

**Southern West Virginia Community and Technical College Board of Governors  
Board of Governors Meeting of February 19, 2013  
2900 Dempsey Branch Road, Room 428, Building C  
Mount Gay, West Virginia and by Teleconference**

**Board Members Present:** Wilma Zigmond, Glenn Yost, Jada Hunter, George Kostas, Shelley Huffman, George Morrison, Debbie Dingess, Eileen Aranas, Tom Heywood (arrived at 6:30)

**Board Members Absent:** Linda Akers, Kevin Fowler, Terry Sammons

**Southern Staff:** President/First Lady Joanne Jaeger Tomblin, Samuel Litteral, Harry Langley, Ron Lemon, Allyn Sue Barker, Pam Alderman, Cindy McCoy, Gary Holeman, Merle Dempsey, Steve Lacey, Charles Puckett, Melissa Kirk, Tehseen Irfan, David Ermold, Chris Gray, Emma Baisden

**1. Call to Order:**

Ms. Wilma Zigmond, Board of Governors Vice Chair, declared a quorum present and convened the meeting at 6:10 p.m.

**2. Faculty Senate Presentation**

Mr. David Ermold, Faculty Senate Chair, informed Board members that the Faculty Senate is designed to create an open channel between the faculty, administration, and Board of Governors. Mr. Ermold informed the Board that the faculty had worked diligently to revise the current Faculty Senate Constitution to comply with West Virginia legislation and to coincide with the “look” or format of Southern College Policies. Mr. Ermold brought forward concerns which are important to the faculty: (1) Classroom Technology - Faculty would like to have input on the technology needs for the classrooms. Technology is needed in every classroom and in every building of Southern’s campuses. (2) Faculty Professional Development Funds - Southern’s faculty understand the institution is facing an overall budget cut and know there is no money for pay raises for the upcoming academic year. However, they would like to see an increase in faculty professional development funds and thought grant funds may be available for professional development. (3) Trimester System - Petitions have been signed to return to semesters instead of trimesters. Mr. Ermold stated that STEM (science, technology, engineering, and math) classes need additional hours for lectures. He questioned the trimester systems benefit to students and asked if student enrollment has increased or decreased. Board Secretary, Glenn Yost, asked Mr. Ermold what the students like. Mr. Ermold stated that most of the students that he had personally talked with liked the semester schedule best because they need the extra week offered in a term. Following his presentation, the Board of Governors thanked Mr. Ermold for his service and for providing them with the current concerns of the faculty.

**3. Report on 2013 HLC Accreditation Self-Study**

Dr. Merle Dempsey began by thanking Mr. Steve Lacek for picking up much of the load of writing the self-study report as he has had other obligations. He encouraged employees and Board members to read the document and provide input on its content. Dr. Dempsey primarily wants the information to be beneficial to the college community, and will clarify questions that anyone may have. He stated the self-study process has truly been a team effort. Dr. Dempsey informed Board members that the College had received notification about eight days ago that a supplemental report on how Southern governs its campuses is due to the Higher Learning Commission and Evaluation Team on March 22, 2013. The writing of the multi-campus overview is moving well at this point. Dr. Dempsey again thanked Mr. Lacek for his work on the self-study report, Mr. George Morrison for editing the document, Emma Baisden for her work on the document and resource room, and Mr. Chad Scott for compiling essential data.

Board of Governors Chair, Tom Heywood, joined the meeting at 6:30.

**4. President's Report:**

4.1 President/First Lady Tomblin informed Board members that the original Evaluation Team Chair, Dr. Irene Kovala, declined the appointment, and the Higher Learning Commission have appointed a replacement, Dr. Sally Winship. Dr. Winship is the Vice President Emeriti of Workforce, Community, and Economic Development at Johnson County Community College. President Tomblin has been in contact with Dr. Winship concerning arrangements for the on-site visit scheduled for April 22-24, 2013. They are working on the visit itinerary which will be released as soon as it is finalized and approved by the Evaluation Team.

4.2 The Spring 2013 headcount is 1,898 and full-time enrollment (FTE) is 1,413.3. Enrollment data indicates a slight increase over the past two Spring semesters.

4.3 The dedication ceremony for the Applied Technology facility in Williamson is scheduled for 2:00 p.m. on April 16, 2013. The Board's regular scheduled business meeting will be held at the Williamson Campus beginning at 6:00 p.m.

