

Minutes
Annual Retreat
July 18, 19 & 20, 2011
Northbend State Park
Cairo, WV

ATTENDANCE:

Members in attendance:

Mike Dunn, Marshall University
Mary Igo, New River Community and Technical College
Ken Harbaugh, Shepherd University
Robert Long, WV Higher Education Policy Commission
Teri Wells, Southern West Virginia Community and Technical College
Chris Daniels, Fairmont State University
Paul Martinelli, West Virginia University
Anne Wilmoth, Blue Ridge Community and Technical College
Timothy Beardsley, WVU at Parkersburg
Mary Alltop, Glenville State College
Barbara Boyd, WVU Institute of Technology
Melanie Eberhart, West Virginia Northern Community College
Beverly Jones, Pierpont Community and Technical College
Verne Britton, WV Network for Educational Telecomputing
Natasha Robinson, Mountwest Community and Technical College
Melanie Whittington, Bridgemont Community and Technical College
Johnna Beane, WVU Health Sciences Center – Charleston Division
Lee Ann Porterfield, Kanawha Valley Community and Technical College
William Porterfield, West Virginia State University
Amy Pitzer, Concord University
Tricia Hoover, West Virginia School of Osteopathic Medicine
Fred Hardee, Bluefield State College

Excused:

Mary Ann Edwards, West Liberty University
Lacey Ball, Eastern West Virginia Community and Technical College
Dixie Heavener, Potomac State College of WVU

Unexcused:

Janene Seacrest, Council for Community and Technical College Education

DAY 1

CALL TO ORDER

Chairperson Mike Dunn called the meeting to order at 1:00PM and a quorum was established.

Mike Dunn welcomed everyone and introductions were made of new members. Dunn thanked Chair of the Retreat Committee, Lee Ann Porterfield, and the rest of the committee for their work on retreat planning.

Announcements were made for the new members about sharing information on the list-serv. New and existing members were reminded that anything that could be construed as sensitive should not be shared and that members should always ask before forwarding another members email.

APPROVAL OF MAY MINUTES

Bob Long presented the minutes from the May meeting. Amy Pitzer, Concord University, moved that we accept the May minutes with slight grammatical changes. Natasha Robinson, Mountwest CTC, seconded the motion. Motion unanimously approved

LEADERSHIP CONFERENCE UPDATE

Chairperson, Mike Dunn gave everyone a re-cap of the Leadership Conference held in June. He also reported on the evaluation results. Overall participants thought the content and informational sessions were great, but most did not like the venue and lack of internet and mobile phone access. Dunn reminded members that the handouts and the PowerPoint presentations from the conference were sent out via the list-serv. Dunn also reported that directly after the conference he attended a portion of the Institutional Chief Human Resources Officers retreat in Charleston, and that the discussions were very positive.

REVIEWED CHAPTERS SUBMITTED FROM THE BEST PRACTICES COMMITTEE FOR THE MANUAL

Reviewed the following chapters for comment: Performance Management, Conflict Resolution, Training and Development, Leave Management and Probationary Period.

RESOURCES

Amy Pitzer, Concord University and Ken Harbaugh, Shepherd University gave an over-view of how to find information within state code and knowing the difference between laws, rules, policies and procedures. This was very beneficial for new members and good refresher for veteran members.

Meeting adjourned until the next day at 5:45p.m.

Day 2

CALL TO ORDER

Chairperson Mike Dunn re-called the meeting to order at 8:30 a.m.

REVIEW OF “BLACK HOLE” ITEMS FROM DR. BROKENBURR’S PRESENTATION AT LEADERSHIP CONFERENCE

- **Classification System/Revised PIQ**

During the process of the previous classification committee from 2008-2009, (chaired by Cindy Curry and later by Stephanie Neal), the committee met regularly, was well organized, had vigorous discussion and met the standard of consensus with its work. The group worked to update the point factor methodology to better reflect current technologies and more modern job titles, and modified the PIQ form to shorten and expedite the process. Results of this committee work were presented at the 2008 CUPA-HR National Conference in St. Louis, Missouri and were also highlighted in World at Work materials. The final report and documents were presented to LOCEA, Beatty and Edge consultants, and the Joint Standing Committee on Education and were approved by these groups. In fact, the results were found in the Beatty and Edge report. The ACCE group supports the work and materials of this committee as is. In the absence of additional documentation or findings, the ACCE does not support additional modification of the classification system/ revised PIQ results without further discussion and with possible external (outside of WV Higher Ed) subject matter expertise involvement.

- **Market Compensation Study**

Relevant salary information is vital to update the compensation system to 2011 levels. Obtaining current market information should be a priority given that our current system is relying on data from a 2001 salary schedule. A structured timeline should be developed as soon as possible to accomplish this task. ACCE feels that the RFP should include salary information on both the classified and non-classified positions in the WV Higher Ed system and this information should be reported separately to not skew the averages reported once the number of non-classified positions is reduced. The RFP process should be transparent and credible. As with the previous RFP, the winning bidder should be considered subject matter experts on market compensation and make appropriate adjustments for local, regional or national position recruiting/advertising. The successful vendor should be required to clean the data, present it to constituent groups and provide it to the central office in an understandable manner. The successful vendor should also provide recommendations for possible salary structures based on industry standard and best practices.

- **RIF**

ACCE feels that documentation provided by the previous RIF committee should not be considered a set of recommendations from that committee. The ACCE does not accept this report. According to classified representatives on that committee, information in the document was a discussion of considered changes but not a set of recommendations. Changes outlined in this document are contrary to federal law and would require WV state code changes. Until such a time as code changes are initiated, the ACCE feels that none of these recommendations can be implemented. The ACCE reserves the right to respond to new information when it is presented. ACCE does support the legislative intent that seniority receives priority during layoffs/recall situations. Furthermore when layoffs/reductions in force are being considered, ALL classes of employees should be considered for layoffs, not just classified. ACCE further recommends that before any full-time or part-time regular employee is considered for layoff, contract employees, casual employees, and temporary employees first be eliminated.

- **HR Survey**

ACCE supports the completion of the HR survey to determine qualifications, credentials and resources of WV Higher Ed human resource staff and functions. If it is the intent to include an

HR Audit and Employee Climate Survey in this activity, ACCE requests the opportunity to provide input and comment on the survey items during the development and implementation process.

- Performance Appraisal Tool

ACCE comments provided on this topic pertain **only** to the performance appraisal instrument/tool and not an entire performance management system. ACCE reserves comment on other aspects of a performance management system until concrete recommendations have been developed. ACCE understands that institutional and department missions are different and thus content on goals and objectives may differ. However, ACCE’s position is that the performance appraisal tool used by an institution should be consistent statewide. This is especially important as discussions begin on raises based on merit. Furthermore as mandated by SB330, reductions in the number of non-classified position will necessitate that more employees are brought into the classification system. A common consistent tool used for all classes of employees will be essential to apply these changes to everyone in a fair and equal manner. ACCE recommends use of the performance appraisal instrument/tool that was developed by the SB603 performance management committee (chaired by Jim Morris). This instrument has been presented to LOCEA and later the Beatty and Edge consultants and was accepted by both groups.

- Needs Assessment – Training and Development

ACCE requests that to the extent possible, efforts should be made to capture the work from the previous training and development committee (committee contact person – Nancy Taylor - HEPC). This work was thorough and received adequate input from all constituent groups. Results were comprehensive and should be used as a basis for recommendations on training and development. Results were also presented to LOCEA and received their blessing.

- SB 603 Personnel Study

ACCE feels that an area that needs further attention is non-exempt employees receiving preference for non-exempt internal positions. Anecdotal evidence suggests that this is being applied differently across institutions. Some may be ignoring the statute entirely or at least circumventing the process. It also appears there is a lack of clarity on the term “minimum qualifications.” ACCE requests that this topic be studied as either a part of an existing committee or that a separate short-term committee be named to review current practices and develop recommendations if warranted. This topic was originally identified as a study item in SB603.

CALENDAR OF MEETINGS 2011-2012

August 29, 2011	WV Northern CTC	February 22, 2012	MUGC
September 21, 2011	WVU Tech	March 9, 2012	MUGC
October 26, 2011	Bluefield State College	April 12, 2012	Blue Ridge CTC
November 18, 2011	Marshall University	May 16, 2012	Fairmont State University
December 7, 2011	MUGC	June 14, 2012	WVU at Parkersburg
January 19, 2012	MUGC	July 16,17&18, 2012	Annual Retreat - TBA

TRAVEL TIPS PRESENTED BY KEN HARBAUGH

ELECTION OF OFFICERS

As prescribed by the By-Laws Mike Dunn appointed Mr. Ken Harbaugh from Shepherd University as teller from the Commission members and Mr. Timothy Beardsley from West Virginia University at Parkersburg as teller from the Council members. Mr. Harbaugh handled the election process. He opened the nominations for Chairperson. Verne Britton made a motion to nominate Mike Dunn for the office of Chairperson; motion was seconded by Beverly Jones. Fred Hardee moved the nominations be closed the motion was second by Mary Alltop. William Porterfield moved to approve Mike Dunn as Chairperson by acclimation, seconded by Tim Beardsley. Motion unanimously approved.

