

Southern West Virginia Community and Technical College Board of Governors
Board of Governors Meeting of December 13, 2011
West Virginia Governor's Mansion
1716 Kanawha Boulevard, East, Charleston, WV

Board Members Present: Terry Sammons, Tom Heywood, George Kostas, Jada Hunter, Glenn Yost, Wilma Zigmond, George Morrison, Linda Akers, Adam Bradford, Debbie Dingess

Board Members Absent: Shelley Huffman, Kevin Fowler

Administrative Staff: President Joanne Jaeger Tomblin, Samuel Litteral, Ron Lemon, Allyn Sue Barker, Pam Alderman, Cindy McCoy, Susan Askew, Carol Howerton, Alyce Patterson-Diaz, Rita Roberson, Emma Baisden

Guests: Chris Deweese, Kelley Shafer, Suttle and Stalnaker Representatives

1. Call to Order:

Chair, Terry Sammons, declared a quorum present and convened the meeting at 6:20 p.m.

2. Board of Governors Committee on Tuition and Fees

Mr. Tom Heywood, Chair of the Committee on Tuition and Fees, informed Board members that the Tuition and Fees Committee met on November 14, 2011 to discuss strategies for this year's tuition and fees proposal. In 2009, Southern's Board of Governors determined that the College would need to increase tuition 9.5% annually for the next five years to meet increasing operational costs, based on the assumption that Southern's state appropriations would remain flat during this period. New legislation permits governing boards to approve tuition and required fees increases for residential students each fiscal year up to five percent (5%) without Council approval. Tuition and fees increases which exceed five percent (5%) must be approved by the Council for Community and Technical College Education.

While Southern wants always to remain affordable and accessible, it is clear that tuition and fees are near the bottom. Mr. Heywood reminded the group that no tuition increases were approved due to budgetary constraints at the state level in fiscal year 2010-2011. The Committee on Tuition and Fees resolved to continue on the course of the 9.5% plan that was charted and communicated to the Council in 2009. The group will meet again in January 2012 to prepare a proposal and recommendation to bring forward to the full Board for consideration of adoption at its February 21, 2012 meeting.

3. President's Report:

3.1 President/First Lady Tomblin thanked the Board of Governors and support staff for their service to the College.

3.2 The Association of Community College Trustees (ACCT) will conduct the search for the Vice President for Academic Affairs and Student Services for the College which will be advertised

nationally. Southern's faculty leadership basically wrote the position's job description. By the third week of February 2012, the Screening Committee will meet with ACCT representatives via video conference to review and discuss the top 10 applicants. When the top three (3) applicants are selected, they will be invited on campus for an interview. President/First Lady Tomblin informed ACCT that she will not settle for a second-best candidate. If no suitable candidates are found in the first round of applicants, ACCT will conduct another search until a suitable candidate is found. The individual selected for the Vice President for Academic Affairs and Student Services will be a correct match for the College.

- 3.3 President/First Lady Tomblin, Allyn Sue Barker and Carl Baisden traveled with the West Virginia Development Office to Beijing and Shanghai, China, October 24 through November 2, 2011, to participate in the China Coal and Mining Expo, tour a Chinese mining academy, and meet with officials of China University of Mining Technology. The China Coal and Mining Expo is the largest coal mining exhibition in China and has a good reputation worldwide. The China University of Mining Technology is interested in formalizing an agreement with Southern West Virginia Community and Technical College to conduct safety training and mine rescue. Dr. Qingyun Sun, with the US-China Energy Center at West Virginia University, accompanied the group to China and is working to revise WVU's agreement with China to include Southern. This will be a slow process as we must work through the Chinese government.
- 3.4 During the November meeting of the Boone County Joint Administrative Board, Pam Alderman, Dean for Career and Technical Programs, informed Board members that she is in the process of gathering support letters for the grant she is writing for the Medical Assistant Program which would be located at Southern's Boone/Lincoln Campus. The \$200,000 grant would be used for salary and benefits for an instructor for three years and for equipment needed for the program. The program would begin Fall 2012 with 15-20 students and Boone County residents will receive preference. Ms. Alderman is optimistic that the grant application will be approved.
- 3.5 President/First Lady Tomblin informed Board members that renovations in the former Logan Campus TV studio are near completion. The Technology Services department will be relocated when renovations are complete.
- 3.6 Southern's Radiologic Technology students received the third place award in the annual West Virginia Society of Radiologic Technologists Student Bowl Competition held recently in Morgantown. Southern's teams were under the direction of Eva Hallis, MS, RT, (R) and Russell Saunders, BS, RT, (R) (CT).
- 3.7 All community and technical colleges in West Virginia signed a military covenant to further the

