



Eastern West Virginia  
Community & Technical College

Board of Governors  
MEETING AGENDA

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*March 26, 2012  
12:00 pm  
Eastern Campus; Moorefield, WV*

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BOARD MEMBERS:

Faron Shanholtz, Chair  
Debra Backus  
~~Michelle Turner~~  
Richard Gillespie  
Robert Hott  
D. Scott Sherman

Robert Tissue, Vice Chair  
Dixie Bean  
Curtis Durst  
Curtis Hakala  
Douglas Lambert  
Scott Staley

Dr. Charles Terrell, President

Eastern West Virginia Community and Technical College  
Board of Governors  
Eastern Campus Moorefield, West Virginia

Standing Committees

Academic & Student Programs Committee:

~~Michelle Turner~~

Curtis Hakala

Debra Backus

Dixie Bean

Personnel Committee:

Faron Shanholtz, Chair

D. Scott Sherman

Douglas Lambert

Curtis Durst

Dixie Bean

Finance & Administration Committee:

Faron Shanholtz, Chair

D. Scott Sherman

Rob Tissue

Robert Hott

Board Operations Committee:

Special Committees

Facilities Committee:

Faron Shanholtz, Chair

Founders Award Committee:

Faron Shanholtz, Chair

Eastern West Virginia Community and Technical College  
 Board of Governors  
 Meeting of March 26, 2012  
 12:00 pm  
 Eastern Campus; Moorefield, WV

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- I. Call to Order
- II. Action Items:
  - \*Approval of the 01-18-12 minutes ..... Pg. 6
  - \*Resignation of Student Representative Michelle Turner .....
  - \*Oath of Office for Student

Representative ~~Kristina Bennett~~ Jeremy Rice-Gladhill  
 Harold K. Michael Founder’s Award Recipient .....  
 West Virginia Community and Technical College Board of Governors Association, Feb. 22  
 \*Tuition and Fee Schedule ..... Pg. 9  
 \* Pursuant to State Code §6-9A-4, the Board will enter into Executive Session  
 personnel issue ..... Pg. 10

- III. President’s Report:
  - A. Governance Manual Update

<p>Student Success</p> <ul style="list-style-type: none"> <li>• Spring 2012 HC 624 FTEs 390           <ul style="list-style-type: none"> <li>- WE HC 52 FTEs 27.3</li> <li>- Unduplicated HC 660 FTEs 417.3</li> </ul> </li> <li>• Spring 2011 HC 597 FTEs 342.5</li> <li>• Graduation Commencement Speaker Michael Simmons</li> </ul>
<p>Workforce Education</p> <ul style="list-style-type: none"> <li>• Economic Development, Retention, and Recovery Team Meeting</li> </ul> <p><u>Contracted Training Update:</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• CPR Training completed for Judy’s Drug Store</li> </ul> <p><u>Continuing Education Update:</u></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• 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.</li> <li>• Census Bureau Fact Finder Training (per request of Region 8 PDC) scheduled for April 26 and 27 at the Discovery Center in Petersburg.</li> <li>• 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.</li> <li>• Continue to plan Eastern’s Summer Conference for June 14-16:</li> </ul>

*Topics include:* Nutrition & Brain Development, Ruby Payne Training, CPR/1<sup>st</sup> 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 03/21/12
- 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.
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- 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 E WVCTC 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 15<sup>th</sup>
- ❖ 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

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of January 18, 2012; 12:00 pm

**DRAFT MINUTES**

Eastern Campus; Moorefield, WV

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There was a meeting of the Eastern WV Community & Technical College's Board of Governors on January 18, 2012. Attending were Chair F. Shanholtz, Vice-Chair R. Tissue, C. Durst, R. Hott, C. Hakala, D. Lambert, S. Sherman, S. Staley, President C. Terrell, and recorder D. Kelly. Attending via conference call were D. Backus and R. Gillespie. Not attending were D. Bean, M. Turner.

