

Eastern West Virginia Community & Technical College

Board of Governors MEETING AGENDA

September 18, 2013 12:00 pm Eastern Campus; Moorefield, WV

BOARD MEMBERS:

Robert Tissue, Chair Debra Backus Curtis Durst Curtis Hakala Douglas Lambert Raven Mongold Scott Staley, Vice Chair Dixie Bean Richard Gillespie Robert Hott Faron Shanholtz D. Scott Sherman

Dr. Charles Terrell, President

Eastern West Virginia Community and Technical College Board of Governors Eastern Campus Moorefield, West Virginia

STANDING COMMITTEES

ACADEMIC & STUDENT PROGRAMS COMMITTEE:

RAVEN MONGOLD CURTIS HAKALA DEBRA BACKUS DIXIE BEAN PERSONNEL COMMITTEE:
ROBERT TISSUE, CHAIR
D. SCOTT SHERMAN
DOUGLAS LAMBERT
CURTIS DURST
DIXIE BEAN
FARON SHANHOLTZ

FINANCE & ADMINISTRATION COMMITTEE:

ROBERT TISSUE, CHAIR
D. SCOTT SHERMAN
ROBERT HOTT

BOARD OPERATIONS COMMITTEE:

SPECIAL COMMITTEES

FACILITIES COMMITTEE:
SCOTT SHERMAN, COMMITTEE CHAIR
DEBRA BACKUS
DIXIE BEAN
BOB HOTT
ROBERT TISSUE

FOUNDERS AWARD COMMITTEE: ROBERT TISSUE, CHAIR

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of September 18, 2013 at 12:00 pm

Eastern Campus; Moorefield, WV

- Call	40.4	Δ_{md}	A 140

Welcome to Dr. Suzanne Goodall, Elementary Education Coordinator, Amanda Radar, FT Cosmetology Instructor and PT Cosmetology Instructor

II. Action Items:

Α.	*Minutes 08-28-13 Meeting	ige 6
В.	*BP 4.6	ige 8
<i>C</i> .	Policies without public comment:	
	BP-3.8; BP-3.12; BP-3.21	
D.	Organizational Chart (with dotted line from IT Executive Dean for	
	Business and Operations)	age 11
Е.	*Institutional List of Rules Po	ige 12

III. Board Chair's report: Committees Reports:

IV. President's Report:

A. Meet & Greet Schedule Page 10

B. Luanne Bowman

Strategic Plan

August

- End year review of previous year's budget
- End of year review of previous year's strategic plan, attainment of objectives and accomplishments

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Student Access and Success



CAMPUS	HEADCOUNT	FTE
Eastern Workforce	712 412.9 91 37.3	
sum	803 450.2	

Unduplicated Total 791 450.2

Fall Enrollment 2012:

HC: 833 FTEs: 454.2

Unduplicated Total: 820; 454.1

Workforce Development

- ❖ Submitted annual Workforce Matrix report to Central Office on August 30
- Completed Skill Set reporting
- ❖ Attended quarterly Training Provider Meeting at WIB Offices on 08/29/13
- ❖ Met with Scott Staley and had discussions about opportunities for us to partner with him to offer classes at MCTC (Evening welding and Journeyman's Electrical were two he suggested looking into).
- Petersburg C.N.A. class started on Monday, August 26th with 18 students.
- ❖ Cosmetology informational meeting on Thursday, August 29th with four participants. In conversations with prospective students from both meetings as well as other inquiries, the major sticking point is finances beyond the \$2000 they may be eligible for under HEAPS.
- Greg Zirk attended the monthly meeting of the Hardy County Community Foundation on Tuesday, September 3rd.
- ❖ Greg Zirk attended orientation and first class on Tuesday, September 3rd for our Workforce A&P 1 class as a prerequisite for the Paramedic Class which is tentatively scheduled to start on January 13, 2014. There were 13 students present for the first A&P class.
- Romney C.N.A. class orientation on Wednesday, September 4th. There were 25 prospective students invited, 5 as alternates, and we will begin a class of 15 tonight.
- ❖ Greg Zirk communicated with Jesse Sites, HR Manager at Pendleton County Nursing Home. They are interested in establishing a relationship with Eastern to potentially sponsor students for future C.N.A. classes who they may employ and who do not qualify for financial aid. Also discussed the possibility of conducting contracted training for them if the need arises.
- ❖ NYC bus trip rescheduled for October 5
- ❖ Yoga will begin another session September 16
- ❖ ServSafe 9/25 at Hampshire Co. Health Dept.
- Ruby Payne Poverty Training scheduled for October 4 with instructor Peggy Hawse

