

**Southern West Virginia Community and Technical College Board of Governors**  
**Board of Governors Meeting of April 19, 2011**  
**2900 Dempsey Branch Road, Room 428-C, Mount Gay, WV**

**Board Members Present:** Terry Sammons, Tom Heywood, Wilma Zigmond, George Kostas, Jada Hunter, Debbie Dingess, George Morrison, and by teleconference Linda Akers, Shelley Huffman, Kevin Fowler

**Board Members Absent:** Glenn Yost, Kimberly Irick-Reynolds

**Administrative Staff:** President Joanne Jaeger Tomblin, Samuel Litteral, Ron Lemon, Allyn Sue Barker, Cindy Crigger, Pam Alderman, Cindy McCoy, Darrell Taylor, George Beshears, Emma Baisden

**President's Future Leaders:** Susan Baldwin, Chris Gray, Alyce Diaz, Brian Carter, Tehseen Irfan, Crystal Hensley

**Classified Staff Council:** Kim Maynard, Virginia Stepp, Chris Gray, Ruby Runyon, Pat Miller, Juanita Topping, Debbie Dingess, Teri Wells

**Guest:** Martha Maynard

1. **Call to Order:**  
Chair, Terry Sammons, declared a quorum present and convened the meeting at 6:00 p.m.
2. **Special Presentations**
3. **Classified Staff Council Presentation**  
As prescribed in West Virginia Code §18B-6-6(g), the Classified Staff Council held its annual meeting with the Board of Governors to discuss matters affecting classified employees. Ms. Kim Maynard, Classified Staff Council Chair, introduced Council members present: Virginia Stepp, Chris Gray, Ruby Runyon, Pat Miller, Juanita Topping, Debbie Dingess (BOG Representative), and Teri Wells (Advisory Council of Classified Employees Representative). Ms. Maynard presented the Board with an overview of the Council's role and the classified staff's involvement in various College projects. Currently Southern has a total of 85 classified employees whose average salary is \$27,910. She informed the Board that a large percentage of employees will be in the retirement bracket within the next 5-10 years. On behalf of the classified staff, Ms. Maynard thanked the Board for its continued support of Southern and its employees. Following the presentation, Chair Sammons thanked Ms. Maynard for providing the Board with a summary of the Council's role and expressed the Board's appreciation of the classified employees' contributions to the institution.
4. **BOG Tuition Committee Presentation to the WV Council for Community and Technical College Education Report**  
Mr. Tom Heywood, Chair of the Board of Governors Tuition Committee, briefed Board members on the tuition increase presentation request given to the West Virginia Council for Community and Technical College Education at its April 14, 2011 meeting. The Council approved individual resolutions for the adoption of proposed increases in tuition at West Virginia's community and technical colleges.

Southern was granted the full tuition increase it requested of \$202 per student, (\$101.00 per semester per FTE for the 2011-2012 academic year), effective July 1, 2011. This increase will bring the full-time resident tuition to \$1,152.00 per semester. Mr. Heywood conveyed that Council members noted that Southern is far below the average and are supportive of moving tuition toward the median.

**5. President's Report:**

1. A groundbreaking ceremony for the construction of a 25,000 square foot Applied Technology Center at the Williamson Campus was held April 7, 2011. President Tomblin commended the Williamson Campus employees for excellence as they went above and beyond in preparation for the ceremony. It was a very impressive event and a great day for Mingo County.
2. President Tomblin presented Board members with a book entitled, "Nine Shift: Work, Life and Education in the 21<sup>st</sup> Century" that she purchased following a strategic planning seminar for community and technical college decision makers which she attended in Ft. Lauderdale, Florida in February. The book will be mailed to Board members who are absent or attending the meeting by teleconference. In the next ten years, our society will shift from the Industrial Age to the Internet Age. President Tomblin also purchased the book for all members of the Executive Council, Academic Affairs Management Council, the ACF Representative, Faculty Senate Chair, Classified Staff Council Chair, and Advisory Council of Classified Employees Representative. This book will most likely shift our organizational structure.
3. In order to provide each Enrollment Management group with ample time to complete its project and report, President Tomblin extended the deadline to October 1, 2011, for submission of Enrollment Management reports. This will give each group time to meet again at the September *All Governance Day* and work through the summer if needed. She anticipates having a draft organizational chart to share with employees in December 2011.
4. President Tomblin met with the faculty during their Faculty Assembly on April 8, 2011 to discuss issues or concerns they may have. She discussed with the faculty and is concerned that gasoline prices will negatively impact our Summer and Fall student enrollment. She asked the faculty to review how they teach, be flexible on scheduling courses and/or making class schedules. If the gasoline prices continue to rise for an extended period, we as an institution, must take a serious look at how we schedule/teach classes and how we might be able to help our students. Applying the *Nine Shift* concepts, is it possible for some of our employees to work a day at home? Changes may need to be made to our institutional policies to bring about change in the manner in which the institution does business. These are things we need to seriously consider if the gasoline prices continue to escalate.
5. The institutional budget for 2011-2012 will be flat.
6. The President's Future Leaders Academy Class of 2011 received certificates on February 11<sup>th</sup> and

will be provided an opportunity to apply for Year 2.

