

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 17, 2020
6:00 p.m.
Stonewall Resort and Conference Center
Pecan Room • 940 Resort Drive • Roanoke, West Virginia**

MINUTES

- Board Members Present:** Lisa Haddox-Heston, Chair; Mason 'Ed' White, Vice Chair; Eddie Joe Canterbury, Secretary; Stephanie Abraham, Chris Adkins, Bill Alderman, Janice Olive, Howard Seufer, Samuel Stewart, Dianna Toler, Pat J. White
- Board Members Absent:** Jacob Frye (Class)
- College Staff Present:** Samuel Litteral, President; Emma Baisden, Recorder; Tom Cook, Charles Lopez, Rita Roberson, Allyn Sue Barker, Guy Lowes, David Lord

- 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. 2020 HLC Focused Visit Update**
Mr. Bill Alderman, Accreditation Liaison Officer, provided a report to Board members regarding the teleconference held by Dr. Jeanne Swarthout, Peer Review Team Chair, with institutional members on January 9, 2020, to discuss plans for the March 2-3, 2020 Focused Visit at Southern West Virginia Community and Technical College. (Please see Addendum 1 to read the complete report provided by Mr. Alderman).
- 4. President's Report**
 - 4.1 Southern's Spring 2020 enrollment headcount (HC) is 1301 and full-time enrollment (FTE) is 998.20 (statistics include the dual credit headcount of 87 and FTE of 21.07).
 - 4.2 President Litteral, Allyn Sue Barker, Tom Cook, Guy Lowes, and Jackie Whitley participated in the Funding Formula Model Workshop hosted by the Council for Community and Technical College Education on February 12-13, 2020 at Stonewall Resort and Conference Center. The core of the workshop was to bring the Workforce Development enrollment into the funding formula.
 - 4.3 Southern hosted the Southern Mountains District Consortia on February 5, 2020, at its Logan Campus. The District Consortia which was set forth by the legislature consists of Boone, Lincoln, Logan, McDowell, Mingo, and Wyoming counties. In addition to Southern, participating institutions include the Boone County Career and Technical Center; Wyoming County Career and Technical Center; Ralph R. Willis

Career and Technical Center; McDowell County Career and Technology Center; Mingo Extended Learning Center; and other public career and technical centers offering post-secondary programs.

- 4.4 As Mr. Alderman reported, Southern is preparing for its HLC Focused Visit scheduled for March 2-3, 2020. The Peer Review Team's schedule will be distributed to all Southern employees as soon as it becomes available. President Litteral and Mr. Alderman are scheduled to discuss the upcoming Focused Visit with all employees during the General Session of Governance Day on February 28, 2020.
- 4.5 President Litteral, Dr. Lisa Haddox-Heston, Dr. Ed White, Bill Alderman, Dr. Charles Lopez, Guy Lowes, Teri Wells, and Emma Baisden are scheduled to participate in the Higher Learning Commission (HLC) annual conference scheduled for April 17-21, 2020 in Chicago, IL.
- 4.6 Commencement is scheduled for Saturday, May 16, 2020. It will be held at the Williamson Field House in Williamson, West Virginia, beginning at 10:00 a.m. Dr. Heston confirmed that she is available and will bring *Greetings from the Board*.
- 4.7 The West Virginia Community and Technical College System are required to conduct Civil Rights Reviews of the community and technical colleges in West Virginia. Southern has been selected for an on-site review which is scheduled for May 26th. The purpose of the review is to ensure that colleges are providing access to educational programs in compliance with the requirements set forth in the federal civil rights statutes. Mr. Doug Kennedy, Director of Human Resources, will lead the Review for Southern.
- 4.8 Mr. Litteral, President/Vice President for Finance and Administration, provided Southern's financial report dated January 31, 2020 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures for the period. Mr. Litteral informed the group that his report is on a cash basis.

5. Emergency Preparedness Update

Mr. David Lord, Director of Wyoming/McDowell Campus Operations and Emergency Preparedness Coordinator, provided the annual update on Southern's Emergency Response Plan. He informed Board members that Campus Crisis Management Teams and Emergency Plans are in place for each of Southern's campuses and the Lincoln Location. The emergency response procedures outlined in the manuals are to enhance the protection of lives and property through effective use of College resources. Mr. Lord encouraged Board members to enroll in the Southern Alerts Emergency Notification System to receive notifications regarding emergencies and inclement weather situations for the College.

