

**Southern West Virginia Community and Technical College  
Board of Governors  
Lincoln County High School, Room 1168, Hamlin, WV  
November 28, 2006**

**OFFICIAL**  
*Approved 02/20/2007*

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**Board Members Present:** Linda Akers, Jada Hunter, Anne Seaver, George Kostas, David Pierce, Kevin Fowler, Michael Baldwin, George Morrison, Shelley Huffman, Elston Johnson

**Board Members Absent:** James Sheatsley

**Administrative Staff:** President Joanne Jaeger Tomblin, Merle Dempsey, Allyn Sue Barker, Cathy Smith-Cox, Patricia Clay, Juanita Topping, James P. Owens, Ronald Lemon, Patricia Cutlip, Pamela Alderman, Emma Baisden

**Guest:** Patricia Miller, Willie Akers, Chris Deweese

**1. Call to Order:**

Chair, Linda Akers, declared a quorum present and convened the meeting at 6:40 p.m.

**2. Financial Audit Presentation**

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the years ended June 30, 2006 and 2005. Suttle and Stalnaker representative, Chris Deweese, discussed details of their findings with respect to financial reporting. Copies of the audited financial statements were provided to the Board for review before the meeting. The report is intended solely for the information and use of the College's Governing Board, managements of the College and the West Virginia Council for Community and Technical College Education, and is not intended to be and should not be used by anyone other than these specified parties.

**Approval of Audited Financial Statement**

**MOTION:** Shelley Huffman moved to accept the financial statements as presented.

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

**3. President's Report:**

1. President Tomblin introduced Ms. Juanita Topping, Coordinator of Southern's new Lincoln County Site, to members of the Board.
2. A press conference will be held Wednesday, November 29 at the Logan Campus announcing the 100 percent passage rate on national licensure examinations for all associate degree allied health programs. President Tomblin commended Ms. Pamela Alderman, Dean of Allied Health, on the success of the department.
3. The Major Gifts Campaign is ongoing. Since September 7<sup>th</sup> contributions exceed \$4,000,000.
4. During the past few weeks President Tomblin has had preliminary discussions with Mingo County Superintendent of Schools, Dwight Dials, regarding the acquisition of Williamson High School. He suggested there is a possibility that the College can acquire the facility in 2010 when the new consolidated school is complete. If this is

a possibility, it could change Southern's plans for the Williamson National Guard Armory. President Tomblin plans to meet with Superintendent Dials after the first of the year to further discuss this issue.

5. Mr. Carl Baisden, Director of the Academy for Mine Training and Energy Technologies, is working with local mining companies and expects to create an Academy at each campus.
  6. President Tomblin received official notification from the West Virginia Council for Community and Technical College Education of funding to initiate two new programs – Cosmetology and Survey Technician. A facility (currently undergoing renovations) in downtown Madison will be leased to accommodate the needs of the new Cosmetology program, which is the first Associate Degree in Cosmetology to be offered in West Virginia. The Survey Technician program will be housed in the new Allied Health and Technology facility currently under construction at Mount Gay.
  7. The Legislative Session begins January 10, 2007.
  8. President Tomblin has invited Secretary of Labor, Elaine Chow, as guest speaker for Southern's commencement ceremony to be held May 12, 2007. Secretary Chow will know if her schedule permits her participation sometime in January.
  9. The final structure for academic reorganization and institutional governance will be presented to all Southern employees at the January 8, 2007, All College Day assembly.
  10. Southern West Virginia Community and Technical College will officially close for the Christmas and New Years holidays at 4:30 p.m. on December 22, 2006, and reopen at 8:00 a.m. on Tuesday, January 2, 2007.
  11. President Tomblin held Student Convocations at all campuses during late October and early November; participation was great. These meetings were an effort in recruitment and retention to determine barriers for our students. Student comments have been compiled and shared with the Executive Council. President Tomblin will attempt to make things better for our students.
- 4. Action Items:**
- 1. Election of Board of Governors Vice Chair**  
Chair Akers opened the floor for nominations for the position of vice chair through June 30, 2006, a vacancy created by the resignation of Rory Perry. George Kostas nominated James Sheatsley. Shelley Huffman seconded the nomination. There being no additional nominations from the floor, Shelley Huffman moved to close nominations. George Kostas seconded the motion. Chair Akers declared nominations closed.

