

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of June 21, 2016
6:00 p.m.
2900 Dempsey Branch Road, Building C, Room 428
Mount Gay, West Virginia and by Teleconference**

MINUTES

Board Members Present: Thomas Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary; F. Raamie Barker, Jada Hunter, George Kostas, Terry Sammons, Russell Saunders, Faculty Representative; Virginia Stepp, Classified Staff Representative

Board Members Absent: Brandon Elkins, Student Representative

College Staff Present: President Robert Gunter, Samuel Litteral, Allyn Sue Barker, Ronald Lemon, Gary Holeman, Carol Howerton, Steven Lacek, Steven Hall, Mindy Saunders, Guy Lowes, Chris Gray, Pat Miller, Cassandra Goble, Teri Wells, Josie Lacek, Emma Baisden (Recorder).

1. Call to Order

Chair, Thomas Heywood, declared a quorum present and convened the meeting at 6:00 p.m.

2. Special Presentations

Chair Heywood honored outgoing Board of Governors members Terry Sammons and Brandon Elkins (student representative), with resolutions applauding their outstanding leadership, service, and dedication to the Southern West Virginia Community and Technical College Board of Governors. The resolutions were unanimously approved by the Board and will become part of the official meeting minutes (Addendums 1 and 2). President Gunter presented Mr. Sammons' with an award in recognition of providing nine years of exemplary service to the College. The student's appreciation plaque will be mailed.

3. Call for Public Comments to the Board of Governors

Chair Heywood asked for public sign up for comments to the Board. No signatures for public comment were recorded.

4. Classified Staff Council Annual Presentation

The Classified Staff Council held its annual meeting with the Board of Governors to discuss matters which affect classified employees as prescribed in West Virginia Code §18B-6-6(g). Mr. Chris Gray, Classified Staff Council Chair, presented an overview of the Council's accomplishments, goals, and various College activities/projects in which classified staff participated during the 2015-2016 year. The Classified Staff Council again conducted a SWOT Analysis. Mr. Gray stated the Council identified the classified staff as a strength as stated by the Higher Learning Commission visiting team during its 2013 site visit. Seen as a weakness was low morale as the transition to the new biweekly payroll system has impacted the morale of employees. The group identified technology, an aging classified staff, continued budget issues, and the decline in enrollment as challenges. The Council's

goals are to improve employee morale, improve classified staff professional development, revise the constitution, mission and vision of the classified staff council, and develop a mentoring program for classified employees. Following the presentation, Chair Heywood thanked Mr. Gray for providing the Board with an outstanding presentation of the Council's activities. He commended the Classified Staff Council for its continuous improvement and recognizing the importance of the SWOT Analysis. He believes that Southern has a "world class" classified staff.

5. Technology Services Report

Chief Information Officer, Gary Holeman, presented the annual report for the Office of Information Technology. He provided Board members with the organizational structure of the Technology Services Department, highlights and goals accomplished during 2015-2016, and the department's goals for 2016-2017.

6. Student Success Data Report

Mr. Steven Lacek, Division Head of Social Sciences, Education, and Non-traditional Programs / Accreditation Liaison Officer, presented to Board members a statistical report on student success for the 2015-2016 academic year. The report included the Perkins Core Indicator Statistics showing levels of performance for the period of July 1, 2014 - June 30, 2015.

7. Overview of POWER Grant

Professor Carol Howerton informed Board members that \$58 - \$60 million of competitive federal funding is available under the Partnerships for Opportunity and Workforce and Economic Revitalization (POWER) Initiative provided by the Economic Development Administration of the U.S. Department of Commerce and the Appalachian Regional Commission (ARC) to communities and regions negatively impacted by changes in the coal economy. Professor Howerton stated that the entire state of West Virginia is ARC eligible. Southern has been invited to participate in multiple POWER grants. Something which started as a small project has blossomed into a huge endeavor. The primary objectives of the grants are to invest in economic and workforce development projects which will produce economic diversification, job creation, and workforce development and reemployment opportunities. This project started with three forums on craft brewing, and then turned into a collaborative effort on Agri-tourism. Ms. Howerton will meet with the Commissioner of Agriculture on June 24, 2016. There are no submission deadlines for completion.

8. President's Report

8.1 President Gunter asked Ms. Allyn Sue Barker, Vice President for Workforce and Community Development, to speak to a few grant opportunities that entities are wanting to partner with Southern which had not been discussed by Ms. Howerton.

8.1.1 Tourism grant submitted by Jeff Lusk, Hatfield-McCoy Trails.

8.1.2 Logging industry grant being wrote by West Virginia University.

8.1.3 Create West Virginia - Interested in jobs from home.

8.1.4 Earmark Grant - Workforce West Virginia - funds earmarked for southern West Virginia focusing on transportation training, CDL, process technology, heavy equipment, etc.

