

**-Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 22, 2017
6:00 p.m.
1601 Armory Drive, Room 433
Williamson, West Virginia and by Teleconference**

MINUTES

Board Members Present: Howard Seufer, Jr., Chair; F. Raamie Barker, Secretary; Will Alderman, Faculty Representative; Melissa Deskins, Staff Representative; Jada Hunter, Latisha Marcum, Mason White, Kevin Zachary; Wilma Zigmund

Board Members Absent: Kevin Hill, Glenn Yost, Vice Chair

College Staff Present: Robert Gunter, President; Emma Baisden, Recorder; Allyn Sue Barker, Jack Dilbeck, Samuel Litteral, Damien Williams, Tom Cook, Carol Howerton, Rita Roberson, David Lord, Joseph Nelson, Lillie Teeters, Kim Hensley, Mary Hamilton, Vicky Evans, Melinda Saunders, Russell Saunders, Bill Alderman, Susan Baldwin, Toni Redmiles, Verna Phillips, Anne Cline, Stephanie Mounts, Lisa Redmiles, Tim Ooten, Jennifer Dove

Guests: Scott Hamilton, ARC Executive Director; Jeff Schwartz, ARC POWER Initiative Manager (Appalachian Regional Commission); Southern Students: Kyle Newsome, Jacob Runyon, Kelly Warren

1. **Call to Order:**
Chair Seufer, declared a quorum present and convened the meeting at 6:05 p.m.
2. **Introduction of New Board Member**
Chair Seufer introduced new Board of Governors member, William H. Alderman, II, who was elected as the Faculty Representative to the Board in April 2017 to serve a two-year term. Mr. Alderman succeeds Russell Saunders. He is a Professor of Speech and has been connected to Southern since 1995 either as a student, a staff member, or faculty member.
3. **Oath of Office**
Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to Will Alderman.
4. **Call for Public Comments to the Board of Governors**
Chair Seufer called for public sign-ups for comments to the Board. Ms. Susan Baldwin had signed-in to offer comment on the topic of Academic Accolades. However, neither she nor Chair Seufer could locate an agenda item relative to 'Academic Accolades.' Therefore, Chair Seufer informed Ms. Baldwin that she would not be permitted to offer comments on Academic Accolades at the August meeting, but her topic would be placed on the October 17, 2017, Board meeting agenda.

5. Introduction of New Vice President for Student Services

Chair Seufer called upon President Gunter to introduce Southern's new Vice President for Academic Affairs, Damien Williams. President Gunter introduced Mr. Williams to the group and said it was a pleasure to welcome him to this vital role at Southern West Virginia Community and Technical College.

Mr. Williams began his new position on July 24, 2017. He joins Southern from Philander Smith College in Little Rock, Arkansas, where he served as Vice President for Enrollment. His responsibilities included oversight of the offices of Admissions, Enrollment Management, Financial Aid, Recruitment and Registrar, and the Academic Success Center. Mr. Williams also served as the Dean of Students at both Tyler Junior College and Texas College in Tyler, Texas. Dr. Gunter believes that his enthusiasm, leadership, past experiences, and focus on student success will enable us to yield new opportunities for our students.

6. President's Report

President Gunter introduced Mr. Scott Hamilton, ARC Executive Director, and Mr. Jeff Schwartz, ARC POWER Initiative Manager, to the Board. He explained that Southern will serve as the host institution for the Industry-Informed Infrastructure (I3) Project meetings scheduled for August 23, 2017, hosted by the American Association of Community Colleges (AACC), Appalachian Regional Commission (ARC), and the Community Colleges of Appalachia (CCA). The project meeting will pair community college leadership with industry partners to build mutually beneficial relationships. Both Mr. Hamilton and Mr. Schwartz will participate in the I3 meetings and have been touring Southern's facilities. President Gunter asked Mr. Hamilton and Mr. Schwartz to provide an overview of the project and their positions to the Board. He then relinquished the floor and the remainder of his report time to Mr. Hamilton and Mr. Schwartz.

7. Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated July 31, 2017 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral informed the group that Southern is in a financial position to hold its own for a few years as we have taken a conservative approach to budgeting. Auditors from the accounting firm of Suttle and Stalnaker will be on campus the week of September 18th to conduct the financial audit. The audit results will most likely be presented to the Board at its December 2017 meeting.

8. Higher Learning Commission (HLC) Assurance Argument Progress Report

Vice President Dilbeck informed Board members that process of Southern's Assurance Argument report was approaching an end and that he was confident that it would be complete by the September 28, 2017 due date. He commended the committee chairs for their work on the Assurance report. Chair Seufer thanked Dr. Dilbeck for the leadership he has provided, and Wilma Zigmond also thanked President Gunter for his leadership on this crucial report.

9. 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.

