



Eastern West Virginia
Community & Technical College

Board of Governors
MEETING AGENDA

January 15, 2014
12:00 pm; Eastern WVCTC Main Campus; Moorefield, WV

BOARD MEMBERS:

Robert Tissue, Chair
Debra Backus
Curtis Durst
Robert Hott
Faron Shanholtz
George Sponaugle

Scott Staley, Vice Chair
Dixie Bean
Curtis Hakala
Douglas Lambert
Raven Mongold
[\[open\]](#)

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:

SCOTT STALEY, CHAIR

*RAVEN MONGOLD
CURTIS HAKALA
DEBRA BACKUS
DIXIE BEAN*

PERSONNEL COMMITTEE:

DOUGLAS LAMBERT, CHAIR

*ROBERT TISSUE
CURTIS DURST
DIXIE BEAN
FARON SHANHOLTZ*

FINANCE & ADMINISTRATION COMMITTEE:

ROBERT TISSUE, CHAIR

*ROBERT HOTT
DOUG LAMBERT
SCOTT STALEY*

BOARD OPERATIONS COMMITTEE:

SPECIAL COMMITTEES

FACILITIES COMMITTEE:

ROBERT TISSUE, CHAIR

*DEBRA BACKUS
DIXIE BEAN
BOB HOTT
GEORGE SPONAUGLE*

FOUNDERS AWARD COMMITTEE:

ROBERT TISSUE, CHAIR

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of January 15, 2014

EWVCTC Main Campus

Moorefield, WV

I. Call to Order:

II. *Action Item:

*Minutes November 20, 2013Page 5

III. Board Chair’s report: Committees Reports:

- A. Paperless Board Meeting
- B. Founder’s Award Recipient (need name to EWVCTC-PR by 02-28-14)
update Committee membership
- C. “Report of a Comprehensive Evaluation Visit”
- D. President’s Evaluation

IV. President’s Report:

- A. Meet & Greet Schedule.....Page 7
- B. Campus expansion update..... Attachments
- C. Facilities, Personnel and Finance Committee meetings
- D. Board Training topics for 2014 Tobacco Free Campus

Strategic Planning
<ul style="list-style-type: none">• .98% budget reduction-Penny Reardon• Oasis update-Penny Reardon• Accreditation Commission for Education in Nursing visit-January 28-30 – Attachment
Spring enrollment 2014 Unduplicated Totals: HC: 521 FTE’S: 326.0 Spring enrollment 2013 Unduplicated Totals: HC: 717 FTE’S: 415.2 <ul style="list-style-type: none">• Spring semester start-up• Complete College America Academy update• Dual Credit Entrepreneurship-Hardy County update• KVC Concept-Sugar Grove
Workforce Development
<ul style="list-style-type: none">○ iPad Training set up for Grant, Hardy and Pendleton County.○ Met with NewPage reps to discuss WV Advance Grant and will be working with Patsy Koontz on publicizing HB3009 Grant○ WIA file monitoring on Nov. 7th – no findings

<ul style="list-style-type: none"> ○ Excel Level 3 class for Pilgrim's Pride on 11/22/13 (15 students) ○ One successful enrollment for student in Shirley's class for the pilot program; have additional ones advertised for December and will move forward with Spring schedule.
Serve More Adults
<ul style="list-style-type: none"> • Welding Career Pathway initiative
Resources
<ul style="list-style-type: none"> • Mary Hunt, Benedum Foundation meeting, February 5
Reaccreditation Post Self-Study visit
<ul style="list-style-type: none"> • Self-Study Team Leader submits recommendations to HLC – See PEAQ Attachment
Assessment & Institutional Effectiveness
<ul style="list-style-type: none"> •
Alignment of Budget & Planning Processes
<ul style="list-style-type: none"> • HLC report Linking data to strategic plan and budget
Campus Safety, Security and Health
<ul style="list-style-type: none"> ❖ Concerns and Recommendations: See Below:
<ul style="list-style-type: none"> • David Lord, SWVCTC, December 20 • Brim Active Shooter training, March
Public Relations
<ul style="list-style-type: none"> • Mineral County Day-Ward Malcolm • Habitat for Humanity- January 25 • Rural Community College Alliance, February 11-12 • Higher Education Day –February 21

V. Next Meeting: 2-19-14

VI. Adjournment:

**Eastern West Virginia Community and Technical College
Board of Governors
Meeting of November 20, 2013 EWVCTC Main Campus; Moorefield, WV
Draft Minutes**

Members attending the meeting: *R. Tissue, Chair; S. Staley, Vice Chair; D. Backus; D. Bean; C. Durst; C. Hakala; R. Hott; R. Mongold; G. Sponaugle; C. Terrell, President; P. Reardon, Executive Dean for Operations; D. Kelly, Recorder; M. Toor, Presenter; Auditor's Office by telephone.*

Members unable to Attend: *D. Lambert and F. Shanholtz*

I. Board Training with Mr. Mark Toor

President Terrell introduced Vice Chancellor Mark Toor. Mr. Toor presented a professional development training regarding SB-330.

