

**Eastern West Virginia Community and Technical College**  
**Board of Governors**  
**Wednesday, August 15, 2007 – 12:00 P.M.**  
**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 E WVCTC 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. Riggelman 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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Peggy C. Hawse  
Chair,  
Eastern WVCTC Board of Governors

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09-19-2007

Date