



1. Call to Order – *The meeting was called to order at 12:03pm. Present were R. Tissue, Dr. Terrell, G. Greenwalt, D. Bean, S. Staley, M. Chambers, K. Sherman, S. Dilly, C. Hakala, A. Degnan, S. Scamehorn, and J. Galatic. Absent was Jr Helmick.*

2. *Action Items:

- Approval of the Minutes – Meeting of November 28, 2018

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

- AR 6.14 Electronic Signature Policy – Informational – *D. Bean indicated that sanctions are indicated but that procedures are not. Dr. Terrell responded that there is a separate AR for procedures authored by R. Hamilton. Eastern is starting the process of having mock cyber drills. AR 6.14 will improve efficiency especially when Dr. Terrell is off campus.*
- AR 7.10 Purchase or Acquisition of Materials, Supplies, Equipment, Services and Printing – Informational – *State policy changed purchasing threshold from \$25,000 to \$50,000. AR 7.10 mirrors those changes. G. Greenwalt asked whether open-ended contracts are reviewed on an annual basis. J. Galatic indicated that all contracts are reviewed annually and have a thirty day cancellation clause.*
- Calendar Year 2019 Board of Governors Meetings – *Board of Governors members approved new meeting dates for meetings in April (24), August (28), and October (23).*

3. Presentation/Discussion:

- Introductions: Laurie Pitcher, Program Coordinator for Admissions and Financial Aid, and William Netherland, AmeriCorps – *Dr. Terrell introduced L. Pitcher and W. Netherland to members of the Board of Governors. Members of the Board of Governors introduced themselves, and R. Tissue welcomed them both to the EWVCTC team.*
- Faculty Report – Shirley Murphy
The mission of the Faculty Assembly is “Engagement, Involvement, and

Ownership”. Guest speakers have presented at Assembly meetings; calendar events have been scheduled to focus on policy and faculty development; faculty orientation was held in the fall; new committee assignments were made last August; Faculty Friday dates were established; and faculty of the semester awards were established. Faculty attended a regional conference at Frostburg State last Friday. S. Murphy concluded that Eastern has a cooperative, hard-working faculty.

- **Staff Report – Missy Shockey**
The Classified Staff Council has now become the All Staff Council because of changes to state code. Dr. Terrell indicated that some leave policies may change as well due to HEPC HR changes. The next set of officers will be L. Shreve (Chair), S. Michael (Secretary), A. Degnan (BOG representative), and D. Nelson (Treasurer). Staff Council has been involved with the holiday luncheon, LSS recruitment events, Trunk n Treat, Santa photos, bus trips, and paint nights. Concerns include lack of staff participation at Council events.

R. Tissue thanked S. Murphy and M. Shockey for their reports.

4. Board Chair and Committee Reports

- **Board of Governors – Rob Tissue – R. Tissue announced that G. Greenwalt will chair the Harold K. Michael Award committee with D. Bean and C. Hakala as members. The committee will meet at 11:30am on February 20. Dr. Terrell’s current contract expires in June 2020, and an Executive Session will be scheduled for the May 2019 Board of Governors meeting for an informal evaluation of the president.**
- **Staff update – Ann Degnan – No report.**
- **Faculty update – Curtis Hakala – No report.**
- **Student update – Samantha Scamehorn – Planning spring events and will attend Higher Education Day.**

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

Finance-John Galatic - Break Even Analysis for Programs

Dr. Terrell introduced the break-even analysis developed by J. Galatic. Dr. Terrell shared the analysis with the chancellor last week, and she will take it to the two legislative bodies. J. Galatic reviewed the break-even analysis which is focused on salaries, but can also branch into utilities, supplies, etc. The analysis

calculates how many seats need to be filled in classrooms in order to break-even on faculty salaries. Only full-time faculty are represented in the analysis. Faculty were presented with the analysis last week by Dr. Terrell. Math and English faculty are excluded because they teach for all programs. Core services are fixed costs which should be included in state appropriations. R. Tissue commented that this approach makes us accountable, and provides legislators with hard data. Nursing is an outlier since the program requires 33 students to break-even, but the enrollment is limited to twenty students. N. Nelson recently made a financial contribution to the nursing program. Further work needs to be done on how adjuncts contribute to the break-even analysis. The college is engaging with Ruffalo Noel-Levitz for faculty development on recruitment and retention.

J. Galatic reviewed a PowerPoint presentation on the college's financial status, and reported that Eastern's CFI score had increased to 2.35. He also reviewed cash balances, the budget versus actual report, and the profit versus loss comparison.

- Student Access and Success
 - Fall Enrollment
 - Spring Enrollment
 - Civil Rights Plan
 - Student Testimonials
 - High School Senior Campaign – *Receiving lists from high schools.*
 - G8 meeting – *Very good meeting with superintendents.*
 - Higher Education Day – *January 28. All nine WVCTC presidents attending. Will likely get national press coverage.*
 - Blue Ribbon Commission – *Dr. Terrell attended the Blue Ribbon Commission meeting in Charleston. The meeting was scheduled to last all day but ended at 11:30am with little input allowed from invited guests. The Commission is recommending that 90% of all HEPC HR code be eliminated.*

- Teaching and Learning
 - HLC On-line learning initiative – *Looking to hire faculty.*
 - Fall 2019 Catalog to include Ag Business track in Business Management

- Community Engagement and Partnerships
 - Potomac Highlands Regional Jail collaboration update – *S. Smoot is having discussions.*
 - Mineral County Days and other Charleston trip plans

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Governor’s Office of Minority Affairs event proposal update
Cybersecurity update – *S. Smoot met with IBM representatives.*
DCED ideas
Mineral County Development Authority request

Will also be having a machine and tools discussion with K. Clark, S. Van Meter, and other Eastern representatives.

- Culture of Innovation
 - Biochar initiatives - \$70,000 EPA grant received, plus another \$25,000.
 - AmeriCorps – *Have one more vacancy to fill.*
 - Tourism
 - WVDO
 - Community Colleges as Incubators of Innovation

- Resources
 - Base Funding for FY 19

- Human Resources
 - FT HR staff search

- Technology
 - Online suggestion and incident report forms
 - Dec 12-Feb 13 IPEDS Winter Collection:
 - Student Financial Aid (Waiting on Feedback),
 - Graduation Rates (Completed)
 - 200% Graduation Rates (Completed)
 - Admissions (Not Applicable)
 - Outcome Measures (Verifying Numbers)
 - January 25, 2019 Data Files: Student, Course, Teaching Workload, Registration, and Schedule File (Waiting for Acceptance from HEPC)
 - Dec 12-Apr 10 IPEDS Spring Collection: Fall Enrollment, Finance, Human Resources, & Academic Libraries to be submitted directly to the IPEDS website
 - 1098T Progress
 - Personnel System Development
 - Technology Center Internet

- Communications and Marketing
 - PR
 - 1) Barn Quilt, on hold until ground improves.

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- 2) New Faces, Welcome Laurie Pitcher and William Netherland
- 3) Foundation, more details to come.

Marketing

- 1) Spring Campaign Updates
- 2) Emails to Home School Organizations went out, next email will be a follow-up. 25th/Lacey need to decide what materials would be best suited attached to email #2.
- 3) Testimonials in full swing. Interview with Kim Sherman 3 pm Thursday, January 10th.

Events

- 1) Dr. T, Tour Document, working on various materials for multiple events

Collateral

- 1) Updated BET brochure with Cristyn for review. We need to revisit the spacing issue.
- 2) Signage and Statues: Dr. T, Send Sign Quote
- 3) Trail signage: Written. We will submit the Press Release and the Trail Signage for review at the same time.

Website

- 1) Awaiting information from Eric on Tech Center webpage updates.
- 2) Deb sent Shepard's articulation agreement, Jen and Crystal working to create a Transfer Map to mimic the Program Maps, infographic-style. Info for 1) and 2) will come after the catalog is completed.

Misc.

- 1) Civil Rights: Monica and Crystal meeting this week to go over the rest of the list, January 9th.

- AP 220 Grant

- Grants

Benedum	250,000 – <i>To support AmeriCorps and IREED.</i>
EPA	70,000
Manure du Force	25,000
Spring initiatives	

6. Campus Safety and Security

- Drills

7. Important Calendar Dates

8. New Business/Miscellaneous

- Lumina Foundation Invitation, February 5-7

Dr. Terrell announced that he and J. Kapp are co-authors of a chapter in a book on entrepreneurship that will be released by NACCE in February. Also seeking a sponsor for the college's tenth commencement in May.

Dr. Terrell and other Eastern representatives attended the Governor's State of the State address. A WV Leadership event followed, as did Mineral County Day and a visit to the Secretary of State's Office new small business center. Dr. Terrell will be in Charleston next week for the Chancellor's meeting, advisory council meeting, meeting with the WV Development Office, and other meetings.

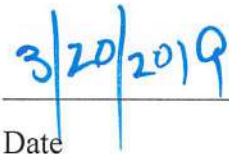
Next Scheduled Meeting: February 20, 2019

Adjournment – 2:12pm

Respectfully submitted by Michael O'Leary, recorder.



Robert Tissue, Chair



Date