



**Eastern West Virginia  
Community & Technical College**

## **Board of Governors Meeting Agenda**

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***Wednesday, August 20, 2008  
12:00 p.m.  
Harco Complex, Moorefield, WV***

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**BOARD MEMBERS:**

D. Scott Sherman, Chair  
Dixie Bean  
Sharon Gott  
Robert Hott  
Amanda See  
Robert Tissue

Faron Shanholtz, Vice Chair  
Christine Fuentes  
Peggy C. Hawse  
Scott C. Jennings  
Pamela Shrader

Robert Sisk, Interim President

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 20, 2008  
HARCO COMPLEX MOOREFIELD, WEST VIRGINIA

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**STANDING COMMITTEES**

**ACADEMIC & STUDENT PROGRAMS  
COMMITTEE:**

*Christine Fuentes*

*Sharon Gott*

*Pam Shrader*

*Dixie Bean*

**FINANCE & ADMINISTRATION COMMITTEE:**

*Scott Jennings, Chair*

*D. Scott Sherman*

*Rob Tissue*

*Robert Hott*

**PERSONNEL COMMITTEE:**

*Peggy C. Hawse*

*Faron Shanholtz*

*D. Scott Sherman*

**BOARD OPERATIONS COMMITTEE:**

*Amanda See*

**SPECIAL COMMITTEES**

**FACILITIES COMMITTEE:**

*Scott Jennings, Chair*

*Peggy Hawse*

**FOUNDERS AWARD COMMITTEE:**

*Scott Jennings*

*Peggy Hawse*

Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of August 20, 2008  
Harco Complex, Moorefield, WV

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- I. Welcome and Call to Order - D. Scott Sherman, Chair
- II. Approval of the June 18, 2008 Meeting Minutes\*\* .....Pp 4
- III. Request for additional funds and extension date of completion by G & G Builders, Inc. \*\* – *Attachment 3A* .....Pp 6
- IV. Approval of the Broadway Electric Inc.'s bid for the voice and data cabling for the new facility\*\* *Attachment 4A* .....Pp 7
- V. Approval of the Program Modification for the Board of Governor AAS Science Degree\*\* *Attachment 5A*.....Pp 8
- VI. Approval of the following Skill Sets\*\* .....Pp 9
  - \* Technical Electricity – *Attachment 6A*
  - \* Technical Electronics – *Attachment 6B*
  - \* Automated Systems – *Attachment 6C*
  - \* Electronic Communications – *Attachment 6D*
- VII. Approval of New Course: Math for Technicians\*\* – *Attachment 7A* .....Pp 10
- VIII. Approval of the AAAS in Electromechanical (ELM)\*\* – *Attachment 8A* .....Pp 11
- IX. President's Report – Robert Sisk
  - A. Tentative Enrollment Figures
  - B. Update on New Programs
  - C. Construction Update
  - D. Pilot Program in Hampshire County
  - E. Presentation to the Higher Learning Commission Review Committee on September 22, 2008
  - F. General Education Course Designation and Course Syllabus Regulations – *Attachment 9F*
  - G. Update on Board Liaison Training
  - H. Unemployment Compensation Appeal
  - I. Access Centers
  - J. Miscellaneous
- X. President's Cabinet Report – *Attachment 10A*
- XI. Next Meeting – September 17, 2008
- XII. Adjournment





Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of August 20, 2008

ITEM: Request by G & G Builders for additional funds and extension of completion date for new college facility.

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve the request for an additional \$174,409 and extension of completion date to September 30, 2008.

Presenters Gary Young, President G & G and John Harris, Architect Bastian & Harris

BACKGROUND: This request is the result of weather delays, change orders, and increase of costs. See Attachment 3A for details.

Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of August 20, 2008

ITEM: Bid Approval

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve the bid of Broad Electric Inc. for voice and data cabling for the new facility.

BACKGROUND: The bid was presented to Eastern WV CTC on August 12, 2008 and, pending Board Approval, will be awarded to Broadway Electric, Inc. See Attachment 4A for details.

Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of August 20, 2008

ITEM: Approval of Program Modification for the Board of Governor's AAS in Science Degree.

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve modification to the Associate in Applied Science Degree as approved by the Governance Committee on June 25, 2008.

