

Southern West Virginia Community and Technical College
Board of Governors Meeting of April 15, 2008
Center for Allied Health and Technology - Room 428
2900 Dempsey Branch Road, Mount Gay, WV

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

Board Members Absent: James Sheatsley, Shelley Huffman, Wilma Zigmond

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Cathy Smith-Cox, Sam Litteral, Allyn Sue Barker, Pam Alderman, Gail Hall, Carol Howerton, Lisa Haddox-Heston, Ron Lemon, Cindy Crigger, Patricia Clay, Ron Hamilton, Emma Baisden

1. Call to Order:

Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:20 p.m.

2. President's Report:

1. President Tomblin shared a letter with Board members that she received from a student who recently obtained her GED through the West Virginia Courtesy Patrol Educational Program offered at Southern. The student graduated with honors and was extremely complimentary of and thankful for the help that she had received from personnel in the program. This individual plans to enroll as a full-time student at Southern in Fall 2008.
2. President Tomblin discussed major provisions of legislation affecting community and technical colleges passed during the recent Legislative Session.
 1. Senate Bill 595 (Vision 2020 Accountability System)
 1. Outlines a new accountability system for higher education.
 2. House Bill 3215
 1. Creates independent governing boards for the previous administratively-linked community and technical colleges effective July 1, 2008.
 2. Restores a requirement that all higher education faculty receive a 10% salary increase at the time of a promotion in rank.
 3. House Bill 4076
 1. Increases annual increment for state employees from \$50 to \$60 per years of service. Also makes state employees eligible after one year of service instead of three (effective from passage 2/29/08).
 4. Senate Bill 564
 1. Removes the 4.75% tuition increase cap for community and technical colleges whose tuition is below the state community and technical college tuition average.
 2. Provides tuition waivers for employees, spouses, and dependents. The Board must establish a process for its administration. President Tomblin plans to release a Southern Administrative Announcement defining criteria until a policy can be developed.
 5. Senate Bill 682
 1. Authorizes the Commission to issue revenue bonds for community and technical college capital improvements. Southern will be the recipient of

bond funds that will be used in at the Williamson Campus to construct a new facility. President Tomblin plans to contact General Alan Tackett regarding the availability of the National Guard Armory in Williamson. These bond funds must be spent within three years and the Armory may not be available for purchase. Emphasis will be placed on career and technical programs.

3. The Child Care partnership at the Williamson Campus has proved successful. Executive Vice President, Merle Dempsey, is working with Professor Vinnie Kudva to establish a Child Care Center at the Logan Campus.
 4. The Salon Management/Cosmetology ribbon-cutting ceremony was held March 25, 2008 in Madison. President Tomblin provided a brochure of services provided to Board members. Students provide all services under the direct supervision of Master instructors.
 5. President Tomblin held open community forums at the Boone/Lincoln and Logan Campuses on March 25 and 27 respectively.
 6. President Tomblin has been engaged in meetings with the faculty, both individually and groups, to discuss any concerns and/or issues they may have.
 7. In approximately 18 months the Major Gifts Campaign has reached 86% of its five-year goal of \$7,000,000.
 8. The annual President's Administrative Retreat will be held May 29 at the Chief Logan Conference Center.
 9. The Allied Health Pinning Ceremony will be conducted Friday, May 9 beginning at 6:00 p.m. at the Coalfield Jamboree on Main Street in downtown Logan. Commencement exercises will be held on Saturday, May 10 beginning at 10:00 a.m. at the Coalfield Jamboree Theater. Parking is free for both events.
 10. The Student Services Unit reorganization is underway. Two new dean positions have been advertised.
 11. Southern and West Virginia University will receive \$730,000 each in grant funds for the Academy for Mine Training and Energy Technologies.
 12. Southern will also receive \$281,000 to offer its Nursing Program at Eastern West Virginia Community and Technical College for the 2008-2009 year.
- 3. Action Items:**
1. **Appointment of Board of Governors Nominating Committee**
Chair Fowler appointed the following individuals to serve on its Nominating Committee: Linda Akers, George Morrison, Glenn Yost, and Joanne Tomblin. The Committee will provide a report to the full Board with a recommendation for the 2008-2009 Board officers at its June 17, 2008 meeting.

2. Appointment of Board Ceremonial Representatives

1. Terry Sammons will serve as the Board of Governors Ceremonial Representative for the Allied Health Pinning Ceremony scheduled for 6:00 p.m. on Friday, May 9, 2008.
2. Board Chair, Kevin Fowler, will bring Greetings from the Board at the Commencement Ceremony scheduled for 10:00 a.m. on Saturday, May 10, 2008.
3. Chair Fowler will also bring Greetings from the Board for Southern's GED Ceremony scheduled for 6:00 p.m. on Thursday, May 15, 2008 in the Savas-Kostas Theater, Logan Campus.

3. Approval of February 19 and March 18, 2008 Meeting Minutes

MOTION: Glenn Yost moved to accept the meeting minutes as presented.

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

4. Transfer of Real Property to the Local Board of Governors of Southern West Virginia Community and Technical College

MOTION: Glenn Yost moved to accept the following resolution:

RESOLVED, That the Board of Governors requests that the West Virginia Higher Education Policy Commission transfer all real property with any improvements currently held for the benefit of Southern West Virginia Community and Technical College and under jurisdiction of the Board of Governors to the local Board pursuant to West Virginia Code §18B-1-3(e).

