



ADVISORY COUNCIL OF FACULTY
Approved Minutes of September 20, 2007
Location: HEPC Building, 9th Floor Conference Room: Charleston, WV

	Present	School
1	Roy Nutter, Chair	WVU
2	Steve Bourne	Bluefield State College
3	Carol Plautz	phone Blue Ridge C&TC
4	Sharon Gott	phone Eastern C&TC
5	Galen Hansen	phone Fairmont State University
6	Joe Evans	Glennville State College
7	Betty Dennison, Vice Chair	Marshall C&TC
8	Leslie Lovett, Secretary	Pierpont C&TC
9	Jim Hoey	Potomac State College of WVU
10	Sylvia Shurbutt, Legislative Advisory Coord.	Shepherd University
11	Matthew Payne	Southern C&TC
12	Ann Rose	West Liberty State College
13	Mark Goldstein	WV Northern CC
14	John Richards	WV State University
15	Gary Waggoner	WVU at Parkersburg
16	John David	WVU Institute of Technology

Regrets

1	Darrin Martin	Concord University
2	Ben Miller	Marshall University
3	Gerald Hough	New River C&TC
4	George Boxwell	WV School of Osteopathic Medicine
5	Charles Shafer	WV State C&TC
6	Mike Ditchen	C&TC at WVU Tech
7	John Linton	WVU School of Medicine

Guests

1	Senator John R. Unger II	West Virginia State Legislature
2	Dr. Bruce Flack	West Virginia HEPC
3	Chancellor Brian Noland	West Virginia HEPC

1. Call to Order and Introductions

The Council Meeting was called to order by Chair Roy Nutter at 1:06 pm on September 20, 2007. Members and guests introduced themselves. A quorum was present.

2. **Work Session**

Senator John R. Unger II joined the group to present a work session on, "How to Deal With Legislation and the Legislature". He shared his background of how he got involved in politics and applauded ACF for wanting to be involved, but explained that we had a lot to learn about the proper approach of getting the legislature's attention. He also invited us to use his office to store our coats, have coffee, or sit and relax whenever we are at the Capitol (216 West). Connie and Karen are his administrative assistants. He also provided a packet for each attendee and non-attendee that contained the following:

- 2007 Membership Directory 78th Legislature of WV
- "Your Ideas Count! Representative Democracy and You", NCSL Foundation
- WV State Official Highway Map
- Sample Senate Bills
- Sample "Wrap-Up" Newsletters
- "A Bill Becomes a Law", WV Legislature pamphlet
- "John Unger", www.wvhealth.com, September/October 2005, reprint

Review of the 2007 Membership Directory 78th Legislature of WV

- This book is your best friend, always carry it with you
 - Comes out annually, each session is a two yr period
- Pages 17 and 50 contain Senate and House District maps
- Pages 14-15 and 44-48 contain Committee lists for the Senate and House
- **Page 49 calendar for the year**
 - Check the day of the legislative session (1-60) not the calendar date to decide when things will be happening.
 - ACF members are often still calling about a bill after it is dead and the deadlines have passed.
 - Day 41- is always the last day to introduce bills in the Senate and the 45th day is the last day to introduce bills in the House (does not include resolutions and appropriations).
 - Bills must be out of committees by day 47 and by day 50 they must be on third reading.
 - **GET LEGISLATION GOING NOW!**

How to be Effective in Drafting and Passing Legislation

- **When you want to request a draft**
 - Take bullet points to the legislators for drafting and they will take the bullet points to a lawyer for language. Be sure to share the constructed legislation with your group for comment and bring it back if necessary.
- **Review of a Bill, the contents and committees (Using SB 90 as an example)**
 - "2007R828" means 2007 regular session.
 - "By" refers to the sponsor followed by co-sponsor names.
 - Important to get as many names as possible.
 - Senator Plymale, Senator Tomblin, Delegate Poling are important.
 - Senator Unger is willing to read through our draft legislation and support and sponsor or co-sponsor it if appropriate.
 - Know your legislators!
 - Matthew Payne has connections with Senator Sprouse.
 - "Introduced" means to the Chamber. Then it is "referred" and sits in those committees listed. Fiscal note will be flagged if appropriate.
 - Be sure to get it to move from "referred" status to being placed on the committee agenda.
 - Contact the Finance and other committee chairs to which the bill has been referred. The chair is the key. If you cannot get the chair contact the Vice chair and keep following up.
 - Ask to have it placed on the agenda. Keep asking!
 - Get a true commitment.
 - Discuss and debate and contact other members once it is placed on the agenda. This is a constitutional right and would be a process by which

ACF members can educate and advise your constituents.

