



ANNUAL REPORT 2005



Community and Technical College
of Shepherd

cTc
SHEPHERD

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CTC Shepherd in Review



Message from the President

The Community and Technical College of Shepherd (CTC Shepherd) continues to grow and strengthen each year. This year was no exception. We now offer over 40 associate degree and certification programs, in addition to online courses. We have added new staff and faculty, new classrooms, and a new chemistry lab. We have articulation agreements with area four-year institutions to allow the transfer of credits between our schools. Nearly 60 school service personnel from Jefferson County Schools are enrolled and working toward a Board of Governors A.A.S. degree.

Last year, CTC Shepherd received independent accreditation through the Higher Learning Commission of the North Central Association of Colleges and Schools. Since then, we have embarked on a "Name Change Initiative" to create a new name for our college, a name that reflects our mission and the area we serve. We spent several months collecting input from a task force, faculty, staff, students, alumni, and local businesses and residents. We anticipate very strong support from the West Virginia Legislature and CTC Shepherd will most likely have a new name in the near future! At the time of this letter, HB4240 has been introduced to the Legislature in order to approve our name change.

With the region's economy expanding so rapidly, CTC Shepherd's Division of Economic and Workforce Development efforts continue to ensure that we have the most highly trained and skilled workforce available. This year, we worked with over 20 businesses to provide training customized to suit their particular needs. More than 1,200 high school students are eligible to receive college credits through our 'EDGE' program.

In the fall of 2005, we established the Office of Enrollment Management and hired an Enrollment Director. This addition will help us more directly provide quality services to potential and current students.

As you can see, CTC Shepherd has been through many changes over the last year. Although we may be changing, we still continue to offer our students the same flexible, high quality educational opportunities. That is one thing that we will continue to provide.

Sincerely,

Peter G. Checkovich, President



CTC Shepherd Four Year Review	2001-2002	2002-2003	2003-2004	2004-2005
Number of Students enrolled in career-technical certificate degree and associate degree programs	285	297	422	431
Number of workforce education or training programs delivered to employers	290	419	460	480
Total number of training contact hours delivered	9,396	17,422	19,164	20,255
Number of citizens aged 18 and above enrolled in community and technical college credit programs/courses	1,320	1,478	1,520	1,524
Number of citizens aged 18 and above enrolled in community and technical college non-credit programs	3,157	5,125	5,702	6,100
Number of associate degrees awarded	81	88	94	139

ACCOMPLISHMENTS

A participation rate of 7,624 individuals (over 18 years of age) or 7.62% of the service region representing an increase of 402 individuals from 2003-2004.

480 education or training programs delivered to local businesses (increase of 20 over last year)

20,255 clock hours of training delivered (1,091 hour increase over last year)

139 associate degrees awarded

Over \$500,000 in training grant awards secured to deliver workforce training for business and industry

73 courses brokered from or delivered in collaboration with James Rumsey Technical Institute

Over 50 online courses accessible to our students and to other state institutions

Scholarships

THE BETTY PUGH SCHOLARSHIP

The American Association of University Women (AAUW) established the Betty Pugh Memorial Scholarship to support women seeking education in the science, mathematics, and medical fields at the Community and Technical College of Shepherd (CTC). Betty Pugh's life was devoted to the medical and science areas as a student and as a professional. Funds are available to cover books, babysitters and other approved items during the first exploratory course or tuition funded program.

EMT SCHOLARSHIPS

Valley Regional Enterprises offers full scholarships to EMT-Paramedic or EMT-Intermediate students.

Allied Health

In 2005, the Nursing program was fully relocated to Martinsburg and Associate of Science in Nursing (ASN) students have been taking all their classes on the CTC campus. This year marked other changes in the Allied Health Science Division, including:

- Development of general education science courses in biology, chemistry and physical science
- The addition of Dental Assisting as an allied health science certification course.
- A new certificate program, EMT-Intermediate, which is a one-year program that trains students for an intermediate EMT level (between Basic and Paramedic).
- Ribbon cutting ceremony with Congresswoman Shelly Moore-Capito, which officially opened our new chemistry lab.
- The department also received the following grants and donations:
 - \$4,270 grant from Ecolab for fire truck and ambulance repair and EMS equipment.
 - \$10,000 donation from Valley Health for equipment for Paramedic and Nursing programs.
 - \$35,000 WV Advance grant from the State of West Virginia for the outfitting of a combined Nursing and EMS skills lab.
 - \$70,000 HB 3009 grant from the State of West Virginia, which combined with \$35,000 in matching funds from City Hospital and Jefferson Memorial Hospital (WVUH-East), will allow CTC to expand the allied health science and nursing faculty.

Small Business Development Center (SBDC)

The SBDC celebrates its 20th anniversary of serving the diverse needs of Eastern Panhandle businesses by partnering with other resources committed to economic development. We presented 33 workshops pertaining to entrepreneurship skill development with 593 attendees.

Other highlights include:

- Workshops on leadership and e-commerce with the Chambers in Berkeley and Morgan Counties.
- The first "Tilling the Soil of Opportunity" course in the state, in conjunction with WVU Extension offices and the Jefferson County Ag Development Office.
- Co-sponsored the 2nd Annual Hispanic Festival, the 3rd Annual Women in Business Expo, and the 3rd Annual Veteran's in the WorkForce reception.



