

**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of April 17, 2018  
6:00 p.m.**

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

**MINUTES**

**Board Members Present:** Howard E. Seufer, Chair; J. Chris Adkins, Eddie J. Canterbury, Samuel A. Stewart, Pat J. White, Will Alderman, Faculty Representative; Melissa Deskins, Classified Staff Representative; Randal Johnson, Student Representative

**Board Members Absent:** Latisha Marcum, Mason White, Kevin Zachary, Wilma Zigmond

**College Staff Present:** President Robert Gunter, Samuel Litteral, Allyn Sue Barker, Deanna Romano, Tom Cook, Carol Howerton, Bill Alderman, Russell Saunders, Chuck Puckett, Mandy Lester, Katherine Deskins, Chris Gray, Teri Wells, Stephanie Mounts, Cherri Stroud (student), Emma Baisden (Recorder)

**1. Call to Order**

Chair, Howard Seufer, declared a quorum present and convened the meeting at 6:10 p.m.

**2. Annual Faculty Senate Presentation**

Faculty Senate Chair, Susan Baldwin, informed the group that it is no secret this academic year has been a difficult one. However, after repeated assurances from the new academic vice president, Dr. Romano, the Senate and by extension of the faculty, offered an olive branch and her the opportunity to be the academic advocate and student center champion that she promises to be. In Dr. Romano's spirit of moving forward, Ms. Baldwin highlighted the professional achievements of several of Southern's faculty during the academic year.

At President Gunter's urging, Southern has for the past several years participated in the West Virginia State SkillsUSA competition. This year's contest was recently held in Fairmont, and many Southern students won top recognition in their skills area. Following are the advisor (faculty) participants and the awards they received:

- **Sheridan Taylor** and his Welding Team of four students competed and won gold and bronze medals.
- **Ashley Starkey**, with her team of four Medical Assisting students, brought home three gold medals and one silver medal in that group's competition. Ms. Starkey who will complete her BA in May, also became a certified ECSI First Aid instructor.
- **Irma Colegrove**, and her Cosmetology students competed as well and won a bronze medal. She also reports that several students have passed their Nail Technician boards this year. They have been on several field trips and are now offering their services to the PRIDE seniors.
- **Will Alderman** accompanied two Speech students who won gold medals for excellence in Speech Preparation and Presentation. **Adam Banks** will accompany

these students to Louisville for the national competition in June. Additionally, Mr. Alderman was promoted to a full professor, elected as the faculty representative to the Board of Governors, and accepted the position of Lead Faculty to the Arts and Sciences.

- **Professor Bill Alderman**, along with **Assistant Professor Russell Saunders** and former longtime Professor Mindy Saunders, participated in the first statewide Dean's Academy in June 2017. Mr. Alderman and Mr. Saunders recently completed a followup to that Academy as well.
- **Chuck Puckett** who recently attended a conference of the West Virginia Academy of Science was elected its Treasurer. He is the only community college representative to this Academy. Mr. Puckett continues to be active in his role as Southern's Advisory Council of Faculty representative.
- **Charles Keeney, PhD**, and coauthor of the HLC Assurance Argument document, has had a busy year. Dr. Keeney was a key note speaker at the WALC Foundation Labor History Symposium in Wheeling, West Virginia. He published an article, "A Culture of Resistance, The 2018 West Virginia teachers' strike in historical perspective" in Lapham's Quarterly. His article, "The Mind Guard System: Mine Wars, Labor and the Politics of Memory in West Virginia" will be featured in the next issue of West Virginia History: A Journal of Regional Studies. For the third year, he is the editor of "In These Hills: The West Virginia Mine Wars Museum Journal." Dr. Keeney is a founding member and current Board member of the West Virginia Mine Wars Museum. He co-authored and was awarded a \$30,000 grant by the National Endowment for the Humanities. Dr. Keeney was reelected to the West Virginia Humanities Council Program Committee. The Committee oversees Humanities Council programs and recommends grants for approval to the board of directors. Due to his expertise in West Virginia history and politics, Dr. Keeney has been interviewed by several national news organizations including the VICE News, The Progressive, and Politico. He has been interviewed and featured on several national and regional radio shows and podcasts including National Public Radio, Inside Appalachia, Ohio Valley Resource, and The Road to Now. He was also a consultant for the TV show, "Anthony Bourdain Parts Unknown." This travel program on CNN will launch its West Virginia episode later this month.
- **Matt Payne**, earned a FAA Part 107 UAV License for commercial drone operation. He completed training to become one of only 220 certified trainers in the U. S. for cell phone tower inspections using drones. He is now instructing 10 Van High School seniors who hope to obtain their license.
- **Tehseen Irfan's** book, "Holy Spirit," was published.
- **Patricia Poole** received QM (Quality Matters) approval of her BU 106, Introduction to Customer Service course for online delivery.
- **Stephanie Mounts** completed a training course through NACCE (National Association for Community College Entrepreneurship) and received an entrepreneurship specialist certification. She volunteered to coordinate and facilitate an IRS approved and monitored volunteer tax preparation program which provided her students will invaluable tax prep training and experience. Her team completed 117 free tax returns, and clients received \$125,888 in federal refunds and \$20,436 in state.
- **Lillie Teeters** is working with students to write and publish "Sticks," Southern's literary

