



Eastern West Virginia
Community & Technical College

Board of Governors
MEETING AGENDA

*August 14, 2012
12:00 pm
Eastern Technology Center; Petersburg, WV*

BOARD MEMBERS:

Robert Tissue, Chair
Debra Backus
Curtis Durst
Curtis Hakala
Douglas Lambert
Melissa Shank (*Upon Administration of Oath*)

Scott Staley, Vice Chair
Dixie Bean
Richard Gillespie
Robert Hott
Faron Shanholtz
D. Scott Sherman

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:

MELISSA SHANK (UPON OATH)
CURTIS HAKALA
DEBRA BACKUS
DIXIE BEAN

PERSONNEL COMMITTEE:

ROBERT TISSUE, CHAIR
D. SCOTT SHERMAN
DOUGLAS LAMBERT
CURTIS DURST
DIXIE BEAN

FINANCE & ADMINISTRATION COMMITTEE:

ROBERT TISSUE, CHAIR
D. SCOTT SHERMAN
ROB TISSUE
ROBERT HOTT

BOARD OPERATIONS COMMITTEE:

SPECIAL COMMITTEES

FACILITIES COMMITTEE:

ROBERT TISSUE, CHAIR
DEBRA BACKUS
DIXIE BEAN
SCOTT SHERMAN
BOB HOTT

FOUNDERS AWARD COMMITTEE:

ROBERT TISSUE, CHAIR

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of August 14, 2012

12:00 pm

Technology Center, Petersburg, WV

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- I. Call to Order:
 - American Woodmark Company recognition
 - Lunch

 - II. Action Items:
 - A. Minutes – 06-28-12..... Page 6
 - B. BP 2.1..... Page 9
 - C. Program Audits..... Page 16

 - III. Board Chair’s report:
 - A. Board of Governors Retreat
 - B. Facilities Committee
 - C. Professional Development CFWV

 - IV. President’s Report:

Student Success and College Completer Agenda

- Fall 2012 HC 538 FTEs 356.9 as of 8/7/12.
- Fall 2011 HC 779 FTEs 438.90
- Nursing program update
- Graduation application fee
- CAPP – Banner Curriculum, Advising and Program Planning, (CAPP) is a comprehensive module which offers flexible student tracking toward degree or award completion. CAPP helps to navigate through sometimes complex and diverse course requirements, giving the ability to comprehensively track a student’s progress toward a goal
- Renewed agreement with WVNET

Workforce Development –Promote Stronger Employer Partnerships

- Reorganization
- Capon Bridge partnership
- American Woodmark Company
- South Branch Technical Center
- Mineral County Technical Center and South Branch Technical Center
- District Consortium- Collaborative Agreement and Compact
- Economic Development Summit

- Grant County Data Center
- WORKFORCE CLASS UPDATES
- Weese is to connect the new lifts at ETC and air compressor before next week.
- CDL class is running this week
- Paramedics is scheduled to run Aug. 28th. location concerns me
- Re-arranged ATT and installed new lifts
- Landes is now in the building and has made his office in the copier room will need fixtures
- Can we look at a small phone system for the tech center?
- Elkins wind farm have blades/ or pieces of blades to give us. We will have to transport
- Grover has arranged for us to get an 18 ton gear box. We will have to arrange transport, possibly some funding from the chancellor.
- 3 guys now at Pinnacle wind farm, one at Tucker county and one at Elkins
- CNA class canceled, the instructor dropped out at the last minute.
- DC/AC instructor dropped out at the last minute. Working to fill these voids.
- PO is cut to remove the MET tower
- RDA wants the dirt for road work at the industrial park

Serving More Adults

- Shepherd University Elementary Education partnership
- American Public University
- Capon Bridge

Resources

- New employees- Shirley Murphy, Skip Landis, Debbie Nelson, Diana Duling, Tammy Ours, Amy Crites and Scott Lecrone
- Vacancies PT Administrative Secretary and FT Workforce Project Manager
- STUC grant
- Banner Finance

Reaccreditation Updates

Sherry Becker-Gorby and Robert Eagle met via conference call on 6/19 to develop a transition plan for her moving into 100% HLC writing mode and plans for covering her regular duties. Overall all, criterion team meeting have somewhat been suspended due to faculty members being off contract. After the start of the semester, Sherry will start actively interacting with the criterion teams for materials to start writing the HLC report.

