

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
WILLIAMSON CAMPUS—ROOM 433
NOVEMBER 29, 2005

OFFICIAL
APPROVED 02/21/06

BOARD MEMBERS PRESENT: Linda Akers, Dennis Trader, Shelley Huffman, Jada Hunter, David Pierce, James Sheatsley, George Kostas, Michael Baldwin, George Morrison, Julia Goad

BOARD MEMBERS ABSENT: William Grizzell, Rory Perry

ADMINISTRATIVE STAFF: President Joanne Jaeger Tomblin, Merle Dempsey, Cathy Smith-Cox, Fred Scott, Allyn Sue Barker, James Owens, Pam Alderman, Ron Lemon, Cindy Crigger, Patricia Cutlip, Patricia Clay, Rita Roberson, Emma Baisden

CLASSIFIED STAFF COUNCIL: Karen Carlton, Glenna Layne, Pete Parsons, Martha Paige, Mary Hamilton, Ruby Runyon, and Chris Gray (Advisory Council of Classified Employees Representative).

GUESTS: Chancellor James Skidmore, Patricia Miller, Chris Deweese, Amy Willard

1. CALL TO ORDER:

Chair, Linda Akers, declared a quorum present and convened the meeting at 6:05 p.m. She thanked Ms. Roberson for providing a tour of the facility and acknowledged Chancellor James Skidmore.

2. CLASSIFIED STAFF COUNCIL ANNUAL PRESENTATION:

As prescribed in West Virginia Code §18B-6-4b, the Classified Staff Council held their annual meeting with the Governing Board to discuss matters affecting classified employees. Mr. Chris Gray, Advisory Council of Classified Employees Representative, introduced members of the Classified Staff Council, and presented a PowerPoint Presentation to the Board on issues of concern that impact classified employees.

3. CHANCELLOR'S REMARKS:

President Tomblin introduced the Chancellor for the Community and Technical College System of West Virginia, James Skidmore, to the group and provided his background. Chancellor Skidmore presented to the Board the 2006-2007 Legislative Budget Agenda on moving West Virginia forward through high-quality community and technical college education. Priorities, in ranking order, are as follows:

1. Peer Equity Funding - \$3,000,000
2. Upgrade Science and Technology Laboratories - \$2,000,000
3. Workforce Development Initiative - \$1,000,000
4. Tuition Reduction - \$1,500,000

4. President's Report:

Before updating the Board on pertinent institutional developments, President Joanne Jaeger Tomblin commended the Classified Staff Council for a job well done.

President's Update

1. President Tomblin and her high school visiting team have completed 114 high school and middle school visits to date. They are scheduled to visit Burch High School tomorrow, Wednesday, November 30. The team's most recent visits include Man, Chapmanville and Harts High Schools, and Crum Middle School. President Tomblin continues to provide the students with a complimentary publication entitled *Movin' On, A Guide to Life After High School*, which contains a customized section on programs and services offered at Southern.
2. Pre-registration begins November 1 for the Spring 2006 semester. Students can now pay tuition on-line.
3. The Adult Recruitment Team is developing a visitation schedule.
4. President Tomblin recently met with the President's Advisory Council, Classified Staff Council, and Faculty Senate to discuss matters of interest.
5. Fundraising continues for the Major Gifts Campaign through a variety of activities.
6. One-on-one confidential meetings continue with a cross section of employees to discuss issues and concerns as well as obtain responses to the goals and plans for the College. Conferences will continue through the Spring semester.
7. Advisory committee meetings are on-going.
8. Communications Director, Cindy Crigger, has developed a marketing theme for the College that provides a consistent look for our publications.
9. A Memorandum of Understanding 2+2 program in Business was signed by Dr. Hazo Carter, President of WV State University, and President Tomblin on November 28. The program will provide students who achieve an A.A.S. degree in specified Business and Public Administration programs from Southern a process to transition into the B. S. degree program in Business Administration at WV State University. Through this Memorandum of Understanding, students are assured of acceptance of prior college courses and are offered a plan for completing a baccalaureate degree as efficiently as possible.
10. The Nursing program accreditation visit is scheduled for April 2006. The Medical Laboratory Technician program accreditation visit by NAACLS will also take place in Spring 2006. A date has not been set for the site visit.
11. Progress on the Allied Health and Technology facility continues. The revamping of Dempsey Branch Road began November 23rd. Bids will be released for the facility in approximately two weeks.
12. The annual Employee Holiday Reception for current and former employees will be held Friday, December 3, 2005, beginning at 12:00 p.m. in the Student Commons at the Logan Campus. President Tomblin extended an invitation to the Board.
13. The annual Tomblin Christmas celebration is scheduled for Saturday, December 10.
14. All College Day is scheduled for Monday, January 9, 2006.
15. Southern will serve as host for the May 25, 2006 meeting of the West Virginia Council for Community and Technical College Education.

