



**Eastern West Virginia
Community & Technical College**

Board of Governors Meeting Agenda

***Wednesday, October 15, 2008
12:00 p.m.
Harco Complex, Moorefield, WV***

BOARD MEMBERS:

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

Faron Shanholtz, Vice Chair
Spring Brittingham
Peggy C. Hawse
Scott C. Jennings
Pamela Shrader

Robert Sisk, Interim President

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 15, 2008
HARCO COMPLEX MOOREFIELD, WEST VIRGINIA

STANDING COMMITTEES

**ACADEMIC & STUDENT PROGRAMS
COMMITTEE:**

Spring Brittingham

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 October 15, 2008
Harco Complex, Moorefield, WV

- I. Welcome and Call to Order - D. Scott Sherman, Chair
- II. Oath of Office: Student Representative swearing in..... D. Kelly/Robert Eagle
- III. Approval of the August 20, 2008 Meeting Minutes**Pp 4
- IV. Higher Learning Commission Review Committee Recommendation
- V. Preparation and processes to becoming an independent Institution: R. Sisk
- VI. Construction Update
- VII. Status of the Utilities for the new facility
- VIII. Development of a Presidential Search Process
- IX. President's Report – Robert Sisk
 - A. Revision of the cabling and voice bid approval
 - B. Update of required policies
 - C. Renting of spaces to COATES
 - D. Customer Relations Initiative
 - E. Ruby Pane Training
 - F. Enrollment
 - G. Miscellaneous
- X. President's Cabinet Report.....Pp 7
- XI. Next Meeting – November 19, 2008
- XII. Adjournment

Eastern West Virginia Community and Technical College

Board of Governors

Meeting Minutes of August 20, 2008

Harco Complex, Moorefield, WV

Attending: Faron Shanholtz, Vice-Chair; Dixie Bean; Christine Fuentes; Scott Jennings; Amanda See; Pam Shrader; Robert Tissue; Robert Sisk; Sharon Gott; Dreama Kelly, Recorder;

Not Attending: Peggy Hawse; Robert Hott; D. Scott Sherman.

Presenters/Guests: John Harris; Mike Davis, VP G & G Builders representative; Penny Reardon.

- I. The meeting was called to order at 12:10 pm by Vice-Chair Faron Shanholtz.
- II. Upon a motion by Scott Jennings with a second by Pam Shrader, the minutes of the June 18, 2008 Meeting were approved as presented. Motion carried.
- III. Mr. Sisk introduced Mike Davis of G & G Builders to the Board. Mr. Davis and Architect John Harris then proceeded to present a brief history of the construction project chronology of change orders for the project.

The Board then requested that Mr. Davis contact his insurance agent as to the possibility of continued Builders Risk & O.C.P. insurance coverage for the campus. Mr. Davis agreed to inquire.

Following the presentation of the requested change orders dated August 11, 2008 the following motion was received:

****Upon a motion by Scott Jennings with a second by Dixie Bean, the Board agreed to approve a change order (Change Order #10) request by G & G Builders in the amount of \$123,662. This excludes the overhead and profit line item request in the amount of \$ 11,969.00. In addition, the Board agreed to grant October 15, 2008 as the Substantial Completion date. This motion carried with 5 Yeas and 1 Nay.**

****Upon a motion by Scott Jennings with a second by Sharon Gott, the Board agreed for the additional asphalt paving (Change Order #19). The total cost for this change order is \$163,627. Motion carried unanimously.**

In addition, John Harris informed the Board that Bastian & Harris Architects will not be requesting additional funds for construction compensation.

- IV. ****Upon a motion by Scott Jennings with a second by Dixie Bean, the Board agreed to approve Broadway Electric Inc.'s bid proposal dated August 12, 2008 for the voice and data cabling of the new facility. This bid will be awarded *pending* the following: that a change order be submitted should riser rated plenum be acceptable with this type of construction *and* reduce price by \$9,000; the Board also requests that the following statement be included regarding West Virginia Department of Labor laws or the Davis-Bacon wage scale: "*Broadway Electric will comply with WV Department of Labor Wage requirements.*" Motion carried unanimously.**

