

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of December 17, 2019
6:00 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; Eddie Joe Canterbury, Secretary; Stephanie Abraham, Bill Alderman, Jacob Frye, Janice Olive, Dianna Toler, Pat J. White, via phone: Chris Adkins, Howard Seufer, Samuel Stewart, Mason 'Ed' White, Vice Chair

Board Members Absent: Jacob Frye

College Staff Present: Samuel Litteral, President; Emma Baisden, Recorder; Tom Cook, Charles Lopez, Rita Roberson, Allyn Sue Barker, Tim Ooten, Patricia Miller, Adrian May, Doug Kennedy, Russell Saunders, Carol Howerton

Community Members: Kelly Shafer, Suttle & Stalnaker; Merle Dempsey

1. Verification of Quorum and Call to Order:

Chair Heston declared a quorum present and convened the meeting at 6:00 p.m.

2. 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.

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, 2019. Suttle and Stalnaker audit and consulting manager, Kelly Shafer, 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. Suttle and Stalnaker made the following recommendations: 1) Conversion to a computerized fixed asset system. They strongly recommended for Southern to utilize all available resources of the computerized system including accumulation of asset cost and the calculation of depreciation expense. This would eliminate a significant amount of manual record-keeping duties, make operations more efficient, and provide more accurate information with which to make business decisions regarding capital assets. There is currently a capital asset module within the Banner accounting system which Southern has purchased. 2) Conduct a physical inventory of capital assets and maintenance of capital assets records. Suttle & Stalnaker's capital asset testing revealed that disposed items are not being removed from the equipment listing.

Capital asset disposals are not being formally documented using a form indicating approval to dispose of the asset. This indicates the need for a complete physical inventory of all capital assets. This will allow the College to develop procedures whereby the capital asset listing is reconciled to the general ledger, and assets can be assessed for impairment, which will ensure an accurate accounting for assets. 3) Unearned revenue. One account contains leftover grand funds which have been carried over for several. The accounting firm recommended that management either return the funds to the grant or use the funds in a manner consistent with the original purpose of the grant. These are leftover grant funds being held until the College receives permission to return the funds or receives instruction on how the funds should be spent. 4) Information system governance. Suttle & Stalnaker recommended that the College establish policies and procedures to create a documented periodic review of the Service Organization Control (SOC) report and communicate employee terminations to the WV Enterprise Resource Planning Board. Ms. Shafer expressed her appreciation to Interim 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

Mr. Samuel Litteral, Interim President/Vice President for Finance and Administration, provided the financial report dated November 30, 2019 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral informed the group that Chancellor Tucker has received no further correspondence regarding a possible 4.6% midyear budget cut for higher education. However, she encouraged institutional presidents to be prepared for the midyear budget cut.

5. President's Report

5.1 President Litteral received official notification from the Higher Learning Commission that the McDowell County Career and Technical Center in Welch has been approved as an Additional Location for Southern.

5.2 Southern will be closed for the Christmas holiday, Friday, December 20, 2019 through Sunday, January 5, 2020. The College will reopen at regular business hours on Monday, January 6, 2020.

5.3 Higher Education Day at the Capitol for 2020 has been cancelled.

5.4 The writing of the Focused Report has been completed.

5.5 President Litteral distributed and reviewed the Spring registration statistics with Board members. The report was a three-year comparison, Spring 2018-Spring 2020, of the Monday following the end of the Fall Semester. At this point, enrollment has dropped slightly from last year, but it is in the "ballpark" of where we normally are as far as registration for the Spring.

5.6 Spring classes begin January 21, 2020.

6. HLC Focused Report for the HLC

A copy of the final HLC Focused Report was provided to the Board of Governors. Dr. Merle Dempsey informed the group that the Report was 100 pages which meets the HLC guidelines. The document will be converted and submitted as a single PDF document following the instructions provided by the Higher Learning Commission. Dr. Dempsey 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 demonstrates the institution's progress in addressing the areas specified as the focus for the visit. The College has made a good faith effort in attempting to address the concerns of the HLC. Dr. Dempsey recommended for the Board of Governors and Administration to review the concerns cited and be prepared to answer any questions the visiting Peer Review Team may have. The 2018 Focused Team included co-curricular assessment and activities, and assessment of the operations of the institution. The 2020 Review Team will most likely be looking for a comprehensive assessment of the College. Dr. Dempsey encouraged the Administration to identify the 30 "new voices" which have been hired since the 2018 visit and prepare them to speak to the Peer Review Team during their visit. He expressed his appreciation to Southern's faculty and staff for the assistance provided to him during the writing of the Report, and offered his services to the Board of Governors through the March 2020 Focused Visit.

7. Action Items

7.1 Request for Approval of Audited Financial Report

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 filing of the audited financial report for the fiscal year ended June 30, 2019.

ACTION: Dianna Toler seconded the motion. The motion carried unanimously. Chair Heston declared the report received and the motion approved.

7.2 Appointment of BOG Tuition and Fees Ad Hoc Committee

Chair Heston appointed a committee to prepare a proposal for tuition and fee increases for FY 2020-2021. The committee will bring a recommendation forward for the Board's review and consideration at its February 17, 2020 meeting. Members appointed include Bill Alderman, Janice Olive, Jacob Frye, and Samuel Litteral. Ms. Olive will serve as committee chair.

MOTION: Dianna Toler moved to accept the Ad Hoc Committee members as recommended.

ACTION: Pat J. White seconded the motion. The motion carried. Chair Heston declared the motion adopted and the Ad Hoc Committee approved.

7.3 Request for Change the April 2020 Board Meeting Date

Chair Heston requested for the Board of Governors to approve changing the April 21, 2020 Board meeting date to April 28, 2020 due to several Board members attending the HLC Conference scheduled for April 17 - 21, 2020.

MOTION: Janice Olive motioned to approve changing the April 2020 Board meeting date as requested.

ACTION: Bill Alderman seconded the motion. The motion carried. Chair Heston declared the motion adopted and the April meeting date change approved.

7.4 Approval of October 15, 2019, Board Meeting Minutes

MOTION: Eddie J. Canterbury moved to accept the October 15, 2019 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.

7.5 Request for Final Approval by BOG and Submission to Chancellor

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

MOTION: Howard Seufer 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-2171, *Professional and Educational Requirements for Faculty*, and SCP-2171.A, *Faculty Credentials Certification Form*, to the Chancellor for Community and Technical College Education for final approval following a 30-day public comment period.

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

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

MOTION: Howard Seufer 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 SCP-2218, *Evaluation of Full-time Faculty* and SCP-2218. A, *Faculty Evaluation Forms* to the Chancellor for Community and Technical College Education for final approval following a 30-day public comment period.

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

7.5.3 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 submission of SCP-4786, *Transfer Student Requirements and Credit Evaluation*, 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, and Chair Heston declared the motion adopted and the policy approved.

7.5.4 SCP-7125, *Information Technology Acceptable Usage*

MOTION: Dianna Toler 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 SCP-7125, *Information Technology Acceptable Usage*, to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

7.5.5 SCP-7720, *Security of Information Technology*

MOTION: Bill Alderman 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 SCP-7720, *Security of Information Technology*, to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

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

7.6.1 SCP-1004, *Copyright Policy and Laws*

MOTION: Bill Alderman 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-1004, *Copyright Policy and Laws*, to Southern's constituents and the Chancellor for Community and

Technical College Education for a 30-day public comment period.

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

7.6.2 SCP-3625, *University Transfer Program Evaluation Model* and SCP-3625.A, *University Transfer Program Evaluation Model Guidelines*

MOTION: Pat J. 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-3625, *University Transfer Program Evaluation Model* and SCP-3625.A, *University Transfer Program Evaluation Model Guidelines* to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

ACTION: Stephanie Abraham seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

7.6.3 SCP-5780, *Travel Regulations*

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-5780, *Travel Regulations*, 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. Information Items:

8.1 Presidential Search Update

Chair Heston informed Board members that she had talked with Gold Hills Consultant, Dr. Walt Nolte, regarding the application process. He informed her that he had received 35 applications to date, and approximately 18 of the 35 are valid. The closing deadline for applications is January 31, 2020. Dr. Pat White asked if it would be possible to have a conference call with Dr. Nolte at the February Board meeting to discuss possible candidates for interview. Chair Heston will contact Dr. Nolte and discuss the next steps.

8.2 Institutional Effectiveness Planning and Evaluation Handbook

A copy of the Institutional Effectiveness Planning and Evaluation Handbook was provided to the Board. The Handbook was final approved through the governance process on November 12, 2019.

8.3 Student Advising Feedback Survey


Dr. Lopez reviewed and discussed the results of the Student Advising Feedback Survey with Board members.


8.4 Fall 2019 Registration Process Student Feedback Survey

Dr. Lopez reviewed and discussed the results of the Registration Process Student Feedback Survey with Board members. Of the 1,705 surveys distributed, 367 responded. He pointed out that the survey was conducted near midterm instead of at the beginning of registration.

9. Adjournment

There being no further business, upon a motion by Dianna Toler and second by Janice Olive, Chair Heston declared the meeting adjourned at 7:30 p.m. The next Board of Governors business meeting is scheduled for Monday, February 17, 2020, beginning at 6:00 p.m. The meeting will be held at Stonewall Resort and Conference Center in Roanoke, West Virginia in conjunction with the Board's annual Retreat scheduled for February 18, 2020.


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


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

OFFICIAL
Approved 02/17/2020