

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of April 18, 2017
6:00 p.m.**

**2900 Dempsey Branch Road, Room 428, Building C
Mount Gay, West Virginia and by Teleconference**

MINUTES

Board Members Present: Wilma J. Zigmond, Chair; F. Raamie Barker, Secretary; Jada Hunter, Latisha Marcum, Howard Seufer, Shane Blackburn, Student Representative; Russell Saunders, Faculty Representative; Melissa Deskins, Classified Staff Representative

Board Members Absent: Kevin Hill, Mason White, Kevin Zachary, Glenn T. Yost, Vice Chair

College Staff Present: President Robert Gunter, Samuel Litteral, Allyn Sue Barker, Jack Dilbeck, Carol Howerton, Gary Holeman, Bill Alderman, Judith Curry, Stephanie Daniel, Guy Lowes, Melinda Saunders, Chris Gray, Emma Baisden (Recorder)

1. Call to Order

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

2. Introduction of New Board Member

Chair Zigmond introduced new Board of Governors member, Melissa J. Deskins, who was elected by the Classified Staff in March 2017 to fulfill the unexpired term of Virginia Stepp. Ms. Deskins has been employed at Southern for more than five years and is a Human Resources Representative.

3. Oath of Office

Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to Melissa Deskins.

4. Call for Public Comments to the Board of Governors

Chair Zigmond announced last call for public sign up for comments to the Board. No signatures were recorded.

5. President's Report:

5.1 Due to the continued and growing nursing shortage in the region, officials from the Appalachian Regional Healthcare (ARH) System requested a meeting with Southern officials to discuss the possibility of expanding Southern's Nursing Program to the Williamson Campus. On February 28, 2017, President Gunter, Sam Litteral, Sheliah Elkins, Jack Dilbeck, and Carol Howerton met with Joe Grossman, President and CEO of ARH System, Ellen Wright, VP and Chief Nursing Officer, Duanne Thompson, ARH Board of Trustees, Tim Hatfield, Community CEO, and Paula Vaughan, Community Chief Nursing Officer, to discuss the possibility of expanding the program.

5.2 President Gunter participated in a roundtable to discuss the critical nursing shortages

in West Virginia hosted by Chancellor Tucker at the Advanced Technology Center in South Charleston, WV on March 17.

- 5.3 Southern's new academic leadership introduced by President Gunter includes: Bill Alderman, Chair, School of Career and Technical Studies; Mindy Saunders, Chair, School of Arts and Science; Russell Saunders, Chair, School of Allied Health and Nursing; and Stephanie Daniel, Coordinator for Respiratory Care Technology. The academic reorganization for the Schools will become effective May 15, 2017.
- 5.4 President Gunter, Jack Dilbeck, Anne Cline, Carol Howerton, and Emma Baisden participated in the Higher Learning Commission 2017 Annual Conference held March 31 - April 4, 2017 in Chicago, IL. During the conference, President Gunter and Emma Baisden met with Southern's HLC liaison, Dr. Karen Solomon, to discuss submission of the College's Year 4 Open Pathway Assurance Argument which is due to the Higher Learning Commission (HLC) by June 19, 2017. Due to substantive leadership changes which have occurred at Southern during the last 12 months, Dr. Solomon suggested that a formal request be submitted to the HLC for a delayed submission date. Since that time a formal request has been made to Dr. Solomon requesting an extension date of September 28, 2017.
- 5.5 Send-off receptions were held at the Logan and Williamson Campuses for Mechatronics, Welding, and Cosmetology students participating in the annual SkillsUSA West Virginia State Leadership and Skills Conference held March 31 - April 1, 2017 at Fairmont State College. Mechatronics student and Board of Governors student representative, Shane Blackburn, won a gold medal for his skills in Prepared Speech, and Helena Surber won a gold medal for her skills in Nail Care. Fellow Cosmetology student, Chastidy Wiley, won a silver medal for her Aesthetics skills. Both the students and faculty involved agreed that the experience was invaluable to their education and skill development. The gold medal winners are eligible to advance to the National Leadership and Skills Conference which will take place in Louisville, KY, June 19-24, 2017.
- 5.6 President Gunter received the results of the Students First Assessment Survey. Dr. Carl Hadsell held a Students First Team meeting on April 11 to review and discuss the survey results. Chair Zigmond requested a copy of the survey and stated that she would like to participate in future meetings of the group.
- 5.7 Southern's Commencement Ceremony is scheduled for Saturday, May 13, 2017, beginning at 10:00 a.m. at the Coalfield Jamboree Theater, 308 Main Street, Logan, WV. Ms. Ruth Lemmon, President of the West Virginia Automobile and Truck Dealers Association, will address the class of 2017. Chair Zigmond will bring Greetings from the Board. President Gunter extended an invitation to attend the ceremony to the full Board of Governors.

