

**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of June 24, 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; Shelley Huffman, Jada Hunter, George Kostas; Mary Nemeth-Pyles, Faculty Representative; Terry Sammons

**Board Members Absent:** Brandon Elkins, Student Representative

**College Staff Present:** President/First Lady Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, Debra Teachman, Pamela Alderman, Gary Holeman, Steven Lacek, Steven Hall, Will Smith, Chris Gray, Teri Wells, Virginia Stepp, Russell Saunders, Bill Alderman, Will Alderman, Martha Maynard, Chuck Puckett, David Lord, Tim Ooten, Mindy Saunders, Guy Lowes, Emma Baisden (Recorder).

**1. Call to Order:**

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

**2. Presentation of Ayers & Associates, Inc.**

Chair Heywood informed Board members the Presidential Search Ad Hoc Committee had received and reviewed proposals from six national search firms. From the proposals received, the Ad Hoc Committee invited Ayers & Associates to make a presentation to the Board for its approval. Dr. George Ayers, Dr. Charles Green, and Dr. John Henderson joined the meeting by teleconference. Dr. Ayers reviewed the six-phase process of the presidential search which will be a collaborative effort between the search firm and the College. Dr. Ayers discussed next steps and the scheduling of several face-to-face meetings to receive input from faculty, staff, students, and external constituents on the qualities and attributes desired in the next president of Southern.

**3. Special Presentations**

Chair Heywood and President/First Lady Tomblin honored outgoing Board of Governors members Debbie Dingess (classified staff representative), and Mary Nemeth-Pyles (faculty representative), with resolutions applauding their outstanding leadership, service, and dedication to the Southern West Virginia Community and Technical College Board of Governors. The resolutions were unanimously approved by the Board and will become part of the official meeting minutes (Addendums 1 and 2).

In recognition of President Joanne Jaeger Tomblin's strategic vision, unwavering leadership, and tireless commitment as president of Southern West Virginia Community and Technical College over the past 16 years, the Board unanimously approved a resolution of commendation naming her as "President Emeritus" (Addendum 3). Board Chair, Tom

Heywood, and Vice Chair, Wilma Zigmond, also presented President Tomblin with a Lifetime Achievement Award in appreciation of her years of service. She is the longest-serving president of the College, and the longest-serving president in the Community and Technical College System of West Virginia. The Board's extensive resolution cited President Tomblin for having guided the College to great heights while overseeing significant accomplishments at the institution.

**4. Call for Public Comments to the Board of Governors**

Chair Heywood asked for public sign up for comments to the Board. Comments on SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, were heard from faculty members Russell Saunders, Bill Alderman, Martha Maynard, Will Alderman, and Chuck Puckett. All written comments received on the proposed policy during the comment period are on file in the President's Office and available for review upon request.

**5. Classified Staff Council Annual Presentation**

The Classified Staff Council held its annual meeting with the Board of Governors to discuss matters which affect classified employees as prescribed in West Virginia Code §18B-6-6(g). Mr. Chris Gray, Classified Staff Council Chair, and Ms. Teri Wells, Advisory Council of Classified Employees Representative, presented an overview of the Council's accomplishments, goals, and various College projects in which classified staff participated during the 2014-2015 year. The classified staff are committed to Southern West Virginia Community and Technical College, its goals, and its mission. Following the presentation, Chair Heywood thanked Mr. Gray and Ms. Wells for providing the Board with an outstanding presentation of the Council's activities. He commended the Classified Staff Council for its continuous improvement, and reaffirmed the Board's commitment to fully funding the Classified Staff Salary Schedule. As a retirement gift on behalf of Southern's classified staff, Mr. Gray, presented President/First Lady Tomblin with a Waterford crystal bowl to acknowledge her contributions to the success of the College, and as a remembrance from an appreciative staff.

**6. Technology Services Report**

Chief Information Officer, Gary Holeman, presented the organizational structure of the Technology Services Department, highlights and accomplishments of 2014-2015, and 2015-2016 goals and projects to the Board of Governors.

**7. Emergency Preparedness Report**

Mr. David Lord, Director of Wyoming/McDowell Campus Operations, presented Southern's Emergency Plan, to Board members and provided an update on accomplishments, ongoing activities, and the next steps of the Campus Crisis Management Teams. Mr. Lord invited Board members to enroll in the Southern Alerts Notification System to receive notifications regarding emergencies and inclement weather situations for the college.

