

**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of June 19, 2018  
6:00 p.m.  
2900 Dempsey Branch Road, Building C, Room 428  
Mount Gay, West Virginia and by Teleconference**

**MINUTES**

**Board Members Present:** Howard Seufer, Chair; Chris Adkins, Eddie Joe Canterbury, Sam Stewart, Mason (Ed) White, Wilma Zigmond, Randal Johnson, Student Representative; Will Alderman (via phone), Faculty Representative; Tim Ooten, Classified Staff Representative

**Board Members Absent:** Latisha Marcum, Pat Joe White, Kevin Zachary

**College Staff Present:** President Robert Gunter, Samuel Litteral, Deanna Romano (via phone), Tom Cook, Rita Roberson, Bill Alderman, Russell Saunders, Susan Baldwin, Chris Gray, Pat Miller, Mandy Lester, Emma Baisden (Recorder)

**Others Present:** Raamie Barker, Cherri Stroud

**1. Call to Order**

Board Chairman, Howard Seufer, declared a quorum present and convened the meeting at 6:00 p.m.

**2. Special Presentations**

Chair Seufer honored outgoing Board of Governors member's Latisha Marcum, Wilma Zigmond, Randal Johnson, and former Board member, Raamie Barker, 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, 2, 3, 4). President Gunter presented those present with an award in recognition of their service to the Board of Governors. Ms. Marcum's plaque and resolution will be mailed.

**3. Introduction of New Board Member**

Chair Seufer introduced the new classified staff representative, Tim Ooten, elected to fulfill the term of Melissa Deskins who resigned from Southern in April 2018. He also introduced the new student representative, Cherri Stroud, whose term begins July 1, 2018. She succeeds Randal Johnson.

**4. Oath of Office**

Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to Tim Ooten and Cherri Stroud.

**5. Introduction of New Vice President for Institutional Advancement**

President Gunter introduced Ms. Rita Roberson as the new Vice President for Institutional Advancement replacing longtime employee Ronald Lemon who resigned as the Vice

President for Development in February due to illness. Ms. Roberson has been an employee of Southern for 32 and has served in a variety of positions during her tenure. Since 2000, she has served as the Director of Campus Operations at the Williamson Campus. She was also the campus safety coordinator and community liaison, assisted with institutional fundraising and events, and serves on numerous College committees.

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

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

**7. 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 purpose. He informed the group that Council elected to have its constitution as a Southern policy to ensure the existence of the Classified Staff Council. Mr. Gray thanked Board members for their approval of the three (3) and five (5) percent salary increases for employees and said those raises had greatly improved morale. Following the presentation, Chair Seufer thanked and commended Mr. Gray for his service and dedication to Southern, and for his leadership of the Classified Staff Council.

**8. Technology Services Update**

Chief Information Officer, Tom Cook, presented the annual report for the Office of Information Technology and provided background on positions in his unit. Mr. Cook was hired by Southern when the institution's contract with Ellucian expired in August 2017. He worked with Ellucian to provide a seamless transition of technology services. The institution saved approximately \$400,000 by switching from Ellucian to in-house services. Mr. Cook provided Board members with the departments accomplishments since his arrival, and new projects they hope to achieve within the next several months.

**9. President's Report**

9.1 President Gunter reported that 325 students participated in Southern's graduation ceremony held on May 12<sup>th</sup> at the Coalfield Jamboree in downtown Logan. The facility seats 1,200 and we were beyond capacity. Southern will explore other venues for the 2019 graduation ceremony.

9.2 On May 1, 2018, President Gunter attended a ribbon cutting ceremony and tour hosted by Truston Technologies, Incorporated, to officially open its new facility in Wyoming County. The opening celebration was held in the John D. Rockefeller IV Industrial Park, in Pineville, WV. Truston designs, fabricates, and installs custom solutions for the marine, energy and industrial markets. The Maryland-based company recently relocated its rigging operations from a unit in Virginia to the new Pineville facility. The move consolidated all of Truston's fabrication work in West Virginia. While there, President Gunter met with Truston's President, Mr. Eric

Jacobs, and its Fabrication Manager, David Laxton, about specialized training opportunities.

