

## **Call to Order**

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

- Kristen Hammer and Kelsey Kirby, Business Development for Virgin Hyperloop, and Steve Leyh, Executive Director, Tucker County Development Authority
- Academic Data and Metrics – Curtis Hakala, Dean of Teaching and Learning

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

- Approval of the Minutes: Meeting of October 21, 2020
- Approval of the President’s Contract Extension
- Approval of the Financial Status Update and FY21 Q1 Financial Statements
- Request to increase expenditure schedule for General Tuition Fund (4825) by \$61,883 to cover carryover costs from FY20 (ACCT search, vehicle purchase, access road lights)
- AR 3.4 Faculty Instructional Regulation (Informational)
- AR 4.5 Evaluation of Traditional Transfer Credit and Prior Learning Assessment (Informational)

### **Institutional Research**

- IR Partnership update
- Fall Student Enrollment Profile

### **Committee Reports**

**Board Chair**-Greg Greenwalt  
**Committees**  
**Presidential Search**  
**Finance & Facilities**-John Galatic

## **College Representatives Reports**

**Staff-**Ann Degan

**Faculty-**Sherry Michael

**Student-**Vanessa Hinger

## **Strategic Plan 2015 – 2020 Reports**

### **Dr. Chuck Terrell, President**

- HLC Reflections & Thank you Institutional Actions Council meeting, 12/14-15
- Fall and Spring Semesters COVID-19 Response
- DOL One Workforce application AC, BRCTC & EWVCTC
- WV Council for Community and Technical College Education, 12/10
- Alyssa Keedy, James Coble and Tim Elliott WVDOE Renewable Energy & IT Clinton Burch
- High School letters to Juniors and Seniors
- Legislative Agenda-Chancellor's Advisory Committee, 12/10
- President-Elect Biden's agenda for higher education

## **I**

### **Student Access and Success**

- Retention workgroup & At Risk Advisees meetings with Curtis, Dominic, Missy & Chip
- FA conference virtual sessions throughout November for LSS/FA staff
- Veterans bags 45 with goodies to VA Medical Office in Petersburg; Additional goody bags with extras and gift cards to Veteran students (Curtis photo op with Tech Center students; Jill with Nursing; Amo with BET, 2 IT students); 3 staff members with Thank you and gift cards; 20 diversity grant funds
- Degreeworks updated with 2021 catalog; one issue and working with WVNet on AA Allied Health Concentration
- Graduate and testing letters out
- Training with Chip on Admissions/Advising
- First NSO was 11/6; only 2 students but Chip and Ed transition to oversee orientation; next NSO is 11/18
- 21-22 academic calendar created and approved by Business Office and Academics
- MOU to Superintendents
- Q & A session scheduled for MHS 11/17; EHHS 11/17; PHS 11/18; UEC 11/18; PCHS 11/19 and TCHS 11/19

- Chip trying to schedule onsite school visits
- SGA Officers-Vanessa Hinger, President; Megan Wells, VP; Shayla Hartman, Secretary/Treasurer; organization meeting next week

## **II Teaching and Learning**

- Perkins Reserve and Leadership Grant
- LOT Meeting (November 24)
- Academic Services Meeting (November 25)
- Spring 2021 Schedule
- Spring 2021 Early Entrance Start Date
- Eastern Bookstore
- Automotive Tech Instructor Interview
- Advisor Q & A Session
- At-Risk Advisee Spreadsheet
- WVUP Elementary Education Articulation Agreement

## **III Community Engagement and Partnerships**

- Fall 2020 courses wrapping up next week (Medical Assistant, Phlebotomy, and Dental Assisting)
- Registering students for Spring 2021 courses - Medical Assistant and Phlebotomy will begin on January 19th.
- Tentative courses scheduled for Spring 2021: Welding (2/22); CNA (3/25); and CDL (?)
- Recovery Life Coach class began on 11/9; future dates are 12/14, 1/18 and 2/15
- Dialysis Tech Program (online) will be Fall 2021
- HubSpot CRM Onboarding update
- Lord Fairfax CC Workforce Solutions Survey - Overview of Results

## **IV Advancement and Innovation**

- A&I meetings, more bi-weekly
- Mineral Co. Ed. Expansion meeting, Nov. 18<sup>th</sup> & Hardy Co. on 19<sup>th</sup>
- Grants:
  - RCBI, SCBG – still waiting to learn if Eastern has a role

Eastern West Virginia Community and Technical College  
Board of Governors Meeting  
Agenda – November 18, 2020

- Reporting for WV Humanities Council, then will receive final funding – A Midsummer Dream playing Friday 7 – 9 pm, please promote
- Foundation/Non-Profits:
  - Foundation EC meeting – Nov. 18
  - Director of Non-Profits
- Entrepreneurship:
  - NACCE – sign up for survey? (Seminars to help your College help put Americans back to work) – Nov. 12, Dec. 1 & Feb
  - WVU Hospitality, Tourism & Outdoor Rec. meeting - update
  - Region 8 Developers Meeting – update
  - TM - Eastern is a member of WV Hospitality & Tourism
  - TM – Beth See is not continuing with AmeriCorp Dec – Aug.
  - TM – AirBnB – Short Term Vacation Home Rental Webinar – Nov. 19 12-2
  - TM - National BioChar Week, [www.nationalbiocharweek.org](http://www.nationalbiocharweek.org) (Dec. 7 – 11) – working with Phyllis to determine other candidates
- Agriculture:
  - MN – participating in co-op meetings & on boarded, familiar with grant tracking needs
  - WVDA led - WV Poultry Disease Task Force Meeting
  - Ag Showcase\_weekly meetings on virtual planning, Feb 15<sup>th</sup> Ag Challenge & Feb 24<sup>th</sup> is ½ day virtual program. Weekly trainings Dec. 7, 14, & 21
  - Future Generations – November 20<sup>th</sup> @ 1 pm meeting
  - Re-release of position
  - AW – Food co-op logo & website still in development, transitioning to more producer support (marketing and marketing aggregation)

## V

### Resources

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

- 10/28/20 – had student accounts collection discussion with BRCTC
  - 60% of bill due at beginning of semester, 40% due one month later
  - 30 days after final bill sent – 1<sup>st</sup> letter
  - 30 days after 1<sup>st</sup> letter – final demand letter
  - 45 days after final demand letter – sent to collections
  - Payment plans – students pay an agreed-upon rate; if one payment is missed, sent to collections
  - Had lots of success with text reminders – Mongoose
  - Can write off bad debt after 5 years
- CARES Act reporting posted to website
- New credit card readers came in, will be installed soon

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- Departmental budgets
- 11/20/20 – SHEEO net tuition survey due
- Facilities consultant – Meeting with Bill Robinette to work out contract for part-time facilities consultant role
- Tech Center parking lot – contract executed, Scott Construction to put us on schedule soon
- New parking lot sidewalk – contract executed, Scott Construction to put us on schedule soon
- Trees for new parking lot – Amo to procure trees for new parking lot bed
- Handheld sanitizers – chemical mixing stations installed at MC and TC, Paul will show cleaning staff how to use sprayers next week
- Automatic faucets – D&D plumbing scheduled to install faucets at MC and TC on 11/17/20
- Pest control – PO with Orkin finalized, first service will be scheduled soon
- Paint main campus – obtaining quotes to paint old section of MC, will assess if financially feasible at this time

*Grants*

*Technology*

*Human Resources*

- Reposted the Director of Agriculture Innovation position on all venues
- Drafting a Progressive Action Plan Regulation – Do we want to add a section to BP – 5.6: Human Resource Administration or create separate policy?
- Update on Title IX policy – heard back from Kristi McWhirter - two policies, two procedures; one policy, one procedure; one policy, two or more different procedures? Basically does Eastern want to apply the Title IX Final Rule required procedures to all protected class discrimination or just Title IX allegations? Two examples provided to John and I as guides.
- Update on SafeColleges – waiting on them to sign WV-96

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Important Calendar Dates

New Business/Miscellaneous

Next Scheduled Meeting: December 16, 2020

Adjournment