**8. President's Report**

8.1 President/First Lady Tomblin thanked everyone for their kind remarks this evening.

- 8.2 Southern's Harmony 365 events have concluded for this fiscal year.
- 8.3 Approximately 200 individuals attended the 7<sup>th</sup> Annual Southern West Virginia Community and Technical College Foundation Donor/Scholarship Reception on April 23, 2015. The event recognizes the generosity of donors and the success of students receiving scholarships. This year, Linda and Willie Akers, William "Tank" Williams, and the Word of Life Church were recognized for their continuous support.
- 8.4 Five Southern students were named to the Phi Theta Kappa All-West Virginia Academic Team. The students were inducted during a ceremony hosted by the West Virginia Council for Community and Technical College Education on April 27, 2015. The induction ceremony was held in the Governor's Reception Room at the State Capitol Complex in Charleston, West Virginia, with Governor Earl Ray Tomblin as the keynote speaker.
- 8.5 President/First Lady Tomblin thanked Board of Governors Vice Chair, Wilma Zigmond, for delivering greetings from the Board at Southern's Healthcare Pinning and Commencement Ceremonies conducted on May 15 and 16, 2015 respectively. Mr. Gary White, Marshall University Interim President, was the keynote speaker for the Commencement ceremony.
- 8.6 The President's Administrative Retreat was held on May 20, 2015 at the Logan Campus. Approximately 80 administrative and managerial employees participated in the event.
- 8.7 Former student representative to the Board of Governors, Elston Johnson, recently graduated from the West Virginia School of Osteopathic Medicine.
- 8.8 All of the Southern West Virginia Community and Technical College Board of Governors members have met their required training hours for this reporting cycle.

## **9. Financial Report**

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated May 31, 2015 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The figures shown on the report reflect actual cash, revenue, and expenditures directly from the Banner System. Mr. Litteral informed Board members that Southern's payroll system is changing and employees will receive their first biweekly paycheck on December 11, 2015. The new system will also affect leave reporting for all employees.

## **10. Action Items**

### **10.1 Presidential Search Ad Hoc Committee Report and Approval of Search Firm**

Chair Heywood discussed the importance of selecting the best search firm/consultants to meet institutional needs. He informed Board members that the Presidential Search Ad Hoc Committee met on June 10, 2015, to review and

discuss the proposals submitted by six consulting/search firms to provide assistance with the presidential search. Following review and discussion, the Ad Hoc Committee unanimously nominated the firm of Ayers & Associates, Inc. to provide these services.

Upon a motion by Shelley Huffman, seconded by Jada Hunter, the Board of Governors unanimously approved the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of Ayers & Associates, Inc. as the Search Firm/Consultants for the Presidential Search.

## **10.2 Nominating Committee Report and Election of 2015-2016 Board Officers**

Mr. Glenn Yost, Nominating Committee Chair, reported that the committee met on June 10, 2015 and determined the Board should retain its current leadership for the 2015-2016 year due to the College undergoing a transition period.

**MOTION:** Glenn Yost moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board Officers for fiscal year 2015-2016 as proposed by the Nominating Committee: Tom Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary.

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

## **10.3 Appointment and Election of 2015-2016 Lay Members to the Board Agenda Committee**

Chair Heywood reappointed Linda Akers and Terry Sammons to the Board of Governors Agenda Committee.

**MOTION:** George Kostas moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect lay members Linda Akers and Terry Sammons to its 2015-2016 Board of Governors Agenda Committee.

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

The Board of Governors Agenda Committee members are Thomas Heywood, Wilma Zigmond, Glenn Yost, Joanne Jaeger Tomblin, Terry Sammons, and Linda Akers.

**10.4 Request for Approval of April 21, 2015 Board Meeting Minutes**

**MOTION:** Glenn Yost moved to accept the April 21, 2015 meeting minutes as presented.

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

**10.5 Request for Approval of FY 2016-2017 Capital Projects and Expenditures**

**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 modification amounts and priorities of FY 2017 capital projects for Southern West Virginia Community and Technical College.

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

**10.6 Request for Approval of FY 2017-2021 Capital Projects and Expenditures**

**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 modification amounts and priorities of FY 2017 - FY 2021 capital projects for Southern West Virginia Community and Technical College.

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

**10.7 Action on Institutional Policies for Final Approval**

**10.7.1 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 final approval of SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

**ACTION:** Jada Hunter seconded the motion. The motion carried by a majority with one no vote. The Board will place the policy on its April 2016 meeting agenda for review. Chair Heywood declared the motion adopted and

policy approved.

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

**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-2006, *Employee Leave*, 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.

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

**MOTION:** George Kostas 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-2825, *Salary Administration*, 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.

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

**MOTION:** George Kostas 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-4786, *Transfer Student Requirements and Credit Evaluation*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

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

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

**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-7125, *Information Technology Acceptable Usage*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day comment period.

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

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

**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-7720, *Security of Information Technology*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day comment period.

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

### **10.8 Action on Post-Audit Follow-up Reports Required by the Community and Technical College System**

#### **10.8.1 Addiction Counseling, Associate in Applied Science and Certificate**

**MOTION:** Wilma Zigmond moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the Post-Audit Review Follow-up Report for the Addiction Counseling, Associate in Applied Science and Certificate Programs.

