

**Eastern West Virginia Community and Technical College**

**Board of Governors**

**Meeting of July 17 2013 at 12:00 pm**

**MINUTES**

**Eastern Campus; Moorefield, WV**

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ATTENDING: R. Tissue; S. Staley; C. Hakala; F. Shanholtz; R. Hott; R. Mongold; C. Durst; C. Terrell; S. Sherman; and D. Kelly, Recorder

NOT ATTENDING: R. Gillespie; D. Backus; D. Lambert; D. Bean.

**I. Call to Order:**

*The meeting was called to order at 12:07 pm by Chairman Tissue.*

**II. Action Items:**

**A. \*Minutes 05-15-13 Meeting –**

*M: F. Shanholtz*

*S: C. Hakala*

*Minutes were approved as revised (corrected State Code 6-9A-4b[2a]).*

*Motion carried.*

**B. \*Minutes 06-25-13Emergency Meeting**

*M: C. Hakala*

*S: C. Durst*

*Minutes were approved as presented. Motion Carried.*

**C. \*Officer Elections**

*Chair: Robert Tissue*

*Vice-Chair: Scott Staley*

*Motion by R. Hott moved that the chair and vice-chair remain in their positions for FY 14. Motion was seconded by F. Shanholtz. Motion carried.*

**D. \*Self-Study Document (Pending Report Completion)**

*Challenges and recommendations as well as strengths were discussed;*

*Curtis Hakala presented an overview from a faculty perspective.*

*Received a motion by Curtis Hakala to accept the draft document and to proceed by submitting the report to the HLC team. Motion was seconded by Curt Durst. Motion carried.*

**E. \*BP 5.14 Salary Schedule for Full-Time Faculty**

*M: C. Durst*

*S: R. Hott*

*Motion carried.*

**F. \*Governance Manual (~~Handout~~ Projected at Meeting)**

**ITEM TABLED:** *Dr. Terrell will present the Board's concerns to Bruce Walker and/or Mark Toor. Concerns were regarding employee performance and evaluation wherein a contracted employee would be supervising classified employees. Discussed "dotted line" as one option.*

**G. \*USDA Rural Utilities Service Distance Learning and Telemedicine Grant:**

*Eastern's primary medium for presentation, PolyCom, is out of warranty and out of date. Dr. Terrell would like to apply for this grant to replace equipment. Motion to give President Terrell authority to proceed with USDA Rural Utilities Service Distance Learning and Telemedicine Grant application was received by R. Hott with a second by F. Shanholtz. In addition to the above motion, authority was granted to Dr. Terrell and Board Chair or Vice-Chair to approve these related purchases on behalf of the Board as a Whole.  
Motion carried.*

- H. *\*Board Policy 6.1 Change in Organization of Organizational Units:  
Received a motion to move Facilities under the supervision of the Executive Dean and to move the .5 Program Coordinator under the supervision of the Academic Dean; motion by R. Hott with a second by C. Hakala.  
Motion carried.*
- I. *\*Board Meeting Dates FY 14  
Schedule was approved as presented.*

- III. **Board Chair's report: Committees Reports:**  
*Finance Committee Report June 28, 2013 at noon  
Chairman Tissue presented the recommendations of the Finance Committee. Motion to authorize Chair Tissue and President Terrell to present funding/loan options to the WVCTC Council for building construction. Terms of the options will be drafted and presented to the Council by President Terrell and Chair Tissue.  
M: S. Sherman  
S: F. Shanholtz  
Motion carried*

- IV. **President's Report:**
  - A. *Meet & Greet Schedule*
  - B. *Welcome Andrea Williams:  
Dr. Terrell presented Ms. Marie VanMeter's replacement fulltime math faculty Ms. Andrea Williams. The Board welcomed Ms. Williams to Eastern.*
  - C. *Announcement regarding Executive Dean for Finance and Operation Services:  
Ms. Luanne Bowman has accepted appointment and will August 1, 2013.*
  - D. *Developmental Education updates Curtis, Andrea and Marie  
Over 80% of Eastern student are enrolled in some type of developmental course work. Ms. VanMeter presented handouts with stats related to percentages. Presented the modularization concept for developmental math and the Series 41 requirements/standards.*
  - E. *Legal updates:  
Nothing new to report – attorneys have the documents.*
  - F. *BOG Training Hours*

Looking into topics for the new FY. HR – Financial Aid – Tobacco free campus prevention council –

G. Eastern’s Holiday Schedule

Motion to accept the FY 14 Holiday Schedule received by F. Shanholtz as presented with a second by R. Hott. Motion carried.

<p><b>Strategic Plan</b></p> <p><b>June</b></p> <ul style="list-style-type: none"> <li>❖ Fourth quarter ends</li> <li>❖ Fourth quarter departmental review of strategic initiatives, funding and expenditures begins</li> <li>❖ Year end audit begins</li> </ul>
<p><b>Student Access and Success</b></p> <ul style="list-style-type: none"> <li>❖ Enrollment</li> <li>❖ Developmental Education</li> <li>❖ Retention</li> <li>❖ Graduation</li> </ul>
<ul style="list-style-type: none"> <li>• Summer Enrollment 2013: Headcount: 234; FTE: 85.6; 2012 Headcount: 202; FTE: 77.0;</li> <li>• Cosmetology: working with South Branch Career &amp; Technical Center is underway – have advertised for full and part-time instructors.</li> <li>• Hardy County Board of Education, Entrepreneurship Education</li> <li>• Early Entrance-Discovery Center update</li> <li>• Elementary Education Coordinator update: interviews have been conducted and ready to launch by offering position to best qualified candidate(s).</li> <li>• GED graduation</li> </ul>
<p><b>Workforce Development</b></p> <ul style="list-style-type: none"> <li>• Region 8 PDC Broadband Survey on Eastern website and emailed to students.</li> <li>• June Conference: scheduled for June 18 and 19 for social workers and day care providers; have requested Jess to take pictures to submit to local newspapers.</li> <li>• Computer training for State Employees through WV STO – scheduled for June 11 &amp; 12; have requested Jess to take pictures to submit to local newspapers</li> <li>• NYC bus trip – scheduled for August 31</li> <li>• Yoga will continue throughout the summer and is becoming quite popular at the Town Library</li> <li>• ServSafe – June 26 at Hampshire Co. Health Dept.</li> <li>• CPR/1<sup>st</sup> Aid planned for June 10 &amp; 12</li> <li>• Working with Mt. View Solar to schedule a class in Capon Bridge</li> <li>• Continue to use Constant Contact as the main marketing source; add flyers and class info to Facebook</li> <li>• In process of closing out projects, updating financials, obtaining necessary paperwork for FY14 vendors, etc.</li> <li>• Missy Shockley is meeting with Lizabeth Flood 6/26 to discuss the possibility of music classes</li> <li>• Orientation for the contracted C.N.A. class for Grant County</li> </ul>

<p>Nursing Home was 06/03/13 - the class has 10 students.</p> <ul style="list-style-type: none"> <li>• Meeting with Mike Alt at the old Upper Tract Elementary School on June 4<sup>th</sup>. Toured the facility which is now owned by the Upper Tract Fire Department and discussed possibilities for use of the building. Also discussed entering into an MOU with the Fire Department for possible use of the building for future EWVCTC classes as well as an MOU to help advertise EMS related classes that Mike teaches in the area.</li> <li>• Meeting with Quentin Custer, Complex HR Manager with JBS (Pilgrims) on Wednesday, June 5<sup>th</sup> to discuss Quinton's vision of EWVCTC offering management prep courses to their hourly workforce in a non-traditional setting/schedule.</li> <li>• Continue to try to set up an Anatomy and Physiology 1 and 2 class beginning in the summer of 2013 at the Sugar Grove Naval Base in order to offer a paramedic class on the naval base following the completion of the A&amp;P classes. We have an instructor who has indicated he will teach if we can secure someone with the qualifications to help him in this endeavor.</li> </ul>
<i>Serve More Adults</i>
<i>Resources</i>
<ul style="list-style-type: none"> <li>• Wal-Mart Foundation</li> <li>• Tech Scholars application is due July 15</li> <li>• DOL grant is due in July</li> <li>• Title III grant was submitted to DOE June 2</li> <li>• Matthew's Trust, fall 2013</li> <li>• Financial Aid and student loans</li> <li>• Perkins eligibility June Heckel to provide guidelines</li> </ul>
<i>Reaccreditation: October 21-23, 2013 Self-Study visit</i>
<i>Assessment &amp; Institutional Effectiveness</i>
•
<i>Alignment of Budget &amp; Planning Processes</i>
<ul style="list-style-type: none"> <li>• Student Fees – see attached (page 12) was presented/handout at meeting</li> </ul>
<i>Campus Safety and Security</i>
<ul style="list-style-type: none"> <li>• Elevator inspection: has been completed</li> <li>• Fire Sprinkler inspection: has been completed</li> </ul>
<i>Public Relations</i>
<ul style="list-style-type: none"> <li>• Senator Manchin will Skype with Eastern: occurred 7/10/13</li> <li>• WVCTC State Council representative from Eastern region</li> </ul>

V. President's Evaluation  
*Item Tabled for Next Meeting*

VI. **Next Meeting: August 21, 2013 at noon**

VII. *Meeting adjourned upon a motion by R. Hott with a second by S. Sherman at 2:10 pm. Motion carried and meeting was adjourned.*

*Respectfully submitted by D. Kelly, Recorder*

8-28-13

BOARD CHAIR, ROBERT TISSUE