Eastern West Virginia Community & Technical College

Board of Governors Meeting Agenda

Wednesday, May 16, 2007
12:00 p.m.

Harco Complex,
Moorefield, WV

Board Members:

Peggy Hawse, Chair
Scott C. Jennings, Vice Chair
Christine Fuentes
Sharon Gott
Mary Mongold
Amanda See
Faron Shanholtz
Scott Sherman
Pamela Shrader
Robert Sisk
Ronald Whetzel
Rob Tissue

SCHEDULE

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

Wednesday, May 16, 2007 – 12:00 p.m.
HARCO Complex
Moorefield, West Virginia

Standing Committees

Academic & Student Programs Committee:
Ron Whetzel
Christine Fuentes
Sharon Gott
Robert Sisk
Pam Shrader

Personnel Committee:
Peggy Hawse
Mary Mongold
Faron Shanholtz
Scott Sherman

Finance & Administration Committee:
Scott Jennings, Chair
Mary Mongold
Scott Sherman
Rob Tissue

Board Operations Committee:
Ron Whetzel, Chair
Amanda See

Special Committees

Facilities Committee:
Scott Jennings, Chair
Ron Whetzel
Peggy Hawse

Founders Award Committee:
Ron Whetzel
Scott Jennings
Peggy Hawse

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
Wednesday, May 16, 2007 – 12:00 p.m.
MEETING AGENDA

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1. **Call to Order – Chair Peggy Hawse**
2. **Approval of the April 30, 2007 Meeting Minutes*..... Page 4**
3. **Report from the College - S.A.L.T. Departmental Updates:**
   a. **Academics/Workforce Education – T. Tirrell**
   b. **Business Office – P. Reardon**
   c. **Information Technology – T. Riggleman**
   d. Learner Support Services/Marketing – S. Bungard
4. **Approval of Program Modification*.....Pg 7** Attachment 4a
5. **Resolution of Phyllis Cole*.....Pg 8** Attachment 5a
6. **New Campus Project Presentation – John Harris**
7. **Reports from Committees:**
   a. **Facilities Committee – Harco Building research**
   b. **Personnel Committee – Presidential Search**
8. **Other Business**
   a. **Report from Board Chair regarding recent meeting with Chancellor Skidmore, Chancellor Noland and Mike Garrison – P. Hawse**
   b. **Tour of the building and grounds – T. Riggleman**
9. **Executive Session: Personnel related**
10. **Next Scheduled Meeting: June 20, 2007, 12:00 p.m.**
11. **Adjournment**

DRAFT Minutes
Eastern West Virginia Community & Technical College
BOARD OF GOVERNORS
Monday, April 30, 2007
12:00 PM

A meeting of the Board of Governors of Eastern West Virginia Community & Technical College was held on Monday, April 30, 2007 at the HARCO Complex, in Moorefield, West Virginia. Members present/absent were:

Member:	**Present:**	**Absent:**
Phyllis Cole, Chair		X
Scott Jennings, Vice-Chair	X	
Sharon Gott, Faculty	*X*	
Christine Fuentes, Student Representative	X	
Mary Mongold		X
Scott Sherman	*X*	
Pamela Shrader, Classified Staff Council Representative	*X*	
Ronald Whetzel	*X*	
Alfred Hoffmann, President		X
Sharon Bungard, SALT	X	
Penny Reardon, SALT	X	
Tim Riggleman, SALT		X
Tim Tirrell, SALT	X	
Dreama Kelly, Recorder	*X*	
Peggy Hawse – New BOG Appointee	X	
Faron Shanholtz– New BOG Appointee	X	
Amanda See – New BOG Appointee	X	
Robert Sisk- New BOG Appointee	X	
Robert Tissue– New BOG Appointee	X	
Other Attendees:	Dick Hughes, Press	

1. **Meeting was called to order at 12:00 p.m. by Vice-Chair Scott Jennings. The Board welcomed the new members appointed by the Governor and new members were sworn in by Dreama Kelly and appointment notarized by Robert Eagle, Jr. Introductions followed.**
2. **Upon a motion by Scott Sherman with a second by Sharon Gott, the minutes of the March 29, 2007 meeting were approved as presented. Motion carried.**
3. **Upon a motion by Ron Whetzel and a second by Peggy Hawse, the Financial Report was approved as presented. Motion carried.**
4. **Upon a motion by Pam Shrader with a second by Faron Shanholtz, the FY 2008 Expenditure Schedule was approved. Exact budget will be presented in August, 2007 with the 'increase in rent' item to be removed. Motion carried.**
5. **The proposed salary increase was approved as presented upon a motion by Robert Sisk with a second by Peggy Hawse. Motion carried.**

6. **Upon a motion by Robert Sisk with a second by Peggy Hawse, the Compact / Master Plan was approved following amendment. The Board requested that the dates of completion be filled in for each item listed. The motion carried.**

7. **Report from the College: The Board heard a verbal report from each of Department present and action items identified at the previous meeting were addressed.**

   A. *Academics/Workforce Education – T. Tirrell*

      1. Recruitment
      2. Articulation agreement with Potomac State College
      3. Grant Initiatives
      4. Faculty Website

   B. *Business Office – P. Reardon*

      1. Tuition rate increase
      2. Budget to be completed and presented at later date
      3. Reported that revenue was up and expenses were down.

