SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

INSTITUTIONAL BOARD OF GOVERNORS

AGENDA

JUNE 20, 2006

Board Members

Linda Akers, Chair	**George Kostas**
Rory Perry, Vice Chair	**Dr. David Pierce**
Dennis Trader, Secretary	**James R. Sheatsley**
William Grizzell	**Michael Baldwin**
Shelley Huffman	**Julia Goad**
Jada Hunter	**George Morrison**

Joanne Jaeger Tomblin
President

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
ROOM 111 — LOGAN CAMPUS
JUNE 20, 2006
AGENDA

1. Call to Order . . . . Ms. Linda Akers
Board Chair

2. Presentation to Outgoing Board Members . . . . Joanne Jaeger Tomblin
President

3. President's Report . . . . President Tomblin

4. Action Items . . . . Chair Akers

5. Discussion Items . . . . Chair Akers

6. Executive Session under the authority of WV Code §6-9A-4
for Personnel Items . . . . Chair Akers

7. Adjournment . . . . Chair Akers

Southern West Virginia Community and Technical College
Board of Governors
Meeting of June 20, 2006
Agenda Items for Action

Southern West Virginia Community and Technical College
Board of Governors
Logan Campus—Room 111   **DRAFT**
April 18, 2006

Board Members Present: Linda Akers, Dennis Trader, Shelley Huffman, Rory Perry, Jada Hunter, Michael Baldwin, George Morrison, Julia Goad

Board Members Absent: William Grizzell, George Kostas, David Pierce, James Sheatsley

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Cathy Smith-Cox, Fred Scott, James Owens, Pam Alderman, Cindy Crigger, Patricia Cutlip, Randy Skeens, Patricia Clay, Ron Hamilton, Ron Thompson, Cindy McCoy, Guy Lowes, Emma Baisden

Special Guests: Chad Baisden (student), New Century Scholar Honoree, Nikki Baisden

1.   **Call to Order:**
Chair, Linda Akers, declared a quorum present and convened the meeting at 6:05 p.m.

2.   **Introduction of New Century Scholar**
Phi Theta Kappa, the international honor society of two-year colleges, has named Mr. Chad Baisden, a second year nursing student at Southern West Virginia Community and Technical College, a New Century Scholar. The New Century Scholars Program is an extension of the All-USA Academic Team. The highest scoring student in each state in the All-USA Academic Team competition is named a New Century Scholar and receives a $2,000 stipend funded by the Coca-Cola Foundation and the Coca-Cola Scholars Foundation. He will be honored at the American Association of Community Colleges convention in Long Beach, CA, April 22-24.

Board of Governors Chair, Linda Akers, presented a resolution honoring Chad Baisden on behalf of the Board of Governors, administration, faculty, staff and students of Southern West Virginia Community and Technical College and moved for its adoption. The motion passed unanimously. This resolution becomes a part of the official Board of Governors minutes. Chair Akers presented Mr. Baisden with a certificate and congratulated him for outstanding achievement.

3.   **Special Presentation to Jada Hunter**
President Tomblin presented Ms. Jada Hunter with a drum personally autographed by the Drum Café, featured musicians at the Harmony Week multi-cultural luncheon.

4.   **President's Report:**
1.   Bids received on the new Allied Health and Technology Center were received at approximately two-million dollars over projections. This was due to recent increases in construction materials as a result of Hurricane Katrina. Meetings were held with the architect and determined it necessary to downsize the facility to meet our budget. Notification of the request for bids was placed in newspapers March 28th with bid opening taking place on April 7. The low bid was B.B.L. Carlton, LLC. Construction is slated to begin May 5 with a construction timeline of eleven months.
2.   The West Virginia Board of Examiners for Registered Professional Nurses conducted

an accreditation site visit April 11-13, 2006. The group gave Southern an outstanding preliminary report. All Allied Health faculty are to be commended for an outstanding job.

3. More than 3,000 students participated in Harmony Week activities February 23—March 3, 2006. Approximately 500 individuals attended the multi-cultural luncheon at the Earl Ray Tomblin Convention Center on March 3 featuring a performance by the world renowned group, Drum Café.

4. Since Board's last meeting in February, President Tomblin has visited four high schools: Sherman, Gilbert, Burch and Mingo County Career Center.

5. Student Assessment testing was conducted March 14.

6. Attorney General, Darrell McGraw, awarded $60,000 in funding to Southern West Virginia Community and Technical College on March 29 following a live press conference held in the television studio on the Logan Campus. The funding is to support the Nursing program and was derived from proceeds of actions taken against the pharmaceutical industry on behalf of West Virginians This is the first of three annual $60,000 installments.

