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Staff Council Minutes

Staff Council

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5-20-2010

## **The Minutes of the Marshall University Staff Council Meeting, May 2010**

Marshall University Staff Council

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**Marshall University Classified Staff Council**  
May 20, 2010, John Spotts Room (MSC 2E37)

**Members Present:** Nina Barrett, Barbara Black, Johnny Bradley, Bernice Bullock, Tootie Carter, Betty Cook, Mike Dunn, Toni Ferguson, Ronnie Hicks, Carol Hurula, Jennifer Jimison, Annalisha Johnson, Diana Lewis, William Lewis, Jan Parker, Kris Standifur, Jennings Stiltner, Joe Wortham

**Members Absent:** Leonard Lovely, Dwayne McCallister, Okey Napier, Kelly Preston, LuAnn South, Mary Waller

**Guests:** Michelle Douglas, Matt Turner

The meeting was called to order by Chair Nina L. Barrett.

**Ms. Michelle Douglas – Human Resources**

Michelle opened by saying she wanted to discuss **FMLA** (Family and Medical Leave Act), which also has an overview online.

- FMLA is a Federal policy we're bound as an institution to enforce. Creation of FMLA was for people who had to be out of work for illness, birth of children, etc. The Federal government wanted to make sure people's jobs were protected when they are out for these various reasons.
- FMLA can be used for 12 weeks of leave, paid or unpaid depending on what an individual's leave status is. It can be used consecutively or intermittently.
- Michelle gave out a handout from HR on FMLA (found on p.4-5) Last fall the Federal government expanded FMLA to cover family members who are taking care of military individuals – those injured or with childcare issues. For more detail see the department of labor website.

Michelle wants to implement a procedure for using **Catastrophic Leave** and needs Staff Council to review her proposed procedure that she handed out a few months ago.

- Part of the procedure is for individuals wanting to receive Catastrophic Leave to receive 90% of their Catastrophic Leave from donations. If an individual does not reach 90% it will be taken on a case by case basis.
- Michelle will talk to HR about sending statements to employees again showing how much accrual we've made and used from the Catastrophic Leave Bank.
- There is not a specific list of qualifying instances that Catastrophic Leave can be used for, but it must be medical. Everything will be taken on a case by case basis.
- Any individual who wishes to contribute to the leave bank must have at least a certain amount of sick leave accrued already – 22 days
- Human Resources is always available to speak with anyone who has questions about leave.

Michelle opened the floor to questions:

- ***If one has already exhausted their twelve weeks of FMLA, intermittent or consecutively, and they need to be out longer, they would apply within their department for a medical leave of absence?*** Yes, which will give you the time off, unpaid, unless you still have more leave time to use.
- ***Telecommuting is also an option that many people don't know about*** – Yes and there will be information about this on the web site.
- ***Who is included in immediate family that you can receive sick leave to attend a funeral for?*** Limited to very immediate family, would have to check policy for definite guidelines.

Michelle also talked about training that they are working on: diversity training, IT training, and supervisor training.

#### **Approval of Minutes:**

The May 20, 2010 minutes were approved as written.

#### **ACCE Report – Mike Dunn**

At Mike's request a copy of the May ACCE minutes has been attached to these minutes as a detailed report.

#### **Board of Governors Report – Mike Dunn**

Mike Dunn reported that the Marshall Board of Governors had passed next year's budget with \$450,000 being budgeted for classified salary increases. This will cover an estimated 25% of the DIFFERENCE of what a classified employee is now making and what the 2001 Salary Schedule says they should be making. Mike will e-mail BOG package.

#### **Committee Reports:**

**Election Committee – Joe Wortham** – The election committee did not meet so there was no report. Joe did report on the Service Awards Luncheon planning progress. The proposal was approved by President Kopp and scheduled for Wednesday June 2<sup>nd</sup> in the Don Morris room at 12:00pm. He asked that anyone who hadn't already sent an RSVP that they do so. He also reported that there was an increase in recipients this year: 117 recipients this year compared to 92 the previous year.

#### **Staff Development Committee – Betty Cook –**

Betty reported that Mike checked with West Liberty on their employee **full tuition waiver** and we're going to study it a bit. Her suggestion is that with the transition of the previous committee chair leaving and her stepping in we back we start back at zero on revamping our waiver process.