FURTHER RESOLVED, the Board directs College staff to work with legal counsel to prepare adequate legal descriptions and deeds of transfer for all property to accompany the request and to present them to the West Virginia Higher Education Policy Commission at its next regularly scheduled meeting.

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

5. Program Review

Dr. Gail Hall, Department of Business Chair, presented the program review report and recommended resolution for the following business programs for the Board's consideration for approval:

1. Business Accounting, Associate in Applied Science

MOTION: George Kostas moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Business Accounting, Associate in Applied Science degree program at the current level of activity without corrective action, but implementing recently approved curricular revisions, in accordance with the provisions of the West Virginia Council for

Community and Technical College Education and the West Virginia Higher Education Policy Commission, Joint Procedural Rule, Series 10, Policy Regarding Program Review.

ACTION: Linda Akers seconded the motion. The motion carried unanimously.

2. Business Administration, Associate in Applied Science

MOTION: Terry Sammons moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Business Administration, Associate in Applied Science degree program at the current level of activity, but implementing recently approved curricular revisions, in accordance with the provisions of the West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission, Joint Procedural Rule, Series 10, Policy Regarding Program Review.

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

3. Office Administration, Associate in Applied Science

MOTION: Mike Baldwin moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Office Administration, Associate in Applied Science degree program with corrective action specified, implementing recently approved curricular revisions, in accordance with the provisions of the West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission, Joint Procedural Rule, Series 10, Policy Regarding Program Review.

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

4. Office Administration, Certificate

MOTION: Glenn Yost moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Office Administration, Certificate program with corrective action specified, implementing recently approved curricular revisions, in accordance with the provisions of the West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission, Joint Procedural Rule, Series 10, Policy Regarding Program Review.

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

5. Three Year Post Audit Review

To meet the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, Increased Flexibility for Community and Technical Colleges, programs started under the provisions of the rule must undergo a post audit review three years following the initial offering of the course of study. Three academic programs underwent this review in 2007-2008: Dental Hygiene, Associate in Applied Science; Electrical Engineering Technology, Certificate; and Technical Studies in Applied Technology, Certificate.

Dr. Lisa Haddox-Heston, Dental Hygiene Program Coordinator, presented the post audit review report and recommended resolution for the Dental Hygiene program for the Board's consideration for approval:

1. Dental Hygiene, Associate in Applied Science

MOTION: Terry Sammons moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Dental Hygiene, Associate in Applied Science degree program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, Increased Flexibility for Community and Technical Colleges.

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

Ms. Carol Howerton, Department of Technology Chair, presented the post audit review report and recommended resolution for the following programs for the Board's consideration for approval:

2. Electrical Engineering Technology, Certificate

MOTION: Elston Johnson moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Electrical Engineering Technology, Certificate program with corrective action specified in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, Increased Flexibility for Community and Technical Colleges. A follow-up report regarding enrollment, faculty, and graduation data will be submitted in 2008-2009 according to the timeline established in SCP-3620,

Policy Regarding Program Review.

ACTION: Linda Akers seconded the motion. The motion carried unanimously.

3. Technical Studies, Applied Technology, Certificate

MOTION: George Kostas moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Technical Studies, Applied Technology, Certificate program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, Increased Flexibility for Community and Technical Colleges.

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

6. Final Approval of Proposed Policies:

1. SCP-1000, Manuals, Announcements, and Policies (MAP) Development System and Attachments A, B, C and D

MOTION: Terry Sammons 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 and attachments as presented following a 30-day comment period.

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

2. SCP-1435, Inclement Weather and Emergency Situations

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 as presented following a 30-day comment period.

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

3. SCP-2005, Catastrophic Leave and Attachments A and B

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 to rescind the aforementioned policy following a 30-day comment period.

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

4. SCP-2360, Holidays

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 as presented following a 30-day comment period.

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

5. SCP-8600.A, Board of Governors Operational Guidelines

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-8600.A, *Board of Governors Operational Guidelines*, as presented following the 30-day comment period.

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

7. Approval of Policy for 30-day Public Comment Period

1. SCP-1725, Private Scholarships

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

8. Approval of Fiscal Year 2008-2009 Budget

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the filing of the budget for fiscal year 2008-2009, beginning July 1, 2008.

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

9. Approval of Salary Increases for FY 2009

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of the recommended salary increases for faculty, classified and non-classified employees for Fiscal Year 2009.

ACTION: Linda Akers seconded the motion. The motion carried unanimously.

Salary increase budgets were calculated in compliance with the mandate of the Governor's Budget Bill for FY 2009 and are in compliance with Southern West Virginia Community and Technical College's policy, SCP-2825, *Salary Administration*. These calculations result in an average base salary increase for faculty of 3.24%, 2.93% for classified staff, and 2.84% for non-classified staff. Each employee shall receive a minimum of \$708 per FTE.

10. Executive Session

Glenn Yost moved that the Board of Governors enter an executive session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. George Kostas seconded the motion that carried unanimously, and the Board then met in an executive session. At the conclusion of discussions, Glenn Yost moved and Linda Akers seconded the motion that the Board rise from executive session. There being no further business, Chair Fowler declared the meeting adjourned at 7:30 p.m. The next Board meeting is scheduled for June 17, 2008 at the Williamson Campus.



Kevin N. Fowler, Chair, Board of Governors



Emma L. Baisden, Assistant to the Board