



Eastern West Virginia  
Community & Technical College

Board of Governors  
MEETING AGENDA

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*September 21, 2011  
12:00 pm  
Eastern Campus; Moorefield, WV*

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BOARD MEMBERS:

Faron Shanholtz, Chair  
Dixie Bean  
Curtis Durst  
Robert Hott  
Eleanor Berg  
Debra Backus

Robert Tissue, Vice Chair  
Michelle Turner  
Richard Gillespie  
Douglas Lambert  
D. Scott Sherman  
Scott Staley

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:

*Michelle Turner*

*Eleanor Berg*

*Debra Backus*

*Dixie Bean*

Personnel Committee:

*Faron Shanholtz, Chair*

*D. Scott Sherman*

*Douglas Lambert*

*Curtis Durst*

*Dixie Bean*

Finance & Administration Committee:

*Faron Shanholtz, Chair*

*D. Scott Sherman*

*Rob Tissue*

*Robert Hott*

Board Operations Committee:

Special Committees

Facilities Committee:

*Faron Shanholtz, Chair*

Founders Award Committee:

*Faron Shanholtz, Chair*

Eastern West Virginia Community and Technical College  
 Board of Governors  
 Meeting of September 21, 2011  
 12:00 pm  
 Eastern Campus; Moorefield, WV

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- I. Call to Order
- II. Action Items:
  - \* Approval of Meeting Minutes of August 17, 2011 ..... Pg. 4
  - \* [BP-7.5 Travel Policy Recommendation](#) – *linked*..... Pg. 8
  - \* Meal Reimbursement Rate  
<http://www.state.wv.us/admin/purchase/travel/perdiem.html> – *link* ..... Pg. 9
  - \* Strategic Plan – *Handout*..... Pg. 9
- III. President’s Report:
  - A. Annual Report – *Enclosed*
  - B. Professional Development Opportunity
  - C.

I. <u>Student Success</u>  FA 2011 Headcount 626 FTEs 381.7 FA 2010 Headcount 645 FTEs 357.7
II. <u>Workforce Development</u>  <a href="#">Attached Report</a> – <i>linked</i> Open House and Manufacturing/Energy Sector-Based meeting Workforce Education Branding Award
III. <u>Student Access</u>  Parking President’s Facebook Tour
IV. <u>Resources</u>  Wing Foundation October meeting Circuit Wall of Recognition CRD
V. <u>Reaccreditation</u>  Site Confirmation visits-Petersburg Technical Center and Michael Medical

VI. <u>Assessment &amp; Institutional Effectiveness</u>
VII. <u>Alignment of Budget &amp; Planning Processes</u>
VIII. <u>Campus Safety and Security</u> Occupancy Protection Plan

D. Miscellaneous

- IV. Next Meeting: *October 19, 2011 @ 12:00 pm Eastern Campus*
- V. Adjournment

Eastern West Virginia Community and Technical College  
Board of Governors Meeting of August 17, 2011 12:00 pm  
Eastern Campus; Moorefield, WV

**DRAFT MINUTES**

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There was a meeting of the Eastern West Virginia Community & Technical College Board of Governors. The meeting was called to order by Chair Faron Shanholtz at 1200 pm on Wednesday, August 17, 2011. Attending were F. Shanholtz, R. Tissue, C. Terrell, D. Backus, C. Durst, R. Hott, D. Lambert, S. Sherman, M. Turner, and D. Kelly, Recorder. Not attending were D. Bean, E. Berg, R. Gillespie, and S. Staley.

I. Call to Order

*The meeting was called to order at 1210 by Chair Shanholtz.*

\*Oath of Office to Debra Backus– D. Kelly

*Dreama Kelly administered the Oath of Office to Debra Backus. The Board welcomed Debra as the Classified Staff Council representative.*

\*Approval of Meeting Minutes of June 15, 2011

*Upon a motion by R. Hott*

*With a second by R. Tissue*

*The minutes were approved as presented*

*Motion carried.*

\*Business Management, [AAS](#) and [CP](#)

*CP:*

*R. Tissue opened discussion – English compensation: employer preference of business communication vs. English II (if this could be a substitute). Questioned on-line course/program availability.*

*Response: C. Terrell – Focus is on flexible communication courses for ease of transferable courses*

*Upon a motion by R. Tissue*

*With a second by R. Hott*

*Business Management CP was approved as presented.*

*Motion carried.*

*Upon a motion by R. Tissue*

*With a second by R. Hott*

*Business Management AAS was approved as presented.*

*Motion carried.*

\*[Self-Study Budget](#)

