



Southern

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE

BOARD OF GOVERNORS

JUNE 19, 2007
AGENDA

Members

Linda Q. Akers, Chair
James R. Sheatsley, Vice Chair
Jada Hunter, Secretary
Kevin N. Fowler
Shelley Huffman
George Kostas

Dr. David R. Pierce
Dr. Anne M. Seaver
Michael Baldwin
Elston Johnson
George Morrison

Joanne Jaeger Tomblin
President

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
WYOMING CAMPUS – STUDENT COMMONS
JUNE 19, 2007
AGENDA

1. Call to Order Ms. Linda Akers
Board Chair
2. Welcome/Update Wyoming/McDowell Campus David Lord
Director of Campus Operations
3. Academy for Mine Training and Energy Technologies Presentation Carl Baisden
Director
4. Special Presentations Chair Akers
5. President’s Report President Joanne Tomblin
6. Action Items pp. 33-54
 1. Approval of Minutes pp. 34-48
 2. Nominating Committee Report and Election of Officers p. 49
 3. Board of Governors Committee on Self-Assessment Report p. 50
 4. Approval of 2007-2008 Board Meeting Schedule pp. 51-52
 5. Modification of Capital Expenditure Projects for 2008-09 p. 53
 6. Approval of Capital Expenditure Projects for 2009-2013 p. 54
 7. Appointment of 2007-2008 Presidential Comprehensive
Evaluation Review Committee Chair Akers
7. Discussion Items pp. 55-56
 1. Board of Governors Retreat Agenda p. 56
8. Informational Items pp. 57-73
 1. The Higher Learning Commission’s Analysis of Institutional Report on
Assessment pp. 58-61
 2. Suttle & Stalnaker June 30, 2007 Audit Plan pp. 61-63
 3. Resignation of Dr. Anne Seaver p. 64
 4. Summer 2007 Moving Plan pp. 65-67
 5. Office Assignments — Allied Health and Technology Center,
Earl Ray Tomblin Workforce Development Center and Administrative Complex,
and Logan Campus pp. 68-73
9. Executive Session under the authority of WV Code §6-9A-4
for Personnel Items Chair Akers
10. Adjournment Chair Akers



*Southern West Virginia
Community and Technical College*

**Academy for Mine Training
and Energy Technology**



Academy for Mine Training and Energy Technology

Why? Industry Need

How? \$\$\$

Where? SWVCTC

- Logan Campus
- Boone Campus
- Williamson Campus
- Wyoming/McDowell
Campus



Mine Academy

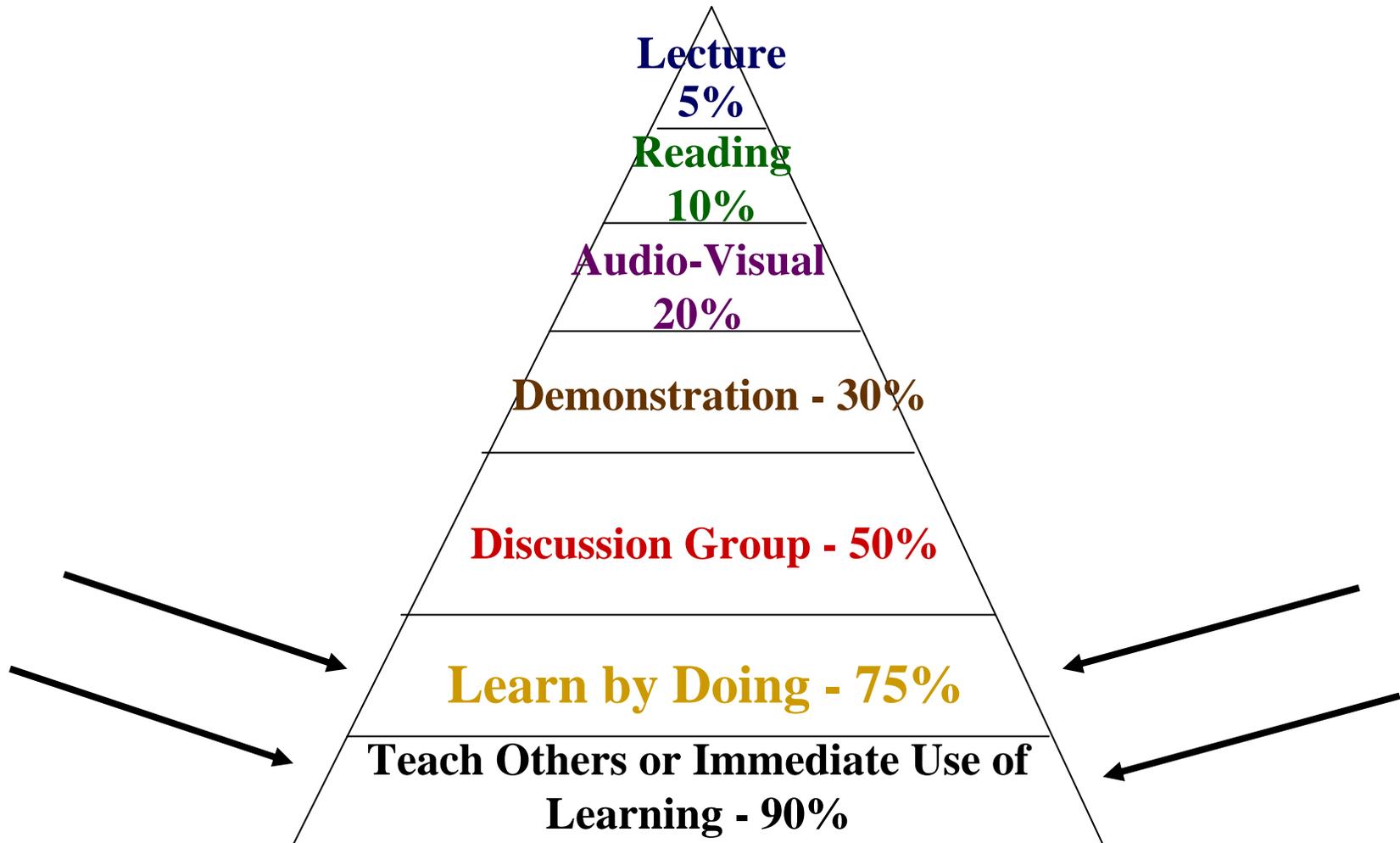
➤ Mine Training

- UG Apprentice
- UG Simulation
- Surface Apprentice
- Surface Simulator
- EMT-M-Plus
- Electrician & Maintenance
- Mine Rescue
- Fire Brigade
- Mine Foreman
- Prep Plant Safety & Operations
- Warehouse Safety & Operations
- Forklift Training
- Specialized Rescue [Thermal Imaging Cameras /Mine Fire Fighting Foam Systems/Air Bag Rescue/Hydraulic Rescue Tools]





Learning Retention





Why Simulation & Simulators?

Computer Based Training (CBT) systems have existed globally for many years with the most notable and documented success in the Aviation Industry.

What cost do we incur as an industry, both surface and underground, by training with the current methods that we have for the last 30 yrs?

- **employee exposure to hazardous conditions**
- **potential damage to equipment and facilities**
- **lost production time due to slower cycles and improper staging position**
- **increased maintenance due to poor operator equipment skills**



“The (AE) Simulators test and train prospective Operators and retrain existing Operators in less time, at less cost and with greater all-around safety and reliability than any real time in-vehicle method.”

