

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of October 8, 2015
6:00 p.m.
Stonewall Resort and Conference Center
940 Resort Drive, Pecan Room, Roanoke, WV**

MINUTES

Board Members Present: Thomas Heywood, Chair; Glenn Yost, Secretary; Linda Akers, Shelley Huffman, Jada Hunter, George Kostas, Brandon Elkins, Student Representative; Russell Saunders, Faculty Representative; Virginia Stepp, Classified Staff Representative

Board Members Absent: Terry Sammons, Wilma Zigmond, Vice Chair

College Staff Present: Merle Dempsey, Interim President; Samuel Litteral, Allyn Sue Barker, Ronald Lemon, Debra Teachman, Bill Cook, David Lord, Rita Roberson, Randy Skeens, Steven Hall, Steven Lacek, Guy Lowes, Melinda Saunders, Emma Baisden (Recorder), Gary Holeman, Howard Seufer (General Counsel)

1. Call to Order

Board of Governors Chair, Thomas Heywood, declared a quorum present and convened the meeting at 6:15 p.m. Mr. Heywood asked individuals present to introduce themselves to the group.

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 Update

Chair Heywood informed the group that the Presidential Search Committee is scheduled to hold a meeting immediately following the Board of Governors meeting this evening. The Committee is expected to immediately move into Executive Session to discuss personnel considerations related to the search for a new College president. It is expected that the Search Committee will select semi-finalist candidates to interview at an off-campus location. The semi-finalist candidates' identities will remain confidential. Once interviews are complete, the Committee will select three to four final candidates for on-campus interviews.

4. Board of Governors and Administration Self-Assessment Report

Mr. Howard Seufer, Board Counsel, led the Board of Governors and administrators through the results of the 14th annual self-evaluation which was conducted on an aggregated and anonymous basis. Mr. Seufer explained the scoring scale and informed the group that 11 Board members completed the evaluation this year as compared to 10 in 2014, and 15 administrators completed this year's evaluation as compared to 13 in 2014. Mr. Seufer first led Board members through the results of the Board self-evaluation and identified questions which improved and slipped in rank. Overall, the self-assessment results were excellent, the Board is well informed, decisions of the Board are supported by its members, and Board operations are rated high. Board members agree that there is a climate of mutual trust and respect among its members, and the Board had a positive relationship with the College President. Results showed that Board members agreed they are prepared for meetings

which are effective and efficient, and the Board adheres to and understands its responsibilities and are knowledgeable about key College issues. There were five areas (numbers 1b, 1k, 2b, 11, and 13) which improved this year over last, and one (2b) which demonstrates solid progress over the three-year period. Only one area (16) declined. The overall administration self-evaluation results remained the same or improved significantly over last year. The highest improvement was that new administrators received an appropriate orientation to their new roles and responsibilities. Another improvement was that administrators as a group believe they are knowledgeable about the operations of the College (number 11). The largest downward deviation from 2014 was reflected in the responses to question number one – administrators as a group are not meeting their established Compact goals, and the second largest decrease was response to question number two – individual administrators are not meeting established goals. Administrators also believe that information should be provided in advance of meetings of administrators, and in the past year, there were issues that the Board of Governors should have addressed or spent more time considering such as: (1) Customer service training for all college employees who work with the public; and (2) the handling of SCP-1400, Guest Speakers, Lecturers, Performers and Organized Groups. Chair Heywood thanked Mr. Seuffer for his presentation and commented that the survey results are helpful to Board members and administrators.

5. President's Report

- 5.1 Southern was designated as a "Military Friendly School" and recently became a member institution in the West Virginia "5 Star Challenge" by adopting a set of exemplary standards for supporting student veterans and their eligible dependents. Dr. Dempsey complimented Ricky Ellis, Veteran's Support Program Coordinator, on doing an excellent job. He has established a Veteran's Lounge at the Logan Campus and is working to identify space for a Veteran's Lounge at the Williamson Campus.
- 5.2 In September 2015, Dr. Pamela Alderman resigned her position as Director of Institutional Effectiveness at Southern to accept a position at the University of Charleston. A major portion of Dr. Alderman's responsibility has been reassigned to Mr. Steven Lacek, Accreditation Liaison Officer and Division Head of Social Sciences, Education, and Non-traditional Programs.
- 5.3 Letters from President Dempsey were mailed to 310 individuals who had registered for classes between April 5, when fall registration began, and August 10, the first day of classes, but ended up being dropped from registration. A brief survey was included with the letter that these individuals were asked to either complete on-line or complete and return by U. S. Mail. The survey asked for reasons why they had registered for classes, but did not attend. As of October 5, only 22 (8%) students had responded to the survey. Dr. Dempsey stated that although this is an insufficient return rate to determine any real trends from the responses, nonetheless, we are reviewing each response to glean any information that we might be able to use to improve either our communication with, information provided to (or lack thereof), and/or the timeliness of services delivered to preregistered students.
- 5.4 The Boone County Joint Administrative Board met on September 16, 2015 at Southern's Boone Campus. Unfortunately, no voting members from the Boone

County Board of Education were able to attend the meeting and no business could be conducted. Dr. Dempsey reported that he did have an opportunity to meet with the Board Chairman, Kevin Hill. Dr. Dempsey and Mr. Bill Cook, Director of Boone/Lincoln Campus Operations, have been working on updating the Affiliation Agreement for the shared facility and plan to present the updated document at the Joint Administrative Board's November meeting.

