

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 19, 2019
6:00 p.m.
2900 Dempsey Branch Road, Building C, Room 428
Mount Gay, West Virginia**

MINUTES

Board Members Present: Howard Seufer, Jr., Chair; Eddie J. Canterbury, Secretary; J. Chris Adkins, Will Alderman, Faculty Representative (by phone); Lisa Haddox-Heston, Janice Olive, Samuel Stewart, Cherri Stroud (Student Representative); Dianna Toler, Classified Staff Representative; Pat J. White

Board Members Absent: Mason 'Ed' White

College Staff Present: Robert Gunter, President; Allyn Sue Barker, Tom Cook, Samuel Litteral, Rita Roberson, Deanna Romano, Chuck Puckett, Chris Ward, David Kommer, Russell Saunders, Carol Howerton, Patricia Miller, Chris Gray, Emma Baisden (Recorder)

1. Call to Order

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

2. Call for Public Comments to the Board of Governors

Chair Seufer asked for public sign up for comments to the Board. No signatures for public comment were recorded.

3. Community College National Legislative Summit Report

Chair Seufer informed Board members that he participated in the Association of Community College Trustees (ACCT) National Legislative Summit held in Washington, D.C., February 10-13, 2019. The Legislative Summit is a community college advocacy event which brings together more than 1,000 community college leaders, and places a spotlight on the importance of our nation's community colleges for Congress and the Administration. The Summit is designed to inform and educate community college leaders on federal policy issues that impact postsecondary institutions and students. Summit participants heard from members of U.S. Congress, leading political analysts, and other high-profile speakers about the current climate in D.C., recent elections, and legislative issues impacting community colleges. Participants also had the opportunity to network with fellow community college leaders and meet with their U.S. representatives in Congress to advocate for their support for community colleges and their students. Mr. Seufer stated that Southern and the Board of Governors are on the front line of community and technical colleges. The big issues discussed were: Workforce development-jobs affordability; Trends for childcare; Extending Pell grant funds to prisoners (second chance Pell grants); and the free community college movement (state pays last dollars). Mr. Seufer attended a session of approximately 300 attendees led by Dr. Casey Sacks, former West Virginia Community and Technical College System Vice Chancellor, and current Deputy Assistant Secretary for Community Colleges, in the Office of Career, Technical, and Adult Education at the U. S. Department of Education. Dr. Sacks talked about Pell Grants, Perkins V and other issues. Community

and technical colleges that survive are the ones who learn how to address the needs of the industry. Chair Seufer thanked the College for sending him to Washington. He is also the West Virginia Coordinator for the ACCT.

4. Annual Faculty Senate Presentation

Mr. Chris Ward, Boone/Lincoln Campus Senator representative to the Faculty Senate, represented the Senate on behalf of Ms. Stephanie Mounts, Faculty Senate Chair, who had a family emergency and was unable to participate. Mr. Ward informed Board members that the Southern's Faculty Senate serves as the voice of the faculty and exercises the authority of the faculty in college affairs. The Senate strives to represent the views of the faculty on such issues as academic standards, faculty status and grievance, and all affairs deemed of special interest to the faculty. He 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. The Senate's work for 2018-2019 includes:

- Revised and Updated Faculty Handbook
- Revised Student Course Evaluation questions per faculty input (*in progress*)
- Modified Promotion and Tenure Policy/Procedure for advancement through Institutional Governance structure (*in progress*)
- Modified Faculty Evaluation Policy/Procedure for advancement through the Institutional Governance structure (*in progress*)
- Designated Professional Development funding to faculty members for Presidential approval

Mr. Ward highlighted the achievements of several of Southern's faculty during the academic year:

- Lillie Teeters, English Instructor, received the 2018 Employee of the Year Award for her initiation and sponsorship of the student-run *Sticks* Magazine. *Sticks* is in its third year of publication and has expanded to include Open-Mic Nights to showcase student talent.
- Matt Payne (Computer Information Associate Professor), Rick Thompson (Computer Information Professor), and Chuck Puckett (Biology Assistant Professor) worked together to bring the *S-Con Gaming and Pop Culture Convention* event to the community.
- Chris Ward, Mathematics Instructor, was elected President of the West Virginia Mathematical Association of 2-Year Colleges (WVMATYC) for 2019-2021 academic years. Southern will host the Spring WVMATYC conference in April 2019 on our Logan Campus.
- Stephanie Mounts, Business Instructor, and students partnered with the IRS Volunteer Income Tax Assistance program to offer free tax preparation. Five students became IRS Advanced Certified Tax Preparers. Volunteers prepared 127 tax returns during Spring semester 2018.
- Melissa Kirk, Nursing Professor, and her first-year Nursing students participated in the 2018 Dignity Hospice Memorial Walk in Chapmanville. Missy was a guest speaker for the event.

