

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

I. Call to Order:

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

II. Action Items:

- A. **Minutes 08-28-13 Meeting..... Page 6*
- B. **BP 4.6 Page 8*
- C. *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) Page 11*
- E. **Institutional List of Rules Page 12*

III. Board Chair’s report: Committees Reports:

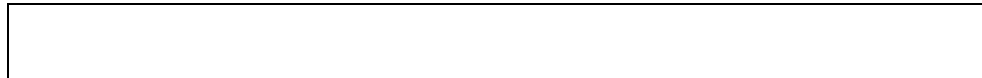
IV. President’s Report:

- A. *Meet & Greet Schedule Page 10*
- B. **Luanne Bowman**

<i>Strategic Plan</i>		
August		
<ul style="list-style-type: none"> • End year review of previous year’s budget • End of year review of previous year’s strategic plan, attainment of objectives and accomplishments 		
•		
<i>Student Access and Success</i>		
❖		
CAMPUS	HEADCOUNT	FTE

Eastern	712	412.9
Workforce	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

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

<i>Serve More Adults</i>
•
<i>Resource</i>
•
<i>Reaccreditation: October 21-23,2013 Self-Study visit</i>
• Mock Visit, September 19 & 20
• Agenda submitted to Self-Study Team for their input
<i>Assessment & Institutional Effectiveness</i>
•
<i>Alignment of Budget & Planning Processes</i>
<i>Campus Safety and Security</i>
• Researching the cost to install additional cameras in the parking lot
•
<i>Public Relations</i>

- *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.*
 - I. *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:** *Item Tabled.*
- 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.

