



Eastern West Virginia  
Community & Technical College

Board of Governors  
MEETING AGENDA

April 16, 2014  
12:00 pm; Eastern WVCTC Main Campus; Moorefield, WV

BOARD MEMBERS:

Robert Tissue, Chair  
Dixie Bean  
Laurel Godlove (Upon Oath of Office)  
Robert Hott  
Faron Shanholtz  
George Sponaugle

Scott Staley, Vice Chair  
Curtis Durst  
Curtis Hakala  
Douglas Lambert  
Raven Mongold  
[\[open\]](#)

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:

SCOTT STALEY, CHAIR

RAVEN MONGOLD  
CURTIS HAKALA  
LAUREL GODLOVE  
DIXIE BEAN

PERSONNEL COMMITTEE:

DOUGLAS LAMBERT, CHAIR

ROBERT TISSUE  
CURTIS DURST  
DIXIE BEAN  
FARON SHANHOLTZ

FINANCE & ADMINISTRATION COMMITTEE:

ROBERT TISSUE, CHAIR

ROBERT HOTT  
DOUG LAMBERT  
SCOTT STALEY

BOARD OPERATIONS COMMITTEE:

SPECIAL COMMITTEES

FACILITIES COMMITTEE:

ROBERT TISSUE, CHAIR

LAUREL GODLOVE  
DIXIE BEAN  
ROBERT HOTT  
GEORGE SPONAUGLE

FOUNDERS AWARD COMMITTEE:

ROBERT TISSUE, CHAIR

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of April 16, 2014

EWVCTC Main Campus

Moorefield, WV

- I. Call to Order:
- II. \*Action Item:
  - \*Minutes March 19, 2014 ..... *Page 5*
  - \*Minutes April 10, 2014 ..... *Handout*
  - \*Expenditure Schedule / Budget – *P. Reardon* ..... *Handout*
- III. Board Chair’s report: Committees Reports:
  - A. Nursing Program
  - B. President’s Evaluation
- IV. President’s Report:
  - A. Meet & Greet Schedule ..... *Page 8*
  - B. OASIS update – *P. Reardon* ..... *Handout*

Strategic Planning		
<ul style="list-style-type: none"> <li>• Board of Governor’s approve new budget and alignment with strategic initiatives.</li> <li>• Institution submits tuition increase requests (if proposed) to WV State Council for approval.</li> <li>• Third quarter departmental review of status of strategic initiatives, funding and expenditures continues.</li> </ul>		
<b>Spring enrollment 2014 Unduplicated Totals:</b>		
<b>For Spring 2014 as of 4/7/14:</b>		
CAMPUS	Head Count	FTE
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Eastern	701	389.9
Workforce	162	43.1
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sum	863	433.0
Unduplicated Total	839	433.1
Workforce Development		
Mark Mitsui, DOE		
Serve More Adults		

Resources
<ul style="list-style-type: none"> <li>• Kauffman</li> <li>• Benedum</li> <li>• NEA</li> </ul>
Reaccreditation Post Self-Study visit
<ul style="list-style-type: none"> <li>•</li> </ul>
Assessment & Institutional Effectiveness
Alignment of Budget & Planning Processes
<ul style="list-style-type: none"> <li>•</li> </ul>
Campus Safety, Security and Health
Concerns and Recommendations: See Below:
<ul style="list-style-type: none"> <li>•</li> </ul>
Public Relations
<ul style="list-style-type: none"> <li>• Art Society Event April 25, 2014</li> <li>• Extravaganza April 26, 2014</li> </ul>

V. Next Meeting: 05-21-14

VI. Adjournment:

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of March 19, 2014

EWVCTC Main Campus

Moorefield, WV

Dr. Terrell introduced entrepreneur staff member Joe Kapp and representative from the Kauffman foundation, John Robinson. This group has met with several areas, businesses, and individuals for the past three days.

Main street in Wardensville incubator for start-ups in linking professionals "launch for Eastern and for Joe"; build a business that they own and take pride in that business;

IREED: Institute for Rural Entrepreneurship Economic Development

I. Call to Order:

The meeting was called to order at 1:00 pm by Chair Tissue.

Attending were:

R. Tissue; S. Staley; R. Mongold; R. Hott; D. Lambert; G. Sponaugle; F. Shanholtz; C. Terrell; R. Eagle; W. Malcolm; R. Hamilton; Laurel Godlove, CSC Representative; Kaufman Foundation, Joe Kapp, Joy Lewis, and D. Kelly, Recorder.

Not attending were C. Hakala; C. Durst; D. Bean.

II. \*Action Item:

\*Minutes February 19, 2014. Upon a motion by F. Shanholtz with a second by S. Staley the minutes were approved as presented. Chair Tissue thanked the recorder for capturing through minutes. Motion carried.

\*Student Activity Fee: Robert Eagle discussed the interconnectedness of student retention with student engagement in student activities.

