

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 15, 2005
Logan Downtown Annex**

**OFFICIAL
Approved 4/19/2005**

Members Present: Shelley Huffman, Linda Akers, Rory Perry, George Kostas, Jada Hunter, Julia Goad, David Pierce, James Sheatsley, Dennis Trader, Michael Baldwin, F. Dean Lucas

Members Absent: William Grizzell

Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Ron Lemon, Cathy Smith, Ron Hamilton, Patricia Clay, Fred Scott, James Owens, Pamela Alderman, Cindy Crigger, Emma Baisden

Guests: Patricia Miller, Chris Gray, Lisa Haddox-Heston, Chris Deweese, Amy Willard

1. Call to Order

Board Chair, Shelley Huffman, called roll, declared a quorum present, and called the meeting to order at 6:00 p.m.

2. Financial Audit Presentation

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for year ended June 30, 2004. Suttle and Stalnaker representative, Chris Deweese, discussed details of their findings with respect to financial reporting. Copies of the audited financial statements were provided to the Board for review prior to the meeting. The report is intended solely for the information and use of the College's Governing Board, managements of the College and the West Virginia Council for Community and Technical College Education, and is not intended to be and should not be used by anyone other than these specified parties.

MOTION: George Kostas moved to accept the financial statements as presented.

ACTION: David Pierce seconded the motion. The motion carried unanimously.

3. Purchasing Performance and Compliance Audit

The accounting firm of Suttle and Stalnaker, PLLC, conducted the purchasing performance and compliance audit for Southern West Virginia Community and Technical College for year ended June 30, 2004. Suttle and Stalnaker representative, Chris Deweese, discussed details of their findings with respect to the performance aspects of the institution's procurement office. Copies of the audit were provided to the Board for review prior to the meeting. The report is intended solely for the information and use of the College's Governing Board, managements of the College and members of the West Virginia Legislature, and is not intended to be and should not be used by anyone other than these specified parties.

MOTION: James Sheatsley moved to accept the purchasing performance and compliance audit as presented.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously.

4. Committee on Tuition and Fees Report

Board Secretary, Rory Perry, reported to the Board that Southern West Virginia Community and Technical College is limited by the State of West Virginia to a 4.75% tuition increase. The College's capacity to maintain quality programs and services has been limited by a steady loss in state funding, rising health insurance costs and other basic operating cost increases. Secretary Perry stated the Committee is committed to maintaining a quality educational experience for Southern's students at reasonable rates and plans to present a tuition proposal to the Board at its April 19 meeting after studying the institution's more expensive programs over the next two to three weeks.

MOTION: Dennis Frost moved to accept the tuition and fees report as presented.

ACTION: Julia Goad seconded the motion. The motion carried unanimously.

5. Committee on New Board Member Orientation Report

Vice Chair, Linda Akers, reported the Committee met on February 8, 2005. They are in the process of compiling a packet to help educate new Board members. This will be ready to present to the Board for review and adoption at its June 21 meeting. Mrs. Akers' plan will include a face-to-face follow-up meeting with the new member after the individual has had an opportunity to digest the materials contained in the orientation manual.

MOTION: Rory Perry moved to accept the new board member committee's report as presented.

ACTION: Michael Baldwin seconded the motion. The motion carried unanimously.

6. President's Report

1. The enrollment has decreased 40.9% in full-time enrollment (FTE) and 83 in headcount (HC) from Spring 2004 to Spring 2005.
2. Governor Joe Manchin has restored part of the 5.79% base budget cut by Governor Bob Wise.
3. President Bush's FY 2006 budget released February 7th includes severe cuts to career and technical education programs. The budget requested no funding for the Carl D. Perkins career and technical (formerly vocational) education program, eliminated a total of 48 education programs, and slashed education funding for the first time in 10 years. This is a devastating blow for community and technical colleges.
4. The Williamson National Guard Armory facility is being appraised.
5. President Tomblin plans to create a task force for Mingo County due to low student enrollment. Ms. Patricia Clay will serve as the facilitator for the group.
6. Renovations are underway at the Williamson Campus.

