



Retreat Minutes
July 24-25, 2023
Canaan Valley Resort and Zoom

MEMBERS PRESENT

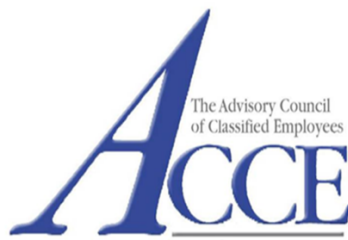
Teresa Meddings	Marshall University
Jane Fouty	BridgeValley Community and Technical College
Amy Pitzer	Concord University
Justine Bohon	Fairmont State University
Jenny Boggs	Glennville State University
Dee Preston	Mountwest Community and Technical College
Erin Trump	New River Community and Technical College
Yulia Friman	Shepherd University
Shelly Stewart	Southern WV Community and Technical College
Michael Casey	West Virginia State University
Jenna Derrico	West Virginia Northern Community College
Scott Maxwell (Proxy)	West Virginia School of Osteopathic Medicine
Jodi Vincent	West Virginia University
Dara Massey	West Virginia University Institute of Technology
Verne Britton	WVNET
Martha Leeson	WVU Parkersburg

MEMBERS ABSENT

Vacant	Blue Ridge Community and Technical College
Deirdre Guyton	Bluefield State University
Vacant	Community and Technical College System of WV
Vacant	Eastern WV Community and Technical College
Vacant	Pierpont Community and Technical College
Vacant	West Liberty University
Jamey Kesner	WVU Potomac State College

GUESTS

Ken Harbaugh	ACCE Emeritus
Bob Long	ACCE Emeritus
Marcella Snyder	West Liberty University
Matthew Turner	Executive Vice Chancellor for Administration, Higher Education Policy Commission
Patricia Humphries	Vice Chancellor for Human Resources, Higher Education Policy Commission
Taran Wolford	Director of Classification and Compensation, Higher Education Policy Commission
Rodney Pell	Executive Director of Environmental Health, Safety & Facilities, Mountwest



Chair Meddings called the meeting to order at 8:50 am and determined that a quorum was present.

MINUTES

Members will send Secretary Derrico any notes on the June 2023 meeting at WVSOM to be incorporated into the June 2023 minutes. The minutes will be reviewed at the next meeting.

HIGHER EDUCATION POLICY COMMISSION – CLASSIFICATION AND COMPENSATION UPDATE

Patricia Humphries introduced the group to Taran Welford, Director of Classification and Compensation, who began July 17. Taran's first priority is to produce a salary schedule with MarketPay. A consultant the HEPC has hired will walk the HEPC through uploading the market data already purchased, matching jobs in MarketPay, and producing the salary schedule. The benchmark job descriptions that they have will be shared with CHROs who will be asked if the benchmarks are relevant and whether any others should be included. There is no timeline for this work.

The HEPC has been working for several years to encourage institutions to reduce the use of Z title codes as those lack detailed job descriptions that can be used for this work. There is no requirement to submit job descriptions for nonclassified jobs, but the HEPC wants all schools to include working titles in their October personnel reports.

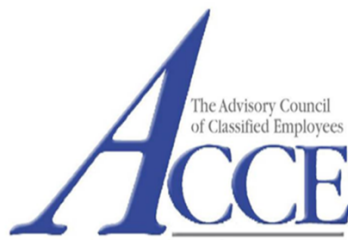
Institutions are having trouble hiring and retaining staff because salaries are at 2017 levels, and employees are taking jobs online or in other states. Vice Chancellor Humphries emphasized that schools have complete flexibility with salaries, but many schools do not adjust salaries to be more competitive. Maybe a new salary schedule will help these schools to understand the problem more clearly. Boards may see the existing schedule's midpoints as the "market" for staff, but they are paying their faculty based on much more updated data.

Vice Chancellor Humphries says the onus is on schools to manage compensation appropriately and fairly for all employee types; if schools are not maintaining equity amongst employee types, then they are not in compliance with the WV legislative intent. There are also federal laws that govern fair wages, and schools may find themselves in trouble with audits or compliance checks.

HIGHER EDUCATION POLICY COMMISSION – CAMPUS CARRY AND LEGISLATIVE UPDATES

Matthew Turner shared that Chancellor Tucker attended a national meeting in Portland, OR and talked to her counterparts in other states that have Campus Carry already. Most reported few issues besides alleviating concerns from the campus communities. The HEPC has a goal to get a consultant to advise colleges on policy making. There is no formal timeline yet. An internal group at Marshall University is also preparing an initial analysis.

