

Minutes of ACCE Annual Retreat  
July 26-28, 2010  
Hawk's Nest State Park  
Ansted, 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  
Cathy Stevenson, Bridgmont Community and Technical College  
John "Christopher" Daniels, Fairmont State University  
Mary Alltop, Glenville State College  
Lee Ann Porterfield, Kanawha Valley Community and Technical College  
Natasha 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  
Tim Nichols, Potomac State College of West Virginia University  
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)  
Jared Tice, West Virginia Northern Community College  
Nicholas Dean, West Virginia School of Osteopathic Medicine  
William H. Porterfield, West Virginia State University  
Paul Martinelli, West Virginia University  
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  
Lacey Ball, Eastern West Virginia Community and Technical College

Unexcused:

Janene Seacrist, Council for Community and Technical College Education

Guests:

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

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

Janice Powell, Communications Manager, Public Employees Insurance Agency

CALL TO ORDER

Chairperson, Ms. Amy Pitzer from Concord University, convened the meeting at 1:03 pm. She welcomed ACCE representatives to the 2010 ACCE Annual Retreat. She proceeded to recognize the individual members of the Retreat Planning Committee and complimented them for their tremendous work in planning and organizing the activities.

APPROVAL OF JUNE MINUTES

Ms. Pitzer asked Mr. Robert E. Long, Secretary from the West Virginia Higher Education Policy Commission, to present the minutes from the June meeting that was held at Marshall University. Mr. Long distributed copies of the June minutes. He reported that the draft minutes were distributed via the ACCE LISTSERV on July 21st. Based on recommended changes that were submitted by representatives, Mr. Long reported that a revised version of the completed minutes was distributed on July 23rd. Mr. Kenneth Harbaugh from Shepherd University made a motion to approve the June minutes. Ms. Cathy Stevenson from Bridgemont Community and Technical College seconded the motion.  
MOTION UNANIMOUSLY APPROVED

Ms. Pitzer raised an issue relative to the verbiage on page eleven (11) under the topic-ACCE meeting with Governor Manchin III and Chancellor Noland. She stated that her notes showed that the Governor had 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 and she requested such language be added to the minutes.

Mr. Kenneth Harbaugh from Shepherd University made a motion to amend the minutes. Mr. Timothy Beardsley from West Virginia University at Parkersburg seconded the motion.  
MOTION UNANIMOUSLY APPROVED

Ms. Cathy Stevenson from Bridgemont Community and Technical College made a motion to approve the amended minutes. Ms. Mary Alltop from Glenville State College seconded the motion.  
MOTION UNANIMOUSLY APPROVED

Ms. Mary M. Igo from New River Community and Technical College and member of the Retreat Planning Committee led the members in an Ice Breaking activity.

PRESENTATION GIVEN BY MS. JANICE POWELL, COMMUNICATIONS  
MANAGER, PUBLIC EMPLOYEES INSURANCE AGENCY (PEIA)

Ms. Pitzer introduced Ms. Janice Powell, Communications Manager, at West Virginia Public Employees Insurance Agency (PEIA). Ms. Powell stated that she has been an employee of the agency for twenty-three (23) years. She distributed a copy of her presentation, "Planning Your Retirement-What About Your Health Care Benefits" along with the 2010 Express Scripps High Performance Formulary for West Virginia PEIA PPB Plans A, B and C. The one page document provided a list of the most commonly prescribed drugs. She provided an overview of the health and life insurance available to plan participants. Following are the page headings for the PowerPoint presentation.

When will you retire?  
Medicare Is the Issue  
Latest News  
Latest News II  
Living Will Discount  
Let's Look at Non-Medicare  
Non-Medicare Benefits  
How does the non-Medicare benefit work?  
Networks  
Why is the Network Important?  
Let's Look at Medicare  
Medicare Benefits  
Prescription Drug Program  
Using Accrued Leave  
Calculating Your Benefit  
Non-Medicare Premiums  
Medicare Rates  
Survivor Benefits  
Premium and Benefit Assistance  
Basic Life Insurance  
Additional Life Insurance  
Retiree Dependent Life Premiums  
Who to Call

Ms. Powell reported that to provide health care benefits for current retirees it takes from 2 to 2.5 active employees and that ratio is projected to drop to 1 for 1 by the year 2020. She also emphasized that the employer pays eighty (80) percent of the premium while the employee pays twenty (20) percent. Finally, she reported active employees and non-Medicare eligible participants, starting with the July 1, 2011 Plan Year, will receive a \$10.00 per month premium discount by participating in the Improve Your Score

Program (screened at any Pathways to Wellness worksite or at a designated Labcorp site) and a \$4.00 per month discount for members who have a living will. Participation rather than the score results as currently exists under the Improve Your Score Program will be the determining factor.

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

Ms. Pitzer introduced Dr. Kevin Walthers, Vice-Chancellor for Administration. Vice-Chancellor Walthers reported that Mr. Bruce Walker, General Counsel for the Higher Education Policy Commission (HEPC), is finalizing a report on bumping/rifing. He also reported that West Virginia University is assessing the need for the development of a funding formula to be presented to the Central Office for consideration and that an efficiency Task Force has been established by HEPC whereby each institution will establish their best practices with a primary focus on both retention and an increase in the number of degrees awarded. Mr. Verne Britton from West Virginia Network for Educational Telecomputing (WVNET) raised the issue of the status of the WVNET/Office of Technology Memorandum of Understanding. Vice-Chancellor Walthers indicated that no further developments have taken place but stressed learning outcomes and doing more with less will be the mode of operation which will necessitate the continued focus on generating greater efficiencies. He also reported on the implementation of a new time and leave management system by West Virginia University. The new system will have major implications for non-exempt employees as they will be paid on an hourly basis which will result in the likelihood that the amount paid per pay period will vary from period to period. A discussion ensued as to issues of communication, timing, clocking in and out and other specifics of the new time and leave system.

PRESENTATION FOR NEW REPRESENTATIVES BY MR. KENNETH HARBAUGH, ACCE REPRESENTATIVE FROM SHEPHERD UNIVERSITY

Mr. Harbaugh distributed a copy of his presentation, "Your Responsibilities as Classified Staff Leaders." A major portion of his presentation focused on the duties and responsibilities of the local Staff Council Chairperson. He also addressed the duties and responsibilities of the Advisory Council of Classified Employees (ACCE) representative and the Board of Governors/Board of Advisors (BOG/BOA) representative. Following are some of the major responsibilities of those three positions starting with Staff Council Chairperson:

1. Provide copies of agendas in advance of meetings
2. Promote both attendance and participation

3. Develop classified leaders by selecting capable staff to chair committees
4. Develop good working relationship with upper management
5. Intervene to mediate and solve problems
6. Initiate campus discussions relative to institutional goals
7. Communicate needs, concerns and ideas with upper management and constituent groups

Some responsibilities of the ACCE representative:

1. Communicate ideas from local staff Council to:
  - a. Statewide ACCE organization
  - b. HEPC and CCTCE
  - c. Chancellors and agency staff
  - d. Local legislative delegation
2. Assist Staff Council Chairperson in mediating problems
3. Be a clearing house for information

Some responsibilities of the BOG/BOA representative:

1. Understand needs and concerns of classified employees
2. Communicate those needs and concerns to the governing board
3. Advocate for action on those needs and concerns
4. Attend institutional meetings affecting classified employees
5. Invite Board members to classified meetings and activities
6. Seek support in contacting government officials on issues of importance to classified employees

He also challenged all classified leaders to be proactive in the following areas:

1. Mentoring new committee members
2. Recruiting employees for leadership positions
3. Delegating responsibilities to committee members
4. Encouraging committee members to attend social functions of the institution
5. Engaging in positive conversations with upper management
6. Fostering positive relations with other constituent groups
7. Finding time to listen to your constituency
8. Sending cards, e-mails and notes
9. Working in concert with other classified leaders to articulate needs and concerns of classified employees

Finally, he provided the critical traits needed for successful leadership.

They consisted of:

1. Planning
2. Organizing
3. Preparing
4. Delivering

He advised new representatives of the willingness of more seasoned representatives to be available should their assistance be needed.

