



**Eastern West Virginia
Community & Technical College**

Board of Governors Meeting Agenda

**Wednesday, November 14, 2007
12:00 p.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, November 14, 2007 –12:00 p.m.

HARCO Complex
Moorefield, West Virginia

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, November 14, 2007 – 12:00 P.M.
Meeting Agenda

1. Call to Order – Chair Peggy Hawse
2. Approval of the October 17, 2007 meeting minutes**
3. Presentation of Annual Audit – D. Juran (Auditor)**Pg. 4
(attachments 3a & 3b)
4. Report from the President:
 - a. Update on program initiatives
 - b. SALT update -Pg. 5
 - c. Vacancies and job reassignments
 - d. Progress report on new campus construction
 - e. Other Business
5. New program curriculum proposal – Certificate Program Electromechanical
Technology**Pg. 8
(attachment 5a)
6. Skill Sets in Electromechanical Technology**Pg. 10
(attachment 6a)
7. Donation by Jeff Hester to the Eastern Foundation Board of Trustees
8. Utilities funding for the new building project
9. Budget Concerns
10. Informational Items
11. Next scheduled meeting, December 19, 2007 at 12:00 p.m. Harco Complex.
12. Adjournment

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of November 14, 2007

ITEM: Presentation of the Annual Audit and Management Letter*

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors accept (approve) the financial audit as presented.

BACKGROUND: Dennis Juran of Deloitte and Touche will present the independent review of the college's financial statements and internal control system. He will also respond to questions that the Board, in its fiduciary capacity, feels are appropriate.

The audit report is enclosed. Once again, the results are an unqualified audit, with no management citations.

Department & S.A.L.T. Member Reporting	Summary of Activities
BUSINESS OFFICE Executive Dean for Financial & Operations Services <i>Penny Reardon</i>	Financial Analysis for Self-Study, final touches on year-end Audit-copies to be delivered this week, attended CFO meeting in Charleston, C.O.A.T.E.S contract, filed quarterly payroll reports, work on past due student accounts and current student accounts, construction meeting.
ACADEMICS Dean for Academic & Student Services: <i>Robert Eagle</i>	<ul style="list-style-type: none"> • Patty has been working on and submitting HEPC reports (headcount, personnel, etc) • Cindy is contacting all students with a "D or F" at midterm to see if they require tutoring • The November/December edition of the The Student Connection Newsletter is out • Cindy is working with PTK and Student Government on their upcoming activities • Monica & I attending the WVACROA conference • Monica attending a BOG degree workshop in Parkersburg • Eastern participated in all college fairs in the district • Monica is working on a power point presentation for recruiting new students • Amanda Sites is our new Director of Fin Aid • Amanda and I attended an AES sponsored loan working shop • Guidance Counselor is set for November 14 at Eastern
WORKFORCE Associate Dean for Workforce Education: <i>Sherry Watts</i>	<ul style="list-style-type: none"> • WorkKeys testing scheduled • Community Ed: beginning Crochet @ Harco, Sign Language @ Mineral Co. CTC, • Scheduling Christmas stocking, Holiday Candy Making, Bread Baking, Holiday Basket weaving • Social Work CEU Workshop 11/30/07 • Women's health workshop (Top 5 Cancers) on 11/15/07 @ Harco • Community Ed Questionnaire distributed to Hardy & Pendleton Counties Boards of Education(will be doing other counties in upcoming weeks) • AMERICAN WOODMARK: Beginning computer class – gave training coordinator the outline; awaiting approval & schedule; Completed CAPS Testing @ AWC; Will be re-visiting call center in Winchester to discuss Occupational Development Degree • COATES PROGRAMS: 18 students enrolled to date • Will be partnering with instructions to offer classes for microenterprise client (HP Grant) & Open classes for public (Excel, QuickBooks are the first to be offered). • Hampshire Access Center – scheduling Excel Class • Mineral County BOE – Skills cert for Microsoft Office Suite • Received call from Pendleton County regarding QuickBooks
CAREER STUDIES Associate Dean Career Studies & Academic Services <i>Grover Duling</i>	<ul style="list-style-type: none"> • The Interviews continue of four candidates for the Contracted Training Program Manager Position. The posting for the receptionist/administrative secretary will be released this week. Spring course offerings through workforce for Mineral County will be decided by Dec. 1st. This office worked with Southern to resolve issues blocking the Nursing Program for next year. Eastern will be advertising for a Coordinator for this Program. There are some additional items to work out but we remain hopeful. Eastern is presently surveying business/industry in the six counties to gain input for additional course/program development. This initiative is driven by the College Consortium. The Contract for PIA to deliver Truck Driving training through Eastern has been signed. Eastern signed a contract with a local educational services company (COATES) to offer Computer Training courses to targeted at risk students. This will be addressed through Workforce. The grant to support to Fiber optics/ Communication Services training is near completion. "Orbits Educational Group" will be the training provider.
Associate Dean Academic & Student Services <i>Sherry Becker-Gorby</i>	<ul style="list-style-type: none"> • Assessment: Chaired Assessment Committee meeting. Participated in 2 ITC Network audio conferences on evaluating online courses and use of rubrics for assessment. Materials have been forwarded to program directors and full-time faculty for consideration in assessment initiative. Assessment webpage update: All materials have been submitted to D. Silver for posting to assessment website. Once posted, announcement will be sent to faculty re: site availability. Link should

