



1. Call to Order: *The meeting was called to order at 12:01pm. Present were Dr. Terrell, R. Tissue, G. Greenwalt, M. Chambers, F. Shanholtz, Jr Helmick, D. Bean, C. Hakala, L. Godlove, T. May, and M. O'Leary (recorder). Guests present were D. Smarik and P. Reardon. Absent were D. Lambert, G. Sponaugle, and S. Staley.*

2. *Action Items:

- a. Approval of the Minutes – Meeting of April 12, 2017

On a Helmick/Bean motion, the minutes were approved with all in favor.

- b. Program Review – Associate in Science
- c. Program Review – Associate in Arts

C. Hakala reviewed both Program Reviews with the Board of Governors, outlining strengths and areas of improvement. On a Greenwalt/Chambers motion, both the Associate in Science Program Review and the Associate in Arts Program Review were approved with all in favor.

- d. AR 7.10 Purchase or Acquisition of Materials, Supplies, Equipment, Services, and Printing

P. Reardon presented AR 7.10 to the Board of Governors for informational purposes.

- e. Credit Card Regulation and Procedures

P. Reardon presented the Credit Card Regulation to the Board of Governors as an informational item. The regulation was developed to better conform to bank policies and procedures.

3. Introduction:

a. David Smarik, AP 220 Consortium Director

Dr. Terrell introduced David Smarik, AP 220 Consortium Director, to the Board of Governors. D. Smarik shared his professional background, and provided Board members with an update on where the AP 220 project stands, and what his plans are moving forward. D. Smarik provided a handout that outlined goals for the AP 220 Grant, and clarified that he is the Consortium Director for Eastern, Allegany College of Maryland, and Dabney S. Lancaster Community College. D. Smarik will soon be hiring a case manager whose responsibilities will focus specifically on Eastern. R. Tissue welcomed D. Smarik to Eastern, and thanked him for his presentation.

4. Board Chair and Committee Reports

a. WV Board of Governors Association – Rob Tissue

No Board of Governors Association report. R. Tissue reported that June's Board of Governors meeting will include officer elections. S. Staley and F. Shanholtz will be leaving the Board of Governors as their terms expire, and both indicated a willingness to continue serving until the Governor provides his approval for replacements. Dr. Terrell reported that he has already reached out to potential replacements.

b. Classified Staff update – Laurel Godlove

L. Godlove reported that the spring semester has wrapped up, and that summer classes begin on Monday. A reception for the Hardy County Schools Art Show will be held on Sunday, and T. Metzger has several events in the near future. Classified staff voting results should be announced soon, and EMT classes are on-going.

c. Faculty update – Curtis Hakala

C. Hakala reported that he just returned from a math conference in Charleston. Now that spring classes have concluded, faculty are working on other initiatives, including assessment. P. Hawse will provide Ruby Payne training for faculty.

d. Student update – Theda May

T. May reported that Bongo Ball was a success with many high school students participating, and that Commencement was a success.

R. Tissue echoed the success of Commencement, and of N. Roper, the Commencement speaker. Dr. Terrell reported that, for the first time, a graduating student who received an Associate Degree at Commencement will be graduating from high school next week. There were also two mother and daughter sets to graduate together at Commencement.

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

a. Student Access and Success

Spring 2017

CAMPUS	HeadCount	FTE
Eastern	330	207.5
High School	161	52.3
Workforce	50	21.9
sum	541	281.7

Unduplicated Total 539 281.7

Fall 2017

CAMPUS	HeadCount	FTE
Eastern	84	60.1
High School	2	.8
sum	86	60.9

Unduplicated Total 86 60.9

Dr. Terrell reported that Commencement was a success, and that he made a challenge to graduates to make a donation of \$20.17 to the EWVCTC Foundation to commemorate their graduation. Harold K. Michael Award recipient Joseph Kapp then made a matching gift challenge for the next sixty days. J. Aries of 25th Hour Communications is working with J. Kapp on a marketing campaign to graduates. One visitor gave Dr. Terrell a donation of \$20.25 immediately following the Commencement ceremony. AACC has selected Eastern, along with five other community colleges, to participate in funded cohort meetings. Lincoln Electric is one of the industry sponsors. Dr. Terrell reported that the social media campaign is in full swing and is having an impact with the generation of new applications.

- Letters to High School Seniors

Dr. Terrell reported that letters to graduating high school seniors (and their parents) offering admission to Eastern have been mailed by the System office to most of Eastern's six county service area. In addition, scholarship presentations are being made by contribution representatives throughout the service area. The Hampshire County one-stop shop was a success, and will be offered in Petersburg and other areas over the coming weeks.

