

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of January 18, 2012; 12:00 pm

Minutes

Eastern Campus; Moorefield, WV

There was a meeting of the Eastern WV Community & Technical College's Board of Governors on January 18, 2012. Attending were Chair F. Shanholtz, Vice-Chair R. Tissue, C. Durst, R. Hott, C. Hakala, D. Lambert, S. Sherman, S. Staley, President C. Terrell, and recorder D. Kelly. Attending via conference call were D. Backus and R. Gillespie. Not attending were D. Bean, M. Turner.

I. Call to Order

The meeting was called to order at 12:09 pm by Chair Shanholtz.

II. Action Items:

**Approval of the 11-16-11 minutes*

Upon a motion by R. Hott with a second by S. Staley, the November 16, 2012 minutes were approved presented. Motion carried.

**Resignation of Board Member Eleanor Berg*

Upon a motion by D. Lambert with a second by C. Durst, the resignation of Ms. Eleanor Berg was accepted by the Board. Motion carried

**Oath of Office for Faculty Member Curtis Hakala*

Oath of Office was administered to Mr. Hakala by Dreama Kelly. Introductions were made and Mr. Hakala was welcomed to the Board of Governors.

**Termination of Board Policies:*

BP 3.6: "General Education Curriculum"

Upon a motion by S. Sherman with a second by C. Durst, BP 3.6 was terminated and will be replaced by an Administrative Regulation. Motion carried.

**BP 3.1: "Grade Point Average"*

Upon a motion by R. Tissue with a second by C. Durst, BP 3.1 was terminated and will be replaced by an Administrative Regulation. Motion carried.

**Approval of BP 6.9 "Hiring of Related Parties"*

Upon a motion by D. Lambert with a second by C. Durst, BP 6.9 was approved. Motion carried.

**Harold K. Michael Founder's Award Recipient*

Agenda item was tabled due to reasons specified by Chair Shanholtz: Committee member D. Bean is currently unavailable – Chair Shanholtz requested additional volunteers for this committee and solicited volunteers to join the committee. S. Staley volunteered to join the committee.

*Executive Session: Presidential Contract:

Pursuant to State Code §6-9A-4, the Board will enter into Executive Session regarding personnel issue.

Received a motion by B. Hott with a second by S. Sherman that the Board enter Executive session at 1:17 pm

The Board resumed regular session at 1:45 pm;

Received a motion from R. Tissue that the Personnel Committee begin developing a recommendation to present to the Board as a Whole and that the Board enter negotiations for the renewal of the President's contract; motion was seconded by C. Hakala. Motion carried.

III. President's Report:

A. Governance Manual Update

Student Success Spring 2012 HC 577 FTEs 382.1 (final count will be obtained for March census) Spring 2011 HC 597 FTEs 342.5 Spring semester 23 closed sections
NOTES:
Workforce Development <ul style="list-style-type: none">• MACHINIST TRAINING INITIATIVE • HEALTH CARE TRAINING<ul style="list-style-type: none">○ To Date Enrollment for Spring Classes○ Phlebotomy Romney: 17○ Pharmacy Technician Petersburg: 2○ Medical Billing & Coding Career Track in Keyser: 2○ Medical Assistant for Workforce in Moorefield for the Technical Studies: 11○ Medical Terminology Moorefield: 1 (in addition to 11 taking Medical Assistant)○ Medical Administration Moorefield: 4 (in addition to 11 taking Medical Assistant)○ EKG Moorefield: 4 (in addition to 11 taking Medical Assistant)○ Basic Phlebotomy Moorefield: 4 (in addition to 11 taking Medical Assistant)○ Medical Transcription ONLINE: 5○ Medical Billing & Coding ONLINE: 3○ Paramedic Keyser/Romney Cohort: 10 (*at risk of cancellation, I need a minimum of 15)○ CONTINUING EDUCATION• QuickBooks workshops in Mineral County CANCELLED due to NO Enrollment• Next CDL class to start Tuesday, January 17, 2012• Eastern's Summer Conference planning for June 14-16<ul style="list-style-type: none">○ Social Work CEUs○ Counselor CEUs○ Law Enforcement CEUs○ STARS registered child care provider CEUs○ Teacher CEUs
CONTRACTED TRAINING <ul style="list-style-type: none">• QuickBooks consultation with Moorefield Examiner• Contracted training with Workforce Investment Board to begin Jan. 27; classes will be held monthly (Catherine Vandermeer instructor)• Hardy Telecommunications project moving forward for basic overview training in late February for all employees and then 3-day training sessions for technicians to begin possibly in March during the week of Bridgemont's spring break.• Supervisory leadership training summaries sent to Mettiki (M. Burch and T. Savage) for review.
HEAPS FUNDING <ul style="list-style-type: none">• Approvals over \$200K, waiting to invoice after start dates• Funds still available
COMMUNITY EDUCATION

