

Southern West Virginia Community and Technical College Board of Governors
Board of Governors Meeting of June 17, 2014
Room C-428, 2900 Dempsey Branch Road, Mount Gay, WV

Board Members Present: Thomas Heywood, Linda Akers, Terry Sammons, Jada Hunter, Darrell Farris II, Mary Nemeth-Pyles, Debbie Dingess (by phone), Wilma Zigmond (by phone), Shelley Huffman (by phone)

Board Members Absent: George Kostas, Glenn Yost

Southern Employees: President Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, Pam Alderman, Kathy Deskins, Chris Gray, Virginia Stepp, Teri Wells, Patricia Miller, Carol Jobe, Ruby Runyon, Dianna Toler, Shelia Combs, Emma Baisden

1. Call to Order:

Chair, Thomas Heywood, declared a quorum present and convened the meeting at 6:00 p.m.

2. Call for Public Comments to the Board of Governors

Chair Heywood announced last call for public sign up for comments to the Board. No signatures were recorded.

3. Classified Staff Council Annual Presentation:

As prescribed in West Virginia Code §18B-6-6(g), the Classified Staff Council held its annual meeting with the Board of Governors to discuss matters which affect classified employees. Mr. Chris Gray, Classified Staff Council Chair, and Ms. Teri Wells, Advisory Council of Classified Employees Representative, presented an overview of the Council's accomplishments, goals, and various College projects in which classified staff participated. The classified staff are committed to Southern West Virginia Community and Technical College, its goals, and its mission. On behalf of the classified staff, Mr. Gray thanked the Board of Governors, President/First Lady Tomblin, and Vice President Samuel Litteral for their commitment to funding the classified staff salary schedule. Following the presentation, Chair Heywood thanked Mr. Gray and Ms. Wells for providing the Board with a summary of the Council's actions this year. He commended them for an excellent presentation and the staff's focus on process. Chair Heywood commended President/First Lady Tomblin for creating a process where the classified staff are permitted to step forward. Much of the Council's success is because of the established procedures. Mr. Heywood appreciated the classified staff's understanding of the budgetary situation and reaffirmed the Board's, President's, and Chief Finance Officer's continuing commitment to fully funding the classified staff salary schedule. He also thanked Ms. Virginia Stepp for her past leadership of the Classified Staff Council.

4. Technology Services Report:

Chief Information Officer, Gary Holeman, presented the organizational structure of the Technology Services Department, highlights and accomplishments of 2013, and 2014 goals

and projects to the Board of Governors.

5. President's Report:

- 5.1 President/First Lady Tomblin informed Board of Governors members that this is the ten-year anniversary of the Community and Technical College System of West Virginia.
- 5.2 Southern's Allied Health Pinning and Commencement ceremonies were held respectively on May 16 and 17, 2014. President/First Lady Tomblin thanked Board of Governors Chairman, Thomas Heywood, for bringing *Greetings from the Board* at both events. She informed the group that a record number was in attendance at this year's Commencement ceremony.
- 5.3 The final Governance Day for this academic year was held on April 25, 2014 at the Logan Campus.
- 5.4 The President's Administrative Retreat was held on May 21, 2014 at the Logan Campus. Approximately 80 administrative and managerial employees participated in the event.
- 5.5 President/First Lady Tomblin and Vice President Debra Teachman have held two meetings with Bluefield State College administrators to discuss development of 2+2 programs between Southern and Bluefield.
- 5.6 Dr. Gordon Gee and President/First Lady Tomblin held a teleconference regarding pathways and the development of 2+2 programs between Southern and West Virginia University.
- 5.7 The President's Cabinet conducted interviews on June 4 for the academic Division Head positions. There will be one Division Head placed at each campus. The following candidates were selected:
 - 5.7.1 Steven Hall, Division Head for Allied Health and Business - Logan Campus
 - 5.7.2 Steven Lacek, Division Head for Non-traditional/Crossover Programs - Wyoming/McDowell Campus
 - 5.7.3 Guy Lowes, Division Head for Applied and Industrial Technology - Williamson Campus
 - 5.7.4 Melinda Saunders, Division Head for University Transfer - Boone/Lincoln Campus
- 5.8 On June 12, 2014, the West Virginia Council for Community and Technical College

Education (Council) approved Southern's new Ten-year Campus Master Facilities Plan and its Institutional Compact Update for the 2014-2015 academic year.

