

## **Call to Order**

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

- New employee introductions:
  - Lindsey Guinn, Institutional Research and Reporting Specialist, WVHEPC
  - Tiffany Sentman, Program Assistant III for Admissions and Financial Aid
  - Clint McCaleb, Information Systems Technician
- Financial Aid Presentation – Mary Blizzard, Director of Financial Aid, and Monica Wilson, Dean of Student Access and Success.

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

- Approval of the Minutes: Meeting of March 17, 2021
- Approval of the Financial Status Update
- BP 3.20 COPYRIGHT, INTELLECTUAL PROPERTY and FAIR USE
- Program Review – FINAL Electromechanical Technology CAS
- Program Review – FINAL Medical Assistant AAS
- Program Review – FINAL Medical Assistant CAS
- Program Review – FINAL Occupational Dev AAS
- Program Review – FINAL Residential Care Specialist AAS
- Program Review – FINAL Residential Care Specialist CAS
- Program Review – FINAL Technical Studies Welding Tech CAS
- Program Review – FINAL Technical Studies CNA CAS
- Program Review – FINAL Technical Studies Pharmacy Tech CAS
- Program Review – FINAL Technical Studies Phlebotomy Tech CAS

### **Institutional Research**

- IR Partnership Lindsey Guinn
- Enrollment

### **Committee Reports**

**Board Chair-Greg Greenwalt**  
**Committees-**  
**Presidential Search**

**Finance & Facilities**-John Galatic – Draft FY 22 budget review

## **College Representatives Reports**

**Staff**-Ann Degnan

**Faculty**-Sherry Michael

**Student**-Vanessa Hinger

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

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

- FY 22 Budget and Faculty Promotions
- Title III DOE Grant
- Pilgrim's Pride Better Futures Program
- Commencement
- Nursing Program Leadership
- CDL Training and Vehicle
- Grant Memorial Hospital
- AACC Blog Post Earth Day Tabitha Whissimore
- President's Transition Planning

## **I**

### **Student Access and Success**

Graduation workshop 3/24

Academic meeting 3/24

Commencement meeting 3.24; next one on 4/15

Commencement script, outline and program updated; waiting on some outstanding pieces

Two mandatory Veteran trainings; need one more by August 31

Training in FA and Admissions daily

Chip and I attended Student Affairs Advisory state meeting 3/29

Current transfer transcripts for students are in banner but two

Working with Seyed on a few extra challenge exams

Tiffany and I attended the LOT meeting 3/30

Spring 2021 graduate exit counseling packets went out 4/1

Attended Spring Prevention Conference on 4/2

College Ambassadors Virtual Site Visit with all CTCS 4/6

Student Services Dept. meeting on 4/7

Informal job performance discussions with Chip, Ed and Morgan

Eastern West Virginia Community and Technical College  
Board of Governors Meeting  
Agenda – April 21, 2021

Ed and I have Summer Aid Awarding on 4/13 with Mary  
Working on 20 Diversity Grant final report; money spent

**Participated in Virtual Middle School Tour on April 1<sup>st</sup> – Sponsored by the Education Alliance**

Locally only West Virginia Deaf and Blind School participated.  
Session was recorded and is housed on Education Alliance website  
Thank you to Amo, Jennifer, Morgan, Tiffany, and Cameron Boiling (Work Study Student) for helping!

**Virtual HLC Conference**

**April Student Success Summit**

Thursday, April 15<sup>th</sup> @ 10:00 AM

Invited All Staff and Faculty & Student Leaders (SGA & PTK Officers and Work Study Students)

Review Student Success Committee Work, Plan Recruitment and Retention Activities

**Meet Eastern – A Virtual Open House has been planned for**

Tuesday, April 13<sup>th</sup> @ 2:00 PM

Wednesday, April 14<sup>th</sup> @ 7:00 PM

Saturday, April 17<sup>th</sup> @ 11:00 AM

**School Visits**

Tucker County High School - March 31<sup>st</sup>

Pendleton County High School – April 7<sup>th</sup> & 8<sup>th</sup>

Moorefield High School – April 14<sup>th</sup>

East Hardy High School - Planning

Petersburg High School not allowing outside visitors at this time.

\*\*I have been monitoring the PSC website for their Early Entrance Courses. The website was updated yesterday!

