



1. Call to Order – *The meeting was called to order at 12:02pm. Present were Dr. Terrell, R. Tissue, D. Bean, G. Sponaugle, Jr. Helmick, G. Greenwalt, M. Chambers, C. Hakala, L. Godlove, and T. May. Absent were S. Staley and F. Shanholtz.*

2. *Action Items:

- a. Approval of the Minutes – Meeting of September 13, 2017

On a Greenwalt/Chambers motion, the minutes were approved with all in favor.

- b. Governance Manual-HR Director addition

On a Bean/Hakala motion, the HR Director addition to the Governance Manual was approved with all in favor.

3. Guest Speaker – U.S. Senator Shelley Moore Capito via Skype

Senator Capito joined the meeting via Skype at 12:15pm. She reported the following:

- a. *Working to pass the budget and tax reform. Federal government is funded through December 8. Debt limit vote is now separate from the budget vote.*
- b. *No changes are anticipated in USDA rural development funding.*
- c. *Was in WV last week and visited Elkins, a coal mine, EDA projects, and attended a meeting on broadband deployment.*
- d. *Signed the Perkins Reauthorization Act.*
- e. *Working on a project to get coding programs to women in junior high schools.*
- f. *Visited Shepherd University this past Monday to discuss bringing more research to WV's colleges and universities.*
- g. *Will be working on the farm bill next year.*

Dr. Terrell indicated his willingness to assist the Senator and her staff in any way, and R. Tissue thanked the Senator for joining the meeting. The Skype call

ended at 12:45pm.

4. Auditors Report – Suttle & Stalnaker via phone

Marie Long, CPA and Senior Manager at Suttle and Stalnaker, reviewed the Auditors Report via a PowerPoint presentation and reported that no issues were identified. On a Greenwalt/Sponaule motion, the Board of Governors approved the Auditors Report with all in favor. Dr. Terrell reported that the college will fill the CFO position, as an on-campus role, as soon as possible.

5. Introduction – Carlos Gutierrez, Director of Human Resources, via Skype

C. Gutierrez joined the meeting via Skype. He introduced himself to Board members and gave a synopsis of his employment experience in the fields of law, human resources, telecommunications, and non-profits. Board members then introduced themselves. C. Gutierrez has been reaching out to other community college HR Directors in the state in order to incorporate best practices into the college's. C. Gutierrez reported that the structure of WV state code is rigid, yet there is some flexibility in interpretation. He has experience working with state code to extrapolate them into guidelines.

6. Board Chair and Committee Reports

a. Board of Governors – Rob Tissue

i. Retreat, November 9

R. Tissue would like to have full representation at the retreat. Will be held at either Blackwater or Canaan, and Foundation Board members and President's Cabinet will also be invited. The questions for the retreat are where are we today, and where do we want to be in the future? Carpool arrangements will be available, and the meeting will begin at 9:30am and end by 3:30pm and will include lunch.

b. Classified Staff update – Laurel Godlove

L. Godlove reported that nursing is accepting applications starting November 1; marketing materials have been distributed to high school counselors; a FAFSA workshop is scheduled for Tucker County; 55 refurbished computers have been purchased for rooms 204 and 206, and wifi at the Tech Center has been upgraded; the NYC bus trip is full; classified staff meeting was held yesterday and the next meeting will be on December 19; Veteran's fair meeting is today; and the Christmas party is scheduled for December 21.

c. Faculty update – Curtis Hakala Adjunct Award

C. Hakala reported that mid-terms are over, and that M. Bennear and S.

Hammer are recipients of the adjunct faculty award for fall 2017 and spring 2018, respectively.

- d. Student update – Theda May
T. May reported that Trunk 'n Treat is scheduled for October 31.

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

HLC visiting team – *We now know the names and titles of the visiting team.*
 2018 Legislative Session agenda – *Dr. Terrell met with the Chancellor last week. At this time, it appears that there will be no mid-year budget cuts.*

Dr. Terrell reported that B. Baldwin was this year's Outstanding Contributor recipient. The CCA conference agenda was distributed to Board members and, while the operational budget has severe limitations at this time, the capital fee budget is healthy.

a. Student Access and Success

Enrollment	CAMPUS	HeadCount	FTE

	Eastern	290	185.8
	High School	233	67.3
	Workforce	63	28.9

	sum	586	282.0
	Unduplicated Total	577	282.0

Student Success Workshop, October 26
 Admissions landing page on Eastern Website – *In progress.*
 High School junior/senior home mailing campaign – *In progress.*

- b. Teaching and Learning
 - i. Winter Schedule – *Short-term courses will be offered.*
 - ii. Guided Pathways Dr. Casey Sacks – *C. Hakala has been involved.*
 - iii. Transfer Articulations – *Meeting with Frostburg next week.*
- c. Community Engagement and Partnerships
 - i. CDL – *Looking at a partnership with a trucking company in Mineral*

County.

- ii. CNA Courtland Acres – *In Tucker County, already had a meeting.*

d. Culture of Innovation

- AmeriCorps Ryan Runion – *Working with E. Serr on tourism.*
- AG Innovation Showcase, Nov. 2 – *Begins the evening of November 1.*
- Community Colleges of Appalachia fall conference, Nov 1-3
- National Rural Entrepreneurship Ecosystem Conference-May 2-5 – *Dates may change to May 15 – 17.*
 - Andy Stoll, Kauffman Foundation

e. Resources

- Finances-reserves - *\$1.7 million is reserves. May have a \$350,000 shortfall.*
- ISMS renting space on campus – *Room 113.*

i. Facilities

- Parking 2009 bond referendum Parking, HVAC, Patio, Generator COOP
- Energy conservation

f. Human Resources

- Recruiter – *For AP 220.*
- Oasis/Payroll – *Will post to hire.*
- Executive Dean of Administrative Services – *Will post to hire.*

g. Technology

- i. Self Service registration – *Online for students.*
- ii. Grades – *Now being submitted online by faculty.*

h. Communications and Marketing

- Admissions landing page

Eastern West Virginia Community and Technical College
 Minutes – Board of Governors Meeting
 October 18, 2017

i. AP 220 Grant

- Equipment purchased – *Installed at Tech Center.*

j. Grants

- US Wind Force \$20,000 – *Submitted. For feasibility study of timber frame barn*
- WV Capital Resources \$24,500 – *Rejected.*
- Google TBA \$750,000 – *Submitted.*
- USDA \$50,000

8. Campus Safety and Security

Dr. Terrell reported that an accidental lockdown drill last week exposed some issues. Will schedule a practice drill in the near future.

9. Important Calendar Dates

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.
October 23, 2017	Revision of document incorporating comments and additional data (Introduction and Criteria 1 – 5 Assurance Arguments)
October 31, 2017 – November 17, 2017	Taskforces and college community review and comment on complete document.
November 1, 2017 – December 21, 2017	Documentation Team uploads evidence files and assurance arguments into HLC Assurance System. Documentation Team completes Assurance Argument edits as necessary.
November 30, 2017	DEADLINE: Criterion Team Leaders complete final edits. Report Facilitator completes final review and edits.

Eastern West Virginia Community and Technical College
 Minutes – Board of Governors Meeting
 October 18, 2017

December, 2017 – April 2018	Preparations for HLC Visiting Team on-site visit
December 1, 2017	Production of Assurance Arguments Draft for BOG Review. Documents to be accessible December 8, 2017
December 16, 2017	Board of Governors receives final draft of the Report for review and comment
January, 2018	Board of Governors approves final draft of the Report for submission to the Higher Learning Commission
January 15, 2018	Report Facilitator completes revision (in collaboration with respective Criterion Team Leader) of document incorporating comments provided by BOG.
January - February 2018 TBD	Mock Visit: Format recommendation includes All College Meeting for overview of Comprehensive Evaluation process and visiting team expectations; individual/department meetings to address specific items in Assurance Arguments.
February 1, 2018	DEADLINE: Documentation Team locks Assurance Arguments which submits to the Higher Learning Commission.

- Community Colleges of Appalachia conference at Eastern 11/1-3
- Ag Showcase – 11/2
- AACC Fall meeting-DC 11/15-17

10. New Business/Miscellaneous

- a. Harold K. Michael Founders Award recommendation – *Dr. Terrell would like the committee to consider Full Measure Education as this year's recipient.*
- b. APEX

Next Scheduled Meeting: TBA.

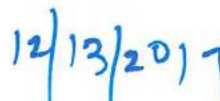
Eastern West Virginia Community and Technical College
Minutes – Board of Governors Meeting
October 18, 2017

Adjournment – 1:58pm

Respectfully submitted by Michael O’Leary, recorder.



Robert Tissue, Chair



Date