

Community & Technical College of Shepherd
BOARD OF GOVERNORS

Meeting Minutes, August 3, 2005

Attendees: Dave Blythe, Peter Checkovich, Bill Clark, Laurie Johnston, Bob Kutcher, Maria Lorensen, Bill Lucht, Taylor Perry, Jane Peters, Jim Rodgers, John Sherwood, Margie Ways

Excused absence: Vicki Douglas, Shirley Tolbert

Guests: Diana Bell, Marcyanna Millet, Rebecca Moore, Carol Plautz, Leslie See, Ann Shipway, Sandra Sponaugle, Howard Strauss, Billie Unger.

1) Call to order – Meeting was called to order 12:24 pm. It was stated that a quorum was present.

2) Approval of minutes – Jim Rodgers motioned, Margie Ways seconded, unanimously approved that the minutes be accepted.

3) Berkeley County Commission – Dr. Checkovich introduced Commissioner Howard Strauss who gave a report on the status of the building. He stated that the Dunn Building is now fully occupied. Improvements noted: the Media Center floor has been installed and Dr. Billie Unger thanked him. Comm. Strauss thanked the local lenders for the \$5 million that was pulled together in a week or two. Other renovations include the exterior doors which will be replaced with wooden doors that will be more secure because they will have a control access system. Bids are being taken for the re-pointing and sealing of the bricks and for replacing the windows with wooden framed windows which will be more energy efficient. Also mentioned was having a restaurant upstairs for the CTC and county employees. This space has been leased to CTC with the possibility of sub-leasing it if necessary. This partnership between the county and CTC is unique in the state and the county intends to honor its commitment and continue to improve the relationship.

Dave Bythe stated that the Board is very pleased with all occurrences and this blending makes a TRUE Community College. Dr. Checkovich also thanked Mr. Strauss.

Bill Lucht mentioned that parking for students at night is not safe. He asked that a review of the lighting be done and also asked if the contractors could reduce the amount of outside storage and allow about 6 more parking spaces. Another lot which should be finished next summer is being made ready with an entrance on Raleigh Street which will allow 500 more spaces with no meters.

Laurie Johnson expressed concerns that the building improvements and renovations will disturb the students while classes are going on. The new windows will vastly improve individual temperatures for each classroom and suggested was perhaps the work could be done in the early morning before classes start and maybe on Fridays when few classes are

held. Since we have plenty of lead time, it is possible to work out a schedule with the contractor to move the classes to the side of the building not being worked on. Taylor Perry inquired about the old Martin's grocery store parking lot being leased or bought by the county. Mr. Strauss said that the county is not looking to become land barons. He will relay all these concerns to Helmick & ?? . Dr. Carol Plautz suggested that we use maps to help students learn the area. Dr. Checkovich will contact owners about the use of the Martin's parking area.

4) Marketing Campaign – Dr. Checkovich introduced Sandy Sponaugle from PlatinumPR, a marketing consulting service, who gave a presentation on the print and radio efforts to advertise the CTC. A direct mail went to Jefferson High School students, as well as libraries and various Chambers of Commerce, and we were represented at the local Job Fair. She showed the Fast Track ads that went into the Journal, Quad State Business, Spirit of Jefferson papers. She played a tape of the one minute radio advertisement. Bill Lucht mentioned about two new billboards available for \$1,000 for three months that could also advertise the Book Festival.

Access to the Fast Track jobs through the web-site is not user friendly and this should be changed.

Bob Kutcher commented that Dr. Checkovich and Ann Shipway worked on a proposal for training for 240 employees in a very short time frame and made an excellent presentation of the highest quality to the Charles Town Races and Slots.

5) Name Change Process - Sandy Sponaugle also distributed a proposal for the development of a new name for the CTC. She mentioned that all constituent groups will be polled and she will start immediately and should be finished by October/November timeframe. Bill Lucht made the motion that the proposal be accepted, ?? seconded and the motion passed unanimously.

6) Migration of Services Plan – Dr. Checkovich showed the priority list with all the #1s to migrate to CTC during the summer of '06. Suggested that perhaps the county could help with the Security issues. All the items marked as #2 will be reviewed during this coming year. Items marked as #3 are being looked at. Dr. Billie Unger mentioned that this one page of items certainly was much better than the 27 pages of items from last year. Dave Blythe asked about changing any of the priorities and certainly they could go up or down as the needs arise. Dr. Checkovich mentioned that the \$179K for the Developmental Courses may not be available next year.

Laurie Johnston mentioned that the Financial Aid office has not mailed out the award letters yet and the person who does that is out on vacation; her fellow students were panicking. Suggested was naming a POC (point of contact) for Financial Aid questions. Leslie See volunteered. She stated that her first main focus of the Admissions Office is to streamline the entire admissions process.

Dr. Checkovich asked John Sherwood to see that the personnel will serve the CTC people as well as the university students. Dr. Plautz stated that instead of getting services only in certain areas, CTC should receive full services in general by a percentage.

Bill Lucht mentioned that last week, a professor from SU told him “we have been told we can’t do anything with you”. Laurie Johnston added that the students are suffering from this mind-set. The split was mandated by the state legislature and was not of either school’s idea.

7) Program Approval & 8) Approval of Mission Statement – Dave Blythe handed out the Vision Statement and Mission Statement and goals and objectives that Shirley Tolbert and Cindy Stewart and the committee wrote. Dr. Billie Unger suggested that the mandates be switched to later in the document and to put the lifelong learning goals first. Dave Blythe mentioned the need of communication in relation to students is of utmost importance. If any modifications to this document are to be made, place get back to Shirley and Cindy. Dave Blythe will relay the two issues to Shirley and Cindy. Jim Rodgers stated that the mission statement is aimed at the Board and not to the CTC, but there is a responsibility to the community. Also, he said that the vision statement is very good, but not attainable. Dr. Billie Unger and Dr. Carol Plautz said that the goals and objectives are very good. The Board held off voting on this issue until the changes are made.

9) President’s sample evaluation – Dr. Chechovich will develop his goals and objectives for one year and bring them to the Board and they will have input. Dr. Checkovich will bring back to the Board on an annual basis in letter form what he has accomplished. If there are mitigating circumstances why something cannot be done, the criteria can be re-worked. John Sherwood mentioned that the Board can use the same mandates for Dr. Checkovich that are used for Dr. Dunlop. It was agreed to create a system. Jim Rodgers made the motion, Margie Ways seconded, it was unanimously approved that the Board move ahead.

5) Addendum – Volunteers were solicited for the committee for the name change.

10) Graduation Date – Preliminary thoughts included when and where the graduation should be held. Suggested was the Friday evening before SU’s date so we don’t conflict, and perhaps to have it after the nurses pinning ceremony because everyone would be there anywhere and wouldn’t have to come back a second time. The Apollo Theatre was a suggested site. Please bring any further suggestions to the September meeting.

11) Policy Manual – It needs revamping, revising and to be brought up to date. State approval is needed for many changes.

11) Staff orientation and dinner – 29 people so far, Bill Lucht, Dave Blythe, Maria Lorensen, and Taylor Perry all replied to the affirmative.

Dave Blythe shared a letter written by Shepherd University about regional pay raises. Asked was should CTC write a similar letter. In the September meeting of the legislature, teachers will be getting a pay raise, will CTC be in the mix?

Dr. Checkovich explained the differences between head count, paid FTE (full time equivalence), and total FTE numbers. 1650 is an optimistic number.

12) Adjournment – The meeting adjourned at 2:15 pm, Jane Peters made the motion, Bill Lucht seconded, unanimously approved.