

Call to Order

The meeting was called to order at 12:00pm. Present were Dr. Striplin, G. Greenwalt, S. Arbaugh, A. Blackwood, M. Chambers, S. Alt, S. Michael, and A. Degnan. Absent were S. VanMeter, J. Kubeika, and S. Hartman.

Presentation/Discussion/Professional Development

- Administration of the Oath of Office – New Board Member Shawn Alt

***Action Items:**

- Approval of the Minutes: Meeting of October 20, 2021 – *On a Blackwood/Arbaugh motion, the minutes were approved with all in favor.*
- Approval of the Financial Status Update – *On an Arbaugh/Alt motion, the Financial Status Update was approved with all in favor.*
- Election of the Board of Governors Vice Chair – *S. Arbaugh volunteered to serve as Vice Chair. On a Degnan/Blackwood motion, S. Arbaugh was nominated to serve as Vice Chair. S. Michael motioned to close the nominations, and both motions were approved with all in favor.*
- BP 6.1 Change in the Organization of Administrative Units – Executive Dean of Administrative Services to Chief Financial Officer – *On an Arbaugh/Alt motion, BP 6.1 was adopted with all in favor.*
- AR 5.14 Evaluation for Full-Time Faculty (Informational) – *A. Degnan expressed concern with 60% minimum score. Dr. Striplin spoke with C. Hakala and L. Guinn about the issue. May table AR 5.14 given that the transition to SmartEvals will be taking place.*

Institutional Research

Eastern West Virginia Community and Technical College
College Wide Headcount/FTE
For Fall 2021 – As of November 8, 2021

CAMPUS	HeadCount	FTE
Eastern	192	137.7
High School	163	51.6
Workforce	147	45.2

sum	502	234.5

Unduplicated Total 497 234.5

WV Invest Recipients 14

Committee Reports

Board Chair-Greg Greenwalt - *G. Greenwalt reported that an October 25, 2021 email message from Dr. Striplin indicated that a meeting will be scheduled with Senator Capito's office to discuss the earmark. Discussions with the RDA and County Commission continue related to backfilling the rear of the Moorefield campus. G. Greenwalt reminded fellow Board members of the December Holiday Party and the Foundation's Giving Tuesday effort. He also requested an update on Workforce and Ag Innovation activities at an upcoming Board meeting, and a visit to the Technology Center and New Biz Launchpad post-COVID.*

Committees-

Finance & Facilities – Trina Branson – *T. Branson reviewed the FY22 Q1 financial statements. The Board of Governors requested additional information on the Fall 2021 vs. Fall 2020 headcount, and the increase in scholarships from Fall 2020 to Fall 2021. COVID funds are still available to help students, and need to determine how many students may have outstanding balances, and what the total amount would be.*

College Representatives Reports

Staff-Ann Degnan –

1. *The Fall 2021 Student Instructor Evaluation deployed on Monday, November 15th surveying 59 courses for a total of 844 recipients.*
2. *Fall Graduation Assessment testing started on October 25th for 31 graduates for ETS and NOCTI exams, a component of the assessment process.*
3. *During the spring 2022 semester Pierpont's provost approved permission for Eastern to conduct two general education courses, PSY 200 and SSC 147 in Elkins, which is outside Eastern's service area.*
4. *Friendsgiving coordinated and organized by Monica Wilson, will be served tomorrow at 11:30 AM, to celebrate the season of sharing.*

Faculty-Sherry Michael - *Faculty has been very busy with the end of the semester upon us, advising students for the Spring semester and participating in trainings. Brightspace will be replacing Blackboard beginning Spring 2022. Faculty will be completing the third and final training on Brightspace today. Other trainings that faculty has participated in are: ARGOS dashboard, Ethics Training, and Program Outcome workshops.*

Faculty participated in the Trunk or Treat, First Generation Celebration and will be participating in the Friendsgiving activity tomorrow.

Dr. Lancaster, WVUP Elem Ed director and the Education Program Director visited the Moorefield and Petersburg high school last Tues. and Wed. to share and answer questions about the Elem. Ed. Program. There were several students at each school interested. Eastern has since received several applications for the Fall 2022 semester cohort.

Yesterday the Education Program Director traveled to Pendleton County to share the Elem. Ed Program and answered questions for students. There were four seniors interested in enrolling Fall of 2022 and some juniors interested.

We currently have 17 students enrolled in the Elem. Ed program.