Executive Vice Chancellor Turner shared that in the coming year, the legislature will likely look to cover the tax reductions they passed this past session. Some one-time funding may be approved, such as the funding for deferred maintenance allocated this year, but there is not going to be much appetite for funding that is base building. Colleges need to focus on building enrollment and bringing out-of-state



students in. The legislature will also point to the new investment in the dual enrollment pilot as well as the new funding model as ways for colleges to increase funding. Last year's data was used as a baseline that funding should not drop below.

The \$209 million in deferred maintenance funding will become available in the following week. Institutions will send requests to the HEPC for review to ensure schools are utilizing matching funds whenever possible. The governor set up a grants portal as well.

Mr. Turner sees opportunities for shared services as the student body shrinks in WV and schools have trouble filling positions. These would be cooperative, not mandated, initiatives such as shared cybersecurity roles or positions serving rural areas.

MENTAL HEALTH FIRST AID – MICHELLE BIGGS, MARSHALL UNIVERSITY

Michelle Biggs shared information on a nationally recognized Mental Health First Aid program that helps people recognize signs and symptoms of mental health distress and connect those in need to professional help and resources. Ms. Biggs and other certified trainers have grant funding to offer free training to groups of 5 or more, either 8-9 hours in person or 5.5 hours virtually. There is also a grant in the state for EMS instructors to provide this training.

Schools should consider whether training like this should be incorporated into any of the programs they offer. Curriculums exist for veterans, higher education, EMT, etc. so trainings can be customized. More information is available at www.mentalhealthfirstaid.org. Another good training is CPR Suicide Prevention which runs 1.5-2 hours.

Schools are encouraged to work with the HEPC to obtain mini-grants that can help them address the mental health needs on their campuses and to work with the National Alliance for Mental Illness (NAMI) to see what local and community resources are available.

OPEN SESSION

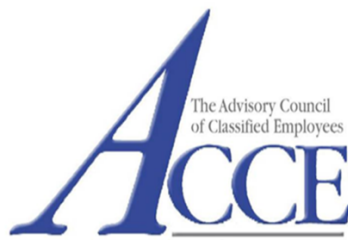
This session was open to all staff via Zoom link and addressed Campus Carry as well as ways to encourage participation in Staff Council meetings and shared governance in general.

CAMPUS CARRY UPDATE – RODNEY PELL

Rodney Pell, Executive Director of Environmental Health, Safety & Facilities, at Mountwest CTC addressed the group on Senate Bill 10 which goes into effect July 1, 2024. He submitted an operational security plan at Mountwest, and other schools such as Marshall and WVU have done likewise. Schools may want to enlist third-party consultants to look at each campus and identify weak spots.

The first 28 pages of the bill take away the authority of our governing bodies of our respective institutions to ban firearms on campus, and the page 29 begins a list of exceptions/exemptions.

Page 29 includes exceptions/exemptions. Each institution pending further guidance can look at exceptions, see how they apply, and regulate possession in certain cases.



Mr. Pell stressed that if a college has adequate security in place to ensure the public is not carrying firearms into an area, then the college can restrict concealed carry firearms in that area. He suggested each college consider if there is a cost-effective way to screen for weaponry at main entrances, so there would not be a need for a self-defense minded person to carry on their own. Limiting weapons up front might be simpler than enforcing a patchwork of restrictions.

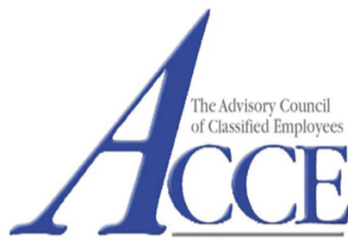
Some other areas where firearms can be restricted:

1. Areas where disciplinary hearings are conducted – Human Resources, Student Services, Office, etc.
2. Sole occupancy offices, which Mr. Pell interprets as a room in which a single person works, containing at least one door and walls that go from the floor to the ceiling.
3. School sponsored functions in specific locations that are rented/leased under exclusive use of the Department of Education. This raised a question as to whether this could cover an entire facility if students from K-12 move freely throughout the building or campus. In his opinion, wherever K-12 students are present on campus, his school would want to restrict firearms.
4. A private function. Schools can regulate whether outside groups can have weapons.
5. Where prohibited by state or federal law, such as a law enforcement booking room on campus.
6. Where patient care or mental health counseling is being provided. The law doesn't say provided by mental health professional, though "patient care" would indicate a need for a healthcare professional. Other people fill roles that can one can argue include mental health counseling – such as those dealing with rehab, veterans, students on the autism spectrum, etc.
7. Hazardous or animal laboratories. Check if you have any of that on your campus. This could potentially apply to any lab space with active gas lines.
8. Large gathering such as sports events and commencement, even if the venue is not college-owned.
9. Daycare must be wholly owned by institution to restrict guns.

