

**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of October 15, 2018  
6:00 p.m.  
Charleston Marriott Town Center, Kanawha / Blue Ridge Room  
200 Lee Street, Charleston, WV**

**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; Mason White, Pat White

**Board Members Absent:** 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, Russell Saunders, David Kommer

**1. Call to Order:**

Chair 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 called for public sign-ups for comments to the Board. No signatures were recorded.

**3. President's Report**

3.1 Southern hosted a site review for continuing accreditation of its Associate in Applied Science Nursing program by the Accreditation Commission for Education in Nursing (ACEN), September 18-20, 2018 at its Logan Campus. Excellent comments were received from the Review Team.

3.2 The Joint Review Committee on Education in Radiologic Technology (JRCERT) held a site visit on April 22-23, 2018 for continuing accreditation of Southern's Radiologic Technology program. The continuing accreditation status of the program was considered at JRCERT'S September 26, 2018 meeting. The program was evaluated according to the Standards for an Accredited Educational Program in Radiography and received the maximum re-accreditation for a period of eight (8) years. JRCERT is the only agency recognized by the United States Department of Education and the Council for Higher Education Accreditation for the accreditation of traditional and distance delivery educational programs in radiology, radiation therapy, magnetic resonance, and medical dosimetry.

3.3 On September 27, 2018, President Gunter held an organizational meeting with the Institutional Effectiveness Committee. This committee was formed as a result of the aftermath of the Assurance Argument submission and subsequent Focused Visit by the Higher Learning Commission (HLC) in February 2018. The Institutional Effectiveness Committee is charged with developing, implementing, and assessing

an institutional assessment plan. It will lead the institution in the areas of accreditation, assessment, and compliance through the coordination of planning, implementation, assessment, data analysis, and documentation needed for driving the institution's strategic planning, accreditation, and compliance. In the HLC's Final Report, the Focused Review Team stated that Southern has many positive attributes, but have some core components in the Commission's Criteria for Accreditation that are lacking to be fully met. As a result, Southern is required to host an additional Focused Review by March of 2020 in order to examine four areas identified by the 2018 Focused Review Team as "met with concerns." The HLC will schedule the visit to address the following core components that are "met with concerns"; Criterion 2a, Criterion 4b, Criterion 4c, Criterion 5b.

- 3.4 Southern has established a chapter with the National Society of Leadership and Success (NSLS). Mr. Tim Ooten, Student Success Center Coordinator, and Mr. Darrell Taylor, Director of Enrollment Management and Student Engagement, will serve as the Chapter advisors and will facilitate the five-step leadership program on Southern's campuses. The program differentiates itself from traditional honor societies in that students must complete a step-by-step leadership development in order to become inducted. The curriculum offers students the opportunity to develop many in demand skills such as leadership, communication, and team building.
- 3.5 Appalachian Regional Hospital (ARH) in South Williamson, Kentucky is in need of several different levels of Allied Health in the areas of Nursing, Medical Laboratory Technology, Emergency Medical Services, and Physical Therapy Assistant. President Gunter, Vice President Romano, and Dean Saunders met recently with hospital officials to discuss the possibility of expanding Southern's Allied Health programs to the Williamson Campus.
- 3.6 President Gunter informed Board members that Southern is undergoing downsizing and/or rightsizing. Enrollment has declined and class sizes have become smaller over the years, however, the number of employees has remained about the same. We must analyze the positions of faculty and staff who retire or leave on their own to determine where positions are most needed to better serve students. Key constituents meet as a team and decisions are made based on the needs of the institution.
- 3.7 President Gunter and Vice President for Finance and Administration, Samuel Litteral, met recently with the Williamson Campus Student Government Association to discuss student concerns. The group discussed the Learning Studio, Food Services, and 2+2 Agreements. According to President Gunter and Cherri Stroud, Student Representative to the Board, everyone left the meeting more enlightened and satisfied with the discussion.

#### 4. **Financial Report**

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated September 30, 2018 to Board members. He reviewed restricted, unrestricted,

and auxiliary revenues and expenditures. Mr. Litteral stated that Southern is on track at this point of the fiscal year. He informed the group that auditors from the accounting firm of Suttle and Stalnaker have completed the financial audit and Southern met the deadline for submission. The audit results will be presented to the Board at its December 2018 meeting.

**5. Workforce and Community Development Report**

Ms. Allyn Sue Barker, Vice President for Workforce and Community Development, presented a PowerPoint presentation highlighting activities, actions, and projects of her unit. Because the Board has many new members, Vice President Barker believed it important to show how the Community and Workforce Development Unit meets the Mission of Southern. The Unit consists of three departments – Academy for Mine Training and Energy Technologies; Community and Leadership Development; and Workforce and Continuing Education. The Unit is committed to supporting the needs of employees and employers. It serves as a mechanism for economic development in the region by offering continuing education, non-academic credit courses, customized training programs to expand and upgrade workplace skills, and to provide community interest programs and activities which promote personal growth and cultural enrichment. Vice President Barker provided Board members with Workforce Development's activities, actions, and projects for 2017-2018, and its workforce matrix data for the Community and Technical College System's Master Plan/Compact.

