Eastern West Virginia
Community & Technical College

Board of Governors
MEETING AGENDA

November 17, 2010
12:00 pm
Eastern Campus; Moorefield, WV

BOARD MEMBERS:

Faron Shanholtz, Chair
Dixie Bean
Richard Gillespie
Douglas Lambert
D. Scott Sherman
Scott Staley

Robert Tissue, Vice Chair
Curtis Durst
Robert Hott
Ward Malcolm
Pamela Shrader
Michele Turner

Dr. Charles Terrell, President

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

Standing Committees

Academic & Student Programs Committee:

Michele Turner

Ward Malcolm

Pam Shrader

Dixie Bean

Personnel Committee:

Faron Shanholtz, Chair

D. Scott Sherman

Douglas Lambert

Curtis Durst

Dixie Bean

Finance & Administration Committee:

Faron Shanholtz, Chair

D. Scott Sherman

Rob Tissue

Robert Hott

Board Operations Committee:

Special Committees

Facilities Committee:

Faron Shanholtz, Chair

Founders Award Committee:

Faron Shanholtz, Chair

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of November 17, 2010

12:00 pm

Eastern Campus; Moorefield, WV

I. Call to Order – *F. Shanholtz*

II. Action Items:

A. Audit report – Dennis Juran – *Attachment 2A* ..... Pg. 3

B. Approval of the October 20, 2010 Minutes ..... Pg. 4

C. Textbook Policy ..... Pg. 6

D. AAS Accounting ..... Pg. 12

E. AAS Wind Tech – *Handout Pending Internal Approval* ..... Pg. 17

F. Paraprofessional on Education Program (Termination) ..... Pg. 18

III. President's Report

A. AR 3.5: Course Substitution Regulation – *Attachment 3A*

B. Advocacy Training for BOG –*Charleston; December 8*

C. Radio spots WELD news and commentary

D. Hampshire County High School Tours

E. Mineral County day – *January 13*

F. Council for Resource Development

G. Strategic Planning

H. Construction funding status

I. Miscellaneous:

Fall 10 Headcount: 644

Fall 10 FTE: 357.0

Contact Activities – *Attachment 3I*

Holiday Luncheon

IV. Next Meeting: ***December 15, 2010 - 12:00 pm Eastern Campus***

V. Adjournment

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of November 17, 2010

ITEM:	Presentation of the Annual Audit and Management Letter*
COMMITTEE:	Committee of the Whole
RECOMMENDED:	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.

Attachment 2A

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of October 20, 2010

12:00 pm

DRAFT MINUTES

Eastern Campus; Moorefield, WV

There was a meeting of the Eastern WV Community & Technical Board of Governors. Attending were Faron Shanholtz, Dixie Bean, Curtis Durst, Robert Hott, Ward Malcom, Pamela Shrader, Robert Tissue, D. Scott Sherman by phone, Scott Staley, Michelle Turner, Dr. Charles Terrell

Not attending were Richard Gillespie and Douglas Lambert.

VI. Call to Order – *F. Shanholtz 12:06*

The meeting was called to order at 12:06 pm by Chair Shanholtz.

VII. Action Items:

*Resolution of office for K. Chirchirillo – *F. Shanholtz*

Upon a motion by B. Hott with a second by P. Shrader, the Resolution of Office for Ms. Kimbra Chirchirillo was accepted. Motion carried with 9 Yeas and 0 Nays.

*Oath of Office to Michelle Turner – *D. Kelly*

Item was tabled pending Notary availability.

*Approval of Meeting Minutes of August 18, 2010 and September 9, 2010:

Upon a motion by B. Hott with a second by C. Durst, the August 18th and September 9th minutes were approved as presented. R. Tissue requested that the Salary handout be attached to the September 9 minutes and was Seconded by C. Durst. Motion carried with 9 Yeas and 0 Nays. Motion carried.

*Termination of the AAS in Individualized Career Studies:

Motion made by D. Bean to terminate the AAS Degree B. Hott seconded. Motion carried with 9 Yeas and 0 Nays.

*Board Committees:

Facilities Committee:

R. Tissue; W. Malcolm; and B. Hott were added to the facilities committee.

Discussion followed relating to the National Guard Project.