- Contact your local legislators.
 - Once on the agenda the bill can be “tracked”. Senator Unger is willing to set up another meeting to review tracking. As the bill moves from committee to committee we must repeat the steps listed above.
 - When a bill moves out of committee it then goes to the chamber for a first reading. The bill can be amended at the second reading and support can be gathered at this time. The 3rd reading is a roll call vote in the Senate and sometimes is in the House. The results of the roll call vote can be obtained from the Senate Clerk so you can see if those who promised to support your Bill followed through.
- At the end of each Bill after the word “Note” is a short synopsis and thumbnail sketch of the Bill which is used often instead of reading the complete Bill.

Senator Unger advice and group discussion

- “It is critical to get constituents interested, energized and involved in the issues”.
- “Focus on the positive”.
- “Go to the source to follow-up on rumors”.
- Don’t settle for verbal support. Get sponsorship and co-sponsorship. A signature on a draft is valuable. Introduce draft legislation to both Senate and House. The more signatures and support you have the better.
- Push hard to get legislation on the committee agendas. Work more than one committee at a time and work the Senate and House at the same time.
- Advocate in caucus, you need people to raise an issue and as many as possible to support an issue.
- E-mail, phone and show up at the Capitol as frequently as possible.
- Be nice to and befriend as many as possible (especially administrative assistants and staff).
- An idea from Jim Wallace, “God’s Politics”; we need to change the wind, we can’t change the elected officials, even though we think we can.
- Get moving on legislation now. Have it by the LOCEA presentation and hand it to them at that time, and ask for sponsorship at the presentation.
- If you have sponsors and co-sponsors sign a draft copy of legislation and take it to John Hamberg at “Legislative Services” on the first floor of the East Wing, it will be introduced in chambers.
- Talk to Senator Pylmale and Delegate Poling.
 - Keep it simple only focus on legislative issues
 - Show strengths
 - Have a game plan
 - Get support through numbers
 - Find some talking points. Do you know how many are currently taking advantage of Higher Ed from the district the legislative representative is from? Find out, do they know who Higher Ed represents?, etc.
- Try to get support from constituents but don’t be adversarial or threaten. It is an election year this year, use that to your advantage.
- Find commonalities. Invite Chancellor Noland and Skidmore and see what ACF agenda they are willing to advocate and support.
- If someone claims to be behind ACF issues and offers support, ask “How far behind us are you?”, remind them ACF will be checking to see if they followed through and acted on their support.
- ACF can give the tools and advice on what constituents and legislators can do after ACF has educated them.
- Stay united if you are pushed back, and you will be pushed back.
- Use the press and media to share recommendations. Be clear you are representing ACF and not your immediate institution. Share ideas with campus presidents. We need strong

institutions and we need to retain the brightest and the best in WV, to have an effect on the economic condition of the state.

- Consider newspapers, Hoppy Kercheval's show.
- "Ideas catch fire and fire can change the winds".
- Competitive, engaged ideas are important.

Thank you

Sylvia Shurbutt thanked Senator Unger for giving his time and sharing his insight into the legislative process. The group was extremely appreciative of the information that he shared with them.

3. Report from Dr. Flack

Dr. Flack shared three items with the group and provided handouts concerning each item.

