



**Eastern West Virginia
Community & Technical College**

Board of Governors Meeting Agenda

***Wednesday, January 16, 2008
12:00 p.m.
Harco Complex, Moorefield, WV***

BOARD MEMBERS:

Peggy C. Hawse, Chair
Chair

Dixie Bean
Sharon Gott
Amanda See
Scott Sherman
Rob Tissue

Scott C. Jennings, Vice

Christine Fuentes
Robert Hott
Faron Shanholtz
Pamela Shrader

Robert Sisk,
Interim President

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JANUARY 16, 2008
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
MEETING OF JANUARY 16, 2008
HARCO COMPLEX, MOOREFIELD, WV

- I. Welcome and Call to OrderPeggy C. Hawse, Chair
- II. President’s Report..... Robert H. Sisk, Interim President
 - A. Update on the Auto Technician and Electro Mechanical Program
 - B. Bond Drawdown*Handout*
 - C. Construction Update
 - D. Higher Learning Commission: Staff Orientation
 - E. Higher Education Day at the Legislature – February 28, 2008
 - F. Benedum Foundation Report for Grant
 - G. Vacancies
- III. Action Items* Chair Hawse
 - A. Approval of 12/19/07 Minutes*Pp 4
 - B. Program Termination of the Industrial Maintenance Program* *Attachment 3B – Pp 6*
 - C. Textbook Policy* *Attachment 3C – Pp 7*
- IV. Discussion Items R. Sisk
 - Financial Statement for the First Quarter *Handout – Penny Reardon*
- V. Informational Items..... R. Sisk
 - Taking Career and Technical Education to the Next level in WV *Attachment 5A*
- VI. S.A.L.T. Report.....Pp 8
 - Personnel (Possible Executive Session as pursuant to WV State Code §6-9A-4-A) R. Sisk
- VII. Next Meeting: February 20, 2008
- VIII. Adjournment Chair Hawse

Eastern West Virginia Community & Technical College
Board of Governors Meeting
December 19, 2007 9:00 a.m. Harco Room
DRAFT MINUTES

Attending:

Peggy C. Hawse, Chair; Scott Jennings, Vice-Chair; Robert Sisk, Interim President; Sharon Gott, Faculty Representative; Pamela Shrader, Classified Staff Representative; Amanda See; Faron Shanholtz; Robert Tissue; Robert Hott; Dixie Bean; Dreama Kelly, Recorder.

Not Attending: Christine Fuentes.

Other Attendees: Cindy Crigger and Joanne Tomblin, Southern West Virginia CTC; Dick Hughes, Press.

1. The meeting was called to order at 9:05 a.m. by Chair Peggy C. Hawse.
2. The Oath of Office was administered by Dreama Kelly and notary Robert Eagle to the following new Board of Governor members: Dixie Bean, Hardy County and Robert Hott, Hampshire County.
3. Upon a motion by Robert Tissue with a second by Faron Shanholtz, the minutes of the November 14, 2007 meeting were approved as presented.
4. Technical Studies Certificate and the AAS Degree in Technical Studies were approved as presented upon a motion by Sharon Gott with a second by Scott Sherman. Motion Carried.
5. AAS Degree in Technical Studies – see above motion.
6. Mr. Sisk shared that the textbook policy has been approved by the Governance Council and is out for 14 day public comment. Policy will come to the Board of Governors January, 2008 meeting and upon approval, will go to the Chancellor's office for 30-day comment as per protocol.
7. No executive session was called. Item was stricken from the agenda.
8. Report from the President:
 - ∇ SALT – Mr. Sisk gave an update on the building progress – stated that weather has been a hold-up as well as steel supply although steel is scheduled to arrive today.
 - ∇ Chair Hawse spoke with Shelley Moore Capito and was informed that Ms. Capito had advised Mallie Combs Snider to check with Senator Byrd re: funding options. Chair Hawse also spoke with Ms. Combs Snider and both feel that her upcoming meeting with Senator Byrd will have favorable results. Also feel that the push forward of the National Guard building project is a good sign.
 - ∇ Ms. Bean question feasibility of shingles versus a metal roof due to the wind velocity of the new complex location.
 - ∇ Mr. Sisk presented a handout of the bond money/spending breakdown.
 - ∇ Auto Tech program grant – program is to start in the fall of 2008 – currently expanding search for program facility to other counties served by Eastern. Scott Sherman suggested checking on the "Hester" building near Railroad Street as a training facility – perhaps exchange In Kind Services for rent.
 - ∇ Self study chapters assigned as per e-mail – hard copy of assignment letter to be sent to Board Members.