7. The Higher Learning Commission of the North Central Association for Colleges and Schools will conduct a routine visit at our Lincoln Site on April 21, 2011.
8. Southern will host the first annual Women's Leadership Institute June 10 and 11 at the Chief Logan Conference Center. This is the first time a conference of this type has been held in this area of West Virginia.
9. Since 2006, Southern's Academy for Mine Training and Energy Technologies has trained 15,600. On May 16, 2011, the International Society of Mine Safety Professionals (ISMSP) will present two awards to Southern during its annual conference in Daytona Beach, FL.
10. Five students represented Southern during the Phi Theta Kappa All-West Virginia Academic Team ceremony held in Charleston, West Virginia, on April 4, 2011. President Tomblin thanked Darrell Taylor, Dean, Enrollment Management and Student Development, for his effort put forth in helping the students through the nomination process.
11. High school visits continued this academic year under the leadership of Allyn Sue Barker and Darrell Taylor.

**6. Financial Report**

Chief Financial Officer, Sam Litteral, provided the financial report dated March 31, 2011 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The figures discussed was strictly cash that can be carried forward. Mr. Litteral stated that expenses are higher than they should be due to the contract with SunGard. We did not budget for this expense in last year's budget. Mr. Litteral said he would present an amendment to the Board at its June 21 meeting to reflect the SunGard expenses if the Board desired. No Board member requested he prepare an amendment for the next Board meeting.

**7. Action Items:**

**1. Appointment of Nominating Committee for Board Officers**

Chair Sammons appointed the following individuals to serve on the Board's Nominating Committee for election of officers: Glenn Yost, Chair; George Kostas, Wilma Zigmond and Joanne Tomblin. The Committee will provide a report to the full Board with a recommendation for the 2011-2012 Board officers at its June 21, 2011 meeting. The appointments were unanimously approved upon a motion by Tom Heywood and second by Linda Akers.

**2. Appointment of Board Ceremonial Representatives**

1. Board Chair, Terry Sammons, will serve as the Board of Governors Ceremonial Representative for the Allied Health Pinning Ceremony scheduled for 6:00 p.m. on Friday, April 22, and will also bring Greeting from the Board at the Commencement Ceremony

scheduled for 10:00 a.m. on Saturday, April 23, 2011.

2. Mr. George Morrison, Faculty Representative to the Board, will bring Greetings from the Board for Southern's GED Ceremony scheduled for 6:00 p.m. on Thursday, May 19, 2011 in the Savas-Kostas Performing Arts Theater, Logan Campus.
3. These appointments were unanimously approved upon a motion by Wilma Zigmond and second by George Kostas.
3. **Appointment of Board of Governors Presidential Review Committee**  
Chair Sammons appointed the following individuals to serve on the Board's Presidential Review Committee: Linda Akers, Chair, Tom Heywood and Terry Sammons. The Committee will provide a report of its findings to the full Board at its June 21, 2011 meeting. The motion was unanimously approved upon a motion by Wilma Zigmond and second by Jada Hunter.
4. **Approval of February 15, 2011, Board Meeting Minutes**

**MOTION:** Jada Hunter moved to accept the February 15, 2011 minutes as presented.

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

5. **Approval of Fiscal Year 2011-2012 Salary Increases**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors authorize and direct the President of Southern West Virginia Community and Technical College, in conjunction with the Chief Financial Officer, to terminate the 2011 salary enhancements as of June 30, 2011, and

*BE IT FURTHER RESOLVED*, That the President, in conjunction with the Chief Financial Officer, is authorized to fund a 3% salary increase for all employees of Southern West Virginia Community and Technical College effective July 1, 2011, and

*BE IT FURTHER RESOLVED*, That beginning July 1, 2011, the Southern West Virginia Community and Technical College Board of Governors authorize the President, in conjunction with the Chief Financial Officer, to begin the implementation of full funding of the Classified Staff Salary Schedule as mandated by Senate Bill 330, and

*BE IT FURTHER RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve and authorize the President of Southern West Virginia Community and Technical College to implement such salary increases exercising her prudence and judgement.

