

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of April 29, 2020
6:00 p.m.**

**Via Zoom Meeting ID: 977 1753 4503
Dial-in Only: 1-646-876-9923**

OFFICIAL MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Mason 'Ed' White, Vice Chair; Stephanie Abraham, J. Chris Adkins, Bill Alderman, Jacob Frye, Janice Olive, Howard Seufer, Samuel Stewart, Dianna Toler, Pat J. White

Board Members Absent: Eddie Joe Canterbury, Secretary

College Staff Present: Emma Baisden, Recorder; Tom Cook, Samuel Litteral, Rita Roberson, Guy Lowes, Allyn Sue Barker, Charles Lopez, Chuck Puckett, Russell Saunders, Kathy Deskins, Lora Foster, Sheliah Elkins, David Kommer, Chris Ward, Shirley Dardi, Eva Hallis, Tim Ooten, Doug Kennedy, Chris Gray, Jackie Whitley

1. Verification of Quorum and Call to Order

Roll call was taken by Dr. Lisa Haddox-Heston, Board of Governors Chair. She declared a quorum present and convened the meeting at 6:04 p.m.

2. Call for Public Comments

Chair Heston asked for requests for public comments to the Board. Emma Baisden verified that no public comment requests were received.

3. Annual Faculty Senate Presentation

Mr. Charles 'Chuck' Puckett, Faculty Senate Chair and faculty representative to the West Virginia Advisory Council of Faculty (ACF), presented to the Board the annual Senate report. Mr. Puckett informed Board members that the Faculty Senate was established by West Virginia Code §18B-6-3, and presented the Board with an overview of the Senate's composition. Southern elects three senators from the Logan Campus, three senators from the Williamson Campus, and one senator each from the Boone/Lincoln and McDowell/Wyoming campuses. Additionally, the Board of Governors and Advisory Council of Faculty representatives are members of the Senate. Elections were recently conducted and following are the current senators:

- Chris Ward - Boone/Lincoln Campus
- Sharon Davis, Matt Ellis, Lillie Teeters - Logan Campus
- Adam Banks, Vicky Evans, Gina Lester - Williamson Campus
- Jeff Yeager - McDowell/Wyoming Campus

Mr. Puckett informed the group that the Faculty Senate is designed to create an open channel between the faculty, administration, and the Board of Governors. The Senate is charged to meet quarterly with the institutional President to discuss faculty issues and the governance of the College. They are also charged to meet annually with the institutional Board of Governors to discuss matters affecting the faculty and the governance of the College.

The Senate's work for 2019-2020 includes:

- Developing a Faculty Emeritus Status policy to bring forward to the Board for approval;
- Petition to increase Faculty Professional Development funding, especially in the area of assessment;
- Request for the Board to consider reinstating faculty tenure, Southern currently has less than 20% of full-time faculty tenured;
- Work to modify SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*. (He would like to assure this policy doesn't cause a hassle for faculty or encroach in anyway on academic freedom. He does not believe that it has in the last five years);
- Work to improve Southern's internal governance;
- Work on a policy to settle disputes without using the State grievance procedure.

Mr. Puckett highlighted the accomplishments of several of Southern's faculty during this academic year:

- Meloney McRoberts was elected as Vice President for the West Virginia Association of Surgical Technologists.
- Jeffery Yeager defended his Ph.D. dissertation, "Prescribing the Profession: Representations of Medical Professionalization Debates in American Literary Forms, 1830-1940"
- Charles Keeney's book, "The Road to Blair Mountain," is being published by the West Virginia University Press.
- Chris Ward was appointed the historian of the American Mathematical Association for Two Year Colleges (AMATYC).
- Kevin Bartlett is piloting a beginning Stats with Hawkes Publishing Software this semester, to go mainstream in Spring 2021; Has been invited to be a guest speaker for Hawkes Learning on an upcoming "Teaching Math/Sciences Online, What Has and Hasn't Worked During COVID-19," date to be determined; Published with a former student - Prigge, D., C. Edlund, A. Graboski, K. Bartlett, "Impacts of Climate Change and Anthropogenic Activity on Permafrost Soils at Eielson Air Force Base, Alaska," Journal of Cold Regions Engineering, 2019.
- Stephanie Mounts partnered with the IRS Volunteer Income Tax Assistance (VITA) program and completed 212 tax returns and a total of more than \$275,000 in federal refunds over the course of five weeks (compared to 199 last year over the course of three months).
- Nicole Vineyard received a 18-hour Post Graduate Certificate in Teaching of Writing. This allows the teaching of dual credit and college English.
- Stephanie Daniel (Respiratory Care at Wyoming), Sheliah Elkins (Nursing), and Eva Hallis (Radiology Technology) led the way in getting their respective programs the maximum years of accreditation from their national accrediting boards.
- Kathy Deskins (Paramedic), Shirley Dardi (MLT), and Stephanie Daniel (Respiratory Care at Williamson) have completed self-study reports and await their respective accrediting boards' decision.
- Tricia Lowe has had three courses approved with Quality Matters (QM) and one additional course has been submitted for approval.

