

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of April 16, 2019
6:00 p.m.
2900 Dempsey Branch Road, Building C, Room 428
Mount Gay, West Virginia**

OFFICIAL MINUTES

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

Board Members Absent: None

College Staff Present: Robert Gunter, President; Allyn Sue Barker, Tom Cook, Samuel Litteral, Rita Roberson, Deanna Romano, Patricia Miller, Chris Gray, Darrell Taylor, Adrian May, Stephanie Mounts, David Kommer, Misha Herndon, Shirley Dardi, Russell Saunders, Carol Howerton, Tom Cook, Tim Ooten, Emma Baisden (Recorder)

1. Call to Order

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

2. Expectation of Board Members 2018-2020

Chair Seufer acknowledged the inclusion of the *Expectation of Board Members 2018-2020* document approved in March 2018 to be included in all Board Agenda Packets.

3. 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.

4. 2019 Higher Learning Commission Conference Report

Ms. Janice Olive informed Board members that she participated in the annual Higher Learning Commission Conference held in Chicago, IL, April 6-7, 2019. She found the conference to be very student oriented, and learned that student success is determined partially by the climate in which students learn. This conference was important to Ms. Olive because of the focused visit to Southern scheduled for March 2020. Dr. Karen Solomon, Southern's Higher Learning Commission Liaison, impressed two things of importance. One being that an evaluation visit comes so quickly that institutions must stay on top of things, and secondly, the team reviewers assigned to institutions will look for explicit statements that concerns cited have been met. She informed Board members that 61 percent of institutions require some form of monitoring. Some institutions prefer the Standard Pathway over the Open Pathway because it allows for peer interaction. The general tone was that the College is moving in the right direction, and the HLC has received nothing contradictory on what has been done to this point. Ms. Olive thanked President Gunter for allowing her to participate in the conference.

5. Recruitment Efforts Report

Mr. Darrell Taylor, Director of Enrollment Management and Student Engagement, presented to the Board a list of recruitment events and activities for the 2018-2019 academic year which have been completed or are scheduled to be conducted. Mr. Chris Adkins voiced concerns regarding the list of activities presented as clearly these are not working due to current enrollment statistics, and we cannot continue down this path to attract students. No statistics to measure the effectiveness of the activities were included in the report, therefore, no one can be held accountable for the lack of enrollment. Without students, Southern will not remain the college that it is today, nor be able to maintain the number of campuses that it currently operates. Mr. Taylor stated that an Enrollment Management Plan is now in place and we are systematically trying to put students through the funnel. President Gunter informed the group that he has requested a Recruitment and Outreach Specialist position be placed in the 2019-2020 budget, and he has hired a new Dean of Student Services, Dr. Charles Lopez, who will begin employment at the end of May 2019.

6. President's Report

- 6.1 President Gunter informed the group about Senate Bill 1, *West Virginia Invests Grant Initiative*, known as the free community college bill, which passed during the 2019 Legislative Session. The Invests Grant is a "last dollar in" program. This means students use all federal and/or state grant awards first, and then the WV Invests Grant would cover remaining costs for tuition and fees at WV community and technical colleges for eligible programs, as outline by the WV Department of Commerce, to meet workforce needs for West Virginia's employers and increase the local economy. President Gunter will participate in a meeting scheduled for next week to discuss the specifics of the grant.
- 6.2 Senate Bill 673, related to public higher education accountability and planning, repealed the requirements for a statewide higher education master plan, as well as institutional compacts, and the HR Report Card. The Council for Community and Technical College Education retained its authority to set missions and visions for community colleges in West Virginia.
- 6.3 House Bill 2004, providing for a program of instruction in workforce preparedness, no longer requires District Consortia Compacts; only Perkins reports are required.
- 6.4 Southern is a partner institution with the West Virginia Higher Education Policy Commission (HEPC) for the federally funded West Virginia Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) state grant. The grant is housed under the HEPC and will allocate funds to college partners to serve incoming WV GEAR UP first-time freshman through a transition and first-year program. Funds from this grant will allow Southern to hire two full-time positions based at separate campus locations (Logan and Williamson) that will oversee the WV GEAR UP Transition and First-Year Program on campus. The new Student Services Specialists will be placed under the supervision of the Student Success Center Coordinator.
- 6.5 The Vice President for Workforce and Community Development, Allyn Sue Barker, has hired a new Operations Coordinator for the Academy for Mine Training and

Energy Technology, to begin rebuilding the mine training program.