The meeting recessed at 6:07 pm. The meeting reconvened on Tuesday morning, July 27th at 9:03 am.

#### SET PRELIMINARY LEGISLATIVE AGENDA FOR 2011 SESSION

Ms. Pitzer convened the meeting by addressing the need for ACCE to establish a “wish list” of issues to be pursued through statutory, regulatory or policy change. Following are a compilation of the issues that were presented that need statutory change:

1. Annual increment increased from \$60.00 to \$75.00
  2. Forcing full funding of the current salary schedule
  3. Bumping and furloughs
  4. Dedicate portion of any tuition and fee increase to salary increases
  5. Non-base building budgets to allow bonuses
  6. Modifications in the grievance procedures
  7. Stable funding for higher education to enable Human Resources position at HEPC to be filled
  8. Personnel initiatives of SB480 that require statutory language
- Regulatory changes via HEPC
1. Personnel initiatives of SB480 that do not require statutory language
  2. Accountability
  3. Timelines for implementation of non-statutory issues

Ms. Johnna Beane from West Virginia University Robert C. Byrd Health Sciences Center Charleston Division updated the members on the status of the advertised position of Senior Director of Human Resources at HEPC. Ms. Beane is a member of the selection committee. She reported that the committee had narrowed the field to three (3) candidates, two (2) in-state and one (1) out-of-state, and that interviews were planned for Thursday, July 29th. She also reported that a number of outstanding qualified candidates had withdrawn from the pool for various reasons.

#### ESENTIALS OF LEADERSHIP PRESENTATION BY MR. DAVID G. “BO” SELLERS JR., ACCE REPRESENTATIVE FROM PIERPONT COMMUNITY AND TECHNICAL COLLEGE

Mr. Sellers opened his presentation by listing three (3) questions to be answered. Those questions were as follows:

1. Shift how we do our work? Change focus on how do we cope with changes?
2. How do we utilize effective communication skills?
3. How are we a catalyst for change to result in successful outcomes?

#### LEADERSHIP IMPERATIVES

1. Coach and Develop for Results
  - a. Employee questions

2. Drive Performance
  - a. Legislative agenda
3. Inspire Loyalty and Trust
  - a. Classified Staff meetings
4. Managing Work
  - a. BOG and Campus Leadership
5. Create Partnerships
  - a. State and Local Officials
6. Influence through Personal Power
  - a. Campus Leadership
7. Select Talent
  - a. ACCE Committee

#### CATALYST LEADER FOR CHANGE

1. Broad Mindset
2. Personal Accountability
3. Empowering Initiatives in Others
4. Energizing Behaviors
5. Respecting and Valuing Others
6. Involving Others in the Decision Making Process
7. Providing a Supportive environment

#### THE INTERACTION PROCESS

1. Planning your Trip
  - a. Open, Clarify, Develop, Agree and Close
2. Key Principles
  - a. Maintain or enhance self-esteem
  - b. Listen and respond with empathy
  - c. Ask for help and encourage involvement
  - d. Share thoughts, feelings and rationale to build trust
  - e. Provide support without removing responsibility to build ownership

#### COMMENTS FROM DR. BRIAN NOLAND, CHANCELLOR, WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

Chancellor Noland proceeded to address each of the items that were listed for his session. Those items consisted of (1) Meeting with ACCE representatives and Governor Joe Manchin III and Mr. James Spears, Chief of Staff, (2) Personnel Study-Next Steps, (3) WVNET/WVOT Memorandum of Understanding Update, (4) Update on Chairman Hendrickson's request from 2009 Finance Summit to include faculty/staff in developing efficiency plans at each institution, (5) Early Retirement Incentives and (6) other items of importance. He reiterated the comments of Governor Manchin III at the meeting whereby the Governor stated that he was against legislation that would restrict institutional flexibility and in his mind SB480 would in fact restrict such flexibility. He also mentioned the Governor's initiative as Chairperson of the National Governor's Association to increase the number of college graduates. The

Chancellor reported that once the Senior Director of Human Resources position is filled, he plans to convene a meeting of agency staff, Governor and his staff and ACCE representatives.