\*Student EDE 100 - Intro to Elementary Education Fee: Robert Eagle presented an overview of the fee and purpose. All six counties in Eastern's service district have signed on to allow EWVCTC - Ed. Students to observe.

+Upon a motion by Robert Hott to approve both fees - EDE100 and Student Activity fees – as presented. Motion was seconded by D. Lambert. Motion carried.

\*Student Fee for ATT 103: Ward Malcolm presented an overview of the ATT103 program which will lower cost of textbook and will allow Eastern to purchase books and keep the same edition.

+Upon a motion by D. Lambert to accept the ATT 103 fee as presented and, in addition, Eastern explore options for e-books. The motion was seconded by R. Hott. Motion carried.

\*Student Technology Fee: Ron Hamilton presented the technology fee and discussed the critical state of operation should equipment "go down". The purpose of this fee is to create funds which will be used to replace equipment. Technology replacement plan is being prepared.

+Upon a motion by R. Hott with a second by G. Sponaugle, the Technology Fee was approved as presented. Motion carried.

III.

Board

Chair's report: Committees Reports:

Property - Oscar Bean agreed to look into the real estate survey and what is on file and liens on surrounding property - R. Tissue will be following up with Mr. Bean regarding these issues.

IV.

President's

Report:

- A. Meet & Greet Schedule was presented to the Board electronically.
- B. Personnel and Finance Committee meetings Facilities,
- C. Learning Policy Commission Letter: *Discussed the importance of growth and how committees are working together. Dr. Terrell commended faculty, staff, and administration for their success.* Higher

Strategic Planning		
<ul style="list-style-type: none"> <li>• Annual Review of Strategic Plan: <i>how to realign with budget and timing of review. Departments are asked to include a "wish list" of items when submitting annual budget requests.</i></li> <li>• Identify strategies to implement recommendations from Self-study team visit</li> </ul>		
Workforce Development		
Serve More Adults		
Resources		
<ul style="list-style-type: none"> <li>• Pre-bid, March 20</li> <li>• Benedum Foundation update. EMSI study. <i>Mary Hunt of Benedum is interested in working with Eastern and asked that Eastern look at the \$100,000 grant application.</i></li> <li>• <i>Tommy Bailey - KVC requested a conference call for next week. D. Lambert added that KVC is being considered favorably for this area (at Sugar Grove base).</i></li> <li>• DOL equipment list is approved: <i>New equipment for wing through grant</i></li> </ul>		
Reaccreditation Post Self-Study visit		
<ul style="list-style-type: none"> <li>• HLC update</li> <li>• ACEN report</li> </ul>		
Assessment & Institutional Effectiveness		
<b>Spring 2014 as of 3/17/2014</b>		
CAMPUS	HeadCount	FTE

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Eastern	698	389.5
Workforce	110	34.2
sum	808	423.7
Undup. Total	791	423.7
Alignment of Budget & Planning Processes		
<ul style="list-style-type: none"> <li>• Realign annual review with budget calendar</li> </ul>		
Campus Safety, Security and Health		
Concerns and Recommendations: See Below:		
<ul style="list-style-type: none"> <li>• Update-BRIM training: <i>Active Shooter training this past week with positive comments received by staff.</i></li> </ul>		
Public Relations		
<ul style="list-style-type: none"> <li>• Fireside Chat event with FCC Commissioner Jessica Rosenworcel, Washington, DC, March 19 PTK and Awards Ceremony, March 21 WVCTC Board training, March 25 Ilene Evans, Coralie Franklin Cook Interactive Presentation, March 26 AG Instructors training, March 27 American Association for Community Colleges Annual conference, April 2-8 Meeting with USDA during AACC HLC conference, April 10-13 Arts Society Show, April 25 Spring Extravaganza, April 26</li> <li>• May 14: Creative endowment summit - to interact and expand</li> </ul>		

V. Next Meeting: 04-16-14

VI. Adjournment: *Meeting was adjourned at 2:11 pm by Chair Tissue.*

*Respectfully submitted by D. Kelly, Recorder*

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*Robert Tissue*

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*Date*

**Contact Activities**  
**Dr. Chuck Terrell**  
**March 19 – April 15**

**March**

- 19 Fireside Chat with Federal Communications Commission
- 20 Pre-bid meeting for Wing
- 21 PTK Induction Ceremony
- 21 Awards Ceremony
- 25 College Completion America Board of Governors training

**April**

- 2 College Completion America meeting with Nolan Brown
- 3-8 American Association of Community Colleges conference
- 4 Mark Mitsui, Assistant Deputy Secretary of Community Colleges, DOE
- 8 Shane Barker, Senator Manchin staff and Suzanne Bentzel, Rockefeller staff  
Sugar Grove Base
- 9 Deposition
- 10-13 HLC conference
- 14 Elementary Education Committee meeting
- 15 Hardy County Chamber of Commerce board meeting
- 15 Open bids for wing