

Southern West Virginia Community and Technical College Board of Governors
Board of Governors Meeting of June 18, 2013
Room C-428, 2900 Dempsey Branch Road, Mount Gay, WV

Board Members Present: Thomas Heywood, Glenn Yost, Linda Akers, Terry Sammons, George Kostas, Jada Hunter, Debbie Dingess, George Morrison, Eileen Aranas, Mary Nemeth-Pyles (incoming faculty representative)

Board Members Absent: Shelley Huffman (excused), Wilma Zigmond (excused)

Southern Employees: President Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, Ronald Lemon, Pam Alderman, Emma Baisden, Darrell Taylor, Merle Dempsey, Virginia Stepp, Teri Wells, Patricia Miller, Cassandra Goble, Paul Davis, Chris Gray, Carol Jobe, Chad Scott, Ruby Runyon

1. Call to Order:

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

2. Report on Technology Strategic Plan

Mr. Gary Holeman, Chief Information Officer, provided an overview of the Technology Strategic Plan, 2013-2016, via video-conference from Texas.

3. Special Presentation:

Chair Heywood honored outgoing Board of Governors Faculty Representative, George Morrison, with a special resolution applauding him for his outstanding leadership, service, and dedication to the Board over the past eight years, and for generously giving of his time and talent in support of Southern West Virginia Community and Technical College. Mr. Morrison's term as Faculty Representative to the Board has concluded, and Ms. Mary Nemeth-Pyles was elected to that role by the faculty assembly effective July 1, 2013. The resolution was unanimously approved by the Board and will become a part of the official meeting minutes (Addendum 1).

4. Classified Staff Council Annual Presentation:

As prescribed in West Virginia Code §18B-6-6(g), the Classified Staff Council held its annual meeting with the Board of Governors to discuss matters which affect classified employees. Ms. Virginia Stepp, (Classified Staff Council Chair), Ms. Teri Wells (Advisory Council of Classified Employees Representative), and Mr. Chad Scott presented an overview of the Council's role and the classified staff's involvement in various College projects. Currently Southern has a total of 94 classified employees (49% of total employees) whose average salary is \$31,428 as compared to \$29,832 with 10.8 average years of service. The classified staff are committed to Southern West Virginia Community and Technical College, its goals, and its mission. During the Higher Learning Commission reaccreditation visit peer reviews stated that Southern has a classified staff that should be modeled across the states. The Staff Council is attempting to break down silos by reaching out to faculty, administration, and students to improve communication and build working relationships across the college. On behalf of the classified staff, Ms. Stepp thanked the Board of Governors for this opportunity and requested the Board keep classified staff salary increases in the forefront as funds become available. Following the presentation, Chair Heywood thanked Ms. Stepp, Ms. Wells, and

Mr. Scott for providing the Board with a summary of the Council's actions this year, and commended Ms. Stepp on her excellent leadership of the classified staff. Mr. Heywood reaffirmed the Board's commitment to classified staff's salaries and stated that it is unacceptable for 12% of the classified staff salaries to be below the poverty level.

5. President's Report:

- 5.1 Board of Governors members Tom Heywood, Terry Sammons, George Morrison, Eileen Aranas, and President/First Lady Tomblin attended the May 9, 2013 meeting of the Council for Community and Technical College Education to propose a tuition increase for the college. During the meeting, Southern was granted its largest tuition increase in history by the Council (15.24% or \$192 per semester bringing the full-time tuition to \$1,452 per semester). President/First Lady Tomblin and Board members gave much credit to student representative, Eileen Aranas, who made a brief statement to Council members regarding Southern's tuition increase proposal.
- 5.2 President/First Lady Tomblin informed Board of Governors members that Mr. Ronald Lemon, Vice President for Development, was the recipient of the West Virginia Gear-up Champion Award for 2013. Awards were presented to community partners during the fifth annual Governor's Honors Symposium held April 20 at the Clay Center for Arts and Sciences in Charleston. The award is presented to recognize individuals who have gone above and beyond to support Gear-up's mission of ensuring that all students are prepared to enroll and succeed in education and training beyond high school.
- 5.3 The Higher Learning Commission (HLC) reaccreditation visit is complete. The Peer Review Team was very complimentary of Southern's Board of Governors. President/First Lady Tomblin shared a short summary of the HLC Review Team's comments with the group. She thanked the Board, faculty, staff, and administration for the support they provided during the reaccreditation visit.
- 5.4 Five Southern students were named to the Phi Theta Kappa All-West Virginia Academic Team for community and technical colleges in a competition sponsored by Phi Theta Kappa honor society, community and technical college presidents, and the West Virginia Council for Community and Technical College Education. Academic Team members from throughout the state received plaques and medallions at a ceremony held at the State Capitol on April 29, 2013.
- 5.5 President/First Lady Tomblin, Sam Litteral, and Bill Cook made a formal request to purchase 11.7 acres of property in Boone County near the Boone County Transfer Station just off U. S. 119 on or after July 1, 2013 from the Boone County Commission during its June 18 meeting.
- 5.6 President/First Lady Tomblin thanked Board of Governors Chair, Thomas Heywood, for his services at the Allied Health Pinning and Commencement ceremonies held respectively on May

