

**Eastern West Virginia Community and Technical College**  
**Board of Governors**  
**March 19, 2008 –MINUTES**

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Attending:

Peggy Hawse, Chair; Scott Jennings, Vice-Chair; Robert Sisk, Interim President; Dixie Bean; Christine Fuentes; Sharon Gott; Robert Hott; Faron Shanholtz; Amanda See; Scott Sherman; Pamela Shrader; Robert Tissue; Dreama Kelly, Recorder.

Presenter(s):

Penny Reardon, Executive Dean for Business & Operations

Also Attending:

Jean Flanagan, Press

- I. The meeting was called to order at 12:08 by Vice-Chair Scott Jennings.
- II. Upon a motion by Faron Shanholtz with a second by Pam Shrader, the minutes of the 02/13/08 meeting were approved as presented. Motion carried.
- III. The following action items were presented:
  - A) Approval of Tuition & Fees Increase – Penny Reardon.
    - Upon a motion by Scott Jennings with a second by Scott Sherman, the Tuition & Fees Increase was approved as presented. Motion carried.
    - Discussion included concerns related to the Compact statement that indicates Eastern’s tuition is the lowest in the state.
    - Discussed concerns of going above Southern’s tuition. \*\*The Board requested that Penny clarify how the increase rate of 10.81% was reached. Penny will check with Southern WVCTC and provide feedback to the Board.\*\*
    - The Board questioned utilization of the Senior discount. Chair Hawse indicated that a graduate last year did benefit from this discount.
  - B) Financials 2<sup>nd</sup> Quarter 2008 – Penny Reardon.
    - Upon a motion by Scott Jennings with a second by Dixie Bean, the second quarter financials for 2008 were approved as presented. Motion carried.
    - \*\*Chair Hawse requested an update by Penny Reardon for accounts receivables on outstanding balances at the next Board meeting\*\*
  - C) Curriculum Proposal from Learner Outcome Team (LOT).
    - Upon a motion by Pam Shrader, with a second by Christine Fuentes, the curriculum proposals were approved as presented. Motion carried.
    - Mr. Sisk explained the difference between skill set structure and certificate programs.
- IV. Discussion Item: Summer Work Hours – Pam Shrader.
  - Pam presented a request from Eastern Staff relating for an adjusted work schedule. The proposal included a time period of May 12, 2008 through July 31, 2008 for a four day work week with 9.5 hours per day. Pam reported that current staff work hours vary and include start times as early as 7:00 a.m. and regular end times as late as 5:00 p.m. Staff suggested that the 5-day work week, 7.5 hour work day resume on August 1, 2008. Staff indicated need to create a marketing or advertising plan for this change in schedule. Alternative suggestion included flex schedules, initial presentation of the of 4-day week, staff alternating days off which should accommodate a 5-day work week for business operation. Staff expressed that Southern WVCTC operates on the 4-day work

week, expressed concern over the increasing cost of fuel, and savings on operating costs for the college.

- The Board expressed concerns centered around customer service. Following discussion, the Board proposed working alternate Fridays by working an additional 50 minutes per day which would also extend hours and accommodate evening hours. Some members suggesting making no change but to leave the schedule as is and felt that this request is for the convenience of staff than the cost of gas. The Board expressed concern that staff may not adhere to their extended schedule or use vacation time to make up the additional hours. Also suggested that the schedule be permanent or year round as opposed to 'summer hours'. Board suggested that Mr. Sisk determine objectives of this change and then ask staff for additional input in how to meet the expectations or objectives set. The Board expressed preference for a 5-day work week with extended hours but agreed that this is the ultimate decision of the President.
- Mr. Sisk stated that staff points were valid and that he would like to have extended hours to accommodate the public. Mr. Sisk will get with Pam & the Classified Staff Council in making this decision

V. S.A.L.T. Report:

- Pam Shrader pointed out the following correction to be made under the Community Education section: change 'Roland' to 'Rowland'. Under the Continuing Education section: word omission: Should read "Certified Nursing Assistant Program" (C.N.A.) as opposed to Certified Nursing Program.
- Mr. Sisk reported that Higher Ed Day at the Legislature was basically routine although he did meet with most of our Delegates & Senators.
- Discussed new facility rental as that for the Auto-Tech Program. Rental will need to be approved by WVCTC/HEPC.

VI. President's Report – Robert H. Sisk, Interim President

A) Mock evaluation of the Higher Learning Commission by Mike Koon – *Attachment 6A*.

- Mr. Sisk presented a clarification of change handout for the Mission Statement. During the discussion, Mr. Sisk stressed that the mission core has not changed but changes have been for clarification purposes only.
- Mr. Sisk relayed that a current plan for library services are being developed by Curtis Hakala along with the Teaching Learning Technology Committee (TLTC).
- Chair Hawse suggested that Miriam Leatherman and Charlene Zirk be invited to attend the community meetings with the HLC in April, as representatives of the local Day Care Center and 'Mountain Heart'. Chair Hawse also suggested that a pre-HLC meeting for community members be scheduled\*\*D. Kelly to forward to Mr. Eagle – Self-Study Committee Chair\*\*.
- The Board stated that an executive session be scheduled for the April Board Meeting to discuss setting the timeline for the filling of the president position – D. Kelly add to April agenda\*\*.

B) Update of new campus construction – *Attachment 6B: Bond Status*

- Mr. Sisk presented a handout and gave a verbal update on the progress of the new campus facility. Informed the Board that Dr. Hoffmann remains on sick leave and should be back on the job sometime in April, 2008. Mr. Sisk informed the Board that the new campus water & sewer situation remains at a standstill with no funding yet obtained.

C) Attendance at the Hardy County Rural Development Authority:

- Mr. Sisk & Chair Hawse met with Mallie Combs of the Hardy County Rural Development Office and requested to be put on the March R.D.A. agenda; however, this meeting was cancelled and rescheduled for April 24, 2008 at 7:30 PM. Mr. Sisk and Chair Hawse requested that the entire Board of Governors attend the April meeting in support of Eastern.
- Mr. Sisk and Chair Hawse received a contact from Col. Bill Suver with General Tackett's office. Col. Suver indicated that the National Guard wanted to move ahead with its construction project and are currently collecting data relating to the water & sewer issue at the R.D.A. site.
- Mr. Sisk talked with Logan Moyers who is working with the Caledonia Heights development; Mr. Moyers does not feel that Eastern can utilize the same system that the Caledonia Heights project will be utilizing and discussed alternate option near Prime Wood properties.
- Board determined that Eastern should stay proactive and contact the National Guard, and that the meeting with the RDA should include a breakdown of monies spent on project design and site prep, as well as water and sewer engineering costs. Robert Tissue offered to go to Charleston to discuss this issue with WVCTCS should the Board deem appropriate.
- Chair Hawse suggested holding a "Sewer Summit" that would include the following people: Eastern's Board of Governors' Facilities Committee, representatives of the Hardy County R.D.A.: Bob Taylor, Mallie Combs; representatives of the WVCTCS: Mr. Nelson Robinson; representatives of the Hardy County Commission; Hardy County Public Service District representatives, representatives of the National Guard; Chancellor Skidmore; and members of the Legislature.
  - The following motion was made by Robert Hott and was seconded by Faron Shanholtz: Chair Hawse will draft a letter to Nelson Robinson requesting that funds be released to hire engineering services for the water, sewer, and infrastructure of Eastern's new campus facility. This letter should also include reference to the Hardy County Rural Development Authority's letter that indicated the R.D.A. was committed to obtaining funding for these items. This letter should be carbon copied to Chancellor Skidmore and copies should also be sent to the following: Senator Walt Helmick; General Tackett of the National Guard; Hardy County R.D.A.; Hardy County Chamber of Commerce; Hardy County Public Service District; Bob Taylor; Mallie Combs; and Delegate Harold Michael. Motion Carried.

D) Update of Nursing Program Project:

- Mr. Sisk spoke with Pam Alderman and was informed that Southern WVCTC President JoAnn Tomblin gave the 'okay' to proceed with the nursing program at Eastern pending 1 year funding intact. Mr. Sisk shared information from a voice message from Harold Michael stating that he felt there was ample funding for Eastern in the Community and Technical Council's budget to operate the Nursing Program; however, following Delegate Michael's call, Mr. Sisk received a call from Chancellor James Skidmore stating that there was no specific money dedicated to Eastern in the CTC budget" but that this may be in error. Chancellor Skidmore will be checking into CTC Budget allocations and may be able to pull funds from the Allied Health program and will make additional contact with Mr. Sisk to clarify.

E) Miscellaneous: Mr. Sisk reminded the Board of the upcoming HLC visit and that a dinner with the Board has been tentatively set for Monday April 28, 2008 5:30 p.m. @ South Branch Inn.

VII. Next Meeting: April 16, 2008 @ 12:00 noon.

VIII. The meeting was adjourned at 2:55 p.m. by Chair Hawse.

*Respectfully Submitted by Dreama Kelly, Recorder*

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Peggy C. Hawse, Chair  
Eastern WVCTC Board of Governors

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Date