

**Minutes**  
**Eastern West Virginia Community & Technical College**  
**BOARD OF GOVERNORS**  
**MEETING OF SEPTEMBER 20, 2006**  
**12:00 PM**

A meeting of the Board of Governors of Eastern West Virginia Community & Technical College was held on Wednesday, September 20, 2006, at the HARCO Complex in Moorefield, West Virginia. Members present were: Chair Phyllis Cole, Ms. Sharon Gott, Dr. Alfred Hoffmann, Vice-Chair Scott Jennings, Mr. Scott Sherman, Ms. Pamela Shrader, Mr. Ronald Whetzel. Absent from the meeting were: Ms. Mary Mongold and Ms. Patricia Crites. Also present were Ms. Sharon Bungard, Ms. Ellyn Alt, and Mr. John Harris. Also present was Ms. Dreama Taylor who recorded the minutes of the meeting.

1. Meeting was called to Order @ 12:10 by Chair Phyllis Cole. Dr. Alfred Hoffmann notified members present that this meeting was tagged as non-compliant and therefore items requiring a vote will be re-affirmed at the next meeting.
2. Minutes of the June 28, 2006 meeting were approved as presented upon a motion by Vice-Chair Scott Jennings with a second by Ms. Pamela Shrader.
3. Building Project Update – Mr. John Harris / Dr. Alfred Hoffmann

Mr. John Harris reported that the site was down to grade and presented members a set of handouts for review. Informed members that the site will be ready for general contractors by 10/1/06.

Open discussion followed presentation of the Bid Tabulation worksheet.

In depth review of this worksheet focused upon the timeframe of construction and the need for additional funds to complete/start the project. Lowest bid coming in at \$225.00 per square foot as compared to the \$175.00 per square foot as predicted. Discussed the number of bids received.

Reviewed possible ways to cut costs and potential changes that could assist in meeting the funding needs as addressed in the handout; also discussed time restrictions and impact of weather related delays.

Mr. John Harris informed members that both Chair Phyllis Cole and Delegate Michael were looking into alternate funds to aid in completion. Other members were encouraged to solicit for major donations.

Mr. John Harris received the following questions from various Board Members:

**Q: Vice-Chair Scott Jennings:**

"What can we do in the next 10 days?"

**A: Mr. John Harris:**

"Solicit additional funding from other sources". In the mean time, I will be working 'cutting out the fat' and will have better numbers on what can be cut from the design and get these figures to you in one week."

**Q: Vice-Chair Scott Jennings:**

"Can we create a list of what we need and what can be cut – determine what can we live with and still afford (plan by next week worst case scenario to award base bid with option to add at later date).

*Vice-Chair Jennings:*

- Requested that an Emergency BOG Meeting 10/4/06 at Noon.”

*Chair Phyllis Cole:*

- Requested that Dr. Alfred Hoffmann call emergency Foundation Board meeting to discuss this issue. She will contact Gates & Benedum foundations.
- Requested that all members bring ideas to Dr. Alfred Hoffmann prior to the 10/04/06 meeting.
- Discussed how/what to report to HEPC – send bid tabulation sheets to Rich Donovan by Mr. John Harris.
- Discussed overall lack of cooperation with governor in releasing funds

4. Report from the College – Dr. Alfred Hoffmann

Staff Position Changes – Dr. Alfred Hoffmann Updated on potential Dean positions.

Workforce program revenue and potential revenue.

IT Banner training session and recent updates as well as pending changes once we split from SWVCTC.

Reviewed enrollment in programs being offered. Handout by Ms. Sharon Bungard. Members discussed desire for a headcount/FTE report as well as paying versus non-paying students per class. Sharon discussed Banner reports that are available and the drawbacks of the reporting system.

All College meetings are now 'mandatory'. The one held on 09-15-06 incorporated an exercise to critique the process for beginning the second self-study.

Facility / Adjunct Facility training.

5. Chair Phyllis Cole moved that, pursuant to State Code Chapter **6-9A-4**, the Board go into executive session. Vice-Chair Scott Jennings seconded the motion. Motion carried.

Following the deliberations, upon a motion by Vice Chair Scott Jennings with a second by Mr. Ronald Whetzel, the Board voted to reconvene in open session.

6. Marketing Plan – Ms. Sharon Bungard / Ms. Ellyn Alt

Item tabled until next regular meeting – 10-18-06.

7. Eastern's Response to the NCA Official Evaluation Team Report and visit to Chicago to defend candidacy status in Chicago on 09-25-06.

Ms. Sherry Becker-Gorby, Ms. Sharon Bungard and Dr. Alfred Hoffmann will represent Eastern. Copy of Eastern's response was sent to Board Members earlier via US Mail.

Ms. Sharon Bungard discussed that the accreditation process will get more difficult as we get deeper into the process.

8. Unaudited Financial Statements, Quarter 4, Fiscal Year 2006 were presented to the Board of Governors for their review and comments by Ms. Trina Branson

- a. Statement of Net Assets
- b. Statement of Revenues, Expenses & Changes to Net Assets
- c. Statement of Cash Flows
- d. Finance Committee appointments. Upon motion by Mr. Ronald Whetzel with a second by Vice-Chair Scott Jennings, Mr. Scott Sherman was added to the Finance committee.

9. Ten Credit Requirement Rule Approval – Ms. Sharon Bungard\*

Discussed the purpose of the Rule was to insure student success in taking on-line courses. Discussed computer literacy skill as addressed in this Rule. Discussed drawbacks of On-Line Courses. Upon motion by Vice-Chair Scott Jennings with a second by Mr. Scott Sherman the Rule was approved as Amended. Asynchronous struck from the definition as web classes are done voice over IP (this is not related to asynchronous). Section 3 Item under exceptions 3 & 4 be removed and change 1 to say standardized test.

10. Curriculum Proposal Approval: A. A.. S. in Technical Studies – Ms. Sharon Bungard\*

Upon motion by Vice-Chair Scott Jennings with a second by Ms. Pamela Shrader the curriculum was approved as presented. Suggestion by Chair Phyllis Cole that Potomac Highlands Guild be contacted for interest in this program.

11. Enrollment Report – Ms. Sharon Bungard

Verbal enrollment report given by Ms. Sharon Bungard – discussion followed regarding inability to pull accurate counts from the Banner system. Noted that Tim Riggelman had recently attending Banner training at Southern WV CTC. Sharon noted that she had put in "IT" request for various reports on student course enrollment.

12. Review of Scheduled Meetings for Winter / Spring 2007- Dr. Alfred Hoffmann\*

Upon motion by Ms. Pamela Shrader with a second by Vice-Chair Scott Jennings the March meeting will be held one week earlier on 3/14/07 @ noon.

13. Meeting was adjourned at 2:20 p.m. by Vice-Chair Scott Jennings following motion to close by Ms. Sharon Gott with a second by Ms. Pamela Shrader.

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Board Chair

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Date