7. Ms. Allyn Sue Barker, Vice President for Economic, Workforce and Community Development, continues to review sites that will house Southern's Academy for Mine Training and Energy Technologies.

5. **Action Items**:

1. **Appointment of Nominating Committee**
Chair Akers appointed Jada Hunter, George Kostas, and Michael Baldwin to serve on a Nominating Committee for election of officers at the June 20, 2006 Board of Governors meeting. Ms. Hunter will serve as committee chair and provide a report at the June Board meeting.

2. **Approval of February 21, 2006, Minutes**
MOTION: Rory Perry moved to accept the February 21, 2006 minutes as presented.

ACTION: Shelley Huffman seconded the motion. The motion carried unanimously.

3. **Program Review**
Dr. Cindy McCoy, Division Chair of Humanities and Social Sciences, and Mr. Guy Lowes, Division Chair of Natural Sciences and Mathematics, presented the program review report of the University Parallel Program and recommended resolution for the Board's consideration for approval with corrective action.

1. **University Parallel, Associate in Arts and Associate in Science Concentrations**
MOTION: George Morrison moved to accept the following resolution as written:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the <u>University Parallel Associate in Arts and Associate in Science</u> degree programs at the current level of activity with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Joint Procedural Rule, Series 10, Policy Regarding Program Review; and

BE IT FURTHER RESOLVED, That the Vice President for Academic Affairs, the Division Chairs, and appropriate faculty review the weaknesses and recommendations identified in the review summary and, upon such review, provide the President and/or her designee with a plan to address such weaknesses and recommendations for improvement.

ACTION: Shelley Huffman seconded the motion. The motion carried unanimously.

4. **Approval of Fiscal Year 2006-2007 Budget**
   MOTION: Rory Perry moved to adopt the following resolution with the exception of total revenues over expenditures as noted:

   RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the filing of the budget for fiscal year 2006-2007, beginning July 1, 2006.

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

5. **Final Approval of Policies**
   1. **SCP-2810, Sabbatical Leave for Full-time Faculty**

   MOTION: Shelley Huffman 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-2810, Sabbatical Leave for Full-time Faculty and attachments following the public comment period.

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

   2. **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 final approval of SCP-2843, Sexual Harassment Policy, following the public comment period.

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

   3. **SCP-4151, Academic Standards and Expectations from Students**

   MOTION: Shelley Huffman 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-4151, Academic Standards and Expectations from Students, following the public comment period.

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

8.   Adjournment:
There being no further business, Chair Akers declared the meeting adjourned at 7:30 p.m. The next Board meeting is scheduled for June 20, 2005 at the new Lincoln County High School at Hamlin, West Virginia.

_____   Chair
        Linda Q. Akers

_____   Vice Chair
        Rory Perry

_____   Secretary
        Dennis R. Trader

_____   Assistant Secretary
        Emma L. Baisden

Chad Baisden
2006 New Century Scholar and
Phi Theta Kappa All-USA Academic Team

A Resolution of the Board of Governors, administration, faculty, staff and students of Southern West Virginia Community and Technical College honoring Mr. Chad Baisden, a second year nursing student, who has been named to the All-USA Academic Team and selected as a New Century Scholar by Phi Theta Kappa, the international honor society of two-year colleges, The Coca-Cola Scholars Foundation, The Coca-Cola Foundation and the American Association of Community Colleges.

Whereas, Chad Baisden, a second year nursing student at Southern West Virginia Community and Technical College having received the highest All-USA Academic Team score in West Virginia, will be honored and represent Southern West Virginia Community and Technical College and all community colleges in the State of West Virginia at the opening ceremonies of the American Association of Community Colleges Convention in Long Beach, California, April 22-24, 2006; and

Whereas, Chad Baisden will be recognized as a New Century Scholar and receive a $2,000 scholarship at the American Association of Community Colleges Convention sponsored annually by the American Association of Community Colleges, The Coca-Cola Foundation, The Coca-Cola Scholars Foundation and Phi Theta kappa; and

Whereas, Chad Baisden is an outstanding student at Southern West Virginia Community and Technical College where he serves as the Treasurer for the 2006 Student Nursing Association Class of 2006 and responsible for numerous fund raising endeavors and class finances; and

Whereas, Chad Baisden volunteers for many community activities including his volunteer work with the City of Logan Fire Department, and as a Special Technical and Rescue member of the Logan County Emergency Ambulance Service Association; and

Whereas, Chad Baisden will be featured in the American Association of Community College's College Times and Phi Theta Kappa's Golden Key News Briefs; and

Whereas, Chad Baisden is a role model for students and the community.