Betty suggested we look at West Liberty's procedure and send her any comments that can work with submitting a new proposal for Marshall. She hopes to get a MU full tuition waiver implemented

at some point, but if not, she suggests we present also that any employee be allowed to have 2 three hour waivers in order to use our funds and keep our allocations that we receive. One class could be taken during work hours but the second would have to be taken on the employee's own time. Betty requested comments on this be sent to her by next Friday if at all possible. Also, the current waiver guidelines need to be reviewed and revised. These can be found online.

Betty also mentioned that the limited number e-courses are rotated among individuals requesting them to try and allow everyone to have one for either spring or fall.

The applications for fall waivers need to go out before the end of June. Normal procedure will be followed for fall classes, as we don't have time to implement a new procedure before then.

**Discussion:**

Johnny Bradley pointed out that the 1% occupation tax proposal hasn't died completely. If it is brought up again Staff Council plans to gather a petition against it. Johnny suggests we have separate petitions for residents and non-residents and not restrict it to only classified staff, but rather have it open to everyone. He also pointed out that there are district maps online and he suggests we try to get signatures from each district and show council members that no one wants it.

There being no more business, the meeting was adjourned.

Minutes taken and prepared by: \_\_\_\_\_  
Katie M. Easter, Program Assistant, Staff Council

Minutes approved by: \_\_\_\_\_  
Nina L. Barrett, Chair, Staff Council

Minutes read by: \_\_\_\_\_  
Stephen J. Kopp, University President

Human Resource Services **POLICY RESOURCES**

207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755, Phone 304.696.6455

FAX 304.696.6844, E-mail [human-resources@marshall.edu](mailto:human-resources@marshall.edu), Web <http://www.marshall.edu/human-resources/>

Applies to:	<b>Marshall University</b>
Title:	<b>Application of Family and Medical Leave Act (FMLA)</b>
Number:	<b>MU-HR-19</b>
Effective Date:	09/16/04
Last Revision Date:	05/01/06

Marshall University (hereinafter the University) complies with the requirements of the federal Family and Medical Leave Act (FMLA). FMLA provides for up to 12 weeks per calendar year of unpaid leave if necessary for (1) the birth of a son or daughter and to care for the newborn child; (2) the placement with the employee of a child for adoption or foster care and to care for the newly-placed child; (3) care for an immediate family member (spouse, child, or parent) with a serious health condition; or (4) for the employee if unable to work because of a serious health condition. FMLA leave may be taken either continuously or intermittently according to the circumstances and/or the directions of the employee or family member's healthcare provider. All employees are advised of the availability of leave under the provisions of the Family and Medical Leave Act and of the University's commitment to comply with the law. In cases where an employee has been taking paid sick leave, is at risk of running out of accrued leave, and continues to be ill or injured or to deal with the illness or injury of a member of the immediate family, the employee's supervisor or Human Resource Services has a responsibility to advise the employee about the potential availability of leave under FMLA. The employee has a specific responsibility, however, to request FMLA leave if he/she wishes to use such leave.

An employee may request leave under FMLA by completing and submitting to Human Resource Services a copy of the Request for Family or Medical Leave form available on the Human Resource Services web site at: <http://www.marshall.edu/human-resources/forms/>.

Leave is officially designated as FMLA leave by action of the Director, Human Resource Services, by completing and providing to the employee a copy of the Designation of Leave as Family or Medical Leave form.

In order to inform the employing department of the action taken to approve leave as FMLA leave, the Director, Human Resource Services, or other representative of Human Resource Services completes and submits to the employee's department a copy of the form Notification of Leave of Absence/Catastrophic Leave. The employee who requests and is approved for FMLA leave must cause to be submitted to Human Resource Services a properly completed copy of the Healthcare Provider's Certification of Need for Family or Medical Leave. This form is available on the Human Resource Services web site at: <http://www.marshall.edu/human-resources/forms/>.

As stated on the Designation of Leave as Family or Medical Leave form, the Healthcare Provider's Certification form must be completed and returned to Human Resource Services within 15 calendar days of the date of designation of leave as FMLA leave.