4.4 General registration for the Spring semester was conducted January 7-10, 2013.

4.5 Southern is expecting a 7.5% budget cut for 2013-2014. Discussions have

been conducted with administrators on how budget cuts will be made. Higher Education (community and technical colleges) will face the largest budget cut of 34 million - \$692,000 cut for Southern. The Board's Committee on Tuition and Fees met and will make its recommendation to the Board this evening.

- 4.6 President/First Lady Tomblin, Harry Langley, Sam Litteral, and Allyn Sue Barker met with Chancellor Jim Skidmore regarding Technical Development Grants for the new technology facility in Williamson. Chancellor Skidmore has monies available to conduct focus groups with industry leaders to seek their input on industry needs in the Mingo County region. The outcome of the focus groups will drive what programs are needed and will be offered in the new Williamson facility.
- 4.7 The annual Harmony 365 kickoff was conducted on February 17 with a candlelight vigil at the First Street Baptist Church in Williamson. The event was well attended.
- 4.8 A new class of Appalachian Leaders was inducted into the Leadership Academy at the Williamson Campus on December 10.
- 4.9 President/First Lady Tomblin, Dr. Harry Langley, and Southern's academic department leadership held a joint partnership meeting with West Virginia State University officials. Dr. Brian Hemphill, President of West Virginia State University, is very aggressive and wants to work with Southern to develop new opportunities for students.
- 4.10 American Public University CEO, Dr. Wallace (Wally) Boston, would like to establish an online transfer agreement with Southern. President/First Lady Tomblin and Dr. Harry Langley met with representatives Dr. John Hough and Katherine Shaw to discuss establishing a transfer agreement for online education. American Public University is headquartered in Charles Town, West Virginia.
- 4.11 College Goal Sunday workshops were held on February 10 at more than 20 locations around the state. The workshops provided an opportunity for students and families to receive free confidential support in completing the FASFA (Federal Application for Federal Student Aid). Southern's workshops were well attended.
- 4.12 The President's Student Circle Brunches will begin this month. The first brunch will be held at the Williamson Campus on February 28<sup>th</sup>. These were

initiated at the request of Eileen Aranas, Student Representative to the Board of Governors.

- 4.13 Beginning with the Fall 2013 semester, President/First Lady Tomblin will reinstate her high school visiting team.
- 4.14 Major General James Hoyer, Adjutant General of the West Virginia National Guard has agreed to serve as Commencement Speaker on May 4.
- 4.15 The ACCT Conference will be held October 2-5, 2013 in Seattle, Washington.
- 4.16 Chancellor Skidmore's office is offering Board professional development training opportunities for Board members still in need of training hours by June 30, 2013. The training includes pod casts, videos, and presentations. Board members should contact Emma Baisden for further details.

## 5. **Financial Report**

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated January 31, 2013 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Revenues are 56.2 percent and current expenses are at 65 percent. Due to the March 2012 flood, repairs and alterations were \$117,484.

Mr. Litteral informed Board members of projects underway in his unit:

- The Banner Accounts Receivable Revitalization project is well underway and is intended to link the Finance department business processes with Financial Aid processes. When completed, this project will help Southern in awarding students with scholarships, grants, loans, student work study, as well as financial management of student accounts. It will provide best practices and regulatory support critical to institutional processing of student accounts.
- Southern has contracted with MBS Direct to provide a virtual bookstore for students beginning Fall 2013.

## 6. **Board of Governors Committee on Tuition and Fees Proposal**

Mr. Tom Heywood, Chair of the Committee on Tuition and Fees, reminded Board members that the Tuition and Fees Committee are working on a on a multi-year strategy to bring Southern's tuition to that of peers within the state. In 2008-2009, Southern's Board of Governors determined that the College would need a 9.5% tuition increase 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. Due to a 4.5% cap placed on tuition in 2010, no tuition increases

were approved. While Southern wants always to insure that it remains affordable and accessible and does not want to place tuition out of reach for students, it is clear that tuition and fees are at the bottom. The Committee plans to request a tuition increase of 15.24% or \$156.00 per semester for fiscal year 2013-2014. The increase would not have a significant impact on students receiving financial assistance, and very few Southern students take out loans to cover educational expenses. Ms. Eileen Aranas serves on the Board's Committee on Tuition and Fees to represent students and provide the student's perspective. She informed the group that "students attend Southern because of the quality of instruction received."

