



Eastern West Virginia
Community & Technical College

Board of Governors
MEETING AGENDA

July 17, 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 July 17 2013 at 12:00 pm

Eastern Campus; Moorefield, WV

I. Call to Order:

II. Action Items:

- A. Minutes 05-15-13 Meeting..... Page 5
- B. Minutes 06-24-13Emergency Meeting Page 9
- C. Officer Elections Page 10
- D. Self-Study Document (Pending Report Completion)
- E. BP 5.14 Salary Schedule for Full-Time Faculty..... Page 16
- F. Governance Manual (Handout at Meeting)
- G. USDA Rural Utilities Service Distance Learning and Telemedicine Grant..... Page
- H. Board Policy 6.1Change in Organization of Organizational Units..... Page 14
- I. Board Meeting Dates FY 14 Page 18

III. Board Chair’s report: Committees Reports:
Finance Committee Report June 28, 2013 at noon

IV. President’s Report:

- A. Meet & Greet Schedule Page 12
- B. Welcome Andrea Williams
- C. Announcement regarding Executive Dean for Finance and Operation Services Page 13
- D. Developmental Education updates Curtis, Andrea and Marie
- E. Legal updates
- F. BOG Training Hours
- G. Eastern’s Holiday Schedule.....Page 11

<i>Strategic Plan</i>
June
❖ Fourth quarter ends
❖ Fourth quarter departmental review of strategic initiatives, funding and expenditures begins
❖ Year end audit begins
•
<i>Student Access and Success</i>
❖ Enrollment
❖ Developmental Education
❖ Retention

❖ <i>Graduation</i>
<ul style="list-style-type: none"> • <i>Summer Enrollment</i> 2013: Headcount: 234; FTE: 85.6; 2012 Headcount: 202; FTE: 77.0; • <i>Cosmetology</i> • <i>Hardy County Board of Education, Entrepreneurship Education</i> • <i>Early Entrance-Discovery Center update</i> • <i>Elementary Education Coordinator update</i> • <i>GED graduation</i>
<i>Workforce Development</i>
❖
<ul style="list-style-type: none"> • 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 Nursing Home was 06/03/13 - the class has 10 students. • 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.
<i>Serve More Adults</i>
•
<i>Resources</i>
<ul style="list-style-type: none"> • <i>Wal-Mart Foundation</i> • <i>Tech Scholars application is due July15</i>

<ul style="list-style-type: none">• <i>DOL grant is due in July</i>• <i>Title III grant was submitted to DOE June 2</i>• <i>Matthew's Trust, fall 2013</i>• <i>Financial Aid and student loans</i>• <i>Perkins eligibility June Heckel to provide guidelines</i>
<i>Reaccreditation: October 21-23, 2013 Self-Study visit</i>
•
<i>Assessment & Institutional Effectiveness</i>
•
<i>Alignment of Budget & Planning Processes</i>
<ul style="list-style-type: none">• <i>Student Fees – see attached (page 12)</i>
<i>Campus Safety and Security</i>
<ul style="list-style-type: none">• <i>Elevator inspection</i>• <i>Fire Sprinkler inspection</i>
<i>Public Relations</i>
<ul style="list-style-type: none">• <i>Senator Manchin will Skype with Eastern</i>• <i>WVCTC State Council representative from Eastern region</i>

V. **President's Evaluation**

VI. **Next Meeting: August 21, 2013 at noon**

VII. **Adjournment:**

Eastern West Virginia Community and Technical College

Board of Governors

Draft Meeting Minutes of May 15, 2013 at 12:00 pm

Eastern Campus; Moorefield, WV

Attending: R. Tissue; S. Staley; F. Shanholtz; R. Hott; R. Mongold; C. Hakala; S. Sherman; D. Backus; C. Durst;

C. Terrell, President; D. Kelly, Recorder

Not Attending: R. Gillespie; D. Bean; D. Lambert

I. Call to Order:

The meeting was called to order at 12:07 pm by Chairman Tissue.

II. Action Items:

J. Minutes 4-17-13 Meeting

Upon a motion by R. Hott with a second by C. Hakala, the April 17, 2013 meeting minutes were approved as presented. Motion carried.

