

Southern West Virginia Community and Technical College
Board of Governors Meeting of November 20, 2007
Boone/Lincoln Campus, Room 110
3505 Daniel Boone Parkway, Danville, WV

OFFICIAL
Approved 02/19/2008

Board Members Present: Kevin Fowler, James Sheatsley, Linda Akers, George Kostas, Terry Sammons, David Pierce, Glenn Yost, Michael Baldwin, George Morrison, Elston Johnson

Board Members Absent: Shelley Huffman, Wilma Zigmond

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Samuel Litteral, Cathy Smith-Cox, Cindy Crigger, Ron Lemon, Ron Hamilton, Patricia Clay, Pam Alderman, Cindy McCoy, Emma Baisden

Guests: Tom Heywood, General Counsel, Chris Deweese, Chris Cobb, Patricia Miller

1. Call to Order:

Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:05 p.m.

2. President's Report:

1. *Converge Magazine* featured President Tomblin and First Lady Gayle Manchin as a cover story for its Fall 2007 issue. President Tomblin distributed a copy of the magazine to Board members present.
2. The President's High School Visiting Team will continue visits to local high schools as part of its student recruitment effort. This semester the group has visited Wyoming East, Liberty and Van High Schools. The group will visit Gilbert High School on November 29.
3. Southern's Department of Respiratory Care Technology held an Open House on October 23rd at the Williamson Campus.
4. The Cosmetology/Salon Management Program Open House is scheduled for November 28, 6:00-8:00 p.m. in Madison.
5. West Virginia Higher Education Policy Commission Chancellor, Dr. Brian Noland, visited Southern on October 29. He met with the administration and was provided a tour of the Logan Campus facilities.
6. President Tomblin hosted open community forums at the Williamson and Wyoming Campuses on November 6th and 12th respectively.
7. Community and Technical College presidents met with Nancy Laprade who conducted a study on technical education in West Virginia. She wrote a Vision Plan for West Virginia.
8. Eastern West Virginia Community and Technical College President, Bob Sisk, visited with President Tomblin on November 4th. He invited her to speak to Eastern's Board of Governors at its December 18 meeting.
9. A press conference and induction ceremony is slated for December 17th at the Williamson Camps to admit the first class of Fellows into the Appalachian Leadership Academy. General Robert "Doc" Foglesong is expected to participate.

3. Institutional Priorities Presentation:

Mr. Tom Heywood presented the flip chart notes from the Strategic Planning Retreat held in October to the Board of Governors for review and discussion. Chair Fowler appointed a subcommittee to develop a document on Strategic Goals to bring forward at the February

2008 Board meeting for review and approval. Merle Dempsey will work with Board members to develop this document.

4. Financial Audit:

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, 2007 and 2006. Suttle and Stalnaker representative, Chris Deweese, discussed details of the accounting firm's findings with respect to financial reporting. Copies of the audited financial statements were provided to the Board for review prior to 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.

5. Action Items:

1. Approval of Audited Financial Report

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors accept the filing of the audited financial report for the fiscal year ended June 30, 2007.

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

2. Approval of Minutes

MOTION: Glenn Yost moved to accept the October 18, 2007 minutes as presented.

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

3. Approval of Proposed Tuition and Fees and Special Course-Related Fee Schedule for 2008-2009

MOTION: George Kostas 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 4.05% and a \$5.00 per course increase to the special course-related fee schedule for the 2008-2009 academic year effective July 1, 2008, AND

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

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

4. Institutional Policies for Final Approval

1. SCP-1481, Naming of Facilities or Organizational Units

MOTION: Mike Baldwin 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 following a 30-day comment period.

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

2. SCP-2686, Promotion-in-Rank and Tenure Policy

MOTION: George Kostas 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 following a 30-day comment period.

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

3. SCP-3201, Challenging a Course/Credit by Examination

MOTION: Elston Johnson 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 following a 30-day comment period.

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

4. SCP-3401, Independent Study

MOTION: Linda Akers 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 following a 30-day comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

5. SCP-5100, Disposition and Sale of Surplus/Excess Property

MOTION: Glenn Yost 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 following a 30-

day comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously.

6. SCP-8600, Board of Governors Operational Guidelines

MOTION: George Kostas 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 following a 30-day comment period.

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

5. Approval of Institutional Policies for 30-day Comment

1. SCP-2171, Professional and Educational Requirements for Faculty

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policy for a 30-day public comment period.

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

2. SCP-3637, General Education Philosophy and Goals

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policy for a 30-day public comment period.

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

3. SCP-2156, Drugs in the Workplace

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policy for a 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

4. SCP-2575, Overtime and Compensatory Time

MOTION: Linda Akers moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policy for a 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

5. SCP-2580, Part-time Employees: Classified Staff and Adjunct Faculty

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policy for a 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

6. SCP-2700, Reduction in Workforce, Classified Personnel

MOTION: Elston Johnson moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policy for a 30-day public comment period.

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

7. SCP-2701, Reduction in Workforce, Faculty Personnel

MOTION: Elston Johnson moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policy for a 30-day public comment period.

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

8. SCP-2825, Salary Administration

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policy for a 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

6. Approval of Proposed Presidential Review Timeline

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the timeline as presented to conduct the Presidential Review Process February - June 2008.

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

7. Appointment of Board of Governors Legislative Committee

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of a special subcommittee of the Board to meet with legislators, particularly the Senate and House Education and Finance Chairs, to advocate tuition parity between West Virginia's community and technical colleges.

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

Persons appointed to the subcommittee include Chair Fowler, President Tomblin, Shelley Huffman, Terry Sammons, Elston Johnson, and Merle Dempsey.

6. Discussion Items:

1. Administrator and Faculty Productivity Update

West Virginia State Code §18B-7-7 states that each institution of higher education shall establish a policy requiring faculty and administrator productivity that is ten percent more than the average of similar institutions. This section of state code dictates that faculty productivity be based on the average number of student credit hours produced. Measures for administrative productivity are not prescribed. The Board of Governors of Southern West Virginia Community and Technical College adopted SCP-3245 to comply with the state requirement.

Section 7 of SCP-3245 states that "evaluation of faculty and administrator productivity is the responsibility of the Executive Vice President or his/her designee working in conjunction with the Southern West Virginia Community and Technical College Board of Governors." This section further states that the Executive Vice President will present a productivity report each November to the Board.

Mr. Merle Dempsey, Executive Vice President, provided for review and discussion information currently available to illustrate the productivity of the institution in comparison to our approved peer institutions and, in some areas, other in-state community and technical colleges. The data includes several elements required by

SCP-3245 while sources for all comparative elements have not as yet been identified.

7. Adjournment:

There being no further business, Chair Fowler declared the meeting adjourned at 7:50 p.m.

_____ Kevin N. Fowler	Chair
_____ James R. Sheatsley	Vice Chair
_____ George Kostas	Secretary
_____ Emma L. Baisden	Assistant to the Governing Board