



**Eastern West Virginia  
Community & Technical College  
Board of Governors Meeting Agenda**

***Wednesday, December 19, 2007  
9:00 a.m.***

***Harco Complex,  
Moorefield, WV***

**BOARD MEMBERS:**

Peggy C. Hawse, Chair  
Scott C. Jennings, Vice Chair  
Christine Fuentes  
Sharon Gott  
Amanda See  
Faron Shanholtz  
Scott Sherman  
Pamela Shrader  
Rob Tissue

SCHEDULE MEETING OF THE  
EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS

*Wednesday, December 19, 2007 –9:00 a.m.  
HARCO Complex  
Moorefield, West Virginia*

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**Standing Committees**

**Academic & Student Programs Committee**

Christine Fuentes  
Sharon Gott  
Pam Shrader

**Personnel Committee:**

Peggy C. Hawse  
Faron Shanholtz  
Scott Sherman

**Finance & Administration Committee:**

Scott Jennings, Chair  
Scott Sherman  
Rob Tissue

**Board Operations Committee:**

Amanda See

**Special Committees**

**Facilities Committee:**

Scott Jennings, Chair  
Peggy Hawse

**Founders Award Committee:**

Scott Jennings  
Peggy Hawse

**Eastern West Virginia Community and Technical College**  
**Board of Governors**  
**Wednesday, December 19, 2007 – 9:00 a.m.**  
**Meeting Agenda**

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- I. Call to Order – Chair Peggy Hawse
- II. Administer Oath of Office to new Board of Governors appointees\*\* D. Kelly / R. Eagle
- III. Approval of the November 14, 2007 meeting minutes\*\* ..... Pg. 4
- IV. Approval of the Technical Studies Certificate\*\* ..... Pg. 7
- V. Approval of the A.A.S. Degree in Technical Studies\*\* ..... Attachment 4a
- VI. Textbook Policy Status
- VII. Personnel Matter – possible Executive Session pursuant to WV State Code: 6-9-A-4-A
- VIII. Report from the President:
  - A. SALT Update ..... Pg. 8
  - B. Automotive Technology Program Development Grant Award
  - C. Bond drawn down summary for new construction project ..... Handout
  - D. Redesign approved by the WV CTC ..... Pg. 11
  - E. Self-Study chapter drafts
  - F. Other Business
    - 1) Square footage allocation for the new building ..... Pg. 12
    - 2) Letter from the Hardy County Rural Development Authority ..... Pg. 13
- IX. Other Items: Classified Staff Council Representative: 12/11/07 CSC Meeting Report – Pam Shrader
- X. Next scheduled meeting, January 16, 2007 at 12:00 p.m. Harco Complex.
- XI. Adjournment

+ Meeting will be followed by a presentation by JoAnn Tomblin, President, Southern WV Community & Technical College.

+ Lunch will be in room 133 with Eastern staff during the Holiday Celebration.

Eastern West Virginia Community and Technical College  
Board of Governors Meeting  
Wednesday, November 14, 2007 – 12:00 P.M.  
DRAFT Meeting Minutes

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**Attending:**

Peggy C. Hawse, Chair; Scott Jennings, Vice Chair; Christine Fuentes, Student Representative; Sharon Gott, Faculty Representative; Pam Shrader, Classified Staff Representative; Faron Shanholtz; Amanda See; Robert Tissue; Robert Sisk, Interim President; Dreama Kelly, Recorder.

**Other Attendees:**

Dennis Juran, Auditor; Dick Hughes, Press.

**Not Attending:**

Scott Sherman.

1. The meeting was called to order at 12:10 p.m. by Chair Peggy C. Hawse.
2. Upon a motion by Faron Shanholtz with a second by Sharon Gott, the minutes of the October 17, 2007 meeting were approved as presented.
3. Dennis Juran, Auditor, presented the Annual Unqualified Audit with no instances of non-compliance. Upon a motion by Robert Tissue with second by Pam Shrader the audit was accepted as presented. Motion carried. Following Mr. Juran's report, Chair Hawse asked that the agenda item # 9 be moved up and discussed at this time.
4. President Sisk gave the following report:
  - A. Update on program initiatives:
  - B. Southern WV CTC will consider an Eastern cohort of nursing students for the 2008 program; the nursing coordinator position advertisement was forwarded to Southern and student application date has been pushed back to March, 2008. Discussed having Dr. Hoffmann research the possibility of supplemental funding for this position through the Rural Health Initiative as well as various organizations such as local nursing homes and hospitals. This position requires a Masters Degree in Nursing.
  - C. Contract signed with PIA for the Commercial Drivers License program.
  - D. 'COATS' company formed by Bob MacPhail is offering computer courses to WIA eligible individuals with the tuition payment to Eastern at \$54.00 per credit hour.
  - E. Elementary Ed Program: still waiting for WVUP follow-up.
  - F. SALT update: Chair Hawse requested consistency in use of bullets and formatting of the reporting document prior to submission to the Board.
  - G. Vacancies and job reassignments: Amanda Sites, the new financial aid director, as started work. Webmaster, Daniel Silver, will be putting self-study

chapters on the web and Mr. Sisk plans to assign various chapters to board members to review. The Receptionist position has been upgraded to administrative secretary at the pay grade of 10. The Information Technician position will now be ½ time. The candidate for the Customized Contracted Training position will be recommended following completion of the top two candidates' presentations following Thanksgiving break.