**6. Understanding Grants Management and Planning to Support Strategic Direction**

Ms. Carol Howerton, Associate Vice President for Academic Affairs, presented a PowerPoint presentation outlining the basic concepts and responsibilities for the management of federal grants. Review and discussion covered key federal regulations, grant awards, Office of Management and Budget (OMB) Circulars budget controls, financial reporting and documentation, administrative costs, audits, closeout period, and other related requirements. Ms. Howerton emphasized the importance of exercising effective grant management strategies for a variety of reasons. Institutions accepting grant awards are entering into a legal contract. In exchange for financial support, grantees are promising to honor the intent of the project and implement it as outline in the proposal which was submitted. The mismanagement of grants can have both immediate and long-term negative consequences for a grantee which includes loss of funding from both current and future grant opportunities, damage to the institution's reputation, and in some cases, criminal prosecution.

**7. Understanding the Board's Role in Enrollment Management**

Southern's draft Strategic Enrollment Management Plan was presented to the Board of Governors by Dr. Deanna Romano, Vice President for Academic Affairs. The Strategic Enrollment Management Team has identified broad goals, key student enrollment life cycle points, strategies, responsible parties, evaluation procedures, time lines, and budget needs which will assist the institution in meeting its enrollment management goals. Dr. Romano led Board members through the statistics contained within the draft plan. Enrollment is a topic of interest to all members of Southern's Board of Governors and its employees. Enrollment statistics should be provided on a regular basis to give meaningful updates to Board members. It was requested for the enrollment issue to be added as a standing agenda item for future meetings.

**8. Action Items**

**8.1 Request for Approval of August 21, 2018 Board Meeting Minutes**

**MOTION:** Samuel Stewart moved to accept the August 21, 2018 Board meeting minutes as presented.

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

**8.2 Request for Final Approval by BOG and Submission to Chancellor**

**8.2.1 SCP-3214, *College Board Placement Credit***

**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-3214, *College Board Advanced Placement Credit*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

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

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

**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-3736, *Student Standards of Academic Progress*, 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.

**8.3 Request for Approval to Release Policies for 30-day Public Comment**

**8.3.1 SCP-1002, *Official College Spokesperson and Media Release***

**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 for the distribution of SCP-1002, *Official College Spokesperson and Media Release*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

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

**MOTION:** Mason 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 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.

**9. Discussion Item:**

**9.1 Recap of Health Information Management, Associate in Applied Science Degree Program Closure**

President Gunter provided an overview of the Health Information Management (HIM) degree program closure to bring new Board members up-to-date. He informed the group that a consortium of institutions from the West Virginia Community and Technical College System was awarded a multimillion dollar grant from the U.S. Department of Labor as part of its Trade Adjustment Assistance (TAA) Community College and Career Training program. Serving as the lead institution, Mountwest Community and Technical College partnered with Blue Ridge Community and Technical College and Southern West Virginia Community and Technical College in a commitment to serving the educational needs of TAA and TAA-like individuals and military service members and veterans. The HIM program was implemented in January 2016 through funding from the TAACCCT grant which ended March 2018. After analyzing the job outlook in our region, current enrollment, program grant outcomes, and accreditation expectations, it was determined the HIM program was not sustainable. Nine students graduated in December 2017, and thirteen (13) graduated on May 12, 2018. No additional students were in the program, therefore, a teach-out plan was not needed. Since the program was not continuing and national accreditation was not achieved, Southern entered into a partnership with Mountwest Community and Technical College to allow our 22 graduates to take the national RHIT certification exam. Students were required to take four online challenge exams and achieve at least 75% or better. If the students met the competency, Mountwest would transcribe credit, and the students would complete the required capstone course. If the students did not pass one or more of the challenge exams, Mountwest would offer four special topics classes. Once the students successfully passed the exams and/or courses and the capstone, the students would be eligible to sit for the RHIT national exam. Southern paid for all expenses for the students to participate in the partnership with Mountwest. Three HIM grant faculty positions were affected by this decision. Two positions were re-posted internally as Allied Health faculty. Two faculty accepted the positions and the

third faculty was hired by another state behavioral health agency located in Charleston. Laboratories and equipment purchased through the program grant will be used by students in the School of Career and Technical Studies.

**10. Informational Items:**

**10.1 Post-audit Reports Accepted; Programs Recommended for Continuation:**

1. A.A.S., Welding
2. C.A.S., Electromechanical Instrumentation Technology

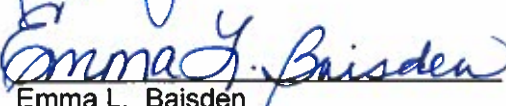
**10.2 Follow-up Reports Accepted on the Following Programs:**

1. C.A.S., Industrial Technology
2. A.A.S., Management
3. A.A.S., Mechatronics

**11. Adjournment**

There being no further business, Chair Seufer declared the meeting adjourned at 9:35 p.m. The next Board of Governors business meeting is scheduled for Tuesday, December 11, 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*  
*Approved 12/11/2018*