Eastern West Virginia
Community & Technical College

Board of Governors Meeting Agenda

February 28, 2007
12:00 p.m.

Harco Complex,
Moorefield, WV

Board Members

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

SCHEDULE

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

Wednesday, February 28, 2007; 12:00 p.m.
HARCO Complex
Moorefield, West Virginia

Standing Committees

Academic & Student Programs Committee:
Ron Whetzel
Pam Shrader
Sharon Gott

Personnel Committee:
Phyllis Cole
Mary Mongold
Scott Sherman

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

Board Operations Committee:
Ron Whetzel, Chair

Special Committees

Facilities Committee:
Scott Jennings, Chair
Ron Whetzel

Founders Award Committee:
Ron Whetzel
Scott Jennings

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
Wednesday, February 28, 2007 12:00 p.m.
AGENDA

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1. **Call to Order –** Chair Phyllis Cole

2. **Review / Approve of the January 17, 2007 Meeting Minutes**** .....Page 4

3. **Report from the College –** Dr. Alfred Hoffmann

4. **Approval to Award Construction Bid****.....Attachment A

5. **Approval of Eastern's new Mission, Vision, and Values Statement**** .....Attachment B

6. **Approval of Eastern's Six (6) Overarching Strategic Planning Goals****....Attachment C

7. **Board Review Proposed Changes to BP 5.9** .....**Attachment D

8. **Hiring Process Review –** Personnel Committee/Dr. Hoffmann.....Attachment E

9. **Prospectus for Second Self Study –** Sharon Bungard .....Attachment C-1

10. **Financial Report –** Quarter 1, Fiscal Year 2007 – Penny Reardon**.....Attachment F
    a. Net Assets Balance Sheet
    b. Statement of Revenues, Expenses
    c. Statement of Cash Flows**

11. **Board Vacancies Notification to Governor –** Dr. Hoffmann .....Attachment G

12. **Nominations for Founders Day Award** –** Scott Jennings
    *President requests to change date for this event***

13. **Executive Session – Personnel Issue –** Phyllis Cole

14. **Next Meeting: March 14, 2007 at 12:00 p.m.****
    *President requests to change date for this event***

15. **Adjournment**

Draft Minutes

Eastern West Virginia Community & Technical College

BOARD OF GOVERNORS

Wednesday, January 17, 2007

12:00 PM

A meeting of the Board of Governors of Eastern West Virginia Community & Technical College was held on Wednesday, January 17, 2007, at the HARCO Complex, in Moorefield, West Virginia. Members present were: Phyllis Cole, Scott Jennings, Scott Sherman, Ron Whetzel, Pam Shrader, Sharon Gott, Mary Mongold, Alfred Hoffmann, and Dreama Taylor who recorded minutes of the meeting.

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1. The meeting was called to order at 12:15 by Chair Phyllis Cole
2. Upon a motion by Scott Jennings with a second by Mary Mongold the minutes of the December 13, 2006 were approved as presented.
3. Report from the College – Dr. Alfred Hoffmann gave an update on the following items:

   New campus construction and site update.

   Self – Study Assessment and Accreditation update.

   Holiday tokens of appreciation to local newspapers

   Financial aid

   PIQs to Trish Clay by the end of January

   Will try to have financial reports mailed by 2/07

   Contracts with local high schools

   Skidmore telephone conference re: governors proposed budget

   Program development

   President answered Board's questions relating to enrollment figures.

4. Hiring Policy – Personnel Committee

   Executive Session for Discussion of Hiring Policy Concerns:

   Pursuant to State Code Chapter 6-9A-4, Chair Cole moved that the Board go into executive session to consider Eastern's current hiring policies and procedures. Upon a motion by Mary Mongold with a second by Pam Shrader, the motion carried.

   Following the deliberations, upon a motion by Mary Mongold with a second by Scott Sherman, the Board voted to reconvene in open session.

   Upon a motion by Ron Whetzel with a second by Mary Mongold the following motions carried:

   1. That the current hiring policy be revised to reflect State Code WVC 18B-2A4 "Powers and duties of governing boards generally", Item O: To employ all faculty and staff at the institution under its (the Board of Governors) jurisdiction. Such employees operate under the supervision of the president, but are employees of the governing board.
   2. Creation of new positions or the reorganization of existing positions shall be presented to the Board of Governors for approval.
   3. *Requested that Dr. Hoffmann prepare and present a description of the hiring procedure process for the Board of Governors to review at the February, 2007 meeting. Such description is to include procedures for determining position needs,

interview process, and selection criteria.

4. *President to prepare a personnel update and current organizational chart. Such information is to reflect changes that have occurred, current organization, and any proposals and suggestions for future personnel position changes for the February 2007 meeting.
5. *Dr. Hoffmann is to prepare an Exit Interview procedure for resigning employees. A subcommittee of the Board Of Governors shall be assigned the responsibility for such Exit Interviews. This procedure is to be presented at the February 2007 meeting.

Upon a motion by Mary Mongold with a second by Scott Sherman the Board directed that a performance evaluation of the President be conducted at the February 2007 meeting. The president is to forward to Board members necessary data to perform such an evaluation.

5. Considered the Resolution of Board Member, Pat Crites.

   A letter of resignation has been received and will be sent to the Governor. *Board will vote on Resolution at the February, 2007 meeting. Board discussed the number of, and need to fill, vacancies. S. Gott informed members that several students have been approached but none have agreed to sit on the Board. *Requested that Dr. Hoffmann/D. Taylor forward list of potential members that have been sent to the Governor for recommendation and appointment. As well as current list of openings and who was submitted.*A. Hoffmann/D. Taylor

6. Strategic Planning Update – Dr. Alfred Hoffmann
   - Letter to Participants
   - Final Vision, Values, Mission

   Recommendations made by the North Central Visiting Team relating to Eastern's Candidacy for Accreditation have been compiled into a table format. These recommendations have been forwarded to Eastern's SALT members who are working on prioritizing the recommendations and establishing a time frame for completion. The Board requested that written documentation on Eastern milestones and a timeline of events pertaining to Accreditation to be presented at every board meeting as a standing agenda item "Accreditation Process Update" *A. Hoffmann/D. Taylor.

7. Nominations for Founders Day Award – Scott Jennings

   S. Jennings requested that the Board assist in naming nominees for this award. Discussion of process and potential nominees followed.

8. Next Meeting: February 21, 2007 at 12:00 p.m.
9. Upon a motion by Mary Mongold with a second by Pam Shrader the meeting was adjourned at 2:30 p.m.

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Ms. Phyllis Cole, Board Chair Date