VI. Call to Order

*The meeting was called to order at 12:09 pm by Chair Shanholtz.*

VII. Action Items:

*\*Approval of the 11-16-11 minutes*

*Upon a motion by R. Hott with a second by S. Staley, the November 16, 2012 minutes were approved presented. Motion carried.*

*\*Resignation of Board Member Eleanor Berg*

*Upon a motion by D. Lambert with a second by C. Durst, the resignation of Ms. Eleanor Berg was accepted by the Board. Motion carried*

*\*Oath of Office for Faculty Member Curtis Hakala*

*Oath of Office was administered to Mr. Hakala by Dreama Kelly. Introductions were made and Mr. Hakala was welcomed to the Board of Governors.*

*\*Termination of Board Policies:*

*BP 3.6: "General Education Curriculum"*

*Upon a motion by S. Sherman with a second by C. Durst, BP 3.6 was terminated and will be replaced by an Administrative Regulation. Motion carried.*

*\*BP 3.1: "Grade Point Average"*

*Upon a motion by R. Tissue with a second by C. Durst, BP 3.1 was terminated and will be replaced by an Administrative Regulation. Motion carried.*

*\*Approval of BP 6.9 "Hiring of Related Parties"*

*Upon a motion by D. Lambert with a second by C. Durst, BP 6.9 was approved. Motion carried.*

*\*Harold K. Michael Founder's Award Recipient*

*Agenda item was tabled due to reasons specified by Chair Shanholtz: Committee member D. Bean is currently unavailable – Chair Shanholtz requested additional volunteers for this committee and solicited volunteers to join the committee. S. Staley volunteered to join the committee.*

**DRAFT MINUTES CONT.**

**\*Executive Session: Presidential Contract:**

*Pursuant to State Code §6-9A-4, the Board will enter into Executive Session regarding personnel issue.*

*Received a motion by B. Hott with a second by S. Sherman that the Board adjourn regular session and enter Executive session at 1:17 pm*

*The Board resumed regular session at 1:45 pm; M: D. Lambert; S: S. Sherman*

*Received a motion from R. Tissue that the Personnel Committee begin developing a recommendation to present to the Board as a Whole and that the Board enter negotiations for the renewal of the President's contract; motion was seconded by C. Hakala. Motion carried.*

VIII. President's Report:  
B. Governance Manual Update

Student Success Spring 2012 HC 577 FTEs 382.1 (final count will be obtained for March census) Spring 2011 HC 597 FTEs 342.5 Spring semester 23 closed sections
<b>NOTES:</b>
<b>COMMUNITY EDUCATION</b> <ul style="list-style-type: none"><li>• Upcoming classes for community education:</li><li>• Learn How to Knit, January 20</li><li>• Beginning Guitar Lessons, January 26</li><li>• Tammy will be contacting the basket weaving instructor to schedule classes for Pendleton, Grant and Hardy counties.</li><li>• Tammy will be contacting a former crocheting instructor to schedule classes for Grant and Hardy counties.</li><li>• We have identified an instructor for stained glass projects. He lives in Pendleton County and he is willing to do classes in Pendleton, Grant and Hardy counties.</li></ul>
<b>OTHER</b> <ul style="list-style-type: none"><li>• Dance Pilot Project (contracted training) with Moorefield Intermediate School begins Jan. 9.</li><li>• Meeting scheduled with Schrock Travel (1/24) to plan bus trips for 2012</li><li>• Get a Life program at EHHS, January 25<ul style="list-style-type: none"><li>○ Grant monitoring reports due in the Central Office by 01/631/12</li></ul></li><li>• Good news with GMS and Mettiki for MSHA 80 training and helping some displaced workers continue to find jobs</li><li>• Machinist Training program</li><li>•</li></ul>

<b>NOTES:</b>
Student Access Shepherd University Elementary Education agreement February 16 Kathy D'Antoni, Assistant State Superintendent of Schools Division of Technical, Adult and Institutional Education December Recruitment visits Spring school visits (Technology Center)
<b>NOTES:</b>
Resources USDA Paula Moeller meeting DOE Title III Arts DOL VA Tech initiative Advance Manufacturing Legislative session (Mineral County Day, 1/12 and Higher Education Day, 2/9)



Reaccreditation HLC conference (April 2012)
<b>NOTES:</b>
Assessment & Institutional Effectiveness
<b>NOTES:</b>
Alignment of Budget & Planning Processes Departmental budget requests January 24 linked to strategic plan Board Finance Committee Tuition increase/full-time faculty
<b>NOTES:</b>
Campus Safety and Security Exploring grant opportunities for training Front desk emergency response Corridor H accidents
<b>NOTES:</b>
Professional Development for BOG (CFWV presentation)
<b>NOTES:</b>

