

Eastern West Virginia
Community & Technical College

Board of Governors
MEETING AGENDA

August 28, 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
FARON SHANHOLTZ**

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 August 28, 2013 at 12:00 pm

Eastern Campus; Moorefield, WV

I. Call to Order:

II. Welcome to Luanne Bowman and Vincenza Cumbo

III. Action Items:

- A. Minutes 07-17-13 Meeting..... Page 6
- B. BP 3.12 Page 11
- C. BP 3.8 Page 12
- D. BP 3.21 Page 13
- E. Organizational Chart (with dotted line from IT to Luanne)..... Page 13

IV. Board Chair’s report: Committees Reports:

V. President’s Report:

- A. Meet & Greet Schedule
- B. Board Appointments and reappointments
- C. Moorefield Campus Expansion
- D. Riggleman v. Eastern update

<p><i>Strategic Plan</i></p> <p>August</p> <ul style="list-style-type: none"> • End year review of previous year’s budget • End of year review of previous year’s strategic plan, attainment of objectives and accomplishments
<ul style="list-style-type: none"> •
<p><i>Student Access and Success</i></p> <p>❖</p> <ul style="list-style-type: none"> • <i>Fall enrollment</i> • <i>Developmental Ed strategies</i> • <i>RCBI initiative</i> • <i>Cosmetology –South Branch Technical Center</i> • <i>Entrepreneurship Dual Credit Hardy County and South Branch</i>
<p><i>Workforce Development</i></p>
<ul style="list-style-type: none"> ❖ Greg Morris ❖ Attended Region 8 Broadband Meeting on 08/08; representative will be giving an overview at the ❖ District Consortium / Economic Development & Ed Partnership meeting on 09/20. ❖ Contacted Cosmetology applicants about testing in Charleston on 08/14; in the process of setting up interviews.

- ❖ Orientation for potential Cosmetology students scheduled for 08/22 and 08/29.
- ❖ Meeting at Luke Paper Mill on 08/01 to finalize HB3009 Grant Proposal.
- ❖ Set up advertisement for COC discount for iPad trainings. First class scheduled for 08/15-08/16.
- ❖ Matrix due Sept. 1
- ❖ Will be working with Ron to set up Cosmetology classes in Banner
- ❖ Need to be working on development of curriculum for Jason Hughes (due by 10/15/13)
- ❖ CPR & 1st Aid – August 12 & 14
- ❖ Dance classes begin August 13
- ❖ NYC bus trip – scheduled for August 31
- ❖ Yoga will continue through August 28; planning another session to begin in September
- ❖ ServSafe – 9/25 at Hampshire Co. Health Dept.
- ❖ Developing program with Lizabeth Flood to provide music class to pre-k classes in Hardy County; grant funded
- ❖ Bus trip planned on November 2 to see Noah at the Sights & Sound Theatre in Lancaster Co., PA
- ❖ Have requested MOUs with Hardy Co. Wellness Center, Mike Alt, Lost River groups, and Hardy Co. Library for registration and promotion of classes
- ❖ Banking class (Analyzing Financial Statements) will begin September 9 at 6pm in the board room. This class is offered in cooperation with the WV Bankers’ Association.
- ❖ Continue to use Constant Contact as our main marketing source; add flyers and class info to Facebook
- ❖ Greg continues to participate in monthly Slingshot Network conference calls (July 11th and August 8th).
- ❖ Greg was on vacation July 15 – 16 to attend the NTCA regional meeting where he received some professional development that is transferable to the Workplace Culture training.
- ❖ We hosted the quarterly Allied Health meeting on July 24th. Although the attendance was less than expected, we had great discussion and input from those who were present.
- ❖ On August 5th and 6th we did contracted training for Hampshire County School Staff. Excel Level 1 the first day and on the second day Greg taught a class on “Influencing the Workplace Culture” and “The 7 Step” Process.
- ❖ We have been very busy over the past few weeks receiving inquiries and mailing application packets to prospective students for Workforce Medical Training classes.
- ❖ Very disappointed with the number of students who have signed up for classes, many approved for HEAPS grants but at the last minute notify us they are no longer interested or do not show up for orientation.
- ❖ Following is a complete snapshot of the enrollments as of today:

Fall Medical Training Summary As of: 8/9/2013

	Start Date	Maximum Class Size	Number Enrolled	Actual Class	Orientation Date
Online Medical Transcription	7/9/2013	10	6	6	7/8/2013
Pharmacy Tech	8/5/2013	20	9	9	8/5/2013
Medical Billing and Coding	8/5/2013	20	3	0	
Onling Billing and Coding	8/12/2013	15	12	12	8/12/2013
Phlebotomy Tech	8/6/2013	24	11	11	8/6/2013
Medical Assistant	8/6/2013	22	18	18	8/6/2013
C.N.A. Petersburg	8/26/2013	20	21	20	8/20/2013
C.N.A. Romney	9/9/2013	20	25	20	9/4/2013
TOTAL		151	105	96	

