

Minutes of ACCE Meeting
June 15, 2010
Marshall University
Huntington, West Virginia

ATTENDANCE:

Members in attendance:

Amy Pitzer, Concord University
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 Robinson, Mountwest Community and Technical College
David G. "Bo" Sellers Jr., Pierpont Community and Technical College
Kenneth Harbaugh, Shepherd University
Teri M. Wells, Southern West Virginia Community and Technical College
Mary Ann Edwards, West Liberty University
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)
Nicholas Dean, West Virginia School of Osteopathic Medicine
Timothy Beardsley, West Virginia University at Parkersburg
Barbara Boyd, West Virginia University Institute of Technology
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center Charleston Division

Excused:

Fred Hardee, Bluefield State College
Cathy Stevenson, Bridgemont Community and Technical College
Lacey Ball, Eastern West Virginia Community and Technical College
Lee Ann Porterfield, Kanawha Valley Community and Technical College
Mary M. Igo, New River Community and Technical College
Jared Tice, West Virginia Northern Community College
William H. Porterfield, West Virginia State University
Paul Martinelli, West Virginia University

Unexcused:

Janene Seacrist, Council for Community and Technical College Education
Vacant, Potomac State College of West Virginia University

Guests:

James Skidmore, Chancellor for Community and Technical College Education
Dr. Stephen J. Kopp, President, Marshall University
Dr. Kevin Walthers, Vice-Chancellor for Administration of the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education
Nina L. Barrett, Accounting Assistant II, Controller's Office, Staff Council Chairperson, Marshall University
Barbara A. Black, Campus Service Worker, Housing auxiliary, Staff Council representative, Marshall University
Johnny R. Bradley, Library Associate, Library, Staff Council representative, Marshall University
Katie M. Easter, Program Assistant I, Marshall University Staff Council
Tommie Kelley, Manager, Computer Operations, Staff Council Chairperson, Mountwest Community and Technical College
Diana G. Lewis, Campus Service Worker, Housing Auxiliary, Staff Council representative, Marshall University
Dwayne B. McCallister, Trades Specialist, Housing Auxiliary, Staff Council representative, Marshall University
Gordon Simmons, Field Organizer, West Virginia Public Workers Union
David K. Stiltner, SR-BBA, Pre-Business, College of Business, Staff Council representative, Marshall University
Steve Thompson, Chief Steward, West Virginia Public Workers Union
Joseph W. Wortham, Supervisor Facilities, Athletics Administration, Staff Council representative, Marshall University

CALL TO ORDER

Vice-Chairperson, Mr. Mike Dunn from Marshall University in the absence of Ms. Amy Pitzer, Chairperson from Concord University who was delayed, convened the meeting at 9:05 am.

INTRODUCTIONS OF MEMBERS AND GUESTS

Mr. Dunn asked attendees to introduce themselves and the institution being represented. Considering the number of guests in attendance Mr. Dunn asked those individuals to introduce themselves, the institution to which they are affiliated and an indication of their presence on the institutional Classified Staff Council.

WELCOME REMARKS FROM MARSHALL UNIVERSITY PRESIDENT DR. STEPHEN J. KOPP

Mr. Dunn introduced Dr. Stephen J. Kopp, President of Marshall University. President Kopp welcomed ACCE representatives to the institution and encouraged members to tour the facilities as numerous campus modifications had occurred over the past several years. Dr. Kopp

stated that a record freshmen enrollment was expected for fall 2010 and ended his comments by intimating that a productive meeting was in store.

PRESENTATION FROM MR. JAMES SKIDMORE, CHANCELLOR FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION ACCOMPANIED BY DR. KEVIN WALTHERS, VICE-CHANCELLOR FOR ADMINISTRATION OF THE WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION AND THE WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Mr. Dunn introduced Mr. James Skidmore, Chancellor for Community and Technical College Education who was accompanied by Dr. Kevin Walthers, Vice-Chancellor for Administration of the HEPC and CCTCE. Chancellor Skidmore reported that the community college system is in the process of developing a Master Plan for the West Virginia Community and Technical College System for 2010 to 2015. The proposed plan was recently presented to the Legislative Oversight Commission on Education Accountability. He stated that the current Master Plan focuses primarily on access and increasing enrollment whereas the proposed plan will focus first and foremost on student success (improving retention and graduation). Other specific areas of focus will be long-term economic/workforce development, infrastructure/resources and strategic priorities. Chancellor Skidmore listed five (5) goals and four priorities. They are as follows:

Goals

1. Produce graduates with the general education and technical skills needed to be successful in the workplace or subsequent education.
2. Provide workforce development programs that meet the demands of West Virginia employers and enhance West Virginia's economic development efforts.
3. Provide access to affordable, comprehensive community and technical college education in all regions of West Virginia.
4. Build a solid infrastructure of people, facilities and technology to meet the needs of community and technical college students and employees.
5. Communicate and collaborate effectively.

Strategic Priorities

1. To meet the challenge to produce more graduates.
2. To meet the challenge to promote proactive employer partnerships.
3. To meet the challenge to serve adults and other non-traditional students.
4. To meet the challenge to build and maintain facilities.

Chancellor Skidmore reported two (2) advanced technology centers are planned. One will be located in South Charleston at the West Virginia Education, Research and Technology Park (WVERTP), formerly the Dow Park. Kanawha Valley Community and Technical College will be located at the park but it will also serve multiple institutions. The other

center will be located in Fairmont, inside the High Tech Park at the South Fairmont Exit of Interstate 79.

Mr. Robert E. Long from the West Virginia Higher Education Policy Commission raised concerns over the issue of under-utilization of federal aid by community college students. He referenced a College Board report that reported in the 2007-2008 academic year, only fifty-eight (58) percent of Pell Grant-eligible students attending community colleges either full-time or part-time applied for federal financial aid as compared to seventy-seven (77) percent of eligible students at four-year public institutions. Mr. Long pointed out that the lower rate of completion of the Free Application for Federal Student Aid (FASA) by community college students exacerbates the issue as those students are also ineligible from consideration for state need-based aid. He suggested that consideration be given to simplifying the eligibility for state aid by changing the statutory requirement for the major need-based grant, West Virginia Higher Education Grant Program, from full-time to part-time, thus allowing greater access to community college students who are inclined to attend on a part-time basis. The current Higher Education Adult Part-Time Grant Program, primarily used by community college students for which there are two components could be restructured into a single workforce development program. Mr. Kenneth Harbaugh from Shepherd University raised the issue of community college support for continued funding as recommended in the Personnel Study in order to provide training for institutional Human Resources staff. Chancellor Skidmore responded by stating insufficient data was currently available to make that call as a number of community and technical colleges continue to contract those services to four-year linked institutions. He stated that in the area of financial aid three community and technical colleges are utilizing the services of one individual to oversee financial aid. A similar method may be instituted for other student services.

Mr. Harbaugh raised the issue of the Human Resources position at the HEPC Central Office. Dr. Walthers, Vice-Chancellor for Administration, reported that the deadline date has passed and around thirty plus applications have been received. He indicated that screening of the applications is expected to take place next week with a one day interview of candidates scheduled for a later date. Vice-Chancellor Walthers asked Ms. Pitzer, Chairperson from Concord University, for the name of the ACCE member who will be on the selection committee. Ms. Pitzer responded by asking the Vice-Chancellor several questions relative to time demands. She stated that she would provide him with a name by the end of the day. Mr. Harbaugh advised the Vice-Chancellor of a previous survey relative to institutional Human Resources staffing and qualifications and encouraged a similar survey to determine the areas of improvement and the areas where deficiencies continue to exist. The Vice-Chancellor questioned the need for a current survey. Mr. Harbaugh raised the issue with the Vice-Chancellor of his support for continued training for