Ken Harbaugh opened the nominations for the position of Vice-Chairperson. Verne Britton made a motion to nominate Amy Pitzer for the office of Vice-Chair, motion seconded by Paul Martinelli. William Porterfield moved to close nominations, seconded by Fred Hardee. Paul Martinelli made a motion to approve Amy Pitzer as Vice-Chairperson by acclimation, motion seconded by Tim Beardsley. Motion unanimously approved.

Ken Harbaugh opened the nominations for the position of Council Secretary. Teri Wells moved to nominate Mary Igo; motion was seconded by Tim Beardsley. Tim Beardsley then moved to close nominations; the motion was seconded by Robert Long. Tim Beardsley moved to approve Mary Igo by acclimation, seconded by Beverly Jones. Motion unanimously approved.

GUEST SPEAKER – DR. BRIAN NOLAND, CHANCELLOR OF THE WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

- Noland gave us an overview of where he sees higher education in West Virginia versus some of our surrounding states. He also mentioned that SB 330 provides a great opportunity to bring an antiquated system into the 21st century. Noland noted that even though there have been problems in hiring the necessary staff, progress is being made toward those changes. He also noted that West Virginia needs to increase college graduation rates and that financially West Virginia may be in a better position than our neighboring states.
- Noland then discussed the current study to look at ways to revitalize WVU Institute of Technology. Other small schools may be able to learn from the results of the Tech survey.
- Paul Martinelli asked if we can expect the economic lull that other places are experiencing to affect us in the next few years. Noland said that projections are for downturn in our economy...down the road, but we don't know when it will be or that it will be as severe as other areas of the country.
- Johnna Beane prompted of the discussion about doing a survey with all classified employees to find out how many have come college but not degree/certificate. Noland said this shouldn't be a problem to do.
- There was some discussion about problems with proprietary schools getting students deep in debt and failing to propel the students to graduate.
- Ken Harbaugh asked about a unified agenda for the next Legislatives session. Chancellor Noland said that he would work on a meeting between ACCE, ACF and the President's council.
- Verne Britton made comments about the positive changes at WVNet over the last year.

- Ken Harbaugh brought up that all constituent groups need a unified agenda for more funding in higher education in West Virginia and discussion ensued about how to bring all the groups together on the same page.

Meeting adjourned until the next day at 5:08p.m.

Day 3

CALL TO ORDER

Chairperson Mike Dunn called day three of the meeting to order at 8:30a.m. Natasha Robinson facilitated an icebreaker game.

LIAISON REPORT DR. SHENITA BROKENBURR, SENIOR DIRECTOR OF HUMAN RESOURCES, WVHEPC AND CCTCE

- Dr. Brokenburr reported that she made a presentation to the employees of WV Northern Community and Technical College with an overview of SB330.
- Brokenburr encouraged everyone to fill out their employee satisfaction survey that will be circulated in the near future and asked that we encourage the staff on our campuses to participate as well.
- Discussion ensued about campus/institution specific questions and concerns.
- Brokenburr gave us an update on the status of the new positions at the WVHEPC. The positions outlined in SB330 for Classification and Compensation, as well as, Training and Development will both be re-advertised. In the meantime, a part-time Human Resources associate has been hired to help. Reported that some of the timelines have been pushed back because of the lack of personnel and resources at WVHEPC.
- Dr. Brokenburr circulated a letter that will be sent to Senator Plymale indicating that the higher education constituency groups had questions about state teacher's retirement participants not being able to transfer their retirement between state institutions and wanting clarification of the intent of the law.
- Update on the statewide enterprise resource planning system. Dr. Brokenburr is charged with determining if the system is appropriate for higher education. There has also been a steering committee appointed for the ERP system process.
- Discussion ensued about the next steps toward making changes in line with SB330.

ANNOUNCEMENTS

The next regular meeting of the WVACCE will be at West Virginia Northern Community College in Wheeling, WV. There being no further business to come before the assembly, Robert Long, WV HEPC, moved that we adjourn the meeting. Fred Hardee, Bluefield State College, seconded the motion. The meeting adjourned at 12:21pm.

Respectfully submitted

Mary M. Igo, Secretary