



**Eastern West Virginia
Community & Technical College**

**Board of Governors
MEETING AGENDA**

*January 12, 2010
3:15 p.m.
Eastern Campus, Moorefield, WV*

BOARD MEMBERS:

D. Scott Sherman, Chair
Dixie Bean
Curtis Durst
Robert Hott
Pamela Shrader
Robert Tissue

Faron Shanholtz, Vice Chair
Kimbra Chirchirillo
Sharon Gott
Douglas Lambert
Scott Staley

Robert Sisk, Interim President

Eastern West Virginia Community and Technical College
Board of Governors
Eastern Campus Moorefield, West Virginia

Standing Committees

Academic & Student Programs Committee:

Kimbra Chirchirillo

Sharon Gott

Pam Shrader

Dixie Bean

Personnel Committee:

Faron Shanholtz

D. Scott Sherman

Douglas Lambert

Curtis Durst

Dixie Bean

Finance & Administration Committee:

D. Scott Sherman, Chair

Rob Tissue

Robert Hott

Board Operations Committee:

Special Committees

Facilities Committee:

Scott Sherman, Chair

Founders Award Committee:

Scott Sherman, Chair

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of January 12, 2010 – 3:15 pm
Eastern Campus, Moorefield, WV

There will be a Meeting of the EWVCTC Board of Governors on Tuesday, January 12, 2010 starting at 3:15 pm.

- I. Welcome and Call to Order - D. Scott Sherman, Chair
- II. **Approval of Meeting Minutes – D. Scott Sherman, Chair
 - A. 11-18-09 Regular MeetingPg. 3
 - B. 11-30-09 Emergency/Special Meeting – Presidential Search
- III. **Approval of BP 3.16 “Instructional Workload Policy”Pg. 8
- IV. **Bid for Exterior Lighting for the Entrance Road – Attachment.....Pg. 11
- V. President’s Report:
 - A. Master Plan 2010 – 2015 Update
 - B. HEAPS Funds
 - C. HLC Approval of the relocation of the main campus – December 7, 2009
 - D. On line completion rates – *Handout*
 - E. Tuition increase requests
 - F. Enrollment - *Handout*
 - G. RN Board visitation
 - H. Miscellaneous
- VI. Development of the Presidential Profile facilitated by Dr. Don Hunter
- VII. Next Meeting: February 17, 2010 @ 12:00 pm– Eastern Campus
- VIII. Adjournment

Eastern West Virginia Community and Technical College
Board of Governors DRAFT MINUTES
Meeting of November 18, 2009 – 12:00 pm
Eastern Campus, Moorefield, WV

There was a regular meeting of the EWVCTC Board of Governors on Wednesday, November 18, 2009 at 9:30 AM beginning with a training session by Chancellor James Skidmore. Following the Chancellor's presentation, the Board continued with the regular meeting agenda, beginning with a conference call by Dennis Juran of Deloitte & Touche.

Those attending the training session: Faron Shanholtz, Robert Tissue, Scott Staley, Pamela Shrader, Sharon Gott, Curtis Durst, Robert Hott, D. Scott Sherman, Robert Sisk, and Dreama Kelly

Attending the meeting: Chair Scott Sherman, Vice-Chair Faron Shanholtz, Kimbra Chirchirillo, Curtis Durst, Sharon Gott, Robert Hott, Douglas Lambert, Scott Staley, Pam Shrader, Robert Tissue, Interim President Robert Sisk, Executive Dean Penny Reardon, Dennis Juran, Accountant, student Jorge De la Torre, and Executive Secretary, Dreama Kelly, Recorder

Not attending was Dixie Bean.

I. The meeting was called to order at 9:35 am by D. Scott Sherman, Chair.

Chair Sherman changed the order of the agenda and Chancellor Skidmore's training first on the agenda to be followed by Dennis Juran, Auditor.

