

Southern West Virginia Community and Technical College
Board of Governors
Embassy Suites, Charleston Boardroom, Charleston, WV
October 19, 2006

OFFICIAL
Approved 11/28/2006

Board Members Present: Linda Akers, Rory Perry, Jada Hunter, Anne Seaver, George Kostas, David Pierce, James Sheatsley, Michael Baldwin, George Morrison, Shelley Huffman, Elston Johnson

Board Members Absent: Kevin Fowler

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Emma Baisden

Board Counsel: Elizabeth Walker

1. Call to Order:

Chair, Linda Akers, declared a quorum present and convened the meeting at 6:15 p.m.

2. Oath of Office

Ms. Patricia Cutlip administered the *Oath of Office* to new Board of Governors members Anne M. Seaver, Superintendent of Lincoln County Schools, whom West Virginia Governor Joe Manchin appointed to a four-year term on the Board, and student representative, Elston Johnson.

3. President's Report:

1. The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) conducted a site visit for continuing accreditation of the Medical Laboratory Technology (MLT) program on October 3-4, 2006 at the Logan Campus. The process was excellent and we anticipate receiving full reaccreditation.
2. A live press conference was held on Wednesday, October 4th in the lower lobby of the Williamson Campus announcing a new Respiratory Care Technician program which will be housed at the Williamson Campus. As part of the Major Gifts Campaign, we have raised private matching funds to enable us to begin the program.
3. President Tomblin served as guest speaker for the West Virginia Association of Collegiate Registrars and Admissions Officers at its annual banquet held October 5th at the Charleston Marriott.
4. President Tomblin held quarterly meetings with the Classified Staff Council and Faculty Senate respectively.
5. Chair Akers and President Tomblin attended the Association of Community College Trustees' Community College Leadership Congress held October 11-14 in Orlando, FL.
6. President Tomblin will hold Student Convocations at each of Southern's campuses. This will be an opportunity for students to discuss ways that Southern can eliminate barriers to student success and ways to enhance student life. The first meeting was held at the Logan Campus on October 17.

7. President Tomblin attended the dedication ceremony of the new Lincoln County High School held today, October 19, at Hamlin, WV. The ProStart students at the high school prepared lunch under the direction of Marlene Grubbs.
8. The President's Blue Ribbon Committee on Recruitment, Retention and Graduation submitted its preliminary report and recommendations. The document is provided for review in the Board's Agenda Book under informational items.

4. **Action Items:**

1. **Approval of Minutes**

MOTION: James Sheatsley moved to accept the September 26, 2006 minutes as amended to reflect Shelley Huffman present.

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

2. **Approval of Policies for 30-day Comment**

1. **SCP-3693, Instructional Schedule Development**

MOTION: Shelley Huffman moved the adoption of 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 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: David Pierce seconded the motion. The motion carried unanimously.

2. **SCP-4192, Administrative Withdrawal of 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 approval for the distribution of the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

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

3. **SCP-4274, Standards of Progress for Federal Financial Aid Recipients**

MOTION: Shelley Huffman moved the adoption of 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 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

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

4. SCP-4356, Financial Aid Recipient – Change in Enrollment Status

MOTION: Shelley Huffman moved the adoption of 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 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

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

5. SCP-4558, Administration of Credit Course Registration 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 for the distribution of the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

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

3. Approval to Amend Program Review Schedule

MOTION: Shelley Huffman moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of the revised program review schedule allow the Division of Technology and Engineering to review all programs in the same academic year.

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

4. Approval of Institutional Master Plan

MOTION: Shelley Huffman 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 consolidation of the mission statement, vision statement, President's Vision 2020 proposal, Institutional Compact 2004-2010, comprehensive strategies by administrative unit, ten-year financial plan, and the ten-year campus master facilities plan to form the 2004-2010 Master Plan as required by West Virginia State Code.

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

5. Appointment of Committee on Tuition and Fees

Chair Akers, appointed a committee to prepare a proposal for tuition and fee increases for FY 2007-2008. The committee will bring a recommendation forward for the Board's review at its November 28 meeting. Members appointed include George Kostas, David Pierce, Elston Johnson, Joanne Tomblin, Merle Dempsey, James Owens, and Kim Lusk. Michael Baldwin and George Morrison will serve as ex-officio members.

4. Discussion Items:

1. Board of Governors November Meeting

Due to the closure of Lincoln County Schools the week of November 20, the Board moved its November 21st meeting to November 28th in order to be able to tour the new Lincoln County High School and Southern's wing attached to the facility. Dr. Anne Seaver will provide a tour of the facility beginning at 5:00 p.m. on November 28.

2. 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 annual self-evaluation conducted on an aggregated and anonymous basis. Board members discussed the results and determined a need to meet with Ms. Walker in the Spring to develop next year's self-evaluation.

3. Open Meetings Law

As a refresher for Board members, Ms. Elizabeth Walker reviewed the Open Governmental Meetings Act codified in Chapter 6, Article 9A, Sections 1 through 12 of the West Virginia Code (§ 6-9A-1 to -12). The Open Meetings Law Act It generally requires that meetings of a public agency's governing body be open to the public and that reasonable notice of the meeting and its agenda be given in advance.

4. Williamson Campus Task Force Final Recommendations

President Tomblin informed Board members that the Williamson Campus Task Force has completed its work and submitted final recommendations. A summary of the final recommendations is included in the Board's Agenda Book (pp. 192-202) for review. These recommendations were also forwarded to all employees for review and comment with a request to provide written comments to the Office of the President by Wednesday, November 1, 2006. Then she will appoint an Implementation Team consisting of administrators and several members of the original Task Force to oversee the next steps of the project. The Implementation Team may revise some recommendations based on employee comments.

The Implementation Team will be charged with the development of funding strategies and a time-frame for the renovating the Williamson National Guard Armory and Williamson Campus. Additionally, President Tomblin plans to employ an architect to create the design work for the National Guard Armory facility based on the recommendations of the committee and Southern employees.

5. **Informational**

1. **President's Blue Ribbon Committee on Recruitment, Retention and Graduation: Preliminary Report and Recommendations**

President Tomblin gave the Board a copy of the preliminary report and recommendations of the President's Blue Ribbon Committee on Recruitment, Retention and Graduation.

6. **Adjournment:**

There being no further business, Chair Akers declared the meeting adjourned at 8:15 p.m. The next Board of Governors business meeting is scheduled for November 28, 2006.

Linda Q. Akers

Chair

Rory Perry

Vice Chair

Jada Hunter

Secretary

Emma L. Baisden

Assistant Secretary