7. Prior to the Christmas holidays, Southern experienced significant theft on its campuses. To combat the problem, we will install security cameras at all locations and personnel will be required to wear employee lanyard identification badges.
8. The Harmony Week luncheon is scheduled for Friday, March 4th at the Earl Ray Tomblin Convention Center in Chapmanville. Dr. Nelson B. Rivers, III, Chief Operating Officer of the NAACP, will be the guest speaker. President Tomblin expects 300-500 persons in attendance.
9. The institutional Compact was presented to the West Virginia Council for Community and Technical College Education at its January 13th meeting. The Council recommended minor revisions to various data elements to conform to system goals. After we make appropriate revisions, the Compact will be resubmitted to the Council for approval in May 2005.
10. New Programs
 - (1) Cosmetology Program — the application to approve program implementation has been completed.
 - (2) Mortuary Science Program — Since there is a great need for this program in West Virginia, Mrs. Alderman is researching the possibility of program implementation.
 - (3) IT Skill Set classes are scheduled for Fall 2005.
 - (4) Commuted Tomography (CT) program begins Fall 2005.
 - (5) EKG program begins Fall 2005 at the Wyoming Campus.
11. Wyoming Campus Implementation Team
 - (1) Courses have been created to begin the general education portion of the Criminal Justice, EKG, and Health Care Technology programs beginning Fall 2005. The LPN to RN transition program is slated to begin Spring 2007.
 - (2) Campus renovations have begun.
 - (3) The College has spent approximately \$7,000 in marketing for the Wyoming/McDowell Campus service area.
12. Ms. Alderman received 517 applications for admission to Allied Health programs for Fall 2005 (37 applicants were for the Eastern WV Community and Technical College program). This is the largest number of applicants in Southern's history.
13. The Major Gifts Campaign is moving forward. Mr. James 'Buck' Harless is the Honorary Chair. Visits have been conducted with six potential \$1,000,000 donors. Mr. and Mrs. Willie Akers and George Kostas will serve as Campaign Co-chairs. Ms. Shelley Huffman and Mr. Rory Perry will serve as Board Co-chairs.
14. Sixty persons will graduate in May 2005 with a Board of Governors Associate in Applied Science degree.
15. The tenth annual Regional Legislative Southern Partners for Education and Economic Development will be held February 28, 2005, at the Embassy Suites Hotel in Charleston, WV. Formal invitations are forthcoming.
16. Higher Education Day at the Legislature is March 16, 2005.
17. Belvai 'Vinnie' Kudva is the director of the newly established Teaching / Learning

Center. President Tomblin received tremendous response from the faculty regarding the Center.

7. Action Items

1. Approval of Minutes

MOTION: Rory Perry moved to accept the November 16, 2004, minutes as presented.

ACTION: Linda Akers seconded the motion. The motion carried unanimously.

MOTION: James Sheatsley moved to accept the December 9, 2004 minutes as presented.

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

2. Acquisition of Property

(1) Parcel #56-0085-000

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 purchase of real property known as "southern part of Lot #8, Parcel 84, of Thompson's First Addition to the Town of Holt," on Mud Fork of Island Creek District, Logan County, West Virginia, Logan County Assessor's Parcel #56-0085-000 for the amount of \$40,000.00 for future development.

ACTION: David Pierce seconded the motion. The motion carried unanimously.

(2) Parcel #56-0084-000

MOTION: Michael Baldwin moved the adoption of the following resolution:

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors approve the purchase of real property known as "part of Lot #8, Holt Addition," Mud Fork, Logan County, West Virginia, Logan County Assessor's Parcel #56-0084-000 for the amount of \$35,000.00 for future development.

ACTION: George Kostas seconded the motion. The motion carried unanimously.

3. Approval of Amended Severance Plan

MOTION: Rory Perry moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the Faculty/Staff Severance Plan as a tool to further the programmatic changes necessary for the institution to implement its goals as identified in the Compact.

ACTION: George Kostas seconded the motion. The motion carried unanimously.

4. Final Approval of Proposed Policies

MOTION: Jada Hunter moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grants final approval following the public comment period of the following policies and attachments:

- (1) SCP-1481, Naming of Facilities or Organizational Units
- (2) SCP-3201, Challenging a Course / Credit by Examination, and SCP-3201.A, Challenge Exam Form
- (3) SCP-4385, Reduced Tuition and Fee Program for State Residents Age 65 and older

ACTION: Dennis Trader seconded the motion. The motion carried unanimously.

5. Approval of Proposed Policies for 30-day Comment

MOTION: Dean Lucas moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for distribution of the following draft policies to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

- (1) SCP-2005, Catastrophic Leave
- (2) SCP-5100, Disposition and Sale of Surplus/Excess Property
- (3) SCP-2825, Salary Policy and Guidelines for Salary Increases for Non-classified, Full-time Faculty, and Classified Employees
- (4) SCP-3637, General Education Philosophy and Goals

ACTION: Dennis Trader seconded the motion. The motion carried unanimously.