Fred Atkins, Dean of Trades and Heavy Industrial, Keyano College, Canada [Immersive

Technologies]

**When coal prices fluctuate, who will be left standing?
...the most efficient and technology savvy**

Surface

Tires

Brake wear

Fuel costs

Overall Maintenance Costs

Underground

Tires

Brake wear

Equipment Cables

Batteries

Overall Maintenance Costs

Financial Benefits

Improved Bottom Line

→ Training Benefits

→ Safety Benefits

→ Production Benefits

→ Maintenance Benefits

→ Human Resources Benefits



\$\$\$ Improved Bottom Line \$\$\$

Realistic Hands-On Training With The Latest Technology Available





F
I
R
E

T
R
A
I
N
I
N
G



Mine Rescue - Advanced Patient Care



Seeing This Technology Being
Used in Real World Situations



New Mine Training Simulation Facility **[Downtown Logan]**

- ❖ **48 inch Mine Simulation Trainer with smoke and heat training capabilities**
- ❖ **96 inch Mine Simulation Trainer with temporary roof support and barricade training simulators**
- ❖ **Training labs for equipment and outby support**
- ❖ **Mining Ergonomics Lab**
- ❖ **Mine Rescue Training Simulators**
- ❖ **UG Equipment Simulators – Continuous Miner, Dual Station Roofbolter, Mobile equipment (Shuttle Car, Scoop)**
- ❖ **Job Specifics Labs – Ventilation/Stoppings/Belt Maintenance**

Feeling The Heat In Zero Visibility



Mine Rescue Training - Realistic Training Page 20 of 73

Focused & Intense Scenarios



Fire Tower Training Facility

- ❖ **Smoke Diver Training**
- ❖ **High Angle / Confined Spaces Rescue**
- ❖ **Prep Plant Safety & Fire Brigade Training**
- ❖ **Warehouse Safety & Fire Brigade Training**
- ❖ **Life Line and SCSR Expectations Training**

Safety Talks Before Each Exercise





Orientation and Safety Training For New Hires in the Oil and Gas Drilling Industry

Overview of Orientation and Safety Training – 40 Hour Program

Orientation

History of Oil & Gas Industry
O.S.H.A. Standards and Requirements
Environmental Issues
Industry Job Descriptions
Drug and Alcohol Industry Policy
Orientation to Drill & Field Sites
Basic Geology
Basic Plant Layout
Basic Hydraulics and Associated Hazards
M.S.D.S. Orientation
Industry Field Reporting
Communications and G.P.S. Orientation

Field Safety Training

Personal Protective Equipment [PPE]
Fire Hazards & Extinguishers
First Aid and C.P.R. - Certification
Forklift Lift and Hoist Training
Off Road Driver Training
All Terrain Vehicle [ATV]
Tools and Industry Equipment
Weather and Low Light Training
Ergonomics
Electrical Safety and Hazards

Electrical and Communications Industry

- Electrical Safety Training
- Boom Trucks and Cranes
- Forklifts and Elevated Platforms
- Bucket Trucks and Aerial Devices
- Confined Spaces and Hazardous Atmospheres
- First Aid and CPR
- OSHA Standards



Bringing the Latest Firefighting & Rescue Technologies into the Mining Industry



Getting Our Students Ready for the High Tech Workforce of Today





SWVCTC Associate Degrees

- **Mine Management**
- **Emergency Management**
- **Mining Technology**

Southern West Virginia Community and Technical College



Thank you



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of June 19, 2007
Agenda Items for Action**

1. Approval of Minutes pp. 34-48
2. Nominating Committee Report and Election of Officers p. 49
3. Board of Governors Committee on Self-Assessment Report p. 50
4. Approval of 2007-2008 Board Meeting Schedule pp. 51-52
5. Modification of Capital Expenditure Projects for 2008-09 p. 53
6. Approval of Capital Expenditure Projects for 2009-2013 p. 54
7. Appointment of 2007-2008 Presidential Comprehensive
Evaluation Review Committee Chair Akers

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
LOGAN CAMPUS—ROOM 111
APRIL 24, 2007**

DRAFT

Board Members Present: Linda Akers, Jada Hunter, James Sheatsley, David Pierce (teleconference), Kevin Fowler (teleconference), Michael Baldwin, George Morrison, Elston Johnson

Board Members Absent: Shelley Huffman, George Kostas, Anne Seaver

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Cathy Smith-Cox, Sam Litteral, Allyn Sue Barker, James Owens, Pam Alderman, Cindy McCoy, Carol Howerton, Ron Lemon, Cindy Crigger, Patricia Clay, Ron Hamilton, Randy Skeens, Emma Baisden

1. Call to Order:

Chair, Linda Akers, declared a quorum present and convened the meeting at 6:10 p.m.

2. President's Report:

1. At its April 20, 2007 meeting, the West Virginia Council for Community and Technical College Education approved a tuition increase for Southern WV Community and Technical College of \$72.00 per year for FY 2008, which results in the new resident rate of \$1,776.00. Tuition and fee increases were based on the national average tuition rate for community and technical colleges, which is \$2,272 as listed by the American Association of Community Colleges Fast Facts 2007. In an effort to reduce the differential of tuition charged by freestanding community and technical colleges and administratively-linked community and technical colleges, the Council approved tuition and fee increases for those freestanding community and technical colleges with current tuition rates below the national average.
2. The chancellors for the West Virginia Higher Education Policy Commission and West Virginia Council for Community and Technical College Education have requested crisis plans from West Virginia colleges and universities for review by Governor Manchin. Considering the tragedy on April 16 at Virginia Tech in Blacksburg, Virginia, Southern's Emergency Plan needs to be revised.
3. The Student Government Association held a candle light service at the Logan Campus on Monday, April 23rd to honor those killed in the tragic event at Virginia Tech on Monday, April 16. The event was held to show support for the families of those who lost their loved ones and to show respect for Virginia Tech and the community.
4. Dean of Allied Health, Pamela Alderman, is still having difficulty finding a Nursing Coordinator for Southern's Nursing Program provided at Eastern West Virginia Community and Technical College. If Southern does not offer the program in Fall 2008, we must notify both currently enrolled students and the National League for Nursing. The program outcome is unclear at this time. Eastern WV Community and Technical College is located in a very rural area and finding a qualified individual for the vacant coordinator position is difficult.

5. The final structure for academic reorganization was presented to all Southern employees at the January 8, 2007 All College Day assembly. The structural changes are designed to develop leaders within the faculty ranks and to better reflect our programs and mission. Position descriptions have been developed and new positions will be advertised in-house during February and March. The new structure is effective July 1, 2007.
6. The West Virginia Automobile Association approached President Tomblin with a request to develop a program for service technicians. There is a need to provide training for approximately 200 service technicians across the state. President Tomblin will attend a conference at the Earl Ray Tomblin Convention Center tomorrow, April 25, to address specific needs of the West Virginia Automobile Association.
7. More than 500 persons attended the Harmony Week multi-cultural luncheon held at the Earl Ray Tomblin Convention Center on March 2 featuring the Drum Café.
8. General Robert Foglesong, President of Mississippi State University and former Williamson resident, wants to establish a Leadership Academy in the Williamson community to develop young leaders. General Foglesong invited Southern to participate in the Leadership Academy. Ms. Pauline Sturgill, Community Development Director, will be working on the project. She anticipates opening the Academy in Fall 2007 at the Williamson Campus and hopes the Southern WV Community College Foundation will be able to provide participants with scholarships for books and supplies.
9. Senate Bill 442 establishes a new grievance procedure for West Virginia public employees, and creates the WV Public Employees Grievance Board. The new board will consist of five members who are to be appointed by the Governor. It also gives the board new powers, duties, rule-making authority and data collection responsibilities in an effort to make the grievance process more fair, efficient, cost effective and consistent.
10. Chancellor James Skidmore notified the Economic Workforce and Community Development Unit they are the recipients of a West Virginia Advance Grant for \$38,000. The grant will provide funding for training in small engine repair and ATV/Motorcycle repair in cooperation with Wyoming County Schools. Thirty-seven people are on a waiting list for the program.
11. The Allied Health and Technology Center is near completion. President Tomblin is working on a moving schedule for the Summer 2007.
12. The Department of Administration will assume the Rehabilitation Center at Institute. Southern officials will be meeting with officials of the Department of Administration to discuss the College's space at the facility that is currently rent-free. The administration hopes to continue the current arrangement.
13. On April 17, Attorney General Darrell McGraw announced the distribution of \$60,000

to Southern West Virginia Community and Technical College from the Perdue Pharma Settlement Funds, the manufacturer of the drug Oxycontin. The funding is in support of the Nursing Program and is the second of three annual installments of \$60,000. The contribution will help expand the Nursing Program's drug abuse prevention and rehabilitation education program