K. Increase FY 14 SGA allocation to \$5,000.00:

Upon a motion by F. Shanholtz with a second by R. Hott, the Board approved an increase in Student Government Allocations to \$5,000. Motion carried.

L. Presidential Annual Review

Pursuant to State Code 6-984b2A, received a motion by R. Hott to enter into executive session motion was seconded by S. Sherman. The Board entered into executive session at 12:10 pm.

Regular session resumed 12:33 with no action taken during executive session.

Received a motion by R. Hott to continue Dr. Terrell's contract with salary of \$135,150 for FY 14, motion was seconded by F. Shanholtz. Motion carried.

III. Board Chair's report: Committees Reports:

A. Outside Counsel review of Board Policies – Greg Bailey

Mr. Bailey joined meeting via telephone conference and presented a report on the policy(ies) reviewed. Mr. Bailey suggested that the Board outline the policies and regulations in terms of employee classification; With respect of employee's contracts, the intuitional outline could address a due process;

The policy(ies) he reviewed seems "pretty good"; would suggest a progressive form of discipline for employees under expectation of continued employment – not applicable to at-will employees.

Change policy # as it is incorrect – Dr. Terrell to check with Bruce Walker on this issue.

Chairman Tissue asks the Personnel Committee to review this issue, Faron Shanholtz will join the Committee.

- B. Grant County Development Authority – first refusal
There is a parcel of land adjacent to the Technology Center (4.7 acres) Eastern has a first right of refusal for purchase of this property; however, The lease for the Technology Center (total of 3 acres) has been completed and the check for payment has been received. Dr. Terrell will keep the Board up-to-date on any changes. No action taken.

IV. President’s Report:

H. Meet & Greet Schedule

I. Legal updates

J. BOG Training Hours: will join the Board Membership option for training from AACCT.

K. Executive Dean update: will be conducting interviews next week. Had outside review of the resumes and hope to have position filled by July 1, 2013. Feeling is that the pool was adequate for potential hire.

<p><i>Strategic Plan</i></p> <p>May</p> <ul style="list-style-type: none"> ❖ Review budget’s third quarter ❖ Third quarter departmental review of strategic initiatives submitted to Cabinet and Board of Governors. ❖ Budget submitted to State of WV (Auditor)
<ul style="list-style-type: none"> •
<p><i>Student Access and Success</i></p> <ul style="list-style-type: none"> ❖ Enrollment ❖ Developmental Education ❖ Retention ❖ Graduation
<ul style="list-style-type: none"> • <i>Post-Graduation update; 101 completers with 41 marching.</i> • <i>Promising Practices-May 16 at Charleston Civic Center: tomorrow in Charleston with D. Backus, R. Eagle, W. Malcolm, & C. Terrell attending.</i> • <i>Math Faculty: M. VanMeter retired position to be filled prior to Fall semester</i>
<p><i>Workforce Development</i></p> <ul style="list-style-type: none"> ❖
<ul style="list-style-type: none"> • <i>Entrepreneurship Event 2013: 120+/- attendees from all counties within our region participating.</i>
<p><i>Serve More Adults</i></p>
<ul style="list-style-type: none"> • <i>ABE graduation June 4, 2013</i>
<p><i>Resources</i></p>
<ul style="list-style-type: none"> • <i>American Woodmark Foundation \$2,500.00</i>

<ul style="list-style-type: none"> • Meeting with Jason Pizatella • Title III proposal • Polycom proposal • Peer Assistance Network
<i>Reaccreditation: October 21-23,2013 Self-Study visit</i>
<ul style="list-style-type: none"> • Self-Study to be approved at June 2013 BOG meeting
<i>Assessment & Institutional Effectiveness</i>
<ul style="list-style-type: none"> • Updates from LOT
<i>Alignment of Budget & Planning Processes</i>
<i>Update from WVCTCS:</i>
<ul style="list-style-type: none"> • Tuition approved at \$212 per credit hour; • Lease to purchase agreement approved
<i>Campus Safety and Security</i>
<ul style="list-style-type: none"> •
<i>Public Relations</i>
<ul style="list-style-type: none"> • Arts Society: event a success; 2nd Edition of the “Eagles Nest” having been released • Eastern Extravaganza • Movie Night: “Lion King” movie with 250+ attending

V. **Next Meeting: June 19, 2013 at (time to be determined) Self-Study report, LOT report, Election of Officers, Notification of BOG Terms and Set BOG Calendar. 3:30 pm**

VI. **Adjournment:**
Upon a motion by 2:00 pm with a second by C. Hakala, the meeting was adjourned at R. Hott by Chairman Tissue.