Dr. Terrell also reported that Chancellor Tucker will be hiring a BBDA system expert, and that the CTCS will be funding half of BBDA hosting fees. Dr. Terrell would like the new BBDA system expert to join President's Cabinet meetings via Skype.

- b. Teaching and Learning

- i. Board of Nursing report ratio 1:8

Dr. Terrell reported that, during the recent Nursing Program Review, reference was made to enforcing the 1:8 faculty to student ratio. The Board of Nursing has recently announced that it will now accept a 1:10 ratio.

- c. Community Engagement and Partnerships

- i. Regional Welding meeting 4/27

- ii. Craft Beverage Planning meeting 5/10

- iii. Casey Sacks- 5/26 – Will be meeting with Dr. Terrell and Workforce staff.

- iv. Solar Congress Conference-6/24 – State-wide conference.

- v. Paramedic training to begin this fall
 - vi. CDL Advisory Committee
 - vii. HVAC meeting TBA
- d. Culture of Innovation
- i. Tourism meeting-May 22 – *Includes CVB's. E. Serr will lead discussions.*
 - ii. Biochar Education conference, 7/14
 - iii. Gaming Expo 89 – *Held on May 6, 89 people attended.*
 - iv. AmeriCorps – *Additional financial support is available. T. Metzger hopes to add two additional AmeriCorps staff members.*
- e. Resources

i. Finances

- a. WVNET – *Funding for WVNET was removed in the Governor's initial budget. If there is no funding, Eastern's costs to host Banner, Degreeworks, etc. could increase to approximately \$200,000 per year, compared to the current \$56,000.*
- b. Vehicles cars, bus and misc – *P. Reardon is researching the sale of certain vehicles.*

Dr. Terrell reported that the Finance Committee will be reviewing different budget scenarios once the state budget is decided. The scenarios include 350 FTE's with no cut to the state appropriation, a 2% cut, and a 4% cut. All scenarios result in a budget deficit. The scenarios also assume no changes to tuition charges, and no changes to WVNET costs. The Governor has asked agency heads to make contingency plans in case there is a government shutdown on July 1.

ii. Facilities

- *Power Outage – Planned outage occurred last Friday.*
- *HVAC Mediation – Mediation meeting scheduled for yesterday in Charleston was cancelled. An agreement was reached whereby the HVAC company will return \$70,000 to Eastern. Mediation has been resolved.*

Dr. Terrell reported that Dr. Byrd at WVU has recommended WVU senior M. Burdette to work on Eastern's master facility plan. Dr. Terrell will have a Skype meeting with M. Burdette tomorrow.

- f. Human Resources
 - i. Temp IT – *Temporary employee hired.*
 - ii. HR – *Researching contracted position – two people interested.*
 - iii. FOIA request – *Provided information on number of people hired in past year.*

- g. Technology

- h. Communications and Marketing

- i. AP 220 Grant

- j. Grants
 - i. Appalachian Stewardship Foundation - *Denied*
 - ii. AARP 14K - *Received*
 - iii. USDA - *Received*
 - iv. WV Development Office – *Submitted, waiting to hear back.*
 - v. GE Additive Tech – *In development*
 - vi. SPECA
 - vii. Farmer Promotion – *In development*

6. Campus Safety and Security

7. Important Calendar Dates

March 1, 2017 – April 28, 2017	Criterion Taskforce Leaders post revised drafts of assurance arguments <u>and</u> supporting documentation on Share File. Leadership Team reviews drafts of Assurance Arguments for edits, unresolved issues, etc.
April 1, 2017 – November 14, 2017	Documents Facilitator and Taskforce on Documents build and complete documentation resource files (Share File) and identify documents for uploading onto Assurance System.
April 1, 2017 – March 14, 2018	Documents Facilitator and Taskforce on Documents build and complete on-campus documentation resource files.
May 26, 2017	Initial full draft of Criterion Assurance Arguments completed by Criterion Taskforce Leaders (Criteria 1 – 5) to be posted on Share File Dr. Terrell or designee completes draft of Introduction. Dr. Terrell reviews/approves draft of introduction.

8. New Business/Miscellaneous

- a. Briefs from the WV Legislative Session

Next Scheduled Meeting: Wednesday, June 21, 2017

Adjournment: *Meeting adjourned at 1:40pm.*

Respectfully submitted by M. O’Leary, recorder.

Robert Tissue, Chair

Date