



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



Bruce L. Berry, M.D.
Chair

Paul L. Hill, Ph.D.
Chancellor

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 21, 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:

In follow-up to your request for additional detail about the timeline included in the Request for Information (RFI) for the Comprehensive Human Resources Initiatives published on July 15, 2014, provided below is the timeline for the project which is included on Page 12 of the Request for Information:

Official RFI Release:	July 15, 2014
Deadline for Written Questions:	August 15, 2014
Written Responses to Questions Issued:	August 29, 2014
Information Responses Due:	September 23, 2014
Evaluation of Responses Complete by:	October 3, 2014
Meetings with Vendors:	October 6-17, 2014
Development of Formal Request for Proposals Begin:	November 1, 2014

Additionally, activities related to the development of the RFI and anticipated milestones and goals for the next few months are provided in the attached report.

If you have questions or require additional information, please let us know.

Sincerely,

Paul L. Hill
Chancellor

James L. Skidmore
Chancellor

Attachment

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

Senate Bill 330 Activities

May 18, 2014

Effective date of appointment of Interim Vice Chancellor for Human Resources.

May 20, 2014

Legislative Oversight Commission on Education Accountability approved Resolution making implementation of all aspects of Senate Bill 330 the primary focus of the West Virginia Higher Education Policy Commission (Commission) and the West Virginia Council for Community and Technical College Education (Council). Encouraged release of Request for Information (RFI).

May 19 – 23, 2014

Acting Vice Chancellor for Human Resources attended national World at Work Conference in Dallas Texas. Interviewed potential vendors and compiled contacts for distribution of Request for Information and Request for Proposals for work required in compliance with Senate Bill 330.

May 26 – June 12, 2014

Analyzed Senate Bill 330 and volumes of reports and papers developed over prior three years. Drafted Request for Information and Appendix A providing appropriate background and explanation of the state supported systems of higher education in West Virginia and Senate Bill 330.

June 12, 2014

Distributed a draft of the RFI with a proposed timeline ending on September 15, 2014. Solicited feedback from Advisory Council of Classified Employees and Advisory Council of Faculty (through representative members on the Common Grounds Committee), Chief Human Resources Officers, Common Grounds Committee membership, and Commission and Council staff.

June 13 – July 7, 2014

Received feedback and recommendations from ACCE and two CHRO constituents. Modified original version of RFI based on the feedback received.

July 8, 2014

Distributed second draft of Request for Information to the Chief Human Resources Officers, Amy Pitzer, Sylvia Shurbut, Chancellor Paul Hill, Chancellor James Skidmore, Bruce Walker and Mary Blashford, Director of Procurement. Advised that unless there were major issues that needed changed, this version would be released on July 14, 2014.

July 8, 2014

Distributed copy of revised version of Request for Information to the Chief Human Resources Officers, the Advisory Council of Classified Employees and Advisory Council of Faculty (through representative members of the Common Grounds Committee), the

Common Grounds Committee membership, Chancellor Paul Hill, Chancellor James Skidmore, and Bruce Walker.

July 9, 2014

Final draft of RFI was distributed to Senator Plymale, Delegate Poling, Chancellor Paul Hill, Chancellor Jim Skidmore, and Cindy Anderson. Message included the following information: *After consideration of feedback received, the original was modified, resulting in the version attached. Based on a recommendation from ACCE, the timeline in the RFI was modified to allow vendors an appropriate period to thoroughly analyze the information provided, conduct research using the linked information accessible via Appendix A, and formulate any questions they have about the particular numbered topic of the RFI for which they may be able to provide services.*

July 9, 2014

Final draft of RFI shared with Amy Pitzer and Sylvia Shurbut and Common Grounds Committee membership. Confirmed to Amy Pitzer and Sylvia Shurbut in a separate message that the final version of the RFI could be shared with their constituent groups.

