

**Southern West Virginia Community and Technical College Board of Governors  
Board of Governors Meeting of August 20, 2013  
2900 Dempsey Branch Road, Room C-428, Mount Gay, WV**

**Board Members Present:** Tom Heywood, Wilma Zigmond, Glenn Yost, Linda Akers, George Kostas, Jada Hunter, Debbie Dingess, Mary Nemeth-Pyles, Terry Sammons, Shelley Huffman (by phone), Eileen Aranas

**Board Members Absent:** None

**Administrative Staff:** President/First Lady Joanne Jaeger Tomblin, Samuel Litteral (by phone), Allyn Sue Barker, Ron Lemon, Rita Roberson, Pam Alderman, Darrell Taylor, Gail Hall, Tammy Mays, Lola Lackey, Suzette Felty, Emma Baisden

1. **Call to Order:**  
Board of Governors Chair, Tom Heywood, declared a quorum present and convened the meeting at 6:00 p.m.
2. **Introduction of New Board Member and Oath of Office**  
Ms. Suzette Felty, Interim Human Resources Representative and Public Notary, administered the *Oath of Office* to the new Faculty Representative to the Board of Governors, Mary Nemeth-Pyles. Ms. Nemeth-Pyles is an Associate Professor of Nursing and resides at Chapmanville, West Virginia with her husband, Bradley. She succeeds George H. Morrison.
3. **Final Report of a Visit by the Higher Learning Commission**  
President/First Lady Tomblin reported that she received from the Higher Learning Commission the final team report for the comprehensive visit to Southern West Virginia Community and Technical College conducted in April 2013. It is an excellent report. The Multi-Campus Visit Report was also included and it appears that we will be able to continue calling the Boone/Lincoln, Williamson, and Wyoming/McDowell Campuses, campuses instead of sites. President/First Lady Tomblin must submit a response to the Commission regarding the documents to the Commission within two weeks. Dr. Merle Dempsey and Mr. Steven Lacek are also reviewing the documents received and will provide comments to President/First Lady Tomblin.
4. **Business Accounting, A.A.S., Program Review - Needs Assessment Follow-up Report**

During the April 16, 2013 program review presentations, Board Member, Terry Sammons, requested that Dr. Gail Hall, Business Department Chair, conduct a needs assessment of the businesses located within Southern's service district and present the results in a follow-up report to the Board of Governors in Fall 2013.

Dr. Hall reported that department faculty developed and approved a survey instrument to be distributed to business entities with Southern's service district which includes Boone, Lincoln, Logan, McDowell, Mingo, and Wyoming counties in West Virginia, and Martin and Pike counties in Kentucky. Due to the close proximity of the Boone Campus, Kanawha County was also included in the survey. The survey instrument was designed to provide information relative to determining " . . . if your agency or organization is in need of educational services or products that can be provided through Southern West Virginia Community and Technical College's Department of Business programs." Only 22

responses from businesses surveyed within nine counties were received by the July 8, 2013-deadline.

The Board of Governors determined that the number of responses received was too low to make a decision on the effectiveness of the Department of Business programs in meeting both employer and student needs. The Business Department programs will need to be closely reviewed and the Board plans to move toward making a decision by January 2014.

**5. President's Report:**

1. The Board of Governors and Administrative Self-Assessment surveys will soon be disseminated. Mr. Howard Seufer will provide survey results at the October Board Retreat.
2. The Severance Benefit Plan Announcement for 2013-2014 was included in employees' "Notification of Title and Salary" letters mailed to either their home address or sent via inter-campus mail. The application deadline is October 15, 2013. The standard plan entry date is January 1, 2014. However, if you would like to have an earlier or a later plan entry date during the fiscal year 2013-2014, please indicate so on your application. Remember you have to meet eligibility requirements prior to your plan entry date.
  1. Rosa Lea McNeal took early retirement effective August 8, 2013.
  2. Glenna Hatfield retired effective August 12, 2013.
  3. Dr. Cindy McCoy has been reassigned by mutual agreement. She continues to serve as the Dean of the University Transfer Division on special assignment for the President, and her last day with Southern will be December 31, 2013.
3. Higher Education will receive an additional 7.5% budget reduction in 2014 and midyear budget cuts are possible. The budget situation will be reviewed in October 2013.
4. President Tomblin will reinstate her high school visiting tour beginning Fall 2013.
5. The Search Committee for the Vice President for Academic Affairs and Student Services are sorting through applications. The Association for Community College Trustees (ACCT) is conducting the search and they have received a good pool of qualified applicants.
6. Southern received the report from consultant, Kathy Swanson, who conducted focus group meetings with business and industry leaders in the region to assist the College in determining what programs may be feasible at the new Applied Technology Center in Williamson. It appears there is a need for training and certifications. College administrators are reviewing program offerings. They are considering Mechatronics, Advanced Welding, Massage Therapy, Medical Assisting/Electronic Records, etc.
7. Dr. Pamela Alderman is working on a grant for a Massage Therapy program at Williamson, and if funded, plans to expand the Medical Assisting program to the Wyoming Campus.

