

**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of June 20, 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; F. Raamie Barker, Secretary; Jada Hunter, Latisha Marcum, Howard Seufer, Mason White, Kevin Zachary (phone), Russell Saunders, Faculty Representative; Melissa Deskins, Classified Staff Representative
- Board Members Absent:** Wilma Zigmond, Kevin Hill, Shane Blackburn
- College Staff Present:** President Robert Gunter, Samuel Litteral, Allyn Sue Barker, Jack Dilbeck, Gary Holeman, Tom Cook, Carol Howerton, Mindy Saunders, Bill Alderman, Mary Hamilton, Chris Gray, Teri Wells, Tim Ooten, Emma Baisden (Recorder).

- 1. Call to Order**  
Vice Chair, Glenn Yost, declared a quorum present and convened the meeting at 6:00 p.m.
- 2. Special Presentations**  
Chair Yost honored outgoing Board of Governors members Russell Saunders and Shane Blackburn (faculty and staff representatives), with resolutions applauding their outstanding leadership, service, and dedication to the Southern West Virginia Community and Technical College Board of Governors. The resolutions were unanimously approved by the Board and will become part of the official meeting minutes (Addendums 1 and 2). President Gunter presented Mr. Saunders with an award in recognition of providing two years of service to the Board of Governors. The student's appreciation plaque and resolution will be mailed.
- 3. Introduction of New Board Member**  
Chair Yost introduced new Board Member Dr. Mason 'Ed' White of Logan, West Virginia, who was appointed to the Board by Governor Jim Justice for a term ending June 30, 2017. Dr. White represents the Seventh Senatorial District and succeeds George Kostas.
- 4. Oath of Office**  
Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to Dr. Mason White.
- 5. Call for Public Comments to the Board of Governors**  
Chair Yost asked for public sign up for comments to the Board. No signatures for public comment were recorded.
- 6. Classified Staff Council Annual Presentation**  
The Classified Staff Council held its annual meeting with the Board of Governors to discuss matters which affect classified employees as prescribed in West Virginia Code §18B-6-6(g).

Mr. Chris Gray, Classified Staff Council Chair, presented an overview of the Council's purpose. He informed the group that Council elected to have its constitution as a Southern policy to ensure the existence of the Classified Staff Council. Mr. Gray expressed concern regarding classified staff salaries not being fully funded and stated the last raise given to the classified staff was in 2010. He stated that \$219,269 is needed to fully fund classified staff salaries. The salary model used by the State was devised in 2001 and has not been updated. Because the classified staff salary schedule is not fully funded, fewer contributions are made to employee retirement accounts. With a ten-year-old pay scale, the poverty guidelines are overtaking the pay schedule. House Bill 2542 implements a new salary schedule which places salary levels at minimum, median, and maximum tiers, and provides more authority to Boards of Governors. Mr. Gray introduced Tim Ooten and informed Board members that Mr. Ooten will begin his role as the new Council Chair on July 1. Following the presentation, Chair Yost thanked and commended Mr. Gray for his service and dedication to Southern, and for his leadership of the Classified Staff Council.

**7. Academic Affairs Update**

Vice President for Academic Affairs, Dr. Jack Dilbeck, reported that he has reorganized Academic Affairs into three schools to create a more efficient process. His reorganization also created the new position of Associate Vice President for Academic Affairs which is responsible for grants, distance education, and institutional effectiveness and research. The Schools include Allied Health and Nursing; Career and Technical Studies; and Arts and Sciences.

New and expanded academic programs include Powersports, AgriScience, and Respiratory Care Technology program expansion to the Wyoming/McDowell Campus. The Respiratory Care expansion made possible by funding from a West Virginia Advance Grant. The Powersports program will be based at the Boone/Lincoln Campus and received start-up funding through a Technical Program Development Grant. The AgriScience program will be based at the Williamson Campus and the College also received start-up funding through a Technical Program Development Grant. All of the grant funds are provided by the West Virginia Council for Community and Technical College Education and disbursed by the office of Chancellor Sarah Tucker.

Vice President Dilbeck discussed the pathways for the Associate in Science and Associate in Arts degrees. These pathways will assist students who are planning to transfer to complete a baccalaureate degree. He informed the Board about Southern's new transfer agreement with the School of Optometry at the University of Pikeville. Students may complete 90 credit hours at Southern and gain direct admittance into the School of Optometry. Three seats are guaranteed per year to Southern students who qualify. Dr. Dilbeck is in the process of developing a dual enrollment program with Marshall University which will allow students to enroll at Southern and Marshall simultaneously. He will continue to pursue articulation agreements with four-year institutions for the benefit of Southern's students.