BOARD OF GOVERNORS, CHAIR

February 1, 2004

DATE

**Contact Activities
Dr. Chuck Terrell
September 2013**

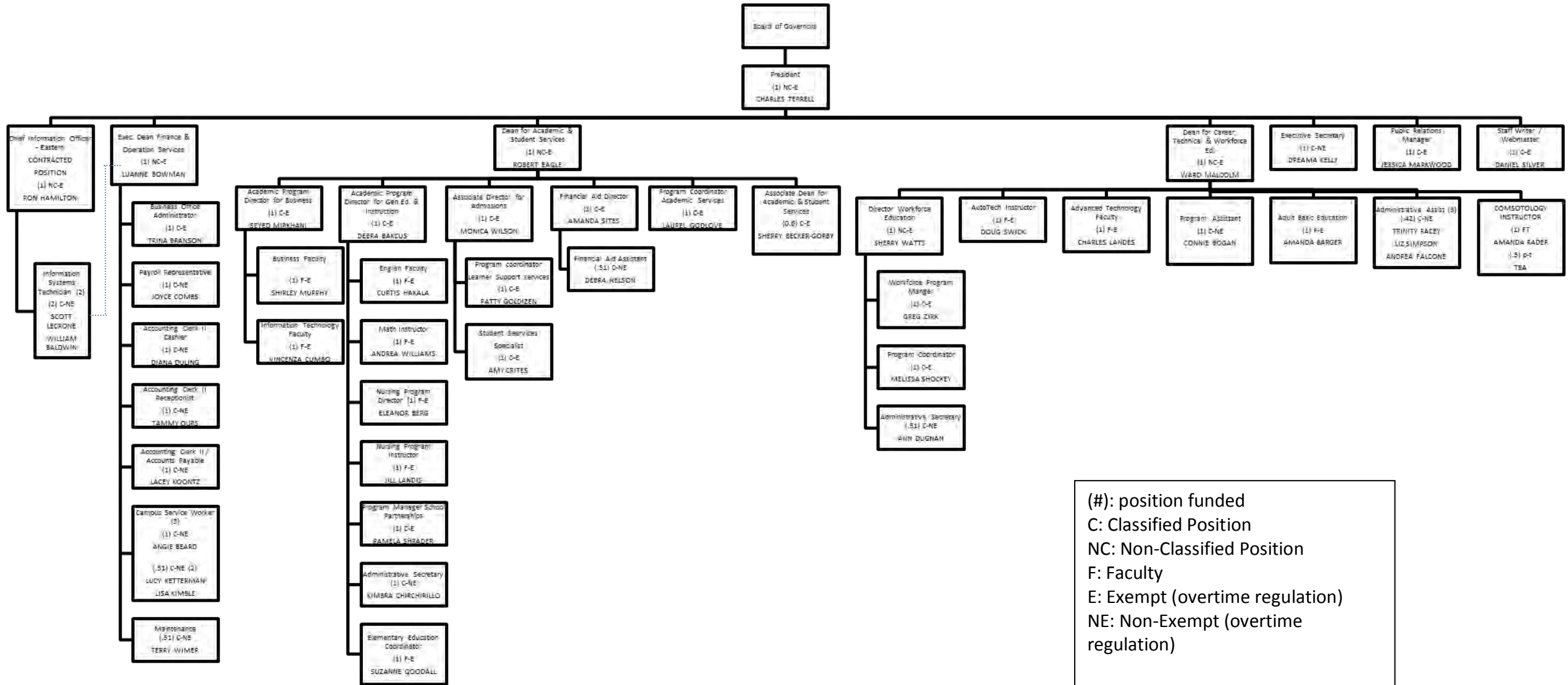
September

- 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

Board of Governors

President (1) NC-E	(CHARLES TERRELL)
Chief 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	(LUANNE BOWMAN)
Business Office Administrator (1) C-E	(TRINA BRANSON)
Payroll Representative (1) C-NE	(JOYCE COMBS)
Accounting Clerk II Cashier (1) C-NE	(DIANA DULING)
Accounting Clerk II Receptionist (1) C-NE	(TAMMY OURS)
Accounting Clerk II / Accounts Payable (1) C-NE	(LACEY KOONTZ)
Campus Service Worker (3) (1) C-NE (ANGIE BEARD); (.51) C-NE (2)	(LUCY KETTERMAN)
.....	(LISA KIMBLE)
Maintenance (.51) C-NE	(TERRY WIMER)
Dean for Academic & Student Services (1) NC-E	(ROBERT EAGLE)
Academic Program Director for Business (1) C-E	(SEYED MIRKHANI)
Business Faculty (1) F-E	(SHIRLEY MURPHY)
Information Technology Faculty (1) F-E	(VINCENZO CUMBO)
Academic Program Director for Gen.Ed. & Instruction (1) C-E	(DEBRA BACKUS)
English Faculty (1) F-E	(CURTIS HAKALA)
Math Instructor (1) F-E	(ANDREA WILLIAMS)
Nursing Program Director (1) F-E	(ELEANOR BERG)
Nursing Program Instructor (1) F-E	(JILL LANDIS)
Program Manager School Partnerships (1) C-E	(PAMELA SHRADER)
Administrative Secretary (1) C-NE	(KIMBRA
CHIRCHIRILLO)	
Elementary Education Coordinator (1) F-E	(SUZANNE GOODALL)
Associate Director for Admissions (1) C-E	(MONICA WILSON)
Program Coordinator Learner Support Services (1) C-E	(PATTY GOLDIZEN)
Student Services Specialist (1) C-E	(AMY CRITES)
Financial Aid Director (1) C-E	(AMANDA SITES)
Financial Aid Assistant (.51) C-NE	(DEBRA NELSON)
Program Coordinator Academic Services (1) C-E	(LAUREL GODLOVE)
Associate Dean for Academic & Student Services (0.6) C-E	(SHERRY BECKER-
GORBY)	
Dean for Career, Technical & Workforce Ed. (1) NC-E	(WARD MALCOLM)
Director Workforce Education (1) NC-E	(SHERRY WATTS)
Workforce Program Manger (1) C-E	(GREG ZIRK)
Program Coordinator (1) C-E	(MELISSA SHOCKEY)
Administrative Secretary (.51) C-NE	(ANN DUGAN)
AutoTech Instructor (1) F-E	(DOUG SWICK)
Advanced Technology Faculty (1) F-E	(CHARLES LANDES)
Program Assistant (1) C-NE	(CONNIE BOGAN)
Adult Basic Education (1) F-E	(AMANDA BARGER)
Administrative Assist (instructional aids) (3) (.42) C-NE	(TRINITY RACEY)
.....	(LIZ SIMPSON)
.....	(ANDREA FALCONE)
Executive Secretary (1) C-NE	(DREAMA KELLY)
Public Relations Manager (1) C-E	(JESSICA
MARKWOOD)	
Staff Writer / Webmaster (1) C-E	(DANIEL SILVER)

Eastern WV Community & Technical College FY 14 Organizational Chart



(#): position funded
 C: Classified Position
 NC: Non-Classified Position
 F: Faculty
 E: Exempt (overtime regulation)
 NE: Non-Exempt (overtime regulation)

