

## Call to Order

### Presentation/Discussion/Professional Development

#### \*Action Items:

- Approval of the Minutes: Meeting of May 19, 2021
- Election of Officers
- Approval of the Financial Status Update
- Pilgrim's MOU
- Academic Calendar - Informational

#### Institutional Research

##### Dashboards

1. Course Success Dashboard
2. KPI (in-process)
3. Dashboards that I am working on for other schools –
  - a. Academic Program Viability Dashboard (almost finished)

##### Broken down by CIP Code/Term

- Unduplicated Headcount
  - Duplicated Headcount
  - Total Program Credit Hours
  - FTE (calculated at 15-cr/hrs)\*
  - Graduates
  - Retention Rates (fall-to-spring and fall-to-fall)
  - Graduation Rates (at 100%, 150% and 200%)
  - Average Total Credit Hours per Graduate
  - Program Budget
    - Personnel Expenditure (Full-time faculty)
    - Personnel Expenditure (Part-time faculty)
    - Operational Expenditure
  - Program Revenue
    - Course Fees
    - Program Fees
    - Other
  - Cost per FTE (calculated at 12-cr/hrs)\*
  - Cost per Credit Hour
- b. Graduates by major code (finished)

c. Enrollment – live data (including demographic data)

d. Student Information

Full-time vs. part-time students
Traditionnel vs. non-traditionnel (adult) students
Degree-seeking vs. certificate only students
Transfer vs. transient students
First-time vs. first-generation college students
Students with low socio-economic status
High school students who have completed Dual and/or Edge credits with Mountwest

4. Argos Workshop – show staff/faculty how to access dashboards

Other Projects

1. At-A-Glance Numbers for New Website
  - a. Will update in fall after census
2. Updated Consumer Information Page for New Website
3. Branding – Focus Groups/Surveys (working with Morgan)
4. HLC kick off meeting (Curtis, Dominic, Joe, Deb, Monica)
  - a. Identifying leadership
  - b. Education/professional development needs for Eastern staff/faculty
5. Faculty Workshop – be on campus August 9<sup>th</sup>
6. General Education Assessment Camp Mountwest – August 4, 5, 6, (no registration fee, travel costs)
7. Retention Strategy – June 21<sup>st</sup> at 10 a.m. with Monica/Chip
8. Workshop List – Education/Around Data

**Committee Reports**

**Board Chair**-Greg Greenwalt - Presentation on Personnel Recommendations for FY 22 budget  
**Possible Executive Session under the Authority of WV Code §6-9A-4 for the following:**  
 Compensation requests from Executive Dean of Administrative Services for faculty and staff

**Committees-**

**Finance & Facilities**-John Galatic –

**College Representatives Reports**

**Staff**-Ann Degnan

**Faculty**-Sherry Michael

**Student**-Vanessa Hinger

**Strategic Plan 2015 – 2020 Reports**

**Dr. Chuck Terrell, President**

- Fall Enrollment
- Earmark requests
- Title III application is due July 13
- Personnel updates: Amanda Gross
- CFO continuity plan
- Cabinet evaluations
- New website will launch July 1

**I**

**Student Access and Success**

Numbers

Summer 2021:

- 28 new applicants
- 18 no shows
- 10 have registered

Fall 2021:

- 59 applicants
- 6 have registered
- 4 have scheduled for NSO
- 3 are not attending

2122 FAFSA completions and no admits: 14 since middle of May

Meetings

- Public Relations Meeting
- Student Services Group Photo

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- Element 451 Meeting
- IET Meeting
- Safety Meeting
- Student Success Committee Meeting
- BUG Call Meeting
- Better Futures Program meeting
- Hazard Community & Technical College TNL
- State Registrars
- At Risk Tracking
- Technology Committee
- Academic Services
- Student Services Retreat
- WGU articulation agreement meeting
- Admission & Records State Meeting

\*Working with IT to get CLEP exams up and running; generate \$15 per exam

\*Final grades rolled:

President's List 28  
Dean's List 37  
Merit List 52  
15 to finish 31

Academic 1 year suspension: 5  
Academic 1 term suspension: 5  
Academic Probation: 11  
Academic Warning: 10

SAP  
Student Suspensions: 23  
Student MAX: 28  
Student Warnings: 15

\*Submitted the FY21 Diversity Grant EOY report

\*Received the FY22 Diversity Grant proposal; C. Bolyard will be working on it so he may reach out to you the college staff.

