

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
LOGAN CAMPUS—ROOM 111
SEPTEMBER 16, 2003

OFFICIAL
10/21/03

PRESENT: Linda Akers, Joanne Tomblin, George Kostas, William Grizzell, Jada Hunter, Rory Perry, Dennis Trader, Sherry Adkins, James Sheatsley, Michael Baldwin, David Pierce, and Dean Lucas

ABSENT: Shelley Dan

STAFF: Merle Dempsey, Michael McGraw, Ronald Lemon, Pamela Alderman, Patricia Clay, Emma Baisden, and Elizabeth Harter, General Counsel

GUEST: Oretha Baker, Patricia Miller, J. Christopher Gray

1. WELCOME AND CALL TO ORDER:

Vice Chair, Linda Akers, called roll, declared a quorum present, and convened the meeting at 6:10 p.m.

2. PRESENTATION OF SPECIAL AWARDS:

Mr. George Kostas presented resolutions honoring:

1. President Joanne Tomblin for her outstanding leadership and dedication to Southern West Virginia Community and Technical College. 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. Despite a loss in population in the areas served by Southern, the institution actually showed an increase in enrollment.
2. Ms. Oretha Baker for her outstanding dedication to Southern West Virginia Community and Technical College. During her tenure from August 1, 1977, through June 17, 2003, her service was marked by a remarkable degree of professionalism and dedication.

These proclamations were inscribed upon the minutes of this Board June 17, 2003.

3. PRESIDENT'S REPORT:

President Joanne Tomblin updated the Board on pertinent institutional developments.

1. Fall 2003 enrollment figures show an increase in FTE of 2.78% and 1.10% in headcount from Fall 2002.
2. Mr. Fred Scott from Shreveport, LA, has been hired as the Vice President for Finance and is scheduled to begin September 29, 2003.
3. The Beckley Higher Education Center is expected to open Fall 2005. Five higher education institutions will have offices in the Center.
4. The West Virginia Development Office grant committee did not fund the Lincoln County consolidated high school project. President Tomblin and Mr. William Grizzell will continue to work on this project.
5. Southern continues offering the Associate Degree Nursing program in the Eastern Panhandle via video distance learning. The Board will be provided with a demonstration of the new distance learning camera at their November meeting.

6. CENfuel asked Southern to provide training for technicians. The U.S. Department of Energy will donate equipment for training purposes that will be housed at the Harless Wood Products Park. Discussions continue between Southern and CENfuel officials.
7. The Workforce Development Unit is providing training for more than 600 personnel at Logan Regional Medical Center.
8. Southern will be featured on the Discovery Channel in December 2003. Mr. Michael Baldwin was instrumental in providing footage of the campuses for the production.
9. Southern received \$138,508 from the HEPC as an incentive for obtaining an excellent performance rating, and a special allocation from the legislature of \$50,000 for Nursing program expansion into the Kanawha Valley.
10. LEASA donated an ambulance valued at \$8,500, and 8 cots, a \$9,600 value, to our Paramedic program.
11. Notification was received from the National Health Career Association that all of Southern's Medical Laboratory Assistant students passed the national certification exam. This gave the program a 100% passage for the sixth consecutive year.
12. The Accreditation Review Committee for Surgical Technology (CAAHEP) announced that Southern's Surgical Technology Program received a full 10 years of accreditation. This accreditation allows our students to take the national certification exam for surgical technologists.
13. Southern is currently undergoing four audits:
 1. Annual full audit by Deloitte and Touche
 2. Purchasing Card audit by the State Auditors Office
 3. Financial Aid audit by Ernst and Young—Year audit on a five-year cycle
 4. Purchasing Practices audit including the Purchasing Card by the Legislative Auditors Office
14. At their August 22, 2003 meeting, the Higher Education Policy Commission determined their budget requests for 2004 would be as follows:
 1. Restoration of the base budgets
 2. Need-based financial aid
 3. Roll budget digest funds into the base budget of institutions that annually receive digest funds.
 4. Increase of PROMISE scholarship funds.
 5. Request that governing boards pass a resolution in support of the HEPC request for a unified budget request.

4. ACTION ITEMS:

1. Approval of Minutes:

MOTION: James Sheatsley moved to approve the minutes of the June 17, 2003 meeting of the Board as presented.

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

2. Capital Expenditure Projects

MOTION: William Grizzell moved the adoption of the following resolution:

Resolved, That the Southern West Virginia Community and Technical College Board of Governors approve the prioritization ranking of the Capital Expenditure

Projects Funding Request FY 2004—FY 2009 totaling \$5,878,000 as reported in the priority list provided.

ACTION: George Kostas seconded the motion. The motion carried unanimously.

3. Lincoln County Board of Education Contract of Lease

MOTION: James Sheatsley moved the adoption of the following resolution:

Resolved, That the Southern West Virginia Community and Technical College Board of Governors approve the Contract for Lease between Southern West Virginia Community and Technical College and the Lincoln County Board of Education.

