



Eastern West Virginia
Community & Technical College

Board of Governors
MEETING AGENDA

*March 20, 2013
12:00 pm
Eastern Campus; Moorefield, WV*

BOARD MEMBERS:

Robert Tissue, Chair
Debra Backus
Curtis Durst
Curtis Hakala
Douglas Lambert
Raven Mongold

Scott Staley, Vice Chair
Dixie Bean
Richard Gillespie
Robert Hott
Faron Shanholtz
D. Scott Sherman

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:

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

PERSONNEL COMMITTEE:

**ROBERT TISSUE, CHAIR
D. SCOTT SHERMAN
DOUGLAS LAMBERT
CURTIS DURST
DIXIE BEAN**

FINANCE & ADMINISTRATION COMMITTEE:

**ROBERT TISSUE, CHAIR
D. SCOTT SHERMAN
ROBERT HOTT**

BOARD OPERATIONS COMMITTEE:

SPECIAL COMMITTEES

FACILITIES COMMITTEE:

**SCOTT SHERMAN, COMMITTEE CHAIR
DEBRA BACKUS
DIXIE BEAN
BOB HOTT
ROBERT TISSUE**

FOUNDERS AWARD COMMITTEE:

ROBERT TISSUE, CHAIR

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of March 20, 2013

12:00 pm

Eastern Campus; Moorefield, WV

I. Call to Order:

II. Action Items:

- A. *Minutes 2-20-13 Meeting* Page 5
- B. *Allied Health CAS*..... Page 8

III. Board Chair’s report:

- A. *Committees Reports:*
 - a. *Recommendation of independent counsel to review Board Personnel Policies*
- B. *Miscellaneous*
 - a. *Student Government Request/Presentation – R. Mongold*
 - b. *Board Training Requirement*
 - i. ACCT training, March 20
 - ii. Autumn Perry, CFWV, April 17
 - iii. Entrepreneurship Event, April 25
 - iv. PPTs from WVCTCS

IV. President’s Report:

- A. *Review of Board Policies*..... P. Reardon
- B. *Meet & Greet Schedule* Page 10
- C. *Other Updates:*

<p><i>Strategic Plan</i></p> <p>March</p> <ul style="list-style-type: none"> ❖ President’s Cabinet reviews budget requests ❖ Finance and Personnel Committees of BOG meet to review budget ❖ End of budget’s third quarter ❖ Comprehensive status review of strategic plan is conducted to adjust objectives, timelines and funding allocations as determined by departmental reviews. ❖ Board of Governor’s review tuition rates ❖ Third quarter departmental review of strategic initiatives, funding and expenditures begins <p>•</p>
<p><i>Student Access and Success</i></p> <ul style="list-style-type: none"> ❖ <i>Enrollment</i> ❖ <i>Developmental Education</i> ❖ <i>Retention</i> ❖ <i>Graduation</i>
<ul style="list-style-type: none"> • <i>Spring enrollment:</i> <i>Spring FY 12: Headcount 673; FTE 412.70</i> <i>Spring FY 13: Headcount 717; FTE 415.20</i> • <i>WVUP Elementary Education agreement is signed First cohort to begin spring 2014</i> • <i>Shepherd Elementary Education agreement target goal March 22</i> • <i>Retention</i> • <i>Graduation 91 students eligible to graduate</i> • <i>Summer Academy WIB Youth Council</i>

<ul style="list-style-type: none"> • <i>HS recruitment</i>
<i>Workforce Development</i>
❖
<ul style="list-style-type: none"> • <i>New Page training update 3009 grant application</i> • <i>Chamber of Commerce and CVB luncheon, March 13</i> • <i>Mineral County STEM Festival, March 23</i> • <i>Paramedic training at Sugar Grove Summer 13 per student cost</i> • <i>Paramedic training fall 2014</i> • <i>CNA training in Hampshire Valley Health</i> •
<i>Serve More Adults</i>
<ul style="list-style-type: none"> • <i>Lord Fairfax Community College update</i>
<i>Resources</i>
<ul style="list-style-type: none"> • <i>Moorefield Campus expansion</i> • <i>Student Success Sponsors</i> • <i>Wal-Mart Foundation proposal was submitted on March 1</i> • <i>Nursing Campaign</i>
<i>Reaccreditation</i>
<ul style="list-style-type: none"> • <i>October 21-23, 2013 Self-Study visit</i> • <i>Update from Sherry Becker-Gorby (handout).....Page 11</i> • <i>HLC conference April 5-9</i>
<i>Assessment & Institutional Effectiveness</i>
•
<i>Alignment of Budget & Planning Processes</i>
•
<i>Campus Safety and Security</i>
<ul style="list-style-type: none"> • <i>Blue Ridge CTC Safety Director – to conduct Assessment of EWVCTC Campus Safety & Security</i>
<i>Public Relations</i>
<ul style="list-style-type: none"> • <i>Higher Education Day March 21</i> • <i>PTK and Awards Ceremony, March 22</i> • <i>Entrepreneurship Event at Landes Art Center, April 25</i> • <i>Arts Society Show, April 26</i> • <i>Vendor Day at Eastern, April 27</i>