**8. HLC Assurance Argument Update**

Vice President Dilbeck provided Board members with an overview on the progress of

Southern's Year 4 Open Pathway Assurance Argument report which has been rescheduled for review on September 28, 2017. He has set an internal deadline of July 15, 2017, to have the report written and ready for upload into the HLC Assurance portal. The Assurance Argument is a reflective narrative supported by evidence that addresses how well Southern assures its overall quality. Dr. Dilbeck informed the Board that he has 20 years of experience with HLC accreditation reports. He believes the College will either receive a "good" status from the HLC or be required to write a follow-up report and move forward. Chair Yost requested for Dr. Dilbeck to provide another update to the Board at its August meeting.

**9. Technology Services Update**

In 2010, Southern officials entered into a seven-year contract with Ellucian (then SunGard Higher Education) to bring Southern's technology up-to-par and provide technology services for the college. The contract with Ellucian expires August 15, 2017. To that end, Thomas Cook has been hired as Southern's Chief Information Officer. He has been working with, and will continue to work with, Gary Holeman (Ellucian), who currently serves in this capacity for Southern, to provide a seamless transition of technology services. Mr. Cook comes to Southern from Bluefield State College where he has served as the Director of Computer Services/Chief Technology Officer for the past 17 years. Vice President Litteral stated that Ellucian has done many good things for the institution over the past seven years, however, the decision to not renew the Ellucian contract is an economic one.

**10. Student Success Data Report**

Ms. Carol Howerton, Associate Vice President for Academic Affairs, distributed to and discussed with Board members, a variety of statistical handouts for the Fall 2014 - Fall 2017 time period. The statistics discussed were Enrollment Trends (Headcount), Degree Completion Statistics for Certificate and Degree programs, Course Delivery Methods, and Math 124A (Developmental) Success Rates. Ms. Howerton informed the group that Southern was the first institution in West Virginia to have courses approved by Quality Matters. She asked the Board what type of information they would like to have in future reports as she can structure the reports based on the type of data they want to review. Board members are not familiar with the intended targets. Ms. Howerton hopes to be able to have someone from the Chancellor's office to calculate Southern's baseline data. She and Mr. Cook recently participated in a Blackboard Analytics workshop hosted by the Higher Education Policy Commission. Room utilization and speciality lab clarification components are being added so institutions will be able to conduct better tracking. Also, a Human Resources data tracking component was added. Ms. Howerton complimented Southern's Human Resources staff for a job well done as they are entering data exactly as the state prefers. She added that a few things need to be cleared up, however, most of Southern's data is good.

**11. President's Report**

- 11.1 President Gunter held his first President's Administrative Retreat on May 17, 2017.
- 11.2 On April 24, 2017, President Gunter and Dr. Jack Dilbeck, Vice President for Academic Affairs and Accreditation Liaison Officer, met with Dr. Tom Mann,

President Emeritus at Davis & Elkins College, who was selected by the Higher Learning Commission to conduct Southern's Additional Location Site Visit at the Running Right Way Leadership Academy located at Julian, WV. President Gunter indicated the visit was positive and believes the location will be added to Southern's inventory of educational sites.

- 11.3 Discussion with Ms. Teri Giles, Vice President for Governmental Relations at Appalachian Headwaters, regarding the development of a partnership to train displaced workers in Southern West Virginia in the science of beekeeping.
- 11.4 Ms. Jennifer Work, Senior Vice President for Workforce and Economic Development at the American Association for Community Colleges (AACC) requested, and President Gunter accepted the invitation, to showcase and involve Southern in the Industry-Informed Infrastructure (I3) Project hosted by the AACC, Appalachian Regional Commission (ARC), and the Community Colleges of Appalachia (CCA). A project meeting to pair community colleges with industry partners to build mutually beneficial relationships will be held at Southern on August 23, 2017.
- 11.5 Renovations continue on the Student Services area in Building A to make the area more conducive to students.
- 11.6 A fire suppression and security system is being installed in the Williamson Armory facility. As soon as the State Fire Marshall approves occupancy, we will begin to move into the facility.
- 11.7 Dr. Gunter was invited by Governor Justice to participate in the West Virginia Education Consortium Roundtable discussion addressing the challenges of rural education in West Virginia.
- 11.8 President Gunter asked for Carol Howerton to provide the Board with a report on grants. Ms. Howerton distributed a grant status report to the Board and discussed grants which had been awarded, submitted for approval, and those currently under development.

## **12. Financial Report**

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated May 31, 2017 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures.

## **13. Action Items**

### **13.1 Nominating Committee Report and Election of 2017-2018 Board Officers**

Mr. Glenn Yost, Nominating Committee Chair, reported that the committee met on June 6, 2017 to discuss and bring forth a recommendation for 2017-2018 officers to the full Board. It was noted that current Board Chair, Wilma Zigmond, has some family issues and her assistance may be needed by her family. Therefore, the Committee recommends the following individuals: Chair: Howard E. Seufer, Vice Chair: Glenn T. Yost, Secretary: F. Raamie Barker.

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board Officers for fiscal year 2017-2018 as proposed by the Nomination Committee: Howard Seufer, Chair; Glenn Yost, Vice Chair; Raamie Barker, Secretary.

**ACTION:** Jada Hunter seconded the motion. The motion carried unanimously and Chair Yost declared the motion approved and the officers adopted.

**13.2 Appointment and Election of 2017-2018 Lay Members to the Board Agenda Committee**

Chair Yost appointed Jada Hunter and Mason White to the Board of Governors Agenda Committee.

**MOTION:** Howard Seufer moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect lay members Jada Hunter and Mason White to its 2017-2018 Board of Governors Agenda Committee.

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

The 2017-2018 Board of Governors Agenda Committee members are Howard Seufer, Glenn Yost, Raamie Barker, Jada Hunter, Robert Gunter, and Mason 'Ed' White.

**13.3 Request for Amend 2017-2018 Board Meeting Schedule**

The Board of Governors approved the original 2017-2018 meeting schedule at its April 18, 2017 meeting. Since that time, Chancellor Sarah Tucker has scheduled a training session on Wednesday, August 16, 2017, for Presidents and Institutional Boards of Governors' members appointed by the Governor. The event will be held at the Stonewall Resort and Conference Center in Roanoke, West Virginia beginning at 8:30 a.m. Currently the first meeting of Southern's Board for the new academic year is Tuesday, August 15, 2017 at 6:00 p.m. Changing this meeting to Tuesday, August 22<sup>nd</sup> would allow members of Southern's Board of Governors to participate in the Chancellor's workshop on August 16. Therefore, it is recommended that the Board approve the revised meeting schedule as proposed.

**MOTION:** Howard Seufer moved to accept the revised meeting schedule as presented.

**ACTION:** Jada Hunter seconded the motion. The motion carried unanimously and Chair Yost declared the revised 2017-2018 meeting schedule approved.

**13.4 Approval of April 18, 2017, Meeting Minutes**

**MOTION:** Jada Hunter moved to accept the April 18, 2017 meeting minutes as presented.

**ACTION:** Russell Saunders seconded the motion. The motion carried unanimously and Chair Yost declared the minutes approved.

**13.5 Request for Approval of Fiscal Year 2017-2018 Institutional Budget**

Vice President Litteral presented the proposed budget for 2017-2018 to the Board. Following review and discussion, he requested the Board of Governors' approval of the proposed operating budget for Southern West Virginia Community and Technical College for fiscal year 2017-2018 as presented. Additionally, Mr. Litteral informed Board members that he and President Gunter have held discussions regarding providing employee salary increases for 2017-2018. It has been a number of years since the institution has provided an across the board salary increase. Once the current fiscal year is complete, Mr. Litteral plans to develop a proposal for employee salary increases to bring before the Board at its August 2017 meeting for review and consideration for approval.

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

*RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve a final institutional operating budget for Southern West Virginia Community and Technical College the fiscal year 2017-2018.

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

**13.6 Request for Approval of FY 2018-2019 Capital Projects and Expenditures**

**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 modification amounts and priorities of FY 2019 capital projects for Southern West Virginia Community and Technical College.

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

**13.7 Request for Approval of FY 2019-2023 Capital Projects and Expenditures**

**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 modification amounts and priorities of FY 2019 -

FY 2023 capital projects for Southern West Virginia Community and Technical College.

