

Southern West Virginia Community and Technical College Board of Governors
Board of Governors Meeting of August 19, 2014
1601 Armory Drive, Room 433, Williamson, WV

Board Members Present: Tom Heywood, Linda Akers, Terry Sammons, Jada Hunter, Mary Nemeth-Pyles (by phone), George Kostas (by phone), Glenn Yost (by phone)

Board Members Absent: Shelley Huffman, Debbie Dingess, Wilma Zigmond

Southern Employees: President/First Lady Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, Ronald Lemon, Debra Teachman, Gary Holeman, Guy Lowes, Steven White, Steven Hall, Steven Lacek, Melinda Saunders, Rita Roberson, Chris Gray, Kristen Moody (by phone), Emma Baisden

1. Applied Technology Center Tour

Director of Williamson Campus Operations, Rita Roberson, and Coordinator for Technical Program Development, Steven White, led the Board of Governors on a tour of the newly opened Applied Technology Center at Southern's Williamson Campus. Mr. Thomas Heywood, Board of Governors Chair, stated that the new facility creates a brighter future and is a true beacon of hope for this region.

2. Call to Order:

Chair Heywood, declared a quorum present and convened the meeting at 6:30 p.m. following the new facility tour.

3. 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.

4. Suttle & Stalnaker Communication with the Board

Ms. Kristen Moody, Suttle & Stalnaker representative, stated that although the information she is providing is described in an arrangement letter dated June 21, 2014, and sent by U. S. Mail to the College, the new auditor for the West Virginia Higher Education Policy Commission asked that Suttle & Stalnaker auditing firm verbally communicate the information contained in the arrangement letter to Board members as well before beginning fieldwork. Ms. Moody informed the Board that it is the firm's responsibility under professional auditing standards to communicate certain matters to keep those responsible for governance adequately informed about matters related to the financial statement audit which is relevant to those charged with overseeing the financial reporting process. The auditors will communicate any discrepancies found during the institution's financial audit. Their report should be ready by October 31, 2014.

5. Introduction of New Academic Division Heads

President/First Lady Tomblin introduced the new academic division heads to the Board. She informed the Board that this new academic structure allows for academic leadership at each campus. The Directors of Campus Operations will work as a team with the academic leadership and will bring good things forward. The new academic division heads are as follows:

- Steven Hall, Division Head for Healthcare and Business
- Steven Lacek, Division Head for Social Sciences, Education, and Non-traditional Programs
- Guy Lowes, Division Head for Applied and Industrial Technology
- Melinda Saunders, Division Head for University Transfer

6. Business Accounting, A.A.S., Program Review Needs Assessment Follow-up Report

Mr. Steven Hall, Division Head for Healthcare and Business, presented the business program's needs assessment follow-up report. At its April 16, 2013 meeting, the Board of Governors originally requested for a follow-up needs assessment to be conducted on the Business Accounting program. However, due to the number of responses received from businesses surveyed in July 2013, the Board determined a complete review of the Business Department programs was necessary and agreed to extend the time provided for the needs assessment report until the August 2014 meeting. Mr. Hall, now Division Head for Healthcare and Business programs, conducted the needs assessment along with an analysis of the requirements of a Business associate of applied science degree that would be eligible for accreditation under the Accreditation Council for Business Schools and Programs (ACBSP). The results of the survey and the analysis are the basis for changes in the Business programming which is to be developed and implemented by Fall 2015. Upon completion of the presentation, the following action was taken by the Board:

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 Business program's Needs Assessment Follow-up Report and the accompanying analysis as the basis for changes in Business programming to be developed and implemented by Fall 2015.

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

7. President's Report

- 7.1 President/First Lady Tomblin informed Board members that Ms. Mary Nemeth-Pyles is the new Coordinator of Nursing.
- 7.2 Students from China's Shanxi Province will arrive at Southern on August 25, 2014 to begin training at the Academy for Mine Training and Energy Technologies. The training will focus on communications, safety, and rescue.
- 7.3 President/First Lady Tomblin commended Chris Gray, Manager of Business and Auxiliary Services at the Williamson Campus, for his logistical work on the Financial Aid and Registration process.
- 7.4 The second annual Mike McGraw Memorial Scholarship Golf Classic is scheduled for Thursday, October 2, 2014 at Twin Falls State Park. The scholarship was established to provide assistance to deserving Wyoming County residents who want to pursue an education at Southern. All proceeds from the tournament will go to the Mike McGraw Memorial Scholarship fund.
- 7.5 Equipment is being purchased for the Williamson Applied Technology Facility.
- 7.6 The Faculty and Student Services Unit Convocation was held on August 7, 2014 at Southern's Logan Campus. Dr. Stan Jones, President of Complete College America, facilitated the meetings with academic and student services personnel.

- 7.7 The final fall enrollment figures are not available yet. Student enrollment will most likely be down as the economy is having a negative affect on enrollment.
- 7.8 Southern's institutional governance structure is currently under review.
- 7.9 Ms. Rita Roberson, Director of Williamson Campus Operations, participated in the *Women on Wellness* event held on July 19, 2014 at the Larry Joe Harless Center in Gilbert, WV. This was a one-day retreat to help women enact positive lifestyle changes, and provided a holistic, pro-health message of personal empowerment.
- 7.10 The annual Board of Governors and Administration Self-Evaluations have been distributed and are due to Mr. Austin Boyd at Bowles Rice on September 26, 2014. The results will be presented during the Board's annual retreat scheduled for October 9-10, 2014.
- 7.11 Southern's Vision Statement and Core Values are currently under review by employees. Employees have been asked to forward any suggestions for change they may have to Allyn Sue Barker, Strategic Planning Review Committee Chair, by September 30, 2014. It is anticipated that this document will be brought forward to the Board with a request for a 30-day public comment period at its December 2014 meeting.

8. Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated June 30, 2014 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The financial report discussed was on a cash basis with no accrual accounting. Mr. Litteral informed the group that \$775,000 had been cut from Southern's operational budget for the 2014-2015 fiscal year. Auditors from the accounting firm of Suttle and Stalnaker will be on campus the week of September 22nd to conduct the financial audit. The audit results will be presented to the Board at its December 2014 meeting.

9. Development Office Report

Mr. Ronald Lemon, Vice President for Development, presented a PowerPoint Presentation which highlighted the Development Office's fundraising efforts to date. The Southern West Virginia Community College Foundation will hold the second annual Mike McGraw Memorial Scholarship Golf Classic on October 2, 2014 at Twin Falls State Park. All proceeds of the tournament will provide assistance to Wyoming County residents who want to pursue an education at Southern West Virginia Community and Technical College. Since 2007, the Foundation has awarded \$1.7 million in scholarship assistance.

10. Action Items

10.1 Approval of June 17, 2014, Board Meeting Minutes

MOTION: Jada Hunter moved to accept the June 17, 2014 minutes as presented.

ACTION: Linda Akers seconded the motion. Chair Heywood declared the motion adopted and the minutes approved.

10.2 Request for Approval of Textbook Affordability Committee Report

MOTION: George Kostas moved to approve 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: Terry Sammons seconded the motion. Chair Heywood declared the motion adopted and the report approved.

10.3 Action on Institutional Policies Presented for Final Approval

10.3.1 SCP-8601, *Emergency Presidential Succession Plan*

MOTION: Jada Hunter moved to approve the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-8601, *Emergency Presidential Succession Plan*, following the required 30-day public comment period.

ACTION: Mary Nemeth-Pyles seconded the motion. Chair Heywood declared the motion adopted and the policy approved.

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

10.4.1 SCP-1215, Use of Institutional Facilities

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-1215, Use of Institutional Facilities, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

10.4.2 SCP-1400, Guest Speakers, Lecturers, Performers, and Organized Groups

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-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, to Southern's constituents 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, and Chair

Heywood declared the motion adopted.

10.4.3 SCP-5830, Use of Southern West Virginia Community and Technical College Vehicles

The Southern West Virginia Community and Technical College Board of Governors tabled action on SCP-5830, *Use of Southern West Virginia Community and Technical College Vehicles*, due to the new ARI Travel System and forthcoming changes in travel which are anticipated to become effective in January 2015. These changes are due to the implementation the wvOasis System.

11. Discussion Item

11.1 Higher Learning Commission Monitoring Report

Chair Heywood informed Board members that dialogue continues with the Higher Learning Commission regarding one observation made by the Peer Review Team during its visit in April 2013. There appears to be a potential conflict of interest. During last years Board Retreat, an outside expert was brought in to clarify the independent fiduciary duties of the Board of Governors. Southern filed the required monitoring report on June 18, 2014. The Higher Learning Commission now wants further action by Southern's Board of Governors with additional analysis and a follow-up report required by January 2015. Chair Heywood, President/First Lady Tomblin, Dr. Debra Teachman, Mr. Steven Lacek, and Ms. Emma Baisden held a conference call with Southern's HLC liaison, Dr. Karen Solomon, to discuss the additional required report. She welcomed Southern to file an interim report prior to January 2015 to assure it was on the right path. Chair Heywood informed Dr. Solomon that it is beyond this Board's ability to alter the power of the Governor to appoint Board of Governors members. On August 18, 2014, a conference call was held with Mr. Bruce Walker, General Council, and Mr. Matt Turner, Executive Vice Chancellor of Administration, for the state's higher education system, to seek guidance and advice. Mr. Walker very quickly identified that checks and balances are in place and will forward the sections of West Virginia Code to Chair Heywood to include in the additional report to the HLC. Bowles Rice conducted independent research early on to determine if any other cases of a "potential conflict of interest" exist in this region or in neighboring states. For the record, Governor Tomblin appointed no members of the current sitting Board.

12. Informational

12.1 Institutional Rule Making Report

Board members were provided a copy of the Institutional Rule Making 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.

12.2 Letter from Former Student

A former student of President/First Lady Tomblin wrote a letter to thank her "for the passion" she brought to a Speech Fundamentals class that she taught some 28 years ago.

12.3 Institutional Policies Approved by Chancellor Skidmore

- SCP-1002 Official College Spokesperson and Media Releases
- SCP-2843 Sexual Harassment Policy
- SCP-3620 Policy Regarding Program Review
- SCP-3736 Student Standards of Academic Progress

- SCP-5065 Awarding of Undergraduate Tuition and Fee Waivers

12.4 ***The China Challenge*, excerpt from West Virginia Edge, Issue 4, 2014**

The magazine contained an article regarding representatives from Southern who participated in the 2013 Coal and Mining Expo in Beijing, China.

13. **Adjournment**

There being no further business, Chair Heywood declared the meeting adjourned at 8:15 p.m. The next Board of Governors business meeting is scheduled for Thursday, October 9, 2014 beginning at 6:00 p.m. and will be held at Stonewall Resort and Conference Center, Roanoke, West Virginia.

Thomas A. Heywood, Chair

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

OFFICIAL

Approved 10/09/2014