

Eastern West Virginia Community and Technical College

Board of Governors

Meeting Minutes for February 17, 2016

EWVCTC Main Campus

Moorefield, WV

Call to Order: *Chairman, R. Tissue called the meeting to order at 12 P.M.*

Present were Dr. C. Terrell, President; D. Bean; B. Bucklew; L. Godlove; G. Greenwalt; C. Hakala; JR Helmick,; D. Lambert; F. Shanholtz; S. Staley; and R. Tissue, Chair. S. Reed, Recorder, and P. Reardon were also present. M. Chambers and G. Sponaule were absent.

***Action Items:**

**Minutes January 13, 2016 Attachment*

Motion to accept January minutes with the following corrections:

Financial Aid Updates - Mary Blizzard's Title (Contracted Financial Aid Director)

A motion was made by G. Greenwalt to accept the minutes as corrected, with a second by Mr. Shanholtz. Motion carried.

NOTE: During the Board Chair & Committee Reports segment of the Board of Governors meeting, G. Greenwalt discovered further corrections that needed to be made to the January 13, 2016, minutes. Corrections to the minutes were made and approved by acclamation at that time. The corrections were: Faculty updates provided by Laurel Godlove in absence of Curtis Hakala (by acclamation). No Student updates were provided due to B. Bucklew's absence (by acclamation).

Special Guest:

Mr. Walter Bumphus, President/CEO American Association of Community Colleges Page 5

Dr. Bumphus joined the Board of Governors via Skype, addressing the Board members on the topic "What Good Board Members do to Support the College." He also provided information on the role of the AACC, and its role in supporting Community Colleges through economic and workforce challenges, concluding with a Question/Answer session. (30 minutes training session)

***Action Items:**

A. Financial Statements report- Suttle & Stalnaker.....Handout

Marie Long and Beth Farley joined the meeting via teleconference and presented the Financial Statements for FY14 and FY14, as well as the Independent Auditor's Reports. Ms. Long also presented the Report to the Governing Board for FY15. D. Lambert moved to accept the Financial Statements from Suttle & Stalnaker, with a second by G. Greenwalt. Motion carried.

B. Governance Manual.....Attachment

D. Lambert recommended aligning the names of position-holders on the Organizational Chart. He then moved to approve the Governance Manual, with a second by G. Greenwalt. Motion carried.

- C. Harold K. Michael Award Recipient – *R. Tissue recommended Penny Reardon for the Harold K. Michael Award for 2016, noting her hard work, diligence, and commitment to Eastern WVCTC. C. Hakala moved to nominate Penny Reardon for the HKM Award for 2016, with a second by D. Lambert. The motion carried unanimously.*

Board Chair & Committee Reports:

- A. WV Board of Governors Association – *Mr. Tissue reported on the current legislation introduced to permit colleges to charge tuition beyond 12 credit hours per semester.*
- B. Classified Staff updates-Laurel Godlove – *Classified Staff will hold a Basket Raffel fundraiser with Star Wars and Rapunzel themes.*
- C. Faculty updates-Curtis Hakala – *Faculty assessments and classroom observations are ongoing. AR5.1.1 Rank & Promotion Regulation is a work in progress.*
- D. Student updates-Brian Bucklew – *SGA attendance is growing as student interest increases. Eastern Arts Society is also growing, with planning for future fundraisers, a film festival, and the Poetry Parlor. The Eileen Evans presentation of Ethel Waters was sponsored by Eastern.*

I. Strategic Plan 2015-2020

- Student Access and Success
- Teaching and Learning
- Community Engagement and Partnerships
- Culture of Innovation
- Resources

