



Eastern West Virginia  
Community & Technical College

Board of Governors  
MEETING AGENDA

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*May 15, 2013*  
**12:00 pm**  
*Eastern Campus; Moorefield, WV*

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BOARD MEMBERS:

Robert Tissue, Chair  
Debra Backus  
Curtis Durst  
Curtis Hakala  
Douglas Lambert  
Raven Mongold

Scott Staley, Vice Chair  
Dixie Bean  
Richard Gillespie  
Robert Hott  
Faron Shanholtz  
D. Scott Sherman

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:**

**RAVEN MONGOLD  
CURTIS HAKALA  
DEBRA BACKUS  
DIXIE BEAN**

**PERSONNEL COMMITTEE:**

**ROBERT TISSUE, CHAIR  
D. SCOTT SHERMAN  
DOUGLAS LAMBERT  
CURTIS DURST  
DIXIE BEAN**

**FINANCE & ADMINISTRATION COMMITTEE:**

**ROBERT TISSUE, CHAIR  
D. SCOTT SHERMAN  
ROBERT HOTT**

**BOARD OPERATIONS COMMITTEE:**

**SPECIAL COMMITTEES**

**FACILITIES COMMITTEE:**

**SCOTT SHERMAN, COMMITTEE CHAIR  
DEBRA BACKUS  
DIXIE BEAN  
BOB HOTT  
ROBERT TISSUE**

**FOUNDERS AWARD COMMITTEE:**

**ROBERT TISSUE, CHAIR**

**Eastern West Virginia Community and Technical College**

**Board of Governors**

**Meeting of May 15, 2013 at 12:00 pm**

**Eastern Campus; Moorefield, WV**

**I. Call to Order:**

**II. Action Items:**

- A. *Minutes 4-17-13 Meeting*..... Page 5
- B. *Increase FY 14 SGA allocation to \$5,000.00*..... Page 9
- C. *Presidential Annual Review*..... Page 10

**III. Board Chair’s report: Committees Reports:**

- A. *Outside Counsel review of Board Policies – Greg Bailey*
- B. *Grant County Development Authority – first refusal*..... Page 11
- C.

**IV. President’s Report:**

- A. *Meet & Greet Schedule* ..... Page 12
- B. *Legal updates*
- C. *BOG Training Hours*
- D. *Executive Dean update*

<p><i>Strategic Plan</i></p> <p><b>May</b></p> <ul style="list-style-type: none"> <li>❖ Review budget’s third quarter</li> <li>❖ Third quarter departmental review of strategic initiatives submitted to Cabinet and Board of Governors.</li> <li>❖ Budget submitted to State of WV (Auditor)</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>
<p><i>Student Access and Success</i></p> <ul style="list-style-type: none"> <li>❖ <i>Enrollment</i></li> <li>❖ <i>Developmental Education</i></li> <li>❖ <i>Retention</i></li> <li>❖ <i>Graduation</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Post-Graduation update</i></li> <li>• <i>Promising Practices-May 16 at Charleston Civic Center</i></li> <li>• <i>Math Faculty</i></li> </ul>
<p><i>Workforce Development</i></p> <ul style="list-style-type: none"> <li>❖</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Entrepreneurship Event 2013</i></li> </ul>
<p><i>Serve More Adults</i></p>

<ul style="list-style-type: none"> <li>• <i>ABE graduation</i></li> </ul>
<i>Resources</i>
<ul style="list-style-type: none"> <li>• <i>American Woodmark Foundation \$3,500.00</i></li> <li>• <i>Meeting with Jason Pizatella</i></li> <li>• <i>Title III proposal</i></li> <li>• <i>Polycom proposal</i></li> <li>• <i>Peer Assistance Network</i></li> </ul>
<i>Reaccreditation: October 21-23,2013 Self-Study visit</i>
<ul style="list-style-type: none"> <li>• <i>Self-Study to be approved at June 2013 BOG meeting</i></li> </ul>
<i>Assessment &amp; Institutional Effectiveness</i>
<ul style="list-style-type: none"> <li>• <i>Updates from LOT</i></li> </ul>
<i>Alignment of Budget &amp; Planning Processes</i>
<ul style="list-style-type: none"> <li>• <i>Update from WVCTCS</i></li> </ul>
<i>Campus Safety and Security</i>
<ul style="list-style-type: none"> <li>•</li> </ul>
<i>Public Relations</i>
<ul style="list-style-type: none"> <li>• <i>Arts Society</i></li> <li>• <i>Eastern Extravaganza</i></li> <li>• <i>Movie Night</i></li> </ul>

V. **Next Meeting: June 19, 2013 at (time to be determined) Self-Study report, LOT report, Election of Officers, Notification of BOG Terms and Set BOG Calendar**

VI. **Adjournment:**

**Eastern West Virginia Community and Technical College**

**Board of Governors**

**Meeting Minutes of April 17, 2013 at 3:30 pm**

**Eastern Campus; Moorefield, WV**

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Members attending: D. Lambert, R. Hott, D. Bean, S. Sherman, D. Backus, C. Durst, R. Mongold, R. Tissue (via telephone).