<p>Associate Dean Academic & Student Services</p> <p>Sherry Becker- Gorby</p>	<p>be available before end of fall semester. Preview tests has been secured from ETS for gen ed testing. Test review session will be scheduled before end of November. If deems suitable, recommendation for spring implementation will be made at December assessment meeting. Drafted article on assessment for student newsletter. Spring course assessment reports reviewed and approved by Assessment Committee and LOT.</p> <ul style="list-style-type: none"> • Virtual Faculty Lounge: Site ready and announced to faculty. To view go to http://faculty.eastern.wvnet.edu/index.php use guest login: Username: user6 Password: hello. • Course evaluation update: Prototype not available at this point, T. Kitzmiller has completed a preliminary review of database and believes a report can be extracted. Once available, timeline will be set to resolve backlog of Course evaluations. • Grants: Met with A. Hoffman and participated in group planning session regarding Verizon grant options. • Participated in spring schedule reduction sessions. • Scanning Project Update: Reviewed IDEA Center materials as alternative to SCANTRON for implementation and analysis of course evaluations; reviewed product info w/ G. Duling. Considering use of the pilot project option for spring 2008 semester. Contacted Chancellor Skidmore re: support of system initiative for SCANTRON course evaluation product. • Met with G. Duling re: COATES project; reviewed and made recommendations for MOA revisions. • Participated in ITC Network audio conference on distance learning and using study survey data to strengthen support services. Forwarded summary info to members of Academic services staff for consideration for Eastern student support. • Experiential Credit, Student records, evaluation: Met with M. See re: experiential credit awarding processes and resources for determining credit awards. Also addressed evaluation concerns regarding specific students with M. See and L. Bloom.
<p>Accreditation:</p> <p>Associate Dean Academic & Student Services</p> <p>Sherry Becker- Gorby</p>	<ul style="list-style-type: none"> • Criterion 1 chapter revised and forwarded to Taskforce for review and comment • Criterion 2 chapter revised and forwarded to Taskforce for review and comment • Criterion 3 chapter revised and forwarded to Taskforce for review and comment • Criterion 4 chapter revised and forwarded to Taskforce for review and comment • Chapter 8 (Eligibility Requirements), initial draft; forwarded to R. Eagle and G. Duling for review and comment; working on revisions of finance section with P. Reardon. • Chapter 2 (Significant changes since last Self Study and Responses to Visiting Team Concerns); initial draft completed and forwarded to R. Eagle and G. Duling for review and comment. • Began draft of Criterion 5 chapter; waiting on taskforce report to complete initial draft of chapter. • Reviewed HLC affiliation materials with G. Duling
<p>FACILITIES Director Information Systems & Technology:</p> <p>Tim Riggleman</p>	<ul style="list-style-type: none"> • Loaded FrontPage 2003 on all computers located in the A+ lab in Hampshire County. • Installed accounting software on all computers in the access center in Hampshire County. This software is to be used by the K-12 system in Hampshire County. • Have received maintenance quotes from Verizon for hardware installed at the headquarters and all the access centers. Am in the process of reviewing quotes and processing purchase orders. • Installed the last image share at Hampshire County access center. This again enables the instructor to display anything located on the PC to remote sites they are connected too. • Upgraded Daniel Silver's computer to handle running Dreamweaver. Daniel is taking on the job as web master for the college. • Installed automation studio on 4 college notebook computers located at ATK Rocket center. • Updated the college several times throughout the month. • Completed 43 work orders for the month.
<p>New Campus Project:</p>	<ul style="list-style-type: none"> • All concrete floors have been finished on ground level except for the floors in the West wing where additional plumbing and pier work needs to be completed prior to pouring the floor.

	<ul style="list-style-type: none">• Masons have extended the exterior block walls on the North side of the building to about 4 feet above the first floor ceiling level. Additional work on the West and South exterior block walls is being completed as of the week ending November 9, 2007.• The choice of the brick for the building needs to be made immediately so that the masons can begin laying the brick veneer before the deep freezes of winter arrive. A decision on the roof material and color needs to be made at the same time to enable the balance of this project to proceed on schedule. The difference between an asphalt single roof and a metal roof adds approximately \$80,000.00 to the construction costs.• The structural steel will be delivered in mid December which puts the construction time table 4-6 weeks behind schedule. The steel needs to be erected so that the exterior and interior walls have the support they need to extend above the first floor ceiling levels. Once the walls go above this level the building can be enclosed and heated to allow work to continue during the winter months
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ITEM:	New Certificate Program – Electromechanical Technology.
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved, That the Board of Governors approve original Curriculum proposal as approved by the Eastern Learner Outcome Team (LOT) on November 2, 2007.
BACKGROUND:	<p>According to the U. S. Department of Labor, job demand for electromechanical technicians is expected to grow at an average rate of 12-19% over the next eight years.</p> <p>Electromechanical Technicians are employed nationally in numerous diverse industries. Locally, this program addresses an unmet labor need as evidenced by the support from a variety of local industries including food process, healthcare and woodworking and electronics manufacturing. Letters of support from local employers are available.</p>

