

Eastern West Virginia Community and Technical College

Board of Governors

Meeting Minutes of October 17, 2012

12:00 pm

Eastern Campus; Moorefield, WV

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Attending:

R. Tissue, S. Sherman, R. Hott, C. Durst, C. Hakala, M. Shank, F. Shanholtz, D. Lambert, C. Terrell, P. Reardon, D. Kelly, Recorder.

Not Attending: S. Staley, D. Bean, D. Backus, R. Gillespie.

I. Call to Order:

*The meeting was called to order at 12:03 pm by Chair Tissue.*

*New Staff Introduction: Greg Zirk, Workforce Project Manager introduced to the Board by Dr. Charles Terrell.*

II. Action Items:

A..... Minutes – 09-20-12

*Received a motion by F. Shanholtz with a second by C. Durst to accept the minutes as presented. Motion carried.*

B..... Governance Manual Update

*President Terrell reinforced that the updated mission statement did not change the mission of the college. The President’s Cabinet felt that the long version was too difficult to remember and the shortened version complies with industry standard in length.*

*Received a motion by C. Hakala with a second by C. Durst to approve the Governance Manual as amended; motion to accept Governance Manual as amended carried:*

- ..... Page 12 misspelled word – correction made

- ..... Page 13 missing bullet “supervised faculty” – bullet added

- ..... Add name of individuals holding the position to an organizational flow chart in a supplemental document – to be completed

C..... LOT Activity – BP 3.10

*Received a motion by C. Hakala with a second by F. Shanholtz to approve BP 3.10 as presented; motion to accept BP 3.10 as presented carried.*

D..... *Program Audits: Auto Tech (AAS & CAS)*  
 Received a motion by F. Shanholtz with a second by D. Lambert to approve Auto Tech AAS & CAS as amended.

*Motion to accept Auto Tech AAS & CAS as amended carried. (Page 15 employers incorrect)*

III. Board Chair's report: Nothing new to report on the following areas:

A. *Committees Reports:*

B. *Misc.*

IV. President's Report:

A..... *AR 3.2*

B. .... *Contracts*

C. Other Updates:

<b>Strategic Plan</b>
<ul style="list-style-type: none"> <li>Aligning goals with AACC report</li> </ul>
<b>Student Success</b>
<ul style="list-style-type: none"> <li>Fall 2012 HC 813 +34 FTEs 447 +8.2</li> <li>Fall 2011 HC 779 FTEs 438.8</li> <li>College Completer agenda</li> <li>Developmental Education strategies Sarah Tucker</li> </ul>
<b>Workforce Development</b>
<ul style="list-style-type: none"> <li>Kingsford Coal Fork Lift train the trainer</li> <li>Green up Entrepreneurship class</li> <li>Purchasing 20 iPads for a mobile training lab</li> <li>Cosmetology training partnership with South Branch</li> <li>Setting expectations 1000 HC 500 FTEs</li> <li>Economic and Education Partnership</li> </ul>
<b>Serve More Adults</b>
<ul style="list-style-type: none"> <li>Capon Bridge initiative; PolyCom has been installed in preparation of course offerings</li> <li>Shepherd University; had meeting last week – their team came to Eastern – previously a date of 11/2012 was established for agreement signature; however, some resistance has been met regarding financial concerns – should have their financial analysis by 12/1/12 – this will have an impact on marketing strategy</li> <li>American Public University</li> </ul>
<b>Resources</b>
<ul style="list-style-type: none"> <li>Legislative Agenda Planning meeting</li> <li>Budget outcomes are unknown. Will impact FY 14 reserves</li> <li>Proposed Performance based budget model Plymale</li> <li>Banner Finance</li> <li>Dynamic Campus audit</li> <li>Technology Center update Fire Marshall, Tim Mouse stated that the “preexisting conditions” do not have to be addressed by Eastern</li> <li>Federal Opportunities Seminar October 18-19</li> <li>Shell Energy donation 5K</li> <li>Williamson and Fudge (collection of Accounts Receivables)</li> </ul>
<b>Reaccreditation</b>
<ul style="list-style-type: none"> <li>October 19 Criteria teams to complete assignments.</li> </ul>
<b>Assessment &amp; Institutional Effectiveness</b>
<ul style="list-style-type: none"> <li>Program audits</li> </ul>
<b>Alignment of Budget &amp; Planning Processes</b>

<ul style="list-style-type: none"> <li>• How to balance new initiatives and enrollment growth with a reduction in appropriations</li> </ul>
Campus Safety and Security
<ul style="list-style-type: none"> <li>• Mock Drill training scheduled on November 2 with Bryan Ward</li> <li>• Voice Dialer</li> </ul>

Misc.:

Advanced Grant equipment at Mathias Baker in Petersburg and needs to be retrieved for Eastern use.

- V. **Executive Session:** Pursuant to state code **§6-9A-4** the Board will accept a motion to move into executive session regarding a personnel matter. Meeting went into executive session at 1:13 pm following a motion by R. Hott with a second by D. Lambert. Motion carried.

Meeting reconvened into regular session @ 2:40 pm.  
No formal action was taken during the executive session.

Received a motion to return to regular session at 2:40 pm by D. Lambert with a second by F. Shanholtz to resume regular session.

Received a motion by D. Lambert to recognize Executive Dean Penny Reardon for her exemplary contributions and for her fruitful, professional services to the College. Motion was seconded R. Hott. Motion carried.

- VI. Next Meeting: ~~November 21, 2012~~ – meeting will be moved December 5, 2012 at noon.
- VII. Adjournment: *Upon a motion by R. Hott with a second by F. Shanholtz, the meeting was adjourned.*

Respectfully Submitted by Dreama Kelly, Recorder

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Robert Tissue, Chair

12-05-12

Date