



Eastern West Virginia  
Community & Technical College

Board of Governors  
MEETING AGENDA

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*May 16, 2012*  
*12:00 pm*  
*Eastern Campus; Moorefield, WV*

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BOARD MEMBERS:

Faron Shanholtz, Chair  
Debra Backus  
Curtis Durst  
Jeremy Rice-Gladhill  
Robert Hott  
D. Scott Sherman

Robert Tissue, Vice Chair  
Dixie Bean  
Richard Gillespie  
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:

*Jeremy Rice-Gladhill*

*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 May 16, 2012  
12:00 pm  
Eastern Campus; Moorefield, WV

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I. Call to Order

II. Action Items

- *Minutes* .....Page 4
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- *Mission Statement*.....Page 7

III. President’s Report:.....

*President’s Meet & Greet Schedule*.....Page 8

- *Compact*

Student Success:
Fall Graduates: Spring Graduates: Total Participating at Graduation: 44
Workforce Education
<p><b>CONTINUING EDUCATION</b></p> <ul style="list-style-type: none"> <li>• “Celebrate the Family” conference is scheduled for June 14-16, 2012.  <i>Topics include:</i> Nutrition &amp; Brain Development, Ruby Payne Training, CPR/1<sup>st</sup> Aid, Autism, Positive Discipline (evening for Parents) &amp; Communication across the Generations  Partnership with Health Family/Healthy Children and PIP in Hampshire &amp; Hardy Counties (contributing \$8000 to keep costs low for participants and to have a free evening for parents) <ul style="list-style-type: none"> <li>• Social Work CEUs</li> <li>• Counselor CEUs</li> <li>• Law Enforcement CEUs</li> <li>• STARS registered child care provider CEUs</li> <li>• Teacher CEUs</li> </ul> </li> </ul> <p><b>HEALTH CARE TRAINING</b></p> <p>To Date Enrollment for Spring Classes:</p> <ul style="list-style-type: none"> <li>• Certified Nursing Assistant Romney (starting May 7): 20 registered (FULL), 5 alternates identified</li> <li>• EKG Scheduled to start in Romney in April CANCELLED for LOW ENROLLMENT</li> <li>• Phlebotomy scheduled to start in Romney in April CANCELLED for LOW ENROLLMENT</li> <li>• Pharmacy Technician scheduled to start in Moorefield in April CANCELLED for LOW ENROLLMENT</li> </ul> <p><b>FALL PLANS</b></p> <ul style="list-style-type: none"> <li>• Paramedic Petersburg, start date 8/28</li> <li>• Medical Assistant Moorefield, starting August 6</li> <li>• Pharmacy Technician Career Track Romney, starting August 20</li> <li>• Phlebotomy Technician Moorefield, starting August 7</li> <li>• Medical Billing &amp; Coding Career Track Petersburg, starting August 14</li> <li>• Certified Nursing Assistant Romney, starting August 13</li> </ul>

- Certified Nursing Assistant Tucker, Starting August 13
- Physical Therapy Aide (\*new) in Keyser, starting August 21

#### **CONTRACTED TRAINING**

- Meeting with Luke Paper Mill Thursday to finalize HB 3009 Grant Proposal for Welding & General Maintenance, amount requested \$105,370
- Dance Pilot Project (contracted training) continues with Moorefield Intermediate School , ends May 31

#### **COMMUNITY EDUCATION**

- Concealed Carry Handgun Permit Class, June 30
- Get Paid to Talk, October 8
- Google Apps class, May 24
- How to Navigate NYC, May 22
- Bus trip to NYC, June 30
- Yoga, begins June 5
- Arts/cultural style classes planned for this summer to include: photography, guitar lessons, group art project, art class
- Adding additional dance classes for fall, 2012 (teen and adult)

#### **HEAPS FUNDING**

- Invoiced for \$113,861 to date
- Funds still available

#### **BANNER**

- Amy met with SBG to learn how to set up terms and create semesters so we can start enrolling all Workforce credit & noncredit in BANNER starting July 1
- Interdepartmental training scheduled 5/24 to teach how to enroll students in BANNER

#### **MISCELLANEOUS**

- 10 students who started Paramedic course in Hardy County will take national registry on June 2
- Banking Sector initial meeting planned for May 15. Invitations have been mailed to banks in region.
- Health Care Sector meeting scheduled for May 9.
- Manufacturing/Energy Sector meeting scheduled for May 16.
- Workforce Department retreat scheduled for May 18 at Colt's Restaurant
- Meeting with Adam Higgenbottom from the Board of Barbers and Cosmetologists on May 17.
- Annual WIB Meeting on May 17 in Romney.

- Miscellaneous
  - *Student Success Forum Update – D. Backus*
  - *Thank you to the Faculty and Staff (Pinning and Graduation)*
  - *Self-assessment report*
  - *Board retreat*
  - *IT and BUS positions*
  - *Paula's resignation*

IV. Next Meeting: *June 20, 2012*

V. Adjournment

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of April 18, 2012

12:00 pm

Eastern Campus; Moorefield, WV

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

I. Call to Order

*The meeting was called to order at 12:03 am by Chair Shanholtz.*

II. Action Items:

- Minutes

*Upon a motion by R. Hott with a second by J. Gladhill. The minutes were approved as amended. Motion carried.*

- *Motion to accept all voting actions as approved at the March meeting which was a non-compliant meeting. Motion received by D. Lambert with a Second by D. Bean. Motion carried.*

- FY 13 budget

*Executive Dean for Financial and Operations Services, P. Reardon, presented the Fiscal Year 2013 Budget. Upon a motion by D. Lambert to accept the budget as presented by P. Reardon with a second by D. Bean. The budget was approved with 11 Ayes and 1 nay by R. Tissue. Motion carried.*

III. President's Reports:

- Update from Higher Learning Commission conference
- Update from CTCS Advisory Committee and Council meetings
  - Tuition and Fees
- Compact

<p><b>Student Success:</b></p> <ul style="list-style-type: none"><li>• Spring 12 HC 622 FTEs 388.4 WE HC 52 FTEs 27.3 Total HC 674 FTEs 415.7 HC 12.8% FTES 21.3%</li><li>• Spring 11 HC 597 FTEs 342.5</li></ul>
<p><b>Workforce Education</b></p> <ul style="list-style-type: none"><li>• <b>Continuing Education:</b></li><li>• CDL class started on 04/02/12 (3 students). We have at least 4 students enrolled for the May class with HEAPS applications still pending.<ul style="list-style-type: none"><li>○ <b>HEALTH CARE TRAINING</b></li></ul></li><li>• To Date Enrollment for Spring Classes<ul style="list-style-type: none"><li>○ Certified Nursing Assistant Romney (starting May 7): 20 registered (FULL), 8 alternates identified</li><li>○ EKG Scheduled to start in Romney in April: Cancelled due to low enrollment</li><li>○ Phlebotomy scheduled to start in Petersburg in April: 5 enrolled</li><li>○ Pharmacy Technician scheduled to start in Moorefield in April: 5 enrolled</li></ul></li><li>• <b>FALL PLANS</b><ul style="list-style-type: none"><li>○ Paramedic Petersburg</li><li>○ Medical Assistant Moorefield</li><li>○ Pharmacy Technician Career Track Romney</li></ul></li></ul>

- Phlebotomy Technician Keyser
- Medical Billing & Coding Career Track Petersburg
- Certified Nursing Assistant Romney
- Eastern's Summer Conference planning for June 14-16:
  - *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

**CONTRACTED TRAINING**

- Completed Hardy Telecommunications Fiber Project on 03/31/12
- Meeting scheduled, 4/19, with NewPage to write HB3009 grant for 14 new apprentices

**COMMUNITY EDUCATION**

- Two workshops scheduled for the Spring Extravaganza on 04/21/12 (Wood Craft Painting and Basket Weaving)
- Met with Future Generations to discuss possible classes/trainings in Circleville – this project has been turned over to Connie
- Concealed Carry Handgun Permit Class, June 30
- Get Paid to Talk, October 8
- Google Apps class, April 23
- Fresh Start, April 27
- How to Navigate NYC, May 22
- Bus Trips planned for 2012 – NYC, Baltimore (Inner Harbor), and Washington, DC
- Yoga, begins June 5
- Planning arts/cultural style classes this summer to include: photography, guitar lessons, group art project, art class – these are classes where I have an instructor planned, we just haven't set a date yet.

**MISCELLANEOUS**

- Mineral County job fair scheduled for 04/19/12
- AWC (Tammy George) is to get back to us this week with a schedule for meetings for employees interested in training programs.
- Resource Fair on 03/30/12 for AWC had low attendance.
- Submitting paperwork for approval of CNA program in Tucker County, hope to start class in April – Cortland Acres contract signed & returned. Information sent for approval. Phoebe has not been in contact, so I am concerned about starting this cohort with her as an instructor since it's such an outlying location.
- 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 2
- CNA calendar sent for approval for Hampshire program starting in May
- Meeting with EMS in Charleston in to seek out approval for an Eastern EMT Program
- Planning consumer protection workshop through Attorney General's office – Social Media
- Banking Sector – have identified participants. Need to coordinate with Dr. Terrell regarding needs.

- Miscellaneous

IV. Next Meeting is scheduled for May 16, 2012.

V. *Adjournment: Upon a motion by J. Rice-Gladhill with a second by C. Hakala. Chairman Shanholtz adjourned the meeting at ~ 1:00 pm due to an emergency situation at the 316 Moorefield campus. The Board Training opportunity to immediately follow was postponed.*

*Respectfully submitted by Dreama Kelly, Recorder*

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Faron Shanholtz, Chair

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Date

Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of May 16, 2012

ITEM: Annual Meeting Schedule

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: That the Board approve the FY 13 Meeting Schedule

BACKGROUND: State code requires that the Board meet at least 6 times per year, July 1 – June 30. The third Wednesday of the month is still the preferred date. The proposed schedule is as follows:

July 18, 2012	
August 15, 2012	
September 19, 2012	
October 17, 2012	
November 21, 2012	
December 19, 2012	
January 16, 2013	
February 20, 2013	
March 20, 2013	(Tuition & Fees)
April 17, 2013	(Expenditure Schedule)
May 15, 2013	(Compact Update)
June 19, 2013	(Election of Officers)

Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of May 16, 2012

ITEM:	Revised Mission Statement
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	That the Board approve the modified Mission Statement
BACKGROUND:	The newly revised mission statement shall read:  “Eastern provides accessible and affordable educational opportunities for academic, technical, workforce training and life-long learning for the Potomac Highlands regional community.”



**Contact Activities**  
**Dr. Chuck Terrell**  
**April 18, 2012 – May 16, 2012**

**April**

20 Sick leave  
24-27 Sick leave

**May**

2-3 Student Success Forum  
4 Issac Sponaugle, campus tour  
Eastern's Nursing Pinning  
5 Eastern's Graduation  
10 The Greater Cumberland Consortium Education Work Group meeting  
14 Pendleton High School Academics Award Ceremony  
15 Banking and Finance Sector-Base meeting  
16 Manufacturing/Energy Sector-Base meeting