<ul style="list-style-type: none"> ❖ We have a commitment from Martha Williams to teach the A&P 1 and A&P classes at the Sugar Grove Naval Base beginning in September. I sent out an e-mail on July 29th to the folks who have expressed interest in our A&P/Paramedic class, provided them with an update on our tentative plans and requested feedback by August 12th on their continued interest/commitment to our Sugar Grove A&P and/or Paramedic class. Mike Alt has also scheduled a public informational meeting at the Brandywine Volunteer Hall at 6:00 pm on August 19th to determine if there is enough interest to justify running these classes. ❖ On August 8th Greg submitted the electronic application to DHHR OFLAC for the planned Petersburg C.N.A. class. Orientation is schedule for August 20th with class to start on August 26th. ❖ August 19th meeting in Brandywine to hopefully determine we have enough interest to offer the Workforce A&P classes beginning in September as well as the Paramedic class tentatively scheduled to begin in January, 2014.
<i>Serve More Adults</i>
<ul style="list-style-type: none"> • <i>Elementary Education Coordinator update</i>
<i>Resource</i>
<ul style="list-style-type: none"> • <i>7.5% budget reduction FY 15</i> • <i>Perkins Plan</i> • <i>National Endowment for the Arts</i> • <i>USDA Rural Utilities Service grant</i> • <i>Coleman Foundation</i> • <i>Foundation meeting</i> • <i>Institute for Rural Entrepreneurship and Economic Development</i> • <i>Bus Shelter</i> • <i>Matthews Trust Capon Bridge position</i> • <i>Hardy Telecommunications 90 megs</i> • <i>RCBI Mineral County</i>
<i>Reaccreditation: October 21-23,2013 Self-Study visit</i>
<ul style="list-style-type: none"> • <i>Mock Self Study Mike Koon, September 19-20</i> • <i>Accreditation Commission for Education in Nursing, January 28-30</i>
<i>Assessment & Institutional Effectiveness</i>
<ul style="list-style-type: none"> • <i>LOT will meet in September</i>
<i>Alignment of Budget & Planning Processes</i>
<ul style="list-style-type: none"> • <i>Student Fees</i> • <i>Developing a Business Plan approach to determine sustainability</i>
<i>Campus Safety and Security</i>
<ul style="list-style-type: none"> • <i>Brickstreet - Insurance to cover art on campus</i>
<i>Public Relations</i>
<ul style="list-style-type: none"> •

VI. President's Evaluation

VII. Next Meeting: **September 18, 2013 at noon**

VIII. Adjournment:

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of July 17 2013 at 12:00 pm

DRAFT MINUTES

Eastern Campus; Moorefield, WV

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.

Strategic Plan

June

- ❖ Fourth quarter ends
- ❖ Fourth quarter departmental review of strategic initiatives, funding and expenditures begins
- ❖ Year end audit begins

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Student Access and Success

- ❖ Enrollment
- ❖ Developmental Education
- ❖ Retention
- ❖ Graduation

- Summer Enrollment
2013: Headcount: 234; FTE: 85.6;
2012 Headcount: 202; FTE: 77.0;
- Cosmetology: working with South Branch Career & Technical Center is underway – have advertised for full and part-time instructors.
- Hardy County Board of Education, Entrepreneurship Education
- Early Entrance-Discovery Center update
- Elementary Education Coordinator update: interviews have been conducted and ready to launch by offering position to best qualified candidate(s).
- GED graduation

Workforce Development

- ❖
 - Region 8 PDC Broadband Survey on Eastern website and emailed to students.
 - 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.
 - Computer training for State Employees through WV STO – scheduled for June 11 & 12; have requested Jess to take pictures to submit to local newspapers
 - NYC bus trip – scheduled for August 31
 - Yoga will continue throughout the summer and is becoming quite popular at the Town Library
 - ServSafe – June 26 at Hampshire Co. Health Dept.
 - CPR/1st Aid planned for June 10 & 12
 - Working with Mt. View Solar to schedule a class in Capon Bridge
 - Continue to use Constant Contact as the main marketing source; add flyers and class info to Facebook
 - In process of closing out projects, updating financials, obtaining necessary paperwork for FY14 vendors, etc.
 - Missy Shockey is meeting with Lizabeth Flood 6/26 to discuss the possibility of music classes
 - Orientation for the contracted C.N.A. class for Grant County

<p>Nursing Home was 06/03/13 - the class has 10 students.</p> <ul style="list-style-type: none"> • Meeting with Mike Alt at the old Upper Tract Elementary School on June 4th. 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. • Meeting with Quentin Custer, Complex HR Manager with JBS (Pilgrims) on Wednesday, June 5th to discuss Quinton's vision of EWVCTC offering management prep courses to their hourly workforce in a non-traditional setting/schedule. • 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&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.
Serve More Adults
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Resources
<ul style="list-style-type: none"> • Wal-Mart Foundation • Tech Scholars application is due July15 • DOL grant is due in July • Title III grant was submitted to DOE June 2 • Matthew's Trust, fall 2013 • Financial Aid and student loans • Perkins eligibility June Heckel to provide guidelines
Reaccreditation: October 21-23,2013 Self-Study visit
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Assessment & Institutional Effectiveness
•
Alignment of Budget & Planning Processes
<ul style="list-style-type: none"> • Student Fees - see attached (page 12) was presented/handout at meeting
Campus Safety and Security
<ul style="list-style-type: none"> • Elevator inspection: has been completed • Fire Sprinkler inspection: has been completed
Public Relations
<ul style="list-style-type: none"> • Senator Manchin will Skype with Eastern: occurred 7/10/13 • WVCTC State Council representative from Eastern region

