

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

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. 'COATES' 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 Elyn 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-Snyder 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 is 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

Peggy C. Hawse, Chair

Date