- ❖ Job Fair/Business Expo scheduled for October 10 at South Branch Inn, Romney (sponsored by the Chamber)
- ❖ CERT Training scheduled for October 18 & 19
- ❖ Banking class (Analyzing Financial Statements) began September 9 at 6pm in the board room. This class is offered in cooperation with the WV Bankers' Association.

Fall Medical Training Summary

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			As of:		9/9/2013	
		Max				
		Clas			Actual	
	Start	S	Number		Or	
			Enrolle		Projecte	
	Date	Size	d		d	Date
Online Medical						
Transcription	7/9/2013	10	6		6	7/8/2013
Pharmacy Tech	8/5/2013	20	9		9	8/5/2013
Medical Billing and						
Coding	8/5/2013	20	3	*	0	
Online Billing and						8/12/201
Coding	8/12/2013	15	12		12	3
Phlebotomy Tech	8/6/2013	24	11		11	8/6/2013
Medical Assistant	8/6/2013	22	17		17	8/6/2013
						8/20/201
C.N.A. Petersburg	8/26/2013	20	18		18	3
A&P1 (Workforce)	9/3/2013	20	13		13	9/3/2013
C.N.A. Romney	9/9/2013	20	25		15	9/4/2013
Total		171	114		101	

Serve More Adults

Resource

Reaccreditation: October 21-23,2013 Self-Study visit

- Mock Visit, September 19 & 20
- Agenda submitted to Self-Study Team for their input

Assessment & Institutional Effectiveness

Alignment of Budget & Planning Processes

Campus Safety and Security

- Researching the cost to install additional cameras in the parking lot

Public Relations

- District Consortia and Economic Development & Education Partnership meeting
- NACCE Conference
- V. President's Evaluation
- VI. Next Meeting: October 16, 2013 at noon Self-Study Team meetings
- VII. Adjournment:

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of August 28, 2013 at 12:00 pm

Eastern Campus; Moorefield, WV

Board Training Presentation by Amanda Sites (12:00 pm - 1:00 pm) "Financial Aid: Securing the Process".

Attending the training: R. Mongold, F. Shanholtz, L. Bowman, C. Hakala, D. Bean, S. Sherman, D. Backus, C. Terrell, R. Tissue, S. Staley, D. Lambert, and D. Kelly

- I. Call to Order: The meeting was called to order at 1:15 pm by Chairman Tissue. Attending were: R. Tissue, S. Staley, D. Backus, D. Bean, C. Hakala, D. Lambert, R. Mongold, F. Shanholtz, and S. Sherman. Guest attendee was Luanne Bowman. Not Attending were R. Gillespie, R. Hott, and C. Durst.
- II. Welcome to Luanne Bowman and Vincenza Cumbo
 The Board welcomed Ms. Luanne Bowman and Ms. Vincenza Cumbo to the Eastern
 Team.
- **III.** Action Items:

A. Minutes 07-17-13 Meeting

Upon a motion by S. Sherman with a second by F. Shanholtz the July 17, 2013 minutes were approved as Presented. Motion carried.

B. BP 3.12 Graduation Requirements & BP 3.8 Academic Honors:

Upon a motion by D. Bean with a second by C. Hakala BP 3.12 and BP 3.8 were approved as presented. Motion carried.

C. BP 3.21 Credit Hour Definition:

Upon a motion by F. Shanholtz with a second by D. Bean BP 3.21 approved as Presented.

Motion carried.