The FMLA statute provides for up to 12 weeks of unpaid leave in a calendar year. Leave-accruing employees who have a positive balance of sick leave and/or annual leave may elect to use such leave until it is exhausted and then go on unpaid FMLA leave. If an employee wishes to preserve his/her balance of sick leave and/or annual leave and go on unpaid FMLA leave, they may do so. In general, the welfare of the employee is enhanced if they continue to receive pay, so Human Resource Services politely encourages employees to use accrued leave to the extent possible. The final decision about whether or not to use accrued sick leave and/or annual leave rests with the employee. The designation of leave as FMLA leave is an official act of Human Resource Services, and the effective date of such designation of leave is related to the approval of such leave and is not related to whether or not accrued sick leave and/or annual leave exists or whether the employee chooses to use or not use such accrued leave.

A "week" of FMLA leave is set as the percentage Full-Time Equivalent (FTE) at which the employee is appointed. A full-time employee works a 37.5 hour standard work week. If an employee is appointed at less than FTE or changes to less than FTE status at any time during a period of approved FMLA leave, the "week" for FMLA purposes becomes a week at the appointed FTE. For example, if an employee works a 20-hour standard work week (.53 FTE), one week of the FMLA limitation will be one 20-hour week. If an employee begins designated FMLA leave as an FTE employee and then shifts to part-time status, the weeks of FMLA for purposes of satisfying the 12-week limitation becomes a week at the employee's new appointed rate. Full weeks do not pro-rate to part-time status.

All leave taken by the employee in the calendar year due to a reason for which FMLA leave is later designated counts against the 12 weeks in the calendar year limitation. For example, an employee had a chronic disabling illness and was absent for a total of two weeks and the subsequently applied for and was approved for FMLA leave for that same illness, the time taken earlier in the calendar year for that particular illness counts against the 12-week limitation. In this example, the employee would have 10 weeks remaining in the calendar year as designated FMLA leave.

If FMLA leave occurs at such a point in the calendar year that the 12-week limitation cannot be consumed, the 12 weeks resets new for the new calendar year. For example, if an employee goes on designated FMLA leave at the first of November and can only use four weeks of FMLA leave before the calendar year ends, none of that 12 weeks carries over to the new year. Rather the employee is set up with a new 12-week FMLA leave period for the new year if based on the same illness, injury, or family circumstance that was the basis for the original designation as FMLA leave.

FMLA leave without pay functions like the University's Medical Leave of Absence without pay (MLOA) in that the University continues to pay the employer's portion of the health insurance premium while the employee remits the employee portion from personal funds.

In order to be eligible for Family and Medical Leave Act leave the employee must have worked at least 1,250 hours during the last year and have been employed at the University for at least 12 months prior to making application for FMLA leave. Hours worked for this purpose do not include hours of paid or unpaid leave.

Depending on the illness/injury or other circumstances for which FMLA leave is designated, the employee may be authorized to work on an intermittent basis. The 12-week calendar year limitation for FMLA leave would be consumed only by the hours actually absent on designated FMLA leave.

An employee on FMLA leave shall be returned to the same or an equivalent job at the same salary. If an employee was absent on designated FMLA leave due to his/her own illness or injury, a written medical release from the employee's healthcare provider is required prior to return to work.

Questions on the application of FMLA at Marshall University can be made to the Director, Human Resource Services. Information and assistance with this policy and procedure may be obtained by contacting Human Resource Services at 304.696.6455 or [human-resources@marshall.edu](mailto:human-resources@marshall.edu).

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Minutes of ACCE Meeting  
May 18, 2010  
West Virginia University  
Morgantown, West Virginia

ATTENDANCE:

Members in attendance:

Mike Dunn, Marshall University  
Robert E. Long, West Virginia Higher Education Policy Commission  
Ellen L. Moore, Blue Ridge Community and Technical College  
John "Christopher" Daniels, Fairmont State University  
Mary Alltop, Glenville State College  
Natasha D. Robinson, Mountwest Community and Technical College  
Mary M. Igo, New River Community and Technical College  
David G. "Bo" Sellers Jr., Pierpont Community and Technical College  
Deborah Cruse, Potomac State College of West Virginia University  
Kenneth Harbaugh, Shepherd University  
Mary Ann Edwards, West Liberty University  
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)  
Jared Tice, West Virginia Northern Community College  
Evonne Masters, West Virginia School of Osteopathic Medicine (Proxy)  
William H. Porterfield, West Virginia State University  
Paul Martinelli, West Virginia University  
Barbara Boyd, West Virginia University Institute of Technology

