

Eastern West Virginia Community and Technical College

Board of Governors

Meeting Minutes of March 16, 2016

EWVCTC Main Campus

Moorefield, WV

Call to Order: *Mr. Tissue called the meeting to order at 12:02. Present were Dr. Terrell, R. Tissue, S. Staley, D. Bean, M. Chambers, L. Godlove, G. Greenwalt, C. Hakala, D. Lambert, F. Shanholtz, G. Sponaugle, and S. Reed, recorder. Present as Guests were P. Reardon, R. Hamilton, and L. Teets, Business Coach. Absent were B. Bucklew and JR Helmick.*

Special Guest: WV Secretary of Commerce Keith Burdette..... Page 6
Secretary Burdette joined the meeting via Skype at 12:05 p.m. and began by sharing his concerns about the delay with the WV Legislature's budget, and how the budget changes will effect West Virginia's economy, especially educational institutions. He also addressed the long- and short-term challenges that the state is now facing with the current energy industry crisis and the prospects of attracting other manufacturing and industries to the state. He concluded by encouraging Eastern to remain focused on the opportunity to reposition adults for a skilled workforce within the region, and the benefits obtained when innovation, entrepreneurship, and small businesses are encouraged to flourish. The presentation concluded at 12:53 p.m.

Executive Session: Under the Authority of WV Code §6-9A-4 for the Following:
Amanda Roberson, Director of Financial Aid-personnel actions

Guest: Brian Peterson, Legal Counsel

Pursuant to state code §6-9A-4 the Board accepted a motion to move into executive session regarding a personnel matter. The meeting went into Executive Session at 1:05 pm following a motion by G. Greenwalt with a second by M. Chambers. The motion carried. The meeting reconvened into regular session at 2:05 pm. No formal action was taken during the Executive Session. A motion was made by D. Bean to return to regular session at 2:05 pm, with a second by Mr. Hakala.

*Action Items:Attachment

*Minutes February 17, 2016Attachment

Minutes were approved as read on a G. Greenwalt motion with a second by D. Bean. Motion carried.

Dr. Terrell introduced Lindsey Teets, Business Coach for Eastern and SBDC.

- A. Policy No. BP-6.5 Appropriate Computer Usage – Amendment
- B. Policy No. BP-6.11 Firearms, Weapons & Explosives
- C. Policy No. BP-6.13 Security of Information Technology
- D. Policy No. BP-6.12 Military Student Withdrawal

The above listed Board Policies, as amended, were approved unanimously by the Board of Governors on a motion by G. Greenwalt, with a second by D. Lambert. The motion carried.

- E. Information Items - Academic Regulations:
- a. AR-6.7 Information Technology Disposal Regulation
 - b. AR-6.8 Remote Access Regulation
 - c. AR- 6.9 Records Retention Regulation

Board Chair & Committee Reports:

- A. WV Board of Governors Association
- B. Classified Staff updates-Laurel Godlove –*Classified Staff Basket Raffell tickets are currently being sold.*
- C. Faculty updates-Curtis Hakala – *Mid-term grades were being process. Film Festival planning making progress.*
- D. Student updates-Brian Bucklew - *Mr. Bucklew was absent – no report available.*

I. Strategic Plan 2015-2020

- Student Access and Success
- Teaching and Learning
- Community Engagement and Partnerships
- Culture of Innovation
- Resources

Student Access and Success Enrollment/Retention/College Completion/Financial Aid/Early Entrance Data Points	1
<ul style="list-style-type: none"> • Spring 2016 Enrollment report • Full Measure Education partnership • Work America partnership 	
Teaching and Learning Assessment/Reaccreditation/Institutional Effectiveness/Assessment/Academics/Career And Technical Education Data Points-	2
<ul style="list-style-type: none"> • Nursing 	
Community Engagement and Partnerships Workforce Education/District Consortium/Sector-Based Strategies/BTG Data Points-	3
<ul style="list-style-type: none"> • FNB Bank in Romney, Travis Delaplain and Della Davis • CMT Empowering Education partnership, May 20 	
Culture of Innovation WORCS/Foundation/IREED/Launchpad/SBDC	4

<ul style="list-style-type: none"> • Lindsey Teets, introductions • Farming Coalition meeting - TBA 	
Resources Alignment of Budget/Grants/	
5	
<ul style="list-style-type: none"> • Finance Committee meeting, Wednesday, March 23 at 2:00 pm • Governor's budget-tentative date March 21 • Power Grant, EDA and ARC 	
Campus Safety, Security and Health	
<ul style="list-style-type: none"> • Mock Shooter drill-Spring Break 	
Public Relations Communications/Marketing/Events/Media Data Points-	
<ul style="list-style-type: none"> • Nursing Pinning, May 13, Moorefield High School Auditorium at 7:00 pm • Commencement, May 14, Moorefield Middle School at 10:00 am • CMT concert, Friday, May 20, 2016 Marketing strategies 	
Local, State and National meetings Advisory Committee/WV Council/	
<ul style="list-style-type: none"> • AACC, April 8-12 	
Higher Learning Commission-Self Study Visit April 22-24, 2018 "HLC Awakens"	
March, 2016	Self Study Design Submitted by President to Dr. Jeff Rosen (HLC liaison) for review and recommendations
March, 2016 – March, 2018	Conduct focus groups and sector based strategy meetings. Sessions to be coordinated by Marketing and Workforce Education.
March 14, 2016	All College Meeting and Self Study Kick-off: Processes defined; workgroups/criterion teams officially appointed; review Self Study goals; review HLC criteria and 2013 Visiting Team Report.
March 1, 2016 – June 1, 2016	Initial Baseline for Data for the Self Study; Criterion Team data requests to be submitted to SB-G
March 18, 2016	Designated Self Study Work Sessions: During this first session, each Criterion Taskforce will review criteria, core components and minimum requirements. (These are individual team meetings.) Criterion Taskforces establish team review processes, identify preliminary questions to guide review, identify initial data needs, persons to interview, departmental documents to obtain. Taskforces will provide a report of meeting, processes to use and data needs to Self Study Facilitator.
March 1, 2016 - March, 2018	Self Study Leadership Team interacts with appropriate stakeholders and taskforces

April 8, 2016	Designated Self Study Work Sessions
April 15 – 19, 2016	Self Study Leadership Team and Eastern Staff attend the HLC Annual Conference in Chicago
April, 2016	Self Study Leadership Team meets with Dr. Jeff Rosen while attending the HLC Annual Conference
April 22, 2016	Designated Self Study Work Sessions

Next Meeting: April 20, at 12:00 pm

Special Guest: None (Focus on FY 17 budget)

Adjournment: *Meeting adjourned at 2:30 p.m.*

Respectfully submitted by S Reed, Recorder

Robert Tissue, Chair

Date Approved

J. KEITH BURDETTE

SECRETARY, WEST VIRGINIA DEPARTMENT OF COMMERCE

EXECUTIVE DIRECTOR, WEST VIRGINIA DEVELOPMENT OFFICE

In December 2010, Keith Burdette was appointed by Governor Earl Ray Tomblin as Cabinet Secretary for the West Virginia Department of Commerce and Executive Director of the West Virginia Development Office. In addition to the West Virginia Development Office, the Department of Commerce includes WorkForce West Virginia, the Division of Natural Resources, Tourism, Energy, Labor, Forestry, Miners' Health, Safety and Training, Geological and Economic Survey and the Office of Economic Opportunity.

Keith Burdette began his public service when he was elected to the first of two terms in the West Virginia House of Delegates at age 23. In 1982 he was elected to the West Virginia State Senate and in 1989 Keith was elected the 42nd President of the State Senate at the age of 34, the youngest Senate President in the state's history.

In 2000 Governor Bob Wise asked Keith to join his administration where he served as Director of Policy and Legislative Relations until 2003.

While out of state government, Keith formed the Burdette Group, a consulting firm focused on government relations and economic development. He managed and operated the Wood County Development Authority, and served as President of the Area Roundtable. He was a member of the first board of governors for West Virginia University-Parkersburg, and served on the board of directors of the Mid-Ohio Valley Regional Council as well as the regional Workforce Investment Board. He was chairman of the board of the Parkersburg Art Center and served on the Erickson All-Sports board of directors.



Keith has been recognized by many organizations for his service, including receiving an honorary doctorate from West Virginia University-Parkersburg; being named the Outstanding Young West Virginian by the West Virginia Jaycees; and being named one of the United States Junior Chamber of Commerce's Ten Outstanding Young Americans. He has received a Distinguished West Virginian Award from both Governor's Gaston Caperton and Bob Wise.

In addition to serving in Governor Tomblin's executive cabinet, Keith is chairman of the West Virginia Economic Development Authority, chairman of the Jobs Investment Trust board of directors, and serves on the board of the West Virginia Children's Home Society, Vision Shared, West Virginia Council for Community and Technical College Education, and Tech Connect West Virginia.

Keith is married to the former Pat Haught Huffman and has two sons and two step sons.