



Bruce L. Berry, M.D.  
*Chair*

Paul L. Hill, Ph.D.  
*Chancellor*

West Virginia Higher Education Policy Commission  
West Virginia Community and Technical College System

1018 Kanawha Boulevard, East, Suite 700  
Charleston, West Virginia 25301

(304) 558-2101

www.hepc.wvnet.edu  
www.wvctcs.org



Clarence "Butch" Pennington  
*Chair*

James L. Skidmore  
*Chancellor*

August 12, 2014

The Honorable Robert H. Plymale  
Co-Chair, Legislative Oversight Commission on Education Accountability  
Senate Education Committee  
Room 417-M, Building 1  
State Capitol Complex  
Charleston, West Virginia 25305

The Honorable Mary M. Poling  
Co-Chair, Legislative Oversight Commission on Education Accountability  
House Education Committee  
Room 434-M, Building 1  
State Capitol Complex  
Charleston, West Virginia 25305

Dear Senator Plymale and Delegate Poling:

The Resolution approved by the Legislative Oversight Commission on Education Accountability (LOCEA) on May 20, 2014 requires quarterly progress reports of accomplishments beginning August 15, 2014 regarding implementation of Senate Bill 330, comprehensive legislation regarding personnel administration. This report addresses progress made on behalf of the West Virginia Higher Education Policy Commission (Commission) and West Virginia Council for Community and Technical College Education (Council).

Market Compensation Survey Request for Information

The Acting Vice Chancellor for Human Resources prepared a Request for Information (RFI) and appendices which guide responders to the most appropriate sections of West Virginia Code. The RFI includes three main sections for vendors to review and suggest processes, methods, and timelines for completing the work. First, and most important, are the compensation market studies for all categories of employees. The information includes the recognition that much preliminary work is required of the selected consultant before being able to conduct a sound market study of wages for non-classified and faculty employees. The second RFI topic requests that the consultant propose a process, method, and/or program for establishing, measuring and maintaining compensation equity among employee categories. Finally, the third topic of the RFI requests that the consultant review the statutory expectations with regard to

centralized support of the human resources function for West Virginia public higher education and recommend organization, programs, staffing and budgeting to implement the Legislature's expectations.

The initial draft of the RFI was distributed on June 12, 2014 for review and comment to the Advisory Council for Classified Employees and the Advisory Council of Faculty via their representation on the Common Grounds Committee and the Chief Human Resources Officers. Feedback was received and modifications were made to the RFI. The next draft was distributed to the same constituency on July 9, 2014. The final RFI was publicized on July 15, 2014 and a copy was provided to your offices shortly thereafter.

The Acting Vice Chancellor for Human Resources attended the annual conference of World-at-Work in May 2014. World-at-Work is the leading compensation association in the country and is the organization responsible for training and testing for Certified Compensation Professional (CCP) certification. During the conference, the Acting Vice Chancellor visited vendor booths to interview compensation professional representatives and obtain contact information from vendors who may be able to provide services necessary for implementation of Senate Bill 330. From the information collected, a short list of 35 vendor representatives was established and the RFI was distributed directly to these vendors, along with newspaper publication and an announcement of the release on professional web sites (LinkedIn, World-at-Work, SHRM, CUPA-HR, etc.).

The RFI includes a timeline with specific dates for receipt of written questions, publication of answers, receipt of responses, evaluation of information submitted, vendor meetings, and the date to begin development of formal Requests for Proposal for competitive bid. To help vendors understand the complexity of our system and help ensure credible responses are submitted, the RFI includes a description of the higher education systems; background information on human resources administration; detailed descriptions of the three categories of employees; an explanation of how a job can exist in one or more of the three categories; where uniformity or lack of uniformity exists in job titling; a detailed description of existing classification and compensation programs; and the roles and functions of the Job Classification Committee and the Compensation Planning and Review Committee established in legislation.

Following the release of the RFI, presentations were made regarding implementation status of Senate Bill 330, the Resolution and Request for Information along with the Master Plans for the Commission and Council at the annual retreat of the Advisory Council of Classified Employees (July 14, 2014) and the annual retreat of the Advisory Council of Faculty (July 21, 2014). In addition to presentations to constituents, the Request for Information was presented as an information item at the August 1, 2014 meeting of the Commission. The same agenda item will be presented to the Council on August 20, 2014.

As of the writing of this report, vendors are beginning to make contact and expectations are high that the Commission and Council will receive credible proposals developed with a real understanding of the complexities and challenges faced as we progress toward accomplishment of Senate Bill 330 initiatives.

## Other Human Resources Initiatives

Development of data elements, submission of information, and participation in testing and training for the WVOASIS HR/Payroll system continue to make demands on the time of human resources staff. Recent recruitment and hiring processes for the Executive Vice Chancellor for Administration, the Vice Chancellor for Student Affairs, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Policy and Planning, the Director of Veterans Education and Training Programs, the Director of Workforce and Economic Development, and other support staff positions have delayed the process of recruiting and permanently filling the position of Vice Chancellor for Human Resources. However, the Acting Vice Chancellor for Human Resources is continuing to make progress with human resources initiatives required by Senate Bill 330 and subsequent legislation/resolution, the design and implementation of the WVOASIS HR/Payroll modules for our 22 organizations; providing policy guidance and technical support for the institutional chief human resources officers as well as providing human resources services for the offices of the Commission and Council.

Sincerely,



Paul L. Hill  
Chancellor



James L. Skidmore  
Chancellor

cc Mr. Matt Turner, Executive Vice Chancellor for Administration  
Ms. Patricia Clay, Acting Vice Chancellor for Human Resources