14. The Vision 2020 Major Gifts Campaign is going well and President Tomblin is currently working on two major donors.
15. Southern's Academy for Mine Training and Energy Technologies received \$500,000 from the Mine Safety and Health Administration to be used for a specific project that cannot be released at this time.

3. Action Items:

1. Appointment of Board of Governors Nominating Committee

Chair Akers appointed the following Board members to serve as the Nomination Committee: Chair Akers, George Kostas, Shelley Huffman, and Elston Johnson. The Nominating Committee will provide a report to the Board of Governors with a recommendation for officers at the June 19, 2007 meeting.

2. Approval of February 20, 2007, Minutes

MOTION: Shelley Huffman moved to accept the meeting minutes as presented.

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

3. Program Review – Cathy Smith-Cox, Cindy McCoy, Carol Howerton

Dr. Cindy McCoy, Division Chair of Humanities and Social Sciences, presented the program review report for the Early Childhood Development program and recommended resolution for the Board's consideration for approval with corrective action.

1. Early Childhood Development, Associate in Applied Science

MOTION: Mike Baldwin moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Early Childhood Development Associate in Applied Science degree program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission, Joint Procedural Rule, Series 10, Policy Regarding Program Review.

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

Ms. Carol Howerton presented the following review of existing academic programs for the Board's consideration for approval:

2. Computer Information Systems, Associate in Applied Science

MOTION: Jada Hunter moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the discontinuance of the Computer Information Systems, A.A.S. degree program as a stand-alone program in accordance with the provisions of the West Virginia Council for Community and Technical College Education joint policy on approval and discontinuance of programs. The Computer Information Systems (CIS) program will be combined with the Information Technology (IT) program title and Classification of Instructional Programs (CIP) code.

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

3. Technical Studies, Information Systems, Associate in Applied Science

MOTION: Jada Hunter moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the discontinuance of the Technical Studies, Information Systems, A.A.S. degree program as a stand-alone program in accordance with the provisions of the West Virginia Council for Community and Technical College Education joint policy on approval and discontinuance of programs.

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

4. Information Technology, Associate in Applied Science

MOTION: Jada Hunter moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Information Technology, A.A.S. degree program with corrective action specified in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Joint Procedural Rule, Series 10, on review of existing academic programs.

ACTION: Mike Baldwin seconded the motion. The motion carried unanimously.

5. Electrical Engineering Technology, Associate in Applied Science

MOTION: Mike Baldwin moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Electrical Engineering Technology, A.A.S. degree program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Joint Procedural Rule, Series 10, on review of existing academic programs.

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

6. Technical Studies, Applied Technology, Associate in Applied Science

MOTION: James Sheatsley moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Technical Studies, Applied Technology, A.A.S. degree program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Joint Procedural Rule, Series 10, on review of existing academic programs.

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

7. Technical Studies, Applied Technology, Certificate

MOTION: James Sheatsley moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Technical Studies, Applied Technology, Certificate program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Joint Procedural Rule, Series 10, on review of existing academic programs.

ACTION: Elston Johnson seconded the motion. The motion carried unanimously.

4. Approval to Terminate Pharmacy Technology Program

MOTION: James Sheatsley moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval to terminate the Pharmacy Technology Associate in Applied Science Program at Southern West Virginia Community and Technical College.

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

5. Approval of Fees for Salon Management/Cosmetology, Respiratory Care

Technology, and Surveying Technology Programs

MOTION: Jada Hunter moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for special course-related fees for the new Salon Management/Cosmetology, Respiratory Care Technology, and Surveying Technology Programs to be effective July 1, 2007.

ACTION: Mike Baldwin seconded the motion. The motion carried unanimously.

6. Final Approval of Proposed Policies:

1. SCP-1735, Solicitation Policy

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policy as presented following a 30-day comment period.

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

2. SCP-2250, Hiring Adjunct Faculty

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policy as presented following a 30-day comment period.

ACTION: Mike Baldwin seconded the motion. The motion unanimously carried.

3. SCP-2254, Hiring Process

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 to rescind the aforementioned policy following a 30-day comment period.

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

4. SCP-3100, Full-time Faculty Responsibilities for Academic Advising of Students

MOTION: Mike Baldwin moved the adoption of the following resolution:

RESOLVED, That the Southern WV Community and Technical College Board of Governors grant final approval of the aforementioned policy as presented following a 30-day comment period.

ACTION: Elston Johnson seconded the motion. The motion carried unanimously.

5. SCP-3551, Meeting Scheduled Classes

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policy as presented following a 30-day comment period.

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

7. SCP-2156, Drugs in the Workplace

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the aforementioned policy to be resubmitted at its September 2007 Board of Governors meeting following additional revision for an additional 30-day comment period.

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

8. Approval of Faculty Salary Schedule

MOTION: George Morrison moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of the Faculty Salary Schedule as amended to reflect the market salary for the professor rank at \$57,615 rather than \$61,150 on the schedule.

BE IT FURTHER RESOLVED, that the Faculty Salary Schedule is effective July 1, 2007; and that all current faculty be brought to entry in rank on the salary schedule; and all current faculty will be placed on step on the salary schedule; and for fiscal year 2007-2008, remaining funds will be used to provide increases for faculty with 15 or more years of service to Southern West Virginia Community and Technical College.

ACTION: Kevin Fowler seconded the motion. The motion carried unanimously.

9. Approval of Board of Governors Strategic Goals

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors adopt the Board of Governors goals as presented by the Committee on Strategic Goals.

1. One hundred percent participation in the Vision 2020 Major Gifts Campaign.
2. Increase Board participation at College activities and events. Each Board member will try to attend a minimum of three events annually.
3. Finalize Strategic Goals for the College.
4. Board members will participate in professional development and training at the state and national levels when available.

ACTION: Kevin Fowler seconded the motion. The motion carried unanimously.

10. Approval of Institutional Core Values

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of the proposed Institutional Core Values as recommended by the Board appointed Core Values Review Committee.

We will accomplish our mission by:

- Achieving excellence in education and service.
- Exhibiting integrity in all that we do.
- Collaborating and communicating actively with others.
- Being committed, in word and deed.
- Bringing passion and compassion to our every task.
- Being leaders by encouraging and supporting lifelong learning.
- Embracing change through bold actions.
- Being creative and innovative at all levels.
- Creating opportunities for the community.
- Celebrating success.

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

11. Executive Session

Chair Akers moved that the Board of Governors enters an executive session pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues. James Sheatsley seconded the motion that carried unanimously, and the Board then met in an executive session. At the conclusion of discussions, Chair Akers moved that the Board rises from executive session.

