

Call to Order

The virtual meeting was called to order at 12:04pm. Present were G. Greenwalt, President Terrell, Jr Helmick, M. Chambers, S. Van Meter, A. Blackwood, S. Michael, and A.Degnan. Absent were S. Arbaugh, S. Shomo, H. Whetzel, and V. Hinger.

Presentation/Discussion/Professional Development

*Action Items:

- < Approval of the Minutes: Meeting of April 21, 2021 – *On a Van Meter/Chambers motion, the minutes were approved with all in favor.*
- < Approval of FY21 Q3 Financial Statements – *On a Van Meter/Helmick motion, the FY 21 Q3 Financial Statements were approved with all in favor.*
- < Approval of the Financial Status Update – *On a Chambers/Van Meter motion, the Financial Status Update was approved with all in favor.*
- < Approval of the FY 22 Budget – *On a Van Meter/Michael motion, the FY 22 Budget was approved with all in favor.*
- < AR 3.19 ONLINE COURSE-DESIGN APPROVAL AND MONITORING REGULATION – Informational – *Reviewed by the Board of Governors.*
- < AR 2.1 Process for Approving Administrative Regulations – Informational – *Reviewed by the Board of Governors.*

Institutional Research

- < *Enrollment L. Guinn is connecting with Cabinet members, and HC has approved the online Accounting program.*

Spring 2020
E 213 FTE 146.5
HS 150 FTE 46.5
WE 51 FTE 20.9
410 213.8

Spring 2021
E 203 FTE 34.3
HS 114 FTE 34.3
WE 67 FTE 26.7
380 202.3

May 11, 2020
Summer 2020
69 20.1

May 17, 2021
Summer 2020
31 11.8

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3	.8	3	1.4
<i>No WE</i>			

<i>Fall 2020</i>		<i>Fall 2021</i>	
51	34.9	71	47.9
1	.4		

Strategic Plan 2015 – 2020 Reports

Dr. Chuck Terrell, President

- ◁ An Amazing 2021 Commencement-Thank you! – *Dr. Terrell reported that the Commencement video on the website had received 2,500 views, and he thanked S. Van Meter for the use of the Moorefield Middle School gym. He also thanked the Board of Governors for the Harold K. Michael Award.*
- ◁ HLC response – *Notification was received of the final report approval. The next HLC visit will be in 2023.*
- ◁ Fall Reopening – *Dr. Terrell recently hosted a Zoom meeting with Dr. Striplin, C.*

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- < At Risk Tracker meeting on Monday, May 17 with advisors involved to review and discuss
- < Transient Students: 2 for summer

- < TS: Sent Summer 2021 Students FAFSA reminders

- < Working with IT on getting computers in room 201 set up to give CLEP exams

- < TS -Introduction Meetings with -Curtis Hakala;-Debi Layton;-Shirley Murphy
- < TS attended Understanding the impact on college enrollment from the COVID-19 Pandemic
- <
- < Early Entrance Parent Q&A Sessions
Tuesday, May 11th @ 6:00 PM

- < Meet Eastern – A Virtual Open House
Thursday, May 20th @ 6:00 PM
Thursday, June 10th @ 7:00 PM
Due to low participation in Virtual Open Houses I am planning an In-Person Open House and a Meet Eastern Live (Facebook)

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- < 31 TV spots
- < 30,000 impressions, 15 clicks
- < Snapchat: 1,141,195 impressions, 40,275 video views, 6,737 swipes
- < Targeted display: 70,687 impressions, 2,155 engagements, 100 clicks, CTR: .14%
 - o Top cities: Keyser, Moorefield, Romney, Petersburg, Augusta, Mathias, Ridgeley, Baker, Wardensville, Capon Bridge
- < Video: 38,140 commercials, 338 visits, 72 clicks
 - o Top cities: Keyser, Moorefield, Petersburg, Romney, Augusta, Lost City, Delray, Ridgeley, Baker, Paw Paw
- < Connected TV: 22,502 impressions
 - o Top cities: Keyser, Moorefield, Augusta, Petersburg, Romney, Ridgeley, Baker, Wardensville, Mathias, Capon Bridge
 - o Household site visits: 15