5. President's Report

- 5.1 President Gunter provided the welcome for the Early College Academy for Logan County high school students on December 12, 2018. Plans are to replicate the program for Mingo County students.
- 5.2 The West Virginia Higher Education Policy Commission and West Virginia Council for Community and Technical College Education sponsored Higher Education Day at the West Virginia Legislature on January 28, 2019. In past years, all West Virginia public two- and four-year institutions and all West Virginia Independent College and University member institutions were invited to set up a table display during Higher Education Day. Due to ongoing renovations to the Capitol rotunda, there was not enough space to accommodate table displays, and only the institutional president and one student was invited to participate in the event.
- 5.3 President Gunter participated in the Alliance for the Economic Development of Southern West Virginia's Legislative Reception held at the Governor's Mansion on January 28, 2019.
- 5.4 On February 4, 2019, President Gunter welcomed Bluefield State College representatives to Southern's campus for a partnership meeting to discuss the University Center concept. He plans to renovate the old bookstores for the universities/colleges to setup an office to use as a recruitment tool. By having university partners, our students can pursue a bachelor's degree with their college or university of choice on Southern's campuses. It is possible that some of our full-time faculty members could serve as adjunct faculty for the four-year institutions. Bluefield State College is eager to bring multiple programs to Southern.
- 5.5 Southern has contracted with Bulldog Creative Services of Huntington, West Virginia, to redesign our website. They are 30-days in and have developed a shell thus far. We are planning to launch the new website by the end of April 2019. Southern should have a new website within 60 days.
- 5.6 Visits to high schools within Southern's service district have been scheduled. Also, high school campus visits are being scheduled to bring high schools students to our campuses to learn about career and technical programs. This is part of the CTE to CTC Pathways.

6. Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated January 31, 2019 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral informed the Board that tuition has not been deposited, but the institution should be good with revenues over expenses.

7. Board of Governors Tuition and Fees Committee Proposal

Ms. Janice Olive, Committee Chair, presented the Ad Hoc Committee's tuition proposal. The Committee recommended that the Board of Governors approve a resolution for a 5.23% tuition increase for the 2019-2020 academic year to reflect a \$96.00 per semester per FTE increase for resident students effective July 1, 2019. This reflects an increase of \$8.00 per credit hour which will increase tuition from \$153.00 per credit hour to \$161.00 per credit hour. This increase will bring the full-time tuition to \$1,932.00 per semester, and the annual tuition rate to \$3,864.00 for resident students. It is anticipated that the increase will generate approximately \$339,600 of additional revenue. No additional course fees are requested for FY 2019-2020. The Committee further recommends 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). In addition to Ms. Olive, Committee members included Will Alderman, Cherri Stroud, President Gunter, and Samuel Litteral.

8. Action Items:

8.1 Request for Approval of Tuition and Fees

MOTION: Samuel Stewart 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 \$96.00 per semester per FTE for the 2019-2020 academic year effective July 1, 2019, AND

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: Lisa Haddox-Heston seconded the motion. The motion carried unanimously. Chair Seufer declared the report received and the motion approved.

8.2 Appointment of Board of Governors Vice Chair

Chair Seufer appointed Eddie Canterbury as the Board of Governors Vice Chair to fill the officer vacancy created by the resignation of Mr. Kevin Zachary in December 2018. Since there is no prohibition in Board policy, Mr. Canterbury will serve as Vice Chair and Secretary through June 30, 2019.

8.3 Appointment of Board of Governors Presidential Review Committee

Chair Seufer appointed the following individuals to serve on the Board of Governors annual Presidential Review Committee: Eddie Canterbury, Chair; Will Alderman, Cherri Stroud, Dianna Toler, and Mason 'Ed' White. The Committee will provide a report to the full Board at its April 16, 2019 meeting.

8.4 Request for Approval of December 11, 2018 Board Minutes

MOTION: Will Alderman moved to accept the meeting minutes as presented.

ACTION: Cherri Stroud seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the minutes approved.

8.5 Request for Approval of Mission and Vision Statements

MOTION: Janice Olive moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors reaffirm the Mission and Vision Statements of Southern West Virginia Community and Technical College.

ACTION: Will Alderman seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the Mission and Vision statements reaffirmed.

8.6 Request for Approval of Strategic Plan

MOTION: Cherri Stroud 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 Strategic Plan 2018-2023.