Assessment & Institutional Effectiveness

- Program audits

Alignment of Budget & Planning Processes

<ul style="list-style-type: none"> • Strategic Planning meeting, August 1, 2012 with a follow-up meeting August 29, 2012 • FY 14
<p>Campus Safety and Security</p> <ul style="list-style-type: none"> • Bomb threat update • Mock drills
<p>Miscellaneous</p> <ul style="list-style-type: none"> • WV Community College Association/WV Association Developmental Education 2012 conference, Canaan Valley October 24-26 Agenda

V. Next Meeting: September 19, 2012

VI. Adjournment

Eastern West Virginia Community and Technical College

Board of Governors

DRAFT MINUTES Meeting of June 28, 2012

12:00 pm

Eastern Campus; Moorefield, WV

VII. Call to Order

An emergency meeting of the Eastern WV Community & Technical College's Board of Governors was called to order by Chair Faron Shanholtz at 12:10 pm.

Attending were: S. Staley – telephone; R. Tissue; C. Durst; D. Lambert – telephone; R. Hott – telephone; F. Shanholtz – telephone; D. Backus; C. Terrell; D. Kelly, recorder.

VIII. Action Items

- Minutes05-16-12 meeting

Upon a motion by R. Hott with a second by R. Tissue, the May 16, 2012 minutes were approved as presented. Motion carried.

- Election of Officers

Upon a motion to entertain nomination for chair and vice chair by R. Hott with a second by D. Backus, the following nominations were received: Chair: Robert Tissue; Vice-Chair: Scott Staley. Motion to close nominations by D. Lambert with a second by C. Durst. Upon a motion by R. Hott with a second D. Lambert, Robert Tissue was voted as Chair and Scott Staley was voted as Vice-Chair for the upcoming election term. Motion carried with 7 Ayes and 0 Nays.

Current Chair Shanholtz thanked the Board and staff cfor their support during his term as chair and welcomed the new officers into their respective positions.

IX. President's Report:

President Terrell reviewed the following report with an updated Fall 2012 headcount of 370 and FTE of 242.5.

Student Success:
Enrollment
Summer 2012
HC 203 FTEs 78.2
Summer 2011
HC 176 FTEs 62.8
Fall 2012
HC 267 FTEs 184.2
Fall 2011

HC 779 FTEs 438.8

Adult Basic Education

GED graduation: 60 graduates with ~130-140 individuals attending the graduation ceremony

College Completer Agenda

DegreeNow, eliminate late registration, late sessions, 15 week academic schedule, Financial Aid distribution, graduation application and fees and data driven decisions

Workforce Education

HEAPS FUNDING

- Waiting on 3 CDL students to enroll, then reconciliation will be completed. Due by 6/15.

MISCELLANEOUS

- 10 students who started Paramedic course in Hardy County took national registry skills exam on June 2
- “Celebrate the Family” conference is scheduled for June 14-16, 2012; staff development on 6/15/12 with Dr. Mark Taylor
- Attended PHCTPC Summer Conference – Howard Seufer presentation was successful (33 participants)
- Upcoming classes for community education:
 - Concealed Carry Handgun Permit Class, June 30
 - Get Paid to Talk, October 8
 - Bus trip to NYC, June 30
 - Yoga, June 5 – June 28
 - Acting 101, begins July 3 at library
- Partnership developed with Hardy Co. Wellness Center to continue dance program – classes will resume in September

▪ **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

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

XI. Adjournment
Upon a motion by D. Lambert with a second by C. Durst, the meeting was adjourned at 12:20 pm. Motion carried.

Respectfully submitted by D. Kelly, Recorder

Faron Shanholtz, Chair

Date

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of August 14, 2012

ITEM: Approval Board Policy 2.1 “Prime Policy”

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve changes as previously approved by the President’s Cabinet.

BACKGROUND: This policy applies to the Board of Governors’ actions for formulation and review of official policy statements governing Eastern West Virginia Community & Technical College.

(See following)

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP-2.1

TITLE: PRIME POLICY

SECTION 1. GENERAL

- 1.1 Scope This policy applies to the Board of Governors' actions for formulation and review of official policy statements governing Eastern West Virginia Community & Technical College.
- 1.2 Authority West Virginia State Code § 18B-2A-4, "Powers and duties of governing boards generally," and WV Code of State Rules, Title 135, Procedural Rule, WV Council for Community & Technical College Education, Series 4, "Rules, Guidelines and Other Policy Statements By Governing Boards."
- 1.3 Effective Date [date bog approves] Replaces May 24, 2004
(revised 01-15-09)
- 1.4 Repeal of Former Rule – Repeals and replaces Policy No. BP-2.1 effective October 23, 2002.

