

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of October 15, 2019
5:00 p.m.**

**2900 Dempsey Branch Road, Building C, Room 428
Mount Gay, West Virginia and by Teleconference**

OFFICIAL MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Mason 'Ed' White, Vice Chair; Eddie Joe Canterbury, Secretary; Stephanie Abraham, Bill Alderman, Jacob Frye, Janice Olive, Dianna Toler, Pat J. White

Board Members Absent: Chris Adkins, Howard Seuffer, Samuel Stewart

College Staff Present: Samuel Litteral, President; Emma Baisden, Recorder; Tom Cook, Charles Lopez, Deanna Romano, Rita Roberson Carol Howerton, Russell Saunders, David Kommer, Stephanie Mounts, Chris Gray, Shelby Porter, Tim Ooten

Community Member: Angela Lopez

1. Verification of Quorum and Call to Order:

Chair Heston declared a quorum present and convened the meeting at 5:00 p.m.

2. Introduction of New Board Member:

Chair Heston introduced new student representative, Jacob Frye, to the group. He is a 2017 graduate of Man High School, resides at Mallory, West Virginia, and is currently a second-year Nursing student. Mr. Frye succeeds Cherri Stroud.

3. Oath of Office

Mr. Samuel Litteral, Interim President/Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to Jacob Frye.

4. Call for Public Comments to the Board of Governors

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

5. President's Report

5.1 Ms. Shelby Porter, Southern's new Recruitment and Outreach Specialist, began work on September 30, 2019. She has been actively visiting area schools in Southern's service district to introduce herself to the counselors.

5.2 Chief Information Officer, Tom Cook, provided Board members with the institution's Census Enrollment Breakdown, Fall 2018 - Fall 2019. He broke out the dual credit (high school students) courses from the regular enrolled courses so the Board would be better able to view enrollment data. He reviewed the enrollment statistics by category, campus, and course delivery method.

- 5.3 Southern received notification from the U. S. Department of Labor (DOL) that its application was not selected for funding for the Funding Opportunity Announcement (FOA) for Workforce Opportunity for Rural Communities (WORC): A Grant Initiative for the Appalachian and Delta Regions. The DOL received 182 applications, and 18 were selected for the award.
- 5.4 Chancellor Tucker instructed all institutions to be prepared for a possible 4.6% mid-year budget cut, with a total 10% budget cut for FY2021. It is possible that Southern could lose \$380,000 from its budget.
- 5.5 President Litteral informed Board members that the College will be closed during the week of Thanksgiving, November 25 - 29, 2019.
- 5.6 As part of the King Coal Festival in Williamson, Southern hosted its annual Community Appreciation Day at its Williamson Campus on Sunday, September 22, 2019. This is a way for the College to thank the community for its continuous support and to celebrate the history we share. The annual dinner has been a part of the King Coal Festival for more than 30 years.
- 5.7 The 7th annual Michael J. McGraw Memorial Scholarship Golf Classic was held on October 3, 2019 at Twin Falls Resort State Park, Mullens, West Virginia. All proceeds go toward the Michael McGraw Memorial Scholarship fund to help provide financial assistance to deserving Wyoming County residents who wish to pursue an education at Southern West Virginia Community and Technical College.

6. Financial Report

Mr. Samuel Litteral, Interim President/Vice President for Finance and Administration, provided the financial report dated September 30, 2019 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 17, 2019 meeting.

Mr. Litteral also distributed the cash and cash equivalents for the fiscal years June 30, 2012 - June 30, 2019 as requested by Dr. Pat White at the August Board meeting. They reviewed unrestricted, restricted, loan funds, and plant funds for the 2012 - 2019 period.

7. HLC Focused Report Review and Discussion

Dr. Romano distributed the HLC Focused Report (draft version dated 10-15-2019) to Board members. She reminded the group that the Focused Report can be no more than 100 pages and is to be submitted as a single PDF document. She reviewed the contents of the draft report, and stated that the Peer Review Team will be looking at the institution's response to the concerns (Criterion 2a, 4b, 4c, 5b) raised by the HLC. The content of the report should demonstrate the institution's progress in addressing the areas specified as the focus for the visit. Included in this draft version is the decentralization of positions, and

the on-boarding process for new employees by Human Resources. As a result of the Peer Review Team's concern, a major initiative was implemented to improve assessment processes at all levels throughout the institution. To make immediate progress in addressing this concern, it was determined that professional development was key to building and sustaining a culture of assessment. Between April 2018 and October 15, 2019, there were 864 activity hours engaged in by 619 duplicated participants resulting in a total of 3,295 assessment activity hours. In addition to the on-campus assessment related professional development activities, Dr. Romano and Carol Howerton presented at the 2019 Assessment Institute in Indianapolis sponsored by the Office of Planning and Institutional Improvement of IUPUI and shared the College's experience in developing a culture of assessment at a rural community and technical college. When the institution's Assessment Plan is developed, it will require only the updating of activities completed toward established goals. She plans to provide an update to all employees on the progress of the Focused Report during the General Session of the November 8th Governance Day. The final draft report will be presented to the President's Cabinet for final review and factual corrections on November 12, and to the Board of Governors on December 3, 2019. Dr. Romano plans to submit the final report to the HLC on December 12, 2019. At the February 2020 Governance Day, she plans to conduct training for all employees in preparation for the March 2020 Focused Visit.