Further Action:

Based upon discussion in the executive session, the Board reconvened in an open session and the following action was taken:

1. Approval of Fiscal Year 2007-2008 Budget

MOTION: Kevin Fowler 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 budget and recommended salary increases for fiscal year 2007-2008, beginning July 1, 2007.

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

2. Approval to Transfer Bond Funds

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize the transfer of \$339,340.34 from the Logan Campus project to the Allied Health and Technology Center project contained in the Lottery Bond Revenue Issue of 2004.

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

3. Approval of Resolution Supporting Submission of a Local Economic Development Grant Application

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant formal approval for the submission of a Local Economic Development Grant application to the West Virginia Development Office in the amount of \$800,000 to be used to support the construction of the new Allied Health and Technology Center.

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

4. Other:

1. Board Secretary, Jada Hunter, will serve as the Board of Governors Ceremonial Representative for the Allied Health Pinning Ceremony scheduled for 6:00 p.m. on Friday, May 11, 2007.
2. Board Chair, Linda Akers, will bring Greetings from the Board at the Commencement Ceremony scheduled for 10:00 a.m. on Saturday, May 12, 2007.

5. Adjournment:

There being no further business, Chair Akers declared the meeting adjourned at 7:55 p.m. The next Board meeting is scheduled for June 19, 2007 at the Wyoming/McDowell Campus.

Linda Q. Akers

Chair

James R. Sheatsley

Vice Chair

Jada Hunter

Secretary

Emma L. Baisden

Professional Board Staff

**Southern West Virginia Community and Technical College
Board of Governors
Earl Ray Tomblin Workforce Development Center and Administrative Complex
Room 204
Emergency Meeting of May 9, 2007**

DRAFT

1. Call to Order

Board Chair, Linda Akers, convened an emergency meeting of the Southern WV Community and Technical College Board of Governors at 9:00 AM on May 9, 2007 in the President's Conference Room at 2900 Dempsey Branch Road, Mount Gay, West Virginia, and by conference telephone call.

The reason for the emergency meeting was to approve a resolution accepting the conditions of the contract for the Local Economic Development Assistance Grant to continue construction of the Allied Health and Technology Center and grant signature authority of the document to the President of Southern West Virginia Community and Technical College. At its April 24 meeting, the Board approved a resolution supporting submission of a Local Economic Development Grant Application to the West Virginia Development Office.

2. Approval of Local Economic Development Assistance Contact

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors accepts the terms and conditions of the contract [Project Number: 05LEDA0529ND] for a Local Economic Development Assistance Grant from the West Virginia Development Office in the amount of \$800,000 to be used to support the construction of the new Allied Health and Technology Center.

BE IT FURTHER RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grants signature authority of this contract [Project Number: 05LEDA0529ND] to the President of Southern West Virginia Community and Technical College.

ACTION: Anne Seaver seconded the motion. The motion carried unanimously.

3. Adjournment:

Upon a motion by Shelley Huffman and seconded by Elston Johnson, being not further business the meeting was adjourned at 9:15 AM.

Linda Q. Akers

Chair

James R. Sheatsley

Vice Chair

Jada Hunter

Secretary

Emma L. Baisden

Professional Board Staff

**Southern West Virginia Community and Technical College
Board of Governors Nominating Committee
Earl Ray Tomblin Workforce Development Center and Administrative Complex
Room 204
Meeting of May 24, 2007**

DRAFT

The Southern West Virginia Community and Technical College Board of Governors Nominating Committee held a meeting on May 24, 2007, at 2:00 p.m. Present were Board members Linda Akers, Chair, Elston Johnson, Shelley Huffman and George Kostas.

Chair Akers called the meeting to order.

1. Nomination of 2007-2008 Board of Governors

On a motion duly made and seconded, the committee unanimously presents the following recommendation for officers for fiscal year 2007-2008 beginning July 1, 2007.

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect the following slate of Board officers for fiscal year 2007-2008 as proposed by the Nominating Committee: Kevin Fowler, Chair; James Sheatsley, Vice Chair; George Kostas, Secretary.

2. Adjournment:

There being no further business, the meeting was adjourned at 2:29 p.m.

Linda Q. Akers

Chair

**MINUTES FROM THE MAY 24, 2007 MEETING OF THE
SOUTHERN WEST VIRGINIA COMMUNITY TECHNICAL COLLEGE
BOARD OF GOVERNORS SELF ASSESSMENT COMMITTEE
DRAFT**

A conference call meeting of the Southern West Virginia Community Technical College Board of Governors Self Assessment Committee was held on May 24, 2007 at 2:30 p.m. Linda Q. Akers, Board Chair, served as chair person of the committee meeting and James R. Sheatsley served as secretary. The meeting was attended by chair person, Akers, Jada Hunter, George Morrison, Mike Baldwin, Shelly Huffman and James R. Sheatsley.

The committee reviewed the proposed draft / revised self evaluation format proposed to be used for 2007. Modest revisions and suggested changes to the format as proposed by board counsel, Beth Walker, were set forth as on the attached redraft.

On motion duly made and seconded, it was unanimously

RESOLVED, that the second draft / revised instrument be distributed to the board members at the June meeting with request that same be completed and returned to Beth Walker during July for use at the October board retreat.

Being no further business to discuss, the meeting was adjourned.

James R. Sheatsley, Secretary

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL
COLLEGE BOARD OF GOVERNORS**

Draft / Revised Self-Evaluation Questions For 2007

The Board as a whole is meeting its 2006-2007 strategic goals of:

1. I am meeting my individual obligations as a Board member to support the Board's Strategic goals of:
 - (a) One hundred percent participation in the Vision 2020 Major Gifts Campaign.
 - (b) Increase Board participation at College activities and events. Each Board member will try to attend a minimum of three events annually.
 - (c) Finalize Strategic Goals for the College at the annual Board Retreat.
 - (d) Board members will participate in professional development and training at the state and national levels when available.
2. Board meetings are efficient and productive.
3. Board meetings could be improved by: _____

_____.
4. The Board as a group works cooperatively and effectively with the President of the College.
5. The Board effectively represents the communities that it serves and seeks input from diverse interests.
6. The members of the Board work well together as a team.
7. New members of the Board receive an appropriate orientation to their new roles and responsibilities.
8. Board members are provided enough information in advance of meetings to prepare for active participation in Board meetings.
9. Should any other information be provided in advance of Board meetings that is not currently provided?_____

- 10. I believe I am knowledgeable about the operations of the College.
- 11. I work cooperatively and effectively with the President of the College.
- 12. I always support the decisions of the majority of the Board.
- 13. I respect other members of the Board who differ from me in opinion and/or belief.
- 14. In the past year, were there items on the Board's agenda which could have been better handled by a committee or College administrative staff? Yes / No _____

- 15. Are there issues which the Board should have addressed or spent more time considering that are not currently receiving appropriate attention? Yes / No _____

- 16. College administrative staff makes effective presentations at Board meetings that are appropriate in content and length.
- 17. Presentations by College administrative staff could be made more effective by: _____

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 19, 2007**

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 following slate of Board officers for fiscal year 2007-2008 as proposed by the Nominating Committee: Kevin Fowler, Chair; James Sheatsley, Vice Chair; George Kostas, Secretary.

STAFF MEMBER: Linda Akers
Nominating Committee Chair

BACKGROUND:

The Nominating Committee of the Southern West Virginia Community and Technical College Board of Governors consisting of Linda Akers, Chair, Elston Johnson, George Kostas and Shelley Huffman convened at 2:00 p.m. on May 24, 2007 to discuss and bring forth a recommendation to the full Board for officers at its June 19, 2007 meeting. On a motion duly made and seconded, the committee presents the following recommendation for officers for fiscal year 2007-2008 beginning July 1, 2007.

