

Eastern West Virginia Community & Technical College

Board of Governors Meeting Agenda

January 17, 2007 12:00 p.m.

> Harco Complex, Moorefield, WV

Board Members

Phyllis Cole Patricia Crites Sharon Gott Ronald Whetzel Mary Mongold Scott Sherman Pamela Shrader Scott C. Jennings

SCHEDULE

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

Wednesday, January 17, 2007; 12:00 p.m. HARCO Complex Moorefield, West Virginia

Standing Committees

Sharon Gott

Academic & Student Programs Committee: Personnel Committee:

Patricia Crites, Chair

Ron Whetzel

Pam Shrader

Phyllis Cole

Mary Mongold

Scott Sherman

Finance & Administration Committee: Board Operations Committee:

Scott Jennings, Chair Ron Whetzel, Chair

Mary Mongold Scott Sherman

Special Committees

Facilities Committee: Founders Award Committee:

Scott Jennings, Chair Ron Whetzel Scott Jennings

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE BOARD OF GOVERNORS

Wednesday, January 17, 2007 12:00 p.m. AGENDA

1.	Call to Order – Chair Phyllis Cole	
2.	Review / Approve Minutes of the December 13, 2006 Meeting*pg. 4	
3.	Report from the College – Dr. Alfred Hoffmann	
4.	Hiring Policy – Personnel Committee	
5.	Resolution of Board Member * – Phyllis Colepg. 6	
6.	Strategic Planning Update – Dr. Alfred Hoffmann	
	o Letter to Participantspg. 8	
	o Final Vision, Values, Missionpg. 9	
7.	Nominations for Founders Day Award – Scott Jennings	
8.	. Next Meeting: February 21, 2007 at 12:00 p.m.	
9.	Adjournment	

DRAFT MINUTES EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE BOARD OF GOVERNORS

Wednesday, December 13, 2006 – 10:00 p.m.

A meeting of the Board of Governors of Eastern West Virginia Community & Technical College was held on Wednesday, December 13, 2006, at the HARCO Complex in Moorefield, West Virginia. Members present were: Mr. Scott Sherman, Mr. Ronald Whetzel, Mrs. Patricia Crites, Ms. Sharon Gott, Dr. Alfred R. Hoffmann, Mrs. Pamela Shrader, and Mrs. Mary Mongold. Absent from the meeting were Ms. Phyllis Cole and Mr. Scott Jennings. Also present was Ms. Dreama Taylor who recorded the minutes of the meeting.

- 1. The December 13, 2006 meeting of the Board of Governor's of Eastern West Virginia Community & Technical College was called to order by acting Chair Mary Mongold at 10:10am.
- 2. Upon a motion by Sharon Gott with a second by Pamela Shrader the minutes of the November 16, 2006 meeting were approved as presented.
- 3. Report from the College Dr. Alfred Hoffmann
 - O Chief Financial Officer, Penny Reardon was introduced to the Board by Dr. Hoffmann.
 - O Dr. Hoffmann reminded the Board of today's holiday luncheon. Staff, Faculty, Board of Governors, and Foundation Board were invited to attend.

4. Previously Tabled Items:

- Marketing: Sharon Bungard presented the Board with an overview of the marketing budget as well as the current marketing plan and advertising campaign. Also discussed the measurability of marketing techniques and that some areas of advertising cannot be measured, such as radio and newspaper ads. Informed the Board that plans to develop a tool to evaluate effectiveness of retention and recruitment strategies is being developed.
 - Ron Whetzel suggested a book study of Dr. Ruby K. Payne's book, "A Framework for Understanding Poverty". This study could provide a clearer understanding of our Appalachian Culture and assist in the development of a marketing plan better suited to our region.
- o **Strategic Planning:** Dr. Hoffmann gave a brief update on the November 29, 2006 strategic planning session which included:
 - > Total of 43 active participants
 - That the next session is being planned to take place during the week of January 8-12, 2007.
 - That a select group of participants will be reviewing and assembling suggestions to be presented at the second session.
 - **S Bungard to request a copy of the raw data and a draft of the Mission, Vision, and Values document from Dr. Perkins and will forward these documents to the Board as well as Eastern staff**