II. Presentation of Chancellor Skidmore:

Chancellor Skidmore gave an overview of the history of West Virginia's Community & Technical College System including that Eastern is the only Community College that was not part of another institution. Chancellor Skidmore discussed the CTC Council's role and accountability link as well as system goals. Chancellor discussed the role of the Performance Indicator report as related to each State goal. Discussed Innovative Programming and various modes of delivery including delivery for the adult student. Chancellor presented an overview of the budgetary request the CTC submitted and discussed how the funds will be disbursed. The Board asked questions relative to tuition increases, backfill funds, and visibility. Chancellor Skidmore presented a slide on the implementation of CTC Financing policy and the Board had favorable comments on the potential impact of this policy. Board discussed promoting public awareness of the CTC's in WV.

Chancellor Skidmore presented Series V procedural rule to outline the Presidential Search. Suggested that a search committee be set up, detail desired characteristics, distribution of announcement, on-campus interview, background checks, confidentiality of the search and release of the candidates. Chancellor Skidmore stated that his office will assist with the search if needed. The Board discussed the particulars on the search process such as contract offer limitations.

Chancellor Skidmore suggested that the Board look for a candidate that can take Eastern to the next level now that the foundation has been laid. The WVCTCA will assist Eastern WV Comm. & Tech. College with funding to hire a search firm. Interim President Sisk asked about the timeline. December – January is the prime time to advertise according to Chancellor Skidmore who also stated that we need to get started on the search.

III. Year End Audit – Dennis Juran, Deloitte & Touche

Mr. Dennis Juran telephoned into the meeting and gave an overview of the year end audit. The Board had questions pertaining to liability and availability of state supplements for the liabilities.

Upon a motion by Robert Hott with a second by Faron Shanholtz, the year end audit was approved as presented. Motion carried.

IV. Approval of the October 28, 2009 meeting minutes.

Upon a motion by Faron Shanholtz with a second by Robert Hott, the 10-28-2009 minutes were approved as presented. Motion carried.

V. **Resolution – Peggy Hawse

Upon a motion by Douglas Lambert with a second by Faron Shanholtz, the Resolution of Mrs. Peggy C. Hawse was approved as presented. Mrs. Hawse served on the Board of Governors as Board Chair and was instrumental in the creation of Eastern WV CTC. Motion carried.

VI. **Updated Budget – *handout*

Executive Dean Penny Reardon presented and gave an overview of the updated FY 2010 budget. Dean Reardon discussed new OPED and GASBY guidelines. Upon a motion by Robert Hott with a second by Pam Shrader, the updated budget dated 11-11-09 was approved as presented. Motion carried.

VII. **First Quarter Financials FY 10 - *handout*

Executive Dean Penny Reardon presented and gave an overview of the FY 2010 First Quarter Financials. Upon a motion by Faron Shanholtz, with a second by Douglas Lambert, the Financials report was approved as presented.

VIII. **Resolution – Community Participation Grant Award – *Attachment 8a*

Upon a motion by Douglas Lambert with a second by Pamela Shrader, the Board approved for President Sisk to accept the Participation Grant Award.

IX. President's Report:

A. WV Advance Grant:

We have assured that EWVCTC \$137,000 grant with \$99,000 to be used for (training equipment) at the Mathias-Baker Building in Petersburg, WV. There will be \$20,000 allotted to a Kanawha County trainer.

B. Governor's request on institutions salary raises:

The Governor not approving salary increases at this time.

C. Purchase of a truck to teach the Commercial Drivers License (CDL) Course:

Eastern will be starting its own CDL course. EWVCTC recently purchased a 2004 Volvo tractor for \$20,000.00. This was funded by our capitol expense account. Plan to have the Workforce Department to repay this purchase. Chair Sherman questions the liability of this type of course. The Curriculum has not yet been developed nor has an instructor been hired at this time.

D. Miscellaneous

- Experienced either a water leak or faulty meter. Larry Scott and Terry Sherman were on-site yesterday scoping out the source of the problem; however, they were unable to locate the service of the issue.
- Electro-Mechanical Degree Program to be terminated. The courses will be incorporated into the Wind Energy Program and the Certificate program will continue. This program will be terminated due to lack of enrollment. Pam Shrader made a motion to eliminate the Electro-Mechanical Degree Program, motion was seconded by Robert Hott. Motion carried.
- Discussed the Presidential search process and need for personnel committee to meet. Due to new information that was received since our last meeting – the board moved to reconsider the motion to not use a presidential search firm and consider hiring an outside

firm. Motion by Robert Hott with second by Pamela Shrader. Motion carried. Chair Sherman requested that Interim President Sisk make contacts to search agencies. Interim President Sisk agreed to making requested contact. Will contact Don Hunter. Pamela Shrader stated that when the search committee is formed – she requests that Faculty and Classified Staff be included. Will call a special board meeting relative to the presidential search. President Sisk will send an e-mail to the Board to set up the meeting and clarify the above motion.

