



Eastern West Virginia
Community & Technical College

Board of Governors
MEETING AGENDA – **SECOND AMENDED AGENDA**

*December 5, 2012
12:00 pm
Eastern Campus; Moorefield, WV*

BOARD MEMBERS:

Robert Tissue, Chair
Debra Backus
Curtis Durst
Curtis Hakala
Douglas Lambert
Melissa Shank

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:

MELISSA SHANK
CURTIS HAKALA
DEBRA BACKUS
DIXIE BEAN

PERSONNEL COMMITTEE:

ROBERT TISSUE, CHAIR
D. SCOTT SHERMAN
DOUGLAS LAMBERT
CURTIS DURST
DIXIE BEAN

FINANCE & ADMINISTRATION COMMITTEE:

ROBERT TISSUE, CHAIR
D. SCOTT SHERMAN
ROB TISSUE
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 AMENDED AGENDA

Meeting of December 5, 2012

12:00 pm

Eastern Campus; Moorefield, WV

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- I. Call to Order:
 - II. Action Items:
 - A. Minutes – 10-17-12..... Page 6
 - B. LOT Activity – BP N/A
 - C. Program Audits:..... N/A
 - D. Financial Audit – Deloitte & Touche.....Handout (attached)
 - III. Board Chair's report:
 - A. Committees Reports:
 - B. Misc.
 - a. Harold K. Michael Award Recipient
 - b.
 - C. Delegate Harold K. Michael to address the Board regarding a Personnel issue.
 - IV. President's Report:
 - A.

<p>Contact Activities Dr. Chuck Terrell October 18 2012 – December 5, 2012</p> <p>October 18 Federal Opportunities Seminar, Washington, DC 23-26 West Virginia Community College Association and West Virginia Association for Developmental Education at Canaan Valley 29-30 Hurricane Sandy-College closed due to storm</p> <p>November 2 Performance Based Funding Model conference call 8 Potomac Highlands District Consortium 8 Economic Development and Education Partnership meeting 8-10 Council for Resource Development conference 13 Veterans Affairs presentation to President's Cabinet 14 Dr. Suzanne Shipley, President Shepherd University 15 Hardy County Chamber of Commerce Board meeting 28-29 American Association for Community College Council meetings</p>
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December

3 Counselor's meeting at Landes Art Center

B. Other Updates:

Strategic Plan
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Student Success
<ul style="list-style-type: none"> • Fall Enrollment report • Elimination of Graduation fees • 2013 Commencement • District Consortium updates • Shepherd University update • Counselor's meeting scheduled for December 3
Workforce Development
<ul style="list-style-type: none"> • Economic Development and Education partnership • 1000 headcount (Page 8) • Summer Teacher training to award CEUs • Small Business Development sessions iPads • Integrating Workforce seminars into academic classes • Chambers of Commerce and CVB luncheon • Employer training
Serve More Adults
<ul style="list-style-type: none"> • Capon Bridge initiative • National Guard
Resources
<ul style="list-style-type: none"> • Dynamic Campus 12/18-12/19 • WVNET • Grants Opportunity Meeting Title III Summer Academy
Reaccreditation
<ul style="list-style-type: none"> • Cosmetology HLC • On-line business degree • Self-study report is underway
Assessment & Institutional Effectiveness
•
Alignment of Budget & Planning Processes
<ul style="list-style-type: none"> • Finance Committee • Faculty Workgroup to identify faculty priorities
Campus Safety and Security
<ul style="list-style-type: none"> • Mock Drill • Tobacco Free Campus Resolution-WVCTCS Council meeting
Public Relations
<ul style="list-style-type: none"> • Annual Report • Hardy County Chamber After Hours, Tuesday, December 18 First United Banka and Trust is a co-sponsor. Event to be held on campus • Updated College website • Matthews Trust funding for Capon Bridge classes

V. Next Meeting: *January 16, 2013*

VI. Adjournment:

Eastern West Virginia Community and Technical College

Board of Governors

DRAFT Meeting Minutes of October 17, 2012

12:00 pm

Eastern Campus; Moorefield, WV

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. Contacts

C. Other Updates:

Strategic Plan
• Aligning goals with AACC report
Student Success
• Fall 2012 HC 813 +34 FTEs 447 +8.2
• Fall 2011 HC 779 FTEs 438.8
• College Completer agenda
• Developmental Education strategies Sarah Tucker