Members not attending: C. Hakala, R. Gillespie, and S. Staley.

C. Terrell and D. Kelly, Recorder.

**I. The meeting was called to order at 3:30 pm.**

Bob Hott is running the meeting in the physical absence of Board Chair Tissue.

**II. Action Items:**

**D. Minutes 3-20-13 Meeting:** \*Motion to approve minutes from the March 20, 2013 meeting:

*Motion: Curt Durst*

*Second: Dixie Bean*

*Motion Carried*

**E. BP 3.10:** \*Motion to approve BP 3.10 as amended:

*Motion: Dixie Bean*

*Second: Scott Sherman*

*The revision will be to last sentence by adding the word "of" for grammatically correct wording.*

*Motion Carried*

**F. Boards' approval to continue with expansion of Moorefield Campus.**

*Working on expansion and obtaining additional funding. Dr. Terrell gave an update on his recent conversation with Keith Burdett that the funds has been frozen. Dr. Terrell is making contact with Gov. Tomblin's assistant "Jason". \*Motion to proceed with building the 1/2 size wing and if funds become available after special legislative session has convened to pursue the full wing.*

*Motion: Dixie Bean*

*Second: Scott Sherman*

*Motion Carried*

**G. Lease to Purchase Agreement – Petersburg Technology Center:** *Dr. Terrell met with the Grant Co. Development Authority last evening – agreement was approved by the GCEDA. Lack of payment has been an issue since September 2012 due to inability to reach an agreement on the lease.*

*\*Motion to approve lease as approved by GCEDA on 4-16-13as presented*

*Motion: Dixie Bean*

*Second: Scott Sherman*

*Motion Carried*

*Curt Durst abstained from discussion or vote due to conflict of interest*

**III. Board Chair's report: Committees Reports: Finance Committee Report / Recommendations**

**A. Budget, Tuition**

*\*Recommendation of the Finance Committee as presented with tuition increase.*

*Motion: Scott Sherman*

*Second: Raven Mongold*

*Motion Carried*

**B. WVNET agreement**

*Joining the meeting via telephone were Dan O'Hanlon and Ron Hamilton. Discussed WVUP, Mt. West, and SWVCTC have a similar model as this presentation; discussed potential evaluation process – 30 days out clause for Eastern.*

*\*Motion to accept proposal with regular updates from Dr. Terrell on how everything is going.*

*Motion: Scott Sherman*

*Second: Dixie Bean*

*Motion Carried*

**IV. President's Report:**

**E. Compact:** *sub-committee of D. Backus, C. Hakala, R. Mongold, and D. Bean met to review the compact that had been submitted to Chancellor Skidmore's office. Dr. Terrell gave an overview of current process of aligning compact, budget, and strategic plan with college completer's matrix.*

*Motion to approve the 2013-2014 Compact as presented*

*Motion: Dixie Bean*

*Second: Raven Mongold*

*Motion Carried*

**F. Jeffrey W. Molenda, Esq. phoned in regarding lawsuit: Riggleman vs. Terrell & Riggleman vs. EWVCTC.**

*Brief update on steps on plans to review documentation over the next 30-days in preparation to defending Mr. Terrell and Eastern WVCTC. Reminded Board to NOT discuss this issue outside of an executive session; small group discussion is not acceptable and violates the WV Open Meetings Act.*

*Reminded Board of "Attorney Client Privilege". Process may take 12-15 months to be resolved.*

**G. Meet & Greet Schedule:**

**H. Other Updates:**

- a. *Student Representative Raven Mongold*  
*Additional funds have been received for the grill with letters written to two businesses pertaining to discount/purchase; will also be collecting funds from popcorn sales at the outdoor movie*
- b. *Student voting for officers has been very active with two officers for each position*

*Strategic Plan*

*April*

- ❖ *Board of Governors' approve new budget and alignment with strategic initiatives*
- ❖ *Institution submits tuition increase requests (if proposed) to WV State Council for Approval*
- ❖ *Third quarter departmental review of status of strategic initiatives, funding and expenditures continues*

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*Student Access and Success*