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X. Next Meeting:

December 16, 2009 12:00 pm – Eastern Campus

XI. Adjournment:

The meeting was adjourned at 1:10 PM. Motion to adjourn by Douglas Lambert with a second by Robert Hott.

Respectfully Submitted by Dreama Kelly, Recorder

D. Scott Sherman, Chair

Date Approved

Eastern West Virginia Community and Technical College
Board of Governors
Meeting Minutes of November 30, 2009 – 2:00 pm
Eastern Campus, Moorefield, WV

There was a Special Meeting of the EWVCTC Board of Governors on Monday, November 30, 2009 at 2:00 PM. Attending were: D. Scott Sherman, Chair; Faron Shanholtz, Vice-Chair; Robert Hott; Sharon Gott, Faculty Representative; Robert Tissue; Scott Staley; Kimbra Chirchirillo; Don Hunter, Presenter, Robert Sisk, Interim President, and Dreama Kelly, Executive Secretary / Recorder.

Not attending: Dixie Bean; Douglas Lambert; and Pamela Shrader, Classified Staff Representative;

I. The meeting was called to order at 2:10 pm by D. Scott Sherman, Chair

II. Presentation by Dr. Don Hunter regarding the presidential search

Dr. Hunter gave a brief overview of the search process and event highlight. Started in 2002 as Hockiday, Hunter, and Associates. National search and educational consulting. Have completed over 50 searches across the country. Framework to do search – recruitment – run ads in 2 publications and run them once – reference checks – networking is the best method in filling a position – presented calendars of events and timeline.

Requirements set by EWVCTC Board:

Educational requirements
Experience requirements
Traits and characteristics of the president

Three items that the Search Team will of ask the Candidate:

Current resume 5 page letter of interest expressing how they fit the profile; and a personal data sheet

Webpage designed for the search
Run ads – short and brief

Search committee – not required – the Board hires the President. If a search committee is used, a confidentiality statement needs to be signed.

DVD interviews of the 12 semi-finalists
Discussed the design in the start up and following questions.
Suggested starting off with six candidates
The search committee chairman is the liaison to Dr. Hunter

Discussed drawbacks such as salary, housing, and work for spouse

When the 12 are moved forward – a preliminary reference check is performed

There are not set number of people on a search committee.

Discussed the role of the sitting president. Cannot sit ‘out front’ in the search.

Discussed calling the committee a “Screening Committee” – keep a 1 to 3 ratio: 1 bog to 3 non-bog with the screening committee chair being a member of the BOG.

Have a meet and greet for the community, followed by the interview, then dinner with a guest.

Boards generally pay for travel but the Board can pay a portion of the costs.

Dr. Hunter will be here for all 3 screening committee meetings.
(Dr. Hunter left the meeting at 3:45 pm).

**Upon a motion by Robert Tissue that we retain Dr. Hunters services – seconded by Robert Hott.
Motion carried 7 yeas 0 nays.

President Sisk will contact Dr. Hunter that we are going to retain his services.

The Board will meet in December to review potential candidates profile, characteristics, and traits.
Members are to bring names of potential members of the screening committee.

III. Next Meeting: December 16, 2009 12:00 pm – Eastern Campus

IV. The meeting was adjourned at 4:20 by D. Scott Sherman, Chair.

Respectfully Submitted by Dreama Kelly, Recorder

D. Scott Sherman, Chair

Date Approved

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of January 12, 2010

ITEM: Resolution*

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Board of Governors approve BP 3.16
“Instructional Workload Policy”

BACKGROUND: This policy establishes the guidelines for determining instructional load for full-time and part-time faculty at EWVCTC under the authority of W. Va. Code §18B-1-6, and Series 45.