- H. Progress report on new campus construction: John Harris/Terry Sherman informed Mr. Sisk and Chair Hawse that the project is approximately 2-4 weeks behind schedule due to hold up with arrival of necessary steel. Mr. Sisk will notify BOG when the brick design is available (11/26/07 potential date). Presented handout on the bond project drawdown.
- I. Other Business: Shenandoah Electric has agreed to a 4-year contract for the new campus facility. Ground breaking ceremony invitations: Chair Hawse plans to draft a letter of apology for incorrect mailing destinations of State Legislators and invitation oversights to former members of the Eastern WVCTC Board of Governors members. Chair Hawse suggested that this was the result of preliminary plan preparation being lost in transfer following the resignation of Public Relation Specialist Ellyn Alt.

- 5. Upon a motion by Sharon Gott with a second by Pam Shrader, the new program curriculum proposal – Certificate Program Electromechanical Technology was approved to be included in Eastern's Catalog of course offerings. This program will be presented to Chancellor Skidmore's office to be added to Eastern's Degree Inventory.\*\*
- 6. Upon a motion by Sharon Gott with a second by Pam Shrader, the Skill Sets in Electromechanical Technology were approved as presented and will be included in the Catalog and will be presented to Chancellor Skidmore's office to be included in Eastern's Degree Inventory.\*\*
- 7. Peggy Hawse gave an update on the impending donation by Jeff Hester to the Eastern Foundation Board of Trustees. As per his conversation with Chair Hawse, Mr. Hester plans to commit \$25,000 a year for 10 years to the Foundation in memory of his mother and father. This is still in the planning stages and is not definite at this point.
- 8. Discussed utilities funding for the new building project. Discussions relating to: right-of-ways; outstanding permits; John Harris working with National Guard reporting that no funds are currently available for them to assist with the project; how much money is involved in obtaining the infrastructure in place and what if any means of funding is available; what is Thrasher Engineering's recommendation on how to proceed; is a septic system acceptable;

What if any legal options does Eastern have as far as 'breach of contract' with the HRDA? Eastern to follow through on the letter received by Robert Taylor dated 2/22/07: Mr. Sisk will check with Bruce Walker to get his opinion on how to proceed with any action \*\*R. Sisk\*.

Upon a motion by Robert Tissue with a second by Pam Shrader, the Board agreed to contact Bruce Walker "How should Eastern proceed in assuring that the Hardy County Rural Development Authority uphold the commitments made regarding

securing fund for the infrastructure at the new campus facility project as promised in a letter dated 2/22/07”.

Upon a motion by Scott Jennings with a second by Faron Shanholtz, the following motion carried: “On behalf of the Eastern Board of Governors, Chair Hawse will submit a written letter to Mallie Combs-Snider requesting that the Hardy County Rural Development Authority provide funding for and honor commitments made in Robert Taylor’s 2/22/07 letter. Chair Hawse’s letter is to include a request for a written reply by 12/1/07. A copy of Chair Hawse’s letter will be copied to Chancellor James Skidmore’s office”.

- 9. Mr. Sisk and Dennis Juran addressed concerns relating to Eastern’s operating budget. Finance committee met earlier this month and discussed effect of accreditation, continued cost of operations, re-growth of the Workforce education unit. The Board also discussed being proactive about joining another institution as opposed to being reactive. (Open dialog if we use the entire board or form a committee. President Sisk and Chair Hawse \* will form resolution and report back to next board meeting.)

10. Informational Items:

- A..... Sexual harassment workshop in scheduled for December 14, 2007. A copy of brochure was presented for the Board information.
- B. .... JoAnn Tomblin from Southern is to attend and present to the Board of Governors at the 12/19/2007 Board meeting.
- C..... May have the new Board members inducted in December.

11. The next scheduled meeting, December 19, 2007 at 12:00 p.m. Harco Complex.

12. Upon a motion by Christine Fuentes with a second by Pam Shrader, the meeting was adjourned at 3:15 p.m.

*Respectfully submitted by Dreama Kelly, Recorder*

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Peggy C. Hawse, Chair

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Date

Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of December 19, 2007

ITEM: Program Modification– Technical Studies.

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve Program Modification as approved by the Eastern Learner Outcome Team (LOT) on December 11, 2007.

BACKGROUND: The purpose of the Technical Studies modification is to provide a program of study for students enrolled in technology programs at four of the regional high schools and technical centers. The students will be able to apply EDGE credit towards a certificate and/or AAS degree in Technical Studies. This provides a pathway from high school into higher education.













