

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS**  
**LOGAN CAMPUS—ROOM 111**  
**APRIL 15, 2003**

**OFFICIAL**  
**06/17/03**

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**PRESENT:** George Kostas, Joanne Tomblin, Shelley Dan, Jada Hunter, Rory Perry, Dennis Trader, James Sheatsley, Mike Baldwin, and Dean Lucas

**ABSENT:** Bill Grizzell, David Pierce, Linda Akers

**STAFF:** Merle Dempsey, Oretha Baker, Allyn Sue Barker, James Owens, Patricia Clay, Pam Alderman, and Emma Baisden; Greg Bailey, Board Counsel.

**GUEST:** George Morrison, Carol Howerton, Gail Hall

**1. WELCOME AND CALL TO ORDER:**

Chair, George Kostas, called roll, declared a quorum present and convened the meeting at 6:00 p.m.

**2. PRESIDENT'S REPORT:**

President Joanne Tomblin updated the Board on pertinent institutional developments.

1. Summary of Provisions of House Bill 2224:

1. By July 1, 2005, Potomac State College will become a fully integrated division of WVU with all administrative and academic units assigned to WVU.
2. Effective July 1, 2003, New River Community and Technical College will be established.
3. If the Attorney General has not responded regarding a contract sent to him for approval within fifteen days, it is deemed approved.
4. Classified Staff Councils established at each institution.
5. Abolished obsolete faculty salary schedule and requires each governing board to establish a faculty salary policy. Removes the requirement of 10% salary increase upon faculty promotion.
6. Governing boards may propose annual tuition and fee increases of up to 9.5% for resident undergraduates at 4-year institutions. Capped at 4.75% for 2-year institutions.

2. President Tomblin received official notification from the National League for Nursing Accrediting Commission that the Board of Commissioners approved the continuing accreditation of our Nursing program at their February 26, 2003 meeting. The program received the maximum years of accreditation—eight. The next program evaluation visit is scheduled for Fall 2010.

3. The Surgical Technology Program received the 2002 National Merit Award for a 100% passage rate.

4. President Tomblin has completed 70 high school and middle school visits.

5. Chancellor Mullen of the Higher Education Policy Commission announced a reduction in workforce of 30% at the Central Office through December 2003.

6. As part of Southern's commitment to student academic achievement and continuous improvement of the institution, Assessment Day was held March 25, 2003, college-wide. We held no classes during this day so that students could participate in the assessment effort. Students meeting the specified

criteria participated in either the CAAP or WorkKeys assessment tests. These tests are designed to measure academic progress in general education and in the major. The information obtained is helpful for advising students and for improving Southern's programs.

7. The Guyandotte Chapter of the International Association of Administrative Professionals (IAAP), in conjunction with Southern, will sponsor the annual Administrative Professional Seminar on Friday, April 25, 2003, at the Logan Campus.
8. Employee Recognition Day was held April 4, 2003 at the Logan Campus.
9. President Tomblin has held discussions with WVU personnel regarding the development of a 2+2 Dental Hygiene Program.
10. On April 8, 2003, Southern hosted an Allied Health luncheon with administrators from CAMC, Highlawn, St. Francis and Thomas Memorial Hospitals. These organizations have provided \$80,000 for faculty in allied health programs.
11. Architects Environmental Design Group will develop our 10-year Master Facilities Plan.
12. The Nursing Pinning Ceremony will be held on Friday, May 9 at 6:00 p.m. at the Chief Logan State Park Convention Center.
13. Commencement will be held on Saturday, May 10, 2003 at the Chief Logan State Park Convention Center.
14. We will provide on-line registration for Summer classes on a trial basis.
15. Currently, Southern's Spring enrollment figures show a 4.37% increase in FTE from Spring 2002. Final enrollment figures will be available May 28, 2003.
16. Our contract with Eastern WV Community and Technical College is under review. We will seek Board approval in June.
17. The Humanities Division will offer fast-track courses in Williamson to a cohort of students beginning Fall 2003 with financial support provided by the Southern West Virginia Community College Foundation. Beginning Spring 2004, the courses will be open to students college-wide.
18. General Registration for Summer School is June 12.
19. The Administrative Retreat is scheduled for June 18-20, 2003 at Stonewall Jackson Resort.

