Eastern West Virginia Community & Technical College

Board of Governors Meeting Agenda

Wednesday, September 19, 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, September 19, 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, September 19, 2007 – 12:00 P.M.
Meeting Agenda

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1. Call to Order – Chair Peggy Hawse
2. Approval of the August 15, 2007 Meeting Minutes* ..... Pg 4
3. President's Report – R. Sisk
   a. Exit interview follow-up form – *see attachment 3a*
   b. Enrollment Headcount FTE
   c. Non-Credit enrollee figures – *Handout*
   d. Accounts Receivable – *Handout*
   e. Year end audit week of September 10, 2007 – should be presented at October, 2007 meeting.
   f. Textbook policy
   g. Board training options
   h. Update on Program initiatives
   i. Master Plan Update
   j. Construction Schedule – *see attachment 3j*
   k. Electrical provider for the construction project
4. Construction Administration / Redesign changes order proposal* ..... Pg. 6
5. Update on Bond status - *handout*
6. S.A.L.T. Update..... Pg. 8
7. Executive session: Personnel matters related to hirings, appointment, and resignations
8. Other business
9. Next Scheduled Meeting: October 17, 2007 12:00 p.m.
10. Adjournment

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

A meeting of the Board of Governor's of Eastern West Virginia Community & Technical College was held on Wednesday, August 15, 2007 at the Harco Complex. Members in attendance were: *Peggy Hawse, Chair; Scott Jennings, Vice-Chair; Christine Fuentes; Sharon Gott, Faculty Representative; Amanda See; Faron Shanholtz; Scott Sherman; Pam Shrader, Classified Staff Representative; Robert Tissue.*

Other attendees were Penny Reardon, Executive Dean and Dreama Kelly, Recorder

1. The meeting was called to order at 12:05 p.m. by Chair Peggy Hawse.
2. Upon a motion by Faron Shanholtz with a second by Scott Jennings, the minutes of the June 20, 2007 meeting were approved as presented. Motion carried.
3. Mr. Sisk gave a verbal report on the following:
   a. Recruitment Activities – presented a handout of recent activities;
   b. Received letter of credit acceptance from West Virginia University (WVU). WVU will now accept credit for classes taught at Petersburg High School, Biology 1 & 2 and Chemistry 1 & 2 instructed by Dr. Sharon Harman: in past years, WVU had been counting these courses as electives only;
   c. Automotive Technology RFP: Eastern has received numerous letters of employer support and interest; these will be forwarded to Chancellor Skidmore toward the end of September in hopes of obtaining state support for this program.
   d. New Program Initiatives:
      1. *Orbit Educational Group – Fiber Optics Training: submitting proposal to WIB/WIA for funding and will work with the department of rehabilitation for potential registrations;*
      2. *Open Entry/ Open Exit: develop program for Business courses that may equate into credits; short mini-courses; may be ran through Workforce Education.*
      3. *WV Contractor's License: informed those present that the business portion of this certification tends to hold contractors back from proceeding with the certification;*
      4. *Possible Certificate courses at the Mineral County Technical Center: meeting with Scott Staley, vocational director of Mineral County;*
      5. *Options for Commercial Drivers License (CDL) Training: will explore the possibilities of brokering the training with Pittsburg Institute Aviation. It could be a potential income generating program*
      6. *WorkKeys Profiler: Eastern will broker the services of a WorkKeys Profiler for the 9 exams recognized by local Industry;*
      7. *Higher Education personnel classification overview – handout presented by P. Reardon.*
   e. Clerk of the Works Position: Dr. Hoffmann is serving in this capacity – his salary is being paid through the new construction fund as budgeted for "Clerk of the Works" position;
   f. Master Plan Update: Dr. Hoffmann will be working on this Plan with Eastern staff – May 15, 2007 was the date set by the WV State Council for CTC for Plans to be submitted. Mr. Sisk has set 09-20-07 as the date Dr. Hoffmann is to have Plan completed.
   g. Access Centers Evaluations: Plan to evaluate usage and cost of the 8 Access Centers – the Center at West Virginia Schools for the Deaf & the Blind has been closed and a Center has been set up at Frankfort High School in Mineral County;
   h. Future Board Training: several contacts have been made by Mr. Sisk on obtaining a facilitator for Board Training; **Mr. Sisk will continue to look into the practice of similar CTC's to determine their method of training – will forward Don Hunter's outline to Eastern Board members for review. Mr. Sisk explained that according to an Agreement of Principles between Potomac State College and EWVCTC five areas of curriculum have been identified as Eastern's responsibilities. They are: workforce education and training, career and technical education, continuing and community education, developmental education and baccalaureate transfer courses.
4. The S.A.L.T. departmental updates were reviewed by Mr. Sisk. It was suggested that updates on accreditation and the building project be added to the S.A.L.T. reports. Discussed options of continued candidacy versus going for Accreditation – Board feels that Eastern should have Mike Koon back to review Eastern's progress/status prior to making this decision.
5. Upon a motion by Scott Jennings with a second by Scott Sherman, the Certification for Paraprofessional in Education was approved as presented. Motion carried.