magazine. Submissions doubled this year and the magazine is twice the size of the 2017 version. The student publication includes poetry, art, fiction, and non-fiction.

- **Tahnee Bryant** became certified through the Council for Adult and Experiential Learning (CAEL) to access student portfolios for college credit.
- **Anitra Ellis**, a Logan High and Southern Nursing graduate and current Instructor, will receive her doctor of nursing practice degree later this year. She accomplished this while working full-time at Southern and full-time at a local hospital as a family nurse practitioner.

Senate Chair Baldwin stated that although Southern has lost several key long-term, highly qualified faculty this year, the remaining faculty members all care about the success of their students, this school, and this region. Having dedicated faculty who are experts in their discipline and are here for the long term, are a treasure trove. Moving forward, let's hope that we utilize this treasure and not needlessly throw it away.

### 3. **Special Presentation**

Chair Seufer honored outgoing Board of Governors member, Melissa J. Deskins (staff representative), with a resolution applauding her outstanding leadership, service, and dedication to the Southern West Virginia Community and Technical College Board of Governors. The resolution was unanimously approved by the Board and will become part of the official meeting minutes (Addendum 1).

### 4. **Introduction of New Board Members**

Chair Seufer informed the group that Governor Jim Justice reappointed Dr. Mason E. White and Mr. Kevin Zachary to the Board of Governors for terms ending June 30, 2021. Both are from the Seventh Senatorial District. He then introduced the following individuals newly appointed to the Board by Governor Justice:

Mr. J. Chris Adkins of Danville, Boone County, West Virginia, for a term ending June 30, 2019. Mr. Adkins is from the Seventh Senatorial District and succeeds Kevin Hill.

Dr. Pat J. White of Man, Logan County, West Virginia, for a term ending June 30, 2021. Dr. White is from the Seventh Senatorial District and succeeds F. Raamie Barker, Jr.

Mr. Eddie J. Canterbury of Logan, Logan County, West Virginia, for a term ending June 30, 2020. Mr. Canterbury is from the Seventh Senatorial District and succeeds Jada Hunter.

Mr. Samuel A. Stewart of Matheny, Wyoming County, West Virginia, for a term ending June 30, 2020. Mr. Stewart is from the Ninth Senatorial District and succeeds Glenn Yost.

### 5. **Oath of Office**

Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to all new Board members.

**6. Call for Public Comments to the Board of Governors**

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

**7. President's Report:**

7.1 President Gunter informed new Board members that he provides an update on his goals and activities at each meeting.

7.2 President Gunter invited Ms. Stephanie Tyree, Director of the West Virginia Hub, to serve as guest speaker for Southern's May 12<sup>th</sup> Commencement Ceremony. Ms. Tyree graciously accepted President Gunter's invitation to address the class of 2018. Southern's Commencement Ceremony is scheduled for Saturday, May 12, 2018, beginning at 10:00 a.m. at the Coalfield Jamboree Theater, 308 Main Street, Logan, WV.

