

Southern West Virginia Community and Technical College Board of Governors
Board of Governors Meeting of December 10, 2013
West Virginia Governor's Mansion
1716 Kanawha Boulevard, East, Charleston, WV

Board Members Present: Tom Heywood, Wilma Zigmond, Glenn Yost, Terry Sammons, George Kostas, Linda Akers, Shelley Huffman, Jada Hunter, Mary Nemth-Pyles, Debbie Dingess

Board Members Absent: None

Administrative Staff: President/First Lady Joanne Jaeger Tomblin, Samuel Litteral, Ron Lemon, Allyn Sue Barker, Debra Teachman, Merle Dempsey, Steven Lacek, Pam Alderman, Gary Holeman, Darrell Taylor, Emma Baisden

Guests: Chris Deweese and Kristin Moody, Suttle and Stalnaker Representatives

1. Call to Order:

Mr. Tom Heywood, Board of Governors Chair, declared a quorum present and convened the meeting at 6:50 p.m.

2. Introduction of Vice President for Academic Affairs and Student Services:

President/First Lady Tomblin introduced to Board members Southern's new Vice President for Academic Affairs and Student Services, Dr. Debra Teachman. Dr. Teachman joins Southern from New Mexico State University Alamogordo, where she served as Vice President for Academic Affairs. Her responsibilities at New Mexico State University included the oversight of all instructional programs, developing and maintaining community and statewide partnerships in instructional programming, fundraising, and supporting the coordination of academic advising and admissions/registration processes for the college. Dr. Teachman is credited for successfully coordinating college and community efforts with legislative committees and with the New Mexico Higher Education Department, resulting in planning funds for the Advanced Technology Center for Career/Technical programs in Automotive, Welding, Renewable Energies, HVAC, and Building Construction. Her career includes serving 23 years in higher education with six of those years being spent at Marshall University in Huntington, West Virginia as an Assistant Professor in English. She earned a bachelor's degree and a master's degree in English from Northern Illinois University, and a doctorate in English from the University of California-Davis. Dr. Teachman stated that she was pleased to be at Southern and was excited about the opportunities at the college. Chair Heywood welcomed Dr. Teachman to the institution.

3. Developmental Education Report:

Mr. Steven Lacek, Department Chair for Transitional Studies, presented a handout of the Developmental Education Program at Southern to members of the Board. He informed members that the current model of remediation classes does not promote credit accumulation or college completion. On January 9-10, 2014, a team of representatives from Complete College American will conduct an Instate College Completion Academy in Morgantown, West Virginia to provide campus leadership teams with strategic planning support as they work toward scaling up co-curricular developmental education strategies to improve completion on their respective campuses. Representatives from each of the state's community and technical colleges are scheduled to meet to revamp developmental education programs which will allow students to complete developmental course work faster and advance into college-level Math and English. Beginning with Fall 2014, Southern's Transitional Studies department will begin using the co-requisite course model where students will enroll in remedial and college-level courses in the same subject at the same time, by team-teaching college level Math and English 101. Students will receive target support to help boost their understanding and learning of the college-level course material. Early results show that these initiatives produce better outcomes for students in less time and

with significant savings for students and institutions. Upon completion of his presentation, Mr. Lacek invited members of the Board to attend the Chi Alpha Epsilon Honor Society ceremony scheduled for April 8, 2014 beginning at 6:00 p.m. in the Savas-Kostas Theater at Southern's Logan Campus.

4. Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant:

Dr. Merle Dempsey, TAACCCT Grant Transformation Leader, informed Board members that the Community College System applied for and received a four-year grant from the Department of Labor which is designed to serve all 55 West Virginia counties through the 10 community and technical colleges by increasing the number of skill set certificates, certificate degrees and associate degrees awarded that are focused on targeted industries in energy, advanced manufacturing (mechatronics), information technology, and construction trades. Bridgemont Community and Technical College serves as the fiscal agent for the grant with all community and technical colleges participating. Of the \$25,000,000 total funding, Southern will receive a total of \$1,564,279 over three years. The grant calls for several positions which have yet to be filled. Dr. Patrick Crane will serve as the State Level Project Coordinator.

