

Retreat Minutes
July 22-23, 2024
Chief Logan State Park and Zoom

MEMBERS Present

Jane Fouty	BridgeValley Community and Technical College
Amy Pitzer	Concord University
Justine Bohon	Fairmont State University
Jenny Boggs	Glenville State University
Justin Tyler	Marshall University
Dee Preston	Mountwest Community and Technical College
Erin Trump	New River Community and Technical College
Verne Britton	WVNET
Jenna Derrico	West Virginia Northern Community College
Jodi Vincent	West Virginia University
Michael Casey	West Virginia State University
Dee Preston	Mountwest Community and Technical College
Yulia Friman	Shepherd University
Sarah Cross	West Virginia University Potomac State College
Marcella Snyder	West Liberty University
Melissa Graham	West Virginia University Parkersburg
Julie Cepec	West Virginia School of Osteopathic Medicine

MEMBERS ABSENT (Excused)

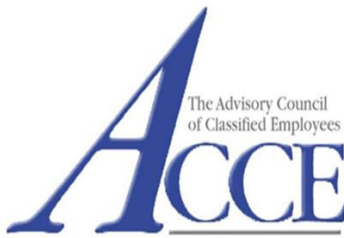
Vacant	Community and Technical College System of WV
Vacant	Eastern WV Community and Technical College
Vacant	West Virginia Higher Education Policy Commission
Vacant	West Virginia University Institute of Technology
Vacant	West Virginia School of Osteopathic Medicine
Chip Hawkins	Pierpont Community and Technical College

MEMBERS ABSENT (Unexcused)

Eric Unger	Blue Ridge Community and Technical College
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GUESTS

Sarah Armstrong Tucker	Chancellor, HEPC
Patricia Humphries	Vice Chancellor of Human Resources, HEPC
Taran Wolford	Director of Classification and Compensation, HEPC
Kristin Boggs	General Counsel, HEPC
Zornitsa Georgieva	Senior Director of Research, HEPC
Ken Harbaugh	ACCE Emeritus



Bob Long	ACCE Emeritus
Paul Rutherford	Bluefield State University, with Proxy for Rebekah Hatch
Christopher Gray	Southern WV Community and Technical College, with proxy for Shelly Stewart

Monday, July 22, 2024 - Meeting begins at 8:30 am

- 1) Call to Order & Establish Quorum
Called to order and quorum established at 8:40am
- 2) Introductions / Ice Breaker
- 3) Approval of Minutes
Dee Preston motioned to approve June 2024 minutes as amended. Seconded by Justine Bohon. Unanimous vote in favor.
- 4) Guests:
 - a. 10:00 AM - Dr. Sarah Armstrong Tucker, Chancellor, Higher Education Policy Commission

Chancellor Tucker joined the meeting via Zoom. Chancellor Tucker met with the US Dept of Education and learned the FAFSA was promised to be ready by 10/1, but they believe they are not going to make that deadline. They hired additional consultants who've discovered even more issues than what was reported before and there is still no timeline as to when the issues will be fixed.

Everyone is concerned about what the FAFSA problems will mean for college enrollment and fear many students will be forced to drop classes due to lack of funding. Chancellor Tucker hopes to: 1. Get institutions into a more stable place with cash flow. 2. Didn't want the FAFSA issues to force budget cuts. 3. Hopes to have emergency grants available for students who were relying on the academic scholarships but didn't have the scores due to the pandemic.

They also spoke about student loans, the government forgiveness program and initiatives to limit the amount students can take out in loans. One ACCE member mentioned that other states are making FAFSA completion mandatory in high school. Chancellor Tucker said Delegate Capito tried to pass that same mandate a few years ago and it was not supported.

Chancellor Tucker said in regard to the Legislative discussion – it's going to be a late session. A lot of changes and it's not clear who is going to be the new senate president. House is going through several changes, and we'll have a new governor. Fully funding the funding formula is important, but was not a priority of the Legislature. No huge initiatives right now.

Dual enrollment program is going well.



For many years, HEPC has worked on Outcome Based Funding. Performance model began 2 years ago with no money. Legislators funded performance section of the model but did not fund the inflationary rate causing a loss of funding of 1.5 million dollars. Chancellor Tucker stated this was not the intent of this model.

Before ending our session with Dr. Tucker, our ACCE reps requested that someone from HEPC sit on ACCE, and we asked for a list of classified staff members who work at HEPC so that we may reach out to them.

ACCE discussed the following issues with the Chancellor:

* Pay Scale/Market Study Project

Timeline

Resources needed to complete

* The temporary pay scale

* Training needed to maintain the classification and compensation system.

