

**Southern West Virginia Community and Technical College
Board of Governors
Radisson Hotel, Waterfront A and B, Morgantown, WV
October 20, 2005**

OFFICIAL
Approved 11/29/05

Members Present: Linda Akers, Rory Perry, Dennis Trader, Shelley Huffman, David Pierce, George Kostas, William Grizzell, Jada Hunter, James Sheatsley, Julia Goad, Michael Baldwin, George Morrison

Members Absent: None

Administrative Staff: Joanne Tomblin, Merle Dempsey, Cathy Smith-Cox, Ronald Lemon, Allyn Sue Barker, Ronald Hamilton, James Owens, Fred Scott, Cindy Crigger, Rita Roberson, Randy Skeens, Tom Nuckols, Ronald Thompson, Roy Simmons, Emma Baisden, Elizabeth Walker, Board Counsel

1. Call to Order:

Chair Linda Akers called the meeting to order at 6:45 p.m.

2. Oath of Office

Ms. Patricia Cutlip administered the *Oath of Office* to members reappointed to Southern's Board of Governors for a second term by Governor Joe Manchin — Linda Akers, Shelley Huffman, and George Kostas.

3. President's Report:

President Joanne Tomblin updated the Board on relevant institutional developments.

1. In recognition of her service and commitment to Southern West Virginia Community and Technical College, President Tomblin presented the *Board of Governors Chairman's Award* to Shelley Huffman, past Board chair.
2. President Tomblin and the Vice President for Economic, Workforce, and Community Development, Allyn Sue Barker, participated in a workforce development event hosted by the Appalachian Regional Commission on September 22 at Zane State College in Zanesville, Ohio. They joined other representatives from the Association of Community Colleges of Appalachia, the region's Workforce Investment boards, and private industry for a discussion of community-based workforce development efforts in Appalachia. The forum, focusing on *Best Practices* and an *Overview of the President's Job Training Programs*, aims to help community colleges in developing more competitive proposals for Department of Labor workforce development programs.
3. One-on-one confidential meetings are being conducted with a cross section of employees to discuss issues and concerns as well as obtain responses to the goals and plans for the College. Conferences will continue through the Spring semester.
4. President Tomblin served as the guest speaker for the Vandalia Rotary Club of Charleston on October 5, 2005. She presented an overview of the College and shared information about new programs.
5. Fundraising continues for the Major Gifts Campaign through a variety of activities. The president has sent personal letters and packets to four potential major donors. To date, employee contributions total \$109,000.
6. President Tomblin attended the Land Use Management forum on September 23 hosted by the Corridor G Regional Development Authority.

7. High school and middle school visits are underway.
8. The Economic, Workforce, and Community Development Unit hosted its annual Business Appreciation Dinner on October 18, 2005 at the Earl Ray Tomblin Convention Center.
9. The Adult Recruitment Team is developing a visitation schedule.
10. Marshall University President, Steven Kopp and Board of Governors member, Robert Shell, traveled to Southern on October 19 to meet with President Tomblin to discuss the possibility of providing additional opportunities for students.
11. The Williamson Task Force is preparing to conduct community surveys.
12. Progress continues on the construction of the Center for Allied Health and Technology. A field trailer is on-site and work has begun on the reconfiguration of Dempsey Branch Road.
13. The 2006 Harmony Week Luncheon is scheduled for March 3 at the Earl Ray Tomblin Convention Center.
14. On October 19, 2005, President Tomblin and West Virginia University officials, Dr. Eugene Cilento and Dr. Gerald Lang, established a *2-plus-3* program between Southern and the West Virginia University College of Engineering and Mineral Resources that provides an opportunity for students who achieve an A. S. degree in the University Parallel Pre-Engineering option from Southern to transfer into a B.S. degree program in engineering at West Virginia University.

4. Action Items:

1. Approval of Minutes

MOTION: Shelley Huffman moved to approve the minutes of the September 20, 2005 Board of Governors meeting as amended.

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

2. Approval of Proposed Policies for 30-day Comment

1. SCP-1467, Manuals, Announcements and Policies (MAP) Development System and attachments: SCP-1467.A, Attachment A — Classification Table; SCP-1467.B, Attachment B — Format for Southern College Policy (SCP); SCP-1467.C, Attachment C — Format for Southern Administrative Announcement (SAA); SCP-1467.D, Attachment D — Format for Southern Administrative Manuals (SAM's)

MOTION: Rory Perry moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy (with attachments) to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

ACTION: William Grizzell seconded the motion. The motion carried unanimously.

2. SCP-3245, Faculty and Administrative Productivity

MOTION: Rory Perry moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned draft policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

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

3. Approval of Institutional Compact Update

MOTION: Rory Perry moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the annual update to the institutional compact as presented and recommend that the update be forwarded to the West Virginia Council for Community and Technical College Education (the Council) as required in West Virginia Code §18B-1A-2.

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

5. Discussion Items:

1. Board of Governors and Administration Self Evaluation Results

Ms. Elizabeth Walker, Board Counsel, led the Board of Governors and administrators through the results of the self-evaluation that was conducted on an aggregated and anonymous basis. Board members discussed the results and determined a need to continue discussion on several issues during tomorrow's Retreat.

2. Community College Survey of Student Engagement (CCSSE)

At the September 20, 2005 meeting, Mr. Merle Dempsey, Executive Vice President, provided information to the Board of Governors on the Community College Survey of Student Engagement (CCSSE). CCSSE assesses the extent to which students are engaged in good educational practices at community and technical colleges. Student engagement is considered the amount of time and energy that students invest in meaningful educational practices. CCSSE results help colleges focus on good educational practice defined as practice that promotes high levels of student learning and retention, and identify areas in which community colleges can improve their programs and services for students. Each year, CCSSE releases the results of its survey, which is administered directly to community college students at CCSSE member colleges during randomly selected classes. The survey asks questions about institutional practices and student behaviors that are highly correlated with student learning and retention. Results include national benchmarks and institutional benchmark scores for five key areas of engagement. Mr. Dempsey discussed the summary

of Southern's results with the group.

6. Executive Session:

Chair Akers moved that the Board of Governors enter into executive session pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues. Chair Akers requested that President Joanne Tomblin, Elizabeth Walker, and Emma Baisden attend the executive session. George Kostas seconded the motion that carried unanimously, and the Board then met in an executive session. At the conclusion of the discussion, Chair Akers moved that the Board rise from executive session. Mr. Kostas seconded the motion which passed unanimously.

Further Action:

Based upon discussion in Executive Session, the Board reconvened in an open session. Chair Akers appointed a committee to determine a method in which the one-year written evaluation of President Tomblin will be conducted as delegated by the West Virginia Council for Community and Technical College Education in *Title 135, Procedural Rule, Series 5, Guidelines for Governing Boards in Employing and Evaluating Presidents*. The committee consists of the current and past chairs, Linda Akers, Shelley Huffman, and George Kostas, and one Board member, James Sheatsley.

7. Adjournment:

There being no further business, the meeting adjourned at 8:30 p.m. upon a motion by William Grizzell, seconded by George Kostas.

_____	Chair
Linda Q. Akers	
_____	Vice Chair
Rory Perry	
_____	Secretary
Dennis Trader	
_____	Assistant Secretary
Emma L. Baisden	