Residence halls are particularly complicated and Mr. Pell wants more clarification on how this law would apply to employees required to live on campus or individuals who enter the residential space for business purposes. Schools have to provide secure storage in at least one residence hall or a safe that may be installed in a residence room. Schools can charge a reasonable fee for this.

Some other points Mr. Pell made with regard to the law:

1. Schools need to have policies written on how to handle disciplinary actions for anyone having a firearm where restricted.
2. This does not permit the carrying of a pistol or revolver which is partially or completely in view, which is highly subjective. Just seeing an outline of a weapon through an article of clothing might be interpreted as a breach of the peace. Those breaching the peace could incur criminal charges (such as brandishing) and be subject to academic punishment the college deems appropriate.
3. Neither the carrying or any other conduct of such person shall be construed to be an act of the institution. Individuals can still be held liable but this gives some legal protections to the school.
4. Law requires a current and valid concealed carry license issued by WV. Age requirements are 21+ or an approved waiver for those 18-21.



NEW ACCE MEMBER ORIENTATION

1. Ken Harbaugh shared a PowerPoint about the role and responsibility of staff leaders.
2. The group shared best practices on use of the ACCE LISTSERV discussion list and Zoom calls.
 - a. Remove institutions that have no rep from our LISTSERV list
 - b. ALL use of the ACCE LISTSERV list, school emails, school zoom accounts, school phones and school internet access is subject to FOIA, and ACCE reps should conduct themselves professionally at all times.
3. Amy Pitzer shared recommendations for creating positive relationships with staff:
 - a. ACCE tries to confirm that all new reps are duly elected (not appointed) in accordance with WV state code and institutional policies.
 - b. WV Code states presidents shall convene a meeting to elect staff reps. The rest is up to the Staff Council to establish procedures to hold the election. If this doesn't happen, staff should take that to the BOG but only after staff leaders have tried to build relationships, demonstrate value to presidents, and educate them on their responsibilities.
 - c. ACCE reps are elected to represent classified staff, and code states the ACCE rep needs to be a classified employee. More recently, ACCE has represented more nonclassified staff as more of these positions and entire institutions became nonclassified.
 - d. BOG reps and Staff Council have their own role but ACCE reps need to be informed and advocate for staff and for your institution. At the state level, learn and advocate. At the local level, try to inform and help. Even though there's a BOG rep, state code says that ACCE reps report on the BOG meetings, so ACCE reps should attend those meetings. Original legislative intent was for BOG and ACCE to be the same person.
 - e. Take your own notes for your reports back to staff council meetings.
 - f. When you attend staff council meetings, encourage positive discussions and resolutions. Focus on factual, accurate information and quash rumors.
 - g. Read your institutional policies. Get involved. It's the best way to learn. Read policies on leave, disciplinary processes, etc.
 - h. Try to resolve issues without going to grievance whenever possible. Use good communication.
 - i. Build relationships long term with your administrations, legislators, and colleagues.
 - j. Respect means a lot. You have to work hard to earn that respect. Even if they don't like you (or you don't like them), shared respect is valuable.
4. The group also discussed best practices on ACCE Travel.
5. Jenna Derrico reviewed with the group the WV Legislature webpage, the HEPC webpage, and several important pieces of WV State Code and HEPC policy.
6. Bylaw review – The group tabled this discussion until the following morning.

Chair Meddings adjourned the meeting for the day at 5:20 pm.



Chair Meddings reconvened the meeting on July 25, 2023 at 8:30 am.

ELECTION OF OFFICERS

The group reviewed the ACCE bylaws on elections. Serving as election tellers were Dee Preston and Bob Long, one each from the Commission and the Council.

Bob Long opened the nominations for Chair. Dara Massey nominated Amy Pitzer, who declined. Amy Pitzer nominated Jenna Derrico. Dara Massey seconded. Ms. Derrico accepted.

Jane Fouty motioned to close nominations for Chair. Michael Casey seconded. Nominations for Chair were closed.

Teresa Meddings motioned to elect Jenna Derrico to the position of Chair via acclamation. Dara Massey seconded. Jenna Derrico was elected as Chair via acclamation.

