

Eastern West Virginia Community and Technical College

Board of Governors Meeting Minutes of

October 15, 2008

Harco Complex, Moorefield, WV

Attending: Faron Shanholtz, Vice-Chair; Robert Tissue; Scott Jennings; Peggy Hawse; Pam Shrader; Sharon Gott; Dixie Bean; Robert Hott;

Unable to Attend: Scott Sherman; Amanda See;

- I. The meeting was called to order at 12:30 pm by Vice-Chair, Faron Shanholtz.
- II. The Oath of Office Student Representative, Spring Brittingham, was not performed this date as Ms. Brittingham was unable to attend this meeting. The Oath will be administered at the next meeting.
- III. Upon a motion by Pam Shrader, with a second by Scott Jennings, the minutes of the August 20, 2008 meeting were approved as amended. Item III: identify Robert Tissue as the 'nay'. Motion carried.
- IV. Mr. Sisk presented the Higher Learning Commission's formal letter of action dated October 8, 2008. The letter states that the Commission voted to grant accreditation status to Eastern. Eastern will provide a progress report on leadership program, development and planning of budget and finance by April 1, 2011. **Scott Jennings would like to meet with everyone working on this project for a personal 'thank you'.** It has been stated that only 5% of the schools obtain accreditation on the first try. Would like to mark this milestone with a 'plaque' or something indicating the date. Detailed Press release of this accomplishment.
- V. Mr. Sisk presented a handout related to the preparation and processes necessary toward becoming an independent Institution. Eastern will have to purchase components of Banner at the estimated costs of \$414,000. Dennis Taylor and Chancellor Skidmore will contact Mr. Sisk related to the State having purchased licenses which may cover Eastern. Questioned if Eastern can continue with Southern for the Banner Services. Discussed hiring of additional staff as well. Discussed various options that will be available to us once we are fully on our own. Scott Jennings questioned the timeline for students to be awarded Eastern credits. **Bob to check on the timeline**
 1. software transfer of information from southern to Eastern WV Comm. & Tech. College
 2. contact southern to set us up for separate credits – and develop timeline
 3. set up a conversion team –
 4. check on any license violation with eastern being a separate institution
- VI. Mr. Sisk presented the following construction update: today is the 'substantial completion date' they now have 30 days to complete their punch list: i.e.
 1. G & G may be asking for an additional extension date
 2. Project is coming along okay -
- VII. Status of the Utilities for the new facility: Skidmore spoke with Kelly Goes, Secretary of Commerce; Ms. Goes has had no correspondence from the Governor's Office pertaining to Eastern's water/sewer issue. M. Combs contacted Mr. Sisk regarding rumor of a potential \$3Million that could be available to Eastern.

Board discussed need for security at the new building site. Requested that Mr. Sisk request a price estimate from the ASAP company for an alarm system.

- VIII. In preparation for the development of a Presidential search process, Mr. Sisk presented the Board with copies of Series 5: Legislative Rule Title 135. Peggy asked to be removed from the personnel committee. Scott Jennings gave an overview of the proper steps for the search committee process. Search committee will constitute the whole board.
Mr. Sisk is to determine costs for the following by the next meeting and will try to provide the Board with several options regarding a presidential search by the next meeting
- IX. President's Report – Robert Sisk
- A. Revision of the cabling and voice bid approval. May have to re-bid depending upon tomorrow's contact with a state contract.
 - B. Update of required policies
 - C. Renting of spaces to COATES: Community based program ran by Bob MacPhail \$400.00 per month.
 - D. Customer Relations Initiative: Work toward developing a culture unique to Eastern.
 - E. Ruby Payne Training: asked Peggy Hawse to conduct this training for the staff:
 - F. Enrollment report was presented for review.
 - G. Miscellaneous:
- X. President's Cabinet Report: Community & Continuing Education courses are to be added to the website. Mr. Sisk discussed need to determine need for new academic courses via community education. Background checks for Access Center advisors will take place due to being on public high school campuses.
Discussed need for Hampshire AC to have water fountain or vending machine for students.
- XI. Next Meeting – November 19, 2008
- XII. Upon a motion by Robert Tissue with a second by Pam Shrader, the meeting was adjourned at 3:17 pm by Vice-Chair Shanholtz.

Respectfully Submitted by Dreama Kelly, Recorder

Faron Shanholtz, Vice-Chair

Date: