

Southern West Virginia Community and Technical College Board of Governors
Board of Governors Meeting of December 11, 2012
West Virginia Governor's Mansion
1716 Kanawha Boulevard, East, Charleston, WV

Board Members Present: Tom Heywood, Terry Sammons, George Kostas, Glenn Yost, Wilma Zigmond, George Morrison, Linda Akers

Board Members Absent: Shelley Huffman, Kevin Fowler, Eileen Aranas, Debbie Dingess, Jada Hunter

Administrative Staff: President Joanne Jaeger Tomblin, Samuel Litteral, Ron Lemon, Allyn Sue Barker, Pam Alderman, Gary Holeman, Charles Puckett, Patricia Miller, Chris Gray, Harry Langley, Bill Cook, Rita Roberson, Marcus Gibbs, Emma Baisden

Guests: Kelley Shafer, Suttle and Stalnaker Representative

1. Call to Order:

Mr. Tom Heywood, Board of Governors Chair, declared a quorum present and convened the meeting at 6:05 p.m.

2. Advisory Council of Faculty Presentation

Mr. Charles 'Chuck' Puckett serves as Southern's faculty representative to the West Virginia Advisory Council of Faculty (ACF). Mr. Puckett presented Board members with a brief overview of the ACF and informed them the Council was established by the West Virginia Legislature as an advisory body of higher education faculty to (1) the Legislature; (2) the Higher Education Policy Commission (HEPC) and the Council for Community and Technical College Education; (3) the local boards of governors; and (4) provide a voice for faculty constituents. Mr. Puckett reviewed the faculty's commitment to students, institutions, and local communities. As part of his presentation, Mr. Puckett discussed the Southern Regional Education Board's (SREB) "No Time to Waste" initiative, which outlines policy recommendations for increasing college completion. He indicated that West Virginia ranks 15th among the 16 SREB states in regard to faculty salaries and noted that it had fell two places below its ranking last year. Following the presentation, the Board of Governors thanked Mr. Puckett for his statewide service and for providing them with the ACF's current concerns.

3. 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 19, 2012 to discuss strategies for the 2013-2014 tuition and fees proposal. The group is working on a multi-year strategy to bring Southern's tuition to that of peers within the state. Southern wants always to insure that it remains affordable and accessible and does not want to place tuition out of reach for students. The Committee will meet again in January 2013 to prepare a proposal and recommendation to bring forward to the full Board for consideration of adoption at its February 19, 2013 meeting.

4. President's Report:

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

4.2 The College is fully engaged in its self-study process. The Self-Study Steering Committee and Subcommittees are on track, and the second full draft of the Self-Study Report has been released for institution-wide review. The draft report is excellent and is a work in progress which will be revised several times before it is finalized. Meetings have been held with the faculty and staff to receive input

- on the draft document. 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 re-accreditation visit April 22-24, 2013.
- 4.3 President Tomblin has scheduled a meeting with her Cabinet for January 22nd to discuss the budgeting process. She informed the Board that the institution is preparing for a budget cut and at some point will actively engage the Board in what steps will be taken. Budgets will be scrutinized for the upcoming fiscal year.
 - 4.4 Sandra Podunavac and Teri Wells are participating in training which will allow Southern to apply for certification to receive international students. It is an extensive process to become a Student and Exchange Visitors Program (SEVP) certified institution.
 - 4.5 The Williamson Applied Technology facility is ahead of schedule and should be complete by the end of January 2013. President Tomblin is scheduled to tour the facility on December 17.
 - 4.6 Graduates from eight programs in Southern's Allied Health and Nursing Department passed state licensure examinations at a rate of 100% this past spring and summer. Graduates from Central Sterile Supply, Electrocardiography, Medical Laboratory Assistant (1-year certificate), Dental Hygiene, Medical Laboratory Technology, Radiologic Technology, Respiratory Care Technology, and Salon Management/Cosmetology are now licensed to practice their chosen profession. President Tomblin applauded the Allied Health and Nursing Department personnel for a job well done.
 - 4.7 General registration for the Spring semester begins January 7, 2013. Over the last few years, the college's enrollment has decreased approximately 1.8%.
 - 4.8 Steven Lacek, Assistant Professor and Transitional Studies Department Chair, received the Outstanding Contributor Award presented by the West Virginia Community College Association during a state conference held at Canaan Valley. The award is given to a community college employee who has made a substantial contribution and significant impact on the operations of their institution.
 - 4.9 Associate Professor and Coordinator of Mine Management, Bill Alderman, received the "Because of You" Educator of the Year Award at the 2012 Miners' Celebration at the Tamarack earlier this fall. He received the award for providing innovation and leadership in the development of curriculum and knowledge of the mining industry and its relationship with coal communities and the state.
 - 4.10 Southern received notification from the Community and Technical College System that the institution will undergo an on-site Civil Rights Compliance Audit in February 2013.
 - 4.11 A new class of nine students was inducted into the Appalachian Leadership Academy at the Williamson Campus on December 10.
 - 4.12 International Exports, *West Virginia Executive Magazine*, Fall 2012, features Southern's Academy for Mine Training and Energy Technologies.

- 4.13 The old Chesapeake Energy facility in Boone County will soon house Southern's Task Force I and the Academy for Mine Training and Energy Technologies will partner with Workforce WV to provide training at that site.
- 4.14 The College will be closed for the Christmas and New Year's holidays, December 20, 2012 through January 2, 2013.

5. Academic Affairs and Student Services Update

Dr. Harry Langley, Vice President for Academic Affairs and Student Services, provided Board members with an update on several projects that he has been working on in the academic and student services areas since his arrival at Southern. He distributed a handout to the group of "A Road Map for Success" through recruitment, progression, and persistence to graduation. He plans to be more proactive than reactive by developing processes for outreach through recruitment by marketing with brochures, track sheets, Facebook, Twitter, website, public relations in local news of face-to-face programs on five campus sites; on-line programming, FastTrack classes, and scheduling of classes to include adequate offerings in day, night, and weekend formats. Dr. Langley's plan for a "Road Map for Progression and Persistence" includes Student Success Centers, Academic Plan Development with Program Advisors, Faculty Advising Centers, Student Tracking and Early Warning System, Student Orientation's to Blackboard 9.1, and Assessment of Student Learning to name a few. Success equals graduation. He plans to monitor the increase in progression, persistence, and graduation with certificate and associate degrees, and monitoring of skill set achievement with awarding of certificates. He is hopeful that the new ARGOS report writing tool will provide readily accessible data that is needed to access the effectiveness of what they are doing and help his unit to make good decisions.

6. Financial Report

Chief Financial Officer, Sam Litteral, provided the financial report dated November 30, 2012 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Revenue has increased and expenditures are slightly below projection.

7. 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, 2012. 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 Mr. Litteral's Finance Department staff for performing an excellent job on the audit.

8. Action Items:

8.1 Approval of Audited Financial Report

MOTION: Glenn Yost 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, 2012.

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

8.2 Approval of October 11, 2012, Minutes

MOTION: Glenn Yost moved to accept the October 11, 2012 minutes as amended to include Linda Akers as present.

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

8.3 Request for Final Approval of Institutional Policies

- 8.3.1 SCP-1000, Manuals, Announcements, and Policies (MAP) Development System
 - SCP-1000.A, Classification Table
 - SCP-1000.B, *Format for Southern College Policy (SCP)*
 - SCP-1000.C, *Format for Southern Administrative Announcement (SAA)*
 - SCP-1000.D, *Format for Southern Administrative Manuals (SAM's)*

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 the aforementioned policy (with attachments) following the required 30-day comment period.

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

8.3.2 SCP-1481, Naming of Facilities and Organizational Units

MOTION: Glenn Yost 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-1481, Naming of Facilities and Organizational Units, following the required 30-day public comment period.

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

8.3.3 SCP-1725, Private Scholarships

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-1725, Private Scholarships, following the required 30-day public comment period.

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

8.3.4 SCP-2575, Overtime and Compensatory Time

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-2575, Overtime and Compensatory Time, following the required 30-day public comment period.

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

8.3.5 SCP-2700, Reduction in Work Force, Classified Personnel

MOTION: Glenn Yost 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-2700, Reduction in Work Force, Classified Personnel, following the required 30-day public comment period.

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

8.4 Request for Approval of Institutional Policies for 30-day Public Comment

8.4.1 SCP-2580, Part-time Employees: Classified Staff and Adjunct Faculty

MOTION: Glenn Yost 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-2580, *Part-Time Employees: Classified Staff and Adjunct Faculty*, 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.

8.4.2 SCP-3201, Challenging a Course/Credit by Examination and its attachments (SCP-3201.A, *Challenge Examination Request Form* and SCP-3201.B, *Challenge Examination Results Form* [new]).

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 the revised policy, SCP-3201, *Challenging a Course/Credit by Examination*, (with attachments) to Southern's constituents 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.

8.4.3 SCP-8600, Board of Governors Operational Guidelines Policy and Attachment 8600.A

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-8600, Board of Governors Operational Guidelines Policy and its attachment to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

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

8.5 Request for Approval of Institutional Mission Statement for 30-day Public Comment

MOTION: George Kostas moved the adoption of the following resolution revised to become effective July 1, 2013:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the proposed Institutional Mission Statement to Southern's constituents for a 30-day comment period, to be effective July 1, 2013.

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

8.6 Request for Final Approval of Southern Administrative Manual (SAM)-2000.1, *Employee Handbook*

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 SAM-2000.1 *Employee Handbook*, following the required 30-day public comment period.

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

8.7 Request for Approval of Appalachian Power Company Easement Agreement

MOTION: Glenn Yost moved the adoption of the following resolution as amended to include a reversion clause:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize the Board Chair to execute an Easement Agreement between Southern West Virginia Community and Technical College Board of Governors and Appalachian Power Company when the appropriate reversion clause has been added to the agreement: e.g., Once operations cease, all rights granted to Appalachian Power Company by the easement will cease and terminate the right of way, and easement will revert back to Southern West Virginia Community and Technical College.

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

9. Informational Items

- 9.1 Approval granted by the Chancellor for Community and Technical College Education to Terminate CAS in Fire Science and Paramedic Science
- 9.2 Board Goals 2012-2015
- 9.3 International Exports, *West Virginia Executive Magazine*, Fall 2012, features Southern's Academy for Mine Training and Energy Technologies

10. Adjournment:

There being no further business, Chair Heywood declared the meeting adjourned at 7:35 p.m. The next Board meeting is scheduled for February 19, 2013 and will be held at Southern West Virginia Community and Technical College in Logan, WV.

Thomas A. Heywood, Chair

Emma L. Baisden
Executive Assistant to the President
and Board of Governors