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

**6. Approval of Fiscal Year 2011-2012 Salary Increase for the President of Southern West Virginia Community and Technical College**

**MOTION:** Debbie Dingess moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the termination of the 2011 salary enhancement for the President of Southern West Virginia Community and Technical College as of June 30, 2011, and

*BE IT FURTHER RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve a 3% salary increase for the President of Southern West Virginia Community and Technical College effective July 1, 2011.

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

**7. Academic Program Review**

**1. University Transfer, Associate in Arts and Associate in Science**

**MOTION:** George Kostas moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the University Transfer Associate in Arts and Associate in Science degree programs with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, Policy Regarding Program Review; and

*BE IT FURTHER RESOLVED*, That the Dean for University Transfer, the Department Chairs, and appropriate faculty review the weaknesses and recommendations identified in the review summary and, upon such review, provide the President and/or her designee with a plan to address such weaknesses and recommendations for improvement.

**ACTION:** Wilma Zigmund seconded the motion. The motion carried unanimously.

**2. CTCS Three-year Post Audit Review**

**1. Mine Management, Associate in Applied Science**

**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 continuance of the Associate in Applied Science in Mine Management with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education Title 135, Series 10, *Policy*

*Regarding Program Review.*

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

**8. Final Approval of Proposed Institutional Policies**

**1. SCP-1750, Tobacco Usage**

**MOTION:** Wilma Zigmond 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-1750, Tobacco Usage, following a 30-day public comment period.

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

**2. SCP-2125, College-wide Employee/Personnel Policy**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors postpone action on the aforementioned policy SCP-2125, College-wide Employee/Personnel Policy, until such time that the Employee Handbook is revised, approved, published, and made available to all employees. Upon completion of the Employee Handbook, SCP-2125 will be resubmitted to the Board with a recommendation for rescission.

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

**3. SCP-2810, Sabbatical Leave for Full-time Faculty**

**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 SCP-2810, Sabbatical Leave for Full-time Faculty, following a 30-day public comment period.

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

**4. SCP-2843, Sexual Harassment Policy**

**MOTION:** Wilma Zigmond 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-2843, Sexual Harassment Policy, following a 30-day

public comment period.

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

**5. SCP-3245, Faculty and Administrative Productivity**

**MOTION:** George Kostas 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-3245, Faculty and Administrative Productivity, following a 30-day public comment period.

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

**6. SCP-4233, The Dean's List of Students; Graduation with Honors Status**

**MOTION:** Wilma Zigmond 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-4233, *The Dean's List of Students; Graduation with Honors Status*, following a 30-day public comment period.

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

**8. SCP-4770, Student Rights and Responsibilities**

**MOTION:** Jada Hunter 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-4770, *Student Rights and Responsibilities*, following a 30-day public comment period.

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

**9. SCP-5525, Maintenance Work Order Request System**

**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 for the rescission of SCP-5525, *Maintenance Work Order Request System*, following a 30-day public comment period with its reconstruction as a procedure within the Finance Unit.

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

9. **Approval of Institutional Policies for 30-day Public Comment**

1. **SCP-1001, Records Retention Policy (New)**

**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 SCP-1001, *Records Retention Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

2. **SCP-2226, Faculty Incentive Pay Plan**

**MOTION:** Wilma Zigmond 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-2226, *Faculty Incentive Pay Plan* and the accompanying attachment SCP-2226.A, *Faculty Incentive Pay Plan Criteria and Application Guidelines*, for an additional 30-day public comment period.

**ACTION:** Kevin Fowler seconded the motion. The motion carried unanimously.

3. **SCP-4274, Standards of Progress for Financial Aid Recipients**

**MOTION:** Kevin Fowler 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-4274, *Standards of Progress for Financial Aid Recipients*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

4. **SCP-4356, Financial Aid Recipient Change in Enrollment Status**

**MOTION:** Debbie Dingess 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-4356, *Financial Aid Recipient Change in Enrollment Status*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

**5. SCP-5050, Assessment, Payment and Refund of Fees**

**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-5050, *Assessment, Payment and Refund of Fees*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**ACTION:** Debbie Dingess seconded the motion. The motion carried unanimously.

**7. Adjournment:**

There being no further business, Chair Sammons declared the meeting adjourned at 7:40 p.m. The next Board of Governors business meeting is scheduled for Tuesday, June 21, 2011 beginning at 6:00 p.m. in Room 428, Building C, Logan Campus

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Terry R. Sammons, Chair

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Emma L. Baisden  
Assistant to the President/Board of Governors

*OFFICIAL*  
*Approved 06-21-2011*