

**Community and Technical College of Shepherd
Board of Governors**

*January 4, 2006, 12:00 p.m.
CTC Shepherd, Dunn Building, Commission Chambers*

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

Guests: Diana Bell, Trudie Holder, Rebecca Moore, Leslie See, Billie Unger, Carol Plautz, Ann Shipway, Marcyanna Millet, Alan Perdue, Jim Skidmore

Absent: Taylor Perry, Bob Kutcher, Laurie Johnston

Dave Blythe called the meeting to order at 12:26 p.m.

Approval of Minutes: Shirley Tolbert moved to accept the minutes. Margie Ways seconded and the minutes of the December 7, 2005 meeting minutes were unanimously passed.

Chancellor's Presentation: Chancellor Jim Skidmore presented the Legislative Budget Agenda for 2006-2007. The Community and Technical College budgets were not cut this fiscal year. The funding priorities for 2006-2007 include the following:

- Peer Equity Funding
- Upgrade to Science and Technology Laboratories
- Workforce Development Initiatives
- Tuition Reduction
- Staff and Salary Increases

The total request is \$10,100,000. Chancellor Skidmore reviewed the estimated impact of Peer Equity Allocations on CTC base budgets. CTC Shepherd has been successful at obtaining grants and external funding to supplement its operating budget. Chancellor Skidmore is looking for ways to incorporate funding into the Peer Equity model to support high cost technology programs. CTC Shepherd has requested \$60,000 for a computer lab upgrade.

Chancellor Skidmore has requested a total of \$2 million (an additional request of \$1 million) to be placed into the HB 3009 Workforce Development Initiative grant fund. This grant fund allows CTCs to work with employers and match their funding. CTC Shepherd has requested \$70,000 to hire two positions to support Nursing and the EMS programs. In previous years, CTC Shepherd has utilized the HB 3009 grant program to double enrollment in nursing, hire two additional nursing faculty members, and to help run the UAW/GM Skills Center.

Jim Skidmore stated that one of the goals he has for the Community and Technical College system is to become the Workforce Development provider of choice in the state of West Virginia.

Maria Lorensen asked why the Community and Technical College system of West Virginia is one of the most expensive. Jim Skidmore explained that this is due to the way in which the system has been developed and has evolved. Dr. Checkovich added that nationally other community colleges receive local funding. Jim Skidmore commented that most community colleges do not have a capital fee.

Dave Blythe asked if the West Virginia Community and Technical College system conducts research relating to the type of education and programs that community colleges should develop. Jim Skidmore responded by explaining that his office has signed an agreement with a vendor to provide needs assessment training to the local workforce in order to determine the types of training and programs needed in our service area. He expects to begin an assessment training program in February.

Bill Lucht asked the Chancellor if there has been any consideration given to migrating potential employees from one part of the state to another depending on where the jobs are located. Jim Skidmore commented that there have been many discussions with Workforce West Virginia about the training and retooling of the state's workforce.

Workforce Development Report: Ann Shipway presented the Leadership Development Program that has been designed and implemented for supervisors and directors at Charles Town Races and Slots. Courses began in November 2005 and will run through March 2007. A total of 175 will participate in this training.

Shirley Tolbert suggested that we advertise the Leadership Development Program so that the community becomes aware of the partnership between CTC Shepherd and Charles Town Races and Slots.

Board of Governor's Policies: Alan Perdue distributed information to the Board regarding the establishment of policies. He explained that when the CTC Shepherd Board of Governors formed after accreditation, they adopted Shepherd University's board rules. Alan indicated that with the new rule on rules, which is being considered by the Community College Council, CTC Shepherd will need to update and amend its policies. Alan explained the process for those updates and amendments and indicated that he would be drafting new policies for the Board to consider perhaps as early as our March meeting. Curricular policies are generally exempt from inclusion in Board policies. Alan also pointed out that current regulations which deal with personnel rights and privileges will become null and void on July 1, 2006 if they are not in Board policy. Alan will be determining what areas need to be included in Board policy and will be drafting suggested policies for the Board to adopt.

Financial Report: Trudie Holder presented the Board with a technology fee revenue report. As of December 22, 2005, CTC Shepherd has collected 86% of the budgeted

technology fee revenue. Additional information will be made available at the February meeting.

Enrollment Management: Leslie See presented the Board with an enrollment management report. There were 259 applications received and 123 students enrolled. The scholarship committee met and awarded a total of seven awards to high school students. Four students are from Morgan County. Two students are from Berkeley County. One student is home schooled. All students received a \$75 scholarship.

Shirley Tolbert moved to adjourn the meeting. Margie Ways seconded and the meeting adjourned at 2 p.m.