- 6.6 Southern is engaged in conversations with other county Boards of Education to replicate the Early College Academy for their high school students.
- 6.7 Southern has contracted with Bulldog Creative Services of Huntington, West Virginia, to redesign our website. We should have a new website by the end of June.
- 6.8 College informational packets were mailed to 1,277 high school seniors from the President's Office. By the end of May, a follow-up mailing will be sent to their parents.
- 6.9 The Vice President for Institutional Advancement, Rita Roberson, and President Gunter have initiated community listening sessions at each campus of Southern to solicit input from community members about how the college can better serve its students.
- 6.10 The Enrollment Management Plan is being implemented.
- 6.11 Southern sent 20 students to the 2019 SkillsUSA West Virginia State Leadership and Skills Conference held March 22-23, 2019 at Fairmont State University. Thirteen students returned with medals.
- 6.12 The Higher Learning Commission (HLC) has approved Southern's request to open an additional location at the McDowell County Career and Technical Center in Welch, WV. The HLC has submitted its recommendation to their Institutional Actions Council for final approval at its June meeting.
- 6.13 The second annual *Champions for Southern* Telethon will be held at the Williamson Campus on Sunday, April 14th beginning at 2:00 p.m.
- 6.14 President Gunter assured the Board of Governors that enrollment is not something which he takes lightly. He plans to recruit internal people to help with recruitment of students because it must be a total community effort.

7. Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated March 31, 2019 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral informed the Board that the institution is in as good of a financial state as it has been in a long time.

8. Action Items:

8.1 Appointment of Nomination Ad Hoc Committee for 2019-2020 Officers

Chair Seuffer appointed the following individuals to serve on the Board's Nomination Committee for the election of officers: Eddie Canterbury, Chair; Will Alderman, Lisa Haddox-Heston, and Samuel Stewart. The Committee will provide a report to the full Board with a recommendation for the 2019-2020 Board officers at its June meeting.

8.2 Request for Approval of February 19, 2019 Board Minutes

MOTION: Will Alderman moved to accept the meeting minutes as presented.

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

8.3 Request for Approval of Personnel Salary Increase Proposal for All Regular Employees for FY 2019-2020

MOTION: Cherri Stroud 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 base salary increase of \$2,370 for eligible employees of Southern West Virginia Community and Technical College as described effective July 6, 2019. Employees will receive the increase on the pay cycle ending August 2, 2019. The estimated cost of this salary increase plus benefits for all full-time faculty personnel is \$164,810.00. The estimated cost of this salary increase plus benefits for all regular full-time classified staff is \$154,003.00. The estimated cost of this salary increase plus benefits for all regular non-classified staff is \$108,071.00. This estimated cost of this salary increase for part-time regular employees is \$3,500.00. The total estimated cost of salary increases for eligible employees plus benefits is \$430,383.00.

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

8.4 Request to Implement New Degree Program, A.A.S., Industrial Technology: Machinist Technology/Computer Numerical Control (CNC)

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 for the submission of the new Industrial Technology: Machinist Technology/Computer Numerical Control (CNC) Associate in Applied Science degree program to the Chancellor of the West Virginia Community and Technical College System for implementation effective Fall 2019. This new program implementation is in accordance with the West Virginia Council for Community and Technical College Education, Series 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

ACTION: Mason 'Ed' White seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the program approved effective Fall 2019.

8.5 Request for Approval to Terminate Salon Management/Cosmetology, Associate in Applied Science Degree Program

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 of the discontinuance of the Salon Management/Cosmetology, 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: Lisa Haddox-Heston seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the program approved for termination at the end of the Spring 2019 semester.

8.6 Request for Approval of Academic Program Reviews

8.6.1 Board of Governors Adult Degree Completion, Associate in Applied Science

MOTION: Cherri Stroud 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 Board of Governors, Adult Degree Completion, Associate in Applied Science, degree 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: Samuel Stewart seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the resolution approved.

8.6.2 Health Care Technology, Medical Lab Assistant Option, Certificate

MOTION: Janice Olive 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 Health Care Technology, Medical Laboratory Assistant Option, Certificate 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: Cherri Stroud seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the resolution approved.

8.6.3 Occupational Development, Associate in Applied Science

MOTION: Eddie Canterbury 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 Occupational Development, A.A.S. degree 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: Mason 'Ed' White seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the resolution approved.

8.6.4 Surgical Technology, 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 Surgical Technology A.A.S. degree 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: Chris Adkins seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the resolution approved.