Respectfully submitted by Dreama Kelly, Recorder

Robert Tissue, Chair

Date

Eastern West Virginia Community and Technical College

Board of Governors

Emergency Board Meeting of June 25, 2013

Eastern Campus; Moorefield, WV

Attending the meeting were: Chair Robert Tissue, Dixie Bean, Debra Backus, Douglas Lambert, Scott Sherman, Curtis Durst, Faron Shanholtz, President Charles Terrell and Recorder, Dreama Kelly.

I. Call to Order:

The meeting was called to order at 8:14 am by Chair Robert Tissue.

II. Action Items:

Moorefield Campus expansion: discussing a loan request from the WV Development Office. The West Virginia Development Office has requested on behalf of the Governor's Office a proposal from Eastern to borrow money to construct a 7,500 square foot academic wing to the main building. A proposal from Eastern needs to be submitted, reviewed and accepted by the WV Development Office and Governor's Office prior to the August 2013 meeting of the WV Council for Community and Technical College Education.

Pursuant to WV State Code: §6-9A-3. Proceedings to be open; public notice of meetings: In the event of an emergency requiring immediate official action, any governing body of the executive branch of the state may file an emergency meeting notice at any time prior to the meeting. The emergency meeting notice shall state the date, time, place and purpose of the meeting and the facts and circumstances of the emergency.

Received a motion by Curtis Durst that the Board schedule an appointment to meet with the Governor to appeal The Economic Development Authority's recent ruling that the previously attained grant is no longer valid. Eastern's Board will be prepared to have a "plan B" loan arrangement. Motion seconded by Scott Sherman. Motion carried.

Eastern's Board of Governors' Finance Committee will meet to create a Plan-B loan agreement.

III. Next Meeting: July 17, 2013 at (time to be determined)

IV. Adjournment: Meeting adjourned at 8:30 by Chair Robert Tissue.

Respectfully submitted by Dreama Kelly, Recorder

Robert Tissue, Chair

Date

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of June 19, 2013

ITEM: Election of Officers

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors elect a Chair and Vice Chair for the Fiscal Year 2014.

BACKGROUND: In accordance with state code, the Board “shall elect one of its appointed lay members to be chairperson in June of each year. No member may serve as chairperson for more than two consecutive years.”

The current Chair, Robert Tissue, and Vice Chair, Scott Staley, were both elected for the first time in June 2012. Consequently, under current statutes, both are eligible for reelection.



HOLIDAY SCHEDULE 2013-2014 Revised
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2013-2014		
<i>July 4</i>	<i>Thursday</i>	<i>Independence Day (s)</i>
<i>September 2</i>	<i>Monday</i>	<i>Labor Day (s)</i>
<i>November 28</i>	<i>Thursday</i>	<i>Thanksgiving Day (s)</i>
<i>November 29</i>	<i>Friday</i>	<i>Thanksgiving Break (s)</i>
<i>December 20</i>	<i>Friday</i>	<i>Winter Break (1/2 Day WV Day)</i>
<i>December 23</i>	<i>Monday</i>	<i>Winter Break (Veterans Day)</i>
<i>December 24</i>	<i>Tuesday</i>	<i>Winter Break (1/2 Christmas Eve) (s)</i>
<i>December 25</i>	<i>Wednesday</i>	<i>Christmas Day(c)</i>
<i>December 26</i>	<i>Thursday</i>	<i>Winter Break (c) (Columbus Day)</i>
<i>December 27</i>	<i>Friday</i>	<i>Winter Break (c) (Presidents Day)</i>
<i>December 30</i>	<i>Monday</i>	<i>Winter Break (c) (Election Day)</i>
<i>December 31</i>	<i>Tuesday</i>	<i>Winter Break (c) (1/2 New Year & 1/2 WV Day)</i>
<i>January 1</i>	<i>Wednesday</i>	<i>New Year's Day (s)</i>
<i>January 20</i>	<i>Monday</i>	<i>Martin Luther King's Birthday (s)</i>
<i>May 26</i>	<i>Monday</i>	<i>Memorial Day (s)</i>