Resolved by the Board of Governors:
That Southern West Virginia Community and Technical College Board of Governors, administration, faculty and staff do hereby commend and honor Chad Baisden for his outstanding accomplishments; and be it

Further Resolved, That this resolution becomes a part of the minutes of the Board of Governors of Southern West Virginia Community and Technical College this 18th day of April 2006.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 20, 2006

ITEM: Nominating Committee Report and Election of Officers

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of officers for fiscal year 2006-2007 as proposed by the Nominating Committee.

STAFF MEMBER: Jada Hunter
Nominating Committee Chair

BACKGROUND:

The Nominating Committee of the Board of Governors met in an executive session at 2:00 p.m. on May 21, 2006 with Jada Hunter, Chair of the Committee presiding, and Board members George Kostas and Michael Baldwin present, making up the full committee. The only item of discussion was the recommendation of officers for fiscal year 2006-2007 to be presented at the June 20, 2006 Board of Governors meeting for consideration.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 20, 2006

ITEM: Approval of Board of Governors Meeting Schedule for
                                   2006-2007

RECOMMENDED RESOLUTION: *RESOLVED*,   That   the   Southern   West Virginia
                                   Community and Technical College Board of Governors
                                   adopt the recommended schedule of meetings for fiscal
                                   year 2006-2007 as presented.

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

The following schedule of meetings is recommended for adoption by the Southern West
Virginia Community and Technical College Board of Governors with the understanding that
additional meetings may be necessary for emergency or time-sensitive issues.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
RECOMMENDED SCHEDULE OF MEETINGS
JULY 1, 2006 — JUNE 30, 2007

Institutional Agenda Item Deadline	Agenda Committee Meeting Date	Board of Governors Meeting Date	Board of Governors Meeting Location
August 31, 2006	September 6, 2006	September 26, 2006	Logan Campus
September 29, 2006	October 3, 2006 Board Retreat	October 19, 2006 October 20, 2006	Charleston, WV Charleston, WV
October 31, 2006	November 7, 2006	November 21, 2006	Lincoln County High School, Hamlin, WV
January 31, 2007	February 6, 2007	February 20, 2007	Logan Campus
March 30, 2007	April 3, 2007	April 24, 2007	Logan Campus
May 31, 2007	June 5, 2007	June 19, 2007	Wyoming Campus

Board of Governors Strategic Planning Workshop
September 26, 2006, 3:00 - 5:00 p.m.
Room 116, Earl Ray Tomblin Workforce Development Center and Administrative Complex

Unless otherwise indicated, the Board of Governors Agenda Committee meetings are held in Room 204 at the Earl Ray Tomblin Workforce Development Center and Administrative Complex beginning at 9:00 a.m.

Board of Governors business meetings begin at 6:00 p.m. – meeting locations vary.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 20, 2006

ITEM: Approval to Transfer Bond Funds

RECOMMENDED RESOLUTION: *RESOLVED,* That the Southern West Virginia
                                       Community and Technical College Board of Governors
                                       authorize the transfer of $157,579.26 from the Logan
                                       Downtown Annex project to the Allied Health and
                                       Technology Center project contained in the Lottery
                                       Bond Revenue Issue of 2004.

STAFF MEMBER: Kimberly Lusk, Associate Controller, on behalf of Fred
                                       J. Scott, Vice President for Finance

BACKGROUND:

The Lottery Revenue Bond Issue of 2004 included $318,000.00 for the purpose of paying
the remaining debt on the building. The debt payoff was $144,000.00 and $28,420.74 was
spent on renovations to the building, leaving a remaining balance of $157,579.26.
Provisions of the Lottery Revenue Bond Issue of 2004 allow institutions to request that the
West Virginia Higher Education Policy Commission transfer funds not needed by one
project to another project.

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of June 20, 2006
Agenda Items for Discussion**

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 20, 2006

ITEM: Follow-up on Program Review

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Merle Dempsey

BACKGROUND:

At its April 18, 2006 meeting, the Board of Governors approved the continuance of the University Parallel Associate in Arts and Associate in Science degree programs at the current level of activity with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Joint Procedural Rule, Series 10, Policy Regarding Program Review. The Executive Vice President will provide follow-up information for the Board at its June 20 meeting.