**MOTION:** George Kostas moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect James Sheatsley as Vice Chair through June 30, 2007.

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

**2. Approval of Minutes**

**MOTION:** Shelley Huffman moved to accept the October 19, 2006 minutes as amended to reflect Elston Johnson present.

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

**3. Final Approval of Proposed Policies**

**1. SCP-2165, Educational Release Time for Classified Employees**

**MOTION:** Jada Hunter moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2165 as presented following the 30-day comment period.

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

**2. SCP-2218, Evaluation Process for Full-time Faculty**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2218 as presented following the 30-day comment period.

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

**3. SCP-2748, Request for Release Time for Full-time Faculty**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2748 as presented following the 30-day comment period.

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

**4. 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 final approval of SCP-3693 as presented following the 30-day comment period.

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

**5. 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 final approval of SCP-4192 as presented following the 30-day comment period.

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

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

**MOTION:** Jada Hunter moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4274 as presented following the 30-day comment period.

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

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

**MOTION:** Kevin Fowler moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4356 as presented following the 30-day comment period.

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

**8. SCP-4558, Administration of Credit Course Registration Process**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4558 as presented following the 30-day comment period.

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

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

**1. SCP-2375, Home Campus Assignment and Campus Requirements for Faculty**

**MOTION:** David Pierce 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.

**2. SCP-4710, Academic Dishonesty**

**MOTION:** David Pierce 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. SCP-5260, Meeting Financial Exigencies**

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

**4. SCP-5780, Travel Regulations**

**MOTION:** Mike Baldwin 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:** Kevin Fowler seconded the motion. The motion carried unanimously.

**6. Recommendation of Committee on Tuition and Fees**

**MOTION:** David Pierce moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed resident tuition and fee increase of 4.75% and that the special course-related fees remain at the current level for the 2007-2008 academic year effective July 1, 2007, AND

*BE IT FURTHER RESOLVED*, that the tuition and fees are placed at a level to insure that nonresident students pay the full cost of instruction as required by West Virginia Code §18B-10-1.

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

**7. Approval of 2006-2007 Board Goals**

The Board of Governors tabled this item for action at its February 2007 meeting. Chair Akers appointed a committee to review the Board's current goals and bring a recommendation forward for the Board's review and consideration at its February 20, 2007 meeting. Members appointed include Chair Akers, George Kostas, David Pierce, James Sheatsley, Kevin Fowler, and George Morrison.

**5. Discussion Items:**

**1. Board of Governors Salary Planning Committee Report**

Committee Chair, Kevin Fowler, informed the Board that more work needs to be completed by the Salary Planning Committee. Discussions have been favorable in recognizing the need. At this point, the committee has cost figures for the classified (salary schedule funding) and faculty employee categories. Over the next month, the Human Resources Administrator will conduct a market study for the non-classified group and bring the figures to the committee. We believe that by the January 2007 committee meeting, we will have a solid figure from which to plan for market competitive salaries for Southern employees. The committee will focus on the data and develop a plan of action to fund salary increases.

**2. Review of Strategic Plan and Goals / Next Steps**

Chair Akers appointed a Committee on Core Values and charged the group with tweaking the draft core values identified and agreed upon by participants at the Board of Governors Retreat (page 142 of the Board Agenda Book). The committee will bring a recommendation forward at the February 2007 Board meeting. Members appointed include Shelley Huffman, Chair, Jada Hunter, Anne Seaver, Mike Baldwin, and Elston Johnson.

**6. Adjournment:**

There being no further business, Chair Akers declared the meeting adjourned at 7:45 p.m. The next Board of Governors business meeting is scheduled for February 20, 2007.

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Linda Q. Akers Chair

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James R. Sheatsley Vice Chair

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Jada Hunter Secretary

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Emma L. Baisden Professional Board Staff