



AGENDA

July 19-20, 2021

**Canaan Valley Resort
Elm/Willow Room**

Sunday, July 18

Arrive at Canaan

Things you should know:

*Meals are on your own, however there will be announcements about group plans should you wish to join those folks at their desired meal location/time.

*Dress for the retreat is casual.

*There will be individual and group pictures taken and used for the website.

Monday, July 19

Meeting begins at 8:30 am

- 1) Call to Order & Establish Quorum
- 2) Introductions / Guests
- 3) Approval of Minutes
- 4) Ice Breaker (Mary Beth Myers)
- 5) Responsibilities as Classified Employee Leaders
- 6) Legislative Orientation (Bob Long)
- 7) Discussion with Guests from the Higher Education Policy Commission
Matthew Turner, Executive Vice Chancellor for Administration
Patricia Humphries, Vice Chancellor of Human Resources
Michelle Stark, Senior Human Resources Specialist
- 8) Ice Breaker (Jenna Derrico)
- 9) Grievance Procedure (Amy Pitzer)
- 10) Higher Education Finance (Chris Gray)
- 11) Serving in Multiple Staff Leadership Roles (Deirdre Guyton and others)
- 12) Administrative Exemption Review
- 13) Review of §18B-7, §18B-9, and §18B-9A
- 14) Adjourn

Trivia will take place in the meeting room at 8:30pm. It's optional, but Chris Gray puts on a good show.

Tuesday, July 20
Meeting begins at 8:30 am

- 1) Call to Order
- 2) Unfinished Business from Previous Day
- 3) All Staff Information Session – 9:30 AM – 11:00 AM
Zoom link: <https://wvncs.zoom.us/j/88564325009>
 - a) The West Virginia Legislature: how to stay up to date on legislation affecting you and how to communicate your concerns to your elected representatives (Jenna Derrico and Verne Britton)
 - b) HEPC website (Jodi Miller)
 - c) Classified and Non-classified Staff: how to ensure all staff are represented and included in shared governance
 - d) Fostering positive relationships with your administration
 - e) Questions and Discussion
- 4) ACCE Webpage Review / Updates / Recommendations
- 5) Election of Officers (proxies cannot vote in elections)
- 6) Set 2021-2022 Meeting Calendar
- 7) Review Legislative Agenda / Create Plan of Action
- 8) Upcoming Meetings:
 - a) ACCE August meeting - TBD
 - b) HEPC Meeting – October 4, 2021
 - c) CCTCE Meeting – August 19, 2021
- 9) Adjourn (Safe travels home!)

Address

Canaan Valley Resort State Park
230 Main Lodge Road
Davis, WV 26260

GPS Coordinates

North 39 degrees 01.450' • West 079 degrees 27.889'