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

Board Chair, Robert Tissue

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE

BOARD OF GOVERNORS

POLICY NO. BP 3.12

TITLE: GRADUATION REQUIREMENTS

SECTION 1. GENERAL

1.1 Scope: This policy describes the conditions and process to determine graduation status for students in an associate degree.

1.2 Authority: AR 3.14: Developmental Course Requirements for Certificate Programs and Skill Sets; Series 21 (Freshman Assessment and Placement Standards)

1.3 Effective Date: Fall, 2013; Replaces version approved January 19, 2011

SECTION 2. STATEMENT

If students elect to earn an Associate in Arts Degree, Associate in Science Degree, Associate in Applied Science Degree, or Certificate from Eastern West Virginia Community and Technical College, they must meet the following requirements in addition to specific program requirements outlined in the College Catalog:

- Complete and submit an application for graduation at least 45 days prior to the graduation ceremony;
- Satisfy all learner outcomes requirements for the program of study including the required number of credit hours;
- Achieve a 2.0 or higher cumulative grade point average on all college work not excluded in the computation of the GPA as a result of applying other Eastern policies;
- Complete a minimum of 6 credit hours (100 level or higher) at Eastern West Virginia Community and Technical College (articulated credit excluded);
- Complete required academic assessment tests/instruments including but not limited to program exit exams, and standardized general education assessment (associate degree students only);
- Complete general education requirements as defined in BP 3.6 (General Education Curriculum);
- Satisfy all financial obligations to the College; including payment of any required graduation fees.

Developmental requirements for all Associate in Arts Degree, Associate in Science Degree, ~~or~~ Associate in Applied Science Degree, **and Certificate Program** graduates:

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE

BOARD OF GOVERNORS

POLICY NO. BP-3.8

TITLE: ACADEMIC HONORS

SECTION 1. GENERAL

1.1 Scope

1.2 Authority

1.3 Effective Date July 17, 2003

SECTION 2. STATEMENT

Students achieving academic success are recognized each semester by three distinctions. These are:

A. Merit List For students who earn at least six (6) semester hours in credit classes and have a semester grade point average of 3.25 or higher.

B. Dean's List For students who earn at least nine (9) semester hours in college level credit classes (100 level or higher) ~~excluding developmental classes (courses numbered below 100 in the Catalog)~~ and have a semester grade point average of 3.5 or greater. ~~Students enrolled in any developmental courses are not eligible for the Dean's List.~~

C. President's List For students who earn at least 12 semester hours in college level credit classes (100 level or higher) ~~excluding developmental classes (courses numbered below 100 in the Catalog)~~ and have a semester grade point average of 4.0. ~~Students enrolled in any developmental courses are not eligible for the President's List.~~

Associate Degree Graduation Honors

Associate Degree Graduates with a cumulative grade point average of 3.5 or higher are designated as honor students at the graduation ceremonies.

Associate Degree Graduates with a cumulative grade point average of 4.0 are designated as students with highest honors at the graduation ceremonies. **Honors apply solely to Associate Degrees.**

July 17, 2003

Board of Governors, Chair Date

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE

BOARD OF GOVERNORS

POLICY NO. BP- 3.21

TITLE: CREDIT HOUR DEFINITION

SECTION 1. GENERAL

- 1.1 Scope: This policy describes the conditions and process in defining a credit hour.
- 1.2 Authority: Federal Regulation - 34 CFR--PART 600
- 1.3 Effective Date: June 7, 2013

SECTION 2. STATEMENT

- 2.1 Eastern West Virginia Community & Technical College credit-bearing courses, including online and hybrid courses requiring both in-person and online participation, are scheduled and conducted in compliance with federal regulation defining the credit hour.
- 2.2 A credit hour for face-to-face, credit-bearing courses is the amount of work represented in intended learning outcomes and verified by evidence of student achievement, which corresponds to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester.

SECTION 3. PROCEDURES

- 3.1 Scheduling of credit-bearing classroom courses in all modalities – weekday, weekend, accelerated, etc. – reflects the credit-hour definition established by federal regulation.
- 3.2 Credit-bearing hybrid courses require a combination of in-person faculty instruction and online, instructor-led, asynchronous or synchronous learning activities equivalent to a minimum requirement defined by federal regulation.
- 3.3 Laboratory, internships, capstones, and other academic work require at least the equivalent amount of classroom and/or direct faculty instruction and student work as defined in the Statement section above.

Board of Governors, Chair

Date

Agenda: Board of Governors 08-21-2013 Continued



