

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of February 20, 2013

12:00 pm

Eastern Campus; Moorefield, WV

Attending were: R. Tissue; S. Staley; C. Terrell; D. Backus; C. Durst; R. Hott; C. Hakala; D. Lambert; R. Mongold; F. Shanholtz; S. Sherman; D. Kelly, Recorder.

Presenting were: Penny Reardon; Tyson Rigglesman;

Other attendees were: Timothy Rigglesman; Mel Nines

Not Attending were: R. Gillespie; D. Bean

I. Call to Order:

Meeting was called to order at 12:05 PM by Chair Tissue.

II. Action Items:

A. Minutes 1-16-13 Meeting

Received a motion to accept the meeting minutes as presented by Faron Shanholtz, received a second by Doug Lambert. Motion carried.

B. Financial Statement as of 12-31-12 – handout P. Reardon

Chair Tissue commended Dean Reardon for the fiscal condition of the College. Members commented on State Appropriations vs. Tuition & Fees – that Eastern focus on the continued trend as presented by Dean Reardon. Motion to accept the Financial States was received by Scott Sherman with a second by Curtis Hakala. M: S. Sherman with a second by C. Durst.

C. Chair Tissue discussed the information that was erroneously released regarding personnel information – those affected have been notified that this happened.

D. Robert Hott expressed concern over Board Members discussing issues with disgruntled employees as a misrepresentation of the Board.

III. Board Chair's report:

A. Committees Reports:

a. Harold K. Michael Founder's Award Recipient Agriculture Commissioner Walt Helmick as the 2013 Award Recipient. *Motion received by Scott Sherman to accept this nomination with a second by Robert Hott. Motion carried.*

b. Recommendation of independent counsel to review Board Personnel Policies.

Chairman Tissue asked the Board to consider Greg Bailey or Charlie Houdyshell (Deputy Attorney General) to review Eastern's three policies – both are familiar with Higher Education policy and regulations. Time will be a consideration. General sentiment of the Board to get this item behind us. Greg Bailey was selected to review Eastern's personnel policies.

B. Miscellaneous

a. Discuss alternative Board of Governors' meeting times

Will pilot a late afternoon meeting schedule – 3:30 pm for the next couple meetings; meetings will continue to be on Wednesdays.

- b. **Tyson Riggleman will address the Board regarding the recent termination of Eastern's Director of Information Systems & Technology.**
Tyson Riggleman read a dissertation from his father's perspective on his termination.
- c. **Board Training Requirement**
Discussed need for members to meet the minimum training requirement. Dr. Terrell discussed online training opportunities. Robert Tissue will be organizing a minimum of four hours training and asked members to view training materials presented from June Henkel.

IV. President's Report:

A. Review of Board Policies

Dean Reardon presented PowerPoint presentations of Eastern's BPs 5.9 and 6.1, Series 8 and 13, and other State Code.

Chair Tissue asked Dean Reardon to review the policy regarding salary / pay increases. Dean Reardon will forward the policy to the Board for review prior to the next meeting. Chair Tissue asked the Board to review the handouts that were presented today and for Dean Reardon to attend the March meeting to answer any questions the may have.

B. Meet & Greet Schedule

Schedule was presented to Board with Agenda.

C. Other Updates:

- a. Recommendation: bring together finance and administration and academic/committees to look at our overall budget and strategies as well as tuition and where we are in order to keep up with the salary scale.
- b. Discussed grants and pending proposals
- c. Informed Board that the Compact is due April 1, 2013
- d. Chair Tissue named (Curtis Hakala Chair of the Academic – committee) to work with college administration on completion of the compact.
- e. WVUP education program's contract to be signed – photo op to follow. Plan on having Shepherd's President to sign contract at next Board Meeting in March.
- f. Staff input, from Curtis Hakala, Marie VanMeter, Robert Eagle, and Daniel Silver, for the WV Completion Innovation Challenge grant was vital.

<p>Strategic Plan February</p> <ul style="list-style-type: none"> ❖ Deans submit departmental budget requests to Executive Dean ❖ Review budget's second quarter ❖ Second quarter departmental review of strategic initiatives submitted to Cabinet ❖ Institutional Compact due April 1 (attachment) Committee assignment
<p>Student Access and Success</p> <ul style="list-style-type: none"> ❖ Enrollment ❖ Developmental Education ❖ Retention ❖ Graduation
<ul style="list-style-type: none"> • Enrollment • Shepherd University agreement update • WVUP conference call 1/29 Agreement submitted for review • Potomac Highlands District Consortium meeting update, 2/7

<i>Workforce Development</i>
❖ <i>Annual Report</i>
<ul style="list-style-type: none"> • <i>Economic Development & Education Partnership meeting update, 2/7</i> • <i>WV Development Office meeting at Eastern with New Page, 3/6</i> • <i>Chambers of Commerce and CVB luncheon March 13</i>
<i>Serve More Adults</i>
<ul style="list-style-type: none"> • <i>Lord Fairfax Community College meeting at Capon Bridge Library, 2/25</i>
<i>Resources</i>
<ul style="list-style-type: none"> • <i>WV Completion Innovation Challenge, 2/12, 30K grant</i> • <i>Wal-Mart Foundation application due March 1 Met with Manager and HR at Moorefield Wal-Mart</i>
<i>Reaccreditation</i>
<ul style="list-style-type: none"> • <i>October 21-23, 2013 Self-Study visit</i> •
<i>Assessment & Institutional Effectiveness</i>
•
<i>Alignment of Budget & Planning Processes</i>
<ul style="list-style-type: none"> • <i>Per Credit Hour Tuition Rate report (attachment)</i> • <i>Six month operating budget update (attachment)</i> • <i>OASIS update (attachment)</i>
<i>Campus Safety and Security</i>
<ul style="list-style-type: none"> • <i>Schedule meeting with Blue Ridge CTC to discuss safety strategies</i> • <i>Tobacco Product Free Community and Technical College System Resolution (attachment)</i>
<i>Public Relations</i>
<ul style="list-style-type: none"> • <i>Mineral County Day 13-15</i> • <i>Higher Education Day, Charleston, 3/21</i> • <i>PTK Awards and Awards Ceremony, South Branch Inn, 3/22</i>

V. **Next Meeting: March 20, 2013**

VI. **Adjournment:** *The meeting was adjourned at 2:15 pm by Chair Tissue following motion by Scott Sherman with a second by Doug Lambert.*

Respectfully submitted by Dreama Kelly, recorder

Robert Tissue, Chair

03-20-13

Date