



Eastern West Virginia  
Community & Technical College

Board of Governors  
MEETING AGENDA

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

BOARD MEMBERS:

Robert Tissue, Chair  
Dixie Bean  
Patty Goldizen (Upon Oath of Office)  
Robert Hott  
Faron Shanholtz  
George Sponaugle

Scott Staley, Vice Chair  
Curtis Durst  
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  
PATTY GOLDIZEN  
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

PATTY GOLDIZEN  
DIXIE BEAN  
ROBERT HOTT  
GEORGE SPONAUGLE

FOUNDERS AWARD COMMITTEE:

ROBERT TISSUE, CHAIR

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of March 19, 2014

EWVCTC Main Campus

Moorefield, WV

- I. Call to Order:
  
- II. \*Action Item:
  - \*Minutes February 19, 2014 ..... Page 5
  - \*Student Fee: Robert Eagle ..... Page 09
  - \*Student Fee: Robert Eagle ..... Page 12
  - \*Student Fee: Ward Malcolm ..... Page 13
  - \*Student Fee: Ron Hamilton ..... Page 14
  
- III. Board Chair’s report: Committees Reports:
  - A. President’s Evaluation
  
- IV. President’s Report:
  - A. Meet & Greet Schedule ..... Page 16
  - B. Facilities, Personnel and Finance Committee meetings
  - C. Higher Learning Policy Commission Letter ..... *Attached*

Strategic Planning
<ul style="list-style-type: none"> <li>• Annual Review of Strategic Plan</li> <li>• Identify strategies to implement recommendations from Self-study team visit</li> </ul>
Workforce Development
Serve More Adults
Resources
<ul style="list-style-type: none"> <li>• Pre-bid, March 20</li> <li>• Benedum Foundation update. EMSI study</li> <li>• DOL equipment list is approved</li> </ul>
Reaccreditation Post Self-Study visit
<ul style="list-style-type: none"> <li>• HLC update</li> <li>• ACEN report</li> </ul>

Assessment & Institutional Effectiveness		
<b>For Spring 2014</b>		
<u>CAMPUS</u>	<u>Head Count</u>	<u>FTE</u>
Eastern	698	389.1
Workforce	101	33.9
sum	799	423.0
Unduplicated Total:	782	423.0
Alignment of Budget & Planning Processes		
<ul style="list-style-type: none"> <li>• Realign annual review with budget calendar</li> </ul>		
Campus Safety, Security and Health		
Concerns and Recommendations: See Below:		
<ul style="list-style-type: none"> <li>• Update-BRIM training</li> </ul>		
Public Relations		
<ul style="list-style-type: none"> <li>• Fireside Chat event with FCC Commissioner Jessica Rosenworcel, Washington, DC, March 19 PTK and Awards Ceremony, March 21 WVCTC Board training, March 25 Ilene Evans, Coralie Franklin Cook Interactive Presentation, March 26 AG Instructors training, March 27 American Association for Community Colleges Annual conference, April 2-8 Meeting with USDA during AACC HLC conference, April 10-13 Arts Society Show, April 25 Spring Extravaganza, April 26</li> </ul>		

V. Next Meeting: 04-16-14

VI. Adjournment:

**Eastern West Virginia Community and Technical College**

**Board of Governors**

**Working Draft Meeting of February 19, 2014**

**EWVCTC Main Campus**

**Moorefield, WV**

Attending: R. Tissue; C. Hakala; R. Hott; F. Shanholtz; G. Sponaugle; R. Mongold; D. Lambert; C. Terrell; P. Reardon; and D. Kelly, Recorder.