<p>Student Access and Success Enrollment/Retention/College Completion/Financial Aid/Early Entrance Data Points</p>	1												
<ul style="list-style-type: none"> • Spring 2016 Enrollment report <table style="margin-left: 20px; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;"><i>Spring 2016</i></th> <th colspan="2" style="text-align: left;"><i>Comparison - Spring 2015</i></th> </tr> <tr> <th style="text-align: left;"><u>Headcount</u></th> <th style="text-align: left;"><u>FTE</u></th> <th style="text-align: left;"><u>Headcount</u></th> <th style="text-align: left;"><u>FTE</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">600</td> <td style="text-align: left;">337.5</td> <td style="text-align: left;">698</td> <td style="text-align: left;">376.2</td> </tr> </tbody> </table> <p style="margin-left: 20px;"><i>Enrollment for high school students has increased.</i></p> • Financial Aid updates- Mary Blizzard - <i>Ms. Blizzard has assisted in implementing a Work Study program for Eastern Students, with 15 min./20 max. hours per week for Eastern and Launchpad locations. She is also helping with Gainful Employment and an Academic Standing Policy, as well as a Policy and Procedures Manual for the Financial Aid office. Futures goals and improvements are planned to create greater efficiency and student service opportunities.</i> <i>Mr. Tissue commended Monica for her hard work and cooperation with Ms. Blizzard in keeping the Financial Aid office in compliance with federal regulations.</i> • Department of Health and Human Services grant (\$60,000) TANIF 	<i>Spring 2016</i>		<i>Comparison - Spring 2015</i>		<u>Headcount</u>	<u>FTE</u>	<u>Headcount</u>	<u>FTE</u>	600	337.5	698	376.2	
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600	337.5	698	376.2										
<p>Teaching and Learning Assessment/Reaccreditation/Institutional Effectiveness/Assessment/Academics/Career And Technical Education Data Points-</p>	2												
<ul style="list-style-type: none"> • Nursing 63 applications March test results • Career Pathways-Consortium grants (\$7,000) • Elementary Education agreement (Shepherd) 													

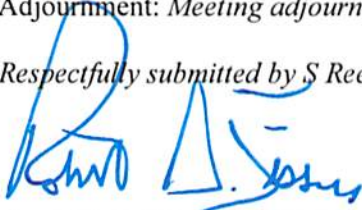
<ul style="list-style-type: none"> • Guaranteed Admissions Agreement (WVU) • AAS to BS Pathway-General Business Agreement (WVU) <i>in progress</i> • Higher Learning Commission Kick-off 	
Community Engagement and Partnerships Workforce Education/District Consortium/Sector-Based Strategies/BTG Data Points-	3
<ul style="list-style-type: none"> • 	
Culture of Innovation WORCS/Foundation/IREED/Launchpad/SBDC	4
<ul style="list-style-type: none"> • Update - Lindsey Teets, SBDC Business Coach schedule 	
Resources Alignment of Budget/Grants/	5
<ul style="list-style-type: none"> • FY 16 first quarter financial review-Penny Reardon - <i>P. Reardon provided an overview of the FY16 and FY17 budgets. Dr. Terrell reported an email from the Chancellor asking for the possible effects if a total 10.5% budget cut were proposed for FY16. Measures were discussed, e.g. a four-day work week, as well as exploring other options, and the effect such measures would have on the college.</i> • FY 17 Budget Finance Committee March meeting 	
Campus Safety, Security and Health	
<ul style="list-style-type: none"> • 	
Public Relations Communications/Marketing/Events/Media Data Points-	
<ul style="list-style-type: none"> • CMT concert, Friday, May 20, 2016 Marketing strategies 	
Local, State and National meetings Advisory Committee/WV Council/	
<ul style="list-style-type: none"> • Updates from WV Council for CTC Education • Updates from Chancellor's Advisory Committee 	
Higher Learning Commission-Self Study Visit April 22-24, 2018 "HLC Awakens"	
<ul style="list-style-type: none"> • 	

Next Meeting: March 16 at 12:00 pm

Special Guest: Keith Burdette, Secretary, WV Dept. of Commerce, Exec Dir. WV Development office.

Adjournment: *Meeting adjourned at 2:25 P.M.*

Respectfully submitted by S Reed, Recorder



Robert Tissue, Chair

3/16/2016

Date Approved