

## **Call to Order**

*The meeting was called to order at 12:00pm. Present were G. Greenwalt, Dr. Striplin, S. Arbaugh, M. Chambers, A. Blackwood, J. Kubeika, S. Alt, and A. Degnan. Absent were S. Van Meter, S. Michael, and S. Hartman.*

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

### **\*Action Items:**

- Approval of the Minutes: Meeting of February 16, 2022 – *On a Chambers/Arbaugh motion, the Minutes were approved with all in favor.*
- Approval of the Financial Status Update – *On an Arbaugh/Kubeika motion, the Financial Status Update was approved with all in favor.*
- Approval of the 2022 – 2026 Strategic Plan – *On a Blackwood/Arbaugh motion, the 2022 – 2026 Strategic Plan was approved with changes discussed (addition of the words “currently” and “Foundation”), and with all in favor.*
- Tuition and Fees - *On a Chambers/Arbaugh motion, FY 23 tuition was approved with all in favor. On a Blackwood/Kubeika motion, FY 23 Program Fees were approved with four changes discussed (1. Add note to Electromechanical Tech Fee to explain decrease was only to correct amount actually charged. 2. Change projected revenue for Nursing Program Fee \$40 increase from \$8,000 to \$4,000. \$8,000 is projected for the two-year program. 3. Add \$(400) as projected revenue for \$5 Nursing Syllabus Fee. 4. Add \$(800) as projected revenue for \$10 Nursing Syllabus Fee.), and with all in favor. On an Arbaugh/Blackwood motion, FY 23 Special Fees were approved with all in favor.*
- Harold K. Michael Award – *Based on a Harold K. Michael Award Selection Committee recommendation, two possible Award recipients were presented to the Board of Governors. On an Arbaugh/Blackwood motion, and with all in favor, two recipients of The Harold K. Michael Award were selected. Their names will be made public at Eastern’s Commencement Ceremony in May.*

## 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

*Dr. Striplin reported that he wants to move toward enrollment numbers equating with cash value on a three-year rolling basis.*

## Committee Reports

**Board Chair-**Greg Greenwalt – *Received a request from the Hardy County CVB for a letter of support for the Higgins House project. G. Greenwalt will write the letter. G. Greenwalt would like Eastern to reach out to the WVSDB to offer support following the fire on their campus. G. Greenwalt and Dr. Striplin met with a representative from the school for students on the autism spectrum at the former Sugar Grove facility to discuss possible partnerships. G. Greenwalt informed the Board that the president’s compensation will be an action item on the Board’s April meeting agenda under Executive Session.*

### Committees-

**Finance & Facilities** – Trina Branson – *T. Branson presented the Financial Status Update, and proposed FY 23 tuition, program fee, and special fee schedules to the Board of Governors.*

## College Representatives Reports

**Staff-**Ann Degnan- *No report.*

**Faculty**-Sherry Michael – *No report.*

**Student**- Shayla Hartman – *No report.*

## **Strategic Plan 2015 – 2021 Reports**

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

#### Strategic Plan

*The finalized **strategic plan** is presented to the BOG today for approval. The next step is to formalize the strategic plan steering committee and operationalize a plan set out to address the specific goals and strategies in the strategic plan.*

#### Staff updates

*1. We hired **Dixie Heavener** as the Title III Grant Coordinator/Career Counselor. She is doing a great job working back through the grant budget as we make some revisions and seeking approval from Don Crews the Federal oversight person who we report to for the grant.*

*2. We hired **Diane Liller** as the new staff accountant which replaced Trina's position when she moved to the CFO position. Diane started yesterday. This will provide very needed relief since Trina has been doing two jobs for 8 months. Many thanks to Trina for her hard work, dedication and leadership in the finance area.*

*3. We are in the final stages of hiring for both a **full-time Math faculty** and **full-time Science faculty** position.*

*4. We have a candidate that has been chosen for the foundation specialist which is a funded position by the Title III grant but we have to submit all of our grant revisions before Don Crews will approve this hiring.*

*5. We have hired **Kristen Colebank** as the new full-time Coordinator of Marketing and Public Relations. Her anticipated start date is April 23. Morgan Branson was working for us in a part-time virtual capacity since July.*

#### Adult Basic Education

*I met with Vera Shockey and John Holmes who is the administer over the Adult Basic Education program in this region. I expressed to them that the space they utilize on our second floor is a key office space and we currently have to pay rent for the "Launch Pad" downtown which is an added cost to the college to house part of the workforce staff. I asked them to either pay us rent to offset our cost of housing part of our workforce downtown, or consider switching locations and they going downtown and paying rent and we moving the workforce team here to the college. They were very understanding, they would like to stay here and John is seeking funding*

*to pay rent here. We currently have ISMS a computer firm that pays us rent on the first floor. I don't think it is a wise idea to provide free space and free utilities no matter the how good the cause is in the current financial states of higher education colleges.*

#### Hospitality Conference

*On Feb 27<sup>th</sup> I spoke as part of a panel discussion on the state of workforce education in West Virginia. The conference was held at the Greenbrier. Megan Webb attended the conference with me.*

