

Eastern West Virginia Community & Technical College

Board of Governors Meeting Agenda

Wednesday, November 14, 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, November 14, 2007 -12:00 p.m. **HARCO Complex** Moorefield, West Virginia

Standing Committees

Academic & Student Programs Committee

Christine Fuentes Sharon Gott Pam Shrader

Finance & Administration Committee:

Scott Jennings, Chair Scott Sherman Rob Tissue

Personnel Committee:

Peggy C. Hawse Faron Shanholtz Scott Sherman

Board Operations Committee:

Amanda See

Special Committees

Facilities Committee: Founders Award Committee:

Scott Jennings, Chair Peggy Hawse

Scott Jennings Peggy Hawse

Eastern West Virginia Community and Technical College Board of Governors Wednesday, November 14, 2007 – 12:00 P.M. Meeting Agenda

1.	Call to Order – Chair Peggy Hawse					
2.	Approval of the October 17, 2007 meeting minutes**					
3.	Presentation of Annual Audit – D. Juran (Auditor)**Pg. 4 (attachments 3a & 3b)					
4.	Report from the President:					
	a.	Update on program initiatives				
	b.	SALT updatePg. 5				
	c.	Vacancies and job reassignments				
	d.	Progress report on new campus construction				
	e.	Other Business				
5.	New program curriculum proposal – Certificate Program Electromechanical Technology**					
6.	Skill Sets in Electromechanical Technology**Pg. 10 (attachment 6a)					
7.	Donation by Jeff Hester to the Eastern Foundation Board of Trustees					
8.	Utilities funding for the new building project					
9.	Budget Concerns					
10.	Infor	mational Items				
11.	Next	t scheduled meeting, December 19, 2007 at 12:00 p.m. Harco Complex.				
12.	Adjo	purnment				

Eastern West Virginia Community and Technical College Board of Governors Meeting of November 14, 2007

ITEM: Presentation of the Annual Audit and Management

Letter*

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors accept

(approve) the financial audit as presented.

BACKGROUND: Dennis Juran of Deloitte and Touche will present the

independent review of the college's financial statements and internal control system. He will also respond to questions that the Board, in its fiduciary capacity, feels

are appropriate.

The audit report is enclosed. Once again, the results are

an unqualified audit, with no management citations.

Department &	Summary of Activities
S.A.L.T.	
Member Reporting	
BUSINESS OFFICE	Financial Analysis for Self-Study, final touches on year-end Audit-copies to be delivered this
Executive Dean for	week, attended CFO meeting in Charleston, C.O.A.T.E.S contract, filed quarterly payroll
Financial &	reports, work on past due student accounts and current student accounts, construction
Operations Services	meeting.
Penny Reardon	
ACADEMICS	Patty has been working on and submitting HEPC reports (headcount, personnel,
Dean for Academic	etc)
& Student Services:	Cindy is contacting all students with a "D or F" at midterm to see if they require
Dahart Francis	tutoring The New year and Proposed Association of the The Charles to Common time New year to be the circumstance of the Common time of the Common
Robert Eagle	The November/December edition of the The Student Connection Newsletter is out
	Cindy is working with PTK and Student Government on their upcoming activities Marriag 8 Letter disput to 2 MACAGE A serface as
	Monica & Lattending the WVACROA conference Maniag attending a ROC degree a wardener in Radicase was a conference.
	 Monica attending a BOG degree workshop in Parkersburg Eastern participated in all college fairs in the district
	 Monica is working on a power point presentation for recruiting new students
	Amanda Sites is our new Director of Fin Aid
	Amanda and I attended an AES sponsored loan working shop
	Guidance Counselor is set for November 14 at Eastern
	WorkKeys testing scheduled
	Community Ed: beginning Crochet @ Harco, Sign Language @ Mineral Co. CTC,
	Scheduling Christmas stocking, Holiday Candy Making, Bread Baking, Holiday
	Basket weaving
	Social Work CEU Workshop 11/30/07
	Women's health workshop (Top 5 Cancers) on 11/15/07 @ Harco
WORKFORCE	Community Ed Questionnaire distributed to Hardy & Pendleton Counties Boards of
Associate Dean for	Education(will be doing other counties in upcoming weeks)
Workforce	AMERICAN WOODMARK: Beginning computer class – gave training coordinator
Education:	the outline; awaiting approval & schedule; Completed CAPS Testing @ AWC; Will
Charm, Matta	be re-visiting call center in Winchester to discuss Occupational Development
Sherry Watts	Degree COATES PROGRAMS: 18 students enrolled to date
	Will be partnering with instructions to offer classes for microenterprise client (HP)
	Grant) & Open classes for public (Excel, QuickBooks are the first to be offered).
	Hampshire Access Center – scheduling Excel Class
	Mineral County BOE – Skills cert for Microsoft Office Suite
	Received call from Pendleton County regarding QuickBooks
	The Interviews continue of four candidates for the Contracted Training Program
	Manager Position. The posting for the receptionist/administrative secretary will be
	released this week. Spring course offerings through workforce for Mineral County
	will be decided by Dec. 1st. This office worked with Southern to resolve issues
CAREER STUDIES	blocking the Nursing Program for next year. Eastern will be advertising for a
Associate Dean	Coordinator for this Program. There are some additional items to work out but we
Career Studies &	remain hopeful. Eastern is presently surveying business/industry in the six counties to
Academic Services	gain input for additional course/program development. This initiative is driven by
Grover Duling	the College Consortium. The Contract for PIA to deliver Truck Driving training
Giovei Dulling	through Eastern has been signed. Eastern signed a contract with a local educational services company (COATES) to offer Computer Training courses to
	targeted at risk students. This will be addressed through Workforce. The grant to
	support to Fiber optics/ Communication Services training is near completion.
	"Orbits Educational Group" will be the training provider.
Associate Dean	Assessment: Chaired Assessment Committee meeting. Participated in 2 ITC
Academic &	Network audio conferences on evaluating online courses and use of rubrics for
Student Services	assessment. Materials have been forwarded to program directors and full-time
	faculty for consideration in assessment initiative. Assessment webpage update: All
Sherry Becker-	materials have been submitted to D. Silver for posting to assessment website.
Gorby	Once posted, announcement will be sent to faculty re: site availability. Link should

