



Eastern West Virginia
Community & Technical College

Board of Governors
MEETING AGENDA

February 19, 2014
12:00 pm; Eastern WVCTC Main Campus; Moorefield, WV

BOARD MEMBERS:

Robert Tissue, Chair
~~Debra Backus~~
Curtis Durst
Robert Hott
Faron Shanholtz
George Sponaugle

Scott Staley, Vice Chair
Dixie Bean
Curtis Hakala
Douglas Lambert
Raven Mongold
[open]

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:

SCOTT STALEY, CHAIR

**RAVEN MONGOLD
CURTIS HAKALA
~~DEBRA BACKUS~~
DIXIE BEAN**

PERSONNEL COMMITTEE:

DOUGLAS LAMBERT, CHAIR

**ROBERT TISSUE
CURTIS DURST
DIXIE BEAN
FARON SHANHOLTZ**

FINANCE & ADMINISTRATION COMMITTEE:

ROBERT TISSUE, CHAIR

**ROBERT HOTT
DOUG LAMBERT
SCOTT STALEY**

BOARD OPERATIONS COMMITTEE:

SPECIAL COMMITTEES

FACILITIES COMMITTEE:

ROBERT TISSUE, CHAIR

**~~DEBRA BACKUS~~
DIXIE BEAN
BOB HOTT
GEORGE SPONAUGLE**

FOUNDERS AWARD COMMITTEE:

ROBERT TISSUE, CHAIR

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of February 19, 2014

EWVCTC Main Campus

Moorefield, WV

- I. **Call to Order:**

- II. ***Action Item:**
 - *Minutes November 20, 2013Page 6

- III. **Board Chair’s report:** Committees Reports:
 - A. Paperless Board Meeting
 - B. Founder’s Award Recipient (need name to EWVCTC-PR by 02-28-14)
update Committee membership
 - C. “Report of a Comprehensive Evaluation Visit”
 - D. President’s Evaluation

- IV. **President’s Report:**
 - A.Meet & Greet Schedule.....Page 8
 - B. Campus expansion update
 - C. Facilities, Personnel and Finance Committee meetings
 - D. Board Training topics for 2014 Tobacco Free Campus
 - E. Board appointments
 - F. Deposition-March 6, 10 am

Strategic Planning
<input type="checkbox"/> .98% budget reduction-Penny Reardon
<input type="checkbox"/> 2nd quarter financials-Penny Reardon
<input type="checkbox"/> FY 14 budget-Penny Reardon
<input type="checkbox"/> Oasis update-Penny Reardon
<input type="checkbox"/> Accreditation Commission for Education in Nursing visit-January 28-30 – Attachment

<p>Spring enrollment 2014 Unduplicated Totals: HC: unduplicated 694 FTE'S: 401 academics 617 Workforce 91 academics 327.7 Workforce 28.3</p> <p>Spring enrollment 2013 Unduplicated Totals: HC: 717 FTE'S: 415.2</p> <ul style="list-style-type: none"> <input type="checkbox"/> Spring semester start-up <input type="checkbox"/> Complete College America Academy update <input type="checkbox"/> Dual Credit Entrepreneurship-Hardy County update <input type="checkbox"/> KVC Concept-Sugar Grove
Workforce Development
<ul style="list-style-type: none"> <input type="checkbox"/> iPad Training set up for Grant, Hardy and Pendleton County. <input type="checkbox"/> Met with NewPage reps to discuss WV Advance Grant and will be working with Patsy Koontz on publicizing HB3009 Grant <input type="checkbox"/> WIA file monitoring on Nov. 7th – no findings <input type="checkbox"/> Excel Level 3 class for Pilgrim's Pride on 11/22/13 (15 students) <input type="checkbox"/> One successful enrollment for student in Shirley's class for the pilot program; have additional ones advertised for December and will move forward with Spring schedule.
Serve More Adults
<ul style="list-style-type: none"> <input type="checkbox"/> Welding Career Pathway initiative
Resources
<ul style="list-style-type: none"> <input type="checkbox"/> Mary Hunt, Benedum Foundation meeting, February 5 <input type="checkbox"/> Kauffman Foundation Advance Grant <input type="checkbox"/> Tech Scholars Shell Energy and U S Wind Force <input type="checkbox"/> RUS grant <input type="checkbox"/> Wal-Mart <input type="checkbox"/> DOL grant
Reaccreditation Post Self-Study visit
<ul style="list-style-type: none"> <input type="checkbox"/> Self-Study Team Leader submits recommendations to HLC – See PEAQ Attachment
Assessment & Institutional Effectiveness
<ul style="list-style-type: none"> <input type="checkbox"/>
Alignment of Budget & Planning Processes
<ul style="list-style-type: none"> <input type="checkbox"/> HLC report Linking data to strategic plan and budget
Campus Safety, Security and Health
<ul style="list-style-type: none"> ❖ Concerns and Recommendations: See Below:
<ul style="list-style-type: none"> <input type="checkbox"/> David Lord, SWVCTC, December 20 <input type="checkbox"/> Brim Active Shooter training, March
Public Relations

- Entrepreneurship Advisory Committee meeting, February 7
- Rural Community College Alliance, February 11-12
- NACCE Regional Seminar, NRCTC February 20
- Higher Education Day –February 21
- District Consortium meeting-March 7
- Economic Development and Education Partnership meeting- March 7
- Annual Leave-March 10-14
- Kauffman and Innovation America Tour-March 17-19

V. **Next Meeting: 3-19-14**

VI. **Adjournment:**

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of November 20, 2013 EWVCTC Main Campus; Moorefield, WV
DRAFT MINUTES

Members attending the meeting: *R. Tissue, Chair; S. Staley, Vice Chair; D. Backus; D. Bean; C. Durst; C. Hakala; R. Hott; R. Mongold; G. Sponaugle; C. Terrell, President; P. Reardon, Executive Dean for Operations; D. Kelly, Recorder; M. Toor, Presenter; Auditor's Office by telephone.*

Members unable to Attend: *D. Lambert and F. Shanholtz*

I. Board Training with Mr. Mark Toor

President Terrell introduced Vice Chancellor Mark Toor. Mr. Toor presented a professional development training regarding SB-330.

