

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of December 8, 2015
6:00 p.m.
2900 Dempsey Branch Road, Room 428, Building C
Mount Gay, West Virginia and by Teleconference**

MINUTES

Board Members Present: Thomas Heywood, Chair (video); Wilma Zigmond, Secretary; Shelley Huffman (phone), Jada Hunter (phone), George Kostas, Brandon Elkins, Student Representative; Russell Saunders, Faculty Representative; Virginia Stepp, Classified Staff Representative

Board Members Absent: Linda Akers, Terry Sammons, Glenn Yost, Secretary

College Staff Present: Merle Dempsey, Interim President; Samuel Litteral, Allyn Sue Barker, Ronald Lemon, Debra Teachman, Bill Cook, Steven Hall, Steven Lacek, Guy Lowes, Melinda Saunders, August Kafer, Teri Wells, Gary Holeman (CIO for Ellucian), David Buck (General Manager for Ellucian), and Emma Baisden (Recorder)

1. Call to Order

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

2. Call for Public Comments to the Board of Governors

Chair Heywood announced last call for public sign up for comments to the Board. No signatures were recorded.

3. Presidential Search Report

Chair Heywood informed the group that the Presidential Search Committee met on November 16, 2015, and approved the selection of Dr. Robert E. Gunter for the position of President at Southern West Virginia Community and Technical College subject to the approval of the West Virginia Council for Community and Technical College Education. The Board's recommendation along with the proposed contract has been submitted to the Council for review and consideration of approval at its December 10, 2015.

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

Chair Heywood called for a motion to move into Executive Session. Ms. Wilma Zigmond moved pursuant to §6-9A-4(b)2A of the West Virginia Code that the Board enter into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Mr. George Kostas seconded the motion which carried unanimously. Chair Heywood declared the motion adopted and the Board entered into an Executive Session at 6:07 p.m. The Board Chair requested that Emma Baisden join Executive Session.

At the conclusion of discussions, Chair Heywood declared the Board of Governors rise from

Executive Session and convene in Open Session at 6:18 p.m. Based upon discussions, the following item was brought forward for action from the Executive Session.

MOTION: George Kostas moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant continuing authority to its Chairman to negotiate and execute an employment contract for Southern's new president in compliance with Title 135, Legislative Rule, West Virginia Council for Community and Technical College Education, Series 5, *Employing and Evaluating Presidents*, and to present the employment contract to the Council for Community and Technical College Education for final approval.

ACTION: Jada Hunter seconded the motion. Chair Heywood declared the motion adopted and will report the results back to the Board of Governors.

5. Student Services Report

Vice President for Academic Affairs and Student Services, Dr. Debra Teachman, provided an overview of the activities of Student Services for a one-year period. Dr. Teachman noted that the Student Services Unit provides a broad range of support services at Southern to assist students and potential students access education at the college.

Admissions/Registrar's Office - Dr. Teachman stated that with the help of Ellucian consultants, some student services processes have improved over the past year. She has held conversations with Ellucian regarding bringing a consultant to campus in 2016 to refine the Admissions processes. Dr. Teachman stated that the Registrar's Office will begin sending recruitment letters to persons who have applied for admissions and to persons who have submitted ACT scores, but have not registered for classes. She stated that personnel are trying to make processes more comprehensive by using technology to run Admissions reports and acceptance letters.

Board member, Shelley Huffman, asked how quickly incoming student transcripts are evaluated for credit at Southern. Transfer credit evaluated quickly can tremendously help the student. Dr. Teachman responded that if the transfer credit is not readily available when a student registers for classes, Teri Wells (Interim Registrar), works closely with the student advisor to evaluate the student's transcript at that time and enters the information into Banner so students do not take classes they don't need. She explained that "Quick Admits" are done to allow the student to be able to register for classes without having to wait until the student's record is complete.