- V. **Upon a motion by Dixie Bean with a second by Robert Tissue, the Board approved the Program Modification for the Board of Governor AAS Science Degree. Motion Carried unanimously.
- VI. **Upon a motion by Scott Jennings with a second by Christine Fuentes, the following Skill Sets were approved as presented: * Technical Electricity * Technical Electronics *Automated Systems * Electronic Communications
Motion carried unanimously.
- VII. **Upon a motion by Dixie Bean with a second by Sharon Gott, the new course: *Math for Technicians* was approved as presented. Motion carried unanimously.
- VIII. **Upon a motion by Pam Shrader with a second by Dixie Bean, the AAS in Electromechanical (ELM) was approved as presented. Motion carried unanimously.
- IX. President's Report – Robert Sisk
- H. Tentative Enrollment Figures: data was incomplete at this time; will update at next meeting. Pam Shrader shared reasoning for registration issues with the local high schools.
- I. Update on New Programs:
- 8 students in the auto-tech program – discussed the budget and lease for this program – \$84,000 lease over a 3 year period;
 - Indicated need to market the Electro-Mechanical program for student enrollment;
 - ABE program was granted to EWVCTC will lease multi-tenant building from Grant Memorial Hospital for this program.
 - 20 students in the nursing program – EWVCTC paying rent on the building at \$1,000 – EWVCTC has paid for the VDL, labs, and computers for this program. Board suggested that we place a sign at Michael Building.
 - Will be looking into Wind Turbine Generation Maintenance: more than half of the courses required is being offered at EWVCTC.
- J. Construction Update: John Harris gave an update earlier
- K. Pilot Program in Hampshire County: Hired contracted employee to work as a County Coordinator.
- L. Presentation to the Higher Learning Commission Review Committee on September 22, 2008: Robert “Buck” Eagle, Sherry Becker-Gorby, and Robert Sisk will be traveling to Chicago to defend the self-study for accreditation.
- M. Presented the General Education Course Designation and Course Syllabus Regulations as an informational item.
- N. Update on Board Liaison Training: Penny Reardon and Dreama Kelly attended the WVCTC's Board Liaison training in Charleston last week. The Council will offer a similar training for Presidents and Board Members later this year.
- O. Unemployment Compensation Appeal: Dr. Hoffmann applied for unemployment – Eastern lost hearing but will have another this week.
- P. Access Centers: 8 AC under review discussed the costs of operating these centers cost approximately \$7,140 per year per center. Pam Shrader & Sharon Gott informed Board that the East Hardy AC is being utilized for distance learning.
- Q. Miscellaneous:
- Discussed need for staff training in customer relations, will consider ordering “Inside the Magic Kingdom” for staff. Dixie Bean requested that the Board

receive a copy as well. Board members suggested title: "The Ultimate Question" is an alternative read.

- Next Board Meeting to address advertising for the Presidential position – process of how to hire this position: in-house process or hire an outside agency.
- Scott Jennings suggested that the scenario "We reached accreditation...now what?" be addressed including the following: Systems and processes; Funding; Costs and available resources: Banner-Financial Aid-etc.
- Discussed the recent article by Hardy Co. RDA: Board feels that Eastern has exhausted all other avenues and requested that Mr. Sisk contact Bruce Walker to see if we can do move to the next phase of pushing the RDA on this issue – and apply legal pressure...
- Discussed telephone vendors – will have to bid out

X. Mr. Sisk reviewed the President's Cabinet Report – at the Board's request, this monthly update will continue.

XI. Unless determined otherwise, the next Board meeting will be held at the College on September 17, 2008

XII. The meeting was adjourned at 3:45pm upon a motion by Scott Jennings with a second by Robert Tissue.

Respectfully Submitted by Dreama Kelly, Recorder

Robert Sisk, Interim President
Eastern WV Community & Technical College

Date

Eastern West Virginia Community & Technical College
President's Cabinet Department Updates to the Board of Governors
Report Date: 10-15-08

