

Call to Order

Presentation/Discussion/Professional Development

*Action Items:

- Approval of the Minutes: Meeting of February 16, 2022
- Approval of the Financial Status Update
- Approval of the 2022 – 2026 Strategic Plan
- Tuition and Fees
- Harold K. Michael Award

Institutional Research

Eastern West Virginia Community and Technical College
College Wide Headcount/FTE
For Spring 2022 – As of March 7, 2022

CAMPUS	HeadCount	FTE
Eastern	179	120.9
High School	114	36.6
Workforce	131	58.1
sum	424	215.6

Unduplicated Total 422 215.5

WV Invest Recipients 4

Committee Reports

Board Chair-Greg Greenwalt

Committees-

Finance & Facilities – Trina Branson

College Representatives Reports

Staff-Ann Degnan

Faculty-Sherry Michael

Student- Shayla Hartman

Strategic Plan 2015 – 2021 Reports

Dr. Thomas Striplin, President

I

Student Access and Success

- **Summer Hours?**
- **Admissions Area(Tiffany)**
 - **New Potentials:** 42 New Fall (Running total);17 Summer

- **Student Services Meetings**
 - Nurse Pinning/Commencement (March 21, 2022)
 - Student Success Committee (February 24th)
 - Student Services Meeting (March 2nd)
 - Tiffany, Nursing Staff and Monica-Review of Fall 2022 Nursing Applications (February 28th)
 - Orientation with Dixie (February 14, 2022)

Eastern West Virginia Community and Technical College
Board of Governors Meeting
Agenda – March 16, 2022

- Tiffany-HLC Integrity Committee Meeting (March 2, 2022)
- Tiffany-Telamon meeting with Lisa Wilson (March 4, 2022) Discuss opportunities to help our students with their services.
- Tiffany-LOT (March 31, 2022)
- Tiffany-Community Colleges Birds of a Feather (March 31, 2022)
- Monica-Ecampus bookstore meeting
- Monica-Technology Meeting (2/18)
- Monica & Ed-WVACRAO Registrars Monthly Meeting
- Monica-EHHS Sherry Watts ACE Business Pathway meeting (2/10)
- Dixie and I met with Tracy Hakala on JMU Career Services (2/23)
- Monica-HLC Criterion 1 Mission meeting (2/24)
- Monica & Seyed-Cengage Unlimited Webinar (2/24)
- Monica-Academics Services Meeting (2/24)
- Monica & Brian reviewed job duties (2/25)
- Dixie and I meet with Joel from WV Workforce about virtual fair (3/7)
- Curtis, Brian and I will meet with Hardy Co BOE (3/9)
- Monica-College Ambassadors Supervisor Meeting (3/10)
- Curtis, Kristen C and I will pregame it for Online Programs Meeting (3/10)
- Missy & I attending EFRN meeting on 3/11
- Missy & I attending EFRN ABE/ESL meeting on 3/25
- Brian - Assessment committee w/ Joe McGee – 3/4
- Brian-Facilitation training, Dillion, Tiffany, Jameson (PHS)
- Brian-Seyed Mirkhani – discussion about his programs
- **Early Entrance (Brian)**
 - School Visits
 - TCHS check-in upcoming
 - MHS – upcoming
 - EHHS 2/25 EE recruiting, Sherry Michael Elem Ed recruiting
 - PHS – 2/3, 2/8, 2/10, 2/15, 2/17, 2/22, 2/24, 3/1, 3/3
 - Facilitate Sociology at PHS on Tuesdays and Thursdays
 - South Branch – 2/15
 - Hampshire HS – 2/7 w/ Sherry Michael
 - Outreach to 22 students from early alerts
- **Trainings**
 - Monica and Tiffany-Financial Aid Verification (February 10th) (16th)
 - Tiffany--PHS Facilitating with Brian (February 17, 2022)
 - Staff-Advising Process Open Discussion (March 16th)
 - Selected Staff-Online Program Processes (March 24, 2022)
 - DAP Virtual Training (March 29,2022)
 - SSARP Assistance Webinar -Trina, Dr. S and I (3/8)
 - WV Invests Training for Ed and I on 3/16
- **Miscellaneous**
 - Tiffany-science faculty interviews
 - Dixie and Monica-Title III and other college information sessions

Eastern West Virginia Community and Technical College
Board of Governors Meeting
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- Dr. Striplin, Curtis and I-online programs implementation/processes
- Ron and I completed the 85/15 VA report
- IpedS Feb. reports done; Fall Enrollment and HR IPEDS for April 6 are completed
- Intrusive Advising Plan DRAFT, DRAFT and DRAFT submitted to selected staff to review
- Hired and process of training Emily Adkins (workstudy)
- 40 & 8 scholarship group here to issue Spring checks to three nursing students
- Eastern Anniversary celebration March 21st
- Marketing and Graphic Designer Interviews (3/9)
- American Woodmark Plant Tour (3/9)
- WGU Reps here for ceremony signing; (3/10)
- Popcorn for mid-terms (3/7-3/10)
- VA training 3/14/3/18 for annual renewal
- CDL info session with WF/Pilgrims 3/14
- CRM Advise discussion with Dixie, Ron and Ann from Ellucian (3/4)
- FAFSA workshops plan for March and mid-April
- Senior (county schools) postcards will be mailed out next week
- SGA Officers recruitment for FY22-23
- Brian & Curtis--Virtual tour with Education Alliance scheduled for 2/16, Curtis helped BIG

**Title III
Dixie Heavener**

- External Evaluator RFP Process
- US Department of Education Outreach
- WV Workforce Meeting Debrief
- Program Coordinators' Meetings
- Chamber of Commerce Outreach
- Career Center Resource Library

Marketing and Public Relations

**II
Teaching and Learning**

- Academic Services Meeting (March 24)
- LOT Meeting (March 31)
- Hardy County DOE (March 9)

Eastern West Virginia Community and Technical College
Board of Governors Meeting
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- Tucker County DOE (March 3)
- Chief Academic Officer Meeting (March 10)
- Program Review Revision Meeting (March 17)
- 12 to 10-Month Faculty – A. VanMeter, D. Layton, J. McGee, D. Phillips, S. Michael (S. Mirkhani?)
- Student Services Processes Meeting (March 16)
- HOW2s for Teaching and AACC – (April 30 – May 3)
- Bookstore Issues – Akademos, E.Campus, or stay with BNC?
- Math and Science Faculty Positions
- Program Reviews – CAS and AAS in ATT Approved in Assessment Committee
- SmartEvals – Questions Approved by Assessment on March 4
- Faculty Fridays – January 28, February 25, March 18, April 22, May 20
- Summer 2022, Fall 2022, Winter 2022 Schedules
- Room 204 Getting Set Up as Flex Classroom for Spring 2022 – Other Classrooms Following
- 2022-2023 Catalog
- Full-Time Faculty Promotions – Debi Layton and Joe McGee Approved
- General Education Assessment
- Learn & Earn – Auto Tech Documents Completed
- Learn & Earn – Wind Energy (Clearway is working on paperwork; Jeff Sampeer from Clearway is coming for a week of Training May 9 – May 13)
- HLC Update – Online Programs and Courses Officially Approved on March 4
- Title III Grant – Identified 9 Gen Ed Courses for Online Improvement by September 30
- Grow Your Own (GYO) West Virginia Teaching Pathway 2022-2023 (March 16)
- WV Invests AS Program Approval
- State OER Convening – April 7-8
- Visiting Gersh Academy in Sugar Grove for Autistic Students and Staff (March 29)

III & IV

Community Engagement and Partnerships Advancement and Innovation

- Unit plans to shred documents after 7 years and aims to file applications electronically with Banner (using app extender) starting in the next year. This is in effort to protect PII.
- Criterion 2, HLC Committee meeting 3/2 (RB Chair/MW co-chair)
- Workforce
 - Perkins Collaborative Reserve Grant, \$187,117.00 to Aug 31, 2023
 - 15 free Phlebotomy tech cert. @ Eastern (\$34,980)
 - 20 free Medical Assistant cert. @ Eastern (\$47,400)

Eastern West Virginia Community and Technical College
Board of Governors Meeting
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- Up to \$13,170 (each) or up to 6 students dual enrolled from Hamp, Tuck, & SBTC
- School partners receive funds for their C.N.A program
- Part time staff, to be supervised by Missy
- ~\$6,000 marketing
- Banner, Waiver Code to be developed for MA & Phelb. Students
- Drone Grant, \$63,500, available to June 30, 2024
 - Provide free drone trainings to up to 50 participants
 - Law enforcement, ag, wind tech, & tourism focused
 - \$6,000 marketing
- ACC on campus April 6 for AP220 Equipment & MOA development
- IT AIM - Met with BlueRidge/Ann Shipway & Staff (3/23); they are formulating a budget for the system office approval. She will share when drafted for our approval (5 students of 288 available support)
- Fall 2022 HVAC Training (CCI) at MCTC, confirmed
- CDL
 - CDL Instructor – Mike Sites verbally committed to Oct. (extended)
 - Better Futures Program & Pilgrim’s students: required 10 hour break pre-class
- WORCS
 - LFPP Food Co-op, 2nd year interim report accepted by grant specialist (2/28/22)
 - MasBio – Maya coordinating training for Dr. Dave McGill of WVU to help support pollinator garden development on campus at Eastern
 - Proposed April 20, 10:00 – 12:00 training; 1:00 – 4:00 planting
 - WVU will bring native plants, low cost and they will have the tools
 - Maker – Maya presenting at PSC Maker STEM festival 3/26
- Ag Innovation
 - WVSU’s Assistant Dean for ANR, Dr. Jason Hughes visited 3/1
 - Stationary & portable freezer
 - USDA Conservation Fund, Landowner Training
 - Desired fall 2022 @ Eastern
 - Updated (1 page) ag innovation, under resources on webpage
- Foundation (RB)
 - “A Place to Rest & Think” Bench Campaign, \$750: [Donate to A Place to Rest and Think \(classy.org\)](https://www.classy.org/campaign/a-place-to-rest-and-think)
 - “Class of 2022 Pathway” Brick Campaign, \$100 College Brick with Brick Souvenir: [Graduation Path at Eastern - Campaign \(classy.org\)](https://www.classy.org/campaign/graduation-path-at-eastern-campaign)
 - Earned Gold Seal of Transparency at Candid (formerly guidestar & Foundation center), gives donors trust

V

Resources **Technology, Human Resources & Safety & Security**

Finances/Business Office

Eastern West Virginia Community and Technical College
Board of Governors Meeting
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- FY23 Tuition and Fee Schedule
 - Due 4/1/22
 - Review of Special Fees and Program Fees
 - Special Fee: Increase Proctor Fee from \$15 to \$30
 - Program Fee: Increase Nursing Prog Fee from \$35 to \$75
 - Program Fee: Remove two Nursing Syllabus Fees of \$5 and \$10
 - Banner code Issues: Will send to Curtis. All need reviewed in banner
- FY23 Budget Prep:
 - Revised budget form is almost complete.
 - Need Tuition/Fee Revenue projections by program-will send form out to Curtis, Megan, and Ron to collect info.
 - Will send out Special Request Form to cabinet.
 - Due to HEPC in May.
- Accounting position almost on board.
- BRIM Cyber Security report due 03/18/22. Sent access via email to Ron to complete his part.
- Cares Funds:
 - All unused funds returned and accepted.
 - Annual Report link available 04/11/22-05/06/22.
 - Need SPR22 final headcount to calculate FY22 lost tuition & online fee revenue.

Facilities

Grants

Technology

- Oracle Cloud Migration
- CRM Advise Quote
- BRIM Cyber Insurance Survey
- Enrollment By Number of Hours
- 1098T Reporting

Human Resources

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Safety and Security

Important Calendar Dates

New Business/Miscellaneous

Next Scheduled Meeting: April 20, 2022

Adjournment