- 9.3 President Gunter, Vice Presidents Litteral and Romano, and faculty and staff Board representatives, Will Alderman and Tim Ooten, participated in a meeting hosted by the West Virginia Council for Community and Technical College Education for institutions to deliberate criteria to be included in the development of a new community and technical college funding formula model. The one-day meeting was held on June 4, 2018 at Stonewall Resort and Conference Center. Once developed, President Gunter hopes the Council rolls out the funding formula incrementally so Southern will have an opportunity to right-size itself. Last year the institution lost \$500,000 for the Academy for Mine Training and Energy Technologies. Dr. Gunter will keep the Board apprised of changes and developments in the funding formula model.
- 9.4 President Gunter and Carol Howerton presented at the Community Colleges of Appalachia (CCA) annual conference held in Asheville, NC, June 10-12, 2018. Their presentation, "A Tale of Two Towns: Reframing Education Through Partnerships," was about the P-20 course pilot project at Van Jr./Sr. High School. This project is made possible through the West Virginia Department of Education's 21<sup>st</sup> Century Community Learning Centers Grant.
- 9.5 The Inaugural 2018 *Champions for Southern Telethon* held on April 29<sup>th</sup> at Southern's Williamson Campus raised more than \$6,000 for the Southern Foundation scholarship fund.
- 9.6 President Gunter will formally introduce the new academic deans, Dr. David Kommer and Mr. Russell Saunders, to the Board at its August 21<sup>st</sup> business meeting.
- 9.7 Dr. Gunter is concerned about the future of Southern's Salon Management / Cosmetology program. Since 2007, the institution has had an instructor who meets the qualifications of the Higher Learning Commission to teach the Allied Health courses required in the program. Recently, the West Virginia Board of Barbers and Cosmetologists sent a letter to the institution raising an issue with this course work. An appeal has been made to the Board.
- 9.8 Campbellsville University, a private four-year Kentucky institution, has expressed interest in creating a satellite campus in the old Williamson High School facility. Williamson Mayor, Charlie Hatfield, said Campbellsville would not be in competition with Southern because they offer different programs. President Gunter believes that Campbellsville would be in competition with Southern as there are not enough students in the Williamson area to support two higher education institutions.

**Executive Session under Authority of West Virginia Code §6-9A-4(b)2A to discuss Personnel Issues**

Randal Johnson moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4(b)2A to discuss personnel issues. Wilma Zigmond seconded the motion that carried unanimously. Chair Seufer declared the motion adopted and Board then met in an Executive Session at 7:38 p.m. At the conclusion of discussions, a motion to arise from Executive Session and reconvene into open session was made by Chris Adkins and seconded by Wilma Zigmond. The motion carried. Chair Seufer declared the Board of Governors convened in Open Session at 7:55 p.m. No action was taken following the Executive Session.

**10. Financial Report**

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated May 31, 2018 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral also provided the average faculty salary information which Mr. Adkins requested at the April Board meeting. Southern's average faculty salary is the highest of the three free-standing community and technical colleges. The other six community and technical colleges were components of four-year institutions.

Council's Legislative Rule, Series 55, *Human Resources Administration*, will become effective July 9, 2018. Southern will be rewriting several of its policies to comply with the Council's new human resources policy.

**11. Action Items**

**11.1 Nomination Committee Report and Election of 2018-2019 Board Officers**

Ms. Wilma Zigmond, Nominating Committee Chair, reported that the committee convened on May 14, 2018 to discuss and bring forth a recommendation for 2018-2019 officers to the full Board at its June 19 meeting. The Committee recommended the following individuals: Chair: Howard E. Seufer; Vice Chair: Kevin G. Zachary; Secretary: Eddie Joe Canterbury. The Board unanimously approved the Nomination Committee's recommendation.

**11.2 Appointment and Election of 2018-2019 Lay Members to the Board Agenda Committee**

Chair Seufer appointed Wilma Zigmond and Mason (Ed) White to the Board of Governors Agenda Committee.

**MOTION:** Eddie Joe Canterbury moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect lay members Wilma Zigmond and Mason White to its 2018-2019 Board of Governors Agenda Committee.

