

**Southern West Virginia Community and Technical College Board of Governors**  
**Board of Governors Meeting of February 18, 2014**  
**2900 Dempsey Branch Road, Room 428, Building C**  
**Mount Gay, West Virginia and by Teleconference**

**Board Members Present:** Tom Heywood, Glenn Yost, Jada Hunter, George Kostas, Mary Nemeth-Pyles, Debbie Dingess, Terry Sammons, Darrell Farris II (teleconference)

**Board Members Absent:** Linda Akers, Shelley Huffman, Wilma Zigmond

**Staff:** President/First Lady Joanne Jaeger Tomblin, Samuel Litteral, Debra Teachman, Allyn Sue Barker, Pam Alderman, Charles Puckett, Tehseen Irfan, David Ermold, Martha Maynard, Chris Gray, Emma Baisden

**1. Call to Order:**

Mr. Thomas Heywood, Board of Governors Chair, declared a quorum present and convened the meeting at 6:05 p.m.

**2. Faculty Senate Annual Report**

Mr. David Ermold, Faculty Senate Chair and Assistant Professor of English, informed the group that the Faculty Senate is designed to create an open channel between the faculty, administration, and the Board of Governors. Mr. Ermold stated that the Senate realizes student enrollment has decreased over several semesters and the group has discussed ways in which the Senate may contribute to the student recruitment effort. The Senate has been working on institutional policies. They have reviewed and revised the *Promotion-in-Rank and Tenure* policy (SCP-2686) to include language requiring documentation for everything, and are currently reviewing the *Reduction in Workforce, Faculty Personnel* policy (SCP-2701). He stated they would like for the policy language to be more specific instead of making assumptions. Currently during a financial exigency, a faculty member having seniority would be retained. The Senate would like to see this moved from longevity-based to credential-based, and calendar days revised to reflect business days. The group is also working to update the nondiscrimination clause to reflect language in the current Faculty Handbook. Mr. Ermold stated that three Senate members serve on the Strategic Planning Committee which is in the process of revising the current institutional governance structure. He brought forward items for consideration which are important to the faculty: (1) Training sessions for the faculty when the new governance structure is implemented because most faculty does not understand governance. (2) Increasing the Faculty Professional Development Fund. (3) Reinstate the President's Future Leaders Academy. (4) Faculty parking spaces. Following his presentation, Chair Heywood thanked Mr. Ermold for his service and commended him for his leadership in tough economic times.

**3. Advisory Council of Faculty Annual Report**

Mr. Charles 'Chuck' Puckett, faculty representative to the West Virginia Advisory Council of Faculty (ACF) and Assistant Professor of Biology, presented to the Board the annual ACF report. Mr. Puckett informed the group that the Council was established by the West Virginia Legislature as an advisory body of higher education faculty to serve as a resource to (1) the Legislature; (2) the Higher Education

Policy Commission (HEPC) and the Council for Community and Technical College Education (CCTCE); (3) the local boards of governors; and (4) provide a voice for faculty constituents. Mr. Puckett reviewed the faculty's commitment to students, institutions, and local communities. Following the presentation, the Chair Heywood thanked Mr. Puckett for his statewide service and for providing the Board of Governors with the ACF's current concerns.

**4. President's Report:**

- 4.1 President/First Lady Tomblin informed Board members that eight new Appalachian Leadership Academy fellows were inducted during a ceremony held December 16, 2013 at the Williamson Campus. General Robert H. 'Doc' Foglesong was the guest speaker.
- 4.2 The West Virginia Board of Education is working in partnership with the Community and Technical College System to implement the Cross-Counseling for Middle School Students initiative as charged by Governor Earl Ray Tomblin. This effort is between public education and community colleges to ensure high school graduates are prepared for a career. The Council for Community and Technical College Education is interested in providing a pathway for middle school students to connect with community colleges in the state.
- 4.3 Southern received a midyear budget reduction of approximately 1% or \$83,000+. The institution's projected FTE for fall 2013 was not met, therefore, projected revenue was not attained. Administration is in the process of reviewing many aspects of the institution such as vacant positions, new positions, adjunct faculty, travel, scheduling of classes, recruitment, the organizational chart, time-line for students completing degrees, program availability on campuses, and so forth to determine strengths and weaknesses. The institution must be transformed and a new organizational chart will become effective July 1, 2014. President/First Lady Tomblin will keep both Board members and employees informed.
- 4.4 Through funds from the National Science Foundation (NSF) grant three positions have been filled including a Technical Trainer, Instructional Designer, and an Administrative Assistant to assist the faculty in creating online courses in STEM areas. A Professional Development Center has been created on the Logan Campus, and space is being identified at the Williamson Campus for a Professional Development Center. The Williamson Campus Center will be funded through the Title III grant.
- 4.5 A new internal Task Force was created to review and streamline Southern's financial assistance and registration processes. The first meeting of the group is scheduled for February 19, 2014. Southern's Director of Financial Assistance, Ms. Cindy Powers, resigned her position effective January 29, 2014. Since that time an interim Director has been hired.
- 4.6 Southern West Virginia Community and Technical College received a \$25,000 broadband grant from the Department of Commerce. The grant will be initiated by the Workforce

