



ADVISORY COUNCIL OF FACULTY
Approved Minutes of November 29, 2007
Location: 319 Mollohan Center, Glenville State College
Glenville, WV

	STATUS		MEMBER	INSTITUTION
1	Present		Roy Nutter, Chair	WVU
2	Present		Steve Bourne	Bluefield State College
3	Present		Carol Plautz	Blue Ridge C&TC
4		Regrets	Eloise Elliott	Concord University
5	Present computer		Sharon Gott	Eastern C&TC
6	Present computer		Galen Hansen	Fairmont State University
7	Present		Joe Evans	Glenville State College
8	Present		Betty Dennison, Vice Chair	Marshall C&TC
9		Regrets	Ben Miller	Marshall University
10	Present		Gerald Hough	New River C&TC
11	Present		Leslie Lovett, Secretary	Pierpont C&TC
12	Present		Jim Hoey	Potomac State College of WVU
13	Present		Sylvia Shurbutt, Legislative Advisory Coord.	Shepherd University
14		Regrets	Matthew Payne	Southern C&TC
15	Present computer		Ann Rose	West Liberty State College
16	Present computer		Mark Goldstein	WV Northern CC
17		Regrets	George Boxwell	WV School of Osteopathic Medicine
18		Regrets	Charles Shafer	WV State C&TC
19	Present		John Richards	WV State University
20		Regrets	Gary Waggoner	WVU at Parkersburg
21	Present		John David	WVU Institute of Technology
22		Regrets	Mike Ditchen	C&TC at WVU Tech
23		Regrets	John Linton	WVU School of Medicine

Guests

1	Present		Dennis Wemm, Faculty Senate President	Glenville State College
2	Present		Dr. Kathy Butler, Provost	Glenville State College

1. Call to Order and Introductions

The Council Meeting was called to order by Chair Roy Nutter at 1:00 pm on November 29, 2007. Roll was taken and introductions were made.

2. Approval of Minutes

- The draft October 18, 2007 minutes were distributed for inspection. A motion to approve the minutes was made and approved unanimously.

3. Officers Reports

a. Chair (Roy Nutter)

- Chair Nutter passed around the ACF Directory and the Faculty Senate/Assembly President/Chair list and asked members to check the lists for accuracy.

b. Vice Chair (Betty Dennison)

- No report.

c. Secretary (Leslie Lovett)

- Hard copies of previous minutes have been received from Patricia Shafer.
- John David stated that there was a recent newspaper article concerning Patricia that reviewed her 30 years of service to WV Higher Education.

d. Web Master (Ann Rose)

- No report, but Chair Nutter states she is keeping up to date with the ACF web site.

e. List Serve (Jim Hoey)

- No report.

f. Legislative Committee Report (Sylvia Shurbutt)

i. Status of Agenda approval

- All institutions (100%) have approved the agenda.

ii. LOCEA meeting

- Sylvia handed out copies of the October 7, 2007 *ACF Report on Legislative Meetings*.

iii. E-mail to Senator Unger

- Sylvia updated the group on the progress that has been made to keep Senator Unger aware of the need to draft the legislation for amending and repealing the necessary sections of the tuition waiver code.
 - A letter was sent on October 5, 2007 and a follow-up email on November 14, 2007 (copy of the e-mail was distributed to the group).
 - The e-mail requests a response and confirmation that Senator Unger is still willing to help with the legislation.
 - Kimberly Sensendiver in Senator Unger's office has been extremely helpful.

4. Old Business

a. Power Point Slide Show for Presentations (Roy Nutter)

Chair Nutter reviewed the Power Point (available at www.csee.wvu.edu/~rsn) and asked for input from the group. Thoughts included:

- Make service global
- Include student input in the merit process
- Shorten the presentation
- Be sure to mention the Faculty Personnel Study Report
- Clearly state what we are asking for in code and what will require legislative change
- Stress what we need and organize slides according to HEPC or legislature requests
- Ask for support from HEPC not just head shaking and follow up on the request
- The slides need just a little more organization for clarity and focus
- An ACF web site link on the HEPC page would be a nice idea
- The group is sure that Roy will present the slides in a way that he feels comfortable in doing so, and will be ready for tomorrow

- Carol Plautz took notes on the Power Point revisions and will help Roy to make the changes after the ACF meeting has been adjourned

b. Tri-fold Brochure Status (Ann Rose)

Ann Rose has started the brochure which will be a four panel brochure. She is waiting for updated statistics and then will prepare and post the brochure on the ACF website for comment. After a week has elapsed the brochure will be finalized and printed. Ann suggested, and the group concurred to send a copy of the brochure to each HEPC member and in addition send a thank you note. Roy will ask for addresses of the HEPC members and WVCCTCE members.

5. New Business

a. Report from Dr. Flack

- No report, Dr. Flack was unable to attend the meeting.

b. ACF Annual Presentations

- The HEPC presentation is tomorrow and the WVCCTCE presentation is scheduled for December 7, 2007.
 - Roy, Sylvia, Betty, Joe Evans, Leslie and Galen Hansen plan to attend the HEPC presentation.
 - Roy, Betty and Leslie plan to attend the WVCCTCE meeting.
- Sylvia will follow up with Jean Lawson to determine the date of the LOCEA presentation.
- Leslie will forward Sylvia the e-mail correspondence she has received concerning the LOCEA presentation.

c. 2008 WV Great Teachers Seminar Flyer

- Mark Goldstein shared the draft copy for the 2008 WV Great Teachers Seminar and solicited comments. The draft should not be handed out. The final flyer and application should be ready for distribution next week.

d. Other

- Roy will check with Dr. Flack to see if any progress has been made in gathering information to determine what percentage other states contribute to state employee retirement funds.
- The group thanked Joe Evans and Glenville State College for hosting the meeting, and for providing lunch and beverages, and the conference room.

6. Next Meeting

- The next ACF meeting scheduled for December 20, 2007 has been cancelled.
- ACF executive committee will discuss and determine whether or not the meeting scheduled for Saturday, January 5, 2008 will be necessary.
- Currently the January LOCEA session at which ACF will present is scheduled for January 5-7, 2008.

7. Adjournment

- Sylvia Shurbutt moved to adjourn and Joe Evans seconded the motion. The meeting was adjourned at 3:18 pm.

Respectfully submitted,

Leslie Lovett, Secretary