

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
LOGAN CAMPUS—ROOM 111  
FEBRUARY 20, 2007**

**OFFICIAL  
APPROVED 04/24/2007**

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

**Board Members Absent:** None

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

**Classified Staff Council:** Pete Parsons, Tina Kinser, and Chris Gray (Advisory Council of Classified Employees Representative).

**1. Call to Order:**

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

**2. Classified Staff Council Annual Presentation:**

As prescribed in West Virginia Code §18B-6-4b, the Classified Staff Council held its annual meeting with the Governing Board to discuss matters affecting classified employees. Mr. Chris Gray, Advisory Council of Classified Employees Representative, introduced Classified Staff members present, Tina Kinser and Pete Parsons, presented a PowerPoint Presentation to the Board on issues of concern that impact classified employees.

**3. President's Report:**

Before updating the Board on pertinent institutional developments, President Joanne Jaeger Tomblin commended the Classified Staff Council on a job well done.

1. President Tomblin introduced to the group Mr. Sam Litteral, Chief Financial Officer, and Mr. David Lord, Wyoming/McDowell Director of Campus Operations.
2. Senate Bill 442 is a new grievance procedure introduced in the legislature. It reforms the procedure as it reduces the number of steps.
3. SCP-2125, College-wide Employee/Personnel Policy is on hold for review. The Human Resources department is developing a new employee handbook that will incorporate the information from the policy.
4. 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.

5. President Tomblin received the final report from the President's Blue Ribbon Task Force on Recruitment, Retention and Graduation on January 31, 2007. She met with the entire committee on February 15 to discuss their findings and next steps. An Implementation Team will be created to address the issues that are barriers to student success.
6. High school visits continue this semester.
7. Harmony Week activities are ongoing. The culmination luncheon featuring The Drum Café will be held on March 2 beginning at 11:00 a.m. at the Earl Ray Tomblin Convention Center.
8. The Academy for Mine Training and Energy Technologies that officially opened on September 7, 2006 has become a focal point. To date the Academy has served 645 persons. President Tomblin plans to ask Carl Baisden, Academy Director, to speak at the June 19 Board meeting.
9. Vision 2020 Major Gifts Campaign is going extremely well. Our goal is to reach \$7,000,000 by 2010. Since the September 7, 2006-kickoff, contributions and pledges are approximately \$5,000,000. This is approximately 70% of our 2010 goal.
10. Higher Education Day at the Legislature was held on February 13, 2007.
11. Renovations are currently underway at Madison and Williamson to house new programs in Cosmetology and Respiratory Care. A new Survey Technology program will be provided in the Center for Allied Health and Technology currently under construction at Logan. The contractor for the new facility has requested a 45-day extension. Most likely, classes will be held in the facility Spring 2008.
12. The Committee on Faculty Responsibilities completed its work and submitted a recommendation. President Tomblin and Executive Vice President Dempsey will review the recommendation and determine the next steps.
13. The Beckley Higher Education Center is scheduled to open Fall 2007.
14. The Lincoln County Board of Education, Lincoln County Friends of the Arts, Tamarack Foundation, and Southern WV Community and Technical College are exploring an opportunity to create a crafts school in Lincoln County.
15. Twelve students are currently enrolled in Southern's Nursing Program provided at Eastern West Virginia Community and Technical College. Southern officials have reviewed program cost and determined the program is not cost effective nor financially feasible at that location. The Nursing Coordinator and Administrative Assistant at the Eastern site have resigned. Dean of Allied Health, Pamela Alderman, and Nursing Program Coordinator, Barbara Donahue, is traveling on a week-by-week basis to Moorefield to complete the program this semester. Of the

twelve students enrolled, four have secured employment at a Nursing home. The area hospital does not need additional Registered Nurses. Also, clinical affiliations are difficult to obtain.

**4. Action Items:**

**1. Appointment of Board of Governors Self-Assessment Review Committee**  
Chair Akers appointed the following Board members to serve on a committee to review the Board's self-assessment tool: Chair, Linda Akers, George Morrison, Shelley Huffman, Jada Hunter, James Sheatsley and Michael Baldwin.

