

**-Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 16, 2016
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; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary (phone); F. Raamie Barker; Jada Hunter, Russell Saunders, Faculty Representative; Kevin Zachary; George Kostas (phone)

Board Members Absent: Virginia Stepp, Classified Staff Representative

College Staff Present: Robert Gunter, President; Allyn Sue Barker, Jack Dilbeck, Ronald Lemon, Samuel Litteral, Gary Holeman, David Lord, Carol Howerton, Emma Baisden (Recorder)

Guest: Tanya Gunter

1. Call to Order:

Chair Heywood, declared a quorum present and convened the meeting at 6:00 p.m. He welcomed Mrs. Gunter to West Virginia and to Southern West Virginia Community and Technical College.

2. Call for Public Comments to the Board of Governors

Chair Heywood called for public sign-ups for comments to the Board. No signatures were recorded.

3. Introduction of Vice President for Academic Affairs

Chair Heywood called upon President Gunter to introduce Southern's new Vice President for Academic Affairs, Dr. Jack Dilbeck. President Gunter introduced Dr. Dilbeck to the group and said it was a pleasure to welcome him to Southern West Virginia Community and Technical College.

Dr. Dilbeck served as a Dean at Elizabethtown Community and Technical College in Elizabethtown, Kentucky from June 2006 to June 2016. He had management responsibilities for the Fort Knox Campus, Off Campus Services, Institutional Effectiveness/Research, Web Services, and the adult education centers in Grayson, Meade, Nelson and Washington counties. Active in his community, he served as a member of the Hardin County Chamber of Commerce Board of Directors, a member of Hardin County United, and a member of the Association of the United States Army (AUSA).

Previously, Dr. Dilbeck served as the Business Division Chair and Associate Professor of Business at Ivy Tech Community College of Indiana from August 1996 to June 2006. His credentials include a Ph.D. in Higher Education Leadership from Indiana State University, a Master of Business Administration (M.B.A.) with an emphasis in management from Webster University, and a Bachelor of Business Administration (B.B.A.) from McKendree

University. President Gunter informed the group that Southern had received a good sampling of candidates for this position and Dr. Dilbeck rose quickly to the top as the top candidate. Chair Heywood also welcomed Dr. Dilbeck to Southern. Dr. Dilbeck is settling into his new home in the Williamson area.

4. President's Report

- 4.1 Dr. Gunter announced the annual Board of Governors Retreat will be held at Chief Logan Lodge and Conference Center, October 13-14, 2016.
- 4.2 President Gunter is very pleased to announce that through the efforts of many employees, Southern's Headcount is 1,571 students which is 14 students higher than in Fall 2015 for the second day of classes, and the current FTE is 41.2 more than in Fall 2015. Our finances are tied to enrollment and enrollment is tied to all of our successes. This is an early indicator which may appear to be small, but it appears that we have stopped the enrollment decline. Dr. Gunter has many different initiatives and plans for the upcoming year to try to turn the enrollment trend around. One of his goals is to increase enrollment to 2,000 by 2020 which would be an increase of almost 500 students.
- 4.3 A final walkthrough of the Williamson National Guard Armory was conducted by Southern's administration and representatives from the Adjutant General of West Virginia's office on July 14, 2016. President Gunter informed Board members that Southern has officially taken possession of the facility. He stated that the Academy for Mine Training and Energy Technologies will move into the facility, and if funded, the Agribusiness program will be housed there. President Gunter has plans to offer intramural sports at the Armory in an effort to attract some students who are more on the athletic side to enroll at Southern.
- 4.4 President Gunter, Vice President Allyn Sue Barker, and Professor Carol Howerton participated in the West Virginia Department of Agriculture's Aggregation Project in Huntington, West Virginia, on June 28. The West Virginia Commissioner of Agriculture, Walt Helmick, is identifying a spot in every economic region across the state to place an aggregation project. They met with Commissioner Helmick to specifically discuss with him the ARC POWER grant that Southern is writing. The Farmer's Market at Chapmanville, West Virginia, has been vacant for several years. Commissioner Helmick will allow Southern to operate, run, and use the facility as part of a co-op and internship for training purposes in our Agribusiness program. He will also build for Southern's use a Greenhouse high tunnel.
- 4.5 Dr. Carl Hadsell of the Center for Entrepreneurial Studies and Development, will conduct a year-long study of Southern to determine how we can change the culture of who we are and move us to a more student-centric type culture across all campuses of the institution. Dr. Hadsell will develop a plan to move us toward a much more flexible community in an effort to increase enrollment in our programs. He will visit early next week with the President and Vice Presidents, and will then