Student- Shayla Hartman – *No report.*

Strategic Plan 2015 – 2021 Reports

Dr. Thomas Striplin, President

Update on Title III Grant:

- *Met with the Federal Grant person who we work with (Don Crews) on the administration of the grant.*
- *We are making some adjustments to the grant positions, keeping all the goals the same. We are in the process of hopefully hiring a person to fill the position of Grant Project Director/Career Counselor.*
- *We currently have 5 applicants. We have no applicants to date for the foundation specialist.*
- *Lindsey Guinn will be filling the position of Director of Institutional Effectiveness which will be funded by the grant.*
- *We have modified classroom 111 to accommodate two new office spaces for the Project Director and Foundation specialist.*

Update on Strategic Plan:

- *All of the focus groups have completed their input.*
- *We will be working on a draft of the plan based on all of the feedback we have received.*
- *My hope is to have a draft for review in January and then any additional feedback moving towards full acceptance of the new 3-year strategic plan.*

Staffing Changes:

- *The position of Associate Dean of Teaching and Learning will be removed from the organizational structure as of Dec 31, 2021. The duties for that position are being re-assigned to others within the institution. Deb Backus was formerly in that position and was notified of the change.*
- *The position of Executive Dean of Administrative Services has been changed to Chief Financial Officer. We currently have 5 applicants for that position and will start interviews within the next month. The realignment of this position is based on the need for the finance person to focus on financial management of the institution. HR will continue to report directly to the president, maintenance of facilities will also be under the president until all of the HVAC issues have been addressed.*
- *HR (Jaennae's) position/title will be changing as she will also be the new Title IX coordinator for the college in addition to her other duties.*
- *We are also currently in search of a full-time math faculty person since our person will be retiring at the end of this semester.*

Holiday Celebration & Awards Banquet:

- *The event is scheduled to be held on December 15th at Misty Mountain. Currently, we already have 45 people confirmed to attend the event. I will be providing all of the food for the event (my wife and I will be catering it) and plan to resource from local people (ham, desserts, beef, etc.). We will be presenting awards to faculty, staff and board members for service to the institution. It should be a wonderful night!*

Head Start Program:

- *Sherry and I met with the Program Director for Head Start. They are losing 10 staff members due to the vaccine requirement. Eastern is going to work with them on educational programming to help them recruit and retain new staff. I am working on a MOU similar to what we have with Pilgrims which would provide a special tuition pricing and Head Start would pay us directly for tuition and fees. This could help boost our enrollment some and also demonstrates how we partner with business and industry to help serve their needs.*

Nursing Program:

- ***Good news** is that I applied for a West Virginia Advance Grant (Chancellor's Office) for two new nursing manikin simulators (adult and pediatric) and we have been notified of the award of \$80,000 to purchase these new simulators and bring the nursing lab up to date. The one birthing simulator they had was not functioning, we had that checked and repaired and it is now functioning. Our plan is to make a revised area of the nursing lab for a small "simulation center" with all three of our new manikins.*
- ***The Concerning News** is that our nursing program has been on "warning status" with ACEN since being notified on October, 9 2020. The nursing program was notified that they were in "non-compliance" with Standard 6 outcomes. They were required to send a follow-up report by March 15, 2021 to demonstrate what changes they have implemented to meet the standard. A draft report is also due for review by December 1, 2021. We have been required to place that the nursing program is accredited "with conditions" on our website as public notice of our warning status. I only found about the status of the nursing program being under warning around October 25, 2021. I have been working closely with Alicia and Lindsey to try and work on the required evidence and documentation that will help support our argument that the ACEN Board of Commissioners should continue our accreditation. This has required revising the PSLO's, aligning them to course outcomes, creating rubrics to collect data and evidence to support that PSLO's are indeed being achieved, identifying as much evidence and data to support that data is being used to determine teaching and learning of PSLO's. Additionally, the ACEN onsite evaluation report cited 5 other major program areas in need of improvement (Standard I, Standard III, Standard IV, Standard V, Standard VI).*

Meeting with Grant County Commission/Paramedics/EMS/ Grant Hospital:

- *On October 26, 2021, myself and staff were invited to meet with the Grant County Commissioners, EMS/Paramedics from Grant County and the administrator from Grant Memorial Hospital to discuss the ongoing issue of lack of EMS and Paramedics in the region.*
- *We met again yesterday via Zoom to discuss how Eastern and the other partners could address this issue. It is a challenging and complicated issue to address. Paramedic programs like all other allied health programs are expensive to operate. We are going to investigate multiple avenues such as partnering with another college and being a satellite program for them, what it might take to establish a program through Eastern in cooperation with the other partners (i.e. funding, space, etc.).*
- *We plan to meet again in two – three weeks to continue the discussion.*

AP 220 Grant & Partnership with Allegany College Maker Space:

- *Megan Webb and I traveled to Allegany College (Maker Space Building) to discuss a potential regional partnership between Eastern and Allegany College. Allegany College was one of the three grant partners on the AP 220 Grant and they have equipment that is owned by Eastern. Allegany College has constructed a very large Maker Space Center that has welding, robotics, advanced manufacturing, CAD training and a host of other programs.*
- *Megan and I are working on a partnership which would allow Allegany to continue to use our equipment while at the same time allowing Eastern to register students to attend their programs and creating a revenue sharing agreement.*