<ul style="list-style-type: none"> • Upcoming classes for community education: • Learn How to Knit, January 20 • Beginning Guitar Lessons, January 26 • Tammy will be contacting the basket weaving instructor to schedule classes for Pendleton, Grant and Hardy counties. • Tammy will be contacting a former crocheting instructor to schedule classes for Grant and Hardy counties. • We have identified an instructor for stained glass projects. He lives in Pendleton County and he is willing to do classes in Pendleton, Grant and Hardy counties. <p>OTHER</p> <ul style="list-style-type: none"> • Dance Pilot Project (contracted training) with Moorefield Intermediate School begins Jan. 9. • Meeting scheduled with Schrock Travel (1/24) to plan bus trips for 2012 • Get a Life program at EHHS, January 25 <ul style="list-style-type: none"> ◦ Grant monitoring reports due in the Central Office by 01/631/12 • Good news with GMS and Mettiki for MSHA 80 training and helping some displaced workers continue to find jobs • Machinist Training program
<p>NOTES:</p> <p>Student Access Shepherd University Elementary Education agreement February 16 Kathy D'Antoni, Assistant State Superintendent of Schools Division of Technical, Adult and Institutional Education December Recruitment visits Spring school visits (Technology Center)</p>
<p>NOTES:</p> <p>Resources USDA Paula Moeller meeting DOE Title III Arts DOL VA Tech initiative Advance Manufacturing Legislative session (<u>Mineral County Day, 1/12 and Higher Education Day, 2/9</u>)</p>
<p>NOTES:</p> <p>Reaccreditation HLC conference (April 2012)</p>
<p>NOTES:</p> <p>Assessment & Institutional Effectiveness</p>
<p>NOTES:</p> <p>Alignment of Budget & Planning Processes Departmental budget requests January 24 linked to strategic plan Board Finance Committee Tuition increase/full-time faculty</p>
<p>NOTES:</p> <p>Campus Safety and Security Exploring grant opportunities for training Front desk emergency response Corridor H accidents</p>
<p>NOTES:</p> <p>Professional Development for BOG (CFWV presentation)</p>
<p>NOTES:</p>

IV. Miscellaneous:

1. Harco Building: review options for utilization of this property. “What message do we send to this community should we expand our current college building during recent events (AWC plant closing)?” “If we need space, do we look at renting or expansion, what is the tolerance at the state level until the time is right for our community – are we sending the right message.”
2. What is our greatest space restrictions? Traditional classroom, Workforce,

3. How can we make the college 'user friendly' for community members looking for employment?
 - a. Reduced rate or free courses, i.e. Resume Writing
 - b. Direction for special funding/state programs
4. Dr. Terrell has been proactive by meeting with TJ VanMeter and Mallie Combs to review options to help people be competitive in the job market without creating false hope or expectations for job placement.
5. Discussed need for invitation for the "Rapid Response" Eastern has been contacted by Stacy Vance of WIB regarding participation.
 - a. Dr. Terrell will make some contacts regarding this meeting.
 - b. Title III for a Full time Career Coach/Services

V. Next Meeting: *February 15, 2012 @ 12:00 pm Eastern Campus*

VI. Adjournment

*The meeting was adjourned at 1:45 upon a motion by R. Tissue second by R. Hott.
Motion carried.*

Respectfully submitted by Dreama Kelly, Recorder

Mr. Faron Shanholtz, Chair

3-26-12
Date Approved