



Eastern West Virginia  
Community & Technical College

Board of Governors  
MEETING AGENDA

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*January 16, 2013  
12:00 pm  
Eastern Campus; Moorefield, WV*

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BOARD MEMBERS:

Robert Tissue, Chair  
Debra Backus  
Curtis Durst  
Curtis Hakala  
Douglas Lambert  
~~Melissa Shank~~ Raven Mongold (upon oath of office)

Scott Staley, Vice Chair  
Dixie Bean  
Richard Gillespie  
Robert Hott  
Faron Shanholtz  
D. Scott Sherman

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:**  
~~MELISSA SHANK~~ RAVEN MONGOLD (UPON OATH)  
CURTIS HAKALA  
DEBRA BACKUS  
DIXIE BEAN

**PERSONNEL COMMITTEE:**  
ROBERT TISSUE, CHAIR  
D. SCOTT SHERMAN  
DOUGLAS LAMBERT  
CURTIS DURST  
DIXIE BEAN

**FINANCE & ADMINISTRATION COMMITTEE:**  
ROBERT TISSUE, CHAIR  
D. SCOTT SHERMAN  
ROB TISSUE  
ROBERT HOTT

**BOARD OPERATIONS COMMITTEE:**

**SPECIAL COMMITTEES**

**FACILITIES COMMITTEE:**  
SCOTT SHERMAN, COMMITTEE CHAIR  
DEBRA BACKUS  
DIXIE BEAN  
BOB HOTT  
ROBERT TISSUE

**FOUNDERS AWARD COMMITTEE:**  
ROBERT TISSUE, CHAIR

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of January 16, 2013

12:00 pm

Eastern Campus; Moorefield, WV

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**I. Call to Order:**

**II. Action Items:**

- A. Letter of Resignation: Melissa Shank, Student Representative
- B. Oath of Office: Raven Mongold, Student Representative
- C. Minutes – 12-05-12..... Page 5
- D. Minutes – 12-19-12..... Page 8
- E. LOT Activity – no report to present .....

**III. Board Chair’s report:**

- A. Committees Reports:
- B. Harold K. Michael Founder’s Award Recipient..... Page 10
- C. Review of Board Policies (Personnel)
- D. Selecting Legal Counsel

**IV. President’s Report:**

- A. Review of Board Policies.....Page
- B. Other Updates:

Strategic Plan <b>January</b> <ul style="list-style-type: none"><li>❖ Department Heads budget requests distributed with request to review strategic plan.</li><li>❖ President’s Cabinet reviews Faculty Needs Workgroup report.</li><li>❖ President’s Cabinet reviews current faculty appointments and faculty promotion/ranks</li><li>❖ Second Quarter departmental status review of strategic initiatives, funding and expenditures continues</li></ul>
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Student Access and Success <ul style="list-style-type: none"><li>❖ Enrollment</li><li>❖ Developmental Education</li><li>❖ Retention</li><li>❖ Graduation</li><li>❖ Access</li></ul>
<ul style="list-style-type: none"><li>• 2013 Spring enrollment</li><li>• Re-engineering Developmental Education-Patrick Henry</li></ul>

<ul style="list-style-type: none"> <li>Community College</li> <li>• Math requirements for Career and Technical programs</li> <li>• Shepherd University articulation-Elementary Education</li> <li>• WVUP agreement-Elementary Education</li> <li>• Potomac State College-partnership</li> <li>• Capon Bridge –Library-Discovery Center</li> <li>• Lynne Schrum, WVU call scheduled for 1/17/2013</li> </ul>
<b>Workforce Development</b>
<ul style="list-style-type: none"> <li>• Mathias/Baker –acquisition of equipment</li> <li>• iPad Mobile lab Business and Education initiative</li> </ul>
<b>Serve More Adults</b>
<ul style="list-style-type: none"> <li>• On-site recruitment Pendleton County</li> </ul>
<b>Resources</b>
<ul style="list-style-type: none"> <li>• Shell Energy donation</li> <li>• Wal-Mart Foundation HR/Career Development Officer</li> <li>• Shepherd's Gift Foundation Summer Academy</li> <li>• Title III Dept. of Education</li> <li>• Dominion Foundation Welding Lab partnership</li> <li>• Matthew's Trust-Hampshire County Scholarships \$1,000 Spring 2013 \$9,000 Fall 2013</li> </ul>
<b>Reaccreditation</b>
<ul style="list-style-type: none"> <li>• October 21-23,2013 Self-Study visit</li> <li>• Self-Study chapters</li> <li>• Applications required for South Branch partnership</li> </ul>
<b>Assessment &amp; Institutional Effectiveness</b>
<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Alignment of Budget &amp; Planning Processes</b>
<ul style="list-style-type: none"> <li>• Referenced under Strategic Plan</li> </ul>
<b>Campus Safety and Security</b>
<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Public Relations</b>
<ul style="list-style-type: none"> <li>• Meeting with Senator Plymale, 1/9/2013</li> <li>• Legislative Session begins 2/14</li> <li>• Mineral County Day-2/13-2/15</li> </ul>