**East Hardy High School**

Communication 104 – Public Communication

History 152 – Growth of the American Nation to 1865

Psychology 101

**Hampshire High School**

Communication 104 – Public Communication (online)

English 101 (online)

History 209 – Twentieth Century Europe (online)

Psychology 101 (online)

**Petersburg High School**

English 101  
History 209 – Twentieth Century Europe (online)  
Psychology 101 (online)  
WVUE 270 – Effective Public Speaking

**South Branch Career and Technical Center**

CJ 255 – Analysis – Correctional Operation

**Keyser High School**

English 101 / Psychology 101 Bundle  
Calculus 1

Marketing/Public Relations:

- CRM approval and implementation
  - [www.element451.com](http://www.element451.com)
  - Features include: automations,
- New website progress
  - Anticipated launch date of July 1
- April is Community College Month
  - Requesting stories and quotes for social media and press release
- Still meeting with agencies for rebranding project
  - Phased approach to cut down on costs
    - May utilize leftover misc. funds to start research this summer
    - Is marketing research part of the institutional research position?
- AACC Blog Post for Earth Day - Dr. T
- Planning for summer/fall advertising
- FY22 media plan
  - Approaching it in six month increments, not solely flighted around registration periods
  - Thinking of using a multi-strategy approach
    - General awareness
    - More specific – program, registration, etc.
    - Two- to three-message approach – traditional, non-traditional, parents
- Planning to order masks for graduation very soon
- Pole banners came in, working with John to coordinate how to get them placed
- Looking to improve relations with other newspapers in the region

## **II Teaching and Learning**

- LOT Meeting (April 27)
- Academic Services Meeting (April 28)
- Adjunct Needs for Fall 2021 – MTH 135, BIO 124, and BIO 124L
- Human Resource Development Foundation (HRDF) Presentation in Parsons (March 23) and Elkins (March 22) Debbie Anderson; Hampshire County Pathways Presentation (March 26)
- ATT ACE Pathway Agreement – Tucker County and SBCTC
- SBCTC Health Careers Fund
- BET Council Report Due May 31
- Faculty Assembly (April 19)
- Tucker County BOE (April 16)
- Hardy County BOE (April 19)
- Tucker County Summer School Project
- Pearson Inclusive Access through Bookstore
- \$50,000 Perkins Reserve Grant (May 31)
- TANF and Perkins CT Quarterly Reports Due at end of April
- Clearway Visiting Tech Center (April 21)
- AIM WV Apprenticeship Program in WTT (WV Development Office and DOL Apprenticeship)
- Tuesday Night Live Discussions with Hazard County Community College
- Argos Dashboards with Lindsey Guinn
- PTK Induction Ceremony (April 21)
- Banner 9 Webinar (April 16)

## **III & IV**

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

- Performance Appraisals completed:
  - John Riggs; Prof. Dev. – listen in to Agritourism class fall 2021
  - Melissa Shockey; Prof. Dev. – Ed2Go Leadership & Building Teams
  - RB & LS this Thursday & Friday

Eastern West Virginia Community and Technical College  
Board of Governors Meeting  
Agenda – April 21, 2021

- WFE
  - WFE - State Workforce Meeting last Wednesday
  - AIM: funds directed for IT; but can support student education/apprenticeships. Requested Missy to collaborate with Asala to review WFE catalog offerings 2017, 2018, and 2019, which the grant was written off of. Also, to incorporate Seyed from Academic offerings. Trainings/classes must prepare students for a National Certification. National Cert. are on pg. 12 of narrative.
    - If we can identify students in qualifying programs, we can target use.
    - Confirmed, this is not Asala's job, but a collaboration
    - Meeting requested in April to review funds (\$28,265) dispersed Sept. 2020.
  - TF/MS - 6 Program Reviews through LOT
  - CDL Training approved by Mountaineer Job Challenge Program; Kingwood WV; CDL meeting at 3 pm
  - MS- Camp Dawson developing MOUs for CDL & MA in FY22
  - MS – Promoting Highschool visits
  - LS- Promoting to Businesses in Min. & Hamp.; Grant Chamber of Commerce; & region 8 planning
  - LS- AP220 Employment verifications & salary study
  - LS – 2<sup>nd</sup> quarter report; excelling on AP220 grant goals
  - MW/TF – Confirmed Tom's budget & hours for remainder of FY21
  - TF - April 21st Panel Session (6:00 - 7:30 pm) "Current Challenges and Marketing Strategies for West Virginia Lodging Owners and Operators"
  - TF - WF Program Pathways/Career Ladders Development: In progress - working with Leanne S- will share template draft at future meeting.
  - TF - Cybersecurity/IT Training: Planning another Task Force Meeting in May with local and regional "experts". Looking at possible Ed2Go courses leading to industry credentials.
  - Ag Workforce:
    - need to place RMA content on webpage & develop self payment portal; meeting Thursday at 2 pm
- Non-Profits
  - Contractor Focus: Non-Credit Etiquette Training – May 7<sup>th</sup> at 10:00 – 11:00
  - RB-FY22 Budget Development for WORCS; in FY22 - \$7,000 to College in indirect & should have a balance of ~\$54,000
  - AW/RB-LFPP budget revision accepted by USDA
  - RB/JM – April 23<sup>rd</sup> Rustic Mechanicals
  - WORCS inventory & documentary retention policy
  - RB - Foundation BOT Meeting; April 30<sup>th</sup> 10-12
  - Grants
    - RB - Many contractual efforts
      - RMA contract signed

