

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 21, 2018
6:00 p.m.
1601 Armory Drive, Room 433
Williamson, West Virginia**

MINUTES

Board Members Present: Howard Seufer, Jr., Chair; Eddie J. Canterbury, Secretary; Chris Adkins, Will Alderman, Faculty Representative; Lisa Haddox-Heston, Janice Olive, Samuel Stewart, Cherri Stroud, Student Representative; Dianna Toler, Staff Representative; Pat J. White

Board Members Absent: Mason White, Kevin Zachary, Vice Chair

College Staff Present: Robert Gunter, President; Emma Baisden, Recorder; Allyn Sue Barker, Tom Cook, Samuel Litteral, Deanna Romano, Rita Roberson Carol Howerton, Perry Jobe, Russell Saunders, David Kommer, Stephanie Mounts, Tim Ooten, Chris Gray, Patricia Miller, Stella Estep, Darrell Taylor

1. **Call to Order:**
Chair Seufer, declared a quorum present and convened the meeting at 6:00 p.m.
2. **Introduction of New Board Members**
Chair Seufer asked new Board of Governors members Dr. Lisa Haddox-Heston, Ms. Janice Olive, and Ms. Dianna Toler to introduce themselves. Appointed by Governor Jim Justice for the term ending June 30, 2022, Dr. Heston is a resident of Logan County, represents the Seventh Senatorial District, and succeeds Wilma Zigmond. Ms. Olive, also appointed by Governor Justice for a term ending June 30, 2022, is a resident of Mingo County, represents the Sixth Senatorial District, and succeeds Latisha Marcum. Ms. Dianna Toler, was elected as the Classified Staff Representative to the Board in August 2018 to fulfill the unexpired term of Tim Ooten. Her term ends June 30, 2019.
3. **Oath of Office**
Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to Dr. Lisa Haddox-Heston, Janice Olive, and Dianna Toler.
4. **Call for Public Comments to the Board of Governors**
Chair Seufer called for public sign-ups for comments to the Board. Ms. Stephanie Mounts had signed-in to introduce herself to the Board as the new Faculty Senate Chair. She shared comments about her new role and said that she was eager to work with the Board of Governors and administration.
5. **Introduction of Academic Deans and Student Services Dean**
Chair Seufer called upon President Gunter to introduce Southern's new Academic Deans, Dr. David Kommer and Mr. Russell Saunders.

Dr. David Kommer is the new Dean for the School of Arts and Sciences. Dr. Kommer has

been an educator for more than 40 years. He served as a secondary History teacher, school administrator, and most recently a professor of education for Ashland University in Ohio before retiring in 2016. Finding retirement the hardest job he had, he decided to return to service at Southern. Dr. Kommer holds a Bachelor of Arts degree in History and a Master of Arts degree in American History from California State University. He earned a Master of Science and Doctorate in School Administration from Pepperdine University.

Mr. Russell Saunders, a 27-year veteran of Southern, began his tenure as the Dean for the School of Career and Technical Studies on July 1, 2018. He has served as the Board of Governors Faculty Representative, Faculty Senator, and most recently as the Chair for the School of Allied Health and Nursing. Mr. Saunders holds an Associate of Science in Radiologic Technology from the University of Charleston, a Bachelor of Science in Radiologic Technology from West Virginia State University, a Master of Arts in Leadership/Technology Management from Marshall University, and is currently enrolled in a doctoral program through the University of Seattle's School of Higher Education Leadership Administration.

President Gunter also introduced to Board members the new Director of Williamson Campus Operations, Mr. Perry Jobe.

6. President's Report

- 6.1 President Gunter informed Board members that he had hired Dr. Holly Martin of Quincy, Illinois, as the new Dean of Student Services who was to begin work at Southern on August 21, 2018. Student Services employees were looking forward to meeting with her to discuss further plans for moving the unit forward. On Thursday, August 16, 2018, President Gunter received a telephone call from Dr. Martin that she would be unable to accept the position due to a recently diagnosed illness in her family. He plans to talk with the Association for Community College Trustees (ACCT) and various entities to readvertise the position as quickly as possible.
- 6.2 Tim Ooten was hired for the position of Student Success Center Coordinator. President Gunter is creating a Learning Studio to support student tutoring needs, individuals, group, faculty, online, resources, and other best practices. Attendance and customer satisfaction will be tracked. Ms. Stephanie Mounts held a "Brown Bag Lunch" for students today which had 27 in attendance.
- 6.3 Southern continues working with RCBI (Robert C. Byrd Institute) to deliver more educational opportunities in southern West Virginia by offering a new Machining Program in McDowell and Mingo counties. These are high demand and high wage jobs.
- 6.4 Only July 17, 2018, President Gunter met with Tim and Kayla Toler, West Virginia SkillsUSA Director and Student President. Mr. Toler would like for Southern to expand its SkillsUSA program and he is willing to assist with recruitment efforts.