	le a musil ala la la céasa a mal cééasil acasa atas. Dua sia sutanta la mala acasa acas sur al fuera ETC
Associate Dean Academic & Student Services Sherry Becker- Gorby	be available before end of fall semester. Preview tests has been secured from ETS for gen ed testing. Test review session will be scheduled before end of November. If deems suitable, recommendation for spring implementation will be made at December assessment meeting. Drafted article on assessment for student newsletter. Spring course assessment reports reviewed and approved by Assessment Committee and LOT. • Virtual Faculty Lounge: Site ready and announced to faculty. To view go to http://faculty.eastern.wvnet.edu/index.php use guest login: Username: useró Password: hello. • Course evaluation update: Prototype not available at this point, T. Kitzmiller has completed a preliminary review of database and believes a report can be extracted. Once available, timeline will be set to resolve backlog of Course evaluations. • Grants: Met with A. Hoffman and participated in group planning session regarding Verizon grant options. • Participated in spring schedule reduction sessions. • Scanning Project Update: Reviewed IDEA Center materials as alternative to SCANTRON for implementation and analysis of course evaluations; reviewed product info w/ G. Duling. Considering use of the pilot project option for spring 2008 semester. Contacted Chancellor Skidmore re: support of system initiative for SCANTRON course evaluation product. • Met with G. Duling re: COATES project; reviewed and made recommendations for MOA revisions. • Participated in ITC Network audio conference on distance learning and using study survey data to strengthen support services. Forwarded summary info to members of Academic services staff for consideration for Eastern student support. • Experiential Credit, Student records, evaluation: Met with M. See re: experiential credit awarding processes and resources for determining credit awards. Also addressed evaluation concerns regarding specific students with M. See and L. Bloom.
Accreditation: Associate Dean Academic & Student Services Sherry Becker- Gorby	 Criterion 1 chapter revised and forwarded to Taskforce for review and comment Criterion 2 chapter revised and forwarded to Taskforce for review and comment Criterion 3 chapter revised and forwarded to Taskforce for review and comment Criterion 4 chapter revised and forwarded to Taskforce for review and comment Chapter 8 (Eligibility Requirements), initial draft; forwarded to R. Eagle and G. Duling for review and comment; working on revisions of finance section with P. Reardon. Chapter 2 (Significant changes since last Self Study and Responses to Visiting Team Concerns); initial draft completed and forwarded to R. Eagle and G. Duling for review and comment. Began draft of Criterion 5 chapter; waiting on taskforce report to complete initial draft of chapter.
FACILITIES Director Information Systems & Technology: Tim Riggleman	 Reviewed HLC affiliation materials with G. Duling Loaded FrontPage 2003 on all computers located in the A+ lab in Hampshire County. Installed accounting software on all computers in the access center in Hampshire County. This software is to be used by the K-12 system in Hampshire County. Have received maintenance quotes from Verizon for hardware installed at the headquarters and all the access centers. Am in the process of reviewing quotes and processing purchase orders. Installed the last image share at Hampshire County access center. This again enables the instructor to display anything located on the PC to remote sites they are connected too. Upgraded Daniel Silver's computer to handle running Dreamweaver. Daniel is taking on the job as web master for the college. Installed automation studio on 4 college notebook computers located at ATK Rocket center. Updated the college several times throughout the month. Completed 43 work orders for the month. All concrete floors have been finished on ground level except for the floors in the
New Campus Project:	West wing where additional plumbing and pier work needs to be completed prior to pouring the floor.