move to interviewing various staff, students, and faculty to come up with a snapshot picture of where we are at this point in time. He will develop an overall plan to make a number of presentations over the next year to help move Southern in a new direction. Dr. Hadsell will be on the Retreat agenda to present his plan to the Board of Governors. He may want to interview some Board members to add to the snapshot picture.

- 4.6 Carol Howerton has volunteered to initiate a Student Ambassador Program at Southern. She will make a presentation to invite other faculty and staff members to become advisors. Hopefully, we will be able to tie this program into tuition and scholarships.

5. Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated July 31, 2016 to Board members. Mr. Litteral stated that it's early in the year and the numbers reflected on the report are not of great importance. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral informed the group that he has been preparing statements for the annual financial audit and Southern is in better financial condition than he first thought. Southern's students borrow very few loans as compared to other community and technical colleges around the state. Auditors from the accounting firm of Suttle and Stalnaker will be on campus the week of September 26th to conduct the financial audit. The audit results will be presented to the Board at its December 2016 meeting.

6. Development Office Annual Report

Vice President for Development, Ronald Lemon, presented a PowerPoint Presentation to the Board which highlighted fundraising efforts to date. Overall contributions from all sources since July 1, 2004, exceed more than \$18 million. The Southern West Virginia Community College Foundation will hold its fourth annual Mike McGraw Memorial Scholarship Golf Classic on October 6, 2016 at Twin Falls State Park. All proceeds of the tournament will provide assistance to Wyoming County residents who want to pursue an education at Southern West Virginia Community and Technical College. Since 2007, the Foundation has awarded more than \$2.5 million in scholarship assistance. Employee contributions exceed \$250,000 since the inception of Vision 2020. Mr. Lemon stated that his office has seen a 40% increase in scholarship applications for the 2016-2017 academic year. As a fund raiser for scholarships, the College and Foundation, in conjunction with the Tug Valley Road Runners Club, will hold its first Southern Harvest Half Marathon and 5K Run on Saturday, November 19, 2016. The event starts and finishes on the parking lot of Southern's Williamson Campus.

7. Emergency Preparedness Update

Mr. David Lord, Director of Wyoming/McDowell Campus Operations, informed Board members that Southern began its Emergency Preparedness Program in 2014. He presented Southern's Emergency Plan to Board members and provided an update on accomplishments, ongoing activities, and the next steps of the Campus Crisis Management Teams. Mr. Lord encouraged the new Board members to enroll in the Southern Alerts Notification System to receive notifications regarding emergencies and inclement weather

situations for the college.

8. Action Items

8.1 Request for Approval of June 21 and July 19, 2016 Board Minutes

MOTION: Jada Hunter moved to accept the June 21 and July 19, 2016 Board meeting minutes as presented.

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

8.2 Request for Approval of Annual Institutional Textbook Affordability Report

MOTION: Wilma Zigmond moved to approve the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the institutional annual Textbook Affordability Report for submission to the Chancellor for Community and Technical College Education as required by Title 135, Series 51, Bookstores and Textbooks.

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

8.3 Request for Approval by BOG and Submission to Chancellor

8.3.1 SCP-1230, *Firearms, Weapons, and Explosives Policy*

MOTION: Jada Hunter moved to approve the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1230, *Firearms, Weapons, and Explosives Policy*, for submission to the Chancellor for Community and Technical College Education following the required 30-day comment period.

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

8.3.2 SCP-1750, *Tobacco and Smoke-free Campus Policy*

MOTION: Jada Hunter moved to approve the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1750, *Tobacco Usage Policy*, as amended and change its title to *Tobacco and Smoke-free Campus Policy*, AND

FURTHER RESOLVED, That the Board extends the policy's effective date to July 1, 2017, to allow an interim period for notification to faculty, staff, students, and the general public that Southern will become a tobacco-free campus effective July 1, 2017.

