

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of April 19, 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; Wilma Zigmond, Vice Chair; F. Raamie Barker, Jada Hunter, George Kostas, Terry Sammons, Kevin Zachary, Russell Saunders, Faculty Representative; Virginia Stepp, Classified Staff Representative

Board Members Absent: Brandon Elkins, Student Representative; Glenn Yost, Board Secretary

College Staff Present: President Robert Gunter, Samuel Litteral, Allyn Sue Barker, Debra Teachman, Ronald Lemon, Gary Holeman, Steven Hall, Guy Lowes, Melinda Saunders, Chris Gray, Patricia Miller, Emma Baisden (Recorder)

1. Call to Order

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

2. Introduction of New Board Members and Oath of Office

Chair Heywood introduced new Board of Governors members, Raamie Barker and Kevin Zachary. Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to the new and returning Board of Governors members appointed on March 2, 2016 by Governor Earl Ray Tomblin (Addendum 1).

- Mr. F. Raamie Barker was appointed to a one-year term ending June 30, 2017. He replaces longtime Board member, Linda Akers, and resides in Chapmanville, WV. Mr. Barker is the former Senior Advisor to Governor Tomblin, and is from the Seventh Senatorial District.
- Mr. Kevin G. Zachary was appointed to a one-year term ending June 30, 2017. He replaces longtime Board member, Shelley Huffman, and resides in Chapmanville, WV. Mr. Zachary is the CEO of Logan Regional Medical Center, and is from the Seventh Senatorial District.
- Board of Governors Vice Chair, Wilma Zigmond, was reappointed to a two-year term ending June 30, 2018. Vice Chair Zigmond is a retired Superintendent of Logan County Schools and is from the Seventh Senatorial District.
- Board of Governors Secretary, Glenn Yost, was reappointed to a term ending June 30, 2016, but was not issued the Oath of Office due to being absent from the meeting. He is the President of W. W. McDonald Land Company and is from the Seventh Senatorial District.

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. President's Report:

- 4.1 President Robert Gunter informed Board members that he has completed his high school visiting tour for this semester. He and a team of College employees visited Sheldon Clark High School in Inez, Kentucky on March 9, 2016, and Belfry High School in Belfry, Kentucky on March 10, 2016. This is the first time in many years that Southern representatives have been permitted to recruit students from the State of Kentucky. President Gunter hopes the personal visits with high school students will help increase Southern's enrollment in Fall 2016.
- 4.2 Dr. Gunter provided U. S. Senator Shelley Moore Capito with a tour of Southern's Wyoming/McDowell Campus on March 22, 2016 prior to a meeting that she held at the campus with the Wyoming County Economic Development Authority. President Gunter also participated in the EDA meeting in which Senator Capito solicited ideas from the group on how to revitalize the area which has been hard-hit by the downturn of the coal industry.
- 4.3 On February 17, Director of Williamson Campus Operations, Rita Roberson, and President Gunter toured the facilities of Unilin Flooring, located at the James H. "Buck" Harless Wood Products Industrial Park on 22 Mine Road near Holden, WV. Unilin, a division of Mohawk, Inc., produces a wide variety of hardwood flooring options (wholesale). It is a high-end type of manufacturing facility in the heart of the Appalachian hardwood region.
- 4.4 Southern kicked-off its Annual Black History Month / Harmony 365 Candlelight Vigil on February 21st at the Logan Street First Baptist Church in Williamson, WV. President Gunter served as the keynote speaker for the event which was well attended.
- 4.5 President Gunter and Vice President Allyn Sue Barker were invited to participate in a Columbia Pipeline workforce training meeting held at the Columbia Pipeline Group facility on MacCorkle Avenue in Charleston, WV on February 22, 2016. The company is looking to fill nearly 100 skilled, technical, and high tech jobs in West Virginia, and is looking for assistance with its workforce training needs. Columbia representatives plan to continue conversations to develop programs to train individuals for these positions, and President Gunter anticipates that Southern will assist with their training needs. He informed Board members that Governor Tomblin made it clear that he wants to see only West Virginia license plates on the employees' vehicles who work on the pipeline.
- 4.6 President Gunter held a meeting with the county school superintendent's in Southern's service district to introduce himself and to discuss ways to strengthen relationships between the College and our district high schools to provide the best educational opportunities possible for the citizens of this region. The superintendent's requested for a meeting of this nature to be conducted again in Fall 2016. President Gunter plans to hold a Spring and Fall meeting each academic year.

