



Eastern West Virginia  
Community & Technical College

Board of Governors  
MEETING AGENDA

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*June 19, 2013*  
*3:30 pm **AMENDED***  
*Eastern Campus; Moorefield, WV*

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BOARD MEMBERS:

Robert Tissue, Chair  
Debra Backus  
Curtis Durst  
Curtis Hakala  
Douglas Lambert  
Raven Mongold

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:**

**RAVEN MONGOLD**  
**CURTIS HAKALA**  
**DEBRA BACKUS**  
**DIXIE BEAN**

**PERSONNEL COMMITTEE:**

**ROBERT TISSUE, CHAIR**  
**D. SCOTT SHERMAN**  
**DOUGLAS LAMBERT**  
**CURTIS DURST**  
**DIXIE BEAN**  
**FARON SHANHOLTZ**

**FINANCE & ADMINISTRATION COMMITTEE:**

**ROBERT TISSUE, CHAIR**  
**D. SCOTT SHERMAN**  
**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 June 19, 2013 at 3:30 pm**

**Eastern Campus; Moorefield, WV**

**AMENDED REVISION**

**I. Call to Order:**

**II. Action Items:**

- A. Minutes 05-15-13 Meeting..... Page 5
- B. Officer Elections ..... Page 9
- C. 2013-2014 Meetings Calendar ..... Page 10
- D. Self-Study Document (Pending Report Completion)
- E. BP 5.14 Salary Schedule for Full-Time Faculty..... Page 13
- F. Governance Manual (Handout at Meeting)

**III. Board Chair’s report: Committees Reports:**

**IV. President’s Report:**

- A. Meet & Greet Schedule ..... Page 11
- B. Welcome Andrea Williams
- C. Developmental Education updates Curtis, Andrea and Marie
- D. Legal updates
- E. BOG Training Hours
- F. Executive Dean update
- G. WV Development Office loan update (Moorefield expansion)
- H. Eastern’s Holiday Schedule.....Page 15

<p><i>Strategic Plan</i></p> <p><b>June</b></p> <ul style="list-style-type: none"> <li>❖ Fourth quarter ends</li> <li>❖ Fourth quarter departmental review of strategic initiatives, funding and expenditures begins</li> <li>❖ Year end audit begins</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>
<p><i>Student Access and Success</i></p> <ul style="list-style-type: none"> <li>❖ Enrollment</li> <li>❖ Developmental Education</li> <li>❖ Retention</li> <li>❖ Graduation</li> </ul>
<ul style="list-style-type: none"> <li>• Summer Enrollment 2013: Headcount: 234; FTE: 85.6; 2012 Headcount: 202; FTE: 77.0;</li> <li>• Cosmetology</li> <li>• Hardy County Board of Education, Entrepreneurship Education</li> <li>• Early Entrance-Discovery Center update</li> <li>• Elementary Education Coordinator update</li> </ul>

<ul style="list-style-type: none"> <li>• <i>GED graduation</i></li> </ul>
<p><i>Workforce Development</i></p> <p>❖</p> <ul style="list-style-type: none"> <li>• Region 8 PDC Broadband Survey on Eastern website and emailed to students.</li> <li>• June Conference: scheduled for June 18 and 19 for social workers and day care providers; have requested Jess to take pictures to submit to local newspapers.</li> <li>• Computer training for State Employees through WV STO – scheduled for June 11 &amp; 12; have requested Jess to take pictures to submit to local newspapers</li> <li>• NYC bus trip – scheduled for August 31</li> <li>• Yoga will continue throughout the summer and is becoming quite popular at the Town Library</li> <li>• ServSafe – June 26 at Hampshire Co. Health Dept.</li> <li>• CPR/1<sup>st</sup> Aid planned for June 10 &amp; 12</li> <li>• Working with Mt. View Solar to schedule a class in Capon Bridge</li> <li>• Continue to use Constant Contact as the main marketing source; add flyers and class info to Facebook</li> <li>• In process of closing out projects, updating financials, obtaining necessary paperwork for FY14 vendors, etc.</li> <li>• Missy Shockey is meeting with Lizabeth Flood 6/26 to discuss the possibility of music classes</li> <li>• Orientation for the contracted C.N.A. class for Grant County Nursing Home was 06/03/13 - the class has 10 students.</li> <li>• Meeting with Mike Alt at the old Upper Tract Elementary School on June 4<sup>th</sup>. Toured the facility which is now owned by the Upper Tract Fire Department and discussed possibilities for use of the building. Also discussed entering into an MOU with the Fire Department for possible use of the building for future EWVCTC classes as well as an MOU to help advertise EMS related classes that Mike teaches in the area.</li> <li>• Meeting with Quentin Custer, Complex HR Manager with JBS (Pilgrims) on Wednesday, June 5<sup>th</sup> to discuss Quinton’s vision of EWVCTC offering management prep courses to their hourly workforce in a non-traditional setting/schedule.</li> <li>• Continue to try to set up an Anatomy and Physiology 1 and 2 class beginning in the summer of 2013 at the Sugar Grove Naval Base in order to offer a paramedic class on the naval base following the completion of the A&amp;P classes. We have an instructor who has indicated he will teach if we can secure someone with the qualifications to help him in this endeavor.</li> </ul>
<p><i>Serve More Adults</i></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><i>Resources</i></p> <ul style="list-style-type: none"> <li>• <i>Wal-Mart Foundation</i></li> <li>• <i>Tech Scholars application is due July 15</i></li> <li>• <i>DOL grant is due in July</i></li> <li>• <i>Title III grant was submitted to DOE June 2</i></li> <li>• <i>Matthew’s Trust, fall 2013</i></li> <li>• <i>Financial Aid and student loans</i></li> <li>• <i>Perkins eligibility June Heckel to provide guidelines</i></li> </ul>
<p><i>Reaccreditation: October 21-23, 2013 Self-Study visit</i></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><i>Assessment &amp; Institutional Effectiveness</i></p>

•
<i>Alignment of Budget &amp; Planning Processes</i>
• <i>Student Fees – see attached (page 12)</i>
<i>Campus Safety and Security</i>
• <i>Elevator inspection</i> • <i>Fire Sprinkler inspection</i>
<i>Public Relations</i>
• <i>Senator Manchin will Skype with Eastern</i> • <i>WVCTC State Council representative from Eastern region</i>

**V. President's Evaluation**

VI. **Next Meeting: August 21, 2013 at (time to be determined)**

VII. **Adjournment:**

**Eastern West Virginia Community and Technical College**

**Board of Governors**

**Draft Meeting Minutes of May 15, 2013 at 12:00 pm**

**Eastern Campus; Moorefield, WV**

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Attending: R. Tissue; S. Staley; F. Shanholtz; R. Hott; R. Mongold; C. Hakala; S. Sherman; D. Backus; C. Durst;

C. Terrell, President; D. Kelly, Recorder

Not Attending: R. Gillespie; D. Bean; D. Lambert

**I. Call to Order:**

*The meeting was called to order at 12:07 pm by Chairman Tissue.*

**II. Action Items:**

G. Minutes 4-17-13 Meeting

*Upon a motion by R. Hott with a second by C. Hakala, the April 17, 2013 meeting minutes were approved as presented. Motion carried.*

H. Increase FY 14 SGA allocation to \$5,000.00:

*Upon a motion by F. Shanholtz with a second by R. Hott, the Board approved an increase in Student Government Allocations to \$5,000. Motion carried.*

I. Presidential Annual Review

*Pursuant to **State Code 6-984b2A**, received a motion by R. Hott to enter into executive session motion was seconded by S. Sherman. The Board entered into executive session at 12:10 pm.*

*Regular session resumed 12:33 with no action taken during executive session.*

*Received a motion by R. Hott to continue Dr. Terrell's contract with salary of \$135,150 for FY 14, motion was seconded by F. Shanholtz. Motion carried.*

**III. Board Chair's report: Committees Reports:**

A. Outside Counsel review of Board Policies – Greg Bailey

*Mr. Bailey joined meeting via telephone conference and presented a report on the policy(ies) reviewed. Mr. Bailey suggested that the Board outline the policies and regulations in terms of employee classification; With respect of employee's contracts, the intuitional outline could address a due process;*

***The policy(ies) he reviewed seems "pretty good"; would suggest a progressive form of discipline for employees under expectation of continued employment – not applicable to at-will employees.***

*Change policy # as it is incorrect – Dr. Terrell to check with Bruce Walker on this issue.*

*Chairman Tissue asks the Personnel Committee to review this issue, Faron Shanholtz will join the Committee.*

- B. Grant County Development Authority – first refusal  
*There is a parcel of land adjacent to the Technology Center (4.7 acres) Eastern has a first right of refusal for purchase of this property; however, The lease for the Technology Center (total of 3 acres) has been completed and the check for payment has been received. Dr. Terrell will keep the Board up-to-date on any changes. No action taken.*

**IV. President’s Report:**

- I. *Meet & Greet Schedule*
- J. *Legal updates*
- K. *BOG Training Hours: will join the Board Membership option for training from AACCT.*
- L. *Executive Dean update: will be conducting interviews next week. Had outside review of the resumes and hope to have position filled by July 1, 2013. Feeling is that the pool was adequate for potential hire.*

<p><i>Strategic Plan</i></p> <p><b>May</b></p> <ul style="list-style-type: none"> <li>❖ Review budget’s third quarter</li> <li>❖ Third quarter departmental review of strategic initiatives submitted to Cabinet and Board of Governors.</li> <li>❖ Budget submitted to State of WV (Auditor)</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>
<p><i>Student Access and Success</i></p> <ul style="list-style-type: none"> <li>❖ <i>Enrollment</i></li> <li>❖ <i>Developmental Education</i></li> <li>❖ <i>Retention</i></li> <li>❖ <i>Graduation</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Post-Graduation update; 101 completers with 41 marching.</i></li> <li>• <i>Promising Practices-May 16 at Charleston Civic Center: tomorrow in Charleston with D. Backus, R. Eagle, W. Malcolm, &amp; C. Terrell attending.</i></li> <li>• <i>Math Faculty: M. VanMeter retired position to be filled prior to Fall semester</i></li> </ul>
<p><i>Workforce Development</i></p> <ul style="list-style-type: none"> <li>❖</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Entrepreneurship Event 2013: 120+/- attendees from all counties within our region participating.</i></li> </ul>
<p><i>Serve More Adults</i></p> <ul style="list-style-type: none"> <li>• <i>ABE graduation June 4, 2013</i></li> </ul>
<p><i>Resources</i></p> <ul style="list-style-type: none"> <li>• <i>American Woodmark Foundation \$2,500.00</i></li> </ul>

<ul style="list-style-type: none"> <li>• Meeting with Jason Pizatella</li> <li>• Title III proposal</li> <li>• Polycom proposal</li> <li>• Peer Assistance Network</li> </ul>
<i>Reaccreditation: October 21-23,2013 Self-Study visit</i>
<ul style="list-style-type: none"> <li>• Self-Study to be approved at June 2013 BOG meeting</li> </ul>
<i>Assessment &amp; Institutional Effectiveness</i>
<ul style="list-style-type: none"> <li>• Updates from LOT</li> </ul>
<i>Alignment of Budget &amp; Planning Processes</i>
<i>Update from WVCTCS:</i>
<ul style="list-style-type: none"> <li>• Tuition approved at \$212 per credit hour;</li> <li>• Lease to purchase agreement approved</li> </ul>
<i>Campus Safety and Security</i>
<ul style="list-style-type: none"> <li>•</li> </ul>
<i>Public Relations</i>
<ul style="list-style-type: none"> <li>• Arts Society: event a success; 2<sup>nd</sup> Edition of the “Eagles Nest” having been released</li> <li>• Eastern Extravaganza</li> <li>• Movie Night: “Lion King” movie with 250+ attending</li> </ul>

V. **Next Meeting: June 19, 2013 at (time to be determined) Self-Study report, LOT report, Election of Officers, Notification of BOG Terms and Set BOG Calendar. 3:30 pm**

VI. **Adjournment:**  
*Upon a motion by 2:00 pm with a second by C. Hakala, the meeting was adjourned at R. Hott by Chairman Tissue.*

*Respectfully submitted by Dreama Kelly, Recorder*

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**Robert Tissue, Chair**

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**Date**

Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of June 19, 2013

ITEM: Election of Officers

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors elect a Chair and Vice Chair for the Fiscal Year 2014.

BACKGROUND: In accordance with state code, the Board “shall elect one of its appointed lay members to be chairperson in June of each year. No member may serve as chairperson for more than two consecutive years.”

The current Chair, Robert Tissue, and Vice Chair, Scott Staley, were both elected for the first time in June 2012. Consequently, under current statutes, both are eligible for reelection.



<b>HOLIDAY SCHEDULE</b> <b>2013-2014</b>  Revised
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2013-2014		
July 4	Thursday	Independence Day (s)
September 2	Monday	Labor Day (s)
November 28	Thursday	Thanksgiving Day (s)
November 29	Friday	Thanksgiving Break (s)
December 20	Friday	Winter Break (1/2 Day WV Day)
December 23	Monday	Winter Break (Veterans Day)
December 24	Tuesday	Winter Break (1/2 Christmas Eve) (s)
December 25	Wednesday	Christmas Day(c)
December 26	Thursday	Winter Break (c) (Columbus Day)
December 27	Friday	Winter Break (c) (Presidents Day)
December 30	Monday	Winter Break (c) (Election Day)
December 31	Tuesday	Winter Break (c) (1/2 New Year & 1/2 WV Day)
January 1	Wednesday	New Year's Day (s)
January 20	Monday	Martin Luther King's Birthday (s)
May 26	Monday	Memorial Day (s)

Approved by President: Date: <u>6-6-13</u>
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**Contact Activities**  
**Dr. Chuck Terrell**  
**May 15, 2013- June 18, 2013**

**May**

- 22 Mineral County Economic Development Summit
- 23 Hardy County Chamber of Commerce After Hours Event
- 24 Dave Stutts and Susan Archer, Matthews Trust
- 29 Hardy County Board of Education meeting to discuss Entrepreneurship Education
- 30 South Branch Technical Center, Cosmetology meeting

**June**

- 3 Slingshot Network conference call with NACCE and AACC
- 4 GED Graduation
- 6-7 Chancellors' Retreat at Stonewall
- 13-14 WVCTC State Council meeting, Charleston
- 17 Hardy County Board of Education meeting to discuss Entrepreneurship Education
- 18 Dr. Shipley to visit Eastern