ITEM: Review of Institution Mission and Vision Statements

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

The Higher Learning Commission of the North Central Association of Colleges and Schools recommends that institutional vision and mission statements be reviewed periodically and adjusted accordingly. During its Strategic Planning process in October 2006, the Board of Governors will review the College's Mission and Vision Statements to determine if adjustments are necessary and make a formal recommendation. A copy of our institutional policy, SCP-1500, *Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College,* is being provided.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

SUBJECT: **Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College**

REFERENCE: **Strategic Plan;   Higher Education Policy Commission, Procedure #25 "Mission and Implementation of Mission"**

1.   **PURPOSE**

To formally establish and communicate the philosophy, vision, and mission of the institution.

2.   **SCOPE AND APPLICABILITY**

All college constituencies.

3.   **DEFINITIONS**

4.   **POLICY**

The philosophy and mission of Southern WV Community & Technical College is generally consistent with similar institutions. However the philosophy and mission statement is reviewed and revised from time to time; therefore it reflects the hopes and aspirations of the citizens in the service area as well as College constituents. The College Board of Advisors/Governors and members of program advisory committees as well as, College faculty, students, staff and administration have all contributed to defining the philosophy and mission of the College. Southern's Strategic Planning Committee implemented the following vision and mission statement in 1998.

A.   **Vision Statement**

Southern WV Community & Technical College will be the higher education leader in WV and the region. Southern will provide the leadership necessary to help WV grow and prosper into the twenty-first century.

Southern will be the hub around which all education and training/retraining efforts will turn. The College will act as the catalyst for economic development and change in the region. Southern will establish pro-active partnerships which include education, business, industry, labor, government, and community and cultural organizations, as well as other leaders to achieve regional goals.

Southern will become a model of academic excellence, scholarship, creativity, innovation, and cooperation impacting the educational opportunities and economic growth of the region.

Southern West Virginia
Community and Technical College

Number: **SCP-1500**
Effective Date: July 1, 1984
Revised: **July 27, 2000**

B.   **Mission Statement**

Southern WV Community & Technical College is a comprehensive community college located in a rural environment. The College strives to fulfill current and future higher educational and vocational/technical needs of Southern WV , its service area, and beyond. Our College emphasizes student-oriented, transferable learning, enabling students to achieve work, career, and personal success.

Our College provides high quality, affordable, student-friendly, and easily accessible educational services. We are highly effective and flexible in responding to state and community demands, and in adapting to a global socio-economic system.

5.   BACKGROUND OR EXCLUSIONS

Philosophy Statement:

We believe that all citizens have a right to develop their abilities in accordance with their own chosen goals, and that the college provides the means through which this development may take place. The emphasis of the college is upon people. We believe in people – in their dignity, in their worth as individuals, and in their development.

All students in the College are encouraged to take pride in their heritage and, at the same time, to develop an awareness and appreciation of differences that result from our complex society. What distinguishes today's society from previous history is that constant and rapid change is the rule rather than the exception; and because of changing social and economic conditions, we are committed to the comprehensive approach to higher education, which emphasizes the changing of programs and services to assist our students in living effective and satisfying lives.

Southern is deeply committed to providing quality and accessible educational services throughout the area and will, within the resources available, attempt to carry out the mission as effectively as possible.

6.   GENERAL PROVISIONS

Vision and mission statements were developed by the strategic planning committee which comprises membership from across the institution representing every college constituency. As part of the College's Strategic Plan, the statements are reviewed and approved by the institutional Board of Advisors/Governors, the WV Higher Education Policy Commission, and the Legislative Oversight Committee on Education Accountability.

7.   RESPONSIBILITIES AND PROCEDURES

Employees are expected to understand the philosophy and support the vision and mission of the College. The vision and mission statements will be reviewed annually by the Strategic Planning Committee.

8. **CANCELLATION**

Chapter 29A-2, Series I, Policy Statement on Philosophy and Mission, Effective 7/1/1984.

9. **SIGNATURE**

_____

President   **Date**

Attachments

Distribution

All Employees

Revision Date
August 21, 2000

Mission and Commitments

Southern West Virginia Community and Technical College is a comprehensive community college located in a rural environment. The College strives to fulfill current and future higher educational and vocational/technical needs of southern West Virginia, its service area and beyond. Our College emphasizes student-oriented, transferable learning, enabling students to achieve work, career and personal success.

Our College provides high-quality, affordable, student-friendly, and easily accessible educational services. We are highly effective and flexible in responding to state and community demands, and adapting to a global socio-economic system.