- 4.7 Officials of Southern and the Boone County Career and Technical Center met to discuss a joint effort to develop a Motor/Powersports Technology program. Dr. Gunter would like to implement a Powersports Service Technical program in Fall 2016 in connection to the Hatfield-McCoy Trail System.
- 4.8 President Gunter served as a panelist on workforce development as part of Governor Tomblin's Revitalizing Southern West Virginia: A Community Roundtable held at Chief Logan Lodge and Conference Center near Chapmanville, WV on April 1.
- 4.9 President Gunter participated in the Higher Learning Commission 2016 Annual Conference held April 15-18, 2016 in Chicago, IL.

5. Financial Report

Mr. Sam Litteral, Vice President for Finance and Administration, informed Board members that he would present the 2016-2017 budget at the June 21 Board meeting due to the fact that the West Virginia Legislature has not approved the budget for the 2016-2017 fiscal year. Mr. Litteral provided the financial report dated March 31, 2016 to the group. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral stated that he plans to soon cutoff expenditures so he will be able to get the College through to the end of this fiscal year.

As a point of information, President Gunter informed the Board that Chancellor Tucker had informed him that due to the current budget status, the West Virginia Council for Community and Technical College Education would not act upon institutional tuition requests at its June 16 meeting as scheduled. Once the 2016-2017 state budget is approved, the Council will schedule a special meeting to approve institutional tuition and fee requests and operating budgets.

6. Action Items

6.1 Appointment of Nominating Committee for 2016 Board Officers

Chair Heywood appointed the following individuals to serve on the Board's Nominating Committee for election of officers: Terry Sammons, Chair; Jada Hunter and Glenn Yost. The Committee will provide a report to the full Board with a recommendation for the 2016-2017 Board officers at its June meeting.

6.2 Request for Approval of February 16, 2016 Board Meeting Minutes

MOTION: Terry Sammons moved to accept the February 16, 2016 meeting minutes as presented.

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

6.3 Request for Approval of 2016-2017 Board Meeting Schedule

MOTION: George Kostas moved the adoption of the following resolution with the understanding that additional meetings may be necessary for emergency or time-sensitive issues:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors adopt the recommended schedule of meetings for fiscal year 2016-2017 as presented.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously and Chair Heywood declared the schedule approved.

6.4 Request for Approval to Purchase West Virginia National Guard Armory Facility in Williamson, WV

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize the Southern West Virginia Community and Technical College President and Vice President for Finance and Administration, to pursue the opportunity to meet with the General Counsel of the West Virginia Office of the Adjutant General regarding the acquisition of the old Williamson National Guard Armory facility located adjacent to Southern's Williamson Campus for the amount of \$100,000.00 for future development.

ACTION: Russell Saunders seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

6.5 Academic Program Review

6.5.1 Mine Management, A.A.S.

MOTION: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the program review of the Mine Management A.A.S. program in accordance with the provisions the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Russell Saunders seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

6.5.2 University Transfer, A.A. and A.S.

MOTION: Russell Saunders 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 Associate in Arts A.A. and Associate in Science A.S. programs with 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: Jada Hunter seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

6.6 Request for Final Approval of Institutional Policies

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

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2202, *Personnel Assessment, Philosophy, and Practice Statement*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

ACTION: George Kostas seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

6.6.2 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 final approval of SCP-2593, *Payments to Employees for Contracted Services (Other than Regular Employment)*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

ACTION: Russell Saunders seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

6.6.3 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 final approval of SCP-2825, *Salary Administration*, and its submission to the Chancellor for Community and Technical College Education

following the required 30-day public comment period.

