

## **Call to Order**

*The meeting was called to order at 12:01pm. Present were G. Greenwalt, Dr. Striplin, Jr Helmick, S. Arbaugh, M. Chambers, S. Van Meter, S. Michael, A. Degnan, and T. Branson.*

## **Presentation/Discussion/Professional Development**

### **\*Action Items:**

- Approval of the Minutes: Meeting of June 16, 2021 – *On a Arbaugh/Michael motion, the minutes were approved with all in favor.*
- Approval of the Financial Status Update – *On a Chambers/Degnan motion, the Financial Status Update was approved with all in favor.*
- HLC Substantive Change Application – *On a Michael/Van Meter motion, the HLC Substantive Change Application was tabled with all in favor.*
- HLC Letter Regarding Non-Compliance of Non-Financial Indicators – *Informational – Reviewed by the Board of Governors.*
- AR 5.21 - Compensation Standards and Practices – *Informational – Tabled for further review.*
- New Return-to-Operations Guidelines – *Informational – Reviewed by the Board of Governors.*
- Listing of Program Fees – *Informational – Reviewed by the Board of Governors.*

## **Institutional Research**

### **Committee Reports**

**Board Chair-**Greg Greenwalt – *G. Greenwalt welcomed Dr. Striplin as president of Eastern. G. Greenwalt attended the recent Foundation Board of Trustees meeting and learned that there will be operational process changes made to enhance fundraising. Would like to have each county raise \$3,000.00, and would like to have 100% Board of Governors participation regardless of dollar amount. Dr. Striplin would like to see opportunities to give expanded. G. Greenwalt reported that S. Shomo resigned from the Board of Governors yesterday, and thanked her for her service.*

#### **Committees-**

**Finance & Facilities** – Trina Branson – *T. Branson will schedule a meeting of the Finance Committee to discuss 3 – 5 year budget scenarios.*

## College Representatives Reports

**Staff-**Ann Degnan – *Assessment Workshop is scheduled for August 9, 2021; S. Mirkhani will represent Eastern at the WV Division of Rehabilitation Services College and University Days this summer; and the Eastern Gaming Guild is hosting bi-weekly game nights.*

**Faculty-**Sherry Michael – *Full-time faculty met with, and welcomed, Dr. Striplin on July 7; C. Hakala hosted a shared file training on July 7; three Eastern representatives distributed college information at the Kiddie Poultry Parade; and August activities include participation at the Tri-County Fair, open house for Pilgrim's, Assessment Workshop, Instant Decision Day, and Faculty Orientation.*

**Student-**Vacant

## Strategic Plan 2015 – 2020 Reports

### Dr. Thomas Striplin, President

- *Distance Education Substantive Change Application to HLC – Deb Backus*
- *Dr. Striplin reported that the Strategic Plan modified SWOT survey was distributed to all employees and members of the Board of Governors yesterday. It is an important first step in the development of the Strategic Plan. May have a new Strategic Plan as early as late-Fall. Working on the Strategic Plan with D. Phillips, L. Guinn, D. Backus and others. Would like to see more focus and a shorter duration for the Plan. In the future, press releases will be shared with members of the Board of Governors prior to their release to the press.*

## I

### Student Access and Success

Fall 2021:

- **72 applicants**
  - 14 have registered
  - 22 have scheduled for NSO
  - 6 are not attending
  - 30 have not responded to us to be scheduled for NSO
  - College Ambassador helping make contacts

### New Student Orientation

- **July 14<sup>th</sup> in person NSO**

- Currently 18 students have been scheduled to attend
- **July 14<sup>th</sup> Virtual NSO**
  - Currently 2 students have been scheduled to attend
- **August 4<sup>th</sup> Virtual NSO**
  - Currently 2 students have been scheduled to attend
- **August 10<sup>th</sup> Virtual NSO**
  - Currently 0 students have been scheduled to attend
- **August 11<sup>th</sup> instant decision day**
- **August 19<sup>th</sup> Virtual NSO**
  - Currently 0 students have been scheduled to attend
- **August 19<sup>th</sup> in person NSO**
  - Currently 0 students have been scheduled to attend

### **Meetings/Trainings**

- Orientation meeting with Amanda Gross (Workforce)
- Summer Aid Meeting
- BUG Call Meeting
- All College Meeting
- Orientation with Dr. Striplin
- NASFAA Webinar: Student Eligibility Spotlight.
- NASFAA Virtual Conference (June 21 – June 25 2021)
- Training Amanda Gross on how to do Workforce Verifications
- Early Alert and NSC training
- Admissions Training
- Tutor.com Overview Training
- New School Training Workshop
- Element 451 meetings/trainings
- Withdrawal Process Training
- I can't find it – Sharefolder Training
- Student Grievance & Accommodations Training
- WGU partnership meeting
- Better Future's Pilgrims Recruitment meeting
- Title III meetings
- Talk Campus Demo meeting
- HLC planning meeting
- Retention meeting with Lindsey

**FAFSA Assistance to 4 academic students; 4 WF students; 1 non-student**

**Financial Aid daily operations:**

Eastern West Virginia Community and Technical College  
Board of Governors Meeting  
Minutes – July 21, 2021

- Purging Files
- Tape Loads
- Award emails
- Disbursement emails
- Tracking emails
- Return To Cancel Emails
- Send Fall 2021 2022 Students FAFSA reminders

**Financial Aid Verifications 3 current students; 4 WF students**

**Early Entrance:**

**County School Contracts and MOUs**

RECEIVED

Hardy County  
Grant County  
Tucker County

OUTSTANDING

Hampshire County  
Mineral County  
Pendleton County

**School News**

- Tucker County High has a new Principal – Alex Cork, who had served as Social Studies Teacher at TCHS
- Tucker County High School is redoing their 2021-2022 Registrations. They expect we will get more Early Entrance Registrations. We currently only have 4.
- Tucker County Schools Officials are open to approving some of our Early Entrance Courses to Dual Credit Course. This will most likely happen for the 2022-2023 School Year
- Petersburg High School Guidance Counselor, Jeannie Bartmess-Crowder announced she has accepted a position at Keyser Middle School
- Moorefield High School has added another Guidance Counselor due to school population.
- Hardy County Schools has a New App

**Miscellaneous:**

- Staff evaluations from July 19-August 6
- Ice Cream Social for staff July 19<sup>th</sup>
- NC Sara Virtual Conference July 19 and 20
- FY22 Diversity Grant proposal submitted
- FY22 Mental Health Grant proposal submitted
- Had our first CLEP proctoring; Thanks to Clint/Bill
- Veterans Upward Bound meeting with Mark

- Better Future’s Pilgrim Open House event August 3
- Instant Decision Day August 11
- Hope to hire 4 new work study students for fall 2021
- August 10<sup>th</sup> – Early Entrance Online Q&A Session
- August 1<sup>st</sup> – 7<sup>th</sup> – Tri-County Fair (Petersburg)
- Student Success Committee meeting on July 15

## **Marketing and Public Relations**

New website launched July 1

- [www.easternwv.edu](http://www.easternwv.edu)
- Please let me know if anything is incorrect or broken.
  - A few sections are “skeleton” until ready to be fully published (i.e. Eastern Store, Business Office, Marketing and Communications)
- Element451 CRM soft-launch July 1
  - 9 new inquiries so far
  - [www.easternwv.edu/request-information](http://www.easternwv.edu/request-information)
    - Will eventually be info.easternwv.edu with a landing page
  - Working on data integration for application (will be ready in August)
  - Will be fully live and implemented in September
- Working with Business Office to get advertising set up for FY22
  - Net Natives/Akero platform allows to be controlled, managed, and monitored from one place
  - Partnering with WDVM for video advertising and geotargeting
- Rebranding initiatives
- Request procedure
  - [www.easternwv.edu/marketing-communications/requests](http://www.easternwv.edu/marketing-communications/requests)
  - Please communicate to your departments that requests (especially larger ones) need to be submitted with plenty of time (at least 2 weeks PRIOR to start of circulation – not 2 weeks prior to event/etc.)
  - Also please continue to communicate that departments should be patient and mindful of time restraints and to be as detailed as possible to minimize back and forth.
- New hire press release
  - Joint release with all new hires in the last few weeks/months

## **II Teaching and Learning**

- Assessment Workshop (August 9)
- General Education Boot Camp at Mountwest (August 4)
- Hardy County BOE (August)

Eastern West Virginia Community and Technical College  
Board of Governors Meeting  
Minutes – July 21, 2021

- Tucker County BOE (August)
- Academics Summer Webinar Series (July 7 and July 21)
- Perkins Final Report Due (July 30)
- Faculty Orientation (August 16)
- Academic Services Meeting (July 29)
- Full-Time Science/BET Instructor
- Adjunct Needs for Fall 2021 – Bio 124 and BIO 124L
- Faculty Handbook Revisions Due (July 12)
- Meeting with Possible WTT Adjunct (Jeremy Baldwin)
- HLC Organizational Meetings and Non-Financial Indicators
- LMS Migration from Blackboard to Brightspace
- Argos Data Dashboards
- 2021 Student Success Summit (July 14 – July 15)
- 2021 Virtual Benchmarking Conference Series (July 15 – July 21)
- Faculty Course Contracts Sent out This Week
- *Unlikely* Film Watch Party
- Yearly Performance Appraisals Completed
- Auto Tech and Weimer Auto
- NC-SARA Online Conference (July 19 – July 20)

### **III & IV**

#### **Community Engagement and Partnerships Advancement and Innovation**

- CE&P All Team meetings Mondays 10 – 11, starting Aug. 2<sup>nd</sup>
- WFE
  - CPR training Monday, 8 - 11
  - Workforce Program Assistant hired, June 15, Amanda Gross
  - WORCS Ag Workforce Student Training Coordinator hired, June 1, Patricia Halterman (M/Th/F)
  - WFE Assessment Leadership (5 – year plan within timeline implementation)
  - Workforce Education Trainings:
    - Program Orientation Procedures, 7/6
    - Financial Training Procedures, 7/8
  - Missy, CDL update, current class completed this Friday (RCS truck rental)
    - 5 persons fulfilled following 4 week course
    - Holding for MCR & syllabi amendments, to develop CDL instructor position.

Eastern West Virginia Community and Technical College  
Board of Governors Meeting  
Minutes – July 21, 2021

- LeeAnn, Monthly Newsletter, promotion of Fall offerings
  - Future position description TBD
  - Tech Center Open House/District Consortium & Student Job Fair TBD.
  - AP220, equipment procurement & point of contact
- AIM equipment acquired from State
- Eastern & WVHA, monthly meeting invitation (7/18)
- Tom Fuhr - Cyber Security Consortium, 7/22
- AFNHA Management Planning Exchange Camp, off campus 7/26
- Advancement & Innovation
- Foundation
  - Website ends with Craig Perry, Sept. 30
  - Foundation Board Meeting, 7/9
  - 2021 – 2022 Fundraising Goals identified (includes raising \$3K/county for EE/Michael Moore).
  - New Board Members for FY22 (Rob Woy, Mineral & Liz Warner, Pendleton)
  - Farm to Table, Sept. 8<sup>th</sup> – agenda/support needs will be shared
    - Friend of Agriculture Award
  - Arts Society Fundraisers at Farm to Table & future Book Reading by Joe M.
- WORCS
  - Rob Burns, Fully Remote
  - WORCS Board Meeting, July 22<sup>nd</sup>
    - Considering 1% indirect to be paid to College
  - WORCS Grant General Timetable & Leadership update
    - USDA-LFPP till Nov. 2022; 10% indirect
      - Food Co-op Coordinator, Amanda West
    - CWBF (\$139,000) July 1, 2021 – June 30, 2022
      - Mart Neustadt, Contracted Project Director
      - Maker Fellow, Maya Paul (Aug. 30 – July 30) supported by Citizen Schools (new MOU to be signed) - \$5,000 payment for AmeriCorp VISTA
      - Rob Burns, Sub-Supervisor of Maker Fellow, Direct Easter Leadership
    - WVU MasBio Subaward (\$102,000) 3 years, starts Sept. 1, 2021; 10% indirect
      - Bruce McClelland, Faculty leadership
    - WVDA-SCBG; \$12,000 over 2 years (till Oct. 30<sup>th</sup>, 2022) for programs. Paid \$3,000 for 1.
    - USDA-AFRI (5 yrs)
      - January 1, 2021 – December 30, 2025

- (New) AFNHA Submission to CWBF (July 2021); 18 mo. Support; \$~40,000 for Small Business support & WFE non-credit programs
    - Mini Grant, Ag
    - (New) Creative Economy 2-year award, report due July 30<sup>th</sup> – Tina Metzger
  - AFRI
    - Grant Manager, Amanda West (ending tentatively Aug. 1)
    - Thursday, meeting with AFRI Grant Specialists on Evaluation
    - Grant Management, AW
    - Wednesday, Co-PI (WVU) visit Wednesday
    - Quarterly reimbursement arranged with College for paid in-kind of College Staff (Ag Workforce/AFRI award) for 50% John Riggs & 5% Megan Webb
  - \$102K over 3 years, MasBio to be set-up with Bruce McClelland
  - FY22 budget, Part time Admin./Marketing support position
  - Maker Fellow Candidate identified, Maya Paul to start Aug. 30<sup>th</sup>
  - WVDA/SCBG – 1<sup>st</sup> Payment (\$3K) received from RCBI
- Agriculture Innovation
  - Ag Advisory Committee, 6/29
    - Farm Fellow Selection Committee Identified
  - Mini Grant Submission for Hardy County Youth Agri-Cation
  - Poultry Festival & Tri County Fair support
  - Confirming enrollment, requesting revised syllabi by Aug. 1<sup>st</sup>
  - Installment of new refrigeration for cold storage
  - Promotion of Pasture Management Cert. Aug. 3 & 4
    - Visiting Wardensville Farm Thursday with Trish & John, orientation & technology practice
  - Range Meat Cutter & Clerk, implementing through Banner Self Serve
  - Preparing for Farm Fellow Promotion, applications due Oct. 15<sup>th</sup>
  - WVDA/SCBG – Nov. 13<sup>th</sup> Swilled Dog Onsite Program, 11 – 1 pm
  - Ag Showcase & Challenge, on campus, Oct. 20<sup>th</sup>
- MW – PTO Friday

## V

### Resources

#### Technology, Human Resources & Safety & Security



### ***Finances/Business Office***

- BRIM Loss Control Questionnaire due 08/01/21
- Interim Audit is this week (remotely)
- Workforce Farm Fellows classes– Ron to set up FARM waiver code
- FY22 Fee Schedule Update – WV Invests now covers fees
- Kristen checking on digital signatures approval
- Diana figuring out how to obtain refund information.

### ***Facilities***

- MC Fence – WVDOH to be in contact with us regarding fencing options
- Bird problem at TC – Scott Construction LLC provided quote for \$1,000

### ***Grants***

- Title III Application Deadline – Tuesday, July 13<sup>th</sup>
  - Should know around Oct. 1<sup>st</sup> of Award Status
- ICRN, up to 69% - still being considered

### ***Technology***

- HEPC Spring Reporting completed.
- HEPC Graduation Reporting completed awaiting acceptance.
- HEPC Workforce Reporting due 8/1/2021.
- Auditors.
- Stimulus Funds Budget?
- Element451
- Range Meat Academy

### ***Human Resources***

- FY21 Brickstreet Audit
- Annual Increment – July 23/21
- Natural Science Faculty/BET Coordinator – Still posting (added HigherEdJobs, CollegeGradJobs and WVU Handshake)
- Executive Dean of Administrative Services – Still posting (added HigherEdJobs, CollegeGradJobs and WVU Handshake)
- CHRO Monthly Meeting – July 13<sup>th</sup> @ 11:00 am
- Fleet Management Monthly Meeting – July 13<sup>th</sup> @ 10:00 am

*Safety and Security*

- Next meeting in early August to plan for late-August Safety Training Workshop for all employees.

Important Calendar Dates

New Business/Miscellaneous

Next Scheduled Meeting: August 18, 2021

Adjournment – 1:15pm.

*Respectfully submitted by M. O'Leary, recorder.*

---

Greg Greenwalt, Board Chair

---

Date