9. Classified Staff Council Representative Pam Shrader addressed the Board on behalf of the CSC:
- A. Chair Hawse addressed questions raised by the Classified Staff and presented to the Board by CSC Representative Pamela Shrader.
- i. "No real answers to these questions. As you are aware, the Governor talked about this following the groundbreaking ceremony. Based upon the financial situations, the Board by general consensus directed President Sisk and Chair Peggy Hawse to open dialogue with the Governor's Office regarding affiliation with West Virginia University if feasible. Other than a call from the Governor's office requesting President Sisk's office direct line number to forward to Mike Garrison, no further correspondence has taken place."
 - ii. Chair Hawse also said that to the best of her knowledge, no further conversations have taken place other than those following the groundbreaking ceremony and what was mentioned at the reception.
 - iii. Chair Hawse stated that "the ball is in the Governor's court".
 - iv. President Sisk stated that his primary concern centers around the welfare of the staff, workforce training, career and technical education and financial future of the college.
 - v. Also mentioned during this discussion was: the nursing program; low enrollment; how staff are kept up-to-date on Board meeting/activity; decreasing legislative support for Eastern.
10. The next scheduled meeting, January 16, 2008 at 12:00 p.m. Harco Complex.
11. Upon a motion by Pam Shrader with a second by Faron Shanholtz, the meeting was adjourned at 10:18 am. Immediately following the Board meeting, President Joanne Tomblin of Southern West Virginia CCTC along with Cindy Crigger provided training to the Board. The presenters as well as the Board members were invited to participate in the holiday luncheon.

Respectfully submitted by Dreama Kelly, Executive Secretary.

Peggy C. Hawse, Chair
EWVCTC Board of Governors

Date

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of January 16, 2008

ITEM:	Termination of the Industrial Maintenance Program
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved, That the Board of Governors approve the termination of the Industrial Maintenance (IMT) Program .
BACKGROUND:	It is requested that the Industrial Maintenance Technology (IMT) Associate of Applied Science degree, the Industrial Maintenance Technology certificate program and related Industrial Maintenance Skill Sets be terminated based on rationale as described in enclosed Attachment 3B.

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of January 16, 2008

ITEM: Text Book Policy BP 7.13

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve the Textbook Policy BP 7.13 as approved by ILOT on December 13, 2007. This policy was out for public comment ending December 28, 2007 with no comments posted.

BACKGROUND: West Virginia Community & Technical College System requires that each institution maintain a policy related to the sale of textbooks and bookstore operation. Eastern WV CTC has a contract with Barnes & Noble College Book Sellers through Northern WV Community & Technical College.

Department & S.A.L.T.

Member Reporting

Summary of Activities

<p>BUSINESS OFFICE Executive Dean for Financial & Operations Services</p> <p><i>Penny Reardon</i></p>	<ul style="list-style-type: none">• 3 of 3 vacant positions filled. 2 Candidates starting Jan 14th.• Ad for Nursing Coordinator on Eastern's website and posted in local papers• Spring 2008 invoices sent to students• W2's and 1099's reviewed and ready to print• Received the change order from G & G for classroom redesigned• Review Financial Statements to present to BOG• Work on past due A/R accounts• Student Spring Invoices
<p>ACADEMICS Dean for Academic & Student Services:</p> <p><i>Robert Eagle</i></p>	<ul style="list-style-type: none">• Student Services is conducting numerous new registration & financial aid sessions• Amanda attended NASFAA training in Morgantown• Overall just gearing up for the start of the semester
<p>Accreditation:</p> <p><i>Robert Eagle</i></p>	<ul style="list-style-type: none">• We will have a staff update Jan. 29 from 8:30-12:30
<p>WORKFORCE Associate Dean for Workforce Education:</p> <p><i>Sherry Watts</i></p>	<p>Continuing Education</p> <ul style="list-style-type: none">• In process of writing a contract with PIA to offer Heavy Equip. Training.• Started first PIA CDL Training class and have students enrolled for second class to begin on February 18th. <p>Contracted Training</p> <ul style="list-style-type: none">• Scheduling computer competency testing with Kingsford Manufacturing in Tucker County (to be done by end of month).• WorkKeys testing done for Kingsford Manufacturing on Saturday, January 5, 2008. Group of 54 tested.• Re-visiting possibility of doing additional CAPS testing at other AWC sites. Larry Bloom will be meeting with them next week to discuss possibilities.• Met with members of WORKFORCE WV South Branch Center to discuss developing a Spanish class for partners with the agencies located in the center. <p>Community Education</p> <ul style="list-style-type: none">• Cake decorating class to be offered in March in Hardy, Grant & Pendleton Counties.• Decorative woodworking / tole painting classes to be offered in January and March in Hardy and possibly Grant County.• Advanced crochet class for Hardy County.

