



Eastern West Virginia  
Community & Technical College

Board of Governors  
MEETING AGENDA

---

*February 15, 2012  
12:00 pm  
Eastern Campus; Moorefield, WV*

---

**BOARD MEMBERS:**

Faron Shanholtz, Chair  
Debra Backus  
Michelle Turner  
Richard Gillespie  
Robert Hott  
D. Scott Sherman

Robert Tissue, Vice Chair  
Dixie Bean  
Curtis Durst  
Curtis Hakala  
Douglas Lambert  
Scott Staley

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:

*Michelle Turner*

*Curtis Hakala*

*Debra Backus*

*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 February 15, 2012

12:00 pm

Eastern Campus; Moorefield, WV

---

- I. Call to Order
- II. Action Items:
  - \*Approval of the 01-18-12 minutes ..... Pg.5
  - \*Resignation of Student Representative Michelle Turner..... Pg.9
  - \*Oath of Office for Student Representative Kristina Bennett
  - \*Harold K. Michael Founder’s Award Recipient
  - \*West Virginia Community and Technical College Board of Governors Association, Feb. 22
- III. President’s Report:
  - A. Governance Manual Update

<p><b>Student Success</b></p> <ul style="list-style-type: none"><li>• Spring 2012 HC 600 FTEs 386.9</li><li>• Spring 2011 HC 597 FTEs 342.5</li><li>• Graduation Commencement Speaker Michael Simmons</li></ul>
<p><b>WORKFORCE DEVELOPMENT</b></p> <ul style="list-style-type: none"><li>• Potomac Highlands Economic Development, Retention and Recovery Planning meeting</li></ul>
<p><b>CONTINUING EDUCATION</b></p> <ul style="list-style-type: none"><li>• CDL Class started on 01/17/12</li><li>• New instructor for Scuba class. Classes will be held at the main campus, Wellness Center and JMU</li><li>• Eastern’s Summer Conference planning for June 14-16. Topics include:<ul style="list-style-type: none"><li>○ Nutrition &amp; Brain Development</li><li>○ Ruby Payne Training</li><li>○ CPR/1<sup>st</sup> Aid</li><li>○ Autism</li></ul></li><li>• Positive Discipline (evening for Parents) &amp; Communication across the Generations<ul style="list-style-type: none"><li>○ Partnership with Health Family/Healthy Children and PIP in Hampshire &amp; Hardy Counties (contributing \$8000 to keep costs low for participants and to have a free evening for parents)</li><li>○ Social Work CEUs</li><li>○ Counselor CEUs</li><li>○ Law Enforcement CEUs</li><li>○ STARS registered child care provider CEUs</li><li>○ Teacher CEUs</li></ul></li></ul>
<p><b>HEALTH CARE TRAINING</b></p> <p>Spring Classes Enrollment Dates</p> <ul style="list-style-type: none"><li>• Phlebotomy Romney: 21</li><li>• Pharmacy Technician Petersburg: 3</li><li>• Medical Billing &amp; Coding Career Track in Keyser: 3</li><li>• Medical Assistant for Workforce in Moorefield for the Technical Studies: 20</li><li>• Medical Terminology Moorefield: 1 (in addition to 11 taking Medical Assistant)</li><li>• Medical Administration Moorefield: 4 (in addition to 11 taking Medical Assistant)</li></ul>

- EKG Moorefield: 4 (in addition to 11 taking Medical Assistant)
- Basic Phlebotomy Moorefield: 4 (in addition to 11 taking Medical Assistant)
- Medical Transcription ONLINE: 5
- Medical Billing & Coding ONLINE: 6
- Paramedic Keyser/Romney Cohort: 13 (\*Rescheduled start date to 3/5 to recruit more students, need a minimum of 15)
- Certified Nursing Assistant Romney (starting May 7): full

#### CONTRACTED TRAINING

- Dance Pilot Project with Moorefield Intermediate School - Jessica took pictures; Examiner to publish article
- Met with Hardy Telecommunications grant coordinator (Becky Kimble) on Friday, 01/20/12 to go over specifics for HB3009 or WV Advance Proposal. Waiting on her to respond with additional information after their staff meeting on 01/24/12.
- Met with Greg Zirk (instructor for Mettiki project) on Thursday, 01/19/12 – reviewed options for additional training requests by Mike Burch at Mettiki: next step is to schedule visit at Mettiki (Greg, Ward and Sherry).