V. **Next Meeting: April 17, 2013**

VI. **Adjournment:**

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of February 20, 2013

12:00 pm

Eastern Campus; Moorefield, WV

Attending were: R. Tissue; S. Staley; C. Terrell; D. Backus; C. Durst; R. Hott; C. Hakala; D. Lambert; R. Mongold; F. Shanholtz; S. Sherman; D. Kelly, Recorder.

Presenting were: Penny Reardon; Tyson Riggleman;

Other attendees were: Timothy Riggleman; Mel Nines

Not Attending were: R. Gillespie; D. Bean

I. Call to Order:

Meeting was called to order at 12:05 PM by Chair Tissue.

II. Action Items:

C. Minutes 1-16-13 Meeting

Received a motion to accept the meeting minutes as presented by Faron Shanholtz, received a second by Doug Lambert. Motion carried.

D. Financial Statement as of 12-31-12 – handout P. Reardon

Chair Tissue commended Dean Reardon for the fiscal condition of the College.

Members commented on State Appropriations vs. Tuition & Fees – that Eastern focus on the continued trend as presented by Dean Reardon. Motion to accept the Financial States was received by Scott Sherman with a second by Curtis Hakala.

M: S. Sherman with a second by C. Durst.

E. Chair Tissue discussed the information that was erroneously released regarding personnel information – those affected have been notified that this happened.

F. Robert Hott expressed concern over Board Members discussing issues with disgruntled employees as a misrepresentation of the Board.

III. Board Chair's report:

C. Committees Reports:

a. Harold K. Michael Founder's Award Recipient Agriculture Commissioner Walt Helmick as the 2013 Award Recipient. *Motion received by Scott Sherman to accept this nomination with a second by Robert Hott. Motion carried.*

b. Recommendation of independent counsel to review Board Personnel Policies.

Chairman Tissue asked the Board to consider Greg Bailey or Charlie Houdyshell (Deputy Attorney General) to review Eastern's three policies – both are familiar with Higher Education policy and regulations. Time will be a consideration. General sentiment of the Board to get this item behind us.

D. Miscellaneous

a. Discuss alternative Board of Governors' meeting times

Will pilot a late afternoon meeting schedule – 3:30 pm for the next couple meetings; meetings will continue to be on Wednesdays.

Meeting of February 20, 2013

b. Tyson Riggleman will address the Board regarding the recent termination of Eastern’s Director of Information Systems & Technology.

Tyson Riggleman read a dissertation from his father’s perspective on his termination.

c. Board Training Requirement

Discussed need for members to meet the minimum training requirement. Dr. Terrell discussed online training opportunities. Robert Tissue will be organizing a minimum of four hours training and asked members to view training materials presented from June Henkel.

IV. President’s Report:

D. Review of Board Policies

Dean Reardon presented PowerPoint presentations of Eastern’s BPs 5.9 and 6.1, Series 8 and 13, and other State Code.

Chair Tissue asked Dean Reardon to review the policy regarding salary / pay increases. Dean Reardon will forward the policy to the Board for review prior to the next meeting. Chair Tissue asked the Board to review the handouts that were presented today and for Dean Reardon to attend the March meeting to answer any questions the may have.

E. Meet & Greet Schedule

Schedule was presented to Board with Agenda.

