

Call to Order

Presentation/Discussion/Professional Development

Annual Faculty Report – Shirley Murphy

Annual Staff Report – LeeAnn Shreve

Academic Data and Metrics – Curtis Hakala, Dean of Teaching and Learning

***Action Items:**

Approval of the Minutes: Meeting of November 18, 2020h2nutes:

Eastern West Virginia Community and Technical College
Board of Governors Meeting
Agenda – January 20, 2021



*New Student Orientation

- Tuesday, January 5th, 2pm
- Thursday, January 7th, 6pm
- Tuesday, January 12th, 2pm
- Thursday, January 14th, 10am



Student Services Meeting

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HLC Update
2021-2022 Catalog
Spring 2021 Faculty Contracts
Spring 2021 Sections Meeting (January 14)
WVNET Professional Development (January 11-15)
TLTC/Governance Manual
NIMS Exit Testing for WTT
Nursing Department
Zoom Advisory Committee Meeting for WTT (January 14)
OER Meeting with APU (December 16)

III & IV

Community Engagement and Partnerships Advancement and Innovation

Bi-weekly team meetings are set

WFE

- TF – WFE Special Projects Coordinator
Focus areas: 1) WF Survey, 2) Program assessment, 3) Hospitality short-term workshops, monthly webinars, and training development, 4) Hubspot “build out”
- Business Training Need Survey
TF - Deadline extended until end of this week, designed to permit access in the future
- WFE Program Review & Assessment weekly preparation meetings.
TF & MS are leading effort and we are meeting weekly
Prepared plan to be able to provide Dominique the documentation in advance of Assessment (mid-Feb) committee and timeline established to meet the State’s deadline (May 31st)
- TF – will coordinate Hospitality monthly calls (1st Thursday per mo.) – Next meeting Feb. 4th
- Creative Economy Meetings – Community Ed. & Non-Credit
Transition meeting Jan. 28th to WFE
AFNHA, Lukas Ray is a partner. NCRD assistance by TM till June 30, extension permitted by Benedum for \$12,167
- MS – NHA exams conducted
- LS – Employment verifications from participants and employers

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- Asala W – trying to solicit Eastern students for apprenticeship opportunities
May have 4 more spots for apprenticeships in IT in Feb. with ISMS & Hardy Tel
- Aim to develop WORCS budget by Feb.
- Preparing initial work plans for Ag Workforce launch from AFRI

Grants

- AW - ICRN – in phase 2 of 4
- LFPP Annual Year End Report & 2021 Budget Amendment
- AFRI Savings over 5 years
 - \$15,750 – DCEP (PD)
 - \$112,500 – Dir. of Ag
 - \$180,000 – WF Training & Fellows Coordinator (\$38k/yr)
 - \$2,290 – for marketing (will need in-kind marketing tracking)
 - Program income ~\$21,918
 - Indirect - \$45,454
- SPECA – drone contractor
- SCBG – created match tracking forms for Eastern team members, prepped for John

Director of Non-Profits

- New goal for fundraising, \$3,000 per county for scholarship sustainment
Utilize BOT connections to industries to solicit support
- CB/MW - BOT meeting last Friday
- CB – Newsletter release, student/business virtual fundraising scavenger hunt idea

Entrepreneurship

- New IREED sign up at Launchpad
- Beth See's position is ended – her emails are forwarded to me

Ag Innovation

- Preparing for onboarding of John Riggs Feb. 1st
Need to do release for welcome & promote the Launchpad facility with new sign
- Presented Jan. 7th during statewide Ag Innovation Challenge to promote eastern (master classes through Jan – competition Feb. 24th) – need to promote
- AW – Co-Op meeting Jan. 13th with producers
 - New plan for co-op
 - LFPP initial report developed
 - Mari Neustadt is willing to serve as Virtual Business Coach on an annual basis in lieu of SBDC
 - MS – developed coaching sessions for spring

Co-op survey data collection for producer education needs

V

Resources

Technology, Human Resources & Safety & Security

Finances/Business Office

1098-T verification

Automatic refunds update

Full Measure Education contract

HLC Conference registration

Will prepare quarterly COVID report for website posting today

1/12/20 - CFO Conference

COVID expenses for December due to HEPC 1/15/21

Eligible GEER grant expenses documentation to be uploaded to WV Grants website –
will clarify deadline at CFO conference call today

Meeting with Mason and USDOL reps to discuss latest Monitoring Status Update

RBDG quarterly report due by 1/31/21

HEERF Annual Report due to USDOE by 2/1/21

Facilities

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1098Ts due to students by 1/31/2021

KnowBe4 Training

Network Refresh

Full Measure Progressive Web

Scanning for Inventory

Scanning Student and Employee Cards

IPEDS Winter Collection: Student Financial Aid, Graduation Rates, 200% Graduation Rates, Admissions, & Outcome Measures due 2/10/2021.

HEPC Fall End of Term Data Files: Student, Course, Teaching Workload, Registration, and Schedule File due 1/26/2021

Human Resources

Director of Agriculture Innovation – Position filled – John Riggs to start on February 1st, 2021

Director of Non-Profits – virtual interviews scheduled for January 13th, 2021 – one confirmed for 2:45 pm; waiting on confirmation for one at 1:30 pm

Program Assistant III – Admissions and Financial Aid posted on all venues

CUPA-HR surveys

Fleet training created in SafeColleges and distributed to staff – Annual requirement for fleet division and BRIM; additional trainings set up and working on BOG trainings

Virtual Orientation Schedule for Jay Crites scheduled for January 13th

Fleet Management Division Webinar – January 13th – 10:00 am

CHRO Monthly Conference Call cancelled for January; next one scheduled for February 10th – 11:00 am

Safety and Security

Important Calendar Dates

New Business/Miscellaneous

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Next Scheduled Meeting: February 17, 2021

Adjournment