

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of December 13, 2016
6:00 p.m.
2900 Dempsey Branch Road, Building C, Room 428
Mount Gay, West Virginia and by Teleconference**

MINUTES

Board Members Present: Wilma Zigmond, Chair; Glenn Yost, Vice Chair; Raamie Barker, Secretary; Kevin Hill, Jada Hunter, Howard Seufer, Shane Blackburn (Student Representative); Russell Saunders, Faculty Representative; Virginia Stepp, Classified Staff Representative

Board Members Absent: Kevin Zachary

College Staff Present: Robert Gunter, President; Samuel Litteral, Allyn Sue Barker, Ronald Lemon, Jack Dilbeck, Steven Hall, Steven Lacek, Guy Lowes, Melinda Saunders, Carol Howerton, Chris Gray, David Highland, Emma Baisden (Recorder)

Guest: Tanya Gunter

1. Call to Order

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

2. Resignation of Chair Heywood and George Kostas

President Gunter informed Board members the Thomas Heywood and George Kostas has submitted their resignations as a member of the Board of Governors. Mr. Heywood's term expired on June 30, 2016 and he has been reappointed to another Board of Governors. Mr. Kostas tendered his resignation due to health reasons.

3. Introduction of New Board Members

Chair Zigmond introduced new Board members Shane Blackburn, Kevin Hill, and Howard Seufer.

Mr. Blackburn was elected as the student representative to the Board for the 2016-2017 academic year and succeeds Brandon Elkins. He is a 2011 graduate of Belfry High School, and Mechatronics program student at Southern's Williamson Campus. He is scheduled to graduate in May 2017 and plans to pursue a Bachelor's degree in Engineering Management. Mr. Blackburn is a lifelong resident of Pike County, Kentucky and currently resides at Hatfield.

Mr. Kevin Hill of Foster, West Virginia, was appointed to the Board by Governor Earl Ray Tomblin for a term ending June 30, 2019. He represents the Seventh Senatorial District and succeeds Terry Sammons. Mr. Hill is the Executive Director of Medical Affairs at Boone Memorial Hospital in Madison, West Virginia.

Mr. Howard E. Seufer, Jr. of Charleston, West Virginia, was appointed to the Board by Governor Earl Ray Tomblin for a term ending June 30, 2020. He represents the Eighth Senatorial District and succeeds Thomas Heywood. Mr. Seufer is a partner in the

Charleston office of Bowles Rice, and has practiced in the area of education law for more than 35 years.

4. Oath of Office

Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to Shane Blackburn, Kevin Hill, and Howard Seufer.

5. Call for Public Comments to the Board of Governors

Chair Zigmond asked for public sign-up for comments to the Board. No signatures were recorded.

6. President's Report

6.1 President Gunter and Carol Howerton participated in the National ATE Principal Investigators Conference hosted by the American Association of Community Colleges with support of the National Science Foundation in Washington, D.C. The conference focused on critical issues related to advanced technological education.

6.2 On November 1, 2017, President Gunter was invited to address the senior class consisting of 153 students at Mingo Central Comprehensive High School. He talked to the group about the importance of obtaining a college education and the programs that Southern has to offer. Mingo Central is a great supporter of the College.

6.3 President Gunter was invited to participate in the Community College's of Appalachia fall conference in Mt. Orab, Ohio. The conference brought new college presidents together to discuss problems and seek advice from seasoned presidents on how to handle various situations.

6.4 President Gunter reported that 24 employees volunteered and 151 runners participated in the Southern Harvest Half Marathon and 5K race on Saturday, November 18, 2016 at the Williamson Campus. Overall, the race yielded \$7,000 for unrestricted student scholarships.

6.5 The Association of Career and Technical Education Conference was held November 30 - December 4, 2016 in Las Vegas, NV. President Gunter was able to gain insight into the latest career and technical education funding, technology, legislation, and curriculum development which matches what Southern is currently working on in hospitality, tourism, and SkillsUSA. Ms. Rita Roberson, Director of Williamson Campus Operations, is Southern's overall sponsor of SkillsUSA.

6.6 Ms. Carol Howerton received the Outstanding Contributor to Community College Education Award during the annual West Virginia Community College Association Conference held on December 7, 2016 in Charleston, WV.

7. Financial Report

Vice President for Finance and Administration, Samuel Litteral, provided the financial report dated November 30, 2016 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures for the period. Mr. Litteral informed Board members that Southern will receive a 3% budget cut (approximately \$160,000) effective January

2017. Over the next two months Vice President Litteral will work closely with college officials to develop scenarios for anticipated budget cuts of \$500,000, \$1,000,000, and \$1,500,000. Over the past three years, Southern has lost approximately \$1.6 million due to mandated budget cuts. February 8, 2017 is the first day of the legislative session and the new governor may review his budget proposal at that time.

8. Academic Affairs Report to the Board

Vice President for Academic Affairs, Dr. Jack Dilbeck, reported that he is in the process of reorganizing from four divisions to three schools to create a more efficient process. His reorganization also creates a new position of Associate Vice President for Academic Affairs. The associate vice president position will be responsible for grant writing, distance education, and institutional effectiveness. The Schools include Allied Health and Nursing, Career and Technical Studies, and Arts and Sciences.

The Associate of Science (A.S.) degree program will incorporate four pathways to degree completion: STEM, Health Sciences, Business, and Applied Technology. The Associate of Arts degree program will incorporate four pathways to degree completion: Elementary Education, Social Sciences, History and Political Science, and Liberal Arts. Dr. Dilbeck reviewed the Distance Education courses which have received full Quality Matters (QM) approval in 2016, and those which have received internal QM approval.