	<p>Public Relations</p> <ul style="list-style-type: none"> • Compiling information for new catalog to be sent to printer by end of January. • Designing a template for mission statement to be posted in all classrooms, access centers and throughout all offices within the College. • Preparing for Higher Ed Day at the Legislature (getting quotes on logo items). • Designing signs for the trailer for the PIA CDL Training.
<p>CAREER STUDIES Associate Dean Career Studies & Academic Services <i>Grover Duling</i></p>	<ul style="list-style-type: none"> • Adult Learner Inventory (ALI) survey results are compiled for Eastern and EWVCTC is ahead of the national average in all areas. • PIA truck driving class is underway and plans are to work with PIA to offer a heavy equipment training program in the near future. • Automotive Technical training grant has been approved. An individual will be hired to develop the courses and provide content instruction. • Using grant funds, an Electrical Engineer will be hired on a contracted basis to develop the second year courses for the Electromechanical Technology program and some of the higher level core courses in Physics and Math for the Automotive Tech Program. • Working with WVU to obtain a "course for course" transferability written agreement for three Eastern Math courses being offered at PHS Spring 2008 and Fall 2008. • Working to develop a Web Site for the College Consortium. • Continue to work with the Nursing program and plan to have all in place to start classes in the Fall semester of 2008. Advertisement for the instructor's position is presently being run in the local papers and on the EWVCTC web site.
<p>Associate Dean Academic & Student Services <i>Sherry Becker-Gorby</i></p>	<ul style="list-style-type: none"> • Assessment: Chaired Assessment Committee meeting; Reviewed IDEA center materials with committee. Recommend moving forward with course evaluation pilot project through IDEA Center for Spring 2008. Assessment web page is available and also linked through the virtual Faculty Lounge. Course level assessment reports for Fall 200 courses are in process and slated for submission to committee at Feb 2008 meeting. • Course evaluation project: Materials have been forwarded to D. Kelly to review and determine if report can be extracted for previous evaluations completed. • Prepared and submitted WVVLN reports on distance courses (Fall 2007 enrollments, spring 2008 offerings). • Met with M. See re: New River course processing and experiential credit issues.
<p>Accreditation: <i>Sherry Becker-Gorby</i></p>	<ul style="list-style-type: none"> • On campus meetings with Mr. Sisk, R. Eagle, G. Duling and task force members. regarding outstanding issues and additional materials needed. • Met with Classified Staff and provided update on self study and accreditation. • Met with A. Hoffmann regarding regional demographics needed for self study report • Met with R. Eagle and A. Hoffmann regarding Institutional Snapshot and data needed to complete report. • Chapters 2 through 7 revised and posted to website for review and comment • Met with E. Alt regarding editorial comments, document formatting, materials to send with self study report, appendices and resource room materials. • Met with R. Eagle and G. Duling re: self study session development session for staff. Agenda drafted and forwarded to R. Eagle to finalize implementation (set for Jan 29)

	<ul style="list-style-type: none"> • Compiled summaries of course evaluation data received from T. Kitzmiller and D Kelly needed for charts in Self Study report • Working on referencing and cross reference process with previous self study documents
<p>FACILITIES</p> <p>Director Information</p> <p>Systems & Technology:</p> <p><i>Tim Riggleman</i></p>	<ul style="list-style-type: none"> • Laurel Godlove has been offered the Academic Program Coordinators position that is also ½ time to the Information Technology Department. She brings much experience and should be a great asset to both departments. • The department has been very busy since returning from holiday break running updates, installing plug-ins, and testing video connection with the Virginia college system. • Tim Riggleman is scheduled to attend Vista course at Learning Tree International during the first week in February 2008. • Terry Wimmer has started working for HARCO Investments as the college’s part time maintenance man. He has hit the ground running and has made several improvements to the college. • Moved the image share from Tucker County access center to the South Branch Career and Technical Center. • Submitted a grant for over \$100,000.00 to the State for upgrades on administrative computers and student computers at the HARCO complex and located at the access centers.
<p>New Campus Project:</p>	