



Eastern West Virginia
Community & Technical College

Board of Governors
MEETING AGENDA

September 19, 2012
12:00 pm
Eastern Campus; Moorefield, WV

BOARD MEMBERS:

Robert Tissue, Chair
Debra Backus
Curtis Durst
Curtis Hakala
Douglas Lambert
Melissa Shank (*Upon Administration of Oath*)

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:

MELISSA SHANK (UPON OATH)
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
ROB TISSUE
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 September 19, 2012

12:00 pm

Eastern Campus; Moorefield, WV

- I. Call to Order:

- II. Action Items:
 - A. Minutes – 06-28-12Page 6
 - B. Governance Manual Update
 - C. LOT Activity – BPs: None to review
 - D. Program Audits: None to review

- III. Board Chair's report:
 - A. Committees Reports:
 - B. Misc.

- IV. President's Report:
 - A. Communications and Marketing Strategies Invite Jessica Lamb and Daniel Silver to provide an update
 - B. Recognition of new employees:
 - o Shirley Murphy 8/1
 - o Ann Degnan 9/17
 - o Paul Harman (temporary)
 - o Various adjuncts
 - C. ContactsPage 7

- D. Other Updates:

Strategic Plan
<ul style="list-style-type: none">• Revised plan to be reviewed
Student Success
<ul style="list-style-type: none">• Enrollment, retention and student success #• Nolan Browning, College Completion Oversight Committee (CCOC) visit scheduled for 9/18• College tours
Workforce Development
<ul style="list-style-type: none">• State-wide Workforce meeting with Greg Morris, September 6• Allied Health Sector-Based meeting, 9/12• Manufacturing/Energy Sector-Based meeting, 9/20• Economic Development Summit, September 20
Serve More Adults
<ul style="list-style-type: none">• Shepherd-Elementary Education agreement Robert Eagle and Deb Backus

<ul style="list-style-type: none"> • ABE applications • Capon Bridge meeting, 9/11 1:00 pm
Resources
<ul style="list-style-type: none"> • Proposed budget cuts and performance based funding 9/13 meeting with Senator Plymale • Technology Center, Petersburg • Moorefield Campus expansion • Diversity grant schedule dates for fall and spring Jerome Frederick Amy Crites • Mott's Foundation Letter of Inquiry • Resignation-Grady Bradfield
Reaccreditation
•
Assessment & Institutional Effectiveness
•
Alignment of Budget & Planning Processes
•
Campus Safety and Security
<ul style="list-style-type: none"> • Training and mock drill for faculty and staff set date to invite Bryan Ward • Phone line to be installed for alert button • Safety/Security concerns

V. Next Meeting: October 17, 2012

VI. Adjournment:

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of August 14, 2012

12:00 pm

Technology Center, Petersburg, WV

Attending were: Robert Tissue, Chair, Debra Backus, Dixie Bean, Curtis Durst, Richard Gillespie - telephone, Curtis Hakala, Douglas Lambert, Faron Shanholtz, D. Scott Sherman, Dr. Charles Terrell, President, Dreama Kelly, Recorder, Ward Malcolm, Shawn Dilly, and AWC Representative.

Not attending were Robert Hott, Scott Staley, Vice Chair,

- I. Call to Order:
The meeting was called to order at 12:20 by Chair Tissue
American Woodmark Company recognition
Lunch

- II. *Action Items:
 - C. *Minutes – 06-28-12
M: D. Lambert
S: S. Sherman
Motion carried to approve minutes from the June 28, 2012 meeting as presented.

 - D. *BP 2.1
M: F. Shanholtz
S: D. Bean
Motion carried to approve BP 2.1 as revised was approved.

 - E. *Program Audits
M: D. Lambert
S: D. Bean
Motion carried to approve the seven program audits / reviews.

- III. Board Chair's report:
 - E. Board of Governors Retreat
Will survey BOG through a "doodle meeting scheduler" for an evening meeting date in September.

 - F. *Facilities Committee
Received a recommendation from the Facilities Committee that Eastern consult with legal council, Rich Donovan, for a renegotiation of the current "rent to own lease" of the Petersburg Technology Center.
M: D. Bean

S: D. Lambert

Motion carried to consult with Rich Donovan regarding renegotiation of current "rent to own" lease of the Petersburg Technology Center.

Eastern Campus expansion options were discussed; President Terrell presented options for parking and expansion for both full and partial wing. Presented update on progress of the WVDOH expanding parking areas.

G. Professional Development CFWV

Due to the cancellation of the CFWV training, professional development will be offered at the September retreat.