#### MISC

- We will be having several schools visit the tech center and the main campus in the next couple of weeks. This week Mineral co. votec will be at ETC. Next week Petersburg High will have 3 groups of 30 each visiting ETC. Pocohontas county will be visiting on February 1<sup>st</sup>. Hampshire high on February 2<sup>nd</sup>. Randolph county on the 6<sup>th</sup>. Rubenstein on the 8<sup>th</sup>, Tucker county on the 9<sup>th</sup> and on the 10<sup>th</sup> we are speaking at Moorefield High to a large group.
- Garrett Mining Services has worked out a plan to offer MSHA 80 hour training for potential miners
- RCBI machinists program is still a possible program but a good deal of work and discussion must take place before this is finalized
- February 7<sup>th</sup>, the group from WVU and others will be here discussing the possible grant for agricultural offerings and potential courses, as well as, Eastern involvement in the program.
- East Hardy High School Machinist Technology

#### Student Access

- Fall and Summer Schedule: Tabloid revisions in process; planning documents updated for meeting, initial meeting scheduled for 1/26/12; BANNER set-up in process
- Catalog 2012-2013 in final stages of review/revision; on target with timelines
- Update on education initiative. *Buck to meet on February 16 to discuss issues with Shepherd*
- South Branch Technical Center partnership meeting, February 27, 2012

#### Resources

- HB 3009 Chancellor will revise guidelines to include Tech Scholar. Match dollar for dollar donations dedicate to career and technical education.
- C3T DOL grant CTCS and VA Tech initiatives
- New faculty position(s). *Buck recommended 2 positions (It and Business). Buck to have the faculty workgroup submit a recommendation list to cabinet. Ward also mentioned the Wind Faculty position*
- New faculty position(s). *Buck recommended 2 positions (It and Business). Buck to have the faculty workgroup submit a recommendation list to cabinet. Ward also mentioned the Wind Faculty position*
- On July 1 all full time faculty will become 10 month.

#### Reaccreditation

- HLC conference, MARCH 31- APRIL 3

Assessment & Institutional Effectiveness <ul style="list-style-type: none"> <li>Assessment/ Institutional Effectiveness: Revisions of ETS Proficiency Profile (Gen Ed report) completed and pending faculty review/approval; Fall Student Profile received (will distribute once Contributing High School and Majors reports are received); Assessment Plan review/revision in process; Update of Strategic Goal 6 in process; IDEA Center Group Summary Report posted on internal assessment web link; fall IDEA Center Faculty Evaluations have been sent to faculty; end of Semester edits submitted (worked with R. Hamilton to address discrepancies)</li> </ul>
Alignment of Budget & Planning Processes <ul style="list-style-type: none"> <li>Tuition increases in WV</li> </ul>
Campus Safety and Security

A. Miscellaneous

- a. Harriet Franklin, Monster
- b. Jerome Frederick, February 15 & 16
- c. College wide meeting with the President, February 17
- d. Bryan Tool and Machinery, February 24
- e. PTK and Awards Ceremony, April 23

IV. Next Meeting *March 21, 2012 @ 12:00 pm Eastern Campus*

V. Adjournment

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of January 18, 2012; 12:00 pm

**DRAFT MINUTES**

Eastern Campus; Moorefield, WV

---

There was a meeting of the Eastern WV Community & Technical College's Board of Governors on January 18, 2012. Attending were Chair F. Shanholtz, Vice-Chair R. Tissue, C. Durst, R. Hott, C. Hakala, D. Lambert, S. Sherman, S. Staley, President C. Terrell, and recorder D. Kelly. Attending via conference call were D. Backus and R. Gillespie. Not attending were D. Bean, M. Turner.

I. Call to Order

*The meeting was called to order at 12:09 pm by Chair Shanholtz.*

II. Action Items:

*\*Approval of the 11-16-11 minutes*

*Upon a motion by R. Hott with a second by S. Staley, the November 16, 2012 minutes were approved presented. Motion carried.*

*\*Resignation of Board Member Eleanor Berg*

*Upon a motion by D. Lambert with a second by C. Durst, the resignation of Ms. Eleanor Berg was accepted by the Board. Motion carried*

*\*Oath of Office for Faculty Member Curtis Hakala*

*Oath of Office was administered to Mr. Hakala by Dreama Kelly. Introductions were made and Mr. Hakala was welcomed to the Board of Governors.*

*\*Termination of Board Policies:*

*BP 3.6: "General Education Curriculum"*

*Upon a motion by S. Sherman with a second by C. Durst, BP 3.6 was terminated and will be replaced by an Administrative Regulation. Motion carried.*

*\*BP 3.1: "Grade Point Average"*

*Upon a motion by R. Tissue with a second by C. Durst, BP 3.1 was terminated and will be replaced by an Administrative Regulation. Motion carried.*

*\*Approval of BP 6.9 "Hiring of Related Parties"*

*Upon a motion by D. Lambert with a second by C. Durst, BP 6.9 was approved. Motion carried.*

