

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
GLADES SPRINGS RESORT, DANIELS, WV
OCTOBER 15, 2002

OFFICIAL

11/19/02

PRESENT: George Kostas, Shelley Dan, Linda Akers, Joanne Tomblin, Rory Perry, Dennis Trader, James Sheatsley, Mike Baldwin, and Dean Lucas

ABSENT: Bill Grizzell, David Pierce, Jada Hunter and Robert Copley

STAFF: Merle Dempsey, Oretha Baker, and Emma Baisden; Greg Bailey, Board Counsel and presenter.

1. WELCOME AND CALL TO ORDER:

Chair, George Kostas, called roll, declared a quorum present and convened the meeting at 7:20 p.m.

2. PRESIDENT'S REPORT:

1. Southern is one of two colleges in the State that received a rating of 'good' from the National Center for Higher Education Management Systems (NCHEMS) concerning assessment.
2. The National League for Nursing Accreditation Commission is currently conducting (October 15-17) an evaluation of Southern's Nursing Program at the Logan Campus.
3. President Tomblin will begin visits to middle and high schools in the district on October 23. We contacted Independence and Woodrow Wilson High Schools to schedule visits. Woodrow Wilson invited us to Parent's night on Wednesday, November 7 at 7:00 p.m. Independence rejected our request.
4. President Tomblin plans to form an Enrollment Management Task Force comprised mainly of community persons in the area to conduct a need's analysis in Wyoming and McDowell counties in an attempt to increase enrollment at the Wyoming Campus.
5. President Tomblin and Oretha Baker have met with internal constituencies regarding projected budget cuts for fiscal year 2004. She and Ms. Baker will hold brown bag luncheon meetings at each campus to continue these discussions as follows:
 - (1) October 29 – Boone Campus, Room 112
 - (2) November 11 – Wyoming Campus, Room 110

- (3) November 13 – Logan Campus, Room 111
- (4) November 19 – Williamson Campus, Room 324

- 6. Southern will begin a series of media advertisements the first week of November in the Raleigh and Wyoming County areas.

- 7. Due to technical difficulties, our web site crashed and is being restored.

- 8. Governor Wise has appointed members to the West Virginia Council for Community and Technical College Education.

- 9. President Tomblin, along with ten faculty members, attended the 10th annual Teaching/Learning Conference at Ashland Community College in Ashland, KY, October 10-12. Mr. George Boggs, President/CEO of the American Association of Community Colleges gave the keynote address.

- 10. The Fall 2002 enrollment reflects an increase of 6% in FTE from 2001. These figures do not include Eastern's enrollment.

- 11. The Southern West Virginia Community College Foundation hosted two successful golf fund raisers. Funds obtained are used toward student tuition.

- 12. The West Virginia Higher Education Policy Commission has initiated the Peer Selection process.

- 13. President Tomblin's fall meeting with the district superintendent's is scheduled for Tuesday, November 12 at the Logan Campus beginning at noon.

- 14. Renovations to our downtown Logan location are complete and we have moved several employees to that location. Renovations are scheduled to begin at the Williamson Campus.

- 15. The Business Appreciation Dinner, a black tie event, is scheduled for October 24th at the Earl Ray Tomblin Convention Center.

3. ACTION ITEMS:

1. APPROVAL OF SEPTEMBER 12, 2002, MINUTES:

MOTION: Shelley Dan moved to accept the September 12, 2002 minutes as presented.

ACTION: James Sheatsley seconded the motion. The motion carried unanimously.

2. Compact Narrative Update Approval

MOTION: Shelley Dan moved to accept the following resolution:

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors approve Southern West Virginia Community and Technical College's Interim Compact Narrative Update for submission to the Planning, Information Management and Policy Analysis division of the West Virginia Higher Education Policy Commission.

ACTION: Rory Perry seconded the motion. The motion carried unanimously.