* The need to track and/or study turnover for staff.

b. 10:45 AM – Human Resources Update from the HEPC

Patricia Humphries, Vice Chancellor of Human Resources, HEPC and Taran Wolford, Director of Classification and Compensation, HEPC. Both joining us via Zoom.

They mentioned the threshold for the FLSA has changed – HEPC are trying to invent new non-exempt title codes and to make sure overtime is limited and must be approved in advance. Most institutions have expressed a concern only with the outreach counselor positions in regard to the FLSA changes. HEPC is in the process of lowering the number of z codes – which were codes created during implementation because there was no system for non-classified employees. Institutions didn't want to track those positions so they are trying to shift over to non-z codes so they will know what the job actually is (for example, what type of director). Trish mentioned they can't eliminate z codes completely – because presidents and vp's will still have z codes.

Regarding the market pricing project, Taran is still working with the benchmarking specialist for Market Pay – comparing the data and benchmarking the jobs. Taran stated they are currently on their fourth Technical Assistant with Market Pay and that they are currently having weekly calls. They have uploaded the new salary schedule in Market Pay with the data they have so far and are continuously working with institutions to let them know what is available in the system. HEPC's current timeline to complete this project is by the end of the year (2024) but because it is an ongoing project they are not committing to a firm completion date.



Taran said the HEPC is about a quarter of the way through reviewing of job titles and descriptions as submitted by institutions. Of all 19 institutions, there are still a handful of institutions that have not provided descriptions. They are trying to create consistent descriptions. It takes no more than a week or two to create a whole new job code if one doesn't exist. If two jobs are merged together into one, then an institution can review of the job description and appeal if they disagree.

Taran shared that at the World at Work Conference there was a focus on AI and the various benefits of utilizing it. Also, there is talk of employee tailored benefit packages allowing employees to pick benefits based on life events – senior care, childcare etc, but nothing concrete at this time.

Staff should know they may request a classification and/or compensation appeal process if they don't agree with their current compensation and/or classification. This information is addressed in Series 55 of state code. Finally, all staff should know that employee salaries for higher education are reported every October to HEPC and published on the HEPC website. You can click on the Data and Publication link, then on Human Resources and choose the Salary Snapshot. You can filter by job codes to see what other people in the state with your same code are making.

c. 1:00 PM - Kristin Boggs, General Counsel, Higher Education Policy Commission

Kristin Boggs joined us via Zoom discussed the WV Open Meetings Laws and shared a PowerPoint.

Some of the highlights include the procedures for closing a meeting or going into an executive session, who can vote and when, and what must be included in the minutes. She also said anyone can contact the Ethics Commission with questions or any concerns they may have and that their website has a good Q&A section. A few bits of information from the presentation are:

* If you are getting together to discuss information, that constitutes a meeting. Beware of the Serial Meeting – you cannot text each other across the table. Do not text, email each other while meeting is going on.

* Zoom/Smart Phone age - must be audible to the public and still no texting, emailing each other (on board) while in a meeting.

* Agendas – Must give reasonable notice of the issues to be addressed. If you want to act on the issue, it must be on the agenda. If the issue was not on the agenda, then you need to place it on the next agenda. To vote on something, it must be stated what the reference number is to it on agenda. ***Avoid use of vague terms and agenda lines.***

* Reasonable Specificity – Stop putting old business, new business but type out what we are going to talk about.



* Vote – always vote in open session; no vote by secret or written ballot, a roll call vote may be requested, and proxy cannot vote.

* Executive Sessions – not often done and no exemptions for embarrassing, difficult, sensitive, uncomfortable or controversial topics.

* Procedure for closing meeting – comments in open session; quorum must be present, executive session must be on agenda.

* Stay professional, You may not take a vote, straw vote or discuss anything other than the matter listed on the agenda. Vote must be taken openly.

Authorized Executive Sessions are for: personnel matters, pending or anticipated litigation, negotiations re: purchase, sale, or lease of real property, student discipline, investment of public funds or other matters involving commercial competition.

Broadcast or recording – is allowed, radio or TV stations are allowed to broadcast. The Open Meetings Act is not self-enforceable. Must sue within 120 days of what happened. Court can compel compliance or enjoin noncompliance with the act; court can annul a decision.

Criminal penalty associated fine \$500 and up to \$1000. West Virginia Ethics Commission may come out and provide trainings. If you ask an opinion and we give you advice, then you must follow the advice. You must design your question to contain the truth.

Campus Self Defense Act – are campuses allowed to restrict ammunition? The act is silent on this subject. Must be stored in gun, vehicle, or locker provided. Transporting in car, they must be stored separately.