II. Call to Order:

The meeting was called to order at 1:35 pm by Chair Tissue following the presentation by Mr. Toor.

III. *Action Items:

1. Resolution for Scott Sherman

Upon a motion by D. Bean with a second by R. Hott, the Board acknowledged the resolution of Board member Mr. D. Scott Sherman with plans to present a years of service plaque to Mr. Sherman. Motion carried.

2. Resignation of Board member Richard Gillespie.

Upon a motion by R. Hott with a second by C. Durst, the Board acknowledged the resignation of Board Member Richard Gillespie. Motion carried.

3. Oath of Office – Mr. G. Sponaugle :

D. Kelly administered the Oath of Office to Mr. George Sponaugle. The Board welcomed Mr. Sponaugle and introductions followed.

4. *Minutes September 18, 2013: *Upon a motion by R. Hott with a second by D. Bean, the 09-18-13 minutes were approved as amended correct name of Josh Jarrell. Motion carried.*

5. *Minutes October 20, 2013:

Upon a motion by R. Hott with a second by C. Hakala, the 10-20-13 minutes were approved as presented. Motion carried.

6. LOT / Program Audits: *No program updates presented.*

7. *Auditor's report:

Marie Long and Chris Weese joined the meeting via conference call. Ms. Long expressed thanks to T. Branson, L. Koontz, P. Reardon, and C. Terrell. A slide presentation was reviewed. Eastern received an Unmodified review. Upon a motion by C. Durst with a second by G. Sponaugle, the Auditor's Report and letters were accepted as presented. Motion carried.

4. Board Chair's report: Committees Reports:

1. *Tuition Cap Resolution*

2. *WV Community and Technical College Board of Governors Association meeting minutes*

5. President's Report:

1. *Meet & Greet Schedule*

2. *BP 4.6 – update on the 10-day window*

3. *Exit interview update by HLC*

4. *Department of Labor Grant: discussed being in the perfect storm with budget cuts and CTCS grant allocation of \$865,000 with majority of funds earmarked for personnel - looking into combining some positions and contracting some others. Possibility of having current staff pick up some areas of responsibility without compromising current job duties.*

5. *Coleman Foundation*

6. *Workforce Education Updates*

7. *Other Updates (see agenda for detailed points):*
 1. *Strategic Planning*
 2. *Enrollment*
 3. *WF Development*
 4. *Serve More Adults*
 5. *Resources: will reapply for the Walmart Grant this upcoming year*
 6. *Reaccreditation*
 7. *Assessment & Institutional Effectiveness*
 8. *Alignment of Budget & Planning Processes*
 9. *Campus Safety, Security and Health*
 10. *Public Relations: update on recent community outreach i.e. "trunk or treat" and "revelations" and upcoming events.*

6. **President's Evaluation**

7. **Next Meeting:** *January 15, 2014*

8. **Adjournment:** *3:16 pm upon a motion by R. Hott with a second by C. Durst - motion carried.*

Respectfully Submitted by D. Kelly, Recorder

Robert Tissue, Chair

Date

Contact Activities
Dr. Chuck Terrell
November 2013- February 18, 2014

November

- 21 Pizza with the President
- 22 Entrepreneurship Career Pathways Planning meeting

December

- 2 John Harris, Architect
- 5 Potomac Highlands District Consortium meeting
- 5 Potomac Highlands Economic Development & Education Partnership meeting
- 11 WVCTCS Advisory Committee meeting, Charleston
- 12 WVCTC State Council meeting, Charleston
- 13 Hardy County Board of Education Entrepreneurship Education meeting
- 13 Jeff Molenda, Attorney
- 16 Jeff Molenda, Attorney
- 17 Hardy County Chamber of Commerce Board meeting
- 19 Cutting Edge Hair Design open house, South Branch Technical Center
- 23 Rich Donovan, construction budget conference call

January

- 9-10 College Complete America Academy, Morgantown
- 17 Lost River Arts conference call
- 20 Roanoke Business Lounge tour
- 24 Hardy County Chamber of Commerce Board meeting
- 29-1 Workforce Development Institute conference
- 30 Jon Robinson, Kauffman Foundation meeting at WDI

February

- 4 Alan Brill, Capon Valley Bank
- 5 Mary Hunt, Benedum Foundation conference call
- 6 John Harris, Architect and Rich Donovan, WVCTCS construction meeting
- 7 Entrepreneurship Advisory Committee meeting
- 7 Brian Steffan,
- 10 Hardy County Board of Education Entrepreneurship Class Planning meeting
- 11-12 Rural Community College Alliance trip to DC
- 17 Facilities and Finance committees
- 18 Hardy County Chamber of Commerce Board meeting