

**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of April 21, 2015  
6:00 p.m.  
2900 Dempsey Branch Road, Room 428, Building C  
Mount Gay, West Virginia and by Teleconference**

**MINUTES**

**Board Members Present:** Thomas Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary (teleconference); Linda Akers, Debbie Dingess, Classified Staff Representative; Brandon Elkins, Student Representative; Shelley Huffman, Jada Hunter, Mary Nemeth-Pyles, Faculty Representative; Terry Sammons

**Board Members Absent:** George Kostas

**College Staff Present:** President Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, Debra Teachman, Ronald Lemon, Pamela Alderman, Gary Holeman, Melissa Adkins, Sheliah Elkins, Vernon Elkins, Lora Foster, Steven Hall, Eva Hallis, Carol Howerton, Steven Lacek, Guy Lowes, Martha Maynard, Melinda Saunders, Chris Gray, Patricia Miller, Emma Baisden (Recorder).

- 1. Call to Order:**  
Chair, Thomas Heywood, declared a quorum present and convened the meeting at 6:15 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. Structured Scheduling Follow-up Report**  
Dr. Debra Teachman informed Board members that the Division Heads worked to develop a full morning or evening schedule of classes for Southern's summer and fall terms. This provides students the opportunity to take classes in a structured format. She stated that many community and technical colleges have been scheduling classes in this manner for a long time because students go through programs in cohorts. This is not the case for Southern's transfer courses, however, block scheduling for those courses are under development.
- 4. Student Success Data**  
Dr. Pamela Alderman, Director of Institutional Effectiveness, distributed the Spring 2015 Student Success Data report to Board members. She informed the group this report was compiled from information which was provided to her by many persons from within the college. The Student Success indicators found in the report were compiled from data which is reported to the West Virginia Higher Education Policy Commission (HEPC), the Integrated Postsecondary Education Data System (IPEDS), and internal metrics found in the ARGOS database. The information is preliminary for the fall 2014 semester as final reporting to the HEPC and IPEDS does not occur until mid-April annually. Dr. Alderman led Board

members through various comparisons of institutional statistics. The seven data points used for monitoring student success include enrollment, program completion, developmental English courses completion, licensure passage rates, online and hybrid course completion, number of students enrolled in 15 credit hours or more, and the number of veterans/dependents enrolled during the fall 2014 semester. The methodology, narrative interpretation, and analysis were provided for each data point.

**5. President's Report:**

1. President/First Lady Tomblin informed Board members that the West Virginia Council for Community and Technical College Education approved the Board's request to implement a fee of \$50.00 for the welding program courses, and a reinstatement fee of \$25.00 effective July 1, 2015.
2. Southern's Harmony 365 will present a free concert featuring award-winning songwriter, speaker and writer, David LaMotte, on Wednesday, April 22, 2015. The concert is open to the public and will be conducted in the Savas-Kostas Theater of Southern's Logan Campus beginning at 6:00 p.m. President/First Lady Tomblin invited everyone to attend.
3. Recently President/First Lady Tomblin participated in a meeting with Community and Technical College System Chancellor, James Skidmore, Bridgevalley Community and Technical College's President, Beverly Jo Harris, and representatives of the Governor's Office and Dow Chemical regarding workforce needs. She learned that within the next seven years, Dow officials anticipate that 70 percent of their skilled workforce will retire. Dow representatives plan to continue conversations with Bridgevalley to develop programs to train individuals for these positions. They want to attract individuals from the mining industry which have been laid off from work to retrain for the anticipated positions at Dow.
4. President/First Lady Tomblin informed the Board that she has been cleaning up loose ends by visiting donors of Vision 2020 to secure funds for the Foundation so the College will continue to receive funds for the Major Gifts Campaign after her retirement.
5. President/First Lady Tomblin was recently a guest on WOWK-TV Decision Makers with Bray Carey where she discussed the importance of community colleges to the future economy of West Virginia.
6. The President's Student Circle Brunch was held on April 8, 2015 with students at Southern's Logan Campus. During the meeting, students had an opportunity to share their thoughts about the College with President/First Lady Tomblin.
7. Five Southern students have been named to the Phi Theta Kappa All-West Virginia Academic Team and will be honored and inducted during a ceremony hosted by the West Virginia Council for Community and Technical College Education on April 27,

2015. The induction ceremony will be held in the Governor's Reception Room in the State Capitol Complex in Charleston, West Virginia beginning at 3:00 p.m. Governor Earl Ray Tomblin will be the keynote speaker.