- 5.9 The Council has discussed the concept of changing the tuition structure from one that is based on 12 credit hours as being full-time enrollment to one based on a per-credit hour rate. The Council will make a decision regarding the per-credit hour rate at its August 2014 meeting.
- 5.10 President/First Lady Tomblin informed Board members that after ten years, Southern's Dental Hygiene Program has ended due to the scarcity of jobs in this area and the financial burden on the College. All of the program's equipment has been removed from the Holden facility.
- 5.11 The Faculty Convocation will be held at the Logan Campus on August 7, 2014. Dr. Stan Jones, President of Complete College America, will facilitate the meeting.
- 5.12 Dr. Bruce Vandal, Vice President of Complete College America, will facilitate the Board of Governors Annual Retreat on October 10, 2014.
- 5.13 Equipment is being purchased for the Williamson Applied Technology Facility.
- 5.14 Southern received a Technical Program Sustainability Grant award of \$196,495 for the Central Sterile Supply Technician program.
- 5.15 The U. S. Department of Education holds community colleges responsible for students who default on student loans. Any college with a default rate of higher than 30% for three consecutive years, or higher than 40% for one year, automatically loses all financial aid eligibility, including Pell grants. Southern West Virginia Community and Technical College's default rate is approximately 27% and next year's anticipated default rate is 24.4%. Approximately five (5) colleges in the CTC System will have 30% next year, and three (3) colleges had 30% this year. Delinquency rates in West Virginia are above the national average and cohort default rates in West Virginia and nationally are trending higher. EdFinancial Services will work with all West Virginia CTCs to create strategies to lower the default rates.
- 5.16 Southern's Monitoring Report is due to the Higher Learning Commission (HLC) by June 30, 2014. It was submitted on June 18, 2014 and a receipt of confirmation was received.
- 5.17 Personal speaking engagements for First Lady Tomblin during the past two weeks include:
 - 5.17.1 Challenge Academy Graduation – Preston County

- 5.17.2 Children and Youth Parent-Teacher Conference-Parkersburg History Bowl – Charleston
- 5.17.3 Capitol High School Promise Scholars – Charleston
- 5.17.4 Moorefield Middle School-Importance of Education – Hardy County
- 5.17.5 Governor’s Interns for Internship Program – Charleston
- 5.17.6 Rotary Club of Williamson Guest Speaker – Williamson
- 5.17.7 Main Street Award Winners – Charleston

6. Financial Report

Mr. Sam Litteral, Vice President for Finance and Administration, provided the financial report dated May 31, 2014 to members of the Board. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures with the group.

7. Status of Post-Audit Follow-up Reports Required by the Community and Technical College System by August 15, 2014

On behalf of Dr. Debra Teachman, Dr. Pamela Alderman reported that due to multiple changes in personnel at Southern during the past year, both Chancellor James Skidmore and Dr. Mark Stotler, Director of Academic Programming, approved postponing the Post-audit follow-up reports due by August 15, 2014 on the CAS/A.A.S. in Addiction Counseling, and the A.A.S. in Homeland Security and Emergency Services until August 2015. Based upon the approval of Chancellor Skidmore and Dr. Stotler, upon a motion by Terry Sammons and second by Mary Nemeth-Pyles, the Southern West Virginia Community and Technical College Board of Governors also approved delay of the Post-audit follow-up reports until August 2015.

8. Action Items

8.1 Nominating Committee Report and Election of 2014-2015 Board Officers

On behalf of Mr. Glenn Yost, Nominating Committee Chair, Ms. Jada Hunter presented the committee’s report and proposed recommendation of officers for fiscal year 2014-2015. Chair Heywood opened the floor for nominations for chair, vice chair, and secretary. There being no additional nominations from the floor, Linda Akers moved to close nominations. Jada Hunter seconded the motion. Chair Heywood declared nominations closed.

MOTION: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board Officers for fiscal year 2014-2015 as proposed by the Nominating Committee: Tom Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary.

ACTION: Debbie Dingess seconded the motion. The motion carried

unanimously and Chair Heywood declared the motion approved and the officers adopted.

8.2 Election of 2014-2015 Lay Members to the Board Agenda Committee

MOTION: Mary Nemeth-Pyles moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect lay members Terry Sammons and Linda Akers to its 2014-2015 Board of Governors Agenda Committee.