- Masons have extended the exterior block walls on the North side of the building to about 4 feet above the first floor ceiling level. Additional work on the West and South exterior block walls is being completed as of the week ending November 9, 2007.
- The choice of the brick for the building needs to be made immediately so that the masons can begin laying the brick veneer before the deep freezes of winter arrive. A decision on the roof material and color needs to be made at the same time to enable the balance of this project to proceed on schedule. The difference between an asphalt single roof and a metal roof adds approximately \$80,000.00 to the construction costs.
- The structural steel will be delivered in mid December which puts the construction time table 4-6 weeks behind schedule. The steel needs to be erected so that the exterior and interior walls have the support they need to extend above the first floor ceiling levels. Once the walls go above this level the building can be enclosed and heated to allow work to continue during the winter months

Eastern West Virginia Community and Technical College Board of Governors Meeting of November 14, 2007

ITEM: New Certificate Program – Electromechanical

Technology.

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve original

Curriculum proposal as approved by the Eastern Learner

Outcome Team (LOT) on November 2, 2007.

BACKGROUND: According to the U. S. Department of Labor, job demand

for electromechanical technicians is expected to grow at an average rate of 12-19% over the next eight years.

Electromechanical Technicians are employed nationally in numerous diverse industries. Locally, this program addresses an unmet labor need as evidenced by the support from a variety of local industries including food process, healthcare and woodworking and electronics manufacturing. Letters of support from local employers

are available.

Eastern WV Community & Technical College Curriculum Proposal

Nature of Proposal (Check one)

Course Proposal: New Course Course Modification Course Withdrawal Skill Set Proposal: New Skill Set Modification Skill Set Termination Program Proposal: X New Program Program Modification Program Termination

Proposed Implementation Date: Spring 2008

Rationale

See attached "Proposal for Certificate Program - Electromechanical Technology"

Required Documentation:

Course Proposal:

- Rationale
- Course Record Form (Proposed change)
- Course Record Form (Current approved version, not required for new courses)
- Sample Syllabus

Skill Set Proposal:

- Rationale
- Skill Set Requirements
- Skill Set Outcomes

Program Proposal:

New Programs must submit required documentation as per Board of Governors BP 3.3
 Submission of Proposals for New Academic Programs

Program Modification:

- Rationale
- Course Record Forms (All courses)
- Catalog Program Format
- Program Outcome Matrix
- Program Assessment Plan

Signature of Proposal Initiator

Date of Submission

Signature: Dean for Academics and Student Services for Submission to LOT

Date:

LOT Signature

Date of Approval:

President's Signature (upon approval of Governance Council)

Date:

Board of Governors Signature

Date:

Approved by LOT 9/7/2007

Eastern West Virginia Community and Technical College Board of Governors Meeting of November 14, 2007

ITEM: New Skill Set – Technical Communications.

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve original

Curriculum proposal as approved by the Eastern Learner

Outcome Team (LOT) on November 2, 2007

BACKGROUND: This skill set is designed to provide knowledge and skills

in written, verbal, and electronic communications. These abilities are transferrable to on-the-job situations in technical areas. The credit earned in this skill set can be

applied towards graduation requirements in the

Electromechanical Technology program.

Eastern WV Community & Technical College Curriculum Proposal

Nature of Proposal (Check one)

Course Proposal: New Course Course Modification Course Withdrawal Skill Set Proposal: X New Skill Set Skill Set Modification Skill Set Termination Program Proposal: New Program Modification Program Termination

Proposed Implementation Date: Spring 2008

Rationale:

The Technical Communications Skill Set consists of 3 courses: ENL 101 – English Composition I, ENL 115 – Technical Communications, and CIS 108 – Computer Fundamentals. It is designed to provide knowledge and skills in written, verbal, and electronic communications. These abilities are transferrable to on-the-job situations in technical areas. The credit earned in this Skill Set can be applied towards graduation requirements in the Electromechanical Technology program. It may also be used for credit in other college programs requiring these particular or equivalent courses.

Required Documentation:

Course Proposal:

- Rationale
- Course Record Form (Proposed change)
- Course Record Form (Current approved version, not required for new courses)
- Sample Syllabus

Skill Set Proposal:

- Rationale
- Skill Set Requirements
- Skill Set Outcomes

Program Proposal:

• New Programs must submit required documentation as per Board of Governors BP 3.3 Submission of Proposals for New Academic Programs

Program Modification:

- Rationale
- Course Record Forms (All courses)
- Catalog Program Format
- Program Outcome Matrix
- Program Assessment Plan

Signature of Proposal Initiator

Date of Submission

Signature: Dean for Academics and Student Services for Submission to LOT

Date:

LOT Signature

Date of Approval:

President's Signature (upon approval of Governance Council)

Date

Board of Governors Signature

Date:

Approved by LOT 9/7/2007

Catalog Layout

Technical Communications Skill Set

Skill Set

Technical Communications							
Dept.		Course Title	Sem				
200			Hours				
ENL	101	English Composition I	3				
ENL	115	Technical Communications	3				
CIS	108	Computer Fundamentals	3				
		Total Semester Hours	9				

Outcomes

- Develop skills in writing documents
- Use proper punctuation, sentence structure, and grammar in writing documents
- Use proper grammar, usage, and mechanics appropriate to technical situations
- Develop oral communication skills directed towards technical applications
- Develop skills in maintaining and using computers through the use of windows
- Use internet, e-mail, and other software applications