



1. Call to Order
2. Introduction – Sara Volkmann, AmeriCorps member
3. *Action Items:
 - a. Approval of the Minutes – Meeting of January 17, 2018
 - b. Harold K. Michael Founders Award
4. Board Chair and Committee Reports
 - a. Board of Governors – Rob Tissue
 - b. Classified Staff update – Ann Degnan
 - c. Faculty update – Curtis Hakala
 - d. Student update – Theda May
5. Strategic Plan 2015 – 2020 Reports – Dr. Charles Terrell
 - a. Legislative Session
 - i. Community College bill
 - ii. Appropriations
 - iii. Tourism & SBDC meetings
 - iv. Potomac Highlands Reinvestment Fund proposal
 - b. Student Access and Success
 - i. High School student/parents letters mailed
 - ii. Fall enrollment campaign begins in the spring

CAMPUS	HeadCount	FTE
Eastern	253	165.7
High School	178	52.1
Workforce	44	22.0
sum	475	239.8

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Unduplicated Total 472 239.9

- c. Teaching and Learning
 - i. Transfer concerns
 - ii. Articulation agreements Marshall RN program
 - iii. Nursing candidates fall 2018

- d. Community Engagement and Partnerships
 - i. HVAC
 - ii. RCCA Day in DC

- e. Culture of Innovation
 - i. AmeriCorps Strategic Planning Retreat, March 1 Canaan
 - ii. National Rural Entrepreneurship Ecosystem Builder Summit, May 15-16

- f. Resources
 - Finances
 - Budget meeting with Kristi Williams to be scheduled
 - Facilities
 - Rich Donovan March 1 to review bond money
 - LED lighting

- g. Human Resources
 - i. Russel Tyree, IT Technician
 - ii. Jaennae Sydner, Payroll Representative
 - iii. CFO TBF
 - iv. Academic Services Program Coordinator TBF
 - v. Institutional Research Jordyn Reed CTCS

- h. Technology
 - i. Scriyb Platform

- i. Communications and Marketing

- j. AP 220 Grant

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- k. Grants
 - i. EPA Water Quality

- 6. Campus Safety and Security
 - a. HB 4698 Local Board decision Letter signed

7. Important Calendar Dates

- AmeriCorps Board meeting, March 16
- Technology Center Open House, Saturday, April 14
- HLC Comprehensive Visit, April 22-24
- Nursing Pinning, May 11
- Commencement, May 12 (Biden Foundation February 15)
- Entrepreneurship Conference, May 15-16

April 1, 2017 – March 14, 2018	Documents Facilitator and Taskforce on Documents build and complete on-campus documentation resource files.
December, 2017 – April 2018	Preparations for HLC Visiting Team on-site visit
January - February 2018 TBD	Mock Visit: Format recommendation includes All College Meeting for overview of Comprehensive Evaluation process and visiting team expectations; individual/department meetings to address specific items in Assurance Arguments.
April 22 - 24, 2018	The Higher Learning Commission Evaluation Team arrives on campus and conducts on-site visit.

8. New Business/Miscellaneous

Next Scheduled Meeting: March 21, 2018 at 12:00 noon. HLC training session with Dr. Sandra Veltri, via Skype, will begin at 11:00am.

Adjournment