**ACTION:** Tim Ooten seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

The 2018-2019 Board of Governors Agenda Committee members are Howard Seufer, Kevin Zachary, Eddie Joe Canterbury, Robert Gunter, Wilma Zigmond, and Mason (Ed) White.

**11.3 Approval of April 17, 2018, Meeting Minutes**

**MOTION:** Eddie Joe Canterbury moved to accept the April 17, 2018 meeting minutes as presented.

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

**11.4 Request for Approval of Fiscal Year 2018-2019 Institutional Budget**

Vice President Litteral presented the proposed budget for 2018-2019 to the Board. Following review and discussion, he requested the Board of Governors' approval of the proposed operating budget for Southern West Virginia Community and Technical College for fiscal year 2018-2019 as presented.

**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 the fiscal year 2018-2019.

**ACTION:** Tim Ooten seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

**11.5 Request for Approval of FY 2019-2020 Capital Projects and Expenditures**

**MOTION:** Sam Stewart 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 2020 capital projects for Southern West Virginia Community and Technical College.

**ACTION:** Chris Adkins seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

**11.6 Request for Approval of FY 2020-2024 Capital Projects and Expenditures**

**MOTION:** Tim Ooten 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 2020 - FY 2024 capital projects for Southern West Virginia Community and Technical College.

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

**11.7 Action on Institutional Policies for Final Approval**

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

**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-1435, *Inclement Weather and Emergency Situations*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

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

**MOTION:** Tim Ooten moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-8600, *Board of Governors Operational Guidelines Policy* and Attachment 8600.A, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

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

**11.8 Action on Institutional Policies for 30-day Public Comment**

**11.8.1 SCP-1091, *Classified Staff Council Constitution***

**MOTION:** Tim Ooten 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-1091, *Classified Staff Council Constitution*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

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

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

**MOTION:** Mason (Ed) White 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 as an Official Form of Communication*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

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

**11.9 Request for Approval to Discontinue the Health Information Management, Associate in Applied Science Degree Program**

**MOTION:** Sam Stewart 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 Health Information Management, Associate in Applied Science degree program in accordance with the West Virginia Council for Community and Technical College Education, Series 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.

**11.10 Action on Post-Audit Reports Required by the Community and Technical College System**

**11.10.1 Electromechanical Instrumentation Technology, Certificate**

**MOTION:** Tim Ooten 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 Electromechanical Instrumentation Technology, Certificate 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:** Randal Johnson seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted and the report approved.

**11.10.2 Strategic Business Integration, Associate in Applied Science**

**MOTION:** Wilma Zigmond 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 Strategic Business Integration, Associate in Applied Science degree program 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:** Randal Johnson seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted and the report approved.

## 12. Informational Items

### 12.1 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 2017-2018 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 2017-2018 fiscal year, Southern awarded a total of \$321,033.50 in undergraduate waivers to a total of 91 students. In compliance with West Virginia Code §18B-10-5 and the Southern West Virginia Community and Technical College Board of Governors Policy, SCP-5065, *Awarding of Undergraduate Tuition and Fee Waivers*, this report regarding the tuition and fee waiver awards for fiscal year 2017-2018 will be entered into the minutes of the Board of Governors meeting of June 19, 2018.

### 12.2 Report on 2017-2018 Faculty Promotion Decisions

The faculty promotion-in-rank and tenure 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, School Chair, Vice President for Academic Affairs, 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.

### 12.3 2018-2019 Academic Calendar

The 2018-2019 Academic Calendar has been established and approved for Southern West Virginia Community and Technical College, a copy of which is attached for informational purposes. The calendar was developed by a subgroup of the Management Council for Academic Affairs and Students Services with representation from student services, finance, and administration. The academic calendar balances the needs of the units and of the institution, and all users will be able to plan for the processes necessary to drive the academic and support

activities of the College. The 2018-2019 Academic Calendar has been announced college-wide and will be posted to the website and printed in the 2018-2019 Academic Catalog.

**12.4 2018-2019 Holiday Calendar**

As authorized by Board of Governors policy SCP-2360, *Holidays*, a holiday schedule for 2018-2019 has been established and approved for Southern West Virginia Community and Technical College, a copy of which is attached. 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 2018-2019 academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia Code. The 2018-2019 Holiday Calendar has been announced college-wide and submitted to the Chancellor for Community and Technical College Education.

