

**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of December 11, 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, Jr., Chair; Eddie J. Canterbury, Secretary; Will Alderman, Faculty Representative (by phone); Lisa Haddox-Heston, Janice Olive, Cherri Stroud (Student Representative); Dianna Toler, Classified Staff Representative; Mason White, Pat J. White

**Board Members Absent:** J. Chris Adkins, Samuel Stewart

**College Staff Present:** Robert Gunter, President; Allyn Sue Barker, Tom Cook, Chris Gray, Carol Howerton, David Kommer, Samuel Litteral, Patricia Miller, Tim Ooten, Rita Roberson, Deanna Romano, Russell Saunders, Emma Baisden (Recorder)

**Guest:** Kristin Moody and Kelly Shafer, Suttle & Stalnaker, PLLC; Tanya Gunter

**1. Call to Order**

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

**2. 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.

**3. Financial Audit Presentation**

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the fiscal year ended June 30, 2018. Suttle and Stalnaker audit and consulting managers, Kelly Shafer and Kristen Moody, discussed details of the accounting firm's findings with respect to financial reporting. The accounting firm provided copies of the audited financial statements to the Board for review. The report is intended solely for the information and use of the College's Governing Board, managements of the College and the West Virginia Council for Community and Technical College Education, and is not intended to be and should not be used by anyone other than these specified parties. No internal issues or compliance issues were found during the audit, and the firm found no difficulties in dealing with management in performing and completing their audit. They recommended the institution convert to using a computerized fixed asset system instead of Excel spreadsheets because a computerized system is a better record-keeping system. Decreases in tuition revenue have been seen by most colleges across the state. Ms. Shafer expressed her appreciation to Vice President Litteral and his staff for the excellent assistance they provided during the audit. For institutions of which Suttle & Stalnaker has conducted audits, Southern is consistent with most.

**4. Financial Report**

Vice President for Finance and Administration, Samuel Litteral, provided the financial report dated November 30, 2018 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures for the period. Chair Seufer commended Vice President Litteral on receiving a clean audit report.

**5. Emergency Preparedness Report**

Mr. David Lord, Director of Wyoming/McDowell Campus Operations and Emergency Preparedness Coordinator, informed Board members that Southern has an Emergency Plan for each of its campuses and the Lincoln Location. He provided an update on accomplishments, ongoing activities, and the next steps of the Campus Crisis Management Teams. Mr. Lord encouraged Board members to enroll in the Southern Alerts Notification System to receive notifications regarding emergencies and inclement weather situations for the College.

**6. President's Report**

6.1 President Gunter informed Board members that this will be his last report to the Board until he submits his final report for evaluation purposes.

6.2 President Gunter, Chair Seufer, Tim Ooten, and Emma Baisden participated in the Annual Association of Community College Trustees (ACCT) conference held October 22-27, 2018 in New York City, NY. During the conference, Mr. Seufer was selected for a three-year term as the West Virginia State Coordinator for the ACCT Coordinator's Network. He will serve as the communications link between the regional chairs and member boards. Mr. Seufer will represent West Virginia and Southern at the 2019 Community College National Legislative Summit to be held in Washington, D.C. in February 2019.

6.3 The Logan County Board of Education and Southern have collaborated to create the *Early College Academy*. This is a pilot program where high school students at Chapmanville, Logan, and Man will have the opportunity to earn college credits before graduating from high school. In the Spring 2019 semester, students will have the opportunity to take classes on our college campus during school hours. Forty seats are available for high school students, and 17 students are currently enrolled. Vice President for Academic Affairs, Deanna Romano, has been conducting parent information sessions regarding the *Early College Academy*.

6.4 President Gunter and Vice President Romano met with President Marsha Krotseng and Provost Ted Lewis of Bluefield State College to discuss possible 2+2 programs which could be offered on Southern's campus as part of the University Center that President Gunter would like to create. The project would provide Southern students with an opportunity to earn a Master's degree without leaving Southern's campus.

6.5 President Gunter met with Dr. Trish Parrish, Vice President for Academic Affairs at Lindsey Wilson College to discuss additional 2+2 programs which could be offered on Southern's campus as part of the University Center concept. The two institutions have collaborated since 2007 to offer students several 2+2 programs including a

Bachelor of Arts in Human Services and Counseling degree. Students interested in earning a bachelor's degree from Lindsey Wilson through this collaboration must have at least 60 credit hours from Southern in order to apply.

