

Southern West Virginia Community and Technical College Board of Governors
Board of Governors Meeting of April 22, 2014
2900 Dempsey Branch Road, Room 428, Building C
Mount Gay, West Virginia and by Teleconference

Board Members Present: Tom Heywood, Wilma Zigmond, Linda Akers, Jada Hunter, George Kostas (teleconference), Mary Nemeth-Pyles, Terry Sammons, Darrell Farris II (teleconference)

Board Members Absent: Glenn Yost, Shelley Huffman, Debbie Dingess

Southern Employees: President Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, Debra Teachman, Pam Alderman, Gary Holeman, Darrell Taylor, Judith Curry, Vernon Elkins, Martha Maynard, David Lord, Chris Gray, Emma Baisden

1. Call to Order:

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

2. Call for Public Comments to the Board of Governors

Chair Heywood announced last call for public sign up for comments to the Board. No signatures were recorded.

3. Ten-Year Facilities Master Plan Presentation

As provided for in West Virginia Code §18B-19-4 and Series 12, of the WV Council for Community and Technical College Education's Procedural Rule on *Capital Project Management*, each state institution of higher education is required to provide a campus development plan covering a ten-year period for approval by the Council or Commission, as appropriate. The purpose of the plan is to keep the institution's governing board and the Council or Commission informed of its capital needs and the planning and progress in meeting those needs. ZMM Architects and Engineers representative, Adam Krason, presented Southern's new draft Ten-year Facilities Master Plan to the Board of Governors. The plan includes a development plan for each campus, along with an overall institutional plan that deals with the interrelationship between the campuses. The Facilities Master Plan was prepared with support and input from the classified staff, faculty, students, administration, and members of the local community of each campus. Upon completion of Mr. Krason's presentation, Chair Heywood thanked him and Mr. David Lord for his facilitation on getting the plan together.

4. President's Report:

1. President/First Lady Tomblin informed the Board that she has completed her high school visiting tour this semester. She and a team of College employees visited seniors at Van, Sherman, Wyoming East, Mingo Central, and Westside High Schools. President/First Lady Tomblin hopes the personal visits with students will help increase enrollment in Fall 2014.

2. President/First Lady Tomblin created a Financial Aid and Registration Task Force to review and streamline Southern's financial assistance and registration processes. A Financial Aid Subcommittee and General Registration Subcommittee emerged from the group that will review

current procedures and develop a proposal to present to the full Task Force. The group will schedule a meeting after the President's Administrative Retreat and develop a plan which will better serve Southern's students.

3. President/First Lady Tomblin participated in the Boone County Joint Administrative Board meeting which was held on March 20, 2014 at Southern's Boone Campus.
4. President/First Lady Tomblin held her quarterly meeting with the Faculty Senate on February 28, 2014.
5. President/First Lady Tomblin and Emma Baisden participated in the Association of Community College Trustees (ACCT) Governance Leadership Institute held March 20-23, 2014 hosted by Salt Lake Community College in Salt Lake City, Utah.
6. Chancellor Skidmore sponsored a "Boards of Governors' College Completion Summit" on March 25th at the Embassy Suites in Charleston, West Virginia. The Summit provided information about national and local strategies to increase college completion. This event provided four (4) hours of required annual training for Board members. President/First Lady Tomblin, Jada Hunter, Wilma Zigmond, Linda Akers, Debbie Dingess, and Mary Nemeth-Pyles attend the Summit.
7. On April 8, 2014, Southern West Virginia Community and Technical College in collaboration with the United States Department of Labor - Office of Apprenticeship and Unilin NA, LLC, and the Robert C. Byrd Institute entered into an agreement which offers students an Associate in Applied Science degree in Occupational Development Mechatronics Emphasis. A signing ceremony was held at the Ralph R. Willis Vocational School. The program will be implemented Fall 2014 and is touted by the U. S. Department of Labor as a model for the country.
8. The President's Student Circle Brunch was held April 17, 2014 at the Boone/Lincoln Campus. Overall the students were very complimentary of the faculty and facilities at the campus.
9. Forty-six students were inducted into the Chi Alpha Epsilon National Honor Society during a ceremony held on April 8, 2014 in the Savas-Kostas Theater at Southern's Logan Campus. Board of Governors Vice Chair, Wilma Zigmond, delivered greetings from the Board during the ceremony.
10. President/First Lady Tomblin, Debra Teachman (Vice President for Academic Affairs and Student Services), Steven Lacek (Accreditation Liaison Officer), Kimberly Hensley (Assessment Committee Chair), and Emma Baisden (eResources) participated in the 2014 Higher Learning Commission Annual Conference held April 11-14, 2014 in Chicago, Illinois. The group met with Dr. Karen Solomon, Southern's accreditation liaison, to seek direction on the College's Pathway for reaffirmation of accreditation.

