



**Eastern West Virginia
Community & Technical College**

Board of Governors Meeting Agenda

**Wednesday, August 15, 2007
12:00 p.m.**

**Harco Complex,
Moorefield, WV**

BOARD MEMBERS:

Peggy C. Hawse, Chair
Scott C. Jennings, Vice Chair
Christine Fuentes
Sharon Gott
Amanda See
Faron Shanholtz
Scott Sherman
Pamela Shrader
Rob Tissue

SCHEDULE

**MEETING OF THE
EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

**Wednesday, August 15, 2007 – 12:00 p.m.
HARCO Complex
Moorefield, West Virginia**

Standing Committees

Academic & Student Programs Committee

Christine Fuentes
Sharon Gott
Pam Shrader

Personnel Committee:

Peggy C. Hawse
Faron Shanholtz
Scott Sherman

Finance & Administration Committee:

Scott Jennings, Chair
Scott Sherman
Rob Tissue

Board Operations Committee:

Amanda See

Special Committees

Facilities Committee:

Scott Jennings, Chair
Peggy Hawse

Founders Award Committee:

Scott Jennings
Peggy Hawse

Eastern West Virginia Community and Technical College
Board of Governors
Wednesday, August 15, 2007 – 12:00 P.M.
Meeting Agenda

1. Call to Order – Chair Peggy Hawse
2. Approval of the June 20, 2007 Meeting Minutes* Pg 4
3. President's Report – R. Sisk
 - a. Recruitment Activities
 - b. Letter from WVU to accept credit at Petersburg High School
 - c. Automotive Technology RFP
 - d. New Program Initiatives:
 1. *Orbit Educational Group – Fiber Optics Training*
 2. *Open Entry/ Open Exit*
 3. *WV Contractor's License*
 4. *Possible Certificate courses at the Mineral County Technical Center*
 5. *Options for Commercial Drivers License (CDL) Training*
 6. *WorkKeys Profiler*
 7. *Higher Education personnel classification overview*
 - e. Clerk of the Works Position
 - f. Master Plan Update
 - g. Access Centers Evaluations
 - h. Future Board Training
4. Report from the College - S.A.L.T. Departmental Updates Pg 6
5. Paraprofessional in Education* Pg 8
6. Executive Session: Personnel matters related to: retirement, appointments, resignations, and dismissal.
7. Revised Organizational Chart - *handout*
8. Update on Bond Status for the new building project
9. Other business
10. Next Scheduled Meeting: September 19, 2007 12:00 p.m.
11. Adjournment

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Wednesday, June 20, 2007 12:00 p.m. Harco Complex

DRAFT MEETING MINUTES

Members in attendance:

Peggy Hawse, Chair (Telephone); Scott Jennings, Vice-Chair; Christine Fuentes; Sharon Gott, Faculty Representative; Mary Mongold (telephone); Amanda See; Faron Shanholtz; Scott Sherman (telephone); Pam Shrader, Classified Staff Representative; Robert Sisk.

Absent from the meeting was Ronald Whetzel; Robert Tissue.

Other attendees: Dick Hughes, Press; Sharon Bungard, Tim Tirrell, Penny Reardon, Tim Riggleman – Eastern S.A.L.T. members; Dreama Kelly, Recorder

1. The meeting was called to order at 12:07 p.m. by Chair Peggy C. Hawse.
2. Upon a motion by Scott Jennings with a second by Scott Sherman, all three sets of minutes (May 16, 2007; May 24, 2007; June 5, 2007) were approved as read. Motion carried.
3. S.A.L.T Report from the College: Chair Peggy Hawse requested that the order of business be changed and this item be addressed as the last item on the agenda.
General discussion followed by a question/answer session. Chair Peggy Hawse requested that SALT work with Mr. Sisk to keep Eastern's Website to be kept up-to-date and that Dr. Hoffmann's name/position be removed and that Interim President Robert Sisk be added. Suggestions included checking into the cost associated with hiring an outside company to redesign the website and that this project is a high priority for the Marketing team.
4. Financial Statements, Quarter 3, Fiscal Year 2007 Budget were presented by Executive Dean, Penny Reardon. Upon a motion by Scott Sherman with a second by Faron Shanholtz, the Statement of Net Assets Statement of Revenues, Expenses & Changes to Net Assets, and the Statement of Cash Flows were accepted as presented. Motion carried.
5. Upon a motion by Scott Jennings, with a second by Sharon Gott, the 2007-2008 calendar of meetings was approved. Meetings will continue to be held on the third Wednesday of the month. The Board voted to change the November meeting from 11/21/07 to 11/14/07. It was agreed that the Board Chair and Interim President will consider month-by-month meeting cancellation depending upon the agenda; this decision was made following discussion of Eastern's current practice of monthly meetings and State Code which requires a minimum of 6 meetings per year. Motion carried.
6. Upon a motion by Mary Mongold with a second by Scott Sherman, the Board agreed to desist with reading of the Resolutions.

