



**Eastern West Virginia
Community & Technical College**

**Board of Governors
MEETING AGENDA**

*November 18, 2009
12:00 p.m.
Eastern Complex, Moorefield, WV*

BOARD MEMBERS:

D. Scott Sherman, Chair
Dixie Bean
Curtis Durst
Peggy C. Hawse
Douglas Lambert
Scott Staley

Faron Shanholtz, Vice Chair
Kimbra Chirchirillo
Sharon Gott
Robert Hott
Pamela Shrader
Robert Tissue

Robert Sisk, Interim President

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

There will be a regular meeting of the EWVCTC Board of Governors on Wednesday, November 18, 2009 at 9:30 AM. Chancellor James Skidmore will begin his presentation at 9:30 AM.

Following the Chancellor’s presentation, the Board will continue with the items on the agenda, beginning with a conference call by Dennis Juran of Deloitte & Touche, to cover the annual year end Audit. The new agenda order will be as follows:

- I. Welcome and Call to Order - D. Scott Sherman, Chair
- II. Approval of the October 28, 2009 Meeting Minutes**Pg. 3
- III. Presentation of Chancellor Skidmore
- IV. **Resolution – Peggy HawsePg. 5
- V. **Year End Audit – Dennis Juran, Deloitte & Touche *Attachment 5A*Pg. 7
- VI. **Updated Budget *Handout*Pg. 8
- VII. **First Quarter Financials FY 10 *Handout*Pg. 9
- VIII. **Resolution – Community Participation Grant Award – *Attachment 8a*.....Pg. 10
- IX. President’s Report:
 - A. WV Advance Grant
 - B. Governor’s request on institutions salary raises
 - C. Purchase of a truck to teach the Commercial Drivers License (CDL) Course
 - D. Miscellaneous
- X. Next Meeting: December 16, 2009 12:00 pm – Eastern Campus
- XI. Adjournment

Eastern West Virginia Community and Technical College
Board of Governors DRAFT MINUTES
Meeting of October 28, 2009 – 12:00 pm
Eastern Complex, Moorefield, WV

Attending the meeting were:

Scott Sherman, Faron Shanholtz, Dixie Bean, Kimbra Chirchirillo, Curtis Durst, Sharon Gott, Robert Hott, Douglas Lambert, Pamela Shrader, Scott Staley, Robert Tissue, Robert Sisk, Penny Reardon, Dreama Kelly, Recorder. Not attending was Peggy C. Hawse.

I. Welcome and Call to Order - D. Scott Sherman, Chair

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

II. New Members: Oath of Office – D. Kelly, Notary

The Oath of Office was administered by Dreama Kelly to Curtis Durst, Douglas Lambert, and Scott Staley. The Board welcomed these three new members.

III. Approval of the August 26, 2009 & September 11, 2009 Meeting Minutes**

Upon a motion by Faron Shanholtz with a second by Dixie Bean the minutes of the 8-26-09 and 09-11-09 meetings were approved as presented. Motion carried 10 yeas – 0 nays.

IV. Approval of Board Policy 5.13 Academic Rank for Full-time Faculty**

Upon a motion by Robert Hott with a second by Pamela Shrader, BP 5.13 was approved as presented. This policy will be posted for 30-day comment and sent to the Chancellor's office for approval. Motion carried 11 Ayes 0 Nays.

V. President's Report:

- A. *Access Road Project:* Bill Robinette, supervisor HCDOH, stated that the DOH expects the contractor to start early next week if not sooner. President Sisk plans to meet with Greg Hott of the HCDOH to discuss the creation of additional parking spaces.
Received a motion from Robert Hott to authorize President Sisk to negotiate with the DOH for the removal of the ridge located in front of the building if this is an allowable expense payable from the bond funds. Motion was seconded by Dixie Bean. Motion carried.
- B. Organization Chart - Attachment 5B
- C. New Position – Campus Service Worker (custodial responsibilities)
- D. Grants:
 - Benedum Grant: *Private Grant provider: to hire a coordinator for the Wind Technology Program*
 - Department of Energy Grant: *will roll EWVCTC's Electro-mechanical program into the Wind Energy program.*
 - Pathways Out of Poverty Grant: *EWVCTC has joined the CCA: Community Colleges of Appalachia consortium to offer training to those in lower income jobs in effort to come out of the poverty level. Discussed that the State CTC can assist with providing a grant writer; currently Daniel Silver has been writing grants for Eastern.*
 - WV Development Office Grant: *\$50,000 to increase visibility of EWVCTC Access Centers*
- E. Technology Center – Phase I Environmental Site Assessment: *Will not have to go to a second phase. Improvements have been made to the building. Chair Sherman suggested having a Board Meeting at this Center.*
- E. Building Project Budget – *President Sisk presented and reviewed a handout of the building budget spreadsheet. Discussed adding the left wing: will require \$1.8 million to complete the entire project; \$1.1 million for a shell – State WVCTC will not fund an unfinished*

project. Sewer project came in under budget. Rob Tissue asked for Dean Reardon to check with the auditors on carrying the REDFA loans on our books.