D. Organizational Chart (with dotted line from IT to Luanne):

IV. **Board Chair's report:** Committees Reports:

Board Chair presented a letter of proposal for loan at 0% for 30 years to Keith Burdette. Letter has been received with some optimistic feedback to date. President Terrell and Luanne Bowman met with the Governor's Office representative "Josh".

Discussed recent conversation with Mallie Combs and Dr. Terrell regarding bus shelter which resulted in discussion regarding parking lot and purchase of land thereon. Will ask Dr. Terrell to continue follow-up with Mallie Combs regarding cost of parking lot. Ms. Combs declined giving permission to install the bus shelter.

Would like to go to electronic format - could EWVCTC provide iPads for use during the Board meetings. EWVCTC IT staff is reviewing possibilities. Discussed remote attendance with video conferencing.

- V. **President's Report:** See Agenda for Detailed Points:
 - A. Meet & Greet Schedule

- B. Board Appointments and reappointments: Two names were submitted to the State Office; discussed professional development and required training hours.
- C. Moorefield Campus Expansion
- D. Riggleman v. Eastern update: Received packet from Attorney Jeff with amended complaint no significant but change in plaintiff to limits of insurance policy still in written discovery phase.
- E. Strategic Plan
- F. Student Access and Success: HC unduplicated 722; FTE 433.9: this is not all inclusive at this time as student count is ongoing. Developmental Ed strategies will be implemented in the Spring. Preparing to make offer of employment to fulltime instructor for HS students. Doug Lambert asked that the minutes reflect that "Shawn Dilly, of South Branch Career and Technical Center, has been diligently working toward the success of this venture and displays a great spirit of cooperation between SBCTC and EWVCTC."
- G. Workforce Development: District Consortium meeting in September with invitations to Senators Plymale and Williams.
- H. Serve More Adults: Elementary Education Coordinator, Dr. Suzanne Goodall, has been hired.
- 1. Resource: First time to date, Eastern is now receiving Perkins Funding of \$55,000. Discussed National Endowment for the Arts application submitted. Foundation Board of Trustees meeting was held on Monday re: the Coleman Foundation. Matthews Trust of Capon Bridge.
- J. Reaccreditation: October 21-23,2013 Self-Study visit. "Thank you to HardyTele Communications for utilization of work space and reliable internet for the completion of this document".
 - Mike Koon conducting a mock visit 9/19-20/13 Nursing Program pending National Accreditation.
- K. Assessment & Institutional Effectiveness
- L. Alignment of Budget & Planning Processes
- M. Campus Safety and Security: Artisan exhibits covered by Eastern's insurance policy.
- N. Public Relations

VI.	President's Evaluation:	<u>Item Tabled</u> .
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- VII. **Next Meeting:** September 18, 2013 at noon
- VIII. **Adjournment:** Meeting adjourned at 2:37 pm by R. Tissue following motion by F. Shanholtz with a second by C. Hakala.

Respectfully submitted by D. Kelly, Recorder		
Robert Tissue, Chair	Date	

Eastern West Virginia Community and Technical College Board of Governors Meeting of June 19, 2013

ITEM: Policy Approval

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve BP

4.6 "Student Complaints" revised from original

policy dated 2/1/2004.

BACKGROUND: This policy states the College's position in regard to

the recording, tracking and disposition of written complaints submitted by students to College

administrators

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS POLICY NO. BP-4.6

TITLE: TRACKING OF STUDENT COMPLAINTS

SECTION 1. GENERAL

1.1 Scope - This policy states the College's position in regard to

the recording, tracking and disposition of written complaints submitted by students to College

administrators

1.2 Authority - Higher Learning Commission of the North Central

Association of Colleges and Schools Policy IV.B.4 Institutional Records of Student Complaints (1998). Federal Law – Campus Crime and Student Right to Know, Sec. 485(*f*), 34 CFR 668.46 and Federal

Financial Aid 34 CFR 668.