\*Diplomas/certificates are signed; following up on any outstanding requirements before reaching out to the students for pick-up

### **High School Visits**

East Hardy High School – May 17<sup>th</sup>

Tucker County High School – May 18<sup>th</sup> & May 21<sup>st</sup>

Moorefield High School – May 22<sup>nd</sup>

### **Early Entrance Paperwork**

Transition Grant Invoice/Supporting Documentation Completed

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FY2022 Early Entrance Contracts Completed

**Early Entrance Summer Registration**

Tucker County High School: English 101 – 15 Students

No interest in Art Appreciation Course

**Scholarship Award**

Potomac Highlands Scholarship for Traditional Students Awarded to Zanna Parker – Moorefield High School

**Eastern LIVE on Facebook: Program Overview**

Thursday, June 10<sup>th</sup> @ 2:00 PM

*Admissions and Financial Aid Sessions also being planned*

**Meet Eastern – A Virtual Open House**

Thursday, June 10<sup>th</sup> @ 7:00 PM

Sent All Employee Email requesting assistance with community activities in all 6 counties.

The Student Services Department will be looking for volunteers to help promote Eastern. Please encourage your team to identify and volunteer to help with these college promotion opportunities.

May 25<sup>th</sup> ESL day at the park recruitment event; Taylor, Ed and Chip

June 5<sup>th</sup> PHG day at the park recruitment event; Taylor, John and Monica

June 12<sup>th</sup> RESA day at the park recruitment event; Debi and Ann

## **Marketing and Public Relations**

- New website draft
- CRM (Element451) – weekly meetings for core users implementation. Soft launch: June/July with full launch mid-September
- Virtual tour – finishing up final touches to launch July 1.
- Verification of current Articulation Agreements (attached)
- Implementing LucidPress, templating software to streamline requests
- Created marketing@easternwv.edu email for all marketing requests
- Advertising is running or will begin running now until August 20.
  - Radio, newspaper, Spotify, Google, Facebook/Instagram, YouTube, etc.
- WDVM will be recording commercial on campus June 23, recruiting students to participate in filming for photos and videos.

## **II Teaching and Learning**

- BET Council Report Turned in on Time
- Assessment Workshop (August 9)
- General Education Boot Camp at Mountwest (August 4)
- Accounting HLC Online Application
- HLC Organizational Meetings
- Tucker County BOE (June 11)
- Hardy County BOE (August)
- Academic Services Meeting (June 29)
- At-Risk Tracker Update
- Clearway Promotional Video
- Academics Summer Webinar Series (July 7 and July 21)
- Individual Meetings with Full-Time Faculty/Strategic Plan
- Adjunct Needs for Fall 2021 – BIO 124 and BIO 124L
- Tucker County Summer School – ENL 101
- Dual Credit students on campus in Fall 2021
- Pearson Inclusive Access through Bookstore
- Full-Time Faculty Positions – BET/Science
- LMS Migration from Blackboard to Brightspace
- Facebook Live on Eastern Programs (June 10)
- Perkins Final Report Due (July 30)
- Argos Data Dashboards
- Faculty Orientation (August 16)

### **III & IV**

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

- In-person interviews (2) – WORCS Ag Student Coordinator
- Maker Fellow interviews (2) – TBD soon
- GradCast Training Wednesday
- Bi-Weekly A&I & WFE Meetings – in-person option
- Art's Committee Meeting – August with students, planning with Joe M
- Coordinating a First Aid Training for Fraleys as an optional training for Dept. Staff in July/August given off campus training/events
- WFE
  - 2016 – 2020 Advance Grant Reports Submitted
  - Orientation of WFE programs

