

Call to Order

The meeting was called to order at 12:01pm. Present were Dr. Terrell, G. Greenwalt, Jr Helmick, A. Blackwood, S. Shomo, S. Michael, A. Degnan, K. Davis, and guest D. Martin. Absent were M. Chambers, K. Sherman, S. Arbaugh, S. Van Meter, and H. Whetzel.

Presentation/Discussion/Professional Development

- Introduction of Geoff Brehm, Manager of Technology Services – *G. Greenwalt welcomed G. Brehm to Eastern. G. Brehm moved to the area from northern Virginia in May 2019 and is very happy to be working at Eastern.*
- Welcome Debra Martin, Small Business Development Center State Director - *G. Greenwalt welcomed D. Martin to the Board of Governors meeting. D. Martin shared a copy of the 2019 SBDC Annual Report and reviewed it with members of the Board of Governors. G. Greenwalt thanked D. Martin for her time and presentation.*

***Action Items:**

- Approval of the Minutes: Meeting of December 18, 2019 – *On a Blackwood/Michael motion, the minutes of December 18, 2019 were approved with all in favor.*
- Approval of the HLC Focused Visit Monitoring Report – *Dr. Terrell reviewed the report with members of the Board of Governors, and thanked the team that worked on it. G. Greenwalt also thanked the team. On a Helmick/Blackwood motion, with minor typos corrected, the HLC Focused Visit Monitoring Report was approved with all in favor.*
- Approval of the Governance Manual – *On a Shomo/Michael motion, the Governance Manual was approved with all in favor.*
- Approval of the Supplement to the Strategic Plan – *On a Shomo/Degnan motion, with all in favor, the Supplement to the Strategic Plan was tabled until the next Board of Governors meeting in order to include additional recent accomplishments.*

Institutional Research

- Data Calendar
- Report Card
- IPEDS report
- Spring Enrollment

Dr. Terrell pointed out the new agenda format and reviewed the WVCTCS Enrollment Report with the Board of Governors. For the third consecutive year, a mailing to high school seniors will occur, and Dr. Terrell is researching alternatives to a letter in an envelope.

Committee Reports

Board Chair-Greg Greenwalt – *G. Greenwalt reported that S. Arbaugh has agreed to serve on the Finance Committee. A. Blackwood volunteered to serve as did Jr. Helmick, time permitting. A meeting of the Finance Committee will be scheduled. G. Greenwalt would like to have a Board of Governors meeting at the Technology Center this spring.*

Committees

Presidential Search – *G. Greenwalt reported that he asked the EWVCTC Foundation to assist with costs associated with finalist's visits to campus.*

Founders Award-Harold K Michael – *Jr Helmick, G. Greenwalt, and A. Degnan volunteered to serve on the Harold K. Michael Award Committee. The Committee will meet sixty minutes prior to the next Board of Governors meeting in order to make a recipient recommendation to the Board.*

Finance & Facilities-John Galatic – *J. Galatic reviewed the Financial Status PowerPoint presentation with members of the Board of Governors. Ed2Go has agreed to sponsor Commencement for \$2,500. S. Taylor has joined the EWVCTC Foundation Board of Trustees.*

College Representatives Reports

Staff-Ann Degnan – *Summer, fall, and winter class schedules are in development; Census Bureau employees have set up recruitment tables at Eastern; AP 220 is submitting a no-cost extension request; AP 220 is working on success story videos; and a cannabis workshop will take place on January 28.*

Faculty-Sherry Michael – *Faculty committee assignments have been updated and the Institutional Effectiveness Team (IET) is reviewing Board Policies and Regulations.*

Student-Kaleb Davis – *A back-to-school movie night is being planned and new furniture has been purchased for the student lounge.*

Strategic Plan 2015 – 2020 Reports

Dr. Chuck Terrell, President

- *Accreditation – February visit by ACEN; March visit by HLC.*
- *Renting off-campus space – Need additional space to host new IT Through Apprenticeships Coordinator and Food Co-op Coordinator positions. Dr. Terrell is investigating space at the Armory, Summit Bank, and the old American Woodmark*

building. In total, six offices would have to be moved, and this would be a short-term proposition assuming that the Mountain Skyway Center is constructed.

I Student Access and Success

- First day of spring classes, January 13
- High School Senior campaign

II Teaching and Learning

- High School Dual Credit – *Dr. Terrell will share with Board of Governors. Spring 2020 and proposed fall 2020.*

III Community Engagement and Partnerships

- Dean of Community Engagement and Partnerships interviews
- Medical Assistant
- Phlebotomy
- Welding
- Pharmacy Tech
- Medical Billing & Coding
- C.N.A.
- CDL
- Addictions workshop on 1/28
- Excel training for Pilgrim's employees on 1/20
- EMT in partnership with RESA & Fraley's
- Quilting class
- Drone training

The above are on-going spring 2020 workforce initiatives.

IV
Advancement and Innovation

- Megan Webb has spoken to Jim Denova, Mary Hunt and Kim Tieman at Benedum – *Regarding Maker Space initiative.*
- Foundation update
- White House National Office of Drug Control Policy

C. Hakala established a scholarship for Early Entrance students.

V
Resources
Technology, Human Resources & Safety & Security

Grants

- Maker Fellows - *\$40,000 grant received for AmeriCorps member at NYSF.*
- Tucker Foundation - *\$5,000 grant application has been submitted.*
- USDA - *\$211,000 food promotions grant received. Another USDA grant application is being developed.*
- RCBI Enhancing Specialty Crop-Farm to Bottle – *In progress.*
- WV Humanities Council – *Two grant applications are in progress.*

Technology

- Updates

Human Resources

- Program Coordinator for Admissions and Financial Aid – *Position has been posted.*

Important Calendar Dates

WVU Potomac Highlands Strategic Plan Presentation, January 17 at 11:00 am
Chancellor’s Advisory Committee Meeting, January 22, 2020
WV Council for CTC Education, January 23, 2020

New Business/Miscellaneous

WVDO - Dr. Terrell is working with the WV Development Office to convert Eastern’s \$2M loan into an investment fund and retire the College’s debt. He is working on a report to submit to the Development Office, and has requested letters of support.

At 1:46pm, on a Shomo/Helmick motion with all in favor, the Board of Governors entered into Executive Session to discuss a personnel matter. On a Shomo/Michael motion with all in favor, the Executive Session ended at 1:56pm with no action having been taken.

Next Scheduled Meeting: February 19, 2020 – Lunch with ACEN Accreditation Team

Adjournment – 2:05pm

Respectfully submitted by M. O’Leary, recorder.



G. Greenwalt, Board Chair

2-19-2020

Date