

## Call to Order

### Presentation/Discussion/Professional Development

- Shirley Murphy, Business Faculty – Annual Faculty Report
- Megan Webb, Dean of Community Engagement and Partnerships - Updates

### \*Action Items:

- Approval of the Minutes: Meeting of January 19, 2022
- Approval of the Financial Status Update
- Approval of the Draft 2022 – 2026 Strategic Plan
- Harold K. Michael Award

## Institutional Research

Eastern West Virginia Community and Technical College  
College Wide Headcount/FTE  
For Spring 2022 – As of February 7, 2022

CAMPUS	HeadCount	FTE
Eastern	178	119.3
High School	115	37.9
Workforce	107	51.1
sum	400	208.3

Unduplicated Total      399   208.2

WV Invest Recipients                      1

## **Committee Reports**

**Board Chair**-Greg Greenwalt

**Committees-**

**Finance & Facilities** – Trina Branson

## **College Representatives Reports**

**Staff**-Ann Degnan

**Faculty**-Sherry Michael

**Student**- Shayla Hartman

## **Strategic Plan 2015 – 2021 Reports**

**Dr. Thomas Striplin, President**

### **President's Report:**

1. Draft Strategic plan has been shared with you and we welcome your feedback.
2. WV Legislature- Looks very positive that Performance Based Funding for WV Community Colleges will be passed this legislative session.
3. I met with Vice Chancellor Chris Treadway, and the chair of the regional Cumberland Airport authority to discuss the probability of an Aviation Mechanics Program offered through Eastern. The Chancellor's office was contacted by WV Delegate Howell from Mineral County and he expressed a significant interest in starting a program like this and will help with Federal funds to help seed the program. The Chancellor's office is going to help with a feasibility study. This is an exciting possibility for the college!
4. After consultation with my Deans I am recommending the following title change to better reflect their respective roles and duties and to be more current with other institutions.
  - Dean of Student Access and Success to- **Dean of Student Services**
  - Dean of Teaching & Learning to- **Dean of Academic Services**
  - Dean of Community Engagements & Partnerships to- **Dean of Advancement & Continuing Education**

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5. HLC notification approved expansion of any of our programs can now be offered online. This can extend our reach and increase online degree enrollment.
6. The Barn project that Dr. T was heading up has come to an end point. Dr. T and I met last week and he has expended every option to try and secure the funding for the Barn project (8 million dollars). However, I have discussed with cabinet the need for a new technology/workforce building that would be housed on the campus. I have added this project to the state of WV deferred maintenance program/list. I plan to send a letter to the Chancellor outlining why this project is critical for Eastern moving forward into the future.
7. MOU with region VII workforce development board to partner with them on career services and job placement. This also provides a annual stipend for the college for collaborating.
8. We have hired the Title III grant coordinator/career counselor. Dixie Heavener started on Monday, Feb 14. She was working at Frostburg State University, so we were very happy to steal her. She lives in Burlington, WV and has a strong background in higher education grants and K-12 school systems.
9. We are close to hiring an accountant position to replace Trina. Trina has carried the role of two full time positions for the past 7 months... I cannot thank her enough for her hard work!
10. We are also advertising for a full-time math and science faculty position. The Science teacher we had went to Blueridge and our Math instructor needs to resign for personal reasons.
11. We are also advertising for a graphic designer/marketing specialist to replace Morgan who left last summer. Morgan has been contracted with us but the Deans prefer to have a person onsite as compared to offsite if we can find a qualified applicant.
12. Good progress on nursing accreditation issue and warning status. We will submit our report to ACEN in March and we are hopeful that will remove us from warning.
13. Megan has written a grant from the state of WV to help sustain out CDL program. We currently rent a tractor and we hope the grant can provide a CDL simulator and other financial support to sustain and grow the program due to the large need of CDL drivers nationwide.
14. I will be traveling soon with Rob Burns to go on a fundraising campaign for the foundation by visiting potential local/regional donors.
15. We are still working with Blueridge on a joint agreement to offer a paramedic program option in this area.
16. HVAC is still a major weekly headache for me. Last week the heat went down at the Technology center and other issues that needed fixed. I am still working with the state and our consultant to try and fix all of the HVAC issues here. The fixes are going to cost in the \$50,000-\$60,000 range I estimate.

## **I**

### **Student Access and Success**

- What did we decide on staff and staff immediate family taking classes for free?
- Updating Title III P & P manual
- Working with Ron in completing IPEDS reporting
- Fall 2021 diplomas/certificates are complete; students notified for pick-up or to complete further graduation requirements of grad assessment and/or exit loan counseling
- Early Alert formstack style sent out Thursday, Feb. 3 to faculty
- Tiff attended LOT
- Nurse Pinning/Commencement (January 24<sup>th</sup>) (February 21<sup>st</sup>)
- Student Success Committee (January 27<sup>th</sup>) (February 24<sup>th</sup>)
- Student Services Meeting (February 2<sup>nd</sup>)
- Tiff and Ed attended Admissions and Records Committee Meeting (February 3<sup>rd</sup>)
- Tiff, Barbara and I will meet to review of Fall 2022 Nursing Applications (February 28<sup>th</sup>)
- Admissions application: 35 New (Running total) for fall; 5 Summer
- Tiff and I will meet to train on Financial Aid Verification (February 10<sup>th</sup>)
- College Fair--Moorefield High School (February 11<sup>th</sup>)
- Brian attended Assessment committee w/ Joe McGee – 1/28
- Curtis, Brian and I attended Education Alliance; virtual tour scheduled for 2/16
- Brian met with Sydney Riggelman – EE student 1/20
- Brian attended the Student Affairs Advisory Committee – w/Amber Perry – 1/26
- Brian's School Visits
  - TCHS check-in, 1/19, 1/24
  - MHS – 1/13, 1/27
  - EHHS 1/13, 1/27
  - PHS – 1/17, 2/1
  - Facilitate Sociology at PHS on Tuesdays and Thursdays
  - South Branch – 1/17, 2/1

- PCHS – 1/17, 2/1
- UEC – 1/24
- Brian began recruitment for SGA Officers, still seeking nominations, 1 interested
- Brian created and shared his EE Communication Plan with SS Committee
- Brian met with 22 students and staff in regards to high school registration/brightspace/financial holds
- Met with Lindsey regarding strategic enrollment and administrative unit review
- Community Advertisements
  - Tiff & Brian are working to establish flyers to hang in our surrounding counties (UP ENROLLMENT)
  - Revisiting workplaces in the surrounding areas that offer tuition assistance to their employees

## **Marketing and Public Relations**

### **II Teaching and Learning**

- Academic Services Meeting (February 24)
- LOT Meeting (February?)
- Hardy County DOE (Canceled)
- Tucker County DOE (February 3)
- 10 Month/12 Month Faculty Meeting (February)
- Student Services Processes Meeting (March 16)
- HOW2s for Teaching – (February 4, 10, & 11)
- Brightspace Switchover
- Bookstore Issues – Akademos (January 28); E.Campus (February 18)
- Math and Science Faculty Positions
- Grant County Paramedic Meeting – (February 8)
- Discovery Center Back-Ups – Jameson Freeman February/March; Dillon Long Term?
- Program Reviews – Completed by end of February
- SmartEvals Contract – Signed
- Faculty Fridays – January 28, February 25, March 18, April 22, May 20
- Summer 2022, Fall 2022, Winter 2022 Schedules – February 14
- Anne Degnan – Proctoring Math and Biology Courses in Room 206

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- Curtis Hakala – Proctoring EDUC 200 in Room 206
- Room 204 Getting Set Up as Flex Classroom for Spring 2022 – Other Classrooms Following
- Articulation Agreements – Continuing with WVU
- 2022-2023 Catalog
- Full-Time Faculty Promotions – Debi Layton and Joe McGee
- General Education Assessment
- American Association of Community Colleges (AACC) Conference (April 30 – May 3)
- HLC Update – Online Programs and Courses

### **III & IV**

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

- American Woodmark Rescheduled Visit – 3/9 @ 2 pm
- Annual reviews for RB (2/15)/ MS (4/8)
- Creative Economy Meeting with Local EDAs/CVBs/and Small Businesses – 1/27
  - Tourism summit in June
- Dept. Meetings Continue in 2022, bi-weekly (1/31; 2/14)
- College is a member of WVHTA
- Workforce:
  - May see increase in WFE enrollment this spring:  
Gov. Justice approved (Feb. 1 – Aug. 12, 2022) Job Jumpstart program, which issues \$1,500 to persons completed a WV Workforce approved training program  
(<https://governor.wv.gov/News/press-releases/2022/Pages/Governor-Justice-announces-Job-Jumpstart-Program-providing-one-time-1500-payment-to-West-Virginians-going-back-to-work.aspx>)
  - WFED Annual Survey Results in Formstack:  
<https://www.formstack.com/admin/submission/report/31571890?share=nf4saQ4XaA>
- Current classes:
  - CDL
  - Medical Assistant – Moorefield and Camp Dawson
  - Grant Proposal Writing (zoom)
  - Recovery Coach (zoom)
  - Pharmacy Tech & Medical Billing/Coding (online)
  - Ed2Go – Camp Dawson students enrolling
- Upcoming classes:
  - Recovery Coach, classes begin Feb. 5, 7, and 21 (3 different classes)
  - Welding, begins Feb. 7
  - Medical Assistant in Elkins, begins Feb. 7

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- C.N.A., begins March 24
- CDL, begins March 28
- AutoCad, begins March 28
- M.S. – drone grant submitted (2/3/22)
  - Highlighting Previous Drone training services on social media, website, and press releases
- M.S. preparing for scuba diving class in spring
- M.S. meeting with A.G. weekly, Mondays at 8:30 in 203
- Dropped Phlebotomy due to low enrollment
- C.N.A. at Moorefield is running
- MW - Hardy Co. BOE, Career Tech Meeting – 1/25
- MW - Obtained WFE Data for SCAR Report – 1/26 (to be finished this month)
- MW - Re-submission of DOE Perkins for C.N.A., notified partners (SBTC, Hampshire, & Tucker C.N.A. programs on required meeting if funded) – 1/12/22
- WF Development Board, no longer have an intern for us
- AIM Grant Updated (call 1/3)
  - Grant ends July 2023; suppose to have 1,600 participants and currently ~ 100
  - Mason Bishop recently contracted to improve, currently on warning with DOL
  - New vision if DOL approves: Eastern becomes a subrecipient under Blue Ridge. Becomes a last dollar in program. Eastern goes through Blue Ridge with students seeking IT careers. Will have funds available to cover the instructional costs of participants. On the Job Training is still required, but not an apprenticeship. Academic IT students can qualify, if they meet new requirements.
  - Immediate Action: We need to create a subrecipient agreement for their new submission. Meetings to start with Blue Ridge 1/19/22
  - BR developing budget for \$300K, will incorporate majority of Eastern's \$300K
  - Collaborating with Ann Shipway
- AP220 – LeeAnn submitted final invoices (1/19)
- CDL Good Jobs Challenge Grant, Multimillion
  - Survey submitted on Eastern needs – 1/14
    - Submitted LOS from Grant Co. Mulch & Pilgrims & Eastern
- CDL Advance Grant Initiative (\$429,000 submitted 1.31.21)
  - 2 years instructor and lease support + support items (LOS from WDB, Hardy, Grant Co. Mulch & Pilgrims)
- CDL program updates (starting 3/28 class)
  - Charging students per hour (\$100/hr), if more time needed in addition to standard time of 60 hours per student (\$6,000)
  - Required orientation (early march) led by instructor
  - Required assessment for program start (due to recent non-English speaking students)
- Perkins Grant; WFE Healthcare support to Eastern and partners: should be notified soon
- WORCS Grants
  - RB - 990s sent to contractors (6)
  - Maker Space, CWBF Grant – educational retreat for teachers (~25 attendees); starting on library dissemination of equipment & resources. Press release by NYSC featuring Eastern in the Charleston Gazette.
    - BRITE Challenge – May 6 @ NYSC
  - AFRI Interim Progress and Financial Report Submitted (till next year) – 1/21/22
  - EDA Grant – submitted 1/21/22 (\$152,200 with \$53,790 in match)
  - LFPP update

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- Interim Reports Submitted 2/2/22 (year 2); Jan. 2022 will be final report submission
- Food Co-op, positive community response especially with SNAP eligibility and producer highlight features
- WORCS Board Meeting – 2/10
- WVU subaward for MasBio – Confirmed Maya Paul is onboard (1/31) for next 2.5 years
- AW – approved college’s indirect cost rate negotiation (66%)
- Foundation
  - Board Meeting, 1/14 approval of brick campaign
    - RB – developing Classy campaign before mid-Feb for graduation material send off
  - Set Annual Foundation update to LSS (January)
    - Foundation will annual seek support for Graduation \$2,000+ (Brick Campaign)
    - \$100 a brick (large & souvenir brick), if sell 14 bricks gets to goal because already have \$1,000 in hand
  - Confirmed Scholarship monies available (1/30)
  - AS Interview, 1/21
  - Farm to Table – June 29 (BOT approved)
- Ag Innovation
  - J.R. Resignation (Feb. 4, last day)
  - Jan. Trainings well received (average 10-30 in attendance/held 5)
  - 4 planned Trainings in February
  - WVDA “Friends of Ag Luncheon” – program sponsorship – 1/19
  - Food Boxes available for pick up Feb. 1 – 7
  - MW - CWBF Agritourism Brochure Initiated from WORCS contractors, to be completed end of summer
  - Ag Workforce: Looking for hands to help with registration (in-person/walk ins), Friday, June 17 Stockmanship & Stewardship training with Dr. Ron Gill @ Tri-County Fairgrounds (\$30 for full day attendee)
  - MW – National CASE training @ Eastern, Aug 9 & 10 – WVDOE paying for up to 24 educators to attend (\$\$\$)
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## V

### **Resources**

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

##### *Finances/Business Office*

- Ed McGee to discuss w/STA so many issues trying to get checks paid.
- 1098Ts done. Thanks Ron!
- 1099s done – via SAO.
- SPR22 refund checks processed. Process is running better this semester.
- Cares remaining funds to be returned in G5 today; I will contact federal contact on next steps regarding penalty.
- Will be closing the 17AP grant. Mason will be submitting the final report by the March 30 deadline.



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- IPEDS report is due in March.
- Federal Barn Grant activity to end due to no other funding options.
- Amanda West received notification of Indirect Cost Rate allowed for federal grants – 66%; This is good for four years.
- Working on 12/31/21 financial statements; due to BOG for 2/22 meeting.
- Will begin working on FY23 Budget; looking at revising forms.
- FY23 Tuition & Fee Schedule – increasing/not increasing tuition?; Need input on changes to Fee Schedule.

Will be conducting interviews for Accountant position

***Facilities***

***Grants***

***Technology***

***Human Resources***

***Safety and Security***

Important Calendar Dates

New Business/Miscellaneous

Next Scheduled Meeting: March 16, 2022

Adjournment