

**Call to Order**

**Presentation/Discussion/Professional Development**

- Board of Governors Challenge Update – Chip Bolyard, Director of Institutional and Student Advancement

**\*Action Items:**

- Approval of the Minutes: Meetings of July 23 and August 3, 2020
- Appointment of the Presidential Search Committee
- Budget amendment to increase Federal Grants Fund (8840) expenditure schedule by \$454,000 for CARES Act
- Budget amendment to increase FY21 4827 Capital Tuition expenditure budget by \$67,000 – unspent settlement funds from FY20 for the purpose of HVAC improvements

**Institutional Research**

- Fall Enrollment

	8/19/2019	8/10/2020	Difference
o Eastern	261 183.4	203 147.4	-58 -36.0
High School	145 43.3	80 30.3	-65 -13.0
Workforce	37 20.8	30 16.7	-7 -4.1
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sum	443 247.5	313 194.4	-130 -53.1
Unduplicated Total	438 247.5	312 194.3	-126 -53.2

## **Committee Reports**

**Board Chair**-Greg Greenwalt  
**Committees**

**Presidential Search –**  
**Finance & Facilities**-John Galatic

## **College Representatives Reports**

**Staff**-Ann Degnan  
**Faculty**-Sherry Michael  
**Student**-Kaleb Davis

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

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

- Fall Enrollment Winter Session
- Fall Semester WIFI initiative, CARES Act funding, COVID-19 protocols
- Strategic Plan 2020-2021
- Institutional Research
- Work weeks
  - September 14-18 Strategic Plan
  - October 19-23
  - November 9-13 HLC Progress Report Visit, Dr. William Tammone
  - December TBA
- Weimer Ford
- President's Car
- Pilgrim's Pride Sponsorship Henrietta
- Solar Lanterns

## **I**

### **Student Access and Success**

- Recruiting
- Extended application and registration process
- Finishing up SAP and final grades from summer

- VA recertifying past students with extension campus
- Scholarships contract out (last one is non-traditional will be voted on this week)
- Trainings in LSS
- Evaluations completed
- FY 21 Diversity grant \$4800

## II

### Teaching and Learning

- HLC Accreditation and Online Approval – Deb Backus and Dominic Phillips working on presentation to Cabinet
- FY21 Perkins Grant – Local Application due August 17
- LOT Meeting (August 26)
- Academic Services Meeting (August 27)
- NC-SARA Training (August 27)
- Perkins Reserve Grant – Due September 30
- FY20 TANF 4<sup>th</sup> Quarter Submitted
- Faculty Course Contracts for Fall 2020
- ATT Update

## III

### Community Engagement and Partnerships

- Implementing an Employer/Organization Contact CRM
- Fall Workforce Update:
  - **Scheduled Fall, 2020 WF “for credit” classes:**
  - These programs will be offered in a blended format; clinicals will be on campus (number indicates enrollment as of 8/4/20):
  - Medical Assistant – 20
  - Phlebotomy – 17
  - Dental Assisting – 3
  - Pharmacy Tech – 2 (completely online)
  - Medical Billing & Coding – 3 (completely online)
  - **Other trainings that are tentatively scheduled at this time (must be face-to-face):**
  - CDL – scheduled to begin September 14
  - Welding – scheduled to begin September 14 in Keyser (at MCTC)

- Nursing Assistant (C.N.A.) was canceled due to inability to do clinicals at nursing home.
- **Total enrollment from Fall, 2019 “for credit” was 76:**
- Medical Assistant (Mfld) – 20
- Medical Assistant (Tucker Co) – 3
- Medical Assistant (Keyser) – 11
- Phlebotomy – 10
- Dental Assisting – 5
- Nursing Assistant (C.N.A.) – 10
- Pharmacy Tech – 6
- Medical Billing & Coding – 11
- Welding – 6
- CDL – 11

#### **IV Advancement and Innovation**

**Grant Items:**

- Benedum Foundation & Maker Fellow, Deferment for 1 year approved
- USDA-AFRI – due Sept. 24<sup>th</sup>, up to 5 years & \$500K
- Strengthening Community Colleges Training Grants
  - Recommendation to form a “Focus Group” in preparation for the DOL webinar - - aim to identify local relevance of EMT Trainings/substance abuse trainings to fit into the larger CTC health focus submission Oct. 8.
- Hardy CVB submitting proposals to WV Humanities Council & AmeriCorp nCCC – seeking support for program speaking engagements, if funded
- Grants, Dept. of Health and Human Services, Program Support Center – Indirect Cost Rate Proposal