3 and 4, 2013.

- 5.7 The President's Administrative Retreat was held at the Logan Campus on May 7, 2013. Approximately 80 administrative and managerial employees attended the event which focused on Strategic Planning and Budgeting, Professional Development Centers, and Security.
 - 5.8 Ms. Allyn Sue Barker and Dr. Pamela Alderman worked with a consultant, Kathy Swanson, to determine the needs of the new Applied Technology Center at the Williamson Campus. Ms. Swanson was employed by the West Virginia Council for Community and Technical College Education to conduct focus group meetings with business and industry leaders in the region to assist the College in determining what programs may be feasible for the new facility. These meetings were held May 7-9, 2013 and Southern is waiting on a final report to determine program needs. Once a need is established, the College will complete proposals for technical development funds available at the state level. These funds have been made available through the West Virginia Community and Technical College Council for institutions to initiate new career and technical programs.
 - 5.9 A second agreement was signed with Shanix of China on May 30th. Chinese management and miners will be trained by the Academy for Mine Training and Energy Technologies.
 - 5.10 A press conference was held at the Boone Campus on May 31, 2013, introducing the CDL program for the National Guard and the military.
 - 5.11 President/First Lady Tomblin and Sam Litteral, Vice President for Finance and Administration, conducted a facility's tour at all campuses to assess campus needs. Renovation of the science labs is currently underway at the Logan and Williamson campuses. To free-up space, the Cosmetology Lab will be moved from Building A to Building C at the Logan Campus during the summer. The bid process will be opened for Southern's new 10-year Master Facilities Plan sometime during Fall 2013.
 - 5.12 Southern West Virginia Community and Technical College was among 52 West Virginia businesses that received the Governor's Commendation for International Market Entry award for the exporting of services to China from the Academy for Mine Training and Energy Technologies. This award honors companies that have successfully exported to a new country in the past year, and receives a framed piece of currency from each new country to which the recipient business began exporting in 2012. Present at the ceremony to receive the award was First Lady/President Joanne Jaeger Tomblin, Carl Baisden, Allyn Sue Barker, and Bethany Howerton.
- 6. Financial Report**
- Mr. Sam Litteral, Vice President for Finance and Administration, provided the financial report dated May 31, 2013 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures with the group.

7. Action Items

7.1 Nominating Committee Report and Election of 2013-2014 Board Officers

Ms. Jada Hunter, Nominating Committee Chair, presented the committee's report and proposed recommendation of officers for fiscal year 2013-2014. Chair Heywood opened the floor for nominations for chair, vice chair, and secretary. There being no additional nominations from the floor, Linda Akers moved to close nominations. Jada Hunter seconded the motion. Chair Heywood declared nominations closed.

MOTION: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board Officers for fiscal year 2013-2014 as proposed by the Nominating Committee: Tom Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary.

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

7.2 Election of 2013-2014 Lay Members to the Board Agenda Committee

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect lay members Terry Sammons and Linda Akers to its 2013-2014 Board of Governors Agenda Committee.

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

The Board of Governors Agenda Committee members are Thomas Heywood, Wilma Zigmond, Glenn Yost, Joanne Jaeger Tomblin, Terry Sammons, and Linda Akers.

7.3 Request for Approval of April 16, 2013, Board Meeting Minutes

MOTION: George Kostas moved to accept the April 16, 2013 minutes as presented.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously and Chair Heywood declared the minutes approved.