*Upon a motion by R. Hott*

*With a second by R. Tissue*

*The Self-Study Budget was approved as presented.*

*Motion carried.*

**DRAFT MINUTES 8-17-11**

II. President's Report:  
A. Strategic Goals

<u>IX. Student Success</u>
<u>Fall 2011: HC 488 FTE; 323.8</u> <u>Fall 2010: HC 645 FTE; 357.70</u> <u>Workforce Development credit classes</u> <u>Marie Van Meter</u>
NOTES:  <i>Dr. Terrell introduced Marie VanMeter, Math Instructor, as our latest fulltime faculty. The Board introduced themselves to Ms. VanMeter and welcomed her to Eastern.</i>  <i>Headcount was updated;</i>

<u>X. Workforce Development</u>
<u>Sugar Grove</u> <u>Future Generations</u> <u>Learn and Earn</u> <u>Mettiki Coal</u> <u>Pilgrim's Pride</u> <u>IBM</u> <u>Community Education</u>
NOTES:  Future Generations will be here on 08-25-11  Sherry Watts and Ward Malcolm will be attending training to list Eastern as a Learn and Earn provider  Mettiki meeting tomorrow at Tucker Co.  Tour of Pilgrim's Pride by C. Terrell and W. Malcolm – may be seeking training for supervisors and maintenance training.  IBM: advance grant is being prepared.  Community Education: 92 people took a trip to NYC on Saturday. Yoga classes are being offered. Community Ed courses are being offered throughout our region.

<u>XI. Student Access</u>
<u>Marketing strategies</u>
NOTES:

XII. <u>Resources</u>
<u>Governor Tomblin's visit, July 20</u> <u>Annual Report</u> <u>Wing</u> <u>Dominion and Shell Energy donations</u>
NOTES:  We were delighted to host the bridge dedication ceremony here –  Jessica Lamb received multiple compliments on the Annual Report document.  Wing PDFs were reviewed followed by discussion of ideas if funding were available. Q: could we build a 'shell' type wing. Dr. Terrell forewarned the BOG that there may be the need for a special board meeting to address this building issue.  Dominion and Shell Energy donations equaling \$_____ as well as other diversity grant awards. Will create a "wall of donors" at the main campus and at the Technology Center

XIII. <u>Reaccreditation</u>
<u>Self-Study Kick-off, September 20, 2011</u> <u>HLC Regional Workshop, Columbus</u> <u>HLC Site Confirmation visit: Petersburg</u> <u>HLC Site Confirmation: Michael Medical-Betty Stevens</u>
NOTES:

XIV. <u>Assessment &amp; Institutional Effectiveness</u>
<u>Program audits</u> <u>WVNET Ron Hamilton</u>
NOTES:

XV. <u>Alignment of Budget &amp; Planning Processes</u>
<u>Financial update (Handout)</u>
NOTES:

XVI. <u>Campus Safety and Security</u>
<u>Locks installed in classrooms</u>
NOTES:

**B. Meet and Greet Schedule**

NOTES:

**C. Miscellaneous**

NOTES:

**D. Executive Session: Personnel as per State Code §6-9A-4**

*Pursuant to WV State Code §6-9A-4, there will an Executive Session regarding a Personnel Matter.*

*Upon a motion by R. Hott with a second by S. Sherman the Board entered into Executive Session at 1:33 pm. Motion carried.*

*The meeting reconvened into regular session at 1:47 pm*

*The Board reentered into regular session with no motion taken.*

*Upon a motion by D. Lambert with second by S. Sherman, the Board voted to accept the recommendation of the Personnel Committee to contract with Dr. David Perkins to conduct the Presidential evaluation for Dr. Terrell. Motion Carried.*

III. Next Meeting: *September 21, 12:00 pm Eastern Campus*

IV. Adjournment

*The meeting was adjourned at 1:48 pm upon a motion by R. Tissue with a second by M. Turner. Motion carried; meeting was adjourned.*

*Respectfully submitted by Dreama Kelly, Recorder*

\_\_\_\_\_  
Faron Shanholtz, Board Chair

\_\_\_\_\_  
Date



Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of September 21, 2011

ITEM: Board Policy BP 7.5 Travel Reimbursement

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: That the Board approve changes to BP 7.5

BACKGROUND: The current policy requires receipts to accompany reimbursement requests.

Current policy addresses telephone expense reimbursement; however, the State of WV does not consider this as a reimbursable expense.

Eastern's Institutional Outcomes Committee has revised the policy to reflect these changes.

Eastern West Virginia Community and Technical College  
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ITEM: Recommendation for Meal Reimbursement Rate  
Change

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: That the Board review meal reimbursements for  
travel and establish new rates

BACKGROUND: The current rates are:

In State:

Breakfast -	\$ 7.00
Lunch -	\$ 7.00
Dinner -	\$ 21.00

Out of State:

Breakfast -	\$ 10.00
Lunch -	\$ 10.00
Dinner -	\$ 30.00

<http://www.state.wv.us/admin/purchase/travel/perdiem.html>