- 6.5 The West Virginia Higher Education Policy Commission, West Virginia Community and Technical College System, and the West Virginia Department of Education held its annual Student Success Summit in Morgantown, WV on July 25-26, 2018. The Summit is a statewide collaborative event focusing on creating seamless and supportive lifelong, learning systems for West Virginia students. Southern participants include President Gunter, Vice President Romano, and Student Support Specialists, Shelia Combs and Britanie Morgan.
- 6.6 Due to the number of new Board members and administrators, the Annual Board of Governors and Administration Self-Assessment Survey will be conducted in April 2019 instead of during the October Board Retreat. The delay will give new persons the opportunity to learn more about the college to be able to provide meaningful feedback.
- 6.7 At each Board of Governors meeting, President Gunter will provide an update of his Presidential Goals. Goals accomplished since the previous Board meeting will be listed in red.
- 6.8 An in-depth Grants Report and Enrollment Management Plan progress report will be provided at the Board of Governors Retreat.

7. Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated June 30, 2018 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral informed the group that auditors from the accounting firm of Suttle and Stalnaker will be on campus the last week of September to conduct the financial audit. The audit results will most likely be presented to the Board at its December 2018 meeting.

8. Academic Affairs Unit Report

Vice President for Academic Affairs, Dr. Deanna Romano, informed the group that August 22nd marks her seventh month anniversary at Southern. During her short tenure, she has worked closely with President Gunter to identify and prioritize the academic needs of the institution and its students. Dr. Romano provided a summary of initiatives and projects which she has initiated and plans for completion to move the institution forward. Collaboration between academic affairs and student services should strengthen retention and increase persistence and completion rates. The Academic Affairs Unit is fully committed to helping Southern's students be successful.

9. Higher Learning Commission (HLC) Accreditation Overview

To bring Board members up-to-date on the history of Southern's recent accreditation process, President Gunter informed members that Southern received the maximum time period of ten years reaffirmation of accreditation following its comprehensive evaluation visit by the Higher Learning Commission (HLC) in 2013, and the institution was placed in the Open Pathway as a result. The Open Pathway is one of three options institutions have for maintaining their accreditation with the HLC. It follows a 10-year cycle and, like all pathways, is focused on quality assurance and institutional improvement. On the Open

Pathway, the Assurance Review is conducted by itself in Year 4 and is a part of the comprehensive evaluation that occurs in Year 10. The Commission conducts an Assurance Review to determine whether an institution continues to meet the Criteria for Accreditation.

From September 2013 through June 2017, Southern was to prepare its Assurance Argument for submission to the HLC in June 2017. In March 2017, President Gunter discovered that although regular Assurance Argument status reports had been provided to the Board of Governors and the Southern community at-large, minimal work had been completed on the Assurance Argument by the institution's former Accreditation Liaison Officer (ALO). During the annual HLC Conference in Chicago, Illinois, in April 2017, President Gunter met with Dr. Karen Solomon, Southern's liaison at the HLC, to discuss the situation and an extension was granted for submission of Southern's Assurance Argument. The institution submitted its report on-time in October 2017. In December 2017, President Gunter received communication from the HLC Review Team Chair, Dr. Jonah Rice, that the Team had concerns with the report and was planning a Focused Visit to the College. The HLC Review Team conducted its on-site focused visit to Southern on February 5-6, 2018. The visit was to obtain additional information not available electronically and to further review specific issues which arose from the review of the Assurance Argument primarily regarding co-curricular assessment, persistence and completion, faculty credentials, shared governance and planning. President Gunter has received, reviewed, and responded to the first draft of the peer review report for errors of fact. All of the 21 criterion listed were met, however, four (4) were met with concerns. Dr. Rice completed a final team report on Southern's Assurance Review and submitted it to the HLC's Institutional Actions Council (IAC) for final action. Dr. Rice recommended for another focused visit to be conducted in two years, and for the institution to be moved from the Open Pathway to the Standard Pathway. On August 3, 2018, President Gunter received notification from the HLC that the IAC met on July 30, 2018, and concurred with the Review Team evaluation findings. The Council voted to affirm the institution's placement on the Standard Pathway for reaffirmation of accreditation and required a focused visit by March 2020.

Vice President Romano provided the accreditation process overview for Board members. She informed the group that the HLC is one of six regional accrediting agencies in the United States recognized by the Council for Higher Education Accreditation (CHEA). Recognition by CHEA affirms that the standards and processes of the accrediting organization are consistent with the academic quality, improvement and accountability expectations that CHEA has established, including the eligibility standard that the majority of institutions or programs each accredits are degree-granting. Three of Southern's academic programs with specialized accreditation, Nursing, Respiratory Care Technology, and Paramedic Science, will undergo reaccreditation reviews during the fall semester. The Radiologic Technology program went through the reaccreditation process in Spring 2018. Dr. Romano provided a comparison of the Open and Standard Pathways for Board members. In a nutshell, the institution must demonstrate continuous improvement in the following areas by March 2020: shared governance, faculty credentials, assessment of student learning, student success and organizational culture.

