

**Southern West Virginia Community and Technical College Board of Governors**  
**Meeting of December 9, 2014**  
**6:00 p.m.**  
**West Virginia Governor's Mansion**  
**1716 Kanawha Boulevard, East, Charleston, WV**

**MINUTES**

**Board Members Present:** Tom Heywood, Wilma Zigmond, Glenn Yost, George Kostas, Linda Akers, Shelley Huffman, Jada Hunter, Mary Nemth-Pyles, Brandon Elkins, Debbie Dingess

**Board Members Absent:** Terry Sammons

**Administrative Staff:** President/First Lady Joanne Jaeger Tomblin, Samuel Litteral, Ron Lemon, Allyn Sue Barker, Debra Teachman, Steven Hall, Steven Lacek, Melinda Saunders, Guy Lowes, Pam Alderman, Gary Holeman, Howard Seufer (Board Counsel), Emma Baisden

**Guests:** Kelly Shafer and Kristen Moody, Suttle and Stalnaker, PLLC Representatives

**1. Call to Order**

Mr. Thomas Heywood, Board of Governors Chair, declared a quorum present and convened the meeting at 6:45 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. Higher Learning Commission Monitoring Report Follow-up**

Chair Heywood informed Board members that the Higher Learning Commission (HLC) Peer Review Team was taken aback by the strength of Southern during its April 2013 comprehensive evaluation visit for continuing accreditation. Following its visit, the peer review team recommended that Southern submit a follow-up monitoring report to the HLC addressing (1) institutional governance, and (2) results of ongoing discussions at the state level in order to develop solutions to address the HLC's perceived potential structural conflict of interest. Southern's monitoring report was submitted on June 18, 2014. On July 2, 2014, President/First Lady Tomblin received a letter from the HLC stating it had determined that Southern had satisfactorily responded to the HLC's first recommendation, but had failed to respond to the second recommendation regarding the perceived potential conflict of interest and was directed to submit an additional report to address this concern by January 1, 2015.

Chair Heywood explained that the issues at hand arise as a result of (1) the rare, if not unique circumstance, that the President of Southern is also the First Lady of West Virginia; and (2) the perceived structural conflict of interest due to the fact that Governor Tomblin has the statutory power to appoint the members of the Board of Governors of Southern (of which he has appointed no member of Southern's Board). The HLC requested that Southern do two things: (1) provide information on the further research that Southern had performed regarding how other states and institutions have dealt with potential conflicts like presented

at the institution; and (2) pursue discussion with relevant state officials regarding the situation and what might be done to address it. Chair Heywood informed the Board that a preliminary report with documentation addressing these issues was submitted to Dr. Karen Solomon on October 29, 2014 with the hope that the facts and documents provided may obviate the need for any further submission by Southern. Chair Heywood worked with Mr. Bruce Walker, General Counsel for the West Virginia Council for Community and Technical College Education to discuss the issues of structure, oversight, and controls that exist in West Virginia. To date, no response from the HLC has been received. Chair Heywood plans to contact Dr. Solomon before the end of the year regarding the status of the report.

**4. ACCT Conference Update**

Ms. Jada Hunter, Board of Governors lay member, informed the group that she participated in the annual ACCT Leadership Congress held October 22-25, 2014 at the Hyatt Regency in Chicago, Illinois. Ms. Hunter stated that Southern West Virginia Community and Technical College (Southern) is on the cutting edge of so many things which are occurring across the nation. Topics covered throughout the Congress include: strategic industry alliances and partnerships with K-12; student success and completion; innovation and technology; fundraising; serving at-risk and under served populations; and effective board governance. Ms. Hunter was pleased to represent Southern's Board at the conference and thanked President/First Lady Tomblin and Board members for providing her with the opportunity.

**5. Structured Scheduling Follow-up Report**

Vice President for Academic Affairs and Student Services, Dr. Debra Teachman, informed Board members that not much progress has been made toward structured scheduling. The Allied Health and Nursing programs have structured scheduling in place. Dr. Teachman has reviewed student majors and carefully reviewed course sections to determine the number offered and number needed to accommodate students. She commented that some full-time and adjunct faculty are teaching to capacity. Dr. Teachman plans to begin development of structured scheduling. She plans to bring in Complete College America personnel to assist Division Heads who can make effective changes and move further in the direction of structured scheduling. She stated that all programs will have some structured schedules in two years, and a limited number of programs will have structured schedules in one year. Dr. Teachman would like to offer more online general education classes. Some onsite classes are half full which full-time faculty and adjuncts are being utilized to full capacity.

**6. President's Report**

6.1 President/First Lady Tomblin thanked the Board of Governors for its continued service to the College.

6.2 Officials with WorkForce West Virginia will conduct an informational workshop on Southern's Logan Campus on Friday, December 12, 2014, to help dislocated miners with training for new jobs. They mailed out 9,600 letters to unemployed coal miners throughout the region and have confirmed that at least 100 will participate in the workshop at Southern. The National Emergency Grant from the U.S. Department

of Labor is providing retraining and re-employment services to coal miners and eligible family members affected by the loss of jobs. The funds from the grant provide up to \$5,000 for participants to receive occupational skills training in high-demand fields such as health-related occupations, welding, electrical engineering, HVAC repair, diesel technology, etc.

