Eastern West Virginia
Community & Technical College

Board of Governors
MEETING AGENDA

November 20, 2013
12:00 pm; Eastern WVCTC Main Campus; Moorefield, WV

BOARD MEMBERS:

Robert Tissue, Chair
Debra Backus
Curtis Durst
Curtis Hakala
Douglas Lambert
Raven Mongold
George Sponaugle – Upon Oath

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
FARON SHANHOLTZ

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 November 20, 2013 EWVCTC Main Campus

Moorefield, WV

I. Call to Order:

II. Board Training with Mr. Mark Toor

III. *Action Items:

A. *Minutes September 18, 2013 .....Page 5
B. *Minutes October 20, 2013.....Page 7
C. *Resignation of Board Member Richard Gillespie
D. Oath of Office – *Mr. G. Sponaugle*
E. LOT / Program Audits:
F. *Auditor's report.....Handout
G. Resolution for Scott Sherman .....Page 9

IV. Board Chair's report: *Committees Reports:*

A. Tuition Cap Resolution .....Attachment
B. WV Community and Technical College Board of Governors Association meeting minutes .....Attachment

V. President's Report:

A. Meet & Greet Schedule.....Page 10
B. BP 4.6 – update on the 10-day window
C. Exit interview update by HLC
D. Department of Labor Grant
E. Coleman Foundation
F. Workforce Education Updates.....Page 11

Strategic Planning
• Third QTR review
Fall enrollment 2013: HC: 880 FTE'S: 479 Unduplicated Total: 867 478.9 **Fall Enrollment 2012**: HC: 833 FTEs: 454.2 Unduplicated Total: 820; 454.1 • Nolan Browning College Complete Agenda update • District Consortia-Dual Credit Entrepreneurship

- Elementary Education

Workforce Development

- Cosmetology
- Evening Workforce seminars embedded in Academic classes (status)
- New Page Initiative Grant $165,600
- Reassignments

Serve More Adults

- Perkins-Welding

Resources

- Bridging the Gap grant 25 million
- Coleman grant 15K
- Wal-Mart Foundation
- Benedum
- Shell Energy
- U S Wind Farm
- Kauffman grant
- Furniture BRCTC
- Developmental Lab

Reaccreditation Post Self-Study visit

Strengths

- Eastern fills a void for the region
- Leadership
- Community Support
- New Campus and National Guard
- Technology Center
- Learning Support Services Shared goal
- Resources from the Chancellor/System
- Personnel and students are dedicated to the College's Mission
- Collegiality

Challenges

- Develop assessment of student levels, courses, etc incorporate data into curriculum changes at the student level Analyze data for strategic planning and budget
- Systematic process to communicate data Formalize the system
- Reallocation or new funding for faculty Administration assume roles to teach

• Academic Services (organizational chart) • Online coursework. Change request to develop online degrees • Campus security plan
Assessment & Institutional Effectiveness
• Program Audits are current
Alignment of Budget & Planning Processes
• Mid-year funding cut • FY 14
Campus Safety, Security and Health ❖ Concerns and Recommendations: See Below:
• Cameras-parking lot • David Lord will be here 12/19 – Active Shooter presentation • Training Provided by BRIM- Hoping to schedule for Spring Break
Public Relations
• 10/31 Trunk and Treat • Revelations Production • Mineral County Day • Higher Ed Day • Entrepreneurship Event 2014 • Arts Summit • Foundation webpage Online giving

VI. President's Evaluation

VII. **Next Meeting: 12-18-13**

VIII. Adjournment:

Eastern West Virginia Community and Technical College

Board of Governors

Meeting Minutes of September 18, 2013 at 12:00 pm

Eastern Campus; Moorefield, WV

Attending were S. Staley, C. Hakala, R. Mongold, C. Durst, D. Backus, D. Bean, F. Shanholtz, C. Terrell, D. Kelly, Recorder.