Excused:

Fred Hardee, Bluefield State College  
Cathy Stevenson, Bridgemont Community and Technical College  
Amy Pitzer, Concord University  
Lacey Ball, Eastern West Virginia Community and Technical College  
Lee Ann Porterfield, Kanawha Valley Community and Technical College  
Teri Wells, Southern West Virginia Community and Technical College  
Timothy Beardsley, West Virginia University at Parkersburg  
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center Charleston Division

Unexcused:

Janene Seacrist, Council for Community and Technical College Education

Guests:

Dr. James P. Clements, President, West Virginia University

Dr. Brian Noland, Chancellor, West Virginia Higher Education Policy Commission via conference call

Dr. Kevin Walthers, Vice Chancellor for Administration, West Virginia Higher Education Policy Commission and Council for Community and Technical College Education

Joan K. Baldwin, Nutrition Outreach Instructor, Facilities and Health Grant Activity, Staff Council representative, West Virginia University

Donald R. Barnes, Employee Relations Specialist Senior, Human Resources, West Virginia University

Linda M. Campolong, Housekeeper, Residential Education, Staff Council representative, West Virginia University

Ronald J. Campolong, Trades Specialist I, Facilities Management Maintenance Central, Staff Council representative, West Virginia University

Lana J. Cooke, Manager Business Operations, Office of AVP Finance Accounts, Staff Council representative, West Virginia University

Louise K. Fletcher, Campus Service Worker, Facilities Management Operations Central, Staff Council representative, West Virginia University

Joan A. Gibson, Program Assistant II, Benedum Collaborative, Staff Council representative, West Virginia University

Catherine V. Jasper, Administrative Associate, Center for Women's Studies, Staff Council representative, West Virginia University

Joyce R. Martin, Administrative Secretary Senior, Graduate Medical Education, Staff Council representative, West Virginia School of Osteopathic Medicine

Beth Ann McCormick, Admissions Assistant III, Student Services, West Virginia University School of Medicine, Staff Council representative, West Virginia University

Jo Morrow, Administrative Secretary Senior, Division of Management IR Marketing Management, Staff Council Chairperson, Board of Governors representative, West Virginia University

CALL TO ORDER

Vice-Chairperson, Mr. Mike Dunn from Marshall University convened the meeting at 9:02 am. He announced that the meeting was being taped for the purpose of sharing the information with Chairperson, Ms. Amy Pitzer from Concord University who was unable to attend.

WELCOME

Mr. Dunn recognized Mr. Paul Martinelli, ACCE representative from West Virginia University for the express purpose of introducing the guest speaker. Mr. Martinelli proceeded to introduce Dr. James P. Clements, President of West Virginia University. President Clements requested the attendees to introduce themselves and the institution being



represented. He opened his remarks by referencing the recent commencement ceremonies at the institution and proceeded with some bio on him and his family. He indicated being born in Arlington, Virginia, is a first-generation college student, has four children with the oldest child graduating this spring with plans to enroll at West Virginia University in the fall. President Clements referred to two books, *Moments of Truth* and *Customers Come Second*, in guiding his philosophical approach. The former places significant importance on individual interaction and the critical role that each employee plays in meeting both individual as well as institutional goals and the latter focusing on the importance of team goals overshadowing individual goals.

President Clements welcomed ACCE representatives to the campus and expressed his appreciation for their valuable contribution and support for the goals of higher education. He stated that his most pleasant surprise has been the dedication and loyalty of the higher education community in working toward the defined goals while the inadequate level of resources has been the most discouraging aspect of the job.

President Clements opened the balance of the session to questions from members. Mr. Kenneth Harbaugh from Shepherd University advised President Clements that the support of the overall goals of higher education has always been and will continue to be a major thrust on the part of ACCE. While ACCE works diligently on behalf of classified employees, the effort is within the framework of the goals of higher education. President Clements expressed a willingness to maintain a communication link with ACCE. Mr. Harbaugh extended an invitation to President Clements to meet with the Executive Committee of ACCE during the fall in Morgantown or other convenient location.