"I enjoyed completing the Board of Governor's Associate Degree program with the Community and Technical College of Shepherd. My advisor was flexible and always there for me whenever I had any questions. The classroom setting was easy to fall back into after eight years of being out of school. I would urge any adult learner to take classes at the CTC!"

—Megan Lautenslager, Class of 2006

Collaborative Programs and General Studies (CPGS)

Because of the addition of general studies coursework in 2005, this department has a new name: Collaborative Programs and General Studies (CPGS) and now offers:

- A full array of general studies coursework marketed through STEP (Student Transfer Education Program), including the newly created Introduction to Visual Arts.
- Ease of transfer among West Virginia institutions. Many English, Math, and general studies courses now appear on the WVHEPC/ WVCCTCE Core Transfer Agreement 2005-2006.
- Articulated general studies and other coursework with the following institutions: Marshall University, Shepherd University, and West Virginia University.
- Creation of new courses, such as Technology Orientation and Introduction to Music.
- Online offering of Fundamentals of Speech and Written English I and II.

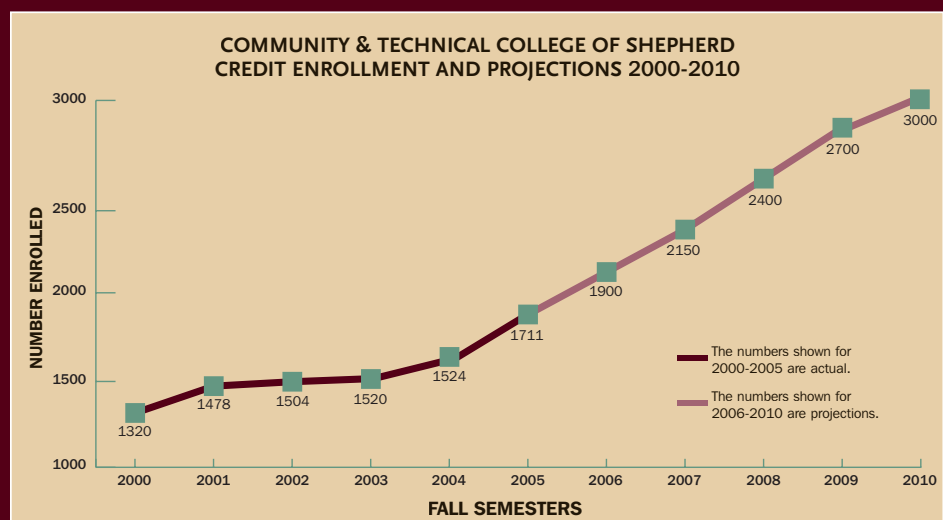
In addition, the Department of Collaborative Programs and General Studies has been working closely with area schools to:

- Utilize classrooms at Martinsburg High School for the teaching of CTC evening classes.
- Provide college coursework opportunities to Martinsburg High School students through the "Closing the Achievement Gap" Program.

Business and Technology

The Division of Business and Technology had another eventful year in 2005, with enhancements to their department including:

- Membership in the international information technology certification organization CompTIA, providing access to industry research, partnering opportunities, and discounted vouchers for students.
- Partnership with Gatlin Education to offer certification in courses such as AutoCAD 2005, Video Game Design & Development, Forensic Computer Examiner, and 3DS Max.
- Online classes in Office Technology offered in "block" format so students can complete the medical and legal concentrations within one semester.
- Articulation agreement with area colleges to allow Criminal Justice students to pursue a Bachelors degree in criminal justice or forensic science.
- Offering the Business & Technology certificate online. This involves 32 credit hours of course work which can be transferred to an Associate Degree in Business, Office Technology, or Information Technology.



WORKFORCE EDUCATION

CTC Shepherd provides workforce education and customized training programs to employers in Berkeley, Jefferson, and Morgan counties. Some of the local employers who have utilized CTC Shepherd's training services include:

Americast
 Berkeley County Government
 Berkeley County PSSD
 Citizens National Bank
 City Hospital WVU East
 Corporation of Shepherdstown
 Creo/Kodak
 Charles Town Races & Slots
 Ecolab
 Essroc
 Jefferson Memorial Hospital WVU East
 Martinsburg Radiology Associates, Inc.
 Mid-Atlantic Protel
 Polo Ralph Lauren Childrenswear
 Quad-Graphics
 Quebecor World
 Sino Swearingen
 UAW/GM

"Thanks to these performance improvement approaches and the training assistance of CTC Shepherd, we have been able to streamline our processes, eliminate duplication of effort, and become more efficient in our all around operations."

—Wesley Reid, Ecolab

Workforce Development and Continuing Education

The most direct link between CTC Shepherd and economic development is the delivery of workforce development programs. This year, CTC's Division of Economic and Workforce Development completed the following projects:

Designed an intensive leadership development program for 175 employees at Charles Town Races and Slots, Penn National Gaming. CTC Shepherd, in collaboration with the employer, received \$150,000 in funding through the Governor's Guaranteed Workforce grant program.

Over 100 employees at Sino Swearingen participated in customized training opportunities.

Established two computer labs at local businesses so that employees can participate in online learning training programs.

Created a new corporate learning portal that provides business and industry with hundreds of short yet intensive leadership and technical skills courses online.

The Adult Basic Education Center assisted more than 100 adults who were seeking to upgrade their knowledge, career skills or enhance their education with a GED certificate.

Over 20 companies received over \$73,000 in workforce development grants from the State of West Virginia.



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