II. Call to Order:

The meeting was called to order at 1:35 pm by Chair Tissue following the presentation by Mr. Toor.

III. *Action Items:

1. Resolution for Scott Sherman

Upon a motion by D. Bean with a second by R. Hott, the Board acknowledged the resolution of Board member Mr. D. Scott Sherman with plans to present a years of service plaque to Mr. Sherman. Motion carried.

2. Resignation of Board member Richard Gillespie.

Upon a motion by R. Hott with a second by C. Durst, the Board acknowledged the resignation of Board Member Richard Gillespie. Motion carried.

3. Oath of Office – Mr. G. Sponaugle :

D. Kelly administered the Oath of Office to Mr. George Sponaugle. The Board welcomed Mr. Sponaugle and introductions followed.

4. *Minutes September 18, 2013: Upon a motion by R. Hott with a second by D. Bean, the 09-18-13 minutes were approved as amended correct name of Josh Jarrell. Motion carried.

5. *Minutes October 20, 2013:

Upon a motion by R. Hott with a second by C. Hakala, the 10-20-13 minutes were approved as presented. Motion carried.

6. LOT / Program Audits: No program updates presented.

7. *Auditor's report:

Marie Long and Chris Weese joined the meeting via conference call. Ms. Long expressed thanks to T. Branson, L. Koontz, P. Reardon, and C. Terrell. A slide presentation was reviewed. Eastern received an Unmodified review.

Upon a motion by C. Durst with a second by G. Sponaugle, the Auditor's Report and letters were accepted as presented. Motion carried.

Chair Tissue asked Dean Reardon to review the RFP process as an information item.

4. Board Chair's report: Committees Reports:

1. Tuition Cap Resolution

2. *WV Community and Technical College Board of Governors Association meeting minutes*
5. **President's Report:**
 1. *Meet & Greet Schedule*
 2. *BP 4.6 – update on the 10-day window*
 3. *Exit interview update by HLC*
 4. *Department of Labor Grant: discussed being in the perfect storm with budget cuts and CTCS grant allocation of \$865,000 with majority of funds earmarked for personnel - looking into combining some positions and contracting some others. Possibility of having current staff pick up some areas of responsibility without compromising current job duties.*
 5. *Coleman Foundation*
 6. *Workforce Education Updates*
 7. *Other Updates (see agenda for detailed points):*
 1. *Strategic Planning*
 2. *Enrollment*
 3. *WF Development*
 4. *Serve More Adults*
 5. *Resources: will reapply for the Walmart Grant this upcoming year*
 6. *Reaccreditation*
 7. *Assessment & Institutional Effectiveness*
 8. *Alignment of Budget & Planning Processes*
 9. *Campus Safety, Security and Health*
 10. *Public Relations: update on recent community outreach i.e. "trunk or treat" and "revelations" and upcoming events.*
6. **President's Evaluation**
7. **Next Meeting:** *January 15, 2014*
8. **Adjournment:** *3:16 pm upon a motion by R. Hott with a second by C. Durst - motion carried.*

Respectfully Submitted by D. Kelly, Recorder

Robert Tissue, Chair

Date

Contact Activities
Dr. Chuck Terrell
November 2013- January 17, 2014

November

- 21 Pizza with the President
- 22 Entrepreneurship Career Pathways Planning meeting

December

- 2 John Harris, Architect
- 5 Potomac Highlands District Consortium meeting
- 5 Potomac Highlands Economic Development & Education Partnership meeting
- 11 WVCTCS Advisory Committee meeting, Charleston
- 12 WVCTC State Council meeting, Charleston
- 13 Hardy County Board of Education Entrepreneurship Education meeting
- 13 Jeff Molenda, Attorney
- 16 Jeff Molenda, Attorney
- 17 Hardy County Chamber of Commerce Board meeting
- 19 Cutting Edge Hair Design open house, South Branch Technical Center
- 23 Rich Donovan, construction budget conference call

January

- 9-10 College Complete America Academy, Morgantown