

Minutes
 Eastern West Virginia Community & Technical College
 BOARD OF GOVERNORS
 Thursday, March 29, 2007
 12:00 PM

A meeting of the Board of Governors of Eastern West Virginia Community & Technical College was held on Thursday, March 29, 2007 at the HARCO Complex, in Moorefield, West Virginia. Members present/absent were:

Member:	Present:	Absent:
Phyllis Cole, Chair	X	
Scott Jennings, Vice-Chair		X
Sharon Gott, Faculty	X	
Christine Fuentes, Student Representative	X	
Mary Mongold	X	
Scott Sherman	X	
Pamela Shrader, Classified Staff Council Representative	X	
Ronald Whetzel	X	
Alfred Hoffmann, President	X	
Sharon Bungard, SALT	X	
Penny Reardon, SALT		X
Tim Riggleman, SALT	X	
Tim Tirrell, SALT	X	
Dreama Kelly, Recorder	X	

Other Attendees:

Beth Ludewig, SBDC Coordinator	X	
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1. The meeting was called to Order by Chair Phyllis Cole at 12:12 p.m.
2. The Board welcomed Christine Fuentes as the Student Representative to the Board of Governors. Oath of office was administered by Recorder Dreama Kelly. As Notary services were unavailable this date, the Official notification will be notarized and submitted to the State within the following week.
3. Upon a motion by Scott Sherman with a second by Pamela Shrader, the February 28, 2007 meeting minutes were approved as presented. Motion carried.
4. Upon a motion by Sharon Gott with a second by Pamela Shrader, the March 12, 2007 meeting minutes were approved as amended. Motion carried.
5. Upon a motion by Mary Mongold with a second by Pamela Shrader, the March 20, 2007 meeting minutes were approved as amended. Motion carried.
6. Upon a motion by Mary Mongold with a second by Sharon Gott, the Tuition and Fee schedule was approved as presented by Sharon Bungard. The Board suggested that a proactive article relating to the fee increase be submitted for publication to local news papers. Motion carried.
7. The Board agreed to table the financial report until next meeting as CFO Reardon was unavailable for presentation.

8. S.A.L.T. report:
 - a. S. Bungard gave an update on the marketing and enrollment workshop she recently attended; reported that Eastern is practicing many of the items listed although some need to be re-tooled. The Board urged that Eastern forge ahead in promoting Eastern and available programs. One suggestion was to follow-up with telephone calls after initial contact.
 - b. T. Tirrell: Gave an update on contacts with high schools as well as auxiliary services; L. Bloom of Eastern's Industrial Maintenance department, along with representatives from South Branch Career and American Woodmark Corporation, recently spoke to ~800 students. Discussed other programs being offered at Eastern.
 - c. T. Riggleman: Discussed recent updates, i.e. Deep Freeze, workstations, and domains; new IT intern, Ronald O'Dom, will be assisting the department through May, 2007; upgraded to VISTA – currently troubleshooting and identifying problems; completed 47 work orders; discussed the departments relationship with Southern WVCTC in information retrieval from BANNER – reported that IT Requests can take up to 2 weeks for generation. Discussed services available from WVNET. Compile list of things needed for our own programs and assign this 'project' to the Eastern Foundation for funding. Discussed that Eastern currently manages over 300 computers and that current hardware is somewhat outdated and should be updated. Board requested that Tim forward a list of needs to the Board for review *T. Riggleman**; Board requested that a joint Foundation / Board meeting be scheduled to discuss additional funding and needs. *D. Kelly**. Ron Whetzel asked about the MS lawsuit settlement vouchers – is Higher Ed included in this settlement? *SALT** to check with the attorney general's office.
 - d. T. Tirrell: WF Associate Dean was verbally accepted with 4/19/07 indicated as potential start date.
 - e. S. Bungard: presented a handout with a self study update.
 - f. S. Bungard/P. Cole: informed members that the check from the state for land purchase has been deposited in EWVCTC account and that the check cut to the Hardy County Rural Development Authority will be voided and will be 'reissued' as necessary; Chair Cole questioned S.A. L. T. about any outstanding tuition – several telephone contacts to New River and it has been determined to bill all outstanding students in hopes of getting reaction from New River. Discussed that we are getting articles published. Enrollment starts Monday – 4/2/07.
9. Due to changes – the classroom utilization summary was not addressed. John Harris informed Chair Cole that he was 'summoned' to meet with Skidmore and the WVCTC for the redesign of Eastern's new campus. Eastern's B.O.G. was not asked for input nor informed of the meeting.
10. S.A.L.T. update from the 03-20-07 meeting:
 - a. Mineral County/Frankfort HS: will be offering 3 classes with full utilization of the building at night, without additional investment or need to create new Access Center. Discussed the Articulation agreement that will soon be finalized between Eastern and Potomac State College and the positive impact this will have with the Colleges working closely together to provide courses. Chair Cole requested an update and finalization be presented within a two week period.
 - b. Clerk of the Works: search narrowed to five candidates *T. Riggleman** is to e-mail BOG with the top five. The Board will convey concerns to S.A.L.T. with any concerns. *D. Kelly to forward Christine's e-mail address to BOG**

11. Pursuant to State Code Chapter 6-9A-4, Chair Cole moved that the Board go into executive session regarding construction planning and a personnel issue at 1:30 p.m. Motion was made by S. Gott with a second by M. Mongold. The motion carried. At 3:10 p.m. the regular meeting convened. Upon a motion by R. Whetzel with a second by S. Gott, the Board agreed to amend the agenda to add a request for a follow-up meeting with Chancellor Skidmore regarding procedure for new presidential search. This meeting will be posted once a date can be agreed upon with Margaret Buttrick and Chancellor Skidmore.
12. A motion to adjourn was received by P. Shrader with a second by S. Gott motion carried and the meeting was adjourned at 3:13 p.m.

Scott Jennings, Vice-Chair

Date