Gina Hamm, CPA Donation:

- *This past week I received a check and presented it to the Foundation for \$1000 for an unrestricted scholarship from Gina Hamm, CPA, Cumberland, MD. This will be an annual donation to the Eastern Foundation.*

Ag Showcase:

- *The Ag Showcase was a very successful event with over 100 participating. Many thanks to John Riggs and Megan Webb for their hard work and dedication to bringing this event to fruition.*

Title IX Training:

- *The new Title IX team has taken part in required trainings over the last month. Jaennae has been working on a policy document for Title IX for the college which is a requirement of Title IX Federal guidelines.*
- *I feel very good about our progress and feel confident that we will be in compliance with Title IX regulations by the spring of 2022*

New Flooring in Admissions/Registration Area:

- *Sometime over the break we will be replacing the old and damaged carpet in the admissions/registration area with new custom flooring. This is a very high traffic student/parent/visitor area and the carpet is stained and in very bad condition. I have approved use of capital replacement funds for the upgrade.*

HVAC:

- *A number of HVAC related work have started and will continue through at least the first of the year. I am working closely with Dan Kendra the consultant hired by the state to help advise us through this work. Riddleberger Brothers as well as Trinity Solutions have started initial work and this is all being coordinated by Dan through me. The new wing has been without working A/C for over a month. The cooler weather however has helped reduce this issue since we are moving to heating now and that seems to work OK.*
- *It is my hope that come next spring as the weather warms again that our HVAC issues will be fixed. The costs for all the fixes will be somewhere between \$50,000 - \$75,000.*

Vice Chancellor Visit:

- *The new Vice Chancellor (Chris Treadway) visited the Eastern campus along with Tiffany Ellis-Williams on October 26, 2021. It was an excellent visit and Chris and Tiffany are both great resources for Eastern. They are very supportive of the Eastern mission and we are fortunate to have leadership like this at the commission level.*

Hampshire County High School Visit:

- *On November 2, 2021 I visited Hampshire County High School & Career Center. Ms. Chambers arranged that visit for me and accompanied me on the tour. It was a wonderful visit as I had an opportunity to speak with faculty, staff, administrators and students and gain an understanding of the types of programs they offer and how Eastern may better partner with the school system on programs and articulation agreements.*
- *I will be working with Curtis and Megan to follow up on potential partnerships. I see an opportunity for Eastern with a number of their Career programs aligning with our programs (Auto tech, Ag tech etc.).*

CDL Program:

- *The CDL program is facing a number of challenges at the present time. First and foremost is the condition of our tractor trailer which we own. It is a Mercedes Benz and may need significant work to keep it on the road. We are currently leasing a tractor from a local company. This increases our overall costs. Additionally, Federal guidelines will be changing after the first of the year and will require some changes to our program. We have also been confronted with the Covid issue and vaccines. Our current*

driver/instructor will not instruct unless people in the cab with him are vaccinated. We are requiring all students who want to enroll in the CDL program to show proof of vaccination. We asked for and received a legal opinion from the State of West Virginia general counsel Kristin Boggs regarding requiring the vaccine. Kristin said that we are in our right to require the vaccine.

- *The CDL program at Eastern is not the only program in the state that is having issues. Chris Treadway, the Vice Chancellor, is aware of costs associated with CDL programs and we are seeking help (funding) to help offset the costs of a very high demand program. Megan has submitted a proposal for such funding/help. We will also have to increase our fees because of our increased costs and I have reached out to Chris asking to allow this to happen. Since HEAPS funding is available to this program, fees are set at the beginning of the year and approved by the state and you have to get a waiver to increase them mid-year.*

I

Student Access and Success

Marketing and Public Relations

II

Teaching and Learning

III & IV

Community Engagement and Partnerships Advancement and Innovation

- Workforce
- Foundation

- Ag Innovation

V

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

Finances/Business Office

Facilities

Grants

Technology

Human Resources

Safety and Security

Important Calendar Dates

New Business/Miscellaneous

Eastern West Virginia Community and Technical College
Board of Governors Meeting
Minutes – November 17, 2021

Next Scheduled Meeting: December 15, 2021 – *Unless an urgent need arises, the Board of Governors agreed to cancel the December 15, 2021 Board meeting. The next meeting of the Board of Governors will therefore be on January 19, 2022.*

Adjournment – 1:58pm

Respectfully submitted by M. O'Leary, recorder.

Greg Greenwalt, Board Chair

Date

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Adjournment – 1:58pm

Respectfully submitted by M. O’Leary, recorder.



Greg Greenwalt, Board Chair

1-19-2022
Date