



Meeting Minutes

March 10, 2023

Marshall University Graduate College and Zoom

MEMBERS PRESENT

Lindsay Morgan	WVU Parkersburg
Justine Bohon	Fairmont State University
Michele Lang	Glennville State University
Teresa Meddings	Marshall University
Dee Preston	Mountwest Community and Technical College
Erin Trump	New River Community and Technical College
J. Christopher Gray	Southern WV Community and Technical College
Michael Casey	West Virginia State University
Jenna Derrico	West Virginia Northern Community College
Barbara Sanders	West Virginia School of Osteopathic Medicine
Shirley Robinson	West Virginia University
Verne Britton	WVNET

MEMBERS ABSENT

Vacant	Blue Ridge Community and Technical College
Deirdre Guyton	Bluefield State University
Jane Fouty	BridgeValley Community and Technical College
Vacant	Community and Technical College System of WV
Amy Pitzer	Concord University
Vacant	Eastern WV Community and Technical College
Vacant	Pierpont Community and Technical College
Jayne Angle	Shepherd University
Yodev Ocasio	West Liberty University
Dara Massey	West Virginia University Institute of Technology
Jamey Kesner	WVU Potomac State College

GUESTS

Ken Harbaugh, ACCE Emeritus
Robert Long, ACCE Emeritus



Chair Morgan called the meeting to order at 9:18 am. The Chair determined that a quorum was present.

INTRODUCTIONS

The ACCE welcomed a new member from Fairmont State University, Justine Bohon.

MINUTES

Chris Gray motioned to approve November 2022 minutes. Barbara Sanders seconded. November 2022 minutes were approved.

Barbara Sanders motioned to approve January 2023 minutes as amended. Chris Gray seconded. January 2023 minutes were approved.

Barbara Sanders motioned to approve February 2023 minutes. Teresa Meddings seconded. February 2023 minutes were approved.

SHARED GOVERNANCE SURVEY

The group reviewed the draft email and letters the ACCE would like to send to institutional presidents and chief executives to introduce the survey and request staff email addresses. Emphasis was put on the fact that the HEPC is providing technical assistance only and was not involved in the creation of survey content. The drafts will be sent to Matt Turner to see if his concerns about the method of survey distribution have been addressed.

Some institutions may refuse to release the emails of their employees without more information or the full list of survey questions. ACCE reps would be encouraged to facilitate a dialogue with their presidents or chief executives to ensure they understand the purpose and benefits of participating in the survey, and if they must share the full contents of the survey they would need to emphasize that the survey has already been built and survey questions will not be changed. The ACCE member can enlist the support of the BOG rep and staff council to encourage administrations to participate. Shirley Robinson mentioned that WVU's Faculty Senate are currently doing a survey and she will inquire as to what their procedure has been to get this approved and/or distributed at WVU.

Employee satisfaction surveys being sent by some institutions have low participation rate and fear of retaliation if it's not completely anonymous, so the ACCE should expect the same could happen with this project.

2022 SALARY DATA

The HEPC HR data portal has been updated with October 2022 personnel data. This includes employee headcount, FTE, salary snapshot, faculty composition, and demographics. The ACCE will request from the HEPC that all data in the HR data portal include a column for institution.

The salary schedule instituted in 2017 means that individuals can get raises without everyone else in that paygrade receiving one.



Some institutions are not conducting evaluations. Staff councils could take a vote and send a letter to the presidents that evaluations are necessary. If supervisors do not evaluate their employees, they should not be eligible for a pay raise. Evaluations are especially important for any employees subject to progressive discipline to establish a record of whether the employee was performing well or given appropriate feedback and opportunities to improve.

LEGISLATIVE CONCERNS

The group discussed the 80/20 premium cost share proposed in SB 268. The group is still wondering how much of a change this is from the current system. Dee Preston wondered if this is referring to certain costs outside of the premiums that are currently covered entirely by the employers.