BACKGROUND: This program was modified and submitted for approval in June, 2008. See Attachment 5A for details.



Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of August 20, 2008

ITEM: Approval of the following New Skill Sets as approved by the Governance Council on 08-06-08

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve the following Skill Sets:

1. Technical Electricity – attachment 6A
2. Technical Electronics – attachment 6B
3. Automated Systems – attachment 6C
4. Electronic Communications – attachment 6D

BACKGROUND: These Skill Sets enhance Eastern WVCTC's course offerings in this specialized technical field and will be applied towards graduation requirements in the Electromechanical Technology program. See attachments for details.

Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of August 20, 2008

ITEM: Approval of a new course “Math for Technicians” as approved by the Governance Council on August 6, 2008.

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve course “MTH 117 – Math for Technicians”.

BACKGROUND: Upon approval of this course, MTH 125 – Math for Industrial Technologies will be deleted. MTH 117 – Math for Technicians will replace MTH 125 in all technical programs requiring MTH 125. See attachment 7A for details.

Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of August 20, 2008

ITEM: Approval of the Associate of Applied Science in Electromechanical Technology as approved by the Governance Council on August 6, 2008.

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve a new program, the AAS in Electromechanical Technology.

BACKGROUND: Electromechanical Technicians are employed nationally in numerous diverse industries. According to the U.S. Department of Labor, job demand for electromechanical technicians is expected to grow at an average rate of 12-19% over the next eight years. See attachment 8A for details.

**Eastern West Virginia Community & Technical College  
President's Cabinet Department Updates to the Board of Governors**

**Report Date: 08-20-08**

<p><b>BUSINESS OFFICE</b> Executive Dean for Financial &amp; Operations Services</p> <p><i>Penny Reardon</i></p>	<ul style="list-style-type: none"> <li>• Attend BOG training</li> <li>• Prepared Contracts for South Branch</li> <li>• Made changes to Grant County contracts per request</li> <li>• Prepared contracts for Auto Tech and ELM instructors</li> <li>• Workman's comp hearing-Hoffmann</li> <li>• Updated Budget</li> <li>• AR Statements</li> <li>• Statements for fall classes</li> <li>• Prepared BRIM yearly report</li> </ul>
<p><b>ACADEMICS</b> Dean for Academic &amp; Student Services:</p> <p><i>Robert Eagle</i></p>	<ul style="list-style-type: none"> <li>• Fall enrollment report was presented with comparison from last fall and this fall. However, we have incorporated a process of not enrolling Early Entrance students until they pay. This has slowed the EE numbers at this point but should increase after high schools are in session.</li> <li>• Update on WVU-P venture – After this semester gets underway, Dr. Richards will draft a letter of understand to submit to me for review. This will be the first written commitment for this program. We anticipate offering an Intro to Education course summer 2009</li> <li>• Library agreement with Southern – they have accepted our counterproposal of \$4,888 plus a per usage charge for the Librarian and interlibrary loan. Their initial proposal was \$21,800.</li> <li>• PR/Marketing Activities – program flyers, prep for parades, fairs, newspaper ads, and a radio spot have been completed. Jessica is scheduled to do a presentation to the Pendleton County Board of Education (8/26) on the offers and benefits of attending Eastern.</li> <li>• Hampshire Pilot update – Melissa is sending me a weekly activity log. She has already presented at the Hampshire County Economic Development meeting and the Board of Education. She is scheduled to meet with the County Commissioners.</li> </ul>
<p><b>WORKFORCE</b> Associate Dean for Workforce Education:</p> <p><i>Sherry Watts</i></p>	<ul style="list-style-type: none"> <li>• <b>Attended WORKFORCE WV Annual Conference</b></li> <li>• <b>Attended meeting in Charleston (Workforce Matrix)</b></li> <li>• <b>Internet Safety Class scheduled for 08/14/08 - Harco</b></li> <li>• <b>CPR / 1<sup>st</sup> Aid Class scheduled for 08/21/08 – Harco</b></li> <li>• <b>Hospice Seminar scheduled for 09/22/08 – Hampshire County</b></li> <li>• <b>Veteran's Benefit Fair scheduled for 09/23/08 – Harco</b></li> <li>• <b>Quickbooks Payroll Class scheduled for 08/19/08 – Harco</b></li> <li>• <b>General Contractor's Exam Workshop scheduled for 09/11 and 09/13 – Grant and Pendleton</b></li> <li>• <b>CNA orientation held in Hampshire County (22 participants attended)</b></li> </ul> <p><b>Class to start 08/25/08</b></p> <ul style="list-style-type: none"> <li>• <b>CCI Healthcare Programs</b> <ul style="list-style-type: none"> <li>➢ <b>Pharmacy Tech</b></li> <li>➢ <b>Phlebotomy</b></li> <li>➢ <b>Medical Coding &amp; Billing</b></li> </ul> </li> </ul> <p><b>Meetings scheduled with local pharmacies, physicians and Grant Memorial Hospital to discuss intern placement from these programs.</b></p> <ul style="list-style-type: none"> <li>• <b>Driver Safety Training scheduled for 08/21 – Harco</b></li> <li>• <b>CAPS testing administered for AWC – 7 participants</b></li> <li>• <b>Met with New Page</b></li> </ul>

