

LEGISLATIVE OVERSIGHT COMMISSION ON EDUCATION ACCOUNTABILITY

Senate Finance Committee Room
November 17, 2014

- **Senate Bill 330, Human Resources Administration, Quarterly Progress Report**
Ms. Patricia Clay, Acting Vice Chancellor for Human Resources

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West Virginia
Higher Education
Policy Commission



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November 15, 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) for the period August 15, 2014 through November 12, 2014.

Request for Information - Market Compensation Survey

A Request for Information (RFI) with appendices guiding responders to the most appropriate sections of West Virginia Code was published in July 2014. The RFI included three main sections for vendors to review and suggest processes, methods, and timelines for completing the work. The three sections of the RFI were: (1) compensation market studies for all categories of employees; (2) proposal of a process, method, and/or program for establishing, measuring and maintaining compensation equity among employee categories; and (3) review of statutory expectations with regard to centralized support of the human resources function for West Virginia public higher education with recommendations for organization, programs, staffing and budgeting to implement the Legislature's expectations.

Four responses to the request were received by the September 23, 2014 deadline. Responses were reviewed and initial cost estimations provided by two large reputable vendors indicate the cost for this comprehensive study with systemic program recommendations related to jobs held by approximately 15,000 employees of the Commission and Council will range from \$993,000 to \$1,550,000. Cost estimations did not include pricing for software to manage annual updates of the system, or for conducting review for redesign of the current central human resources structure to effectuate change, as well as implement and maintain requirements of Senate Bill 330.

Responses are being used as guiding resources in current work of drafting the final Request for Proposal (RFP). Constituent groups will have an opportunity to review and provide feedback on the draft RFP. The Compensation Planning and Review Committee (CPRC), established by Senate Bill 330, is charged with oversight of the study and will be called upon to review and finalize the Request for Proposal that is expected to be published in December. Staff are on schedule as proposed in the Project Timeline Report submitted to LOCEA in August.

WVOASIS

The Acting Vice Chancellor for Human Resources continues to assist with identification of issues affecting higher education, problem resolution and coordination for stages of implementation for higher education institutions with the wvOASIS Phase D -Human Resources/Payroll. Continued 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 at all West Virginia public higher education institutions.

Training -- West Virginia Code §18B-7-6(b)

The Division of Human Resources offered each Commission and Council institution funding for registration fees for one staff member to attend one of two human resources specific training conferences recently offered. The Commission and Council supported conference attendance for thirteen individuals “engaged in human resources related activities” from eleven higher education organizations. Registration fees were paid for attendance at the 2014 WVCUPA-HR Annual Conference or the 2014 West Virginia EEO Conference. Topics of training included: Conducting EEO Complaint Investigations, Investigation Report Writing; Informal EEO Counseling/Mediation; Mindfulness (Stress Reduction); The Affordable Care Act; Setting Goals; Building Relationships; Equal Employment Opportunity; Practical Strategies for Personal Effectiveness; and Developing an HR Scorecard.

Vice Chancellor for Human Resources Search

The Vice Chancellor for Human Resources Search Committee conducted telephone interviews with candidates in October and have scheduled on-site interviews for the finalists for this position during the third week of November.

Communications

Patricia Clay, Acting Vice Chancellor for Human Resources, held a fall Chief Human Resources Officers meeting on October 30, 2014. Thirty-eight individuals engaged in human resources related work were in attendance. Training was provided by David Bennett, Director of Information Technology, from the Commission's Division of Policy and Planning on the purpose and use of the annual report of personnel data to the Commission. Dr. Ed Magee, Vice Chancellor for Finance, provided training on wvOASIS Accounting as it relates to new Human Resources responsibilities with wvOASIS. Representatives from Teachers Insurance Annuity Association/College Retirement Equities Fund spoke to the group about pending changes with retirement program loan limitations, a new administrator interface called Plan Focus, process improvements with on-line enrollments, and EPICS to wvOASIS interface issues. Additional discussion was held on the topics of HR Metrics, future plans for Senate Bill 330 data reporting using wvOASIS, upcoming reporting requirements, and submission of job descriptions for pending market study work.

Matt Turner, Executive Vice Chancellor for Administration, and Ms. Clay presented at the September 15, 2014 meeting of the Advisory Council of Classified Employees (ACCE). Ms. Clay joined the ACCE meeting held in Morgantown on October 8, 2014 via conference call.

The Acting Vice Chancellor for Human Resources continues to provide 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