

Call to Order

The virtual meeting was opened at 12:07pm, and was called to order at 12:35pm when a quorum was established. Present were G. Greenwalt, Dr. Terrell, Jr Helmick, M. Chambers, S. Arbaugh, S. Michael, and A. Degnan. Absent were A. Blackwood, S. Van Meter, S. Shomo, H. Whetzel, and V. Hinger.

Presentation/Discussion/Professional Development

- New employee introductions:
 - Lindsey Guinn, Institutional Research and Reporting Specialist, WVHEPC
 - Tiffany Sentman, Program Assistant III for Admissions and Financial Aid
 - Clint McCaleb, Information Systems Technician

L. Guinn, T. Sentman, and C. McCaleb introduced themselves to the Board of Governors. G. Greenwalt thanked them for attending the meeting and welcomed them to Eastern on behalf of the Board of Governors.

- Financial Aid Presentation – Mary Blizzard, Director of Financial Aid, and Monica Wilson, Dean of Student Access and Success. – *M. Blizzard and M. Wilson shared a PowerPoint presentation with the Board of Governors. G. Greenwalt thanked them for presentation on behalf of the Board of Governors.*

*Action Items:

- Approval of the Minutes: Meeting of March 17, 2021 – *On a Arbaugh/Michael motion, the minutes were approved with all in favor.*
- Approval of the Financial Status Update – *On a Arbaugh/Helmick motion, the Financial Status Update was approved with all in favor.*
- BP 3.20 COPYRIGHT, INTELLECTUAL PROPERTY and FAIR USE – *On a Arbaugh/Michael motion, BP 3.20 was approved with all in favor.*
- Program Review – FINAL Electromechanical Technology CAS
- Program Review – FINAL Medical Assistant AAS
- Program Review – FINAL Medical Assistant CAS
- Program Review – FINAL Occupational Dev AAS
- Program Review – FINAL Residential Care Specialist AAS
- Program Review – FINAL Residential Care Specialist CAS
- Program Review – FINAL Technical Studies Welding Tech CAS
- Program Review – FINAL Technical Studies CNA CAS
- Program Review – FINAL Technical Studies Pharmacy Tech CAS
- Program Review – FINAL Technical Studies Phlebotomy Tech CAS

On a Degnan/Michael motion, the ten Program Reviews listed above were approved as a block with all in favor.

Institutional Research

- IR Partnership Lindsey Guinn – *L. Guinn has been meeting with departments.*
- Enrollment – Spring semester enrollments are stable. *Summer Workforce numbers should increase with start of CDL training.*

Committee Reports

Board Chair-Greg Greenwalt – *Talking with Dr. Striplin on a weekly basis. He is looking for a home in Moorefield and is eager to get started.*

Committees- J. Galatic reported that the Finance Committee met to review the draft FY 22 budget. J. Galatic is also working on long-range budget planning, and contingency planning. Draft budget will again be reviewed by the President’s Cabinet and will be added as an action item to the May 19, 2021 Board of Governors meeting agenda.

Presidential Search

Finance & Facilities-John Galatic – Draft FY 22 budget review

College Representatives Reports

Staff-Ann Degnan – *Clearway Energy is at the Tech Center today to recruit students; NIMS exams were administered at the Tech Center; Tucker County Superintendent would like Eastern to create a special summer session to help high school students regain lost ground due to the pandemic.*

Faculty-Sherry Michael – *Faculty Assembly met on April 19. C. Hakala was the guest speaker. Watching the free community college push on the federal level. Reviewed OER which reduces cost of textbooks. D. Phillips and A. Oliverio reviewed the early alert spreadsheet. Faculty members were recognized for summer 2020, fall 2020, and spring 2021. K. Colebank shared technology tips. Three faculty members participated in Quality Matters workshop.*

Student-Vanessa Hinger – *No report.*

Strategic Plan 2015 – 2020 Reports

Dr. Chuck Terrell, President

- FY 22 Budget and Faculty Promotions – *FY 22 budget to be approved at the May meeting of the Board of Governors. Three faculty members are expected to be approved for promotion but salary increases will not go into effect until fall enrollment numbers can be considered.*
- Title III DOE Grant – *Cascadia Consulting is now getting into the details. If awarded, the grant will be \$2 million over a four-year period. Is keeping Dr. Striplin informed.*
- Pilgrim’s Pride Better Futures Program – *Pilgrim’s will cover the tuition cost of any employee or immediate family member. First-dollar in approach, so no FAFSA will be*

required. Workforce is excluded from the agreement. Will pilot for one year with a reduced tuition cost of \$100.00 per credit hour.