Advertising for the rest of the year:

- < Working with local radio and newspaper to use remainder of budget from now – June 30.
- < Will have Facebook ads up soon, similar messaging/content as the ads from spring.
- < Planning for next year with a few changes to budget items and channels

II Teaching and Learning

- < BET Council Report Due May 31
- < \$115,000 Perkins Reserve Grant (May 31)
- < Tucker County BOE (May 14)
- < Hardy County BOE (May 18)
- < LOT Meeting (May 18)
- < Academic Services Meeting (May 17)
- < Tuesday Night Live Meeting with Hazard County Community College (May 12)
- < At-Risk Tracker Meeting (May 17)
- < Ellucian Advising/Retention Webinar (June 3)
- < General Education Collaboration Meeting (June 3)
- < Individual Meetings with Full-Time Faculty/Strategic Plan
- < Adjunct Needs for Fall 2021 – BIO 124, and BIO 124L
- < ATT ACE Pathway Agreement – SBCTC
- < SBCTC Summer 2022 Student Camp (SBCTC has \$45,000)
- < SBCTC Health Careers Fund/Michael Moore Scholarship Foundation Meeting
- < Tucker County Summer School Project – ENL 101 and ART 100
- < Dual Credit students on campus in Fall 2021

- ⟨ Pearson Inclusive Access through Bookstore
- ⟨ AIM WV Apprenticeship Program in WTT (WV Development Office and DOL Apprenticeship
- ⟨ zSpace Equipment and Software
- ⟨ Rad Tech Discussions with GMH
Full-Time Faculty Positions – BET/Science and Nursing

III & IV

Community Engagement and Partnerships Advancement and Innovation

- ⟨ AIM: learned that an internship is required and business must identify when they want a student to be trained as part of their IT/Cyber efforts. Pulling from academics (Seyed's courses) and aim for a potential on-campus internship (120 hours) that permits Ed2go/Protrain training with a national credential and test. AIM will pay \$1,717 but

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GradCast Partner training scheduled for 5/3
 OVT Driver Training scheduled for 5/7
 Graduation rehearsal/serfluoop on 5/7; ceremony on 5/8
 Collegiate Recovery Meeting on 5/11
 Tucker Co. BOE meeting scheduled for 5/14
 Hardy Co. BOE meeting scheduled for 5/18
 NHA exam on 5/18 and 5/25
 PITAR (PHG) meeting scheduled for 5/27
 Completion of Medication Assistant and Phlebotomy for this semester in May

○ LS:

Employment verifications continue
 NIMS Testing at Tech Center, May 4 at 2 and 6 PM.
 Outreach efforts continue. Focus on upcoming trainings and to gauge interest for new offerings.
 Gathering data for career pathways.
 Gathering success stories for DOL.
 WFE newsletter in-development to be released mid-May

○ TF:

June 3rd Lodging Panel Discussion, “Spring 2021 WV Legislative Actions Impacting the Hospitality and Lodging Industry”
 Monthly Tourism calls
 Career Pathways Development
 Cyber/IT forum & promotion content created connecting with AIM
 Hospitality Education/Training Monthly Meeting will be this Thursday (10 am)
 I will be heading Cybersecurity/IT Advisory Group meeting for end of May/beginning of June
 I will be working with Missy this week to develop WF Program and Course Evaluation Matrices
 LeeAnn and talked with Morgan last week regarding the WF Career Pathways project (6 and 9) (conf) 5(i)-4(r)7(m)-4(e)9(d) 11(at)-5()11(w)5(e) 5(l)-4(be)9(st)-6(a)9(Program.