Ms. Jo Morrow, Staff Council Chairperson and Board of Governors representative at West Virginia University complimented President Clements for his willingness to work with classified staff in addressing staff issues. Mr. Robert E. Long from the West Virginia Higher Education Policy Commission raised the issue of the status of a request by HEPC Commission Chairperson, Mr. David Hendrickson, to institutional presidents at the November 2009 Commission meeting in Morgantown. The request was to incorporate faculty and classified employees in reviewing the financial conditions of individual institutions. Institutional presidents were to develop a plan and report the status of those activities by March 2010. The issue resulted from the discussions at the Finance Summit that was held at West Virginia University in November 2009, the day before the HEPC Commission meeting. Mr. Long stated that the topic had not appeared on the agenda of the most recent Commission meetings and he wondered about its status. The President indicated that his institution had complied with the request.

APPROVAL OF APRIL MINUTES

Mr. Dunn asked Mr. Robert E. Long, Secretary from the West Virginia Higher Education Policy Commission, to report on the minutes from the April meeting that was held at West Liberty University.

Mr. Long distributed copies of the minutes from the April meeting. He informed members that draft minutes were distributed via the ACCE LISTSERV on May 7th and that no comments were received.

Mr. Kenneth Harbaugh made a motion to approve the minutes. Mr. Paul Martinelli from West Virginia University seconded the motion.

MOTION UNANIMOUSLY APPROVED

#### LIAISON REPORT FROM DR. KEVIN WALTHERS, VICE-CHANCELLOR FOR ADMINISTRATION AT THE WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION AND THE COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Mr. Dunn introduced Dr. Kevin Walthers who reported that the agency has decided to advertise for the vacant position of Human Resources Administrator that was previously held by Ms. Margaret Buttrick. He stated that both the title and duties and responsibilities have been modified. The current title will be Director of Human Resources Policy with the position coordinating human resources activities throughout the system as well as serving as a resource for institutional human resources staff. The duties and responsibilities will be consistent with the recommendations for the position in the consultant's report. Dr. Walthers indicated that he recently attended a WV-CUPA-HR conference and that several sub-committees have been created to address various aspects of Senate Bill 480 that could be implemented without statutory language. The sub-committees and the members of those sub-committees are as follows:

#### POSITION INFORMATION QUESTIONNAIRE (PIQ) SUB-COMMITTEE

Cindy Curry, Chairperson, West Virginia University, Director  
Classification and Compensation

Patricia Clay, Southern West Virginia Community and Technical College,  
Director of Human Resources

LuAnn Yanna, Shepherd University, Human Resources Information  
Systems Specialist

Glenna Racer, Marshall University, Manager/Human Resources

#### CATASTROPHIC LEAVE SUB-COMMITTEE

Karen Martin, Chairperson, West Virginia Higher Education Policy  
Commission, Administrative Assistant Senior, Human Resources

Toni Christian, West Virginia University, Director, Benefits  
Administration

Barbara Rowell, West Virginia State University, Director, Human Resources

Debbie Dingess, Southern West Virginia Community and Technical College, Human Resources Representative

Jane Miller, Bluefield State College, Senior Project Coordinator, Payroll

#### BEST PRACTICES SUB-COMMITTEE

Marshall Campbell, Chairperson, Concord University, Interim Director of Human Resources

Margie Phillips, West Virginia University, Vice-President for Human Resources

Marie DeWalt, Shepherd University, Director of Human Resources

Leslie Bicksler, West Virginia School of Osteopathic Medicine, Director of Human Resources

Peggy Carmichael, West Virginia Northern Community College, Human Resource Director

Steve Leach, Fairmont State University, Human Resources Administrator

Christina Brogdon, Bluefield State College, Director, Human Resources

#### SALARY SUB-COMMITTEE

Sheila Securro, Chairperson, West Virginia University, Executive Director, Classification and Compensation

Stephanie Neal, Mountwest Community and Technical College, Director of Employee Development

Leah Taylor, New River Community and Technical College, Director of Human Resources

Trudie Holder, Blue Ridge Community and Technical College, Director of Human Resources

Mr. Dunn questioned the need for the creation of the current sub-committees with a vastly different composition considering the originally established sub-committees and committees have both knowledge and experience with the issues of the Personnel Study. He recommended the utilization of the original committee structure and composition. He pointed to the fact no classified employees are included on three of the sub-committees which is unacceptable as it will create enormous suspicion on the part of classified employees. Dr. Walthers also stated that he questioned the validity and accuracy of the revised classified salary schedule that was devised by Mercer. It was pointed out that Mercer is a nationally recognized vendor and was the vendor that designed the current classified salary structure. Dr. Walthers final comment addressed PIQ reviews by the Job Evaluation Committee (JEC). He advised members of a proposed plan wherein the agency will submit a memorandum that will prevent pay grade reductions in cases where a JEC review determines a

reduction in pay grade is justified. The employee who currently holds the position will not be reduced in pay grade but once that person leaves, the position will be properly slotted. Mr. Paul Martinelli from West Virginia University asked the question as to the timeline for implementing the recommendations of the sub-committees.