- ❖ *Enrollment*
- ❖ *Developmental Education*
- ❖ *Retention*
- ❖ *Graduation: 48 student marching which is the same as last year which included our nursing graduates! Showing growth in student certificates;*
- ❖ *Dr. Terrell would like to present Harold Michael for his support and leadership in Eastern's creation; would like to have Board consider the creation of a Harold K. Michael scholarship for a returning student.*

*Motion that College staff including president's cabinet and financial aid staff to confer to then report back criteria, amount of scholarship, and approach Foundation Board of Trustees for final approval. Would like to make this announcement of scholarship to be unveiled at the May 10<sup>th</sup> Commencement.*

*Motion: Dixie Bean  
 Second: Doug Lambert  
 Motion carried*

- *Promising Practices-May 16 at Charleston Civic Center*
- *Graduation recognition Harold Michael scholarship*

*Workforce Development*

- ❖
- *Ward Malcolm presented update from the Workforce Department including current and potential proposals for trainings; grant updates; and potential partnerships.*

*Serve More Adults*

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<i>Resources</i>
•
<i>Reaccreditation</i>
• <i>October 21-23,2013 Self-Study visit</i>
• <i>HLC updates from conference</i>
<i>Assessment &amp; Institutional Effectiveness</i>
•
<i>Alignment of Budget &amp; Planning Processes</i>
•
<i>Campus Safety and Security</i>
• <i>Blue Ridge CTC update met with resources that are willing to work with Eastern on development of safety strategies.</i>
•
<i>Public Relations</i>
• <i>Entrepreneurship Event 2013, April 25 at 10:00 am, Landes Art Center</i>
• <i>Arts Society Show, April 26,4:00 pm – 6:00 pm Main Campus</i>
• <i>Spring Extravaganza, April 27, 10:00 am – 2:00 pm Main Campus</i>
• <i>Outdoor Movie night at Eastern, May 3 at 8:00 pm, Main Campus</i>
• <i>Graduation, May 11 at 10:00 am, Moorefield Middle School</i>

V. **Next Meeting:** May 15, 2013 at 12:00 pm

VI. **Adjournment:** Meeting was adjourned at 5:15 pm by Acting Chair, Robert Hott Motion by Doug Lambert with Second by Dixie Bean.

*Respectfully Submitted by Dreama Kelly, Recorder*

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**Robert Tissue, Chair**

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**Date Approved**



Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of May 15,, 2013

ITEM: Student Government Association Budget Increase

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve an increase in the SGA fund allotment.

BACKGROUND: Proposal funding increase to SGA: currently enrollment of 520 to ~800 students in Eastern's SGA. Allocated funds have not increased since the creation of Eastern's Student Government Association.

Requesting increase from \$3,000 to \$5,000

Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of May 15, 2013

ITEM: Presidential Annual Review

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors review uunder the following terms and conditions the presidents contract.

BACKGROUND: Effective July 1, 2012, your annual salary will be One Hundred Thirty-Two Thousand Five Hundred Dollars (\$132,500);

effective July 1, 2013, your annual salary will be One Hundred Thirty-Five Thousand and One Hundred and Fifty Dollars (\$135,150); and

effective July 1, 2014, your annual salary will be One Hundred Thirty-Seven Thousand Eight Hundred and Fifty-Three Dollars (\$137,853).

Each will be subject to annual review as determined by the Board.

On behalf of Eastern West Virginia Community College please consider this letter a request for first refusal for the purchase of property owned by Grant County Development Authority, adjacent to Eastern Technology Center, in Petersburg, West Virginia.

Eastern's enrollment in career, technical and workforce programs continues to grow which is creating a greater demand for classes and space at the Technology Center. Having first refusal to the adjacent property owned by Grant County Development Authority will provide expansion capabilities.

Eastern's positive relationship with Grant County Development Authority provides economic development opportunities for Grant County and the Potomac Highlands. Your consideration of our request is appreciated.

Please let me know if you have any questions or concerns.

Thank you,

Chuck Terrell

Send to

Royce Heare

President

Grant County Development Authority

114 North Grove Street

Petersburg, WV 26847

Cc Ed Fisher

Penny Reardon

Ward Malcolm

**Contact Activities**  
**Dr. Chuck Terrell**  
**April 18, 2013- May 14, 2013**

**April**

- 19-23 American Association of Community College Annual Conference
- 25 American Woodmark Foundation presentation  
Entrepreneurship Event 2013, Landes Art Center  
Peer Assistance Network Grant meeting at Lost River
- 26 Eastern Art Show
- 27 Eastern Extravaganza

**May**

- 2 Jeff Molanda
- 7 Barb Whitecotton
- 8 WVCTCS Advisory Council, Charleston
- 9 WVCTCS Council meeting, Charleston
- 11 2013 Commencement
- 13 E.W. Hawse