   C. *Information Technology – T. Riggleman*

   D. *Learner Support Services / Marketing – S. Bungard*

      1. Various marketing and retention activities ongoing – revitalization of the retention committee
      2. Fall schedule as well as Eastern's course offering catalog have been published and are being distributed.
      3. North Central/Higher Learning Commission Conference and the meeting with Karen Solomon April 20-23, 2007 went well. The Visiting Team will be at Eastern in April, 2008.
      4. Working with Grant Memorial Hospital CEO, Robert Harman, and COO, Mary Beth Barr, to fill Southern's Nursing Coordinator Position for the nursing program housed at Eastern.

8. **Other Business:**

   a. **Following contact by Governor Manchin's office, G&G Builders, Inc. agreed to an additional 30-day project bid extension (starting 04-30-07).**

   b. **Appointment of new members to Board sub-committees:**

      1) **Academic & Student: Robert Sisk; Christine Fuentes.**
      2) **Finance & Administrative Committee: Rob Tissue**
      3) **Personnel Committee: Peggy Hawse; Faron Shanholtz**
      4) **Board Operations Committee: Amanda See**
      5) **Special Committees:**

         Facilities: Peggy Hawse; Scott Sherman

         Founders Day: Peggy Hawse

   c. **Election of Officers:**

      Upon a motion by Amanda See with a second by Robert Sisk, Peggy Hawse was elected Chair of Eastern West Virginia Community & Technical College's Board of Governors. Motion carried.

      Upon a motion by Peggy Hawse with a second by Ron Whetzel, Scott Jennings was re-appointed as Vice-Chair of Eastern West Virginia Community & Technical College's Board of Governors. Motion carried.

d. **Pursuant to State Code Chapter 6-9A-4, Vice-Chair Jennings moved that the Board go into executive session regarding the new campus project as well as a personnel issue at 12:50 p.m. Motion was made by Peggy Hawse with a second by Ron Whetzel. Motion carried.**

Upon a motion by Scott Sherman and a second by Scott Jennings, the meeting reconvened in regular session at 2:30 p. m.

The following motion was made by Ron Whetzel: Moved that the Facilities Committee be directed to explore the purchase of the Harco Complex as compared to proposed new construction site. The motion was seconded by Scott Sherman. Motion carried.

The Board also entertained a motion from Scott Jennings that the personnel committee continues to work with the Higher Education Policy Commission (HEPC) to institute the Presidential Search. Motion was seconded by Faron Shanholtz. Motion carried.

9. **Next meeting is scheduled for May 16, 2007 at 12:00 p.m.**

10. **Upon a motion by Scott Sherman with a second by Ron Whetzel, the meeting was adjourned at 2:30 p.m. by Chair Hawse.**

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Peggy C. Hawse, Chair Date

ITEM:	Program Modification Proposal – A.A.S. in Technical Studies*
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolve that the Board of Governors approve the Academic program modification as presented.
BACKGROUND:	Resolved that the Board of Governors approve program modification allowing the Adult Industrial Maintenance Program at South Branch Career and Technical Center be used as a technical core with Eastern West Virginia Community & Technical College providing other technical and general education requirements and allowing the student to complete an Associate in Applied Science in Technical Studies Degree.

ITEM:	Resolutions*
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved, that the Board of Governors adopts the following resolution honoring the service of Ms. Phyllis Cole.
BACKGROUND:	Ms. Cole was appointed to the Board of Governors in April, 2005 and was elected Chair in June of the same year. Ms. Cole submitted her resignation to the Board and as Board Chair in April, 2007.

May 1, 2007

Ms. Phyllis Cole
9 Dogwood Drive
Petersburg, WV 26836

Dear Phyllis:

On behalf of the Board of Governors of Eastern West Virginia Community & Technical College, I want to thank you for your dedicated service to the institution since your appointment on April 20, 2005. Your participation in the self-study, reviewing documentation and meeting with the review team, was greatly appreciated. Your contribution to Board activities has been well noted as well as your tireless effort to educate the community and the Governor as to the importance of this project. Therefore, it is with regret that I accept your notification of resignation.

Once again, the Board of Governors would like to express our sincere appreciation for your service and wish you the very best in future endeavors.

Sincerely,

Peggy C. Hawse, Chair
Board of Governors
Eastern WV Community & Technical College