6. At 2:30 p.m., upon a motion by Pam Shrader with a second by Faron Shanholtz, and pursuant to State Code 6-9-A-4, the Board went into Executive Session Personnel matters related to: retirement, appointments, resignations, and dismissal. Upon a motion by Scott Jennings and a second by Pam Shrader, the Board came out of executive into regular session at 3:35 p.m. No actions items were reported from this session.
7. Mr. Sisk discussed the Revised Organizational Chart – handouts were available upon request. Board discussed having an exit interview. **Mr. Sisk will ask Penny Reardon to send an exit interview letter to Lisa Reel and Heather Bowman.**
8. An update on Bond Status for the new building project was presented. P. Hawse will contact Bastin & Harris asking them to direct questions and updates to Mr. Sisk who will keep Dr. Hoffmann informed as need be; Board discussed concerns regarding the water and sewer issues – will need to obtain a date of completion timeframe in writing by Hardy County RDA's by Mallie Combs.
9. Other business: HP microenterprise grant has been obtained and equipment purchased/received; an English Teacher has been hired; plans to offer training on sexual harassment is being planned by Mr. Sisk; new web site/site update *T. Riggleman to contact Scott Jennings to look at various options and updates;
10. The next scheduled meeting to be held on September 19, 2007 12:00 p.m.
11. Upon a motion by A. See with a second by C. Fuentes, the meeting was adjourned at 3:35 p.m.

Respectfully submitted by Dreama Kelly, Executive Secretary

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Robert H. Sisk, Date
Interim President

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of September 19, 2007

ITEM:	Construction Administration / Redesign changes order proposal
COMMITTEE:	Of the Whole
RECOMMENDED RESOLUTION:	Resolved, That the Board of Governors approve one of the two redesign options as presented on the following page.
BACKGROUND:	This redesign is a result of changes in the number of classrooms in the construction project as requested by the Governor.

Department & S.A.L.T. Member Reporting	Summary of Activities
BUSINESS OFFICE **Executive Dean for Financial & Operations Services** ***Penny Reardon***	• Filled 3 vacant positions. • Currently interviewing for Financial Aid. Posting IT and PR positions. Sent out letters to past due accounts. • Worked with students to clear up some past due accounts. Sent out invoices for fall. Accept charges on financial aid student accounts. • Prepared reports and reconciliation needed by Auditor (Auditor will be here 9/10-9/13). • Work with Buck to improve FA process for student accounts.

ACADEMICS **Dean for Academic & Student Services:** ***Robert Eagle***	• Attended the Academic Affairs Advisory Meeting in Charleston • Working on the Spring schedule • Trying to get things done while staff are working multiple jobs until we get positions filled throughout the department
Accreditation:	

WORKFORCE **Associate Dean for Workforce Education:** ***Sherry Watts***	• Conversation Spanish beginning on 09/18/07 in Mineral County and Sign Language being scheduled to begin on November 6 in Mineral County. • Scheduling Social Worker CEU's for October 24 and November 14. Insurance CEU's scheduled to begin in February 2008. • Working with Grant Memorial Hospital to schedule workshops and speakers bureau's on special topics for support groups utilizing our Access Centers throughout the district. • CAPs testing for American Woodmark. Meeting with Training Coordinators at AMC to discuss training opportunities for all three plants. • PIA meeting with local commodity haulers on 09/25/07. Workforce Survey to be distributed through local business Human Resources Departments. • NIM's training for Hardy County BOE sometime in October.