institutional Human Resources staff. The Vice-Chancellor indicated that he was hopeful that funding would be available for additional training and if so, he plans to seek in-house personnel to conduct such training as compared to seeking external sources. Mr. Harbaugh asked the Vice-Chancellor about the agency position on pursuing implementation of provisions in SB 480 that do not need statutory language. The Vice-Chancellor responded by stating the agency plans to implement as much of those provisions as possible. Mr. Harbaugh subsequently asked the Vice-Chancellor about the agency strategy for pursuing legislation in the 2011 legislative session to address the needed statutory changes and will the agency seek input from classified employees. Mr. Dunn raised the issue of the current status on re-installing of the Eight Steps to Change to the agency website. The Vice-Chancellor reported that the staff person with that responsibility has been totally focused on another project and has not had time to address the issue. He reported that time will now be available to re-install the Eight Steps to Change as the other project has been completed. Mr. Dunn subsequently raised concerns over the membership selection, tasks and timelines for completion of the assignments by the four new Sub-Committees that will be working on Personnel Study issues. He emphasized the need for taking advantage of the prior committee members and their work rather than re-inventing the wheel. Mr. Verne Britton from the West Virginia Network for Educational Telecomputing (WVNET) asked the Chancellor about the future of WVNET in view of the recent discussions about merging WVNET with the Office of Technology. The Chancellor indicated that it is of utmost concern to him as the community college system is dependent on WVNET for services. He stated that analysis and evaluation must take place to determine the needs of the community college system and how best to supply those services.

PRESENTATION FROM MR. STEVE THOMPSON, CHIEF STEWARD, WEST VIRGINIA PUBLIC WORKERS UNION AND MR. GORDON SIMMONS, FIELD ORGANIZER, WEST VIRGINIA PUBLIC WORKERS UNION-STATE AND EDUCATION EMPLOYEES GRIEVANCE PROCEDURE

Ms. Pitzer introduced Mr. Steve Thompson, Chief Steward, West Virginia Public Workers Union and Mr. Gordon Simmons, Field Organizer, West Virginia Public Workers Union. They distributed a copy of two reports, "Refining the Three R's" What do they mean and why do they matter? and "Examination of the Process, Administration, and Grievance Abatement Measures of the WV Public Employees Grievance Board" which was presented to the Government Organization Subcommittee B, Interim Legislative Session August 10, 2009. The studies were produced by Dr. Karen Kunz, Division of Public Administration at West Virginia University.

Mr. Simmons reported that the intent of grievance reform was to simplify the process by reducing the number of steps. He indicated the current steps consist of:

1. In-house meeting
2. Mediation
3. Formal hearing before Board/Administrative Law Judge

He stated optimism over the prospect of retaining the current right to representation by the grievant during the pre-determination meeting in any future reform legislation. He also stated the debate continues to occur relative to principles and procedures and in many instances interpretation is still undefined.

Mr. Thompson reported that the 2009 Legislature was required to review the 2007 legislation. In his mind there are still issues needing greater clarify and issues clearly needing modified. He provided some examples of both issues. Ms. Pitzer stated that ACCE has similar concerns with a number of issues and expressed a willingness to work and support his group in improving the process and procedures.

APPROVAL OF MAY MINUTES

Ms. Pitzer recognized the Secretary, Mr. Robert E. Long from the West Virginia Higher Education Policy Commission and asked that he present the minutes of the May meeting which was held at West Virginia University. Mr. Long distributed copies of those minutes. He reported that draft minutes were distributed via the ACCE LISTSERV on June 10th. Based on recommended changes from several members Mr. Long reported that a revised version of the completed minutes was distributed on June 11th. Mr. Kenneth Harbaugh from Shepherd University made a motion to accept the minutes. Mr. Mike Dunn from Marshall University seconded the motion.

UNANIMOUSLY APPROVED

ACCE COMMITTEE REPORTS

LEGISLATIVE COMMITTEE-MR. MIKE DUNN, CHAIRPERSON FROM MARSHALL UNIVERSITY

Mr. Dunn mentioned the HEPC presentation to the Legislative Oversight Commission on Education Accountability on June 8th.

Chancellor Noland reported on the following areas:

1. State and Federal Financial Aid Programs Update
2. West Virginia Education, Research and Technology Park
3. Implementation of Initiatives from SB 480
4. Tuition and Fees for the 2010 Academic Year
5. Retention and Graduation Rates Compared to Peer Institutions
6. Overview of Complete College America
7. From Higher Education to Work in West Virginia 2008

Mr. Dunn reported on an article in the Charleston Gazette that implied that most West Virginia's jobs will require no more than a high school education by 2018. The report by Georgetown University's Center on Education and the Workforce ranked West Virginia well below the national average, along with Arkansas and Louisiana. The report stated educational composition of jobs in the three states will be mostly high school level or less in eight (8) years.

