



1. Call to Order: *The meeting was called to order at 12:02pm Present were Dr. Terrell, R. Tissue, G. Greenwalt, M. Chambers, F. Shanholtz, J. Helmick, C. Hakala, L. Godlove, T. May, and M. O'Leary (recorder). Absent were S. Staley, D. Bean, and G. Sponaugle.*

2. *Action Items:

a. Approval of the Minutes – Meeting of July 6, 2017

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

b. BP 6.1 Change in the Organization of Administrative Units

i. Organizational Chart

Dr. Terrell reviewed the Organizational Chart with the Board of Governors. On a Greenwalt/Shanholtz motion, the Organizational Chart was approved with all in favor.

c. BP 4.2 Student Academic Rights

On a Greenwalt/Shanholtz motion, BP 4.2 was approved with all in favor.

d. BP 4.3 Student Rights and Responsibilities

On a Helmick/Greenwalt motion, BP 4.3 was approved with all in favor.

e. BP 4.6 Student Complaints

On a Shanholtz/Helmick motion, BP 4.6 was approved with all in favor.

f. Early Childhood Development AAS Program Review

C. Hakala reviewed the Early Childhood Development AAS Program Review with the Board of Governors. On a Shanholtz/Greenwalt motion, the Program Review was approved with all in favor.

g. Electromechanical Technology CAS Program Review

C. Hakala reviewed the Electromechanical Technology CAS Program Review with the Board of Governors. On a Greenwalt/Shanholtz motion, the Program Review was approved with all in favor.

3. Introduction:

a. Ethan Serr, AmeriCorps

Dr. Terrell introduced E. Serr to the Board of Governors. E. Serr was accompanied by Tina Metzger. The Board of Governors introduced themselves to E. Serr, and E. Serr thanked them for the invitation. E. Serr started in his role in March 2017 with the goal of creating an eight-county tourism database, developing themes of agritourism and trail development, and planning and hosting the Regional Tourism Summit. Dr. Terrell indicated that Governor Justice wants to see regional strategies for tourism, and our approach puts Eastern on the cutting edge. T. Metzger reported that IREED is also involved with the Ag Action Council meetings, introducing technology to agriculture, planning and hosting the Ag Showcase, and conducting other workshops on agriculture and tourism. T. Metzger uses newspaper and radio ads, social media, word of mouth, and connections to promote these events. T. Metzger reported that it is sometimes difficult to work with farmers because of their job responsibilities. R. Tissue thanked E. Serr and T. Metzger for their presentation to the Board of Governors.

4. Board Chair and Committee Reports

a. Board of Governors – Rob Tissue

i. Executive session violation

R. Tissue reported that there may have been a violation of confidentiality during a recent Executive Session of the Board of Governors. He reminded Board members of their duty of confidentiality.

ii. Board appointments

Dr. Terrell reported that he is working on identifying three Board candidates to represent a county superintendent, business and industry, and allied health.

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iii. Board training workshop

R. Tissue and G. Greenwalt reported that the training workshop was informative and well attended.

iv. Board Retreat

R. Tissue reported that Board members who attended the training workshop suggested that Eastern's Board of Governors plan a retreat. Dr. Terrell will identify three dates in November and the Board will be polled. R. Tissue would also like the Foundation Board of Trustees invited, as well as members of the President's Cabinet. R. Tissue indicated that he would like full participation from the Board of Governors.

b. Classified Staff update – Laurel Godlove

L. Godlove reported that the spring schedule and winter session are being worked on.

c. Faculty update – Curtis Hakala

C. Hakala reported that classes are underway and faculty will be entering mid-semester grades directly into Banner for the first time. Faculty are also working on Master Course Record Forms to review outcomes and improve assessment.

d. Student update – Theda May

T. May reported that the recent movie night and blood drive were successful, and that Trunk N Treat is scheduled for October 31.

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

a. Student Access and Success

i. Enrollment

Dr. Terrell reported a current FTE count of 186 plus 60.9 high school students for a total of 246.9. Workforce has 23.1 FTE's. Budget is based on 300 FTE's for both fall and spring. Dr. Terrell has a call scheduled with K. Williams this afternoon to discuss the projected budget shortfall. Eastern will offer five courses during a winter mid-term session from December 11, 2017 through January 12, 2018. Also exploring the

possibility of adding spring and fall mid-term sessions.

ii. Financial Aid distributions

Dr. Terrell reported that the reimbursement from the federal government for monies fronted by Eastern (as a result of the US DOE probation) for financial aid disbursements has been received. Student checks were mailed last Friday.

iii. Marketing updates

Dr. Terrell reported that J. Aries from 25th Hour Communications has been joining the President's Cabinet meetings via Skype. 25th Hour Communication is now focused on recruitment efforts for the winter mid-term session and the spring semester. Dr. Terrell recently met with Frostburg State University and James Madison University, and will soon meet with Garrett College, to discuss transfer initiatives.

iv. Student Success conference

Dr. Terrell participated in the conference as keynote speaker on July 26, 2017.

v. Outdoor movie night

b. Teaching and Learning

i. HLC updates

Dr. Terrell reported that the Documentation Team is up uploading evidence to the HLC Assurance System, and that the federal compliance report is being worked on. Also planning for a mock HLC team visit.

ii. Transfer initiatives – JMU, Frostburg, and Garrett College

iii. Guided pathways – 15 credit hours per semester to complete

Dr. Terrell reported that Electromechanical and IT programs have been identified under BTG to improve success by using cohorts and having students take 15 credit hours per semester. Also considering Guided Pathways for other Eastern programs.

iv. Midterm session – online classes

v. Spring schedule

c. Community Engagement and Partnerships

i. Google grant

Dr. Terrell reported that B. LaVorgna submitted a grant application to Google to buy equipment and offer training that would result in HVAC certification. Equipment and curriculum would be shared among area colleges. EMSI report identified HVAC and plumbing skills as top needs within Eastern's service region.

- ii. AACC (Communications and Marketing Commission) fall meeting
- iii. Aspen Institute

Dr. Terrell reported that he had a phone conversation with the Aspen Institute regarding economic development. The Aspen Institute may be helpful in connecting Eastern with other grant opportunities.

d. Culture of Innovation

- i. Tourism Summit – Ethan Serr
- ii. AmeriCorps update – Tina Metzger
- iii. IC3 update

Dr. Terrell reported that six colleges in Appalachia were selected to participate in regional tourism strategies. Eastern was among the colleges selected to participate. B. LaVorgna attended the first meeting, and Dr. Terrell will attend the second meeting next week. Travel and expenses are being paid out of a grant fund.

- iv. Mountain Sky Center – Cultural Facilities Grant & US Windforce Foundation

Dr. Terrell reported that a grant application, approved by the Foundation, has been submitted to conduct a feasibility study on the creation of a Mountain Skyway Center on Eastern's campus. The Center would be modeled after Heartwood which is on I-81 in Virginia. Mark Bowe of Barnyard Builders on the DIY network is a potential partner if grant funding is approved.

- v. Biochar conference

Dr. Terrell reported on the success of the conference.

- vi. Wind event – Technology Center
- vii. DC visit

Dr. Terrell met with US Senator Shelley Moore Capito during his visit to DC.

- viii. Screech Owl Brewery ground breaking

e. Resources

i. Finances

- Kristi Williams, CFO – *Dr. Terrell has a call scheduled for this afternoon.*
- Year-end audit – October 1 – *Dr. Terrell reports that everything is on target for the auditors arrival on campus the week after next.*

ii. Facilities

- Parking lot – *Dr. Terrell reported that the project is still held up in Charleston and that he is contacting Eastern’s representatives.*
- Fleet management – *Dr. Terrell reported that the mobile classroom bus is for sale.*

f. Human Resources

g. Technology

h. Communications and Marketing

i. AP 220 Grant

- i. Recruiter position advertised
- ii. Equipment

j. Grants

6. Campus Safety and Security

7. 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.
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April 1, 2017 – March 14, 2018	Documents Facilitator and Taskforce on Documents build and complete on-campus documentation resource files.
October 1, 2017	Third Party Comment: Announcement of Visit and opportunity for constituents to send comments to HLC
October 1 – 16, 2017	Criterion Team Leaders complete revisions of Assurance Arguments addressing concerns noted in comment period. Report Facilitator completes review of edits.
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.
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

- Senator Byrd exhibit – Student Resource Center
- South Branch River Clean-Up – 9/16
- NACCE annual conference – 10/8-11
- WV Advisory Committee meeting, Beckley, 10/11
- WV Council for CTC Education, Beckley, 10/12

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- WV Community College Association annual conference, Beckley, 10/13
- Community Colleges of Appalachia conference at Eastern 11/1-3
- Ag Showcase – 11/3 – *Dr. Terrell reported that the date for the Ag Showcase has been changed to November 2 due to a conflict with FFA.*

8. New Business/Miscellaneous

a.

Next Scheduled Meeting: October 18, 2017 – Senator Capito to be confirmed.

Adjournment: *Meeting adjourned at 1:58pm.*

Respectfully submitted by Michael O'Leary, recorder.



Robert Tissue, Chair

10/18/2017
Date