F. Other Updates:

- a. Recommendation: bring together finance and administration and academic/committees to look at our overall budget and strategies as well as tuition and where we are in order to keep up with the salary scale.*
- b. Discussed grants and pending proposals*
- c. Informed Board that the Compact is due April 1, 2013*
- d. Chair Tissue named (Curtis Hakala Chair of the Academic – committee) to work with college administration on completion of the compact.*
- e. WVUP education program’s contract to be signed – photo op to follow. Plan on having Shepherd’s President to sign contract at next Board Meeting in March.*
- f. Staff input, from Curtis Hakala, Marie VanMeter, Robert Eagle, and Daniel Silver, for the WV Completion Innovation Challenge grant was vital.*

Strategic Plan February <ul style="list-style-type: none"> ❖ Deans submit departmental budget requests to Executive Dean ❖ Review budget’s second quarter ❖ Second quarter departmental review of strategic initiatives submitted to Cabinet ❖ Institutional Compact due April 1(attachment) Committee assignment
Student Access and Success <ul style="list-style-type: none"> ❖ Enrollment ❖ Developmental Education

<ul style="list-style-type: none"> ❖ Retention ❖ Graduation

Meeting of February 20, 2013

<ul style="list-style-type: none"> • Enrollment • Shepherd University agreement update • WVUP conference call 1/29 Agreement submitted for review • Potomac Highlands District Consortium meeting update, 2/7
<i>Workforce Development</i> <ul style="list-style-type: none"> ❖ Annual Report
<ul style="list-style-type: none"> • Economic Development & Education Partnership meeting update, 2/7 • WV Development Office meeting at Eastern with New Page, 3/6 • Chambers of Commerce and CVB luncheon March 13
<i>Serve More Adults</i> <ul style="list-style-type: none"> • Lord Fairfax Community College meeting at Capon Bridge Library, 2/25
<i>Resources</i> <ul style="list-style-type: none"> • WV Completion Innovation Challenge, 2/12, 30K grant • Wal-Mart Foundation application due March 1 Met with Manager and HR at Moorefield Wal-Mart
<i>Reaccreditation</i> <ul style="list-style-type: none"> • October 21-23, 2013 Self-Study visit •
<i>Assessment & Institutional Effectiveness</i> <ul style="list-style-type: none"> •
<i>Alignment of Budget & Planning Processes</i> <ul style="list-style-type: none"> • Per Credit Hour Tuition Rate report (attachment) • Six month operating budget update (attachment) • OASIS update (attachment)
<i>Campus Safety and Security</i> <ul style="list-style-type: none"> • Schedule meeting with Blue Ridge CTC to discuss safety strategies • Tobacco Product Free Community and Technical College System Resolution (attachment)
<i>Public Relations</i> <ul style="list-style-type: none"> • Mineral County Day 13-15 • Higher Education Day, Charleston, 3/21 • PTK Awards and Awards Ceremony, South Branch Inn, 3/22

V. **Next Meeting: March 20, 2013**

VI. **Adjournment:** *The meeting was adjourned at 2:15 pm by Chair Tissue following motion by Scott Sherman with a second by Doug Lambert.*

Respectfully submitted by Dreama Kelly, recorder

Robert Tissue, Chair

Date Approved

Eastern WV Community & Technical College Curriculum Proposal	
Proposal Title: Allied Health Care Certificate of Applied Science	
Nature of Proposal (Check one) Course Proposal: <input type="checkbox"/> New Course <input type="checkbox"/> Course Modification <input type="checkbox"/> Course Withdrawal Skill Set Proposal: <input type="checkbox"/> New Skill Set <input type="checkbox"/> Skill Set Modification <input type="checkbox"/> Skill Set Termination Program Proposal: <input type="checkbox"/> New Program <input type="checkbox"/> Program Modification <input type="checkbox"/> Program Termination	
Proposed Implementation Date: Fall 2013	
Rationale The Allied Health Care Certificate (CAS) will provide students who are interested in the allied health fields with entry-level health care skills as well as preparation for application to Associate Degree level health careers.	
Required Documentation: Course Proposal: <ul style="list-style-type: none"> • Rationale • Master Course Record Form (Proposed change) • Master Course Record Form (Current approved version, not required for new courses) • Sample Syllabus Skill Set Proposal: <ul style="list-style-type: none"> • Rationale • Skill Set Requirements • Skill Set Outcomes Program Proposal: <ul style="list-style-type: none"> • New Programs must submit required documentation as per Board of Governors BP 3.3 <i>Submission of Proposals for New Academic Programs</i> (Must submit all Master Course Record Forms for <u>all</u> courses in program including previously approved courses and general education courses.) Program Modification: <ul style="list-style-type: none"> • Rationale • Master Course Record Forms (All courses impacted by proposed changes including new, revised or terminated courses) • Catalog Program Format • Program Outcome Matrix • Program Assessment Plan 	
Proposal Initiator: Debra H. Backus	
Date of Submission: January 13, 2013	
Interdepartmental Review for Submission to LOT Date:	
LOT Approval Recorded in Minutes Date of Approval:	
President's Approval (Signature required only for new Baccalaureate Transfer Programs) Date:	
Board of Governors Approval Recorded in Minutes (Signature required only for new Baccalaureate Transfer Programs) Date:	

