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:

- x Approval of the Minutes: Meeting of February 16, 2022 On a Chambers/Arbaugh motion, the Whutes were approved with all in favor.
- x Approval of the Financial Status Updaten an Arbaugh/Kubeika motion, the Financial Status Update was approved with all in favor.
- x Approval of the 2022 2026 Strategic Pla®n a Blackwood/Arbaugh motion, the 2022
 2026 Strategic Plan was approved with changes discussed (addition of the words "currently" and "Fouoion of On a Chambers/Arbaugh motion, FY 23 tuition was approved with

in favor. On a Blackwood/Kubeika motion,

Program Fee \$40 increase from \$8,000 to \$4,000. \$8,000 is projected for the dwo-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

Institutional Research

Eastern West Virginia Community and Technical College College Wide Headcount/FTE For Spring 20/220f March 7, 2022

CAMPUS HeadCount FTE

Faculty-Sherry Michael No report. Student Shayla Hartman No report

Strategic Plan 2015 -2021 Reports

Dr. Thomas Striplin, President

Strategic Plan

The finalized <u>strategic plan</u> 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 <u>Dixie Heaveneras</u> as the TitldII 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 <u>Diane Liller</u> 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 thinks 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-**fielde** 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 hire <u>d Kristen Colebank</u> 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 2th 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 21st 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 out tractor has been broken down for some time and we have been renting a tractor from a company interesturg. We were able to sell the broken 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 chiane cellor 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 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 Ginic.

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

- x Summer Hours?
- x Admissions Area(Tiffany)

New Potentials: 42 New Fall (Running total);17 Summer

X Student Services Meetings

Nurse Pinning/Commencement (March 21, 2022)

Student Success Committee (Februarty)24

Student Services Meeting (March)2

Tiffany, Nursing Staff and Monie Review of Fall 2022 Nursing Applications (February 28)

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 Bits of a Feather (March 31, 2022)

Monica-Ecampus bookstore meeting

MonicaTechnology Meeting (2/18)

Monica & EdWVACRAO Registrars Monthly Meeting

MonicaEHHS Sherry Watts ACE Business Pathway meeting (2/10)

Dixie and I met with Tracy Hakala on JMU Careerics (2/23)

MonicaHLC Criterion 1 Mission meeting (2/24)

Monica & SeyecCengage 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 abointual fair (3/7)

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Eastern West Virginia Community and Technical College

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Resources Technology, Human Resources & Safety & Security

Finances/Business Office

x 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 Curtis. All need reviewed in banner

x FY23 Budget Prep:

Revised budget form is almost complete.

Need Tuition/Fee Revenue projections by prograinhsend form out to Curtis,

Megan, and Ron to collect info.

Will send out Special Request Form to cabinet.

Due to HEPC in May.

- x Accounting position almost on board.
- x BRIM Cyber Security report due 03/18/22. Sent access via email to Ron to complete his part.
- x Cares Funds:

All unused funds returned and accepted.

Annual Report link available 04/11/205/06/22.

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