



**Eastern West Virginia
Community & Technical College**

Board of Governors Meeting Agenda

***Wednesday, February 13, 2008
12:00 p.m.
Harco Complex, Moorefield, WV***

BOARD MEMBERS:

Peggy C. Hawse, Chair
Dixie Bean
Sharon Gott
Amanda See
Scott Sherman
Rob Tissue

Scott C. Jennings, Vice Chair
Christine Fuentes
Robert Hott
Faron Shanholtz
Pamela Shrader

Robert Sisk,
Interim President

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 13, 2008
HARCO COMPLEX MOOREFIELD, WEST VIRGINIA

STANDING COMMITTEES

**ACADEMIC & STUDENT PROGRAMS
COMMITTEE:**

Christine Fuentes

Sharon Gott

Pam Shrader

FINANCE & ADMINISTRATION COMMITTEE:

Scott Jennings, Chair

Scott Sherman

Rob Tissue

PERSONNEL COMMITTEE:

Peggy C. Hawse

Faron Shanholtz

Scott Sherman

**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 February 13, 2008
Harco Complex, Moorefield, WV

- I. Welcome and Call to OrderPeggy C. Hawse, Chair
- II. Approval of 01/16/07 Minutes* - Chair HawsePp 4
- III. Meeting with Mike Koon, HLC Consultant – Evaluator
- IV. Action Items
 - A. Approval of Addendum to the Governance ManualPp 7
 - B. Recommendation of Procurement of Engineering and contractor services of utilities to the new campus construction site - *Handout*
- V. S.A.L.T. Report.....Pp 8
- VI. President’s Report..... Robert H. Sisk, Interim President
 - A. Letter “Wish List” to local Delegate
 - B. PIA Truck Driving Graduation
 - C. Miscellaneous
- VII. Next Meeting: March 19, 2008
- VIII. Adjournment

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
HARCO COMPLEX, MOOREFIELD, WV
DRAFT MINUTES
January 16, 2008

BOARD MEMBERS PRESENT: Peggy C. Hawse, Chair; Scott Jennings, Vice-Chair; Dixie Bean; Sharon Gott, Faculty Representative; Amanda See; Scott Sherman; Rob Tissue; Christine Fuentes, Student Representative; Robert Hott; Pamela Shrader, Classified Staff Representative.

BOARD MEMBERS ABSENT: Faron Shanholtz.

OTHERS PRESENT: Robert Sisk, Interim President; Penny Reardon, Presenter; Dreama Kelly, Recorder.

1. Call to Order:
Chair, Peggy C. Hawse, declared a quorum present and convened the meeting at 12:05 p.m.
2. President's Report:
Interim President Sisk reported on the Auto Technician and Electro Mechanical program including the \$220,000.00 grant received to initiate the program. Logistic preparation has begun as Mr. Sisk has been looking at rental properties for instruction. At the last meeting, Scott Sherman suggested contacting Pilgrim's Pride/Hester Industries regarding the use of a building on Railroad Street – Mr. Sisk and Grover Duling met with Paton Umstead; however, this building is not available for rent at this time. Mr. Sisk did note that we would have to make a decision on rental property within the next month. Chair Hawse asked about her suggestion of the "MA Bean" building – Mr. Sisk informed members that he had looked through this building and felt that it would not meet our needs. Members discussed recent employee layoffs by American Woodmark Corporation (AWC); Mr. Sisk mentioned the Trade Adjustment Act and that Eastern would have to be ready to accommodate AWC workers training needs.

Mr. Sisk gave a brief update on the construction progress of the new campus construction project. Concerns over lack of funding by Hardy County Rural Development Authority (HCRDA). Mr. Sisk had spoken to Mallie Combs-Snider concerning his desire to contact General Tackett of the National Guard. Ms. Combs-Snider requested that he refrain from making this contact as she has plans on talking with Senator Robert Byrd. Mr. Sisk complied; however, the Board requested that immediately following this meeting Mr. Sisk and Chair Hawse contact Ms. Combs-Snider and possibly contact General Tackett to discuss funding concerns related to water, sewer, and road. Board feels that perhaps

funds could be available through the Homeland Security division. Board also requested that Mr. Sisk prepare a Contingency Plan and submit at the next Board Meeting. This plan should include various options, regulations, and potential costs. Resources identified to assist with the information gathering include: Sanitarian Bill Ours, John Harris of Bastian and Harris; Terry Sherman; the Hardy County Planning Commission; and Mark Geary of Petersburg. Members agreed that the WV Community & Technical College System be kept abreast of the situation and that a Contingency Plan is being developed and will be forwarded once approved by Eastern's Board of Governors.