BUSINESS OFFICE
Executive Dean for Financial & Operations Services

Penny Reardon

- Gathered input from various individuals regarding Risk Assessment plan
- Processed PO's.
- Lease agreement for ABE at Grant Memorial-revised per Rich Donavan
- Building meetings and issues.
- Update on Employee Evaluations (due July 31st).
- Draft Employee Innovation and Flextime Policy.
- Reviewed and updated Proforma for Auditor.
- Prepared for Auditor coming Sept 28th
- Defensive driving class for FY10 can be completed on internet.
- Prepared contract with Southern.
- Background checks for Access Center Advisors?
- Draft Capital Projects Policy
- Closing Union Access Center
- Ran reports and update A/R list
- Held second defensive driving class
- Small Business Development Center Contracts
- Ran statements for student accounts

ACADEMICS
Dean for Academic & Student Services:

Robert Eagle

- As many of you are aware, I am sure, SGA has decided to take a much more active role this year and is attempting to spread some excitement about Eastern. To do this, they have planned a few events over the next couple of weeks that they hope everyone will be involved with.
- **Monday, October 13th a Fall Festival** is planned. All students, staff, and families are welcomed to attend. This will be held throughout the day in the Resource Center. Stop by for some snacks, activities and fall cheer.
- During the week of **October 20th to the 24th** they will be sponsoring an **Eastern Spirit Week**. Each day of the week there is a different theme. Feel free to dress for the theme each day. Awards will be given to the top 3 student costumes each day.
Monday – Camo Day
Tuesday – Pajama Day
Wednesday – Eastern Colors Day
Thursday – Random Costume Day
Friday – Favorite Instructor or Eastern Staff Member Day
- I hope that you all will participate in these events and encourage our students to become even more involved at Eastern. If you should have any questions or concerns, please feel free to talk to me.
- The week of September 29, Eastern was represented at all of the college day fairs in the district.
- Monica See and I will be attending the WVACROA conference October 8-10. This is the WV Association of Admissions & Records Officers.
- We are completing many IPEDS and CTC annual reports at this time.

ACADEMICS
Dean for
Academic &
Student
Services:

Robert Eagle

Weekly Report on Hampshire Pilot

September 29 – October 3, 2008 : Melissa Shockey

9/29/08 –

- Delivered lanyards to Chamber. Met with Chamber member regarding upcoming meeting, lack of participation by other members, ways to increase participation, etc.
- Stopped to pick up banner – not ready yet – should be ready by mid-week. Completed work order for installation.
- Working with Bonnie Cox for upcoming health fair in Augusta. Developing ideas for topics for discussion, pamphlets to give out, etc.
- Working with Candy Canan regarding Medical Terminology class for high school students – several interested. Question regarding credits was forwarded to Pam Shrader.
- Road Trip documentary meeting

9/30/08 –

- Cleaned lecture room
- Met with local educator regarding possible classes to be offered, discussed community members/leaders to get involved in process, ways to engage students, etc.
- Developed letter/invitation to advisory committee. Will mail out mid-October.
- Updated ad for newspaper. Request sent to Amy to go ahead with Word 2003 course. I sent survey to Chamber members for 2003 vs. 2007 version – did not receive any responses. I would like to go ahead and offer the class and see what kind of response we receive.
- Stopped to pick up banner – not ready yet. Later received email from Jessica that banner won't be ready until end of week.
- Contacted Candy Canan regarding installation of sign. Info then emailed to Buck.

10/1/08 –

- Reviewed local newspaper to keep updated of any areas of interest
- To college in am – delivering papers for Gloria McKee, etc.
- To Wal-Mart to price vacuum cleaner and mini-blinds
- Interviewing class cancelled due to lack of interest. Spoke with instructor regarding possibly combining interviewing class and resume class next semester to attract more interest. Also discussed various ways to engage students in this class, i.e. role playing, mock interviews, etc.

