

Call to Order

The virtual meeting was called to order at 12:00pm. Present were Dr. Terrell, G. Greenwalt, Jr Helmick, M. Chambers, A. Blackwood, S. Arbaugh, S. Michael, A. Degnan, and V. Hinger. Absent were S. VanMeter, H. Whetzel, and S. Carter. Guests present were J. Galatic, C. Hakala, S. Leyh, K. Hammer, and K. Kirby.

Presentation/Discussion/Professional Development

- *Kristen Hammer and Kelsey Kirby, Business Development for Virgin Hyperloop, and Steve Leyh, Executive Director, Tucker County Development Authority – K. Hammer and K. Kirby provided an hour-long training on the Virgin Hyperloop initiative to be located in Eastern’s service district. Using a video and PowerPoint presentation, they reviewed the following:*
 1. *The test facility is located in Nevada and the Hyperloop has transported four passengers thus far. The test tube is 500 meters long. There have been 400 test runs with top speeds reaching 240mph. Safety processes have been validated.*
 2. *Speeds will ultimately reach 1,000 km/hr which is ten times faster than traditional rail. The pod travels in a tube and uses magnetic levitation.*
 3. *The system will run on-demand so will not require stops at every station. Several departures will occur every minute.*
 4. *The safety and comfort of passengers was kept in mind. The system is autonomously controlled, and there are a series of overlapping redundancy systems.*
 5. *Hyperloop will have a lower environmental impact than other transportation systems. It is all-electric and zero-emission.*
 6. *Commercial discussions are taking place nationally and globally. Three US examples were shown, and there is a team in Dubai working on routes in India. Will be able to move 15,000 passengers per hour in both directions.*
 7. *The announcement of the location of the Hyperloop Certification Center in West Virginia was made on October 8. It will concentrate on faster speeds and turning, creating a national framework for safety certification, and the facility will create thousands of jobs. Groundbreaking is expected to occur in early 2022.*
 8. *Quickly moving forward on the regulatory front, and will fall under the jurisdiction of the US Department of Transportation. The USDOT has created guidance for Hyperloop to fall under the Federal Railroad Administration. Hyperloop will be eligible for federal grant funding.*
 9. *It won’t be a thrill ride, and it may be a boring ride. Will be able to transport passengers, patients, and cargo. It may take time to reach speeds pf 700 mph. There is more flexibility with elevations, grading, and curves than traditional rail.*
 10. *Working on optimization of routes for the first route builds. Hope to make the Certification Center a tourist destination with the creation of a Welcome Center. Wants to collaborate with the region.*

G. Greenwalt thanked K. Hammer and K. Kirby for their presentation.

- Academic Data and Metrics – Curtis Hakala, Dean of Teaching and Learning – *C. Hakala is working with R. Hamilton on KPI's for Argos. Providing intrusive advisor training for at-risk students which should help improve retention of at-risk students. Reasons for failure include not turning in work, poor quality, etc. Spreadsheets are being developed to track these issues. C. Hakala thanked the Board of Governors for their participation in the HLC visit. G. Greenwalt thanked C. Hakala for his presentation.*

***Action Items:**

- Approval of the Minutes: Meeting of October 21, 2020 – *On an Arbaugh/Helmick motion, the minutes were approved with all in favor.*
- Approval of the President's Contract Extension – *On a Blackwood/Michael motion, the President's Contract Extension was approved with all in favor.*
- Approval of the Financial Status Update and FY21 Q1 Financial Statements – *On an Arbaugh/Blackwood motion, the Financial Status Update and the FY21 Q1 Financial Statements were approved with all in favor.*
- Request to increase expenditure schedule for General Tuition Fund (4825) by \$61,883 to cover carryover costs from FY20 (ACCT search, vehicle purchase, access road lights) – *On an Arbaugh/Helmick motion, the request to increase the 4825 expenditure schedule by \$61,883 was approved with all in favor.*
- AR 3.4 Faculty Instructional Regulation (Informational) – *Reviewed by the Board of Governors.*
- AR 4.5 Evaluation of Traditional Transfer Credit and Prior Learning Assessment (Informational) – *Reviewed by the Board of Governors.*

Institutional Research

- IR Partnership update – *MOU is in progress.*
- Fall Student Enrollment Profile – *The profile will be forwarded to the Board of Governors for review. Most students lost were enrolled part-time.*

