



Eastern West Virginia
Community & Technical College

Board of Governors
MEETING AGENDA

*April 18, 2012
12:00 pm
Eastern Campus; Moorefield, WV*

BOARD MEMBERS:

Faron Shanholtz, Chair
Debra Backus
Curtis Durst
Jeremy Rice-Gladhill
Robert Hott
D. Scott Sherman

Robert Tissue, Vice Chair
Dixie Bean
Richard Gillespie
Curtis Hakala
Douglas Lambert
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:

Jeremy Rice-Gladhill

Curtis Hakala

Debra Backus

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 April 18, 2012
 12:00 pm
 Eastern Campus; Moorefield, WV

- I. Call to Order
- II. Action Items
 - MinutesPage 4
 - FY 13 budgetPage 8
- III. President’s Report:Page 9
 - Update from Higher Learning Commission conference
 - Update from CTCS Advisory Committee and Council meetings
 - Tuition and Fees
 - Compact

<p>Student Success:</p> <ul style="list-style-type: none"> • Spring 12 HC 622 FTEs 388.4 WE HC 52 FTEs 27.3 Total HC 674 FTEs 415.7 HC 12.8% FTES 21.3% • Spring 11 HC 597 FTEs 342.5
<p>Workforce Education</p> <ul style="list-style-type: none"> • <u>Continuing Education:</u> • CDL class started on 04/02/12 (3 students). We have at least 4 students enrolled for the May class with HEAPS applications still pending. <ul style="list-style-type: none"> ○ HEALTH CARE TRAINING • To Date Enrollment for Spring Classes <ul style="list-style-type: none"> ○ Certified Nursing Assistant Romney (starting May 7): 20 registered (FULL), 8 alternates identified ○ EKG Scheduled to start in Romney in April: Cancelled due to low enrollment ○ Phlebotomy scheduled to start in Petersburg in April: 5 enrolled ○ Pharmacy Technician scheduled to start in Moorefield in April: 5 enrolled • FALL PLANS <ul style="list-style-type: none"> ○ Paramedic Petersburg ○ Medical Assistant Moorefield ○ Pharmacy Technician Career Track Romney ○ Phlebotomy Technician Keyser ○ Medical Billing & Coding Career Track Petersburg ○ Certified Nursing Assistant Romney • Eastern’s Summer Conference planning for June 14-16: <ul style="list-style-type: none"> ○ <i>Topics include:</i> Nutrition & Brain Development, Ruby Payne Training, CPR/1st Aid, Autism, Positive Discipline (evening for Parents) & Communication across the Generations ○ Partnership with Healthy Family/Healthy Children and PIP in Hampshire & Hardy Counties (contributing \$8000 to keep costs low for participants and to have a free evening for parents) ○ Social Work CEUs ○ Counselor CEUs ○ Law Enforcement CEUs ○ STARS registered child care provider CEUs ○ Teacher CEUs • <u>CONTRACTED TRAINING</u>

- Completed Hardy Telecommunications Fiber Project on 03/31/12
- Meeting scheduled, 4/19, with NewPage to write HB3009 grant for 14 new apprentices
- **COMMUNITY EDUCATION**
- Two workshops scheduled for the Spring Extravaganza on 04/21/12 (Wood Craft Painting and Basket Weaving)
- Met with Future Generations to discuss possible classes/trainings in Circleville – this project has been turned over to Connie
- Concealed Carry Handgun Permit Class, June 30
- Get Paid to Talk, October 8
- Google Apps class, April 23
- Fresh Start, April 27
- How to Navigate NYC, May 22
- Bus Trips planned for 2012 – NYC, Baltimore (Inner Harbor), and Washington, DC
- Yoga, begins June 5
- Planning arts/cultural style classes this summer to include: photography, guitar lessons, group art project, art class – these are classes where I have an instructor planned, we just haven't set a date yet.
-
- **MISCELLANEOUS**
- Mineral County job fair scheduled for 04/19/12
- AWC (Tammy George) is to get back to us this week with a schedule for meetings for employees interested in training programs.
- Resource Fair on 03/30/12 for AWC had low attendance.
- Submitting paperwork for approval of CNA program in Tucker County, hope to start class in April – Cortland Acres contract signed & returned. Information sent for approval. Phoebe has not been in contact, so I am concerned about starting this cohort with her as an instructor since it's such an outlying location.
- Planning Paramedic Cohort to start in Grant County in August
- 10 students who started Paramedic course in Hardy County will take national registry on June 2
- CNA calendar sent for approval for Hampshire program starting in May
- Meeting with EMS in Charleston in to seek out approval for an Eastern EMT Program
- Planning consumer protection workshop through Attorney General's office – Social Media
- Banking Sector – have identified participants. Need to coordinate with Dr. Terrell regarding needs.