5. Master Plan and Capital Expenditure Plan - Approval of New Campus Building Design (Reduced Size)* (handout at meeting)

- O Dr. Hoffmann informed the Board that a date extension for the draw down of funds for the new campus project has been presented to, and approved by, the West Virginia Council for Community and Technical College Education.
- The Board entertained questions pertaining to redesign concerns which resulted in a conference call with "Chris" at Bastian & Harris Chris will contact Dr. Hoffmann with the financial impact of additional modifications as requested by Board. Chris will forward the financial impact figures to Dr. Hoffmann for review.
- O Upon a motion by Scott Sherman with a second by Pat Crites, a motion to accept the re-bid redesign package number 1 with alternatives as well as package number 2, was approved by the Board.

- 6. Personnel Committee Board moved to amend agenda and incorporate this action item.
 - Upon a motion by Ron Whetzel with a second by Pat Crites, the Board voted to add Scott Sherman to the Personnel Committee. The Board was charged to review Eastern's current hiring policy. **The Hiring Committee requested that current hiring policy document be emailed to the Personnel Committee**T. Carr
- 7. The Board agreed to meet again on January 17, 2007 at 12:00 p.m.
- 8. Prior to the meeting being adjourned, Pat Crites informed the Board that due to time requirements, she will be resigning from the Board effective December 13, 2006. The meeting was adjourned at 12:30 by acting Chair Mongold following a motion by Pamela Shrader with a second by Pat Crites.

Ms. Phyllis Cole, Chair	Date

Board of Governors Meeting of January 17, 2007

ITEM: Resolution *

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Board of Governors adopts

the following resolution honoring the service of

Mrs. Patricia Crites.

BACKGROUND: Mrs. Patricia Crites, who has completed her

second term of service on the Board of Governors, submitted her resignation from the Board of Governors due to priorities that she feels will limit her participation on the Board.

RESOLUTION EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE BOARD OF GOVERNORS

WHEREAS,	Eastern West Virginia Community & Technical College is a regionally based, open access community of learners serving the people of the six contiguous counties of West Virginia's Potomac Highlands; and		
WHEREAS,	the College's mission is to create an accessible environment where quality teaching and learning receive the highest priority; and to serve responsibly the specific educational needs of the people and the organization throughout the service region; and		
WHEREAS,	The Board of Governors is the statutory body which represents the citizens of the region and guides the College in implementing its mission; and		
WHEREAS,	Patricia Crites served as a charter member of the Board of Governors (2001 – 2006); and served as chair of the Academic and Student Programs Committee; and		
WHEREAS,	Patricia Crites contributed valuable service to the Board of Governors and the College; and		
WHEREAS,	Patricia Crites served with distinction, sharing her expertise and representing the citizens of the Potomac Highlands;		

THEREFORE, BE IT RESOLVED: that the Board of Governors and the College express to Patricia Crites sincere gratitude and respect for her services and meaningful contributions; and wishes her well in the future.

SIGNED on the 17^{th} day of January in the year of 2007.

Phyllis Cole, Chair
Board of Governors

Dr. Alfred R. Hoffmann, President
Eastern West Virginia Community &
Technical College

Strategic Planning Participant:

The members of our strategic planning "Review and Revision Committee" took all of your input from our November 29, 2006 workshop and prepared the enclosed final draft of Eastern's Vision, Values and Mission statements. This document will now go to Eastern's Board of Governors for their review and approval.

Our next step in the strategic planning process will take place next Wednesday, January 10, 2007 from 8:30 a.m. to 1:30 p.m. at Richardson's Family Restaurant in Moorefield. At this workshop we will identify long range goals for Eastern, establish their priorities, and brainstorm objectives and strategies to ensure achievement of these goals.

Please confirm your attendance with my Executive Secretary, Dreama Taylor by e-mail dtaylor@eastern.wvnet.edu or phone 434-8000 extension 230 by Monday, January 8, 2007.

I thank you for your assistance in this important project and look forward to working with you and Dave Perkins next Wednesday.