IV. President's Report:

Student Success and College Completer Agenda

- Fall 2012 HC 538 FTEs 356.9 as of 8/7/12.
- Fall 2011 HC 779 FTEs 438.90
- Nursing program update
- Graduation application fee
- CAPP – Banner Curriculum, Advising and Program Planning, (CAPP) is a comprehensive module which offers flexible student tracking toward degree or award completion. CAPP helps to navigate through sometimes complex and diverse course requirements, giving the ability to comprehensively track a student's progress toward a goal
- Renewed agreement with WVNET

Workforce Development –Promote Stronger Employer Partnerships

- Reorganization
- Capon Bridge partnership
- American Woodmark Company
- South Branch Technical Center
- Mineral County Technical Center and South Branch Technical Center
- District Consortium- Collaborative Agreement and Compact
- Economic Development Summit
- Grant County Data Center
- WORKFORCE CLASS UPDATES
- Weese is to connect the new lifts at ETC and air compressor before next week.
- CDL class is running this week
- Paramedics is scheduled to run Aug. 28th. location concerns me
- Re-arranged ATT and installed new lifts
- Landes is now in the building and has made his office in the copier room will need fixtures
- Can we look at a small phone system for the tech center?
- Elkins wind farm have blades/ or pieces of blades to give us. We will have to transport
- Grover has arranged for us to get an 18 ton gear box. We will have to arrange transport, possibly some funding from the chancellor.
- 3 guys now at Pinnacle wind farm, one at Tucker county and one at

<p>Elkins</p> <ul style="list-style-type: none"> • CNA class canceled, the instructor dropped out at the last minute. • DC/AC instructor dropped out at the last minute. Working to fill these voids. • PO is cut to remove the MET tower • RDA wants the dirt for road work at the industrial park
<p>Serving More Adults</p> <ul style="list-style-type: none"> • Shepherd University Elementary Education partnership • American Public University • Capon Bridge
<p>Resources</p> <ul style="list-style-type: none"> • New employees- Shirley Murphy, Skip Landis, Debbie Nelson, Diana Duling, Tammy Ours, Amy Crites and Scott Lecrone • Vacancies PT Administrative Secretary and FT Workforce Project Manager • STUC grant • Banner Finance
<p>Reaccreditation Updates</p> <p>Sherry Becker-Gorby and Robert Eagle met via conference call on 6/19 to develop a transition plan for her moving into 100% HLC writing mode and plans for covering her regular duties. Overall all, criterion team meetings have somewhat been suspended due to faculty members being off contract. After the start of the semester, Sherry will start actively interacting with the criterion teams for materials to start writing the HLC report.</p>
<p>Assessment & Institutional Effectiveness</p> <ul style="list-style-type: none"> • Program audits
<p>Alignment of Budget & Planning Processes</p> <ul style="list-style-type: none"> • Strategic Planning meeting, August 1, 2012 with a follow-up meeting August 29, 2012 • FY 14
<p>Campus Safety and Security</p> <ul style="list-style-type: none"> • Bomb threat update • Mock drills
<p>Miscellaneous</p> <ul style="list-style-type: none"> • WV Community College Association/WV Association Developmental Education 2012 conference, Canaan Valley October 24-26 Agenda

v. Next Meeting: September 19, 2012

VI. Adjournment
The meeting was adjourned at 2:30 pm by Chair Tissue

Respectfully submitted by Dreama Kelly, Recorder

Robert Tissue, Chair

Date

August:

- 15 CTC Advisory Committee Meeting, Charleston
- 16 CTC State Council meeting, Charleston
- 21 Hardy County Chamber of Commerce meeting
- 22 Grant County RDA Data Center ribbon cutting
- 24 Luncheon with Harold Michael
- 27 Canaan Valley Resort site visit
- 29 Strategic Planning Meeting
- 30 Conference call with Jim Skidmore and Rich Donovan to discuss Technology Center and academic wing

September:

- 4 Meeting with Bryan Ward , Hardy County Sheriff's Department to discuss a campus mock drill
- 5 Elkins Wind Farm
- 6 Workforce Directors Meeting, Charleston
- 7 Grant County RDA meeting
- 10 Hardy County Chamber of Commerce meeting
- 11 Meeting with Dave Stutts and Susan Archer to discuss Capon Bridge classes and scholarships
- 12 South Branch Technical Center Advisory Committee
BOG Facilities Committee
Hardy County RDA meeting to discuss Campus Master Plan
- 13 WVCTC Advisory Committee meeting, Charleston
- 18 Nolan Browning, College Completer Oversight Advisor meeting