1.3 Effective Date February 1, 2004

SECTION 2. STATEMENT

The Eastern West Virginia Community & Technical College Board of Governors affirms compliance with federal regulations and the Higher Learning Commission Policy with regard to the recording, tracking and disposition of written student complaints. Before invoking the Student Complaint procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, the potential subject of a complaint, and the College to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should the Student Complaint procedure be invoked. Throughout all phases of the complaint process, all reasonable efforts shall be made to maintain confidentiality in accordance with applicable law. Formal written complaints, submitted to any senior administrator, will be officially logged by the Dean for Academic and Student Services Learner Support Services. In addition, complaints forwarded to the College by the Higher Learning Commission will be tracked by this policy.

SECTION 3. PROCEDURE

- 1. All students with a potential complaint will be directed to the Dean for Academic and Student Services. If the issue cannot be resolved in this initial meeting, the Dean will request the student to submit a written complaint outlining the issue(s) along with the requested corrective action. Complaints of a non-academic nature are handled by the Executive Dean of Administration following this procedure.
- 2. The Dean(s) will research the complaint and provide a written response to the complaint with 10 working days of receipt of the written complaint.
- 3. If the student is not satisfied with the ruling of the Dean(s), the student may appeal the Dean(s) decision to the College President in writing within 10 business days of receiving the Dean(s) response.
- 4. The College President will respond in writing to the student's written appeal of the Deans(s) decision within 10 business days. The ruling of the President will be final.
- 5. All written correspondence of the complaint will be filed and housed in the office of the Dean for Academic and Student Services.

	<u> February 1, 2004</u>
BOARD OF GOVERNORS, CHAIR	DATE

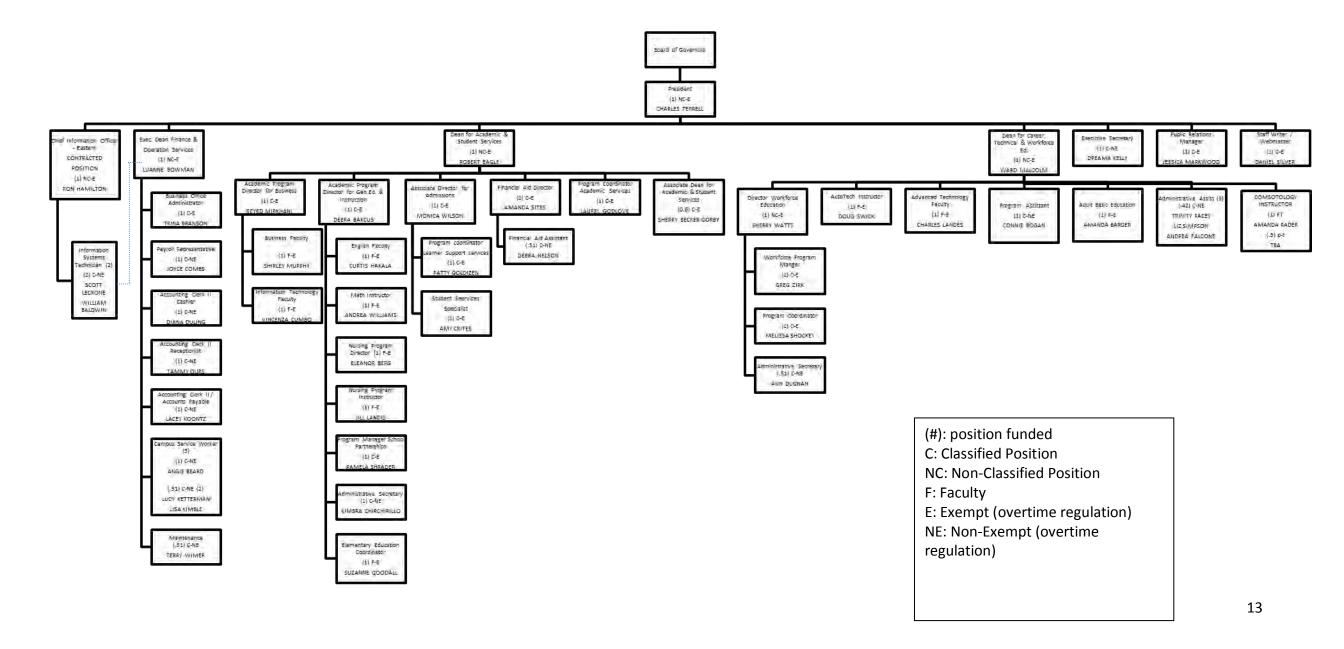
Contact Activities Dr. Chuck Terrell September 2013