At its January 28, 2013 meeting, the Southern West Virginia Community and Technical College Board of Governors Committee on Tuition and Fees recommended a minimum increase of \$156.00 per semester increase per FTE for resident students effective July 1, 2013. The increase will bring Southern's full-time tuition to \$1,416.00 per semester. If approved, Mr. Heywood recommended the request be submitted to the West Virginia Council for Community and Technical College Education for action at its next meeting.

**7. Action Items:**

**7.1 Request for Approval of Proposed Tuition Increase**

**MOTION:** Glenn Yost moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed resident tuition increase of \$156.00 per semester per FTE for the 2013-2014 academic year effective July 1, 2013.

**ACTION:** Jada Hunter seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

**7.2 Request for Approval of ACCUPLACER Retest Fee**

**MOTION:** Glenn Yost moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed ACCUPLACER Retest Fee of \$2.50 per unit effective July 01, 2013.

**ACTION:** George Kostas seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

**7.3 Request for Approval to Increase Returned Check Fee**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed increase of \$40.00 to the current Returned Check Fee bringing the new fee to \$50.00 effective July 01, 2013.

**ACTION:** Glenn Yost seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

**7.4 Request for Approval to Increase Late Payment Fee**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed late payment fee increase of \$40.00 bringing the new fee to \$50.00 effective July 01, 2013.

**ACTION:** Jada Hunter seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

**7.5 Request for Approval of December 11, 2012 Meeting Minutes**

**MOTION:** Glenn Yost moved to accept the December 11, 2012 minutes as presented.

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

**7.6 Request for Approval of Mission Statement**

**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 adoption of the proposed Mission Statement, effective July 1, 2013, following the 30-day public comment period.

**ACTION:** George Kostas seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

**7.7 Request for Approval of Certificate in Applied Science (CAS) in General Studies**

**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 implementation of the statewide Certificate of Applied Science (CAS) in General Studies and notification to the Chancellor for Community and Technical College Education of Southern's intent to implement this program.

**ACTION:** Shelley Huffman seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

**7.8 Action on Institutional Policies for Final Approval**

**7.8.1 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 final approval of SCP-2580, *Part-time Employees: Classified Staff and Adjunct Faculty*, following the required 30-day public comment period.

**ACTION:** Jada Hunter seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

**7.8.2 SCP-3201, Challenging a Course/Credit by Examination**

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

**ACTION:** Glenn Yost seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

**7.8.3 SCP-8600, Board of Governors Operational Guideline 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 final approval of SCP-8600, Board of Governors Operational Guidelines Policy and its attachment (SCP-8600.A) as presented following the required 30-day public comment period.

**ACTION:** Wilma Zigmond seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

**7.9 Action on Institutional Policies Presented for 30-day Public Comment**

**7.9.1 SCP-2165, Educational Release Time for Classified Employees**

**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-2165, *Educational Release Time for Classified Employees* (with attachment) to Southern's constituencies 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 and Chair Heywood declared the motion adopted.

**7.9.2 SCP-2171, Professional and Educational Requirements for Faculty and Instructional Staff**

**MOTION:** George Morrison moved the adoption of the following resolution with the following request for clarification: "6.1.1.4 - needs to be reworded to clarify if the faculty who teach in Transitional Studies (remedial) programs who have a bachelor's degree will hold faculty rank."

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2171, *Professional and Educational Requirements for Faculty and Instructional Staff*, (with attachment) 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 and Chair Heywood declared the motion adopted.

**7.9.3 SCP-2701, Reduction in Force: Faculty Personnel**

**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-2701, *Reduction in Work Force: Faculty Personnel*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

**7.9.4 SCP-3637, General Education Philosophy and Goals**

**MOTION:** Jada Hunter 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 SCP-3637, *General Education Philosophy and Goals*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**ACTION:** Shelley Huffman seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

#### 7.9.5 SCP-5100, Disposition and Sale of Surplus/Excess Property

**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-5100, *Disposition and Sale of Surplus/Excess Property*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**ACTION:** Wilma Zigmond seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

#### 8. **Adjournment:**

There being no further business, Chair Heywood declared the meeting adjourned at 7:20 p.m. The next Board meeting is scheduled for April 16, 2013.

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Thomas A. Heywood, Chair

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

*OFFICIAL*  
*Approved 04/16/2013*