



Eastern West Virginia Community & Technical College Foundation

Foundation Board of Trustees Meeting

MINUTES

May 8, 2020

Call to Order: 10:05 AM by Oscar Bean, President.

Attendees: Oscar Bean, Jim Cookman (by Phone), Della Davis (by Zoom), Janet Frye (by Phone), Anne Jones (by Phone), Charlie Maddy (by Zoom until 11:38 AM), Dr. Steven Taylor (by Zoom), Lindsey Teets (by Zoom), Kelly Williams (By Zoom), and Angie Zirk (by Zoom beginning at 10:35 AM). Absent – Jon Brill. Ex-officio - Greg Greenwalt and Charles Terrell. Staff - John Galatic, Dr. Megan Webb, and Charles Bolyard.

Approval of Minutes: A motion to approve the January 10, 2020 Meeting Minutes was by Janet Frye and seconded by Lindsey Teets. All in favor, the minutes were approved.

Introductions: Lori Wilson from New Creek was introduced as a potential board member. Ms. Wilson is a graduate of Sissonville High School, Concord University, and West Virginia University. Lori was the Director of the AmeriCorps Appalachian Services Through Action and Resources (ASTAR) at Frostburg State University and recently served as the Athletic Director at Keyser High School. She is active in several community, church, and civic organizations.

A motion was made by Lindsey Teets to offer Ms. Wilson membership on the Foundation Board of Trustees. Anne Jones seconded the motion. All in favor, the motion was approved.

Financial Report: John Galatic reviewed the highlights of the EWVCTC Foundation March 31, 2020 Financial Statement. He will forward the report after the meeting. Our total assets are \$212,000. Highlights include: Commencement Donor Funds – Exploring a virtual event, Farm to Table - \$4,083.50, \$112k in Benedum Grant Contractual Fees were just paid, \$875 in Development Fund, and \$550 in Michael Moore Scholarship Fund. There is an additional \$800 in the Michael Moore GoFundMe Account.

A motion to accept the Financial Report was made by Dr. Steven Taylor and seconded by Lindsey Teets. All in favor, the Financial Report was approved.

FY20 Expense Requests & Approvals:

- **Foundation Website Redesign Request of \$3,000, one-time fee and \$270 annually** – These funds would be utilized for the redesign of the Foundation’s website. A motion to fund this expense was made by Anne Jones and seconded by Lindsey Teets. All in favor, the expense was approved.
- **Creative Economy Eastern Website Advancement Request of \$5,000, one-time** – These funds would be utilized to fund the creation of a website for our Creative Economy Efforts. A motion

to fund this expense was made by Jim Cookman and seconded by Janet Frye. All in favor, the expense was approved.

- **Hampshire County Public Libraries Request of \$1,518, one-time from Hampshire County Fund** – These funds would assist the Hampshire County Libraries prepare for reopening by purchasing supplies. There was some discussion of what exactly the funds would purchase and why the funds are being requested from this Foundation. The funds would be taken from the Hampshire County Fund, an account that was set up to assist Hampshire County residents. Since the individual county scholarships application process have been combined to one award, the funds are available, and the use would allow for the closure of the account. A motion to fund this expense was made by Anne Jones and seconded by Della Davis. All in favor, the expense was approved.
- **Farm to Table Request of \$1,200 for Tent Procurement, one-time** – These funds will allow for the rental of a tent covering for the Farm to Table event. There was discussion about the terms of the contract if the event is cancelled or postponed. A recommendation as made not to sign a contract without language stating a credit would be offered for the next event date, regardless of the date as it may be two years out. Approval of the contract will be made by the Executive Committee before signing. A motion to fund this expense was made by Charlie Maddy and seconded by Lindsey Teets. All in favor, the expense was approved.
- **Presidential Candidate Travel & Dr. Terrell Farewell \$2,500 Request from the Board of Governors** – These funds would assist the Board of Governors with the Presidential Candidates travel costs and fund Dr. Terrell’s Farewell Event. A request was made to split out this request for each item.

A motion to fund \$1,500 for Presidential Candidate Travel was made by Janet Frye and seconded by Jim Cookman. All in favor, the expense was approved.

A motion to fund \$1,000 for Dr. Terrell’s Farewell Event was made by Janet Frye and seconded by Anne Jones. All in favor, the expense was approved.

- **Foundation Transactions amounts of \$1,000 or less do not require Board of Trustee Approval** – This request would allow Foundation Staff to make purchases under \$1,000 without individual item approval. There was discussion regarding this request. The Board would like to have oversight of any purchase over \$1,000. John Galatic reminded the Board that there is a current oversight process. All payments start with a Purchase Order that is approved by the College President. For check purchases two Board Members sign each check. We also recently developed a policy and procedure for credit card use. The verbiage may just need changed to the Board approval is required for purchases over \$1,000.

This item was tabled. The Foundation Staff will develop a policy and procedures for purchases over \$1,000 and bring to the next meeting.

FY21 Goals: The Foundation Staff developed goals for the FY21 Budget Year, as outlined below:

- **Board of Trustees** – 100% participation in giving monetary or in-kind donations or giving of time and talents.

- **Board of Governors** - 100% participation in giving monetary or in-kind donations or giving of time and talents.
- **Eastern Employees** - \$2,000 is the goal for Eastern Staff and Faculty Giving
- **Scholarships** - \$8,036 is the goal for watch is needed annually to cover scholarships (Two full tuition (traditional high school and adult learn) and \$500 for the Harold K. Michael Returning scholarship.
- **Special Projects** - \$5,500 is the goal for Special Projects: Emergency Student Fund, Nursing Program, and Arts & Humanities.

The goals appear to be reasonable and attainable. The Board of Trustees Members will sign an Affirmation offering to give their monetary donation, time, and/or talents. Financial donations will be held confidential.

Oscar Bean issued a challenge to the Board of Governors to match is \$1,000 dollar donation. Greg Greenwalt will relay the challenge to the Board of Governors.

A motion to accept the outlined FY21 Goals was made by Jim Cookman and seconded by Steven Taylor. All in favor, the goals were approved.

Review of FY21 Budget & Approval: John Galatic outlined the FY21 Budget Categories and Amounts. A motion to accept the outlined FY21 Budget was made by Steven Taylor and seconded by Lindsey Teets. All in favor, the budget was approved.

Bylaws Revision Approval: The Board of Trustees Bylaws were reviewed by Foundation Staff in December 2019. The Board of Trustees Executive Committee and Foundation Staff revised the Bylaws in January 2020. The Bylaws were sent to Board of Trustee Members in the May 8th Meeting Email. There was no discussion. A motion to accept the Bylaws revisions was made by Janet Frye and seconded by Jim Cookman. All in favor, the Bylaws was approved.

Board Member Terms: In determining each person’s Board Term, the Foundation Executive Committee directed Foundation Staff to develop three terms and place each member in one of the terms. The Board Members Terms are:

2020-2021	2020-2022	2020-2023
Oscar Bean Hardy County	Jonathan Brill Hampshire County	Della Davis Hampshire County
Charlie Maddy Hardy County	Kelly Williams Hardy County	Lindsey Teets Tucker County
Janet Frye Grant County	Anne Jones Tucker County	Angie Zirk Hardy County
Jim Cookman Grant County		Steven Taylor Hardy County

Board Members may elect to serve for an additional term if they desire. We continue to search for a Pendleton County representative.

Election of Officers 2020-2021: The Slate of Offices for the Eastern West Virginia Community and Technical College Foundation Board of Trustees for the 2020-2021 Term are:

Oscar Bean, President
Dr. Steven Taylor, Vice President
Janet Frye, Treasurer
Della Davis, Secretary

A motion to accept the Slate of Officers was made by Angie Zirk and seconded by Jim Cookman. All in favor, the officers were approved.

Foundation Logo Approval: Two Eastern West Virginia Community and Technical College Foundation Logos were presented for approval. Both incorporate the college logo. One is white with a green background and the other is green with a white background. A motion to accept the logos was made by Steven Taylor and seconded by Della Davis. All in favor, the logos were approved for use.

Fundraising:

- **Nursing Program Reception** – The May 2020 Nursing Program Reception has been cancelled due to COVID-19 Health Concerns
- **Farm to Table Update** - The 2020 Farm to Table has been planned for Sunday, September 6th; 3-7 PM – Social Hour & Dinner. Our Goal is to sell 90 Tickets and provide 30 Comp Tickets. We are planning a Live and Silent Auction. Volunteers will be needed for Set Up, Decorations, and Clean Up. The Farm to Table Planning Committee will be meeting regularly and monitoring the state's reopening plan and event requirements related to COVID=19.

Report from Dr. Chuck Terrell, ex-officio:

- **FY 21 Budget (Tuition and Fees)** – The FY21 Budget has been approved. This year's budget includes a tuition fee increase to \$157/credit hour. A \$7 per credit increase. Eastern still has the most affordable tuition in the state. Most students receive financial aid that will cover the increase but may receive less reimbursement.
- **CARE Act** – Eastern has received \$211,000 in CARES Act Funding. Half of the funding must be used for student grants. The college will use funding to upgrade technology and purchase software to offer a better online education experience if needed for Fall Classes. The Department of Education has announced Strengthening Institutions Funding for higher education institutions who received less than half a million dollars from the CARE Act.
- **COVID-19: Past/Present/Future** - The college took a week break from instruction to plan for the transition to fully online classes. The Spring Semester Classes have been completed. The Nursing Cohort continued with Clinicals, which was required for graduation. We are exploring several options for the 2020 Commencement. We could see a spike or drop in Fall Enrolment. Our goal is to sustain and maintain.

- **Accreditation Updates** – The ACEN (Accreditation Commission for Education in Nursing (ACEN) site visit was completed in February. The program has been reaccredited. The Higher Learning Commission (HLC) transitioned their two-day onsite visit to a one-day Zoom Meeting. We found this to be a negative experience as the review committee focused their attention on items outside the areas we were to address. Another onsite review will be scheduled when COVID-19 concerns are resolved.

Presidential Search Update – Greg Greenwalt reported that the Presidential Search is ongoing. One candidate withdrew due to accepting employment elsewhere. We are hopeful that we can schedule onsite visits in June. The Board of Governors has requested that Dr. Terrell remain onboard until a replacement has been found. He has agreed.

Foundation Projects:

- **Share the Love Campaign Update** – In February we focused on Eastern programs that staff, Board of Trustees, and Board of Governors could participate in to support our current and future students. Amazon Smiles, Michael Moore Early Entrance Scholarship, and Student Emergency Fund.
- **We Need to Hear Some Good News** – Alumni were emailed in April and requested to send us their Good News since leaving Eastern.
- **Alumni Newsletter** – Our first Foundation Newsletter will be emailed to Alumni, Supporters, and Friends in June. The newsletter will be published quarterly.

Next Meeting: July 10, 2019 at 10:00 AM

Adjournment: 12:12 PM with a motion by Della Davis and seconded by Angie Zirk. All approved and the meeting adjourned.

Respectfully submitted:
Charles Bolyard, recorder.

Signature on File
Oscar Bean, President

7/10/2020
Date