September

- 11 Dr. Girmay Berhie, Professor/Director of Health Informatics Marshall University
- 12 Slingshot Network conference call with NACCE, AACC and Kauffman Foundation
- 13 Hardy County Board of Education, Entrepreneurship Partnership
- 13 Paul Yandura, Lost River Trading Post
- 17 Hardy County Chamber of Commerce Board meeting

President (1) NC-E (CHARLES TERRELL) (Information Officer – Eastern CONTRACTED POSITION (1) NC-E (RON HAMILTON) Information Systems Technician (2) (1) C-NE (SCOTT LECRONE) (1) C-NE (WILLIAM BALDWIN) Exec. Dean Finance & Operation Services (1) NC-E (ULANNE BOWMAN) Business Office Administrator (1) C-E (TRINA BRANSON) Payroll Representative (1) C-NE (JOYCE COMBS) Accounting Clerk II Cashier (1) C-NE (JOYCE COMBS) Accounting Clerk II Receptionist (1) C-NE (JOHAND DULING) Accounting Clerk II Receptionist (1) C-NE (JOHAND DULING) Accounting Clerk II Receptionist (1) C-NE (ICAMY OURS) Accounting Clerk II (1) C-NE (Accounting Clerk II Accounts Payable (1) C-NE (ICAPINS CONTE) (ILCY KETTERMAN) (ILSA KIMBLE) (ICAPINS CONTE) Maintenance (51) C-NE (ICRY WIMER) (ISA KIMBLE) (ICREW WIMER) Maintenance (51) C-NE (SEYED MIRKHAN) Business Faculty (1) F-E (SEYED MIRKHAN) Business Faculty (1) F-E (SHIRLEY MURPHY) Information Technology Faculty (1) F-E (CURTIS HAKALA) Adachamic Program Director for Gen.Ed. & Instruction (1) C-E (DEBRA BACKUS) CURTIS HAKALA) Math Instructor (1) F-E (CURTIS HAKALA) Math Instructor (1) F-E (DELANOR BERG) Nursing Program Instructor (1) F-E (MILLANDIS) Program Manager School Patterships (1) C-E (MELANDRA WILLANDIS) Program Instructor (1) F-E (MILLANDIS) Program Manager School Patterships (1) C-E (MANDRA WILLONDS) Program Coordinator Learner Support Services (1) C-E (MANDRA WILSON) Program Coordinator Learner Support Services (1) C-E (MANDRA WILSON) Program Coordinator Learner Support Services (1) C-E (MANDRA WILSON) Program Coordinator Learner Support Services (1) C-E (MANDRA SULSON) Program Coordinator Learner Support Services (1) C-E (MANDRA SULSON) Program Coordinator Learner Support Services (1) C-E (MANDRA SULSON) Program Coordinator Learner Support Services (1) C-E (MANDRA SULSON) Program Coordinator (1) C-E (MANDRA SULSON) Administrative Secretary (1) C-NE (CHARLES LANDE	Board of Governors	
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MARKWOOD)		
		(JESSICA
(DANIEL CHAPE)		
Staff Writer / Weomaster (1) C-E(DANIEL SILVER)	Staff Writer / Webmaster (1) C-E	(DANIEL SILVER)

Eastern WV Community & Technical College FY 14 Organizational Chart



Eastern WV Community & Technical College FY 14 Organizational Chart

POLICYDATE O	F LAST ACTIVITY
BP-2.0 Policy Framework	
BP-2.1 Prime Policy revised.	
BP 2.2 Board of Governors Organization and Meetings	
	