6. Board of Governors Tuition and Fees Ad Hoc Committee Proposal

Ms. Janice Olive, Committee Chair, reported that the Tuition and Fees Ad Hoc Committee met on January 28, 2020 to discuss tuition for the upcoming academic year. The Committee recommended no tuition increase for the 2020-2021 academic year and

requested for the Board of Governors to approve their resolution to retain the current tuition rate of \$161.00 per credit hour, a per semester tuition rate of \$1,932.00, and the annual tuition rate of \$3,864.00 for resident students for the 2020-2021 academic year. No additional course fees are requested for FY 2020-2021. The Committee further recommended that the tuition and fee rates for nonresident students be placed at a level to insure that nonresident students pay the lower of the most recent reported System average or the calculated institutional full cost of instruction as required by West Virginia Code §18B-1D-3(a)(2)(B). It was the consensus of the Committee that Southern should not seek a tuition increase for the upcoming fiscal year in an effort to help increase enrollment. Ms. Olive added that it is best to generate revenue by increasing enrollment. She believes that addressing the proper scheduling of classes at the Williamson Campus would also help increase enrollment. Offering classes that students need should be a priority. Offering two (2) sections of the same class at the same time of day and on the same day by different instructors does not appear to be beneficial to students.

7. Action Items

7.1 Request for Approval of 2020-2021 Tuition and Fees Proposal

MOTION: Samuel Stewart moved for the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the proposal to retain the current tuition rate of \$161.00 per credit hour, a per semester tuition rate of \$1,932.00, and the annual tuition rate of \$3864.00 for resident students for the 2020-2021 academic year effective July 1, 2020, AND

FURTHER RESOLVED, that the tuition and fees are placed at a level to insure that out-of-state students pay the lower of the most recent reported System average or the calculated institutional full cost of instruction as required by West Virginia Code §18B-1D-3(a)(2)(B).

ACTION: Pat Joe White seconded the motion. The motion carried unanimously. Chair Heston declared the proposal received and the motion approved.

7.2 Approval of December 17, 2019, Board Meeting Minutes

MOTION: Mason “Ed” White moved to accept the December 17, 2019 Board meeting minutes as presented.

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

7.3 Request for Final Approval to Rescind by the Board of Governors

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

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 rescission of SCP-3625, *University Transfer Program Evaluation Model*, and SCP-3625.A, *University Transfer Program Evaluation Model Guidelines*, following the required 30-day public comment period.

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

7.4 Request for Approval to Release for Additional 30-day Public Comment Period

7.4.1 SCP-1004, *Copyright Policy and Laws*

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 distribution of SCP-1004, *Copyright Policy and Laws*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

ACTION: Eddie Joe Canterbury seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

7.4.2 SCP-5780, *Travel Regulations*

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 distribution of SCP-5780, *Travel Regulations*, to Southern's constituencies and the Chancellor for Community and Technical College Education for and additional 30-day public comment period.

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

8. Discussion Item:

8.1 Review of Southern's Organizational Chart

Chair Heston informed Board members that she requested for a review due to organizational changes at the institution. President Litteral led the review and explained the organizational structure of the college. Following the review, Mr. Canterbury requested for the organizational chart to be included in each Board Agenda Packet following the "Expectations of Board Members."

9. Possible Executive Session Under Authority of WV Code §6-9A-4(2)(A) Regarding Personnel

Chair Heston called for a motion to enter Executive Session under authority of WV Code

§6-9-A-4 for the following: Selection of semifinalists presidential candidates teleconference with the consultant; Preparations for first round of interviews discussion with the consultant.

Mason 'Ed' White moved for the Board of Governors to enter an Executive Session pursuant to West Virginia Code §6-9A-4(b)2A to discuss the selection of semifinalist presidential candidates teleconference with consultant, Walt Nolte, and to discuss and make preparations for the first round of interviews. Pat Joe White seconded the motion that carried unanimously. Chair Heston declared the motion adopted and the Board then entered into an Executive Session at 7:05 p.m. At the conclusion of discussions, Mason 'Ed' White moved the Board rise from Executive Session and return to a public session. Pat Joe White seconded the motion which was unanimously approved. The Board took no votes nor made any decisions during the Executive Session.

Based upon discussions in the Executive Session, the Board reconvened in an open session at 8:42 p.m. and the following action was taken:

MOTION: Samuel Stewart made a motion for the consultant, Dr. Walt Nolte, to move forward with contacting the 11 top candidates and schedule interviews with the top 5-7 semifinalist.


ACTION: Chris Adkins seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted.

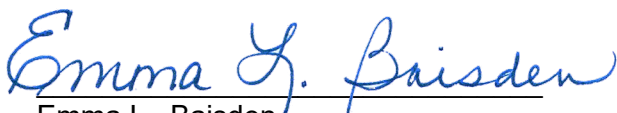
MOTION: Howard Seufer made a motion for Board of Governors Presidential Search Committee to hold a meeting on March 5, 2020 beginning at 8:00 a.m. to conduct semifinalist interviews with the top 5-7 candidates.

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

10. Adjournment

There being no further business, Chair Heston declared the meeting adjourned at 9:05 p.m. The next Board of Governors business meeting is scheduled for Wednesday, April 29, 2020, beginning at 6:00 p.m.


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


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

OFFICIAL
Approved 04/29/2019