

Eastern West Virginia Community and Technical College

Board of Governors

Minutes - Meeting of September 21, 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, D. Lambert, F. Shanholtz, G. Sponaugle, J. Helmick (via phone), G. Greenwalt, M. Chambers, L. Godlove, C. Hakala (arrived late) P. Reardon (guest) and M. O'Leary (recorder). Absent were S. Staley and T. May.*

***Action Item:**

***Minutes August 24, 2016**

Minutes were approved on a Greenwalt/Bean motion. Motion carried – all in favor.

Presentation:

- A. Kathy J. D'Antoni, Ed.D. Chief Officer, Career Technical Education
The Board of Governors participated in a 25 minute Skype presentation by Career Technical Education Chief Officer Kathy J. D'Antoni.

***Action Items:**

- A. BP-3.11 Compliance with Military Selective Service Act
No comments were received during the 30 day comment period, and R. Tissue signed BP-3.11.
- B. BP-6.1 Change in the Organization of Administrative Units
Dr. Terrell presented the FY16 organizational chart, and the proposed FY17 organizational chart.
- C: Human Resources position proposal
P. Reardon presented rationale for new Human Resources position. Dr. Terrell requested Board of Governors approval for FY17 organization chart, and the new Human Resources position contained therein. On a Lambert/Chambers motion, the motion passed with all in favor.
- D. National Association for Community College Entrepreneurship & President's contract (Handout)
Dr. Terrell requested Board of Governors approval to accept a modest stipend for consulting work to be done with NACCE, taking annual leave when the work was performed. The Board of Governors discussed the use of annual leave, out-of-pocket expenses, and quarterly reports. R. Tissue summarized the discussion to indicate that the Board of Governors approves the contract with NACCE along with the modest stipend for Dr. Terrell for his work as a consultant with NACCE; that out-of-pocket expenses would be covered by NACCE; that Dr. Terrell would not need to use annual leave; and that Dr. Terrell provide a quarterly report to the Board of Governors. On a Sponaugle/Chambers motion, the motion carried with all in favor.

Executive Session:

Executive Session under the Authority of WV Code §6-9A-4 for the Following: West Virginia Public Employees Grievance Board, Grievance Level One-Docket: 2017 0794-ECTC Laurel Godlove.

The Executive Session began at 1:12pm at which time L. Godlove and M. O'Leary recused themselves. The Executive Session ended at 1:40pm with R. Tissue reporting that no action had been taken.

Informational Items:

- A. Military Friendly Institution-Five Star Challenge update
Dr. Terrell reported that the site visit went very well and that EWWCTC passed with flying colors.
- B. Blackboard Data Analytics
Blackboard representatives will return to campus in November to provide continuing consultation and advice on dashboard development.
- C. Noel Levitz, 11/15
Dr. Terrell invited members of the Board of Governors to attend the campus visit of a Noel-Levitz representative on November 15, 2016. The cost of the visit is \$1,300 (which includes travel expenses), and the purpose is to help EWWCTC develop enrollment and retention strategies.
- D. Technology Plan
The Board of Governors reviewed EWWCTC's technology Plan. Dr. Terrell reported that grants are being pursued to help defray the costs associated with the Technology Plan.

Dr. Terrell also reported that J. Helmick and G. Greenwalt had been reappointed to EWWCTC's Board of Governors.

Board Chair & Committee Reports:

- A. WV Board of Governors Association
No report
- B. Classified Staff updates-Laurel Godlove
Ms. Godlove reported that regularly scheduled meetings are on calendars for the remainder of the academic year. The spring 2017 Schedule of Classes is being worked on.
- C. Faculty updates-Curtis Hakala
Mr. Hakala reported that the Elementary Education and Wind Technology positions had been posted. Mid-term grades are due from faculty on October 10, 2016. The first Curriculum Committee meeting has taken place.
- D. Student updates-Theda May
No report