Allied Health Care
 Certificate of Applied Science (CAS)
 30 Semester Hours

This program is designed for the students interested in entering a health care profession. Graduates are better prepared for entry-level health care related employment or entry into the nursing program. All courses must be completed with a "C" or better.

Upon successful completion of this certificate, students will be able to:

- Apply basic computation skills related to allied health careers.
- Appreciate the person as a holistic being for the purpose of fostering growth and development across the lifespan.
- Discuss health related issues.
- Demonstrate effective communication skills and computational skills.

Program Implementation: Full-time day

Recommended Course Sequence – Allied Health Certificate of Applied Science

Note: All courses must be completed with a “C” or better.

First Year – Fall Semester				First Year – Spring Semester			
Dept.		Course Title	Sem. Hrs.	Dept.		Course Title	Sem. Hrs.
AH	210	Nutrition	3	AH	115	Drug Dosage Calculation	1
BIO	124	Human Anatomy & Physiology I	3	AHS	108	Medical Terminology	3
BIO	124L	Human Anatomy & Physiology I LAB	1	BIO	125	Human Anatomy & Physiology II	3
CIS	108	Computer Fundamentals	3	BIO	125L	Human Anatomy & Physiology II LAB	1
ENL	101	English Composition I	3	Elective		Math Elective (100 level or higher)	3
PSY	200	General Psychology	3	PSY	214	Life-Span Developmental Psychology	3
Total Semester Hours			16	Total Semester Hours			14

Allied Health Care
Certificate of Applied Science (CAS)

	AH 210	AH 115	AHS 108	PSY 214
Apply basic computation skills related to allied health careers		X		
Appreciate the person as a holistic being for the purpose of fostering growth and development across the lifespan	X		X	X
Discuss health related issues	X	X	X	X
Demonstrate effective communication skills and computational skills	X	X	X	X

Contact Activities
Dr. Chuck Terrell
February 21, 2013- March 20, 2013

February 2013

25 Lord Fairfax Community College

March

04 Rick Hilker, Arcadia Solutions

05 New Page meeting with Eastern, WV Development Office and WVCTCS
Conference e call with Commissioner Helmick

07 Mineral County Day post event meeting

13 CVB and Chambers of Commerce luncheon
Hardy County Chamber of Commerce Annual dinner

19 President's Student Pizza Party Social

20 Nolan Browning, College Completer Planning meeting

Higher Learning Commission Reaccreditation Visit Update

March 20, 2013

- *Reviewing materials from criterion taskforces and requesting additional information.*
- *Criterion 5: Sherry Becker Gorby (SBG) has completed a draft of criterion 5. Penny Reardon will provide additional clarification. It needs to be condensed which will be the next step after receiving notes from Penny. Once the revision is completed, it will be posted for review.*
- *Criterion 3: First draft to be sent to Deb Backus for recommendations. As with criterion 5, once it is revised based on Deb's notes, it will be posted for review.*
- *Criterion 4: next in the drafting line-up. Currently have responses to questions from the taskforce*
- *Criterion 1: waiting on responses to questions from Criterion Team leader.*
- *Criterion 2: waiting on taskforce reports.*
- *Institutional Snapshot: data compiled for all years since 2007. Only 2 years of data are required, but decided to collect all. SBG will post this info (2007 - 2012) for others to use. Scott Lecrone is working with Ron Hamilton to finalize details for Snapshot question # 6: Availability of Instructional Resources and Technology. At the close of FY, SBG will get final updates from Penny Reardon for Snapshot question # 7: Financial Data*
- *Intro Chapter: Started drafting...pulled demographics from Census. Trying to decide how much and what to include... No data available for all 6 of our counties as a composite profile... decided to try doing a profile from each county, but... too lengthy and not certain of the value... will come back to this later*
- *Chapter on Changes since last visit... some notes compiled, but halted work on this since SBG needs some of the info from the criterion reports.*