5. FINANCIAL AUDIT PRESENTATION

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the years ended June 30, 2005 and 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 before 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.

6. ACTION ITEMS:

1. Approval of Audited Financial Statement

MOTION: Shelley Huffman moved to accept the financial statements as presented.

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

2. Approval of October 20, 2005, Minutes

MOTION: Shelley Huffman moved to accept the October 20, 2005 minutes as presented.

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

3. Approval of Tuition Committee Recommendation

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 proposed resident tuition and fees increase of 4.28% and nonresident tuition and fees proposed increase of 5.18% for fiscal year 2006-2007 effective July 1, 2006, and that the special course-related fees remain at the current level for the next fiscal year.

ACTION: Shelley Huffman seconded the motion. The motion carried unanimously.

4. Ratification of Board Goals

At its October 20, 2005 meeting, Chair Linda Akers appointed a committee consisting of David Pierce (Chair), Dennis Trader, George Morrison, and Joanne Tomblin, ex-officio, to create goals for the Board of Governors to accomplish during the 2005-2006 fiscal year. Chair Pierce respectfully requested the Board ratify the goals as set forth.

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 2005-2006 Board Goals.

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

5. Policies Scheduled for Review

1. SCP-5050, Assessment, Payment and Refund of Fees

This policy is related to the assessment, payment, and refund of fees. It applies to all students in matters related to payment of tuition and/or fees in credit and non-credit courses, training sessions, or other activities where tuition or fees are assessed. This policy is subject to review on a three-year cycle by the President or the President's designee. The policy has been reviewed and

staff recommend that this policy be continued with no revisions.

MOTION: Shelley Huffman moved to continue the policy with no revisions.

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

6. Final Approval of Policies

MOTION: Shelley Huffman moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of

1. SCP-3160, Course Syllabus and SCP-3160.A, Course Syllabus Format
2. SCP-3188, College Level Examination Program (CLEP)
3. SCP-3227, Credit Based on Experience and SCP-3227.A, Portfolio Evaluation Form
4. SCP-3670, Public School Service Program and SCP-3670.A, Public School Form
5. SCP-4398, Student Grades and Grade Point Average Requirements for Graduation
6. SCP-4825, Transfer of Student Credit Hours from Another Institution

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

7. Proposed Policy for 30-day Comment

1. SCP-5065, Awarding of Fee Waivers

MOTION: Dennis Trader 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 SCP-5065, Awarding of Fee Waivers, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: Shelley Huffman seconded the motion. The motion carried unanimously.

7. EXECUTIVE SESSION:

Chair Akers moved that the Southern West Virginia Community and Technical College Board of Governors go into an executive session pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues. The motion was seconded and passed, and the Board thereupon met in executive session. At the conclusion of executive session, the Board reconvened in an open session and the following action was taken:

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the Presidential Evaluation Form for the president of Southern West

Virginia Community and Technical College.

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

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 submission of the written annual presidential evaluation for the president of Southern West Virginia Community and Technical College for the 2004-2005 review period to the Chancellor of the West Virginia Council for Community and Technical College Education.

ACTION: Shelley Huffman seconded the motion. The motion carried unanimously.

8. ADJOURNMENT:

There being no further business, Chair Akers declared the meeting adjourned at 8:10 p.m. The next Board meeting is scheduled for February 21, 2006.

_____	Chair
Linda Q. Akers	
_____	Vice Chair
Rory Perry	
_____	Secretary
Dennis Trader	
_____	Assistant Secretary
Emma L. Baisden	