<i>Eastern WV Community & Technical College Curriculum Proposal</i>			
Nature of Proposal (Check one)			
Course Proposal:	New Course	Course Modification	Course Withdrawal
Skill Set Proposal:	New Skill Set	Skill Set Modification	Skill Set Termination
Program Proposal:	<input checked="" type="checkbox"/> New Program	Program Modification	Program Termination
Proposed Implementation Date: Spring 2008			
Rationale See attached "Proposal for Certificate Program – Electromechanical Technology"			
Required Documentation:			
Course Proposal:			
<ul style="list-style-type: none"> • Rationale • Course Record Form (Proposed change) • Course Record Form (Current approved version, not required for new courses) • Sample Syllabus 			
Skill Set Proposal:			
<ul style="list-style-type: none"> • Rationale • Skill Set Requirements • Skill Set Outcomes 			
Program Proposal:			
<ul style="list-style-type: none"> • New Programs must submit required documentation as per Board of Governors BP 3.3 <i>Submission of Proposals for New Academic Programs</i> 			
Program Modification:			
<ul style="list-style-type: none"> • Rationale • Course Record Forms (All courses) • Catalog Program Format • Program Outcome Matrix • Program Assessment Plan 			
Signature of Proposal Initiator			
Date of Submission			
Signature: Dean for Academics and Student Services for Submission to LOT			
Date:			
LOT Signature			
Date of Approval:			
President's Signature (upon approval of Governance Council)			
Date:			
Board of Governors Signature			
Date:			

Approved by LOT 9/7/2007

ITEM: New Skill Set – Technical Communications.

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve original Curriculum proposal as approved by the Eastern Learner Outcome Team (LOT) on November 2, 2007

BACKGROUND: This skill set is designed to provide knowledge and skills in written, verbal, and electronic communications. These abilities are transferrable to on-the-job situations in technical areas. The credit earned in this skill set can be applied towards graduation requirements in the Electromechanical Technology program.

*Eastern WV Community & Technical College
Curriculum Proposal*

Nature of Proposal (Check one)

Course Proposal: New Course Course Modification Course Withdrawal
 Skill Set Proposal: **X New Skill Set** Skill Set Modification Skill Set Termination
 Program Proposal: New Program Program Modification Program Termination

Proposed Implementation Date: Spring 2008

Rationale:

The Technical Communications Skill Set consists of 3 courses: ENL 101 – English Composition I, ENL 115 – Technical Communications, and CIS 108 – Computer Fundamentals. It is designed to provide knowledge and skills in written, verbal, and electronic communications. These abilities are transferrable to on-the-job situations in technical areas. The credit earned in this Skill Set can be applied towards graduation requirements in the Electromechanical Technology program. It may also be used for credit in other college programs requiring these particular or equivalent courses.

Required Documentation:

Course Proposal:

- Rationale
- Course Record Form (Proposed change)
- Course Record Form (Current approved version, not required for new courses)
- Sample Syllabus

Skill Set Proposal:

- Rationale
- Skill Set Requirements
- Skill Set Outcomes

Program Proposal:

- New Programs must submit required documentation as per Board of Governors BP 3.3 *Submission of Proposals for New Academic Programs*

Program Modification:

- Rationale
- Course Record Forms (All courses)
- Catalog Program Format
- Program Outcome Matrix
- Program Assessment Plan

Signature of Proposal Initiator

Date of Submission

Signature: Dean for Academics and Student Services for Submission to LOT

Date:

LOT Signature

Date of Approval:

President's Signature (upon approval of Governance Council)

Date:

Board of Governors Signature

Date:

Approved by LOT 9/7/2007

Catalog Layout

Technical Communications Skill Set

Technical Communications					
Skill Set		<i>Dept.</i>	<i>Course Title</i>	<i>Sem Hours</i>	Outcomes
	ENL	101	English Composition I	3	
	ENL	115	Technical Communications	3	
	CIS	108	Computer Fundamentals	3	
				Total Semester Hours	9

- Develop skills in writing documents
- Use proper punctuation, sentence structure, and grammar in writing documents
- Use proper grammar, usage, and mechanics appropriate to technical situations
- Develop oral communication skills directed towards technical applications
- Develop skills in maintaining and using computers through the use of windows
- Use internet, e-mail, and other software applications