

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of November 16, 2011; 12:00 pm

MINUTES

Eastern Campus; Moorefield, WV

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Meeting was called to order at 12:02 by Chair Shanholtz. Attending were F. Shanholtz, R. Tissue, D. Backus, C. Durst, R. Hott, E. Berg, M. Turner, S. Staley, D. Lambert, S. Sherman, and R. Gillespie. Also attending were D. Juran, P. Reardon, C. Terrell and D. Kelly, Recorder.

Not attending was D. Bean.

I. Call to Order

*The meeting was called to order at 12:02 PM by Chair Shanholtz.*

II. \*Action Items:

\*Approval Year End Audit w/Dennis Juran with Deloitte & Touche LLP

*Received motion by R. Hott with second by D. Lambert to accept audit as presented.*

*Motion carried*

\*Approval 1<sup>st</sup> Quarter Financials *Handout* – P. Reardon

*Received motion by R. Hott with second by M. Turner to accept 1<sup>st</sup> Quarter financials as presented.*

*Motion carried*

Lynn Phillips, Regional Representative for Governor Tomblin

*Due to unforeseen circumstances, Mr. Phillips was unable to attend.*

\*Approval of Meeting Minutes of September 21, 2011

*Received motion by S. Staley with second by R. Hott to accept minutes as amended.*

*Motion carried.*

*Minutes will be amended to read: “second was made by an undetermined board member”.*

\*Electromechanical Technology, CP Program Audit

*Received a motion by D. Lambert with a second by R. Hott to accept CP Program Audit.*

*Motion carried.*

\*Hiring of Relative Policy

*Received a motion by D. Lambert with a second by R. Hott to approve the policy as amended.*

*Motion carried.*

*Policy will be amended to include “adopted parties and legal guardianship”.*

*Discussion:*

*R. Hott and F. Shanholtz questioned wording of section 2.1; P. Reardon clarified that revisions would be made but that one statement was worded per EEO.*

III. President's Report:

A. *President Terrell applauded Executive Dean Penny Reardon for her professional contributions to the college.*

<p>I. <u>Student Success</u></p> <p><b>Fall 2011</b> Fall 2011 Total Headcount 779 FTEs 438.8 Academic 663 FTEs 387.3 WF 116 FTEs 51.5</p> <p><b>Fall 2010</b> Total Headcount 645 FTEs 357.70</p> <p>Spring 2012 Schedule Higher Education Day, Charleston, February 9, 2012</p>
<p><b>NOTES:</b> <i>Discussed credit vs. non-credit reporting categories Recapped last year's Higher Ed Day – will recruit employers to attend in addition to students</i></p>
<p>II. <u>Workforce Development</u></p> <p>Manufacturing/Energy Sector Based meeting, November 3 <a href="#">Report from Workforce Development</a></p>
<p><b>NOTES:</b> <i>Employer from Winchester, VA attended the Sector Based meeting on 11/3/11 Branding for WF marketing materials placed Silver – Jessica Lamb attended conference in FL</i></p>
<p>III. <u>Student Access</u></p> <p>Student Art Council, Art Show Elementary Education agreement, Shepherd University Target date: Winter 2012 Veterans Services</p>
<p><b>NOTES:</b> <i>Discussed "The Eagle's Nest" magazine Elementary Education agreement still pending Eastern received recognition for being "Veteran" friendly</i></p>
<p>IV. <u>Resources</u></p> <p>Erin Wyer, Entrepreneurship Coach/Facilitator WVNET agreement Manchin's and Capito's office Senate Bill 330 Human Resources audit. Penny Reardon is participating in state-wide meetings to research best practices</p>
<p><b>NOTES:</b> <i>Erin was introduced to the Board Dr. Terrell met with representatives of both Manchin and Capito's office Eastern will apply for eligibility for Title III grant – 22 grants will be awarded to strengthen institution total of \$3M over a 4 year period.</i></p>
<p>V. <u>Reaccreditation</u></p> <p>HLC Additional Location Site Visit, September 30</p>

<p><b>NOTES:</b>  <i>Dr. Donald Johns performed site visits to both Technology Center and Michael Medical Building</i></p>
<p>VI. <u>Assessment &amp; Institutional Effectiveness</u></p> <p>ELM CP Program Audit (completed in Action Items)</p>
<p><b>NOTES:</b>  <i>See above</i></p>
<p>VII. <u>Alignment of Budget &amp; Planning Processes</u></p> <p>Budget cycle Finance Committee</p>
<p><b>NOTES:</b>  <i>See above</i></p>
<p>VIII. <u>Campus Safety and Security</u></p> <p>Mock Drills</p>
<p><b>NOTES:</b>  <i>Will have a safety audit conducted by our local Sheriff's office  Students will no longer be allowed to enter through the side exit – all reentry will be through the front entrance</i></p>

B. Miscellaneous

a. Board of Governors Professional Development

- 12/14/11 “Developmental Training” – training has been approved for 2 hours BOG training

b. BOG WV Association for Community College Trustees

- 2/22/12: new association and members to visit Charleston

IV. Classified Staff Presentation – P. Shrader / L. Godlove

V. Next Meeting: January 18, 2012 @ 12:00 pm Eastern Campus

VI. Adjournment:

*Upon a motion by M. Turner with a second by S. Staley the meeting was adjourned at 1:55 pm.*

*Respectfully submitted by Dreama Kelly, Recorder*

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Faron Shanholtz, Chair

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01-18-2012

Date approved