*\*Harold K. Michael Founder's Award Recipient*

*Agenda item was tabled due to reasons specified by Chair Shanholtz: Committee member D. Bean is currently unavailable – Chair Shanholtz requested additional volunteers for this committee and solicited volunteers to join the committee. S. Staley volunteered to join the committee.*

\*Executive Session: Presidential Contract:

*Pursuant to State Code §6-9A-4, the Board will enter into Executive Session regarding personnel issue.*

*Received a motion by B. Hott with a second by S. Sherman that the Board adjourn regular session and enter Executive session at 1:17 pm*

*The Board resumed regular session at 1:45 pm; M: D. Lambert; S: S. Sherman*

*Received a motion from R. Tissue that the Personnel Committee begin developing a recommendation to present to the Board as a Whole and that the Board enter negotiations for the renewal of the President's contract; motion was seconded by C. Hakala. Motion carried.*

III. President's Report:

B. Governance Manual Update

Student Success Spring 2012 HC 577 FTEs 382.1 (final count will be obtained for March census) Spring 2011 HC 597 FTEs 342.5 Spring semester 23 closed sections
<b>NOTES:</b>
Workforce Development <ul style="list-style-type: none"><li>• <b>MACHINIST TRAINING INITIATIVE</b></li> <li>• <b>HEALTH CARE TRAINING</b><ul style="list-style-type: none"><li>○ To Date Enrollment for Spring Classes</li><li>○ Phlebotomy Romney: 17</li><li>○ Pharmacy Technician Petersburg: 2</li><li>○ Medical Billing &amp; Coding Career Track in Keyser: 2</li><li>○ Medical Assistant for Workforce in Moorefield for the Technical Studies: 11</li><li>○ Medical Terminology Moorefield: 1 (in addition to 11 taking Medical Assistant)</li><li>○ Medical Administration Moorefield: 4 (in addition to 11 taking Medical Assistant)</li><li>○ EKG Moorefield: 4 (in addition to 11 taking Medical Assistant)</li><li>○ Basic Phlebotomy Moorefield: 4 (in addition to 11 taking Medical Assistant)</li><li>○ Medical Transcription ONLINE: 5</li><li>○ Medical Billing &amp; Coding ONLINE: 3</li><li>○ Paramedic Keyser/Romney Cohort: 10 (*at risk of cancellation, I need a minimum of 15)</li><li>○ <b>CONTINUING EDUCATION</b></li></ul></li><li>• QuickBooks workshops in Mineral County CANCELLED due to NO Enrollment</li><li>• Next CDL class to start Tuesday, January 17, 2012</li><li>• Eastern's Summer Conference planning for June 14-16<ul style="list-style-type: none"><li>○ Social Work CEUs</li><li>○ Counselor CEUs</li><li>○ Law Enforcement CEUs</li><li>○ STARS registered child care provider CEUs</li><li>○ Teacher CEUs</li></ul></li></ul>
<b>CONTRACTED TRAINING</b> <ul style="list-style-type: none"><li>• QuickBooks consultation with Moorefield Examiner</li><li>• Contracted training with Workforce Investment Board to begin Jan. 27; classes will be held monthly (Catherine Vandermeer instructor)</li><li>• Hardy Telecommunications project moving forward for basic overview training in late February for all employees and then 3-day training sessions for technicians to begin possibly in March during the week of Bridgemont's spring break.</li><li>• Supervisory leadership training summaries sent to Mettiki (M. Burch and T. Savage) for review.</li></ul>
<b>HEAPS FUNDING</b> <ul style="list-style-type: none"><li>• Approvals over \$200K, waiting to invoice after start dates</li><li>• Funds still available</li></ul>
<b>COMMUNITY EDUCATION</b>

