



- Call to Order – *The meeting was called to order at 11:58am. Present were Dr. Terrell, G. Greenwalt, Jr Helmick (via Zoom), M. Chambers, K. Sherman, A. Blackwood, S. Shomo, H. Whetzel, S. Michael, A. Degnan, and K. Davis. Guests present included Chancellor Sarah Tucker and Kristen Boggs, WVCTCS General Counsel. Absent were S. Arbaugh and S. Van Meter.*
- *Action Items:
 - Approval of the Minutes – Meeting of September 25, 2019 – *On a Chambers/Degnan motion, the minutes were approved with all in favor.*
 - BP 3.16 Instructional Workload – *On a Shomo/Michael motion, BP 3.16 was approved with all in favor.*
 - BP 5.4 Staff Development – *On a Shomo/Whetzel motion, BP 5.4 was approved with all in favor.*
 - BP 6.1 Change in the Organization of Administrative Units – Combined Information Technology positions to create an IT Manager position – *On a Shomo/Michael motion, a change in the organization of administrative units to create an IT Manager position was approved with all in favor.*
 - AR 3.12 Full-Time Faculty Instructional Workload (Informational)
 - AR 3.21 Honorary Degrees (New - Informational)
 - AR 5.7 Access to Personnel Files (Informational)
 - AR 5.8 Staff Development Regulation (Informational)
 - AR 5.21 Key Position Succession Planning (New - Informational)
- Presentation/Discussion:
 - Chancellor Sarah Tucker – *G. Greenwalt thanked Chancellor Tucker and General Counsel Boggs for attending the Board of Governors meeting. Chancellor Tucker introduced herself, and provided steps to follow for a successful presidential search:*
 1. *Develop a timeline working backwards.*
 2. *Decide whether to hire a search firm.*
 3. *Establish a Search Committee.*
 4. *Have a conversation about what you want to see in the next president.*

5. *Establish a salary range.*
6. *Avoid irrelevant/silly things in the contract.*
7. *The process is confidential.*
8. *If not satisfied with the finalists, re-open the search.*
9. *Schedule interviews with finalists to include students, faculty, staff, the Presidential Search Committee, the Board of Governors, and the WV Council for CTCE.*
10. *When constituent groups interview the finalists, be sure to collect their feedback right after the meetings.*
11. *Once the final candidate is chosen, a decision needs to be made about who will negotiate the contract. Once the contract is settled, it then moves on to the Board of Governors for a vote. From there, it moves on to the WV Council for CTCE for their vote.*
12. *Set the new president up for success.*
13. *WV state code prohibits payment of a search firm up-front.*
14. *Eastern's small size will shape the candidate pool.*

G. Greenwalt thanked Chancellor Tucker for her presentation.

- *Audit Report – Marie Long, Suttle & Stalnaker CPA's (1:00pm via Zoom) – M. Long reported that Eastern's audit went well, and thanked J. Galatic and T. Branson for their assistance in preparing the financial statements which were distributed to members of the Board of Governors during today's meeting. In a PowerPoint presentation, M. Long reviewed the Financial Statements as well as the Report to the Governing Board. G. Greenwalt thanked M. Long for her report to the Board of Governors.*
- *HLC Report-Out – Dr. Terrell reported that the project is on target. Report should be submitted in December. The Online Degree Program was approved. ACEN visiting campus in February and HLC is visiting in March.*
- **Board Chair and Committee Reports**
 - **Board of Governors – Greg Greenwalt – No report.**
 - **Presidential Search Committee**
 - **Consultants**

The Board of Governors reviewed the proposals received from Presidential Search consultants. The Pauly Group was ruled out because of cost. With Board of Governors approval, the Presidential Search Committee will proceed with a Zoom video conference interview with Gold Hill Associates and ACCT. On a Chambers/Shomo motion, and with all in favor, the Board of Governors granted authority to the Presidential Search Committee to schedule two Zoom video conferences. On a Shomo/Whetzel motion, and with all in favor, the Board

of Governors granted authority to the Presidential Search Committee to hire the preferred search consultant. On an amended Shomo/Whetzel motion, and with all in favor, the Board of Governors granted authority to the Presidential Search Committee to pay for the search consultant, not to exceed \$40,000 (and other associated costs). Notification by the Presidential Search Committee to the Board of Governors is required if costs look like they will exceed \$40,000.

G. Greenwalt reported that the salary range and benefits package needs to be determined, and that a position announcement is needed. Will develop possible questions to use during Zoom video conferences with the search firms.

- Staff update – Ann Degnan – *No report.*
 - Faculty update – Sherry Michael – *No report.*
 - Student update – Kaleb Davis – *Trunk n Treat and pasta luncheon are upcoming events.*
 - Finance and Facilities update – John Galatic – *No report.*
- Strategic Plan 2015 – 2020 Reports – Dr. Charles Terrell
 - President's Cabinet Retreat, 11/8 Governance Manual & Strategic Plan Supplement
 - Updates from NACCE - *\$40,000 grant opportunity available with \$5,000 match from Eastern.*

Dr. Terrell also reported that Chancellor Tucker has asked WV CTC's to prepare for a 4.6% budget cut in December, and that performance funding may be discussed during the next legislative session.

Student Access & Success

- Financial Aid Program Review – verifications underway.

Teaching & Learning

- Online degree campaign. All approvals obtained.

Community Engagement & Partnerships

- Drone training completed in Mineral County for first responders
- Mineral County Technical Center 2020 training
- Spirits of October

Culture of Innovation

- Megan Webb to arrive November 4, 2019
- Design Charrette November 4-5
- Library Summit, November 19
- Ag Showcase, November 21 Believers Victory Center

Resources-Finance/Facilities/Technology/Human Resources

- SBDC Coach, IT, Technology Center – *SBDC Coach is now off the table. The Moorefield-based Coach is retiring and the position is being relocated to Potomac State. There is a possibility of having a part-time Coach based at Eastern. Critical to fill the new IT position.*
- Dean of Community Engagement and Partnerships

SJ Morse installed wood panels in 104B at cost. It was their first job in WV. Their logo for the Wall of Recognition is on the way.

- Important Calendar Dates
 - November 11 Open House, Student Success Expo, etc.
 - November 11 and 12 Bring a Friend to Class
 - November 18 & 19 student luncheon
- New Business/Miscellaneous

Next Scheduled Meeting: November 20, 2019

Adjournment – 2:35pm

Respectfully submitted by M. O'Leary, recorder.



Greg Greenwalt, Board Chair

11-20-2019

Date