

Call to Order

The meeting was called to order at 1:03pm. Present were G. Greenwalt, Dr. Striplin, S. Arbaugh, M. Chambers, A. Blackwood, S. Van Meter, S. Alt, S. Michael, A. Degnan, and guest M. Wilson. Absent were J. Kubeika and S. Hartman.

Presentation/Discussion/Professional Development

Annual Financial Aid Presentation – Monica Wilson, Dean of Student Services – M. Wilson provided a PowerPoint presentation to the Board of Governors which featured FY 22 financial aid highlights. G. Greenwalt thanked M. Wilson for her presentation to the Board.

*Action Items:

- Approval of the Minutes: Meeting of March 16, 2022 – *On a Arbaugh/Michael motion, the minutes were approved with all in favor.*
- Approval of the Financial Status Update – *On a Van Meter/Arbaugh motion, the Approval of the Financial Status Update was tabled with all in favor.*
- Approval of the FY 23 Budget – *On a Blackwood/Arbaugh motion, the FY 23 budget was approved, with the addition of a line item for a new vehicle, with all in favor.*
- Executive Session – Presidential Compensation (W. VA. Code §6-9A-4) – *On a Degnan/Alt motion, the Board of Governors entered into Executive Session at 2:14pm with all in favor. On a Blackwood/Arbaugh motion, the Board of Governors exited Executive Session at 2:53pm with all in favor and with no action taken. On a Blackwood/Chambers motion to keep the FY 23 President's contract as-is with no changes to salary was approved with all in favor. On a Blackwood/Chambers motion, the motion to keep the FY 23 President's contract as-is with no changes to salary was withdrawn with all in favor. On a Blackwood/Chambers motion to modify the FY 23 President's salary in accordance with the state-wide appropriation for increases was approved with all in favor.*
- AAS Auto Technology Program Review
- CAS Auto Technology Program Review
- Associate in Arts Program Review
- Associates in Arts – Accounting Program Review
- Certificate in Applied Science – Accounting Program Review
- Certificate in Applied Science – Allied Health Care Program Review
- Associate in Science Program Review
- Associate in Applied Science – Administrative Support Technology Program Review
- Certificate in Applied Science – Administrative Support Technology Program Review

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- Associate in Applied Science – Business Management Program Review
- Certificate in Applied Science – Business Management Program Review
- Associate in Applied Science – Early Childhood Development Program Review
- Associate in Applied Science – Information Technology Program Review
- Certificate in Applied Science – Information Technology Program Review
- Paraprofessional in Education Certificate Program Review

On a Chambers/Michael motion, the fifteen Program Reviews listed above were approved with all in favor.

- CLEP Regulation – Informational – *Reviewed by the Board of Governors.*
- Eastern Online Excellence Program Modifications (Extra Duty Contracts Title III -- Descriptions) – Informational – *Reviewed by the Board of Governors.*

Institutional Research

Eastern West Virginia Community and Technical College
 College Wide Headcount/FTE
 For Spring 2022 - As of April 11, 2022

CAMPUS	HeadCount	FTE

Eastern	179	120.9
High School	112	36.0
Workforce	142	71.0

sum	433	227.9
Unduplicated Total	431	227.9
WV Invest Recipients		12

Committee Reports

Board Chair-Greg Greenwalt – *No report.*

Committees-

Finance & Facilities – Trina Branson

College Representatives Reports

- **Staff**-Ann Degnan - *Program Reviews* – *Rubric copies were distributed to the Assessment team to assist with the completion of program reviews, which will serve as a reference to measure the review's effectiveness and performance. For future reviews, best practice of first individual scoring and then group scoring of reviews as a comparison will become a standard performance determination.*
 - *Additional survey questions were submitted by C. Hakala for consideration and/or inclusion in the spring 2022 survey as a measurement of online course instruction such as:*
 1. *I feel the quality between online course instruction and traditional classroom instruction is the same.*
 2. *My instructor effectively utilized course-related technology (i.e., email, PowerPoint, etc.).*
 3. *My instructor effectively utilized online technology (i.e., Brightspace, SoftChalk, Respondus, etc.).*
 4. *I feel the online learning tools were user-friendly.*
 5. *I feel the Brightspace course site for this class was easy to navigate.*
 6. *I believe technical support was provided in a timely manner.*
 7. *My experience with technology was adequate for this online course.*
 - *Instructors At-Risk Tracker – In order to become more intrusive in advising and reaching out to struggling students, an Instructors At-Risk Tracker was developed for students with grades of D's and F's at mid-term. During week 10th and 11th, Curtis asked instructors to*

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provide progression commentaries for students who were identified as At-Risk through the Tracker.

Faculty-Sherry Michael - *March faculty meeting was held Friday, March 25, 2022. Guest speaker – Dr. Striplin – faculty assembly members thanked Dr. Striplin for his leadership and support.*

Faculty reviewed New Yearly Work Plan focusing and based on the strategic goals identified in the New 2022-2026 Strategic Plan.

Developed goals faculty wish to achieve to address needs such as:

- 1. Goal 1 – Generate ideas to increase enrollment and encourage students*
 - regarding recruitment strategies*
- 2. Goal 2 – Generate ideas to retain student and ensure a higher level of academic success for active students*
 - regarding student success strategies*
 - regarding retention strategies.*
- 3. Goal 3 – Create ideas to enhance teaching quality*
- 4. Goal 4 – Create ideas for more strategic partnerships*
- 5. Goal 5 – Generate ideas to enhance Eastern at home and in the community*

Thank to J. McGee for volunteering to carry the Mace during the graduation ceremony this year.

Asked for nominees for Faculty of the Spring 2022 Semester.

Faculty members were provided with Eastern Flyers to be distributed throughout the 5-county region. Faculty congratulated K. Colebank on her new position and discussed upcoming changes for her.

Program Assessments were completed and submitted to LOT.

Faculty are preparing for the semester completion – by submitting the CARS. SCARS and Course Objective Alignments.

Student- Shayla Hartman – *No report.*

Dr. Thomas Striplin, President

Dr. Striplin reported that HEPC has agreed to fund a feasibility study for the aviation maintenance program proposal.

I

Student Access and Success

- Summer and Fall New Student Orientations live and virtual have been scheduled; first one is virtual on April 26th
 - **New Student Orientation (Summer 2022)**
 - -April 26th Virtual @ 10 AM & 4 PM
 - -May 11, 2022 Live 9AM – 2:30 PM
- Admissions
 - 55 New (Running total)
 - 26 Summer (Running total)
- FAFSA workshops finishing up this week
- WVASFA virtual conference ended last week
- HLC virtual conference
- Cleaning up the Intrusive Advising Plan
- Began drafting the student success and retention plan
- Submitted two 2+2 agreements to Fairmont for review
- Contacted representative with Marshall University on 2+2 agreements
- Assessed and entered all current transfer students transfer coursework
- Voices of the Earth Fanny Crawford Presentation on April 19th
- Your Life Coaching Diversity Workshop on April 12 at 1 p.m.
- Eastern's job/college fair went nicely
- Job/College Fair at other locations: Pendleton County High School April 22, 2022;-E.A. Hawse Open House April 12, 2022
- Gave potential programs that was requested by others to Curtis; Paralegal and Medical Lab Technician
- Mailed flyers to sophomores and juniors for upcoming year regarding EE Courses
- SGA now has officers!
 - Trevor Southerly – President

- Sierra Sites – VP
- Emma Snyder – Secretary/Treasurer
- Meetings
 - Hardy County Schools
 - Tucker County Schools
 - EFRN
 - Steering Committee
 - Student Success Committee
 - Dr. Lancaster-WVUP
 - GYO meetings with Tucker, Pendleton and Grant
 - GradCast training
 - Online Processes for Online Programs
 - LOT
 - Assessment
 - Academics
 - OSS Dept Meeting on 4/13
 - Trained Dixie and Nursing staff with banner; revisit end of the month to complete

School Visits

- TCHS upcoming 4/27 – Fair and registration
- MHS – 4/4 – EE registration 60 students
- EHHS 4/21 EE registration, Sherry Michael Elem Ed recruiting
- PHS – 4/6 – EE registration 20+ students
- Pendleton HS – 3/21 & 22 – EE registration – 10 students

Title III Dixie Heavener

- Status of Red-Lined Grant Application and Budget
- Status of RFP for External Evaluator
- Interim Report Due April 30th
- Advancement Specialist Onboarding
- Career Center Website Landing Page
- Class.Com and Ellucian CRM Advise

Marketing and Public Relations

II Teaching and Learning

- Academic Services Meeting (April 26)
- LOT Meeting (April 28)
- Hardy County DOE (April 14)
- Tucker County DOE (April 6)
- Chief Academic Officer Meeting (April 14)
- 12 to 10-Month Faculty – A. VanMeter, D. Layton, J. McGee, D. Phillips, S. Michael, S. Mirkhani?
- HOW2s for Teaching and AACC – (April 30 – May 3)
- Bookstore – BNC
- Math and Science Faculty Positions
- SmartEvals – Questions Approved; Implementation April 18 – May 15
- Faculty Fridays – January 28, February 25, March 18, April 22, May 20
- Room 204 Getting Set Up as Flex Classroom for Spring 2022 – Other Classrooms Following (104B, 208, 201, 205, 209, 211)
- 2022-2023 Catalog
- Learn & Earn – Auto Tech Documents Submitted
- Learn & Earn – Wind Energy (Clearway is working on paperwork; Jeff Sampeer from Clearway is coming for a week of Training May 9 – May 13) – *G. Greenwalt encouraged Board participation.*
- Title III Grant – Identified 9 Gen Ed Courses for Online Improvement by September 30
- Grow Your Own (GYO) West Virginia Teaching Pathway 2022-2023 (Grant County and Hardy County)
- State OER Convening – April 7-8
- Visited Gersh Academy in Sugar Grove for Autistic Students and Staff (March 29) – *G. Greenwalt asked S. Michael to coordinate another visit for Board members and Dr. Striplin.*

III & IV

Community Engagement and Partnerships Advancement and Innovation

Workforce

- AP220 grant closed out by Mason Bishop (3/21/22)

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- WF Suite renovations (floor & new desk dividers (ordered), arranging space for efficiency, creating student seating)
 - Reserved 201 for WF Staff Office Relocation for month of July
 - Floor installation July 5 – 8, Contracting Colton for moving support
- MOU update:
 - Pierpont
 - For Randolph Co. YouthBuild & Mountaineer Challenge Academy at Camp Dawson for MA training to Dec. 31, 2023
 - For Randolph Co. Housing Authority, EDA-HRSA proposal (\$178,844) for medical assist, electronic health records, billing & coding & 50% direct payment for WF Program Coordinator, Aug. 1, 2022 – Jul. 31, 2025
- CDL Equipment Procurement Support (System Office \$100,000 & Steely Foundation \$100,000; \$1 for \$1 match)
 - Steely: use first for tractor & trailer procurement
 - System office: use second for remaining equipment support needs, including simulator
 - LOT approved removal of academic credit for CDL on 3/31/22
 - Submitted Contract of Lease to Grant Co. EDA for 4 acres by Tech Center, pending, 4/11
- System office paid membership for: [Full Membership - National Association of Publicly Funded Truck Driving Schools \(NAPFTDS\)](#)
- CDL, Pilgrim's Better Futures Program will no longer continue for CDL program, instead Pilgrim's will send us students as part of their Driver Mentoring Program, which pays them to fully focus on the training and is the best approach to meet the federal driving/working time requirements (4/1/22)
- CDL Instructor/Mike Sites, can use previous AP220 Office at Tech Center
- WF Team & Ron: Preparing to transition all financial and headcount tracking to solely be maintained within Banner and halt input in the WF database, beginning July 1 (FY22)
- BANNER – WF Fees (proctoring fee) eventually to be able to track and incorporated in BO
- Dominion Power Plant Tour confirmed – 5/10 @ 1 pm – *G. Greenwalt reported that this tour conflicts with the Board of Governors meeting.*
- MOU in development with ACC for Industrial Maintenance, aim for initiation, July 1 (40% profit aim)

Ag Innovation

- WV Child & Nutrition services providing \$10,000 to support Ag Innovation's CASE Ag Explorer curriculum Aug. 9 & 10; should profit \$5 - \$6K at \$550 per educator
- New Training, Food Safety HACCP, Nov. 2 & 3, should profit \$7K
- WVDA wishes to meet with Eastern in July for Annual Funding Agreement & MOU
- Business Coach for Food Co-op & Ag Workforce Farm Fellowship secured beginning April 15, Dave Workman – *G. Greenwalt reported that D. Workman is an excellent choice for this position.*

Foundation

- Steve Taylor, President transitioning July 15, to member as he is relocating to Charlottesville, adding Rick Smith as a member
- Welcoming Jennifer Rexrode, 4/18

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- RB - Farm to Table update
- RB – U.S. Windforce/Blackrock, \$20,000 request for permanent endowment for Wind Tech. Program
- Hardy Co. Community Foundation, \$2,000 for 100% match (May – August)

Other

- Serving on Community Action Board
- Training 2:00 – 5:00 Thursday then will be back for spring fling

V

Resources

Technology, Human Resources & Safety & Security

Finances/Business Office

Facilities

Grants

Technology

Human Resources

Safety and Security

Important Calendar Dates

Phi Theta Kappa Induction Ceremony

Thursday, April 21 at 6:00pm in room 104B

Important Calendar Dates

Phi Theta Kappa Induction Ceremony

Thursday, April 21 at 6:00pm in room 104B

Nursing Pinning

Friday, May 6 at 7 p.m. at Moorefield High School

Commencement Ceremony

Saturday, May 7 at 10 a.m. at Moorefield Middle School

New Business/Miscellaneous

M. Chambers requested that Eastern participate in the Hampshire County Fair July 25 – 30 at the Augusta fairgrounds.

Next Scheduled Meeting: May 10, 2022

Adjournment – 3:28pm

Respectfully submitted by M. O'Leary, recorder.



Greg Greenwalt, Board Chair

Date

May 13, 2022