

### Call to Order

*The virtual meeting was called to order at 12:00pm. Present were Dr. Terrell, G. Greenwalt, J. Helmick, M. Chambers, S. Arbaugh, S. Van Meter, A. Blackwood, S. Michael, A. Degnan, J. Galatic, and guest C. Bolyard. Absent were S. Shomo, K. Sherman, and H. Whetzel.*

### Presentation/Discussion/Professional Development

- Board of Governors Challenge Update – Chip Bolyard, Director of Institutional and Student Advancement – *C. Bolyard reviewed a PowerPoint presentation describing the progress of the Foundation Board of Trustees’ challenge to the Board of Governors. Three donations have been received to date. G. Greenwalt thanked C. Bolyard for his presentation and encouraged additional Board members to donate.*

### \*Action Items:

- Approval of the Minutes: Meetings of July 23 and August 3, 2020 – *On an Arbaugh/Blackwood motion, the minutes of July 23 and August 3, 2020 were approved with all in favor.*
- Appointment of the Presidential Search Committee – *On a Blackwood/Chambers motion, the Presidential Search Committee, to consist of G. Greenwalt, S. Arbaugh, R. Tissue, S. Michael, and A. Degnan, was approved with all in favor subject to additions.*
- Budget amendment to increase Federal Grants Fund (8840) expenditure schedule by \$454,000 for CARES Act – *On a Chambers/Blackwood motion, the budget amendment to increase the federal grants fund by \$454,000 was approved with all in favor.*
- Budget amendment to increase FY21 4827 Capital Tuition expenditure budget by \$67,000 – unspent settlement funds from FY20 for the purpose of HVAC improvements – *On a Blackwood/Arbaugh motion, the budget amendment to increase the capital tuition budget by \$67,000 was approved with all in favor.*

### Institutional Research

- Fall Enrollment

	8/19/2019	8/10/2020	Difference
○ Eastern	261 183.4	203 147.4	-58 -36.0
○ High School	145 43.3	80 30.3	-65 -13.0

Eastern West Virginia Community and Technical College  
 Board of Governors Meeting  
 Minutes – August 19, 2020

Workforce	37	20.8	30	16.7	-7	-4.1
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sum	443	247.5	313	194.4	-130	-53.1
Unduplicated Total	438	247.5	312	194.3	-126	-53.2

*Dr. Terrell reviewed the enrollment data. He has a meeting with the Chancellor and other CTC presidents tomorrow, and should know more about how their enrollments look. The projected budget shortfall for the fall and spring semesters will be covered by CARES Act funds. Senator Manchin is hosting a call tomorrow regarding funding for higher education. Dr. Terrell will pitch tying funding to FTE's instead of headcount. Faculty are creating an additional Blackboard platform for dual credit students whose classes begin on September 8. There is still time for more students to enroll. Some CTC's are having cash reserve issues – should learn more at tomorrow's Council meeting.*

### Committee Reports

**Board Chair-Greg Greenwalt  
 Committees**

**Presidential Search** – *G. Greenwalt reported that ACCT had provided two timeline options for the presidential search. Option one is an accelerated timeline, and option two is a traditional timeline. On a Van Meter/Michael motion, option two was approved with all in favor.*

**Finance & Facilities**-*John Galatic – J. Galatic reviewed the financial PowerPoint presentation, and Dr. Terrell reported that the financial updates will be added to the Board of Governors Meetings webpage. G. Greenwalt thanked J. Galatic for his presentation.*

### College Representatives Reports

**Staff**-*Ann Degnan – The AP220 grant has received approval for a no-cost extension through summer 2021. Workforce classes have started with 47 students enrolled. Some classes were cancelled due to COVID-19. 85 summer students responded to the student survey. 96% of responses were positive.*

**Faculty**-Sherry Michael – *Faculty orientation was held on August 3. H. Bosley and C. Sacks were guest speakers. Classes started on August 10. Faculty are attending online trainings, and the faculty handbook has been distributed.*