**v. Next Meeting: February 20, 2013**

**vi. Adjournment:**

Eastern West Virginia Community and Technical College

Board of Governors DRAFT MINUTES

Meeting of December 5, 2012

12:00 pm

Eastern Campus; Moorefield, WV

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**Attending:**

Tissue, R., Staley, S., Backus, D., Bean, D., Durst, C., Hakala, C., Hott, R., Gillespie, R., Lambert, D., Shanholtz, F., Shank, M., Sherman, S., Terrell, C., Reardon, P. Kelly, D., Recorder.

**Others attending:**

Hyles; Beard, A; Crites, A.; Cerami, L.; Ash, J.; Markwood J.; Riggleman, T.; Earl, D.; Jacko, D.; various community members; Wimer, T; Hartman, P.; Michael, H. Hawse, T.

**Special Guests:** Sponaugle, I and Howell, G.

**Not Attending:**

**VII. Luncheon Called to Order:**

*At 12:15 pm by Dr. Terrell and Chair Tissue asked for introductions of local delegates, staff members, and Board Members – this was an informational session to introduce Eastern to the elected officials in attendance.*

*Attendees and Board discussed programs under development, including cost and anticipated headcount (Cosmology Program);*

*Moving forward on the Education Program with Shepherd University Partnership for fall 2013;*

*Working with Potomac State on program development;*

*Information Technology program being reengineered for entry level positions;*

*Entrepreneurship opportunities;*

*Nursing program rules and higher than National Average pass rate; new initiatives for student wishing to enter into the medical field through technical and workforce venues;*

*Potomac Highlands District Consortium and other partnerships, including Economic Development and Education Partnership formation;*

*Discussed growth and success of Eastern, including inclusion in top ranked areas of headcount;*

*Discussed importance of accurate information and communication;*

*Informational session ended at 12:55 pm.*

**VIII. Meeting called to order:**

Meeting was called to order at 1:03 pm by Chair Tissue; informed those present that a new agenda has been presented and posted;

**IX. Call for Motion to approve amended 2<sup>nd</sup> agenda as presented: no motion was made.**

**X. Action Items:**

*F. Minutes – 10-17-12*

*M: Hakala, Curtis*

S: Hott, R

Minutes were approved as presented. Motion carried.

G. *Financial Audit – Deloitte & Touche: Erin McGoe from Deloitte & Touche*

Received a motion by Doug Lambert for audit to be accepted as presented; motion was seconded by Dixie Bean. Motion carried.

XI. Board Chair's report:

E. *Committees Reports:*

F. *Misc.*

a. *Harold K. Michael Award Recipient: Requested that names for consideration be presented to Chair Tissue prior to the January, 2013.*

G. *Delegate Harold K. Michael requested to address the Board regarding a Personnel issue. Delegate Michael requested that the Board go into executive session regarding a personnel issue.*

*The Board presented a motion to go into executive session to hear from Delegate Michael regarding a personnel matter –*

*Motion to move into executive session was received upon:*

*M: Bean, D.*

*S: Gillespie, R.*

*Motion failed and meeting did not go into executive session.*

*Board will hold a Special Meeting on Tuesday, 12/11/12 at 6:00 pm at Eastern upon properly posting this meeting to discuss a personnel issue.*

R. Gillespie expressed concern as to why the Board was not informed that Dr. Terrell fired an employee without consenting first with the Board.

S. Sherman addressed Mr. Gillespie stating that his personal interpretation is that personnel issues are at the desecration of the President of the institution.

XII. President's Report:

C.