educational goals of our soldiers. This agreement recognizes the value of experience gained by military personnel, and a commitment to convert applicable training and skills gained while protecting our country, into credit in pursuit of a college degree. This includes a commitment to providing on-line classes and assisting soldiers and their families in obtaining financial aid when appropriate. President/First Lady Tomblin informed Board members that she plans to have a Veterans/Military Coordinator position in the reorganization planned for July 1, 2012.

- 3.8 For the next six months an advertising agency, Bulldog Creative Services of Huntington, WV, will assist the College in placing its advertisements with the news media. We will then place a bid to hire an advertising agency to take care of the College's advertising.
- 3.9 The College will be closed for the Christmas and New Year's holidays, December 19, 2011 through January 2, 2012.
- 3.10 President/First Lady Tomblin expressed concern about the declining population in southern West Virginia. Over the last few years, the college's enrollment has decreased 1.8% while most community and technical college enrollments in West Virginia have increased. The presidents of West Virginia's community and Technical Colleges are trying to rework the funding of the community and technical college system. Until there is an equity of state dollars, we cannot have equity between the community and technical colleges.

4. Office of Information Technology Update

Mr. Susan Askew, interim Chief Information Officer, informed the Board that she has been at Southern for five months and shared the projects and initiatives of Technology Services since she arrived. Ms. Askew informed the group that everything technology does must support the mission of the college. The prevailing trend of reduced state and federal funds for both students and institutions encourages creative thinking and efficient execution. The competition for students and revenue challenges the institution to scale and meet fiscal targets. Changing student demands forces the institution to redefine its identity and core mission. Ms. Askew distributed a diagram illustrating the alignment of IT initiatives in supporting the objectives that meet the business demands of the institution. The diagram is not intended to be a comprehensive illustration, but one, that at a high level, provides an outline for conversation. She then highlighted projects which Technology Services has completed or is in the process of completion. Ms. Askew mentioned that the Technology Services portion of the College's website is under construction and new information is being added. She wants the community to know the department's purpose and why Technology Services is important to the institution. She stated that "online" is the future.

5. Financial Report

Chief Financial Officer, Sam Litteral, provided the financial report dated November 30, 2011 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Revenue has increased and expenditures are slightly below projection.

6. Financial Audit

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the fiscal year ended June 30, 2011. Suttle and Stalnaker representative and Certified Public Accountant, Kelley Shafer, discussed details of the accounting firm's findings with respect to financial reporting. The accounting firm provided copies of the audited financial statements 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. Ms. Shafer commended the Financial Department at Southern for performing an excellent job on the audit.

7. Action Items:

7.1 Approval of Audited Financial Report

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors accept the filing of the audited financial report for the fiscal year ended June 30, 2011.

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

7.2 Appointment of Lay Board Member to Screening Committee for the Vice President of Academic Affairs and Student Services

Chair Sammons appointed Wilma Zigmond to represent the Board of Governors on the Screening Committee for the Vice President of Academic Affairs and Student Services. President/First Lady Tomblin's office will contact Ms. Zigmond with meeting dates and times.

7.3 Appointment of Board of Governors Self-Assessment Review Committee

At its October 13, 2011 meeting, the Board determined it would appoint a committee to review the self-assessment evaluation results of the past 10 years due to decreased scores and dissentient opinions stated over several review cycles. Chair Sammons appointed Linda Akers (Chair), Jada Hunter and George Kostas to serve on the committee and bring a report to the Board when the review is complete.

7.4 Approval of October 13, 2011, Minutes

MOTION: Glenn Yost moved to accept the October 13, 2011 minutes as presented.

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

7.5 Approval of Institutional Policies for 30-day Public Comment

7.5.1 SCP-2218, Evaluation Process for Full-time Faculty

Mr. George Morrison made the following remarks: "Several people worked on this policy, some of whom were completely unaware that the others were working on it. The way that this was coordinated caused a huge waste in work time. The final draft policy was good enough that I think the problems can be worked out in the thirty-day comment process, so I hereby move that the resolution be approved for thirty day comment."

