Eastern West Virginia Community and Technical College

Board of Governors Minutes

Meeting of March 26, 2012; 12:00 pm

Eastern Campus; Moorefield, WV

Attending:
F. Shanholtz; R. Tissue; R. Hott; D. Lambert; C. Hakala; C. Durst; D. Backus; J. Rice-Gladhill; S. Sherman (phone conference); C. Terrell; P. Reardon; D. Kelly, Recorder.

Not Attending:
S. Staley; R. Gillespie; D. Bean;

I. Call to Order
The meeting was called to order at 10:01 AM by Chair Shanholtz; Dr. Terrell informed the members that this is a non-compliant meeting; will reaffirm action taken on voting items at next meeting.

II. Action Items:
Upon a motion by C. Hakala with a second by R. Hott, the 01-18-12 minutes were approved as amended. Amended to read: "motion to enter executive session". Motion carried

*Resignation of Student Representative Michelle Turner
Upon a motion by C. Durst with a second by D. Lambert, the Board accepted the resignation of student representative Michelle Turner. Motion carried.

**Oath of Office for Student Representative ~~Kristina Bennett~~ Jeremy Rice-Gladhill*
Oath of Office was administered to J. Rice-Gladhill by Dreama Kelly.

Harold K. Michael Founder's Award Recipient
The Board recognized that Robert "Buck" Eagle was named as the 2012 recipient of the HKM Founder's Award. Upon a motion by R. Hott with a second by C. Hakala, the Board approved the committee's recommendation. Motion carried.

West Virginia Community and Technical College Board of Governors Association, Feb. 22

*Tuition and Fee Schedule
Upon a motion by D. Lambert with a second by R. Hott, the Board approved a tuition increase at a minimum of $10 per credit hour. Motion carried.
D. Lambert complimented P. Reardon for her leadership and proactive budgeting practices.

* Pursuant to State Code §6-9A-4, the Board entered into Executive Session regarding a personnel issue
D. Lambert made motion to enter executive session at 11:11 am with a second by R. Hott. Motion carried.

The regular meeting reconvened at 11:53 with no action taken in executive session

Received a motion by R. Hott with a second by D. Lambert authorizing Chair Shanholtz to confer with Chancellor Skidmore's office and move forward with negotiations for President Terrell's contract. Motion carried.

III. President's Report:
A. Governance Manual Update

Student Success
- Spring 2012 HC 624 FTEs 390
  - WE HC 52 FTEs 27.3
  - Unduplicated HC 660 FTEs 417.3
- Spring 2011 HC 597 FTEs 342.5

- Graduation Commencement Speaker Michael Simmons

~51 students marching this May;
Brief introduction of the graduation speaker

Workforce Education

- Economic Development, Retention, and Recovery Team Meeting

Contracted Training Update:

- Completed the first training Fiber Optics General Overview sessions for Hardy Telecommunications on 03/09 – In-depth Fiber Optics "Boot Camp" for technicians will be done the week of 03/26-03/31.
- Amy is awaiting response from Administration (*email 2/2) – Will we submit a HB3009 Grant on behalf of NewPage? Dr. Terrell contacting Chancellor Skidmore for input.
- CPR Training completed for Judy's Drug Store

Continuing Education Update:

- CDL Training started on 03/05 (4 students started the class but one student left at break and didn't return – haven't been able to get a returned call from him).
- Compiling a detailed spreadsheet on costs/revenue of the CDL Program since it started. Waiting on a report from Trina to make sure all information from PO's is included in the report.
- Census Bureau Fact Finder Training (per request of Region 8 PDC) scheduled for April 26 and 27 at the Discovery Center in Petersburg.
- Banker's Assoc. contacted us about training for this Fall – training to be held in the Board Room and Missy is reviewing old contract and coordinating efforts to get CEU's for them through Eastern.
- Continue to plan Eastern's Summer Conference for June 14-16:

Topics include: Nutrition & Brain Development, Ruby Payne Training, CPR/1st Aid, Autism, Positive Discipline (evening for Parents) & Communication across the Generations Partnership with Healthy Family/Healthy Children and PIP in Hampshire & Hardy Counties (contributing $8000 to keep costs low for participants and to have a free evening for parents)