Mr. Harbaugh distributed a report titled "Healthy Workplace and Campus Environment by the President's Office for Social Justice at West Virginia University." He suggested that a discussion of the report's findings be tabled until the next meeting so that members would have an opportunity to read and digest the information in the report. On the legislative front he challenged members to build working relationships with local delegates and to assist in organizing their local Staff Council to lobby local delegates for both higher education and classified employees.

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

No report was given as Mr. Porterfield was unable to attend.

Ms. Pitzer reported on a June 2nd article in the Charleston Daily Mail that indicated that PEIA was lagging behind in implementing certain features of the National Health Care Plan which takes effect in January 2011. One particular feature is the inclusion of children on the family health plan until age 26. Ms. Pitzer indicated that the article stated that a number of private insurers are adopting such feature in advance of the scheduled start date whereas PEIA will defer such adoption until July 1, 2011. The reason given in the article for the delay was the structure of the PEIA which starts a new cycle in July and since the new features do not become effective until January 2011, such new features could not be added until the plan year, starting July 2011. Ms. Pitzer noted that this was evidently not an obstacle for Blue Cross/Blue Shield and other private insurers who have agreed to implement numerous changes ahead of the effective date.

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

Ms. Moore reported that twenty (20) rooms had been reserved and that the final day for lodging reservations will be June 26th. The remaining unfilled rooms will be made available to the public, starting on June 27th. Ms. Natasha D. Robinson requested members to bring an institutional gift for distribution during icebreakers. The price range is \$10.00 to \$15.00 and the gift should be wrapped. It was requested that a final notice be distributed to members listing the date and start time as well as the end date and time. Ms. Moore indicated that she would comply with the request. For food arrangements, she stated the facility can accommodate groups for the evening meal but was still uncertain if the

facility will be offering breakfast. Payment for meals will need to be handled individually through use of a credit card.

**WEB/COMMUNICATIONS COMMITTEE-MR. VERNE BRITTON,
CHAIRPERSON FROM WEST VIRGINIA NETWORK FOR EDUCATIONAL
TELECOMPUTING (WVNET)**

Mr. Britton reported that there was nothing new to report. It was requested that Mr. Britton archive the old data in the ACCE website to the private section of the ACCE website. Mr. Britton agreed to make the conversion.

**BY-LAWS REVISIONS AD-HOC COMMITTEE- MR. PAUL MARTINELLI,
CHAIRPERSON FROM WEST VIRGINIA UNIVERSITY**

No report was given as Mr. Martinelli was unable to attend. Ms. Pitzer elected to moderate the session. She proceeded to move through the By-laws article by article and section by section. Discussion ensued relative to needed modifications within each article and section. Following are the modifications that were agreed upon by members:

ARTICLE I. AUTHORITY

Name of ARTICLE I. changed from NAME TO AUTHORITY
Second sentence is new and reads as follows: Authority of and for the ACCE is granted in accordance with 18B-6-5

ARTICLE II. PARLIAMENTARY PROCESS

Name of ARTICLE II. changed from AUTHORITY TO
PARLIAMENTARY PROCESS

New wording for section to reads as follows: ACCE shall at all times conduct its affairs as defined by the prevailing law, consistent with the most current edition of Robert's Rules of Order, Newly Revised.

ARTICLE III. PURPOSE

Subsection (b) delete word such after to participate in

ARTICLE IV. ELECTIONS OF ACCE MEMBERS

Section 1. TERM OF OFFICE

Add words without term limits following the word themselves at the end of sentence.

ARTICLE V. ELECTION OF ACCE OFFICERS

Section1. New wording for section to read as follows: The Chairperson shall appoint an ACCE member from the COMMISSION members and an ACCE member from the COUNCIL members to serve as tellers. Tellers shall distribute, collect, count the ballots and report the voting results to the ACCE members. Tellers shall be ineligible to run for office but shall be eligible to vote. The teller from the COMMISSION shall handle the

election process and open nominations from the floor. The teller from the COUNCIL shall handle the process whenever a tie vote occurs and shall draw by lot from the names of the individuals who tied.

Section 3. Add words one year following the word consecutive

ARTICLE VI. DUTIES OF OFFICERS

Section 1. Delete (e) vote only in the event of a tie, with the exception of the election of officers. (e) now reads appoint members to, and initiate committees and sub-committees when necessity dictates, followed by (f) and (g).

