

**Southern West Virginia Community and Technical College Board of Governors**  
**Board of Governors Meeting of April 16, 2013**  
**1601 Armory Drive, Room 433, Williamson, WV**

**Board Members Present:** Tom Heywood, Wilma Zigmond, Terry Sammons, George Kostas, Jada Hunter, Debbie Dingess, George Morrison, Eileen Aranas

**Board Members Absent:** Glenn Yost, Shelley Huffman, Kevin Fowler, Linda Akers

**Southern Employees:** President Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, Ronald Lemon, Pam Alderman, Cindy McCoy, Gary Holeman, Emma Baisden, Darrell Taylor, Alyce Patterson-Diaz, Judith Curry, Lisa Haddox-Heston, Carol Howerton, Gail Hall, Mary Nemeth-Pyles, Katherine Deskins, Marcus Gibbs, Chris Gray, Martha Maynard, David Ermold, Merle Dempsey

**1. Call to Order:**

Chair, Tom Heywood, declared a quorum present and convened the meeting at 6:00 p.m.

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

Dr. Merle Dempsey, Higher Learning Commission Liaison, informed the group that Southern will undergo an evaluation from the Higher Learning Commission (HLC) for institutional reaccreditation April 22-24, 2013. The HLC Review Team is scheduled to arrive in Logan on April 21<sup>st</sup> and begin its work. While on our campuses, the peer review team will hold meetings with students, faculty, staff, community leaders, and the Board of Governors as they determine whether the College is meeting its mission through its curricular offerings as published in public documents and observed through practices and policies. Dr. Dempsey encouraged everyone to familiarize themselves with the Self-Study Report prior to the team's arrival.

The Higher Learning Commission is ever-changing and in February 2012 adopted new criteria for reaffirmation of accreditation. The entire accreditation process has been revised by the HLC and Southern will transition into the new process with the completion of this self-study process. Beginning in the fall of 2013, Southern will enter either the Open or Standard Pathway based upon the outcome of its reaccreditation visit.

**3. President's Report:**

1. Southern has been awarded an \$892,000 federal grant from the National Science Foundation and will be used to develop a career pathway program for students enrolled in engineering and mining programs. The grant will also enhance professional development for faculty in science, technology, engineering, and mathematics (STEM) courses. Southern will receive the funding over a three-year period.
2. President/First Lady Tomblin and Vice President for Finance and Administration, Samuel Litteral, visited key legislators to discuss Southern's tuition increase proposal.
3. Higher Education Day at the Legislature was February 21, 2013.

4. Assessment Day took place March 5 at all Southern campuses.
5. The annual Harmony 365 kickoff was conducted in February with candlelight vigils and various events have been scheduled.
6. The College recently underwent an on-site Civil Rights Compliance Audit by the Council for Community and Technical College Education and has received its Notification of Findings. A few things need to be fixed, but overall the College received a good review.
7. The District Consortia is working on a seamless curriculum with the vocational-technical centers and the College.
8. President/First Lady Tomblin, Harry Langley, Samuel Litteral, Kimberly Hensley, Steven Lacek, Merle Dempsey, and Emma Baisden attended the annual Higher Learning Commission Conference April 5-9, 2013 in Chicago. The Higher Learning Commission Peer Review Team will meet with the Board of Governors at 6:15 p.m. on April 22, 2013.
9. The first President's Circle Student Brunch was held April 4, 2013 at the Williamson Campus. It was well attended and the students were very complimentary of the Williamson Campus.
10. Beginning in Fall 2013, President/First Lady Tomblin will reinstate her High School Visiting Team.
11. In the 2013-2014 year, President/First Lady Tomblin's focus will be on security for Southern's facilities, and professional development centers for employees.
12. Approximately 150 individuals attended the 5<sup>th</sup> Annual Southern West Virginia Community College Foundation Donor/Scholarship Reception held April 14 at the Logan Campus.
13. The Allied Health and Nursing Pinning Ceremony is scheduled for May 3, 2013 at 6:00 p.m.
14. Commencement will begin at 10:00 a.m. on May 4, 2013 at the Coalfield Jamboree.
15. The President's Administrative Retreat is scheduled for May 7, 2013.
16. The next meeting of the Council for Community and Technical College Education is May 9. At that time Southern will make its proposal for a 15.24% or \$192 per semester tuition increase. If approved, this would bring the full-time tuition to \$1,452 per semester. The College will also make a request to purchase 11.7 acres of property in Boone County near the Boone County Transfer Station just off U. S. 119.