Chair, Kevin Fowler

Vice Chair, James Sheatsley

Secretary, George Kostas

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 19, 2007**

ITEM: Board of Governors Committee on Self-Assessment Report

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the revised self-assessment instrument.

BE IT FURTHER RESOLVED, That members of the Board of Governors complete the same instrument and return it to Board Counsel during July for use at the annual Board of Governors Retreat in October 2007.

STAFF MEMBER: James Sheatsley

BACKGROUND:

A conference call meeting of the Southern West Virginia Community Technical College Board of Governors Self Assessment Committee was held on May 24, 2007 at 2:30 p.m. Linda Q. Akers, Board Chair, served as chair person of the committee meeting and James R. Sheatsley served as secretary. The meeting was attended by Chair person Akers, Jada Hunter, George Morrison, Mike Baldwin, Shelly Huffman and James R. Sheatsley.

The committee reviewed the proposed draft / revised self evaluation format proposed to be used for 2007. Modest revisions and suggested changes to the format as proposed by board counsel, Beth Walker, were set forth as on the redraft on the following pages.

The finalized instrument is being presented to the Board for consideration for approval at its June 17, 2007 meeting.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 19, 2007**

ITEM: Approval of 2007-2008 Board Meeting Schedule

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors adopt the recommended schedule of meetings for fiscal year 2007-2008 as presented.

STAFF MEMBER: Linda Akers

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
 SCHEDULE OF MEETINGS
 JULY 1, 2007 — JUNE 30, 2008**

<u>Agenda Committee Meeting Date</u>	<u>Board of Governors Meeting Date</u>	<u>Institutional Agenda Item Deadline</u>	<u>Board of Governors Meeting Location</u>
September 4, 2007	September 18, 2007	August 27, 2007	Allied Health and Technology Center
October 2, 2007 Board Retreat	October 18, 2007 October 19, 2007	September 24, 2007	Roanoke, WV Roanoke, WV
November 6, 2007	November 20, 2007	October 29, 2007	Boone Campus Madison, WV
February 5, 2008	February 19, 2008	January 28, 2008	Allied Health and Technology Center
April 1, 2008	April 15, 2008	March 24, 2008	Allied Health and Technology Center
June 3, 2008	June 17, 2008	May 27, 2008	Williamson Campus Williamson, WV

Unless otherwise indicated, the Board of Governors Agenda Committee meetings are held in Room 428 at the Allied Health and Technology Center 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 19, 2007**

ITEM: Modification of Capital Expenditure Projects for FY 2008-2009

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification of the prioritization ranking of Capital Expenditure Projects funding request for FY 2009 as reported in the priority list.

STAFF MEMBER: Sam Litteral

BACKGROUND:

In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project Management*, 3.2.2.1, annually for the upcoming year, each institution through its Governing Board shall submit a capital budget plan to the West Virginia Higher Education Policy Commission on the date and in the format prescribed by the Chancellor. Submission of the annual capital budget plan will coincide with preparation of the annual budget request to the Department of Administration and the information submitted will be used for Policy Commission reports and priorities. Listing a project in the annual capital budget plan establishes an institution's intent to actually initiate a particular project from its five-year capital implementation plan during the upcoming fiscal year.

The Chief Financial Officer will provide a prioritized list of capital projects with related costs for FY 2008-2009 to the Board at its June 19, 2007 meeting.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 19, 2007**

ITEM: Approval of Capital Expenditure Projects for FY 2009-2013

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the prioritization ranking of the Capital Expenditure Projects funding request FY 2009—FY 2013 as reported in the priority list.

STAFF MEMBER: Sam Litteral

BACKGROUND:

In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project Management*, 3.2.1.1, each institution through its Governing Board shall submit to the West Virginia Higher Education Policy Commission for approval its five-year capital implementation plan identifying the projects it intends to undertake during this five-year period. This plan shall be based on the long term development objectives and recommendations in its approved campus development plan. The Chancellor shall establish a process and a format to be followed when submitting five-year capital implementation plans to the Policy Commission for approval.

The Chief Financial Officer will provide a prioritized list of capital projects with related costs for a five-year period to the Board at its June 19, 2007 meeting.

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of June 19, 2007
Agenda Items for Discussion**

1. Board of Governors Retreat Agenda p. 56

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 19, 2007**

ITEM: October Board of Governors Meeting and Retreat
Agenda

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Linda Q. Akers

BACKGROUND:

The Southern West Virginia Community and Technical College Board of Governors will hold its October 18 business meeting and annual retreat scheduled for October 19 at the Stonewall Resort and Conference Center in Roanoke, West Virginia.

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of June 19, 2007
Agenda Items for Information**

1. The Higher Learning Commission's Analysis of Institutional Report on Assessment pp. 58-61
2. Suttle & Stalnaker June 30, 2007 Audit Plan pp. 61-63
3. Resignation of Dr. Anne Seaver p. 64
4. Summer 2007 Moving Plan pp. 65-67
5. Office Assignments — Allied Health and Technology Center, Earl Ray Tomblin Workforce Development Center and Administrative Complex, and Logan Campus pp. 68-73



3/1/2007

May 16, 2007

Ms. Joanne Jaeger Tomblin
President
Southern West Virginia Community and Technical College
Box 2900
Dempsey Branch Road
Mount Gay, WV 25637

Dear President Tomblin:

The progress report you submitted to our office has now been reviewed. A staff analysis of the report is enclosed.

On behalf of the Commission, I accept the report on assessment. No further reports are required. The institution's next comprehensive evaluation is scheduled for 2012.

I am also enclosing a copy of the institution's Statement of Affiliation Status, which reflects the actions I have taken on behalf of the Commission. If you have any questions about this analysis or any other evaluation matters, please let me know. I can be reached via email at ksolomon@hlcommission.org or by voice at (800) 621-7440 x 127.

Sincerely,

Karen J. Solomon

Karen J. Solomon, Ed.D. ^{to}
Assistant Director for Accreditation Services

KJS:kb

Enclosures

*cc: Board of Governors
Merle Dempsey, Executive Vice President
Cathy Smith-Cox, VP for Academic Affairs*

*Received May 21, 2007
President's Office*

STAFF ANALYSIS OF INSTITUTIONAL REPORT

DATE: May 16, 2007
STAFF: Karen J. Solomon
REVIEWED BY: Katherine C. Delaney

INSTITUTION: Southern West Virginia Community and Technical College,
Mount Gay, WV

EXECUTIVE OFFICER: Joanne Jaeger Tomblin, President

PREVIOUS COMMISSION ACTION RE: REPORT: A progress report due on 5/01/07
focused on assessment.

ITEMS ADDRESSED IN REPORT: The office of the Commission received Southern
West Virginia Community and Technical College's report on the above topic on 4/27/07.

STAFF ANALYSIS: Southern West Virginia Community and Technical College
submitted a progress report on assessment that responded to the concerns expressed
by the 2000 focused visit team to the College, i.e.:

- 1) Over-reliance on standardized testing;
- 2) The need for a coherent assessment plan with a timeline and connections
between outcomes, objectives, goals and assessment tools;
- 3) Broader implementation across all campuses and for all students;
- 4) Unified and coordinated assessment of general education in all programs;
- 5) Effective use of data.

The 2004 comprehensive visit team added several expectations to the concerns raised
by the 2000 focused visit team, i.e.

