

**Southern West Virginia Community and Technical College Board of Governors
Board of Governors Meeting of August 21, 2012
2900 Dempsey Branch Road, Room 428-C, Mount Gay, WV**

Board Members Present: Terry Sammons, Wilma Zigmond, Linda Akers, George Kostas, Jada Hunter, Debbie Dingess, George Morrison, Glenn Yost, Kevin Fowler, Shelley Huffman, Eileen Aranas

Board Members Absent: Tom Heywood, Kevin Fowler

Administrative Staff: President Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, William 'Bill' Cook, Rita Roberson, Pam Alderman, Darrell Taylor, Cindy McCoy, Gary Holeman, Steve Lacek, Merle Dempsey, (Higher Learning Commission Liaison), Emma Baisden

1. **Call to Order:**
Board of Governors Vice Chair, Wilma Zigmond, declared a quorum present and convened the meeting at 6:00 p.m.
2. **Introduction of New Board Member and Oath of Office**
Mr. Samuel Litteral, Vice President for Finance and Administrative Services and Public Notary, administered the *Oath of Office* to returning Board members Jada C. Hunter and Terry R. Sammons, and to Eileen Aranas, new Student Representative to the Board of Governors. Ms. Aranas resides at Warfield, Kentucky, and is enrolled in the University Transfer Program at Southern's Williamson Campus. She succeeds Adam Bradford.
3. **Introduction of New Vice President for Academic Affairs and Student Services:**
Dr. Harry M. Langley joined Southern's family on July 16, 2012. Dr. Langley was the Associate Provost for Student Retention and Associate Vice President for Academic Affairs at California University of Pennsylvania. He has been employed at California University for 21 years. For the past 16 years Dr. Langley has served as the management representative to the Faculty Professional Development Council within the Pennsylvania State System of Higher Education. He holds a B. S. in Biology, an M.S. in Entomology, and a Ph.D. in Zoology.
4. **Report on HLC Accreditation Self-Study – Merle Dempsey and Steven Lacek**
Dr. Merle Dempsey, Self-Study Co-coordinator and Higher Learning Commission (HLC) Liaison, updated Board members on the progress of Southern's 2013 accreditation reaffirmation. He informed the group that the Self-Study website, which may be accessed from the College's main web page, is the primary means of communication for the Self-Study. On-site meetings of the Self-Study Steering Committee and Subcommittees are on track, and the first full draft of the Self-Study Report is ready for institution-wide review. The draft report is a work in progress and will be revised several times before it is finalized. The final self-study report will be submitted to the Higher Learning Commission in February 2013, and the College will host a team of HLC consultants who will conduct a comprehensive reaccreditation visit April 22-24, 2013. Dr. Dempsey requested that members of the Board reserve these dates on their calendars as the visiting team will want to meet with them. He informed Board members that we received notification from the Higher Learning Commission that Southern has been approved to offer online courses and programs. The current institutional governance committee structure was used to develop the Self-Study Committee structure. Dr. Dempsey stated that he appreciates the time and service everyone has devoted to the Self-Study Steering Committee.

Mr. Steven Lacek, Self-Study Co-coordinator and Transitional Studies Department Chair, provided for the Board's information the new Criteria for Accreditation adopted by the HLC Board of Trustees on February 24, 2012 (begins on page 43 of the Board's Agenda Book). Mr. Lacek proceeded with a PowerPoint Presentation to update the Board on what has been completed to date, work which is in progress, the time frame for completion of the Self-Study Report and submission to the HLC. He provided an overview of the Criteria for Accreditation and discussed the Board's role in the accreditation process.

5. President's Report:

1. President Tomblin informed Board members that she had received official notification from the Higher Learning Commission the members of the Evaluation Team who will conduct the accreditation visit at Southern. She announced the evaluation team membership and their institutions.
2. July 1, 2011 began a new cycle for the accumulation of Board training hours. By June 30, 2013, governing board members will be required to obtain an additional six (6) training and development hours. Southern will sponsor six hours of training and development opportunities for its Board members during Fall 2012. Two training hours have been approved for the September 7 presentation by Greg Hodges, and four hours has been approved for his October 12 presentation at the Board Retreat. The Council for Community and Technical College Education also provides sponsors training and development opportunities each year. With the exception of the student member of the governing board, each board member must complete at least six hours of training and development within every two years of service. If a board member does not complete the required training and development, the member will be disqualified from continued service as a board member and the Governor will appoint a replacement.
3. Phase II of the Vision 2020 Major Gifts Campaign began in January of 2010 with a 2015 goal of 15 million dollars. To date the campaign has raised \$12,961,554. Of this amount, \$213,722.01 has been contributed by employees of Southern West Virginia Community and Technical College. The overwhelming success of the campaign and accomplishments of the College have established Southern as a model community and technical college in West Virginia.
4. As Merle Dempsey stated earlier, the Request for Change has been approved by the Higher Learning Commission. President Tomblin thanked Dr. Dempsey and Ms. Carol Howerton for their work on the Request for Change.
5. Board of Governors and Administrative Evaluation surveys are due by August 30. Mr. Howard Seufer will provide survey results at the October Retreat.
6. Southern is collaborating with Mountwest, New River and Bridgemont Community and Technical Colleges on a Department of Labor Veterans Outreach grant to hire a Veterans Coordinator.
7. Southern's Boone/Lincoln Campus in conjunction with the Boone Career and Technical Center and the Boone Honors Academy shared an Open House on August 14. There was a large turnout and the group has already begun plans to hold an annual event - "Education Celebration."

