



Meeting Minutes  
April 14, 2023  
Concord University and Zoom

**MEMBERS PRESENT**

Lindsay Morgan	WVU Parkersburg
Deirdre Guyton	Bluefield State University
Jane Fouty	BridgeValley Community and Technical College
Amy Pitzer	Concord University
Justine Bohon	Fairmont State University
Teresa Meddings	Marshall University
Dee Preston	Mountwest Community and Technical College
Erin Trump	New River 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
Dara Massey	West Virginia University Institute of Technology
Verne Britton	WVNET

**MEMBERS ABSENT**

Vacant	Blue Ridge Community and Technical College
Vacant	Community and Technical College System of WV
Vacant	Eastern WV Community and Technical College
Vacant	Glenville State University
Vacant	Pierpont Community and Technical College
Jayne Angle	Shepherd University
J. Christopher Gray	Southern WV Community and Technical College
Yodev Ocasio	West Liberty University
Jamey Kesner	WVU Potomac State College

**GUESTS**

Ken Harbaugh, ACCE Emeritus  
Dan Fitzpatrick, COO/CHRO Concord University



Chair Morgan called the meeting to order at 9:15 am. The Chair determined that a quorum was present.

## **INTRODUCTIONS**

Dan Fitzpatrick, COO and CHRO of Concord University, welcomed the group to Concord University. He shared some challenges including budget cuts and unexpected decisions from the legislature. On the positive side, the legislature allocated \$20 million system-wide for nursing expansion, and Concord was able to secure a federal grant to cover 2023 development costs. They're confident they can support the expense of the BSN program after state and federal funding ends as other schools are still turning away hundreds of nursing applicants and the program may eventually grow to 300 students. The legislature also provided \$209 million system-wide for deferred maintenance, and the university also secured a \$21 million Gear Up grant to transition students from high school to college.

PEIA increases are difficult but waiting longer would have made it worse. The employer's portion of the increase will cost Concord almost half a million dollars, effectively a 4.3% cut to state appropriations. Schools must address compensation this year as well to reduce the impact of the increase on employees which could range from \$71/month to several hundred. Ken Harbaugh suggested that schools consider incentivizing their staff to get on their spouse's insurance if possible and opt out of PEIA, and the college could split the cost savings with the employee.

The legislature authorized \$2,300 for each general revenue employee, which worked out to \$330,000 at Concord or only 40% of the total cost to give all employees a \$2,300 raise. Those funds would only cover a 2.1-2.2% raise for all employees, and Concord is still determining how to provide more than that to all employees.

Mr. Fitzpatrick addressed having two universities in Mercer County by saying that Concord and Bluefield have very different missions and each draw commuters which can keep them from competing directly. Concord works closely with WVU Tech, New River CTC, and the Osteopathic School and hopes to have a similar relationship with Bluefield. With a shrinking college-going population, each institution needs to distinguish itself and fill gaps in programming in their communities.

Concord used COVID funding to grow their reserves of \$1 million to over \$5 million. Prior to the influx of funds, Concord started each year with a \$1 million deficit due to cuts in allocations for five years and declining enrollments; now if enrollment stays flat or improves they will not have that issue. \$21-22 million dollars a year comes from grants and 35% is indirect expense to offset operating costs. Concord also has a strategic planning group which focuses on three-year rather than five-year plans.

When asked if Concord is getting the help they need from the HEPC, Mr. Fitzpatrick says Concord strives to be self-sufficient so they handle their own classification and compensation and use CUPA data to adjust job descriptions and compensation. They begin with boilerplate job descriptions from Mercer/CUPA/Hewitt and then match jobs to those. Using CUPA data is likely resulting in higher compensation than if Concord focused on just WV/TN/KY/OH data. Together with Staff Council, the university is looking at administrative and clerical positions to reduce the number of classifications and



modify job titles as needed. OASIS titles don't match as neatly so working titles are the best representation of job duties.

The number of classified positions has been declining due to legislative changes, and the elimination of bumping was a significant change, but Concord sees no benefit in eliminating classified staff. In 2020, there was a reduction in force which eliminated some classified, non-classified, and faculty positions including some with tenure. It was necessary to balance the budget and reallocate resources to programs with a better chance of success. Employment has grown since then, and some of those positions are covered by grants now, but overall employment numbers are back to 2020 levels.

Concord's set a minimum wage of \$15/hour, and all staff and faculty are at least to 80% of midpoint as a minimum. Managers have discretion to hire up to 90% of the midpoint but need approval for anything above that. If Concord has to pay more to fill a position than is being paid to others in that classification, they have adjusted others to meet that rate. They periodically look at what percentage of midpoint salaries fall at, and the budgeting process each year includes funds for promotions and to address inequities. The long-term goal is for a portion of funding increases from any gain in enrollment to go to improve salaries. Concord tends to favor percentage increases rather than flat dollar increases which generally collapse the salary ranges and retard the growth of the higher salary range. They also compare compensation ratios within and among groups of classified, non-classified, and faculty as well as the student to staff and student to faculty ratios.

It will cost Concord \$250,000 -800,000 dollars cost to implement SB 10, allowing firearms on campus. Chancellor Tucker plans to have an external security expert do a survey to guide the college on implementing the required measures. Once the cost is determined, the school and the Commission plan to go back to legislature to ask for the funds. They may be forced to use a portion of the deferred maintenance allocation as matching funds for replacement doors and windows, and they are also exploring grants for doors, locks, updating cameras, purchasing firearm lockboxes, etc.

### **MINUTES**

Amy Pitzer motioned to approve March 2023 minutes as amended. Dee Preston seconded. March 2023 minutes were approved.

### **SHARED GOVERNANCE SURVEY**

Chair Morgan will email Matt Turner the draft email and draft letter.

These ACCE reps will be in charge of reaching out to the following schools which have no ACCE rep to collect emails:

Blue Ridge	Dee Preston
Eastern	Amy Pitzer
Glennville	Jenna Derrico
HEPC/CTCS	Jenna Derrico
Pierpont	Lindsay Morgan



## **COMMITTEE REPORTS**

Bylaws Committee – The ACCE reviewed proposed changes to the bylaws which are to be formally voted on at the May 2023 meeting.

Communications/Web Committee – The group reviewed and suggested edits for the meetings, minutes, and members sections of the website.

Retreat Committee – Shirley Robinson and Lindsay Morgan will try to get the contract back from Canaan signed. Everyone should send tax exempt forms to Shirley ahead of the retreat. Suggested guests for the retreat: Chancellor Sarah Tucker, Matt Turner, Trish Humphries, a Staff Council Chair panel, and the Senate and House Education Chairs. Some suggested topics: mental health first aid for education, campus carry implementation, and techniques to engage with the legislature.

## **OLD BUSINESS**

Trish Humphries did not respond to the ACCE's request related to the HEPC data portal.

## **NEW BUSINESS**

Amy Pitzer addressed holding an election and maintaining a staff council in the absence of classified staff. The accreditation process at every school requires input from recognized groups of staff, faculty, and students, so there needs to be a mechanism to facilitate this. Non-classified councils are not addressed in WV state code, however. Bluefield's president eliminated faculty senate because it was not protected by statute or specifically authorized in a policy, and the same can happen for staff at institutions with no classified positions. It's better for staff to take the initiative to examine and set their own bylaws and procedures before a president steps in to do it for them. Staff can avoid drawing unnecessary attention by holding elections following the existing procedures for classified staff as closely as they can until they have the chance to make formal changes and keeping those changes modest. However, they do need to determine the cutoff point for participation in and representation by the council – are non-classified employees up to the president's cabinet level included, up to the VP level, or some other cut-off? Remember that presidents, CHROs, and other administration should be coming to meetings and giving updates and fielding questions. Staff should not say anything behind administration's backs that they aren't willing to say or ask them directly at meetings. Ken Harbaugh suggested that schools with both classified and non-classified staff can integrate their councils if they wish selecting reps in each EEO category from classified and non-classified staff or alternately revise bylaws to include an additional category with at least two non-classified staff.

As a reminder, at institutions that have no classified staff but have retained progressive discipline, those employees are not at-will employees. They can only be dismissed with due process.

The ACCE thanked Concord University for its hospitality.

Jenna Derrico motioned to adjourn. Jane Fouty seconded. The meeting adjourned at 3:02 pm.

Respectfully submitted  
Jenna Derrico, ACCE Secretary