<p><b>Contact Activities</b> <b>Dr. Chuck Terrell</b> <b>October 18 2012 – December 5, 2012</b></p> <p><b>October</b> 18 Federal Opportunities Seminar, Washington, DC 23-26 West Virginia Community College Association and West Virginia Association for Developmental Education at Canaan Valley 29-30 Hurricane Sandy-College closed due to storm</p> <p><b>November</b> 2 Performance Based Funding Model conference call 8 Potomac Highlands District Consortium 8 Economic Development and Education Partnership meeting 8-10 Council for Resource Development conference 13 Veterans Affairs presentation to President's Cabinet 14 Dr. Suzanne Shipley, President Shepherd University 15 Hardy County Chamber of Commerce Board meeting 28-29 American Association for Community College Council meetings</p> <p><b>December</b> 3 Counselor's meeting at Landes Art Center</p>
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D. Other Updates:

Strategic Plan
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Student Success
<ul style="list-style-type: none"> <li>• Fall Enrollment report</li> <li>• Elimination of Graduation fees</li> <li>• 2013 Commencement</li> <li>• District Consortium updates</li> <li>• Shepherd University update</li> <li>• Counselor's meeting scheduled for December 3</li> </ul>
Workforce Development
<ul style="list-style-type: none"> <li>• Economic Development and Education partnership</li> <li>• 1000 headcount (Page 8)</li> <li>• Summer Teacher training to award CEUs</li> <li>• Small Business Development sessions iPads</li> <li>• Integrating Workforce seminars into academic classes</li> <li>• Chambers of Commerce and CVB luncheon</li> <li>• Employer training</li> </ul>
Serve More Adults
<ul style="list-style-type: none"> <li>• Capon Bridge initiative</li> <li>• National Guard</li> </ul>
Resources
<ul style="list-style-type: none"> <li>• Dynamic Campus 12/18-12/19</li> <li>• WVNET</li> <li>• Grants Opportunity Meeting Title III Summer Academy</li> </ul>
Reaccreditation
<ul style="list-style-type: none"> <li>• Cosmetology HLC</li> <li>• On-line business degree</li> <li>• Self-study report is underway</li> </ul>
Assessment & Institutional Effectiveness
•
Alignment of Budget & Planning Processes
<ul style="list-style-type: none"> <li>• Finance Committee</li> <li>• Faculty Workgroup to identify faculty priorities</li> </ul>
Campus Safety and Security
<ul style="list-style-type: none"> <li>• Mock Drill</li> <li>• Tobacco Free Campus Resolution-WVCTCS Council meeting</li> </ul>
Public Relations
<ul style="list-style-type: none"> <li>• Annual Report</li> <li>• Hardy County Chamber After Hours, Tuesday, December 18 First United Bank and Trust is a co-sponsor. Event to be held on campus</li> <li>• Updated College website</li> <li>• Matthews Trust funding for Capon Bridge classes</li> </ul>

XIII. Next Meeting: ~~January 16, 2013~~ December 11, 2012.

XIV. Adjournment: Meeting was adjourned at 2:41 pm upon a motion by D. Lambert with a second by F. Shanholtz. Motion carried and meeting was adjourned.

*Respectfully submitted by Dreama Kelly, Recorder*

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Robert Tissue, Chair

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Date

EASTERN WEST VIRGINIA  
COMMUNITY & TECHNICAL COLLEGE  
Special Meeting of the Board of Governors  
6:00 pm, Wednesday, December 19, 2012  
Eastern Campus, Moorefield, WV  
DRAFT MINUTES:

Meeting was called to order at 6:00 pm by Chair Tissue

Attending were: S. Staley, R. Hott, M. Shank, Dixie Bean, Scott Sherman, Curt Durst, Debra Backus, Curtis Hakala, Robert Tissue, Rick Gillespie,

Penny Reardon, Executive Dean, Charles Terrell, President, and Dreama Kelly, Recorder

Tyson Riggleman, Mel Nines, AJ Wade, Skip Landes, Greg Zirk, Bruce Hyre, Delegate Harold Michael, Angie Beard, Linda Cerami, Lisa Kimble, Lucy Ketterman, Dolly Earl, Peggy Hawse, Tom Hawse, Terry Wimer, Trina Crawford, Joyce Combs, Dave Jones, Ward Malcolm, and Sherry Watts

Not attending: Faron Shanholtz.

I. FACILITIES

a. Consideration of renewal of Eastern's Technology Center lease with Grant County Development Authority

- *President Terrell presented the draft lease extension over the next three years as well as improvements made to the property. Dixie Bean made a motion to approve lease with option purchase with a second by Curtis Hakala. Mr. Curtis Durst abstained from discussion and voting as he is on the Grant Co. Development Authority Board. Motion carried with 11 Ayes and 0 Nays.*

II. PERSONNEL

a. Discussion of matters relating to recent termination of Eastern's Director of Information Systems & Technology to include, but not be limited to:

- Receiving the President's report on circumstances, actions and/or events preceding and leading to his decision to terminate this employee
- Delegate Harold K. Michael addressing the Board presumably regarding this termination
- Deliberate and consider Board action, if warranted

*Pursuant to State Code WV-9A-4(b) (2)(A) Dixie Bean made a motion that the Board enter into executive session to discuss this personnel matter; motion was seconded by Robert Hott. The Board invited President Terrell to join the executive session. Motion carried with 11 Ayes and 0 Nays.*

- *Board went executive session at 6:15 PM*
- *The Board exited executive session at 8:07 PM with no action taken during the executive session.*
- *The following individuals requested an audience with the Board regarding this personnel matter:*
  - *Terry Wimer*
  - *Ward Malcolm*
  - *Mel Nines*
  - *Tom Hawse*
  - *Joyce Combs*
  - *Peggy Hawse – declined comment*

- *Chairman Tissue thanked the speakers for their interest in the college.*
- *Pursuant to State Code WV-9A-4(b)(2)(A) and upon a motion by Curtis Durst with a seconded by Doug Lambert, the Board entered a second executive session to receive a report by Delegate Harold Michael. The motion passed with 10 ayes with 1 nay. The Board entered executive session at 8:20 PM. Board Chair invited Delegate Michael to address the Board in executive session.*

*The board returned to open session at 8:22 pm with no action taken during executive session.*

- *Board received a motion by Rick Gillespie to hear Delegate Harold Michael on a personnel matter, the only person to be permitted in addition to the Board is Delegate Harold Michael; the President is to be excluded. Motion was seconded by Doug Lambert. Motion was defeated upon receipt of 4 AYES and NAYS 6.*
- *Received a motion from Curtis Hakala requesting that Dr. Terrell attend the executive session to hear Delegate Harold Michael regarding a personnel matter. The motion was seconded by Dixie Bean. Motion carried with 8 AYES and 2 NAYS. The Board entered a third executive session at 8:31 PM. The Board reconvened into regular session at 9:05 PM with no action taken/no decisions made in executive session.*

III. GOVERNANCE: Review, discussion and consideration of:

- The powers and duties of the Board of Governors in light of applicable WV Code provisions, and
- The delegation of such powers and duties by Board Policy to the President
  - *Received a motion by Doug Lambert that a review of all policies, processes, procedures as pertains to operations of Eastern. Including but not limited to: facilities, finances, curriculum instruction and personnel (due process, grievances, employment, and/or dismissal). Motion was seconded by Rick Gillespie. This to be completed under Dr. Terrell's direction for internal review: sample policies of other and their – legal review of all policies.*
  - *Rick Gillespie moved to amend the Motion to include that a Board approved attorney be attained for complete legal review of all mentioned. Seconded by Curtis Durst. Motion carried with 9 AYES and 1 NAY.*

IV. ADJOURNMENT @ 9:11 pm

*Motion to Adjourn received by Dixie Bean with a second by Robert Hott. Meeting was adjourned at 9:11 pm.*

*Respectfully submitted by Dreama Kelly, Recorder*

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Robert Tissue, Chair

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Date

ITEM: Harold K. Michael Founder’s Award Recipient

COMMITTEE: Founder’s Award Committee

RECOMMENDED: That the Founder’s Award Committee make a recipient recommendation to the Board as a Whole

BACKGROUND: The following list represents those individuals having received the award:

**Harold K. Michael  
Founder's Day Award Recipients**

<i>Year</i>	<i>Recipient</i>
2003	Harold Michael
2004	Delegate Jerry Mezzatesta
2005	Dr. Linda Dunn
2006	Jeff Hester
2007	Peggy Hawse
2008	Scott Jennings
2009	Sherry Becker-Gorby
2010	Robert Sisk
2011	Dreama M Kelly
2012	Robert Eagle, Jr.
2013	to be determined