MOTION: Scott Jennings moved adoption of the following resolution:
BE IT RESOLVED that Interim President Robert Sisk prepare and present to the Board of Governors at the next Board meeting a Contingency Plan to include the estimated amount of options relating to water, sewer, and road construction to the new construction site.

ACTION: Dixie Bean seconded the motion that unanimously carried.

Mr. Sisk informed members that Mike Koon would be coming to Eastern for a staff orientation session for the HLC review. Mr. Koon will meet with the Board of Governors at the February meeting. As Mr. Koon will be here one week prior to the regular meeting the following motion was received:

MOTION: Scott Jennings moved adoption of the following resolution:
BE IT RESOLVED that the February 20, 2008 Board meeting be moved up one week to February 13, 2008 for an information session with Mike Koon.

ACTION: Pamela Shrader seconded the motion that unanimously carried.

Benedum Foundation report update: Dr. Hoffmann is to forward requested information to Jim Donova. Dixie Bean informed members that she had worked with this organization and "Beverly Walker".

Mr. Sisk informed members that all vacant positions are now filled and that he is looking into hiring the "Bob Ciszewski" position.

Discussed the nursing program coordinator position and the possibility of utilizing a vacated space at the Michael Building that is being rented by Grant Memorial Hospital. Grover Duling is checking with Southern WV CTC to determine what steps are needed in order to get the space approved by the Nursing Board. Questions were raised concerning other possibilities of a 'host program' should Southern not come through. Various scenarios and possibilities were discussed.

3. Action Items to be resolved:

Approval of the 12/19/07 minutes:

MOTION: Scott Jennings moved adoption of the following resolution:
BE IT RESOLVED that the EWVCTC Board of Governors meeting minutes from the December 19, 2007 meeting be approved as presented.

ACTION: Scott Sherman seconded the motion that unanimously carried.

Program Termination:

MOTION: Pamela Shrader moved adoption of the following resolution:
BE IT RESOLVED that the EWVCTC Board of Governors approve termination of the Industrial Maintenance program.

ACTION: Sharon Gott seconded the motion that unanimously carried.

Textbook Policy:

MOTION: Scott Jennings moved adoption of the following resolution:
BE IT RESOLVED that the EWVCTC Board of Governors approve the Textbook policy upon correction of grammatical errors and that the policy be forwarded to Chancellor Skidmore's office for 30 day review as per WVCTCS protocol.

ACTION: Scott Sherman seconded the motion that unanimously carried.

First Quarter Financial Statements:

MOTION: Dixie Bean moved adoption of the following resolution:
BE IT RESOLVED that the EWVCTC Board of Governors approve the Financial Statements of the first Quarter as presented.

ACTION: Robert Tissue seconded the motion that unanimously carried.

4. Discussion item: First Quarter Financial Statement was reported above as an action item.

5. Brief overview of handout "Taking Career and Technical Education to the Next level in WV".

6. Executive Session:

MOTION: Pamela Shrader moved adoption of the following resolution:
BE IT RESOLVED that at 1:45 p.m. the EWVCTC Board of Governors go into executive session pursuant to WV State Code §6-9A-4-A to discuss a personnel issue.

ACTION: Scott Sherman seconded the motion that unanimously carried. At 2:25 p.m. the Board reconvened in regular session upon a motion by Scott Jennings with a second by Scott Sherman.