State vehicles and CSDA, does fleet policy bar guns in state vehicles? It does. Conceal Carry permit relates to your own vehicle. If it is that important to you to have a gun with you, then the state does not have to pay for your mileage.

18B-1-6j – can HEPC or WVNET have guns? Guns were restricted on government property and these buildings are government properties.

- d. 1:45 PM - Dr. Zornitsa Georgieva, Senior Director of Research, Higher Education Policy Commission

Dr. Georgieva joined us via Zoom and discussed the Funding Formula in which benchmarking year was 2023. They are trying to build safeguards in institutions which help to level the funding from good years to bad years. Also, with this formula, each institution competes against itself, not against other institutions. With long-term metrics, institutions will not see the improvement but with short-term metrics, institutions should see better changes. Institutions will get to see all numbers before they are presented to the legislature.



5) Review of Responsibilities as Staff Leaders and ACCE Tips

We went over the slideshow from the 2021 retreat and the PowerPoint was made available to everyone. We had a roundtable open discussion of ideas for staff councils and provided the following ideas:

* The President or Chief of Staff should attend as many staff council meetings as possible. This makes people feel like they are being heard.

* Consider creating a Teams space either the executive board or all staff employees to share their concerns with the staff council representatives. Employees may post it to the Team's board and the Chair can use this to create the next meeting agenda.

* Southern CTC sends congrats and condolence cards to the faculty and staff on campus. Every 2 years they present a review of the WV code and how it ties to classified staff. Last October they instituted a week-long staff orientation. They have workshops on travel, benefits and employment (W-2 etc) info. They also provide walking tours, IT explains technical issues like how to use email, OASIS, Banner, how to request time off, etc., and department supervisors break down job duties and responsibilities.

* Northern does training on Roberts Rules of Order. Their staff council works with HR to create a LISTSERV® that is updated every time a staff member is hired or departs so an email is sent to all newcomers reminding them of meetings and initiatives. The Staff Council does a staff orientation explaining who and what the council does.

* One school said their group was interested in training on pay grades, and how an employee can move through the paygrades. Not the HEPC guide, but something tailored to the schools' policies. An example is how staff employees are compensated or move up in classification for additional years of service or experience. Also, if there is a merit system.

* Concord has a committee formed that looks at the job family and reviews the compensation for each person. They also create a fact sheet that is physically shared with the BOG that highlights the following:

- How many Staff members have degrees and what level
- The Staff Council scholarship fund and how it is distributed
- How many staff members have been promoted and how many have left and why
- If they have fundraisers, they report what they did and how much was raised
- It shows volunteerism and how staff departments helped around campus and in the community.
- Policy issues that need addressed, or if they think the school is not adhering to policy
- Reports how many of the staff attend the meetings.
- Report student comments so they know they are being heard (from financial aid usually) – regarding issues that need addressed.



- Present issues highlighting positives first – then bring up negatives
One entire staff council meeting is dedicated to deciding what will be on the report – once a year. But if there are times throughout the year that something is needed – we will still report it immediately to the BOG. This is also sent digitally.

One reminder was that a staff council should NOT take stuff to the BOG that hasn't been discussed with the President and HR first.

Also, all institutions need to check their webpage, member pictures, information, meeting dates and times should be posted in advance.

6) Legislative Overview – Amy Pitzer, Kenneth Harbaugh, Bob Long

West Virginia writes the intent of the law in the code. 18B-1-6 is a good example. If you read something that you do not fully understand – then go back to the intent section. You can plug in the entire section someone is talking about and go immediately to that section. 18B-7-7 is the first section that primarily effects staff. 18B-7-3. The Policy Commission Series 55 mostly covers staff. 18B-9A – classification system, etc.

Higher Education employees also covered under section 5 as a state agency. Example on holidays. Division of personnel rules are in chapter 5. Most things which include staff are in Article 4, Article 6, Article 7. Article 8 is mostly faculty. Article 9, salary and classification; Code provides the policy we want. Rules effectuate how you enforce the policy. Administrative rule takes precedence when something effects a certain portion of institution not the entire institution. Legislative rules effect campus wide. BOG – all administrative rules. Guidelines must go through BOG; procedures which effect campus wide must also be voted on through BOG. 18B-1-6 provides guidelines on what constitutes a rule verses a procedure.

7) WV Legislature and HEPC Website Review – Jenna Derrico

The HEPC website has a wealth of information. Share with your campuses and co-workers. Review your own PIQ and if it is not accurate, ask for a classification review, request an appeal if you disagree with it.

The WV Legislature website has a Bill Status tracker during session. You can track bills under Bill Tracking if you make an account. We also use State Law and we are able to review State Code.

8) Adjourned until Tuesday, July 23.



