

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 21, 2017
6:00 p.m.
2900 Dempsey Branch Road, Building C, Room 428
Mount Gay, West Virginia and by Teleconference**

MINUTES

Board Members Present: Glenn Yost, Vice Chair; Raamie Barker, Secretary; Kevin Hill, Jada Hunter, Latisha Marcum, Howard Seufer, Shane Blackburn, Student Representative; Russell Saunders, Faculty Representative

Board Members Absent: Virginia Stepp, Staff Rep., Kevin Zachary, Wilma Zigmond, Chair

College Staff Present: Robert Gunter, President; Samuel Litteral, Allyn Sue Barker, Jack Dilbeck, Tahnee Bryant, Melinda Saunders, Carol Howerton, Chris Gray, Gary Holeman, Susan Baldwin, Will Alderman, Chuck Puckett, Tehseen Irfan, Martha Maynard, Emma Baisden (Recorder)

Guest: Kelly Shafer, CPA, Suttle & Stalnaker, PLLC

- 1. Verification of Quorum and Call to Order**
Board of Governors Vice Chair, Glenn Yost, declared a quorum present and convened the meeting at 6:00 p.m.
- 2. Introduction of New Board**
Chair Yost introduced new Board member Latisha Marcum of Williamson, West Virginia, who was appointed to the Board by Governor Jim Justice for a term ending June 30, 2018. She represents the Sixth Senatorial District and succeeds Kevin Fowler. Ms. Marcum is the Assistant Principal at Logan High School in Logan, WV.
- 3. Oath of Office**
Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to Latisha Marcum.
- 4. Call for Public Comments to the Board of Governors**
Chair Yost asked for public sign-up for comments to the Board. No signatures were recorded.
- 5. Annual Faculty Senate Presentation**
Faculty Senate Chair, Susan Baldwin, discussed matters affecting Southern's faculty with the group. She 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. Ms. Baldwin informed members of the Board that the Senate has established a positive working relationship with both President Gunter and Vice President Dilbeck. The Senate has had discussions with administration about increasing faculty professional development opportunities, establishing a faculty emeritus policy, and reinstating a tenure policy at Southern. Although this is not an exhaustive list, Ms. Baldwin highlighted the accomplishments of Southern's faculty as follows:
 - 5.1 Abigail Michileni, English Instructor, was invited to present her research at two

national conferences this Spring in Portland, Oregon. Several of her students have been featured in Orion Magazine's "Place Where You Live" segment. In April, one of Abby's poems will be published in the Anthology of Appalachian Writers. She and fellow colleague, Lillie Teeters (English Instructor), will launch the first edition of "Sticks," Southern's literary arts magazine in April 2017. "Sticks" is a compilation of poetry, short fiction, creative nonfiction, photography, and artwork submitted by Southern students, faculty, and staff.

- 5.2 Several faculty members were the first in the State of West Virginia to receive Quality Matters (QM) certification: Susan Baisden, Psychology; Vicky Evans, English; Stephanie Mounts, Management; and Lisa Redmiles, Math. The following faculty have courses which have received full QM approval: Matt Payne, IT; Dr. Sarma Pidiparthi, Math; and Beverly McDonald, Sociology. Additionally, the following faculty are nearing approval: Anna James, English; Erica Farley, Computer Literacy; Kim Hensley, Science; and Gordon Hensley, Business.
- 5.3 Carol Howerton and Matthew Payne presented at the 2016 League of Innovation Conference in Chicago, IL, and Ms. Howerton is scheduled to present at the 2017 QM Conference in New York in July 2017. She was also selected by the National Science Foundation to serve as a review panelist for the 2016 Advanced Technology Education Grant solicitation.
- 5.4 Under the guidance of Sheridan Taylor (Welding), John Evans (Mechatronics), and Irma Colegrove (Cosmetology), several of Southern's students will compete in the West Virginia State Leadership and Skills Conference in March 2017.
- 5.5 In November, Southern's Nursing faculty and students contributed more than 1,000 items to the STOP Coalition in Mingo County to provide food to needy children who are not enrolled in school. This program called "Backpacks for Blessings" is coordinated by the Crossroad Women's Shelter in Gilbert, West Virginia, where Southern's students perform Spring clinical rotations. Prior to Christmas break, these same students also provided items to Nursing home patients at Genesis Healthcare.
- 5.6 Under the leadership of Mindy Saunders, Division Head of University Transfer, the division faculty presented a successful co-requisite model in math and English which is mandated by Chancellor Tucker's office.
- 5.7 Southern's Radiological Technology students, along with faculty facilitators, Eva Hallis and Russell Saunders, placed seventh in the student academic bowl at the annual conference of the West Virginia Society of Radiologic Technologists at Lakeview Golf Resort in Morgantown, WV. The student competed against 18 other institutions in West Virginia and Ohio. For the past decade, Southern students have never finished lower than seventh place in the competition.
- 5.8 Assistant Professor of History/Sociology and author of "Blood in West Virginia: Brumfield vs. McCoy," Brandon Kirk, was featured in the May edition of the Herald Dispatch, and was recently featured in The New Yorker Magazine as an expert on regional history. Mr. Kirk was approached by West Virginia Public Broadcasting for