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

The Board of Governors Agenda Committee members are Thomas Heywood, Wilma Zigmond, Glenn Yost, Joanne Jaeger Tomblin, Terry Sammons, and Linda Akers.

8.3 Request for Approval of April 22, 2014, Board Meeting Minutes

MOTION: Mary Nemeth-Pyles moved to approve the April 22, 2014 minutes as presented.

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

8.4 Request for Approval of Special Tuition for High School Students

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve tuition of \$25.00 per credit hour for early enrollment courses for high school students, subsidizing the cost with tuition waivers in accordance with the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 19, *Guidelines for the Offering of Early Enrollment Courses for High School Students*.

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

8.5 Request for Approval of FY 2015-2016 Capital Projects and Expenditures

MOTION: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2016 capital projects for Southern West Virginia Community and Technical College.

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

8.6 Request for Approval of FY 2016-2020 Capital Projects and Expenditures

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2016 - FY 2020 capital projects for Southern West Virginia Community and Technical College.

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

8.7 Action on Institutional Policies Presented for Final Approval

8.7.1 SCP-1002, Official College Spokesperson and Media Releases

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 of SCP-1002, *Official College Spokesperson and Media Releases*, following the required 30-day public comment period.

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

8.7.2 SCP-2843, Sexual Harassment Policy

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 of SCP-2843, *Sexual Harassment*, following an additional 30-day public comment period.

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

8.7.3 SCP-3620, Policy Regarding Program Review

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 of SCP-3620, *Policy Regarding Program Review*, following the required 30-day public comment period.

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

8.7.4 SCP-3736, Student Standards of Academic Progress

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 of SCP-3736, *Student Standards of Academic Progress*, following the required 30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

8.7.5 SCP-5065, Awarding of Tuition and Fee Waivers

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 of SCP-5065, *Awarding Undergraduate Tuition and Fee Waivers*, following an additional 30-day public comment period.

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

8.8 Action on Institutional Policies Presented for 30-day Public Comment

8.8.1 SCP-1400, Guest Speakers, Lecturers, Performers, Organized Groups

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 advancement of SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, 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. Chair Heywood declared the motion adopted.

8.8.2 SCP-8601, Emergency Presidential Succession Plan

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 advancement of SCP-8601, *Emergency Presidential Succession Plan*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

9. Discussion Item

9.1 2014 ACCT Leadership Congress, Chicago, IL

President/First Lady Tomblin informed Board members that the 2014 ACCT Leadership Congress will be held October 22-25, 2014 at the Hyatt Regency in Chicago, Illinois. If any Board members would like to attend the annual conference, please inform the President's Office as soon as possible.

10. Informational Items

10.1 Report of Awarding of Undergraduate Tuition and Fee Waivers

In compliance with Southern College Policy (SCP) 5065, *Awarding of Undergraduate Tuition and Fee Waivers*, 7.2, the Vice President for Finance and Administration presented the 2013-2014 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. During the 2013-2014 fiscal year, Southern awarded a total of \$217,676 in undergraduate waivers to a total of 73 students. Pursuant to the statute, the report on the awarding of undergraduate tuition and fee waivers is entered into the minutes of the Board of Governors June 17, 2014 meeting.

10.2 Faculty Promotion Decisions

The faculty promotion-in-rank and tenure review process at Southern West Virginia Community and Technical College runs from January 30 through April 30. The process involves faculty file preparation, reviews and recommendations by the department chair, academic dean, Vice President for Academic Affairs and Students Services, and approval by the President. The final step is notification of the Board of Governors of the decisions made as a result of the review process. A list of the faculty promoted in rank was provided to the Board.

10.3 Revised Institutional Compact

The Southern West Virginia Community and Technical College's Institutional Compact Update for Academic Year 2014-2015 was approved by the Board of Governors at its April 22, 2014 meeting, and as required, submitted to the Chancellor for Community and Technical College Education prior to the April 30, 2014-deadline with a request to present it to the Council for approval at its June 12, 2014 meeting. The System's Compact Review Committee returned Southern's Compact Update and requested that we include a list of strategies for goals 3 and 4 for the 2014-2015 year. Southern's Compact Update for 2014-2015 was revised to include the strategies as requested, was resubmitted, and is included on the June 12 Council's agenda for consideration of approval. A copy of the revised Institutional Compact Update for 2014-2015 was provided for the Board's information.