- Miscellaneous

IV. Next Meeting

V. Adjournment

Eastern West Virginia Community and Technical College

Board of Governors **DRAFT MINUTES**

Meeting of March 26, 2012; 12:00 pm

Eastern Campus; Moorefield, WV

Attending:

F. Shanholtz; R. Tissue; R. Hott; D. Lambert; C. Hakala; C. Durst; D. Backus; J. Rice-Gladhill; S. Sherman (phone conference); C. Terrell; P. Reardon; D. Kelly, Recorder.

Not Attending:

S. Staley; R. Gillespie; D. Bean;

VI. Call to Order

The meeting was called to order at 10:01 AM by Chair Shanholtz; Dr. Terrell informed the members that this is a non-compliant meeting; will reaffirm action taken on voting items at next meeting.

VII. Action Items:

Upon a motion by C. Hakala with a second by R. Hott, the 01-18-12 minutes were approved as amended. Amended to read: "motion to enter executive session". Motion carried

**Resignation of Student Representative Michelle Turner*

Upon a motion by C. Durst with a second by D. Lambert, the Board accepted the resignation of student representative Michelle Turner. Motion carried.

**Oath of Office for Student Representative ~~Kristina Bennett~~ Jeremy Rice-Gladhill*

Oath of Office was administered to J. Rice-Gladhill by Dreama Kelly.

Harold K. Michael Founder's Award Recipient

The Board recognized that Robert "Buck" Eagle was named as the 2012 recipient of the HKM Founder's Award. Upon a motion by R. Hott with a second by C. Hakala, the Board approved the committee's recommendation. Motion carried.

West Virginia Community and Technical College Board of Governors Association, Feb. 22

**Tuition and Fee Schedule*

Upon a motion by D. Lambert with a second by R. Hott, the Board approved a tuition increase at a minimum of \$10 per credit hour. Motion carried.

D. Lambert complimented P. Reardon for her leadership and proactive budgeting practices.

** Pursuant to State Code §6-9A-4, the Board entered into Executive Session regarding a personnel issue*

D. Lambert made motion to enter executive session at 11:11 am with a second by R. Hott. Motion carried.

The regular meeting reconvened at 11:53 with no action taken in executive session

Received a motion by R. Hott with a second by D. Lambert authorizing Chair Shanholtz to confer with Chancellor Skidmore's office and move forward with negotiations for President Terrell's contract. Motion carried.

VIII. President's Report:

A. Governance Manual Update

Student Success

- Spring 2012 HC 624 FTEs 390
 - WE HC 52 FTEs 27.3
 - Unduplicated HC 660 FTEs 417.3

- Spring 2011 HC 597 FTEs 342.5
- Graduation Commencement Speaker Michael Simmons

~51 students marching this May;
Brief introduction of the graduation speaker

Workforce Education

- Economic Development, Retention, and Recovery Team Meeting

Contracted Training Update:

- Completed the first training Fiber Optics General Overview sessions for Hardy Telecommunications on 03/09 – In-depth Fiber Optics “Boot Camp” for technicians will be done the week of 03/26-03/31.
- Amy is awaiting response from Administration (*email 2/2) – Will we submit a HB3009 Grant on behalf of NewPage? Dr. Terrell contacting Chancellor Skidmore for input.
- CPR Training completed for Judy’s Drug Store

Continuing Education Update:

- CDL Training started on 03/05 (4 students started the class but one student left at break and didn’t return – haven’t been able to get a returned call from him).
- Compiling a detailed spreadsheet on costs/revenue of the CDL Program since it started. Waiting on a report from Trina to make sure all information from PO’s is included in the report.
- Census Bureau Fact Finder Training (per request of Region 8 PDC) scheduled for April 26 and 27 at the Discovery Center in Petersburg.
- Banker’s Assoc. contacted us about training for this Fall – training to be held in the Board Room and Missy is reviewing old contract and coordinating efforts to get CEU’s for them through Eastern.
- Continue to plan Eastern’s Summer Conference for June 14-16:
Topics include: Nutrition & Brain Development, Ruby Payne Training, CPR/1st Aid, Autism, Positive Discipline (evening for Parents) & Communication across the Generations Partnership with Healthy Family/Healthy Children and PIP in Hampshire & Hardy Counties (contributing \$8000 to keep costs low for participants and to have a free evening for parents)
 - Social Work CEUs
 - Counselor CEUs
 - Law Enforcement CEUs
 - STARS registered child care provider CEUs
 - Teacher CEUs
 - Paramedic Keyser/Romney Cohort: CANCELLED for Low enrollment
 - Certified Nursing Assistant Romney (starting May 7): 20 registered (FULL), 5 alternates identified
 - EKG Scheduled to start in Romney in April
 - Phlebotomy scheduled to start in Romney in April
 - Pharmacy Technician scheduled to start in Moorefield in April

Community Education Update:

- Make Your Own Easter Egg Pops - Brighton Park Kitchen on 03/20
- Concealed Carry Handgun Class – Main Campus on 03/17
- Victory Gardening Workshop partnering w/ WVU Extension Services – Main Campus on 04/18/12
- Basket Weaving – Main Campus on 04/21
- Woodcraft Painting – Main Campus on 04/21/12
- Decorating Cupcakes Using Fondant – Main Campus 04/21/12
- Basket Weaving – Technology Center on 05/19
- Flower Arranging for Memorial Day (date to be announced)
- Drawing Class – Town Library on Thursday evenings: 03/15-04/19
- Google Apps Class – Main Campus on April 23

Missy met with representatives from Future Generations on 03/06/12 to discuss training opportunities in Circleville. Missy is in the process of contacting potential facilitators for these projects.

Miscellaneous:

- Budget information submitted to Penny Reardon
- Followed up with CosmoProf on CEU opportunities for Cosmetologists and Barbers to start in July – no response from them so moving forward on getting some of our existing workshops approved this this round w/ the state board.
- Sent flyer to AWC (per HR request) to determine level of interest in training and education from employees losing jobs. HR will contact us on Wednesday to set up dates for Eastern Reps to go onsite for meetings w/ employees that are interested
- Fresh Start is being scheduled for April (Jessica will be featured speaker since she is facilitating the Google Apps Workshop)
- Get A Life Program through the State Treasurer’s Office will be held at MHS on 03/21/12
- Submitting paperwork for approval of CNA program in Tucker County, hope to start class in April – Cortland Acres contract signed & returned. Draft Calendar created & sent to Phoebe for approval, no response from her to date.
- Submitting paperwork for approval of CNA program in Tucker County, hope to start class in April – Cortland Acres contract signed & returned. Draft Calendar created & sent to Phoebe for approval, no response from her to date.
- Planning Paramedic Cohort to start in Grant County in August
- 10 students who started Paramedic course in Hardy County will take national registry on June

BANNER

- Waiting to register Certified Nursing Assistant students for May course, creating a summer session.