an interview for its "Inside Appalachia" series, and by the Bluegrass Unlimited magazine to write an article on the late fiddler Ed Haley of Lincoln County, West Virginia. He is currently conducting research to write a sequel to his book.

Following the presentation, Chair Yost thanked Ms. Baldwin and the Senate for its service to Southern and its students.

6. President's Report

- 6.1 Dr. Casey Sacks, the new Vice Chancellor for the Community and Technical College System, visited Southern on January 12, 2017. Dr. Sacks met with President Gunter and his Cabinet to gain first-hand knowledge of Southern's academic and workforce development programs.
- 6.2 On December 15, 2015, Chancellor Tucker along with the Community and Technical College Presidents, participated in then Governor-elect Justice's Transition Policy Committee team meeting on higher education.
- 6.3 Officials of Southern and the University of Pikeville's College of Optometry signed a Memorandum of Understanding allowing qualifying students the opportunity for direct entry into the program. The University of Pikeville guarantees annual admission of three Southern students into the Optometry program.
- 6.4 President Gunter participated in the Workforce Development Institute Conference sponsored by the American Association of Community Colleges (AACC) January 24 - 29, 2017 in Newport Beach, CA. Much of the expenses for the conference was funded by the Community Colleges of Appalachia and focused on strengthening public and private sector partnerships, providing structure to the career pathways process, and strengthening the talent pipeline.
- 6.5 Ms. Carol Howerton assumed the position of Associate Vice President for Academic Affairs on February 20, 2017.
- 6.6 Southern will participate in an ARC Power Grant initiative being coordinated by the National Association for Entrepreneurship Education (EntreEd) and the National Association for Community College Entrepreneurship (NACCE) regarding the incorporation of entrepreneurship in a K-12 district. President Gunter, Carol Howerton, Bill Alderman, Stephanie Mounts, Jackie Whitley, and Guy Lowes participated in the kickoff meeting held February 17, 2017, at BridgeValley Community and Technical College in South Charleston, WV.
- 6.7 Ms. Ruth Lemmon, President of the West Virginia Automobile and Truck Dealers Association, will be the guest speaker for Southern's Commencement Ceremony scheduled for Saturday, May 13, 2017 beginning at 10:00 a.m. at the Coalfield Jamboree Theater in downtown Logan, WV.
- 6.8 The Higher Learning Commission (HLC) approved Southern's request to open two additional locations: Running Right Leadership Academy at Julian, West Virginia, and Unilin Flooring at Holden, West Virginia. It is anticipated that the Commission will

conduct additional location confirmation visits at these locations in April 2017.

6.9 President Gunter participated in the 21st annual Black History Month/Harmony 365 Candlelight Vigil held at the Logan Street First Baptist Church in Williamson, West Virginia on Sunday, February 19th. President Gunter accepted a plaque on behalf of the College presented by Ms. Willene Moore. She expressed her gratitude for the partnership initiated in 1996 between the local NAACP, local county schools boards, and Southern West Virginia Community and Technical College. Dr. Travis Kirkland was President of Southern at that time.

7. Financial Report

Vice President for Finance and Administration, Samuel Litteral, provided the financial report dated January 31, 2017 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures for the period. 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. Mr. Litteral informed the group that Southern has lost approximately \$1.6 million due to mandated budget cuts over the last three years.