#### Learn & Earn

*I have worked with Curtis on finalizing two Learn and Earn programs, one for auto-technology with Weimer Automotive and the other with Wind Technology with Clearway Energy Systems. We are confident that state will support both grant initiatives.*

#### Auto-Technology Program

*I applied and wrote an advance grant to WV asking for \$25,000 for very needed training and updated equipment for the auto-technology program. I was notified two weeks ago that we were approved for that funding.*

#### Workforce

*Megan and Melissa Shockey have secured two other grants; one grant is providing medical assisting training in Randolph and Preston County with the Randolph County Housing Authority. The other grant is a \$187,000 Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act for a medical healthcare program which will work with career centers and help cover the tuition costs for students in the program.*

#### CDL Program

*You may or may not be aware, but our tractor has been broken down for some time and we have been renting a tractor from a company in Petersburg. We were able to sell the broken-down tractor on government bidding site for \$12,000. Megan also wrote an advance grant to fully fund the CDL program over the next few years. I spoke with the vice-chancellor last week and they are not able to fund the full amount which was well over \$200,000 but they are considering giving us between \$75,000 - \$100,000 towards the purchase of a new/or used tractor with low miles. We have contacted another foundation that is willing to match that amount given by the state and so it looks promising that we might end up with around \$200,000 towards the purchase of a tractor and trailer for the CDL program.*

#### Drone Training

*Workforce received a grant in the amount of \$63,000 to provide drone training for up to 50 participants for free.*

#### Budget

*Trina and I have been meeting starting budget conversations. We will be implementing a better process to determine the needs of academic programs and administrative units. I suggested a*

*\$3.00 per credit tuition increase for the next fiscal year. We are still the lowest in the state when you consider our total tuition and fees combined.*

Nursing

*The ACEN follow up report on nursing accreditation was submitted yesterday. We are both hopeful and feel confident that we have addressed the concerns and that the program will be removed from a warning status. I am unsure when we will be notified but I welcome a positive letter and will share the response once we receive it.*

Online Programs

*We received notification from HLC that our application for substantive change was approved for online programming. This means that Eastern can offer an unlimited number of online programs. We currently have 4 fully online programs. We are discussing the best way to market these programs. This is a big accomplishment!*

All College Staff meeting

*On Monday, March 14<sup>th</sup> I held an all college staff meeting and discussed many of the important points associated with higher education sustainability and growth.,*

College Foundation

*Rob Burns secured a donation (endowment) in the amount of \$25,000 for the St George's Medical Clinic.*

Guest Speaker at Graduation

*I have asked Sheen VanMeter to be the guest speaker at graduation this year.*

*Dr. Striplin also reported that the mask mandate was lifted this past Monday. Also wants to have a conversation with the Chancellor to better understand why additional tuition charge doesn't apply for students registered beyond twelve credit hours.*

## I

### Student Access and Success

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

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

- Nurse Pinning/Commencement (March 21, 2022)
- Student Success Committee (February 24<sup>th</sup>)
- Student Services Meeting (March 2<sup>nd</sup>)
- Tiffany, Nursing Staff and Monica-Review of Fall 2022 Nursing Applications (February 28<sup>th</sup>)
- Orientation with Dixie (February 14, 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 10<sup>th</sup>) (16<sup>th</sup>)
  - Tiffany--PHS Facilitating with Brian (February 17, 2022)
  - Staff-Advising Process Open Discussion (March 16<sup>th</sup>)
  - 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
  - Dr. Striplin, Curtis and I-online programs implementation/processes
  - Ron and I completed the 85/15 VA report
  - Ipedes 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 21<sup>st</sup>
  - 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)
- 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**



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

- 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)
    - 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, 2<sup>nd</sup> 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 \(classy.org\)](#)
  - “Class of 2022 Pathway” Brick Campaign, \$100 College Brick with Brick Souvenir: [Graduation Path at Eastern - Campaign \(classy.org\)](#)
  - Earned Gold Seal of Transparency at Candid (formerly guidestar & Foundation center), gives donors trust

## V

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

#### *Finances/Business Office*

- 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*

*Safety and Security*

Important Calendar Dates

New Business/Miscellaneous

Next Scheduled Meeting: April 20, 2022

Adjournment – 1:57pm.

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

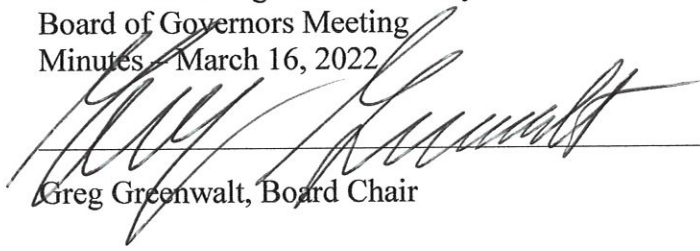
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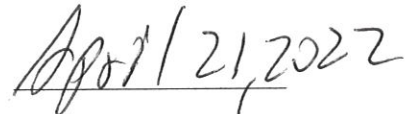
Greg Greenwalt, Board Chair

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Date

Eastern West Virginia Community and Technical College  
Board of Governors Meeting  
Minutes - March 16, 2022

  
\_\_\_\_\_  
Greg Greenwalt, Board Chair

  
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Date