Institutional Commitments

1. To provide programs of study which can be effectively transferred to other institutions and applied toward the completion of a baccalaureate degree.
2. To provide programs of study which prepare and/or upgrade students' skills in the occupation of their choice, especially those occupations which help meet the needs of the College's service district.
3. To provide students with the services necessary to assist them in successfully realizing their educational plans.
4. To provide developmental courses for students who enter through the "open door" admissions policy and who lack the necessary academic background.
5. To provide continuing education opportunities for individuals in the service district who are interested in personal, cultural, or occupational improvement.
6. To provide workforce training and retraining as a mechanism for economic development through partnerships with business, industry, labor, education, civic clubs and organizations, community leaders and government.
7. To provide activities which are culturally enriching and entertaining for the entire district, as well as those enrolled at Southern.

Vision Statement

Southern West Virginia Community and Technical College will be <u>the</u> higher education leader in West Virginia and the region. Southern will provide the leadership necessary to help West Virginia grow and prosper into the twenty-first century. Southern will be the hub around which all education and training/retraining efforts will turn. The College will act as the catalyst for economic development and change in the region. Southern will establish proactive partnerships which include education, business, industry, labor, government, community and cultural organizations as well as other leaders to achieve regional goals. Southern will become a model of academic excellence, scholarship, creativity, innovation, and cooperation impacting the educational opportunities and economic growth of the region.

SOUTHERN **W**EST **V**IRGINIA **C**OMMUNITY AND **T**ECHNICAL **C**OLLEGE
BOARD OF **G**OVERNORS
MEETING OF **J**UNE **20, 2006**

ITEMS: *The 21ˢᵗ Century Community College*
                                             Board of Governors Self Assessment
                                             Board Administration and Evaluation Surveys

RECOMMENDED **R**ESOLUTION: For Discussion Only

STAFF **M**EMBER: Joanne Jaeger Tomblin

BACKGROUND:

The above items will be distributed to the Board of Governors at the meeting.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 20, 2006

Item: Needs Agenda Technology Acquisition Plan

Recommended Resolution: For Discussion Only

Staff Member: Ronald Hamilton

Background:

The Chief Technology Officer solicited input from all employees via email. He drafted a priority list and then submitted the Technology Plan to each member of the Media Technology Committee.   The plan was discussed and a vote taken. The plan was approved on February 10, 2006, by the committee. The Chief Technology Officer is presenting the new Technology Plan for the next five years for the Board of Governors for discussion and consideration.

NEEDS AGENDA
TECHNOLOGY ACQUISITION PLAN

FOR THE IMPROVEMENT AND EXPANSION
OF TECHNOLOGY SERVICES FOR THE 21ST CENTURY

Submitted by Ron Hamilton
Technology Services
Southern West Virginia Community and Technical College
February 10, 2006

Executive Summary

The rapidly changing world of technology is mind boggling. Technology is on a 6 to 18 month cycle. A new processor is released about every 6 months. At the same time, new software releases come out about every 6 months. Communications seems to be the slow mover in technology; it changes on about an 18 month cycle.

This rapid change in technology presents the institution with a challenge to overcome. How can we keep up? Fortunately, this technology dilemma can be managed through planned equipment acquisition cycles and ongoing software maintenance.

Computers generally have a useful life of 3-5 years. So we should plan to upgrade or replace every computer on a 3-5 year cycle. We should plan to upgrade or replace the minicomputers, PCs and associated peripherals at least every five years.

At the same time that we are managing our computer investments, we must endeavor to expand the number of PCs available for student use in order to accommodate student's use of technology for all courses. We currently have 368 PCs available for student use college wide. The availability of most of these machines is very limited because courses are taught in the computer labs. We must have computer labs on each campus that are open all day to students. We could make more effective use of our labs by having them open more hours. We could have the labs open later each night and could open them on weekends. In order to accomplish this we would need additional personnel available for labs. Additionally, by setting up wireless computer access on campus we could allow students to use their own PCs.

While we are trying to keep our computers current, we will need to continue to implement new uses of technology on campus. The Media-Technology Committee has established a list of priorities to address over the next 5 years.

Priorities for the Implementation
of Technology
for the Next Five Years
(As set by the Media-Technology Committee)

Ongoing Projects

Virus Protection
Microsoft Campus Agreement
Document Imaging

Priorities

1. Student Lab Replacement Cycle
2. Infrastructure Improvement
3. Telephone System
4. PC's for Faculty and Staff
5. Wireless Network Access
6. Technology Training
7. Interactive Classroom
8. Computer in ICR Connected to Graphics Imager
9. Expand Number of PC's in Student Labs
10. Video Gateway
11. Model Classrooms
12. Human Resource System
13. In House Cellular
14. Theater Projection System
15. Event Scheduling Software
16. Satellite Downlink Upgrade

Detailed descriptions of each of these priorities are contained on pages 4 - 10.