- AW – LFPP – Food Co-op Budget revision accepted
  - MW – Creative Economy (April 22<sup>nd</sup>) – AFNHA leadership & Tourism Summit June 2<sup>nd</sup>
  - MW – USDA-AFRI evaluator needed (\$2,000 yr. 1; \$1,000 yr. 3; \$2,000 yr. 5)
- Ag Innovation
    - JR – food co-op support
    - JR – Ag Action monthly marketing & meetings
    - Ag Initiatives Marketing meeting Wednesday at 1 pm
    - Ag Showcase meeting with partners RCBI, WVDA & WVDE; April 15
    - Ag Workforce Recruitment meeting; Lindsey Guinn WVDA; April 20
    - JR/AW/MW - Ag Workforce Master List schedule for 2021-2022
    - Ag Action Council Logo
    - RCBI – Bill Woodrum, Transition meeting to come (Ag Showcase & SCBG)
    - AW – cooler build out project started
    - AW – Starting \$100 PH sampler box (balanced mixture of member goods)
    - AW – PH Producers Membership Growing (10 farms)
    - AW – AFRI grant manager (ASAP system)

## V

### Resources

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

##### *Finances/Business Office*

- FY22 Tuition & Fee Schedule submitted to HEPC on 03/23/21
- SignNow training – 3/24/21
- Attended HLC Virtual Conference – April 6 – 9
  - National Student Clearinghouse – Postsecondary Data Portal
  - Grants Partnerships
  - Grants Manual
  - Prison education partnerships
  - CFIs trending up, enrollment trending down for public institutions
- IPEDS Finance Survey locked on 04/06/21
- HEERF Quarterly Report (01/01/21 – 03/31/21) posted on website and sent to USDOE on 04/09/21
- Updating QuickBooks to 2021 Version
- Departmental Budgets
- Copying over charges to summer & running batch fee assessment
- Technology Fees - \$451,620.28
  - Online Fee - \$276,121.24
  - Student Tech Fee - \$175,499.04

Eastern West Virginia Community and Technical College  
Board of Governors Meeting  
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- Ag Workshop Partnership meeting with WVU Extension & Wardensville Farm – 04/13/21
- CHRO Meeting – 04/14/21
- BOG Finance Committee Meeting – 4/14/21
- CFO Conference Call – 04/14/21
- FY22 Expenditure Schedule Training – 4/15/21
- FY22 Operating & Capital Budget due to HEPC 05/21/21

### ***Facilities***

- MC HVAC – Dan Kendra of Ark Ultra Consulting sent list of needed repairs, forwarded to Riddleberger.
- TC HVAC – New heat pump supposed to be installed this week
- 2021 Ford Mustang Mach E - Weimer's graphic designers to work with Morgan on wrap. We can use vehicle after wrap is complete
- MC Fence – Greg Greenwalt is checking with contact at WVDOH on fencing options. As a backup, Scott Construction, LLC will provide quote soon.
- Bird problem at TC – Scott Construction LLC to provide quote for patching bird holes and implementing bird deterrent solution

### ***Technology***

- Network Refresh
- Active Directory Self Service (ADSS)
- Lindsey Guinn Access (VPN, Polaris, Argos, OZ)
- Full Measure Progressive Web
- Barnes and Noble File Extracts
- IPEDS Spring Collection: Due 4/7/2021.
  - Fall Enrollment (Ron/Monica) – *Completed.*
  - Human Resources (Ron/Jaennae) – *Completed.*
  - Finance (John) – *Completed.*
  - Academic Libraries (Curtis) – *Completed.*

### ***Human Resources***

- Information Systems Technician – 1<sup>st</sup> day of work 04/12/21
- Program Assistant I – Workforce Department – Three interviews scheduled between 04/20/21 and 04/22/202



*Safety and Security*

Fire and lockdown drills for the spring semester successfully completed.

Important Calendar Dates

Commencement – Saturday, May 8, 10:00am, at Moorefield Middle School

New Business/Miscellaneous

Next Scheduled Meeting: May 19, 2021

Adjournment