7. The next meeting of the EWVCTC Board of Governors is scheduled for February 13, 2008 at 12:00 p.m.

8. Meeting was adjourned at 2:30 p.m. by Chair Peggy C. Hawse.

Respectfully Submitted by Dreama M. Kelly, Recorder

Peggy C. Hawse, Chair
EWWCTC Board of Governors

Date

Governance Manual Addendum: Policies, Procedures and Regulatory Sections

February 1, 2008

Please Note: As a result of the new organizational chart (revised: 1-15-08), all references to the “Dean of Learner Support Services” and/or “Dean of Academics” shall henceforth be interpreted as “Dean of Academics and Student Services” or designee.

Addendum Approved:

Peggy C. Hawse, Chair
Eastern WV Community & Technical College
Board of Governors

Date

Department & S.A.L.T. Member Reporting	Summary of Activities
BUSINESS OFFICE Executive Dean for Financial & Operations Services <i>Penny Reardon</i>	<ul style="list-style-type: none"> • Attended HR Training • Prepared presentation for MOCK Self Study • Finalize Self Study chapter • Set 6 months goals for employees • Worked with Southern to correct A/R error (duplicate posting on tuition on Jan 8th) • Collection of past due accounts • Updated Expenditures Schedule • Quarterly Payroll reports • 1099's and W2's processed • Hardy County Schools contracts signed (still waiting on South Branch) • Working on 2nd quarter financials • Updated new task force member on self-study • Worked with Financial Aid dept to get student accounts cleared-up.
ACADEMICS Dean for Academic & Student Services: <i>Robert Eagle</i>	<ul style="list-style-type: none"> • Completion of Dean's, President's, and Merit Lists for Fall • Fall verification of graduates completed • 8th grade career day at Hampshire • Assessing Spring 2008 graduates • Assisting in FAFSA submissions • Welcome letters have been sent to all new students for spring • Working with Tim/Southern in getting student report information • Processing financial aid for spring students • Working on catalog revisions • Developing new recruiting procedures • Developing staff goals for first half of 2008 • Working on preparation for Higher Education Day at the Legislature
Accreditation: <i>R. Eagle</i>	<ul style="list-style-type: none"> • Developing schedule for "mock" visit • Continuation of work for gathering information to finalize the self-study document
WORKFORCE Associate Dean for Workforce Education: <i>Sherry Watts</i>	<ul style="list-style-type: none"> • Contracted Training: visits have been scheduled with Mill Branch Industries, Grant Memorial Hospital, Greer Lime, Potomac Center and ATK to discuss training possibilities. Working with Workforce Investment Board Reps to secure grant funding through STEM grant and CDL Training Grant. Met with RESA VIII Special Education Coordinator to discuss training partnership ideas. Met with Chuck Silliman

	<p>(Moorefield Town Council) – in process of developing safety training. Met with Hardy Co. BOE to discuss training for Maintenance and Custodians.</p> <ul style="list-style-type: none"> • Community Education: 2 Crochet classes scheduled (February and March); 3 Sign Language Classes (Mineral County, HARCO and East Hardy); 2 Basket weaving classes (HARCO) – February and March; Bread baking class tentatively scheduled for March; Scrapbooking, tole painting wood design, dried flower arranging and cake decorating – in process of scheduling dates. • Continuing Education: 4 people enrolled in online Ed2Go classes. PIA – second class started 02/04/08 and third class has two people already scheduled. (Numbers will increase once AMC participants are enrolled). Social Work CEU training scheduled for April. Insurance Worker CEU workshop scheduled for April. QuickBooks training being scheduled – anticipate late March.
<p>CAREER STUDIES Associate Dean Career Studies & Academic Services</p> <p><i>Grover Duling</i></p>	<ul style="list-style-type: none"> • A Location for the Nursing Program has been secured. An interview for the Coordinator position is set for Feb.7th. A team of Southern representatives will be here to approve the training center and conduct the interview. • The Advertisement for the automotive instructor will be in the Local papers and on our web site with in two weeks. • As Process chair for the Higher Learning Commission accreditation visit, a great deal of time and effort is being directed to prepare for the Mock visit in Feb. and the final visit in April. • A Marketing Director has been hired under a short term contract to support the efforts of the College with the publics Eastern serves. This position will market both workforce education and the credit side of the college. • Eastern is working with C.O.A.T.E.S. LLC to hopefully provide course work for at risk students at the Davis Center in Tucker County. • A Verizon Grant of \$12,000 has been secured to support the connections between Eastern and the local county school systems.