- 6.6 To help Board members gain a better understanding of the Higher Learning Commission Criteria for Accreditation, President Gunter invited them to serve as ex-officio members on Governance Committees which relate to the Higher Learning Commission criterion. He requested for two Board members to serve on each of the following five committees: Academic Assessment, Curriculum and Instruction, Distance Education, Facilities and Safety, and Strategic Planning and Financial Review. He asked that they forward their committee of choice to Emma Baisden.
- 6.7 Representatives from the Admissions Office and School of Business at Campbellsville University in Kentucky recently held an informational session at the Firehouse in Williamson, WV to discuss their online Master of Business Administration (MBA) and Registered Nurse to Bachelor of Science in Nursing (RN to BSN) programs. President Gunter views the University as more of a threat to Marshall University than to Southern as Campbellsville has not yet submitted a request to the Higher Education Policy Commission to offer on-site classes in West Virginia.
- 6.8 As an informational item, President Gunter provided Board members with a booklet published by the Association of Community College Trustees entitled, *Accreditation and Community College Trustees*. Understanding what accreditation is, how the process functions, and what it means for our institution are necessary for a board to govern its institution effectively. He encouraged the Board to review the information presented in the publication.

## 7. Higher Learning Commission Progress Report

Vice President Romano provided a brief update and processes planned for the Focused Report required by the Higher Learning Commission. The Commission Team will conduct a focused visit at Southern in the Spring of 2020 to address the core components that was "met with concerns." She reviewed the five areas in which the institution must demonstrate continuous improvement by the Spring of 2020: shared governance, faculty credentials, assessment of student learning, student success and organizational culture. The faculty have worked independently in departments to develop a process for faculty credentialing. Dr. Romano is working with the Human Resources and Information Technology departments to develop an electronic system on faculty credentialing. She and President Gunter have established the HLC Assurance Review Team and team chairpersons are: Criterion One, Rita Roberson; Criterion Two, Chris Gray; Criterion Three, David Kommer; Criterion Four, Carol Howerton; Criterion Five, David Lord.

## 8. Action Items:

### 8.1 Request for Approval of Audited Financial Report

**MOTION:** Pat Joe White moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the filing of the audited financial report for the fiscal year ended June 30, 2018.

**ACTION:** Mason 'Ed' White seconded the motion. The motion carried unanimously. Chair Seufer declared the report received and the motion approved.

## 8.2 Request for Approval of October 15, 2018 Board Meeting Minutes

**MOTION:** Cherri Stroud moved to accept the meeting minutes as presented.

**ACTION:** Janice Olive seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the minutes approved.

## 8.3 Appointment of Ad Hoc Committee on Tuition and Fees

Chair Seufer appointed a committee to prepare a proposal for tuition and fee increases for FY 2019-2020. The committee will bring a recommendation forward for the Board's review and consideration at its February 19, 2019 meeting. Members appointed include Will Alderman, Janice Olive, Cherri Stroud, Robert Gunter, and Samuel Litteral. Ms. Olive will serve as committee chair.

## 8.4 Request for Final Approval of Proposed Institutional Policies and Submission to Chancellor

### 8.4.1 SCP-1002, *Official College Spokesperson and Media Releases*

**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 of SCP-1002, *Official College Spokesperson and Media Releases*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

### 8.4.2 SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*

**MOTION:** Pat White moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

**ACTION:** Janice Olive seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the

policy approved.

## 8.5 Request for Approval to Release for 30-day Public Comment Period

### 8.5.1 SCP-2562, *External Professional Activities of Faculty and Other Professional Staff*

**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-2562, *External Professional Activities of Faculty and Other Professional Staff*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period

**ACTION:** Mason 'Ed' White seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

### 8.5.2 SCP-2575, *Overtime and Compensatory Time*

**MOTION:** Janice Olive 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-2575, *Overtime and Compensatory Time*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**ACTION:** Lisa Haddox-Heston seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

### 8.5.3 SCP-3000, *Distance Learning*

**MOTION:** Lisa Haddox-Heston 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-3000, *Distance Learning*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**ACTION:** Cherri Stroud seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

## 9. Information Item

### 9.1 2018 Higher Learning Commission Assurance Review Final Report

A copy of the final report of the Higher Learning Commission Assurance Review was provided to all Board members.

**10. Adjournment**

There being no further business, Chair Seufer declared the meeting adjourned at 8:05 p.m. The next Board meeting is scheduled for 6:00 p.m. on February 19, 2019 and will be held 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  
Approved 02/19/2019*