**3. ACTION ITEMS:**

**1. Approval of January 21, 2003, Minutes:**

**MOTION:** Rory Perry moved to accept the January 21, 2003 minutes as presented.

**ACTION:** Shelley Dan seconded the motion. The motion carried unanimously.

**2. Program Review — Merle Dempsey, Gail Hall, and Carol Howerton**

Dr. Gail Hall presented the following review of existing academic programs for the Board's consideration for approval:

1. **Secretarial Science (Certificate)**

**MOTION:** Shelley Dan moved to accept the following resolution:

*RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Secretarial Science, Certificate program at the current level of activity without corrective action in accordance with provisions of the Higher Education Policy Commission policy on the review of existing academic programs.

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

2. **Business Administration (A.A.S)**

**MOTION:** Rory Perry moved to accept the following resolution:

*RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Business Administration, Associate in Applied Science program at the current level of activity without corrective action in accordance with provisions of the Higher Education Policy Commission policy on the review of existing academic programs.

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

3. **Business Accounting (A.A.S)**

**MOTION:** Jada Hunter moved to accept the following resolution:

*RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Business Accounting, Associate in Applied Science program at the current level of activity without corrective action in accordance with provisions of the Higher Education Policy Commission policy on the review of existing academic programs.

**ACTION:** Shelley Dan seconded the motion. The motion carried unanimously.

4. **Office Information Technology (A.A.S)**

**MOTION:** Dennis Trader moved to accept the following resolution:

*RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Office Information Technology, Associate in Applied Science program

at the current level of activity without corrective action in accordance with provisions of the Higher Education Policy Commission policy on the review of existing academic programs.

**ACTION:** Shelley Dan seconded the motion with the stipulation that a program follow-up report will be provided to the Board in one year. The motion carried unanimously.

**5. Applied Industrial Management (A.A.S)**

**MOTION:** Dennis Trader moved to accept the following resolution:

*RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Applied Industrial Management, Associate in Applied Science program with corrective action as specified in accordance with provisions of the Higher Education Policy Commission policy on the review of existing academic programs.

**ACTION:** Shelley Dan seconded the motion to approve the program with corrective action and with the understanding that the Applied Industrial Management program undergo a special review next year (2004). Also, the program must develop a Marketing Plan to present to the Board. The motion carried unanimously.

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

**6. Computer Information Systems (A.A.S)**

**MOTION:** Dennis Trader moved to accept the following resolution:

*RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Computer Information Systems, Associate in Applied Science program with corrective action as specified in accordance with provisions of the Higher Education Policy Commission policy on the review of existing academic programs.

**ACTION:** Shelley Dan seconded the motion with corrective action to implement better tracking of students enrolled as degree-seeking majors. The motion carried unanimously.

**7. Information Technology (A.A.S)**

**MOTION:** Shelley Dan moved to accept the following resolution:

*RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Information Technology, Associate in Applied Science program at the current level of activity without corrective action in accordance with provisions of the Higher Education Policy Commission policy on the review of existing academic programs.

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

**3. Approval of Proposed Policies for 30-day Comment**

**1. SCP-2220, Evaluation/Course Feedback Policy, and SCP-2220.A, Course Feedback Form**

**MOTION:** James Sheatsley moved to accept the following resolution.

*RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve the policy and attachment, SCP-2220, Course Feedback Policy and SCP-2220.A, Course Feedback Form (New), to be sent to Southern's constituencies and the Chancellor for a 30-day comment period.

**ACTION:** Dean Lucas seconded the motion. The motion carried unanimously.

**4. Third Party Waivers**

**MOTION:** Rory Perry moved to accept the following resolution.

*RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve the third party waivers for the adult advantage program.