Approved by President: Date: <u>6-6-13</u>

Contact Activities
Dr. Chuck Terrell
May 15, 2013- July 16, 2013

May

- 22 Mineral County Economic Development Summit
- 23 Hardy County Chamber of Commerce After Hours Event
- 24 Dave Stutts and Susan Archer, Matthews Trust
- 29 Hardy County Board of Education meeting to discuss Entrepreneurship Education
- 30 South Branch Technical Center, Cosmetology meeting

June

- 3 Slingshot Network conference call with NACCE and AACC
- 4 GED Graduation
- 6-7 Chancellors' Retreat at Stonewall
- 13-14 WVCTC State Council meeting, Charleston
- 17 Hardy County Board of Education meeting to discuss Entrepreneurship Education
- 18 Dr. Shipley to visit Eastern
- 19 Phyllis Helmick-Michael Medical MOU renewal
- 25 Shawn Dilly, South Branch Technical Center Director
Carl Corbin and Carl Lynch
- 25-27 American Public University Community College Advisory Committee meeting

July

- 1 Terry Lui and Nancy Daugherty, National Endowment for the Arts meeting, DC
- 8-10 Vacation
- 11 Slingshot Network Conference Call with NACCE, AACC and Kaufman Foundation
- 15 Mineral County Development Authority meeting
- 16 Hardy County Chamber of Commerce Board meeting

I am pleased to announce that Luanne Bowman has accepted Eastern's offer to become the new Executive Dean for Financial and Operational Services. Luanne will begin her duties on August 1, 2013. Her first day at Eastern will actually be in Morgantown attending a bi-monthly CHRO meeting with Mark Toor. Her first day on campus will be August 2.

Luanne was the BEACON Project Manager at Mountwest Community and Technical College responsible for the implementation and management of a three year, \$5 million dollar TAACCT grant through the Department of Labor. The grant is to improve the graduation and retention rates for students including making improvements in developmental passage rates.

Prior to her duties at Mountwest she was the Vice President for Financial and Administrative Affairs at Rio Grande Community College responsible for the overall financial and administrative operation of the Community College, reporting directly to the Board of Trustees. She served as the Chief Financial Officer for the College and developed and implemented from conception, to completion, two off campus centers.

Luanne taught Economics, Management and Accounting for the School of Business at Mountwest as an adjunct instructor.

Luanne has twin identical boys who will turn 10 this month. Her hobbies include reading, history and collecting antiques.

Please extend a warm welcome to Luanne when she begins her duties at Eastern.

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of July 17, 2013

ITEM: Administrative Unit Reorganization

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors consider reorganization of an administrative unit as per BP 6.1 (following).

BACKGROUND:

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP-6.1
TITLE: CHANGE IN THE ORGANIZATION OF ADMINISTRATIVE
UNITS**

SECTION 1. GENERAL

1.1 Scope - This policy establishes the procedures to change administrative organization within Eastern West Virginia Community and Technical College.

1.2 Authority - West Virginia Code §18B-1-6, §18B-1-8

1.3 Effective Date - August 11, 2003

1.4 Repeal of Former Rule - Repeals and replaces Eastern West Virginia Community & Technical College Board of Governors Policy Number BP 6.1, effective August 7, 2002.

SECTION 2. POLICY

2.1 Approval by Board of Governors is required prior to implementation of a change in the major administrative structure of Eastern West Virginia Community and Technical College, specifically the creation, reorganization or elimination of any administrative division or unit headed by an individual who reports directly to the President.

2.2 The President of the College shall provide written notification to the Board prior to creating, discontinuing, combining, or reorganizing any existing division, department, center, institute, or other administrative unit other than those specified in Section 2.1.

BOARD OF GOVERNORS, CHAIR

DATE August 11, 2003

Recommendation #1

Prior to Penny Reardon's appointment as Executive Dean of Financial and Operations Services, facilities was supervised by the previous Executive Dean.

I am recommending Facilities and staff associated with the department be reorganized under Financial and Operation Services.

*Include current and revised organizational chart

Recommendation #2

The organizational chart has the Academic Services Program Coordinator (ASPC) reporting to the Dean for Academic and Student Service and Director of Technology. The ASPC provided secretarial support for Information Technology (IT) and Facilities. Secretarial services can be performed and completed by IT and Facility staff.