**Student**-Kaleb Davis – *No report.*

## **Strategic Plan 2015 – 2020 Reports**

### **Dr. Chuck Terrell, President**

- Fall Enrollment Winter Session – *Fall classes will end prior to Thanksgiving, and President’s Cabinet is considering an elongated winter session.*
- Fall Semester WIFI initiative, CARES Act funding, COVID-19 protocols – *Looking at installing Wi-Fi hotspots in the parking lot using a separate internet line. COVID-19 protocols are working well.*
- Strategic Plan 2020-2021 – *Working on the Supplement to the Strategic Plan, and will include performance measures. Dr. Veltri will assist with November HLC visit.*
- Institutional Research – *Working on a shared IR director for Eastern, Pierpont, and Mountwest. C. Treadway is coordinating the effort and is scheduling a call.*
- Work weeks – *On campus.*
  - September 14-18 Strategic Plan
  - October 19-23
  - November 9-13 HLC Progress Report Visit, Dr. William Tammone
  - December TBA
- Weimer Ford – *Has ordered an electric vehicle for Eastern on a zero dollar lease basis. The vehicle will be added to Eastern’s fleet.*
- President’s Car – *Funding is available for the purchase of a president’s car if needed.*
- Pilgrim’s Pride Sponsorship Henrietta
- Solar Lanterns

## **I**

### **Student Access and Success**

- Recruiting
- Extended application and registration process
- Finishing up SAP and final grades from summer
- VA recertifying past students with extension campus
- Scholarships contract out (last one is non-traditional will be voted on this week)
- Trainings in LSS
- Evaluations completed
- FY 21 Diversity grant \$4800

## II Teaching and Learning

- HLC Accreditation and Online Approval – Deb Backus and Dominic Phillips working on presentation to Cabinet
- FY21 Perkins Grant – Local Application due August 17
- LOT Meeting (August 26)
- Academic Services Meeting (August 27)
- NC-SARA Training (August 27)
- Perkins Reserve Grant – Due September 30
- FY20 TANF 4<sup>th</sup> Quarter Submitted
- Faculty Course Contracts for Fall 2020
- ATT Update

## III Community Engagement and Partnerships

- Implementing an Employer/Organization Contact CRM
- Fall Workforce Update:
  - **Scheduled Fall, 2020 WF “for credit” classes:**
  - These programs will be offered in a blended format; clinicals will be on campus (number indicates enrollment as of 8/4/20):
  - Medical Assistant – 20
  - Phlebotomy – 17
  - Dental Assisting – 3
  - Pharmacy Tech – 2 (completely online)
  - Medical Billing & Coding – 3 (completely online)
  
  - **Other trainings that are tentatively scheduled at this time (must be face-to-face):**
  - CDL – scheduled to begin September 14
  - Welding – scheduled to begin September 14 in Keyser (at MCTC)
  - Nursing Assistant (C.N.A.) was canceled due to inability to do clinicals at nursing home.

- **Total enrollment from Fall, 2019 “for credit” was 76:**
- Medical Assistant (Mfld) – 20
- Medical Assistant (Tucker Co) – 3
- Medical Assistant (Keyser) – 11
- Phlebotomy – 10
- Dental Assisting – 5
- Nursing Assistant (C.N.A.) – 10
- Pharmacy Tech – 6
- Medical Billing & Coding – 11
- Welding – 6
- CDL – 11

## IV Advancement and Innovation

### Grant Items:

- Benedum Foundation & Maker Fellow, Deferment for 1 year approved
- USDA-AFRI – due Sept. 24<sup>th</sup>, up to 5 years & \$500K
- Strengthening Community Colleges Training Grants
  - Recommendation to form a “Focus Group” in preparation for the DOL webinar - - aim to identify local relevance of EMT Trainings/substance abuse trainings to fit into the larger CTC health focus submission Oct. 8.
- Hardy CVB submitting proposals to WV Humanities Council & AmeriCorp nCCC – seeking support for program speaking engagements, if funded
- Grants, Dept. of Health and Human Services, Program Support Center – Indirect Cost Rate Proposal

