



Fairmont State University  
Conference Center  
(also available via Zoom)  
June 13, 2022

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Hope Spriggs	Blue Ridge Community and Technical College
Vacant	Community and Technical College System of WV
Vacant	Eastern Community and Technical College
J. Christopher Gray	Southern WV Community and Technical College
Michele Lang	Glenville State University
Dee Preston	Mountwest Community and Technical College
Vacant	Pierpont Community and Technical College
Vacant	Shepherd University

**GUESTS**

Ken Harbaugh, ACCE Emeritus  
Bob Long, ACCE Emeritus



Meeting began: 9:05am

- 1) Chair determined that a quorum is present.
- 2) Welcome Dr. Dianna Phillips, Provost and Interim President of Fairmont State University (FSU): Dr. Phillips talked about the history of FSU, her career history and WV statistics (50<sup>th</sup> out of 50) of higher education graduates. Also, answered questions from the ACCE participants.

Robin introduced Jon Dodds, staff BOG representative and George Herrick, President of FSU Staff Council and they answered questions from the group.

- 3) Matt Turner did not attend via Zoom.
- 4) Patricia Humphries did not attend via Zoom. Patricia did follow-up with an e-mail to Jenna stating the following:

A draft RFP has been written for the market study, funding is promising

A program called SAVI for higher education is being worked on. It is a service contract through TIAA to help navigate student loan rules and forgiveness programs. The service is free, however if the employee wants SAVI to manage their student loan debt, there is a \$60 fee paid by the employee. WVU has already implemented the program.

Also, HEPC is working on a system-wide option for institutions to provide an Employee Assistance Program, a committee will start meeting next month.

JDXpert contract will not be renewed as it is too expensive for the number of institutions' using it. Michelle Stark is setting up a Sharepoint site for access to Master Class Specifications and working on a method to share the descriptions.

Chair Derrico requests getting a copy of the draft RFP for the Market Study so Staff Council can review. Need details from Trish Humphries regarding timeline of RFP

With the discontinuation of JDExpert, what will replace it?

- 5) Chair Derrico discussed the recent HEPC meeting and asked about timeline for the Market Study which is now over 2 fiscal years funding request. Also, are annual assessments being done and mentioned that they should use the JCC. HEPC mentioned that there was a significant cost and they discussed finding the funding. The funding model was discussed, working on getting the model into a written policy. Pay attention to the policies that are sunseting. What is happening with the future PEIA increases after 2023 fiscal year which will occur beginning 2024 and will occur 3-5 years.



6) The meeting notes for May, 2022 which took place at Bluefield State College were reviewed and updated. A motion was approved to accept the May meeting notes and will be posted onto the website.

7) Retreat planning:

No one is set to present on the budgets, do not have a feel about Chris Gray presenting. Any suggestions, need to find someone who can explain the details of the budget, can be a zoom call. Can we talk to someone in the State budget? What is being proposed for future Higher Education funding. Submitting budgets to the governor's office? Flat model before the funding model is approved. Funding model status and implementation for 2024?

A presentation on Employee Orientations was suggested or have a work session to discuss what different schools are doing. Are there manuals? What does the HEPC do?

Discuss or present on Staff Council websites from different colleges.

Chair Derrico to follow-up with Matt, Trish and Michelle about attending the retreat.

The goals are to have presenters take place on Day 1 but they can attend at any point of the retreat, Day 2 will be set aside for staff council issues, ask members to review their schedules, etc.

**Topics for discussion at the retreat:**

Have a discussion regarding the Market Study. Are college HR reps having questions as to the Market Study. How are new hires being handled?

Send a wish list of topics to discuss to Trish, i.e. PEIA increases. Are there specific questions to ask? Maintenance issues and labor, how is funding distributed? Is referred maintenance included in the budget, allocated bonds are commonly needed. Is it part of the regular budget or is it a separate budget? How do we get funding for deferred maintenance, who oversees this budget and who determines school allotments?

Updates for surplus of State monies and what will it be used for?

A discussion regarding employee evaluations, which institutions are completing an evaluation for every employee yearly. A discussion about progressive discipline being in place at some institutions. Merit pay should not be considered without functional evaluations.

One session for Chancellor and Matt together, (one-hour session) and Trish and Michelle (one hour).

Discussion about missing minutes for the July 2021 retreat; Chris Gray sent his draft in December 2021.

Send tax exempt forms to Shirley for the retreat. Chair Derrico will sign the contract for Canaan Valley resort.



### **Retreat summary:**

Work sessions – Employee orientation (WVU and HEPC)

Staff Council web page – Fairmont State as an example

Budget presentations

Legislators for a panel discussion

Retreat will start at 8:30am on Monday, July 25<sup>th</sup>

Motion to approve retreat meeting notes with Verne's suggestions for updates, passed and will be posted on the website. Also missing December 2021 meeting notes.

8) No committee reports

9) Old Business – Review of By-laws

The review of ACCE by-laws need completed and changes need published before the vote takes place to approve. The by-law changes need completed by the retreat.

### **By-law updates**

Continued By-law discussion updates – left off at Article 8, section 2. Will be finalized and approved at retreat.

Discussion about formal language about extended absenteeism/inactivity defined as three consecutive unexcused absences

Check code references in the current by-laws.

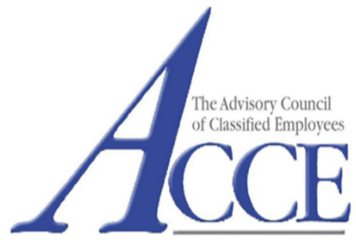
Discussion of procedures of Emeritus membership-new section or article?

By-laws committee will come up with language for officer recall and election of emeritus status using language of due-process.

Status of survey that ACCE created and was submitted to HEPC; waiting on permission from Matt to use the HEPC SurveyMonkey and use of a HEPC staff member to process and analyze the survey. It will be separated by institutions and HEPC will compile results.

Updates from the different college campuses occurred

Thank you to Robin and Fairmont State, Dr. Phillips, Jon Dodds, George Herrick



Motion to adjourn

Meeting at ended at 3:35pm.

Robin Yeager  
Acting Secretary