- F. Board member training as per WV Code 18B-1b-9: *Discussed the training needs as mandated by the Chancellor's training. President Sisk plans to get local training and will ask if the Presidential search will suffice as training.*
- G. Letter from the Governor – *Letter was received September 3, 2009*
- H. Regulation approved by the President – Requirements for Student Enrollment in the College Success Course: *the purpose of this course is to reorient students into learning, study habits, etc.*
- I. Miscellaneous:
 - * *Presented WVCTC handout "Enrollment Headcount and Full Time Equivalent Report".*
 - * *Peggy Hawse's resignation letter to the Governor. Received a Motion from Robert Tissue 2nd Bob Hott to receive Peggy Hawse's resolution.*

VI. *New Program / New Skill Set – Computer Applications Specialist Attachment 6A***

Upon a motion by Pam Shrader with a second by Sharon Gott, the Computer Applications Specialist program and Skill Set were approved as presented. Motion Carried with 11 Ayes and 0 Nays.

VII. *Finance Committee Report – D. Scott Sherman***

Robert Tissue presented the Finance Committee's report findings: the bottom line is that after taking all issues into consideration, i.e. Governor's letter, future fiscal restraints, etc., the Finance Committee recommended to not accept the Board's recommendation and suggests that the Board not offer raises at this time.

Received a motion by Robert Hott with a second by Faron Shanholtz to accept the Finance Committee's recommendation to not grant raises at this time. Motion Carried with Ayes: 6 Nays: 4.

Sharon Gott presented a handout from various CTCs to the Chancellors to reconsider giving increases for raises.

VIII. *Plans for the Presidential Search*

President Sisk gave a brief overview of the previous search items presented including impending costs – suggested that Don Hunter come to campus to assist, AACT, or Margret Buttrick are also options. Will have a personnel committee meeting before the next regular meeting – discussed an ad hock search committee. Will ask Margret Buttrick to assist with this process and not hire an outside consultant. Doug Lambert, Curtis Durst, Dixie Bean will join the Personnel Committee and work on the Presidential Search Committee on November 11, 2009 1:00 pm at the Eastern Complex. Mr. Sisk will ask Margaret to join the group to refresh the Board.

Robert Hott made a motion to add the three new members to the Personnel Committee. Motion carried with 10 Ayes and 0 Nays.

IX. *Next Meeting: November 18, 2009 12:00 pm – Eastern Campus*

X. *Adjournment*

Upon a motion by Faron Shanholtz with a second by Robert Hott. Motion carried: 10 Ayes and 0 Nays. The meeting was adjourned at 2:20 pm by Chair Scott Sherman.

Respectfully Submitted by Dreama Kelly, Recorder

D. Scott Sherman, Chair

Date

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of November 18, 2009

ITEM: Resolution*

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Board of Governors adopt the following resolution honoring the service of Mrs. Peggy Hawse.

BACKGROUND: Mrs. Hawse served on the Board of Governors 2007 through 2009 and served as Board Chair 2007 – 2008. Ms. Hawse resigned in October 2009.

RESOLUTION

*EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS*

- WHEREAS, Eastern West Virginia Community & Technical College is a regionally based, open access community of learners serving the people of the six contiguous counties of West Virginia's Potomac Highlands; and
- WHEREAS, the College's mission is to create an accessible environment where quality teaching and learning receive the highest priority; and to serve responsibly the specific educational needs of the people and the organization throughout the service region; and
- WHEREAS, The Board of Governors is the statutory body which represents the citizens of the region and guides the College in implementing its mission; and
- WHEREAS, Mrs. Peggy C. Hawse served as a member of the Board of Governors (2006 – 2009); and served as chair of the Board of Governors (2007-2008); and served on the Facilities and Founders Award Committees; and was the 2007 recipient of the Harold K. Michael Founder's Day Award; and
- WHEREAS, Mrs. Hawse was instrumental in the creation of Eastern as a free standing institution by presenting a report to the legislature that eventually lead to its establishment on March 21, 1999; and
- WHEREAS, Mrs. Hawse contributed valuable service to the Board of Governors, the College and the citizens of our region; and
- WHEREAS, Mrs. Hawse served with distinction, sharing her expertise and representing the citizens of the Potomac Highlands;
- THEREFORE, BE IT RESOLVED: that the Board of Governors and the College express to Ms. Peggy C. Hawse sincere gratitude and respect for her services and meaningful contributions; and wishes her well in the future.

SIGNED on the 18th day of November in the year of 2009.

D. Scott Sherman, Chair
Board of Governors

Mr. Robert H. Sisk, Interim President
Eastern West Virginia Community & Technical
College

ITEM: Presentation of the Annual Audit and Management Letter*

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: 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.

Eastern West Virginia Community and Technical College
Board of Governors
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ITEM: Updated Budget, FY 2010

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors will approve the updated budget.

BACKGROUND: Executive Dean Penny Reardon will present a handout of the updated FY 2010 budget and answer presented questions.

Eastern West Virginia Community and Technical College
Board of Governors
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ITEM: First Quarter Financials FY 10

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve the first quarter financials for FY 2010.

BACKGROUND: Executive Dean Penny Reardon will present a handout of the financial statement and answer presented questions.

Eastern West Virginia Community and Technical College
Board of Governors
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ITEM: Resolution*

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Board of Governors approve the Community Participation Grant Award Contract.

BACKGROUND: The grant will purchase computers, software, office supplies and materials, brochures, and advertisements.