7.4 Request for Approval of 2013-2014 Board of Governors Meeting Schedule

MOTION: Jada Hunter moved the adoption of the following resolution with the understanding that additional meetings may be necessary for emergency or time-

sensitive issues:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors adopt the recommended schedule of meetings for fiscal year 2013-2014 as presented.

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

7.5 Request to Amend the Institutional Mission Statement

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 to a grammatical correction to the new Institutional Mission Statement that will take effect on July 1, 2013.

ACTION: Eileen Aranas seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

New Mission Statement Effective July 1, 2013:

Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.

7.6 Request to Amend Returned Check Fee

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 to modify prior action to set the new Returned Check Fee from \$50 to \$25 that will take effect on July 1, 2013.

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

7.7 Request for Approval of FY 2013-2014 Institutional Budget

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 filing of the institutional operating budget for the fiscal year beginning July 1, 2013.

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

7.8 Request for Approval of FY 2014-2015 Capital Projects and Expenditures

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 modification amounts and priorities of FY 2015 capital projects for Southern West Virginia Community and Technical College.

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

7.9 Request for Approval of FY 2015-2019 Capital Projects and Expenditures

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 modification amounts and priorities of FY 2015 - FY 2019 capital projects for Southern West Virginia Community and Technical College.

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

7.10 Action on Follow-up Reports Required by Community and Technical College System
President/First Lady Tomblin requested for the Board of Governors to defer action on the Post-audit Follow-up Reports required by the West Virginia Council for Community and Technical College Education for the following programs (1) Forensic Psychology and Investigation, Associate in Applied Science Degree and Certificate programs, and (2) Mine Management, Associate in Applied Science, to provide the Acting Vice President for Academic Affairs and Student Services, Dr. Merle Dempsey, an opportunity to review the content of the documents submitted. Chair Heywood declared action deferred until a thorough review has taken place. The Board of Governors will schedule a conference call to hear the evidence presented and take action at that time. The follow-up reports are due to Chancellor Skidmore by August 15, 2013.

7.11 Action on Institutional Policies Presented for Final Approval

7.11.1 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 final approval of SCP-2171, *Professional and Educational Requirements for Faculty*, (with attachment) following an additional 30-day public comment period.

ACTION: Eileen Aranas seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

7.11.2 SCP-5260, Meeting Financial Exigencies

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-5260, *Meeting Financial Exigencies*, following the required 30-day public comment period.

ACTION: Debbie Dingess seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

7.12 Request for Approval to Postpone Action on SCP-2701, Reduction in Workforce: Faculty Personnel

Due to numerous comments received on SCP-2701, *Reduction in Workforce: Faculty Personnel*, the Board of Governors deferred action on this policy until a thorough review of the document has been completed. This will provide the Faculty Senate an opportunity to work with Human Resources to develop a policy to meet the needs of all constituents. When a policy has been developed, it will be resubmitted to the Board for review and comment.

7.13 Action on Institutional Policies Presented for 30-day Public Comment

7.13.1 SCP-4192, Administrative Withdrawal of Students

MOTION: Terry Sammons 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-4192, *Administrative Withdrawal of Students*, 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. Chair Heywood declared the motion adopted.

8. Informational Items

8.1 Report of Awarding of Undergraduate Tuition and Fee Waivers

In compliance with Southern College Policy (SCP) 5065, *Awarding of Undergraduate Tuition and Fee Waivers*, 7.2, the Vice President for Finance and Administration presented the 2012-2013

Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. During the 2012-2013 fiscal year, Southern awarded a total of \$288,547 in undergraduate waivers to a total of 109 students. Pursuant to the statute, the report on the awarding of undergraduate tuition and fee waivers is entered into the minutes of the Board of Governors June 18, 2013 meeting.

- 8.2 E-mail from Former Board Student Representative, Adam Bradford
- 8.3 Resignation of Board of Governors Member, Kevin Fowler
- 8.4 Faculty Promotion Decisions
- 8.5 2013-2014 Holiday Calendar

9. Executive Session under Authority of West Virginia Code §6-9a-(b) to discuss Personnel and Management Issues

Glenn Yost moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. George Kostas seconded the motion that carried unanimously. Chair Heywood declared the motion adopted and Board then met in an Executive Session at 7:45 p.m. At the conclusion of discussions, Chair Heywood declared the Board of Governors rise from Executive Session and convene in Open Session at 8:10 p.m.