Mr. Puckett informed the group that the Advisory Council of Faculty (ACF) was established by the West Virginia Legislature as an advisory body of higher education faculty to serve as a resource to the Legislature; the Higher Education Policy Commission (HEPC) and the Council for Community and Technical College Education (CCTCE); the local boards of governors; and to provide a voice for faculty constituents. The ACF plans to ask for the Legislature to fund PEIA to meet the growing needs of WV public employees for affordable and accessible healthcare; Supply a steady stream of revenue for the higher education of WV students; Support the critical work of the West Virginia Higher Education Policy Commission (HEPC) and Council for Community and Technical College Education (CCTCE) to ensure transparency and oversight at colleges and universities in administering higher education; Include the faculty in planning and decision making processes that affect higher education; and Preserve the autonomy of institutional Boards of Governors to regulate safety and security of the campus community.

Following the presentation, Chair Heston called for questions for Mr. Puckett. Hearing none, she thanked Mr. Puckett for his presentation to the Board.

4. HLC Focused Visit Update

In the interest of time, Mr. Bill Alderman, Interim Accreditation Liaison Officer, presented a condensed version of the report he previously sent to members of the governing board. He outlined some strengths and weaknesses and informed Board members that Interim President Litteral has held special meetings with the President's Cabinet and Institutional Effectiveness Committee during the past two weeks working toward providing responses for the areas cited by the Higher Learning Commission in its final report. The bad news is, the Focused Visit Team to Southern has recommended sanctions on four of the five areas Met with Concerns. Interim President Litteral received a letter from the Higher Learning Commission informing him that based on the team report's recommendation, institutional and team representatives must participate in an Institutional Actions Council (IAC) Hearing Committee scheduled for August 10-11, 2020. The HLC expects a formal written response no later than one month prior to the hearing. The target date for completion of the institutional response is June 30, 2020. Mr. Alderman informed the group that the IAC Hearing Committee will evaluate the review materials and conduct a meeting with institutional and peer review team representatives before making a recommendation to the HLC Board of Trustees. The Board of Trustees will then review the recommendations of the comprehensive evaluation team and IAC Hearing Committee and make a final decision on the accreditation relationship. The institution will receive a copy of the IAC Hearing Committee's report when it is submitted to the Board of Trustees and will have an opportunity to respond. The Board of Trustees is the official decision-making body in these cases. Mr. Alderman told Board members that a group of individuals is working on various components of the report, but solid measurable evidence must be submitted this time instead of a plan.

5. President's Report

Interim President Litteral stated that he would not try to follow up on the HLC update just presented by Mr. Alderman, but he does want Board members to know that following receipt of the letter from the HLC, he immediately began meeting with groups to determine how to

address the HLC concerns and establish assignments for completion of the institutional response.

Southern will receive stimulus funds for students and the institution. The eligibility requirements change frequently and clear directions for distribution of funds have not been established. Student Services and Finance personnel have been participating on stimulus fund webinars conducted by Chancellor Tucker's office and the U. S. Department of Education. Hopefully we will be able to issue funds to students within the next week or two.

6. **Financial Report**

Mr. Litteral informed Board members that we are about three-fourths of the way through the academic year. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures from the financial report dated March 31, 2020. The pandemic has halted work on equipment and building improvements. Mr. Litteral informed the Board that revenue and expenditures are about even and should be in good shape by the end of the fiscal year.