The Status of Technology

The campus networks continue to be improved. Each campus has a CISCO 3524 Ethernet switch as a backbone with other switches placed in strategic locations throughout the campus. The institution currently has about 600 PCs college-wide. Each PC is connected to a switch via twisted pair category 5 cabling. The college also owns 2 minicomputers. An AlphaServer 4100 with 2gb memory and 84gb disk space runs the institutions database, and an AlphaServer DS20 with 1gb memory and 16gb of disk space which serves as the webserver, the email server, and an application server for web-based student self-service. The AlphaServer DS20 will also serve as the application server for Internet Native Banner in the very near future. We have replaced two of the minicomputers previously owned by the institution with Intel based servers running Microsoft Windows Server.

Additionally, there are several student computer labs on campus. They use switches to connect to the campus network. These labs currently run Novell 5.1.

The Administrative building is connected to the campus by a CISCO 2948G switch using single-mode fiber-optic cable to communicate at 2gb. The internal wiring is category 5 connecting the PCs and network printers directly to the 2948G switch.

We also have nine video sites. Some of these sites can originate or receive video, while others are receive only. There is an originate/receive classroom at each of Southern's four campuses. At these sites an instructor can originate courses or the site can function as a receive site for a course being originated elsewhere on the system. Logan and Williamson Campuses each have an additional receive only classroom, which is primarily used for Southern Mountain Center activities.

In addition to these video facilities Southern also operates three receive-only classroom sites. Two are located in Lincoln County, one at the Charles Yeager Career Center in Hamlin and the other at Harts High School. The third is located at Big Creek High School in McDowell County.

The following is a description of each of the top institutional computing priorities as set by the Media-Technology Committee for the next 5 years.

Ongoing Priorities

Virus Protection

In order to provide consistent and up-to-date protection against computer viruses we will continue to retain a site license for Norton Anti-virus product suite. Free updates are available for download from the internet for two years from the purchase of the licensing.

Microsoft Campus Agreement

In order to provide all employees and students with a standard set of software, we will enter into the Microsoft Campus Agreement. This agreement permits Southern to use various software from Microsoft on all college owned PCs for an annual fee. This fee covers products such as

Microsoft Office, FrontPage, Backoffice client, and the Visual Programming languages. Any upgrades that are released during the year are available at no additional charge.

Document Imaging

The overload of paper has caused us to use more and more space for the storage of paper records. One solution to this problem is the use of document imaging to store paper documents in electronic form. This method will allow immediate access to all records from any employee desktop. This project will be implemented in the Student Services, Human Resources, Finance, and Academics over a three year period.

Priorities

Priority 1

Student Lab PC Replacement Cycle

In order to keep up with technology and be equipped to teach the latest software products available to our customers we need to replace all PCs at the institution over a 3-5 year period. We currently have 368 PCs available for student use. By replacing 100 PCs each year we can keep labs equipped for teaching the software needed for the success of our students. Additionally, employee PCs also need to be upgraded to allow the institution to be able to run software needed to maintain a competitive edge in the operations of the institution. Since there are currently about 600 PCs owned by the college, the previously mentioned replacement cycle would replace all PCs on a 5 year schedule. The newest PCs will be used for students and the machines replaced will be used to give employees better equipment with which to work.

Priority 2

Infrastructure Improvement

Further improvement in our network is necessary to meet the increasing demands created by newer software and faster PCs. The switches currently used for our backbone allow connections at 200mb between switches, and servers. In order to meet the increased demand the backbone will have to support Gigabit Ethernet, 2gb between these same devices.

Additionally, we will migrate our Wide Area Network from ATM (Asynchronous Transfer Mode) to Frame/Relay to save money. Since Frame Relay circuits are significantly cheaper, this will also allow us to add additional bandwidth in the future without incurring additional costs. Additionally, the K12 network runs Frame/Relay so communications with them for video will be much more efficient.

We currently have Panasonic hybrid PBXs in Logan, Williamson, Boone, and the District Office. Wyoming has a Siemens pbx. There are no tie lines between campuses for voice at this time. By utilizing the Frame/Relay network, we plan to trunk the campus phone systems together to enable the use of four digit dialing to any extension at any campus, a common voice mail system, and realize savings on intercampus long distance calls. It is also hoped that this will perpetuate the president's "one-campus" concept among students and the general public.