- 5.5 President Dempsey and Vice President Samuel Litteral met telephonically with Major General James Hoyer, Adjutant General of the West Virginia National Guard, on September 16, 2015 regarding working toward the transfer of ownership of the Armory property and building in Williamson to the College within the next 60 days. The conversation was positive and the only stated stipulation was that the College would place a permanent marker (plaque) in the facility honoring the Gaujot Brothers for whom the Armory is named. Dr. Dempsey stated that to his knowledge, the Gaujot Brothers were and continue to be, the only set of brothers from West Virginia to be awarded the Congressional Medal of Honor. Each brother won his medal in separate wars. In anticipation of the ceremony for placing the plaque, Dr. Dempsey has asked retired faculty member and Department Chair, Dr. Gail Hall, to lead an effort to gather any historical documents that may exist pertaining to these brothers.

6. Financial Report

Vice President for Finance and Administration, Samuel Litteral, provided the financial report dated September 30, 2015 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures for the period. Mr. Litteral informed Board members that he has completed revisions to the College's budget as directed by the Governor's Executive Order requiring a 4 percent (4%) General Revenue spending reduction. The cut reflects more than \$325,000 has been cut from Southern's FY 2016 expenditure schedule. There may be another budget cut in January 2016. There has been more than one million dollars in budget cuts over the last three years.

7. WVOasis Bi-weekly Pay Conversion Update to the Board

Vice President Litteral informed the Board of Governors that WVOasis is a \$123 million dollar financial system purchased by the State. State lawmakers approved to move West Virginia's payroll process from semimonthly to biweekly pay for all state employees. State employees will now receive 26 biweekly paychecks annually instead of 24 semimonthly paychecks. The transition is part of a system wide plan to bring employees at all state locations into a standardized pay schedule, with the goal of improving the quality and efficiency of the State's business processes. The new payroll system is being implemented in Waves. Higher education is listed in Wave 2 and is scheduled to "go live" on November 14, 2015, with employees receiving their first biweekly paycheck on December 14, 2015. Although the employee's annualized salary will not change, biweekly gross pay will be less than semimonthly pay. Mr. Litteral and his team, consisting of finance and human resources personnel, have participated on conferences calls every Tuesday for the past two years and attended countless training sessions in preparation for implementation of the new payroll system. All Southern employees have been updated on the progress of this new system during Governance Days for the past two years. The most recent update was provided during the September 11, 2015 Governance Day.

8. Community and Workforce Development Office Report

Ms. Allyn Sue Barker, Vice President for Workforce and Community Development, presented a PowerPoint presentation to Board members highlighting the Unit. The Community and Workforce Development Unit consists of three departments – Academy for Mine Training and Energy Technologies; Community and Leadership Development; and Workforce and Continuing Education. The Unit is committed to supporting the needs of employees and employers. It serves as a mechanism for economic development in the region by offering continuing education, non-academic credit courses, customized training programs to expand and upgrade workplace skills, and to provide community interest programs and activities which promote personal growth and cultural enrichment.

9. Student Success Data

Mr. Steven Lacek, Accreditation Liaison Officer and Division Head of Social Sciences, Education, and Non-traditional Programs, provided Board members with a report of student success data for a five-year period (2011-2015). The report was compiled from data which is annually reported to the West Virginia Higher Education Policy Commission (HEPC), the Integrated Postsecondary Education Data System (IPEDS), and internal metrics found in the ARGOS database.

10. Action Items

10.1 Request for Approval of August 18, 2015 Board Meeting Minutes

MOTION: Shelley Huffman moved to accept the meeting minutes as presented.

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

10.2 Request for Approval of the 2015-2020 Master Plan Update

MOTION: Shelley Huffman 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's strategies and target dates for the Community and Technical College System Master Plan, *Fulfilling the Vision: 2015-2020*, and authorize its submission to the West Virginia Council for Community and Technical College Education for its approval.

ACTION: George Kostas seconded the motion. Chair Heywood declared the motion adopted.

It was noted that the document being presented to the Board was not in the official format, but does include the strategies and target dates that will be transferred to the official template, once finalized and received from the Community and Technical College System of West Virginia. The College staff recommended that the Board approve the plan's strategies and target dates as presented and submission on the official template to the Council for approval.

10.3 Request for Final Approval by Board of Governors and Submission to Chancellor

10.3.1 SCP-1160, Diversity Philosophy

MOTION: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1160, *Diversity Philosophy*, and its submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

ACTION: George Kostas seconded the motion. Chair Heywood declared the motion adopted.

10.3.2 SCP-1500, Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College

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 of SCP-1500, *Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College*, and its submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

ACTION: Glenn Yost seconded the motion. Chair Heywood declared the motion adopted.

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

10.4.1 SCP-3245, Faculty and Administrative Productivity

MOTION: Jada Hunter 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 the proposed rescission 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. Chair Heywood declared the motion adopted for 30-day public comment.

10.4.2 SCP-4151, Academic Standards and Expectations of Students

MOTION: Russell Saunders 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 the proposed rescission 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.

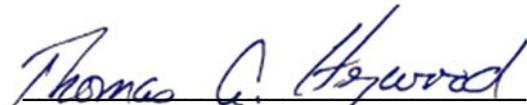
ACTION: Shelley Huffman seconded the motion. Chair Heywood declared the motion adopted for 30-day public comment.

11. Informational Item

11.1 Council's Decision Regarding 2015 Post-audit and Post-audit Follow-up Reports

12. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 8:00 p.m. The next Board meeting is scheduled for 6:00 p.m. on December 8, 2015 and will be held in Building C, Room 428, at Southern's Logan Campus.


Thomas A. Heywood, Chair


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

OFFICIAL
Approved 12/08/2015