



Eastern West Virginia  
Community & Technical College

Board of Governors  
MEETING AGENDA

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*February 20, 2013  
12:00 pm  
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**

**FINANCE & ADMINISTRATION COMMITTEE:**

**ROBERT TISSUE, CHAIR  
D. SCOTT SHERMAN  
ROB TISSUE  
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 February 20, 2013

12:00 pm

Eastern Campus; Moorefield, WV

**I. Call to Order:**

**II. Action Items:**

- A. Minutes 1-16-13 Meeting.....Page 5
- B. Financial Statement as of 12-31-12 – *handout P. Reardon*..... Page 7

**III. Board Chair’s report:**

- A. Committees Reports:
  - a. *Harold K. Michael Founder’s Award Recipient*
  - b. *Recommendation of independent counsel to review Board Personnel Policies*
- B. Miscellaneous
  - a. *Discuss alternative Board of Governors’ meeting times*
  - b. *Tyson Riggleman will address the Board regarding the recent termination of Eastern’s Director of Information Systems & Technology.*
  - c. *Board Training Requirement*

**IV. President’s Report:**

- A. Review of Board Policies ..... PowerPoint Presentation – P. Reardon
- B. Meet & Greet Schedule ..... Page 8
- C. Other Updates:

<i>Strategic Plan</i> <b>February</b> <ul style="list-style-type: none"><li>❖ <i>Deans submit departmental budget requests to Executive Dean</i></li><li>❖ <i>Review budget’s second quarter</i></li><li>❖ <i>Second quarter departmental review of strategic initiatives submitted to Cabinet</i></li><li>❖ <i>Institutional Compact due April 1(attachment) Committee assignment</i></li></ul>
•
<i>Student Access and Success</i> <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>Enrollment</i></li><li>• <i>Shepherd University agreement update</i></li><li>• <i>WVUP conference call 1/29 Agreement submitted for review</i></li><li>• <i>Potomac Highlands District Consortium meeting update, 2/7</i></li></ul>
<i>Workforce Development</i> <ul style="list-style-type: none"><li>❖ <i>Annual Report</i></li></ul>
<ul style="list-style-type: none"><li>• <i>Economic Development &amp; Education Partnership meeting update, 2/7</i></li><li>• <i>WV Development Office meeting at Eastern with New Page, 3/6</i></li><li>• <i>Chambers of Commerce and CVB luncheon March 13</i></li></ul>
<i>Serve More Adults</i> <ul style="list-style-type: none"><li>• <i>Lord Fairfax Community College meeting at Capon Bridge Library, 2/25</i></li></ul>
<i>Resources</i> <ul style="list-style-type: none"><li>• <i>WV Completion Innovation Challenge, 2/12, 30K grant</i></li><li>• <i>Wal-Mart Foundation application due March 1 Met with Manager and HR at Moorefield</i></li></ul>

<i>Wal-Mart</i>
<i>Reaccreditation</i>
<ul style="list-style-type: none"> <li>• <i>October 21-23, 2013 Self-Study visit</i></li> <li>•</li> </ul>
<i>Assessment &amp; Institutional Effectiveness</i>
•
<i>Alignment of Budget &amp; Planning Processes</i>
<ul style="list-style-type: none"> <li>• <i>Per Credit Hour Tuition Rate report (attachment)</i></li> <li>• <i>Six month operating budget update (attachment)</i></li> <li>• <i>OASIS update (attachment)</i></li> </ul>
<i>Campus Safety and Security</i>
<ul style="list-style-type: none"> <li>• <i>Schedule meeting with Blue Ridge CTC to discuss safety strategies</i></li> <li>• <i>Tobacco Product Free Community and Technical College System Resolution (attachment)</i></li> </ul>
<i>Public Relations</i>
<ul style="list-style-type: none"> <li>• <i>Mineral County Day 13-15</i></li> <li>• <i>Higher Education Day, Charleston, 3/21</i></li> <li>• <i>PTK Awards and Awards Ceremony, South Branch Inn, 3/22</i></li> </ul>

**V. Next Meeting: March 20, 2013**

**VI. Adjournment:**

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of January 16, 2013; 12:00 pm

Eastern Campus; Moorefield, WV

**WORKING DRAFT MINTUES**

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Attending were: R. Tissue, Chair; S. Staley, Vice-Chair; D. Backus, C. Durst, R. Gillespie – via telephone; C. Hakala; R. Hott; D. Lambert; F. Shanholtz; R. Mongold; S. Sherman; C. Terrell, President; P. Reardon, Executive Dean; D. Kelly, Recorder.

Not attending was D. Bean.

**I. Call to Order:**

*The meeting was called to order at 12:03 pm by Chair Tissue.*

**II. Action Items:**

- A. *Chair Tissue shared the letter of resignation received from M. Shank, Student Representative dated January 11, 2013.*
- B. *President Terrell administered the Oath of Office to Student Representative Raven Mongold. Chair Tissue and the Board welcomed Ms. Mongold to the Board, outlined her role, and introductions were given around the table.*
- C. *Approval of 12-05-12 Meeting Minutes:  
Upon a motion by R. Hott with a second by C. Durst to accept the minutes as presented an amendment was presented regarding item “Call for motion to approve amended 2<sup>nd</sup> agenda as presented: no motion was made” to read “Chair Tissue suggested amended agenda to remove executive session to align with open meeting act – entertained vote to keep same agenda without motion/action”. Motion to approve amended minutes by F. Shanholtz and seconded by C. Durst. Motion carried with 10 Ayes and 0 Nays.*
- D. *Approval of 12-19-12 Meeting Minutes:  
Upon a motion by c. Hakala with a second by R. Hott, the December 19, 2012 minutes were approved as presented. Motion carried with 10 Ayes and 0 Nays.*
- E. *LOT Activity –No report to present*

