

**Southern West Virginia Community and Technical College
Board of Governors Meeting of September 9, 2008
Room 428 – Center for Allied Health and Technology
2900 Dempsey Branch Road, Mount Gay, WV**

Board Members Present: Kevin Fowler, Terry Sammons, George Kostas, Linda Akers, Tom Heywood, Wilma Zigmond, Shelley Huffman, Michael Baldwin, George Morrison, Robert Jude

Board Members Absent: Glenn Yost

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Allyn Sue Barker, Cathy Smith-Cox, Ron Lemon, Sam Litteral, Ron Hamilton, Cindy McCoy, Pam Alderman, Patricia Clay, Prudence Barker, Darrell Taylor, Emma Baisden, and Howard Seuffer, Board Counsel

Faculty Senate: Martha Maynard, Chuck Puckett

Guests: Melissa Creakman, Pauline Sturgill, Rita White and Dee Dee Williams

1. **Call to Order:**
Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:05 p.m.
2. **Introduction of New Deans**
President Tomblin introduced Ms. Prudence Barker, Dean for Enrollment Services and Registrar, and Mr. Darrell Taylor, Dean for Student Development and Special Services to the Board. Ms. Barker is a native of Chapmanville and holds a Master's degree in Communication Arts. She has 17 years of experience at Marshall University as a Financial Aid Counselor, Associate Registrar, and Director of Judicial Affairs/Volunteer Services in the Student Affairs division. Mr. Taylor is a native of Gilbert, holds a Master's degree, and is currently pursuing a doctorate in Higher Education Leadership Studies. Mr. Taylor has 18 years of experience at Concord University in Academic and Student Affairs.
3. **Appalachian Leadership Academy – Cotiga Chapter**
Ms. Pauline Sturgill, Director of Southern's Appalachian Leadership Academy informed Board members that Southern is proud to join several other colleges and universities across West Virginia in hosting the Appalachian Leadership Honors Program. This is the sister program of the Appalachian Leadership and Education Foundation created and founded by General Robert H. Foglesong. The mission of Southern's Appalachian Leadership Academy is to prepare the next generation of business, political, and academic leaders as they enter America's workforce by

enhancing their leadership skills and instilling a foundation of impeccable character in those emerging leaders. Southern's first class of students, called Cotiga Fellows, was inducted in December 2007. The Cotiga Fellows receive full tuition for up to four semesters and a book allowance. Ms. Sturgill introduced Ms. Rita White, Cotiga Fellow, who spoke to the group about her personal success story. She informed the Board that she could not attend college without the Cotiga scholarship, and that she was extremely thankful for the opportunity it provides to develop and practice leadership skills.

4. Faculty Senate Annual Presentation

As prescribed in West Virginia Code §18B-6-3(g), the Faculty Senate held its annual meeting with the Board of Governors to discuss matters affecting the faculty. Ms. Martha Maynard, Faculty Senate Chair, introduced Senate member's Chuck Puckett and George Morrison to the group. Ms. Maynard presented the Board with an overview of the Senate's composition, discussed policies that the group has been working on, and outlined the Senate's plans for the academic year.

5. Introduction of New Board Members and Oath of Office

Ms. Melissa Creakman administered the *Oath of Office* to Thomas Heywood, Jada Hunter, and student representative, Robert Jude. Governor Joe Manchin appointed Mr. Heywood and Ms. Hunter to Southern's governing board in August 2008. Governor Manchin also reappointed Mr. Glenn Yost to the Board and he will take the *Oath of Office* at the Board's October meeting. Mr. Heywood succeeds David R. Pierce, Ms. Hunter succeeds James R. Sheatsley, and Mr. Jude succeeds Elston Johnson.

6. Board of Governors and Administration Self-Evaluation Results

Mr. Howard Seufer, Board Counsel, led the Board of Governors and administrators through the results of the annual self-evaluation conducted on an aggregated and anonymous basis. Based on comments received in the survey, we will provide more detailed information or history about issues requiring board action (other than policy changes) to Board members prior to the Board meetings in an effort to help new Board members who may not be familiar with the history.