ACTION: David Pierce seconded the motion. The motion carried unanimously.

4. Approval of Proposed Policies for 30-day Comment

4.1 SCP-2165, Educational Release Time Policy

MOTION: William Grizzell moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve for the draft policy and attachment, SCP-2165, Educational Release Time Policy and SCP-2165.A, Educational Release Time Request (New), to be sent to Southern's constituencies and the Chancellor for a 30-day comment period.

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

4.2 SCP-2575, Overtime and Compensatory Time Policy

MOTION: Dennis Trader moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve for the draft policy and attachment, SCP-2575, Overtime and Compensatory Time Policy and SCP-2575.A, Request to Work Additional Hours (New), to be sent to Southern's constituencies and the Chancellor for a 30-day comment period.

ACTION: William Grizzell seconded the motion. The motion carried unanimously.

5. Draft Memorandum on Community College Issues

MOTION: Rory Perry moved to accept the following resolution:

Resolved, That the Southern West Virginia Community and Technical College Board of Governors *Issues for Community and Technical College Advancement* for submission to the Legislature.

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

6. Kanawha Valley Nursing Program

MOTION: William Grizzell moved to accept the following resolution.

Resolved, That the Southern West Virginia Community and Technical College Board of Governors approve offering the Nursing Program in the Kanawha Valley beginning January 2004.

ACTION: David Pierce seconded the motion. The motion carried unanimously.

7. Dental Hygiene Program Intent to Plan

MOTION: Rory Perry moved to accept the following resolution.

Resolved, That the Southern West Virginia Community and Technical College Board of Governors approve the establishment of an Associate of Applied Science Degree in Dental Hygiene at Southern West Virginia Community and Technical College.

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

8. Naming of the Williamson Campus Library

MOTION: James Sheatsley motioned to table this item for the October Board meeting. In the interim, Board members are to reference the existing institutional policy for the naming of facilities. The Board staff shall provide a list of Southern's facilities/rooms which have been named for specific persons along with the criteria used for the naming of the facilities.

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

5. DISCUSSION ITEMS:

1. BRIM Loss Prevention Reports

The Board of Risk Management (BRIM) for years has been using Schirmer Engineering Corporation to periodically survey state buildings and prepare loss prevention reports. These reports identify hazards and safety issues, major and minor, observed by Schirmer and provide recommendations to the institutions for correction. After each survey of a higher education institution, a report is provided to that institution with a request that the institution provide BRIM a plan of action for compliance with each recommendation in the report within 60 days. Southern's Board reviewed the summary by institution on the status of compliance as reported by Schirmer. The report shows that Southern has very few problems.

2. PROMISE Scholarship Roster

President Tomblin reviewed the PROMISE Scholarship Roster summary with Board

members. Southern has a total of 84 PROMISE Scholarship recipients enrolled for the Fall 2003 semester.

3. Provisions of HB 2224 - #24 and #25

President Tomblin informed the Board that HB 2224 mandates that institutional governing boards should have adopted policies regarding balance between adjunct and full-time faculty by July 1, 2003. Southern has not formally complied with this item. We do have policies on the hiring of adjunct faculty and part-time classified staff. However, we do not have a specific policy that deals specifically with ratio balance. We are in the process of conducting research to bring a policy forward. Chancellor Mullen is aware that we have not completed this item. Also, HB 2224 abolished the obsolete faculty salary schedule and requires that each governing board establish a faculty salary policy. Ms. Patricia Clay is working on a draft policy to bring forward for the Board's consideration. There is no established deadline for the development of this policy.

4. Board of Governors/HEPC Joint Meeting

The West Virginia Higher Education Policy Commission will hold its annual institutional boards of governors training session on October 10, 2003, at the India Center on U. S. 119 South of Charleston.

5. Board of Governors Retreat

Southern's Board of Governors will hold their annual planning retreat on October 22, 2003, at Stonewall Resort, Roanoke, WV.

6. EXECUTIVE SESSION UNDER AUTHORITY OF WV CODE §6-9A-4:

It was moved and seconded (Bill Grizzell/James Sheatsley) 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 Evaluation Committee

MOTION: Bill Grizzell moved to appoint the following Board members to serve on the Presidential Evaluation Committee:

1. Shelley Dan, Chair
2. George Kostas, Past Chair
3. Dean Lucas, Faculty Representative
4. Michael Baldwin, Classified Staff Representative, and
5. Sherry Adkins, Student Representative

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

7. ADJOURNMENT:

There being no further business, the meeting adjourned at 8:00 p.m. upon a motion by Rory Perry, seconded by James Sheatsley.

Shelley T. Dan Chair

Linda Q. Akers Vice Chair

Rory Perry Secretary