10.4 2014-2015 Holiday Calendar

As authorized by Board of Governors policy SCP-2360, *Holidays*, a holiday schedule for 2014-2015 has been established and approved for Southern West Virginia Community and Technical College, a copy of which is provided for the Board. The holiday schedule has been aligned with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 14, *Holidays*, Southern's 2014-2015 academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia Code. The 2014-2015 Holiday Calendar has been announced college-wide and submitted to the Chancellor for Community and Technical College Education.

11. Executive Session under Authority of West Virginia Code §6-9a-(b) to discuss Personnel and Management Issues

Jada Hunter moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. Debbie Dingess seconded the motion that carried unanimously. Chair Heywood declared the motion adopted and Board then met in an Executive Session at 8:08 p.m. At the conclusion of discussions, Chair Heywood declared the Board of Governors rise from Executive Session and convene in Open Session at 9:10 p.m.

Further Action:

Based upon discussions in the Executive Session, the Board reconvened in an open session and the following action was taken:

11.1 Presidential Review Report and Approval of Annual Presidential Evaluation

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize the Board Chair to submit the annual presidential evaluation report for the President of Southern West Virginia Community and Technical College for the 2013-2014 review period to the Chancellor of the West Virginia Council for Community and Technical College Education and the Council Chair on its behalf; and

RESOLVED FURTHER, that the Board of Governors approve the Presidential Review Committee recommendation to submit the presidential compensation package to the Chancellor and Chair of the West Virginia Council for Community and Technical College Education for action at the next Council meeting.

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

11.2 Approval of 2014-2015 Presidential Goals

MOTION: Jada Hunter moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College as presented for 2014-2015.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted. The goals are attached and made a part of the minutes (Addendum 1).

12. Adjournment

There being no further business to come before the Board, Chair Heywood declared the meeting adjourned at 9:20 p.m. The next Board of Governors business meeting is scheduled for Tuesday, August 19, 2014 beginning at 6:00 p.m. in Room 433 at Southern's Williamson Campus.

Thomas A. Heywood, Chair

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

OFFICIAL

Approved 08/19/2014

Joanne Jaeger Tomblin, President
Southern West Virginia Community and Technical College
Goals for 2014-2015

1. Make Safety a Priority.
 - 1.1 Designate an individual as an Emergency Crisis Safety Director.
 - 1.2 Create *Campus Emergency Response Teams* at all locations.
 - 1.3 Bring college and community stakeholders together at each campus and site location to develop a plan specific to the campus or location.
 - 1.4 Complete a safety assessment for each campus and determine what equipment the institution will need to implement the plan and purchase needed equipment.
 - 1.5 Develop and complete an *Emergency Crisis Management Plan*.
 - 1.6 Conduct training for all employees and students upon completion of the plan and complete a schedule for ongoing training.

2. Implement an organizational structure for Academic Affairs and Students Services.
 - 2.1 Post positions and select appropriate Division Heads.
 - 2.2 Assure organizational changes are reflected in the Governance and Strategic Planning process.
 - 2.3 Assess structure after the first year implementation to determine gaps, needed changes and additions.

3. Increase Student Enrollment and Success.
 - 3.1 Create a Marketing and Recruitment Task Force by selecting a broad-based group of employees to serve as members.
 - 3.1.1 Review available data, marketing plans, and the 2012-2015 *Enrollment Management Plan*.
 - 3.1.2 Develop plans, strategies, and schedules for increasing enrollment through marketing.
 - 3.2 Conduct a review of the College's current advising system, assess available student success data, and develop or revise current advising system as needed.
 - 3.3 Streamline current registration processes.
 - 3.4 Streamline financial aid processes.
 - 3.5 Schedule 5-10 high school visits during the academic year.
 - 3.6 Create an Adult Recruitment Task Force.
 - 3.7 Create a Course Scheduling Task Force.
 - 3.8 Develop data points for periodic review and reporting of student success.
 - 3.9 Review and assess the success of the new co-requisite developmental redesign and fully implement the *Complete College America* initiative by July 1, 2015.

4. Provide constant oversight of College resources during times of budget reductions.
 - 4.1 Review budget monthly with the Vice President for Finance and Administration and adjust spending, purchasing, travel, etc., as necessary.
 - 4.2 Oversee campus improvements and renovations to assure projects are completed within budget allotment.
 - 4.3 Continue to seek resources and new donors for the "Vision 2020 Major Gifts Campaign."