CAREER STUDIES **Associate Dean Career Studies & Academic Services** ***Grover Duling***	• Eastern staff met with the American Woodmark Plants HR directors and training coordinator to discuss The "Leadership Development" programs and any new initiatives they may have interest in pursuing. • Eastern will meet with PIA of Pittsburg and several local trucking firms to discuss the possibility of offering "Truck Driving" training. • A team of Eastern Staff will meet with Skip Hackworth and Joe Riley of Mineral County to discuss the possible course offerings for the spring semester at the Frankfort HS access center. • Will meet with Scott Staley and Candy Cannon (new vocational administrators in Mineral Co.) to discuss articulation agreements and other possibilities at their centers. Eastern's efforts to offer Fiber Optic/Communications/Security systems training through "Orbit Educational Group" are moving forward. A grant will be written to fund the first class of students.

Associate Dean Academic & Student Services ***Sherry Becker-Gorby***	• Curriculum Proposals: Reviewed and recommended revisions for course and program proposals submitted to LOT (Business programs, Paraprofessional and Developmental Math). Drafted part time implementation for program directors to review for schedule preparation. Update Master Course Guide Tracking project materials. • Schedule Development: Revised schedule development materials and oriented G. Duling to process. Transitioning this task while writing self study. • Assessment: Chaired assessment meeting focus on course assessment projects and general education testing. Spring 2007 course assessment reports submitted to LOT for approval. Met with ETS representative regarding MAPP testing (general education). Forwarded last of materials to E. Alt to finalize assessment web page. • Prepared file of resources regarding Intellectual Property and Fair Use Policy. These reference materials have been forwarded to the TLTC to begin drafting these 2 policies. • Strategic Plan: Drafted objectives for Goal 6 (assessment). Worked with Al Hoffmann and program directors to finalize this portion of strategic plan. • Virtual Faculty Lounge: forwarded last of materials to S. Mirkhani to upload to site. Previewed site and noted needed changes.
Accreditation:	• Completed draft of Criterion 3 • Forwarded related data requests (Criterion 3) to R. Eagle • Revised Self Study Timeline • Constituent Survey: devised sampling process for administering constituent survey. Survey has been completed, data entered and initial compilation of data completed. Currently reviewing data, manipulating data as needed for insertion into self study report • Beginning daft of Criterion 1 • Met with C. Drumm to obtain history of student activities to prepare students for last self study. These activities need to start in the fall semester. Forwarded info to R. Eagle as Chair of Self Study Team.

FACILITIES **Director Information Systems & Technology:** ***Tim Riggleman***	• Closed SPOKES and finished closing the nursing lab. Moved furniture owned by Eastern into other areas in HARCO and Southern's furniture and equipment into storage. • Started setting up computers and tablets the college received from the HP grant, 15 notebook computers and 5 tablets. • Upgraded administrative computers with the computers that came out of the schools for the D&B access center. These computers were faster with more memory and disk storage space. • Re-assembled Tucker County access and ran updates on computers located there. Access center was disassembled for renovations during the summer break. • The college accepted the resignation of our systems technician, Chris Branson. Chris has accepted a position with JMU. He was a big asset to the department and will be missed. • Installed the PolyCom (video distance learning equipment) at Frankfort high school and tested the connection. Sent the principal and others an email asking for a date to provide training on this equipment. • Provided training to new access center advisors on video equipment,

	document camera, and image share.

New Campus Project:	• Campus roads and parking areas cut to grade for adding gravel and black top • Site road connecting from Corridor "H" exit road to roads and parking areas to be completed by Hardy County Rural Development Authority pending their receiving funding for project • Storm Sewers and drain inlets 60% installed • Edge Footers and edge piers 70 % completed • Elevator footer pit dug and ready to fill with concrete • Internal piers for supporting steel vertical beams to be dug and set with concrete beginning week of September 17th. • UPDATE form Terry Sherman – G and G Builders Site Superintendent: **Weather conditions from last night (9-10-07) and rain this morning caused work to be cancelled today. We have received more than 1 inch of rain and more is expected this afternoon. The elevator pit was excavated yesterday and the rebar set for concrete placement today has been cancelled. We were able to cover the pit with a large tarp and very little water has infiltrated into the pit. We plan to work a full force of men tomorrow (Wednesday 9-12-07) to open more footings and prepare for a large concrete placement for Thursday and Friday. I plan for the masonry crew to mobilize early next week (to begin setting exterior wall blocks). Terry**