



**Meeting Minutes**  
**July 31, 2020**  
**Via Zoom**  
**12:00 pm**

**MEMBERS PRESENT**

|                  |  |
|------------------|--|
| Amy Pitzer       | Concord University                                     |
| Deidre Guyton    | Bluefield State College                                |
| Shirley Robinson | West Virginia University                               |
| Michele Lang     | Glenville State College                                |
| Verne Britton    | WVNET  |
| Dee Preston      | Mountwest Community & Technical College                |
| Kim McFee        | West Virginia University at Parkersburg                |
| Jenna Derrico    | West Virginia Northern Community College               |
| Teresa Meddings  | Marshall University                                    |
| Clark Kendall    | Fairmont State University                              |
| Tabitha Parker   | New River Community & Technical College                |
| Mary Beth Myers  | Shepherd University                                    |
| David Hays       | West Virginia State University                         |
| Chris Gray       | Southern West Virginia Community and Technical College |

**MEMBERS ABSENT  
(EXCUSED)**

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| Lee Ann Shreve | Eastern West Virginia Community and Technical College |
| Melissa Hoag   | West Virginia University Institute of Technology      |

**(UNEXCUSED)**

|            |  |
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| Jane Fouty | BridgeValley Community and Technical College |
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**GUESTS**

|              |          |
|--------------|----------|
| Ken Harbaugh | Emeritus |
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1. Call to Order & Establish Quorum
  - 1.1. Meeting called to order at 12:27 pm.
  - 1.2. There was not a quorum for meeting that was scheduled for Wednesday, July 29, 2020.
2. Election of Officers
  - 2.1. Amy Pitzer and Chris Gray worked to develop an election process that would follow the ACCE by-laws when conducting a meeting remotely (via Zoom). Unfortunately, there was no relatively easy solution available. A process was developed that would use Microsoft Forms to conduct the election, but this would not allow for the use of teller as specified in the by-laws.

- 2.2. Jenna Derrico made a motion. Due to the COVID-19 pandemic, we suspend the by-laws for the purpose of the election of officers. Deidre Guyton seconded the motion. The motion passed. The elections proceeded.
- 2.3. Election for the Chair, Vice-Chair, and Secretary
  - 2.3.1. Election of Chair
    - 2.3.1.1. Shirley Robinson made a motion to nominate Jenna Derrico for Chair. Dee Preston seconded the motion.
    - 2.3.1.2. Jenna Derrico accepted the nomination.
    - 2.3.1.3. Deidre Guyton moved to close nominations. Barb Sanders seconded the motion. The motion to close nominations passed.
    - 2.3.1.4. David Hays made a motion to declare Jenna Derrico Chair by acclamation. Deidre Guyton seconded to motion. The motion to declare Jenna Derrico Chair by acclamation passed.
  - 2.3.2. Election of Vice Chair
    - 2.3.2.1. Shirley Robinson made a motion to nominate Amy Pitzer for Vice Chair. Michele Lang seconded the motion.
    - 2.3.2.2. Amy Pitzer accepted the nomination.
    - 2.3.2.3. Tabitha Parker made a motion to close nominations. Deidre Guyton seconded the motion to close nominations. The motion to close nominations passed.
    - 2.3.2.4. Teresa Meddings made a motion to declare Amy Pitzer Vice Chair by acclamation. David Hays seconded the motion. The motion to declare Amy Pitzer Vice Chair by acclamation passed.
  - 2.3.3. Election of Secretary
    - 2.3.3.1. Deidre Guyton made a motion to nominate Chris Gray for Secretary. Barb Sanders seconded the motion.
    - 2.3.3.2. Chris Gray accepted the nomination.
    - 2.3.3.3. Shirley Robinson moved to close nominations. Tabitha Parker seconded the motion. The motion to close nominations passed.
    - 2.3.3.4. Michele Lang moved to declare Chris Gray Secretary by acclamation. Deidre Guyton seconded the motion. The motion passed.
3. Discussion on what day would be better to have ACCE meetings. Discussed how to schedule meetings.
4. David Hays made a motion to adjourn. Shirley Robinson seconded the motion. The motion passed.
5. Meeting Adjourned at 12:54 pm

Submitted by,  
J. Christopher Gray  
ACCE Secretary