- 6.3 The Strategic Planning Review Governance Committee has completed its work on the new institutional governance structure. The new structure and handbook have been approved and will become effective July 1, 2015.
- 6.4 President/First Lady Tomblin informed Board members that Mr. David Lord, Director of Wyoming/McDowell Campus Operations and Safety Director, is working on a Campus Emergency Response Plan for the College which will contain individual campus plans developed by each respective campus director. Training for employees and students will be conducted throughout the Spring 2015 semester.
- 6.5 Dr. Debra Teachman conducted a counselors/advisors workshop for middle school, high school, and college counselors on November 17<sup>th</sup> at Southern's Williamson Campus. Approximately 30 counselors and administrators from schools in Southern's service district participated.
- 6.6 The Surgical Technology and Radiological Technology programs received re-accreditation from the program's accrediting bodies.
- 6.7 The College will be closed for the Christmas and New Year's holidays, December 19, 2014 through January 4, 2015. Southern will resume normal business operations on Monday, January 5, 2015.
- 6.8 Currently enrollment for the Spring 2015 semester is close to the Spring 2014 enrollment figures. The President's Cabinet will meet shortly after January 1, 2015 to discuss the budget and Spring 2015 enrollment figures. President/First Lady Tomblin plans to hold several budget meetings over the next several months and will bring a recommendation forward to the Board for the FY 2016 budget.
- 6.9 The Cabinet Secretary for the West Virginia Department of Health and Human Resources and staff members are scheduled to meet with President/First Lady Tomblin and her Cabinet members on January 7, 2015 to discuss a pilot program for the College.
- 6.10 The West Virginia Community and Technical College Board's of Governors Advisory Group along with community and technical college presidents will have a dinner meeting on December 17<sup>th</sup> in South Charleston following the Community and Technical College Advisory Council meeting. All Boards of Governors members are invited to the dinner meeting.

## **7. Financial Report**

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated November 30, 2014 to members of the Board. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures with the Board.

**8. Financial Audit**

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the fiscal year ended June 30, 2014. Suttle and Stalnaker representative and Certified Public Accountant, Kelly Shafer, discussed details of the accounting firm's findings with respect to financial reporting. The accounting firm provided copies of the audited financial statements to the Board for review prior to this meeting. The report is intended solely for the information and use of the College's Governing Board, managements of the College and the West Virginia Council for Community and Technical College Education, and is not intended to be and should not be used by anyone other than these specified parties. Ms. Shafer stated that no material weaknesses were found internally and everything was in alignment. She commended Mr. Litteral's Finance Department staff for performing an excellent job on the audit and appreciated their efforts and cooperation during the audit. Board Chair, Thomas Heywood, and Board Vice Chair, Wilma Zigmond, commended Mr. Litteral and his staff for their professionalism exhibited during the audit.

**9. Action Items**

**9.1 Request for Approval of Audited Financial Report**

**MOTION:** Shelley Huffman 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 audited financial report for the fiscal year ended June 30, 2014.

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

**9.2 Appointment of Committee on Tuition and Fees**

Chair Heywood appointed a committee to prepare a proposal for tuition and fee increases for FY 2015-2016. The committee will bring a recommendation forward for the Board's review and consideration at its February 17, 2015 meeting. Members appointed include Terry Sammons, Mary Nemeth-Pyles, Joanne Tomblin, Samuel Litteral, Debra Teachman, Debbie Dingess, Brandon Elkins, and Tom Heywood. Mr. Heywood will serve as committee chair. Upon a motion by Shelley Huffman and seconded by Wilma Zigmond, the Board unanimously approved the Committee appointments.

**9.3 Approval of October 9, 2014, Minutes**

**MOTION:** Shelley Huffman moved to accept the October 9, 2014 minutes as presented.

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

**9.4 Request for Approval of Institutional Vision Statement and Core Values for 30-day Public Comment**

**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 the proposed revised Institutional Vision Statement and Core Values to Southern's constituents for a 30-day comment period.

**ACTION:** Shelley Huffman seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

**9.5 Request for Final Approval of Institutional Policies**

**9.5.1 SCP-3625, University Transfer Program Evaluation Model**

**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-3625, *University Transfer Program Evaluation Model*, and grant final approval to rescind SCP-3625.A, *University Transfer Program Evaluation Model Guidelines*, following the required 30-day public comment period.

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

**9.5.2 SCP-5066, Third-party Tuition and Fee Waivers**

**MOTION:** Shelley Huffman 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-5066, *Third-party Tuition and Fee Waivers*, following the required 30-day public comment period and submission to the Community and Technical College Education Chancellor.

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

**9.6 Request for Approval of Institutional Policies for Additional 30-day Public Comment**

**9.6.1 SCP-1400, Guest Speakers, Lecturers, Performers, and Organized Groups**

**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 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:** Jada Hunter seconded the motion. The motion carried unanimously.

**9.6.2 SCP-2701, Reduction in Workforce: Faculty Personnel**

**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-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:** Glenn Yost seconded the motion. The motion carried unanimously.

**10. Executive Session under Authority of West Virginia Code §6-9A-4(b)2A Regarding Personnel and Management Issues**

Mary Nemeth-Pyles moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4(b)2A to discuss personnel and management issues. Shelley Huffman seconded the motion that carried unanimously. Chair Heywood declared the motion adopted and the Board then entered into an Executive Session at 8:30 p.m. At the conclusion of discussions, Chair Heywood declared the Board of Governors rise from Executive Session and convene in Open Session at 8:50 p.m. 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 8:55 p.m. The next Board meeting is scheduled for February 17, 2015 and will be held at Southern West Virginia Community and Technical College in Logan, WV.

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Thomas A. Heywood, Chair

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

*Approved 02/26/2015*