- *Commencement – Limit of two guests per graduate. Will be videotaped and livestreamed on Facebook.*
- *Nursing Program Leadership – J. Landis resignation effective at the end of the spring semester. Waiting on whether A. Van Meter accepts the position.*
- *CDL Training and Vehicle – New partnerships with Kingswood and Mountaineer Academy. Truck has one million miles on it, so looking to acquire a new CDL truck.*
- *Grant Memorial Hospital – Meeting yesterday to discuss radiation technology program. High cost program and accreditation is required. Looking at forming a partnership with Southern WV CTC with clinicals performed at GMH and E.A. Hawse health centers.*
- *AACC Blog Post Earth Day Tabitha Whissimore – Story written and submitted on green energy initiatives.*
- *President’s Transition Planning – Dr. Terrell is introducing Dr. Striplin to local contacts.*

I

Student Access and Success

Graduation workshop 3/24

Academic meeting 3/24

Commencement meeting 3.24; next one on 4/15

Commencement script, outline and program updated; waiting on some outstanding pieces

Two mandatory Veteran trainings; need one more by August 31

Training in FA and Admissions daily

Chip and I attended Student Affairs Advisory state meeting 3/29

Current transfer transcripts for students are in banner but two

Working with Seyed on a few extra challenge exams

Tiffany and I attended the LOT meeting 3/30

Spring 2021 graduate exit counseling packets went out 4/1

Attended Spring Prevention Conference on 4/2

College Ambassadors Virtual Site Visit with all CTCS 4/6

Student Services Dept. meeting on 4/7

Informal job performance discussions with Chip, Ed and Morgan

Ed and I have Summer Aid Awarding on 4/13 with Mary

Working on 20 Diversity Grant final report; money spent

Participated in Virtual Middle School Tour on April 1st – Sponsored by the Education Alliance

Locally only West Virginia Deaf and Blind School participated.

Session was recorded and is housed on Education Alliance website

Eastern West Virginia Community and Technical College
Board of Governors Meeting
Minutes – April 21, 2021

Thank you to Amo, Jennifer, Morgan, Tiffany, and Cameron Boiling (Work Study Student) for helping!

Virtual HLC Conference

April Student Success Summit

Thursday, April 15th @ 10:00 AM

Invited All Staff and Faculty & Student Leaders (SGA & PTK Officers and Work Study Students)

Review Student Success Committee Work, Plan Recruitment and Retention Activities

Meet Eastern – A Virtual Open House has been planned for

Tuesday, April 13th @ 2:00 PM

Wednesday, April 14th @ 7:00 PM

Saturday, April 17th @ 11:00 AM

School Visits

Tucker County High School - March 31st

Pendleton County High School – April 7th & 8th

Moorefield High School – April 14th

East Hardy High School - Planning

Petersburg High School not allowing outside visitors at this time.

**I have been monitoring the PSC website for their Early Entrance Courses. The website was updated yesterday!

East Hardy High School

Communication 104 – Public Communication

History 152 – Growth of the American Nation to 1865

Psychology 101

Hampshire High School

Communication 104 – Public Communication (online)

English 101 (online)

History 209 – Twentieth Century Europe (online)

Psychology 101 (online)

Petersburg High School

English 101

History 209 – Twentieth Century Europe (online)

Psychology 101 (online)

WVUE 270 – Effective Public Speaking

South Branch Career and Technical Center

CJ 255 – Analysis – Correctional Operation

Keyser High School

English 101 / Psychology 101 Bundle
Calculus 1

Marketing/Public Relations:

- CRM approval and implementation
 - www.element451.com
 - Features include: automations,
- New website progress
 - Anticipated launch date of July 1
- April is Community College Month
 - Requesting stories and quotes for social media and press release
- Still meeting with agencies for rebranding project
 - Phased approach to cut down on costs
 - May utilize leftover misc. funds to start research this summer
 - Is marketing research part of the institutional research position?
- AACC Blog Post for Earth Day - Dr. T
- Planning for summer/fall advertising
- FY22 media plan
 - Approaching it in six month increments, not solely flighted around registration periods
 - Thinking of using a multi-strategy approach
 - General awareness
 - More specific – program, registration, etc.
 - Two- to three-message approach – traditional, non-traditional, parents
- Planning to order masks for graduation very soon
- Pole banners came in, working with John to coordinate how to get them placed
- Looking to improve relations with other newspapers in the region

II Teaching and Learning

- LOT Meeting (April 27)
- Academic Services Meeting (April 28)

- Adjunct Needs for Fall 2021 – MTH 135, BIO 124, and BIO 124L
- Human Resource Development Foundation (HRDF) Presentation in Parsons (March 23) and Elkins (March 22) Debbie Anderson; Hampshire County Pathways Presentation (March 26)
- ATT ACE Pathway Agreement – Tucker County and SBCTC
- SBCTC Health Careers Fund
- BET Council Report Due May 31
- Faculty Assembly (April 19)
- Tucker County BOE (April 16)
- Hardy County BOE (April 19)
- Tucker County Summer School Project
- Pearson Inclusive Access through Bookstore
- \$50,000 Perkins Reserve Grant (May 31)
- TANF and Perkins CT Quarterly Reports Due at end of April
- Clearway Visiting Tech Center (April 21)
- AIM WV Apprenticeship Program in WTT (WV Development Office and DOL Apprenticeship)
- Tuesday Night Live Discussions with Hazard County Community College
- Argos Dashboards with Lindsey Guinn
- PTK Induction Ceremony (April 21)
- Banner 9 Webinar (April 16)

III & IV

Community Engagement and Partnerships Advancement and Innovation

- Performance Appraisals completed:
 - John Riggs; Prof. Dev. – listen in to Agritourism class fall 2021
 - Melissa Shockey; Prof. Dev. – Ed2Go Leadership & Building Teams
 - RB & LS this Thursday & Friday
- WFE
 - WFE - State Workforce Meeting last Wednesday
 - AIM: funds directed for IT; but can support student education/apprenticeships. Requested Missy to collaborate with Asala to review WFE catalog offerings 2017, 2018, and 2019, which the grant was written off of. Also, to incorporate Seyed from Academic offerings.

Eastern West Virginia Community and Technical College
Board of Governors Meeting
Minutes – April 21, 2021

Trainings/classes must prepare students for a National Certification. National Cert. are on pg. 12 of narrative.

- If we can identify students in qualifying programs, we can target use.
- Confirmed, this is not Asala's job, but a collaboration
- Meeting requested in April to review funds (\$28,265) dispersed Sept. 2020.
- TF/MS - 6 Program Reviews through LOT
- CDL Training approved by Mountaineer Job Challenge Program; Kingwood WV; CDL meeting at 3 pm
- MS- Camp Dawson developing MOUs for CDL & MA in FY22
- MS – Promoting Highschool visits
- LS- Promoting to Businesses in Min. & Hamp.; Grant Chamber of Commerce; & region 8 planning
- LS- AP220 Employment verifications & salary study
- LS – 2nd quarter report; excelling on AP220 grant goals
- MW/TF – Confirmed Tom's budget & hours for remainder of FY21
- TF - April 21st Panel Session (6:00 - 7:30 pm) "Current Challenges and Marketing Strategies for West Virginia Lodging Owners and Operators"
- TF - WF Program Pathways/Career Ladders Development: In progress - working with Leanne S- will share template draft at future meeting.
- TF - Cybersecurity/IT Training: Planning another Task Force Meeting in May with local and regional "experts". Looking at possible Ed2Go courses leading to industry credentials.
- Ag Workforce:
 - need to place RMA content on webpage & develop self payment portal; meeting Thursday at 2 pm
- Non-Profits
 - Contractor Focus: Non-Credit Etiquette Training – May 7th at 10:00 – 11:00
 - RB-FY22 Budget Development for WORCS; in FY22 - \$7,000 to College in indirect & should have a balance of ~\$54,000
 - AW/RB-LFPP budget revision accepted by USDA
 - RB/JM – April 23rd Rustic Mechanicals
 - WORCS inventory & documentary retention policy
 - RB - Foundation BOT Meeting; April 30th 10-12
 - Grants
 - RB - Many contractual efforts
 - RMA contract signed
 - AW – LFPP – Food Co-op Budget revision accepted
 - MW – Creative Economy (April 22nd) – AFNHA leadership & Tourism Summit June 2nd
 - MW – USDA-AFRI evaluator needed (\$2,000 yr. 1; \$1,000 yr. 3; \$2,000 yr. 5)

- Ag Innovation
 - JR – food co-op support
 - JR – Ag Action monthly marketing & meetings
 - Ag Initiatives Marketing meeting Wednesday at 1 pm
 - Ag Showcase meeting with partners RCBI, WVDA & WVDE; April 15
 - Ag Workforce Recruitment meeting; Lindsey Guinn WVDA; April 20
 - JR/AW/MW - Ag Workforce Master List schedule for 2021-2022
 - Ag Action Council Logo
 - RCBI – Bill Woodrum, Transition meeting to come (Ag Showcase & SCBG)
 - AW – cooler build out project started
 - AW – Starting \$100 PH sampler box (balanced mixture of member goods)
 - AW – PH Producers Membership Growing (10 farms)
 - AW – AFRI grant manager (ASAP system)

V

Resources

Technology, Human Resources & Safety & Security

Finances/Business Office

- FY22 Tuition & Fee Schedule submitted to HEPC on 03/23/21
- SignNow training – 3/24/21
- Attended HLC Virtual Conference – April 6 – 9
 - National Student Clearinghouse – Postsecondary Data Portal
 - Grants Partnerships
 - Grants Manual
 - Prison education partnerships
 - CFIs trending up, enrollment trending down for public institutions
- IPEDS Finance Survey locked on 04/06/21
- HEERF Quarterly Report (01/01/21 – 03/31/21) posted on website and sent to USDOE on 04/09/21
- Updating QuickBooks to 2021 Version
- Departmental Budgets
- Copying over charges to summer & running batch fee assessment
- Technology Fees - \$451,620.28
 - Online Fee - \$276,121.24
 - Student Tech Fee - \$175,499.04
- Ag Workshop Partnership meeting with WVU Extension & Wardensville Farm – 04/13/21
- CHRO Meeting – 04/14/21
- BOG Finance Committee Meeting – 4/14/21
- CFO Conference Call – 04/14/21

- FY22 Expenditure Schedule Training – 4/15/21
- FY22 Operating & Capital Budget due to HEPC 05/21/21

Facilities

- MC HVAC – Dan Kendra of Ark Ultra Consulting sent list of needed repairs, forwarded to Riddleberger.
- TC HVAC – New heat pump supposed to be installed this week
- 2021 Ford Mustang Mach E - Weimer's graphic designers to work with Morgan on wrap. We can use vehicle after wrap is complete
- MC Fence – Greg Greenwalt is checking with contact at WVDOH on fencing options. As a backup, Scott Construction, LLC will provide quote soon.
- Bird problem at TC – Scott Construction LLC to provide quote for patching bird holes and implementing bird deterrent solution

Technology

- Network Refresh
- Active Directory Self Service (ADSS)
- Lindsey Guinn Access (VPN, Polaris, Argos, OZ)
- Full Measure Progressive Web
- Barnes and Noble File Extracts
- IPEDS Spring Collection: Due 4/7/2021.
 - Fall Enrollment (Ron/Monica) – *Completed.*
 - Human Resources (Ron/Jaennae) – *Completed.*
 - Finance (John) – *Completed.*
 - Academic Libraries (Curtis) – *Completed.*

Human Resources

- Information Systems Technician – 1st day of work 04/12/21
- Program Assistant I – Workforce Department – Three interviews scheduled between 04/20/21 and 04/22/202

Safety and Security

Fire and lockdown drills for the spring semester successfully completed.

Important Calendar Dates

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Commencement – Saturday, May 8, 10:00am, at Moorefield Middle School

New Business/Miscellaneous

Dr. Terrell announced that WVU Extension leadership from Morgantown will be visiting campus on May 27. The virtual PTK induction ceremony is tonight, and Shakespeareoke takes place Friday night.

Next Scheduled Meeting: May 19, 2021

Adjournment – 1:40pm.

Respectfully submitted by M. O'Leary, recorder.



Greg Greenwalt, Board Chair

5-19-21
Date