10. Action Items

10.1 Presidential Evaluation Ad Hoc Committee Appointments

In compliance with West Virginia Code §18B-1B-6c and Title 135, Procedural Rule of the West Virginia Council for Community and Technical College Education, Series 5, *Employing and Evaluating Presidents*, the governing board is to conduct a formal written performance evaluation of its President at the end of the initial contract period. Dr. Gunter will complete his initial contract and second year as President of Southern on December 31, 2017. The governing board's evaluation will be reported to the President, the Chancellor, and the Chair of the Council for Community and Technical College Education. To that end, Chair Seufer appointed the following Board members to serve on the 2017 Presidential Evaluation Review Committee: Past Board Chairs, Wilma Zigmond and Jada Hunter; Lay Member, Mason 'Ed' White; Classified Staff Representative, Melissa Deskins; Faculty Representative, Will Alderman, and Chair Seufer will also serve as the Ad Hoc Committee Chair.

10.2 Request for Approval of June 20, 2017 Board Meeting Minutes

MOTION: Jada Hunter moved to accept the June 21, 2017 Board meeting minutes as presented.

ACTION: Will Alderman seconded the motion. Wilma Zigmond abstained due to being absent from the June 2017 meeting. The motion carried. Chair Seufer declared the motion adopted and the minutes approved.

10.3 Request for Approval of 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 annual Institutional Textbook Affordability Report for submission to the Chancellor for Community and Technical College Education as required by Title 135, Procedural Rule, Series 51, *Bookstores and Textbooks*.

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

10.4 Request for Approval to Release Policies for 30-day Public Comment
10.4.1 SCP-1000, *Manuals, Announcements, and Policies (MAP) Development System*

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 SCP-100, *Manuals, Announcements, and Policies (MAP) Development System*, (with attachments) to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Latisha Marcum seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

10.4.2 SCP-2156, *Drug and Alcohol Policy*

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-2156, *Drug and Alcohol Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

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

10.4.3 SCP-2165, *Educational Release Time for Classified Employees*

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 SCP-2165, *Educational Release Time for Classified Employees*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

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

10.4.4 SCP-4000, *Basic Guidelines and Standards for Admissions*

MOTION: Dr. Mason White 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-4000, *Basic Guidelines and Standards for Admissions*, to Southern's constituents and the

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

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

10.4.5 SCP-5100, Disposition and Sale of Surplus/Excess Property

MOTION: Kevin Zachary 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-5100, *Disposition and Sale of Surplus/ Excess Property*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

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

10.5 Request for Approval to Terminate Addiction Counseling, Certificate and Associate in Applied Science Degree Programs

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 discontinuance of the Addiction Counseling Certificate and Associate in Applied Science Degree Programs in accordance with the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*.

ACTION: Latisha Marcum seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

10.6 Request for Approval to Terminate Survey Technology Certificate and Associate in Applied Science Degree Programs

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 of the discontinuance of the Survey Technology Certificate and Associate in Applied Science Degree Programs in accordance with the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*.

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

10.7 Request for Approval of Personnel Salary Increase Proposal for Fiscal Year 2017-2018

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize and direct the President of Southern West Virginia Community and Technical College, in conjunction with the Chief Financial Officer, to fund a 3% increase to the base salary for eligible employees of Southern West Virginia Community and Technical College as described below effective October 15, 2017, 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 such salary increases exercising his prudence and judgement.

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

10.8 Request for Approval of Salary Increase Proposal for President of Southern West Virginia Community and Technical College

MOTION: Kevin Zachary moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve a 3% base salary increase for the President of Southern West Virginia Community and Technical College effective October 15, 2017 pending approval of the West Virginia Council for Community and Technical College Education at its next meeting.

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

11. Discussion Item

11.1 Review of 2012-2015 Board of Governors Strategic Goals

President Gunter and Chair Seufer presented Board members with a draft of its 2012-2015 Strategic Goals. The group determined it would hold a workshop during the October Retreat to develop goals to move the College forward.

11.2 Strategic Goals Ad Hoc Committee Appointments

Chair Seufer appointed the following Board members to serve on the Strategic Goals Ad Hoc Committee: Latisha Marcum, Kevin Zachary, President Gunter, and Chair Seufer. The group will meet to discuss the current goals and plan to bring a recommendation before the full Board at its October meeting.

12. Informational Items:

12.1 Institutional Policies Approved by Chancellor Tucker

1. SCP-2250, Hiring Adjunct Faculty
2. SCP-4710, *Academic Integrity*

12.2 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.

13. Adjournment

There being no further business, Chair Seufer declared the meeting adjourned at 7:40 p.m. The next Board of Governors business meeting is scheduled for Thursday, October 19, 2017 beginning at 6:00 p.m. The meeting will be held at Chief Logan Lodge and Conference Center, Logan, West Virginia.

Howard E. Seufer, Jr., Chair

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

Approved
10/30/2017