Eastern WV Community & Technical College
FY 14 Organizational Chart

POLICY	DATE OF LAST ACTIVITY
BP-2.0 Policy Framework	
<u>BP-2.1 Prime Policy revised</u>	08-14-12
<u>BP 2.2 Board of Governors Organization and Meetings</u>	09-21-05
BP-3.0 Academic/Instructional Policies	
BP-3.1 Grade Point Average for Associate Degrees <i>(terminated as of 1/18/12 by Board of Governors replaced by AR-4.3)</i>	
<u>BP-3.2 Awarding of Undergraduate Fee Waivers</u>	05-24-04
<u>BP-3.3 Submission of Proposals for New Academic Programs</u>	10-31-02
<u>New Academic Programs Form 1</u>	
<u>New Academic Programs Form 2</u>	
<u>BP-3.4 Standards and Requirements for Admission</u>	07-17-03
<u>BP-3.5 Pre-matriculations Requirements for Measles and Rubella Immunizations</u>	10-31-02
BP-3.6 General Education Curriculum	<i>(replaced by Administrative Regulation 3.17.12-16-11)</i>
<u>BP-3.7 Acceptance of Advanced Placement Credit</u>	11-29-02
<u>BP-3.8 Academic Honors</u>	8/28/13
<u>BP-3.9 Administrative Withdrawal</u>	<i>(replaced by Administrative Regulation 3.15. 05-18-11)</i>
<u>BP-3.10 Catalog Adherence</u>	04-17-13
<u>BP-3.11 Compliance with Military Selective Service Act</u>	07-17-03
<u>BP-3.12 Graduation Requirements</u>	08-28-13
<u>BP-3.13 Awarding of Credit Through Assessment of Prior Learning</u>	07-17-03
<u>BP-3.14 Standards for the Awarding Continuing Education Units (CEUs)</u>	07-19-04
<u>BP-3.15 Assessment of Student Academic Achievement</u>	02-01-04
<u>BP-3.16 Instructional Workload</u>	01-12-10
<u>BP-3.17 Academic Program Review</u>	06-22-05
<u>BP-3.18 Required Instructional Time for Campus Administrators</u>	01-21-09
<u>BP-3.19 Academic Forgiveness</u>	01-21-09
<u>BP-3.20: Copyright, Intellectual Property and Fair Use</u>	09-30-09
<u>BP-3.21: Credit Hour Definition</u>	08/28/13
BP-4.0 Learner Services Policies	
<u>BP-4.2 Student and Academic Rights*</u>	
<u>BP-4.3 Student Rights and Responsibilities*</u>	
<u>BP-4.4 On Campus Credit Card Solicitation and Marketing</u>	10-28-03
<u>BP-4.5 Student Privacy</u>	02-01-04
<u>BP-4.6 Tracking of Student Complaints</u>	<i>(in process of revision)</i> 02-01-04)
<u>BP-4.7 Ten Credit for Web Course Enrollment Rule</u>	01-21-09
BP-5.0 Personnel Policies	
<u>BP-5.1 Sexual Harassment</u>	08-11-03
<u>BP-5.2 Sabbatical Leave</u>	07-17-03
<u>BP-5.3 Holidays</u>	07-17-03
<u>BP-5.4 Staff Development</u>	07-17-03
<u>BP-5.5 Faculty Development*</u>	
<u>BP-5.6 Classified Employees</u>	07-17-03
<u>BP-5.7 Employee Leave</u>	07-17-03
<u>BP-5.8 Ethics</u>	08-11-03

Revised: 09-09-13

Eastern WV Community & Technical College
FY 14 Organizational Chart

<u>BP-5.9 Personnel Administration</u>	08-11-03
<u>BP-5.10 Salary Plan</u>	06-22-05
<u>BP-5.11 External Employment and Entrepreneurship Reporting</u>	09-21-05
<u>BP-5.12 Access to Personnel Files</u>	12-20-05
<u>BP-5.13 Academic Rank for Fulltime Faculty</u>	11-18-09
<u>BP 5.14: Salary Schedule for Full-time Faculty Policy</u>	07-17-13
<u>BP-5.15 Adjunct Faculty Policy</u>	11-17-10
 BP-6.0 General Administrative Policies	
<u>BP-6.1 Change in the Organization of Administrative Units</u>	08-11-03
<u>BP-6.2 Naming or Renaming of Buildings or Organizational Units</u>	08-11-03
<u>BP-6.3 Alcoholic Beverages on Campus</u>	08-11-03
<u>BP-6.4 Use of Institutional Facilities</u>	08-11-03
<u>BP-6.5 Appropriate Computer Usage</u>	08-11-03
<u>BP-6.6 Equal Opportunity, Non-Discrimination, and Affirmative Action</u>	08-20-03
<u>BP-6.7 Freedom of Information</u>	11-20-03
<u>BP-6.8 Safety and Loss Control Prevention</u>	01-15-09
<u>BP-6.9 Hiring of Related Parties Policy</u>	11-16-11
 BP-7.0 Fiscal Policies	
<u>BP-7.1 Reduced Tuition and Fee Program for State Residents Age 65 and Older</u>	10-31-05
<u>BP-7.2 Assessment, Payment and Refund of Fees</u>	04-01-06
<u>BP-7.4 Audits</u>	10-31-02
<u>BP-7.5 Travel Management (rev. 05-18-11)</u>	05-18-11
<u>BP-7.6 Financial Reserves and Year End Fund Balance</u>	02-01-04
<u>BP-7.7 Accounts Receivable Management</u>	02-01-04
<u>BP-7.8 Depreciation</u>	02-01-04
<u>BP-7.9 Management of Student Accounts Receivables</u>	02-01-04
<u>BP-7.10 Gifts Received</u>	06-22-05
<u>BP-7.11 Disposal of Surplus or Obsolete Materials, Supplies and Equipment</u>	06-22-05
<u>BP-7.12 Purchasing Card</u>	12-20-05
<u>BP -7.13: Textbook Policy</u>	11-17-10
<u>BP-7.14 Capital Projects Policy</u>	01-21-09
 BP-8.0 Miscellaneous Policies	