<ul style="list-style-type: none"> <li>• Upcoming classes for community education:</li> <li>• Learn How to Knit, January 20</li> <li>• Beginning Guitar Lessons, January 26</li> <li>• Tammy will be contacting the basket weaving instructor to schedule classes for Pendleton, Grant and Hardy counties.</li> <li>• Tammy will be contacting a former crocheting instructor to schedule classes for Grant and Hardy counties.</li> <li>• We have identified an instructor for stained glass projects. He lives in Pendleton County and he is willing to do classes in Pendleton, Grant and Hardy counties.</li> </ul> <p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>• Dance Pilot Project (contracted training) with Moorefield Intermediate School begins Jan. 9.</li> <li>• Meeting scheduled with Schrock Travel (1/24) to plan bus trips for 2012</li> <li>• Get a Life program at EHHS, January 25 <ul style="list-style-type: none"> <li>◦ Grant monitoring reports due in the Central Office by 01/631/12</li> </ul> </li> <li>• Good news with GMS and Mettiki for MSHA 80 training and helping some displaced workers continue to find jobs</li> <li>• Machinist Training program</li> </ul>
<p><b>NOTES:</b></p> <p>Student Access  Shepherd University Elementary Education agreement February 16  Kathy D'Antoni, Assistant State Superintendent of Schools Division of Technical, Adult and Institutional Education  December Recruitment visits  Spring school visits (Technology Center)</p>
<p><b>NOTES:</b></p> <p>Resources  USDA Paula Moeller meeting  DOE Title III  Arts  DOL VA Tech initiative Advance Manufacturing  Legislative session (<u>Mineral County Day, 1/12 and Higher Education Day, 2/9</u>)</p>
<p><b>NOTES:</b></p> <p>Reaccreditation  HLC conference (April 2012)</p>
<p><b>NOTES:</b></p> <p>Assessment &amp; Institutional Effectiveness</p>
<p><b>NOTES:</b></p> <p>Alignment of Budget &amp; Planning Processes  Departmental budget requests January 24 linked to strategic plan  Board Finance Committee Tuition increase/full-time faculty</p>
<p><b>NOTES:</b></p> <p>Campus Safety and Security  Exploring grant opportunities for training  Front desk emergency response  Corridor H accidents</p>
<p><b>NOTES:</b></p> <p>Professional Development for BOG (CFWV presentation)</p>
<p><b>NOTES:</b></p>

IV. Miscellaneous:

1. Harco Building: review options for utilization of this property. “What message do we send to this community should we expand our current college building during recent events (AWC plant closing)?” “If we need space, do we look at renting or expansion, what is the tolerance at the state level until the time is right for our community – are we sending the right message.”
2. What is our greatest space restrictions? Traditional classroom, Workforce,



3. How can we make the college 'user friendly' for community members looking for employment?
  1. Reduced rate or free courses, i.e. Resume Writing
  2. Direction for special funding/state programs
4. Dr. Terrell has been proactive by meeting with TJ VanMeter and Mallie Combs to review options to help people be competitive in the job market without creating false hope or expectations for job placement.
5. Discussed need for invitation for the "Rapid Response" Eastern has been contacted by Stacy Vance of Region VII WIB regarding participation.
  1. Dr. Terrell will make some contacts regarding this meeting.
  2. Title III for a Full time Career Coach/Services

V. Next Meeting: *February 15, 2012 @ 12:00 pm Eastern Campus*

VI. Adjournment

*The meeting was adjourned at 1:45 upon a motion by R. Tissue second by R. Hott. Motion carried.*

*Respectfully submitted by Dreama Kelly, Recorder*

---

Mr. Faron Shanholtz, Chair

---

Date Approved

ITEM: Resignation of Student Representative  
COMMITTEE: Board of the Whole  
RECOMMENDED: That the Board approve the resignation of Ms. Michelle Turner  
as student representative of the Board of Governors  
BACKGROUND:

*Via Electronic Mail*

January 31, 2012

Faron Shanholtz, Chair  
Board of Governors  
Eastern West Virginia Community and Technical College  
316 Eastern Drive  
Moorefield, WV 26836

Re: Student representative change

Dear Mr. Shanholtz,

This letter is concerning the student representative to Eastern's Board of Governors. For quite awhile, Michelle Turner was the student representative to the Board of Governors. However, Ms. Turner did not register for classes for the Spring 2012 semester. Therefore, Ms. Turner is not eligible to represent the student body.

The officers of Eastern's Student Government Association met on January 19. At that meeting, Kristina Bennett was nominated for the position of student representative. The officers approved Ms. Bennett via electronic ballot on January 27, 2012.

Should you have any questions concerning the above, please do not hesitate to contact me.

Sincerely,

*Paula K. Worden*

Paula K. Worden  
Student Services Specialist  
pworden@eastern.wvnet.edu

**Contact Activities**  
**Dr. Chuck Terrell**  
**January 18, 2012 – February 15, 2012**

**January**

- 19 East Hardy High School to discuss Machinist Technology training
- 23 Scott Littlejohn, Moorefield Training Center
- 25 Community and Technical College Advisory Committee meeting
- 26 Community and Technical College Council meeting
- 31 Entrepreneurship Advisory Board meeting

**February**

- 1 Future Generations meeting at Technology Center
- 2 The Greater Cumberland Committee meeting
- 7 Economic Development, Retention and Recovery Planning meeting
- 8 Rubinstein Center
- 8 C3T DOL Labor grant conference call
- 9 Higher Education Day, Charleston
- 13 Harriett Franklin, Monster
- 14 Chris Liller, ThermoGauge