Committee Reports

Board Chair-Greg Greenwalt

Committees

Presidential Search – *G. Greenwalt thanked the Board of Governors for their phone conversations regarding the President’s contract extension. Applications are being received by ACCT.*

Finance & Facilities-John Galatic

College Representatives Reports

Staff-Ann Degnan - *Graduation assessment will begin next week for fall 2020 graduates, 24 graduates have submitted applications to walk in May. Two courses were eliminated from the student faculty survey because of student withdrawal, enrollment for both classes dropped below 5 students, therefore 69 courses are being surveyed instead of 71. AP-220 Grant extended through end of 2021 - no new students to be enrolled in 2021. The Apprenticeships in Motion (AIM) Grant has one employer partner and will be adding two more before the end of the year.*

Faculty-Sherry Michael – *Faculty Assembly met on November 16 and approved meeting dates for 2021, reviewed recruitment goals and professional development opportunities, and WV ACF will vote in December on new goals.*

Student-Vanessa Hinger – *2020 – 2021 SGA Officers have been selected. First SGA meeting will be on November 20.*

Strategic Plan 2015 – 2020 Reports

Dr. Chuck Terrell, President

- HLC Reflections & Thank you Institutional Actions Council meeting, 12/14-15 – *Dr. Terrell thanked the Board of Governors for their participation in the HLC visit which he believes went well. Eastern is now waiting for the HLC visit report.*
- Fall and Spring Semesters COVID-19 Response – *New surveillance testing guidance was received today. Dr. Terrell is recommending to the Board of Governors that Eastern return to remote work with essential employees only on campus beginning on November 30. On a Blackwood/Michael motion, a resolution authorizing the return to remote work beginning November 30 was approved with all in favor. Spring classes will remain online with the exception of career and technical classes.*

- DOL One Workforce application AC, BRCTC & EWVCTC – *Grant application has been submitted with a letter of support from Virgin Hyperloop. If received, the four year grant will be used to train Hyperloop employees.*
- WV Council for Community and Technical College Education, 12/10
- Alyssa Keedy, James Coble and Tim Elliott WVDOE Renewable Energy & IT Clinton Burch – *Meeting next week to discuss career pathways.*
- High School letters to Juniors and Seniors – *C. Bolyard is working on gathering addresses.*
- Legislative Agenda-Chancellor’s Advisory Committee, 12/10 – *The legislative agenda will likely be light this year due to COVID-19.*
- President-Elect Biden’s agenda for higher education – *Document provided by AACC. Dr. Jill Biden is a supporter of community colleges.*

I

Student Access and Success

- Retention workgroup & At Risk Advisees meetings with Curtis, Dominic, Missy & Chip
- FA conference virtual sessions throughout November for LSS/FA staff
- Veterans bags 45 with goodies to VA Medical Office in Petersburg; Additional goody bags with extras and gift cards to Veteran students (Curtis photo op with Tech Center students; Jill with Nursing; Amo with BET, 2 IT students); 3 staff members with Thank you and gift cards; 20 diversity grant funds
- Degreeworks updated with 2021 catalog; one issue and working with WVNet on AA Allied Health Concentration
- Graduate and testing letters out
- Training with Chip on Admissions/Advising
- First NSO was 11/6; only 2 students but Chip and Ed transition to oversee orientation; next NSO is 11/18
- 21-22 academic calendar created and approved by Business Office and Academics
- MOU to Superintendents
- Q & A session scheduled for MHS 11/17; EHHS 11/17; PHS 11/18; UEC 11/18; PCHS 11/19 and TCHS 11/19
- Chip trying to schedule onsite school visits
- SGA Officers-Vanessa Hinger, President; Megan Wells, VP; Shayla Hartman, Secretary/Treasurer; organization meeting next week

II

Teaching and Learning

- Perkins Reserve and Leadership Grant

- LOT Meeting (November 24)
- Academic Services Meeting (November 25)
- Spring 2021 Schedule
- Spring 2021 Early Entrance Start Date
- Eastern Bookstore
- Automotive Tech Instructor Interview
- Advisor Q & A Session
- At-Risk Advisee Spreadsheet
- WVUP Elementary Education Articulation Agreement

III

Community Engagement and Partnerships

- Fall 2020 courses wrapping up next week (Medical Assistant, Phlebotomy, and Dental Assisting)
- Registering students for Spring 2021 courses - Medical Assistant and Phlebotomy will begin on January 19th.
- Tentative courses scheduled for Spring 2021: Welding (2/22); CNA (3/25); and CDL (?)
- Recovery Life Coach class began on 11/9; future dates are 12/14, 1/18 and 2/15
- Dialysis Tech Program (online) will be Fall 2021
- HubSpot CRM Onboarding update
- Lord Fairfax CC Workforce Solutions Survey - Overview of Results