- 1) Establish connections between the community college indicators, program
and general education outcomes, goal statements, and objectives in division
plans, the syllabi competencies, the matrices and assessment tools.
- 2) Write a clear plan with a timetable for assessment activities, including
when various tools are to be used and analyzed, then prioritize and select
appropriate and manageable samples representative of the entire institution.
- 3) Coordinate the results of various assessment activities....
- 4) Continue to rely on faculty leaders...
- 5) Demonstrate the use of data to improve student learning...
- 6) Ensure coherency of general education curriculum across all programs



Thus, while addressing both concerns and expectations, it was an ambitious and complex agenda this progress report attempted. And it did it well. The report was thorough, richly documented and even economical in addressing such a complex agenda.

The report documented that all constituents of the College are involved in assessment: students, faculty, staff and administration. As well, assessment data are the basis on which decisions are made at the College.

Assessments are now varied at the College. Southern continues to use standardized tests such as MAPP and WorkKeys, but it also uses a variety of programmatic and in-course assessments. Assessment results are used by the faculty to make course and programmatic changes, as documented in the report.

The progress report made a good case for the responsiveness of the assessment plan to changing needs of the institution. It is a "living document" in which connections have been made between outcomes, objectives, goals and assessment tools. A timeline has been published and is now part of the institutional assessment plan.

Faculty and students are extensively involved in the assessment program at Southern West Virginia Community and Technical College. Faculty assemblies, student Assessment Days, and the work of the Assessment Committee have moved the institutional culture to one in which assessment is a given that every responsible faculty member performs as a matter of improving student success.

The progress report documented the evaluation and revision of the general education outcomes and the development of general education matrices to link general education assessment, program assessment and course assessment into a unified process.

Assessment reports are now more user-friendly, with explanations included, and they incorporate faculty-developed measures such as math and writing scoring initiatives, in addition to standardized test information. An abundant set of appendices documented all of these advancements in the assessment program at the College.

It appears that Southern's assessment program has developed substantially and has responded positively and thoroughly to the concerns and expectations of the Higher Learning Commission teams. The institution is commended for the effort, the focus and the resources it has dedicated to assessment.

STAFF ACTION: Accept the report focused on assessment. No further reports are required. The institution's next comprehensive evaluation is scheduled for 2012.^{Page 60 of 73}



The Higher Learning Commission

30 North LaSalle Street, Suite 2400 | Chicago, Illinois 60602-2504 | 312-263-0456
800-621-7440 | FAX: 312-263-7462 | www.ncahigherlearningcommission.org

STATEMENT OF AFFILIATION STATUS

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

Box 2900 Dempsey Branch Road
Mount Gay, WV 25637

Affiliation Status: Candidate: Not Applicable
Accreditation: (1971- .)

PEAQ PARTICIPANT

Nature of Organization

Legal Status: Public
Degrees Awarded: A

Conditions of Affiliation:

Stipulations on Affiliation Status: None.
Approval of New Degree Sites: Prior Commission approval required.
Approval of Distance Education Degrees: Prior Commission approval required.
Reports Required: None.
Other Visits Scheduled: None.

Summary of Commission Review

Year of Last Comprehensive Evaluation: 2002 - 2003
Year for Next Comprehensive Evaluation: 2012 - 2013
Date of Last Action: 04/27/2004

Name Change:

Accreditation transferred from Williamson Branch-Marshall University to Logan-Williamson Community College; name changed to Southern West Virginia CC (1971) and to Southern West Virginia Community and Technical College (3/24/95)



May 15, 2007

Ms. Linda Q. Akers, Chair
Board of Governors,
Southern West Virginia Community and Technical College
150 Sayer Circle
Logan, West Virginia 25601

Attention: Board of Governors

We are pleased to submit the enclosed information about our June 30, 2007 audit plan and overall audit approach for Southern West Virginia Community and Technical College. We believe our audit plan will satisfy our primary objective of rendering a report on the financial statements of Southern West Virginia Community and Technical College as of June 30, 2007 and for the year then ended. Should you desire to meet and discuss the audit plan or have any concerns that should be brought to our attention, please do not hesitate to contact me.

This letter is intended solely for the information and use of the Board of Governors of Southern West Virginia Community and Technical College and is not intended to be and should not be used by anyone other than Southern West Virginia Community and Technical College.

Sincerely,



Chris Deweese, CPA
Member

Enclosure

cc: Samuel Litteral

The Virginia Center • 1411 Virginia Street, East • Suite 100 • Charleston, WV 25301
Phone (304)-343-4126 or 1-(800)-788-3844 • Fax (304)-343-8008

Towne Square • 201 Third Street • PO Box 149 • Parkersburg, WV 26102
Phone (304)485-6584 • Fax (304)485-0971

www.suttlecpas.com • E-mail: cpa@suttlecpas.com
A Professional Limited Liability Company

*Received
May 21, 2007
Office of the President*

Engagement Objectives

Our primary objective is to conduct our audit in accordance with auditing standards generally accepted in the United States of America which may enable us to express an opinion as to whether the financial statements are fairly presented, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit is planned to provide reasonable, not absolute, assurance that the financial statements are free of material misstatement, whether caused by error, fraudulent financial reporting or misappropriation of assets. We will also conduct an audit so as to satisfy the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States.

Audit Approach

Our audit approach includes obtaining (updating) an understanding of :

- Southern West Virginia Community and Technical College operations. This understanding allows us to concentrate audit efforts on those aspects of Southern West Virginia Community and Technical College that are significant to the financial statements.
- Internal control and its component elements. We have made a preliminary assessment of control risk and plan to assess control risk below the maximum for cash, expensel payable, **revenue/accounts** receivable, and capital assets.
- Changes to the significant information systems during the last year.
- Fraud risk factors within Southern West Virginia Community and Technical College which may be indicative of either fraudulent financial reporting or misappropriation of assets.
- The cumulative audit knowledge we have gained from previous years' audits.
- New technical accounting and financial reporting requirements that will impact recognition, measurement or disclosure in the June **30, 2007** financial statements.

Internal Control and Compliance

Our review and understanding of Southern West Virginia Community and Technical College system of internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of its internal control. Rather, it is to assess the impact of internal control on determining the nature, timing and extent of auditing procedures. Recommendations for improving internal control that come to our attention will be summarized for discussion with management and the Board of Governors.

We will issue our report on internal control related to the financial statements. This report describes the scope of testing of internal control and the results of our tests of internal controls. Our report on internal control will include any reportable conditions and material weaknesses in the system of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with the requirements of the standards.

We will issue our report on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements. Our report on compliance will address material errors, fraud, violations of compliance requirements and other responsibilities imposed by state and Federal statutes and regulations and assumed contracts of which we become aware, consistent with the requirements of the standards.

Timing of Procedures

Interim work for the audit will commence on April **23, 2007**. Fieldwork is expected to begin during late August **2007**. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to meeting the schedule.

Engagement Team

Chris Deweese, will continue to be responsible for coordination of audit and other services to Southern West Virginia Community and Technical College. Chris Deweese will be supported by an engagement team consisting of:

- Kelly Shafer
- Marie Long
- Bobby Bicker



Lincoln County Schools

Dr. Anne M. Seaver
SUPERINTENDENT

Jeff Huffman
ASSISTANT SUPERINTENDENT

May 22, 2007

The Honorable Joe Manchin, 111
Governor, State of West Virginia
West Virginia Capitol
Charleston, WV 25305

Dear Governor Manchin:

Please accept this letter as notification of a vacancy on the Board of Governors for Southern West Virginia Community and Technical College. This vacancy will occur with my retirement as Superintendent of Lincoln County Schools on June 29, 2007.