Financial Aid - Southern had a consultant from Ellucian to work on Banner usage with Financial Aid processes. A full evaluation of the methods used to process financial aid was conducted, and a detailed plan for better use of Banner processes was developed and implemented. These processes impacted Financial Aid, Admissions, and the Business Office. The implementation of these processes enabled the offices of Financial Aid and Business to disburse Federal and State grants to students at 30 days into the semester. Because of the default rate, funds cannot be released to students before the 30-day

window. Southern's default rate has declined 3% for the past two years. Financial aid award notifications are sent to students through the U. S. Mail. Work is being done to update the award letters and to arrange to send them through student e-mail in a more timely manner. Financial aid awards can be accepted by students on line. Data was provided to Board members on the number of students serviced by the Office of Financial Aid. Customer service training is being scheduled for 2016 for Financial Aid staff and student workers, as well as for others working in Student Services.

Dr. Teachman plans to talk with Southern's new president about academic affairs and student services organizational changes that have been implemented as well as changes which have been delayed due to the presidential transition. These changes should better clarify roles and responsibilities in areas that Counselors/Specialists and Student Program Advisors now share.

6. President's Report

- 6.1 Interim President, Merle Dempsey, recognized David Buck, General Manager for Ellucian, and Gary Holeman, CIO for Ellucian, for completing the Accounts Receivable project for the Finance and Student Services departments.
- 6.2 Submitted required monitoring and/or final reports to the Community and Technical College System Office for 14 grants obtained since 2011 totaling \$3,220,030.
- 6.3 Dr. Dempsey received notice from Chancellor Sarah Tucker that Southern West Virginia Community and Technical College had more applications for admission (358 and 341 were first-time applications for admission) entered into the College Foundation West Virginia (CFWV) website than any other higher education institution in the state during College Application and Exploration Week in October 2015.
- 6.4 Southern signed a Memorandum of Agreement with West Virginia University and the Division of Energy to support a Manufacturing Extension Partnership (MEP) agent to be housed at Southern to serve small manufacturers in southern West Virginia. The MEP Industrial Specialist began at Southern today and will hold a free Innovation and Marketing Workshop tomorrow, December 9th, at Mayo Manufacturing in Holden, WV.
- 6.5 The College submitted documentation as to how it would address the 4% (\$328,000) reduction in state allocation to its budget. Fourteen (14) vacant positions will remain unfilled.
- 6.6 A new class of the Appalachian Leadership Academy (ALA) will be inducted at the Williamson Campus on Monday, December 14. General Robert H. 'Doc' Foglesong will be the featured speaker for the induction. Cotiga Development Company of Williamson, WV helps fund scholarships for the Academy. Dr. Dempsey invited the Board to attend the ceremony.
- 6.7 On November 12, 2015, Southern hosted and participated in "Rapid Response"

activities sponsored by the Region 1 Workforce Investment Board to assist laid off miners and their dependents in Wyoming County. On November 17th, representatives from the College participated in “Rapid Response” activities sponsored by the Region 2 Workforce Investment Board for coal miners (and dependents) which were laid off by Alpha Natural Resources.

- 6.8 President Dempsey and Vice President Samuel Litteral met with representatives from the West Virginia Army National Guard on November 16, 2015 to discuss the terms and conditions for acquisition of the National Guard Armory in Williamson. The appraised value of the facility is \$447,000. The quoted purchase price was \$150,000 and would not require any capital outlay. Mr. Litteral proposed \$125,000. There is no asbestos in the facility and the presence of lead is minimal. The West Virginia Council for Community and Technical College Education requires a report on the structural soundness of the facility. The College would need to hire an engineering firm to conduct the structural evaluation at an estimated cost of \$4,000. In a subsequent phone call on December 2nd with the West Virginia Army National Guard staff, Dr. Dempsey and Mr. Litteral were advised that due to the age of the building (constructed in 1958), the Armory is eligible for designation in the National Registry for Historic Places. Reassurance was provided of the College’s willingness to maintain a permanent marker (plaque) in the facility honoring the Gaujot Brothers for whom the Armory is named.
- 6.9 Fifty-two persons attend the “Women in Entrepreneurship” seminar held at the Logan Campus on November 18.
- 6.10 The College hosted and cosponsored the annual Logan County Chamber of Commerce Christmas Breakfast on December 8.
- 6.11 Spring 2016 enrollment data is slightly ahead of the Spring 2015 data, but we have not reached the 1,300 FTE needed to meet budget projections. As of today, December 8, FTE is 966.
- 6.12 Chair Heywood thanked Dr. Dempsey for his leadership and service to the College during the presidential search for the past six months.

7. Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated November 30, 2015 to members of the Board. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures with the Board. Mr. Litteral informed the Board that revenues have decreased due to the decrease in enrollment. Revenues are 38.99% and cash expenditures are 38.69%. He is planning for additional budget cuts which could come in January or July 2016.

8. Action Items

8.1 Appointment of Ad Hoc Committee on Tuition and Fees

Chair Heywood appointed a committee to prepare a proposal for tuition and fee increases for FY 2016-2017. The committee will bring a recommendation forward for the Board's review and consideration at its February 16, 2016 meeting. Members appointed include Terry Sammons, Russell Saunders, Robert Gunter, Samuel Litteral, Debra Teachman, Brandon Elkins, and Tom Heywood. Mr. Heywood will serve as committee chair. Upon a motion by Shelley Huffman and seconded by Wilma Zigmond, the Board unanimously approved the Ad Hoc Committee appointments.

8.2 Approval of October 8 and November 16, 2015, Minutes

MOTION: Jada Hunter moved to accept the October 8 and November 16, 2015 minutes as presented.

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

8.3 Request for Approval of Administrative Appointments to the Lincoln County Joint Administrative Board

MOTION: George Kostas moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of William H. Cook and Debra K. Teachman to represent the Board of Governors on the Lincoln County Joint Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Lincoln County Board of Education; and

FURTHER RESOLVED, William H. Cook and Debra K. Teachman will serve a six-month term ending June 30, 2016. By mutual consent of the Board of Governors and the Lincoln County Board of Education, Dave Roberts will serve as the at-large member and Chair of the Joint Administrative Board.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

8.4 Request for Final Approval of Institutional Policies

8.4.1 SCP-3245, Faculty and Administrative Productivity

MOTION: Shelley Huffman moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the rescission of SCP-3245, *Faculty and Administrative Productivity*, following the required 30-day

public comment period.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and the policy rescinded.

8.4.2 SCP-4151, Academic Standards and Expectations of Students

MOTION: Wilma Zigmond 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-5066, *Third-party Tuition and Fee Waivers*, following the required 30-day public comment period and submission to the Community and Technical College Education Chancellor.

ACTION: Russell Saunders seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and the policy approved.

8.5 Request for Approval of Institutional Policies for 30-day Public Comment

8.5.1 SCP-1375, Reports of Incidents/Accidents and Forms

MOTION: Shelley Huffman 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-1375, *Reports of Accidents/Incidents* and attachments 1375.A and 1375.B, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously.

8.5.2 SCP-2810, Sabbatical Leave for Full-time Faculty and Forms

MOTION: George Kostas 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-2810, *Sabbatical Leave for Full-time Faculty* and attachments 2810.A and 2810.B, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Brandon Elkins seconded the motion. The motion carried unanimously.

8.5.3 SCP-3670, Public School Service Program

MOTION: Wilma Zigmond 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-3670, *Public School Service Program*, and its attachment to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Russell Saunders seconded the motion. The motion carried unanimously.

8.5.4 SCP-4233, The Dean's List of Students' Graduation with Honors Status

MOTION: Wilma Zigmond 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-4233, *The Dean's List of Students; Graduation with Honors Status* to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: George Kostas seconded the motion. The motion carried unanimously.

9. Informational Item

9.1 Chancellor's Approval of Institutional Policies

Chancellor Tucker granted final approval of

1. SCP-1160, *Diversity Philosophy*
2. SCP-1500, *Philosophy Vision, and Mission of Southern West Virginia Community and Technical College*

10. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 8:15 p.m. The next Board meeting is scheduled for February 16, 2016 and will be held at Southern West Virginia Community and Technical College in Mount Gay, WV.

Thomas A. Heywood, Chair

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