On the Personnel Study issue the Chancellor reported that agency staff has reviewed SB480 line by line to determine those provisions that the agency can implement without statutory language. Then he reported on the current status of filling the Senior Director of Human Resources position at HEPC and indicated that person will not perform internal HR activities. The initial task to be performed by the new person will be a review of the market study results that were performed by Mercer as prescribed by SB480. Mercer was the selected vendor to perform the market study. Mr. Harbaugh asked the Chancellor whether the new HR person will be provided with additional staff to address the provisions of SB480. The Chancellor indicated that the new HR person will be responsible for hiring staff. Mr. Jared Tice from West Virginia Northern Community College raised concerns over the position description (title) as a detriment to attracting highly qualified individuals nationwide. In his mind highly qualified candidates need to ascertain that the position would be considered a promotion for interest to be shown. Based on the advertised title no serious consideration would be given by highly qualified candidates as they would consider the position to be a lateral move rather than a promotion. Mr. Long raised the issue of utilizing Higher Education Resource Fee (HERF) funds now called Higher Education Resource Allocation (HERA) funds to subsidize the state funds to increase the salary level needed to attract a quality individual. He indicated that a precedent has been set for use of such funds as the state's major need-based program has received such funds for over twenty (20) years. Considering such funds have been used for a variety of agency purposes, it would seem that the HR position would meet the litmus test. The Chancellor indicated that such option exists and that he would explore the idea with the Board. Ms. Beane raised the concern of potential delays in implementing the suggested recommendations. The Chancellor responded that he does not wish to reinvent the wheel and that the new person will hit the ground running. Mr. Harbaugh sought the Chancellor's perception of institutional support for implementing the recommended changes envisioned in SB480 in view of the fact some institutions were critical of the bill during the legislative process. The response from the Chancellor was that institutional reaction has been favorable to implementing many of the non-statutory provisions.

The Chancellor reported that a draft funding policy will be presented to the HEPC Board in July and that the agency has been without a formal funding policy since the Resource Allocation Model (RAM)/Resource Allocation Policy (RAP). He also reported that increased funding for higher education will require reductions in funding of other state services and that higher education institutions will be expected to be more aggressive in raising tuition and fees.



On the subject of the WVNET/WVOT Memorandum of Understanding, the Chancellor reported that nothing has occurred on that issue. Mr. Britton asked the question as to the rationale for Board Member Tyson voting against the WVNET budget. The Chancellor replied by stating he had no explanation for such action by Mr. Tyson. Mr. Britton expressed a staff concern about the lack of communication being provided on the issue of the affiliation of WVNET with WVOT. The Chancellor stated that regular communications are provided to WVNET senior staff. He further stated that no changes will take place relative to the staff at WVNET and that includes classified employees.

The Chancellor reported that an Efficiency Task Force Sub-Committee has been established to address efficiency issues and that faculty and classified employees will be involved. He also mentioned the early retirement initiative that is being discussed at West Liberty University but stated the Central Office has no plans to pursue a similar initiative.

On the issue of funding availability to permit future salary increases the Chancellor stated that no budget reductions are expected in 2012 and that he plans to send a memorandum to the Presidents in which he will ask them for their ideas and timelines on salary increases. For those institutions that have set aside funds for raises he stated that the possibility exists of one-time salary increases for certain employees to be effective October 16th. He described different scenarios for different categories of employees with some increases being based building and others non-based building. He emphasized that no substantial revenue increase will take place during 2010-2011 as in-state tuition and fees will remain constant while out-of-state tuition and fees will rise.

#### APPROVAL OF REVISIONS TO ACCE BY-LAWS

Ms. Pitzer distributed a copy of the revised version of the By-Laws to members. Mr. Paul Martinelli from West Virginia University and Chairperson of the By-Laws Revisions Ad-Hoc Committee reported that he had requested a review of the proposed revisions for accuracy and clarity from a university official and the response was positive. Mr. Paul Martinelli from West Virginia University made a motion to approve the By-Laws. Mr. Timothy Beardsley from West Virginia University at Parkersburg seconded the motion.