I. Call to Order:

The meeting was called to order at 12:07 pm, by Vice-Chair, Scott Staley. Welcome to Dr. Suzanne Goodall, Elementary Education Coordinator and Amanda Radar, fulltime Cosmetology Instructor. The part time cosmetology instructor Jennifer Miller.

II. Action Items:

A. Upon a motion by Dixie Bean with a second by Faron Shanholtz, the August 28, 2013 minutes were approved as distributed.

B. Upon a motion by Faron Shanholtz with a second by Curtis Hakala, BP 4.6 was approved as Presented with the following note:
Policy 4.6 will be reviewed to address verbalized concerns (Authority Statement & 10-working-day window) in November, 2013.

C. The following Board Policies were noted to have received no public comment: BP-3.8; BP-3.12; BP-3.21.

D. Upon a motion by Curtis Hakala and a second by Dixie Bean, the FY 14 Organizational Chart was approved as presented. (The Chart will be included in the Governance Manual and posted on Eastern's Shared File for staff to view as appropriate).

E. Upon review, Eastern's Institutional List of Rules was approved for signature and submission to Chancellor Skidmore's office as per protocol. The List of Rules is due to the Chancellor's Office by October 1, 2013. Motion to accept by Faron Shanholtz with a second by Curtis Durst. Motion carried. List of Rules will be submitted. Faron Shanholtz and Dixie Bean volunteered to sit on a policy review committee.

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

IV. President's Report: *(see agenda for detailed points on the following):*

A. 2 million dollar loan has been approved as per the Chancellor's office. Received e-mail from Josh Jerrell that the Governor has signed off on the agreement - Governor's general counsel reviewing. September Meet & Greet Schedule.

B. WV-CTC system was granted a $25 million grant as been awarded from the Department of Labor.

C. *Luanne Bowman: has resigned from her position as of 09/25/13 at Eastern and will be taking a position at Ohio State University School of Engineering. The CFO position was posted and an offer extended and accepted by her replacement to start on 09/30/13.*

D. *Strategic Plan:*

E. *Student Access and Success*

F. *Workforce Development:*

G. *Serve More Adults*

H. *Resource*

I. *Reaccreditation: LSS 10/2/13 hosting Accreditation Jeopardy - if any BOG member would like to participate - please let Dr. Terrell know.*

Mock Visit with Mike Koon will be on campus tomorrow with board members participating: F. Shanholtz and R. Tissue.

J. *Assessment & Retention*

K. *Assessment & Institutional Effectiveness*

L. *Alignment of Budget & Planning Processes*

M. *Campus Safety & Security: two incidents of vehicular hit and run this semester - plans are underway to add parking lot cameras.*

N. *Public Relations*

O. *Coleman Grant: a 10-minute window for presentation has been awarded to EWVCTC.*

V. President's Evaluation: **TABLED: 1) does the personnel committee make the recommendation or is it the board as a whole; 2) Time frame; 3) Mid-March to the CFO as recommendation for salary/evaluation request; 4)**

VI. **Next Meeting: Self-Study Team meetings** Regular Meeting: **November 20, 2013**

VII. **Adjournment:** *The meeting was adjourned at 1:20 PM by Vice-Chair Scott Staley upon a motion by Faron Shanholtz with a second by Dixie Bean. Motion carried.*

Respectfully submitted by Recorder, Dreama Kelly

_____ _____

Scott Staley, Vice-Chair Date of Approval

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of October 21, 2013 at 6:00 pm

Summit Financial Group; Moorefield, WV

Minutes DRAFT

Attending: *R. Hott; S. Sherman; C. Hakala; D. Backus; R. Tissue; R. Mongold; C. Durst; C. Terrell; D. Kelly*

I. Call to Order:

The meeting was called to order at 6:45 pm by Chair Robert Tissue.

II. Action Items: ***LOT / Program Audits:***

A. WTT Certificate Post Audit:

Upon a motion by C. Hakala with a second by D. Backus, the WTT Certificate Post Audit was approved as presented and will be forwarded to the WVCTC System for approval.