SECTION 2. DEFINITIONS

- 2.1 Board of Governors Policy: a statement officially adopted by the Board of Governors (Board) at a public meeting that establishes one or more general institutional goals and/or stipulates the stance that the Board of Governors directs the institution to maintain in pursuit of approved general institutional goals and/or state Council for Community & Technical College Education Rules.
- 2.2 Policy Action: a proposal to adopt, amend, or repeal a Board policy.
- 2.3 Responsibility: the Board of Governors is the governing entity of Eastern West Virginia Community & Technical College. In this role, the Board of Governors has statutory authority to adopt, amend, or repeal all policies governing the College.
- 2.4 Initiation: the policy formulation process may be initiated either by the Board of Governors or by the various college constituencies, i.e., administration, faculty, staff, and/or students.

- 2.5 College Regulation: a statement officially approved by the President that sets out College-wide procedures to follow in the implementation of policy(s) adopted by the Board of Governors or as required by State or Federal law.
- 2.6 President's Cabinet: senior administrators holding non-classified employee status, ~~directly reporting to the President with policy recommendation and leadership responsibilities.~~
- 2.7
- 2.8 Institutional Outcomes Committee: the second level review body consisting of representatives of constituent groups sitting as a formal body for the purpose of policy development and recommendation and for the approval and issuance of College regulations.

SECTION 3. FORMULATION AND REVIEW

- 3.1 A proposed policy action shall be forwarded to the President for review and consultation as appropriate.
- 3.2 If deemed necessary, the President will refer the proposed policy action to legal counsel and the appropriate senior administrator for comment.
- 3.3 If the President is unsure whether or not a proposed policy action is specifically regulated by WV Council for Community & Technical College Education Series 4, then the President shall contact the Chancellor for guidance.
- 3.4 After all appropriate consultations, the President shall provide written feedback to the initiator and the Board as to the appropriateness, need, and future of the proposed policy action.
- 3.5 If the President determines that the proposed policy action is warranted, then the President refers the policy action to the appropriate senior administrator(s) for the formulation of an initial draft and first level review with the appropriate governance team.
- 3.6 The President will place the initial draft of the policy action on the agenda of the Institutional Outcomes Committee. Concurrently, the President will disseminate a copy of the draft policy action to all internal constituencies, soliciting written comments on the proposal.
- 3.7 At the meeting, the Institutional Outcomes Committee will revise the initial draft, making changes as necessary. Consideration will be given to any written feedback from the internal constituencies.
- 3.8 When the Institutional Outcomes Committee concurs, the President will recommend the draft policy action to the Board of Governors Chair.

Concurrently, the President will disseminate copies of the draft policy action to the internal constituencies and the Chancellor.

- 3.9 The Board of Governors Chair will refer the draft policy action to the Board Committee with the subject oversight responsibility for the policy area.
- 3.10 The Committee will review all draft policies referred to it in the sequence determined by the Committee Chair, make any changes deemed necessary, and vote to recommend the policy action to the full Board.
- 3.11 The Board Chair will place specified Committee draft policy action(s) on the Board meeting agenda.
- 3.12 The Board will consider the policy action and vote either to approve the policy action or refer it back to Committee for further consideration.
- 3.13 Draft policy actions returned to Committee will repeat the process outlined in sections 3.9 through 3.12 above.
- 3.14 Draft policies approved by the full Board will be referred to the President for the following actions:
 - 3.14.1 Post the approved policy for a 30-day comment period from issuance date at official sites:
 - On the Eastern web site
 - In the College's Resource Center designated locations
 - On the Eastern faculty and staff shared computer file
 - 3.14.2 Send a copy of the approved policy to the Chancellor for review in accordance with WV Council for Community & Technical College Education Rule, Series 4.
- 3.15 Written comments received during the 30-day period shall be returned to the President who will organize the comments and present them to the Board Chair.
- 3.16 The President shall notify the Board Chair of any comments received from the Chancellor during that 30-day period. The Board shall address any such comments in accordance with WV Council for Community & Technical College Education Rule, Series 4.
- 3.17 The Board may schedule a public hearing regarding the policy action following the 30-day comment period.
- 3.18 The Board will review the comments received and make any changes to the policy action deemed necessary.
- 3.19 Once the Board votes to approve the final policy, an effective date will be assigned to the Policy, evidenced by the signature of the Board of Governors Chair.