7. **Action Items**

7.1. **Board Officer Nomination Committee Appointments**

Chair Heston appointed the following individuals to serve on the Board's Nomination Committee for the election of officers: Stephanie Abraham, Chair; Bill Alderman, Samuel Stewart, and Pat Joe White. The Committee will provide a report to the full Board with a recommendation for the 2020-2021 Board officers at its June meeting.

7.2 **Request for Approval of February 17, 2020 Board Minutes**

MOTION: Howard Seufer moved to accept the meeting minutes as presented.

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

7.3 **Request for Approval of Academic Program Reviews**

7.3.1 **Criminal Justice, Certificate and Associate in Applied Science**

MOTION: Chris Adkins 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 Criminal Justice Certificate and A.A.S. degree programs 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: Jacob Frye seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the resolution approved.

7.3.2 Health Care Professional, Associate in Applied Science

MOTION: Mason 'Ed' White 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 Professional A.A.S. degree program with corrective action as specified 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: Janice Olive seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the resolution approved.

7.3.3 Medical Assisting, Associate in Applied Science

MOTION: Howard Seufer 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 Medical Assisting 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: Dianna Toler seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the resolution approved.

7.3.4 Medical Laboratory Technology, Associate in Applied Science

MOTION: Chris Adkins 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 Medical Laboratory 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: Bill Alderman seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the resolution approved.

7.3.5 Nursing, Associate in Applied Science

MOTION: Jacob Frye 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 Nursing 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 Heston declared the motion adopted and the resolution approved.

7.3.6 Radiological Technology, Associate in Applied Science

MOTION: Mason 'Ed' White 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 Radiological 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: Bill Alderman seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the resolution approved.

7.4 Request for Final Approval of Proposed Institutional Policies

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 of SCP-1004, *Copyright Policy and Laws*, to the Chancellor for Community and Technical College Education for final approval following the additional 30-day comment period.

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

7.4.2 SCP-5780, Travel Regulations

MOTION: Jacob Frye moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-5780, *Travel Regulations*, to the Chancellor for Community and Technical College Education for final approval following the additional 30-day comment period.

ACTION: Dianna Toler seconded the motion. The motion carried

unanimously. Chair Heston declared the motion adopted and the policy approved.

8. Possible Executive Session under Authority of WV Code §6-9A-4


Chair Heston called for a motion to enter Executive Session under the authority of West Virginia Code §6-9A-4 for the following: Approval and Recommendation of President to the West Virginia Council for Community and Technical College Education, and Approval and Recommendation of Presidential Contract to the West Virginia Council for Community and Technical College Education. Pat Joe White made a motion to enter into Executive Session. Stephanie Abraham seconded the motion. The motion unanimously carried and the Board of Governors entered into Executive Session at approximately 7:39 p.m.

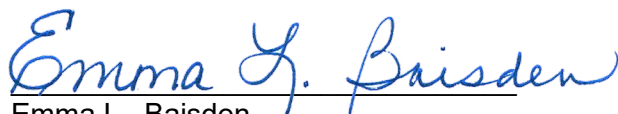
At the conclusion of discussions, Chair Heston called for the record to reflect that no decisions were made nor were any votes taken in Executive Session. She called for a motion to return to open session. Howard Seufer moved to return to regular session. Mason 'Ed' White seconded the motion. The motion carried and the Board convened in an open session at approximately 7:54 p.m.

Based on discussions during Executive Session, Chair Heston called for a motion. Howard Seufer moved that the Board of Governors approve the form of contract with our new college president, Dr. Alderman, that we reviewed in Executive Session, and that you on behalf of the Board of Governors be authorized to make any modifications to that contract that seem prudent to you during the meeting at which the Council on Community and Technical College Education considers the contract next week. Pat Joe White seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted.

9. Adjournment

There being no further business, upon a motion by Jacob Frye and a second by Mason 'Ed' White, Chair Heston declared the meeting adjourned at 7:56 p.m. The next regular Board of Governors meeting is scheduled for Tuesday, June 16, 2020 beginning at 6:00 p.m.


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


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

OFFICIAL
Approved 06/16/2020