

Eastern West Virginia Community and Technical College

Board of Governors 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:

- *Access Road Project:* Mr. Sisk explained that he had been informed by Bill Robinette, supervisor Hardy County Department of Highways (HCDOH) that the HCDOH expects the contractor to begin paving early next week if not sooner. President Sisk plans to meet with Greg Hott, the engineer for HCDOH to discuss the construction of additional parking spaces.
Received a motion from Robert Hott to authorize President Sisk to negotiate with the HCDOH for the removal of the ridge located in front of the building if this is an allowable expense from the Recoverable Economic Development Financial Assistance loan. Motion was seconded by Dixie Bean. Motion carried.
 - *Organization Chart - Mr. Sisk explained that the Chart represents a slight realignment of duties.*
Attachment 5B
 - *New Position – Campus Service Worker (custodial responsibilities)*
 - *Grants. Mr. Sisk reported on progress or status of the following grant applications:*
 - *Benedum Grant: Private Grant provider: \$150,000 was awarded to EWVCTC to hire a coordinator to develop an AAS and a certificate in the Wind Energy Technology Program*
 - *Department of Energy Grant: \$250,000 was awarded to EWVCTC to develop a Green Technology Program and purchase equipment in the wind energy program. Eastern will roll the Electro-mechanical program into the Wind Energy curriculum.*
 - *Pathways Out of Poverty Grant: EWVCTC has joined the CCA: Community Colleges of Appalachia consortium to submit an application through this Department of Labor Grant. The purpose of the grant is to offer training to individuals working in low skilled jobs in an effort to help them work their way out of poverty and enter an area where there will be high paid jobs in the future.*
 - *WV Development Office Grant: Senator Walt Helmick presented Eastern with \$50,000 to increase visibility of EWVCTC Regional Access Centers. The grant will be used to promote the centers and upgrade some equipment in the labs.*
- 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.*
- *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.

- 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.*
- Letter from the Governor – *Letter was received September 3, 2009 directing all agencies to maintain or reduce their operating costs over the next twelve months.*
- 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.*
- 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 accept Peggy Hawse's resignation and pass a resolution honoring her service to Eastern as a Board of Governors member.

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 certificate 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. Upon 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 6 Ayes and 4 Nays.

Sharon Gott presented a copy of a letter from the West Virginia Advisory Council of Faculty to Chancellor's Noland and Skidmore encouraging all institutions to grant raises if funds are available. Mr. Sisk shared with the Board the status of salary increases of all the CTCs as provided from the Chancellor's Office.

VIII. *Plans for the Presidential Search*

President Sisk gave a brief overview of the previous search items presented including anticipated costs. Search options suggested were the use of Don Hunter from National Search and Education Consulting, ACCT which conducted the last search, or Margret Buttrick the Human Resource Administrator from HEPC. The BOG by general consensus ask the President to contact Margaret Buttrick and set a date to meet on November 11, 2009 to plan the details of the search. Mr. Sisk will ask M's Buttrick to join the group to refresh the Board about the procedures for the search.

Robert Hott made a motion to add the three new members to the Personnel Committee. Motion carried with 10 Ayes and 0 Nays. . Doug Lambert, Curtis Durst, Dixie Bean will join the Personnel Committee and work on the Presidential Search.

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

11-18-2009
Date