<p>Associate Dean Academic & Student Services</p> <p>Sherry Becker- Gorby</p>	<ul style="list-style-type: none"> • Assessment: Contacted IDEA center to schedule course evaluation pilot project (in process); course level assessment reports for fall 2007 completed by academic program directors. Reports to be reviewed by assessment committee at Feb. meeting. Prepared article for student newsletter on assessment. • Fall and Summer Schedule Development: prepared and forwarded guidelines for schedule development to program directors, FT faculty, etc. • College Catalog Revision: Began working on catalog for revisions, organized list of responsibilities and alerted staff to assignments and due date. • M. See: Review student record for experiential credit award • HEPC Assessment Council meeting (Charleston): Organizational meeting
<p>Accreditation: Sherry Becker- Gorby</p>	<ul style="list-style-type: none"> • Reviewed webpage links, etc referenced in self study report; sent revision info to D. Silver for updating site • Mock Visit Preparations: Met with M. Koon re: upcoming mock visit; forwarded materials for self study review; Drafted initial list of groups and individuals for Mock visit sessions and forward to M. Koon in preparation for visit (lists of governance committees, staff listing, constituent groups, etc. Drafted tentative line up for meetings. R. Eagle will finalize. • Met with E. Alt regarding final document preparation and resource room set-up, documentation, etc. • Met with document/resource room committee regarding process and timelines for mailing report to HLC and Visiting team members. • Met with E. Alt regarding editorial comments, document formatting, materials to send with self study report, appendices and resource room materials. • Reviewing/revising formatted versions of chapters for final edits (still need to complete Chapter 1 (missing data needed for completion of chapter 1 and chapter 8) • Self Study: attempting to finalize tables with missing data • Finalize cross referencing of resource room materials
<p>New Campus Project: (Clerk-of-the- Works, Al Hoffmann)</p>	<ul style="list-style-type: none"> • High winds, snow and freezing rain caused some slowing of site work, but the steel workers kept working and only lost two days. • Progress on steel work as of 2-5-08: <ul style="list-style-type: none"> ○ 100% of 1st and 2nd floor steel is erected ○ 40% of attic floor steel installed ○ 40% of roof system erected (ridge and rafter beams) ○ 100% of steel is on site (last 2 loads of trusses arrived 2-5-08) ○ Three photos attached to this report

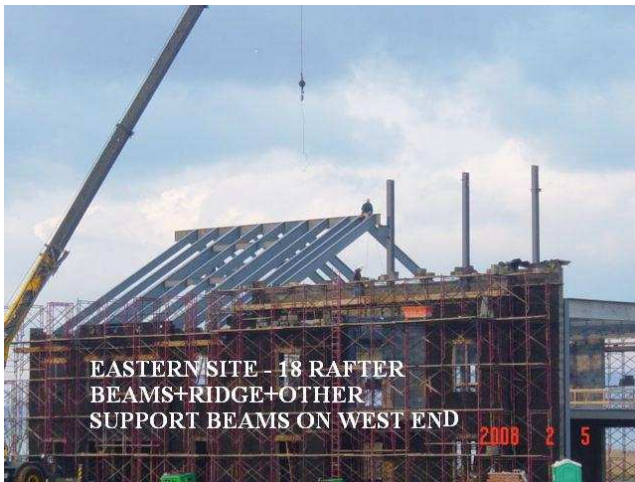
- Masons mortared all steel beams into wall pockets
- Progress on other items:
 - Electrical conduits laid, connected and covered from transformer pad to building utility room
 - Chiller pipes (HVAC system) laid, welded together, connected to utility room and covered
 - Domestic exterior water piping connected into building system
 - Roof drains connected to exterior storm sewer

Please see photos on following page – color photos will be on display at the Board of Governors’ meeting



Roof trusses arrive
2-05-08

2008 2 5



EASTERN SITE - 18 RAFTER
BEAMS+RIDGE+OTHER
SUPPORT BEAMS ON WEST END

2008 2 5



2/5/2008 12:37:21 PM
Progress on installing roof rafters + ridge beams.