**13. Adjournment**

There being no further business, Chair Seufer declared the meeting adjourned at 9:05 p.m. The next Board of Governors business meeting is scheduled for Tuesday, August 21, 2018 beginning at 6:00 p.m. in Room 433 at the Williamson 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**  
*Approved 08/21/2018*

**Southern West Virginia Community and Technical College  
Board of Governors Resolution Honoring  
Randal Johnson**

Addendum 1

**Whereas**, Randal Johnson has served with dedication as the Student Representative to the Southern West Virginia Community and Technical College Board of Governors from July 1, 2017 to June 30, 2018; and

**Whereas**, During this period, he has represented the interests and concerns of the students to the Southern West Virginia Community and Technical College Board of Governors with enthusiasm and commitment;

**Therefore Be It Resolved:**

That the Board of Governors of Southern West Virginia Community and Technical College hereby expresses its sincere gratitude and appreciation to Randal Johnson for his record of leadership, 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 19th day of June 2018.

**Southern West Virginia Community and Technical College  
Board of Governors Resolution Honoring  
Latisha Marcum**

**Addendum 2**

**WHEREAS**, Latisha Marcum was duly appointed to the Southern West Virginia Community and Technical College Board of Governors by the Governor of West Virginia February 2017; and

**WHEREAS**, Ms. Marcum 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 of Governors while always maintaining a comprehensive perspective on the advancement of the College as a whole; and

**THEREFORE, BE IT RESOLVED:**

That the Southern West Virginia Community and Technical College Board of Governors hereby expresses its sincere thanks and appreciation to Latisha for her record of outstanding leadership, 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 19th day of June 2018.

**Southern West Virginia Community and Technical College  
Board of Governors Resolution Honoring  
Wilma J. Zigmund**

**Addendum 3**

**WHEREAS**, Wilma J. Zigmund has served with distinction as a member of the Southern West Virginia Community and Technical College Board of Governors from July 1, 2007 to June 30, 2018; and

**WHEREAS**, Ms. Zigmund was elected and served honorably as the Board of Governors Chair from July 1, 2016 through June 30, 2017; as Vice Chair of the Board of Governors from July 1, 2012 through June 30, 2016; and as Secretary from July 1, 2010 through June 30, 2012; and

**WHEREAS**, she has given generously of her time and talent in support of Southern West Virginia Community and Technical College and has provided outstanding leadership for the Board, representing the Board at official functions, and fulfilling the duties of a Board member in an exemplary manner; and

**THEREFORE, BE IT RESOLVED**, That the Southern West Virginia Community and Technical College Board of Governors honors Ms. Zigmund for her record of leadership and service, and expresses to her its sincere gratitude for her sound leadership and steadfast devotion to the Board and College; and

**FURTHER, BE IT RESOLVED**, That this resolution is inscribed upon the minutes of the June 19, 2018 Board of Governors meeting.

**Southern West Virginia Community and Technical College  
Board of Governors Resolution Honoring  
F. Raamie Barker**

**Addendum 4**

**WHEREAS**, Fletcher Raamie Barker was duly appointed to the Southern West Virginia Community and Technical College Board of Governors by the Governor of West Virginia in the year 2016; and

**WHEREAS**, F. Raamie Barker was elected and served honorably with distinction as the Secretary of the Southern West Virginia Community and Technical College Board of Governors from July 1, 2016 through March 6, 2018; and

**WHEREAS**, Mr. Barker has willingly responded to any request of the administration with assistance and advice, and has been a strong advocate for Southern West Virginia Community and Technical College; and

**THEREFORE, BE IT RESOLVED:**

That the Board of Governors of Southern West Virginia Community and Technical College hereby expresses its sincere thanks and appreciation to F. Raamie Barker for his outstanding leadership, service, and dedication to the Board; and, be it

**FURTHER RESOLVED**, That this resolution becomes a part of the meeting minutes of the Board of Governors of Southern West Virginia Community and Technical College this 19th day of June in the year of 2018.