Bob Long opened the nominations for Vice Chair. Jane Fouty nominated Amy Pitzer. Jenna Derrico seconded. Ms. Pitzer accepted the nomination. Jenna Derrico nominated Teresa Meddings and Jodi Vincent seconded. Ms. Meddings declined.

Dara Massey motioned to close nominations for Vice Chair. Teresa Meddings seconded. Nominations were closed.

Martha Leeson motioned to elect Amy Pitzer to the position of Vice Chair via acclamation. Justine Bohon seconded. Amy Pitzer was elected as Vice Chair via acclamation.

Dee Preston opened the nominations for Secretary. Jenna Derrico nominated Michael Casey, who declined. Dara Massey nominated Teresa Meddings. Jodi Vincent seconded. Ms. Meddings accepted.

Jenna Derrico motioned to close nominations for Secretary. Dee Preston seconded. Nominations were closed.

Martha Leeson motioned to elect Teresa Meddings to the position of Secretary via acclamation. Dee Preston seconded. Teresa Meddings was elected as Secretary via acclamation.

BYLAW REVIEW

The group then reviewed the ACCE bylaws in their entirety. Jenna Derrico motioned for the official minutes of the ACCE to begin reflecting excused and unexcused member absences beginning with the next official meeting of the ACCE. Jodi Vincent seconded. The motion passed.

The Bylaws Committee may need to review the code reference on page 1, and second paragraph of (b) under Membership should change "member" to "ACCE member." The Committee should also check if



the proxy section mentions the need for proxies to be classified staff if the institution has classified staff.

When reviewing the bylaw section on ACCE responsibilities, the group recommended providing new members with an ACCE overview. Each ACCE member should also check on whether the Staff Council, BOG, and ACCE are covered in new employee orientation at their institution.

COMMITTEE ASSIGNMENTS

The group determined that committee assignments for 2023-2024 would be as follows. The Chair Jenna Derrico is a member of all committees

Benefits – Chair: Dee Preston
Members: Jenny Boggs, Dara Massey

Legislative – Chair: Amy Pitzer
Members: Jodi Vincent, Verne Britton, Yulia Friman
Note: Ken Harbaugh and Bob Long will serve as resources for this committee.

Web & Communication – Chair: Verne Britton
Members: Jane Fouty, Dara Massey, Amy Pitzer, Teresa Meddings

Student Advocacy – Chair: Justine Snyder
Members: Justine Bohon, Marcella Snyder, Michael Casey, Teresa Meddings, Dara Massey

Special Events / Retreat – Co-Chairs: Dara Massey and Jane Fouty
Members: Justine Bohon, Michael Casey, Erin Trump, Jenny Boggs

Bylaws Review – Co-Chair: Amy Pitzer and Jane Fouty
Members: Martha Leeson, Dara Massey, Shelly Stewart
Note: Ken Harbaugh and Bob Long will serve as resources for this committee.

2023-2024 MEETING SCHEDULE

The group proposed a tentative 2023-2024 meeting schedule as follows:

August 25, Friday – Zoom meeting if necessary as determined by Executive Committee
September 22, Friday – Southern WV CTC (Logan campus)
October 23, Monday – West Liberty
November 17, Friday – WVU
December 15, Friday – HEPC meeting and then MUGC
January 16, Tuesday – Zoom
February 16, Friday – WVSU
March 8, Friday – MUGC
April 19, Friday – New River CTC



May 20, Monday – Mountwest CTC
June 14, Friday – Shepherd University
July 22-23 Retreat – Location TBA

Jodi Vincent motioned to approve the tentative dates and locations for 2023-2024. Dara Massey seconded. The motion was approved.

CAMPUS CONCERNS / NEW BUSINESS

Steve White has been selected as the new director at WVNET. Mr. White has served as deputy direction since early 2023. Anita Davis, a former ACCE rep now serving in Human Resources at WVNET, is working closely with Patricia Humphries to look into an HRIS system for higher education. The two are determining if an HRIS system would be centrally funded with shared costs across institutions, or if it would be used exclusively by the HEPC. There is no timeframe for this project. Though institutions cannot be compelled to use the same system, there would be significant benefits. OASIS HR has so many downsides for Higher Education, Banner has an HR component that not many institutions use or like, and many other systems claim to be complete but are not.

The ACCE thanked the Retreat Committee for their hard work. Amy Pitzer moved to adjourn. Dee Preston seconded. The meeting was adjourned at 12:25 pm.

Respectfully submitted,

Jenna Derrico, ACCE Secretary