ADVISING & EVALUATION

Medical Assistant Technical Studies (requiring Workforce & Academic components): 6 applied to graduate in May

- ❖ Insurance at Eastern, we don’t have any insurance on students, as was discussed. I would like to propose that all WTT, ATT and possibly others in the WF trainings purchase a policy similar to the ones at South Branch and local school systems. Possibly included in the lab fees.
- ❖ I also would like to recommend that we develop a contract with students that each would sign at orientation. Listing bullet points about drug policies, violence, disruptions etc. to make it clear that to attend EWVCTC is a privilege and that you can be administratively withdrawn from classes for cause. Brought up from ABE and WF student issues.
 - Dr. Terrell asked R. Eagle to consider presenting this to faculty
- ❖ MHS will be at the technology center this week on the 15th
- ❖ We are to pickup the American Woodmark robot on Wednesday afternoon
- ❖ We will be visiting Miller Machining in Winchester this Friday morning.
- ❖ Ham testing went well with 6-8 attendees
- ❖ We have the big TV’s doing something, now they are flipping thru photos on a thumb drive, we can convert power points to JPG files and the TV will show them
- ❖ Still waiting on word from Sharon Curry about the DOE grant money
- ❖ Amatrol company will be at the tech center on Tuesday to work on our Wind units
- ❖ CCW class this Saturday in 104B classroom.

Self Study Cross talks next Wednesday at 9am for criteria chairs

Student Access

- Fall and Summer Schedule: Tabloid revisions in process; planning documents updated for meeting, initial meeting scheduled for 1/26/12; BANNER set-up in process

<ul style="list-style-type: none"> • Catalog 2012-2013 in final stages of review/revision; on target with timelines • Update on education initiative. <i>Buck to meet on February 16 to discuss issues with Shepherd</i> • South Branch Technical Center partnership meeting, February 27, 2012
Resources
<ul style="list-style-type: none"> • HB 3009 Chancellor will revise guidelines to include Tech Scholar. Match dollar for dollar donations dedicate to career and technical education. • C3T DOL grant CTCS and VA Tech initiatives • New faculty position(s). <i>Buck recommended 2 positions (It and Business). Buck to have the faculty workgroup submit a recommendation list to cabinet. Ward also mentioned the Wind Faculty position</i> • On July 1 all full time faculty will become 10 month. • Capon Bridge Revitalization project, Dave Stutts
Reaccreditation
<ul style="list-style-type: none"> • HLC conference, MARCH 31- APRIL 3
Assessment & Institutional Effectiveness
<ul style="list-style-type: none"> • Assessment/ Institutional Effectiveness: Revisions of ETS Proficiency Profile (Gen Ed report) completed and pending faculty review/approval; Fall Student Profile received (will distribute once Contributing High School and Majors reports are received); Assessment Plan review/revision in process; Update of Strategic Goal 6 in process; IDEA Center Group Summary Report posted on internal assessment web link; fall IDEA Center Faculty Evaluations have been sent to faculty; end of Semester edits submitted (worked with R. Hamilton to address discrepancies)
Alignment of Budget & Planning Processes
<ul style="list-style-type: none"> • Tuition increases in WV
Campus Safety and Security

A. Miscellaneous

- a. Jerome Frederick, February 15 & 16
- b. PTK and Awards Ceremony, April 23

IX. Next Meeting *April 18, 2012 @ 12:00 pm Eastern Campus (approval of college budget and CFWW training)*

X. Adjournment: M: D. Lambert; S: J Rice-Gladhill @ 11:57 am

Respectfully Submitted by Dreama Kelly, Recorder

Faron Shanholtz, Chair

Date

Eastern West Virginia Community and Technical College
Board of Governors
Meeting of April 18, 2012

ITEM: Approval of Preliminary Budget FY13

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Board of Governors approve the FY 2013 preliminary budget

BACKGROUND: A proposed FY 2013 Preliminary Budget will be available for your review.

Contact Activities
Dr. Chuck Terrell
March 22, 2012 – April 17, 2012

March

- 22 Capon Bridge meeting with Dave Stutts and community leaders
- 23 PTK and Awards ceremonies
- 27 Kathy D'Antoni, Doug Lambert, DeEdra Lundeen and Barbara Whitecotton
- 27 Hardy County Chamber of Commerce Membership meeting
- 28 Lunch meeting with Oscar Bean and Charlie Maddy
- 29-4/3 HLC conference in Chicago

April

- 4 J. Edward Kelley Awards Assembly, Keyser
- 11 Community & Technical College System Advisory Committee meeting
- 12 Community & Technical College System Council meeting
- 12 PTK All American Team