

**Southern West Virginia Community and Technical College  
Board of Governors  
Presidential Evaluation Review Ad Hoc Committee  
Meeting of August 30, 2017  
1:00 p.m.  
2900 Dempsey Branch Road, Building C, Room 442  
Mount Gay, West Virginia**

**MINUTES**

**Board Members Present:** Howard E. Seufer, Jr., Chair; Will Alderman, Faculty Representative; Melissa Deskins, Classified Staff Representative; Jada Hunter (by phone), Mason White, Wilma Zigmond

**Board Members Absent:** None

**College Staff Present:** Emma Baisden, Recorder

**1. Call to Order**

Chair Howard Seufer declared a quorum present and convened the meeting at 1:00 p.m.

**2. Possible Executive Session Under Authority of WV Code §6-9A-4(b)2A regarding Personnel**

Chair Seufer called for a motion to enter into Executive Session under the authority of WV Code §6-9A-4 to discuss the following: Presidential Evaluation Orientation, Legislative Rule, Series 5, *Employing and Evaluating Presidents*, Presidential Evaluation Tool, Presidential Review Process Timeline, and On-site Review Itinerary.

Dr. Mason White made a motion to enter into Executive Session for the purpose of discussing the Presidential Evaluation tools and processes. Mr. Will Alderman seconded the motion. The motion carried unanimously. Executive Session began at 1:05 p.m.

Chair Seufer called for a motion to conclude Executive Session and return to the regular meeting. Mr. Alderman made a motion to conclude Executive Session and return to the regular meeting. Dr. White seconded the motion. The motion carried unanimously. The regular meeting convened at 1:55 p.m.

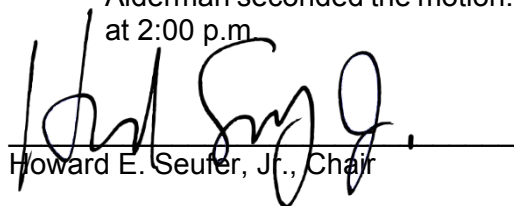
**3. Recommendation of Presidential Evaluation Tool**

Ms. Wilma Zigmond made a motion to adopt the Presidential Evaluation Tool. Mr. Alderman seconded the motion. The motion carried unanimously.

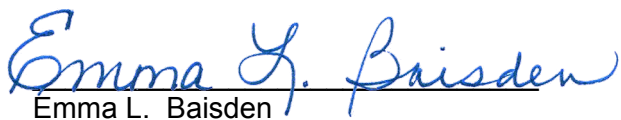
Chair Seufer called for a motion to approve the Presidential Review Process Timeline and On-site Review Itinerary subject to amendment of the dates on the timeline of August 28 to August 30 and October 12 to October 11. The Committee will meet at 10:00 a.m. on September 25, 2017, and at 9:00 a.m. on October. The date of the On-site review may be September 18 or 19 depending on the availability of the interactive classrooms college-wide. Mr. Alderman motioned to adopt the evaluation tools as amended. Ms. Zigmond seconded the motion. The motion carried unanimously. Chair Seufer declared the motion approved and the Presidential Evaluation Tools adopted.

**4. Adjournment**

There being no further business, Ms. Zigmond made a motion to adjourn the meeting. Mr. Alderman seconded the motion. The motion carried unanimously. The meeting adjourned at 2:00 p.m.



Howard E. Seuter, Jr., Chair



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

**OFFICIAL**  
Approved 09/25/2017