Not Attending: C. Durst and S. Staley. D. Bean

**I. Call to Order:**

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

**II. \*Action Item:**

*\*Minutes November 20, 2013 were approved upon a motion by **F. Shanholtz with a second by C. Hakala**; the minutes were approved as presented.*

**III. Board Chair's report: Committees Reports:**

- A. Paperless Board Meeting: Mr. Tissue discussed the perks and accuracy of having the option of being paperless. May consider using Dropbox although another recommendation was to use Google Docs. C. Hakala discussed using the college's tablets when available.
- B. Founder's Award Recipient (need name to EWVCTC-PR by 02-28-14) update *Committee membership. Recommendation of "D. Scott Sherman" for the Founder's Award Recipient - Motion by R. Hott with a second by G. Sponaugle. Motion carried.*
- C. "Report of a Comprehensive Evaluation Visit" the report reply was submitted in January. Dr. Terrell shared the information regarding the faculty and changes were made to address this issue by title appointments for D. Backus Division Chair for General Studies, Health and Education and S. Mirkhani Division Chair for Business, Computer and Information Technology; Dr. Terrell also shared expressed concerns on "what are you doing with the data you receive?" the support of staff, community, faculty, board of governors, and administration was positive and a good spirit of cooperation and unity. Discussed this change's effect on D. Backus' Board term; Deb has been replaced by P. Goldizen as the new CSC representative to the Board. The BOG recognized the positive impact and influence that Deb had as a member of the board and "she will be missed as a valuable member to the BOG" (R. Tissue).
- D. President's Evaluation: The personnel committee should schedule a meeting regarding this evaluation and then forward their suggestion to the Board as a Whole. D. Lambert to schedule an informal evaluation this coming spring.

**IV. President's Report:**

- A. Meet & Greet Schedule Page 8
- B. Campus expansion update

C. Facilities, Personnel and Finance Committee meetings:

**Facilities Committee Update:**

- *Campus expansion of the 7,500 sf wing is underway. Pre-bid conference in April. The facilities committee of the EWVCTC Board. Chair Tissue presented drawings from Thrasher 2006 survey as well as concerns as expressed stemming from a survey presented recently from Hardy Co. RDA.*
- *(8.17 acres in question for purchase)*
- *Know if the property is in a deed of trust and how much*
- *Is their survey is incorrect*
- *Then consider counter offer*
- *Determine accuracy of building to property tract*
- *Deed of trust and determine outstanding amount per acre*
- *Will have Dr. Terrell to make appropriate contact and Chair Tissue will call a special board meeting once this information has been obtained.*

**Finance Committee Update:**

- *Dean Reardon presented a preliminary budget for FY 15. EWVCTC's budget is "bare bones" at this point.*
  - *Upon a Motion by D. Lambert with a Second by R. Hott, the following Committee recommendations were accepted and Motion Carried:*
    - *Increase tuition to \$120. Per credit hour to offset the Governors' anticipated budget cuts.*
    - *Raise of 1 step 2.6% to faculty and non-classified*
    - *Adopt the proposed budget knowing that a final budget would need approved*
- D. \*\*D. Lambert suggested a 3-5 year "study or plan" to be presented by Dean Reardon at the October, 2014 fall board meeting second by R. Hott. Resulting tuition amount required based upon needs. Motion carried.*
- E. Board Training topics for 2014 Tobacco Free Campus
- F. Board appointments: *Dr. Terrell gave update on status of vacant seats and reappointments.*
- G. Deposition-March 6, 10 am: *rescheduled for the RDA office - was cancelled*

Strategic Planning

- .98% budget reduction-Penny Reardon
- 2nd quarter financials-Penny Reardon - TABLED
- FY 14 15 budget-Penny Reardon - TABLED
- Oasis update-Penny Reardon: State is purchasing accounting software - EWVCTC currently using QuickBooks - WV Oasis Eastern going on the State's ERP system information being submitted.
- Accreditation Commission for Education in nursing visit-January 28-30 – Attachment. Eastern's Nursing Program is fully accredited in the state of WV. The national accreditation was not received.