July 18, 2014 – August 20, 2014

- Distributed RFI to contact list of approximately 35 compensation and human resources vendors compiled over the prior two months.
- Fielded questions and inquiries from vendors (Mercer, PayScale, IBM, Longnecker, Pearl Meyer, Xerox).
- Made presentation about RFI to Advisory Council of Classified Employees at their Annual Retreat in Logan, WV.
- Made presentation to Advisory Council of Faculty during their annual meeting held in Davis, WV.
- Presented Senate Bill 330 Update which included review of the RFI during the August 1, 2014 Commission meeting.
- Received questions on August 12, 2014 from one consultant.
- Presented same update to the Council during the August 20, 2014 meeting.
- Conducted conference call with Chief Human Resources Officers wherein they were informed that submission of current job descriptions for all titles held by employees (nonclassified, classified and faculty) will be required, possibly as early as December 2014. They were encouraged to begin work making sure job descriptions exist and are up to date for all positions.
- Met with Policy and Planning IT professionals to incorporate coding in annual submission of personnel data to ensure title coding, position number, exemption status and EEO coding submitted matched new coding created for WVOASIS. This is necessary to enable the Commission and Council to produce reports necessary for consultants to conduct analysis of job titles, employee salaries and categories necessary to conduct credible compensation market studies. Additionally, nonclassified employee ratios will be calculated from annual submission data.
- Continue to field questions and inquiries from potential vendors (Hay Group and MarketPay as of August 21, 2014).

Proposed Activities, Milestones, and Goals
Request for Information / Request for Proposals
Human Resource Initiatives
August 21, 2014 – December 31, 2014

August 21 - August 29, 2014

- Prepare written responses to questions for RFI and post to Commission and Council Web sites for benefit of all consultant vendors.

August 30 – September 23, 2014

- Continue to field questions and inquiries from potential vendors.
- Project Planning - Meet with IT staff from Division of Policy and Planning and/or WVNET to investigate possibility of technology solution for receipt and organization of job descriptions for use by compensation vendors.
- Project Planning - Meet with research staff from Division of Policy and Planning to help design appropriate study process and elements, including employee climate survey, for issues described and required by Senate Bill 330.
- Receive Vendor Responses for Request for Information.

September 24 – October 3, 2014

- Evaluate vendor responses to determine whether follow-up meetings should be scheduled.

October 6-17, 2014

- Two-week period reserved for possible meetings with vendors to clarify responses and information submitted. If no additional information is required, begin drafting Request for Proposals.

October 20 – 31, 2014

- Allow time for submission of additional information or clarifications if necessary.
- Evaluate additional information received to determine what criteria to include in Request for Proposals.
- Identify any “sole source” options.

November 3 - 14, 2014

- Draft Request for Proposals (may be more than one) for compensation studies for classified, nonclassified and faculty employee categories.
- Ensure Equity Measures are defined and included in RFP - or - draft separate RFP to be advertised for design of equity study and reporting criteria.

- Draft Request for Proposals to conduct review for redesign of current human resources structure to effectuate change, as well as implement and maintain requirements of Senate Bill 330.

November 17 – December 5, 2014

- Estimated period for meetings and review of Request for Proposals by the Compensation Planning and Review Committee, the Advisory Council of Classified Employees, the Advisory Council of Faculty, Chief Human Resources Officers, College Presidents and Commission/Council administrative staff.

December 19, 2014

- Anticipated release of final Request for Proposals.

After release of the Request for Proposals for conducting market studies, developing pay philosophies, designing pay structures, incorporating communication plans, designing and presenting reports and updates, timelines will be dependent on proposals from consultants. Additional factors that affect timeline estimations include:

- the cost of the project(s) and the Commission and Council's ability to award contracts for all work required or whether the work has to be spread over additional fiscal years;
- the amount of support required of Commission/Council staff, as well as college and university human resources staff (Include professional and technical support);
- competing demands on staff time with regard to WVOASIS HR/Payroll implementation and human resources functions necessary for the Commission and Council as an agency (medical leave management, supervisor training, performance management system and training, etc.); and
- ability of the Commission and Council to staff the Human Resources Division at a level conducive to achievement of requirements and on-going programs outlined in Senate Bill 330.