ACTION: George Kostas seconded the motion. The vote was 3 yea (Hunter, Kostas, Zigmond) - 3 nay (Barker, Saunders, Zachary). Chair Heywood broke the tie with a yea vote. The motion carried and the policy was approved.

8.3.3 SCP-2171, *Professional and Educational Requirements for Faculty*

MOTION: George Kostas moved to approve the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2171, *Professional and Educational Requirements for Faculty*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day comment period.

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

8.3.4 SCP-4356, *Financial Aid Recipient - Change in Enrollment Policy*

MOTION: Wilma Zigmond moved to approve the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval SCP-4356, *Financial Aid Recipient - Change in Enrollment Policy*, for submission to the Chancellor for Community and Technical College Education 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 approved.

8.4 Request for Approval to Release Policies for 30-day Public Comment

8.4.1 SCP-1010, *Use of Alcoholic Beverages on Campus*

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-1010, *Use of Alcoholic Beverages on Campus*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Kevin Zachary seconded the motion. The motion carried unanimously,

and Chair Heywood declared the motion adopted.

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

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-2875, *Workload Requirements for Full-time Faculty*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day comment period.

The motion by Vice Chair Zigmond failed due to the lack of a second.

Chair Heywood approved a request by Board Member Barker to reconsider Item 10.4.2 on Vice Chair Zigmond's motion to adopt a resolution granting approval for distribution of SCP-2875 for a 30-day comment period.

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-2875, *Workload Requirements for Full-time Faculty*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Raamie Barker seconded the motion. The motion carried unanimously, and Chair Heywood declared the motion adopted.

8.4.3 SCP-3200, *Awarding College Credit for Prior Learning*

MOTION: Raamie Barker moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for advancement of the aforementioned policy 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, and Chair Heywood declared the motion adopted.

9. Discussion Item

9.1 Review of 2012-2015 Board of Governors Strategic Goals

President Gunter presented Board members with a draft of their 2012-2015 Strategic Goals which he had revised to go forward to 2020. His plan is to expand on a number of the existing strategic goals and develop action items with action verbs to move the college

forward. He informed the group that he will hold a 1½ - 2-hour workshop during the October Retreat to explore specific goals that Board members can work on to move the College forward. He requested for members to be thinking about specific action written statements to go with grants and student-centric programs which are listed under Item 9 on the sheet he distributed.

President Gunter also distributed the draft Institutional Strategic Goals and Priorities Chart he had prepared for the Board's review. He believes that he can increase enrollment to 2,000 by 2020, and requested that Board members review the existing goals and to help move the institution forward. Chair Heywood stated that the Board must set the vision for the College, and at the October Retreat they would work on setting their Strategic Goals for 2016 - 2020. He encouraged members to digest what had been presented by President Gunter.

10. Informational Items:

10.1 Institutional Policies Approved by Chancellor Tucker

1. SCP-1001, *Records Retention Policy*, and SCP-1001.A, *General Records Retention Schedule*
2. SCP-2226, *Faculty Incentive Pay Program*; SCP-2226.A, *Faculty Incentive Pay Program Criteria and Application Guidelines*, and SCP-2226.B, *Faculty Incentive Pay Program Agreement Form*
3. SCP-5620, *Traffic and Speed, Flow, and Parking Regulations Policy*

10.2 Institutional Rule Making Report

Board members were provided a copy of the Institutional Rule Making Report submitted to the Chancellor for Community and Technical College Education. Pursuant to the requirements of West Virginia Code §18B-1-6, annually a list of institutional rules that are effective on July 1, including the most recent date on which each rule was adopted, amended, or repealed by the Board of Governors must be submitted to the Council for Community and Technical College Education.

11. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 9:08 p.m. The next Board of Governors business meeting is scheduled for Thursday, October 13, 2016 beginning at 6:00 p.m. The meeting will be held at Chief Logan Lodge and Conference Center, Logan, West Virginia.

Thomas A. Heywood, Chair

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

APPROVED 10-13-2016