Development Unit to assist small businesses in the area of e-commerce, such as the Hatfield-McCoy Trail System.

- 4.7 A joint meeting of the college and vocational education faculty was held on January 25, 2014, to work on the development of seamless pathways in career-technical programs. Individual disciplines will continue to meet throughout the year.
- 4.8 The Student and Exchange Visitor Information System (SEVIS) application to accept international students on campus is in progress. SEVIS is an internet-based system that allows schools and the U. S. Citizenship and Immigration Services to exchange data on the visa status of international students.
- 4.9 President/First Lady Tomblin gave kudos to Ms. Allyn Sue Barker, Vice President for Community and Workforce Development and Chair of the Strategic Planning Governance Committee for her leadership of the institutional governance system review process. She has received excellent comments from the college community.
- 4.10 The President's High School visits have been scheduled. The February 13 visit to Sherman High School was cancelled due to inclement weather. It will be rescheduled as soon as possible. President/First Lady Tomblin will meet with seniors at Van High School on Thursday, February 20<sup>th</sup>.
- 4.11 The new Career Focus magazine which emphasizes programs in the new Applied Technology Center at the Williamson Campus is in its final draft and should be soon printed.
- 4.12 The February 14<sup>th</sup> Governance Day was cancelled due to inclement weather and has been rescheduled for February 28<sup>th</sup>.
- 4.13 Southern plans to purchase an Ellucian Mobile application to enable students to register and receive information on their cell phones. The app will be available before Southern's April 1<sup>st</sup> pre-registration date.
- 4.14 First Lady/President Tomblin has held quarterly meetings with the Classified Staff Council and is scheduled to meet with the Faculty Senate on February 28.
- 4.15 First Lady/President Tomblin participated in the Workforce Development Institution sponsored by the American Association of Community Colleges (AACC) held January 29 - February 1, 2014 in St. Petersburg, Florida. The conference focused on career-technical education, credit for work experience, credit for military experience, and the completion of degrees on-time.
- 4.16 Dr. Merle Dempsey, is Southern's Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Transformation Leader. Budget modifications have been sent to the federal government, but funding has not yet been received by the institution to begin programs.

- 4.17 Dr. Merle Dempsey and Dr. Debra Teachman have been working together on renegotiating the renovation costs with the architects for the Williamson Applied Technology facility. The project is moving forward.
- 4.18 First Lady/President Tomblin and Dr. Debra Teachman met with county school superintendents in Southern's district on February 17<sup>th</sup> to discuss strengthening relationships between Southern and our district high schools.
- 4.19 College Goal Sunday was held statewide on February 9<sup>th</sup>.
- 4.20 First Lady/President Tomblin informed Board members that big changes are coming to colleges across West Virginia this fall. She and a team from Southern participated in the West Virginia College Completion Academy conducted by Complete College America held January 9-10, 2014 at Morgantown, West Virginia. 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.

**5. Financial Report**

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated January 31, 2014 to members of the Board. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures with the group. Vice President Litteral informed the group that it appears that higher education will receive another cut in state funds of possibly 2.75% in 2015. He will soon know for sure if the budget cuts will be mandated.

**6. West Virginia Community and Technical College Board of Governors Association Presentation to the CTC Council Update**

Board of Governors Chair, Tom Heywood, informed members of the Board that the West Virginia Community and Technical College Board of Governors Association consists of the ten community and technical college board chairs. Mr. Jason Moses, is an effective and active leader of the statewide Board of Governors Association. A resolution was approved at the Board level by all ten community and technical colleges to seek a change in state code to remove the tuition cap on 12 credit hours. For many colleges, this prohibition prevents implementation of flexible and/or accelerated programming, severely burdens limited faculty and student service resources, and results in higher overall tuition rates. Each local board will review its unique student demographics, funding sources and circumstances, and tuition rates to determine the model best suited for their institution and its students. The change would allow for the governing board of each community college to enact the tuition model most appropriate for its community of students. At its January 2014 meeting, Mr. Moses presented a proposal to the West Virginia Council for Community and Technical College Education

seeking the Council's support in proposing legislation to remove the tuition cap which is currently in effect. Mr. Heywood informed Board members that the Senate Education Chair is not supportive of this issue, therefore, no bill regarding the issue is moving forward.