10/2/08 –

- Received request to give update on IT program from County Development. Forwarded request to Seyed to provide detailed update. Hampshire County wants to market this program to entice employers to move to area. Received response from Seyed and contacted Development office with info. Discussed importance of trained workforce, etc.
- PO completed for vacuum and blinds
- Contacted Miss Utility regarding installation of sign via email
- Met with Bonnie Cox regarding health fair
- To college – delivered class work to college for evening professors, etc.
- Met with director of social service agency regarding training of clients,

	<p>need for local training, etc.</p> <p>10/3/08 –</p> <ul style="list-style-type: none"> • Completed paper work • Preparing schedule for next week • Compiling info for pilot project evaluation <p>Follow-Up:</p> <ul style="list-style-type: none"> • Provided Seyed with suggested courses/education for IT program (per Hampshire Development Authority request) 9/2/08 • Requested the following classes be scheduled at this site. Request emailed to Sherry, Lacey & Amy. Sent follow-up email 9/9/08 for class dates: <ul style="list-style-type: none"> • Excel • Quick Books • Access • Child Care Certification (for day care providers) • Medical Billing and Coding • CPR & First Aid • Medical Terminology at HHS – Pam Shrader • Welding class (requested 9/5/08) • Work order completed for barrier/wall around computer cords (9/3/08) • Is there any type of committee at Eastern that formulates programs based on projected growth in certain areas and fields? What programs do other community colleges offer? What can we do to be more competitive with other colleges? • Requested list of continuing ed, community ed, etc. be included on the website – emailed Sherry 8/12/08. Medical classes are now listed on the website (medical coding and billing, phlebotomy, etc.) <p>On the Horizon:</p> <ul style="list-style-type: none"> • Jessica Lamb to develop brochure specific for Hampshire’s access center (8/7/08) • Meet with guidance counselors at high school and middle schools • Contact fire company for possible training • Schedule open house in November • Malibu scheduled to be cleaned October 9th • Hampshire County Chamber of Commerce Board of Directors meeting October 8th
<p>WORKFORCE Associate Dean for Workforce Education:</p> <p><i>Sherry Watts</i></p>	<ul style="list-style-type: none"> • <u>Community / Continuing Education :</u> • Fall Schedule has been distributed and sent to Daniel to add to the website • Classes held in September: <ul style="list-style-type: none"> • 09/10/08 Beginning Crochet (Harco) • 09/22/08 Hospice Workshop (Hampshire) • 09/23/08 Veteran’s Information Workshop (Harco) • 09/24/08 Resume Writing (Hampshire) <p>October Schedule</p> <ul style="list-style-type: none"> • 10/01/08 Interviewing Tips ((Hampshire) • 10/03/08 CEU Workshop for Social Workers

	<ul style="list-style-type: none"> • 10/06/08 Pharmacy Technician Class Started (Hampshire County) • 10/07/08 Introduction to Theatre (Harco) • 10/07/08 Medical Coding & Billing Class Started (Harco) – 23 Participants • 10/07/08 Phlebotomy Class Started (Petersburg) – 26 Participants • 10/13/08 Surfin’ With a Purpose Class (Petersburg) • 10/16/08 Basket Weaving Class (Harco) • 10/21/08 Ethics for One Stop Training (Harco) • 10/21/08 Introduction to Microsoft Word (Hampshire) • 10/23/08 Basket Weaving Class (Harco) • 10/27/08 Certified Nursing Assistant Class (Hampshire) • 10/29/08 Elder Law Seminar (Harco) <p>November Schedule</p> <ul style="list-style-type: none"> • Quickbooks Class (Hampshire) date to be determined • 11/05/08 Retirement Reality Check (Harco) • 11/06/05 Microsoft Excel (Hampshire) • 11/07/08 CEU Workshop for Social Workers – Ethics (Harco) • 11/12/08 Smart Choices in Retirement Workshop (Harco) • 11/13/08 Surfin’ With a Purpose (Mineral) <p>December Schedule</p> <ul style="list-style-type: none"> • 12/06/08 Community Education “Holiday Crafts” Workshop (Harco) • 12 Different Classes will be offered throughout the day • 12/10/08 Resume Writing (Harco) • 12/17/08 Interviewing Tips (Harco) <p>Other:</p> <ul style="list-style-type: none"> • Attended Career Days @ Tucker, Pendleton, Hampshire and Hardy Counties <p><u>Contracted Training</u></p> <ul style="list-style-type: none"> • Command Spanish scheduled for Upper Potomac Area Agency on Aging • Completed CAPS testing for American Woodmark South Branch Plant • WorkKeys testing @ Kingsford Charcoal on 10/07/08 • Met with NewPage Corporation – submitting grant proposal for \$100,000 • Submitted HEAPS applications for medical programs - \$57,000 approved • Met with local pharmacists to discuss internships for medical programs
<p>CAREER STUDIES Associate Dean Career Studies & Academic</p>	<ul style="list-style-type: none"> • The EL Civics program is underway and has 11 students enrolled. They meet here in the Spokes Room twice a week on Tuesdays and Thursdays. • Pendleton Co. ABE is moving forward with Amanda Barger meeting with students each Wednesday at the Pendleton County High School Access Center. • The meeting with Math Instructors from the six counties went very

