

**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of March 5, 2018  
6:00 p.m.  
Charleston Marriott Town Center • Salon B  
200 Lee Street, East • Charleston, West Virginia**

**MINUTES**

**Board Members Present:** Howard Seufer, Jr., Chair; Glenn Yost, Vice Chair; Raamie Barker, Secretary; Jada Hunter, Latisha Marcum, Mason White, Kevin Zachary, Will Alderman, Faculty Representative; Melissa Deskins, Classified Staff Representative; Randal Johnson, Student Representative

**Board Members Absent:** Kevin Hill, Wilma Zigmond

**College Staff Present:** President Robert Gunter, Samuel Litteral, Deanna Romano, Dianna Toler, Bill Alderman, Carol Howerton, Russell Saunders, Tom Cook, Emma Baisden, Recorder

**1. Call to Order**

Board of Governors Chair, Howard Seufer, declared a quorum present and convened the meeting at 6:05 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. Introduction of Vice President for Academic Affairs**

Chair Seufer called upon President Gunter to introduce Southern's new Vice President for Academic Affairs, Dr. Deanna Romano.

Dr. Romano comes to Southern from Ashland University in Ashland, Ohio, where she was the Accreditation Liaison Officer and Associate Professor of Educational Technology. She also served as the Interim Associate Provost for the College of Online and Adult Studies, and as chair of several departments within the Dwight Schar College of Education during her 17-year tenure. Dr. Romano has expertise in curriculum development, program implementation, assessment, and accreditation. She designed a nationally recognized Master of Education in Educational Technology program ranked in the top 10 online programs in Ohio. She has authored a book chapter, several refereed publications, presented at conferences across the country, and virtually presented at the International Technology, Education, and Development Conference in Valencia, Spain. Vice President Romano has more than 20 years of experience in the area of educational technology and distance education. She earned a Doctorate in Instructional Technology and Distance Education from Nova Southeastern University, Fort Lauderdale, Florida. She received her Master's degree in Curriculum and Instruction, and her Bachelor's degree in Education from Cleveland State University, Cleveland, Ohio.

**4. Introduction of Interim Vice President for Student Services**

President Gunter informed the group that Mr. Damien Williams, former Vice President for Student Services, determined that he needed to return to his family in Texas. Dr. Gunter

appointed Ms. Dianna Toler to serve in the interim vice president position until a permanent replacement is found.

Ms. Toler currently serves as the Director of Disability and Adult Services, and Interim Vice President for Student Services. She has more than 15 years of higher education experience in the area of student services, and is a key leader in the support of student development and success in the communities we serve. Ms. Toler is a dedicated student advocate with a passion for student success. She holds an Associate degree from Southern West Virginia Community and Technical College, a Bachelor's degree from West Virginia State University, and a Master's degree in Counseling from Marshall University Graduate College. Additionally, Ms. Toler completed the President's Leadership Academy at Southern in 2010, and was awarded the prestigious Savas-Kostas Award for Excellence in 2009.

## **5. President's Report**

5.1 Higher Education Day at the Legislature was January 23, 2018. Chair Seufer participated with Southern's group at the Capitol.

5.2 President Gunter, Vice President Romano, and Vice President Toler participated in the *Guided Pathways to Success Initiative* statewide leadership meeting hosted by the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education in conjunction with Complete College America on February 27, 2018 in Charleston, West Virginia. The *Guided Pathways to Success (GPS) Initiative* is a completely restructured way of approaching higher education. It leads students to making more informed and deliberate decisions about their future. It also guides them toward graduation, and away from spending time, money, and credit hours on courses that do not count toward their graduation requirements. Southern's Leadership Team consists of President Gunter, Vice President Romano, and Vice President Toler. Dr. Romano will lead the campus initiative, and Ms. Toler will have input into the initial advisor setup.

5.3 Informational Items:

5.3.1 The Joint Committee on Education in Radiologic Technology (JRCERT) continuing accreditation site visit is scheduled for April 22-23, 2018.

5.3.2 Accreditation Commission for Education in Nursing (ACEN) continuing accreditation site visit is schedule for September 18-20, 2018.

5.3.3 Southern, in conjunction with the Robert C. Byrd Institute (RCBI), is planning a Machining Open House at the Williamson Campus.

5.3.4 Southern's partnership with the Unmanned Safety Institute (Drone Grant) will add a new curriculum with certifications and are working with Talon to provide train-the-trainer workshops.