- 8.1.5 RCBI - Focus on manufacturing.
- 8.1.6 Continuous Enrollment Grant - CTC System
- 8.1.7 WV Welcome Program - youth entrepreneurship

- 8.2 President Gunter reported that Southern had a pool of 20 applicants for the position of Vice President for Academic Affairs. Thirteen of the 20 met the qualifications, five candidates were video interviewed, three candidates were invited for a campus interview - two came; one took a job elsewhere, and the committee unanimously chose Dr. Jack Dilbeck who will begin his tenure at Southern on June 27, 2016.

- 8.3 Southern is currently exploring the opportunity to establish a Craft Beer / Brew Master program of study and has hosted three of four community forums to seek comments from the citizens within the district.

- 8.4 SCP-1010, *Use of Alcoholic Beverages on Campus*, will be rewritten to allow production of alcohol in the lab. The revised policy will be brought before the Board in August requesting its release for the required 30-day comment period.

- 8.5 The Southern West Virginia Community College Foundation and the College were sponsors of the 16th Annual Hatfield-McCoy Marathon held June 11, 2016. The Food City in South Williamson, KY was the starting point for the marathon which had more than 900 participants, and the finish line was in Matewan, WV. The Tug Valley Road Runners will hold a half marathon at the Logan Campus in Fall 2016.

- 8.6 Southern plans to offer a history and speech class in the Fall 2016 semester at the Running Right Leadership Academy in Boone County.

- 8.7 Dr. Gunter was a guest speaker for the Kiwanis Club Annual "Top of the Class" Banquet held at the Williamson Campus.

- 8.8 As part of a registration initiative, Southern will host a graduation party at each of its campuses.

9. Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated May 31, 2016 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The figures shown on the report reflect a modified cash basis. Mr. Litteral informed Board members that Southern lost \$328,00 in budget cuts. These are times of uncertainty. Southern did not receive additional budget cuts, but budget cuts could be made in Spring 2017.

10. Action Items

10.1 Appointment and Election of 2016-2017 Lay Members to the Board Agenda Committee

Chair Heywood appointed George Kostas and Kevin Zachary to the Board of Governors Agenda Committee.

MOTION: Wilma Zigmond moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect lay members George Kostas and Kevin Zachary to its 2016-2017 Board of Governors Agenda Committee.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

The Board of Governors Agenda Committee members are Thomas Heywood, Wilma Zigmond, Glenn Yost, George Kostas, Robert Gunter, and Kevin Zachary.

10.2 Nominating Committee Report and Election of 2016-2017 Board Officers

Mr. Terry Sammons, Nominating Committee Chair, reported that the committee met on May 3, 2016 and determined the Board should retain its current leadership for the 2016-2017 year due based upon service and performance.

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board Officers for fiscal year 2016-2017 as proposed by the Nominating Committee: Tom Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary.

ACTION: George Kostas seconded the motion. The motion carried unanimously and Chair Heywood declared the motion approved and the officers adopted.

10.3 Request for Approval of April 19, 2016 Meeting Minutes

MOTION: Glenn Yost moved to accept the April 19, 2016 meeting minutes as presented.

ACTION: Virginia Stepp seconded the motion. The motion carried unanimously and Chair Heywood declared the minutes approved.

10.4 Request for Approval of 2016-2017 Institutional Budget

MOTION: Wilma Zigmond moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve a final institutional operating budget for Southern West Virginia Community and Technical College for fiscal year 2016-2017.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

10.5 Request for Approval of FY 2017-2018 Capital Projects and Expenditures

MOTION: George Kostas moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2018 capital projects for Southern West Virginia Community and Technical College.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

10.6 Request for Approval of FY 2018-2022 Capital Projects and Expenditures

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2018 - FY 2022 capital projects for Southern West Virginia Community and Technical College.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

10.7 Request for Approval of Administrative Appointment to the Boone County Joint Administrative Board

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of Jack D. Dilbeck as a replacement for Debra Teachman to represent the Board of Governors on the Boone County Joint Administrative Board; and

FURTHER RESOLVED, that Jack D. Dilbeck will serve a three-year term.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

10.8 Request for Approval of Administrative Appointment to the Lincoln County Joint Administrative Board

MOTION: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of William H. Cook and Jack D. Dilbeck to represent the Board of Governors on the Lincoln County Joint

Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Lincoln County Board of Education; and

FURTHER RESOLVED, William H. Cook will serve a two-year term and Jack D. Dilbeck will serve a one-year term. By mutual consent of the Board of Governors and the Lincoln County Board of Education, David Roberts will serve as the at-large member and Chair of the Joint Administrative Board.