B. Professional CAS

Upon a motion by C. Hakala with a second by R. Hott, the Professional CAS was approved as presented and will be forwarded to the WVCTC System for approval.

C. Nursing Audit Review

Upon a motion by C. Durst with a second by C. Hakala, the Nursing Audit Review was approved as presented and will be forwarded to the WVCTC System for approval.

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of November 20, 2013

ITEM:	Resolution*
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved, that the Board of Governors adopt the following resolutions honoring the service of Mr. D. Scott Sherman.
BACKGROUND**:**	Mr. Sherman has completed his second term of service to the Eastern West Virginia Community & Technical College's Board of Governors with term ending June 30, 2013.

Contact Activities
Dr. Chuck Terrell
September 2013- November 19, 2013

September

19-20	Self-Study Mock Visit, Mike Koon
20	District Consortia meeting
20	Economic Development and Education Partnership meeting
21	Dr. Marshall Washington's Inauguration, NRCTC
26	Oscar Bean
27	Regional Broadband Providers Summit, Frostburg State University

October

9	WELD radio interview
13-15	National Association for Community College Entrepreneurship conference
16	CTC Advisory Committee meeting
17	WV CTC Council meeting
21-23	HLC Self-Study visit
23-25	WV Community College Association conference
28	Stakeholders meeting, Charleston
31	Revelations
31	Trunk-n-Treat

November

4	Entrepreneurship Instructors planning meeting
5-7	American Association of Community Colleges Fall meeting, Washington, DC
7-9	Council for Resource Development conference, Washington, DC
13	Greg Sponaugle
19	Hardy County Chamber of Commerce Board meeting

- The A&P 2 class began on October 28th at Sugar Grove with 12 students and scheduled to finish by 12/31/13.. Ward developed a revised syllabus which mirrors the currently offered academics.
- Hosted the Quarterly Allied Health Sector meeting on Wednesday, October 30th which was well attended with great discussion.
- Petersburg C.N.A. class graduation ceremony at Grant County Nursing Home for 18 students on Thursday, October 31, 2013.
- Romney C.N.A. class completion form faxed to OHFLAC today and graduation for 13 students scheduled at Valley Health at 2:30 pm on Thursday, November 14th.
- WorkKeys testing for Kingsford on October 31, 2013 (21 participants)
- Christmas stocking workshop, November 16 (Saturday)
- Developing program with Lizabeth Flood to provide music class to pre-k classes in Hardy County; grant funded
- Set date for social work conference – June 11 & 12; will need at least 2 classrooms, one of which is 104B and use of resource center on those dates.
- CPR class scheduled for December
- Excel 3 class scheduled for November 22 with Pilgrim's Pride
- Scheduled workshops in conjunction with academic courses with open seats (worked with Shirley Murphy)

Date	**Time**	**Workshop**	**Description**	**Cost**
November 11	9:30am-10:45am	Pricing Management & Marketing Channels	Exploration at pricing products; exploring the foundations of the supply chain	$15
November 12	11am-12:15pm	Financial Management & Production and Operations	Discussion on payroll management as well as financial planning and decision making; exploration of types of production	$15
November 12 & 14	9:30am-10:45am	Accounting for Receivables November 12 – lecture; November 14 – active problem solving & analysis	Discussion on accounts and notes receivable	$30
November 13	6:30pm-9:15pm	Accounting for Receivables	Discussion on accounts and notes receivable	$30
November 18	9:30am-10:45am	Retailing & Marketing Communications	Examining the major types of retailers; exploring the communication process	$15
November 19	11am-12:15pm	Risk Management & Global Economy Consumers	Discussion of risk awareness and management; discussion on consumer rights and buying patterns	$15
November 19 & 21	9:30am-10:45am	Plant Assets November 19 – lecture; November 21 – active problem solving & analysis	Exploration of depreciation methods	$30

November 20	6:30pm-9:15pm	Plant Assets	Exploration of depreciation methods	$30
November 21	11am-12:15pm	Money Management & Banking and Other Institutions	A look at personal financial records; a look at the banking industry	$15