10. Financial Aid Overview

Ms. Stella Estepp, Director of Student Financial Assistance, provided a handout and overview of the functions of the Office of Student Financial Assistance at Southern. She informed Board members that Financial Aid employees provide assistance to students at all campus locations. They provide students with a comprehensive offering of financial assistance options to help cover educational expenses and related costs. The Office receives, processes and disburses various types of financial aid, including grants, loans, and scholarships based on federal, state, and college policy. Additionally, they provide FAFSA (Free Application for Federal Student Aid) workshops for area high schools, host counselor workshops for high school and vocational rehabilitation counselors, and participate in various statewide workshops and job fairs. Southern Financial Aid employees hold 48 core credentials issued by the National Association of Student Financial Aid Administrators (NASFAA) which ranks the institution number four among all colleges and universities in West Virginia.

11. Title IX Process at Southern

Mr. Darrell Taylor, Title IX Coordinator for Southern, distributed a handout and walked Board members through the steps of the Title IX grievance process at Southern. Title IX is a federal law which prohibits discrimination based on the gender of employees and students of educational institutions which receive federal financial assistance. Title IX's prohibition of sex discrimination includes prohibition of sexual harassment and sexual violence. Complaints of sexual harassment, sexual violence, and sexual assault are treated with the greatest degree of concern and confidentiality. In all situations, confidentiality is maintained on a strict need-to-know basis. However, confidentiality can only be respected insofar as it does not interfere with Southern's obligation to investigate allegations of misconduct that require the College to take corrective action. Southern administrators, faculty, and staff members have a duty to report claims of sexual harassment, gender discrimination, gender-based misconduct, and sexual assault to the institution's Title IX Coordinator.

12. Action Items

12.1 Request for Approval of June 19, 2018 Board Meeting Minutes

MOTION: Eddie Canterbury moved to accept the June 19, 2018 Board meeting minutes as presented.

ACTION: Chris Adkins seconded the motion. Pat White abstained due to being absent from the June 2018 meeting. The motion carried. Chair Seuffer declared the motion adopted and the minutes approved.

12.2 Request for Approval of Textbook Affordability Report

MOTION: Pat White moved to approve the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the annual Institutional Textbook Affordability Report

for submission to the Chancellor for Community and Technical College Education as required by Title 135, Procedural Rule, Series 51, *Bookstores and Textbooks*.

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

12.3 Request for Final Approval by BOG and Submission to Chancellor

12.3.1 SCP-1091, *Classified Staff Council Constitution*

MOTION: Samuel Stewart moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1091, *Classified Staff Council Constitution*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

ACTION: Pat White seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

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

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 SCP-7000, *E-mail Established as an Official Form of Communication*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

ACTION: Pat White seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

12.4 Request for Approval to Release Policies for 30-day Public Comment

12.4.1 SCP-3214, *College Board Placement Credit*

MOTION: Eddie Canterbury 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-3214, *College Board Advanced Placement Credit*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

12.4.2 SCP-3736, *Student Standards of Academic Progress*

MOTION: Eddie Canterbury 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 SCP-3736, *Student Standards of Academic Progress*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

13. Informational Items:

13.1 Institutional Policies Approved by Chancellor Tucker

1. SCP-1435, *Inclement Weather and Emergency Situations*
2. SCP-8600, *Board of Governors Operational Guidelines Policy*

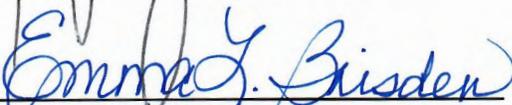
13.2 Institutional Rule Making Report

Board members were provided a copy of the Institutional Rule Making Report submitted to the Chancellor for Community and Technical College Education. Pursuant to the requirements of West Virginia Code §18B-1-6, annually a list of institutional rules that are effective on July 1, including the most recent date on which each rule was adopted, amended, or repealed by the Board of Governors must be submitted to the Council for Community and Technical College Education.

14. Adjournment

There being no further business, Chair Seufer declared the meeting adjourned at 8:35 p.m. The next Board of Governors business meeting is scheduled for Monday, October 15, 2018 beginning at 6:00 p.m. The meeting will be held at Charleston Marriott Town Center, Charleston, West Virginia.

Howard E. Seufer, Jr., Chair



Emma L. Baisden

Executive Assistant to the President
and Board of Governors

OFFICIAL
Approved 10/15/2018