<p><b>Spring enrollment 2014</b> Unduplicated Totals:          HC: unduplicated 694          FTE'S: 401          academics 617 Workforce 91          academics 327.7 Workforce 28.3</p> <p><b>Spring enrollment 2013</b> Unduplicated Totals:          HC: 717          FTE'S: 415.2</p> <ul style="list-style-type: none"> <li>• Spring semester start-up KVC @ Sugar Grove "Tommy Bailey" was put into touch with EWVCTC by Chancellor Skidmore.</li> <li>• Complete College America Academy update</li> <li>• Dual Credit Entrepreneurship-Hardy County update</li> <li>• KVC Concept-Sugar Grove</li> </ul>
<b>Workforce Development</b>
<ul style="list-style-type: none"> <li>• iPad Training set up for Grant, Hardy and Pendleton County.</li> <li>• Met with NewPage reps to discuss WV Advance Grant and will be working with Patsy Koontz on publicizing HB3009 Grant</li> <li>• WIA file monitoring on Nov. 7<sup>th</sup> – no findings</li> <li>• Excel Level 3 class for Pilgrim's Pride on 11/22/13 (15 students)</li> <li>• 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.</li> </ul>
<b>Serve More Adults</b>
<ul style="list-style-type: none"> <li>• Welding Career Pathway initiative (plans to create a Regional advisory committee for the welding career - written authorization received from Kathy DiAnotani - using welding as a pilot)</li> </ul>
<b>Resources</b>
<ul style="list-style-type: none"> <li>• Mary Hunt, Benedum Foundation meeting, February 5</li> <li>• Kauffman Foundation Advance Grant - will provide \$100,000, Chancellor Skidmore to offer \$50,000 match - with a match pending from the Benedum - this application is due at the end of this month; Eastern will be organizing a tour with the Kauffman Foundation -</li> <li>• Tech Scholars Shell Energy and U S Wind Force</li> </ul>

<ul style="list-style-type: none"> <li>• RUS grant (Rural Utilities Services) match needed</li> <li>• Wal-Mart</li> <li>• DOL grant will partner with WIB to utilize grant funding</li> </ul>
Reaccreditation Post Self-Study visit
<ul style="list-style-type: none"> <li>• Self-Study Team Leader submits recommendations to HLC – See PEAQ Attachment</li> </ul>
Assessment & Institutional Effectiveness
<ul style="list-style-type: none"> <li>•</li> </ul>
Alignment of Budget & Planning Processes
<ul style="list-style-type: none"> <li>• HLC report Linking data to strategic plan and budget</li> </ul>
Campus Safety, Security and Health
<ul style="list-style-type: none"> <li>❖ Concerns and Recommendations: See Below:</li> </ul>
<ul style="list-style-type: none"> <li>• David Lord, SWVCTC, December 20</li> <li>• Brim Active Shooter training, March</li> </ul>
Public Relations
<ul style="list-style-type: none"> <li>• Entrepreneurship Advisory Committee meeting, February 7</li> <li>• Rural Community College Alliance, February 11-12</li> <li>• NACCE Regional Seminar, NRCTC February 20</li> <li>• Higher Education Day –February 21</li> <li>• District Consortium meeting-March 7</li> <li>• Economic Development and Education Partnership meeting- March 7</li> <li>• Annual Leave-March 10-14</li> <li>• Kauffman and Innovation America Tour-March 17-19</li> <li>• Natalie Tennant was unable to come as the commencement speaker - reached out to Isaac Sponaugle. Also, will be seeking community sponsorship for graduation sponsorship</li> </ul>

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

**VI. Adjournment: Meeting adjourned at 1:54 pm upon a motion by R. Hott with a second by D. Lambert. Motion carried**



**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**

**BOARD OF GOVERNORS  
MEETING OF 03-19-14**

**Item:** Fee for EDE 100 (Introduction to Teacher Education)

**Recommended Resolution:** DISCUSSION, that the Eastern West Virginia Community and Technical College Board of Governors discuss the course fee to be assessed to students. This revenue source would be used to pay partnership schools and pay for a resource room.

**Staff Member:** Robert Eagle, Dean of Academic and Student Services

**Background:**

The fee requested would be \$50 per student enrolled in the class. The fee would be split with \$40 per student being paid to the partnership school (primary/middle) where classroom supervision is being conducted for student observation. The remaining \$10 per student would be placed in a fund to be used toward the creation of an education resource room.

This course, fee, and fee utilization duplicates the current practice conducted by West Virginia University – Parkersburg for the same course.

**Eastern WV Community & Technical College  
Master Course Record**

<b>Course Prefix and Number:</b> EDE 100
<b>Course Title:</b> Introduction to Teacher Education
<b>Recommended Transcript Title:</b> Introduction to Teacher Education
<b>Date Approved/Revised:</b> December 16, 2013
<b>Credit Hours:</b> 2 <b>Contact hours per week (Based on 15 week term):</b> <b>Lecture:</b> <b>Lab:</b>
<b>Prerequisite:</b> ENL 95, OR both RDG 90 and ENL 99 AND one of MTH 90, MTH 91, or MTH 92 <u>and</u> one of MTH 95/96 (paired), MTH 94/97 (paired), or MTH 99; <b>OR</b> minimum acceptable test scores for placement in college-level English and math. <b>Corequisite:</b> 20 hours of field experience <b>Pre/Corequisite:</b>
<b>Grading Mode:</b> Letter Grade
<b>Catalog Description:</b> This course is an overview of the teaching profession. Central themes cover the aspects of becoming a teacher; schools and their place in society; students and curriculum, as well as career opportunities and professional development. Historical foundations of education are presented together with a look to the future. Classroom computer applications also are introduced. This course is required for the WVU Parkersburg Elementary Education Program. Students must complete this course with a grade of a C or better.
<b>Course Outcomes:</b> <ol style="list-style-type: none"> <li>1. Identify the historical evolution and philosophical basis of public education in American Society.</li> <li>2. Identify the legal basis of American public education.</li> <li>3. Describe school organization patterns.</li> <li>4. Describe the school administrative hierarchy.</li> <li>5. Describe the evolution of K-6 public school curriculum.</li> <li>6. Identify professional organizations and their roles in public education.</li> <li>7. Describe the process of education reform and its consequences.</li> <li>8. Describe the objectives of multicultural education.</li> <li>9. Describe the way public schools are financed.</li> <li>10. Describe the control of public schools at the local, state, and national levels.</li> <li>11. Describe the educator's role in public education.</li> <li>12. Identify personal qualifications of classroom educators.</li> <li>13. Review professional opportunities and trends.</li> <li>14. Identify requirements for admission to a program in teacher education.</li> <li>15. Knowledge of "A Framework for 21<sup>st</sup> Century Learning."</li> </ol>
<b>Implementation Cycle:</b> Spring
<b>Role in College Curriculum: (Check all that apply)</b> <input type="checkbox"/> <b>General Education Core (Specify category)</b> <input checked="" type="checkbox"/> <b>Technical Core (Specify Program)</b> WVU Parkersburg Education Program <input type="checkbox"/> <b>Restricted Elective (Specify Program)</b>

<input type="checkbox"/> <b>General Elective</b>
<b>Course Fee:</b> Yes
<b>Instructor's Qualifications:</b> Master's degree with 18 graduate hours in Elementary Education
<b>Expanded Course:</b> <ol style="list-style-type: none"> <li>1. Class sessions will consist of lecture, video, role playing, problem solving, and observation activities.</li> <li>2. Students will observe and participate in public school classrooms collecting data on the school environment, the students, the teacher, and student/teacher interaction.</li> <li>3. Students will complete 20 hours of field experience in a public school setting grades K-6 and complete a written summary of the experience.</li> <li>4. Students will interview various personnel in the educational system and will learn their responsibilities.</li> <li>5. Students will explore career opportunities in education.</li> </ol>

Prepared by:

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Suzanne H. Goodall, Ed. D., Elementary Education Coordinator Date

Approved by:

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Dean, Academic Services Date

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF 03-19-14**

**Item:** Student Activity Fee

**Recommended Resolution:** DISCUSSION, that the Eastern West Virginia Community and Technical College Board of Governors discuss the Student Activity Fee to be assessed to students. This revenue source would be used to fund Student Government and other student activities each year.

**Staff Member:** Robert Eagle, Dean of Academic and Student Services

**Background:**

Currently, \$5,000.00 is allocated for Student Government & student activities from the general operating budget. Under this proposal, a Student Activity fee of \$10 will be assessed to all students enrolled for more than 5 hours a semester. High School students and Workforce credit students are excluded from the fee assessment.

Based on the above assumptions, a report was ran on the Fall 2013 student population. The result indicated 559 students would have been assessed the \$10 Activity Fee. For an academic year, the fee will generate approximately \$10,000 per academic year. This will allow for more activities and an increase in the quality of activities. This will have a positive impact on student retention. The fee will not be assessed for summer school.

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF 03-19-14**

**Item:** Fee for ATT 103 (Engine Repair)

**Recommended Resolution:** DISCUSSION, that the Eastern West Virginia Community and Technical College Board of Governors discuss the course fee to be assessed to students. This fee will be used to purchase the ATT program wide text.

**Staff Member:** Ward Malcolm, Dean of Career, Technical and Workforce Education

**Background:**

The fee requested would be \$100 per student enrolled in the class. The fee would be Utilized to purchase the Automotive Program Book and Task Sheet Combination. This book fee will be a one time charge for ATT 103. The book will be used for all 10 Automotive courses. Previously students would be required to purchase 10 separate books totaling more than \$1000. This will save students over \$900.

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF 03-19-14**

**Item:** Technology Fee

**Recommended Resolution:** DISCUSSION, that the Eastern West Virginia Community and Technical College Board of Governors discuss the Technology Fee to be assessed to students. This revenue source would be used to fund upgrades and implementation of new Technology for supporting student's academic needs each year. The needs will be assessed at least every 3 years and a new Technology Plan developed.

**Staff Member:** Ron Hamilton, Chief Information Officer

**Background:**

There currently is no revenue source for replacing and maintaining equipment and software necessary to support student instruction. Because of this fact network and server equipment do not have maintenance agreements which leaves us in a precarious position if we have a failure. Instruction could come to a grinding halt for an extended period of time while we purchase replacement equipment.

The key to using these funds effectively is to develop a Technology Plan. The Chief Information Officer has solicited input from all employees via email and had in person meetings with most employees. A priority list has been drafted and shared with President's Cabinet. The Chief Information Officer will present the new Technology Plan for the next five years to the Board of Governors at a future meeting.

## Technology Fee Proposal

The following shows the projection of revenue generated by the Technology Fee. I have provided projected revenue based on the previous 3 semester of enrollment. Based on our agreed approach on the Technology Fee, students with 6 or more hours, not a high school student, not only workforce student, the projected revenue generated would be approximately \$60,700 per year.

Projection for the \$50 Technology Fee Excluding High School and Workforce Only Students taking 6 or more hours each semester.

Semester	6 Hrs or More
Fall 2013	559 (25,250)
Spring 2013	512 (27,950)
<u>Summer 2013</u>	<u>150 (7,500)</u>
	\$60,700

As part of the implementation of this fee I would like to do away with the current practice of forcing students to come to the front desk and pay for each page printed. Instead I would like to set a reasonable page limit per semester and charge students who exceed this limit a \$20 fee to add an additional page allocation to their account.

## **Contact Activities**

**Dr. Chuck Terrell**

### **February & March 2014**

#### **February**

20. National Association for Community College Entrepreneurship Regional Seminar, New River Community and Technical College
21. Higher Education Day, Charleston
26. Conference call with Economic Modeling Specialist Intl.
27. Tommy Bailey, KVC
28. Classified Staff meeting

#### **March**

3. Jeff Molenda
4. Conference call with Mary Hunt and Jill Lewis
5. Pizza with the President (students)  
Hardy County Chamber of Commerce Annual Awards dinner
6. Deposition
7. Potomac Highlands District Consortium meeting  
Economic Development and Education Partnership meeting
11. Hardy County Chamber of Commerce Board meeting
12. Kauffman Foundation, AACC and NACCE Slingshot Network conference call  
WV Community College Association conference call
13. The Coleman Foundation conference call
14. Entrepreneurship Advisory Committee conference call