

## **Call to Order**

*The meeting was called to order at 12:02pm. Present were G. Greenwalt, Dr. Striplin, M. Chambers, A. Blackwood, J. Kubeika, S. Alt, S. Michael, and A. Degnan. Guests present included T. Branson and T. Montgomery. Absent were S. Arbaugh, S. Van Meter, and T. Southerly.*

## **Presentation/Discussion/Professional Development**

Introduction of Trent Montgomery, Marketing/Graphic Designer and Kaleah Thomas, Front Desk Receptionist

*Dr. Striplin introduced T. Montgomery to the Board of Governors, and G. Greenwalt welcomed him to Eastern.*

## **\*Action Items:**

- Approval of the Minutes: Meeting of November 16, 2022 – *On a Blackwood/Michael motion, the minutes were approved with all in favor.*
- Creation of the 2023 Harold K. Michael Award Committee – *G. Greenwalt, A. Degnan, A. Blackwood, and J. Kubeika all volunteered to serve on the Committee.*
- Approval of the Financial Status Update – *On a Chambers/Blackwood motion, the Financial Status Update was approved with all in favor.*
- Approval of a Change in the Organization of Administrative Units – *A. Degnan motioned to accept the promotion of M. Wilson to Vice President of Academic and Student Services effective July 1, 2023, then clarified the motion to change the title to Interim Vice President for Academic and Student Services. S. Michael seconded the clarified motion, and the motion was approved with all in favor.*

## **Institutional Research**

## **Committee Reports**

**Board Chair-**Greg Greenwalt – *Thanked everyone for their hard work, and indicated that the results are showing.*

**Committees-**

**Finance** – Trina Branson – *Reviewed the Financial status Update and FY 23 Q1 Financial Statements with the Board of Governors.*

## **College Representatives Reports**

### **Staff-Ann Degnan**

1. *Submissions and revisions for the 2023-2024 College Catalog are due by Tuesday, January 31, 2023*
2. *Lindsey Guinn and Dominic Phillips have assumed shared responsibility of the Assessment Committee's lead role, Joe McGee's former position.*
3. *Dominic Phillips, Curtis Hakala and I are facilitating the Early Education WVUP distance learning evening classes.*
4. *In Fall 2023 transitioning to Windows 11 is occurring to ensure textbook compatibility, however this transition lacks value for the institution and students since Windows 10 is available until 2025. Transitioning from Office 2019 to Office 2021 is occurring shortly because Office 2019 is expiring, and Office 2021 installation is only available through a long term service contract differing from office products current installation process.*
5. *Reduction of desk top computer units in room 204 and 206 to 10 computers per room because most students are bringing their own personal computers to class.*

### **Faculty-Sherry Michael**

*Faculty Assembly met on December 16, 2022*

*Items discussed were:*

- *Updated Faculty Focus Items*
- A. *New Yearly Work Plan – Focused and based on the strategic goals identified in the new 2022-2026 Strategic Plan:*
  1. *Goal 1: Stabilize and Increase Enrollment*
  2. *Goal 2: Increase Student Retention and Success*
  3. *Goal 3: Build Academic Quality*
  4. *Goal 4: Increase Number and Type of Strategic Partnerships*
  5. *Goal 5: Enhance Institutional Effectiveness*
- B. *Develop goals that Faculty wish to achieve to address needs such as:*
  1. *Goal 1 – Generate ideas to increase enrollment and encourage students*
    - i. *Regarding recruitment strategies*

2. Goal 2 – Generate ideas to retain students and ensure a higher level of academic success for active students
  - i. Regarding student success strategies
  - ii. Regarding retention strategies
3. Goal 3 – Create ideas to enhance teaching quality
  - i. How 2's
4. Goal 4 – Create ideas for more strategic partnerships
5. Goal 5 – Generate ideas to enhance Eastern at home and in the community

*Shared that we need to reflect how we think on the strategic plan, what we need to do. Re-read the strategic plan and anything that states faculty – make good focus on those items. Everyone will be working together with L. Guinn and work out what we need.*

***Change the name from Faculty Assembly to Faculty Senate*** – When the College first opened there was only one faculty member. There were not enough faculty to be called Faculty Senate. Therefore, they formed a Faculty Assembly. Now there are enough faculty to form a Faculty Senate.

***Each program coordinator updated information on the various programs:***

***a. Auto Tech – J. Crites*** – both interns have completed half of their internship. Both have asked to return. Others are interested in internships. Had 3 calls last week. Job placement is increased.

***b. Business – S. Mirkhani*** – enrollment numbers are increasing, offering one extra course each semester. Part-time faculty must have 4 students to obtain full time faculty contract pay.

***c. Education – S. Michael*** – GYO Program in the Petersburg and Moorefield High Schools completed their first semester. Students will be enrolled in the EDUC 1307 for Spring.

***d. English – D. Phillips*** – received perfect Eng. Reports with rubrics, and connects with Brightspace.

***e. IT – S. Mirkhani*** – great instructors

***f. Mathematics – A. Prato*** – will be offering Calculus in Fall 2023. Also offering MTH 135 & 136. Offering MTH 136 online and live. Will offer Calculus once a year.

***g. Nursing*** – No update

***h. Science – N. Van Vranken*** – completed SCARS, teaching BIO 102 live, added Environmental Chemistry, has one student graduating, STEM Festival will be in Mineral Co. (promotion) push for BET and Science Students. Partnerships with WV Dept. of Ag and WV Dept. DNR

***i. Wind Energy*** – No update

***j. Other*** -

***WV ACF*** – updated information:

***2023 New goals*** – in process by ACF – in process/when these are completed  
S. Murphy will send out to faculty to review and vote on.

- b. Office hour requirements – varied from college to college  
nothing dramatically different when what we use at Eastern***

**Student-** Trevor Southerly – *No report.*

### **Dr. Thomas Striplin, President**

- Strategic Planning
- Facilities Master Plan – *Being prepared and will add a stipulation that no new building/additions are being allowed by the state. The Facilities Master Plan will tie into Mission and Vision.*

#### **Organizational Restructure**

- *With C. Hakala announcing he will be stepping down as the Dean of Academic Services at the end of June, I am requesting a change in the organizational structure for several reasons. First, I examined models from some of the other WVCC's and New River, which is much larger than us, has a consolidated administrative position for Academics and Student Services. I am proposing and asking for your support to create a Vice President of Academics & Student Services (VPASS) and place M. Wilson in this position. C. Hakala will transition to full-time faculty teaching English and Speech online and take over all online student advising. C. Hakala will continue to work and support M. Wilson in this new role. This transition will also have a net zero impact on the budget and actually may save a few thousand dollars. Of course, M. Wilson will be taking on an expanded role and, as a Vice President, her pay will have to reflect those duties.*

#### **State Level Issues**

- **Gun Bill.** *I know everyone is aware of the gun bill that will allow concealed weapons on a college campus. I share with you my concerns and dissatisfaction with this move.*
- **Finance Reporting.** *The Chancellor mentioned they may request that all CC's follow a standardized financial reporting for all CC's. I support this move however, we are the only CC that does not have Banner finance and we still use QuickBooks. I will be asking the Chancellor to help pay for Banner finance if we all have to provide a template type report.*
- **Financial Aid Support.** *The Chancellor's Office informed us that they will be hiring an Assistant Director of Financial Aid to help support the community colleges., especially Eastern and two other smaller colleges. This extra service will be at no cost to us and the*

*state may be providing Kiosk's for colleges to facilitate financial aid filing, questions and status. This extra support will result in each college evaluating current staffing to see if current staffing is needed or if positions can be modified to support other needed college areas.*

### **Academic & Workforce Programs**

- **AMT Program update.** *Over the last six weeks we have been moving forward with developing the ARC Concept paper to apply for a planning grant. Through several revisions, we now have a final draft that we sent for review to ARC staff in Washington D.C. Last week while attending a workforce conference in CA, M. Webb and I were able to present our concept project to Gayle Manchin (C-Chair of ARC) and ARC staff. This was a great opportunity to get our project on their desk. We will submit sometime in Feb and if the paper is selected, we will then be able to apply for the planning grant. We will be asking around \$500,000 for planning and \$2-3 million for implementation.*
- **Panthera & CDL Program.** *We have been testing using the Panthera location for CDL classes. The CDL instructors like the location. We have met with Bob Starer the owner a few times and we are in correspondence with him waiting to hear if he will accept a contract lease of his site for CDL instruction.*
- **Potential for Sonography (Ultrasound) Program.** *I was contacted by Dr. Vicki Hott, a retired radiologist who lives near Moorfield to see if the College might be interested in starting a Sonography program. I plan to meet Vicki on Wednesday, Feb 1 to discuss the possibilities. This type of program is designated in WV as "High Demand". That means we could apply for a Program Development Grant from WV and may receive start-up funds to get it going. Stay tuned.*
- **Nursing Program.** *We hired an additional faculty member for the nursing program who will be doing clinical instruction and over the new simulation lab. This was a net zero increase in the budget because we had a full-time English teacher who left and took a position at Blue Ridge for money and we replaced his position using adjuncts and the transition that will happen when Curtis moves to a full-time instructor/online advisor. The nursing program needed help since we started the new simulation lab and increased the enrollment to 30 students per cohort.*
- **Program Review.** *This spring I am attempting to do a deep analysis into program operations - cost, enrollment trends, etc. - to determine long term feasibility of current*