17. In 2014-2015 the College will need a new Master Facilities Plan. Southern will hire an architect to draw up a plan to take the College through the next 10 years.

**4. Financial Report**

Mr. Sam Litteral, Vice President for Finance and Administration, provided the financial report dated March 31, 2013 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The figures discussed were strictly cash that can be carried forward. Mr. Litteral informed the group that auditors from the accounting firm of Suttle and Stalnaker will be on campus in May to conduct the preliminary audit, and he will present the 2013-2014 budget to the Board for review and consideration of approval at its June 18 meeting.

**5. Action Items**

**5.1 Appointment of Nominating Committee for 2014 Board Officers**

Chair Heywood appointed the following individuals to serve on the Board's Nominating Committee for election of officers: Jada Hunter, Chair; Debbie Dingess, Wilma Zigmond, and Glenn Yost. The Committee will provide a report to the full Board with a recommendation for the 2013-2014 Board officers at its June 18, 2013 meeting.

**5.2 Appointment of Presidential Review Committee (annual evaluation)**

Chair Heywood appointed the following individuals to serve on the Board's Presidential Review Committee: Wilma Zigmond, Chair; Terry Sammons and George Kostas. The Committee will provide a report to the full Board at its June 18, 2013 meeting.

**5.3 Appointment of Board Ceremonial Representative**

Chair Heywood will represent the Board of Governors at the Allied Health and Nursing Pinning Ceremony on May 3, and at Commencement on May 4.

**5.4. Approval of February 19, 2013, Board Meeting Minutes**

**MOTION:** Wilma Zigmond moved to accept the February 19, 2013 minutes as presented.

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

**5.5 Distance Learning (SCP-3000) Follow-up Report to the Board of Governors**

Ms. Carol Howerton, Applied and Industrial Engineering Department Chair, informed the group that Southern is running 165 different sections of distance learning courses, but will need to cut back in order to offer training for the faculty. Quality Matters (QM) is a faculty-centered, peer review process that is designed to certify the quality of online and blended courses. It provides a standards rubric for course development and design, and is a leader in quality assurance for online education. It has received national recognition for its peer-based approach and continuous improvement in online education and student learning and is a recognized online course standard by the Higher Learning Commission. The West Virginia Higher Education Policy Commission and the Community and Technical College System

joined Quality Matters as a statewide initiative, and the SREB/SREC now requires QM standardized reviewed courses. Last year Southern adopted the QM rubric as a standard for online courses and several faculty participated in an initial training on applying the rubric to courses in March. Five faculty received incentive funding to convert their courses to online. These individuals will serve as mentors for other faculty. Professor Howerton sees the largest obstacle being the inability to purchase the video and chat modules because it creates a barrier between students and the faculty.

## 5.6 Academic Program Review

### 5.6.1 Business Accounting, A.A.S.

**MOTION:** Terry Sammons moved the adoption of the following resolution and requested that Dr. Hall present the results of a needs assessment in a follow-up report to the Board of Governors in Fall 2013:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Business Accounting, Associate in Applied Science degree program 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*.

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

### 5.6.2 Business Administration, A.A.S.

**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 continuance of the Business Administration, Associate in Applied Science degree program 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*.

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

### 5.6.3 Office Administration, A.A.S.

**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 continuance of the Office Administration, Associate in Applied Science degree program 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.*

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

#### **5.6.4 Office Administration, Certificate**

**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 continuance of the Office Administration, Certificate program 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.

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

#### **5.6.5 Dental Hygiene, A.A.S.**

**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 discontinuance of the Dental Hygiene, Associate in Applied Science degree program 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.

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

#### **5.6.6 Survey Technology, A.A.S.**

**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 continuance of the Survey Technology, Associate in Applied Science degree program 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.

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

#### **5.6.7 Survey Technology, Certificate**

**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 continuance of the Survey Technology, Certificate program 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.

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

**5.7 Action on Post-Audit Reviews for Occupational Programs Implemented Under the Provision of Series 37 of the CTCS**

**5.7.1 Addiction Counseling, A.A.S. and Certificate**

**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 Addiction Counseling, Associate in Applied Science and Certificate programs with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Series 37, *Increased Flexibility for Community and Technical Colleges*.