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

### **13.8 Action on Institutional Policies for Final Approval**

#### **13.8.1 SCP-2748, *Request for Release Time for Full-time 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-2748, *Request for Release Time for Full-time Faculty*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

**ACTION:** Latisha Marcum seconded the motion. The motion carried unanimously. Chair Yost declared the motion adopted and policy approved.

#### **13.8.2 SCP-2843, *Discrimination, Harassment, Sexual Harassment, Sexual and Domestic Misconduct, Stalking, and Retaliation 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-2843, *Discrimination, Harassment, Sexual Harassment, Sexual and Domestic Misconduct, Stalking, and Retaliation Policy*, for submission to the Chancellor for Community and Technical College Education for final approval 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 policy approved.

#### **13.8.3 SCP-7000, *E-mail as an Official Form of Communication***

**MOTION:** F. Raamie Barker 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-7000, *E-mail as an Official Form of Communication*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

**ACTION:** Mason White seconded the motion. The motion carried unanimously. Chair Yost declared the motion adopted and policy approved.

### **13.9 Request for Approval of Mission Statement and Institutional Commitments**

**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 the institutional Mission Statement and Institutional Commitments following a 30-day comment period.

**ACTION:** Latisha Marcum seconded the motion. The motion carried unanimously. Chair Yost declared the motion adopted.

**13.10 Action on Post-Audit Reports Required by the Community and Technical College System**

**13.10.1 Industrial Technology, Certificate**

**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 continuation of the Industrial Technology, Certificate program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

**ACTION:** Russell Saunders seconded the motion. The motion carried unanimously and Chair Yost declared the motion adopted and the report approved.

**13.10.2 Management, Associate in Applied Science**

**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 Management A.A.S. program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

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

**13.10.3 Mechatronics, Associate in Applied Science**

**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 continuation of the Mechatronics A.A.S. program



at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

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

#### **13.10.4 Paraprofessional Education, Certificate**

**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 continuation of the Paraprofessional Education Certificate program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

### **14. Informational Items**

#### **14.1 Awarding of Undergraduate Tuition and Fee Waivers Report**

In compliance with Southern College Policy (SCP) 5065, *Awarding of Undergraduate Tuition and Fee Waivers*, Section 7.2, the Vice President for Finance and Administration presented the 2016-2017 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. During the 2016-2017 fiscal year, Southern awarded a total of \$251,977.50 in undergraduate waivers to a total of 76 students. In compliance with West Virginia Code §18B-10-5(4) and the Southern West Virginia Community and Technical College Board of Governors policy, SCP-5065, *Report on the Awarding of Undergraduate Tuition and Fee Waivers*, this report for fiscal year 2016-2017 will be entered into the minutes of the Board of Governors meeting of June 20, 2017.

#### **14.2 Report on 2016-2017 Faculty Promotion Decisions**

The faculty promotion-in-rank review process at Southern West Virginia Community and Technical College runs from January 30 through April 30. The process involves faculty file preparation, reviews and recommendations by the Promotion Committee Chair, Division Head, Vice President for Academic Affairs, and approval by the President. The final step is notification of the Board of Governors of the decisions made as a result of the review process. A list of the faculty promoted in rank was provided to the Board.

#### **14.3 2017-2018 Holiday Calendar**

As authorized by Board of Governors policy SCP-2360, *Holidays*, a holiday schedule for 2017-2018 has been established and approved for Southern West


Virginia Community and Technical College, a copy of which is provided for the Board. The holiday schedule has been aligned with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 14, Holidays, Southern's 2017-2018 academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia Code. The 2017-2018 Holiday Calendar has been announced college-wide and submitted to the Chancellor for Community and Technical College Education.

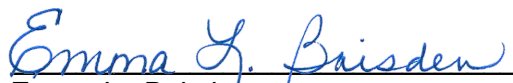
**15. Other**

**15.1** Southern will host a craft beer tasting event on August 24, 2017 at Starters in Williamson, and on September 21, 2017 at Peacock Pub in Pineville.

**16. Adjournment**

There being no further business, Chair Yost declared the meeting adjourned at 8:45 p.m. The next Board of Governors business meeting is scheduled for Tuesday, August 22, 2017 beginning at 6:00 p.m. in Room 433, Williamson Campus.

  
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Glenn T. Yost, Chair

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

**OFFICIAL**  
*Approved 08/22/2017*