<p>Services</p> <p><i>Grover Duling</i></p> <p>CAREER STUDIES</p> <p><i>Associate Dean Career Studies & Academic Services</i></p> <p><i>Grover Duling</i></p>	<p>well with ALL counties represented in each session. The participants discussed areas of deficiency and possible remedies.</p> <ul style="list-style-type: none"> • The Home Page for Eastern’s WEB Site will have a new appearance by the end of this month. • Business Operations Support is under revision and will be sent to LOT in October for review. • Increased course scheduling at Hampshire for the Spring Semester, VDL to HARCO and Pendleton Co. • Working with Wanda Harman at South Branch Career and Technical Center to revisit the articulation agreement with them. A meeting will be set soon. • The draft of the Spring 2009 Schedule is complete. • PKT has had its first meeting. • Submitted the VET Tech courses at Hampshire for EDGE Credit. • Working with a committee to produce a Faculty Evaluation/Regulations instrument. • Working with Orbitz Educational Group to partner for fiber optics/communications training.
<p>Associate Dean Academic & Student Services</p> <p><i>Sherry Becker-Gorby</i></p>	<ul style="list-style-type: none"> • Assessment: Chair assessment meetings: Spring 2008 course assessment projects and course evaluations completed and reports submitted; preparations in process for fall course evaluations using IDEA Center services; courses slated for fall 2008 course assessment projects identified and in initial stages of development; course assessment rotation cycle for all required courses under development, routine implementation slated for spring 2009; program review cycle being revised, this will put all courses and programs on a minimum routine/cyclical assessment cycle; WorkKeys Curriculum Mapping project underway, consists of review of math and writing workplace competencies and alignment with career technical program requirements, project nearing completion, results will be used to guide revision of gen ed program requirements. • Spring 2009 Schedule Development: Course listing compiled and submitted for formatting, maintaining production timeline, target date for posting of draft schedule is 10/13/09. • Academic Services: Coordinating meetings to address resolution/advancement of academic issues. Key projects include: Faculty Instructional Evaluation Regulation revision, revisions per Governance Council completed and resubmitted to LOT (Oct 2008 review); Full-time Faculty Evaluation Regulation: in development, completion slated for December review; faculty position descriptions under development, slated for December review, will also address issues of faculty rank and workload; library taskforce: agreements signed with several regional libraries for partnerships to facilitate access to printed materials by Eastern students; advisory committee guidelines: initial materials collected for review; intellectual property regulation: initial stages of development; curriculum modularization: initial stages of discussion to determine impact and implementation plan; participated in revision of faculty handbook; assisting with curriculum revisions (BOS, Occupational Development agreements). • BANNER: worked with registration staff to set registration process in

	BANNER for fast track courses (i.e. 5 week, sequential courses)
<p>FACILITIES Director Information Systems & Technology:</p> <p><i>Tim</i> <i>Riggleman</i></p>	<ul style="list-style-type: none"> • Our department has been busy closing Union and Mineral County access centers. We have moved the distance learning equipment from Union to HARCO but still have the furniture to move. We plan to donate the computers to Union and Mineral but have plans to use the furniture at our new site. • Ordered a new Windows 2008 server. The server has arrived but we have not had time to configure yet. • Installed DVD drives in all computers located at auto tech. Order a new projector for this site as well. • Configured a wireless access point at our Hampshire access center. We currently have HARCO, Auto Tech, Hampshire, and Nursing setup for wireless access. • Have been in contact with WVNET on getting quotes for WVNET to host our BANNER system. • Installed Windows 2003 server on an old machine that needed a new hard drive. Configured this server as our Virtual Private Network (VPN) server. Tested the server with Daniel Silver and he was able to remote desktop into his computer at work from his home.