- **Annual Retention Conference**
 - Is scheduled for March 18, 2008
 - Will be lead by Dan Crockett
 - NEEDS FACULTY INVOLVEMENT
 - Promote this on campus and talk to institution Presidents and enrollment management of the need for faculty involvement.
- **Master Plan for 4 yr campuses 2007-2012, "It All Adds Up"**
 - Covers economic growth, access, cost and affordability, innovation and learning and accountability.
 - Master plan task force is meeting Sept 26, 2007 and will review drafts for the Master Plan and the compact reporting form.
 - Additional suggestions may be made
 - Final form should be ready by November 30, 2007 HEPC meeting
 - Dollars for institutions or tuition increases may be awarded to institutions based on incentives met.
 - Peer data for each institution will be used to set graduation and retention benchmarks.
 - Question concerning adjunct faculty and credit hours of employment came up.
 - Chancellor Mullins terminated the number of credit hours that can be worked by adjunct faculty.
 - Each institution now sets its own adjunct policy.
 - Many institutions may let adjuncts teach more than ½ time and they should be benefits eligible.
- **Compact Reporting Form**
 - The report form seems better than previous form and addresses the differences in campus missions.

4. Approval of Minutes

- A motion to approve the July 29, 2007 retreat minutes was made by Sylvia and seconded by Steve Bourne. A motion to approve the July 30, 2007 retreat minutes was made by Ann Rose and seconded by Sylvia. Motions were approved, minutes accepted for July 29 and July 30, 2007.

5. Officers Reports

- a. **Chair** (Roy Nutter)
 - Working on retreat at Hawk's Nest July 25-26, 2008. Back up site is Pipestem.
 - Passed around ACF membership Directory and Senate Chair Directory for corrections.
- b. **Vice Chair** (Betty Dennison)
 - Has obtained a hard copy of the WV State Code Book and will bring it to the meetings.
- c. **Secretary** (Leslie Lovett)
 - Patricia Shafer the previous Secretary will be sending the old minutes and other important information to Leslie.
- d. **Web Master** (Ann Rose)
 - Roy commended Ann on the updates that she recently completed on the ACF web site. The group concurred that she had done an exceptional job.

- e. **List Serve** (Jim Hoey)
 - o Everything should be up-to-date.

6. Old Business

- **Legislative Committee Report** (Sylvia)

12/23 Institutions have approved the 2008 ACF legislative agenda including: Fairmont State U, Marshall C&TC, Pierpont C&TC, Shepherd U, Northern CC, WVU, WVU Parkersburg, Bluefield State, Eastern C&TC, Glenville State, WVU State and Blue Ridge C&TC.

Sylvia will provide a finalized list of Legislative Committee members for next meeting

 - o Suggestion was made that electronic votes on campuses might speed things up
 - o Many Faculty Senates and Assemblies have not yet met
- **Power Point Slide Show for Presentations** (Roy)

Mike Ditchen was unable to attend today. He is working on the presentation and it will be ready by next meeting.

 - o Send him faculty and student pictures for the Power Point. (mditchen@wvutech.edu)
- **Tri-fold Brochure Status** (Roy)
 - o Nothing has been done yet.
 - Would like to keep most of last year's brochure with updated numbers.
 - Need new picture on front and theme.
 - 30% tenure cap is a state code issue
 - Need to look at retirement issue in more detail
 - Do we want to ask for a 7.5/7.5 match or 7.5/4.5 contribution?
 - What are other States in the nation doing?
 - What does K-12 do, is it consistent?
 - o Maybe K-12 is not a good benchmark for us
 - Idea for theme from retreat, "Open for Business: An Educated Workforce Opens the Door"
 - May need to change the theme with a new WV State slogan in the works.

7. New Business

- **Chancellor Noland**
 - o Shared his thoughts about retirement contributions and the difficulty of having more than one system/company that is involved in the process.
 - o There will be an October 26, 2007 HEPC budget meeting. Priorities are the same as last year;
 - Needs based financial aid
 - Increase in base budgets (3.4%) to meet HEPI predictions
 - Will stress that if the increase does not happen tuition increases will occur
 - Faculty Salary increases included
- **Press Release**
 - o We need to think about appropriate places for press releases.

8. Next Meeting

- f. October 18, 2007; 1:00 pm; HEPC Building 9th Floor Conference Room; Charleston, WV
- g. Chair Nutter's cell phone 304.288.9604 if you are in transit and need to relay anything

9. Adjournment

- Steve Bourne made the motion to adjourn and Garry Waggoner seconded. The meeting was adjourned at 3:38 pm.

Respectfully submitted,
Leslie Lovett, Secretary