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- MS and I are meeting in June to recreate WFE orientation procedures
    - FERPA form to now be included
  - Assessment Procedures
    - Tom, Missy and I have scheduled meetings to develop a plan to Deb, Dominic and Joe for review prior to assessment committee.
  - WORC3 Application, Due July 21<sup>st</sup> – need to confirm by Wednesday, July 26<sup>th</sup>
    - Employment partner grant; mainly to support under or unemployed, not much funding for program growth
  - CDL
    - Truck Enterprises Corporate
    - 1<sup>st</sup> training in FY21; All 3 students passed exam
  - Assessment Development
    - TF/MS – Meeting May 27<sup>th</sup> for planning
- Non-Profits
  - RB - WORCS Procedures and Policies Meeting – June 4<sup>th</sup> at 10 am
  - CWBF Update - Jim Denova; grant extended and report due July 31, 2022
    - Personnel match \$5,000, now for staff time
  - RB - NYSF signed 1 year MOU for Maker Fellow and Maker Space Collaboration
  - RB - Marti Neustadt signed for 1 year Project Director leadership of Maker Space effort
  - RB - Creative Economy Mini Grant: \$655 to be awarded to 8 counties as part of a joint support CVB/EDA effort per county. Recipients will be recognized during the Tourism Summit
  - AFNHA - Tourism Summit, well attended, gathering non-credit data for IPEDS
  - Creative Economy Monthly Meeting, Thursday at 10 am (June 24<sup>th</sup>) led by AFNHA
  - RB - Farm to Table Discussions
  - RB – MS, will have payment process training for accepting registrations and payments to WFE
  - Foundation – George Ford GCB – last Friday
  - On-campus interview (6/7) for Student Training Coordinator
  - Foundation webpage, closing agreement with Craig and providing necessary payments for FY21.
  - RB & I, Foundation timeline demands for payment to remit scholarship funds, meeting with Monica
  - JR & AW – WORCS grant (\$3,000) from WVDA to support ag education using food co-op resources in Hardy Co. Schools
- Ag Innovation
  - JR & AW - Try this WV Mini Grant- Educational Sessions at Moorefield Elementary and East hardy Intermediate School
  - Oct. 20<sup>th</sup> – Ag Showcase (tent quote and reservation 40 x 80)

- Ag WFE Training Buildout Complete, working on CRN with Ann
  - Forms; processes; reporting and management
- Ag Showcase meeting Thursday at 1pm – continued fall development
- AFRI sponsors, collecting annual sponsorships
- Meat Cutter & Clerk additions to WFE
- JR – preparing information for promotions
  - Fair promotions in region
  - Ag Workforce Trainings & Food Co-op opportunities
  - MW – 4 factors that affect meat quality
- JR – Poultry Festival in July (week of July 12<sup>th</sup>) will have booth and collaborate with Extension
- Non-Credit Training by Food Co-op
  - Financing Your Farm Operation: 4/28/21 – 23 registrants
  - How to Price Your Product: 3/10/21 – 20 registrants
  - SNAP and SNAP Stretch Payments: 4/14/21 – 16 registrants
  - Crop Production Planning: 2/10/21 – 29 registrants
    - Total attendees: 88 (to be submitted to IPEDS)

## V

### Resources

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

##### *Finances/Business Office*

- Met with Ron and Diana 06/01/21 to plan for Summer 2021 automatic refunds, summer financial aid to be processed this week
- WVHEPC/WVCTCS Spring CFO Conference 06/08/21
- Waiting on approval for digital signatures
- Updated QuickBooks to 2021 Version
- Departmental Budgets distributed to cabinet
- Development of 3-5 year budget in progress
- Mandatory Real Property Reporting due 06/15/21
- Interim Audit Scheduled for week of 07/12/21
- BRIM Loss Control Questionnaire due 08/01/21

##### *Facilities*

- MC Backup Generator – in the process of grant application. Meeting with Rich Donovan and Scheeser Buckley Mayfield on 06/10/21 to discuss options
- 2021 Ford Mustang Mach E - Weimer's graphic designers to work with Morgan on wrap. We can use vehicle after wrap is complete



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- MC Fence – WVDOH to be in contact with us regarding fencing options
- Bird problem at TC – Scott Construction LLC provided quote for \$1,000

***Grants***

Title III Application Deadline – Tuesday, July 13<sup>th</sup>

***Technology***

- June 8-9 Data Policy Advisory Council Annual Meeting
- June 30 Data Files: Student, Course, Teaching Workload, Registration, and Schedule File  
Only collection of Spring 2020-21 data
- July 10 Data File: Graduation (Include all students receiving degrees or awards from June 2020 through May 2021)

***Human Resources***

- Program Assistant I – WF Department – Amanda Gross - Start date 06/15/21
- Working on Orientation Schedule for Ms. Gross
- Two interviews scheduled for Natural Science Faculty/BET Coordinator – 06/08/21 and 06/09/21
- Executive Dean of Administrative Services job description approved and posting to all venues
- Employee Handbook is with Morgan for Eastern branding and formatting
- Fleet Management Monthly Meetings – 06/09/21 – 10:00 am
- CHRO Monthly Meeting – 06/09/21 – 11:00 am

***Safety and Security***

- Safety Committee met on May 5, 2021. Next meeting in early August to plan for late-August Safety Training Workshop for all employees.

Important Calendar Dates

New Business/Miscellaneous

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Next Scheduled Meeting: Informal meeting on Wednesday, June 30 at 12:00 noon to welcome Dr. Striplin. Next regularly scheduled meeting is July 21, 2021.

Adjournment