

**Southern West Virginia Community and Technical College
Board of Governors Meeting of October 15, 2009
Stonewall Resort and Conference Center – Pecan Room
940 Resort Drive, Roanoke, WV**

Board Members Present: Kevin Fowler, Terry Sammons, Tom Heywood, Wilma Zigmond, George Morrison, Glenn Yost, Shelley Huffman, Jada Hunter

Board Members Absent: George Kostas, Linda Akers, Debbie Dingess, Kimberly Irick

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Sam Litteral, Cathy Smith-Cox, Allyn Sue Barker, Ronald Hamilton, Patricia Clay, Pamela Alderman, Cindy McCoy, Darrell Taylor, Ron Lemon, Cindy Crigger, Rita Roberson, David Lord, Bill Cook, Randy Skeens, Emma Baisden

1. Call to Order:

Board of Governors Chair, Kevin Fowler, called the meeting of the Southern West Virginia Community and Technical College Board of Governors to order. He declared a quorum was present and convened the meeting at 6:15 p.m.

2. President's Report:

1. President Tomblin introduced newly hired Bill Cook, Boone/Lincoln Campus Director, to the Board. Mr. Cook is a native of Danville and has served as Director of the Danville Community Center for the past 10 years.
2. The President's staff has scheduled High School visits for this semester. Schools selected were based on enrollment data of recent high school graduates. The team is scheduled to visit Big Creek, Jaeger, Tolsia, and Lincoln County High Schools.
3. President Tomblin reviewed a memo that she received from Chancellor Skidmore regarding required training and development opportunities for members of institutional governing boards under the Council's jurisdiction. Training hours must be tracked for individual Board members. Annually, by July 31st, the Board Chair is responsible for certifying the training and development of each member during the preceding fiscal year and report this information to the Chancellor's Office.
4. The Education Alliance and Southern co-hosted a forum on September 28, 2009 at the Williamson Campus. Participants viewed the new documentary, "Two Million Minutes" and participated in discussion following the presentation facilitated by Dr. Pat Kusimo, Education Alliance President and CEO. President Tomblin plans to show the documentary to all college employees during Governance Day scheduled for December 8.
5. On September 16, 2009, a meeting was held between Southern's Project Leadership Team and the Project Architectural Team at the Williamson Campus to kick-off the programming process for the new technology facility. The initial meeting was held to provide orientation to the programming process and develop a schedule to move efficiently through this process.
6. Southern hosted its annual Community Appreciation Day at the Williamson Campus on September 14, 2009 in conjunction with the 37th annual King Coal Festival. Visitors were able to view the "John Henry: Steel Drivin' Man" exhibit in the College's library, and listen to a variety of gospel music organized by local musician Rush Runyon.

7. Ms. Pamela Alderman, Dean for Career and Technical Programs, has been designated as Southern's coordinator for H1N1. She has been working with the campus directors and vice president for communications in developing materials for distribution on our campuses and at flu clinics. This group is working closely with area health departments to monitor flu conditions and make decisions concerning our institution and the community. Southern has had a couple of confirmed cases of H1N1 and we anticipate there will be more.
8. Southern received 100% compliance on its annual Veteran's Review conducted by Skip Gebhart, Coordinator, Veterans Education and Training Program at the WV Higher Education Policy Commission. President Tomblin commended Teri Wells and Prudence Barker for a job well done.
9. The first Tech Prep Day for high school students was held on September 18, 2009 at the Logan Campus. This is an opportunity to talk to high school students about Southern and the value of a college education. While on campus, students were provided campus tours and program presentations.
10. The College has had a significant increase in dual credit enrollment this fall.
11. Dr. Carol Gilbert, Associate Director for Evaluation Processes and Mentoring, for the National League for Nursing Accreditation Commission, Incorporated, conducted an on-site visit on September 16, 2009.
12. President Tomblin invited the Board to attend the Cosmetology/Salon Management Open House scheduled for Tuesday, October 20, 1:00 - 6:00pm, on the second floor of the Logan Campus.
13. Live@edu – Student email accounts have been outsourced to Microsoft. This service is free of charge and provides storage space and empowers students to create their own collaboration workspace. Alumni email enables students to maintain their network of peers after graduation.
14. President Tomblin has started a series of roundtable discussions with classified staff at all locations.

3. Financial Report

Chief Financial Officer, Sam Litteral, provided the financial report dated September 30, 2009 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The figures discussed are strictly cash that can be carried forward to build the institution's contingency fund. It is expected the institution will receive stimulus funds to backfill budget cuts. As requested from a previous meeting, Mr. Litteral developed a line that addresses the detail of restricted and unrestricted funds. The Board accepted the financial report as presented. Mr. Litteral informed the group that Southern's financial audit has been completed and it will be presented to the Board at its December meeting.

4. Action Items:

1. Appointment of Committee on Tuition and Fees

Chair Fowler appointed a committee to prepare a proposal for tuition and fee increases for FY 2010-2011. The committee will bring a recommendation forward for the Board's review and consideration at its February 16, 2010 meeting. Members appointed include Kevin Fowler, Terry Sammons, Tom Heywood, Kimberly Irick, Joanne Tomblin, Merle Dempsey, Sam Litteral, Cathy Smith-Cox ,

Darrell Taylor and Prudence Barker. Mr. Heywood will serve as committee chair. Upon a motion by Shelley Huffman and seconded by Wilma Zigmond, the Board unanimously approved the Committee appointments.

2. Approval of August 18, 2009, Minutes

MOTION: Tom Heywood moved to accept the meeting minutes as presented.

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

3. Final Approval of Proposed Policies

1. SCP-3214, College Board Advanced Placement Credit

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 SCP-3214, College Board Advanced Placement Credit, following a 30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously.

2. SCP-4634, Student Activities

MOTION: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve rescission of SCP-4634, Student Activities, following a 30-day public comment period, with the recommendation for rescission of the existing policy and conversion to unit procedures.

ACTION: Tom Heywood seconded the motion. The motion carried unanimously.

3. SCP-7680, Reports for External Use

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 the aforementioned policy following a 30-day public comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously.

4. SCP-7688, Reports for Internal Use

MOTION: Tom Heywood moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policy following a 30-day public comment period with the recommendation for

rescission of the existing policy and conversion to unit procedures.

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

4. Approval of Policies for 30-day Comment

1. SCP-2234, Flex Work Schedule

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 the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously.

2. SCP-4410, Institutional Policy Regarding ACT Requirements

MOTION: Shelley Huffman 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-4110 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 policy and conversion to unit procedures.

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

3. SCP-4672, Student Class Attendance

MOTION: George Morrison 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-4672, Student Class Attendance, 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. The motion carried unanimously.

4. SCP-4748, Southern West Virginia Community and Technical College Student Government Constitution

MOTION: Tom Heywood 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-4748 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 policy and conversion to a working document within the Student Government Association.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously.

5. SCP-4786, Transcript Evaluation

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 the revised policy, SCP-4786, Transcript Evaluation, 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.

6. SCP-4825, Transfer of Student Credit Hours from another Institution

MOTION: Shelley Huffman 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-4825 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 policy and conversion to unit procedures.

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

5. Informational Items:

1. 2+2 Agreement Opportunities

A list of Southern's 2+2 Agreement Opportunities was provided for the Board's information.

6. Adjournment:

There being no further business, Chair Fowler declared the meeting adjourned at 7:25 p.m. upon a motion by Wilma Zigmond and seconded by Tom Heywood. The next Board meeting is scheduled for December 8, 2009.

Kevin N. Fowler, Chair

Emma L. Baisden
Assistant to the Board of Governors