



Eastern West Virginia
Community & Technical College

Board of Governors
MEETING AGENDA

*May 18, 2011
12:00 pm
Eastern Campus; Moorefield, WV*

BOARD MEMBERS:

Faron Shanholtz, Chair
Dixie Bean
Richard Gillespie
Douglas Lambert
D. Scott Sherman
Scott Staley

Robert Tissue, Vice Chair
Curtis Durst
Robert Hott
Ward Malcolm
Pamela Shrader
Michele Turner

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:

Michele Turner

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 & Technical College

Board of Governors

Meeting Agenda of May 18, 2011; 12:00 pm

Eastern Campus; Moorefield, WV

- I. Call to Order – F. Shanholtz
- II. [Resignation of Faculty Member Ward Malcolm](#)
- III. [Oath of Office to Faculty Member Eleanor Berg](#)
- IV. Action Items:
 - A. *Approval of the March 16, 2011 Minutes
 - B. *BP 3.9 Termination “Administrative Withdrawal” Pg. 4
 - C. *BP 7.5 Revision “Travel Management” Pg. 5
 - D. *Program Reviews Pg. 6
 - Occupational Development Program
 - Technical Studies AAS Program
 - Technical Studies Certificate Program
 - E. *Compact Approval (*document forthcoming*)..... Pg. 7
- V. President’s Report :
 - A. Strategic Plan/Self Study/Compact

Strategic Goals
<u>GOAL 1</u> <u>Produce graduates with general education and technical skills needed to be successful in the workplace or subsequent education</u>
<i>Graduation update 32 at Graduation Total graduates 58</i> <i>Summer Enrollment</i> <i>Fall Enrollment</i> <i>Headcount strategies</i>
<u>GOAL 2</u> <u>Provide Workforce Development programs that meet the demands of West Virginia’s employers and enhance West Virginia’s economic development efforts</u>
<i>IBM SAP University Alliances Two fall Eastern courses will include SAP training IT instructor Sugar Grove</i> <i>Allied Health Sector-Based Committee June 8</i> <i>Fiber Optic partnership</i> <i>Invited Open House-Petersburg Technology Center</i> <i>Division of Rehabilitative Services TBA</i>
<u>GOAL 3</u> <u>Provide access to affordable, comprehensive community college and technical college education in all regions of West Virginia</u>
<i>Department of Education Pell Grants-Amanda Sites</i> <i>Early Entrance-Pam Shrader</i> <i>Tech Prep</i>
<u>GOAL 4</u> <u>Provide Resources to meet the needs of community and technical college students and employees</u>

Green Entrepreneur \$33,113 RECEIVED
Green-up "Basic Green" Education and Training \$73,124 RECEIVED
C3T Allied Health/Mechatronics/Energy \$20M
Dominion Resources \$50,000
Dominion Resources \$2,500
Advance Grant \$65,000
Adult Basic Education \$143,900

- VI. Executive Session: Personnel as per State Code §6-9A-4
Pursuant to WV State Code §6-9A-4, there will an Executive Session regarding a Personnel Matter.
- VII. Next Meeting: June 15, 2011 - 12:00 pm Eastern Campus
- VIII. Adjournment

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ITEM: BP 3.9 Termination

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Termination of BP 3.9 “Administrative Withdraw”

BACKGROUND: BP 3.9 “Administrative Withdraw Policy” was initially effective 11-10-03 and last updated 01-21-09.

It has been determined by Eastern WV CTC’s Learner Outcomes Team (LOT) that this policy be terminated and that an Academic Regulation be instituted.

LOT has determined that a regulation would better serve the intended purpose of said document.

ITEM: BP 7.5

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: BP 7.5 “Travel Management Policy” Revision

BACKGROUND: Effective 10-31-02 with previous revision dated 03-29-06, Eastern WV CTC’s Institutional Outcomes Committee (IOC) has revised the following sections of BP 7.5:

6.1: “Meal expense reimbursement is limited to actual expenses for food service and gratuities up to an applicable maximum daily rate established by the Board of Governors” to now read “Meal expense reimbursement is limited to expenses for food service and gratuities up to an applicable maximum daily rate established by the Board of Governors”.

6.2: “Receipts are required for reimbursement of meal expenses” to now read “Receipts are NOT required for reimbursement of meal expenses.”

ITEM: Program Reviews

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Approve the following Program Reviews

BACKGROUND: All Academic programs are evaluated and audited every three years. Upon approval of the Board of Governors, these reviews are submitted to the WV Community & Technical College System for final review and approval.

- Occupational Development Program
- Technical Studies AAS Program
- Technical Studies Certificate Program

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ITEM: Institutional Compact

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Approval the 2011-2012 Institutional Compact

BACKGROUND: Institutions are required to submit to the WV Community & Technical College System a yearly Compact. This Compact is due to WV Community & Technical College System by June 30, 2011.

This document will be submitted electronically at a later date.