8. Action Items

8.1 Request for Approval of August 20, 2019 Board Meeting Minutes

MOTION: Pat Joe White moved to accept the August 20, 2019 Board meeting minutes as presented.

ACTION: Dianna Toler seconded the motion. The motion carried. Chair Heston declared the motion adopted and the minutes approved.

8.2 Request for Approval of September 12, 2019 Special Board Meeting Minutes

MOTION: Eddie Joe Canterbury moved to accept the September 12, 2019 Special Board meeting minutes as presented.

ACTION: Bill Alderman seconded the motion. The motion carried. Chair Heston declared the motion adopted and the minutes approved.

8.3 Request for Approval of September 25, 2019 Special Board Meeting Minutes

MOTION: Pat Joe White moved to accept the September 25, 2019 Special Board meeting minutes as presented.

ACTION: Mason 'Ed' White seconded the motion. The motion carried. Chair

Heston declared the motion adopted and the minutes approved.

8.4 Request for Approval of September 26, 2019 Emergency Board Meeting Minutes

MOTION: Eddie Joe Canterbury moved to accept the September 26, 2019 Emergency Board meeting minutes as presented.

ACTION: Bill Alderman seconded the motion. Stephanie Abraham and Pat Joe White abstained due to their absence. The motion carried. Chair Heston declared the motion adopted and the minutes approved.

8.5 Request for Final Approval by BOG and Submission to Chancellor

8.5.1 SCP-1215, Use of Institutional Facilities

MOTION: Stephanie Abraham moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for submission of SCP-1215, *Use of Institutional Facilities and SCP-1215.A, College Facility Use Agreement* to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

ACTION: Janice Olive seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the policy approved.

8.6 Request for Approval to Release Policies for 30-day Public Comment Period

8.6.1 SCP-2171, Professional and Educational Requirements for Faculty, and SCP-2171.A, Faculty Credentials Certification Form

MOTION: Pat Joe 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-2171, *Professional and Educational Requirements for Faculty*, and SCP-2171.A, *Faculty Credentials Certification Form*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

8.6.2 SCP-2218, *Evaluation of Full-time Faculty*

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-2218, *Evaluation of Full-time Faculty* and SCP-2218. A, *Faculty Evaluation Forms* to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

ACTION: Dianna Toler seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

8.6.3 SCP-4786, *Transfer Student Requirements and Credit Evaluation*

MOTION: Eddie Joe 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-4786, *Transfer Student Requirements and Credit Evaluation*, to Southern's constituencies 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 Heston declared the motion adopted.

8.6.4 SCP-7125, *Information Technology Acceptable Usage*

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-7125, *Information Technology Acceptable Usage*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Dianna Toler seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

8.6.5 SCP-7720, *Security of Information Technology*

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-7720, *Security of Information Technology*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Dianna Toler seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

9. Discussion Item:

9.1 Potential Collaborative Efforts with Faith-based Community Organizations

Dr. Charles Lopez, Vice President for Student Services, distributed a flow chart to Board members. He stated there is a need to provide hope to the community and the need to find ways to connect with the community and our non-traditional adult population. He explained the proposal to the Board. Due to time constraints, the fact that there is another agenda item for discussion, and the Presidential Search Committee meeting beginning at 7:00 p.m., Chair Heston determined this proposal may be considered at a later date and ended the discussion. The Board has too much business to consider at this point to give consideration to this item.

10. Executive Session under Authority of West Virginia Code §6-9A-4(b)2A Regarding Personnel and Management Issues

10.1 McDowell County Additional Location

Pat Joe White moved that the Board of Governors enters an Executive Session pursuant to West Virginia Code §6-9A-4(b)2A to discuss personnel and management issues. Bill Alderman seconded the motion that carried unanimously. Chair Heston declared the motion adopted and the Board then entered into an Executive Session at 6:44 p.m. At the conclusion of discussions, Bill Alderman moved the Board rise from Executive Session and return to a public session. Dianna Toler seconded the motion which was unanimously approved. The Board reconvened in open session at 6:56 p.m. Chair Heston reported that the Board took no votes nor made any decisions during the Executive Session.

11. Adjournment

There being no further business, Chair Heston declared the meeting adjourned at 7:58 p.m. The next Board of Governors business meeting is scheduled for Tuesday, December 17, 2019 beginning at 6:00 p.m. in Room 428, Building C, Logan Campus.

Lisa Haddox-Heston, D.D.S., Chair

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

OFFICIAL
Approved 12/17/2019