Student Access and Success Enrollment/Retention/College Completion/Financial Aid/Early Entrance Data Points	1
<ul style="list-style-type: none"> • Joint Consortia Compact meeting, Charleston, 9/15 <p style="text-align: center;"><i>Dr. Terrell reported a significant decline in enrollments compared to last year. Current headcount is 633, and FTE is 332.9. Dr. Terrell has asked Ron Hamilton to review data to determine where decline in FTE's occurred.</i></p>	2
Teaching and Learning Assessment/Reaccreditation/Institutional Effectiveness/Assessment/Academics/Career And Technical Education Data Points-	
<ul style="list-style-type: none"> • Shepherd University 9/15 – <i>Dr. Terrell attended the signing ceremony at Shepherd on September 15, 2016. EWVCTC students who transfer to Shepherd with at least a 2.5 GPA will receive a \$1,000 scholarship annually. The scholarship increases to \$1,500 for students with a 2.8 GPA or higher, and \$2,000 for those with a 3.0 GPA or higher. A student living on Shepherd's campus will receive an additional \$1,000 annually.</i> • Davis and Elkins College • Marshall University – <i>Courses have been articulated.</i> • Hardy County Schools – <i>Field Experiences for Elementary Education – MOU's have been signed.</i> 	
Community Engagement and Partnerships	3
Workforce Education/District Consortium/Sector-Based Strategies/BTG Data Points-	
<ul style="list-style-type: none"> • <i>Data Recovery Center, Petersburg – Dr. Terrell reported that Chris Jones visited campus and met with IT students. Chris Jones is interested in establishing a scholarship for continuing students beginning with the spring 2017 semester.</i> • <i>Community Computer Lab at Eastern Technology Center – Dr. Terrell is investigating whether the fiber line outside the Tech Center can be brought into the Tech Center. If so, Bridging the Gap funds could be used to purchase new computers and create the Community Computer Lab.</i> 	
Culture of Innovation WORCS/Foundation/IREED/Launchpad/SBDC	4
<ul style="list-style-type: none"> • <i>Dr. Terrell informed the Board of Governors that Joe Kapp had been appointed to the National Advisory Council on Innovation and Entrepreneurship by the US Commerce Secretary.</i> 	5
Resources Alignment of Budget/Grants/	
<ul style="list-style-type: none"> • <i>Benedum Foundation, Wal-Mart, AARP and DOL – Dr. Terrell reported that \$150,000 had been received from the Benedum Foundation; Wal-Mart and AARP grant</i> 	

applications have been submitted; and news of the \$3.6 million DOL grant proposal may be received by early-November.

- IT Scholarship- Chris Jones – *Scheduled to begin spring 2017 semester for a returning student.*
- Parking project – *Dr. Terrell reported that the WV Department of Water Conservation and the EPA have \$140,000 left to spend on building projects. This would provide materials and applications to help fund the new parking lot.*
- Landscape plan-WVU – *Dr. Terrell has been working with Peter Butler of WVU who will visit campus with students to survey for landscaping project.*
- Master Plan
- Request from the Chancellor regarding grant strategies – *Dr. Terrell reported that Chancellor Tucker was asked by Governor Tomblin to obtain the successful grant strategies that EWWCTC is employing.*

Campus Safety, Security and Health

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Public Relations

Communications/Marketing/Events/Media
Data Points-

- SBA Growth Accelerator Grant award – *Dr. Terrell reported that the check presentation took place at the New Biz Launchpad on September 16, 2016.*
- Trunk or Treat, 10/31

**Local, State and National meetings
Advisory Committee/WV Council/**

- District Consortium Meeting, 9/23 – *Approximately 50 people are expected to attend.*
- Agriculture Innovation Showcase 10/28 – *Event will take place at the National Guard Armory.*

Higher Learning Commission-Self Study Visit April 22-24, 2018 “HLC Awakens”

October 10 – 25, 2016	Crosstalk sessions for taskforces scheduled by Process Facilitator
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October 14, 2016	Designated Work Sessions
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October 28, 2016	Designated Work Sessions
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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.
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November 7 – 25, 2016	Taskforce Leaders Crosstalk (facilitated by Process Facilitator) (Additional crosstalk sessions may be requested)
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Next Meeting: October 26, 2016 (Fourth Wednesday of the Month)

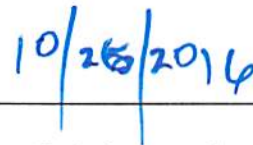
Special Guest: *Chris Jones, Data Recovery Center*

Adjournment: *Meeting adjourned at 2:06pm.*

Respectfully submitted by Michael O'Leary, recorder.



Robert Tissue, Chair



Date Approved