Workforce Development
<ul style="list-style-type: none"> • Kingsford Coal Fork Lift train the trainer • Green up Entrepreneurship class • Purchasing 20 iPads for a mobile training lab • Cosmetology training partnership with South Branch • Setting expectations 1000 HC 500 FTEs • Economic and Education Partnership
Serve More Adults
<ul style="list-style-type: none"> • Capon Bridge initiative; PolyCom has been installed in preparation of course offerings • 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 • American Public University
Resources
<ul style="list-style-type: none"> • Legislative Agenda Planning meeting • Budget outcomes are unknown. Will impact FY 14 reserves • Proposed Performance based budget model Plymale • Banner Finance • Dynamic Campus audit • Technology Center update Fire Marshall, Tim Mouse stated that the “preexisting conditions” do not have to be addressed by Eastern • Federal Opportunities Seminar October 18-19 • Shell Energy donation 5K • Williamson and Fudge (collection of Accounts Receivables)
Reaccreditation
<ul style="list-style-type: none"> • October 19 Criteria teams to complete assignments.
Assessment & Institutional Effectiveness
<ul style="list-style-type: none"> • Program audits
Alignment of Budget & Planning Processes
<ul style="list-style-type: none"> • How to balance new initiatives and enrollment growth with a reduction in appropriations
Campus Safety and Security
<ul style="list-style-type: none"> • Mock Drill training scheduled on November 2 with Bryan Ward • Voice Dialer

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

Robert Tissue, Chair

Date

**Headcount and Full-time Equivalent Enrollment
2011 and 2012 Census**

		2011				2012			
		Full-time	Part-time	Total HC	FTE	Full-time	Part-time	Total HC	FTE
Total		69,644	25,018	94,662	77,785.06	68,639	23,501	92,140	76,322.34
HEPC	Total	56,143	12,221	68,364	61,227.36	55,972	11,617	67,589	60,741.41
	Bluefield State College	1,526	403	1,929	1,659.53	1,585	350	1,935	1,716.80
	Concord University	2,403	394	2,797	2,723.33	2,401	433	2,834	2,621.02
	Fairmont State University	3,809	808	4,617	4,022.75	3,718	733	4,451	3,938.68
	Glennville State College	1,188	669	1,857	1,411.47	1,232	666	1,898	1,445.27
	Marshall University	10,277	3,333	13,610	11,305.03	10,245	3,032	13,277	11,234.08
	Potomac State College of WVU	1,388	412	1,800	1,489.13	1,436	345	1,781	1,511.33
	Shepherd University	3,523	870	4,393	3,836.55	3,545	781	4,326	3,773.55
	West Liberty University	2,363	424	2,787	2,656.23	2,366	438	2,804	2,671.92
	WV School of Osteopathic Med	816		816	816.00	827		827	827.00
	West Virginia State University	1,983	844	2,827	2,258.85	1,882	762	2,644	2,107.73
	West Virginia University	25,883	3,733	29,616	27,944.60	25,895	3,811	29,706	27,948.15
	WVU Institute of Technology	984	331	1,315	1,103.87	840	266	1,106	945.87
CCTE	Total	13,501	12,797	26,298	16,557.70	12,667	11,884	24,551	15,580.93
	Blue Ridge CTC	1,161	3,156	4,317	1,889.10	1,143	3,216	4,359	1,866.86
	Bridgemont CTC	487	530	1,017	628.67	454	620	1,074	602.73
	Eastern WV CTC	287	487	774	438.33	302	504	806	448.60
	Kanawha Valley CTC	921	747	1,668	1,124.53	916	661	1,577	1,084.80
	Mountwest CTC	1,394	1,617	3,011	1,744.77	1,267	1,242	2,509	1,574.72
	New River CTC	1,757	1,267	3,024	1,973.57	1,674	1,183	2,857	1,916.53
	Pierpont CTC	2,022	1,006	3,028	2,198.60	1,989	936	2,925	2,152.87
	Southern WV CTC	1,377	859	2,236	1,621.33	1,408	707	2,115	1,593.00
	WV Northern CC	1,439	1,554	2,993	1,939.40	1,156	1,348	2,504	1,608.49
	WVU at Parkersburg	2,656	1,574	4,230	2,999.40	2,358	1,467	3,825	2,732.33

source: g:\bipa\2012\sas\student\hc_fte_1

Change: 2011-12

Total HC		FTE	
#	%	#	%
-2,522	-2.7%	-1,463	-1.9%
-775	-1.1%	-486	-0.8%
6	0.3%	57	3.5%
37	1.3%	-102	-3.8%
-166	-3.6%	-84	-2.1%
41	2.2%	34	2.4%
-333	-2.4%	-71	-0.6%
-19	-1.1%	22	1.5%
-67	-1.5%	-63	-1.6%
17	0.6%	16	0.6%
11	1.3%	11	1.3%
-183	-6.5%	-151	-6.7%
90	0.3%	4	0.0%
-209	-15.9%	-158	-14.3%
-1,747	-6.6%	-977	-5.9%
42	1.0%	-22	-1.2%
57	5.6%	-26	-4.1%
32	4.1%	10	2.3%
-91	-5.5%	-40	-3.5%
-502	-16.7%	-170	-9.7%
-167	-5.5%	-57	-2.9%
-103	-3.4%	-46	-2.1%
-121	-5.4%	-28	-1.7%
-489	-16.3%	-331	-17.1%
-405	-9.6%	-267	-8.9%

filename: hc_fte_2011-12.xlsx/11-5-12