ACTION: Lisa Haddox-Heston seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the 2018-2023 Strategic Plan approved.

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

8.7.1 SCP-2562, *External Professional Activities of Faculty and Other Professional Staff*

MOTION: Eddie Canterbury moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-2562, *External Professional Activities of Faculty and Other Professional Staff*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

8.7.2 SCP-2575, *Overtime and Compensatory Time*

MOTION: Samuel Stewart moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-2575, *Overtime and Compensatory Time*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

8.7.3 SCP-3000, *Distance Learning*

MOTION: Lisa Haddox-Heston 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 Learning*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

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

8.8.1 SCP-1435, *Inclement Weather and Emergency Situations*

MOTION: Eddie Canterbury 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-1435, *External Professional Activities of Faculty and Other Professional Staff*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period

ACTION: Mason 'Ed' White seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

8.8.2 SCP-3620, *Policy Regarding Program Review*

MOTION: Janice Olive 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-3620, *Policy Regarding Program Review*, to Southern's constituencies and the

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

ACTION: Chris Adkins seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

8.8.3 SCP-3637, *General Education Philosophy and Goals*

MOTION: Lisa Haddox-Heston 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-3637, *General Education Philosophy and Goals*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Janice Olive seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

9. Discussion

9.1 Community and Technical College System Enrollment Report

The West Virginia Community and Technical College System provided the Fall 2018 Community and Technical College System Enrollment Report to institutional presidents in December 2018. The report reflects the enrollment data of all community and technical colleges in West Virginia. President Gunter led the discussion of the enrollment report with the group.

9.2 Spring 2019 Enrollment Report, Southern

Ms. Allyn Sue Barker, Interim Vice President for Student Services, provided an overview of the student enrollment statistics for the Spring 2019 semester at Southern West Virginia Community and Technical College as of February 14, 2019. The enrollment report included headcount, full-time equivalent (FTE), enrollment trends 2016 through 2019, and enrollment statistics by campus (2019). Ms. Barker provided enrollment data handouts for the Board of Governors. Statistics show that enrollment has decreased in headcount by -241 students and in full-time equivalent (FTE) by -193.8. This is a decrease of -15.9% in headcount and a decrease of -16.6% in FTE from Spring 2016 through Spring 2019. From the Fall 2018 census to Spring 2019 (2/15/2019) enrollment decreased in headcount by -177 and in FTE by -145. At its April 2019 meeting, the Board requested a presentation be provided by the Director of Enrollment Management and Student Development on what type of recruitment activities have been completed and what recruitment activities are being planned.

10. Information

10.1 Strategic Enrollment Management Plan

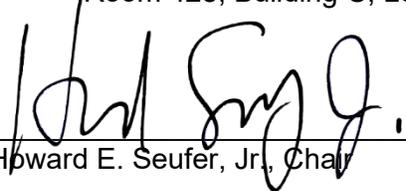
Southern West Virginia Community and Technical College's Strategic Enrollment Management Plan 2019-2023 replaces Southern's Enrollment Management Plan which expired in 2015. The new plan was developed by a Steering Committee consisting of a broad representation of the College which analyzed data to develop goals and strategies which focus on recruitment, enrollment, retention, and completion. These strategies and activities support student success. The plan was reviewed by the Student Success Committee on November 30, 2018. After review and recommendation for minor changes, the Committee approved the plan to be forwarded through the Governance System to the Executive Council. At its December 6, 2018, the Council approved the document with modification and submitted it to the President's Cabinet for review and consideration for approval. The President's Cabinet reviewed and approved the plan as presented at its December 11, 2018 meeting, pending review by the College community with an opportunity to offer suggestions for change. The plan was distributed via e-mail to all Southern employees for a 30-day comment period which ended on January 31, 2019. Two (2) comments related to technical changes was received during the comment period. These changes were incorporated into the final document which is being presented to Southern's Board of Governors.

10.2 The Economic Value of Southern West Virginia Community and Technical College Executive Summary and Fact Sheet

The West Virginia Community and Technical College System contracted with Economic Modeling Specialist Intl. (EMSI) to provide an economic impact study of community colleges in West Virginia. The Executive Summary and Fact Sheet highlights the work done at Southern West Virginia Community and Technical College.

11. Adjournment

There being no further business, Chair Seufer declared the meeting adjourned at 8:35 p.m. The next Board meeting is scheduled for 6:00 p.m. on April 16, 2019 and will be held in Room 428, Building C, Logan Campus.


Howard E. Seufer, Jr., Chair


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

APPROVED
04/16/2019