



1. Call to Order – *The meeting was called to order at 12:02pm. Present were Dr. Terrell, R. Tissue, G. Greenwalt, M. Chambers, Jr Helmick, D. Bean, C. Hakala, A. Degnan, and T. May. Absent were S. Staley, F. Shanholtz, and G. Sponaugle.*

2. Oath of Office – Ann Degnan, Board of Governors Classified Staff Representative

Ann Degnan, Classified Staff Representative to the Board of Governors, was administered the Oath of Office by Michael O’Leary. R. Tissue welcomed her to the Board of Governors.

3. *Action Items:

a. Approval of the Minutes – Meeting of December 13, 2017

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

b. Harold K. Michael award

R. Tissue requested volunteers for the Harold K. Michael Award Committee. G. Greenwalt agreed to serve as Chair, and D. Bean and C. Hakala volunteered to serve as members.

c. BP 3.8 – Academic Honors

Dr. Terrell reviewed changes made to BP 3.8. On a Chambers/Hakala motion, BP 3.8 was approved with all in favor.

d. BP 3.4 – Standards and Requirements for Admission

Dr. Terrell reviewed changes made to BP 3.4. On a Greenwalt/Bean motion, BP 3.4 was approved with all in favor.

e. AR 5.14 – Evaluation for Full-Time Faculty Regulation

C. Hakala reviewed changes made to AR 5.14 as an informational item for the Board of Governors.

- f. AR 3.11 – Requirements for Student Enrollment in the College Success Course

C. Hakala reviewed changes made to AR 3.11 as an informational item for the Board of Governors.

- g. Governance Manual

Dr. Terrell reviewed the updated version of the Governance Manual. On a Greenwalt/Bean motion, the Governance Manual was approved, with corrections to be made, with all in favor.

4. Board Chair and Committee Reports

- a. Board of Governors – Rob Tissue

R. Tissue reported that Dr. Terrell's annual evaluation by the Board of Governors will be conducted at the March 2018 meeting of the Board of Governors. R. Tissue may call for an Executive Session to conduct the evaluation, and would like full Board participation in the meeting. R. Tissue asked Dr. Terrell to report on bills moving through the WV House of Delegates and Senate in Charleston. Dr. Terrell reported that Chancellor Tucker is working with Senator Carmichael on the "Free Community College" bill which is now moving through the House and Senate. Dr. Terrell is watching the bills, communicating with the Chancellor, and will be in Charleston next week for meetings.

- b. Classified Staff update – Ann Degnan

A. Degnan reported that the staff Christmas party was a success, and that Bill Baldwin announced his resignation. The Nursing Program report for LOT is complete, and 25 applications have been received to date for the next cohort of new nursing students. 100% of Eastern Nursing Program graduates from the last cohort are now employed and licensed.

- c. Faculty update – Curtis Hakala

C. Hakala reported that spring semester classes started yesterday. All math courses have been changed to a co-requisite model, and A. Williams is teaching both college and transitional sections this semester.

- d. Student update – Theda May

T. May reported that students are settling in to the new semester. Relay for Life is planned for March 3, 2018, and the SGA is meeting next week to discuss spring events.

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

a. Board of Governors

Dr. Terrell reported that he is still waiting on the Governor's Office to approve two nominees to the Board of Governors.

b. Student Access and Success

CAMPUS	HeadCount	FTE
Eastern	184	123.7
High School	144	44.9
Workforce	13	6.9
sum	341	175.5

Unduplicated Total 341 175.5

Dr. Terrell reported that projected FTE counts will govern the FY 19 budget. He will soon talk to K. Williams to map out the FY 19 budget. Letters to high school juniors, seniors, and their parents will be mailed in the first week of February. Facebook, Google ads, app downloads, and other social media marketing efforts are now underway.

c. Teaching and Learning

i. Guided Pathways initiative

Dr. Terrell reported that C. Sacks and C. Dennison will visit campus one week from Friday to brief staff on the Guided Pathways initiative. Funding will be available.

ii. HLC accreditation for online degrees

Dr. Terrell reported that funding will also be available for HLC approved online degrees.