### Meetings:

- MDRC with Workforce - Wednesday
- WVDA- Therapy Garden - Thursday

### Foundation:

- Hardy Co. Community Foundation on 8-4
- Historic Oakland Hall at Hardy Co. Golf Course, desire for Board formation
  - Board member recommendations
- CARES Act, donor benefits

### IREED:

- NACEE new member briefing last week
- Need to focus on website

### Ag:

- Confirming pursuit of on-campus interviews of top candidates
- Ag Advisory Committee meeting, Friday, Aug. 21<sup>st</sup> - - AFRI input
- Freezer delivery by WV State – need to have done “installment/wiring”
- Will have website to share soon

## **V**

### **Resources**

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

- BRIM Loss Control Questionnaire submitted 07/31/20
- Meet & Greet w/ Tom & Pilgrim's Pride on 8/4/20
- Interim audit mostly complete
- AP220 Financial Policies
- Performance Appraisals
- Change order for additional cleaning
- Departmental Budgets
- Completed FERPA training
- CFO Meeting – 08/11/20
- HLC Reporting meeting with Deb – 08/18/20
- IET Meeting – 08/24/2020
- CARES Act FIPSE portion (\$288,112) – budget due 8/30/20
- FY22 State Appropriation Request due 09/01/20
- Final Audit set for September 8-11 & September 21-25; pro forma financial statements to be drafted

#### ***Grants***

#### ***Technology***

- Kids Connection Project
- Student/Employee IDs for Contact Tracing
- Portals and Single Sign On
- Geoff off 8/13 – 8/14
- HEPC Workforce End of Year Reporting due 8/15/2020
  - Student, Registration, Course, Program Enrollment, Program Inventory, and Completions
- HEPC Summer Reporting due 9/1/2020
  - Student, Course, Teaching Workload, and Registration
- HEPC Financial Aid Reporting due 9/15/2020
- HEPC Workforce Census due 10/1/2020
  - Student, Registration, and Course
- HEPC Fall First Collection 10/15/2020

- Student, Course, Teaching Workload, Registration, Personnel, and Applicant
- IPEDS Fall Collection due by 10/14/2020
  - Institutional Characteristics
  - Completions
  - 12 Month Enrollment

### ***Human Resources***

- RTO Addendum for Fall Schedule – Needs to be uploaded to website
- Employees working from home update:
  - Michael O’Leary – Proposed End Date: TBD
  - Barbara See – Proposed End Date: TBD
  - Nikki Chandler – Proposed End Date: TBD
  - Shirley Murphy – Proposed End date: TBD
- IET Meeting scheduled for later this month – will review updates/revisions for the following:
  - BP 6.6 – Equal Opportunity, Non-Discrimination, and Affirmative Action (To include SOCIAL JUSTICE language per Kristin Boggs guidance)
  - BP X.X New Policy for Social Media
  - BP 5.1 – Sexual Harassment - Due to Title IX Final Rule, effective 08/14/20-
  - AR 5.17 – Harassment/Discrimination - Due to Title IX Final Rule, effective 08/14/20
- Community Computer Lab Advisor position update
- Creating a more user-friendly performance appraisal form
- Completed P-Card training (as Trina’s backup) on August 6<sup>th</sup>, 2020
- Fleet Training (virtual) – will need to complete by the end of August
- CHRO meeting – 08/12/2020 11:00 am
- “Dealing with Difficult People” Online Seminar - 08/20/20
- CUPA-HR Annual Conference – October 5-7, 2020 (virtual)
- Employee Handbook
- Director of Ag interviews

### Important Calendar Dates

Eastern West Virginia Community and Technical College  
Board of Governors Meeting  
Minutes – August 19, 2020

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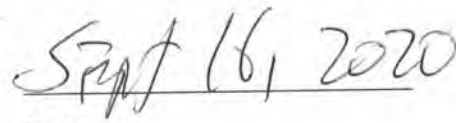
New Business/Miscellaneous

Next Scheduled Meeting: September 16, 2020

Adjournment – 1:25pm.

*Respectfully submitted by M. O’Leary, recorder.*

  
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Greg Greenwalt, Board Chair

  
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Date