



**Eastern West Virginia
Community & Technical College**

**Board of Governors
MEETING AGENDA**

*October 20, 2010
12:00 pm
Eastern Campus; Moorefield, WV*

BOARD MEMBERS:

Faron Shanholtz, Chair
Dixie Bean
Curtis Durst
Robert Hott
Ward Malcolm
Pamela Shrader

Robert Tissue, Vice Chair
Kimbra Chirchirillo
Richard Gillespie
Douglas Lambert
D. Scott Sherman
Scott Staley

Dr. Charles Terrell, President

Eastern West Virginia Community and Technical College
Board of Governors
Eastern Campus Moorefield, West Virginia

Standing Committees

Academic & Student Programs Committee:

Kimbra Chirchirillo

Ward Malcolm

Pam Shrader

Dixie Bean

Personnel Committee:

Faron Shanholtz, Chair

D. Scott Sherman

Douglas Lambert

Curtis Durst

Dixie Bean

Finance & Administration Committee:

Faron Shanholtz, Chair

D. Scott Sherman

Rob Tissue

Robert Hott

Board Operations Committee:

Special Committees

Facilities Committee:

Faron Shanholtz, Chair

Founders Award Committee:

Faron Shanholtz, Chair

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of October 20, 2010

12:00 pm

Eastern Campus; Moorefield, WV

- I. Call to Order – *F. Shanholtz*
- II. Action Items:
 - *Resolution of office for K. Chirchirillo – *F. Shanholtz*.....Pg. 3
 - *Oath of Office to Michelle Turner – *D. Kelly*.....Pg. 4
 - *Approval of Meeting Minutes of August 18, 2010 and September 9, 2010.....Pg. 7
 - *Termination of the AAS in Individualized Career StudiesPg. 10
 - *Board CommitteesPg. 1
- III. President’s Report
 - A. Contacts
 - B. Recoverable Economic Development Financial Assistance Agreement
 - C. RN Article
 - D. Board of Governors AAS (Update from Buck Eagle)
 - E. Lighting project
 - F. White House Summit
 - G. Ribbon Cutting
 - H. South Branch Technical Center Mike Kubina
 - I. School Messenger
 - J. Hampshire County High School Spend the Day at Eastern
 - K. Tucker County
 - L. Foundation meeting
 - M. Strategic Planning
 - N. Miscellaneous:
- IV. Next Meeting: ***November 17, 2010 - 12:00 pm Eastern Campus***
- V. Adjournment

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of October 20, 2010

ITEM: Resolution of Kimbra Chirchirillo

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors accept the resignation of Ms. Kimbra Chirchirillo as the Student Representative to the Board.

BACKGROUND: Ms. Chirchirillo's letter of resignation was received October 4, 2010. She served as the Student Representative to the Board of Governors from July 6, 2009 through October, 4, 2010.

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of October 20, 2010

ITEM: Oath of Office to Ms. Michelle Turner

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve Ms. Michelle Turner as the Student Representative to the Board of Governors.

BACKGROUND: A letter of recommendation, dated October 5, 2010, was received from Mr. Robert Eagle, Dean for Academic and Student Services, for Ms. Michelle Turner to complete the term of office vacated by Ms. Chirchirillo.

Eastern West Virginia Community and Technical College
Board of Governors Meeting of August 18, 2010 12:00 pm

Eastern Campus; Moorefield, WV

DRAFT MINUTES

Attending were: F. Shanholtz; P. Shrader; W. Malcolm; R. Tissue; S. Sherman; D. Bean; D. Lambert; C. Durst; C. Terrell; and D. Kelly, Recorder. Not attending were R. Hott; R. Gillespie; K. Chirchirillo; S. Staley.

VI. Call to Order – *F. Shanholtz*

The meeting was called to order at 12:11pm by F. Shanholtz. Change of agenda order was requested by Dr. Terrell by starting with the President's Meeting.

VII. Action Items:

*Resolution of office for S. Gott – *Upon a motion by D. Bean with a second by P. Shrader, the Board voted to accept the resolution of office of Sharon Gott. Motion carried with 7 Yeas and 0 Nays.*

*Oath of Office to Ward Malcolm – *D. Kelly administered the Oath of Office to Ward Malcolm. The Board welcomed Mr. Malcolm.*

*Approval of Meeting Minutes of June 23, 2010 – *Upon a motion by S. Sherman with a second by D. Lambert, the June 23, 2010 minutes were approved as presented. Motion carried with 8 Yeas and 0 Nays.*

*Approval Wind Energy Program / Certificate: *W. Malcolm answered questions and gave a brief overview of the Wind Energy Certificate Program. Mr. Malcolm excused himself from the meeting allowing for additional Board discussion. Upon a motion by P. Shrader with a second by C. Durst the Wind Energy Certificate Program was approved as presented. Motion carried with 7 Ayes and 0 Nays. Mr. Malcolm rejoined the meeting.*

*Review Board Committee Membership – *F. Shanholtz suggested that the committees hold a meeting to review committee goals and name chair if none has been identified. D. Kelly will review Policy and Regulations to determine if these committees are mandated by State Regulation or Eastern's By-Laws. Findings will be forwarded to the Board for clarification.*

*BP 3.9 "Administrative Withdraw" – *Upon a motion by D. Lambert with a second by S. Sherman BP 3.9 was approved as presented. Motion carried with 8 Yeas and 0 Nays.*

*BP 5.15 "Adjunct Faculty Policy" – *Upon a motion by S. Sherman with a second by D. Bean BP 5.15 was approved as presented. Motion carried with 8 Yeas and 0 Nays.*

VIII. President's Report: President Terrell welcomed the Board and extended a "thank you" for their dedication to Eastern.

