

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS**  
**LOGAN CAMPUS—ROOM 111**  
**JUNE 17, 2003**

**OFFICIAL**  
*Approved 09/16/03*

**PRESENT:** George Kostas, Joanne Tomblin, Shelley Dan, Jada Hunter, Rory Perry, Dennis Trader, Robert Copley, James Sheatsley, Mike Baldwin, David Pierce, Linda Akers, and Dean Lucas

**ABSENT:** Bill Grizzell

**STAFF:** Merle Dempsey, Oretha Baker, Patricia Clay, and Emma Baisden

**GUEST:** Sherry Adkins and J. Christopher Gray

**1. WELCOME AND CALL TO ORDER:**

Chair, George Kostas, called roll, declared a quorum present and convened the meeting at 6:10 p.m.

Mr. Kostas presented the student representative, Robert Copley, with an award in recognition of his faithful service to the Board of Governors. Chair Kostas introduced Ms. Sherry Adkins as the new student representative to the Board.

**2. PRESIDENT'S REPORT:**

President Joanne Tomblin updated the Board on pertinent institutional developments.

1. Preliminary Fall 2003 enrollment figures show an increase in FTE of 218.8 (130.3%) and a headcount of 354 (139.3%) from this date in 2002.
2. Southern has been selected by Pat Summerall Productions to be profiled on "Champions of Industry" for a five-minute video that airs on The Discovery Channel. The video shoot is scheduled for August 25.
3. Southern will have a campus at the new Lincoln County consolidated high school.
4. President Tomblin met with Delegate Jerry Mezzatesta regarding tuition offset dollars for Southern.
5. To conduct planning for FY 2004, President Tomblin will hold her annual Administrative Retreat June 18-20, 2003, at Stonewall Resort.
6. Discussions continue with WVU School of Dentistry officials regarding the development of a Dental Hygiene Program. The College is in the process of developing an advisory board consisting of local dentists to steer the project.
7. Southern has been asked to develop a Heavy Equipment Operation Program and is reviewing possibilities.
8. Southern will pilot ClassTracks, a new academic analysis software package designed by CLARUS Corporation, beginning July 1, 2003. The software will provide the College with accurate, timely information about enrollment, facility utilization, class scheduling, and information on program, discipline and faculty productivity.
9. Pam Alderman was elected President of the WV Board of Examiners for Registered Professional Nurses for 2003-2004.
10. The APPALREAD Program has been refunded for 2003-2004. A total of 247 applications were submitted nationwide to the federal government for consideration. In the end, APPALREAD was one of the 30 that received AmeriCorps funds.
11. On June 4, 2003, the Higher Education Policy Commission held a special joint meeting for college presidents and board of governors' chairpersons with the Education Commission of the States (ECS), the National Center for Public Policy

and Higher Education (NCPPE), and NCHEMS. The group focused on strengthening West Virginia's higher education system. President Tomblin volunteered to serve on a Board to develop a plan to enroll more adults in higher education in WV.

12. A special meeting between college presidents and the Chancellor was held to discuss developing a common agenda for all colleges to present to the Legislature. A final list will be presented to institutional governing boards for approval.
13. The Nursing Pinning Ceremony was held on Friday, May 9, and Commencement was held on Saturday, May 10, 2003. Both ceremonies were conducted at the Chief Logan State Park Convention Center.
14. The State will pick up \$120 million from the federal government. Sixty million will go toward taxes, and \$10 million for education—\$5 million for public and \$5 million for higher education.
15. We received a draft report of the NCA's visit to the College to review for "errors of fact". The team is recommending the maximum accreditation of ten years with a progress report to be filed on assessment by May 1, 2006.

**3. PERFORMANCE APPRAISAL PRESENTATION:**

Ms. Patricia Clay gave a Power Point Presentation on the new performance appraisal program for the College. We will pilot the evaluation tool this year to assure it meets the needs of all departments and provide consistency college-wide. Mr. Rory Perry requested that the evaluation tool be reviewed by Board Counsel.

**4. OFFICER NOMINATING COMMITTEE REPORT:**

Mr. Dennis Trader reported that Mr. Perry removed himself from the Officer Nominating Committee. The Committee recommended Shelley Dan as Chair, Linda Akers as Vice Chair, and Rory Perry as Secretary for 2003-2004.

**5. ACTION ITEMS:**

**1. Approval of April 15, 2003 and May 15, 2003, Minutes:**

**MOTION:** Shelley Dan moved to accept the April 15, 2003 minutes as presented.

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

**MOTION:** Shelley Dan moved to accept the May 15, 2003 minutes as presented.

**ACTION:** Dennis Trader seconded the motion. The motion carried unanimously.

**2. Election of Officers 2003-2004**

Chair Kostas opened the floor for nominations:

**MOTION:** Jada Hunter motioned to accept the recommendation made by the Officer Nominating Committee— Shelley Dan as Chair, Linda Akers as Vice Chair, and Rory Perry as Secretary for 2003-2004.