IV

Advancement and Innovation

- A&I meetings, more bi-weekly
- Mineral Co. Ed. Expansion meeting, Nov. 18th & Hardy Co. on 19th
- Grants:
 - RCBI, SCBG – still waiting to learn if Eastern has a role
 - Reporting for WV Humanities Council, then will receive final funding – A Midsummer Dream playing Friday 7 – 9 pm, please promote
- Foundation/Non-Profits:
 - Foundation EC meeting – Nov. 18
 - Director of Non-Profits
- Entrepreneurship:
 - NACCE – sign up for survey? (Seminars to help your College help put Americans back to work) – Nov. 12, Dec. 1 & Feb
 - WVU Hospitality, Tourism & Outdoor Rec. meeting - update
 - Region 8 Developers Meeting – update
 - TM - Eastern is a member of WV Hospitality & Tourism

- TM – Beth See is not continuing with AmeriCorp Dec – Aug.
- TM – AirBnB – Short Term Vacation Home Rental Webinar – Nov. 19 12-2
- TM - National BioChar Week, www.nationalbiocharweek.org (Dec. 7 – 11) – working with Phyllis to determine other candidates
- Agriculture:
 - MN – participating in co-op meetings & on boarded, familiar with grant tracking needs
 - WVDA led - WV Poultry Disease Task Force Meeting
 - Ag Showcase_weekly meetings on virtual planning, Feb 15th Ag Challenge & Feb 24th is ½ day virtual program. Weekly trainings Dec. 7, 14, & 21
 - Future Generations – November 20th @ 1 pm meeting
 - Re-release of position
 - AW – Food co-op logo & website still in development, transitioning to more producer support (marketing and marketing aggregation)

V

Resources

Technology, Human Resources & Safety & Security

- 10/28/20 – had student accounts collection discussion with BRCTC
 - 60% of bill due at beginning of semester, 40% due one month later
 - 30 days after final bill sent – 1st letter
 - 30 days after 1st letter – final demand letter
 - 45 days after final demand letter – sent to collections
 - Payment plans – students pay an agreed-upon rate; if one payment is missed, sent to collections
 - Had lots of success with text reminders – Mongoose
 - Can write off bad debt after 5 years
- CARES Act reporting posted to website
- New credit card readers came in, will be installed soon
- Departmental budgets
- 11/20/20 – SHEEO net tuition survey due
- Facilities consultant – Meeting with Bill Robinette to work out contract for part-time facilities consultant role
- Tech Center parking lot – contract executed, Scott Construction to put us on schedule soon
- New parking lot sidewalk – contract executed, Scott Construction to put us on schedule soon
- Trees for new parking lot – Amo to procure trees for new parking lot bed
- Handheld sanitizers – chemical mixing stations installed at MC and TC, Paul will show cleaning staff how to use sprayers next week

- Automatic faucets – D&D plumbing scheduled to install faucets at MC and TC on 11/17/20
- Pest control – PO with Orkin finalized, first service will be scheduled soon
- Paint main campus – obtaining quotes to paint old section of MC, will assess if financially feasible at this time

Grants

Technology

Human Resources

- Reposted the Director of Agriculture Innovation position on all venues
- Drafting a Progressive Action Plan Regulation – Do we want to add a section to BP – 5.6: Human Resource Administration or create separate policy?
- Update on Title IX policy – heard back from Kristi McWhirter - two policies, two procedures; one policy, one procedure; one policy, two or more different procedures? Basically does Eastern want to apply the Title IX Final Rule required procedures to all protected class discrimination or just Title IX allegations? Two examples provided to John and I as guides.
- Update on SafeColleges – waiting on them to sign WV-96

Important Calendar Dates

New Business/Miscellaneous

J. Galatic reminded the Board of Governors of the fundraising challenge issued by the Foundation Board of Trustees.

Next Scheduled Meeting: December 16, 2020

Eastern West Virginia Community and Technical College
Board of Governors Meeting
Minutes – November 18, 2020

Adjournment – 1:48pm.

Respectfully submitted by M. O'Leary, recorder.



Greg Greenwalt, Board Chair

1-20-2021
Date