ARTICLE VII. DUTIES AND RESPONSIBILITIES OF ACCE MEMBER

(e) Replace Board of Governors or institutional Board of Advisors with governing boards. Now reads establish working relationships with other institutional advisory groups as well as with institutional governing boards.

(f) Replace Board of Governors or institutional Board of Advisors with governing boards. Now reads encourage members of local Staff Councils to attend meetings of their institutional governing boards and the ACCE when feasible.

ARTICLE VIII. MEETINGS

Name of ARTICLE VIII. changed from MEETINGS to MEETINGS AND PROCEDURES

Section 3. Add word session at end of sentence to read: All meetings shall be open to the public except when the ACCE votes to meet in private session.

Section 8. Delete this section which read: The rule of procedural order for all meetings shall be in accordance with Chapter 1 pages 15 through 25 of Robert's Rules of Order, Newly Revised. (10th Edition, 2000)

ARTICLE X. RESTRICTIONS

Revise sentence one by adding words of an established quorum after the words by a majority and adding second sentence which reads: ACCE members, by a majority vote of an established quorum, may delegate specific issues to the Chair or Executive Committee if special circumstances exist.

ARTICLE XI. AMENDMENTS

Name of ARTICLE XI. changed from AMENDMENTS to REVISIONS AND AMENDMENTS

Section 2. Add word revision in three (3) places in section language.

Located in line one after word proposed to read proposed

revision/amendment. Located in line three (3) after word the to read the

revision/amendment. Located in line four (4) after word the to read the revision/proposed.

Section 3. Add word amendment after word Revisions to read Revisions/amendments.

UNDER OFFICERS

Replace Robert A. “Zac” Wycherley with Mike Dunn as Vice-Chairperson

Mr. Kenneth Harbaugh from Shepherd University made a motion to approve the revisions/amendments to the draft By-Laws. However, it was reported that ARTICLE XI. AMENDMENTS of the By-Laws require that a notice of a proposed amendment must be given to all ACCE members at least one regularly scheduled meeting prior to the regularly scheduled meeting at which the amendment will be presented for a vote. Thus, the motion was withdrawn. Ms. Pitzer stated that she would incorporate the modifications that have been approved at this meeting and transmit the revised document to members.

OLD BUSINESS

WVNET UPDATE

Mr. Britton reported on an article in the local The Dominion Post that reported some WVNET classified employees had investigated possible civil action to forestall an operational takeover of the WVNET facility by the state Office of Technology (OT). It indicated that workers had approached an attorney to represent them should there be a challenge to a potential merger or takeover. This action followed a letter by Delegate Bob Beach, D-Monongalia, to Monongalia County Prosecuting Attorney Marcia Ashdown to look into the takeover as a possible violation of state code. Mr. Britton raised several issues relative to the status of WVNET and the potential merger or takeover of WVNET by the Office of Technology (OT) earlier in the day with Chancellor Skidmore and Vice-Chancellor Walthers.

HEALTH INSURANCE STIPENDS

Ms. Pitzer reported that she had corresponded with both chancellors with a copy to Mr. Bruce Walker, Legal Counsel for the two public higher education systems, in order to ascertain if higher education employees who opt out of the PEIA health plan and save the institution on health care costs can qualify for a stipend for such savings. It was reported that at least one President of a public higher education institution had opted out of the PEIA health plan and for having done so was provided a stipend by the governing board. Thus, ACCE needed to determine if any statute, rule or policy would prohibit institutional boards of governors from permitting other employees on the campus to be approved for such stipend for opting out.

