 days a reasonable amount of time? Make it 45 days to allow enough time to schedule a meeting, etc. All agreed.
    - Section C – no changes
    - Section D – no changes
  - Article 6
    - Section 2 f: change from 30 to 45 days to be consistent with change made in Article 5
    - Section 3 (secretary): question was raised about a policy for handling the absence of officers, especially this one as others are having to absorb the duties
      - Agree that we need a general statement regarding absenteeism of members
  - Article 7
    - Discussed adding absenteeism statement
    - Excused vs Unexcused absences
    - Historically would inform staff council chairs if their ACCE member had missed 3+ meetings and allowed them to handle it. Bob Long kept an attendance log as secretary for several years.

- Informal policy rather than add to by-laws? The group tabled the decision to next meeting.
- Verne referred to May 2009 meeting minutes regarding this past policy; 3 consecutive meetings or 5 meetings in a 1-year period
- Retreat Planning
  - July 25-26
  - The ACCE Chair has to sign the contract for Canaan
  - The Retreat Committee Chair, Shirley Robinson, will notify everyone when/how to make a reservation
  - Finalize invitations:
    - Trish Humphries/Michelle Stark: market study updates, HR policies being streamlined into one
    - Chancellor Tucker/Matt Turner: any upcoming legislation, sunseting policies, funding for RFP and the scope of it, funding model update
    - Kristen Boggs: Discuss grandfather clause, trainings (open meetings act)
    - Budget analysis
    - Chair of Commission/Council, legislator panel
- Jenna sent Matt Turner an email to ask permission for us to use HEPC's survey monkey to send out our survey regarding barriers
- Old Business
  - FEAP (faculty equivalent administrative position) explanation from Amy and Bob
- New Business
  - Soda Tax repealed
  - Legislature budgeted an average 5% salary increase for all state employees, though institutions only get money based on positions that are paid through the general revenue account. Not getting money associated with employees paid via student tuition, grants, auxiliary funds, etc
    - Some schools will take the pool of money and divide it among ALL employees, not to treat state employees differently.
    - Ask Staff Councils, BOG, administration what the plan is for July
    - Governor did not include language that says this has to be used for salaries, even if that is the intended purpose.
    - Marshall giving full time employees 1.65% raise and \$1000 across the board after that
    - Mountwest - All full time receiving a \$2300 increase
- We appreciate our hostess Shirley and the hospitality of WVU
- Motion to adjourn at 2:17pm

Minutes submitted by,

Lindsay Morgan