<p><b>WORKFORCE</b> Associate Dean for Workforce Education:</p> <p><i>Continued:</i> Sherry Watts</p>	<ul style="list-style-type: none"> <li>➤ Discussed CAPS testing for 75 participants</li> <li>➤ Discussed possible Grant opportunities</li> <li>➤ Discussed training ideas for apprenticeships (coordinating with L. Bloom)</li> <li>• Met with Mill Branch Industries <ul style="list-style-type: none"> <li>➤ Provided WorkKeys testing information</li> <li>➤ Moving forward with Training Plan (need instructors for Microsoft Suite 2007 – having difficulty finding qualified personnel)</li> </ul> </li> <li>• CDL class started 07/21/08</li> </ul>
<p><b>CAREER STUDIES</b> Associate Dean Career Studies &amp; Academic Services</p> <p>Grover Duling</p>	<ul style="list-style-type: none"> <li>• ABE program will begin this fall for Eastern. Final preparations and training session set for Aug. 18<sup>th</sup> at 9:00 AM</li> <li>• Academics met twice to finalize the fall schedule and determine room assignments, additions and cancelations of courses/sections, access center usage, etc.</li> <li>• Updates from program directors regarding their ongoing work/projects are attached.</li> </ul>
<p><b>Associate Dean Academic &amp; Student Services</b></p> <p>Sherry Becker-Gorby</p>	<ul style="list-style-type: none"> <li>• Faculty Evaluation Taskforce: working on policy for full-time faculty evaluation. Development progressing... initial draft formulated... developing supporting forms and definitions. May take 2 or 3 more meetings before it comes to Academic Services for review and comment. Taskforce will meet again in September.</li> <li>• Schedule Development materials: updating regulation and process to parallel staffing changes and curriculum changes (needed for spring planning cycle). Planning session set for End of August.</li> <li>• Course Evaluation backlog: Mailing completed</li> <li>• IDEA Center: Comments to faculty in traditional courses: completed</li> <li>• Faculty Handbook: updating materials (Academic Freedom) for revision</li> <li>• BANNER: Working with P Goldizen and L. Godlove to set BANNER processes for fast track courses.</li> </ul>
<p><b>Accreditation:</b></p>	<ul style="list-style-type: none"> <li>• Preparations for HLC Review Committee Session: Drafted Response to HLC Visiting Team Report; Response submitted to Dr. Solomon (HLC Liaison) by President Sisk: review HLC Handbook for Review Committee Processes</li> </ul>
<p><b>FACILITIES</b> Director Information Systems &amp; Technology:</p> <p>Tim Riggelman</p>	<ul style="list-style-type: none"> <li>• Ran Ghost and cloned 19 of the 20 computers in the nursing lab. Tested video connection with Southern Community College. Video connection was fine on this end.</li> <li>• Setup wireless access point in nursing lab and configured router for DHCP.</li> <li>• Setup USB 500GB hard drive as new backup system. The tape backup system was not large enough to backup everything on the Easternmail server.</li> <li>• Started setting up computers for Auto Tech program. One system is ready to be cloned.</li> <li>• Configured EasternGMS as a domain controller since EasternSQL crashed.</li> </ul>