8. Southern's Healthcare Pinning and Commencement Ceremonies are scheduled for May 15 and 16, 2015 respectively. Mr. Gary White, Marshall University Interim President, will be the keynote speaker for the Commencement ceremony. Board of Governors Vice Chair, Wilma Zigmond, will deliver greetings from the Board at both events to be held at the Coalfield Jamboree in Logan.
9. President/First Lady Tomblin provided a Legislative update on bills which impact the College:
  1. HB 2535 - Suicide prevention bill. Requires colleges and universities to develop and implement a policy to advise students and staff of suicide prevention programs available on and off campus. Each institution, as well as the West Virginia Higher Education Policy Commission (HEPC) and the West Virginia Council for Community and Technical College Education (CCTCE), to provide information about depression and counseling resources for students during orientation and on web sites.
  2. HB 2867 - College course transfers for public and private colleges. The Bill follows HEPC and CCTCE existing procedural rule, Series 17, on the 70 percent matching course learning objectives and appeal of denials, but requires that HEPC and CCTCE work with at least two representatives from private institutions to present recommendations for acceptance of college transfer credit by December 1, 2017. Colleges must work on transfer agreements of which 70 percent of the coursework content must transfer. An appeals process of denied course transfer must also be created.
  3. HB 2884 - HEPC and CCTCE bill to simply BOG training deadlines. This does not change the requirements, but instead moves the reporting timeframe for institutional governing boards to a fiscal year basis instead of from appointment dates, making it much easier for governing boards, and the HEPC and CCTCE, to track the required training for its members.
  4. SB 455 - Higher education procurement and payment flexibility. The bill includes significant changes to purchasing and credit card processing for higher education institutions. Raises the competitive bid for purchases minimum from \$25,000 to \$50,000. Reduces the required timeframe to advertise for competitive bids from two weeks to five days. SB 455 is effective June 12, 2015.
  5. SB 439 - Higher education personnel. This is a massive bill affecting much of the legislation previously enacted through Senate Bill 330.
10. The West Virginia Council for Community and Technical College Education approved

the 2015-2020 Master Plan. The Master Plan will be due to the Council by November 1, 2015, therefore, it will need to come before the Board for approval at its October 2015 meeting.

11. The annual President's Administrative Retreat is scheduled for May 20, 2015 and will be held at Southern's Logan Campus.
12. The last Governance Day for this academic year is scheduled for Friday, April 24, 2015. The faculty, staff, and student elections will be held to select representatives for institutional governance committees, the Board of Governors, and statewide councils of the Advisory Council of Classified Employees and Advisory Council of Faculty.

## **6. Financial Report**

Mr. Sam Litteral, Vice President for Finance and Administration, provided the financial report dated March 31, 2015 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 he plans to soon cutoff expenditures so he will be able to get the College through to the end of this fiscal year. The College will not receive 100 percent of the revenues projected. He reminded everyone that last year's budget was supplemented \$222,000 from reserves.

## **7. Presidential Search Committee Update**

Board of Governors Chairman, Thomas Heywood, informed the Board of the progress made to select the College's next President since its last meeting:

- Chair Heywood reminded the group that President/First Lady Joanne Jaeger Tomblin will retire on June 30, 2015.
- Three members of the West Virginia Council for Community and Technical College Education (Council) will participate in interviews with finalists so when the Board makes a recommendation to the Council for hire, they will have already interviewed the candidate.
- The Board plans to recommend that Dr. Merle Dempsey serve as Interim President.
- Chair Heywood hopes to conclude the Presidential search by December 2015.
- The Presidential Search Ad Hoc Committee will meet and review consulting firms to assist the Board and present a list to the full Board at its June meeting.
- Chair Heywood reiterated that the full Board is the Presidential Search Committee.

## **8. Action Items**

### **8.1 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; Jada Hunter and Mary Nemeth-Pyles. The Committee will provide a report to the full Board with a recommendation for the 2015-2016 Board officers at its June meeting.

### **8.2 Request for Approval of February 26, and March 16, 2015 Board Meeting Minutes**

**MOTION:** Shelley Huffman moved to accept the February 26, and March 16, 2015 meeting minutes as presented.

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

### **8.3 Request for Approval of 2015-2016 Board Meeting Schedule**

**MOTION:** Jada Hunter 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 2015-2016 as presented.

**ACTION:** Terry Sammons seconded the motion. The motion carried unanimously and Chair Heywood declared the schedule approved.

### **8.4 Request for Approval of Fiscal Year 2015-2016 Institutional Budget**

**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 filing of the institutional operating budget for the fiscal year beginning July 1, 2015.

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

### **8.5 Request for Approval of Implementation of New Course Fee**

**MOTION:** Shelley Huffman moved the adoption of the following resolution:

*RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors an Online Course Fee of \$25.00 per credit hour effective July 1, 2015.