#### ACCE COMMITTEE REPORTS

##### LEGISLATIVE COMMITTEE-MIKE DUNN, CHAIRPERSON FROM MARSHALL UNIVERSITY

Mr. Dunn reported that Legislative Interims are next week and he encouraged members to both attend those meetings as well as to meet with their local delegations to discuss issues of vital importance. Mr. Harbaugh mentioned that ACCE addressed the issues of SB480 at last month's meeting at West Liberty University so that members would have talking points on that issue. He also brought up the additional \$600,000 in funding that was directed to the West Virginia Higher Education Policy Commission and the need to question Dr. Brian Noland, Chancellor, as to the purpose of such funds. Finally, Mr. Harbaugh encouraged members to both establish relationships with local candidates who are seeking office as well as to lobby them over the next several months on important issues.

##### BENEFITS COMMITTEE-WILLIAM H. PORTERFIELD, CHAIRPERSON FROM WEST VIRGINIA STATE UNIVERSITY

Mr. Porterfield indicated that he was unaware of any benefit issues being considered during the Special Session and that no further activity had occurred in the benefit area since the April report.

##### RETREAT COMMITTEE-ELLEN L. MOORE, CO-CHAIRPERSON FROM BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE

Ms. Moore once again encouraged those ACCE representatives who are planning to attend the ACCE Retreat in July and who have not finalized lodging reservations to take action immediately. She reported that thirteen reservations had been made but at least fifteen are needed to avoid charges for the meeting room. She also stated that the Retreat Committee will be meeting at the conclusion of the meeting.

Mr. Harbaugh recommended that ACCE contact both HEPC Chancellor Noland and CCTCE Chancellor Skidmore for the purpose of seeking a financial contribution to offset some of the costs of the retreat. Both organizations have previously provided nominal support for the retreat.

##### BY-LAWS REVISIONS AD-HOC COMMITTEE-PAUL MARTINELLI, CHAIRPERSON FROM WEST VIRGINIA UNIVERSITY

Mr. Martinelli addressed the issues relative to the needed changes to the current By-Laws. He indicated that he had intended to distribute copies of the proposed changes to committee members at the meeting but elected to withhold such distribution as a number of committee members

were absent. Instead, he plans to mail such materials to committee members within days for their review. Mr. Martinelli stated that action needed to be taken at the June meeting in order for ratification to take place at the ACCE retreat in July. Such action will need to be taken prior to the election process.

## OLD BUSINESS

### SURVEY OF MEMBERS ON POTENTIAL STEP INCREASE/OTHER INCREASES FOR CLASSIFIED EMPLOYEES FOR FISCAL YEAR 2011

Mr. Dunn requested ACCE members to report on action taken by their institutional Board of Governors relative to salary enhancements for next year. Following are the responses from individual members:

Blue Ridge Community and Technical College-Ms. Moore reported that institution will be giving step increases to classified employees, faculty increases but no salary increase for non-classified employees.

Fairmont State University-Mr. Daniels reported no action has yet been taken on the salary issue but that the classified salary schedule was fully funded last year.

Glennville State College-Ms. Alltop reported that classified salary schedule has not been fully funded and that no increases are expected for next year.

West Virginia Higher Education Policy Commission-Mr. Long reported no action has yet been taken on the salary issue but that the classified salary schedule was fully funded last year. He reported that from Fiscal Year 2008 to Fiscal year 2009 the agency had hired eleven non-classified employees at a cost of approximately one-half million dollars.

Marshall University-Mr. Dunn reported that \$1.5 million has been provided for one-time salary enhancements for faculty and non-classified employees (absorb approximately \$1 million) and funding of the classified salary schedule by 25 percent (absorb approximately \$450 thousand).

