

Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 16, 2016
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; Glenn Yost, Secretary; Linda Akers (phone), Jada Hunter (phone), George Kostas (phone), Russell Saunders, Faculty Representative; Virginia Stepp (phone), Classified Staff Representative

Board Members Absent: Brandon Elkins, Student Representative; Terry Sammons, Wilma Zigmond, Vice Chair

College Staff Present: Robert Gunter, President; Samuel Litteral, Allyn Sue Barker, Ronald Lemon, Steven Lacek, Guy Lowes, Melinda Saunders, Patricia Miller, Chris Gray, Chuck Puckett, Will Alderman, Tehseen Irfan, Lora Foster, Kristen Moody and Kelli Shafer (Suttle & Stalnaker), Gary Holeman (CIO for Ellucian), and Emma Baisden (Recorder)

1. Call to Order

Mr. Thomas Heywood, Board of Governors Chair, declared a quorum present and convened the meeting at 6:00 p.m.

2. 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.

3. Financial Audit

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, 2015. Suttle and Stalnaker representative and Certified Public Accountant, 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 prior to this meeting. 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. Ms. Shafer stated that no internal issues or compliance issues were found during the audit. She commended Mr. Litteral's department for performing an excellent job on the audit and appreciated their efforts and cooperation during the audit. Board Secretary, Glenn Yost, congratulated Mr. Litteral on receiving an excellent report which is a direct reflection of him and his department.

4. Board of Governors Committee on Tuition and Fees Proposal

Chair Heywood presented the Committee's tuition proposal to Board members. They recommended that the Board of Governors approve a resolution for a 6.77% tuition

increase for the 2016-2017 academic year to reflect a \$108.00 per semester per FTE increase for resident students effective July 1, 2016. This reflects an increase of \$9.00 per credit hour which will increase tuition from \$133.00 per credit hour to \$142.00 per credit hour. This increase will bring the full-time tuition to \$1,704.00 per semester, and the annual tuition rate to \$3,408.00 for resident students. The proposed 2016-2017 annual tuition rate of \$3,408.00 would be less than the Community and Technical College System's 2015-2016 average tuition rate of \$3,535. If approved, the Committee recommends this request be submitted to the West Virginia Council for Community and Technical College Education for action at its next meeting.

5. President's Report

- 5.1 President Robert Gunter reported that since his arrival in January, he has been meeting with various individuals throughout Southern's district to determine what is needed and wanted.
- 5.2 Dr. Gunter has visited all of Southern's campuses/locations, and has participated in various faculty and staff meetings to listen to concerns, introduce himself, and become acquainted with Southern employees.
- 5.3 President Gunter reinstated high school visits and has participated in various visits to high schools in Southern's service area.
- 5.4 Participated in Higher Education Day at the Legislature at the Capitol Complex in Charleston on January 19, 2016.
- 5.5 President Gunter has scheduled a meeting with the district school superintendent's for February 29, 2016, and plans to discuss the strengthening/building of career pathway partnerships between the College and the county Boards of Education.
- 5.6 College Goal Sunday is scheduled of February 21st at Southern's Logan Campus.
- 5.7 President Gunter has been the guest speaker at Chambers of Commerce and Rotary Clubs throughout the service area.
- 5.8 Chair Heywood thanked Dr. Gunter for his leadership, and Ms. Hunter stated that she was delighted to have him on board at the College.

6. Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated January 31, 2016 to members of the Board. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures with Board members. Mr. Litteral informed the group that his report is on a cash basis, and if the College receives another budget cut going forward, it will be a real cut because there are no more vacant positions to eliminate. The College has suffered a budget shortfall of \$430,000 this fiscal year.

7. Advisory Council of Faculty and Faculty Senate Presentations

Mr. Charles 'Chuck' Puckett, faculty representative to the West Virginia Advisory Council of Faculty (ACF) and Faculty Senate Chair, presented to the Board the annual ACF and Senate reports. Mr. Puckett informed the group that the Council 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. Statewide the ACF represents 6,000 faculty who serve 90,000 students. Mr. Puckett stated that Southern's faculty lead the state and the region in the development and implementation of co-requisite developmental education. The ACF plans to ask for the Legislature to restore higher education funding to a minimum of 2009 levels. They will request for the Council for Community and Technical College Education to develop standards for professional behavior which address faculty rights and academic bullying, and offer training for administrators and department heads in professional behavior.