**Meetings:**

- MDRC with Workforce - Wednesday
- WVDA- Therapy Garden - Thursday

**Foundation:**

- Hardy Co. Community Foundation on 8-4
- Historic Oakland Hall at Hardy Co. Golf Course, desire for Board formation
  - Board member recommendations
- CARES Act, donor benefits

**IREED:**

- NACEE new member briefing last week
- Need to focus on website

**Ag:**

- Confirming pursuit of on-campus interviews of top candidates

- Ag Advisory Committee meeting, Friday, Aug. 21<sup>st</sup> - - AFRI input
- Freezer delivery by WV State – need to have done “installment/wiring”
- Will have website to share soon

## V

### **Resources**

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

- BRIM Loss Control Questionnaire submitted 07/31/20
- Meet & Greet w/ Tom & Pilgrim’s Pride on 8/4/20
- Interim audit mostly complete
- AP220 Financial Policies
- Performance Appraisals
- Change order for additional cleaning
- Departmental Budgets
- Completed FERPA training
- CFO Meeting – 08/11/20
- HLC Reporting meeting with Deb – 08/18/20
- IET Meeting – 08/24/2020
- CARES Act FIPSE portion (\$288,112) – budget due 8/30/20
- FY22 State Appropriation Request due 09/01/20
- Final Audit set for September 8-11 & September 21-25; pro forma financial statements to be drafted

#### *Grants*

#### *Technology*

- Kids Connection Project
- Student/Employee IDs for Contact Tracing
- Portals and Single Sign On
- Geoff off 8/13 – 8/14
- HEPC Workforce End of Year Reporting due 8/15/2020
  - Student, Registration, Course, Program Enrollment, Program Inventory, and Completions
- HEPC Summer Reporting due 9/1/2020
  - Student, Course, Teaching Workload, and Registration
- HEPC Financial Aid Reporting due 9/15/2020

Eastern West Virginia Community and Technical College  
Board of Governors Meeting  
Agenda – August 19, 2020

- HEPC Workforce Census due 10/1/2020
  - Student, Registration, and Course
- HEPC Fall First Collection 10/15/2020
  - Student, Course, Teaching Workload, Registration, Personnel, and Applicant
- IPEDS Fall Collection due by 10/14/2020
  - Institutional Characteristics
  - Completions
  - 12 Month Enrollment

***Human Resources***

- RTO Addendum for Fall Schedule – Needs to be uploaded to website
- Employees working from home update:
  - Michael O’Leary – Proposed End Date: TBD
  - Barbara See – Proposed End Date: TBD
  - Nikki Chandler – Proposed End Date: TBD
  - Shirley Murphy – Proposed End date: TBD
- IET Meeting scheduled for later this month – will review updates/revisions for the following:
  - BP 6.6 – Equal Opportunity, Non-Discrimination, and Affirmative Action (To include SOCIAL JUSTICE language per Kristin Boggs guidance)
  - BP X.X New Policy for Social Media
  - BP 5.1 – Sexual Harassment - Due to Title IX Final Rule, effective 08/14/20-
  - AR 5.17 – Harassment/Discrimination - Due to Title IX Final Rule, effective 08/14/20
- Community Computer Lab Advisor position update
- Creating a more user-friendly performance appraisal form
- Completed P-Card training (as Trina’s backup) on August 6<sup>th</sup>, 2020
- Fleet Training (virtual) – will need to complete by the end of August
- CHRO meeting – 08/12/2020 11:00 am
- “Dealing with Difficult People” Online Seminar - 08/20/20
- CUPA-HR Annual Conference – October 5-7, 2020 (virtual)
- Employee Handbook
- Director of Ag interviews

Eastern West Virginia Community and Technical College  
Board of Governors Meeting  
Agenda – August 19, 2020

Important Calendar Dates

New Business/Miscellaneous

Next Scheduled Meeting: September 16, 2020

Adjournment