8. 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, 2016. Suttle and Stalnaker audit and consulting senior manager, 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, and the firm found no difficulties in dealing with management in performing and completing their audit. They recommended the conversion to a computerized asset system and the implementation of Banner capital assets which would eliminate a significant amount of manual record-keeping duties. Ms. Shafer expressed her appreciation to Vice President Litteral and his staff for the excellent assistance they provided during the audit.

9. Board of Governors Tuition Ad Hoc Committee Proposal

Vice President and Chief Financial Officer, Sam Litteral, presented the Committee's tuition proposal to Board members. They recommended that the Board of Governors approve a resolution for a 5% tuition increase for the 2017-2018 academic year to reflect an \$84.00 per semester per FTE increase for resident students effective July 1, 2017. This reflects an increase of \$7.00 per credit hour which will increase tuition from \$139.00 per credit hour to \$146.00 per credit hour. This increase will bring the full-time tuition to \$1,752.00 per semester, and the annual tuition rate to \$3,504.00 for resident students. 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. The staff further recommended that the tuition and fee rates for nonresident students be placed at a level to insure that nonresident 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).

10. Action Items:

10.1 Request for Approval of Audited Financial Report

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 filing of the audited financial report for the fiscal year ended June 30, 2016.

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

10.2 Request for Approval of 2017-2018 Tuition Proposal

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 proposed resident tuition increase of \$84.00 per semester per FTE for the 2017-2018 academic year effective July 01, 2017, 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: Russell seconded the motion. The motion carried unanimously. Chair Yost declared the motion adopted and the tuition increase approved effective July 1, 2017.

10.3 Request for Approval of December 13, 2016 Board Meeting Minutes

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

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Yost declared the motion adopted and the minutes approved. To assist the Board with their upcoming presidential evaluation process, Chair Yost requested for President Gunter to provide a written progress report toward the accomplishment of his 2016-2017 goals at each meeting.

10.4 Request for Approval of Transcript Fee

MOTION: Kevin Hill moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed transcript fee of \$5.00 per transcript to use the National Student Clearinghouse service for electronic record exchanges

effective upon approval.

ACTION: Russell Saunders seconded the motion. The motion carried unanimously. Chair Yost declared the motion adopted and the transcript fee approved effective immediately.

10.5 Request for Final Approval of Proposed Institutional Policies

10.5.1 SCP-1735, *Solicitation Policy*

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-1735, *Solicitation Policy*, for submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

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

10.5.2 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 of SCP-2375, *Home Campus Assignment and Campus Requirements for Faculty*, 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 Yost declared the motion adopted and the policy approved.

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

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-2875, *Workload Requirements for Full-time Faculty*, for submission to the Chancellor for Community and Technical College Education following an additional 30-day public comment period.

ACTION: Kevin Hill seconded the motion. The motion carried unanimously. Chair Yost declared the motion adopted and the policy approved.

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

10.6.1 SCP-2250, *Hiring Adjunct Faculty*

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 the SCP- 2250, *Hiring Adjunct Faculty*, 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 Yost declared the motion adopted.

10.6.1.1 SCP-4710, *Academic Integrity*

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-4710, *Academic Integrity*, 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 Yost declared the motion adopted.

11. 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. Kevin Hill seconded the motion that carried unanimously. Chair Yost declared the motion adopted and Board then met in an Executive Session at 7:18 p.m. At the conclusion of discussions, Chair Yost declared the Board of Governors rise from Executive Session and convene in Open Session at 7:55 p.m. No action was taken as a result of the Executive Session.

12. Adjournment

There being no further business, Chair Yost declared the meeting adjourned at 8:00 p.m. The next Board meeting is scheduled for 6:00 p.m. on April 18, 2017 and will be held in Building C, Room 428, at Southern's Logan Campus.

ADDENDUM: At the beginning of the meeting Vice Chair Yost announced that Virginia Stepp had tendered her resignation from the Board via e-mail effective today, February 21, 2017. He commended Ms. Stepp for her service to the Board of Governors. Mr. Chris Gray, Classified Staff Council Chair, confirmed that the Council would conduct a special election to elect a representative to fulfill Ms. Stepp's term through June 30, 2017.

Wilma J. Zigmond, Chair

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

OFFICIAL
Approved 04/18/2017