

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 18, 2015
6:00 p.m.**

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

MINUTES

Board Members Present: Thomas Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary (phone); Linda Akers (phone); Shelley Huffman (phone); Jada Hunter, Terry Sammons (phone); Russell Saunders, Faculty Representative; Virginia Stepp, Classified Staff Representative

Board Members Absent: George Kostas; Brandon Elkins, Student Representative

College Staff Present: Merle Dempsey, Interim President; Allyn Sue Barker, Ronald Lemon, Samuel Litteral, Debra Teachman, Gary Holeman, Steven Lacek, Guy Lowes, Steven Hall, Melinda Saunders, Emma Baisden (Recorder).

1. Call to Order:

Chair Thomas Heywood declared a quorum present and convened the meeting at 6:00 p.m. He welcomed Interim President, Dr. Merle Dempsey, to Southern, and Mr. Russell Saunders and Ms. Virginia Stepp to the Board of Governors.

2. Introduction of New Board Members and Oath of Office

Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to the new Faculty Representative to the Board of Governors, Russell Saunders, and new Classified Staff Representative, Virginia Stepp. Mr. Saunders is an Associate Professor of Radiologic Technology based at the Logan Campus and succeeds Mary Nemeth-Pyles. Ms. Stepp is a Program Specialist based at the Williamson Campus and succeeds Debbie Dingess.

3. Call for Public Comments to the Board of Governors

Chair Heywood announced last call for public sign up for comments to the Board. No signatures were recorded.

4. Presidential Search Update

The Presidential Search Committee is looking for someone to build upon what President Joanne Tomblin has established. Two Ayers & Associates consultants, Dr. Charles Green and Dr. John Henderson, held daylong meetings on August 5th at Southern's Logan Campus with various college constituent groups. Virtually the same message was heard from everyone. From these sessions, an assessment tool was developed to review applications received. Forty-nine applications have been received to date which is an increase from 30 on August 3. Chair Heywood stated the goal still remains to be able to select an applicant by the end of this year and he perceives a busy fall ahead for the Presidential Search Committee.

5. President's Report

- 5.1 Interim President Dempsey thanked the Board of Governors for the confidence they have placed in him until they are able to find a new leader for the College.
- 5.2 Dr. Dempsey informed the Board that he visited all campuses during his first week back at the College to reacquaint himself with employees and to introduce himself to new employees.
- 5.3 Dr. Dempsey participated in the New Student Orientation programs at all locations.
- 5.4 Southern has a new process for dealing with students who have not paid tuition by the deadline. When Dr. Dempsey arrived at Southern, he found that 900 of 1200 students were listed as having an outstanding tuition balance. He charged several employees with calling the individuals listed to determine why their tuition was not paid or why they decided not to attend. Since that time, the list of unpaid students has been reduced to approximately 210. The current Fall 2015 headcount (HC) is 1,561 and full-time enrollment (FTE) is 1229.93. This figure reflects a decrease in enrollment of 108 headcount and 109.5 FTE from this date in August 2014. The budget for FY 2015-2016 was projected on an enrollment of 1,300 FTE.
- 5.5 The West Virginia Department of Administration increased the state's mileage reimbursement rate for privately-owned vehicles to be parallel to the federal government rate of 57.5 cents per mile, effective July 2015. This increase will also impact the College's budget.
- 5.6 Several full-time faculty resigned their positions near the beginning of the fall semester giving very short notifications. Current faculty vacancies include one nursing instructor, one math instructor, one electrical engineering instructor, and one electro-mechanical instrumentation instructor.
- 5.7 On August 6, 2015, Cabinet Secretary of the West Virginia Department of Health and Human Resources (DHHR), Karen Bowling, announced a partnership with the College. The pilot project is funded by a grant which will provide college opportunities for 21 participants and a Student Services Specialist to work directly with the participants. The Student Services Specialist will also serve as a liaison between the DHHR and Southern. If the project is successful, Secretary Bowling intends to expand the program to other community colleges. The American Association of Community Colleges contacted Dr. Dempsey to schedule an interview regarding the program and plan to write an article for national publication.
- 5.8 Southern's Student Support Services grant application for renewal was not approved by the federal government and the program will end August 31, 2015. Of the ten institutions in West Virginia which applied, only five were approved for funding. Fortunately, open positions at the College have been identified for the four personnel from the Student Support Services program to be placed so no one will

lose a job. Tutoring services provided for student participants in the Student Support Services program should still be available to these students through the TAACCCT III and TAACCCT IV grants.

- 5.9 Southern will soon implement a certificate program in Electro-mechanical Instrumentation provided for by funds from former Chancellor Skidmore's office. The program will prepare students for jobs in the oil and gas industry, the chemical industry, and other industries which use pumps and pipes to move materials and monitor processes. It is especially designed to assist displaced coal miners with a quicker return to the workforce. College personnel are working with the United Miner Workers Association (UMWA) to provide assistance for displaced coal miners to enroll in this program
- 5.10 The annual West Virginia Community College Association Conference is scheduled for November 11-13, 2015 at the Embassy Suites in Charleston, WV. Dr. Jo Harris, President of Bridgevalley Community and Technical College, distributed information on the conference and encouraged employees to attend. A workshop is scheduled for Boards of Governors during this conference. Board participants will receive training hours required by statute.
- 5.11 Southern will host the West Virginia Council for Community at Technical College Education meeting scheduled for Thursday, October 22, and the Community and Technical College Advisory Council scheduled for Wednesday, October 21.
- 5.12 Southern's Institutional Master Plan incorporates all strategic planning components. The Community and Technical College (CTC) System Master Plan for 2015-2020 was developed and adopted; Southern's Ten-year Master Facilities Plan was developed and adopted by the Board and CTC Council; and Southern's Mission, Vision, and Core Values have all been recently reviewed and adopted by the Board of Governors. At the Board's October Retreat, the Board will need to review the 2010-2015 strategic goals for the College and develop new ones for 2015-2020. All of these components will be incorporated into the College's new Institutional Master Plan.
- 5.13 The West Virginia Community and Technical College Board of Governors Association will hold its annual meeting on November 12, 2015 at the Embassy Suites in Charleston.

6. Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated June 30, 2015 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The financial report discussed was on a cash basis with no accrual accounting. Mr. Litteral informed Board members the budget projected for 2015-2016 was based on a full-time enrollment of 1,300 students. The current FTE of 1229.93 includes waivers of which no revenue is generated. Due to a loss of enrollment, the College will have a shortfall of approximately \$350,000 in tuition revenue dollars. He also stated that he received notification from the Chancellor's office to prepare for a 3%

(approximately \$250,000) midyear budget cut and should know more about that in December.

Dr. Dempsey informed the Board that he may write a personal letter to those students who were dropped for nonpayment of tuition and setup a survey questionnaire for inclusion to determine why students decided not to attend Southern. Dr. Dempsey stated that he wants to make sure that student issues are being addressed and that information students need is provided. He commented that it behooves us to make sure that we are providing services to students. Some student feedback has been received through social media and other sources.

7. Development Office Report

Mr. Ronald Lemon, Vice President for Development, presented a PowerPoint Presentation which highlighted the Development Office's fundraising efforts to date. The Southern West Virginia Community College Foundation will hold its third annual Mike McGraw Memorial Scholarship Golf Classic on October 1, 2015 at Twin Falls State Park. All proceeds of the tournament will provide assistance to Wyoming County residents who want to pursue an education at Southern West Virginia Community and Technical College. Since 2007, the Foundation has awarded more than \$2.1 million in scholarship assistance. College employees have contributed more than \$250,000 since the inception of Vision 2020. Following the presentation, Chair Heywood thanked Mr. Lemon for his service and fundraising efforts.

8. Action Items

8.1 Approval of June 24, 2015, Board Meeting Minutes

MOTION: Glenn Yost moved to accept the June 24, 2015 minutes as presented.

ACTION: Terry Sammons seconded the motion. Chair Heywood declared the motion adopted and the minutes approved.

8.2 Request for Approval of Textbook Affordability Committee Report

MOTION: Wilma Zigmond moved to approve the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the report provided by the Textbook Affordability Committee for presentation to the Chancellor of the West Virginia Council for Community and Technical College Education as required by Title 135, Series 51, *Bookstores and Textbooks*, Section 3.1.f.

ACTION: Jada Hunter seconded the motion. Chair Heywood declared the motion adopted and the report approved.

8.3 Action on Institutional Policies Presented for 30-day Public Comment

8.3.1 SCP-1160, Diversity Philosophy

MOTION: Jada Hunter 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-1160, *Diversity Philosophy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously, and Chair Heywood declared the motion adopted.

8.3.2 SCP-1500, Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College

MOTION: Wilma Zigmond 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-1500, *Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously, and Chair Heywood declared the motion adopted.

8.4 Action on Follow-up Reports Requested by the Board

At its June 24, 2015 meeting, the Board tabled Mr. Steven Lacek's recommendation to discontinue the Addiction Counseling, A.A.S. and Certificate programs; the Forensic Psychology and Investigation, A.A.S. and Certificate programs; and the Homeland Security and Emergency Services, A.A.S. program pending analysis of the number of students enrolled in these programs and the amount of time students need for program completion. The Board requested for Mr. Lacek to provide a follow-up report at the August 2015 meeting showing the number of students enrolled in each program and a time line for program completion.

Mr. Lacek presented a matrix to Board members showing the number of students enrolled in each program and the semester in which they enrolled. He stated that all students would fall under the 2014-2015 catalog and have five years to complete the programs. In response to the Board's questions in June, Mr. Lacek supplied the following information (Matrix is included as Addendum 1 of the meeting minutes).

8.4.1 Addiction Counseling, Associate in Applied Science and Certificate

The Addiction Counseling, A.A.S. program has nine (9) students enrolled and the Certificate program has one (1) student enrolled. All students should be able to complete the program in three years.

8.4.2 Forensic Psychology and Investigation, Associate in Applied Science and Certificate

Three (3) students are enrolled in both the Forensic Psychology and Investigation, A.A.S. and Certificate programs. Very little progress has been made toward degree or certificate completion in either program. No teach-out time line was provided.

8.4.3 Homeland Security and Emergency Service, Associate in Applied Science

Students pursuing a degree in this field of will have a Homeland Security concentration under Criminal Justice. A part-time instructor is employed for this program. Most students pursuing this degree are already employed in the field.

MOTION: Russell Saunders moved to accept the reports as presented.

ACTION: Wilma Zigmond seconded the motion. Chair Heywood declared the motion adopted.

No decision was made regarding discontinuance of the Addiction Counseling, A.A.S. and Certificate programs; the Forensic Psychology and Investigation, A.A.S. and Certificate programs; or the Homeland Security and Emergency Services, A.A.S. program.

9. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 7:55 p.m. The next Board of Governors business meeting is scheduled for Thursday, October 8, 2015 beginning at 6:00 p.m. and will be held at Stonewall Resort and Conference Center, Roanoke, West Virginia.

Thomas A. Heywood, Chair

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

OFFICIAL
October 8, 2015