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

6.6.4 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 final approval of SCP-4274, *Standards of Progress for Financial Assistance Recipients*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

ACTION: Virginia Stepp seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

6.6.5 SCP-4770, Student Rights and Responsibilities

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4770, *Students Rights and Responsibilities*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

6.6.6 SCP-5050, Assessment, Payment, and Refund of Fees

MOTION: Wilma Zigmond moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5050, *Assessment, Payment and Refund of Fees*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

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

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

MOTION: Virginia Stepp moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5830, *Use of Southern West Virginia Community and Technical College Vehicles*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

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

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

6.7.1 SCP-1001, Records Retention Policy

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 advancement of SCP-1001, *Records Retention Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

ACTION: Russell Saunders seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

6.7.2 SCP-1750, Tobacco Usage

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-1750, *Tobacco Usage*, 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. Chair Heywood declared the motion adopted.

6.7.3 SCP-2171, Professional and Educational Requirements for Faculty

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-2171, *Professional and Educational Requirements for Faculty*, to Southern's constituents and the

Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: George Kostas seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

6.7.4 SCP-2226, Faculty Incentive Pay 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 for the distribution of SCP-2226, *Faculty Incentive Pay Program*, 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. Chair Heywood declared the motion adopted.

6.7.5 SCP-5620, Traffic and Vehicle Speed, Flow, and Parking Regulations Policy

MOTION: Terry Sammons 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-5620, *Traffic and Vehicle Speed, Flow, and Parking Regulations Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Virginia Stepp seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

6.8 Request for Approval of the Institutional Compact Update

MOTION: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the Southern West Virginia Community and Technical College Master Plan, *Fulfilling the Vision: 2015-2020*, and authorize its submission to the West Virginia Council for Community and Technical College Education for its approval.

ACTION: George Kostas seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

7. Informational Items

7.1 Review of SCP-1400, Guest Speakers, Lecturers, Performers, and Organized Groups

At its June 24, 2015 meeting, the Southern West Virginia Community and Technical College Board of Governors approved the new institutional policy *SCP-1400, Guest Speakers, Lecturers, Performers, and Organized Groups*, and determined that it would place the policy on its April 2016 meeting agenda for review. Since that time, Chair Heywood charged President Gunter with the review of the policy and a follow-up report to the Board. To date 49 requests (35 faculty, 3 student, 11 administration) has been submitted for approval to invite a guest speaker, lecturer, performer, or organized group to Southern's campuses. All of the requests were approved. Following review of this policy, President Gunter recommended no changes at this time. Russell Saunders asked if a potential guest speaker is found to be in town for one day only, is it permissible for the supervisor or vice president to grant verbal approval for the guest speaker instead of waiting for written approval to invite the person to speak in the classroom. Chair Heywood asked President Gunter to review the policy time line to determine the turnaround time for final approval of a request.

7.2 Guns on Campus

On March 17, 2016, Chancellor Sarah Tucker issued a memo to all community and technical college Presidents regarding guns on campus. Chancellor Tucker stated that she has carefully examined interpretation of code as it relates to the new concealed weapon's policy with her legal counsel as well as the Governor's legal counsel. It is her office's position that institutional Presidents and their Boards of Governors are still able to prohibit firearms and other deadly weapons on their campuses pursuant to West Virginia State Code §61-7-14. West Virginia University has prepared a statement that she thought might be useful for all of us, if we wish to prohibit firearms on our campuses. Following discussion of the prepared statement, Chair Heywood charged President Gunter with the development of an institutional policy using the statement prepared by West Virginia University.

8. Executive Session Under Authority of West Virginia Code §6-9A-4(b)2A Regarding Personnel and Management Issues

Russell Saunders moved pursuant to §6-9A-4(b)2A of the West Virginia Code that the Board shall enter into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. George Kostas seconded the motion which carried unanimously. Chair Heywood declared the motion adopted and the Board entered into an Executive Session at 8:30 p.m.

At the conclusion of discussion, Chair Heywood declared the Board of Governors rise from Executive Session and convene in Open Session at 8:36 p.m. No action was taken as a result of the Executive Session.

9. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 8:38 p.m. The next Board of Governors business meeting is scheduled for Tuesday, June 21, 2016 beginning at 6:00 p.m. in Room 428, Building C, Logan Campus.

Thomas A. Heywood, Chair

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

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Approved 06/21/2016