## **6. HLC Focused Visit Update**

To bring Board members up-to-date on the history of Southern's recent accreditation process, President Gunter informed members that Southern received a favorable outcome following its comprehensive evaluation visit by the Higher Learning Commission (HLC) in 2013, and the institution was placed in the Open Pathway as a result. The Open Pathway

is one of three options institutions have for maintaining their accreditation with the HLC. It follows a 10-year cycle and, like all pathways, is focused on quality assurance and institutional improvement. On the Open Pathway, the Assurance Review is conducted by itself in Year 4 and is a part of the comprehensive evaluation that occurs in Year 10. The Commission conducts an Assurance Review to determine whether an institution continues to meet the Criteria for Accreditation.

From September 2013 through June 2017, Southern was to prepare its Assurance Argument for submission to the HLC in June 2017. In March 2017, President Gunter discovered that although regular Assurance Argument status reports had been provided to the Board of Governors and the Southern community at-large, minimal work had been completed on the Assurance Argument by the institution's former Accreditation Liaison Officer (ALO). During the annual HLC Conference in Chicago, Illinois, in April 2017, President Gunter met with Dr. Karen Solomon, Southern's liaison at the HLC, to discuss the situation and an extension was granted for submission of Southern's Assurance Argument. The institution submitted its report on-time in October 2017. In December 2017, President Gunter received communication from the HLC Review Team Chair, Dr. Jonah Rice, that the Team had concerns with the report and was planning a Focused Visit to the College. The HLC Review Team conducted its on-site focused visit to Southern on February 5-6, 2018. The visit was to obtain additional information not available electronically and to further review specific issues which arose from the review of the Assurance Argument primarily regarding co-curricular assessment, persistence and completion, faculty credentials, shared governance and planning. President Gunter has received, reviewed, and responded to the first draft of the peer review report for errors of fact. All of the 21 criterion listed were met, however, four (4) were met with concerns. Dr. Rice will complete a final team report on Southern's Assurance Review and submit it to the HLC's Institutional Actions Council (IAC) for final action at its next Board meeting. Dr. Rice has recommended for another focused visit to be conducted in two years, and for the institution to be moved from the Open Pathway to the Standard Pathway. Once the IAC makes a decision, the HLC will notify President Gunter.

**7. Financial Report**

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the institution's financial report for the month ending February 28, 2018. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures for the period.

**8. Grant Strategic Direction Presentation**

Ms. Carol Howerton, Associate Vice President for Academic Affairs, presented to Board members the new vision and strategic priorities for grant opportunities at the institution.

**9. Board of Governors Tuition and Fee Committee Proposal**

Ms. Jada Hunter, Committee Chair, presented the Ad Hoc Committee's tuition proposal. The Committee recommended for the Board of Governors to approve a resolution for a 4.79% tuition increase for the 2018-2019 academic year to reflect an \$84.00 per semester per FTE increase for resident students effective July 1, 2018. This reflects an increase of \$7.00 per credit hour which will increase tuition from \$146.00 per credit hour to \$153.00 per credit hour. This increase will bring the full-time tuition to \$1,836.00 per semester, and the annual tuition rate to \$3,672.00 for resident students. Additionally, the Committee

recommended 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).

For further consideration, the Tuition and Fees Ad Hoc Committee recommended approval of changes to existing per credit hour course fees and new fees for the 2018-2019 academic year as follows:

Electrical Engineering Technology (EG)	Increase	\$10.00 to \$15.00
Information Technology (IT)	Increase	\$10.00 to \$15.00
Mechatronics Technology (MX)	New Fee	\$20.00
Salon Management/Cosmetology (SM)	Increase	\$20.00 to \$25.00
Welding Technology (WL)	Increase	\$50.00 to \$60.00
*Industrial Technology: Machinist Technology /Computer Numerical Control (MT/CNC)*	New Fee	\$160.00

\*The Industrial Technology: Machinist Technology/Computer Numerical Control (MT/CNC), Associate in Applied Science (A.A.S.) degree program is offered through an agreement with the Robert C. Byrd Institute (RCBI). These fees will be used to purchase program books, tools, supplies, equipment and necessary CAD/CAM software and pay for initial drug testing.

**10. Action Items:**

**10.1 Request for Approval of 2018-2019 Tuition and Fee Proposal**

**MOTION:** Glenn Yost moved to adopt the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed resident tuition increase of \$84.00 per semester per FTE for the 2018-2019 academic year effective July 1, 2018, 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), AND

BE IT FURTHER RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors approve the course fee requests as presented for the 2018-2019 academic year effective July 1, 2018.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously. Chair Seuffer declared the motion adopted and the tuition and fees proposal approved.

