

**Eastern West Virginia Community and Technical College  
Board of Governors  
Wednesday, September 19, 2007 – 12:00 P.M.  
MEETING MINUTES**

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**Those attending: Peggy Hawse, Chair; Pam Shrader; Sharon Gott; Amanda See; Robert Tissue; Faron Shanholtz**

**Others present: Dick Hughes, Press; Robert Sisk, Interim President; Penny Reardon, Executive Dean; Dreama Kelly, Recorder**

**Absent from the meeting was: Scott Sherman, Scott Jennings, and Christine Fuentes.**

1. The meeting was called to order at 12:07 p.m. by Chair Peggy Hawse.
2. Upon a motion by Rob Tissue with a second by Faron Shanholtz the minutes of the August 15, 2007 meeting were approved as presented. Motion carried.
3. Interim President Robert Sisk gave a verbal report on the following:
  - a. Exit interview form sent out to 2 recently resigned employees
  - b. Handout reviewed: Enrollment Headcount/FTE
  - c. Handout reviewed: Non-Credit enrollee figures
  - d. Handout reviewed: Accounts Receivable: Penny Reardon reviewed handout and answered questions. Peggy Hawse presented an explanation of outstanding Accounts Receivable from past fiscal years.
  - e. Business Office underwent year end audit week of Sept 10, 2007: “Everything went fine – no errors reported at this time”. The complete audit report will be presented at the October Board meeting.
  - f. Textbook policy: Eastern WVCTC does not have a textbook or bookstore policy because they do not have a bookstore. Eastern is a sub-recipient under contract with Northern West Virginia CTC who is under contract with Barnes & Noble Bookstore to run their bookstore.
  - g. Board training options: Peggy Hawse will check with the Governor’s office regarding potential date for new appointees that are to be appointed. Robert Sisk will check with Chancellor Skidmore regarding a presentation of Community College structure. Peggy Hawse suggested checking with Southern’s President, JoAnn Tomblin, to facilitate a Board Training or a similar informative session – Robert Sisk to check with President Tomblin as to her willingness / availability for such a session.
  - h. Update on Program initiatives – waiting upon letters of support for the ‘Orbit’ program. Letters of support for the PIA – truck driving (CDL) training have been received. PIA also offers heavy equipment operating sessions. Discussion of the importance to industries for industry recognized credentials followed.
  - i. Master Plan update: Mr. Sisk plans to present the completed document at next Board meeting; currently Dr. Hoffmann continues to obtain information and formulating data into document.
  - j. Construction Schedule: updates presented as handouts.
  - k. Electrical provider for the construction project: two companies are competing for Eastern account. Deadline for final offer was set for 09/14/07. Will present more detailed information for next meeting.
4. John Harris was conferenced in to explain project redesign and associated fees. Sharon Gott made a motion to accept construction administration and redesign for proposed Option 2, motion was seconded by Pam Shrader. Vote results: Aye: 0 Nays: 3. Motion failed.

Robert Tissue made a motion that past engagement letters (contracts) with Bastin & Harris be reviewed by administration and that all previous billings be summarized by the following categories: Master Plan – Design – Redesign – Rebid, that comparisons of arrangements and billings be mirrored by agreements/actual billings, and that a summary of findings be reported at the next Board meeting. Amanda See seconded the motion. Vote resulted in 5 Ayes and 0 Nays. Motion carried.

5. Prior to excusing herself from the meeting and due to the absence of Vice-Chair Scott Jennings, Chair Peggy Hawse delegated Chair authority to Robert Tissue for the remainder of the meeting.
6. Mr. Sisk presented a handout on the Bond Status which was reviewed during the telephone conference with John Harris.
7. Mr. Sisk led discussion of the Senior Administrative Leadership Team report as presented to the Board agenda.
8. Executive session: ITEM TABLED.
9. Other business presented to the Board for consideration/discussion:
  - Mr. Sisk met with Hardy County Commissioners providing an updated on Eastern's activities and future plans of action.
  - Following a Technology Grant submission by Tim Riggleman, Eastern's Director of IT, Chancellor James Skidmore contacted Mr. Sisk regarding available funds in the amount of \$200,000. These funds were originally set aside for the Registered Nursing Program. Chancellor Skidmore received approval for Eastern to utilize \$42,466 of those funds for computer upgrades and training through Learning Tree; Eastern will use these funds computer upgrades at Harco (room 154) as well as the Pendleton County Access Center.
  - Update on potential nursing coordinator 'lease' to Southern as employee. Ground breaking ceremony on 10/12/07 @ 1:00.
10. The next meeting is scheduled for October 17, 2007 12:00 p.m.
11. Upon a motion by Faron Shanholtz with a second by Pamela Shrader; the meeting was adjourned at 2:30 p.m. Votes resulted in 5 Ayes and 0 Nays. Motion carried.

*Respectfully submitted by Dreama Kelly, Executive Secretary*

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Peggy C. Hawse,  
Chair, EWVCTC  
Board of Governors

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Date