

Southern West Virginia Community and Technical College Board of Governors
Meeting of February 26, 2015
6:00 p.m.
2900 Dempsey Branch Road, Building C, Room 428
Mount Gay, West Virginia and by Teleconference

MINUTES

Board Members Present: Thomas Heywood, Wilma Zigmond, George Kostas, Linda Akers, Shelley Huffman, Jada Hunter, Terry Sammons, Mary Nemth-Pyles, Brandon Elkins, Debbie Dingess

Board Members Absent: Glenn Yost

Administrative Staff: President/First Lady Joanne Jaeger Tomblin, Samuel Litteral, Ron Lemon, Debra Teachman, Steven Hall, Steven Lacek, Melinda Saunders, Guy Lowes, Pam Alderman, Gary Holeman, Chuck Puckett, Will Alderman, Tehseen Irfan, Russell Saunders, Carol Howerton, Chris Gray, Patricia Miller, Emma Baisden (Recorder)

1. Call to Order

Mr. Thomas Heywood, Board of Governors Chair, declared a quorum present and convened the meeting at 6:05 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. Advisory Council of Faculty (ACF) and Faculty Senate Presentations

Mr. Charles 'Chuck' Puckett, faculty representative to the West Virginia Advisory Council of Faculty (ACF) and Faculty Senate Chair, presented to the Board the annual ACF and Senate reports. Mr. Puckett informed the group that the Council was established by the West Virginia Legislature as an advisory body of higher education faculty to serve as a resource to the Legislature; the Higher Education Policy Commission (HEPC) and the Council for Community and Technical College Education (CCTCE); the local boards of governors; and to provide a voice for faculty constituents.

As Faculty Senate Chair, Mr. Puckett, discussed matters affecting Southern's faculty with the group. He presented the Board with an overview of the Senate's composition, and informed the group that the Faculty Senate is designed to create an open channel between the faculty, administration, and the Board of Governors. He discussed institutional policies which the Senate has worked on this academic year, reiterated the faculty's commitment to students, the institution and local communities, and requested for the Board to consider reinstating faculty tenure. Following the presentation, Chair Heywood thanked Mr. Puckett for his statewide service and service to the College.

4. Academic Affairs and Student Services Annual Report

4.1 Vice President for Academic Affairs and Student Services, Dr. Debra Teachman, informed Board members that some reorganization of the Student Services Unit has occurred during the 2014-2015 academic year with additional reorganization

anticipated effective July 1, 2015. An Office of Institutional Effectiveness was created to meet institutional needs for data analysis related to College functions, and academics has moved from eight departments with Chairpersons under two divisions with Deans to four divisions with Division Heads that are made up of programs and discipline areas, not separate departments. The academic management group was revamped to include Student Services personnel and renamed Academic Affairs and Student Services Management Council.

4.2 Major initiatives include

4.2.1 Changes in Transitional/Developmental Education with the full implementation of Mathematics in Fall 2014 semester. Division Heads, Steven Lacek and Mindy Saunders, are responsible for the development of the program. Students now have a better understanding of the pathway and why. English will follow the same structure with full implementation anticipated for the Fall 2015 semester.

4.2.2 Several public school partnerships have been developed which includes the counselor/advisor workshop for middle school, high school, and college counselors held on November 17th at Southern's Williamson Campus. Approximately 30 counselors and administrators from schools in Southern's service district participated.

4.2.3 In the area of online course development, progress has been made toward full implementation of online programs and full ADA (Americans with Disabilities Act) compliance for online courses.

4.2.4 Major grants include

4.2.4.1 TAACCCT 3 (Bridging the Gap) Consortium through the Council for Community and Technical College Education with Merle Dempsey serving as the transitional leader.

4.2.4.2 TAACCCT 4 (Heroes for Hire) Consortium with Mountwest and Blue Ridge Community and Technical Colleges. Steven Hall is the institutional lead.

4.2.4.3 NSF (Developing Comprehensive Career Pathways and Programs in Coal Mining). Institutional leads are Bill Alderman, Pam Alderman, and Carol Howerton.

4.2.4.4 Title III Grant through the U. S. Department of Education which primarily focused on upgrading technology for the College.

4.2.5 Academic Affairs and Student Services personnel are involved in numerous statewide activities.

5. President's Report

5.1 President/First Lady Tomblin gave kudos to Steven Lacek and Mindy Saunders for piloting the College Completion Project prior to Dr. Teachman's arrival at Southern.

5.2 The Appalachian Leadership Academy induction ceremony and reception were held

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on December 16, 2014 at Southern's Williamson Campus. Southern, in conjunction with Cotiga Development Company, sponsors the Academy. Its mission is to identify Southern students with outstanding character and prepare them with the leadership and diversity skills needed to serve as engaged, conscientious citizens as they enter the business, political, and academic worlds. Eight students were inducted into the 2015 class.