NEW BUSINESS

REPORT-ACCE MEETING WITH GOVERNOR MANCHIN III AND HEPC CHANCELLOR NOLAND

Ms. Pitzer reported on the scheduled meeting with Governor Joe Manchin III by a small contingent of ACCE members. Chief of Staff, James Spears and HEPC Chancellor Brian Noland was also in attendance. The primary focus of the meeting revolved around Senate Bill 480 that was passed during the legislative session but could not be enrolled due to a technical error. ACCE members expounded on the benefits of such legislation and sought the Governor's position on the bill. ACCE members reminded the Governor that all constituent groups including the administration had signed off on the bill and thus, there seem to be no reason for excluding such legislation from the Special Session call for July. The governor made it clear that he would not include the issue on the call as he was opposed to additional statutory language that would hamper flexibility in administration. He specifically stated the problems that he is encountering in restructuring elementary and secondary education stems from rigid statutory language. The Governor asked Chancellor Noland as to his thoughts on the issue. The chancellor reported that he had instructed staff to begin reviewing the provisions of the bill to determine those provisions that could be instituted without legislative language and that his intent is to implement as many of those provisions as possible. Governor Manchin III recommended that the chancellor set an August meeting date with the ACCE members in attendance to discuss the progress on the implementation of the non-statutory provisions as well as to address issues of accountability. He also instructed the chancellor to provide regular progress reports on both areas to his Chief of Staff. The Governor concluded his remarks by stating that should he be convinced such legislation is needed, he would lead the charge by introducing such legislation in the 2011 session.

CLASSIFIED EMPLOYEES ANNUAL MEETING WITH BOARD OF GOVERNORS

Ms. Pitzer reported that this issue was submitted by Mr. Paul Martinelli from West Virginia University and since he was absent from the meeting that the issue be tabled until the next meeting. Mr. Kenneth Harbaugh from Shepherd University made a motion to table the issue until the next meeting. Mr. Timothy Beardsley seconded the motion.

MOTION UNANIMOUSLY APPROVED

OTHER NEW BUSINESS

Mr. Harbaugh reported that various officials at both the HEPC and West Virginia University are disputing the results of the market study/compensation data that was performed by Mercer as prescribed in SB 603 and questioned the need for the other study by West Virginia University. Ms. Pitzer stated that West Virginia University President Mike

Garrison contracted with Towers/Perron to conduct a similar market study/compensation data. The results of that study were markedly different from the Mercer study results and that one major reason for the discrepancy related to the fact that the WVU study only focused on salaries above \$79,000. It is apparent that the data was manipulated to attain a specific outcome. Mr. Harbaugh advised members to become familiar with the data from both studies in order to dispute those findings should members be questioned about the differences.

ANNOUNCEMENTS BY MEMBERS

NEXT ACCE MEETING, JULY 26-28 AT HAWK'S NEST STATE PARK

Ms. Pitzer reminded members that the date and location of the ACCE Retreat is as follows: July 26-28 at Hawk's Nest State Park and that Ms. Moore will be transmitting a final reminder. She advised members of the need to submit topics for the agenda.

CLASSIFIED EMPLOYEES SERVING ON VARIOUS COMMITTEES

Ms. Pitzer reported that Mr. Mike Dunn from Marshall University has been asked to serve on one of the various committees being formed. She also reported that other classified employees have been asked to serve but such employees are not ACCE representatives or who have not been recommended by ACCE. Some members expressed the opinion that ACCE should be involved in the selection of classified employees for future committees to ensure some continuity as a number of classified employees were committee members in the previous process.

OTHER ANNOUNCEMENTS

Mr. Harbaugh reminded members once again to be sure to read the report from WVU-“Healthy Workplace and Campus Environment, Final Report” prior to the ACCE Retreat so that it can be discussed. Ms. Pitzer was asked by Mr. Harbaugh about the appointment of a classified employee to the selection committee for the Human Resources position at HEPC. She indicated that such action should be completed by the end of the day.

Mr. Britton reported that WVNET and K-12 are hosting the Annual 2010 Statewide Technology Conference to be held at the Charleston Civic Center on August 3, 4 and 5.

Ms. Moore reported that the Retreat Conference Committee will meet at the conclusion of the meeting.

Ms Pitzer requested that the minutes reflect the sincere appreciation of ACCE to Mr. Mike Dunn, Staff Council members and any other institutional staff who were instrumental in hosting the meeting, providing excellent facility, food and condiments. ACCE was very appreciative of the hospitality.

There being no further business to come before the members,

Mr. Kenneth Harbaugh from Shepherd University made a motion to adjourn. Mr. Timothy Beardsley seconded the motion.

The meeting adjourned at 4:07 pm.

RESPECTFULLY SUBMITTED,

Robert E. Long, Secretary

AMENDED MINUTES UNANIMOUSLY APPROVED