Mountwest Community and Technical College-Ms. Robinson reported that current salary schedule has not been funded and no action has yet been taken on the salary issue for next year.

New River Community and Technical College-Ms. Igo reported that institution will be giving step increases to classified employees, salary increases for faculty promotion but no salary increase for non-classified employees.

Pierpont Community and Technical College- Mr. Sellers Jr. reported no action has yet been taken on the salary issue but that the classified salary schedule was fully funded last year.

Potomac State College of West Virginia University-Ms. Cruse reported that institution will follow the lead of West Virginia University and as yet no action has been taken.

Shepherd University-Mr. Harbaugh reported the salary issue has not as yet been addressed but he anticipated that step increases for classified employees below step 15 would take place, salary increases for faculty

promotion but non-classified employees would not receive a salary increase.

West Liberty University-Ms. Edwards reported that institution will be giving step increases to classified employees, salary increases for faculty tenure and promotion but no salary increase for non-classified employees.

West Virginia Network for Educational Telecomputing (WVNET)-

Mr. Britton reported that WVNET will be giving step increases to classified employees and that the facility has fully funded the current salary schedule.

West Virginia Northern Community College-Mr. Tice reported that institution has fully funded the salary schedule and will be giving step increases to classified employees below step 15 but no raises for classified employees at step 15 and above and no salary increases for faculty and non-classified employees.

West Virginia School of Osteopathic Medicine-Ms. Masters, proxy for

Mr. Nicholas Dean, reported step increases for classified employees, salary increases for faculty promotion but no mention of salary increase for non-classified employees.

West Virginia State University-Mr. Porterfield reported no salary increase for classified or non-classified employees but salary increase for faculty tenure and promotion.

West Virginia University-Mr. Martinelli reported no salary increases for classified employees are anticipated.

West Virginia University Institute of Technology-Ms. Boyd reported that no promises have been given but discussions are taking place with the possibility of raises for all employees.

#### LIVABLE WAGE ISSUE

Mr. Harbaugh reported that over twenty-five (25) percent of classified employees at Shepherd University earn less than \$23,000 per year and that Senate Bill 480 would have given institutions the latitude of eliminating pay grades 4 through 6 should they desire to do so in order to assist in reducing the livable wage issue. Mr. Dunn showed the current salary schedule with a highlight of those pay grades that fall below the livable wage level.

#### REPORT FROM WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION CHANCELLOR BRIAN NOLAND

Chancellor Noland reported via speakerphone from the Central Office. He addressed the passage of Senate Bill 480 and the subsequent un-fortuitous technical issue that prevented the bill from being acted upon by the Governor. Once Central Office staff realized that the bill would not be included in the Special Session call, he indicated that staff began to comb through the bill to determine the specific areas that could be implemented without statutory language. Chancellor Noland gave his personal commitment to classified employees to move the agenda forward

on implementing those provisions of the bill that do not require statutory language.

Chancellor Noland reported on the necessity of continued exploration of technological efficiencies combined with the elimination of duplicative functions throughout the state. Mr. Verne Britton, ACCE representative from the West Virginia Network for Educational Telecomputing (WVNET), advised the Chancellor that employees of the facility are extremely concerned but equally confused and uncertain over the implications of recent reports about the partnering of WVNET with the state Office of Technology. He requested an update as it relates to the Memorandum of Understanding between the West Virginia Higher Education Policy Commission (HEPC) and the state Office of Technology (OT). The Chancellor reported that the Policy Commission has not signed any document pertaining to a partnership and the earliest the issue can be addressed is at the HEPC Board meeting scheduled for July.

An issue of salary increases for faculty and staff was raised. The Chancellor indicated the primary role of HEPC is to instill faith, fairness and creditability in the classification and compensation system and make certain that salary enhancements are distributed according to code and policy. It was mentioned that merit increases can be approved for staff based on HEPC/CCTCE policy/rule. Mr. Martinelli questioned the necessity of the provision in SB 480 that would have given the HEPC oversight responsibilities over the Governing Boards' at Marshall University and West Virginia University in the areas of academic program approval and tuition and fee policy. Mr. Dunn raised the question of the ability of institutions to provide non-based building salary enhancements.