- Social Work CEUs
- Counselor CEUs
- Law Enforcement CEUs
- STARS registered child care provider CEUs
- Teacher CEUs
- Paramedic Keyser/Romney Cohort: CANCELLED for Low enrollment
- Certified Nursing Assistant Romney (starting May 7): 20 registered (FULL), 5 alternates identified
- EKG Scheduled to start in Romney in April
- Phlebotomy scheduled to start in Romney in April
- Pharmacy Technician scheduled to start in Moorefield in April

Community Education Update:

- Make Your Own Easter Egg Pops - Brighton Park Kitchen on 03/20
- Concealed Carry Handgun Class – Main Campus on 03/17
- Victory Gardening Workshop partnering w/ WVU Extension Services – Main Campus on 04/18/12
- Basket Weaving – Main Campus on 04/21
- Woodcraft Painting – Main Campus on 04/21/12
- Decorating Cupcakes Using Fondant – Main Campus 04/21/12
- Basket Weaving – Technology Center on 05/19
- Flower Arranging for Memorial Day (date to be announced)
- Drawing Class – Town Library on Thursday evenings: 03/15-04/19
- Google Apps Class – Main Campus on April 23

Missy met with representatives from Future Generations on 03/06/12 to discuss training opportunities in Circleville. Missy is in the process of contacting potential facilitators for these projects.

Miscellaneous:

- Budget information submitted to Penny Reardon
- Followed up with CosmoProf on CEU opportunities for Cosmetologists and Barbers to start in July – no response from them so moving forward on getting some of our existing workshops approved this this round w/ the state board.
- Sent flyer to AWC (per HR request) to determine level of interest in training and education from employees losing jobs. HR will contact us on Wednesday to set up dates for Eastern Reps to go onsite for meetings w/ employees that are interested
- Fresh Start is being scheduled for April (Jessica will be featured speaker since she is facilitating the Google Apps Workshop)
- Get A Life Program through the State Treasurer's Office will be held at MHS on 036/21/12
- Submitting paperwork for approval of CNA program in Tucker County, hope to start class in April – Cortland Acres contract signed & returned. Draft Calendar created & sent to Phoebe for approval, no response from her to date.
- Planning Paramedic Cohort to start in Grant County in August
- 10 students who started Paramedic course in Hardy County will take national registry on June

BANNER

- Waiting to register Certified Nursing Assistant students for May course, creating a summer session.

ADVISING & EVALUATION

Medical Assistant Technical Studies (requiring Workforce & Academic components): 6 applied to graduate in May

- Insurance at Eastern, we don't have any insurance on students, as was discussed. I would like to propose that all WTT, ATT and possibly others in the WF trainings purchase a policy similar to the ones at South Branch and local school systems. Possibly included in the lab fees.
- I also would like to recommend that we develop a contract with students that each would sign at orientation. Listing bullet points about drug policies, violence, disruptions etc. to make it clear that to attend EWVCTC is a privilege and that you can be administratively withdrawn from classes for cause. Brought up from ABE and WF student issues.
  - Dr. Terrell asked R. Eagle to consider presenting this to faculty
- MHS will be at the technology center this week on the 15th
- We are to pickup the American Woodmark robot on Wednesday afternoon
- We will be visiting Miller Machining in Winchester this Friday morning.
- Ham testing went well with 6-8 attendees
- We have the big TV's doing something, now they are flipping thru photos on a thumb drive, we can convert power points to JPG files and the TV will show them
- Still waiting on word from Sharon Curry about the DOE grant money
- Amatrol company will be at the tech center on Tuesday to work on our Wind units
- CCW class this Saturday in 104B classroom.

Self Study Cross talks next Wednesday at 9am for criteria chairs

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* • On July 1 all full time faculty will become 10 month. • Capon Bridge Revitalization project, Dave Stutts
Reaccreditation • HLC conference, MARCH 31- APRIL 3
Assessment & Institutional Effectiveness • 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)
Alignment of Budget & Planning Processes • Tuition increases in WV
Campus Safety and Security

A. Miscellaneous
   a. Jerome Frederick, February 15 & 16
   b. PTK and Awards Ceremony, April 23

IV. Next Meeting *April 18, 2012 @ 12:00 pm Eastern Campus (approval of college budget and CFWV training)*

V. Adjournment: M: D. Lambert; S: J Rice-Gladhill @ 11:57 am

Respectfully Submitted by Dreama Kelly, Recorder

_____ 4-18-12
Faron Shanholtz, Chair Date