< Non-Profits

- Foundation, would like to propose that checks for < \$1,000, can have signature authority by the President BOT member signature to better expedite purchases/payments
 - Terms and Conditions updated for WORCS and Foundation
 Training on WORCS and Foundation on June 4th
 - RB - Handy sheet on ways to give to the Foundation
 - Foundation meeting last Friday
 Two more Board Members to be voted in during July quarterly meeting
 - < Rob Woy, previous Mineral Co. Schools Superintendent
 - < Liz Warner, Director of Nursing of Pendleton Manor in Franklin WV
- BOT, Executive Committee meeting in June 15th at 9
 Recent Donations:

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- ◁ To come: St. George Medical Clinic - \$20K
- ◁ South Branch Medical Training donations received
- ◁ Michael Moore donations received (> \$2,000)
- ◁ PCB community funds unrestricted
- ◁ BOT Members:
 - Della Davis donation \$100 unrestricted
 - Cody Brooks - \$300 unrestricted
 - Kelly Williams – Books supplies scholarship (\$400)
 - Kelly Williams – Ag scholarship for tuition/training (\$400)
Developing memorial and honor gifts
- AFNHA: to submit CWBF proposal with ~40K of support for Eastern non-credit trainings to support businesses with covid recovery
- USDA – AFRI
 - Policies for Instructors
 - Enrollment Forms and Waivers
 - RSVP once accepted
 - Farm Fellows Application
 - Emergency Plan/Training for JR & Student Training Coordinator
- ◁ Ag Innovation
 - AW - Hardy Co. School Food Coordinator, reques 4092 792[5.14 n/)113pñBT0.

- < Updating QuickBooks to 2021 Version
- < Q3 financials
- < Departmental Budgets
- < 3-5 year budget
- < FY22 Operating & Capital Budget due to HEPC 05/14/21
- < Mandatory Real Property Reporting due 06/15/21

Facilities

- o MC Backup Generator – HEPC to fund engineering for backup generator
- o MC HVAC – AHU-1 repaired, AHU-2 needs work on controls
- o TC HVAC – New heat pump installed
- o 2021 Ford Mustang Mach E - Weimer's graphic designers to work with Morgan on wrap. We can use vehicle after wrap is complete
- o MC Fence – Greg Greenwalt met with contact at WVDOH on fencing options, WVDOH will let us know what they can do soon
- o Bird problem at TC – Scott Construction LLC to provide quote for patching bird holes and implementing bird deterrent solution

Grants

- < USDA Community Facilities Grant available to help fund generator. Letters of support provided by Town of Moorefield & HCC

Technology

- < Technology Committee Meeting 5/13/2021 @ 10:00am
- < Technology Plan
- < June 8-9 Data Policy Advisory Council Annual Meeting
- < June 30 Data Files: Student, Course, Teaching Workload, Registration, and Schedule File Only collection of Spring 2020-21 data
- < July 10 Data File: Graduation (Include all students receiving degrees or awards from June 2020 through May 2021)

Human Resources

- < FY22 Holiday Schedule needs to be sent to Kronos by June 1st
- < Program Assistant I – Workforce Department position still posting
- < Human Resource Page for new website for Morgan
- < Nursing Program Director – A Vanmeter – start date 07/31/2021
- < Nursing Faculty interview scheduled for May 12th at 1:00 pm
- < Fleet Management Monthly Meeting – May 12th at 10:00 am

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- < CHRO Monthly Meeting – May 12th at 11:00 am
- < PR Meeting – May 13th at 2:00 pm
- < Reminder: PEIA Open Enrollment – Last week!
- < Employee Handbook

Safety and Security

- < Safety Committee met on May 5, 2021. Next meeting in early August to plan for late-August Safety Training Workshop for all employees.

Important Calendar Dates

June 10, 2021 – West Virginia Board of Governors Virtual Training Summit – 9:00am – 4:30pm

New Business/Miscellaneous

Next Scheduled Meeting: June 16, 2021

Adjournment - 1:03pm

Respectfully submitted by M.

Greg Greenwalt, Chair

Date