Upon a motion by Scott Jennings with a second by Scott Sherman, Resolutions of the following Board members were accepted: Mary Mongold, Ronald Whetzel, and Robert Sisk. Motion carried.

7. Committee Reports:
 - a. Facilities Committee –
 - i. Construction contract with G & G Builders has been signed.
 - ii. Offer has been made for the Clerk of the Works position – candidate has not responded to recent contacts. Depending upon his acceptance, position may be reposted with the correct language relating to the benefits statement.
 - b. Personnel Committee – Interim President Search
The Personnel Committee worked with representative of the West Virginia Community & Technical College System and Executive Dean Reardon to draft a contract for the Interim President position. This contract is to be submitted to Chancellor Skidmore's office for approval following this meeting.

8. Other Business:
 - a. Review of BP 5.9
Upon a motion by Scott Jennings with a second by Faron Shanholtz, the Board agreed to return hiring/firing privileges to the Interim President. Motion carried.
 - b. Assessment Plan
Sharon Gott, faculty, answered questions regarding handouts of the Course Level Assessments MTH 090 and MTH 099. General discussion followed this informational item.
 - c. Upon a motion by Robert Sisk with a second by Pam Shrader, the Board agreed to extend Eastern's Memorandum of Agreement with Southern West Virginia CTC for one more year depending upon Eastern's accreditation status. Issues were discussed and the MOA was presented to and signed by Chancellor Skidmore. Motion carried.
 - d. Motion to amend agenda for the election of officers: Upon a motion by Faron Shanholtz with a second by Pam Shrader, the Board agreed that the current officers, as elected in April, 2007, remain in office for the up-coming fiscal year. Vice-Chair Jennings requested that Dreama Kelly research length of term as effected by the April, 2007 election. Motion carried.
9. Executive Session:
Personnel related matters: Upon a motion by Scott Jennings with a second by Sharon Gott, the Board, pursuant to state code 6-9-A-4-A, called an executive session at 12:45 p.m.

Upon a motion by Scott Jennings with a second by Amanda See, the Board reconvened in regular session at 1:21 p.m. Motion carried:
 - a. Copies of the contract for the Interim President were distributed to the Board for review prior to being faxed to Chancellor Skidmore's office.
 - b. No action items to report from this session.
10. The next meeting will be held on July 18, 2007 12:00 p.m.
11. Meeting was adjourned at 1:45 p. m. by Chair Peggy Hawse. Motion to adjourn by Scott Jennings with a second by Scott Sherman. Motion carried.

Respectfully submitted by Dreama Kelly, Executive Secretary, President's Office.

**Department & S.A.L.T.
Member Reporting Summary of Activities**

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| <p>ACADEMICS Dean for Academic & Student Services:</p> <p>Robert Eagle</p> | <ul style="list-style-type: none"> ✓ 417 cards were sent out to students that were registered either fall of '06 or spring of '07 that have not registered for fall '08 ✓ Staff participated in two information sessions at American Woodmark plants ✓ Staff participated at the Women's Health Fair at Wal-Mart ✓ Held numerous new student orientations ✓ Cindy Drumm conducted an information session in Hampshire County ✓ Presented to Army Reserve Unit in Hampshire ✓ Staff participated in Access Advisor Training ✓ Staff conducted numerous sessions on helping students complete the financial aid form ✓ Staff participated at the Summer Academy in Petersburg |
| <p>ACADEMIC & STUDENT SERVICES Associate Dean</p> <p>Sherry Becker-Gorby</p> | <ul style="list-style-type: none"> ✓ General Education Assessment: Completed preliminary course mapping of general education outcomes and general education distribution courses. Completed preliminary review of general education standardized assessment instruments comparing multiple variables including cost, sample size, fields assessed, report formats, etc. Need to complete review of actual testing materials to finalize recommendation. This is a share task with the Program Director for general education. ✓ Assessment: Coordinating assessment initiative: focus on course level assessment, Pilot project completed, committee has reviewed feasibility and effectiveness of process, will maintain similar pattern in next academic year. Minimum of 8 courses targeted for Fall semester. Assessment webpage is under construction to provide access to assessment reports. Materials have been forwarded to El Alt to upload. This is in process. http://www.eastern.wvnet.edu/hidden%20wps/Assessment/assessment.htm ✓ Virtual Faculty Lounge: Forwarded additional materials to finalize this faculty development project. The project has been transferred to the TLTC for final implementation. http://faculty.eastern.wvnet.edu/ ✓ Curriculum development: Work with program directors on developing proposals for LOT, these have included proposals in all three areas (Business: Real Estate area of emphasis, Hospitality Technical Studies (ProStart), shifts for Business Operations Support and course changes; Paraprofessional in Education, Technologies: Electromechanical Technology) All but Electromechanical have been submitted to LOT (August meeting) ✓ Self Study: Reviewing materials from taskforces; will begin drafting document; developed transition plan to assure movement of routine processes while writing document. |
| <p>BUSINESS OFFICE Executive Dean for Financial & Operations Services</p> <p>Penny Reardon</p> | <ul style="list-style-type: none"> ✓ Review and posted 4 vacant positions (Cashier, Financial Aid Director, Learner Support, Program Assistant). sent out fall bills, reconcile student accounts., putting final touches on self study, meeting with Sherry Becker-Gorby regarding self study, gathered information regarding goal 2 of master plan, interviewed for Program Assistant and Learner support positions, building construction has begun with only a minor concern of "wet area", sent out past due notices on unpaid student accounts, prepare for year-end, quarterly payroll reports, Moorefield Parade, worked with Ellyn |