**ACTION:** Mike Baldwin seconded the motion. The motion carried unanimously.

**3. Board Meeting Schedule**

Chair Kostas presented a schedule of meetings and agenda deadlines for July 1, 2003 through June 30, 2004 to the Board for adoption.

**MOTION:** Shelley Dan moved the adoption of the schedule.

**ACTION:** Dennis Trader seconded the motion. The motion carried unanimously.

**4. Board Ceremonial Representative**

Chair Kostas recommended for one Board member to serve as representative for various college events throughout the year.

**MOTION:** Dean Lucas nominated Rory Perry.

**ACTION:** Shelley Dan seconded the motion. The motion carried unanimously.

**5. Eastern WV Community and Technical College Memorandum of Agreement**

**MOTION:** Shelley Dan moved to accept the following resolution:

*Resolved*, that the Southern West Virginia Community and Technical College Board of Governors approve the Memorandum of Agreement between Southern West Virginia Community and Technical College and Eastern West Virginia Community and Technical College as amended.

**ACTION:** Rory Perry seconded the motion. The motion carried unanimously.

**6. Final Approval of Proposed Policy**

**1. SCP-2220, Evaluation/Course Feedback Policy, and SCP-2220.A, Course Feedback Form**

**MOTION:** Dean Lucas moved to accept the following resolution.

*RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve the policy and attachment, SCP-2220, Course Feedback Policy and SCP-2220.A, Course Feedback Form (New).

**ACTION:** Dennis Trader seconded the motion. The motion carried unanimously.

**6. DISCUSSION ITEMS:**

**1. Board Retreat**

**MOTION:** Shelley Dan motioned to select Stonewall Jackson as the location for the Board Retreat and Thomas Heywood as the facilitator.

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

**2. Budget 2004 Review**

Ms. Oretha Baker presented the revenue and expenditure projections for fiscal year 2004. The total revenue projection is \$19,585,245 and with expenditures totaling \$19,370,870. The College will again operate on the 40/40/20 fund disbursement plan.

Mr. Kostas conveyed the Board's appreciation to Ms. Baker for her dedication and service to Southern West Virginia Community and Technical College.

**7. EXECUTIVE SESSION:**

It was moved and seconded (Shelley Dan/James Sheatsly) that the Board move into an executive session under authority of WV Code §6-9A-4—Personnel Items. The motion carried unanimously.

At the conclusion of the executive session, the Board reconvened in an open session and the following action was taken:

**1. Presidential Contract and Compensation Package**

**MOTION:** Jada Hunter moved to approve the Presidential Contract and Compensation Package and to submit it to the Higher Education Policy Commission.

**ACTION:** Rory Perry seconded the motion. The motion carried unanimously.

**2. Presidential Goals and Evaluation 2002-2003**

**MOTION:** Rory Perry motioned to accept the President's Self-Evaluation and goals as presented.

**ACTION:** Dennis Trader seconded the motion. The motion carried unanimously.

**3. Commendation Resolutions**

**MOTION:** Shelly Dan motioned for George Kostas to develop resolutions on behalf of the Board applauding the dynamic leadership of President Tomblin and recognizing Oretha Baker's accomplishments and years of service to Southern.

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

Southern West Virginia  
Community and Technical College  
Board of Governors Proclamation

Whereas, Joanne Jaeger Tomblin, has served as president of Southern West Virginia Community and Technical College since November 16, 1999; and

Whereas, During the period of November 16, 1999, through June 17, 2003, a new, dynamic renewal of morale and dedication of the students, faculty, and staff became manifest; and

Whereas, Despite a loss in population in the areas served by Southern West Virginia Community and Technical College, this institution has actually shown an increase in enrollment; therefore, be it

Resolved by the Board of Governors:

That the Board of Governors of Southern West Virginia Community and Technical College do hereby commend and honor Joanne Jaeger Tomblin for her outstanding leadership and dedication to Southern West Virginia Community and Technical College; and, be it

Further Resolved, That this proclamation becomes a part of the minutes of the Board of Governors of Southern West Virginia Community and Technical College this 17<sup>th</sup> day of June in the 2003<sup>rd</sup> year of our Lord.

Southern West Virginia  
Community and Technical College  
Board of Governors Proclamation

Whereas, Oretha H. Baker, Vice President for Finance, has served Southern West Virginia Community and Technical College since August 1, 1977; and

Whereas, During the period of August 1, 1977, through June 17, 2003, her service was marked by a remarkable degree of professionalism and dedication; therefore, be it

Resolved by the Board of Governors:

That the Board of Governors of Southern West Virginia Community and Technical College do hereby commend and honor Oretha H. Baker for her outstanding dedication to Southern West Virginia Community and Technical College; and, be it

Further Resolved, That this proclamation becomes a part of the minutes of the Board of Governors of Southern West Virginia Community and Technical College this 17<sup>th</sup> day of June in the 2003<sup>rd</sup> year of our Lord.

