

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of October 26, 2016

EWVCTC Main Campus

Moorefield, WV

**Call to Order:** *The meeting was called to order at 12:02pm. Present were Dr. Terrell, R. Tissue, D. Bean, G. Sponaugle, Jr Helmick, G. Greenwalt, M. Chambers, C. Hakala, L. Godlove, P. Reardon (guest), and M. O'Leary (recorder). Absent were S. Staley, D. Lambert, F. Shanholtz, and T. May.*

**\*Action Item:**

**\*Minutes September 21, 2016**

*Minutes were approved on a Greenwalt/Bean motion. Motion carried.*

**Presentation:**

A. *No presentation at this meeting.*

**\*Action Items:**

A. BP 3.4 – Standards And Requirements For Admission

B. BP 3.5 – Immunization Requirements

C. BP 7.13 – Textbook Policy

*The Board of Governors reviewed Board Policies 3.4, 3.5, and 7.13. With regard to BP 3.5, G. Greenwalt questioned why only full-time students required immunizations. Dr. Terrell indicated he will follow-up with Bruce Walker. It was also noted, with regard to BP 7.13, that most Eastern WVCTC students buy their books through WV Northern CTC. R. Tissue requested a vote on all three Board Policies, and all were in favor.*

D. AR 5.15 – Rank And Promotion Regulation

*Dr. Terrell shared AR 5.15 with the Board of Governors and indicated that he had also shared it with Bruce Walker. C. Hakala indicated that the Faculty Assembly worked to include more peer review, and that the faculty were in agreement with the final document.*

E. Review and Approval of Faculty Promotions

*Dr. Terrell reported that a decision on whether to promote three faculty members had been deferred from the spring of 2016 to the fall of 2016. Given the resignation of one of the faculty members, there are now two promotions to consider. Dr. Terrell met with P. Reardon to discuss budget implications, and both agree that both faculty members should be promoted, retroactive to July 1, 2016. Dr. Terrell indicated that both promotions would have an \$8,000 annual budget impact. L. Godlove indicated classified staff might have an issue, and Dr. Terrell responded that there is a difference between faculty promotions and*

*classified staff salary increases. On a Sponaugle/Chambers motion, the Board of Governors agreed to the \$8,000 budget expenditure with all in favor.*

**F. Revised HLC Prospectus/Timeline**

*Dr. Terrell shared with the Board of Governors a revised HLC Timeline which now moves some deadline dates to earlier in the spring of 2017. This addresses the fact that few faculty members are on campus during the summer, and will allow the Documentation Team more time to do their work. On a Greenwalt/Sponaugle motion, the updated HLC Timeline was approved with all in favor.*

**Informational Items:**

**A. Enrollment Census Data – Dr. Terrell (See chart below)**

**B. Review of FY17 Budget and Status of Open Positions – Penny Reardon**

*Dr. Terrell introduced Eastern's new Director of Human Resources, Vicki Johnson, to the Board of Governors. The Board of Governors introduced themselves, and R. Tissue welcomed her to the Eastern staff.*

*P. Reardon updated the Board of Governors on the budget. The budget was set at 350 FTE's, so the college is on-target with 365.3 FTE's. Through October 24, 2016, revenues are at 48% of budget and expenses are at 40% of budget. Five positions remain vacant – Education Programs Coordinator; Information Systems Technician; Wind Technology faculty; Marketing Coordinator; and Administrative Secretary. State budget cuts can be anticipated in January 2017.*

*G. Sponaugle asked how Eastern compares to other community and technical colleges. Dr. Terrell responded that no data has been released from the Chancellor's office yet, but that community college enrollments are down nationwide, and some in WV are financially unstable. Dr. Terrell reported that the auditors remarked during their recent visit that Eastern was "one of the best managed institutions" with regard to finances. R. Tissue commented that Eastern's partnerships are key to the college's success, and that the college cannot rely solely on the state for long-term success.*

**Board Chair & Committee Reports:**

**A. WV Board of Governors Association**

*R. Tissue reported that the WV Board of Governors Association will be meeting during the conference.*

**B. Classified Staff updates-Laurel Godlove**

*L. Godlove reported that the classified staff met with Dr. Terrell last Friday. She also indicated that she just learned that the classified staff nominated her as the WVCCA Outstanding Contributor of the year.*

