



1. Call to Order – *The meeting was called to order at 12:05pm. Present were Dr. Terrell, R. Tissue, G. Greenwalt, G. Sponaugle, F. Shanholtz, M. Chambers, C. Hakala, and T. May. Guests included D. Backus, S. Murphy, and M. Shockey. Absent were S. Staley, Jr Helmick, D. Bean, and L. Godlove.*

2. *Action Items:

a. Approval of the Minutes – Meeting of October 18, 2017

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

b. Approval of the HLC Report – Debra Backus

D. Backus, Dean of Teaching and Learning, joined the meeting to review the HLC Report via a PowerPoint presentation, and shared a list of visiting team members. D. Backus reported that significant improvements have been made in the areas of faculty overseeing the curriculum, and in assessment. These were both areas of concern in the last HLC Report. Less progress has been made in a third area of concern, resources. Dr. Terrell reported that Eastern is now in its fifth year of consecutive budget cuts, and expenses have exceeded revenues for the past two years. The composite financial index is a concern for HLC.

Enrollment reports at the last Council meeting showed enrollments down around the state. The HLC visit will take place April 23 – 24, 2018. On a Chambers/Sponaugle motion, the HLC Report was approved with all in favor.

c. Auto Tech AAS Program Review

C. Hakala reviewed the Auto Tech AAS Program Review. The biggest issue is lack of a full-time instructor. Dr. Terrell reported that EMSI labor data shows auto technicians are in high demand. On a Greenwalt/Sponaugle motion, the Program Review was approved with all in favor.

d. Auto Tech CAS Program Review

C. Hakala reviewed the Auto Tech CAS Program Review. As above, lack of a

full-time instructor is the biggest challenge. On a Greenwalt/Sponaugle motion, the Program Review was approved with all in favor.

3. Annual Reports

a. Faculty – Shirley Murphy

S. Murphy, Chair of the Faculty Assembly, reported on faculty highlights over the past year:

- *Faculty is growing in focus, determination, and cohesiveness.*
- *Changed meeting times in December 2016 to create Faculty Fridays where faculty meetings occur in the mornings, and faculty development occurs in the afternoons.*
- *Created a new mission statement – Engagement, Involvement, and Ownership.*
- *Established a yearly work plan to update policies, bylaws, constitution, and planning calendars.*
- *Revised student surveys to include new methodologies.*
- *Dr. Terrell met with faculty in February 2017.*
- *Faculty Chair vote and orientation discussion took place in April 2017.*
- *Faculty received Banner, Degreeworks, and Advisor training, and indicated their preferences for Committee work.*
- *PTK Induction Ceremony.*
- *Two nursing faculty promotions approved.*
- *Elected Vice-Chair of Faculty Assembly.*
- *D. Backus met with faculty to review importance of recruitment.*
- *Ruby Payne training took place, and an assessment pilot project was launched.*
- *Two new faculty awards were established, and an adjunct advocate program was launched.*
- *Revised the evaluation process for full-time faculty.*
- *Performed revisions and updates on MCR's.*
- *Student self-service was launched, and faculty are now entering grades directly into Banner.*

b. Classified Staff – Melissa Shockey

M. Shockey, Chair of the Classified Staff Council, reported on classified staff highlights from the past year:

- *The Christmas party will take place next week, and monthly birthday recognitions continue.*

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- *Classified staff attend many recruitment events, and host regular FAFSA workshops.*
- *Classified staff attended the Veteran's Day event at the Armory.*
- *Host quarterly meetings with Dr. Terrell.*
- *Council meets monthly to discuss issues and update bylaws.*
- *Events included Outdoor Movie Night, Trunk 'n Treat, NYC Bus Trip, and Pictures with Santa.*
- *Decline in enrollment and decline in number of classified staff members are concerns.*
- *William Baldwin was selected as Outstanding Contributor.*

4. Board Chair and Committee Reports

- a. Board of Governors – Rob Tissue – *No report*
- b. Classified Staff update – Laurel Godlove – *No report*
- c. Faculty update – Curtis Hakala – *No report*
- d. Student update – Theda May – *Looking forward to Christmas break, toy drive, and Photos with Santa.*

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

- *Supplement to the Strategic Plan January 2018 – Dr. Terrell has requested President's Cabinet to provide him with accomplishments and new goals to be added to the Supplement.*
- *Foundation Strategic Plan-Joe April, Convergent Nonprofit Solutions – Will send sample Strategic Plan to Foundation Board of Trustees members.*
- *Eastern WV Community Foundation – Amy Pancake, of the Eastern WV Community Foundation, reached out to Dr. Terrell about joining their Board. Eastern's Foundation Board of Trustees approved Dr. Terrell's participation.*
- *Board of Governors appointments & reappointments – Still waiting to hear back from Governor's Office on two submitted nominations, and working to identify a third.*

a. Student Access and Success

FALL 2017 CAMPUS	HeadCount	FTE
Eastern	289	185.1
High School	256	72.5
Workforce	67	29.9
sum	612	287.5

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Unduplicated Total 604 287.5

SPRING 2018 CAMPUS	HeadCount	FTE
Eastern	133	98.8
High School	112	34.0
Workforce	13	6.9
sum	258	139.7

Unduplicated Total 258 139.7

- High School student/parent letters – *Three template letters to high school juniors, seniors, and their parents have been developed by 25th Hour Communications, and will be mailed in January. Spring recruitment campaign is in full swing.*

- b. Teaching and Learning
 - Articulation agreements – *D. Backus has signed agreement with Marshall University.*
 - Guided Pathways – *System-wide effort. C. Sacks and C. Dennison will visit campus in January 2018.*
 - Online degree HLC accreditation – *A workgroup has been established by D. Backus. In order to launch, two online programs must be approved at the state level.*

- c. Community Engagement and Partnerships
 - Hospitality training – *Effort is gaining traction from Eastern’s regional tourism efforts. Canaan resorts have embraced the idea.*

- d. Culture of Innovation
 - National Rural Entrepreneurship Ecosystem Builder Summit, May 15-16 – *Expecting 200 – 250 participants. Kaufmann may be a sponsor at the \$50,000 level.*

- e. Resources
 - Finances/Meeting with Kristi Williams – *Dr. Terrell met with K. Williams in Charleston last week. Need to see spring enrollment numbers before devising FY19 budget, but a \$250,000 deficit is expected for this year. No applications received yet for CFO position.*

- Facilities
 - Lease agreement with ISMI – *Being finalized.*
 - Capital projects – *Some underway now; some will be launching this spring.*
 - DOH agreement Parking Lot project – *Have received signed agreement.*

LED lighting at the Tech Center will be installed next week.

f. Human Resources

- CFO
- Recruiter
- Payroll Representative – *Interviews will occur in January 2018.*

g. Technology

- Community computer lab in Grant County – *Hope to launch in February 2018 with no cost to Eastern.*
- T-1 line at Petersburg High School – *Fiber is available and will save Eastern \$100.00 per month.*
- Internet access at WV Army National Guard – *Dr. Terrell will work with Armory staff to acquire internet access.*

h. Communications and Marketing

- College Website – *Transition will occur at end of this month.*
- Social marketing – *Adding new landing pages.*

i. AP 220 Grant

j. Grants

6. Campus Safety and Security

7. Important Calendar Dates

- First day of Spring semester, January 16
- Higher Education Day, January 23
- HLC Comprehensive Visit, April 22-24
- Nursing Pinning, May 11
- Commencement, May 12
- Entrepreneurship Conference, May 15-16

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*Congressman Mooney will visit campus on December 15 to discuss tax reform.
 Delegate Sponaugle will visit campus on December 20 to host a Town Hall meeting.
 Dr. Terrell is working on a commencement speaker for May 2018.*

April 1, 2017 – March 14, 2018	Documents Facilitator and Taskforce on Documents build and complete on-campus documentation resource files.
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.
December, 2017 – April 2018	Preparations for HLC Visiting Team on-site visit
December 16, 2017	Board of Governors receives final draft of the Report for review and comment
January 15, 2018	Report Facilitator completes revision (in collaboration with respective Criterion Team Leader) of document incorporating comments provided by BOG.
January, 2018	Board of Governors approves final draft of the Report for submission to the Higher Learning Commission
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.
April 22 - 24, 2018	The Higher Learning Commission Evaluation Team arrives on campus and conducts on-site visit.

8. New Business/Miscellaneous
 a.

Next Scheduled Meeting: January 17, 2018

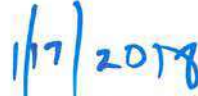
Adjournment – 2:00pm

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Respectfully submitted by Michael O'Leary, recorder.



Robert Tissue, Chair



Date