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-2218, *Evaluation Process for Full-time Faculty*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

7.5.2 SCP-2250, Hiring Adjunct Faculty

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-2250, *Hiring Adjunct Faculty*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

7.5.3 SCP-2375, Home Campus Assignment and Campus Requirements for Faculty

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-2375, *Home Campus Assignment and Campus Requirements for Faculty*, to Southern's constituencies 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.

7.5.4 SCP-3100, Full-time Faculty Responsibilities for Academic Advising of Students

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-3100, *Full-time Faculty Responsibilities for Academic Advising of Students*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

7.5.5 SCP-3551, Meeting Scheduled Classes

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 the proposed cancellation of SCP-3551, *Meeting Scheduled Classes*, 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.

7.6 Follow-up Reports Required by the Community and Technical College System

7.6.1 Health Care Professionals, A.A.S.

At its January 28, 2011 meeting, the West Virginia Council for Community and Technical College Education approved the post-audit report for the Health Care Professional, Associate in Applied Science, and concurred with the Board of Governors' recommendation to continue the program. The Council requested a follow-up report addressing 1) the purpose for the program and an explanation of the low graduation rate with respect to enrollment, 2) a more detailed description of assessment including how results are used for program improvements,

and 3) relationship of the program to Allied Health and Business advisory committees and how the program is being served. The follow-up report is due to the Chancellor for Community and Technical Education by February 1, 2012.

Ms. Alyce Patterson-Diaz, Chair, Department of Allied Health and Nursing, informed Board members that a post-audit follow-up report was completed during the Fall 2011 semester by the Department of Allied Health and Nursing. The concerns of the post-audit review have been addressed and the program meets the standards set for program continuance by the West Virginia Council for Community and Technical College Education. A comprehensive program review will be conducted during the 2012-2013 academic year. Therefore, the staff requests the Board of Governors receive and approve the post-audit review follow-up report as presented for submission to the West Virginia Council for Community and Technical College Education.

MOTION: Wilma Zigmond moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the post-audit review follow-up report for the Associate in Applied Science, Health Care Professional program as requested by the West Virginia Council for Community and Technical College Education.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

7.6.2 Survey Technology, A.A.S.

At its January 28, 2011 meeting, the West Virginia Council for Community and Technical College Education approved the post-audit report for Survey Technology, Associate in Applied Science, and concurred with the Board of Governors' recommendation to continue the program. The Council requested a follow-up report addressing the processes and procedures being developed to ensure appropriate math skills prior to program admission. The follow-up report is due to the Chancellor for Community and Technical Education by February 1, 2012.

Ms. Carol Howerton, Chair, Department of Technology and Engineering, informed the Board of Governors that a post-audit follow-up report was completed during the Fall 2011 semester after the new cohort of students was admitted. The program has addressed the concerns of the post-audit review and meets the standards set for program continuance by the West Virginia Council for Community and Technical College Education. Southern West Virginia Community and Technical College has committed to offering the Survey Technology program for the current cohort of students through May 2013. A comprehensive program review will

be conducted during the 2012-2013 academic year prior to the admission of the next cohort of students. Therefore, the staff requests the Board of Governors receive and approve the post-audit review follow-up report as presented for submission to the West Virginia Council for Community and Technical College Education.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the post-audit review follow-up report for the Associate in Applied Science, Survey Technology program as requested by the West Virginia Council for Community and Technical College Education.

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

8. Informational Items

- 8.1 FY 2013 Budget Request by the WV Council for Community and Technical College Education
- 8.2 Tenure Status of Full-time Instructional Faculty for the WV Community and Technical College System

9. Possible Executive Session Pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues

No Executive Session was held.

10. Adjournment:

There being no further business, Chair Sammons declared the meeting adjourned at 8:00 p.m. upon a motion by Wilma Zigmond and second by George Kostas. The next Board meeting is scheduled for February 21, 2012 and will be held at Southern West Virginia Community and Technical College in Logan, WV.

Terry R. Sammons, Chair

Emma L. Baisden
Assistant to the Board of Governors