

Community & Technical College of Shepherd
BOARD OF GOVERNORS

Meeting Minutes, April 5, 2006

Present: Dave Blythe, Peter Checkovich, Maria Lorensen, Bill Lucht, Jane Peters, Jim Rodgers, John Sherwood, Shirley Tolbert, Margie Ways

Guests: Diana Bell, Marie Carter, Trudie Holder, Ed Magee, Marcyanna Millet, Rebecca Moore, George Perry, Leslie See, Ann Shipway, Sandy Sponaugle, Kelly Wright

Absent: Bob Kutcher, Laurie Johnston, Taylor Perry

Call to order – Meeting was called to order at 12:25 pm.

Approval of minutes – Margie Ways moved to accept the minutes, Jane Peters seconded, and the minutes of the March 1st meeting were unanimously passed.

President's Report – Dr. Checkovich reported that the bill for the name change is included with other bills and he expects it to be signed next week. He mentioned several reports that would be presented further on in the meeting. He commented that the CTC was only one of a few community colleges getting additional funds and publicly thanked John Doyle for helping to obtain the monies. He also encouraged everyone to attend the Nurses Pinning ceremony at the Shenandoah Hotel on May 12th, one week before our graduation.

Strategic Plan Update - George Perry reported on the March 24th retreat and said the committee is focusing on long term goals and working on a new mission statement to move from less state input and more on the local community. All faculty, staff and students will be presented with the new mission statement for review and comments. The committee has looked into the Compac strategies to marry them with the long range plans. Suggested was another retreat to hammer out a new and even better mission statement to be presented to the Board at the next meeting. (He mentioned something about the North Central Accreditation Team but I couldn't correlate it into my notes!)

Marketing Meeting Report – Sandy Sponaugle presented the plans to roll out the new logo and colors, signage inside and out, the website, and the painting of the water tower. She said the vote was virtually unanimous. Board members and audience got a quick glimpse of the new logo and colors. Dr. Checkovich praised her efforts, adding that she has made the process streamlined and easy. She received a round of applause.

Enrollment Report – Leslie See said that the goal for next year will be 1900 students in the three categories --- high school, degree seeking and special. We will hit and exceed the 780 readmits. Of the 156 potentials, 104 were admitted. She asked the Board for suggestions and comments on what format they would like the statistics and results to be

presented in. Dave Blythe mentioned about a magazine called “Trustee” which gives baseline data and he would e-mail his suggestions to her. Jim Rodgers asked if the format could contain the credit hours total per student and Leslie said this would be possible and would have several versions for the next meeting for the Board to choose from.

Program Reviews – Kelly Wright presented in Billie Unger’s absence.

- 1) Office Technology – The requirements for Microsoft certifications change very rapidly. The program as designed does not match the criteria for Microsoft’s certification, so a new direction is recommended that would meld basic industry general information with the very technical side. The integrated program would allow for more flexible schedules with the students receiving extra skills. Also recommended was to lower the fees. Suggested was for Fire Safety and Allied Health to have a mobile lab that could also be used for Homeland Security.
- 2) Fire Safety – CTC has the only associates program in the entire eastern area. RESA VIII is constructing a new facility at James Rumsey which will provide additional classrooms, equipment and plans for a live burn building. Recommended was a full time faculty for this program. George Perry commented that only once course is shared by the EMS program and the Fire Science Program.
- 3) Occupational Development deals with both child care and elder care (Dependent Care). An Advisory Board is being formed and because there is not a large enrollment, they are not separate degrees, but lumped in the Occupational Development category.
- 4) Office Technology has 3 concentrations: office, legal and medical office. At this time, the college does not have a Refresh Policy for computers, one has to be developed. The computers in B20 are in need of replacement. There is no dedicated computer lab for Office Technology. B25 has only 100 days left on the warranty. Request a full time faculty person for this position. Dr. Checkovich asked that the standard one sheet request with the recommendations be formatted for submission for the next meeting.

Financial Report – (Trudie Holder reported that we had a \$66 increase not sure if this is correct?) – last year there was a decrease because some students withdrew and got a refund. It is hoped that retention will be up next year. With the \$2M and added \$7K – this should fund the pay raise from November for the employees for the full fiscal year with \$6K remaining for faculty increments. It was noted that we have a very young faculty with very few having the required 3 years in to qualify for the increment. \$2M5K is a 6.8% increase in funding from the State. A written project plan is being formulated for the transition from Shepherd U. A domain name has been secured, TI lines to WVNet – paperwork is done. The question about a separate license for Banner is still up in the air. Issues being worked on are WebCT for the fall semester, as well as e-mail with WVNet, web page, virus scanning, a firewall, new server back-up.

Trudie reported that we are going to hold the line on tuition and fees – no increases. For salary increases we will have to wait and see what our enrollment is. Dave Blythe asked for a recommendation in letter form be given to the Board.

Workforce Development – Ann Shipway presented a packet with these highlights:
HB 3009 Workforce Development Initiative grant funding in the amount of \$276,000 for the current fiscal year;
Designing training solutions for Polo Ralph Lauren Childrenswear;
Essroc Group has 44 members in the DiSC workplace profile and teambuilding;
Charles Town Races and Slots has 4 courses each week with an additional 25 people attending which will be held through April of 2007 with the first 50 graduating in June;
Sino Swearingen has accepted our Microsoft Access training proposal;
Mid Atlantic Protel - developing a proposal for training for emotional intelligence and business etiquette;
Panhandle Home Health, Inc. - \$2500 grant for guests facilitator for the Annual Social Work breakfast meeting
Community Development Partnership – we cosponsored a Standards for Excellence Workshop for non profits.

Also included was a flyer for a Job Fair sponsored by the Martinsburg and Berkeley County Chamber of Commerce. She thanked Angie Wolford for all her help in putting this affair together year after year. We should have about 75 employees attending.

Bill Lucht inquired mental health workshops and Ann replied that they are a part of the Panhandle Home Health area.

Dave Blythe asked how many companies in this area have more than 10 employees? Ann will research and present the results. Jane Peters suggested we include Jefferson and Morgan County Chambers of Commerce in the next Job Fair.

Bill Lucht moved, Maria Lorensen seconded, and the meeting adjourned at 1:45 pm.

Respectfully submitted,

Marcyanna Millet
Recording Secretary (alternate)