Eastern West Virginia Community & Technical College
Board of Governors
Policy No. 3.16

Title: Instructional Workload Policy

SECTION 1: GENERAL

- 1.1 Scope: This policy establishes the guidelines for determining instructional load for full-time and part-time faculty at Eastern West Virginia Community and Technical College.
- 1.2 Authority: W. Va. Code §18B-1-6, and Series 45, Community and Technical College Faculty Instructional Load
- 1.3 Effective Date: July 1, 2010; replaces policy approved in 2005

SECTION 2: DEFINITIONS

2.1 Full-time Faculty: This term refers to employment as a faculty member for a full academic year (at least a nine month contract basis) for fifteen credit hours instructional load per semester or at least thirty credit hours instructional load per academic year or the equivalent of teaching and/or administrative responsibilities.

SECTION 3: RATIONALE

The Instructional Workload Policy establishes the guidelines for determining instructional load for faculty teaching credit and non-credit courses. Faculty are employed to perform instruction and instructional related duties that meet the needs of the institution and the students it serves. The purpose of this policy is to define a standard workload that is equitable and uniform regarding instructional assignments, responsibilities and compensation, and to assign instructional responsibilities in support of the College's mission.

Eastern, in keeping with its mission and values, has the responsibility to provide relevant and high quality instruction for its students. To this end, the Instructional Workload Policy addresses how laboratory instruction, unusual instructional situations and other modes of direct instructional contact are applied in determining instructional workload. The Instructional Workload Policy assures effective and efficient planning, budgeting and decision making. The implementation of this policy is defined in AR 3.12 Full-time Faculty Instructional Workload Regulation, for credit and non-credit courses offered through Academic Services and Workforce Education.

SECTION 4: GENERAL GUIDELINES

The following general requirements have been adopted for implementing the Instructional Workload Policy adopting the nine month faculty model as the base from which other contract terms are defined on a prorated basis (specifically ten and twelve month contracts).

- Instructional load is assigned on a credit hour or contact hour basis.

- When calculating instructional load, consideration is given to type of course (lecture, laboratory, clinics), total contact hours per semester, section size, class preparation, administrative responsibilities, programmatic accreditation requirements, summer school instructional load, instructional load equivalences unique to the College and geographic location of course delivery.
- The instructional load for full-time faculty at the College is fifteen credit hours or the equivalent per semester, or thirty credit hours or equivalent per academic year. Summer session may be factored into the full-time faculty load not to exceed 6 credit hours or equivalent. Any exception to this must have the recommendation of the Dean for Academic and Student Services and the approval of the President.
- A minimum class enrollment of ten students or an average class size of ten is required for calculation into a full-time faculty's teaching load. Enrollment for linked sections will be calculated as one section for average class size calculations if enrollment is thirty or less. If the linked sections enrollment exceed thirty, then the sections will be calculated as separate sections.
- Full-time faculty course preps per semester are defined in AR 3.12
- Instructional load for part-time faculty is not to exceed nine credit hours or equivalent per semester. Exceptions to the credit hour limit may be authorized by the Dean for Academic and Student Services. Part-time faculty are employed by the college on an as-needed basis for direct instruction. Additional services are provided on a contractual basis and not part of the instructional workload for part-time faculty.
- Teaching loads will include such combinations of day, evening, weekend and distance learning classes as required for meeting the needs of students and delivery of the curriculum.

Board of Governors, Chair

Date

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of January 12, 2010

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| ITEM: | Resolution* |
| COMMITTEE: | Committee of the Whole |
| RECOMMENDED RESOLUTION: | Resolved, that the Board of Governors approve the Entrance Road Exterior Lighting Bid. |
| BACKGROUND: | This will complete the access road entrance project and provide adequate lighting for the safety and visibility of the institution. |

Access Road Lighting Bid Summary

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|----|---|----------------------------|
| 1. | Total cost for 7 lights and installation | \$13,768.71 |
| 2. | Shenandoah Valley Electric allows \$ 441.68 per light x 7 lights | <u>\$ 3,921.20</u> |
| 3. | Total Cost to Eastern WV CTC: | \$ 10,677.51 |
| 4. | Installation of Conduit by the WV Department of Highways as per Bill Robinette: | <u>\$ 9,322.49</u> |
| | | <u>\$ 20,000.00</u> |