VIII. President's Report

A. Contacts
B. Recoverable Economic Development Financial Assistance Agreement- Money was release by the Economic Development office
C. RN Article-Daniel Silver Submitted an article
D. Board of Governors AAS (Update from Buck Eagle) -
E. Lighting project-Not proceeding with Solar lighting at this time due to cost

F. White House Summit-Dr. Terrell reviewed by Web link the focus was on 21st Century Learners
G. Ribbon Cutting-went well. Governor did not attend
H. South Branch Technical Center Mike Kubina-Joint venture to offer programs
I. School Messenger- Purchase order has been process to provide new system
J. Hampshire County High School Spend the Day at Eastern-Dr. Terrell to present at Hampshire schools
K. Tucker County –Met with groups to identify to present Eastern Nov 9th and Nov 12
L. Foundation meeting –Focus on fund raising
M. Strategic Planning –CTC System approval of Strategic Plan should be this week
N. Miscellaneous:-Enrollment Headcount 645 FTE 357. Caffeine Chat with the President(Staff, Student, Faculty).

IX. Next Meeting: ***November 17, 2010 - 12:00 pm Eastern Campus***

X. Adjournment:
The meeting was adjourned at 12:47 by Chair Shanholtz.

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of November 17, 2010

ITEM:	Textbook Policy 7.13
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved that the Board of Governors approve BP 7.13.
BACKGROUND:	The goal of this policy is to maintain and improve program and course quality and minimize textbook costs to be in compliance with Higher Education Opportunity Act of 200 and WVCCTCE Series 51.

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of November 17, 2010

ITEM:	AAS Accounting
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved, that the Board of Governors approve the AAS Degree in Accounting.
BACKGROUND:	This degree will provide a pool of professionally trained, skilled workers to serve the needs of small and mid-size for profit and non-profit organizations throughout the region.

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of November 17, 2010

ITEM:	AAS Wind Technology
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Pending Internal Approval: "Resolve that the Board approve the AAS in Wind Technology"
BACKGROUND:	Pending the approval of internal groups – documentation for this program will be presented as a handout to the Board of Governors during the meeting.

Handout Pending

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of November 17, 2010

ITEM:	Program Termination: Paraprofessional on Education
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved, that the Board of Governors Terminate the Paraprofessional Education
BACKGROUND:	Based n the findings of the Post-audit Review, September 9, 2010, it was found that thirty-one students have enrolled in one or both of the specialized courses. Three of the students did complete degrees; two received the A.A.S. in Individualized Career Studies and one received a A.A.S. Occupational Development: Early Childhood. The specialized courses were a part of coursework credited toward their degrees. As of the date of the audit, no student had applied for or received the paraprofessional in Education Certificate from Eastern.

Eastern WV Community & Technical College
Curriculum Proposal

Proposal Title: Paraprofessional in Education Certificate Termination

Nature of Proposal (Check one)
Course Proposal: ☐ New Course ☐ Course Modification ☐ Course Withdrawal
Skill Set Proposal: ☐ New Skill Set ☐ Skill Set Modification ☐ Skill Set Termination
Program Proposal: ☐ New Program ☐ Program Modification Ξ Program Termination

Proposed Implementation Date: January 2011

Rationale
The purpose of this proposal is to recommend the termination of the Paraprofessional in Education Certificate. The Paraprofessional Certificate was developed to give students the skills to serve in a support capacity within the education system. It aligned existing courses at Eastern with the requirements for the West Virginia state paraprofessional Certificate (WV Code 126-136-25). Eastern's goal in developing the paraprofessional in Education Certificate was to provide qualified instructional and clerical support for classroom teachers.

Based n the findings of the Post-audit Review, September 9, 2010, it was found that thirty-one students have enrolled in one or both of the specialized courses. Three of the students did complete degrees; two received the A.A.S. in Individualized Career Studies and one received a A.A.S. Occupational Development: Early Childhood. The specialized courses were a part of coursework credited toward their degrees. As of the date of the audit, no student had applied for or received the paraprofessional in Education Certificate from Eastern.

Upon approval of this proposal, the Paraprofessional in Education Certificate will be removed from the 2011 College Catalog.

Specialized courses have benefited students and were specifically designed to meet the requirements for individuals required to obtain the West Virginia Department of Education Paraprofessional Certificate.. The two program specific courses: EDF 170 Classroom Management for Paraprofessionals and EDF 180 Written Communication for Paraprofessionals will remain as course offerings for the Early Childhood Development Program electives as well as classroom aides in need of additional training.

Termination of the Paraprofessional in Education Certificate will have no negative impact on students, financial resources or faculty/staff requirements.

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: Debra H. Backus
Date of Submission: 10-18-10

Signature: Interdepartmental Review for Submission to LOT: Date
LOT Signature Date of Approval
President's Signature Date:
Board of Governors Signature Date: