



1. Call to Order
2. \*Action Items:
  - Approval of the Minutes – Meeting of January 16, 2018
  - Harold K. Michael Award
3. Presentation/Discussion:
4. Board Chair and Committee Reports
  - Board of Governors – Rob Tissue
  - Staff update – Ann Degan
  - Faculty update – Curtis Hakala
  - Student update – Samantha Scamehorn
5. Strategic Plan 2015 – 2020 Reports – Dr. Charles Terrell
  - Legislative Session
  - Break Even Business Model
  - Campus Carry
  - Sugar Grove-Cindy Persily-Highland Hospital
  - Agriculture Agenda: Commissioner Leonhardt April 22
  - HEPC/Benedum
  - WVDO
  - NACCE PFEP Higher Education Day
  - <https://www.youtube.com/watch?v=O7A2zCKBIYU>
  - SXSU Rural Meet up March 8
  - Lumina Foundation Digital Badging/Microcredentialing
  - Financials-John Galatic
- Student Access and Success

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- The college will be funded at about \$1300 less SEOG than last year. FWS is about \$400 less than last year. Final funding will be out first part of April. Decrease due to low enrollment.
  - Lacey attended PHS FAFSA night Jan 23<sup>rd</sup>.
  - Deb and Laurie are attending MHS FAFSA night on Feb 7<sup>th</sup>.
  - Lacey and Curtis completed Fall 19 schedules at:
    1. PHS was Jan 17<sup>th</sup>
    2. PCHS was Jan 25<sup>th</sup>
    3. EHHS was Jan 28<sup>th</sup>
    4. TCHS is Feb 7<sup>th</sup>
    5. Trying to schedule MHS and HHS.
  - Lacey will be presenting at PHS on Early Entrance and doing a Complete your Application session on Feb 11<sup>th</sup>. Eric Putze will also be there presenting on Wind Energy.
  - Monica and I will attend PHS Parent/Teacher Night on Feb 13<sup>th</sup>
  - Lacey visited the High School:
    1. MHS- Jan 16<sup>th</sup>
    2. TCHS- Jan 23<sup>rd</sup>
    3. HHS- Jan 24<sup>th</sup>
    4. PCHS- Jan 25<sup>th</sup>
  - Lacey Completed paperwork for the Transition Grant. All money has been spent. Trina has the paperwork.
  - Lacey updated/Redesigned the Early Entrance flyer so it matches more with the Informational/Registration flyer I use.
  - LSS set a tentative date for the Spring Open House, April 16<sup>th</sup>.
  - Relay for Life Bingo is set for March 2<sup>nd</sup>. SGA officers are working on getting donations.
  - Monica had conference call with SNHU Feb. 7
  - With Mary's help, LSS has FA ran and to Business Office by Jan. 31
  - Early Alert sent out Feb. 4 with deadline of Feb. 11
  - VA files clean-up prior to 2018; two webinars reviewed
  - Fall 18 Diplomas/Certificates are out for signatures
  - Spring 19 diplomas/certificates being assessed
  - Diana, Deb N. and I met regarding Spring scholarships
  - Rachel and I met regarding TANF grant
  - Patty is working on alumni phone surveys
  - Deb B, Missy and I met regarding TS internships
  - IPEDS complete
  - Retention contest for February; guess sweethearts; win Eastern tee shirt or flashdrive(Laurie's idea)
- Teaching and Learning
    - HLC Online degree initiative

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Kristen Colebank started new position Feb 2 as full-time IT faculty. Her major project is implementation of the on-line Business program and HLC Substantive Change approval. The TLTC Committee met and reviewed items to be completed.

- Complete College America GP initiative
  - **HLC Monitoring Committee update**
    - Criterion 5A will meet on Feb 18.
    - Criterion 4
      - New Tracker designed and produced.
      - Program Reviews filed.
      - Report to clarify that WVCTC approval is not required.
      - Schedule created.
      - Assessment monitoring now a standard Assessment Committee agenda item.
      - Three matrixes have been updated
    - No report on 3C or 5D
  - **Annual Reauthorization Review: Deadline March 7, 2019**
    1. Continued enrollment decline.
    2. A two-year decline in the retention rate. Last year, the College indicated that the Student Success Committee met quarterly. The Committee recommends that the College consider meeting on a monthly basis. Have additional activities been considered for addressing low retention?
    3. The Committee was aware of a focused visit from HLC. What was the nature of the visit and any subsequent actions?
  - **ACEN Re-accreditation visit scheduled for February 18-20, 2020**
  - Catalog formatted by 25<sup>th</sup> Hour and sent for final version and production.
  - Summer/Fall/Winter schedules are under development.
  - **Three faculty have submitted for promotion.**
  - Quarterly report for Perkins submitted.
  - Fees for all courses are being reviewed prior to April 1.
  - LabCorp is preparing for launch of new IDEA survey in April. Working with Ron and Ann to clean up courses in BANNER.
  - Meeting with WVSDB. Accepted changes to curriculum. Courses will be offered in a cohort model. WVSDB will assist in enforcing the standard registration deadlines for Eastern
- Community Engagement and Partnerships
    - Butchering Training

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- Cyber Security
  - HVAC and trades (Tucker Community Foundation)
  - Successful drone meeting with NDS
  - Ongoing efforts to find funding for Potomac Highlands Regional Jail education program
  - Invitation from Governor’s staff to meet with chief advisors to flesh out collaboration on “Jim’s Dream” projects
  - Attended all day workforce training in Fairmont. Learned about ready made and available cybersecurity curriculum from Nancy Ligus
  - Met with Tucker County Commissioner Fred Davis to discuss starting CDL Class B license preparation program and other potential collaborations
  - Possible collaboration with Pierpont to assist Randolph County distillery. Could be more room for collaboration across the board in Randolph with Pierpont
  - Meeting with Allegany on Friday to discuss collaboration on machining program
  - Planning meeting with Eileen Johnson and Leslie Fink concerning next steps on food hub.
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- Culture of Innovation
    - AmeriCorps
    - Ag Action Council Maple Days 2/23 & 3/10
    - BioChar
    - Cluster Tourism
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- Resources
    - Facilities
    - Rich Donovan visited 1/31/19 to close out construction of new academic wing
    - Tech Center Welding Station – Electrical work complete, but contactor for exhaust motor needs to be replaced, MSE checking on warranty. Creative Construction looking into installing sheet metal to cover exposed wall
    - Tech Center Community Internet Room – C&P Carpet Plus quoted \$675 for carpet roll, will be installing Monday
    - Abandoned cars at Tech Center – both vehicles have been removed
    - Solar Canopy – Solar Holler visited campus to assess electrical room, order to be placed for steel beams
    - Electrical work in attic & light timers – MSE quoted repairs for electrical wiring repairs NTE \$830.00 and repairs for light timers at \$552.65.
    - Patio – Engineering Solutions provided preliminary design, will provide smaller design as well so bidders can submit two prices

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New parking lot – D&T Builders limited in terms of sidewalk work due to cold weather

- Human Resources
  - HR Assistant III
  - Critical Employees Policy (TBA)
- Technology
  - Community Computer Lab
- Communications and Marketing
  - High School Senior Campaign
- AP 220 Grant
- Grants
  - Benedum \$250,000
  - EPA Biochar \$70,000
  - Manure du Force \$25,000
  - USDA RBDG Amanda West Barn Feasibility Study
  - USDA Food Cooperative grant
- 6. Campus Safety and Security
  - Drills-Lockdown 2/13/19
- 7. Important Calendar Dates
  - SXSW March 7-13
  - Spring Break March 11-15
  - AACC April 11-16
  - Commencement May 11 at 10:00 am
- 8. New Business/Miscellaneous

Next Scheduled Meeting: March 20, 2019

Adjournment