5. President's Report:

5.1 President/First Lady Tomblin thanked the Board of Governors and support staff for their continued service to the College.

5.2 Another delegation of 12 students from China's Shanxi Province recently trained at the Academy for Mine Training and Energy Technologies. Of the 12, only one had previously been to the United States. The training focused on safety, rescue, and communications. The training scenarios immerse the students in real life situations without hazardous exposure. Since returning to China, the students continue to communicate with Academy instructors, Carl Baisden and Pete Browning, and relayed they enjoyed their visit to Logan, West Virginia. Southern will have additional Chinese students enroll for training at the Academy over the next several months.

5.3 President/First Lady Tomblin and Vice President for Finance and Administration, Samuel Litteral, have held budget meetings with Southern employees at all campuses. The same information was provided to employees that was provided to Board members at its October Retreat. The meetings went extremely well.

5.4 The President's Student Circle Brunch was held at the Wyoming Campus on November 19. Students were provided an opportunity to share their ideas about the college with President/First Lady Tomblin.

5.5 The TAACCCT Grant focuses on the Williamson Applied Technology facility, and administrators are looking at ways to market new programs to that facility. Plans are to offer a Massage Therapy program at Williamson, and to expand the Medical Assisting and Respiratory Therapy programs to the Wyoming/McDowell Campus through grants, if approved. Bulldog Creative is producing a Career Focus magazine for the college which will feature the new Applied Technology facility.

5.6 A total of 14 employees applied for the Severance Benefit Plan Program and only four were approved based on a savings to the institution. Our Director of Financial Assistance is retiring January 29, 2014.

5.7 The Enrollment Management Committee has submitted its report. President Tomblin and Dr. Debra

Teachman will meet with Dean for Enrollment Management and Student Services, Darrell Taylor, on December 18 to review and discuss the Committee's report.

- 5.8 In March 2013, the National Science Foundation awarded Southern a three-year grant with a total budget of \$892,007 with a first year budget of \$299,280. The grant is titled *Developing Comprehensive Career Pathways and Programs in Coal Mining*. Major activities for the grant during the first year include hiring personnel, development of a web page to distribute grant information, provide incentives for nine faculty to develop courses to meet Quality Matters standards, and to hire a consultant to review a pre-identified list of on-line courses and develop recommendations for improvement and a pathway to move these courses into a Quality Matters design level. To date, all personnel positions identified in the grant have been filled.
- 5.9 Despite the downward economic spiral, contributions to Southern's Vision 2020 Major Gifts Campaign have increased over 2012 by approximately \$50,000. The 2015 goal of \$15,000,000 will be reached by December 31, 2013. To date, Southern employees have contributed more than \$270,000 to the Major Gifts Campaign.
- 5.10 President/First Lady Tomblin has served on the Logan County Chamber of Commerce for more than 30 years. The organization donated \$2,000 to the Vision 2020 Major Gifts Campaign in her honor.
- 5.11 Re-accreditation site visits have been conducted on the Medical Laboratory Technology and Surgical Technology programs. President/First Lady Tomblin expects great reviews from the program's accrediting bodies.
- 5.12 Mr. David Lord, Director of Wyoming/McDowell Campus Operations, is heading up the Ten-year Master Facilities Plan and has held meetings at all campuses to receive employee input.
- 5.13 The College will be closed for the Christmas and New Year's holidays, December 20, 2013 through January 3, 2014.

6. Financial Report

Vice President for Finance and Administration, Samuel Litteral, provided the financial report dated November 30, 2013 to members of the Board. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. He commented that unrestricted revenues are at a good level. Mr. Litteral also informed the Board that he has received a great amount of positive feedback on the town-hall style budget meetings held with employees.

