

Eastern West Virginia Community and Technical College
Board of Governors Meeting
Minutes – August 19, 2020

Call to Order

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Workforce	37	20.8	30	16.7
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Faculty-Sherry Michael– Faculty orientation was held on August 3. H. Bosley and C. Sacks were guest speakers. Classes started on August 10. Faculty are attending online trainings, and the faculty handbook has been distributed.
Student-Kaleb Davis– No report

Strategic Plan 2015– 2020 Reports

Dr. Chuck Terrell, President

- x Fall Enrollment Winter Session– Fall classes will end prior to Thanksgiving, and President’s Cabinet is considering an elongated winter session.
- x Fall Semester– WIFI initiative, CARES Act funding, COVID-19 protocols – Looking at installing Wi-Fi hotspots in the parking lot using a separate internet line. COVID-19 protocols are working well.
- x Strategic Plan 2020-2021– Working on the Supplement to the Strategic Plan, and will include performance measures. Dr. Veltri will assist with November HLC visit.
- x Institutional Research– Working on a shared IR director for Eastern, Pierpont, and Mountwest. C. Treadway is coordinating the effort and is scheduling a call.
- x Work weeks – On campus
 - o September 14-18 Strategic Plan
 - o October 19-23
 - o November 9-13 HLC Progress Report Visit, Dr. William Tammone
 - o December TBA
- x Weimer Ford– Has ordered an electric vehicle for Eastern on a zero dollar lease basis. The vehicle will be added to Eastern’s fleet
- x President’s Car– Funding is available for the purchase of a president’s car if needed.
- x Pilgrim’s Pride Sponsorship– Henrietta
- x Solar Lanterns

II Teaching and Learning

- x HLC Accreditation and Online Approval – Deb Backus and Dominic Phillips working on presentation to Cabinet
- x FY21 Perkins Grant – Local Application due August 17
- x LOT Meeting (August 26)
- x Academic Services Meeting (August 27)
- x NC-SARA Training (August 27)
- x Perkins Reserve Grant Due September 30
- x FY20 TANF 4th Quarter Submitted
- x Faculty Course Contracts for Fall 2020
- X ATT Update

III Community Engagement and Partnerships

- x Implementing an Employer/Organization Contact CRM
- x Fall Workforce Update:
 - o Scheduled Fall, 2020 WF “for credit” classes:
 - o These programs will be offered in a blended format; clinicals will be on campus (number indicates enrollment as of 8/4/20):
 - o Medical Assistant – 20
 - o Phlebotomy – 17
 - o Dental Assisting – 3
 - o Pharmacy Tech – 2 (completely online)
 - o Medical Billing & Coding – 3 (completely online)

 - o Other trainings that are tentatively scheduled at this time (must be face-to-face):
 - o CDL – scheduled to begin September 14
 - o Welding – scheduled to begin September 14 in Keyser (at MCTC)
 - o Nursing Assistant (C.N.A.) was canceled due to inability to do clinicals at nursing home.

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- o Total enrollment from Fall, 2019 “for credit” was 76:
- o Medical Assistant (Mfld) – 20
- o Medical Assistant (Tucker Co) – 3
- o Medical Assistant (Keyser) – 11
- o Phlebotomy – 10
- o Dental Assisting – 5
- o Nursing Assistant (C.N.A.) – 10
- o Pharmacy Tech – 6
- o Medical Billing & Coding – 11
- o Welding – 6
- o CDL – 11

IV

Advancement and Innovation (2015) – 10 students

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- o Student, Course, Teaching Workload, Registration, Personnel, and Applicant
- x IPEDS Fall Collection due by 10/14/2020
 - o Institutional Characteristics
 - o Completions
 - o 12 Month Enrollment

Human Resources

- x RTO Addendum for Fall Schedule – Needs to be uploaded to website
- x Employees working from home update:
 - f Michael O’Leary – Proposed End Date: TBD
 - f Barbara See – Proposed End Date: TBD
 - f Nikki Chandler – Proposed End Date: TBD
 - f Shirley Murphy – Proposed End date: TBD
- x IET Meeting scheduled for later this month – will review updates/revisions for the following:
 - f BP 6.6 – Equal Opportunity, Non-Discrimination, and Affirmative Action (To include SOCIAL JUSTICE language per Kristin Boggs guidance)
 - f BP X.X New Policy for Social Media
 - f BP 5.1 – Sexual Harassment - Due to Title IX Final Rule, effective 08/14/20-
 - f AR 5.17 – Harassment/Discrimination - Due to Title IX Final Rule, effective 08/14/20
- x Community Computer Lab Advisor position update
- x Creating a more user-friendly performance appraisal form
- x Completed P-Card training (as Trina’s backup) on August 18, 2020
- x Fleet Training (virtual) – will need to complete by the end of August
- x CHRO meeting – 08/12/2020 11:00 am
- x “Dealing with Difficult People” Online Seminar 08/20/20
- x