**10.2 Request for Approval of December 12, 2017 Board Meeting Minutes**

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

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

**10.3 Approval of Appointments to the Boone County Joint Administrative Board**

**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 appointment of Robert E. Gunter and Deanna M. Romano to represent the Board of Governors on the Boone 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 Boone County Board of Education; and

*FURTHER RESOLVED*, Robert E. Gunter will serve a one-year term beginning July 1, 2018 and ending June 30, 2019, and Deanna M. Romano will serve a two-year term beginning July 1, 2018 and ending June 30, 2020. By mutual consent of the Board of Governors and the Boone County Board of Education, Kevin Hill will serve as the at-large member and Chair of the Joint Administrative Board.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the appointments approved.

**10.4 Approval of Appointments to the Lincoln County Joint Administrative Board**

**MOTION:** Mason White moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of Robert E. Gunter and Deanna M. Romano 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*, Robert E. Gunter will serve a one-year term beginning July 1, 2018 and ending June 30, 2019, and Deanna M. Romano will serve a two-year term beginning July 1, 2018 and ending June 30, 2020. By mutual consent of the Board of Governors and the Lincoln County Board of Education, David Roberts will serve as the at-large member and Chair of the Joint Administrative Board.

**ACTION:** Randal Johnson seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the appointments approved.

**10.5 Approval of Mercer Step Pay Increase for Qualified Classified Employees**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors authorize the President, in conjunction with the Vice President for

Finance and Administration, to allocate the amount necessary to provide salary increases for qualified Classified Employees to ensure qualified classified employee salaries are brought to the minimum salary required in accordance with the Mercer wage scale to be effective July 1, 2018, and

BE IT FURTHER RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve and authorize the President of Southern West Virginia Community and Technical College to implement these and any other salary increases in accordance with institutional policy, exercising his prudence and judgement.

**ACTION:** Kevin Zachary seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the proposal approved.

## **10.6 Request for Final Approval of Proposed Institutional Policies**

### **10.6.1 SCP-1481, *Naming of Facilities or Organizational Units***

**MOTION:** Will Alderman moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1481, *Naming of Facilities or Organizational Units*, 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 and Chair Seufer declared the policy adopted.

### **10.6.2 SCP-5260, *Meeting Financial Exigencies***

**MOTION:** Glenn Yost moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP- 5260, *Meeting Financial Exigencies*, for submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

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

## **10.7 Action on Post-Audit Report Required by Community and Technical College System**

### **10.7.1 Welding Technology, Associate in Applied Science**

**MOTION:** Will Alderman 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 Welding Technology A.A.S. program with 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:** Mason White seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

**10.8 Action on Post-Audit Follow-up Reports Required by Community and Technical College System**

**10.8.1 Industrial Technology, Certificate**

**MOTION:** Jada Hunter moved to adopt the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the post-audit follow-up report for the Industrial Technology Certificate program, and its submission to the West Virginia Council for Community and Technical College Education for consideration for final approval.

**ACTION:** Will Alderman seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

**10.8.2 Management, Associate in Applied Science**

**MOTION:** Will Alderman moved to adopt the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the post-audit follow-up report for the Management A.A.S. program, and its submission to the West Virginia Council for Community and Technical College Education for consideration for final approval.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

**10.8.3 Mechatronics, Associate in Applied Science**

**MOTION:** Will Alderman moved to adopt the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the post-audit follow-up report for the Mechatronics A.A.S. program, and its submission to the West Virginia Council for Community and Technical College Education for consideration for final approval.

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

**11. Commencement**

**11.1 Commencement - Greetings from the Board, May 12, 2018 - 10:00 a.m.**

Chair Seufer announced that Jada Hunter will represent the Board of Governors at Southern's Commencement Ceremony scheduled for Saturday, May 12, 2018, beginning at 10:00 a.m. at the Coalfield Jamboree Theater, Logan, WV.

**12. Adjournment**

There being no further business, Chair Seufer declared the meeting adjourned at 8:25 p.m. The next Board meeting is scheduled for 6:00 p.m. on April 17, 2018, and will be held in Building C, Room 428 at Southern West Virginia Community and Technical College, Mount Gay, West Virginia.

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Howard E. Seufer, Jr., Chair

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

*OFFICIAL*  
*Approved 04-17-2018*