

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
LOGAN CAMPUS—ROOM 111
JUNE 15, 2004

OFFICIAL
09/21/2004

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

ABSENT: Shelley Huffman, Sherry Adkins

STAFF: Merle, Dempsey, Ron Lemon, Allyn Sue Barker, Kimberly Lusk representing Fred Scott, Ron Hamilton, Pam Alderman, Roy Simmons, Patricia Clay, and Emma Baisden

1. WELCOME AND CALL TO ORDER:

Vice Chair, Linda Akers, called roll, declared a quorum present and convened the meeting at 6:05 p.m. Ms. Akers gave the following update to Board members:

1. Shelley Huffman, Chair, is absent from today's meeting due to surgery. This is Sherry Adkins' last meeting as the student representative. Ms. Julia Roberts Goad will assume the position July 1, 2004. Ms. Goad is an Office Information Technology major.
2. The Board of Governors received letters of appreciation from Southern employees for the increase in pay approved at the Board's April 20th meeting. Vice Chair Akers read letters to the group from the employees of the Economic, Workforce and Community Development Unit, the Williamson Campus Classified Staff, and the Technology Unit.
3. Ms. Akers reported that President Tomblin's four year evaluation was complete, and the committee's report would be presented and discussed during executive session.

2. PRESIDENT'S REPORT:

President Joanne Tomblin updated the Board on pertinent institutional developments.

1. Julia Roberts Goad will replace Sherry Adkins as the student representative to the Board of Governors for 2004-2005.
2. Ms. Cathy "Katie" Smith has been selected for the position of Vice President for Academic Affairs. Ms. Smith currently serves as the Dean of Arts and Sciences at Lake Michigan College in Benton Harbor, MI.
3. To conduct planning for fiscal year 2005, President Tomblin held her annual Administrative Retreat June 2-4, at Oglebay Resort in Wheeling, WV.
 1. New programs to be introduced are Dental Hygiene, Cosmetology, and the Board of Governors A.A.S. degree.
 2. All future Allied Health pinning ceremonies will be held on Friday prior to graduation.
 3. Creation of an Adult Recruitment Team is critical to Southern's future enrollment.
 4. A leadership Academy will be launched in Mingo County in Fall 2004.
 5. Over the next five years, the local coal industry anticipates hiring staff

to fill vacancies created through retirement. Southern will provide a mining skills training program to train personnel for anticipated vacancies to ensure there is an adequate supply of qualified professionals for these positions.

6. President Tomblin held her annual meeting with area school superintendent's on May 25, 2004. The focus of discussion was Senate Bill 448 and its relationship to the public school system. Ron Hamilton, Southern's Chief Technology Officer, continues to seek grant funds that will interactively link all county high schools in our service district to the College.
 4. The West Virginia Council for Community and Technical College Education will hold their annual retreat June 24-25, 2004.
 5. We are in the quiet phase of the Endowment Campaign. Cargill Associates will conduct a pre-campaign survey within the next week to determine the level of interest, awareness, motivation, and financial commitment.
 6. President Tomblin will be on vacation July 6-26, 2004. Mr. Merle Dempsey, Executive Vice President, will be in charge of the institution during her absence.
 7. Preliminary Fall 2004 enrollment figures show an increase in both full-time enrollment (FTE) and headcount from this date in 2003.
 8. The WV Higher Education Policy Commission reported a "no debt" status for Southern on their Financial Debt Sheet.
 9. The Wyoming Campus Task Force report is due to President Tomblin by June 30.
 10. Capitol improvements are moving forward.
 1. The Logan Campus Snack Bar is being totally renovated. We plan to hire staff to operate the facility due to difficulty in obtaining a vendor.
 2. New furniture has been ordered to refurbish 12 faculty offices at the Williamson Campus.
 11. The Screening Committee for the Communication Director position conducted interviews last week and will soon make a recommendation.
 12. President Tomblin and Merle Dempsey will meet with Eastern WV Community and Technical College staff on June 22, 2004 to discuss the contract for services.
3. **ACTION ITEMS:**
1. **Approval of April 20, 2004, Minutes:**
MOTION: James Sheatsley moved to accept the April 20, 2004 minutes as presented.