7.3 President Gunter and Vice President for Academic Affairs, Dr. Deanna Romano, met with Dr. Karen Soloman, Southern's Higher Learning Commission (HLC) Liaison, during the annual HLC Conference held April 6-10, 2018 in Chicago, IL. They met with Dr. Soloman to request an extension on the development of new guidelines on tested experience and other activities that would count toward faculty credentialing. She did not grant that extension, but is allowing us from this point to work with the faculty to do comparison studies to assure all of the goals and objectives are being met for determining qualified faculty through HLC's criteria for accreditation and assumed practices.

7.4 The Joint Review Committee on Education in Radiologic Technology (JRCERT) continuing accreditation site visit is scheduled for April 22-23, 2018.

7.5 The Accreditation Commission for Education in Nursing (ACEN) continuing accreditation site visit is scheduled for September 18-20, 2018.

7.6 As part of Southern's continuing safety effort, parking stickers will be issued to employees and students to help identify vehicles parked on Southern's campuses. Also, beginning fall 2018, all faculty, staff, and students will be issued identification badges to wear while on campus.

7.7 President Gunter is developing plans to implement a Student Success Center. He continues the reorganization of the Student Services unit to better serve students in the admissions, enrollment, and financial aid process to increase annual headcount and financial aid participation rate.

7.8 President Gunter provided an update to the Board on the progress of completing his Presidential Goals.

7.9 Southern's inaugural Telethon will be held on April 29, 2018 at Southern's Williamson Campus.

7.10 At the request of Chair Seufer, President Gunter explained the old math and English

co-curricular model for the new Board members.

**8. Financial Report**

Mr. Sam Litteral, Vice President for Finance and Administration, informed Board members that he would present the 2018-2019 budget for approval at the June 19 Board meeting. Mr. Litteral provided the financial report dated March 31, 2018 to the group. He explained to new Board members that the College operates on a fiscal year rather than on a calendar year. 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.

**9. Action Items**

**9.1 Appointment of Ad Hoc Nomination Committee for 2018-19 Officers**

Chair Seufer appointed the following individuals to serve on the Board's Nomination Committee for the election of officers: Wilma Zigmond, Chair; Will Alderman, Latisha Marcum, and Kevin Zachary. The Committee will provide a report to the full Board with a recommendation for the 2018-2019 Board officers at its June meeting.

**9.2 Appointment of Board of Governors Commencement Representative**

Since Ms. Jada Hunter is no longer a Board member, Chair Seufer appointed Ms. Latisha Marcum to bring greetings on behalf of the Board at Commencement on May 12.

**9.3 Approval of *Expectations of Board Members***

Mr. Seufer explained to new Board members that the *Expectations of Board Members* were revised by the Board at its March Retreat. He reviewed the draft document and determined the statements to be accurate. As determined at the March 2015 meeting, the *Expectations* will be incorporated into every Board Agenda Book moving forward.

**MOTION:** Will Alderman moved to approve the *Expectations of Board Members 2018-2020* as presented.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously and Chair Seufer declared the *Expectations* unanimously adopted.

**9.4 Request for Approval of March 5, 2018 Board Minutes**

**MOTION:** Will Alderman moved to accept the March 5, 2018 meeting minutes as presented.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously and Chair Seufer declared the minutes approved.

**9.5 Request for Approval of 2018-2019 Board Meeting Schedule**

**MOTION:** Will Alderman 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 2018-2019 as presented.

**ACTION:** Randal Johnson seconded the motion. The motion carried and Chair Seufer declared the schedule approved subject to the understanding of having a conversation outside of this meeting to accommodate Mr. Adkins' basketball schedule.

**9.6 Request for Approval of Academic Program Reviews**

**9.6.1 Business Accounting, Associate in Applied Science**

**MOTION:** Will Alderman 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 Business Accounting A.A.S. 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 10, *Policy Regarding Program Review*.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted.

**9.6.2 Business Administration, Associate in Applied Science**

**MOTION:** Will Alderman 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 Business Administration A.A.S. 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 10, *Policy Regarding Program Review*.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted.

**9.6.3 Office Administration, Associate in Applied Science**

**MOTION:** Randal Johnson moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the discontinuation of the Office Administration A.A.S. program 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:** Melissa Deskins seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted.

#### **9.6.4 Office Administration, Certificate**

**MOTION:** Will Alderman moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the discontinuation of the Office Administration, Certificate program 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:** Randal Johnson seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted.