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

### **8.6 Request for Approval of Administrative Appointment to the Boone County Joint Administrative Board**

**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 appointment of William H. Cook 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 William H. Cook will serve a three-year term beginning July 1, 2015 and ending June 30, 2018. 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:** Mary Nemeth-Pyles seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

## **8.7 Academic Program Review**

### **8.7.1 Criminal Justice, 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 Criminal Justice, Associate in Applied Science 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:** Shelley Huffman seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

### **8.7.2 Criminal Justice, Certificate**

**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 continuance of the Criminal Justice, Certificate 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:** Mary Nemeth-Pyles seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

### **8.7.3 Health Care Professional, A.A.S.**

**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 continuance of the Health Care Professional, 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:** Wilma Zigmond seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

#### **8.7.4 Medical Laboratory Technology, A.A.S.**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Medical Laboratory 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:** Shelley Huffman seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

#### **8.7.5 Nursing, A.A.S.**

**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 continuation of the Nursing, 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:** Debbie Dingess seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

#### **8.7.6 Radiologic Technology, A.A.S.**

**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 continuation of the Radiologic 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:** Jada Hunter seconded the motion. The motion carried unanimously.  
Chair Heywood declared the motion adopted.

#### **8.7.7 Salon Management/Cosmetology, A.A.S.**

**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 continuation of the Salon Management/Cosmetology, 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:** Linda Akers seconded the motion. The motion carried unanimously.  
Chair Heywood declared the motion adopted.

### **8.8 Request for Approval of Academic Program Post-Audit Review**

#### **8.8.1 Medical Assisting, A.A.S.**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Medical Assisting, 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 37, *Increased Flexibility for Community and Technical Colleges*.

**ACTION:** Brandon Elkins seconded the motion. The motion carried unanimously.  
Chair Heywood declared the motion adopted.

### **8.9 Request for Final Approval of Institutional Policies**

#### **8.9.1 SCP-2234, Work Schedules**

**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-2234, *Work Schedules*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

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

### **8.9.2 SCP-2875, Workload Requirements for Full-time Faculty**

**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-2875, *Workload Requirements for Full-time Faculty*, and its submission to the Chancellor for Community and Technical College Education 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 policy approved.

### **8.9.3 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 final approval of SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*, and its submission to the Chancellor for Community and Technical College Education 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 policy approved.

## **8.10 Request for Approval of Institutional Policies for 30-day Public Comment**

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

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

### **8.10.2 SCP-2006, Employee Leave**

**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-2006, *Employee*

*Leave*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

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

#### **8.10.3 SCP-2825, Salary Administration**

**MOTION:** Shelley Huffman 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-2825, *Salary Administration*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**ACTION:** Brandon Elkins seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

#### **8.10.4 SCP-4786, Transfer Student Requirements and Credit Evaluation**

**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-4786, *Transfer Student Requirements and Credit Evaluation*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**ACTION:** Debbie Dingess seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

#### **8.10.5 SCP-7125, Information Technology Acceptable Usage**

**MOTION:** Shelley Huffman 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-7125, *Information Technology Acceptable Usage*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**ACTION:** Brandon Elkins seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

#### **8.10.6 SCP-7720, Security of Information Technology**

**MOTION:** Brandon Elkins 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-7720, *Security of Information Technology*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

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

#### **8.11 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 2015-2016 as presented, and authorize its submission to the West Virginia Council for Community and Technical College Education for its approval.

**ACTION:** Brandon Elkins seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

It was noted that only completed strategies were reported for the 2015-2016 update since a new Compact/Master Plan will begin in July 2015.

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

Shelley Huffman 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. Chair Heywood declared the motion adopted and the Board entered into an Executive Session at 8:35 p.m.

At the conclusion of discussions, Chair Heywood declared the Board of Governors rise from Executive Session and convene in Open Session at 9:05 p.m. Based upon discussions, the following items were brought forward for action from the Executive Session.

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve Dr. Merle Dempsey for Interim President; and

*RESOLVED*, That the Board of Governors authorize Chair Heywood, working with Samuel Litteral, Vice President for Finance and Administration, and Emma Baisden, Executive Assistant to the President and Board of Governors, to finalize a contract with Dr. Dempsey and its submission to the West Virginia Council for Community and Technical College Education for consideration for approval.

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

Since time is of essence, the Board determined that it would be more expeditious for the Presidential Ad Hoc Committee to select a search firm to assist in the presidential search process and report back to the full Board at its June 2015 meeting. Chair Heywood stated the Ad Hoc Committee would proceed accordingly.

**10. Adjournment**

There being no further business, Chair Heywood declared the meeting adjourned at 9:15 p.m. The next Board of Governors business meeting is scheduled for Tuesday, June 16, 2015 beginning at 6:00 p.m. in Room 428, Building C, Logan Campus.

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Thomas A. Heywood, Chair

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

**OFFICIAL**  
*Approved 06-24-2015*