



1. Call to Order – *The meeting was called to order at 12:06pm. Present were R. Tissue, Dr. Terrell, G. Greenwalt, S. Staley, D. Bean, Jr Helmick, K. Sherman, S. Dilly, M. Chambers, A. Blackwood, S. Carter, C. Hakala, S. Scamehorn, and J. Galatic. Absent was A. Degan.*

2. *Action Items:
 - *Approval of the Minutes – Meeting of January 16, 2018 – January 16, 2019 – On a Bean/Greenwalt motion, the minutes of January 16, 2019 were approved with all in favor*
 - *Harold K. Michael Award – HKM Award committee members G. Greenwalt, D. Bean, and C. Hakala recommended a 2019 recipient. The recommendation was adopted with all in favor, and will be presented at the May 11, 2019 Commencement Ceremony.*
 - *Tuition and Fees – J. Galatic reported that the BET fee will increase slightly for next year, which does not require state approval. Dr. Terrell recommended that tuition and other fees not be increased for FY 20. The Board of Governors accepted the recommendation for now, pending budget approval at the April 2019 Board of Governors meeting.*
 - *Board of Governors Resolution supporting Eastern’s USDA RBDG application – Dr. Terrell reported that the RBDG grant application is to conduct a feasibility study for the timber-frame barn construction. Both college funds, and matching funds, will be used. Board of Governors approval is required for the use of college funds. On a Greenwalt/Helmick motion, the use of college funds was approved with all in favor.*

3. Presentation/Discussion:
 - *Introduction of new members of the Board of Governors:
Andrew Blackwood
Sonnee Carter*

Prior to the start of the Board of Governors meeting, an orientation meeting was held for new Board of Governors members A. Blackwood and S. Carter. The

meeting also included Dr. Terrell and the President's Cabinet. A. Blackwood and S. Carter both took their Oath of Office during the orientation meeting.

All Board of Governors members introduced themselves to A. Blackwood and S. Carter, and A. Blackwood and S. Carter introduced themselves. R. Tissue welcomed both as new members of the Board of Governors.

4. Board Chair and Committee Reports

- Board of Governors – Rob Tissue – *As S. Staley's term on the Board of Governors has come to an end, R. Tissue thanked S. Staley for his nearly decade-long tenure on Eastern's Board of Governors, part of which included time as Vice-Chair. Dr. Terrell also thanked S. Staley, and looks forward to their partnership continuing. S. Staley replied that it has been his honor and pleasure to serve on the Board of Governors.*

R. Tissue reported that Dr. Terrell had shown great leadership during the legislative session. R. Tissue also reported that the new year for the Board of Governors begins on June 1 2019. R. Tissue will be stepping down as Chair, and new officer elections will be held during the May 2019 Board of Governors meeting.

- Staff update – Ann Degan – *No report.*
- Faculty update – Curtis Hakala – *Faculty training on the entrepreneurial mindset took place last week. Adjunct faculty of the year for the fall and spring semesters have been selected – Ilene Evans and Davida Wolfe. The HLC online visitation team will be on campus May 13 and 14, 2019. Advisor training will take place in May, and faculty orientation for the fall 2019 semester will take place on August 12.*
- Student update – Samantha Scamehorn – *Relay for Life was held on March 2. SGA elections take place at the end of April. Chili Cook-Off on March 27, and Outdoor Movie Night on May 3.*

5. Strategic Plan 2015 – 2020 Reports – Dr. Charles Terrell

- Legislative Session
- Break Even Business Model
- Campus Carry
- Sugar Grove-Cindy Persily-Highland Hospital
- Agriculture Agenda: Commissioner Leonhardt April 22
- HEPC/Benedum

Eastern West Virginia Community and Technical College
Board of Governors Meeting
Minutes – March 20, 2019

- WVDO
- NACCE PFEP Higher Education Day
<https://www.youtube.com/watch?v=O7A2zCKBIYU>
- SXSW Rural Meet up March 8
- Lumina Foundation Digital Badging/Microcredentialing
- Financials-John Galatic

Dr. Terrell reported that he had been to Charleston several times this winter to request an increase in base funding as an investment. All legislators received a copy of the Economic Impact Study, and Dr. Terrell shared a copy of the break-even analysis during last Friday's all-college meeting. S. Scamehorn attended Higher Education Day with Dr. Terrell. Campus Carry did not pass the legislature. Sugar Grove did not anticipate renovation costs and ADA-compliance issues. Dr. Terrell met with Commissioner Leonhardt who is excited by what EWVCTC is doing. Dr. Terrell hopes to create a full-time position at the College to support agriculture in the Potomac Highlands. Dr. Terrell met with the Benedum Foundation. Currently, Benedum has no projects in the Potomac Highlands to support health, and Dr. Terrell will work with HEPC and Benedum to create a position to fund the nursing program. While in Charleston, Dr. Terrell met with the WV Development Office to discuss the forgiveness of loans, and he met the new Commerce Secretary. If loans are forgiven, Dr. Terrell hopes to apply the \$67,000 annual payment into community development and create and fund a Small Business Development Coach position at the College. The new SBDC state director will be visiting campus tomorrow. Dr. Terrell met with the Department of Agriculture in Morgantown yesterday. The Department of Agriculture has funding available, and Dr. Terrell will remain persistent. NACCE was involved in Higher Education Day. All CTC presidents signed the President's Pledge for Entrepreneurship, and the Governor's Chief of Staff and several legislators attended the signing ceremony. The Blue Ribbon Commission recommended increased funding, and a \$300,000 increase to Eastern's base funding was approved by the legislators and the Governor. Also approved was \$67,000 for salary increases. J. Galatic is researching how best to apply the salary increases. If a state surplus is available at the end of FY 19, Eastern will receive a \$500,000 supplement for FY 20 which could be spread out over three years. SB1, the "Free Community College" bill, also known as WV Invests, passed. There is a conference call with the Chancellor tomorrow to discuss next steps. Only certain programs will be eligible, and a drug test and requirement to stay in-state for two years are also part of the bill. Dr. Terrell is prepared to release letters to high school seniors and their parents, but the letters now need to be revised to include information about WV Invests. Dr. Terrell attended the South by Southwest conference and engaged with other rural communities. 250,000 individuals registered for the conference. T. Metzger, C. Gutierrez, and J. Kapp also represented Eastern at the conference. Dr. Terrell met with representatives of the Rockefeller and Caterpillar Foundations, as well as

General Motors. Dr. Terrell attended a Lumina Foundation meeting in Indianapolis where all expenses were paid by Lumina. J. Galatic reviewed the Financials PowerPoint presentation with the Board of Governors.

- Student Access and Success
 - The college will be funded at about \$1300 less SEOG than last year. FWS is about \$400 less than last year. Final funding will be out first part of April. Decrease due to low enrollment.
 - Lacey attended PHS FAFSA night Jan 23rd.
 - Deb and Laurie are attending MHS FAFSA night on Feb 7th.
 - Lacey and Curtis completed Fall 19 schedules at:
 1. PHS was Jan 17th
 2. PCHS was Jan 25th
 3. EHHS was Jan 28th
 4. TCHS is Feb 7th
 5. Trying to schedule MHS and HHS.
 - Lacey will be presenting at PHS on Early Entrance and doing a Complete your Application session on Feb 11th. Eric Putze will also be there presenting on Wind Energy.
 - Monica and I will attend PHS Parent/Teacher Night on Feb 13th
 - Lacey visited the High School:
 1. MHS- Jan 16th
 2. TCHS- Jan 23rd
 3. HHS- Jan 24th
 4. PCHS- Jan 25th
 - Lacey Completed paperwork for the Transition Grant. All money has been spent. Trina has the paperwork.
 - Lacey updated/Redesigned the Early Entrance flyer so it matches more with the Informational/Registration flyer I use.
 - LSS set a tentative date for the Spring Open House, April 16th.
 - Relay for Life Bingo is set for March 2nd. SGA officers are working on getting donations.
 - Monica had conference call with SNHU Feb. 7
 - With Mary's help, LSS has FA ran and to Business Office by Jan. 31
 - Early Alert sent out Feb. 4 with deadline of Feb. 11
 - VA files clean-up prior to 2018; two webinars reviewed
 - Fall 18 Diplomas/Certificates are out for signatures
 - Spring 19 diplomas/certificates being assessed
 - Diana, Deb N. and I met regarding Spring scholarships
 - Rachel and I met regarding TANF grant
 - Patty is working on alumni phone surveys
 - Deb B, Missy and I met regarding TS internships
 - IPEDS complete

- Retention contest for February; guess sweethearts; win Eastern tee shirt or flashdrive(Laurie's idea)
- Teaching and Learning
 - HLC Online degree initiative – *An HLC Team will visit this spring.* Kristen Colebank started new position Feb 2 as full-time IT faculty. Her major project is implementation of the on-linen Business program and HLC Substantive Change approval. The TLTC Committee met and reviewed items to be completed.
 - Complete College America GP initiative
 - HLC Monitoring Committee update – *An HLC Team will visit in May 2020.*
 - Criterion 5A will meet on Feb 18. – *To discuss financial resources.*
 - Criterion 4
 - New Tracker designed and produced.
 - Program Reviews filed.
 - Report to clarify that WVCTC approval is not required.
 - Schedule created.
 - Assessment monitoring now a standard Assessment Committee agenda item.
 - Three matrixes have been updated
 - No report on 3C or 5D
 - Annual Reauthorization Review: Deadline March 7, 2019 – *Submitted on time.*
 1. Continued enrollment decline.
 2. A two-year decline in the retention rate. Last year, the College indicated that the Student Success Committee met quarterly. The Committee recommends that the College consider meeting on a monthly basis. Have additional activities been considered for addressing low retention?
 3. The Committee was aware of a focused visit from HLC. What was the nature of the visit and any subsequent actions?
 - ACEN Re-accreditation visit scheduled for February 18-20, 2020
 - Catalog formatted by 25th Hour and sent for final version and production.
 - Summer/Fall/Winter schedules are under development.
 - Three faculty have submitted for promotion.
 - Quarterly report for Perkins submitted.

Eastern West Virginia Community and Technical College
Board of Governors Meeting
Minutes – March 20, 2019

- Fees for all courses are being reviewed prior to April 1.
 - LabCorp is preparing for launch of new IDEA survey in April. Working with Ron and Ann to clean up courses in BANNER.
 - Meeting with WVSDB. Accepted changes to curriculum. Courses will be offered in a cohort model. WVSDB will assist in enforcing the standard registration deadlines for Eastern
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- Community Engagement and Partnerships
 - Butchering Training
 - Cyber Security
 - HVAC and trades (Tucker Community Foundation)
 - Successful drone meeting with NDS
 - Ongoing efforts to find funding for Potomac Highlands Regional Jail education program
 - Invitation from Governor’s staff to meet with chief advisors to flesh out collaboration on “Jim’s Dream” projects
 - Attended all day workforce training in Fairmont. Learned about ready made and available cybersecurity curriculum from Nancy Ligus
 - Met with Tucker County Commissioner Fred Davis to discuss starting CDL Class B license preparation program and other potential collaborations
 - Possible collaboration with Pierpont to assist Randolph County distillery. Could be more room for collaboration across the board in Randolph with Pierpont
 - Meeting with Allegany on Friday to discuss collaboration on machining program
 - Planning meeting with Eileen Johnson and Leslie Fink concerning next steps on food hub.

 - Culture of Innovation
 - AmeriCorps
 - Ag Action Council Maple Days 2/23 & 3/10
 - BioChar – *Received a number of grants to support Biochar. T. Metzger and A. West now working on a potential \$750K grant for Biochar.*
 - Cluster Tourism

 - Resources
 - Facilities
 - Rich Donovan visited 1/31/19 to close out construction of new academic wing

Tech Center Welding Station – Electrical work complete, but contactor for exhaust motor needs to be replaced, MSE checking on warranty. Creative Construction looking into installing sheet metal to cover exposed wall
Tech Center Community Internet Room – C&P Carpet Plus quoted \$675 for carpet roll, will be installing Monday
Abandoned cars at Tech Center – both vehicles have been removed
Solar Canopy – Solar Holler visited campus to assess electrical room, order to be placed for steel beams
Electrical work in attic & light timers – MSE quoted repairs for electrical wiring repairs NTE \$830.00 and repairs for light timers at \$552.65.
Patio – Engineering Solutions provided preliminary design, will provide smaller design as well so bidders can submit two prices
New parking lot – D&T Builders limited in terms of sidewalk work due to cold weather

- Human Resources
 - HR Assistant III
 - Critical Employees Policy (TBA) – *At April 2019 Board of Governors meeting for review.*

- Technology
 - Community Computer Lab

- Communications and Marketing
 - High School Senior Campaign

- AP 220 Grant
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- Grants
 - Benedum \$250,000
 - EPA Biochar \$70,000
 - Manure du Force \$25,000
 - USDA RBDG Amanda West Barn Feasibility Study
 - USDA Food Cooperative grant

An AACC apprenticeship grant is being submitted this week.

6. Campus Safety and Security
 - Drills-Lockdown 2/13/19

7. Important Calendar Dates

Eastern West Virginia Community and Technical College
Board of Governors Meeting
Minutes – March 20, 2019

- AACC April 11-16
- Open House April 16
- Chancellor's meeting, April 23
- State Council meeting, April 24
- Commencement May 11 at 10:00 am Lucy Losey, Bloomery Sweetshine – 10th Annual Commencement. *Speaker has been confirmed.*

March 26 DCED meeting – Secretary of State Mac Warner will be attending.

8. New Business/Miscellaneous

Next Scheduled Meeting: April 24, 2019
Financial Aid Update and FY 20 budget
President's contract and Election of Officers - May Board meeting

Adjournment – 1:34pm

Respectfully submitted by M. O'Leary, recorder.



Robert Tissue, Board of Governors Chair

April 24, 2019
Date