IX. Miscellaneous:

1. Harco Building: review options for utilization of this property. “What message do we send to this community should we expand our current college building during recent events (AWC plant closing)?” “If we need space, do we look at renting or expansion, what is the tolerance at the state level until the time is right for our community – are we sending the right message.”
2. What is our greatest space restrictions? Traditional classroom, Workforce,
3. How can we make the college ‘user friendly’ for community members looking for employment?
  1. Reduced rate or free courses, i.e. Resume Writing
  2. Direction for special funding/state programs
4. Dr. Terrell has been proactive by meeting with TJ VanMeter and Mallie Combs to review options to help people be competitive in the job market without creating false hope or expectations for job placement.
5. Discussed need for invitation for the “Rapid Response” Eastern has been contacted by Stacy Vance of WIB regarding participation.
  1. Dr. Terrell will make some contacts regarding this meeting.
  2. Title III for a Full time Career Coach/Services

X. Next Meeting: *February 15, 2012 @ 12:00 pm Eastern Campus*

XI. Adjournment

*The meeting was adjourned at 1:45 upon a motion by R. Tissue second by R. Hott. Motion carried.*

*Respectfully submitted by Dreama Kelly, Recorder*

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Mr. Faron Shanholtz, Chair

\_\_\_\_\_  
Date Approved

ITEM: Approval of Tuition and Fee Schedule FY13

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Board of Governors approve the FY 2013 Expenditure Schedule for submission to the State Offices.

BACKGROUND: A proposed FY 2013 Expenditure Schedule will be available for your review.

Eastern WV Community & Technical College Tuition Increase Projections				
	FY12	FY13	FY13	FY13
Percentage Increase		4.40%	7.37%	9.89%
FTE Rate	2,184	2,280	2,352	2,400
Yearly Increase per FTE		96	168	216
Per Credit Hour Rate	91	95	98	100
Per Credit Hour Increase		4	7	9
Project FTE (base on 5% Increase)		410.0	410.0	410.0
Additional Revenue		39,360	68,880	88,560
<b>Total Revenue</b>		<b>934,800</b>	<b>964,320</b>	<b>984,000</b>

Annual Awards	
Eligible Pell Award	5550
Eligible WV Higher Education Award	2184
Eligible Heaps Award (Part-time only)	1092

ITEM: Executive Session: Presidential Contract

COMMITTEE: Committee of the Whole

RECOMMENDED: That the Board, pursuant to State Code §6-9A-4, enter into Executive Session regarding a personnel related matter.

BACKGROUND: That the Board review recommendations of the personnel committee regarding Dr. Terrell's contract. His current contract expires 06-30-12.

**Contact Activities**  
**Dr. Chuck Terrell**  
**January 18, 2012 – March 21, 2012**

**January**

- 19 East Hardy High School to discuss Machinist Technology training
- 23 Scott Littlejohn, Moorefield Training Center
- 25 Community and Technical College Advisory Committee meeting
- 26 Community and Technical College Council meeting
- 31 Entrepreneurship Advisory Board meeting

**February**

- 1 Future Generations meeting at Technology Center
- 2 The Greater Cumberland Committee meeting
- 7 Economic Development, Retention and Recovery Planning meeting
- 8 Rubinstein Center
- 8 C3T DOL Labor grant conference call
- 9 Higher Education Day, Charleston
- 13 Harriett Franklin, Monster
- 14 Chris Liller, ThermoGauge
- 16 Shepherd University, Elementary Education partnership meeting
- 17 All College-Wide meeting with the President
- 21 Faculty Council meeting with the President
- 22 Hardy County Chamber of Commerce Annual dinner
- 24 Bryan Tools and Machine tour
- 27 T. J. Van Meter
- 27 Kathy D'Antoni, Barb Whitecotton and DeEdra Lundeen

**March**

- 5 Kathy Bennett, First United Bank and Trust
- 6 Mike Kubina
- 7 CTCS Advisory Committee meeting, Charleston
- 13 Hampshire County Chamber of Commerce Annual dinner
- 14 Potomac Highlands Tech Prep and District Consortium meetings, South Branch Technical Center
- 16 Miller Machine and Tools tour