Tuesday, July 23, 2024

MEMBERS Present

Jane Fouty	BridgeValley Community and Technical College
Amy Pitzer	Concord University
Justine Bohon	Fairmont State University
Jenny Boggs	Glenville State University
Justin Tyler	Marshall University
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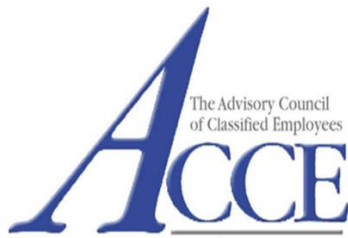
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Chip Hawkins	Pierpont Community and Technical College
Scott Maxwell	West Virginia School of Osteopathic Medicine

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Eric Unger	Blue Ridge Community and Technical College
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GUESTS

Ken Harbaugh	ACCE Emeritus
Bob Long	ACCE Emeritus
Paul Rutherford	Bluefield State University, with Proxy for Rebekah Hatch
Christopher Gray	Southern WV Community and Technical College with proxy for Shelly Stewart



Tuesday, July 23, 2024 - Meeting begins at 8:30 am

- 1) Call to Order & Establish Quorum
Called to order and quorum established at 8:33am
- 2) Guests:
 - a. 10:00 AM – Matthew Turner, Executive Vice Chancellor of Administration, Higher Education Policy Commission

Matthew Turner advised ACCE on July 22, 2024, that he would not be able to join us.
- 3) Review of ACCE Bylaws

Our most recent Bylaws were sent out in May 2024. We need to focus on local ACCE vacancies and work with the institutions to get those filled.
- 4) Election of Officers (proxies cannot vote in elections)

Tellers: 2-yr Institutions : Dee Preston
4-yr Institutions : Justin Tyler

Nominations:

Chair: Jodi Vincent, Jenna Derrico,

Motion to close nominations: Melissa Graham and seconded by Jane Fouty.
Since person online was not responding, paper ballot was chosen by Tellers.
Winner Jenna Derrico

Vice Chair: Jodi Vincent, Amy Pitzer

Motion to close nominations: Jenny Boggs and seconded by Marcella Snyder
Winner Amy Pitzer

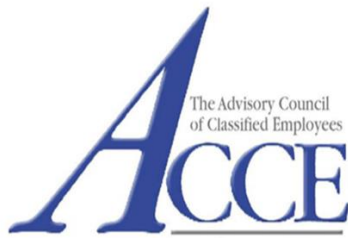
Secretary: Jodi Vincent

Motion to close nominations: Jenny Boggs and seconded by Dee Preston
Motion to accept her by acclamation by Jane Fouty and seconded by Melissa Graham. Vote was unanimous.

- 5) Committee Assignments

Benefits Committee: Chair Jenny Boggs, Dee Preston, Melissa Graham, Erin Trump

Legislative Committee: Chair Amy Pitzer, Jodi Vincent, Verne Britton, Yulia Friman, Marcella Snyder, Dee Preston



Web and Communications: Chair Verne Britton, Jane Fouty, Amy Pitzer, Justin Tyler

Student Advocacy: Chair Justine Bohon, Michael Casey, Rebekah Hatch, Marcella Snyder

Special Event and Retreat: Co-Chair Jane Fouty, Co-Chair Melissa Graham, Jenny Boggs, Justine Bohon, Michael Casey, Erin Trump

By-Laws Review Committee: Ad hoc committee. Committee disbanded and use as needed.

6) Set 2024-2025 Meeting Calendar

Aug 2024 No meeting scheduled
Sep 18, 2024, Tuesday @ Bluefield
Oct 21, 2024, Monday @ Fairmont
Nov 15, 2024, Friday ZOOM 1-4pm
Dec 12, 2024, Thursday @ HEPC
Jan 7, 2025, Tuesday, ZOOM 9am–Noon
Feb 7, 2025, Friday @ Glenville
Mar 17, 2025, Monday @ BridgeValley
Apr 11, 2025, Friday @ MUGC
May 19, 2025, Monday @ WVNET (possibly)
Jun 16, 2025, Monday, ZOOM 9am–Noon
Jul 21-22, 2025, location at a state park TBD

Asking about preferences of where to hold the retreat: Pipestem, Hawks Nest.

Thank you Bob Long for your many years of service and dedication with ACCE over the years. We appreciate your passion for our Staff members. Bob Long announced that this would be his last meeting. He commits to continuing being the liaison between us and the Legislature at the Capitol.

7) Adjourn. Marcella Snyder motioned to adjourn with Erin Trump seconded. Everyone voted in agreement.

Minutes submitted by:
Jodi Vincent
ACCE Secretary