11. Approximately 200 individuals attended the 6th Annual Southern West Virginia Community and Technical College Foundation Donor/Scholarship Reception on April 17. Several Board members attended the event - George Kostas, Linda Akers, and Wilma Zigmond. Since 2006, the Foundation has provided \$1.8 million in student scholarships.
12. The U. S. Department of Education holds community colleges responsible for students who default on their student loans. Any college with a default rate of higher than 30 percent for three consecutive years, or higher than 40 percent for one year, automatically loses all financial aid eligibility, including Pell grants. Colleges need to develop a default prevention plan.
13. The Council for Community and Technical College Education has verbally approved Tech Scholars Program funding in the amount of \$25,000 for Southern to assist students enrolling in a technical degree program. As stipulated in the grant proposal, Southern successfully secured matching funds toward this effort: Cliffs Natural Resources, Inc. contributed \$20,000, and the Southern WV Community College Foundation contributed \$5,000. The grant will provide \$50,000 in scholarship funds for students enrolling in a technical degree program. Southern's request is listed on the Council's agenda for action at its April 24, 2014 meeting.

5. Financial Report

Mr. Sam Litteral, Vice President for Finance and Administration, provided the financial report dated March 31, 2014 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The figures discussed was strictly cash that can be carried forward. Mr. Litteral stated that expenses slightly exceed revenue, but believes the budget will even out.

6. Academic Affairs and Student Services Report

Dr. Debra Teachman, Vice President for Academic Affairs and Student Services, informed the Board that changes are being made in the academic and student services areas:

- She has implemented a Schedule Task Force to determine the best configuration structure for scheduling classes in order for students to complete a degree program in two years.
- Beginning Fall 2014, Southern will offer four new occupational programs - Management, AAS; Mechatronics, AAS; Industrial Technology, CAS; Paraprofessional Education, CAS.
- Initiated an Advising Task Force to assure that faculty and staff are working together to meet the needs of students, assure transferability of courses, and develop pathways for academic programs.
- May 1, 2014, a new Director of Financial Assistance, August Kafer, was hired.
- Proposed reorganization for the Academic Affairs and Student Services units and requested input from employees on the proposal. Dr. Teachman believes the reorganization will help bring campuses together. She proposes a Division Head for each campus that will coordinate activities to meet the needs of the students, faculty, and classified staff. Department Chair positions will be eliminated. Integrating services on all campuses will better serve students.
- An Office of Institutional Effectiveness will be added. It will be the responsibility of that office to work with Information Technology to measure success.

Dr. Teachman plans to bring performance data on how the new structure is working to the Board. She stated that overall comments on the reorganization proposal are positive. She will work toward having a Teacher's Aid Program on all campuses, however, that will not be possible to do at the onset. The Radiological Technology Program will not be accepting a cohort for 2014-2015 as the job rate has plummeted. Dr. Teachman will assess the program to determine whether it will be feasible to accept another cohort of students in the future. She informed Board members that it appears that other Allied Health programs are taking on the Rad-Tech role. Chair Heywood thanked Dr. Teachman for her work thus far.

7. Action Items

7.1 Request for Approval of Ten-Year Facilities Master Plan

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve Southern's ten-year Facilities Master Plan as presented, and authorize the President to forward the Facilities Master Plan on its behalf to the West Virginia Council for Community and Technical College Education for its approval.

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

7.2 Request for Approval of February 18, 2014, Board Meeting Minutes

MOTION: Jada Hunter moved to accept the February 18, 2014 minutes as presented.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously and Chair Heywood declared the minutes approved.

7.3 Appointment of Nominating Committee for 2015 Board Officers

Chair Heywood appointed the following individuals to serve on the Board's Nominating Committee for election of officers: Glenn Yost, Chair; Debbie Dingess, and Jada Hunter. The Committee will provide a report to the full Board with a recommendation for the 2014-2015 Board officers at its June 17, 2014 meeting.

7.4. Appointment of Board Ceremonial Representatives

Chair Heywood will represent the Board of Governors at the Allied Health and Nursing Pinning Ceremony scheduled for 6:00 p.m. on May 16, 2014, and at Commencement scheduled for 10:00 a.m. on May 17, 2014.

7.5 Request for Approval of 2014-2015 Board Meeting Schedule

MOTION: George Kostas 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 2014-2015 as presented.

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

7.6 Request for Approval of Administrative Appointments to the Boone County Joint Administrative Board

MOTION: Mary Nemeth-Pyles moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of Debra K. Teachman to represent the Board of Governors on the Boone County Joint Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Boone County Board of Education; and

FURTHER RESOLVED, that Debra K. Teachman will serve a three-year term beginning July 1, 2014 and ending June 30, 2017. By mutual consent of the Board of Governors and the Boone County Board of Education, Kevin Hill will serve as the at-large member and Chair of the Joint Administrative Board.