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

Upon a motion by Wilma Zigmond, seconded by Mary Nemeth-Pyles, the Board tabled the recommendation to discontinue the Addiction Counseling, Associate in Applied Science and Certificate Programs. Steve Lacek will provide a report to the Board at its August 2015 meeting which shows the number of students enrolled in the program and a time line for program completion. Chair Heywood declared the motion adopted.

#### **10.8.2 Forensic Psychology and Investigation, Associate in Applied Science and Certificate**

**MOTION:** Wilma Zigmond moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the Post-Audit Review Follow-up Report for the Forensic Psychology and Investigation, Associate in Applied Science and Certificate Programs.

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

Upon a motion by Wilma Zigmond, seconded by Mary Nemeth-Pyles, the Board tabled the recommendation to discontinue the Forensic Psychology and Investigation, Associate in Applied Science and Certificate Programs. Steve Lacey will provide a report to the Board at its August 2015 meeting which shows the number of students enrolled in the program and a time line for program completion. Chair Heywood declared the motion adopted.

### **10.8.3 Homeland Security and Emergency Services, Associate in Applied Science**

**MOTION:** Wilma Zigmond moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the Post-Audit Review Follow-up Report for the Homeland Security and Emergency Services, Associate in Applied Science Program.

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

Upon a motion by Wilma Zigmond, seconded by Debbie Dingess, the Board approved to stop enrollment of students into the Addiction Counseling, Forensic Psychology and Investigation, and Homeland Security and Emergency Services programs pending further analysis. Additionally, the Board tabled the recommendation to discontinue the Homeland Security and Emergency Services, Associate in Applied Science Program. Steve Lacey will provide a report to the Board at its August 2015 meeting which shows the number of students enrolled in this program and a time line for program completion. Chair Heywood declared the motion adopted.

## **11. Informational Items**

### **11.1 Awarding of Undergraduate Tuition and Fee Waivers Report**

In compliance with Southern College Policy (SCP) 5065, *Awarding of Undergraduate Tuition and Fee Waivers*, Section 7.2, the Vice President for Finance and Administration presented the 2014-2015 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. During the 2014-2015 fiscal year, Southern awarded a total of \$206,244 in undergraduate waivers to a total of 67 students. Pursuant to the statute, the report on the awarding of undergraduate tuition and fee waivers is entered into the minutes of the Board of Governors June 24, 2015 meeting.

### **11.2 Required Training for Higher Education Boards and Council Members**

During the 2015 legislative session, the West Virginia Legislature amended the statute requiring continuing education of the members of institutional Boards of Governors, Council, and Commission members. House Bill 2884, effective June 12, 2015, was authored to make the tracking of Board member compliance easier and more certain. A new member appointed by the Governor now must have three (3) hours of continuing education in the fiscal year they were appointed if appointed in the first half of the fiscal year. A member appointed in the second half of the fiscal year will have to complete three (3) hours by the end of the first half of the next fiscal year. Additionally, each member must complete six (6) hours of training every two fiscal years. A copy of House Bill 2884 was provided to Board members.

### **11.3 Report on 2014-2015 Faculty Promotion Decisions**

The faculty promotion-in-rank review process at Southern West Virginia Community and Technical College runs from January 30 through April 30. The process involves faculty file preparation, reviews and recommendations by the Promotion Committee Chair, Division Head, Vice President for Academic Affairs and Students Services, and approval by the President. The final step is notification of the Board of Governors of the decisions made as a result of the review process. A list of the faculty promoted in rank was provided to the Board.

### **11.4 2015-2016 Holiday Calendar**

As authorized by Board of Governors policy SCP-2360, *Holidays*, a holiday schedule for 2015-2016 has been established and approved for Southern West Virginia Community and Technical College, a copy of which is provided for the Board. The holiday schedule has been aligned with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 14, Holidays, Southern's 2015-2016 academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia Code. The 2015-2016 Holiday Calendar has been announced college-wide and submitted to the Chancellor for Community and Technical College Education.

**11.5** "Trail-blazing Teacher Built Fruitful Life on Hometown Values," *The Charleston Gazette*, April 27, 2015-edition.

**11.6** "Community College Official Seeking Raise Administrator Offered Him," *The Charleston Gazette*, May 27, 2015-edition.

## **12. Possible Executive Session Under Authority of West Virginia 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. Shelley Huffman seconded the motion which carried unanimously. Chair Heywood declared the motion adopted and the Board entered into an Executive Session at 9:45 p.m.

At the conclusion of discussions, Chair Heywood declared the Board of Governors rise from Executive Session and convene in Open Session at 10:05 p.m.

**13. Adjournment**

There being no further business, Chair Heywood declared the meeting adjourned at 10:10 p.m. The next Board of Governors business meeting is scheduled for Tuesday, August 18, 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 08-18-2015*