**C. Faculty updates-Curtis Hakala**

*Curtis Hakala indicated that adjunct pay for low-enrolled courses is being reviewed in order to provide more consistency. Dominic Phillips is spearheading the assessment project, and Banner training will take place on Friday, October 28, 2016.*

D. Student updates-Theda May  
*No report.*

<b>Student Access and Success</b> <b>Enrollment/Retention/College Completion/Financial Aid/Early Entrance</b> <b>Data Points</b>	<b>1</b>
Eastern                    592   304.7 Workforce                141   60.6 sum                            733   365.3 Unduplicated Total    726   365.3	
<b>Teaching and Learning</b> <b>Assessment/Reaccreditation/Institutional Effectiveness/Assessment/Academics/Career</b> <b>And Technical Education</b> <b>Data Points-</b>	<b>2</b>
•	
<b>Community Engagement and Partnerships</b>  <b>Workforce Education/District Consortium/Sector-Based Strategies/BTG</b> <b>Data Points-</b>	<b>3</b>
<ul style="list-style-type: none"> <li>• Cosmetology – <i>Dr. Terrell reported that Eastern had recently appealed a decision by the Board of Barbers and Cosmetologists that would not allow the college to offer cosmetology class hours on-site.</i></li> <li>• Panthera – <i>Wants to partner with Eastern on drone education.</i></li> <li>• WIB MOU – <i>A renewal contract will soon be signed.</i></li> </ul>	
<b>Culture of Innovation</b> <b>WORCS/Foundation/IREED/Launchpad/SBDC</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Americorps -Tourism Coordinator</li> </ul>	
<b>Resources</b> <b>Alignment of Budget/Grants/</b>	<b>5</b>
<ul style="list-style-type: none"> <li>• \$150,000 Benedum Foundation – <i>First half of grant has been received.</i></li> <li>• Scott Lecrone – <i>IT Technician, has resigned to be closer to family in Georgia.</i></li> <li>• Vicki Johnson – <i>New Director of Human Resources.</i></li> </ul>	
<b>Campus Safety, Security and Health</b>  •	
<b>Public Relations</b> <b>Communications/Marketing/Events/Media</b> <b>Data Points-</b>	
<ul style="list-style-type: none"> <li>• Rooftop Fireside Chat with FCC Commissioner Ajit Pai 10/18 – <i>Dr. Terrell reported that this meeting was a follow-up to the recent visit of Senator Manchin and the FCC Chairman to the region to discuss broadband.</i></li> <li>• Agritourism 10/27</li> </ul>	


<ul style="list-style-type: none"> <li>• Agriculture Innovation Showcase 10/28 9:00 am National Guard – 438 people registered.</li> <li>• Trunk n Treat 10/31 – 10 cars have registered.</li> <li>• Noel Levitz 11/15 – Board of Governors members are invited to attend.</li> </ul>	
<b>Local, State and National meetings</b> Advisory Committee/WV Council/	
<ul style="list-style-type: none"> <li>• Chancellor’s Advisory Committee meeting 10/19</li> <li>• WV Council for CTC Education 10/20</li> </ul>	
<b>Higher Learning Commission-Comprehensive Evaluation Visit April 22-24, 2018</b> <b>“HLC Awakens”</b>	
October 28, 2016	Designated Work Sessions
November 1, 2016	Criterion Taskforce progress reports due. Taskforce Leaders post reports in designated folders on Share File and forward to Process Facilitator. Process Facilitator follows-up with teams for incomplete information/reports, etc.
November 7 – 25, 2016	Taskforce Leaders Crosstalk (facilitated by Process Facilitator) (Additional crosstalk sessions may be requested)
November 11, 2016	Designated Work Session
November 12, 2016	Designated Work Session
December 9, 2016	Designated Work Session

Next Meeting: November 16, 2016 HKM award committee and Classified Staff Council annual report

Special Guest: Mason Bishop, Principal, WorkED Consulting (tentative)

Adjournment: Meeting adjourned at 1:40pm.

Respectfully submitted by Michael O’Leary, recorder.



Scott Staley, Vice Chair



Date Approved