7. Financial Audit

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the fiscal year ended June 30, 2013. Suttle and Stalnaker representative and Certified Public Accountant, Chris Deweese, discussed details of the accounting firm's findings with respect to financial reporting. The accounting firm provided copies of the audited financial statements to the Board for review prior to this meeting. The report is intended solely for the information and use of the College's Governing Board, managements of the College and the West Virginia Council for Community and Technical College Education, and is not intended to be and should not be used by anyone other than these specified

parties. Mr. Deweese stated that no material weaknesses were found internally and everything was in alignment. He commended Mr. Litteral's Finance Department staff for performing an excellent job on the audit and appreciated all of their efforts.

8. Action Items:

8.1 Approval of Audited Financial Report

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 filing of the audited financial report for the fiscal year ended June 30, 2013.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously. Chair Heywood declared the report received and the motion approved.

8.2 Appointment of Committee on Tuition and Fees

Chair Heywood appointed a committee to prepare a proposal for tuition and fee increases for FY 2014-2015. The committee will bring a recommendation forward for the Board's review and consideration at its February 18, 2014 meeting. Members appointed include Terry Sammons, Mary Nemeth-Pyles, Joanne Tomblin, Samuel Litteral, Debra Teachman, Tom Heywood, and the student representative as soon as the vacant position is filled. Mr. Heywood will serve as committee chair. Upon a motion by Shelley Huffman and seconded by Wilma Zigmond, the Board unanimously approved the Committee appointments.

8.3 Approval of October 10, 2013, Minutes

MOTION: Shelley Huffman moved to accept the October 10, 2013 minutes as presented.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

8.4 Request for Code Change Regarding Per Credit Hour Tuition Fee Option

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

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors will join other West Virginia Community College Boards to officially request legislative amendment of W. Va. Code §18B-10-1, ***Enrollment, tuition and other fees at education institutions; refund of fees***, as reflected on page 2 of the attached copy of West Virginia Code to allow for the governing board of each community college to enact the tuition model most appropriate for their community of students.

ACTION: George Kostas seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted (See Attachment A).

8.5 Request to Amend Board of Governors Strategic Goals 2012-2015

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 amendment of the Board's 2012-2015 Strategic Goals as presented.

ACTION: Shelley Huffman seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted to accept the new goal (See Attachment B).

8.6 Request to Amend 2013-2014 President's Goals

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 amendment of the President's Goals for 2013-2014 as presented.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted (See Attachment C).

8.7 Request for Final Approval of Institutional Policies

8.3.1 SCP-1153, Consumer Complaint Procedures

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval to rescind the existing policy SCP-1153, *Consumer Complaint Procedures*, and convert it to a procedure following the 30-day public comment period.

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

8.3.2 SCP-5051, Reduced Tuition and Fee Program for State Residents 65 and Older

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 the distribution of the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

8.8 Request for Approval of Institutional Policies for 30-day Public Comment

8.8.1 SCP-1435.B, Essential Employee Guidelines

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-1435.B, *Essential Employee Guidelines*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

8.8.2 SCP-2562, Faculty Outside Employment or Non-College Related Activities

MOTION: Terry Sammons 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 the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

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

8.8.3 SCP-2686.A, Promotion in Rank and/or Tenure Criteria Forms

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 the distribution of SCP-2686.A, Promotion-in-Rank and/or Tenure Criteria Forms, to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

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

8.8.4 SCP-3214, College Board Advanced Placement Credit

MOTION: Linda Akers 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 the aforementioned revised policy to Southern's constituents and the Chancellor for Community and Technical College Education

for the required 30-day public comment period.

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

8.8.5 SCP-4398, Student Grades and Grade Point Average Requirements for Graduation

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 the distribution of the aforementioned revised policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

8.8.6 SCP-5780, Travel Regulations

MOTION: George Kostas 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 the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

ACTION: Terry Sammons seconded the motion and requested Mr. Litteral follow-up on developmental of a standard mileage chart for the institution as recommended by Wilma Zigmond to include as an attachment to SCP-5780. The motion carried unanimously and Chair Heywood declared the motion approved.

8.8.7 SCP-8600.A, Board of Governors Operational Guidelines

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the amendment of SCP-8600.A, *Board of Governors Operational Guidelines*, as presented and grant approval for its distribution to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Jada Hunter seconded the motion which carried unanimously. Chair Heywood declared the motion adopted.

9. **Informational Items**

- 9.1 Council Approval of FY 2013 Post Audit Reports and Follow-up Report Request
- 9.2 Marshall University School of Pharmacy Letter

10. **Executive Session under the Authority of WV Code §6-9A-4(b)2A pertaining to personnel and personnel matters.**

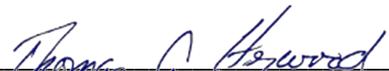
Mr. Glenn Yost moved pursuant to §6-9A-4(b)2A of the West Virginia Code that the Board shall enter into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Mrs. Wilma Zigmond seconded the motion which carried unanimously. The Board entered Executive Session at 8:44 p.m.

Upon conclusion of Executive Session, Glenn Yost moved that the Board adjourn Executive Session and reconvene in Open Session. Mrs. Wilma Zigmond seconded the motion which carried unanimously. Chair Heywood declared Executive Session was adjourned at 8:49 p.m.

Following Executive Session, Chair Heywood announced that there were no action items which needed to be addressed from the Executive Session.

11. **Adjournment:**

There being no further business, Chair Heywood declared the meeting adjourned at 7:52 p.m. The next Board meeting is scheduled for February 18, 2014 and will be held at Southern West Virginia Community and Technical College, Building C, Room 428, at the Logan Campus in Mount Gay, WV.


Thomas A. Heywood, Chair



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

ATTACHMENT A
Proposed Code change highlighted in yellow.

West Virginia Code, Chapter 18B. Higher Education
Article 10. Fees and Other Money Collected at State Institutions of Higher Education

§18B-10-1. Enrollment, tuition and other fees at education institutions; refund of fees.

(a) Each governing board shall fix tuition and other fees for each academic term for the different classes or categories of students enrolling at the state institution of higher education under its jurisdiction and may include among the tuition and fees any one or more of the following as defined in section one-b of this article:

- (1) Tuition and required educational and general fees;
- (2) Auxiliary and auxiliary capital fees; and
- (3) Required educational and general capital fees.

(b) A governing board may establish a single special revenue account for each of the following classifications of fees:

- (1) All tuition and required educational and general fees collected;
- (2) All auxiliary and auxiliary capital fees collected; and
- (3) All required educational and general capital fees collected to support existing systemwide and institutional debt service and future systemwide and institutional debt service, capital projects and campus renewal for educational and general facilities.
- (4) Subject to any covenants or restrictions imposed with respect to revenue bonds payable from the accounts, a governing board may expend funds from each special revenue account for any purpose for which funds were collected within that account regardless of the original purpose for which the funds were collected.

(c) The purposes for which tuition and fees may be expended include, but are not limited to, health services, student activities, recreational, athletic and extracurricular activities. Additionally, tuition and fees may be used to finance a students' attorney to perform legal services for students in civil matters at the institutions. The legal services are limited to those types of cases, programs or services approved by the president of the institution where the legal services are to be performed.

(d) By October 1, 2011, the commission and council each shall propose a rule for legislative approval in accordance with article three-a, chapter twenty-nine-a of this code to govern the fixing, collection and expenditure of tuition and other fees by the governing boards under their respective jurisdictions.

(e) The schedule of all tuition and fees, and any changes in the schedule, shall be entered in the minutes of the meeting of the appropriate governing board and the board shall file with the commission or council, or both, as appropriate, and the Legislative Auditor a certified copy of the schedule and changes.

(f) The governing boards shall establish the rates to be charged full-time students, as defined in section one-bc of this article, who are enrolled during a regular academic term.

(1) Undergraduate students taking fewer than twelve credit hours in a regular term shall have their fees reduced pro rata based upon one twelfth of the full-time rate per credit hour and graduate students taking fewer than nine credit hours in a regular term shall have their fees reduced pro rata based upon one ninth of the full-time rate per credit hour.

(2) Fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student enrolls in accordance with this subsection.

(3) Community College students taking more than twelve credit hours in a regular term may be assessed an additional credit hour based upon the one twelfth calculation set out above.