ACTION: George Kostas seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

10.9 Action on Institutional Policies for Final Approval

10.9.1 SCP-1001, Records Retention Policy

MOTION: Wilma Zigmond moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1001, *Records Retention Policy*, and attachment SCP-1001.A for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

10.9.2 SCP-2226, Faculty Incentive Pay Program

MOTION: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-2226, *Faculty Incentive Pay Program*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

ACTION: George Kostas seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

10.9.3 SCP-5620, Traffic and Vehicle Speed, Flow and Parking Regulations Policy

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5620, *Traffic and Vehicle Speed, Flow and Parking Regulations Policy*, and its submission to the Chancellor for

Community and Technical College Education following the required 30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

10.10 Action on Institutional Policies Presented for 30-day Comment

10.10.1 SCP-1230, Firearms, Weapons, and Explosives Policy

MOTION: Wilma Zigmond moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1230, *Firearms, Weapons, and Explosives Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

10.7.5 SCP-4356, Financial Aid Recipient - Change in Enrollment

MOTION: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4356, Financial Aid Recipient - Change in Enrollment Policy, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

10.11 Action on Post-Audit Follow-up Report Required by the Community and Technical College System

10.11.1 General Studies, Certificate of Applied Science

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the General Studies, Certificate of Applied Science program, with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

ACTION: George Kostas seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

11. Informational Items

11.1 SCP-1750, Tobacco Usage and SCP-2171, Professional and Educational Requirements for Faculty

At its April 19, 2016 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-1750, *Tobacco Usage Policy*, and SCP-2171, *Professional and Educational Requirements for Faculty*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended May 20, 2016. At the end of the comment period, five (5) comments were received on SCP-1750, and one (1) comment was received on SCP-2171. Due to comments received, the staff recommends that action on these policies be postponed to allow sufficient time for further review. When a thorough review has been conducted, draft policies will be brought forward with requests for the Board to authorize an additional 30-day public comment period.

11.2 Awarding of Undergraduate Tuition and Fee Waivers Report

In compliance with Southern College Policy (SCP) 5065, *Awarding of Undergraduate Tuition and Fee Waivers*, Section 7.2, the Vice President for Finance and Administration presented the 2015-2016 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. During the 2015-2016 fiscal year, Southern awarded a total of \$204,217.10 in undergraduate waivers to a total of 64 students. In compliance with West Virginia Code §18B-10-5(4) and the Southern West Virginia Community and Technical College Board of Governors policy, SCP-5065, *Report on the Awarding of Undergraduate Tuition and Fee Waivers*, this report for fiscal year 2015-2016 will be entered into the minutes of the Board of Governors meeting of June 21, 2016.

11.3 Report on 2015-2016 Faculty Promotion Decisions

The faculty promotion-in-rank review process at Southern West Virginia Community and Technical College runs from January 30 through April 30. The process involves faculty file preparation, reviews and recommendations by the Promotion Committee Chair, Division Head, Vice President for Academic Affairs and Students Services, and approval by the President. The final step is notification of the Board of Governors of the decisions made as a result of the review process. A list of the faculty promoted in rank was provided to the Board.

11.4 2016-2017 Holiday Calendar

As authorized by Board of Governors policy SCP-2360, *Holidays*, a holiday schedule for 2016-2017 has been established and approved for Southern West

Virginia Community and Technical College, a copy of which is provided for the Board. The holiday schedule has been aligned with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 14, Holidays, Southern's 2016-2017 academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia Code. The 2016-2017 Holiday Calendar has been announced college-wide and submitted to the Chancellor for Community and Technical College Education.

12. Possible Executive Session Under Authority of West Virginia Code §6-9A-4(b)2A Regarding Personnel and Management Issues

Terry Sammons moved pursuant to §6-9A-4(b)2A of the West Virginia Code that the Board shall enter into executive session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Glenn Yost seconded the motion which carried unanimously. Chair Heywood declared the motion adopted and the Board entered into an executive session at 9:21 p.m.

At the conclusion of discussions, Chair Heywood declared the Board of Governors rise from executive session and reconvene in a regular open session at 9:29 p.m. Based upon discussion, the following item was brought forward for action from the executive session.

12.1 Approval to Serve as Evaluator

Following up from discussions held in executive session, Terry Sammons offered a motion to approve President Gunter's request to serve as an evaluator. Glenn Yost seconded the motion which carried unanimously. Chair Heywood declared the motion adopted and President Gunter's request approved.

13. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 9:35 p.m. The next Board of Governors business meeting is scheduled for Tuesday, August 16, 2016 beginning at 6:00 p.m. in Room 428, Building C, Logan Campus.

Thomas A. Heywood, Chair

Emma L. Baisden
Executive Assistant to the President
and Board of Governors

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Approved 08/16/2016