The Chancellor replied that the agency is seeking clarification from the State Auditor's Office on that issue. Ms. Jo Morrow, Staff Council Chairperson and Board of Governors representative at West Virginia University, raised the issue of the non-classified to classified percentage as it relates to Marshall University and West Virginia University. Chancellor replied that the agency is reviewing the issue to determine what can be done on the percentage issue. He indicated that he had not as yet met with the Board of Governors at West Virginia University to address the issue. It was mentioned that the Chairperson of HEPC proposed meeting with the Chairperson from those institutions under the auspices of the HEPC. However, no meeting has yet been scheduled. The Chancellor reported that the Board of Governors summit is scheduled for July 23 and 24 at Stonewall Jackson Resort.

## NEW BUSINESS

### WEST VIRGINIA UNIVERSITY STAFF COUNCIL PRESENTATION

Ms. Morrow expressed on behalf of Staff Council, classified employees and the institution its appreciation to ACCE for providing the institution with the opportunity to host an ACCE meeting. Following the

appreciation remarks she requested introductions from members of Staff Council.

Ms. Morrow reported that last month Staff Council shared information relative to salary recommendations with President Clements and his staff. The reported information showed that 2,838 classified employees would be “red-lined” which would prevent those individuals from being eligible for a step raise. Of the above total, 93 are employed at Potomac State College of West Virginia University. In view of the enormous number of classified employees who would be precluded from salary enhancements the Staff Council devised and presented President Clements with a Proclamation. A copy of the Proclamation was distributed to ACCE members. Ms. Morrow indicated that Staff Council has subsequently met with Human Resources staff, faculty and the provost relative to a salary enhancement plan. President Clements has suggested a different model to address the Staff Council concerns. Suggested proposal would allocate a 1.25 percent non-based building salary enhancement for faculty and a 1.5 percent non-based building salary enhancement for non-classified employees. The main cabinet personnel would not receive a salary increase this year. Ms. Morrow reported that there are 735 non-classified employees with an average salary of \$77,000.

Staff Council member reported on a Strategic Planning Council that was formed to guide the process through 2020 of which she is a member. She reported that 40 names were submitted to be placed on the Council. The goal of the committee is to gather input from the various constituent groups within the institution. The first meeting is scheduled for later this week. The 40 members are divided within five (5) sub-committees which will meet on a monthly basis with the most intensive work to occur this summer with final recommendations to be issued in the fall.

Staff Council member reported on undergraduate tuition waivers.

It was reported that sixty-eight (68) requests had been received from a combination of classified and non-classified employees. Employee must maintain a cumulative 2.0 grade point average to qualify for the waiver.

Staff Council member reported on the Legislative Committee. It was reported that the Committee meets twice a year in Charleston to discuss classified employees issues with the administration and local delegation.

#### SPOUSAL HEALTH INSURANCE/STIPENDS

Mr. Jared R. Tice from West Virginia Northern Community College reported that the Board of Governors at his institution approved a salary increase for the President plus a \$5,000 stipend as compensation for savings to the institution as the President elected to not participate in the state PEIA health plan. He asked ACCE to send notification to HEPC/CCTCE for the purpose of determining if such option is available to other institutional employees. Mr. Kenneth Harbaugh from Shepherd



University made a motion instructing the Executive Committee to transit correspondence to the Chancellors of HEPC/CCTCE for the purpose of requesting them to instruct legal counsel to review code language to determine whether the institutional Board of Governors are precluded from giving stipends to employees who opt out of the state PEIA health plan. Mr. Paul Martinelli from West Virginia University seconded the motion.

MOTION UNANIMOUSLY APPROVED

#### ANNOUNCEMENTS BY MEMBERS

Mr. Dunn reported the next meeting of ACCE is scheduled for June 15th at Marshall University. Ms. Deborah Cruse from Potomac State College of West Virginia University reported that she will be resigning as ACCE representative at the end of June. She stated that Mr. Tim Nichols will replace her. Mr. Dunn requested the minutes reflect the utmost appreciation of ACCE to Mr. Paul Martinelli, Ms. Jo Morrow, Staff Council members and other institutional personnel who were instrumental in providing an excellent facility as well as fine food. Their hospitality is to be commended.

There being no further business to come before the members, Ms. Deborah Cruse from Potomac State College of West Virginia University made a motion to adjourn. Ms. Mary Alltop from Glenville State College seconded the motion. The meeting adjourned at 2:55 pm.

RESPECTFULLY SUBMITTED,

Robert E. Long, Secretary