A. Performance Indicator's Report (PI): *Dr. Terrell presented a handout of the PI report which will be submitted to Chancellor Skidmore's office later this week. Report is due 8/20/10.*

B. Miscellaneous:

- Thank you:
- Headcount FTE: *509 students and 337 FTE.*
- Meet and Greet activities (handout): *Board indicated that they were impressed with Dr. Terrell's community outreach activities.*
- Purchase order submitted to Shenandoah Electric. Installation date TBA: *Dr. Terrell requested that the Board allow this project to be placed on hold in order to secure funding for a better quality of lighting poles and new options. S. Sherman requested that a timeline be established and that we stay on target.*
- Security cameras and wireless door transmitters installed: *Have been installed and are operational.*
- Met tower installed:
- Gazebo installed – Civic club or organization for landscaping: *Gazebo is installed and Dr. Terrell would like to approach a club or group to landscape the structure.*
- Master Plan: *This will be addressed to this weeks WVCTCS meeting in Charleston.*
- Continuity of Operations Plan: *P. Reardon and C. Terrell will be updating our current plan.*

- Clerg Act: *Student Notification System. D. Lambert has some information that he will share with Dr. Terrell regarding the system currently in place at Pendleton Co. School System.*
- College Foundation: *Dr. Terrell has met with a few members and will be touching base with the remaining members in the near future. Will be setting a meeting date shortly.*
- RN Program: *Suggested that Eastern's RN class photo be submitted to local papers to advertise this program.*
- Change September BOG meeting from 9/15 to 9/22 note change on our website: *Auditor will be at Eastern September 13 – 17. Motion to accept date change by D. Bean with a second by P. Shrader. Motion passed with 8 Yeas and 0 Nays.*
- Salary Enhancements: *Will ask that the Board hold a teleconference next week will be a early AM meeting. Stated that P. Shrader and W. Malcolm are exempt from this vote as they are employed by the College.*
- *D. Lambert requested that R. Eagle share feedback from his recent meetings with county schools on the Board of Governors' Degree.*

IX. Next Meeting: *September 22, 2010 - 12:00 pm Eastern Campus*

X. Adjournment: *Meeting was adjourned at 1:30 by Chair Shanholtz upon a motion by D. Lambert with a second by S. Sherman. Motion carried 8 Ayes and 0 Nays.*

Respectfully Submitted by Dreama Kelly, Recorder.

Faron Shanholtz, Chair

Date

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of September 9, 2010

7:30 am

Eastern Campus; Moorefield, WV

There was a special telephone conference meeting of the Eastern WV Community & Technical College on Thursday, September 9, 2010 at 7:30 am. Attending via telephone were Scott Sherman, Douglas Lambert, Richard Gillespie, Curtis Durst, Kimbra Chirchirillo, and Robert Hott. Attending from the Eastern Campus were Faron Shanholtz, Board Chair, Pamela Shrader, Ward Malcolm, Dr. Charles Terrell, President, Penny Reardon, Executive Dean for Financial and Operations Services, and Dreama Kelly, Recorder.

I. Call to Order – *F. Shanholtz*
The meeting was called to order at 7:32 am by Chair Shanholtz.

II. Salary Enhancement Options – F. Shanholtz / P. Reardon
There was a brief discussion regarding options and guidelines for the Salary Enhancement initiative. Dr. Terrell reviewed Chancellor Skidmore’s 08-09-10 memo with the Board.

Following discussion Douglas Lambert made the following motion:

“Move to offer a one time salary enhancement under the guidelines provided by the 08-09-10 memo from Chancellor Skidmore”. Curtis Durst seconded the motion. Pam Shrader and Ward Malcolm abstained from voting. Motion carried with 7 Ayes and 0 Nays.

A motion by Richard Gillespie, second by Robert Hott, was made and rescinded to accept option 3 of the Salary Enhancement options.

The following motion was received by Douglas Lambert with a second by Scott Sherman:
“Move to accept Salary Enhancement Option 2 with possibility of exploring Option 3 during the FY 2012 budget process this coming spring”. Motion carried with 7 Ayers and 0 Nays.

III. Adjournment – *F. Shanholtz*
Upon a motion by Robert Hott with a second by Richard Gillespie, the meeting was adjourned at 8:15 am.

Respectfully submitted by Dreama Kelly, Recorder

Faron Shanholtz, Chair

Date

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of October 20, 2010

ITEM: Termination of the AAS in Individualized Career Studies (ICS) degree.

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors approve the termination of the AAS in Individualized Career Studies.

BACKGROUND: The ICS program served as the adult degree completion prototype prior to the implementation of the Board of Governors (BOG), AAS degree. The two programs provide duplicate services and learning opportunities. Students currently listed as ICS majors can easily transition to the BOG, AAS with no negative impact on ability to meet graduation requirements.