SB10 passed allowing concealed carry on campus. Each institution will need to write and amend their policies between now and July 1, 2024 explaining how this will be implemented on their campuses. The HEPC is not likely to issue any overarching guidance. Staff assemblies and councils need to be vocal about being a part of this process. We need to work on issues like what is the definition of a private office (is a legislative rule necessary to clarify this definition?), how will our institutions update our emergency procedures, how do we identify to everyone what areas where firearms are and are not allowed, what are people supposed to do when they are moving from an area on campus where firearms are allowed to an area where they are not? How will we handle groups of even younger students like middle and high schoolers? Schools should document the costs, concerns, issues that need additional legislative intervention so that can be brought to the legislature next year before implementation.

HB 268 – see below

HB 2024 Budget bill passed including a \$2300 increase which could be used to offset the increase in PEIA premiums for the year. Are WV higher education employees included in this across the board raise? Does this include those not on general revenue? Lindsay emailed Matt Turner who said higher ed is included in the \$2300 but it's only for employees on general revenue.

STAFF COUNCIL CHAIR MEETING

17 people attended the first Zoom meeting for all staff council chairs. Fear of retaliation was mentioned as a significant barrier for several institutions, especially at schools with lots of or all non-classified staff. Chair Morgan shared information about the survey project. Some institutions, a majority of which have gone to an all-staff model, indicated there was a lack of engagement or active participation in staff council work outside of a small core group of individuals. The group was eager to meet again before the semester is over, so Chair Morgan will send out a poll with options for another meeting at the end of April. All ACCE members are invited to join the call.

The ACCE group discussed whether there are any resources they could share with schools about identifying and responding to perceived retaliation. The group also suggested that this could be a possible topic to cover during the retreat if the ACCE has another session open to all staff.



The group shared some suggestions to drive engagement. Councils should ensure that key administrators such as the President, VP of Finance, Equity/Title IX administrator, Chief Information Officer, and those in charge of equity/Title IX and safety are invited to council meetings to give updates. Staff could submit questions ahead of time for those guests to address at the meetings. Once the administrators have given their reports, they should leave the meeting or call.

The ACCE also has a presentation called "Your Responsibility as Classified Staff Leaders" which can be a great resource for staff council, BOG, and ACCE reps.

COMMITTEE REPORTS

Communications Committee – The group would like to delete older meeting locations from the ACCE meeting page. The information is still located in the agendas and minutes. The Committee needs to meet before April meeting or else have a work session on the April agenda.

Bylaws Committee – The group needs to develop language for emeritus status, addressing absences by ACCE members, and membership eligibility for non-classified staff at institutions that still have classified staff. After article five, the bylaws should have a sentence establishing the makeup of the executive committee. If the group cannot meet before the April meeting, a work session should be added to the April agenda.

Retreat Committee – Chief Logan has no availability. Hawk's Nest is booked with other events that date. The group has until June 23 to confirm with Canaan before rooms are released. The group should try to bring their own projector to Canaan to keep costs down. On the April agenda, the group should brainstorm guests to invite to the retreat.

OLD BUSINESS

Michele Lang is moving in May, so the April meeting will likely be the last she can attend.

NEW BUSINESS

A disturbing trend nationally and locally is newspapers closing or consolidating, leaving fewer reporters to oversee legislative activity. For the first time ever this year, the Senate Judiciary Committee created a bill and sent it to the full legislature rather than just reviewing bills. The legislature also dismissed procedure at the beginning of the legislative session and did not read bills the required number of times. They rarely have public hearings and ignore the concerns brought up when they do have one. All staff must be more diligent and participatory with legislative outreach. ACCE needs to act on its legislative priorities before the next legislative session.

The ACCE thanked Marshall University for its hospitality.

Jenna Derrico motioned to adjourn. Dee Preston seconded. The meeting adjourned at 2:40 pm.

Respectfully submitted
Jenna Derrico, ACCE Secretary