**MOTION UNANIMOUSLY APPROVED**

Mr. Long and Mr. Britton reported on errors of a technical nature that were overlooked during the review of the revised By-Laws. Ms. Mary Alltop from Glenville State College made a motion to approve the technical changes to the revised By-Laws. Mr. Timothy Beardsley from West Virginia University at Parkersburg seconded the motion.

**MOTION UNANIMOUSLY APPROVED**

#### BOARD OF GOVERNORS Q&A

Mr. Martinelli raised the issue as to whether the Institutional Board of Governors (BOG) is legally obligated to schedule an annual presentation by the Staff Council. It was stated state code requires the institutional Board of Governors to schedule such presentation. The code states the governing board shall meet at least annually with Staff Council to discuss matters affecting classified employees and the effective and efficient management of the institution. Discussion ensued by members of the critical important of such presentation to the BOG. Ms. Pitzer reminded members that state code delegates to the ACCE representative the responsibility of attending BOG meetings and reporting on such activities to the local Staff Council.

Ms. Natasha Robinson from Mountwest Community and Technical College and member of the Retreat Planning Committee led the group in another Ice Breaker activity.

The meeting recessed at 5:07 pm. The group was provided with evening entertainment by the Lost Cannon, a Blue Grass group with Ms. Barbara Boyd, ACCE representative from West Virginia University Institute of Technology, as a member. The meeting reconvened on Wednesday morning, July 28th at 9:03 am.

Ms, Teri M. Wells from Southern West Virginia Community and Technical College and member of the Retreat Planning Committee opened the session by directing the final group bonding Ice Breaker activity.

#### UNFINISHED BUSINESS

There were no issues relative to unfinished business that was presented by members.

#### CONTACT INFORMATION UPDATE FOR ACCE WEB SITE

Ms Pitzer encouraged each ACCE member to review the ACCE web site to ascertain the accuracy of the following: (1) Staff Council Chairperson, (2) ACCE representative and (3) BOG representative. She encouraged members to notify Mr. Britton of any needed changes. She also complimented Mr. Britton for both his willingness to manage the web site as well as assist in accessing information via his lap top during meetings.

#### ELECTION OF OFFICERS

As prescribed by the By-Laws Ms. Pitzer appointed Mr. William H. Porterfield from West Virginia State University as teller from the Commission members and Mr. Timothy Beardsley from West Virginia University at Parkersburg as teller from the Council members. Mr. Porterfield handled the election process. He opened the nominations for Chairperson. Mr. Verne Britton from West Virginia Network for Educational Telecomputing (WVNET) nominated Mr. Mike Dunn from Marshall University. Ms. Cathy Stevenson from Bridgemont Community

and Technical College seconded the motion. Mr. Kenneth Harbaugh from Shepherd University made a motion to close the nominations for Chairperson. Ms. Cathy Stevenson from Bridgemont Community and Technical College seconded the motion. Mr. Kenneth Harbaugh from Shepherd University made a motion to approve Mr. Mike Dunn from Marshall University as Chairperson by acclimation. Mr. Timothy Beardsley from West Virginia University at Parkersburg seconded the motion.

#### MOTION UNANIMOUSLY APPROVED

Mr. Porterfield opened the nominations for Vice-Chairperson. Mr. Verne Britton from West Virginia Network for Educational Telecomputing (WVNET) nominated Ms. Amy Pitzer from Concord University. Ms. Cathy Stevenson from Bridgemont Community and Technical College seconded the motion. Mr. Kenneth Harbaugh from Shepherd University made a motion to close the nominations for Vice-Chairperson. Ms. Cathy Stevenson from Bridgemont Community and Technical College seconded the motion. Mr. Kenneth Harbaugh from Shepherd University made a motion to approve Ms. Amy Pitzer from Concord University as Vice-Chairperson by acclimation. Ms. Cathy Stevenson seconded the motion.

#### MOTION UNANIMOUSLY APPROVED

Mr. Porterfield opened the nominations for Secretary. Mr. Kenneth Harbaugh from Shepherd University nominated Ms. Mary M. Igo from New River Community and Technical College. Ms. Cathy Stevenson from Bridgemont Community and Technical College seconded the motion. Mr. Kenneth Harbaugh from Shepherd University nominated Ms. Mary Ann Edwards from West Liberty University. Ms. Cathy Stevenson seconded the motion. Mr. Tim Nichols from Potomac State College of West Virginia University made a motion to close the nominations for Secretary. Ms. Cathy Stevenson from Bridgemont Community and Technical College seconded the motion.