**2. Approval of November 28, 2006, Minutes**

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

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

**3. Final Approval of Proposed Policies:**

- 1. SCP-2375, Home Campus Assignment and Campus Requirements for Faculty, and**
- 2. SCP-4710, Academic Dishonesty**

**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 the aforementioned policies as presented following the 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 final approval of the aforementioned policy as presented following the 30-day comment period.

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

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

**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 the aforementioned policy as presented following the 30-day comment period.

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

**4. Proposed Policy for 30-day Public Comment Period**

**1. SCP-1735, Solicitation Policy**

**MOTION:** Kevin Fowler 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-2156, Drugs in the Workplace**

**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-2250, Hiring Adjunct Faculty**

**MOTION:** George Kostas 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 unanimously carried.

**4. SCP-2254, Hiring Process**

**MOTION:** Kevin Fowler 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

recommendation for rescision of the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

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

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

**6. SCP-3551, Meeting Scheduled Classes**

**MOTION:** George Kostas 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. They motion unanimously carried.

**5. Discussion Items:**

**1. Board of Governors Committee on Core Values Report**

On January 17, 2007, the Board of Governors Committee on Core Values, conducted an open meeting to review the list of Core Values established by the Board and compiled by Mr. Tom Heywood during the October 20, 2006 Board Retreat. Committee members present were Shelley T. Huffman, Committee Chair; Mike Baldwin, Anne Seaver and Jada Hunter. The committee presented the following recommendation to the full Board:

1. Eliminate the "Our Core Values" list (attached – page 142 of November 28, 2006 Board of Governors Agenda Book).
2. Adopt: 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.

The Board unanimously agreed to send the list out for a 30-day comment period and bring back to the Board for adoption at its April 24 meeting.

**2. Board of Governors Committee on Strategic Goals Report**

On February 1, 2007, the Board of Governors Committee on Strategic Goals conducted an open meeting to develop the 2006-2007 Goals for the Board. Along with Chair Akers, members of the committee present were George Kostas, George Morrison, Kevin Fowler, David Pierce, and Jim Sheatsley. The committee recommends the following for consideration by the full Board and will bring this item forward for action at its April 24 meeting:

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.

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

On February 9, 2007, the Board of Governors Salary Planning Committee conducted an open meeting with full-time faculty to share progress made in developing a recommendation for a salary plan. Along with President Tomblin, members of the committee present were Kevin Fowler, Committee Chair; George Morrison, Faculty Representative to the Board; Linda Akers, Board Chair; and Board of Governors members Shelly Huffman and Jim Sheatsley. Also present was staff members' Sam Litteral, Chief Financial Officer; Merle Dempsey, Executive Vice President; and Patricia Clay, Human Resources Administrator.

After an introduction of the members present and a statement as to the purpose of the committee, President Tomblin turned the meeting over to Mr. Fowler and Mr. Morrison, both of whom made brief remarks about what the committee had accomplished to date and to ask for input from the faculty on the salary plan. Following the remarks by Mr. Fowler and Mr. Morrison, Patricia Clay gave a brief overview of the process the committee had used to arrive at the current market for salaries among community colleges using data from a variety of sources. Ms. Clay also presented a comparison of current faculty salaries at Southern with those of the established market. A "draft" salary schedule with a minimum, midpoint, and maximum salary for each faculty rank was presented for consideration. Ms. Clay provided handouts and an oral explanation of the data contained in the draft.

President Tomblin will send the handouts to all faculty via e-mail. Mr. Fowler opened the floor for questions and comments from the faculty present. The faculty submitted many comments and questions.

President Tomblin concluded the meeting by asking that faculty provide any suggestions, questions, and/or comments via e-mail or in writing to Mr. Morrison by February 28. Mr. Morrison will use the input from faculty to present a recommendation to the subcommittee at its next meeting. Mr. Fowler concluded by stating that funding resources are limited and this is a challenging project.

**7. Adjournment:**

There being no further business, Chair Akers declared the meeting adjourned at 7:30 p.m. The next Board meeting is scheduled for April 24, 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