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

**5. Resident and Non-Resident Tuition and Fees Increase**

**MOTION:** Rory Perry moved to accept the following resolution.

*RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve the resident tuition and fees at zero increase and non-resident tuition and fees at 12.9% increase.

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

**6. Budget Increases/Mandated Reduction FY 2004**

**MOTION:** Shelley Dan moved to accept the following resolution.

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the budget increases and mandated reductions proposed for FY 2004.

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

**7. Approval of Amended Faculty/Staff Severance Plan**

**MOTION:** Jada Hunter moved to accept the following resolution.

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the Faculty/Staff Severance Plan as a tool to further the programmatic changes necessary for the institution to implement its goals as identified in the Compact and Master Plan.

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

**4. DISCUSSION ITEMS:**

**1. NCA Comprehensive Visit and Schedule**

Southern West Virginia Community and Technical College is scheduled for a comprehensive accreditation visit by The Higher Learning Commission of the North Central Association of College and Schools on April 28-30, 2003. To evaluate our performance successfully, the evaluation team will explore our efforts targeted toward meeting the educational, social, and economic needs in our campus communities. President Tomblin provided the comprehensive visit itinerary, as approved by the evaluation team chair, to the Board for informational purposes.

**2. Blue Ribbon Committee Update**

At their January 21, 2003, Southern West Virginia Community and Technical College's Board of Governors requested forming a Blue Ribbon Committee consisting of faculty, staff, and administrators to review current and new policies related to workforce reduction and make recommended revisions to the President.

To that end, President Tomblin formed a Blue Ribbon Committee that consists of two separate groups, faculty and staff. Each group is responsible for reviewing policies affecting them. Each of the two committees has an

administrative representative who serves as the chair. The Executive Vice President and Chief Academic Officer oversees the process and is responsible for working with the Board Counsel for both groups.

**3. CD ROM View Book Demonstration**

The College pooled its promotional resources to develop a state-of-the-art method of linking potential students to the College. In keeping with technological advancements, Southern's latest view book is being provided through the technology of CD-ROM. This method of dissemination provides students with information in the way they are used to receiving it—now/quickly. It also incorporates several delivery methods—print, video, audio and access to the web. Mr. James P. Owens, Vice President for Student Services, provided a brief view book demonstration for the Board.

**4. Nursing Program Expansion to Eastern**

Due to the national, state, and regional nursing shortage, Southern West Virginia Community and Technical College (Southern) and Eastern West Virginia Community and Technical College (Eastern) are partnering to broker Southern's Associate Degree Nursing Program and provide access to nursing education in Eastern's responsibility district (Grant, Hampshire, Hardy, Pendleton, Mineral and Tucker counties).

By brokering this program, Eastern can provide the training needed by the health care agencies in the area for a fraction of the cost of developing a stand alone nursing program. We will offer the program's didactic courses through video distance learning, using existing faculty at Southern. Clinical and laboratory experiences will be provided locally. By brokering this program, the cost for providing this learning opportunity for students is greatly decreased by eliminating the need to duplicate classroom faculty, accreditation, and administrative costs.

On September 17, 2002, the Independently Accredited Community and Technical College Development Grant Review Committee recommended and the Higher Education Policy Commission approved \$210,000 in grant funds for Southern West Virginia Community and Technical College for expansion of the Associate Degree Nursing program in Eastern West Virginia.

**5. EXECUTIVE SESSION:**

It was moved and seconded (Shelley Dan/James Sheatsly) that the Board move into an executive session under authority of WV Code §6-9A-4—Personnel Items. The motion carried unanimously.

At the conclusion of the executive session, the Board reconvened in an open session.

**6. ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:20 p.m. upon a motion by Rory Perry, seconded by Shelley Dan.

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George Kostas

Chair

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Shelley Dan

Vice Chair

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Linda Q. Akers

Secretary