*programs, and if some programs need to be revised, closed, or significantly updated.*

- **Adjunct Instruction.** *This past fall, I did an analysis of profit/loss associated with adjunct instruction. We use a high number of adjuncts as most colleges do. The outcome analysis was very good showing a considerable course by course profit overall. I will share these figures at a later presentation with other financial analysis of the college.*

### **Meetings & Other Updates**

- **AACC workforce meeting.** *M. Webb and I attended an AACC workforce meeting in Palm Springs, CA which was funded by a generous grant through the Community Colleges of the Appalachia and the ARC. This was an excellent meeting and we had great opportunity to network with other colleges and companies. Also, mentioned previously our opportunity for CCA members present to present in a special session to Gayle Manchin and ARC.*
- **TGCC Meeting.** *I participated in a meeting of community college presidents in this region that was orchestrated by the TGCC. We discussed how we can work together to provide programming to the region.*
- **Pendleton County Schools.** *I traveled to Pendleton County Schools and met with Charles Hedrick the Superintendent. We had a great meeting and discussed how we can improve our partnership between Eastern & PCS.*
- **Strategic Planning update.** *I had our first meeting of the Strategic Planning Oversight Committee (SPOC). I have developed a tracking mechanism to track and document our progress with strategic goals and objectives. We are on track with what we anticipated for the most part. We modified some projected timelines but the meeting was excellent. My plan is to share the tracking and provide the Board an update each semester so they are very aware of how we are progressing. I will present the first update to the Board this spring.*
- **College Positions.** *We have had some transition in positions. I mentioned that our English faculty member went to Blue Ridge. Our Cashier just resigned and accepted a position at a medical office. We moved T. Sentman to the Early Entrance position and we are searching to fill her position now. We also have a new marketing coordinator (T. Montgomery) he is doing excellent work!*

- **Grants.** *We have applied for additional grants for hospitality and also for Ag Tech and food for hungry students and the community. Once I hear about where we stand I will share these exciting grant opportunities with you. The Title III grant is moving along smoothly.*
- **Foundation.** *At my all college meeting in December I asked all faculty and staff to consider donating through payroll deduction a small amount each pay period to the Foundation. The Foundation is making great progress and we have increased our scholarship offerings. I asked for even a \$5 or \$10 payroll deduction per pay. Even those small amounts could provide around \$5000 in scholarship money. Scholarships are a critical piece to attracting students, especially low income students.*

*Will purchase new cameras for outside of the building in FY 24.*

*Need a Commencement speaker. Send ideas to dr. Striplin. Commencement will be held at the Moorefield High School Auditorium.*

*Shared USDOE College Scorecard of WV CTC's.*

## **Student Services**

### **Title III**

## **Academic Services**

## **Advancement and Continuing Education**

## **Resources**

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

***Finances/Business Office***

***Facilities***

***Grants***

***Technology***

***Human Resources***

***Safety and Security***

Important Calendar Dates

Wednesday, February 8 – Lunch and Learn Training Session at 12:00 noon

Tuesday, April 25 – Wednesday, April 26 – Board of Governors Summit at Stonewall Resort

New Business/Miscellaneous

March 15, 2023 BOG meeting will need to be rescheduled to either March 8 or March 22.

Next Scheduled Meeting: February 15, 2023

Adjournment – 1:57pm

*Respectfully submitted by M. O'Leary, recorder.*



Eastern West Virginia Community and Technical College  
Board of Governors Meeting  
Minutes – January 25, 2023



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Greg Greenwalt, Board Chair

2-15-2023

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Date