ACTION: David Pierce seconded the motion. The motion carried unanimously.
 2. **Election of Officers 2004-2005**

Vice Chair Akers opened the floor for nominations:

MOTION: James Sheatsley motioned to retain the current slate of officers for 2004-2005: Shelley Huffman, Chair, Linda Akers, Vice Chair, and Rory Perry, Secretary.

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

3. Board Ceremonial Representative

Vice Chair Akers opened the floor for nominations:

MOTION: Dennis Trader motioned to retain Rory Perry as the Board of Governors ceremonial representative.

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

4. Board Meeting Schedule

Vice Chair Akers presented a schedule of meetings and agenda deadlines for July 1, 2004 through June 30, 2005 to the Board for adoption.

MOTION: William Grizzell moved the adoption of the schedule.

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

5. Final Approval of Proposed Policies:

1. SCP-1735, Solicitation Policy

MOTION: Mike Baldwin moved to accept the following resolution.

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval following the 30-day public comment period of the proposed policy, SCP-1735, *Solicitation Policy*.

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

2. SCP-2580, Part-time Employees: Classified Staff and Adjunct Faculty

MOTION: William Grizzell moved to accept the following resolution.

RESOLVED, That the Southern West Virginia Community and

Technical College Board of Governors grant final approval following the 30-day public comment period of the proposed policy, SCP-2580, *Part-time Employees: Classified Staff and Adjunct Faculty*.

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

3. SCP-5780, Travel Regulations Policy

MOTION: Rory Perry moved to accept the following resolution.

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval following the 30-day comment period of the proposed policy, SCP-5780, *Travel Regulations Policy*, with the following modification to Section 4.A.2(c): Travelers will use State approved rental car vendors when traveling by air or when departing from College locations.

ACTION: James Sheatsley seconded the motion as modified. The motion carried unanimously.

6. Land Acquisitions

1. MOTION: William Grizzell moved to accept the following resolution.

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors approve the purchase of real property located at Lot #4, Town of Holt (Deed Book 470, Page 701), Assessor's Parcel #0091-0000, Mount Gay, West Virginia, in the amount of \$50,000.00 for future development.

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

2. MOTION: William Grizzell moved to accept the following resolution.

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors approve for the institution to obtain an appraisal to estimate the current market value of parcels of property located adjacent to the Earl Ray Tomblin Workforce Development Center and Administrative Complex for future development. Acquisition of this property is included in the ten-year facilities plan and was approved by the Board of Directors in 1994.

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

4. EXECUTIVE SESSION:

Vice Chair Akers moved that the Board of Governors go into an executive session pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues. Emma Baisden was invited to attend the executive session. George Kostas seconded the motion which carried unanimously, and the Board thereupon met in executive session. At the conclusion of the discussion, Vice Chair Akers moved that the Board rise from executive session. Mr. Kostas seconded the motion which passed unanimously.

FURTHER ACTION ITEMS:

Based on discussion in Executive Session, the Board reconvened in an open session and took the following action:

1. Presidential Evaluation

MOTION: William Grizzell moved to approve the report of the Presidential Review Committee as presented for President Joanne Jaeger Tomblin's four year review.

ACTION: David Pierce seconded the motion. The motion carried unanimously. The report is attached and made a part of the minutes. (See Addendum 1).

Vice Chair Akers commended President Tomblin on the exemplary job that she has done during her presidential tenure.

2. Contract and Compensation Package

MOTION: William Grizzell moved to approve the Presidential Contract and Compensation Package and to submit it to the WV Council for Community and Technical College Education for approval.

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

5 DISCUSSION ITEMS:

1. Board of Governors Retreat

The Board of Governors annual planning retreat will be held at Stonewall Resort and Conference Center, Roanoke, WV on October 22, 2004.

2. Budget 2004-2005 Review

Speaking for Fred Scott, Vice President for Finance who is in Texas this week, Kimberly Lusk presented the institution's revenue and expenditure projections for fiscal year 2004-2005. The anticipated carryover is \$3,812,085. The College will again operate on the 40/40/20 fund disbursement plan.

6. ADJOURNMENT:

There being no further business, the meeting adjourned at 7:25 p.m. The next Board meeting is scheduled for September 21, 2004.

_____ Shelley T. Huffman	Chair
_____ Linda Q. Akers	Vice Chair
_____ Rory Perry	Secretary