#### **9.6.5 Paramedic Science, Associate in Applied Science**

**MOTION:** Will Alderman 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 Paramedic Science 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:** Melissa Deskins seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted.

#### **9.7 Request for Approval to Terminate Management, Associate in Applied Science Degree Program**

**MOTION:** Will Alderman moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of the discontinuance of the Management A.A.S. Degree Program in accordance with 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:** Randal Johnson seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted.

**9.8 Request for Approval of Institutional Policies for 30-day Public Comment**

**9.8.1 SCP-1435, *Inclement Weather and Emergency Situations***

**MOTION:** Will Alderman 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:** Randal Johnson seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted.

**9.8.2 SCP-8600, *Board of Governors Operational Guidelines Policy***

**MOTION:** Randal Johnson 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-8600, *Board of Governors Operational Guidelines Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted.

**9.9 Request for Approval to Implement New Course and New Flat Fees**

**MOTION:** Randal Johnson moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the implementation of new course fees and new flat fees as presented for the 2018-2019 academic year effective July 1, 2018.

**ACTION:** Will Alderman seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

**9.10 Request for Approval of Personnel Salary Increase Proposal for All Regular Employees for FY 2018-2019**

**MOTION:** Randal Johnson moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors authorize and direct the President of Southern West Virginia Community and Technical College, in conjunction with the Chief Financial Officer, to fund a 5% increase to the base salary, with a minimum increase of \$2,160, for eligible employees of Southern West Virginia Community and Technical College as described below effective July 7, 2018.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

- 9.11 Request for Approval of Salary Increase for Southern President as Provided in Budget Bill (SB 152/HB 4019)

**MOTION:** Melissa Deskins moved adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve a 5% base salary increase for the President of Southern West Virginia Community and Technical College as provided in the Budget Bill pending approval of the West Virginia Council for Community and Technical College Education.

**ACTION:** Eddie Canterbury seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

- 9.12 **Request for Approval of Institutional Compact Update**

**MOTION:** Randal Johnson moved adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the Southern West Virginia Community and Technical College Institutional Compact Update for academic years 2018-2019 and 2019-2020 as presented, and authorize its submission to the West Virginia Council for Community and Technical College Education for final approval.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

**10. Discussion Item**

**10.1 Self-Evaluation Results**

Chair Seufer reviewed the results of the Board of Governors and Administration Self-Evaluations taken during the Board's Retreat in March. The Board's 2019 Self-Evaluation will contain the new *Expectations* approved at today's meeting.

**11. Informational**

11.1 Commencement will be begin at 10:00 a.m. on Saturday, May 12, 2018, at the

Coalfield Jamboree, on Main Street, in Logan, West Virginia. President Gunter invited and encouraged all Board members to attend.

**12. Adjournment**

There being no further business, Chair Seufer declared the meeting adjourned at 8:25 p.m. The next Board of Governors business meeting is scheduled for Tuesday, June 19, 2018 beginning at 6:00 p.m. in Room 428, Building C, Logan Campus.

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Howard E. Seufer, Jr., Chair

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

*OFFICIAL*  
06/19/2018

**Southern West Virginia Community and Technical College  
Board of Governors Resolution Honoring  
Melissa J. Deskins**

**Addendum 1**

**Whereas**, Melissa J. Deskins was duly elected and has served with great distinction as the Classified Staff Representative to the Southern West Virginia Community and Technical College Board of Governors from March 9, 2017 through April 27, 2018; and

**Whereas**, During this period, Ms. Deskins has given generously of her time and talent in support of Southern West Virginia Community and Technical College, and has provided wise judgement to the deliberations of the Board, bringing to the forefront the classified staff concerns and interests while always maintaining a comprehensive perspective on the advancement of the College as a whole;

**Therefore, Be it Resolved,**

That the Southern West Virginia Community and Technical College Board of Governors hereby expresses its sincere gratitude and appreciation to MELISSA J. DESKINS for her record of outstanding leadership, faithful service, and dedication to this Board; and, be it

**Further Resolved**, That this resolution is inscribed upon the meeting minutes of the Board of Governors of Southern West Virginia Community and Technical College this 17th day of April 2017.

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Howard E. Seufer, Jr., Chair  
Board of Governors

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Dr. Robert E. Gunter, President  
Southern West Virginia Community  
and Technical College