

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of September 21, 2011 - 12:00 pm

Minutes

Eastern Campus; Moorefield, WV

Present: F. Shanholtz, C. Durst, D. Backus, M. Turner, R. Tissue, D. Lambert, D. Scott Sherman, C. Terrell, S. Watts, Recorder.

Absent: Dixie Bean, Eleanor Berg, Richard Gillespie, Scott Staley, Robert Hott,

- I. Call to Order at 12:08 pm by Chair Shanholtz
** No quorum so skip to Item 3
12:57 pm back to item II since S. Sherman came into the meeting and quorum met
- II. Action Items:
* Approval of Meeting Minutes of August 17, 2011
Approval of Meeting Minutes of August 17, 2011
*Upon a motion by D. Lambert
With a second by S. Sherman
The minutes were approved as presented
Motion carried.*

* **BP-7.5 Travel Policy Recommendation**

* Meal Reimbursement Rate

R. Tissue opened discussion – what would be any downside to switching to the per diem rate per region? Discussions on whether or not receipts would be necessary. Likes the accountability of the current policy but sees a need to increase the rate.

D. Lambert - Should there just be a flat rate per day instead of per meal?

S. Sherman - No problems with limits being raised w/ more latitude but accountability has to be expected.

Response: C. Terrell – BO to process / look-up the per diem rate

Scott Sherman Motion:

Policy will reflect per diem limit not to exceed flat rate of \$35 in-state and \$50 out-of state and must accompany receipts (reimburse actual amount up to per diem rate per day).

Second was received by undetermined Board member.

Meal Reimbursement Rate approved.

Motion carried.

***Board's approval reflects current policy; therefore no changes were made to existing policy*

* **Strategic Plan**

R. Tissue opened discussion – format seems detailed and hard to grasp contents; more of an operational strategy

S. Sherman – a lot of this gets driven by Accreditation Boards

(i.e. Goal is to get reaccredited . . . now what action steps do we take to meet this goal?)

Rob suggested BOG develop separate strategic plan for the college.

Finite, measurable goals (these do not seem to be this type to the average person)

Response: C. Terrell – Compact is defined by graduates produced; how do we accomplish this by looking at Goal 1? Each committee looks ways they can work towards meeting this goal.

EWVCTC could do a public version of strategic plan similar to the one from central office.

Upon a motion by Rob Tissue

With a second by Scott Sherman

Strategic plan was approved as presented.

Motion carried.

- III. President's Report:
 - Annual Report – *Enclosed*
Viewed on website

- Next step: send out to Legislatures
- Professional Development Opportunity
Old Grant monies applied toward
Developmental Steel – Jerome Frederick (12/14-12/16)
*Workforce will advertise for “Fresh Start” Opportunity
?? ~ Is this something the BOG would like to use as Prof. Dev. if approval from Central Website (group agreed they would like to do this if it can be done in the evenings)
- President’s Evaluation – Dr. Perkins survey
Email sent to classified staff and faculty w/ link embedded
Would BOG like to be surveyed or just like to see results? (Do not see need)

<p><u>Student Success</u></p> <p>FA 2011 Headcount 626 FTEs 381.7 636 384.2 135 FA 2010 Headcount 645 FTEs 357.7</p>
<p>NOTES:</p> <p>New Numbers: Workforce Education – Phlebotomy, CNA, Pharmacy Tech, Grant County Nursing Home *** When these numbers are entered (hope to have done by the end of this week) it will add 135 students to our headcount (bringing headcount to over 700)</p>
<p><u>Workforce Development</u></p> <p>Open House and Manufacturing/Energy Sector-Based meeting Nov. 2 @ Petersburg Tech Center followed by Open House Workforce Education Branding Award – National Council for Marketing & PR Conference (Jessica will attend and then come back and do a presentation at the WVCCA Conference in Oct) October – WVCCA (Glade Springs) Potomac Highlands District Consortium December 6</p> <ul style="list-style-type: none"> IBM Rep to attend meeting for presentation from B&I
<p>NOTES:</p> <p>Allied Health Sector held second meeting on 09/14 PHCTPC held at TCHS and Mike Burch from Mettiki Coal represented B&I to share needs and concerns for industry</p>
<p><u>Student Access</u></p> <p>Parking Signage Petersburg President’s Facebook Tour</p> <ul style="list-style-type: none"> 10/5 TCHS 10/6 PCHS
<p><u>Resources</u></p> <p>Wing Foundation October meeting Circuit: Ruritan, Rotary, Lions, etc. New Member: Jon Brill Wall of Recognition</p> <ul style="list-style-type: none"> Dominion Foundation Award <p>Council For Resource Development in D.C. (Dr. Terrell attending)</p> <ul style="list-style-type: none"> Like to visit Manchin and Capito while there
<p><u>Reaccreditation</u></p> <p>Site Confirmation visits-Petersburg Technical Center and Michael Medical 09/30</p> <p>Self-Study kickoff 09/20 at the Armory</p>

<u>Assessment & Institutional Effectiveness</u>
<u>Alignment of Budget & Planning Processes</u>
<u>Campus Safety and Security</u>
Occupancy Protection Plan
NOTES: D. Lambert brought up a good point about emergency communications within schools when internet and phones are down. Pendleton County had issues yesterday w/ the outages in the area.

- Miscellaneous

D. Lambert would like to re-access the meeting time to see if changing it might make it easier for additional participation from other members. ** Next agenda

- IV. Next Meeting: *October 19, 2011 @ 12:00 pm Eastern Campus*
- V. Adjournment: *The meeting was adjourned at 1:48 pm by Chair Shanholtz.*

Respectfully submitted by S. Watts, Recorder

Faron Shanholtz, Board Chair

11-16-2011
Date