7. President's Report:

1. Many weeks were spent during the summer interviewing for the new Enrollment Management Deans and moving individuals and offices from building to building.
2. On August 6, several members of the West Virginia State Board of Education visited Southern. These individuals received a tour of the Logan Campus as well as a hands-on demonstration of the Rock Truck Simulator at the Academy for Mine Training and Energy Technologies. The group met with Southern's administrative team, who gave them information about our

- programs, services, and innovations. The group was very impressed with everything they viewed and learned.
3. The fall student enrollment looks good to date. Full-time enrollment (FTE) is 1840.8 and head count is 2,651 which is slightly below last year. We have not yet entered enrollment for dual credit courses into BANNER.
 4. Preliminary work has started at the state level for the construction of technical facilities for community and technical colleges across the state. Our plan is to place a new technical center at the Williamson Campus. President Tomblin anticipates that she will learn more regarding the specifics of this process and the funding for Southern's facility within the next several months.
 5. The deed for the sale of the Logan Downtown Annex to the Logan County Commission has been finalized. President Tomblin anticipates the sale will soon be complete.
 6. A new scholarship was announced during a press conference at the Wyoming/McDowell Campus on August 26th. Cleveland-Cliffs, Inc., a prestigious mining operation in southern West Virginia, has contributed \$10,000 to Southern's Foundation to begin a new scholarship program for students from Wyoming and McDowell counties to enroll in Southern's Mine Management, Associate degree program.
 7. It is likely that Southern will begin delivering courses at Fort Gay, WV. Marshall was supposed to deliver, but did not. Therefore, we have been asked to provide educational opportunities for area residents.
 8. The Technology Unit will undergo an assessment this fall. The technology area presents many challenges to us as an institution, therefore, bringing in experts who can assist us in this effort is important. We are fortunate that the Southern WV Community College Foundation has agreed to pay a consultant from the League of Innovation to provide an independent assessment of technology across the college. Results of this assessment will be shared with the Board of Governors.
 9. High school visits will begin in October. We plan to schedule 8-10 visits to schools within our service district.
 10. The Community College Survey of Student Engagement (CCSSE) provides information about effective educational practices in community colleges and helps institutions in using that information to promote improvements in student learning and persistence. Southern's survey results are excellent. Ms. Cathy Smith-Cox, Vice President for Academic Affairs, will provide an overview of the results for the Board at its October 16 meeting.
 11. President Tomblin thanked Dr. Cindy McCoy for the great job she has done in restructuring the dual credit offerings for area high school students.
 12. The West Virginia High Education Policy Commission (HEPC) was awarded a six-year 18-million dollar Gear-up grant from the U. S. Department of Education. Several counties in our service district have been identified as focal areas in the grant application process. Through this grant, the HEPC

will provide Southern with an Outreach Counselor, who will be housed at the College to provide services to students in Boone, Lincoln, and Mingo counties. The Gear-up Program will provide the creation of an early intervention program for high poverty middle school students, enhanced academic assessments, and an outreach campaign that will articulate the importance of Postsecondary access.

13. Southern officials are scheduled to meet with Concord University officials to discuss the possibility of students being able to complete a four-year degree on our campus.
14. Several new and expanded programs are being offered this fall. Associate degree programs being offered at the Boone/Lincoln Campus include Accounting and Survey Management. Beginning in the Spring of 2009, an LPN to RN program will be offered pending approval of the West Virginia Board of Examiners for Registered Professional Nurses. A new Mine Management degree will be offered this fall at the Logan Campus. A certificate program in Electrocardiology (EKG) is being offered this fall at the Williamson and Boone campuses, as well as the Beckley site.
15. The Vision 2020 Major Gifts Campaign received a \$100,000 gift on September 4.
16. In conjunction with the annual King Coal Festival, Southern will hold its annual Community Appreciation Day at the Williamson Campus on Sunday, September 14, 1:00 - 3:00 P.M. This is a traditional event held at the campus each year to thank the community for its support of the College.

8. Action Items:

1. Approval of Minutes

MOTION: Shelley Huffman moved to accept the June 17, 2008, June 27, 2008, and August 26, 2008 meeting minutes as presented.

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

2. Approval of Policies for 30-day Comment

1. SCP-1153, Consumer Complaint Policy

MOTION: Wilma Zigmond moved to adopt the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned policy 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 which carried unanimously.