- 5.3 The College was closed for the Christmas and New Year's holidays, December 19, 2014 through January 4, 2015. Southern resumed normal business operations on Monday, January 5, 2015.
- 5.4 Enrollment for the Spring 2015 Semester has decreased from the 2014 Spring Semester. Decreased Headcount (HC) and Full-time Enrollments (FTE) of more than 100 each, coupled with a 1.4% budget cut, has made it difficult for the College. These decreases are becoming more challenging for the institution, but Southern is not alone as decreased enrollment is a statewide problem.
- 5.5 In recent years, the Kentucky Council on Postsecondary Education has not permitted Southern to market itself or offer classes in Pike and Martin counties in Kentucky. Historically, approximately 40% of Southern's Williamson Campus students came from the border state. Mr. Steven Hall, Division Head of Healthcare and Business, was approached by Pikeville Medical Center who is in desperate need of Medical Assistants. Mr. Hall is in the process of completing an application for licensure as an out-of-state institution to operate in Kentucky, and Southern's Foundation has consented to paying the College's fee for student's to be able to complete medical clinicals in Kentucky. When this process is complete, this should increase student enrollment at the Williamson Campus.
- 5.6 During Higher Education Day at the Legislature on January 27, 2015, Mr. Jason Moses, Mr. Tom Heywood, President Doreen Larson and President/First Lady Tomblin, on behalf of the West Virginia Board of Governors Association, visited with several legislators to discuss removal of the tuition cap from West Virginia's community and technical colleges. Although, the legislators seemed to be supportive, the Association's bill was not introduced this session.
- 5.7 Workforce West Virginia, Bridge Valley Community and Technical College, and Southern applied for a Department of Labor Grant. The grant will allow Southern to retrain laid off coal miners for other skills. ShaleNET is a consortium of colleges and businesses located in Pennsylvania which helps individuals build careers in the oil and natural gas industries. On February 4, 2015, President/First Lady Tomblin hosted a meeting at Southern with ShaleNET and Workforce West Virginia representatives, Chancellor Skidmore, Allyn Sue Barker, Debra Teachman, Carl Baisden Jackie Whitley, Guy Lowes, and Steven White to discuss program offerings.
- 5.8 The Southern Mountains District Consortia meeting was held February 10, 2015 at the Ralph R. Willis Vocational Center in Logan, West Virginia.

- 5.9 Southern's A.A.S. degree Respiratory Care Program received notification from the Commission on Accreditation for Respiratory Care (CoARC) that the program's accreditation status has been changed from Initial Accreditation to Continuing Accreditation. The program's last onsite evaluation was January 2011. The next comprehensive evaluation of the program will occur in 2021. President/First Lady Tomblin congratulated Steven Hall for the successful accreditation.
- 5.10 President/First Lady Tomblin shared with the group that she had received a phone call from Mr. Ed Napier, former principal of Chapmanville High School. Recently Mr. Napier had his mother at Logan Regional Medical Center where she was cared for by many of Southern's Nursing students. He wanted us to know how impressed that he was with our students. In his words, "they were absolutely wonderful, had fabulous bedside manners, and were extremely professional." He referred to them as "Earth Angels." President/First Lady Tomblin gave thanks to Southern's Nursing faculty and staff for preparing such tremendous students. This is the reason our students are sought after by hospitals and medical professionals.
- 5.11 Mr. David Lord, Director of Wyoming/McDowell Campus Operations, will present the Campus Emergency Response Plan for the College which contains individual campus plans developed by each respective campus director to the Board at its June meeting.
- 5.12 Southern ALERTS, through Ellucian Mobile, is an emergency notification system that will be used by the College to notify faculty, staff, students, and other constituents of emergency situations that are occurring on one or all of Southern's campuses. It will provide instructions for action that individuals should take during emergency situations. Mr. Gary Holeman, Chief Information Officer, will provide a report to the Board at its June meeting.
- 5.13 Officials with Workforce West Virginia will conduct another informational workshop on Southern's Logan Campus on Friday, April 10, 2015, to help dislocated miners with training for new jobs. At least 100 individuals participated in the workshop held on December 12, 2014 at the Logan Campus. There are an estimated 3,000 to 4,000 unemployed coal miners in southern West Virginia.
- 5.14 President/First Lady Tomblin informed Board members that Dr. Karen Solomon, Vice President for Accreditation Relations at The Higher Learning Commission and Southern's liaison, accepted the preliminary monitoring report submitted by the College on October 30, 2014 as its actual monitoring report which was due in January 2015. The report is now in the queue to be processed.
- 6. Financial Report**
Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated January 31, 2015 to members of the Board. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures with the Board. Mr. Litteral stated that the College is low on revenues this year, but nothing stands out on this report which raises a red flag. The College's budget is on track and we are managing through the

budget cuts. More will be presented on the budget at the April Board meeting.

