



1. Call to Order – *The meeting was called to order at 12:00pm. Present were Dr. Terrell, R. Tissue, G. Greenwalt, M. Chambers, G. Sponaugle, C. Hakala, A. Degnan, and T. May. Absent were S. Staley, F. Shanholtz, D. Bean, and Jr Helmick.*
2. Introduction – *Sara Volkmann, AmeriCorps member – Dr. Terrell introduced S. Volkmann as the newest member of the AmeriCorps team. S. Volkmann was joined by AmeriCorps member. Ryan Runions. S. Volkmann, from California, completed a master’s degree in historic preservation then joined the workforce. She realized that she wanted more contact with people, discovered AmeriCorps, then found Eastern. S. Volkmann is working on brewing, distilling, and historic preservation projects. R. Runions, originally from Moorefield, is working on ecotourism, agritourism, and historic preservation projects. The Board of Governors introduced themselves to S. Volkmann and R. Runions, and R. Tissue thanked them for their service on behalf of the Board of Governors.*
3. *Action Items:
 - a. Approval of the Minutes – Meeting of January 17, 2018
On a Greenwalt//Chambers motion, the minutes were approved with all in favor.
 - b. Harold K. Michael Founders Award
Committee Chair Greenwalt, in consultation with committee members C. Hakala and D. Bean, nominated Greg Davies, CEO of Full Measure Education, to receive the Harold K. Michael Award for Full Measure Education’s outstanding contributions to Eastern. By acclamation of the Board of Governors, Mr. Davies was approved. Dr. Terrell reported that the Mineral County Tech Center will be the recipient of Workforce’s Apex Award.
4. Board Chair and Committee Reports
 - a. Board of Governors – Rob Tissue – *No report.*
 - b. Classified Staff update – Ann Degnan – *The Board of Nursing has approved BSN nurses teaching clinicals. 68 students applied to the fall 2018 nursing*

cohort. Of these, 51 qualified and will test on March 17, 2018. The classified staff met yesterday and Dr. Terrell was present to answer questions. Erica Davy was elected as the new treasurer.

- c. Faculty update – Curtis Hakala – Planning the Open House at the Tech Center on April 14. Mental health training for faculty on April 6. Summer, fall, and spring class schedules have been drafted. C. Hakala and D. Phillips will attend the HLC Conference.*
- d. Student update – Theda May – Students are studying, Relay for Life is on March 4, trying to arrange a ski trip, and working with local businesses to offer students discount cards.*

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

Dr. Terrell opened his remarks by reporting he met with representatives of the Biden Foundation while in Washington, DC last week. Dr. Jill Biden has been invited to be the May commencement speaker. Chancellor Tucker will be the commencement speaker in case Dr. Biden declines the invitation. The presidents of Dabney Lancaster Community College and Allegany College will also be in attendance.

Last Friday, Dr. Terrell had a conference call with Dr. Jackie Freeze, Chair of the HLC Visiting Team. The Team would like to have lunch or dinner with the Board of Governors on Tuesday, April 24. A poll will be sent to the Board of Governors to determine the best time.

Dr. Terrell distributed a handout titled “The Perfect Storm”. The document was also shared with the Chancellor, who shared it with the House Committee on Finance. The document outlines the negative impact of five consecutive years of appropriations cuts; tuition increases; public perception that college is not affordable; decreasing state and high school populations; the drug crisis; enrollment declines during strong economic times; and employers looking for the same people being sought by the College. Some positions have been eliminated, transitioned, or not filled. Some positions are contracted, and some open positions must be filled. Four of nine full-time faculty positions are grant-funded. Increased costs for WVNET and unfunded mandates are also adding to the fiscal problems.

- a. Legislative Session
 - i. Community College bill – The bill has passed the Senate and is now in the House for review. The Governor seems to support the bill.*
 - ii. Appropriations – Currently \$1.7 million. Dr. Terrell will make the pitch for additional funding when he is in Charleston next week.**

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- iii. Tourism & SBDC meetings – *Dr. Terrell, along with Chancellor Tucker, connected with leaders while in Charleston. Working on a \$30,000 annual grant to support the small business development coach.*
- iv. Potomac Highlands Reinvestment Fund proposal – *Eastern is paying back a \$2 million, no interest, 10 year note which was borrowed to complete financing of the new wing. Proposal is that Eastern’s quarterly payments to the Development Office be reinvested in proposed projects to benefit the Potomac Highlands region.*

b. Student Access and Success

- i. High School student/parents letters mailed – *To high school juniors, seniors, and their parents in five counties. The Chancellor’s Office is also mailing letters, and another round of letters will be mailed in the spring.*
- ii. Fall enrollment campaign begins in the spring

CAMPUS	HeadCount	FTE
Eastern	253	165.7
High School	178	52.1
Workforce	44	22.0
----- sum	475	239.8

Unduplicated Total 472 239.9

c. Teaching and Learning

- i. Transfer concerns – *Dr. Terrell, M. Wilson, and D. Backus recently met with Superintendent Van Meter and Brad Simmons to address the “urban legend” regarding the transfer of Eastern credits. Steps are being taken to change the narrative.*
- ii. Articulation agreements Marshall RN program – *Agreement has been signed.*
- iii. Nursing candidates fall 2018

d. Community Engagement and Partnerships

- i. HVAC – *B. LaVorgna is talking to employers about their interest. Equipment would move from place to place for trainings.*
- ii. RCCA Day in DC – *Dr. Terrell met with Congressman Mooney and representatives from the DOE and USDA.*

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- e. Culture of Innovation
 - i. AmeriCorps Strategic Planning Retreat, March 13 Canaan
 - ii. National Rural Entrepreneurship Ecosystem Builder Summit, May 15-16
– *Kaufmann, AARP, and ARC will be sponsors.*

- f. Resources
 - Finances
 - Budget meeting with Kristi Williams to be scheduled – *Meeting took place. K. Williams will base proposed budgets on 150 and 200 FTE's, and will use existing numbers for faculty, staff, and operations. Proposed budgets will likely show a deficit which will need to be covered by reserves. A structured funding model for CTC's is needed on the state level.*
 - Facilities
 - Rich Donovan March 1 to review bond money – *May be \$300,000 for capital projects.*
 - LED lighting – *In the Tech Center is now complete.*

There will be an Open House at the Tech Center on April 14.

- g. Human Resources
 - i. Russel Tyree, IT Technician – *Now full-time.*
 - ii. Jaennae Snyder, Payroll Representative – *Now full-time.*
 - iii. CFO TBF – *Six interviews scheduled.*
 - iv. Academic Services Program Coordinator TBF – *Will schedule interviews.*
 - v. Institutional Research Jordyn Reed CTCS – *Meeting with President's Cabinet in March.*

- h. Technology
 - i. Scriyb Platform – *Demonstration visit on March 14. Web-based virtual classroom. Material can be archived, and can connect with home-schooled students.*

- i. Communications and Marketing

- j. AP 220 Grant

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k. Grants

- i. EPA Water Quality – *A. Oliverio working on the grant.*

6. Campus Safety and Security

- a. HB 4698 Local Board decision Letter signed

7. Important Calendar Dates

- AmeriCorps Board meeting, March 16
- Technology Center Open House, Saturday, April 14
- HLC Comprehensive Visit, April 22-24
- Nursing Pinning, May 11
- Commencement, May 12 (Biden Foundation February 15)
- Entrepreneurship Conference, May 15-16

April 1, 2017 – March 14, 2018	Documents Facilitator and Taskforce on Documents build and complete on-campus documentation resource files.
December, 2017 – April 2018	Preparations for HLC Visiting Team on-site visit
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.
April 22 - 24, 2018	The Higher Learning Commission Evaluation Team arrives on campus and conducts on-site visit.

8. New Business/Miscellaneous

Next Scheduled Meeting: March 21, 2018 at 12:00 noon. HLC training session with Dr. Sandra Veltri, via Skype, will begin at 11:00am.


Adjournment – *1:30pm*

Respectfully submitted by M. O’Leary, recorder.

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Robert Tissue, Chair



Date