Priority 3

Telephone System

It is desirable to replace the current telephone system. The current system has been plagued with problems. We have been exploring options with several vendors to provide a new phone system that will use our Frame/Relay circuits to link our campuses. By doing this we will be able to better serve our customers and reduce the number of trunk lines required to make phone calls. All campus phones would be accessible with a 4 digit number without the need to dial-out to complete the call. This would also allow us to transfer calls from outside to anyone at any campus instead of giving them a different phone number and telling them to call back.

Priority 4

PC's for Faculty and Staff

Employee PCs need to be upgraded to allow the institution to be able to run software needed to maintain a competitive edge in the operations of the institution. Since there are currently about 600 PCs owned by the college, the previously mentioned replacement cycle would replace all PCs on a 5 year schedule. The newest PCs will be used for students and the machines replaced will be used to give employees better equipment with which to work. It would be desirable if the institution could afford to replace 50 employee PCs each year in addition to the 100 PCs replaced for students.

Priority 5

Wireless Network Access

In order to provide students with more flexible access to network resources via a wireless network, much work would have to be done to provide this access in a secure manner. One alternative to give students access to most of the resources at Southern, maintain a secure environment, and conserve network bandwidth is to provide a separate Internet connection to the students using a connection from a local cable company.

Priority 6

Technology Training

Human Resources in conjunction with the Professional Development Committee plans to offer training on the different applications software used at Southern. This includes, but is not limited to, WordPerfect, Lotus Spreadsheet, Microsoft Word, Excel, Access, BANNER, Eudora, and Web-Based Email

Priority 7

Interactive Classrooms

The replacement of the MCU brought advanced scheduling and limited "continuous presence" capabilities called for in the technology plan. Continuous presence allows all participants in a conference see each other simultaneously in a "Hollywood Squares" like configuration on their screens.

The current MCU configuration does not implement lecture mode for continuous presence. This would allow the instructor to get the screen with all the sites on it, but students would see the instructor and all materials full screen. There is a chance that this feature will become available in subsequent MCU software upgrades. If not, the institution will need to upgrade the MCU to get the lecture mode feature.

Additionally, through funds received through the USDA's Rural Utilities Service grant funds, we will place 10 video classrooms in high schools throughout our service district including Logan, Lincoln, Wyoming, Raleigh, and McDowell County Schools. We will also link with Mingo County schools as part of this project.

Priority 8

Computer in ICR Connected to Graphics Imager

The new ICR codecs have a "built-in" VGA interface. It is no longer necessary to purchase a separate interface device. It will only be necessary to buy the computer. This will allow instructors to utilize Power Point presentations for their ICR classes.

The new codecs also make it possible to present a VGA quality image to each of the ICRs. It would be necessary to purchase a software upgrade for the codec and purchase projectors and screens for each ICR.

Priority 9

Student Lab Expansion and Enhancements

It will be necessary to expand existing student labs due to the demand for current labs for instruction, as well as, future needs as more and more students and faculty begin using the lab for classes other than those in the Computer Information Systems program. Using a ratio of one personal computer for each 10 students, we should have about 250 PC's available to students. We currently have 368 PC's available for student use. Unfortunately, this doesn't appear to be enough with the large demand for student labs created by the Transitional Studies courses.

Priority 10

Video Gateway

The current ICR upgrades allow for "switched" calls to virtually anywhere. The instate calls that terminate on the state's network, are of good quality. The quality is constantly improving due to upgrades to the state network.

Instate calls that terminate outside the state's network or out of state calls have no quality of service guarantees.   The only way to grantee quality of service on these calls is to use a circuit switched technology such as ISDN. Our current ICR configuration does not allow for ISDN capability. We can however connect to an ISDN site through a network gateway at Marshall University or WVNET. In order to bring that connectivity to Southern's system we would need to invest in an ISDN gateway. This would allow the institution to connect to any site in the world with adequate quality of service guarantees for the audio and video.

Priority 11

Model Classrooms

It would be desirable to have at least one classroom per campus equipped with equipment for projection of PC, VCR, and a copy stand camera for the instructors, as well as, connections throughout the room for the connection of laptop computers.

Priority 12

Human Resources System

We currently do not have a Human Resources System. We currently use an in-house written application that tracks current personnel. We need a system that will track and facilitate the hiring process, keep historical data on employees, and provide a robust reporting system. Additionally, we need a product that is user friendly and adaptable to our institutional processes.

Priority 13

In House Cellular

This is a system that would integrate with our current phone system. It would give employees the ability to take their phone with them anywhere in the building, even to other campuses if planned phone system upgrades are funded. Certain workers such as technology services,

building and grounds, and night bell supervisors would greatly benefit from this wireless phone flexibility. The same infrastructure to provide the wireless phone connectivity could be used for wireless data as well.