#### MOTION UNANIMOUSLY APPROVED

Mr. Porterfield initiated the secret ballot process by supplying members with paper to vote for either Ms. Mary M. Igo or Ms. Mary Ann Edwards. Mr. Porterfield from the Commission members and Mr. Beardsley from the Council members tallied the vote. The result was a tie vote. Based on the By-Laws the Council teller was responsible for selecting the winner by virtue of a secret drawing by lot. Mr. Beardsley drew the name of Ms. Mary M. Igo who will become the new Secretary. Mr. Mike Dunn from Marshall University, the incoming Chairperson, presided over the balance of the meeting.

#### ESTABLISH MEETING DATES

Mr. Dunn initiated the process by starting with the month of August and ending with the annual retreat in July 2011. Following is the

tentative schedule for 2010-2011: The starting time for ACCE meetings will be 9:00 am unless otherwise noted.

August

- 9 thru 11-Legislative Interim Committee meetings
- 31-ACCE meeting at West Virginia University Institute of Technology

September

- 27-ACCE meeting at West Virginia School of Osteopathic Medicine

October

- 20-ACCE meeting at West Virginia State University
- 21-CCTCE meeting at Kanawha Valley Community and Technical College

November

- 15 thru 17-Legislative Interim Committee meetings
- 18-ACCE meeting at Bluefield State College

December

- 2-ACCE meeting at West Virginia Northern Community College
- 3-HEPC meeting at West Liberty University
- 9-CCTCE meeting in Charleston
- 13 thru 15-Legislative Interim Committee meetings

January

- 12-First day of Legislative Session
- 21-HEPC meeting in Charleston
- 26-ACCE meeting at Marshall University Graduate College
- 27-CCTCE meeting in Charleston

February

- 16-ACCE meeting at Marshall University Graduate College

March

- 11-ACCE meeting at Marshall University Graduate College
- 12-Last day of Legislative Session

April

- 13-ACCE meeting at Eastern West Virginia Community and Technical College
- 14-CCTCE meeting at Eastern West Virginia Community and Technical College

May

- 13-HEPC meeting in Charleston
- 26-ACCE meeting at Concord University

June

- 9&10-CCTCE meeting TBA
- 13 thru 15-Leadership Conference TBA

July

- 18 thru 20-ACCE Annual Retreat TBA

NEW COMMITTEE MEMBERSHIPS ESTABLISHED

Mr. Harbaugh recommended a postponement in the normal timeline for the establishment of the various committees and committee membership from this meeting until the August meeting. There being no opposition to the suggested proposal this issue will be addressed at the August meeting.

#### ANNOUNCEMENTS BY MEMBERS

Mr. Britton reminded members of the Annual State Technology Conference to be held in Charleston, starting on Tuesday, August 3rd. He stated that an exhibit hall for vendor products will be available for the viewing public. Ms. Mary Alltop from Glenville State College reported that the Staff Council Chairperson had watched the video about the “livable wage” issue that occurred at Vanderbilt University and the action taken by employees and students to increase the meager wages of certain categories of employees. She indicated that Staff Council is considering a similar initiative with the initial focus on collecting information from other institutions. She indicated that the gross salaries of several custodial employees are below the poverty level. A discussion of the initiative has taken place with the Chairperson of the Faculty Senate.

Ms. Lee Ann Porterfield from Kanawha Valley Community and Technical College and member of the Retreat Planning Committee presented gifts to various ACCE members. Mr. Dunn, newly approved Chairperson, complimented the members of the Retreat Planning Committee for an excellent job on the conference.

There being no further business to come before the members, Mr. Robert E. Long from the West Virginia Higher Education Policy Commission made a motion to adjourn. Ms. Cathy Stevenson from Bridgemont Community and Technical College seconded the motion. The meeting adjourned at 11:30 am.

RESPECTFULLY SUBMITTED,

Robert E. Long, Secretary  
UNANIMOUSLY APPROVED