As Faculty Senate Chair, Mr. Puckett, discussed matters affecting Southern's faculty with the group. He presented the Board with an overview of the Senate's composition, and informed the group that the Faculty Senate is designed to create an open channel between the faculty, administration, and the Board of Governors. This year the Senate is working to establish a Faculty Emeritus policy to bring forward to the Board for approval; will petition to increase Faculty Professional Development funding; will collect information and study the impact of SCP-1400; would like for the Board to consider pay raises and an increase in benefits for faculty, and requested for the Board to consider reinstating faculty tenure. Following the presentation, Russell Saunders thanked Mr. Puckett for representing Southern's faculty and stated that "diversification of the economy begins with education. We cannot cut our way out of poverty to prosperity and economic diversification with the continued cuts to education. Economic stability and diversity begins with education." Chair Heywood thanked Mr. Puckett for his service to Southern and its students.

8. Academic Affairs and Student Services Annual Report

Dr. Gunter informed Board members that Dr. Debra Teachman, Vice President for Academic Affairs and Student Services, is unable to attend today's meeting due to flooding at her residence. The report is deferred to the April 19, 2016 Board meeting.

9. Action Items

9.1 Request for Approval of Audited Financial Report

MOTION: Glenn Yost 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, 2015.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Heywood declared the report received and the motion approved.

9.2 Request for Approval of Tuition and Fees Proposal

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed resident tuition increase of \$108.00 per semester per FTE for the 2016-2017 academic year effective July 01, 2016, AND

BE IT FURTHER RESOLVED, that the tuition and fees be 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: Jada Hunter seconded the motion. Chair Heywood declared the motion adopted and will present the proposal to the West Virginia Council for Community and Technical College Education at its April 2016 meeting.

9.3 Approval of December 8, 2015, Minutes

MOTION: Virginia Stepp moved to accept the December 8, 2015 minutes as presented.

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

9.4 Request for Approval of Post-Audit Follow-up Report for the A.A.S. Medical Assisting Program Required by the Council.

MOTION: George Kostas moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the post-audit follow-up report for the Medical Assisting, Associate in Applied Science degree program, and its submission to the West Virginia Council for Community and Technical College Education for consideration for final approval.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

9.5 Request for Final Approval of Institutional Policies

9.5.1 SCP-1375, Reports of Incidents/Accidents and Forms

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 of SCP-1375, *Reports of*

Accidents/Incidents with attachments 1375.A and 1375.B, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

9.5.2 SCP-2810, Sabbatical Leave for Full-time Faculty and Forms

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-2810, *Sabbatical Leave for Full-time Faculty* and attachments 2810.A and 2810.B, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

ACTION: George Kostas seconded the motion. The motion carried unanimously.

9.5.3 SCP-3670, Public School Service Program

MOTION: Russell Saunders moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-3670, *Public School Service Program*, and its attachment for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

9.5.4 SCP-4233, The Dean's List of Students' Graduation with Honors Status

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 of SCP-4233, *The Dean's List of Students; Graduation with Honors Status*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

9.6 Request for Approval of Institutional Policies for 30-day Public Comment

9.6.1 SCP-2202, Personnel Assessment, Philosophy, and Practice Statement

MOTION: Russell Saunders 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-2202, *Personnel Assessment, Philosophy, and Practice Statement*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

9.6.2 SCP-2593, Payments to Employees for Contracted Services (Other than Regular Employment)

MOTION: George Kostas 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-2593, *Payments to Employees for Contracted Services (Other than Regular Employment)*, 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.

9.6.3 SCP-2825, Salary Administration

MOTION: Russell Saunders 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-2825, *Salary Administration*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

9.6.4 SCP-4274, Standards of Progress for Financial Assistance Recipients

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-4274, *Standards of Progress for Financial Assistance Recipients*, to Southern's constituents and the Chancellor for Community and Technical College

Education for the required 30-day public comment period.

ACTION: Russell Saunders seconded the motion. The motion carried unanimously.

9.6.5 SCP-4770, Student Rights and Responsibilities

MOTION: George Kostas 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-4770, *Student Rights and Responsibilities*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously.

9.6.6 SCP-5050, Salary Administration

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-5050, *Salary Administration*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

9.6.7 SCP-5830, Use of Southern West Virginia Community and Technical College Vehicles

MOTION: Glenn Yost 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-5830, *Use of Southern West Virginia Community and Technical College Vehicles*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Russell Saunders seconded the motion. The motion carried unanimously.

9.7 Appointment of Board of Governors Ceremonial Representative

9.7.1 Commencement – Greetings from the Board, May 14 – 10:00 a.m.

Chair Heywood will represent the Board at the Commencement Ceremony scheduled for 10:00 a.m. on May 14, 2016. The event will be held at the

Coalfield Jamboree in downtown Logan.

10. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 8:00 p.m. The next Board meeting is scheduled for Tuesday, April 19, 2016 and will be held at Southern West Virginia Community and Technical College in Mount Gay, WV.



Thomas A. Heywood, Chair



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

OFFICIAL
Approved 04/19/2016