

## Call to Order

*The virtual meeting was called to order at 12:01pm. Present were G. Greenwalt, Dr. Terrell, Jr Helmick, S. Arbaugh, A. Blackwood, S. Michael, and A. Degnan. Absent were M. Chambers, H. Whetzel, S. Shomo, S. VanMeter, and V. Hinger.*

## Presentation/Discussion/Professional Development

### \*Action Items:

- Approval of the Minutes: Meeting of May 19, 2021 – *On a Arbaugh/Blackwood Motion, the minutes were approved with all in favor.*
- Election of Officers – *S. Arbaugh nominated G. Greenwalt as Chair. A. Blackwood nominated Jr Helmick as Vice Chair. On a Blackwood/Arbaugh motion, nominations were closed with all in favor. On a Arbaugh/Helmick motion, G. Greenwalt was elected as Chair with all in favor. On a Blackwood/Arbaugh motion, Jr Helmick was elected as Vice Chair with all in favor.*
- Approval of the Financial Status Update – *On a Degnan/Michael motion, the Financial Status Update was approved with all in favor. J. Galatic noted that the HEERF funds have been received.*
- Pilgrim’s MOU – *On a Helmick/Blackwood motion, the Pilgrim’s MOU was approved with all in favor.*
- Academic Calendar – Informational – *Reviewed by the Board of Governors.*

## 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

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- 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 –  
*On a Helmick/Arbaugh motion, the Board of Governors entered into Executive Session at 1:07pm with all in favor. On a Degan/Arbaugh motion, the Board of Governors exited the Executive Session at 1:56pm with all in favor, and with no action taken or decisions made. On a Blackwood/Arbaugh motion, and with all in favor and S. Michael abstaining, the promotion of S. Michael was made effective July 1, 2021 instead of waiting to see the results of fall enrollment. On a Helmick/Michael motion, the approval of AR X.XX Compensation Standards and all other salary adjustment requests were deferred to the new president for review and action with all in favor.*

*G. Greenwalt and all other members of the Board of Governors thanked President Terrell for his eleven years of dedicated service as president of Eastern. Dr. Terrell's many accomplishments were noted, and he was also thanked for deferring his retirement for a year to help successfully guide Eastern through the COVID-19 pandemic.*

### **Committees-**

**Finance & Facilities**-John Galatic – *On behalf of the Board of Governors, G. Greenwalt thanked J. Galatic for his service to Eastern and wished him well in his next position at Concord University.*

## **College Representatives Reports**

**Staff**-Ann Degan - *The summer student faculty survey is scheduled for deployment from July 12<sup>th</sup> to July 30<sup>th</sup>. The survey consist of 9 courses with a total enrollment of 66; The August Assessment Workshop is scheduled for Monday, August 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>. Agenda topics may include how to use course improvements, how to write reports, course revisions, how to determine indicators, and how to devise an Action Plan; Eastern is seeking BET articulations with WVU and WVU has accepted 3 BET courses that correlate with WVU's curriculum, the remainder are in process. Course transferability may increase enrollment in the BET program; Early Entrance Advisors and substitutes received a generous per hourly pay increase of .25.*

**Faculty**-Sherry Michael – *May 24 faculty meeting topics focused on Quality Matters training; faculty orientation; filled vacancies on various committees; a volunteer group was established to review the faculty promotion application; WVNet will be leaving Blackboard and transitioning to*

*Bright Space next year; WV Great Teachers seminar is August 2 – 4; and Assessment workshop is August 9 – 11.*

**Student-**Vanessa Hinger – *No report.*

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

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

- Fall Enrollment – *Fall 2021 enrollment numbers are looking better than fall 2020 at this time.*
- Earmark requests – *Received feedback from Senator Capito's office to include a more solid source of funding. Application has been revised to include community block grants.*
- Title III application is due July 13 – *On target.*
- Personnel updates: Amanda Gross – *Started yesterday.*
- CFO continuity plan – *Dr. Striplin will be meeting with the Business Office next week.*
- Cabinet evaluations – *Occurring next week, and will be shared with Dr. Striplin.*
- New website will launch July 1 – *On target.*

## **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
- Element 451 Meeting
- IET Meeting
- Safety Meeting
- Student Success Committee Meeting

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- 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

FY2022 Early Entrance Contracts Completed

### **Early Entrance Summer Registration**

Tucker County High School: English 101 – 15 Students

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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
    - 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.

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- 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
- 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

*G. Greenwalt noted that future Board of Governors meeting sites should include the Petersburg Technology Center and the Moorefield Workforce Center. In addition, representatives from the wind energy industry, Pilgrim's, and American Woodmark should be considered to fill future Board of Governors vacancies.*

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Adjournment – 2:02pm

*Respectfully submitted by M. O'Leary, recorder.*

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Greg Greenwalt, Board Chair

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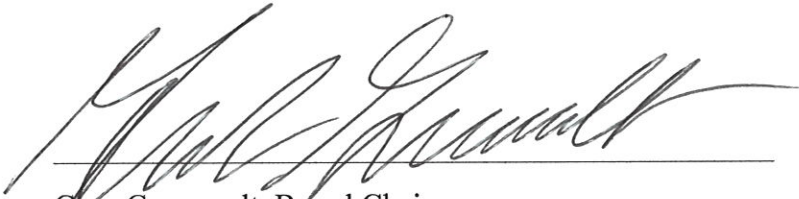
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Greg Greenwalt, Board Chair

7-21-2021

Date