7. Board of Governors Committee on Tuition and Fees

Mr. Tom Heywood, Chair of the Board's Committee on Tuition and Fees, presented to the full Board the 2015-2016 tuition proposal approved by the committee at its February 3, 2015 meeting. The Tuition and Fees Committee recommended a tuition increase of \$72.00 per semester per FTE increase for resident students effective July 1, 2014. This reflects an increase of \$6.00 per credit hour which will increase tuition from \$127.00 per credit hour to \$133.00 per credit hour. The increase will bring Southern's full-time tuition to \$1,596.00 per semester, and the annual tuition rate to \$3,192.00 for resident students.

8. Action Items

8.1 Request for Approval of Tuition Increase Proposal

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 proposed resident tuition increase of \$72.00 per semester per FTE for the 2015-2016 academic year effective July 01, 2015, AND

BE IT FURTHER RESOLVED, that the tuition and fees be placed at a level to insure that out-of-state students pay the lower of the most recent reported System average or the calculated institutional full cost of instruction as required by West Virginia Code §18B-1D-3(a)(2)(B).

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

8.2 Request for Approval of Implementation of New Fees

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 a Welding Program Course Fee of \$50.00 per credit hour, an Online Course Fee of \$25.00 per credit hour, and a Reinstatement Fee of \$25.00 effective July 1, 2015.

ACTION: Jada Hunter seconded the motion.

Discussion ensued regarding the Online Course Fee. Action on this fee request was tabled pending further analysis. The request will be refined and brought back to the Board for consideration at its April meeting.

MOTION: George Kostas moved for adoption of the following amended resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve a Welding Program Course Fee of \$50.00 per credit

hour and a Reinstatement Fee of \$25.00 effective July 1, 2015.

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

8.3 Request for Approval of December 9, 2014, Minutes

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

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

8.4 Request for Approval to Table Action on SCP-1400, Guest Speakers, Lecturers, Performers, and Organized Groups

Ms. Wilma Zigmond, Chair of the Ad Hoc Committee to review SCP-1400, recommended for the Board to postpone action on the proposed policy to allow ample time to review and discuss constituent comments received. The proposal has been issued three times for a 30-day comment period and each time comments have been received. Chair Zigmond requested to meet with the Board to review and discuss the constituent comments received prior to submitting a final policy to the full Board for action.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors table action on SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, to allow ample time for review of comments received.

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

8.5 Request for Approval of Institutional Vision Statement and Core Values

MOTION: Debbie Dingess moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the proposed revised Institutional Vision Statement and Core Values following a 30-day comment period.

ACTION: Shelley Huffman seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and the new Vision Statement and Core Values approved.

8.6 Request for Final Approval of Institutional Policies

8.6.1 SCP-2701, Reduction in Workforce Due to Financial Exigency: Faculty Personnel

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-2701, *Reduction in Workforce Due to Financial Exigency: Faculty Personnel*, following the required 30-day public comment period.

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

8.7 Request for Approval of Institutional Policies for 30-day Public Comment

8.7.1 SCP-2234, Work Schedules

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-2234, *Work Schedules*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

8.7.2 SCP-2875, Workload Requirements for Full-time Faculty

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-2875, *Workload Requirements for Full-time Faculty*, to Southern's constituencies 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.

8.7.3 SCP-5074, Selection, Adoption, Use and Sale of Textbooks and Other Course Materials

MOTION: Mary Nemeth-Pyles 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-5074,

Selection, Adoption, Use and Sale of Textbooks and Other Course Materials, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

8.7.4 Appointment of Board of Governors Ceremonial Representatives

Chair Heywood appointed Board of Governors Vice Chair, Ms. Wilma Zigmond, to represent the Board at the Healthcare Pinning Ceremony scheduled for 6:00 p.m. on May 15, 2015, and the Commencement Ceremony scheduled for 10:00 a.m. on May 16, 2015. Both events will be held at the Coalfield Jamboree in downtown Logan.

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

George Kostas 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 9:15 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 MOTION: George Kostas, with regrets, moved to accept the retirement letter of President/First Lady Joanne Jaeger Tomblin effective June 30, 2015.

ACTION: Debbie Dingess, with regrets, seconded the motion. The motion carried unanimously. Chair Heywood, with extreme sadness, much emotion, and great delight for the First Lady, declared the motion adopted.

9.2 Appointment of Presidential Search Ad Hoc Committee

Chair Heywood appointed a Presidential Search Ad Hoc Committee to develop a Presidential Position Announcement, Job Description, and Search Procedures. Committee members include: Chair Thomas Heywood; President/First Lady Joanne Jaeger Tomblin; Vice Chair, Wilma Zigmond; Lay Member, Jada Hunter; Faculty Representative, Mary Nemeth-Pyles; Classified Staff Representative, Debbie Dingess; and Executive Assistant to the President and Board of Governors, Emma Baisden.

10. Adjournment:

There being no further business, Chair Heywood declared the meeting adjourned at 9:30 p.m. The next Board meeting is scheduled for April 21, 2015 and will be held at Southern West Virginia Community and Technical College in Logan, WV.

Thomas A. Heywood, Chair

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

APPROVED 04-21-2015