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| | <p>regarding Tri-County Fair. All county contracts have been returned except Grant and Hardy, worked with Southern regarding "online course fee", revised and update Eastern statements to students</p> |
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| <p>CAREER STUDIES Associate Dean Career Studies & Academic Services Grover Duling</p> | <ul style="list-style-type: none"> ✓ Finished processes with WVU to assure transferability of dual credit courses for high school students classes to be accepted course for course, not as electives (Bio 101, Chem. 213 and 214, and Intro to Comptuers-CIS114). ✓ Found possible site for the new Auto Tech program in the Moorefield area (the CD Alt Construction Co. building now owned by Mike Alt) ✓ Worked on developing a “Career Passport” for all completers to receive as they exit Eastern to the work place. ✓ Worked to plan and execute the inclusion of a hi-Tech Communications, Fiber Optics, Security Alarms, Data Networking, and CCTV program of study through Orbit Educational Group, Inc. ✓ Working with the WIB for possible funding to pay tuition for the first group of students in this Pilot program. ✓ Slatted to visit Mineral county Career Center to develop/offer courses to prepare students to test for industry recognized credentials including but not limited to ASE Certifications in auto tech and or auto body. ✓ Worked to procure a sample “Safety Management Plan” in order to generate one for Eastern. ✓ Made contacts with ATK and are in the initial stages of changing the Electronics program offered there to an electromechanical/multi-craft technology program. Eastern will also be extending more Business programs to the ATK site. ✓ Have completed the process to revise/update the Para-Professional training offered at Eastern to be more comprehensive in nature. Approved by LOT at the Aug 3rd. meeting. |
| <p>FACILITIES Director Information Systems & Technology: Tim Riggelman</p> | <ul style="list-style-type: none"> ✓ Shutdown the schools for the D&B access center. Moved furniture, desks and chairs to the vacant room at Hampshire access center. Moved the video equipment to Frankfort High School. The computers will be recycled and used at the HARCO complex. ✓ Ordered a T1 circuit to be installed at Frankfort High School. Date of install is August 13th. ✓ Combined Workforce Education and the Connections Center together. Contracted Capital business to move the cubicles and furniture from Workforce into the Connections Center. Contracted Queen City Electric to move Ethernet and phones to new location. The move was complete on 8/6/7. ✓ Shutdown the nursing lab. Moved Southern’s equipment to storage. Southern’s staff still have a few items left that will be moved by the end of August. ✓ Received equipment that was awarded through an HP grant to Eastern. ✓ Received training on phone system, how to change extensions and display names. ✓ Served as Clerk of the Works while Al Hoffmann was on vacation. |
| <p>WORKFORCE Associate Dean for Workforce Education: Sherry Watts</p> | <ul style="list-style-type: none"> ✓ Current Projects: HP Microenterprise Grant, Ethics for Social Workers- CEU, Insurance Worker CEU’s, Open Entry / Open Exit, Pilgrim’s Pride Maintenance Training & Grant Opportunities, ORBIT, Automotive Technology, Pilgrim’s Pride Survey for Occupational Development Degree, Quick Books (October), |

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| | <ul style="list-style-type: none">✓ To Do: Workforce Dept, Survey to Public, WV Contractor's Test Prep Course, PIA (Truck Driving)✓ Attended WORKFORCE WV Conference, meeting at ATK, WIB Meeting at Martinsburg One Stop, District Consortium Meeting, South Branch One Stop Business Service and Implementation Team Meetings, Hardy County Chamber Development Meeting, Region 8 PDC Meeting,✓ Recently Completed: Elder Law Seminar, Real Estate, High School Summer School |
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Eastern West Virginia Community and Technical College
Board of Governors
Meeting of August 15, 2007

ITEM: New Certificate for Paraprofessional in Education

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve original Curriculum proposal as approved by the Eastern Learner Outcome Team (LOT) on August 3, 2007.

BACKGROUND:

The Paraprofessional in Education Certificate is designed to give students the skills to serve in a support capacity within the education system. Paraprofessionals provide instructional and clerical support for classroom teachers. The Paraprofessional in Education program aligns existing courses at Eastern with the requirements for the West Virginia State Paraprofessional Certificate.