8. Discussion Items

1. Report on Student Services Action Plan for Achievement of the *Compact for West Virginia 2010*

As charged by President Tomblin and the Board of Governors of Southern West Virginia Community and Technical College, the Student Services Unit has developed an action plan for implementation of the *Compact for West Virginia 2010*. Mr. James Owens, Vice President for Student Services, presented the unit's goals, strategies and target dates for completion. Additional items or actions will be added as needed.

2. Report on Technology / Telecommunications Action Plan for Achievement of the Compact for West Virginia 2010

As charged by President Tomblin and the Board of Governors of Southern West Virginia Community and Technical College, the Technology / Telecommunications Unit has developed an action plan for implementation of the *Compact for West Virginia 2010*. Mr. Ronald Hamilton, Chief Technology Officer, presented the goals and strategies of the Technology / Telecommunications Unit to the group. Additional items or actions will be added as needed. Mr. Hamilton also reported to the Board that Computer Services received a \$372,900 Distance Learning and Telemedicine Grant from the U. S. Department of Agriculture. This will enable the College to provide 10 additional video classroom sites in high schools in our service district.

3. Report on Dental Hygiene Program

Ms. Pamela Alderman, Administrative Vice President and Dean of Allied Health, reported to the Board that the administration of Southern West Virginia Community and Technical College was approached by representatives of the local dental community and the Dean of the West Virginia University (WVU) School of Dentistry in the winter of 2003 with the possibility of Southern offering a dental hygiene associate degree program in the region. A need's survey was conducted in the fall of 2001 and, at that time, it was determined that a definite need existed in the College's service district. Although the need for a dental hygiene program was identified, funding was not available to start a program then.

During the winter 2003 meeting, some discussions regarding the need for funding, equipment, use of facilities for clinical experiences, and time frame necessary to develop a program was presented to Southern's President, Joanne Tomblin, Executive Vice President, Merle Dempsey, and Administrative Vice President/Dean of Allied Health, Pamela L. Alderman. Following the meeting it was decided that letters would be mailed to all dentists in the service district inviting them to an advisory meeting at the College.

The first advisory meeting was held August 18, 2003, at the Logan Campus. An overview of the proposed program was presented with a projection of costs associated with implementing the program. During this meeting, several dentists and other individuals verbally committed resources to implement the program. Since the initial meeting with the dental community, dialogue has been ongoing regarding the dental hygiene program. In the fall of 2003, WVU's School of Dentistry agreed to pay one half salary and benefits in order for Southern to hire a Dental Hygiene Coordinator. In January 2004 a Dental Hygiene Coordinator was hired. Presentations regarding the establishment of a dental hygiene program have been made to the West Virginia Board of Examiners for Dentistry and the Kanawha Valley Dental Society. Both groups have given full support for implementation of a dental hygiene program at Southern and plans are to begin the program in August 2005. The first class of 12 students will be accepted in March 2005. The program will be cost effective, collaborative and creative. The dental hygiene program is designed to address the need for skilled dental health professionals in rural southern West Virginia and eastern Kentucky.

The dental hygiene program will give students the skills necessary for practice in a private dental office. Classroom instruction, the laboratory exercises, and clinical rotations will be the basis for the curriculum. The program will collaborate with various facilities and agencies to provide diversity in enrichment experiences. Southern received \$118,871 in HB 3009 grant funds for support of this program. Funds are now being used to move and install the twelve donated units from WVU and to purchase supplies, equipment and library resources for the program. The dental hygiene program has received more than \$10,000 in cash donations from the dental community.

A site visit from the national accrediting agency will take place in the spring of 2005. The self-study for the site visit has been written and was submitted on September 30, 2004. Applications for the program are currently being accepted and we will admit twelve students for the fall 2005 semester. The first graduating class will be in May 2007. It is anticipated the dental hygiene program will admit a new class each year.

9. Adjournment

There being no further business, Chair Huffman declared the meeting adjourned at 8:20 p.m. The next Board meeting is scheduled for Tuesday, April 19, 2005. The groundbreaking ceremony and reception for the new Center for Allied Health and Technology are scheduled for April 19th beginning at 4:00 p.m., adjacent to the Logan Campus.

Shelley T. Huffman Chair

Linda Q. Akers Vice Chair

Rory Perry Secretary

Emma L. Baisden Assistant Secretary