The institution has applied for several grants for program development and expansion through the West Virginia Council for Community and Technical College Education, and for several grants from other funding resources. Two program development grants have been funded and the others are pending.

9. Student Services Report

Ms. Allyn Sue Barker, Interim Vice President for Student Services, presented a PowerPoint presentation to Board members highlighting the Unit. The Student Services Unit consists of four departments – Admissions/Records; Enrollment Management/Student Engagement; Disability and Adult Services/DHHR-TANF; and Student Financial Assistance. Student Services personnel provide enrollment services such as student recruitment, admissions, and financial aid. They assist students in making educational decisions, provide avenues for students to participate in student clubs and extracurricular activities for students' academic, social, cultural, and professional growth. Student financial assistance is provided to students at all campus locations, and to high school students through workshops throughout Southern's service district.

10. Higher Learning Commission (HLC) Assurance Argument Report:

Accreditation Liaison Officer, Steven Lacek, provided Board members with an overview on the progress of Southern's Year 4 Open Pathway Assurance Report which is scheduled for review on June 19, 2017. The Assurance Review is a reflective narrative supported by evidence that addresses how well Southern assures its overall quality. Mr. Lacek reviewed the criteria for accreditation, and informed Board members of the College's additional responsibilities to the HLC.

11. Action Items:

11.1 Appointment of Board of Governors Secretary

Due to the resignation of Board of Governors Chair, Thomas Heywood, Vice Chair Zigmond assumed the position of Chair and Secretary Yost assumed the position of Vice Chair. Chair Zigmond appointed F. Raamie Barker to serve as Secretary through June 30, 2017.

11.2 Appointment of Board Lay Member to Board Agenda Committee

Chair Zigmond appointed Ms. Jada Hunter to the Board of Governors Agenda Committee. She succeeds George Kostas.

11.3 Appointment of Ad Hoc Committee on Tuition and Fees

Chair Zigmond appointed a committee to prepare a proposal for tuition and fee increases for FY 2017-2018. The committee will bring a recommendation forward for the Board's review and consideration at its February 21, 2017 meeting. Members appointed include Kevin Zachary, Shane Blackburn, Russell Saunders, Robert Gunter, Samuel Litteral, Virginia Stepp, and Wilma Zigmond. Chair Zigmond will serve as committee chair. Upon a motion by Jada Hunter and seconded by Glenn Yost, the Board unanimously approved the Ad Hoc Committee appointments.

11.4 Request for Approval of October 13, 2016 Board Meeting Minutes

MOTION: Virginia Stepp moved to accept the meeting minutes as presented.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted and the minutes approved.

11.5 Request for Final Approval of Proposed Institutional Policies and Submission to Chancellor

11.5.1 SCP-2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination*

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-2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

ACTION: Howard Seufer seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted and the policy approved.

11.5.2 SCP-2218, *Evaluation of Full-time Faculty and Forms*

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-2218, *Evaluation of Full-*

time Faculty and forms, for submission to the Chancellor for Community and Technical College Education following the required 30-day comment period.

ACTION: Howard Seufer seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted and the policy approved.

11.5.3 SCP-3000, *Distance Learning*

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-3000, *Distance Education*, for submission to the Chancellor for Community and Technical College Education following the required 30-day comment period.

ACTION: Howard Seufer seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted and the policy approved.

11.5.4 SCP-4000, *Basic Guidelines and Standards for Admissions*

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-4000, *Basic Guidelines and Standards for Admissions*, for submission to the Chancellor for Community and Technical College Education following the required 30-day comment period.

ACTION: Howard Seufer seconded the motion. The motion carried unanimously. Chair Zigmond declared the motion adopted and the policy approved.

11.6 Request for Approval to Release for 30-day Public Comment Period

11.6.1 SCP-1735, *Solicitation Policy*

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- 1735, *Solicitation Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period

ACTION: Howard Seufer seconded the motion. The motion carried unanimously and Chair Zigmond declared the motion adopted.

11.6.2 SCP-2375, *Home Campus Assignment and Campus 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-2375, *Home Campus Assignment and Campus Requirements for Faculty*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Howard Seufer seconded the motion. The motion carried unanimously and Chair Zigmond declared the motion adopted.

11.6.3 SCP-2875, *Workload Requirements for Full-time Faculty*

MOTION: Kevin Hill 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-2875, *Workload Requirements for Full-time Faculty*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Howard Seufer seconded the motion. The motion carried unanimously and Chair Zigmond declared the motion adopted.

12. Executive Session under Authority of West Virginia Code §6-9a-(b) to discuss Personnel and Management Issues

Jada Hunter moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. Glenn Yost seconded the motion that carried unanimously. Chair Zigmond declared the motion adopted and Board then met in an Executive Session at 8:08 p.m. At the conclusion of discussions, Chair Zigmond declared the Board of Governors rise from Executive Session and convene in Open Session at 8:40 p.m.

Further Action:

Based upon discussions in the Executive Session, the Board reconvened in an open session and the following action was taken:

12.1 Approval of 2016-2017 Presidential Goals

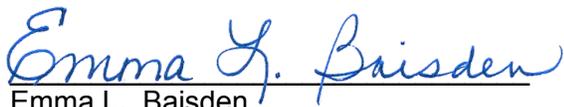
MOTION: Virginia Stepp moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College as amended for 2016-2017.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously and Chair Zigmond declared the motion adopted. The goals are attached and made a part of the minutes (Addendum 1).

13. Adjournment

There being no further business, Chair Zigmond declared the meeting adjourned at 8:45 p.m. The next Board meeting is scheduled for 6:00 p.m. on February 21, 2017 and will be held in Building C, Room 428, at Southern's Logan Campus.


Wilma J. Zigmond, Chair


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

OFFICIAL
Approved 02/21/2017