**III. Board Chair’s report:**

- A. *Committees Reports:*
- B. *Harold K. Michael Founder’s Award Recipient:  
Chair will call committee together and present names for consideration. Recipient will be named by month’s end in order to get award ordered. Committee to consist of: R. Tissue, D. Lambert, and D. Backus.*
- C. *Review of Board Policies (Personnel)  
Dean Reardon reviewed current selected policies of Eastern WVCTC with those of peer institutions. Will investigate “At will”*
- D. *Selecting Legal Counsel:  
Upon a motion by D. Lambert to reconsider motion of 12-19-12 regarding legal review of policies and procedures to read “For an independent review of Policies and Procedures as pertinent to personnel for a progressive form of discipline and/or due process prior to termination of current employees of Eastern WVCTC”, amended motion was seconded by C. Durst.  
Motion by S. Sherman to amend pervious motion to include “Review of Eastern’s current personnel policy administration being in compliance with WV HEPC Series 8 State Law and Regulation”, received a second by D. Lambert. Motion carried with 9 Ayes and 1 Nay.*

**IV. President’s Report:**

- A. *Review of Board Policies*

B. Other Updates:

<p><i>Strategic Plan</i></p> <p><b>January</b></p> <ul style="list-style-type: none"> <li>❖ <i>Department Heads budget requests distributed with request to review strategic plan.</i></li> <li>❖ <i>President's Cabinet reviews Faculty Needs Workgroup report.</i></li> <li>❖ <i>President's Cabinet reviews current faculty appointments and faculty promotion/ranks</i></li> <li>❖ <i>Second Quarter departmental status review of strategic initiatives, funding and expenditures continues</i></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> <li>❖ <i>Access</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>2013 Spring enrollment</i></li> <li>• <i>Re-engineering Developmental Education-Patrick Henry Community College</i></li> <li>• <i>Math requirements for Career and Technical programs</i></li> <li>• <i>Shepherd University articulation-Elementary Education</i></li> <li>• <i>WVUP agreement-Elementary Education</i></li> <li>• <i>Potomac State College-partnership</i></li> <li>• <i>Capon Bridge –Library-Discovery Center</i></li> <li>• <i>Lynne Schrum, WVU call scheduled for 1/17/2013</i></li> </ul>
<p><i>Workforce Development</i></p> <ul style="list-style-type: none"> <li>• <i>Mathias/Baker –acquisition of equipment</i></li> <li>• <i>iPad Mobile lab Business and Education initiative</i></li> </ul>
<p><i>Serve More Adults</i></p> <ul style="list-style-type: none"> <li>• <i>On-site recruitment Pendleton County</i></li> </ul>
<p><i>Resources</i></p> <ul style="list-style-type: none"> <li>• <i>Shell Energy donation</i></li> <li>• <i>Wal-Mart Foundation HR/Career Development Officer</i></li> <li>• <i>Shepherd's Gift Foundation Summer Academy</i></li> <li>• <i>Title III Dept. of Education</i></li> <li>• <i>Dominion Foundation Welding Lab partnership</i></li> <li>• <i>Matthew's Trust-Hampshire County Scholarships \$1,000 Spring 2013 \$9,000 Fall 2013</i></li> </ul>
<p><i>Reaccreditation</i></p> <ul style="list-style-type: none"> <li>• <i>October 21-23,2013 Self-Study visit</i></li> <li>• <i>Self-Study chapters</i></li> <li>• <i>Applications required for South Branch partnership</i></li> </ul>
<p><i>Assessment &amp; Institutional Effectiveness</i></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><i>Alignment of Budget &amp; Planning Processes</i></p> <ul style="list-style-type: none"> <li>• <i>Referenced under Strategic Plan</i></li> </ul>
<p><i>Campus Safety and Security</i></p>
<p><i>Public Relations</i></p> <ul style="list-style-type: none"> <li>• <i>Meeting with Senator Plymale, 1/9/2013</i></li> <li>• <i>Legislative Session begins 2/14</i></li> <li>• <i>Mineral County Day-2/13-2/15</i></li> </ul>

V. **Next Meeting: February 20, 2013**

VI. Adjournment: *The meeting was adjourned at 2:05 by Chairman Tissue.*

## FINANCIALS 2<sup>ND</sup> QUARTER OF 2008

Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of February 20, 2013

ITEM: Financial Statements, 6-Month period ending  
December 31, 2013

- Statement of Net Assets
- Statement of Revenues, Expenses & Changes to Net Asset

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Board of Governors accept the financial statements as presented.

BACKGROUND: As the Board of Governors requested, the College has presented three financial statements documenting the financial status for the 6-month period ending December 31, 2012. All three documents have been prepared in accordance with GASB standards

**Contact Activities**  
**Dr. Chuck Terrell**  
**January 17, 2013- February 19, 2013**

**January 2013**

- 17 The Greater Cumberland Committee Education Workgroup meeting
- 30 WVCTC Advisory Committee meeting, Charleston

**February 2013**

- 01 Kauffman Foundation Slingshot Network meeting, San Diego
- 04 Gary Smith, Wal-Mart Moorefield Manager
- 07 Potomac Highlands District Consortium meeting
- 07 Potomac Highlands Economic Development and Education Partnership meeting
- 08 Hardy County Chamber of Commerce meeting
- 13-15 Mineral County Day, Charleston