It has been my honor and pleasure to serve on this Board and I appreciate the confidence and support from the Governor's office in fulfilling these duties. I welcomed the opportunity this appointment brought to work with other members of the Board to provide quality educational opportunities to students in Lincoln County and Southern West Virginia.

I believe this community college will continue to succeed under the leadership of Joanne Tomblin. I have witnessed first hand her compassion and determination to bring high quality programs to students and to gain the support of her constituents and her community in making these programs available.

Thank you for the opportunity to serve in this capacity and I hope my membership on this Board has had a direct positive impact on the students we serve.

Sincerely,

Anne M. Seaver, Ed.D.
Superintendent of Schools

c: President Joanne Jeager Tomblin

Received 5/29/2007.
President's Office
Page 64 of 73

**Summer 2007 Moving Plan
Logan Campus
District Office
Allied Health and Technology Center**

(Dates and times will depend on facility completion and installation of telephone system)

Phase 1

- Telephone System
- Computer Connections

Phase 2

- President's Office — Joanne Tomblin, Merle Dempsey, Emma Baisden, Nancy Fala, Ron Lemon, Cindy Crigger, Patsy Cutlip, Marcus Gibbs and Christine Browning
- Paint vacated offices as needed
- Move furnishings in office to be occupied by Debbie Dingess

Phase 3

- Katie Smith-Cox, Pamela Alderman, Hope Adams, Administrative Associate for Pamela Alderman, Patricia Clay, Therasa Webb, Debbie Dingess
- Paint vacated offices as needed
- Furnishing will be provided for Debbie Dingess

Phase 4

- Ron Hamilton, Chris Cobb and Arlena Mann (Arlena will use furnishing currently in Debbie Dingess' office)
- Paint vacated offices as needed

Phase 5

- Pauline Sturgill, Sandy Podunavac, Beth Deaton, Angela Dotson, Jamie Crum, Jeff Hurley
- Open Finance area in front of windows
- Move Connie Keeney

Phase 6

- Logan Campus – Remove partition between Offices 124 and 125 (Former APPALREAD offices)
- Restore Art Lab – Remove partition between Rooms 249 and 255

Phase 7

- Move the offices for all Allied Health and Nursing Faculty to the new Allied Health and Technology Center

Phase 8

- Move offices of Matthew Payne, Carol Howerton, Erica Farley, Ryan Patrick, to new Allied Health and Technology Center
- Paint vacated offices as needed

Phase 9

- Move offices of Donnie Summers, Charles Wood and Dean Lucas from Logan Campus second floor to new office locations on the first floor
- Paint vacated offices as needed

Phase 10

- Move offices of Calisa Pierce, Drema Vance, Diana Jividen and Rosemary Farrar from first floor Logan Campus to second floor Logan Campus
- Paint vacated offices as needed

Phase 11

- Move Randy Skeens office
- Paint vacated office as needed

Phase 12

- Move offices of Jennifer Godby, Tex Wood and Brenda Baksh from second floor Logan Campus to first floor
- Paint vacated offices as needed

Phase 13

- Move Rosalea McNeal, Beverly Farley, Mac Thompson, Vicki Workman, Libby Southern, Anne Olofson and Lindsey Wilson College
- Paint vacated offices as needed

Phase 14

- Move Downtown Annex personnel — Tina Kinser, Howard Hodge, Elizabeth Manuel, Jackie Whitley, Whitney Bender, Suzette Felty, Marian Cochran, Harold Patterson, Nicole Rowe-Perdue and Excel Office to Logan Campus

Phase 15

- Move Tim Ooten, Lee Stroud and Mike Baldwin. (Mike Baldwin moves to Allied Health and Technology Center, Room 213)

Phase 16

- Construct classroom and lab space on the second floor Logan Campus.

★★★Employees' offices will not be moved unless the individual is present. If you are on vacation or unable to be present when offices are scheduled to be moved, the move will be rescheduled for another date and time.

Allied Health and Technology Center Equipment Deployment Plan

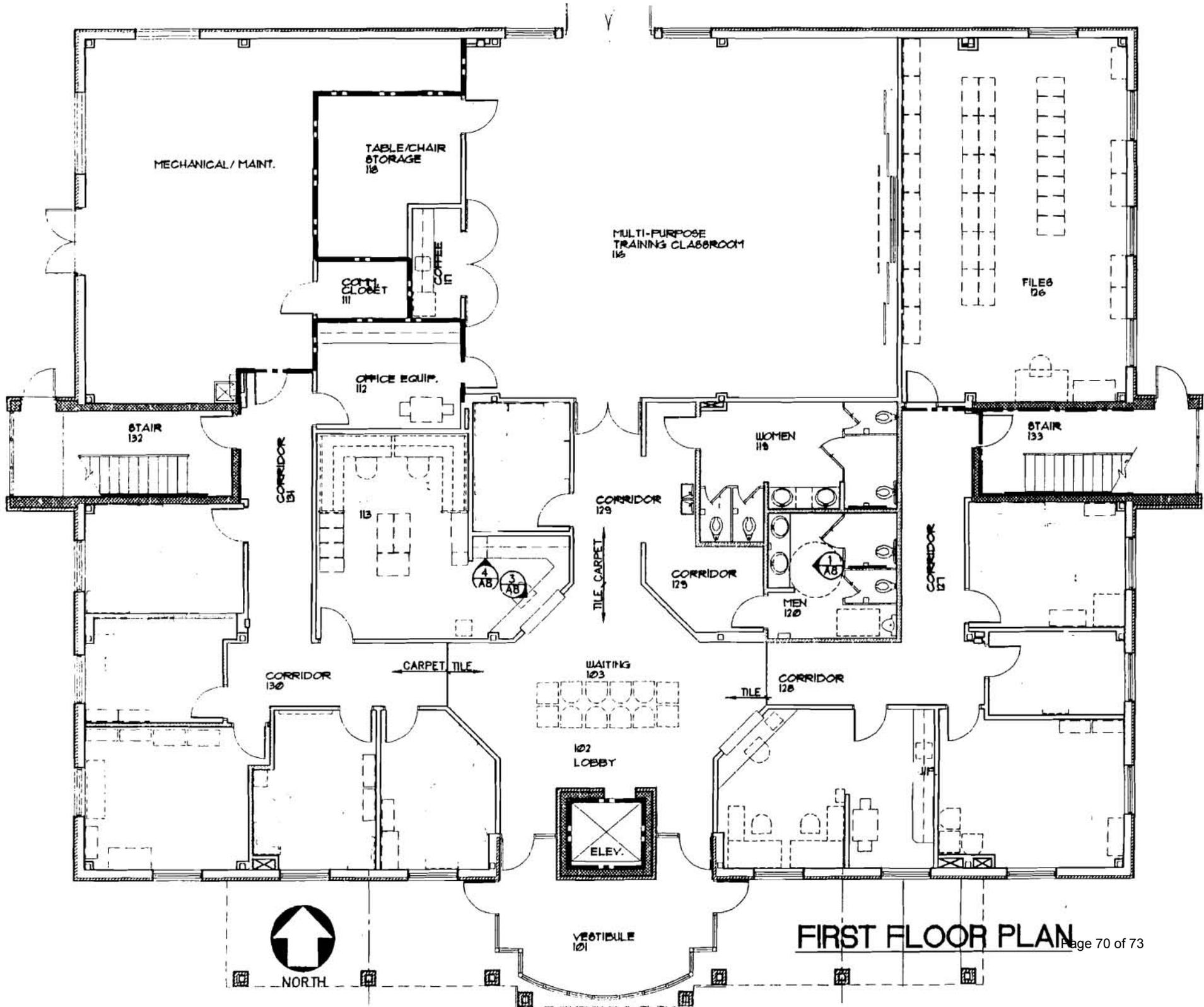
- | | |
|--|--|
| | Get bids for fiber between the District Office and new facility. |
| | Evaluate bids and contract for fiber installation. |
| | Purchase fiber jumper cables and install to connect Ethernet switches. |
| | Install Ethernet switches. |
| | Order cable, face plates, and connectors for category 6e cable. |
| | Make or order jumper cables for telephone and computer connections. (How many?) |
| | Ge bid for installation of video classroom that was previously installed at Big Creek High School. |
| | Contract for installation of video classroom. |
| | Move PCs from Logan Campus Lab ??? to IT Lab. |
| | Move PCs from Logan Campus Lab ??? to A+ Lab. |
| | Move PCs from Logan Campus Lab ??? to Open Computer Lab. |