- d. Community Engagement and Partnerships
 - i. NextEra Energy
- e. Culture of Innovation
 - i. National Rural Entrepreneurship Ecosystem Builder Summit, May 15-16

Dr. Terrell reported that the Summit will take place at Canaan Valley Resort and will be limited to 200 – 250 registrants. J. Kapp and T. Metzger are meeting with the Kaufmann Foundation to secure a \$50,000 sponsorship grant.

- f. Resources

- Finances
 - 2018 Legislative Session
 - Promise WV

Dr. Terrell reported that he spoke to Chancellor Tucker twice last week. Appropriations to Eastern have never been sufficient, and five consecutive years of budget cuts have negatively impacted the College's ability to fulfill its mission. Dr. Terrell will have conversations with WV Senate leadership to discuss Eastern's appropriation, and will develop a sustainability strategic plan, including the state's vision, for the HLC visit in April. Three of nine full-time faculty positions are now funded through grants, and five staff positions are contracted. AP220 positions are funded for three years.

- Facilities
 - LED lighting at the Technology Center – *Just finishing.*
 - Parking lot project – *Have signed contract.*
 - HVAC – *New software has been purchased.*

Dr. Terrell reported that the capital fees budget is in good shape for upcoming projects such as the LED lighting at the Tech Center, and the parking lot on the main campus. Mark Bowe, of Barnyard Builders, is interested in the barn project, as are others.

- g. Human Resources
 - New Classification System: HR is working with HEPC to complete communications and pay adjustments.

Dr. Terrell reported that six positions at the College have had pay adjustments which will result in a \$15,000 budget impact effective February 1.

- i. Laurel Godlove, Academic Services Program Coordinator – L. Godlove has resigned. D. Backus is reviewing the position description.*
- ii. Bill Baldwin, IT Technician – Has resigned to take a position at the WVSDB.*
- iii. Pam Shrader, Program Manager Second School Partnership – Retirement anticipated.*
- iv. Student Services Specialist, vacant*
- v. CFO, vacant*
- vi. Payroll Representative, vacant*
- vii. AP 220 Recruiter, vacant – Have had two unsuccessful rounds of interviews.*
- viii. AmeriCorps Sara Volkmann – Starts in mid-February and will be working on community development for food and beverage.*

D. Bean asked whether vacancies will have a negative impact on the HLC visit in April. Dr. Terrell explained that issues from the last visit, including assessment, have been addressed. More so than vacancies, the larger issue will be the financial condition of the College, specifically the CFI. Dr. Terrell will have a Supplement to the Strategic Plan available for the HLC site visit team in April.

R. Tissue asked about Eastern's market share/opportunity with regard to the number of high school graduates and those attending community colleges. D. Bean reported that enrollments in Hardy County Schools are down. R. Tissue indicated that the number of high school graduates in the six-county service area is very small, and that reality must be recognized on the state level.

- h. Technology*
- i. Communications and Marketing*
 - i. Eastern website – Has been updated, and has a new look.*
- j. AP 220 Grant*
- k. Grants*

Dr. Terrell reported that WV Energy likes the idea of a mobile HVAC training program. Will apply for grant funding for the project.

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6. Campus Safety and Security

7. Important Calendar Dates

- First day of Spring semester, January 16
- Higher Education Day, January 23
- Chancellor’s Advisory Committee, January 24
- WV Council for CTC Education, January 25
- Workforce Development Institute, January 30-February 2
- HLC Comprehensive Visit, April 22-24
- Nursing Pinning, May 11
- Commencement, May 12
- 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, 2018	Board of Governors approves final draft of the Report for submission to the Higher Learning Commission
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.
February 1, 2018	DEADLINE: Documentation Team locks Assurance Arguments which submits to the Higher Learning Commission.
April 22 - 24, 2018	The Higher Learning Commission Evaluation Team arrives on campus and conducts on-site visit.

8. New Business/Miscellaneous

Dr. Terrell reported that an Institutional Research/Compliance Officer has been hired by the Chancellor’s Office to be shared by WV CTC’s.

Next Scheduled Meeting: February 21, 2018

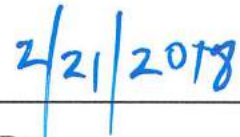
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Adjournment – 1:55pm

Respectfully submitted by Michael O'Leary, recorder.



Robert Tissue, Chair



Date