8. The grand opening and ribbon cutting ceremony for Southern's McDowell County Office is scheduled for September 12th.
 9. The Cosmetology Lab at the Logan Campus and Veterans Lounge at the Williamson Campus have been remodeled.
 10. On August 23, 2012, Southern West Virginia Community and Technical College, West Virginia University, and members of the Shanxi Provincial People's Government of China will hold an official signing ceremony to promote collaboration in safe mining and mine rescue practices between the State of West Virginia and the Shanxi Province at the Governors Mansion. President Tomblin invited Board members to participate in the ceremony.
 11. On September 23, 2012, a group of mining officials from the Shanxi Province will be trained at Southern's Academy for Mine Training and Energy Technologies to assist them with improving their efficiency, safety, and mine rescue practices. Since Southern is in the application process to accept international students, the group will enroll through West Virginia University and the University will contract with Southern to provide the training.
 12. On July 31, President Tomblin, Samuel Litteral, and Harry Langley joined the Student Government Associations for lunch during their annual meeting on the Logan Campus. Campus meetings will be held with each Student Government Association in the fall.
 13. President Tomblin, Dr. Dempsey, and the Vice Presidents will hold a forum to receive comments and suggestions from all classified and non-classified employees on the draft Self-Study Report during All Governance Day on September 7, 2012. Since Greg Hodges, Dean for Developmental Education and Transitional Programs at Patrick Henry Community College is holding a special afternoon *Achieving the Dream* session with all full-time faculty on Governance Day, a forum will be held on November 30 with the faculty to receive their comments and suggestions on the draft Self-Study Report.
- 6. Financial Report**
1. Vice President for Finance and Administration, Sam Litteral, provided the financial report dated June 30, 2012 to Board members. The report was on a cash basis with no accrual accounting. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral stated that due to the March 15, 2012-flood, Southern encountered expenditures that were not anticipated. The annual financial audit is scheduled for September 17.
- 7. Action Items:**
- 7.1 **Approval of June 19 and July 26, 2012, Board Meeting Minutes**
MOTION: Shelley Huffman moved to accept the meeting minutes as presented.

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

7.2 Approval of Textbook Affordability Committee Report

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the report provided by the Textbook Affordability Committee for presentation to the Chancellor of the West Virginia Council for Community and Technical College Education as required by Title 135, Series 51, Bookstores and Textbooks, Section 3.1.f.

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

7.3 Request for Termination of Certificate in Paramedic Science

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve termination of the Paramedic Science Certificate program.

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

7.4 Request for Termination of Certificate in Fire 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 termination of the Fire Science Certificate program.

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

7.5 Approval of Policies for 30-day Public Comment Period:

1. SCP-1435, Inclement Weather and Emergency Situation Policy

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-1435, *Inclement Weather and Emergency Situation Policy*, and SCP-1435.A, *Media Notification List*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

2. SCP-2156, Drug and Alcohol Policy

MOTION: Linda Akers 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-2156, *Drug and*

Alcohol Policy, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

3. SCP-2360, Holidays

MOTION: George Kostas 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-2360, *Holidays*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

8. Discussion Item:

8.1. Review of 2007-2008 Board of Governors Goals for possible revision based upon new Consortium Compact

President Tomblin requested that Board members review the list of Board Goals provided in the agenda book prior to the next Board meeting scheduled for October 11. The Board goals will be included on the October agenda as a discussion item for possible revision or development of new goals.

9. Informational Items:

9.1 Certification of Classified Employees Salary Schedule Full Funding

President Tomblin received official notification from Chancellor Jim Skidmore that Southern West Virginia Community and Technical College has reached full funding of the Classified Employees Salary Schedule established by West Virginia Code §18B-9-3.

9.2 Higher Learning Commission Criteria Book

Mr. Steven Lacek provided Board members with a copy of the New Criteria for Accreditation that was adopted by the Higher Learning Commission Board of Trustees on February 24, 2012.

9.3 Institutional Rule Making Report

Board members were provided a copy of the Institutional Rulemaking Report submitted to the Chancellor for Community and Technical College Education. Pursuant to the requirements of West Virginia Code §18B-1-6, annually a list of institutional rules that are effective on July 1, including the most recent date on which each rule was adopted, amended or repealed by the Board of Governors must be submitted to the Council for Community and Technical College Education.

10. Executive Session Under Authority of West Virginia Code §6-9A-4-9

Vice Chair Wilma Zigmond asked that President Tomblin, Samuel Litteral, William Cook, and Emma Baisden remain for Executive Session. Glenn Yost moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-9. Jada Hunter seconded the motion that carried unanimously, and the Board then met in an

Executive Session. At the conclusion of discussions, Linda Akers moved and Debbie Dingess seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session.

Further Action:

Based upon discussions in the Executive Session, the Board reconvened in an open session and the following action was taken:

1. Approval to Pursue Opportunity Provided by the Boone County Commission

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize the Southern West Virginia Community and Technical College President, Vice President for Finance and Administration, and Director of Boone/Lincoln Campus Operations, to pursue the opportunity to meet with the Boone County Commission regarding the possibility of purchasing 11.7 acres of land near the Boone County Transfer Station just off of U. S. 119. Once a price has been determined, bring this item before the Board of Governors for consideration of approval to purchase.

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

11. Adjournment:

There being no further business, Vice Chair Zigmond declared the meeting adjourned at 8:10 p.m. The next Board meeting is scheduled for October 11, 2012 and will be held at The Resort at Glades Springs in Daniels, West Virginia.

Wilma J. Zigmond, Vice Chair

Emma L. Baisden
Executive Assistant to the Board of Governors

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Approved 10/11/2012