Chief Information Technology Officer services are provided through a contract with West Virginia Network (WVNET) which does not require on campus secretarial support.

I am recommending the ASPC position report 100% to the Dean for Academic and Student Service.

*Include current and revised organizational chart

**Eastern West Virginia Community & Technical College
Board of Governors
Policy No. BP 5.14**

Title: Salary Schedule for Full-time Faculty Policy

SECTION 1: GENERAL

- 1.1 Scope: Salary Schedule for Full-time Faculty Policy defines the guidelines to assign a base salary for full-time faculty employed by Eastern West Virginia Community and Technical College.
- 1.2 Authority: WV Code 18B-8-3a; Joint Procedural Rule of the West Virginia Higher Education Policy Commission and WV Council for Community and Technical Colleges, Series 9, Academic Freedom, Professional Responsibility, Promotion and Tenure; BP 5.10, Salary Plan for Employees; BP 5.13 Faculty Academic Rank for Full-time Faculty
- 1.3 Effective Date: July 1, 2010
Approval Date: **MAY 19, 2010.**

SECTION 2: DEFINITIONS

2.1 Full-time Faculty: This term refers to employment as a faculty member for a full academic year (at least a nine month contract basis) for fifteen credit hours instructional load per semester or at least thirty credit hours instructional load per academic year or the equivalent of teaching and/or administrative responsibilities (Source BP 3.16).

SECTION 3: RATIONALE

The Salary Schedule for Full-time Faculty Policy assures that equitable salary practices are applied to full-time faculty while assuring the institution's flexibility to address market conditions.

SECTION 4: GUIDELINES

The College will implement, annually, a salary structure based on available funding for placing full-time faculty equitably on a base salary schedule with appropriate ranges according to faculty rank (Instructor, Assistant Professor, Associate Professor, and Professor). Eastern's base salaries will be calculated as an average of the base salaries awarded by Eastern's peer institutions (i.e. WVNCC, SWVCTC) and comparable to Eastern's current faculty salaries. Salary adjustments must be made in compliance with BP 5.10, Sections 2.3 and 2.4.

The following base salaries for nine month faculty are provided as an example and based on 2009 averages of peer institutions:

Example Salary Schedule:

<u>Rank</u>	<u>Base Salary for Nine Month Position</u>
Instructor	\$31,517
Assistant Professor	\$36,043
Associate Professor	\$41,358
Professor	\$46,673

The following provides a consistent set of guidelines for assigning adjustments to the base salary for full-time faculty:

- The base salary for faculty working ten, eleven or twelve month contracts will be calculated on the following:
 - Ten Month Faculty: 9 Month Base \times 1.11
 - Eleven Month Faculty: 9 Month Base \times 1.22
 - Twelve Month Faculty: 9 Month Base \times 1.33
- Changes in contract periods: A current faculty member has their contract changed from a current year of ten months to twelve months, or from twelve months to ten months (i.e. ten month faculty current salary divided by ten, multiplied by two, added to the current salary for new base salary or if reduction occurs in contract period, i.e. twelve month faculty current salary divided by twelve multiplied by three, subtracted from the current salary for new base salary.)
- The base salary for the above calculation is defined as the current year base.
- Promotions will be granted first at 10% per WV Code 18B-8-3a
- Faculty will be awarded institutional (across-the-board) pay raises per BP 5.10
- Distribution will consider equity for faculty below base, equity disparities within rank, and merit per Section 4 of BP 5.10.
- Annual increment for years of service is not part of the faculty salary scale.
- Variations of the base salaries and salary adjustments may be provided as determined by the President and deemed appropriate per department or discipline.

Board of Governors, Chair

Date

Proposed Schedule for Meeting Dates:

Eastern WV Community & Technical College Board of Governors 2013 – 2014 Meeting Schedule

July 17, 2013	
August 21, 2013	
September 18, 2013	
October 16, 2013	
November 20, 2013	
December 18, 2013	
January 15, 2014	
February 19, 2014	
March 19, 2014	(Tuition & Fees)
April 16, 2014	(Expenditure Schedule)
May 21, 2014	(Compact Update)
June 18, 2014	(Election of Officers)

Approved by the EWVCT Board of Governors: