



Eastern West Virginia  
Community & Technical College

Board of Governors  
MEETING AGENDA

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*June 28, 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 June 28, 2012  
 12:00 pm  
 Eastern Campus; Moorefield, WV

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- I. Call to Order
- II. Action Items
  - *Minutes 05-16-12 meeting*.....Page 4
  - *Election of Officers*.....Page 6
- III. President’s Report:.....Page 7

Student Success:
<p><b>Enrollment</b></p> <p><b>Summer 2012</b>            HC 203 FTEs 78.2</p> <p><b>Summer 2011</b>            HC 176 FTEs 62.8</p> <p><b>Fall 2012</b>            HC 267 FTEs 184.2</p> <p><b>Fall 2011</b>            HC 779 FTEs 438.8</p> <p><b>Adult Basic Education</b>        GED graduation: 60 graduates with ~130-140 individuals attending the graduation ceremony</p> <p><b>College Completer Agenda</b></p> <p>DegreeNow, eliminate late registration, late sessions, 15 week academic schedule, Financial Aid distribution, graduation application and fees and data driven decisions</p>
Workforce Education
<p><b>HEAPS FUNDING</b></p> <ul style="list-style-type: none"> <li>• Waiting on 3 CDL students to enroll, then reconciliation will be completed. Due by 6/15.</li> </ul> <p><b>MISCELLANEOUS</b></p> <ul style="list-style-type: none"> <li>• 10 students who started Paramedic course in Hardy County took national registry skills exam on June 2</li> <li>• “Celebrate the Family” conference is scheduled for June 14-16, 2012; staff development on 6/15/12 with Dr. Mark Taylor</li> <li>• Attended PHCTPC Summer Conference – Howard Seuffer presentation was successful (33 participants)</li> <li>• Upcoming classes for community education:           <ul style="list-style-type: none"> <li>• Concealed Carry Handgun Permit Class, June 30</li> <li>• Get Paid to Talk, October 8</li> <li>• Bus trip to NYC, June 30</li> <li>• Yoga, June 5 – June 28</li> <li>• Acting 101, begins July 3 at library</li> </ul> </li> <li>• Partnership developed with Hardy Co. Wellness Center to continue dance program – classes will resume in September</li> </ul>

- Miscellaneous
  - BOG training CFWV and WVCCA conference, October 24
  - BOG Student Success Fall Retreat
  - Shepherd University Elementary Education partnership (meetings with SU Representatives June 13 – Eastern Campus & June 18 – SU Campus)
  - Tech Prep and District Consortium SB 430
  - Career and Technical Center collaboration
  - Capon Bridge Discovery Center
  - Matthew’s Trust, Dave Stutts
  - Reaccreditation update
  - Personnel updates: Student Services Specialist, FA, Business Instructor, Information Technology Instructor, Cashier and Front Desk.
  - Senate Bill 330: HR Review- Modern Think
  - President’s Cabinet Strategic Planning meeting, August 1
  - Fall Orientation for Full-time and Adjunct Faculty, August 8
  - College wide budget meeting
  - Charleston updates
  - Campus Safety updates
  - Skip Landes, Applied Technology Instructor
  - Dynamic Campus
  - Fall 2012 classes begin, August 13

IV. Next Meeting: *July 18, 2012 OR August 15, 2012 Technology Center? Eastern’s Marketing Plan presentation American Woodmark recognition*

V. Adjournment

**Eastern West Virginia Community and Technical College**  
**Board of Governors**  
**DRAFT MINUTES FOR: Meeting of May 16, 2012**  
**12:00 pm**  
**Eastern Campus; Moorefield, WV**

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Attending were: F. Shanholtz; R. Tissue; D. Backus; D. Durst; C. Hakala; S. Staley; D. Bean; P. Reardon; R. Eagle; D. Kelly, Recorder.

Not attending: S. Sherman; D. Lambert; R. Hott; R. Gillespie; J. Rice-Gladhill; C. Terrell

VI. Call to Order

*The meeting was called to order at 12:10 pm by Chair Shanholtz.*

VII. Action Items

- *Minutes of the*

*M: S. Staley*

*S: C. Hakala*

*Minutes were approved as amended. Motion carried.*

*Add to minutes: R. Tissue supported budget; his objection was relevant to staff salaries – would like to have had more discussion of for fulltime and adjunct faculty salary.*

- *FY 13 Meeting Schedule*

*M: C. Hakala*

*S: S. Staley*

*The FY 13 Meeting Schedule was approved as presented and will be submitted to Chancellor Skidmore's office.*

*Add presidential evaluation to the schedule – in March/April for the FY year-end deadline. Add a finance committee meeting prior to the budget being presented to the full board.*

- *Mission Statement*

*R. Eagle presented the Mission Statement's abridged mission statement as included in the 2013 Compact.*

*M: D. Bean*

*S: C. Hakala*

*The modified mission statement was approved as presented and will be submitted to Chancellor Skidmore's office as a FYI.*

VIII. President's Report:

*President's Meet & Greet Schedule*

- *2012 – 2013 Institutional Compact Update:*

*R. Eagle presented the 2012-2013 Compact as presented to Chancellor Skidmore's office on 5/15/12.*

*M: R. Tissue*

*S: C. Hakala*

*Compact was approved as presented.*

Student Success:
Fall Graduates:
Spring Graduates:
Total Participating at Graduation: 44
Workforce Education
<b>CONTINUING EDUCATION</b>
<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</li></ul>

the Generations

Partnership with Health 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

#### **HEALTH CARE TRAINING**

To Date Enrollment for Spring Classes:

- Certified Nursing Assistant Romney (starting May 7): 20 registered (FULL), 5 alternates identified
- EKG Scheduled to start in Romney in April CANCELLED for LOW ENROLLMENT
- Phlebotomy scheduled to start in Romney in April CANCELLED for LOW ENROLLMENT
- Pharmacy Technician scheduled to start in Moorefield in April CANCELLED for LOW ENROLLMENT

#### **FALL PLANS**

- Paramedic Petersburg, start date 8/28
- Medical Assistant Moorefield, starting August 6
- Pharmacy Technician Career Track Romney, starting August 20
- Phlebotomy Technician Moorefield, starting August 7
- Medical Billing & Coding Career Track Petersburg, starting August 14
- Certified Nursing Assistant Romney, starting August 13
- 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*
- *Board Chair Update:*
  - *Dr. Terrell's 3-year contract has been signed and will be submitted to Chancellor Skidmore's office.*
  - *Justification from the Board for contracts was reviewed with the Board and will be submitted to Chancellor Skidmore's office.*

IX. Next Meeting: *June 20, 2012*

X. Adjournment:  
*Upon a motion by S. Staley with a second by C. Halaka, the meeting was adjourned at 2:06 pm by Chair Shanholtz.*

*Respectfully submitted by D. 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 June 27, 2012

ITEM: Election of Officers

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors elect a Chair and Vice Chair for the Fiscal Year 2013.

BACKGROUND: In accordance with state code, the Board “shall elect one of its appointed lay members to be chairperson in June of each year. No member may serve as chairperson for more than two consecutive years.”

The current Chair, Faron Shanholtz, and Vice Chair, Robert Tissue, were elected in June 2010 for the first time and re-elected to serve a second term in June 2011. Consequently, under current statutes Chairman Shanholtz is not eligible to serve again as chair in FY 2013 nor Vice-Chairman Tissue as Vice-Chair in 2013.



**Contact Activities  
Dr. Chuck Terrell  
May 2012-June 2012**

**May**

16 Personal Leave  
17 Personal Leave  
18 Personal Leave  
22 Tech Prep meeting  
23-25 Personal Leave  
30 Department of Rehabilitation Awards ceremony, South Branch

**June**

1 Personal Leave  
5-6 Hardy County Chamber of Commerce Face to Face tour  
6 Ron Hamilton  
7 WVCTCS Advisory Council retreat  
8 Personal Leave  
11 Personal Leave  
12 Bill Smith, Tucker County Chamber of Commerce  
14-15 WVCTCS Council retreat  
18 Dr. Shipley, President Shepherd University  
19 District Consortium  
20 Steve Sirbaugh, Mayor Capon Bridge  
21-22 Vacation