(g) All fees are due and payable by the student upon enrollment and registration for classes except as provided in this subsection:

(1) The governing boards shall permit fee payments to be made in installments over the course of the academic term. All fees shall be paid prior to awarding course credit at the end of the academic term.

(2) The governing boards also shall authorize the acceptance of credit cards or other payment methods which may be generally available to students for the payment of fees. The governing boards may charge the students for the reasonable and customary charges incurred in accepting credit cards and other methods of payment.

(3) If a governing board determines that a student's finances are affected adversely by a legal work stoppage, it may allow the student an additional six months to pay the fees for any academic term. The governing board shall determine on a case-by-case basis whether the finances of a student are affected adversely.

(4) The commission and council jointly shall propose a rule in accordance with article three-a, chapter twenty-nine-a of this code defining conditions under which a governing board may offer tuition and fee deferred payment plans itself or through third parties.

(5) A governing board may charge interest or fees for any deferred or installment payment plans.

(h) In addition to the other fees provided in this section, each governing board may impose, collect and distribute a fee to be used to finance a nonprofit, student-controlled public interest research group if the students at the institution demonstrate support for the increased fee in a manner and method established by that institution's elected student government. The fee may not be used to finance litigation against the institution.

(i) Governing boards shall retain tuition and fee revenues not pledged for bonded indebtedness or other purposes in accordance with the tuition rules proposed by the commission and council pursuant to this section. The tuition rules shall address the following areas:

- (1) Providing a basis for establishing nonresident tuition and fees;
- (2) Allowing governing boards to charge different tuition and fees for different programs;
- (3) Authorizing a governing board to propose to the commission, council or both, as appropriate, a mandatory auxiliary fee under the following conditions:
 - (A) The fee shall be approved by the commission, council or both, as appropriate, and either the students below the senior level at the institution or the Legislature before becoming effective;
 - (B) Increases may not exceed previous state subsidies by more than ten percent;
 - (C) The fee may be used only to replace existing state funds subsidizing auxiliary services such as athletics or bookstores;
 - (D) If the fee is approved, the amount of the state subsidy shall be reduced annually by the amount of money generated for the institution by the fees. All state subsidies for the auxiliary services shall cease five years from the date the mandatory auxiliary fee is implemented;
 - (E) The commission or council or both, as appropriate, shall certify to the Legislature annually by October 1 the amount of fees collected for each of the five years;
- (4) Establishing methodology, where applicable, to ensure that, within the appropriate time period under the compact, community and technical college tuition rates for students in all community and technical colleges will be commensurate with the tuition and fees charged by their peer institutions.

(j) A penalty may not be imposed by the commission or council upon any governing board based upon the number of nonresidents who attend the institution unless the commission or council determines that admission of nonresidents to any institution or program of study within the institution is impeding unreasonably the ability of resident students to attend the institution or participate in the programs of the institution. The governing boards shall report annually to the commission or council on the numbers of nonresidents and any other enrollment information the commission or council may request.

(k) Tuition and fee increases of the governing boards, including the governing boards of Marshall University and West Virginia University, are subject to rules adopted by the commission and council pursuant to this section and in accordance with article three-a, chapter twenty-nine-a of this code. The commission or council, as appropriate, shall examine individually each request from a governing board for an increase and make its determinations as follows:

- (1) A tuition and fee increase greater than five percent for resident students proposed by a governing board requires the approval of the commission or council, as appropriate.
- (2) A fee used solely for the purpose of complying with the athletic provisions of 20 U.S.C. 1681, *et seq.*, known as Title IX of the Education Amendment of 1972, is exempt from the limitations on fee increases set forth in this subsection for three

years from the effective date of the section.