Sincerely yours,

Alfred R. Hoffmann, President Eastern WV Community & Technical College

Enclosure

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

VISION

Eastern West Virginia Community and Technical College enriches the Potomac Highlands regional community through a range of innovative programs and services that exemplify community college values and achieve the community college mission.

VALUES

In its institutional attitudes, policies, practices, and activities, Eastern West Virginia Community and Technical College is committed to:

Opportunity

- Education is accessible, by geographic location or delivery through technology, and affordable to residents throughout the College's region of responsibility.
- The College maintains an open door admission policy.
- All learners are accepted and valued; diverse students are sought, welcomed, and provided a nurturing environment.
- Student support services assure opportunity through student-friendly intake and orientation activities, timely provision of financial aid, and positive interaction from initial contact with students through achievement of their goals.

Quality Teaching and Lifelong Learning

- Academic offerings meet the needs of students for learning skills, for career related education and training, and for personal growth.
- The College celebrates and promotes lifelong learning by providing learning opportunities that are relevant to all students.
- Learner-centered instruction recognizes different learning styles and is supported by use of appropriate technology.
- The results of continuous learning outcomes assessment improve instruction, focus and drive faculty development, and ensure that teaching and learning is relevant and of high quality.

Integrity

- The College is open and honest in its relations with students, employees, and its partners.
- The College confirms the community college mission as its central purpose.
- The College affirms that all employees contribute to institutional mission accomplishment, either by teaching or by supporting teaching and learning.
- The College rewards initiative, creativity, and teamwork in the positive resolution of institutional problems and advancement of a common organizational agenda.

- The College models its commitment to diversity in all areas of its institutional life—students, employees, governance, and supportive entities and relationships.
- In its operations and activities, the College demonstrates financial responsibility and accountability.

Partnerships

- The College promotes a broad sense of community that breaks down barriers and encourages collaborative attitudes and action.
- The College collaborates and partners with public schools, other educational providers, business and industry, labor, government, and arts and cultural organizations to serve students, support economic and community development, and enhance opportunities for cultural growth.
- In its teaching and learning and its learner support activities, the College recognizes and promotes student awareness and knowledge of regional, national, and global interdependence.

Continuous Improvement

- The College continuously assesses its policies and practices and scans the external environment to ground its planning and to improve institutional efficiency and effectiveness.
- The College encourages and supports employees' efforts to improve job skills, to maintain technological currency, and to develop professionally.
- The College procures and effectively applies technology to its operations and processes.

MISSION

Eastern West Virginia Community and Technical College is an open enrollment, comprehensive, state supported institution that provides, affordable post-secondary general education, workforce training and education, community education and service, and personal growth opportunities to citizens of its community.

To achieve this mission, Eastern West Virginia Community and Technical College:

- provides programs and courses of instruction, through the associate-degree level, that encompass occupational-technical education, transfer education, general education, literacy and developmental education, and continuing education;
- implements workforce development and customized training programs that advance individual career development while meeting employers' needs for a highly skilled workforce;
- serves as a vital link between secondary education and four-year colleges and universities; provides appropriate post-secondary courses to students in partner secondary schools:
- provides innovative student support services that promote holistic development and student success;

- provides a broad range of instructional technologies, methods, materials, facilities, and instructional support services that promote learning;
- maintains an educational environment that broadens perspectives, promotes global awareness, and leads to responsible citizenship;
- enriches local communities by making available resources in people, facilities, and programming;
- serves as a catalyst in helping to shape the direction of communities in the college's region of responsibility;
- enhances economic, cultural, and educational development through partnerships between the college and local communities; and
- ensures a healthy and safe environment at each of the college's instructional locations.

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VISION

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VALUES

Eastern West Virginia Community and Technical College is committed to:

- Opportunity
- Quality Teaching and Lifelong Learning
- Integrity
- Partnerships
- Continuous Improvement

MISSION

Eastern West Virginia Community and Technical College is an open enrollment, comprehensive, state supported institution that provides:

- Affordable Post-Secondary General Education
- Workforce Training and Education
- Community Education and Service
- Personal Growth Opportunities to Citizens of its Community

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