Further Action:

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

9.1 Presidential Review Report and Approval of Annual Presidential Evaluation

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize the Board Chair to submit the annual presidential evaluation report for the President of Southern West Virginia Community and Technical College for the 2012-2013 review period to the Chancellor of the West Virginia Council for Community and Technical College Education and the Council Chair on its behalf; and

RESOLVED FURTHER, that the Board of Governors approve the Presidential Review Committee recommendation to submit the presidential compensation package to the Chancellor and Chair of the West Virginia Council for Community and Technical College Education; and

BE IT FURTHER RESOLVED, that the employment agreement of the President is extended for a three-year period beginning July 1, 2013 and ending June 30, 2016.

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

Heywood declared the motion adopted.

9.2 Approval of 2013-2014 Presidential Goals

MOTION: Jada Hunter moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College as presented for 2013-2014.

ACTION: Linda Akers seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted. The goals are attached and made a part of the minutes (Addendum 2).

10. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 8:30 p.m. The next Board of Governors business meeting is scheduled for Tuesday, August 20, 2013 beginning at 6:00 p.m. in Room 428, Building C, Logan Campus.

Thomas A. Heywood, Chair

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

APPROVED 08-20-2013

**Southern West Virginia Community and Technical College
Board of Governors Resolution Honoring
George H. Morrison**

WHEREAS, George H. Morrison was duly elected and has served with great distinction as the Faculty Representative to the Southern West Virginia Community and Technical College Board of Governors from July 1, 2005 through June 30, 2013; and

WHEREAS, Mr. Morrison has given generously of his time and talent in support of Southern West Virginia Community and Technical College and has provided wise academic judgement to the deliberations of the Board, bringing to the forefront the faculty perspective while always maintaining a comprehensive perspective on the advancement of the College as a whole; and

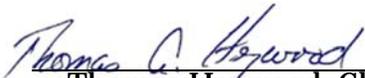
WHEREAS, George H. Morrison has been a strong and consistent advocate for the expanded academic excellence of the College; and

WHEREAS, he has contributed to the governance of Southern West Virginia Community and Technical College while continuing to also serve with distinction as a teaching Professor of English, as the Humanities Department Chair, and as an academic advisor to students.

THEREFORE, BE IT RESOLVED:

That the Southern West Virginia Community and Technical College Board of Governors hereby expresses its sincere thanks and appreciation to **GEORGE H. MORRISON** for his record of outstanding leadership, service, and dedication to this Board; and, be it

FURTHER RESOLVED, That this resolution is inscribed upon the meeting minutes of the Board of Governors of Southern West Virginia Community and Technical College this 18th day of June 2013.


Thomas Heywood, Chair
Board of Governors


Joanne Jaeger Tomblin, President
Southern West Virginia Community and
Technical College

Joanne Jaeger Tomblin
Southern West Virginia Community and Technical College
Goals for 2013-2014

1. Implement New Pathways Accreditation as determined by the Higher Learning Commission.
 - 1.1 Designate and establish duties for an Accreditation Liaison Officer.
 - 1.2 Respond to the 2013 Comprehensive Evaluation Report.
 - 1.3 Attend Higher Learning Commission Annual Conference.
 - 1.4 Establish processes and procedures for an ongoing accreditation process and evidence file.
2. Research and review current professional development policies and types of professional programs currently available to college employees.
 - 1.1 Survey employees, supervisors, managers, and unit heads to determine the types of short-term and long-term professional development programs and activities that employees need.
 - 1.2 Determine a new system and structure for professional development delivery to college employees.
 - 1.3 Determine the budget and delivery methods necessary to implement needed training and development.
3. Complete a college-wide review of the current Governance System.
 - 1.1 Review committee structure and eliminate or add committees that are more relevant and up-to-date.
 - 1.2 Review committee memberships and purpose to determine changes that may be needed.
 - 1.3 Create a system that ties governance with decision making and budgeting.
4. Continue to promote strong partnerships with community and employers through speaking engagements, participation on boards, and hosting college events throughout the district.
5. Schedule at least six “president’s” high school visits in the district with low college-going rates and low enrollment at Southern.