3. Final Approval of Proposed Policies

1. SCP-2810, *Sabbatical Leave for Full-time Faculty*; SCP-2810.A, *Sabbatical Leave Request Form*; SCP-2810.B, *Sabbatical Leave Promissory Note*

MOTION: Shelley Dan moved to amend policy SCP-2810.

ACTION: Dean Lucas seconded the motion to amend the policy. The motion carried unanimously.

Amendment:

Page 2, 6.C:

Insert: "One copy shall be forwarded by Human Resources to the President" following the second sentence.

Page 3, D.2(a):

Strike: "including university system" from the fourth sentence.

Page 4, F.1:

Strike: "President"

Replace with: "Human Resources Office"

Strike: "plan"

Replace with: "proposal."

MOTION: Shelley Dan moved to accept the following resolution as amended:

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors approve the policy and attachments, SCP-2810, *Sabbatical Leave for Full-time Faculty* (Revised Institutional Policy), SCP-2810.A, *Sabbatical Leave Request Form* (Revised), and SCP-2810.B, *Sabbatical Leave Promissory Note* (New), as amended.

ACTION: Dean Lucas seconded the motion. The motion carried unanimously.

(2) **SCP-5780, *Travel Regulations Policy***

MOTION: Shelley Dan moved to amend policy SCP-5780.

ACTION: Rory Perry seconded the motion to amend the policy. The motion carried unanimously.

Amendment:

Page 2, 4.A.1(b):

Strike: "recommended"

Replace with: "expected"

Strike: "National Travel the contracted travel service vendor for the state."

Replace with: "A contracted travel service vendor or as otherwise approved by the institution to secure the least expensive airfare possible."

Page 2, 4.A.1(c):

Insert "of the commercial airline ticket" following "certified copy" in sentence one.

Strike: "The confirmation/receipt printed from National Travel's Web Page may also be used."

Replace with: "Refundable or unused airline tickets shall be returned immediately."

MOTION: Shelley Dan moved to accept the following resolution as amended:

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors approve the policy SCP-5780, *Travel Regulations Policy*, as amended.

ACTION: Rory Perry seconded the motion. The motion carried unanimously.

5. DISCUSSION ITEMS:

1. Issues for the West Virginia Council for Community and Technical College Education

The Board proposed developing two resolutions addressing the following issues:

- (1) Establish a uniform workload policy that would require community and technical college faculty minimum teaching loads of 15 credit hours per semester.
- (2) Establish a funding reimbursement mechanism for non-credit courses/training.

The Board will bring forward these draft resolutions for action at their November 19 Board meeting. Upon approval, the Board will formally request that the West Virginia Council for Community and Technical College Education recommend to the Higher Education Policy Commission consideration and adoption of rules to establish policies for minimum teaching loads for community and technical college faculty and a non-credit course funding reimbursement mechanism.

2. Liability Issues

Board Counsel, Greg Bailey, discussed coverage afforded by the Board of Risk and Insurance Management (BRIM) for state agencies. Upon conclusion of his presentation, Mr. Baily recommended to the Board consideration for development of a Risk Management Policy.

3. Grievance Procedures, Level III

Greg Bailey, Board Counsel, explained the grievance procedure process for higher education employees as set forth under WV Code §29-6A-1 et seq. Pursuant to WV Code §29-6-A-4(c), Governing Boards have no direct involvement with institutional grievances.

4. Limitations of the Higher Education Policy Commission's Authority for Regulating Institutional Boards

The Higher Education Policy Commission has authority to promulgate legislative rules pursuant to WV Code §29A-3A-1. Once the HEPC has approved policies, institutions are bound by them. If no policies exist concerning specific issues, institutions may develop them. Since there is no rule in place concerning the reduction of personnel, the Board discussed developing a policy due to the anticipated 2004 budget reduction.

6. ADJOURNMENT:

There being no further business, the meeting adjourned at 9:15 p.m.

George Kostas

Chair

Shelley Dan

Vice Chair

Linda Q. Akers

Secretary