8. President/First Lady Tomblin hopes to be able to expand the Nursing program to the Boone Campus.
9. Human Resources Director, Patricia Clay, resigned her position in July 2013. Ms. Debbie Dingess is serving as Interim Director of Human Resources.
10. New Student Orientation sessions conducted college-wide were well attended.
11. Mr. David Lord, Director of Wyoming Campus Operations, will take the lead on the development of a new institutional Master Facilities Plan in Fall 2013.
12. An "Active Shooter" professional development session will be conducted for employees during the September 13 Governance Day and will be followed-up with a live drill at each campus.
13. The Board of Governors Retreat is scheduled for October 10-11, 2013 at the Embassy Suites in Charleston, West Virginia.

**6. Financial Report**

Vice President for Finance and Administration, Samuel Litteral, provided the financial report dated June 30, 2013 to Board members. The report was on a cash basis with no accrual accounting. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures for the period. The annual financial audit is scheduled for September 12 and will be presented to the Board at its December 2013 meeting.

**MOTION:** Shelley Huffman moved to receive the financial report. The Board is aware of the final budget versus actual.

**ACTION:** Wilma Zigmond seconded the motion. Chair Heywood declared the motion adopted and the financial report received.

**7. Development Office Report**

Mr. Ronald Lemon, Vice President for Development, presented a PowerPoint Presentation highlighting the Development Office's fundraising efforts to date. The Foundation has increased its financial assistance from 69% in 2006 to 80% in 2013. This is an increase of \$200,000 in annual scholarship distribution.

**8. Action Items:**

**8.1 Approval of June 18 and July 25, 2013, Board Meeting Minutes**

**MOTION:** Terry Sammons moved to accept the meeting minutes as presented.

**ACTION:** Shelley Huffman seconded the motion. The motion carried unanimously.

**8.2 Request for Approval of Textbook Affordability Committee Report**

**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 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:** Linda Akers seconded the motion. Chair Heywood declared the motion adopted and approved the report to be sent to Chancellor Skidmore.

**8.3 Request to Rescind SCP-2125, College-wide Employee/Personnel Policy**

**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 rescission of SCP-2125, *College-wide Employee/Personnel Policy*.

**ACTION:** Glenn Yost seconded the motion. Chair Heywood declared the motion approved and the policy rescinded.

**8.4 Request for Final Approval of SCP-4192, Administrative Withdrawal and Administrative Drop of Students**

**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-4192, *Administrative Withdrawal and Administrative Drop of Students*, following the required 30-day public comment period.

**9. Informational Items:**

**9.1 Institutional Rule Making Report**

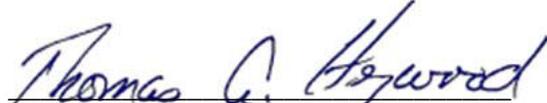
Board members were provided a copy of the Institutional Rulemaking Report submitted to the Chancellor for Community and Technical College Education. Pursuant to the requirements of West Virginia Code §18B-1-6, annually a list of institutional rules that are effective on July 1, including the most recent 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.

**9.2 Accreditation Commission for Education in Nursing Action Taken**

The Board of Commissioners received, reviewed, and accepted the follow-up report of the associate nursing program and scheduled the next visit for Fall 2018. Dr. Pamela Alderman applauded the nursing faculty.

**10. Adjournment:**

There being no further business, Chair Heywood declared the meeting adjourned at 7:40 p.m. The next Board meeting is scheduled for October 10, 2013 and will be held at the Embassy Suites in Charleston, West Virginia.

  
Thomas A. Heywood, Chair

  
Emma L. Baisden  
Executive Assistant to the Board of Governors

OFFICIAL  
Approved 10-10-2013