2. SCP-2562, Outside Employment or Non-college Related Activities

MOTION: Mike Baldwin moved to adopt the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy 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 which carried unanimously.

3. SCP-2624, Professional Development

MOTION: George Kostas moved to adopt the following resolution:

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

ACTION: Jada Hunter seconded the motion which carried unanimously.

4. SCP-5051, Reduced Tuition and Fee Program for State Residents Age 65 and Older

MOTION: Shelley Huffman moved to adopt the following resolution:

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

ACTION: George Kostas seconded the motion which carried unanimously.

5. SCP-5065, Awarding of Tuition and Fee Waivers

MOTION: Shelley Huffman moved to adopt the following resolution:

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

ACTION: Terry Sammons seconded the motion which carried unanimously.

3. Policies for 30-day Comment and Possible Repeal and/or Conversion to Procedures

1. Academic Affairs Unit

- 1. SCP-2220, Course Feedback Policy and SCP-2220.A, Course Feedback Form**
- 2. SCP-3160, Course Syllabus and SCP-3160.A, Course Syllabus Format**
- 3. SCP-3165, Adding Courses to the Curriculum and Revising Existing Courses**
- 4. SCP-3170, Deleting Courses from the Curriculum**
- 5. SCP-3240, Assignment of Credit/Non-credit Courses**
- 6. SCP-3250, Final Examinations**
- 7. SCP-3401, Independent Study; SCP-3401.A, Independent Study Request Form; and SCP-3401.B, Independent Study Contract**

MOTION: Shelley Huffman moved to adopt the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the proposed cancellation of aforementioned policies SCP-2220 and SCP-2220.A; SCP-3160 and SCP-3160.A; SCP-3165; SCP-3170; SCP-3240; SCP-3250 and SCP-3401, SCP-3401.A, and SCP-3401.B to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: Terry Sammons seconded the motion which carried unanimously.

2. Communications Unit

- 1. SCP-1625, Publications and Productions**
- 2. SCP-7712, Requests for Media Service and Television Agreements**

MOTION: Tom Heywood moved to adopt the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1625 and SCP-7712 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period with the recommendation for rescission of the existing policies.

ACTION: Linda Akers seconded the motion which carried unanimously.

3. Finance Unit

- 1. SCP-1040, Use of College Bulletin Boards, Directories, and Information Dispensing**
- 2. SCP-1180, Equipment Loans**

MOTION: Shelley Huffman moved to adopt the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1040 and SCP-1180 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period with the recommendation for rescission of the existing policies and conversion to unit procedures.

ACTION: Wilma Zigmond seconded the motion which carried unanimously.

9. Discussion Items:

1. October Board of Governors Meeting and Retreat

The Southern WV Community and Technical College Board of Governors will hold its October 16 business meeting and annual planning retreat scheduled for October 17 at the Stonewall Resort Conference Center in Roanoke, West Virginia. Dr. Mark David Milliron, an award-winning leader, author, speaker, and consultant best known for exploring leadership development, future trends, learning strategies, and the human side of technology change will serve as the guest speaker for this event.

2. ACCT Survey

ACCT is undertaking a national study on the backgrounds, experience and contributions of community college trustees, and are making a special effort to include statewide governing boards. This will be the most comprehensive source of demographic data ever gathered on the individuals who constitute our governing boards. Dr. Narcisa A. Polonio, Vice President, Education, Research

and Board Leadership Services for the Association of Community College Trustees asked that we distribute the Trustees Survey at our next board meeting to ensure all trustees have an opportunity to complete the survey and return them directly to ACCT.

10. Informational Items

President Tomblin requested that Board members review at their leisure the documents included in the informational section of the agenda book.

11. Executive Session

Wilma Zigmond moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2A to discuss personnel and management issues. Tom Heywood seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, Wilma Zigmond moved and Jada Hunter seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session.

12. Adjournment:

There being no further business, the meeting adjourned at 8:40 p.m. upon a motion by Linda Akers and seconded by Shelley Huffman. The next Board of Governors business meeting is scheduled for October 16, 2008.



Kevin N. Fowler, Chair
Board of Governors



Emma L. Baisden
Assistant to the Governing Board