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

7.7 Request for Approval of Appalachian Power Company Easement Agreement

MOTION: Terry Sammons moved the adoption of the following resolution to accommodate an Appalachian Power Company consumer:

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.

ACTION: Linda Akers seconded the motion. The motion carried unanimously and Chair Heywood declared the easement approved.

7.8 Request for Approval of Fiscal Year 2014-2015 Institutional Budget

MOTION: George Kostas 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, 2014.

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

7.9 Request for Approval of Fiscal Year 2014-2015 Salary Increases

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize and direct the President of Southern West Virginia Community and Technical College, in conjunction with the Vice President for Finance and Administration, to fund a \$504 (adjusted by FTE) salary increase for faculty, classified employees, and non-classified employees, effective July 1, 2014, and

BE IT FURTHER RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve and authorize the President of Southern West Virginia Community and Technical College to implement these and any other salary increases in accordance with institutional policy, exercising her prudence and judgement.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

7.10 Academic Program Review

7.10.1 Board of Governors Adult Completion, A.A.S.

MOTION: Wilma Zigmund 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 Associate in Applied Science Board of Governors Adult Completion 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: Jada Hunter seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

7.10.2 Health Care Technology, Certificate

MOTION: Linda Akers 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 Health Care Technology, Certificate 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 Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

7.10.3 Occupational Development, 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 Occupational Development, 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 Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

7.10.4 Surgical 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 Surgical Technology, 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 Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

7.11 Action on Institutional Policies Presented for Final Approval

7.11.1 SCP-1435.B, Essential Employee Guidelines

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-1435.B, *Essential Employee Guidelines*, following an additional 30-day public comment period.

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

7.11.2 SCP-2624, Employee Development

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 SCP-2624, *Employee Development*, 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.

7.12 Action on Institutional Policies Presented for Approval for 30-day Public Comment

7.12.1 SCP-1002, Official College Spokesperson and Media Releases

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 advancement of SCP-1002, *Official College Spokesperson and Media Releases*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

7.12.2 SCP-1375, Report of Incidents

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors postpone action on SCP-1375, *Report of Incidents*, until there has been sufficient time to review the additional Clery Crime Act requirements imposed by the Violence Against Women Re-authorization Act.

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

7.12.3 SCP-2843, Sexual Harassment Policy

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-2843, *Sexual Harassment*, to Southern's constituencies and the Chancellor for Community and Technical College Education for an

additional 30-day public comment period.

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

7.12.4 SCP-3620, Policy Regarding Program Review

MOTION: Linda Akers 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-3620, *Policy Regarding Program Review*, 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. Chair Heywood declared the motion adopted.

7.12.5 SCP-3736, Student Standards of Academic Progress

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-3736, *Student Standards of Academic Progress*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

7.12.6 SCP-5065, Awarding of Tuition and Fee Waivers

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-5065, *Awarding Undergraduate Tuition and Fee Waivers*, to Southern's constituencies and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

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

7.12 Request for Approval of Institutional Compact Update

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 Southern West Virginia Community and Technical College Institutional Compact Update for 2014-2015 as presented, and authorize its submission to the West Virginia Council for Community and Technical College Education for its approval.

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

8. Discussion

8.1 2014 ACCT Leadership Congress, Chicago, IL

President/First Lady Tomblin informed Board members that the 2014 ACCT Leadership Congress will be held October 22-25, 2014 at the Hyatt Regency in Chicago, Illinois. If any Board members would like to attend the annual conference, please inform the President's Office as soon as possible.

8.2 Board Process - Emergency Presidential Succession Plan

President/First Lady Tomblin informed members of the Board that this was a topic discussed at the Association of Community College Trustees (ACCT) Governance Leadership Institute she attended in March 2014. It became clear that if Southern West Virginia Community and Technical College was faced with the untimely vacancy of its President, the Board would not have an emergency succession plan in place to insure the President's duties were performed during the vacancy. President/First Lady Tomblin will draft a policy to bring forward to the Board.

9. Informational Items

9.1 ACCT: *The National Forecast: Forces at Work* Map

9.2 Phi Theta Kappa Foundation Tribute to Dr. David Pierce

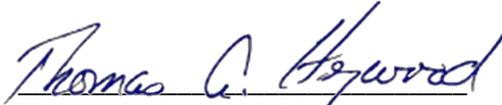
10. Executive Session Under Authority of WV Code §6-9A-4(b)2A regarding Personnel and Management Issues

Jada Hunter moved pursuant to §6-9A-4(b)2A of the West Virginia Code that the Board shall enter into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Mary Nemeth-Pyles seconded the motion which carried unanimously. The Board entered Executive Session at 8:28 p.m.

At 8:56 p.m., Chair Heywood declared Executive Session was adjourned. No items were brought forward for action from the Executive Session.

11. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 9:00 p.m. The next Board of Governors business meeting is scheduled for Tuesday, June 17, 2014 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

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Approved 06/17/2014