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

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

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

8.7.2 SCP-3620, *Policy Regarding Program Review*

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 of SCP-3620, *Policy Regarding Program Review*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

8.7.3 SCP-3637, *General Education Philosophy and Goals*

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-3637, *General Education Philosophy and Goals*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

ACTION: Samuel Stewart seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the policy approved.

8.8 Request for Approval to Release for 30-day Public Comment Period

8.8.1 SCP-1003, *Consumer Information (New)*

MOTION: Cherri Stroud 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-1003, *Consumer Information*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

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

8.8.2 SCP-4001, *Student Consumer Protection (New)*

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-4001, *Student Consumer Protection*, 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.

9. Discussion

9.1 A lawsuit pending in the Circuit Court of Kanawha County, Corbett and others v. Southern West Virginia Community and Technical College

Chair Seufer invited a motion to move item 9.1 up to the present time (6:00 p.m.) in order to have a conference call with the College's general counsel regarding this matter.

Pat White motioned for the Board of Governors to move item 9.1 to the present time and to enter an Executive Session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. Samuel Stewart seconded the motion that carried unanimously. Chair Seufer declared the motion adopted. Chair Seufer invited President Gunter, Emma Baisden, Samuel Litteral and Deanna Romano to join the session. The Board of Governors and invited guests moved to Room 442 to meet by conference call with general counsel in an Executive Session at 6:05 p.m. Following the discussion, Mason 'Ed' White moved the Board rise from Executive Session and return to a public session. Will Alderman seconded the motion which was unanimously approved. The Board resumed Open Session at 6:40 p.m. The Board took no votes nor made any decisions during the Executive Session. No action was taken as a result of the Executive Session.

9.2 2019-2020 Draft Board Meeting Schedule

Chair Seufer presented the proposed 2019-2020 schedule of meetings for discussion and consideration. It is patterned after the schedule used by the Board in recent years, with meetings occurring on Tuesday evening of the third week. West Virginia Code §18B-2A-2(a) requires Boards of Governors to hold at least six meetings in every fiscal year, including an annual meeting each June for the purpose of electing officers.

MOTION: Cherri Stoud moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors adopt the recommended schedule of meetings for fiscal year 2019-2020 as amended to hold one meeting at the Wyoming/McDowell Campus, and with the understanding that additional meetings may be necessary for emergency or time-sensitive issues.

ACTION: Pat White seconded the motion. The motion carried and Chair Seufer declared the schedule approved as amended.

10. Possible Executive Session Under Authority of WV Code §6-9A-4(b)2A regarding Personnel and Management Issues

10.1 Board of Governors Presidential Review Committee Report

Chair Seufer invited a motion for the Board to enter into Executive Session to discuss the Presidential Review Committee Report. Eddie Canterbury moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. Mason 'Ed' White seconded the motion that carried unanimously. Chair Seufer declared the motion adopted and Board then met in an Executive Session at 8:10 p.m. Following deliberations, Pat White moved the Board rise from Executive Session and reconvene in Open Session at 8:58 p.m. Samuel Stewart seconded the motion which carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

Actions Emanating from Executive Session:

Based upon discussions in the Executive Session, the Board reconvened in an Open Session at 9:00 p.m. and took the following actions:

1. Cherri Stroud moved that the Board of Governors adopts the Presidential Review Committee Report of the president's performance as required by Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 5, *Employing and Evaluating Presidents*, and approve the submission of the evaluation document to the Chancellor of the West Virginia Community and Technical College System for action at the next meeting of the West Virginia Council for Community and Technical College Education. Pat White seconded the motion. Voting Aye: Alderman, Canterbury, Heston, Olive, Stewart, Stroud, Toler, M. White, P. White (9). Voting No: Adkins (1); Abstain: None (0). The motion carried with nine (9) members voting in favor and one (1) against. Chair Seufer declared the motion approved.
2. Chair Seufer invited a motion to approve a \$2,370 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. The salary increase proposed is consistent with the salary increases requested for all eligible faculty, classified, and non-classified employees of Southern West Virginia Community and Technical College for 2018-2019. The call for a motion failed due to the lack of a motion.

10.2 2019-2020 President's Goals

MOTION: Janice Olive made a motion to accept the proposed 2019-2020 Goals for the President of Southern West Virginia Community and Technical College as presented.

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

and made a part of the minutes (Addendum 1).