**Allied Health and Technology Center
Office Assignments
Effective July 1, 2007**

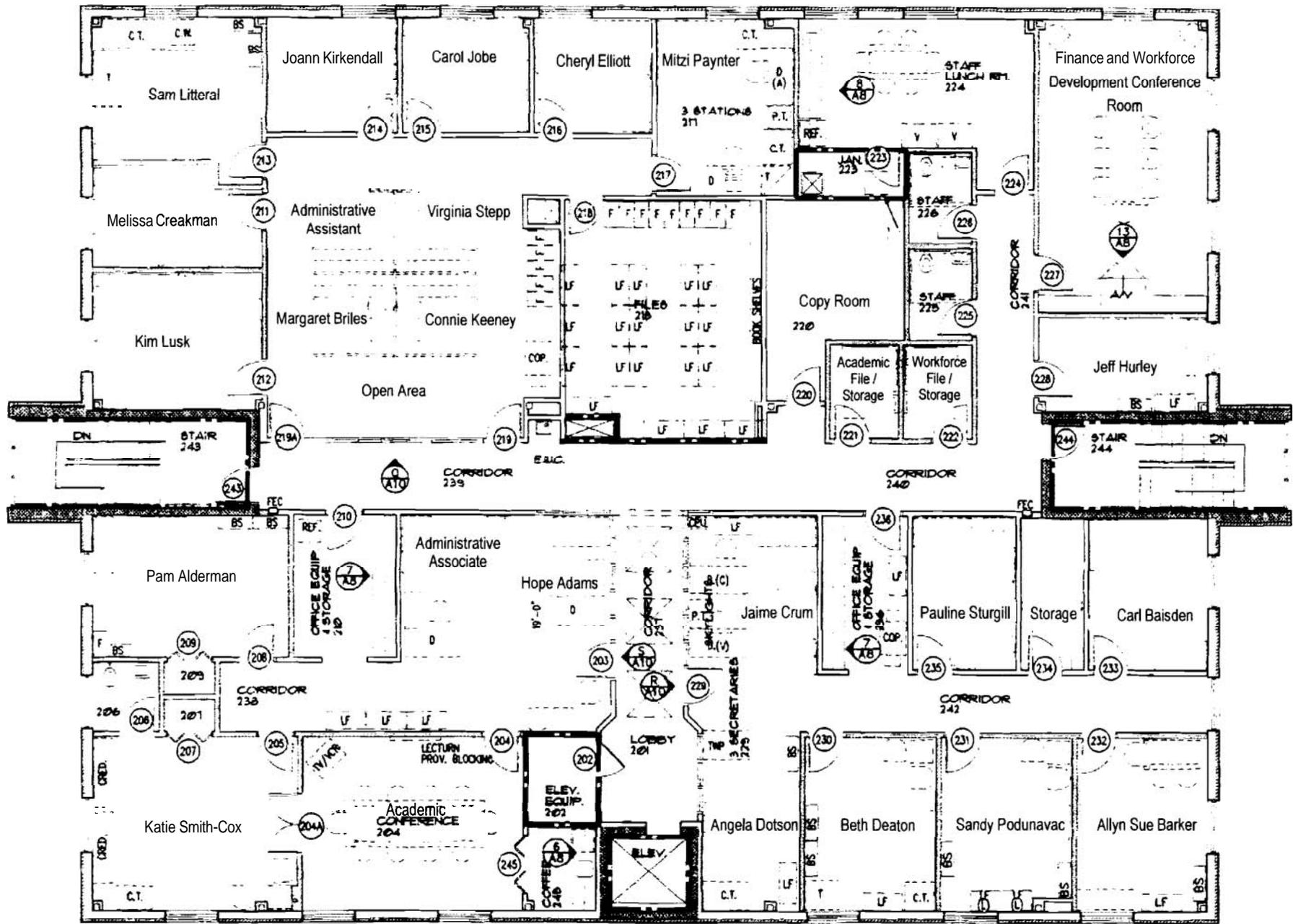
Office Number	Employee	Academic Division / Program / Title
106	John Ryan Patrick	Faculty, Electrical Engineering Technology
121	Judith Curry	Coordinator, Surgical Technology
123	Russell Saunders	Faculty, Radiologic Technology
128	Glenna Hatfield	Faculty, Wellness Center
204A	Unassigned	Interactive Classroom
210	Shirley Spriggs	Faculty, Medical Lab Technology
213	Michael Baldwin	Coordinator, Television Services
218	Cyndee Lowes	Faculty, Electrocardiogram
220	Heather Drake	Nursing Lab Manager
226	Kathy Deskins	Coordinator, Emergency Medical Services
303	Andrea Brown	Faculty, Dental Hygiene
304	Lisa Haddox-Heston	Coordinator, Dental Hygiene
305	Vacant	Administrative Secretary, Department of Allied Health
306	Vacant	Chair, Department of Allied Health
309	Erica Farley	Faculty, Information Technology
312	Tammy Mays	Administrative Secretary, Department of Nursing
314	Rachel Baisden	Faculty, Department of Nursing
315	Shelba Long	Faculty, Department of Nursing
316	Kathy Dalton	Faculty, Department of Nursing
317	Rose Hale	Faculty, Department of Nursing
318	Karan Grimes	Faculty, Department of Nursing
319	Eva Hallis	Coordinator, Radiology Technology
320	Regina Bias	Faculty, Department of Nursing

**Allied Health and Technology Center
Office Assignments
Effective July 1, 2007**

Office Number	Employee	Academic Division / Program / Title
321	Vernon Elkins	Coordinator, Medical Laboratory Technology
322	Shawn Riggins	Faculty, Department of Nursing
323	Barbara Donahue	Chair, Department of Nursing
324	Alyce Diaz	Faculty, Department of Nursing
325	Tim Reed	Faculty, Department of Nursing
326	Sheliah Elkins	Faculty, Department of Nursing
327	Melissa Kirk	Faculty, Department of Nursing
338	Matthew Payne	Faculty, Information Technology
343	Carol Howerton	Chair, Department of Technology and Engineering
344	Beverly White	Administrative Secretary, Department of Technology and Engineering
345	John Kovach	Faculty, Surveying Technology
346	Vacant	
404	Christine Poore	Program Specialist, Development Office
405	Marcus Gibbs	Graphics / Web Designer, Communications Office
406	Cindy Crigger	Vice President for Communications
421	Nancy Fala	Administrative Assistant to the Executive Vice President
427	Merle Dempsey	Executive Vice President
429	Joanne Tomblin	President
436	Emma Baisden	Assistant to the President
445	Patsy Cutlip	Accountant, Foundation
447	Ron Lemon	Vice President for Development



FIRST FLOOR PLAN Page 70 of 73



Earl Ray Tomblin Workforce Development
Center and Administrative Complex

SECOND FLOOR PLAN

Effective July 1, 2007