- 3.20 Any policy approved by the Board shall be filed with the Chancellor in accordance with WV Council for Community & Technical College Education Rule Series 4.
- 3.21 Copies of all approved policies will be placed on file in the College's Resource Center and on the College's official web site.
- 3.22 The President is authorized to prepare and implement regulations to implement all approved policies.

SECTION 4. EVALUATION

- 4.1 All policies will be evaluated periodically by the President, but at a minimum of every three years. The respective manuals and web site, in which all policies are incorporated, shall be updated periodically to reflect any revisions.

SECTION 5. EXCEPTIONS TO THE REVIEW PROCESS

The Board may make policy actions that are exempt from the above review process in response to the following:

5.1 Emergencies.

5.1.1 The Board may declare that an emergency exists and a policy is necessary for the immediate preservation of the public peace, health, safety, or welfare, or is necessary to comply with a time limitation established by state or federal law or regulation or a directive or rule of WV Council for Community & Technical College Education, or to prevent substantial harm to the public interest, or to deal with financial exigency.

5.1.2 The President shall forward the Board policy action and the facts constituting an emergency in writing to the Chancellor. If the Chancellor agrees that an emergency exists, then, any such policy adopted by the Board under this exception, shall remain in effect no longer than three (3) months and shall expire unless the Board has completed final approval under the normal process set out in this policy. During the emergency period, the policy will be labeled as an "Emergency Policy" until the full process is complete and the final approval with effective date is authorized by the Board.

- 5.2 Items that are to be acted upon by the Board in accordance with local, state, and federal laws, rules, or regulations.

- 5.3 Board of Governors operating guidelines, bylaws, and/or standing rules.
- 5.4 Editorial or non-substantive changes to existing policies.

SECTION 6. NUMBERING SYSTEM

- 6.1 All Board Policies will be numbered in the following sequence with individual policies numbered, for example BP-2.1, BP-2.2, BP-3.1, BP-3.2 etc.:

- BP-1.0 College Overview
- BP-2.0 Policy Framework
- BP-3.0 Academic/Instructional
- BP-4.0 Learner Services
- BP-5.0 Personnel
- BP-6.0 General Administrative
- BP-7.0 Fiscal
- BP-8.0 Miscellaneous

SECTION 7. FORMAT

- 7.1 Policies will be organized in the same format as followed in this Prime Policy. See attached form.

BOARD OF GOVERNORS, CHAIR

01-15-09

DATE

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP-2.1

TITLE: [TITLE]

SECTION 1. GENERAL

- 1.1 Scope This policy applies to [general statement as to coverage of the policy]
- 1.2 Authority [State any Rules, State Code, etc. that drafter makes reference to in this policy to best of your ability.]
- 1.3 Effective Date [will be added at time of final approval and signature]

SECTION 2. DEFINITIONS

- 2.1 [Underline word/s being defined followed by a “:” and then define.]
- 2.2 [Number according to quantity of words that need to be defined to make drafting easier: Avoid putting lengthy definitions in the body of the policy. You can define once here and just use the word hereafter.]

SECTION 3. [TITLE SECTION AS NECESSARY TO DEFINE EACH SECTION, i.e. FORMULATION AND REVIEW, WORKWEEK, HIRING PRACTICES, etc.]

- 3.1 [Break down the processes, or ideas in paragraphs in whatever combination makes sense to drafter. Numbering is for ease of referral only, so drafter can decide when to break into separate paragraphs.]
- 3.2 etc.

SECTION 4. [TITLE]

- 4.1 [Use as many sections as drafter wants to break up policy for ease of understanding.]

BOARD OF GOVERNORS, CHAIR

DATE

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of August 14, 2012

ITEM: Approval Program Audits

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve program audits.

BACKGROUND: The following program audits were approved by the President's Cabinet on 8/7/12.

AAS Admin Support Program

CAS Admin Support

ACC CAS Program

CAS Computer App

AAS IT

CAS IT

AAS Early Childhood

AA

AS

See zipped file attached