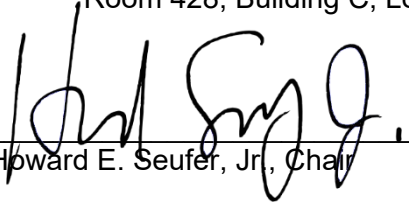
11. Information

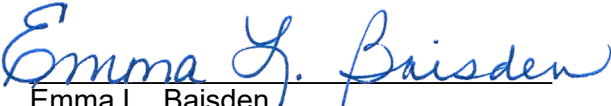
11.1 Commencement

Southern West Virginia Community and Technical College will hold its 47th Commencement Ceremony on Saturday, May 11, 2019, at the Williamson Memorial Field House located at 1703 West Third Avenue in Williamson, WV. The ceremony is scheduled to begin at 10:00 a.m. General Robert H. "Doc" Foglesong will serve as guest speaker.

12. Adjournment

There being no further business, Chair Seufer declared the meeting adjourned at 9:05 p.m. The next Board meeting is scheduled for 6:00 p.m. on June 18, 2019 and will be held in Room 428, Building C, Logan Campus.


Howard E. Seufer, Jr., Chair


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

OFFICIAL
Approved 06/26/2019

GOALS FOR 2019-2020

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

- 1. Increase Enrollment and Student Success**
 - 1.1 Support student progress toward graduation, employment and other educational goals through transformative advisement, coordinated support services and effective information systems.
 - 1.2 Implement and assess the 2018-2023 Strategic Enrollment Management Plan as it encompasses student recruitment, enrollment, retention, and graduation.
 - 1.3 Create a Marketing and Recruitment Task Force by selecting a broad-base group of employees to develop and implement a Marketing Plan that provides a coordinated approach to traditional and non-traditional student recruitment and increasing enrollment through marketing.
 - 1.4 Schedule at least 5-10 high school visits in the service district with low college-going rates and low enrollment at Southern.

- 2. Lead the institutional transition to the Standard Pathway for Reaffirmation of Accreditation as determined by the Higher Learning Commission (HLC).**
 - 2.1 Respond to specific issues arising from the 2018 Assurance Review Final Report.
 - 2.2 Prepare for the HLC Focused Visit scheduled for March 2020 on shared governance, faculty credentials, assessment of student learning, student success, and organizational culture.
 - 2.3 Attend the Higher Learning Commission Annual Conference.

- 3. Education and Training Offerings**
 - 3.1 Provide educational offerings that meet the needs of students and employers and that promotes economic, social and cultural development of the region.
 - 3.2 Continuously improve and expand academic offerings and instruction in accordance with best practices, assessment data, and the evolving needs of the College's service region.
 - 3.3 Review and assess the success of the math and English co-requisite model and fully implement the new delivery model beginning Fall 2019.
 - 3.4 Survey the needs of businesses, through various methods, to assess their needs and assist in the development of customized training, additional training programs, and/or adjust current programs.

- 3.5 Continue to promote strong partnerships with community and employers through speaking engagements, participation on boards, and hosting college events throughout the service district.
- 4. Employee Development**
 - 4.1 Provide resources and opportunities to advance the development of faculty and professional staff so they excel in their performance and contributions to the College community and their professions.
 - 4.2 Continue the development of a culture of assessment throughout the College using Watermark AMS, VIA, and AQUA implementation.
- 5. State-of-the-art Facilities**
 - 5.1 Continue to make safety a priority by providing safe and secure campuses that foster an environment supportive to learning and a sense of security.
 - 5.2 Continue ongoing safety training for all employees and students.
 - 5.3 Support the development and implementation of a new Technology Plan that provides greater access and improved performance.
 - 5.4 Designate faculty, staff, and community to serve on Southern's 50th Anniversary Planning Committee.
- 6. Operational Efficiency and Financial Security**
 - 6.1 Continue to provide resources and support for the development and implementation of new protocols to improve operational efficiency.
 - 6.2 Review budget monthly with the Vice President for Finance and Administration and adjust spending, purchasing, travel, etc., as necessary.
 - 6.3 Oversee campus improvements and renovations to assure projects are completed within budget allotment.
 - 6.4 Continue to develop future financial goals that will ensure appropriate resources for the continued growth and purposeful operation of the College.
 - 6.5 Continue to organize and launch fundraising events to insure continued funding for the Southern West Virginia Community College Foundation, Inc.
 - 6.6 Continue to seek resources and new donors for the final phase of the "Vision 2020 Major Gifts Campaign."
 - 6.7 Designate faculty and staff to serve on planning committees for the creation of a Southern Alumni Association.