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

**5.7.2 Paramedic Science, A.A.S.**

**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 continuance of the Paramedic Science, Associate in Applied Science degree program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Series 37, *Increased Flexibility for Community and Technical Colleges*.

**ACTION:** Debbie Dingess seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

**5.7.3 Homeland Security and Emergency Service, A.A.S.**

**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 continuance of the Homeland Security and Emergency Service, Associate in Applied Science degree program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title

135, Series 37, *Increased Flexibility for Community and Technical Colleges*.

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

**5.8 Action on Follow-up Reports Required by the Community and Technical College System**

**5.8.1 Central Sterile Supply Technician, Certificate**

**MOTION:** Jada Hunter 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 Central Sterile Supply Technician, Certificate program as requested by the West Virginia Council for Community and Technical College Education.

**ACTION:** Wilma Zigmond seconded the motion to receive and submit the report to the Council. The motion carried unanimously. Chair Heywood declared the motion adopted.

**5.8.2 Forensic Psychology and Investigation, Certificate and Associate in Applied Science**

President/First Lady Tomblin informed Board members that the follow-up report to the Post-audit Review of the Forensic Psychology and Investigation, Certificate and A.A.S. programs provided by Dr. Cindy McCoy lacked sufficient information and supporting data and could not be presented in the Board's Agenda Book for action. Since the follow-up report requested by the Council is not due to the Chancellor's office until August 15, the item will be placed on the Board's June 18 agenda as an action item. This should allow sufficient time for revisions to be made to the follow-up report to the Post-audit Review of the Forensic Psychology and Investigation, Certificate and Associate in Applied Science programs.

**5.8.3 Mine Management, Associate in Applied Science**

President/First Lady Tomblin informed Board members that the document submitted by Dr. Gail Hall for the Mine Management, Associate in Applied Science degree program was not the report requested by the Council. Dr. Hall submitted a Post-audit Review Report and should have submitted a follow-up report to the Post-audit Review Report for Mine Management approved by the Council in August 2011. Since the follow-up report requested by the Council is not due to the Chancellor's office until August 15, 2013, the item will be placed on the Board's June 18 agenda as an action item. This should allow sufficient time for development of the follow-up report addressing the specific areas identified by the Council.

5.9           **Action on Institutional Policies Presented for Final Approval**

5.9.1    SCP-2165, Educational Release Time for Classified Employees

**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-2165, *Educational Release Time for Classified Employees*, (with attachment) following the required 30-day public comment period.

**ACTION:** Terry Sammons seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

5.9.2    SCP-3637, General Education, Philosophy and Goals

**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-3637, *General Education Philosophy and Goals*, following the required 30-day public comment period.

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

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

**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-5100, *Disposition and Sale of Surplus/Excess Property*, following the required 30-day public comment period.

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

5.10           **Action on Institutional Policies Presented for Approval for Release of 30-day Public Comment**

5.10.1    SCP-2171, Professional and Educational Requirements for Faculty

**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-2171, *Professional and Educational Requirements for Faculty*, (with attachment) to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

**ACTION:** Debbie Dingess seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

#### 5.10.2 SCP-2701, Reduction in Workforce: Faculty Personnel

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

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

#### 5.10.2 SCP-5260, Meeting Financial Exigencies

**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-5260, *Meeting Financial Exigencies*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**ACTION:** Debbie Dingess seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

## 6. Informational

### 6.1 Institutional Policies Approved by Chancellor Skidmore

SCP-2580	Part-time Employees: Classified Staff and Adjunct Faculty
SCP-3101	Challenging a Course/Credit by Examination
SCP-3101.A	Challenge Examination Request Form
SCP-3101.B	Challenge Examination Results Form
SCP-8600	Board of Governors Operational Guidelines Policy
SCP-8600.A	Board of Governors Operational Guidelines

**6.2 Institutional Compact Update for 2013-2014**

"Meeting the Challenge: Master Plan for the Community and Technical College System of West Virginia" was provided to Board members.

**7. Adjournment**

There being no further business, Chair Heywood declared the meeting adjourned at 7:30 p.m. The next Board of Governors business meeting is scheduled for Tuesday, June 18, 2013 beginning at 6:00 p.m. in Room 428, Building C, Logan Campus.

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Thomas A. Heywood, Chair

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

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Approved 06-18-2013