Priority 14

Theater Projection System

In order to provide a better way to present multimedia presentation, we intend to install a projection system in the Logan Campus Theater. This would allow better facilitation for meetings and provide a way for the students to watch movies or do class presentations.
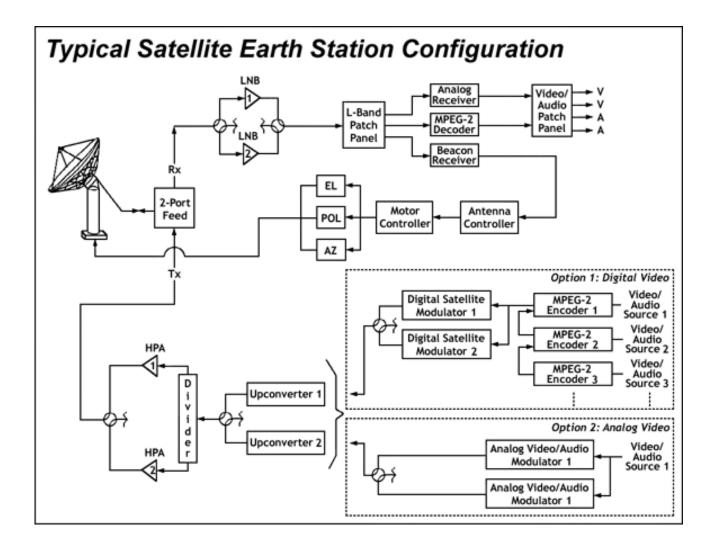
Priority 15

Event Scheduling Software

A software product that would allow everyone to enter their schedules into a central repository would be highly desirable. The scheduling of meetings would be much easier since the system would provide the availability of all employees. A person wishing to schedule a meeting could give the software a list of who needs to be scheduled for the meeting and ask the system when everyone is available. The meeting could then be automatically added to the schedules for the individuals or the system could ask each person for confirmation of the scheduled meeting.

Priority 16

Satellite Downlink Upgrade

A satellite uplink earth station includes equipment that would allow one-way video and audio transmission to almost any site in the U.S. that is equipped with a C-band satellite receiver system and TV/monitor.   A typical uplink system includes an approximately 24-foot diameter tunable parabolic broadcast antenna, redundant (2) modulators, redundant upconverters and high power amplifiers. The system also would include a C-band receive section and antenna controlling hardware. The antenna would need a specially designated site in order to "see" and tune to the needed satellites that are in the C-band.

- Typical Configuration

Typical Satellite Earth Station Configuration

PRIORITIES FOR THE IMPLEMENTATION OF
TECHNOLOGY FOR THE NEXT FIVE YEARS

Ongoing Projects	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	TOTALS
Virus Protection		$10,000.00		$10,000.00		$20,000.00
Microsoft Campus Agreement	$12,000.00	$12,000.00	$12,000.00	$12,000.00	$12,000.00	$60,000.00
Document Imaging	$120,000.00					$120,000.00
Project						
Student Lab Replacement Cycle	$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	$500,000.00
Infrastructure Improvement	$50,000.00	$50,000.00	$30,000.00	$30,000.00	$30,000.00	$190,000.00
Telephone System	$100,000.00	$100,000.00				$200,000.00
PC's for Faculty and Staff	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$250,000.00
Wireless Network Access	$5,000.00	$5,000.00	$5,000.00			$15,000.00
Technology Training	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$50,000.00
Interactive Classroom	$187,500.00	$187,500.00	$30,000.00	$10,000.00	$10,000.00	$425,000.00
Computer in ICR Connected to Graphics Imager	$4,000.00					$4,000.00
Expand Number of PC's in Student Labs			$20,000.00	$20,000.00	$20,000.00	$60,000.00
Video Gateway					$12,000.00	$12,000.00
Model Classrooms				$12,000.00	$12,000.00	$24,000.00
Human Resource System					$80,000.00	$80,000.00
In House Cellular				$6,000.00		$6,000.00
Replace Furniture in Student Labs				$20,000.00	$20,000.00	$40,000.00
Theater Projection System					$30,000.00	$30,000.00
Event Scheduling Software					$10,000.00	$10,000.00
Satellite Downlink Upgrade					$50,000.00	$50,000.00
TOTALS	$638,500.00	$524,500.00	$257,000.00	$280,000.00	$446,000.00	$2,146,000.00