6. Financial Report

Mr. Sam Litteral, Vice President for Finance and Administration, informed Board members that he would present the 2017-2018 budget at the June 20 Board meeting due to the fact that the West Virginia Legislature has not approved the budget for the 2017-2018 fiscal year. Mr. Litteral provided the financial report dated March 31, 2017 to the group. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral stated that he plans to cutoff expenditures in the next few weeks so he will be able to get the College through to the end of this fiscal year.

7. Action Items

7.1 Appointment of Ad Hoc Nominating Committee for 2017-18 Officers

Chair Zigmond appointed the following individuals to serve on the Board's Nominating Committee for the election of officers: Glenn Yost, Chair; Jada Hunter, Russell Saunders, and Howard Seufer. The Committee will provide a report to the full Board with a recommendation for the 2017-2018 Board officers at its June meeting.

7.2 Request for Approval of February 17, 2017 Board Minutes

MOTION: Howard Seufer moved to accept the February 17, 2017 meeting minutes as presented.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously and Chair Zigmond declared the minutes approved.

7.3 Request for Approval of 2017-2018 Board Meeting Schedule

MOTION: Jada Hunter moved the adoption of the following resolution with the understanding that additional meetings may be necessary for emergency or time-sensitive issues:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors adopt the recommended schedule of meetings for fiscal year 2017-2018 as presented.

ACTION: Howard Seufer seconded the motion. The motion carried unanimously and Chair Zigmond declared the schedule approved.

7.4 Request for Approval of Academic Program Reviews

7.4.1 Central Sterile Supply Technician, Certificate

MOTION: Russell Saunders 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 Central Sterile Supply Technician, Certificate program at the current level of activity without corrective

action in accordance with the provisions the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Howard Seufer seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted.

7.4.2 Early Childhood Development, A.A.S.

MOTION: Russell Saunders 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 Early Childhood Development, A.A.S. program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted.

7.4.3 Electrical Engineering Technology, A.A.S.

MOTION: Russell Saunders 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 Electrical Engineering Technology, A.A.S. program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Latisha Marcum seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted.

7.4.4 Electrical Engineering Technology, Certificate

MOTION: Russell Saunders 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 Electrical Engineering Technology, Certificate program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted.

7.4.5 Forensic Psychology and Investigation, A.A.S. and Certificate

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 discontinuance of the Forensic Psychology and Investigation, A.A.S. and Certificate programs in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*.

ACTION: Howard Seufer seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted.

7.4.6 Information Technology, A.A.S.

MOTION: Howard Seufer 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 Information Technology, A.A.S. program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted.

7.4.7 Information Technology, Certificate

MOTION: Russell Saunders 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 Information Technology, Certificate program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Latisha seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted.

7.4.8 Respiratory Care Technology, A.A.S.

MOTION: Russell Saunders 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 Respiratory Care Technology, A.A.S. program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted.

7.4.9 Technical Studies, A.A.S.

MOTION: Howard Seufer 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 Technical Studies, A.A.S. program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Latisha Marcum seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted.

7.4.10 Technical Studies, Certificate

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 continuation of the Technical Studies, Certificate program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Howard Seufer seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted.

7.5 Request for Final Approval of Institutional Policies

7.5.1 SCP-2250, *Hiring Adjunct Faculty*

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-2250, *Hiring Adjunct Faculty*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

ACTION: Howard Seufer seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted and policy approved.

7.5.2 SCP-4710, *Academic Integrity*

MOTION: Raamie Barker 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-4710, *Academic Integrity*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

ACTION: Latisha Marcum seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted and policy approved.

7.6 Request for Approval of Institutional Policies for 30-day Public Comment

7.6.1 SCP-2748, *Request for Release Time for Full-time Faculty*

MOTION: Russell Saunders 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-2748, *Request for Release Time for Full-Time Faculty*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted.

7.6.2 SCP-2843, *Sexual Harassment*

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-2843, *Sexual Harassment*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: Howard Seufer seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted.

7.6.3 SCP-7000, E-mail as an Official Form of Communication

MOTION: Russell Saunders 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- 7000, *E-mail Established as an Official Form of Communication*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted.

7.7 Request for Approval of Mission Statement and Institutional Commitments for 30-day Public Comment

MOTION: Raamie Barker 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 the Mission Statement and Institutional Commitments to Southern's constituents for a 30-day comment period.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously and Chair Zigmond declared the motion adopted.

8. Other

On behalf of the Board of Governors, Chair Zigmond congratulated the three new School Chairpersons and the Coordinator for Respiratory Care Technology on their new leadership roles. She also congratulated Shane Blackburn on his achievement at the SkillsUSA state competition and best wishes for continued success at the national competition in Louisville, KY.

9. Adjournment

There being no further business, Chair Zigmond declared the meeting adjourned at 7:55 p.m. The next Board of Governors business meeting is scheduled for Tuesday, June 20, 2017 beginning at 6:00 p.m. in Room 428, Building C, Logan Campus.

Wilma J. Zigmond, Chair

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

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Approved 06/20/2017