**7. Board of Governors Committee on Tuition and Fees Proposal**

Mr. Tom Heywood, Chair of the Board's Committee on Tuition and Fees, presented to the full Board the 2014-2015 tuition proposal approved by the committee at its February 4, 2014 meeting. The Tuition and Fees Committee recommended a tuition increase of \$72.00 per semester per FTE for resident students effective July 1, 2014. This is an increase from \$121.00 per credit hour to \$127.00 per credit hour. The increase will bring Southern's full-time tuition to \$1,524.00 per semester.

**8. Action Items:**

**8.1 Appointment of Board of Governors Presidential Review Committee**

Chair Heywood appointed the following individuals to serve on the Board's Presidential Review Committee: Wilma Zigmond, Chair; Terry Sammons and George Kostas. The Committee will provide a report to the full Board at its June 17, 2014 meeting.

**8.2 Request for Approval of Proposed Tuition Increase**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed resident tuition increase of \$72.00 per semester per FTE for the 2014-2015 academic year effective July 1, 2014.

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

**8.3 Request for Approval of December 10, 2013 Meeting Minutes**

**MOTION:** Jada Hunter moved to accept the December 10, 2013 minutes as presented.

**ACTION:** Debbie Dingess seconded the motion. The motion carried unanimously.

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

**8.4.1 SCP-2562, External Professional Activities of Faculty and Other Professional Staff and Form**

**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 of SCP-2562, *External Professional Activities*

*of Faculty and Other Professional Staff and Form*, following the required 30-day public comment period.

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

#### **8.4.2 SCP-2686, Promotion-in-Rank and Tenure Policy and Forms**

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

*RESOLVED*, That the Southern WV Community and Technical College Board of Governors grant final approval of SCP-2686, *Promotion-in-Rank and/or Tenure Policy and Forms*, following the required 30-day public comment period.

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

#### **8.4.3 SCP-3214, College Board Advanced Placement Credit**

**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-3214, *College Board Advanced Placement Credit*, following the required 30-day public comment period.

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

#### **8.4.4 SCP-4398, Student Grade and Grade Point Average Requirements for Graduation**

**MOTION:** Debbie Dingess 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-4398, *Student Grades and Grade Point Average Requirements for Graduation*, following the required 30-day public comment period.

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

#### **8.4.5 SCP-5780, Travel Regulations**

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

*RESOLVED*, That the Southern WV Community and Technical College Board of Governors grant final approval of SCP-5780, *Travel Regulations*, following the required 30-day public comment period.

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

#### **8.4.6 SCP-8600.A, Board of Governors Operational Guidelines**

**MOTION:** Mary Nemeth-Pyles 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-8600.A, *Board of Governors Operational Guidelines*, as presented following the required 30-day public comment period.

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

### **8.5 Action on Institutional Policies Presented for 30-day Public Comment**

#### **8.5.1 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 an additional 30-day public comment period.

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

#### **8.5.2 SCP-1375, Report of Incidents**

**MOTION:** Mary Nemeth-Pyles 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-1375, *Report of Incidents*, 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 adopted.

#### **8.5.3 SCP-2624, Employee Development**

**MOTION:** Glenn Yost 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-2624, *Employee Development* to Southern's constituencies 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 adopted.

#### **8.5.4 SCP-2843, Sexual Harassment Policy**

**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-2843, *Sexual Harassment Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day required comment period.

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

#### **8.5.5 SCP-5065, Awarding of Tuition and Fee Waivers**

**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-5065, *Awarding of Undergraduate Tuition and Fee Waivers*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

#### **8.5 Request to Extend Deadline for Business Department Programs Needs Assessment Follow-up Report**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant an extension of the deadline established for the Board of Governors' decision regarding Business Department Programs until the August 2014 Board of Governors meeting.

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

**8. Adjournment:**

Hearing no other items to come before the Board of Governors, Chair Heywood declared the meeting adjourned at 7:55 p.m. The next Board meeting is scheduled for April 22, 2014.

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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 04/22/2014**