(3) In determining whether to approve or deny a governing board's request for a tuition and/or fee increase for resident students greater than the increases granted pursuant to subdivision (1) of this subsection, the commission or council shall determine the progress the governing board has made toward meeting the conditions outlined in this subsection and shall make this determination the predominate factor in its decision. The commission or council shall consider the degree to which each governing board has met the following conditions:

(A) Maximizes resources available through nonresident tuition and fee charges to the satisfaction of the commission or council;

(B) Consistently achieves the benchmarks established in the compact pursuant to article one-d of this chapter;

(C) Continuously pursues the statewide goals for post-secondary education and the statewide compact established in this chapter;

(D) Demonstrates to the satisfaction of the commission or council that an increase will be used to maintain high-quality programs at the institution;

(E) Demonstrates to the satisfaction of the commission or council that the governing board is making adequate progress toward achieving the goals for education established by the southern regional education board;

(F) Demonstrates to the satisfaction of the commission or council that the governing board has considered the average per capita income of West Virginia families and their ability to pay for any increases; and

(G) Demonstrates to the satisfaction of the commission or council that base appropriation increases have not kept pace with recognized nation-wide inflationary benchmarks;

(4) This section does not require equal increases among governing boards nor does it require any level of increase by a governing board.

(5) The commission and council shall report to the Legislative Oversight Commission on Education Accountability regarding the basis for approving or denying each request as determined using the criteria established in this subsection.

ATTACHMENT B

Southern West Virginia Community and Technical College Board of Governors Strategic Goals 2012 - 2015

Responsibility / Authority

The affairs of Southern West Virginia Community and Technical College will be managed by its Board of Governors, which shall have full authority to take such actions as it deems necessary or appropriate to accomplish the purpose for which the Board has been formed.

Expectations of All Board Members:

1. To attend at least five (5) Board meetings each year.
2. To attend at least 75% of the meetings of assigned committees.
3. To develop and ensure fulfillment of the mission of Southern West Virginia Community and Technical College.
4. To establish policy and plans for Southern West Virginia Community and Technical College.
5. To ensure compliance with federal, state, and local laws.
6. To establish and ensure compliance with a code of ethics and standards of conduct governing the actions of the Board and staff.
7. To protect against conflict of interest in the business affairs of Southern West Virginia Community and Technical College.
8. To review and approve annual budgets, monitor performance, and dictate changes required to operate within the approved budget.
9. To accept responsibility for providing financial resources required to meet the operating and capital needs of the Southern West Virginia Community and Technical College, including but not limited to personal financial support of the *Vision 2020* Major Gifts Campaign.
10. To serve as an advocate, champion and representative of Southern West Virginia Community and Technical College in the community.
11. To provide feedback and input to the Southern West Virginia Community and Technical College as to community attitudes, comments, questions, and suggestions.
12. [for Board members that reside within the College service district] To attend at least one Southern event or activity each year.
13. [for Board members who reside outside of the College service district] To identify or establish at least one opportunity each year for staff and representatives of the College to make presentations to or otherwise interact with members of the community where the board member resides, thereby promoting the mission of the College.
14. As overseers of a public trust, each board member has an obligation to remain open to input from external stakeholders to help ensure that Southern West Virginia Community and Technical College is responsive to state and community needs. At all times, each board member shall exercise his or her best independent judgement and seek to be fully informed and impartial in decision making, and shall resist and rise above any and all external pressures that may be brought to bear on the Board or its members.

APPROVED 12-10-2013

REVISED 10-10-2013

ATTACHMENT C

Joanne Jaeger Tomblin Southern West Virginia Community and Technical College Goals for 2013-2014

1. Implement New Pathways Accreditation as determined by the Higher Learning Commission.
 - 1.1 Designate and establish duties for an Accreditation Liaison Officer.
 - 1.2 Respond to the 2013 Comprehensive Evaluation Report.
 - 1.3 Attend Higher Learning Commission Annual Conference.
 - 1.4 Establish processes and procedures for an ongoing accreditation process and evidence file.
2. Complete a college-wide review of the current Governance System.
 - 2.1 Review committee structure and eliminate or add committees that are more relevant and up-to-date.
 - 2.2 Review committee memberships and purpose to determine changes that may be needed.
 - 2.3 Create a system that ties governance with decision making and budgeting.
3. Continue to promote strong partnerships with community and employers through speaking engagements, participation on boards, and hosting college events throughout the district.
4. Schedule at least six “president’s” high school visits in the district with low college-going rates and low enrollment at Southern.