BP-3.0 Academic/Instructional Policies	
BP-3.1 Grade Point Average for Associate Degrees (terminated as of 1/18/12 by Board of Governo	
BP-3.2 Awarding of Undergraduate Fee Waivers	
BP-3.3 Submission of Proposals for New Academic Programs New Academic Programs Form 1	10-31-02
New Academic Programs Form 2	
BP-3.4 Standards and Requirements for Admission.	07-17-03
BP-3.5 Pre-matriculations Requirements for Measles and Rubella Immunizations	
BP-3.6 General Education Curriculum(replaced by Administrative Regu	
BP-3.7 Acceptance of Advanced Placement Credit	
BP-3.8 Academic Honors	
BP-3.9 Administrative Withdrawal	,
BP-3.11 Compliance with Military Selective Service Act	
BP-3.12 Graduation Requirements	
BP-3.13 Awarding of Credit Through Assessment of Prior Learning	
BP-3.14 Standards for the Awarding Continuing Education Units (CEUs)	
BP-3.15 Assessment of Student Academic Achievement	
BP-3.16 Instructional Workload	
BP- 3.17 Academic Program Review	
BP-3.18 Required Instructional Time for Campus Administrators BP-3.19 Academic Forgiveness	
BP-3.20: Copyright, Intellectual Property and Fair Use	
BP-3.21: Credit Hour Definition	
2. 0. 2 0. 4 2.0 2.0	
BP-4.0 Learner Services Policies	
BP-4.2 Student and Academic Rights*	
BP-4.3 Student Rights and Responsibilities*	
BP-4.4 On Campus Credit Card Solicitation and Marketing	
BP-4.5 Student Privacy	
BP-4.6 Tracking of Student Complaints (in process of Student Complaints)	
BP-4.7 Ten Credit for Web Course Enrollment Rule	
BP-4. / Ten Credit for web Course Enforment Rule	01-21-09
BP-5.0 Personnel Policies	
BP-5.1 Sexual Harassment	
BP-5.2 Sabbatical Leave	
BP-5.3 Holidays.	
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BP-5.4 Staff Development	
BP-5.5 Faculty Development*	
BP-5.6 Classified Employees	
BP-5.7 Employee Leave	07-17-03
BP-5.8 Ethics	08-11-03

Revised: 09-09-13

Eastern WV Community & Technical College FY 14 Organizational Chart

BP-5.9 Personnel Administration	
BP-5.10 Salary Plan	
BP-5.11 External Employment and Entrepreneurship Reporting	
BP-5.12 Access to Personnel Files	12-20-05
BP-5.13 Academic Rank for Fulltime Faculty	11-18-09
BP 5.14: Salary Schedule for Full-time Faculty Policy	07-17-13
BP-5.15 Adjunct Faculty Policy	11-17-10
BP-6.0 General Administrative Policies	
BP-6.1 Change in the Organization of Administrative Units	08-11-03
BP-6.2 Naming or Renaming of Buildings or Organizational Units	08-11-03
BP-6.3 Alcoholic Beverages on Campus	08-11-03
BP-6.4 Use of Institutional Facilities	
BP-6.5 Appropriate Computer Usage	
BP-6.6 Equal Opportunity, Non-Discrimination, and Affirmative Action	
BP-6.7 Freedom of Information	
BP-6.8 Safety and Loss Control Prevention	
BP-6.9 Hiring of Related Parties Policy.	
BP-7.0 Fiscal Policies	
BP-7.1 Reduced Tuition and Fee Program for State Residents Age 65 and Older	
BP-7.2 Assessment, Payment and Refund of Fees	
BP-7.4 Audits	
BP-7.5 Travel Management (rev. 05-18-11) BP-7.6 Financial Reserves and Year End Fund Balance	
BP-7.7 Accounts Receivable Management	
BP-7.8 Depreciation.	
BP-7.9 Management of Student Accounts Receivables	
BP-7.10 Gifts Received.	
BP-7.11 Disposal of Surplus or Obsolete Materials, Supplies and Equipment	06-22-05
BP-7.12 Purchasing Card	
BP -7.13: Textbook Policy	11-17-10
BP-7.14 Capital Projects Policy	01-21-09

BP-8.0 Miscellaneous Policies

Revised: 09-09-13