

**Southern West Virginia Community and Technical College  
Board of Governors Meeting of June 17, 2008  
Williamson Campus - Room 433  
1601 Armory Drive, Williamson, WV**

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

**Board Members Absent:** Shelley T. Huffman

**Administrative Staff:** President Joanne Jaeger Tomblin, Merle Dempsey, Patricia Clay, Ron Hamilton, Sam Litteral, Allyn Sue Barker, Katie Smith-Cox, Pam Alderman, Cindy McCoy, Ron Lemon, Cindy Crigger, Rita Roberson, Emma Baisden

1. **Call to Order:**  
Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:10 p.m.

2. **Welcome/Williamson Campus Update:**  
Director of Campus Operations, Rita Roberson, welcomed the group to the Williamson Campus and provided an update on activities and projects provided at the campus during the past year.

3. **Executive Session:**  
Linda Akers moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2A to discuss personnel and management issues. Glenn Yost seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, James Sheatsley moved and Linda Akers seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session. Upon reconvening in Open Session, the Board took the following action:

1. **Presidential Review Committee Report**  
**MOTION:** Wilma Zigmond moved to approve the report of the Presidential Review Committee as presented for President Joanne Jaeger Tomblin's second four-year review.

**ACTION:** Terry Sammons seconded the motion. The motion carried unanimously. The report is attached and made a part of the minutes. (See Addendum 1).

Chair Fowler commended President Tomblin on the exemplary job that she has done during her presidential tenure.

2. **Contract and Compensation Package**  
**MOTION:** Wilma Zigmond moved to approve the Presidential Contract and Compensation Package and to submit it to the Chancellor of the WV Council for Community and Technical College Education for approval.

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

3. **Approval of 2008-2009 Presidential Goals**

**MOTION:** Linda Akers moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College as presented for 2008-2009.

**ACTION:** George Kostas seconded the motion. The motion carried unanimously. The goals are attached and made a part of the minutes. (See Addendum 2).

Chair Fowler asked Ms. Linda Akers to chair the remainder of the meeting since both he and Vice Chair Sheatsley were attending by teleconference. Ms. Akers agreed to do so.

4. **Special Presentations:**

President Tomblin honored outgoing Board member's Elston Johnson, David Pierce, and James Sheatsley with resolutions thanking them for their faithful service to the Southern West Virginia Community and Technical College Board of Governors (Addendum 3).

5. **President's Report:**

1. President Tomblin requested that Board of Governors members complete the 2008 Board Member Self-Evaluation form by Thursday, July 31, 2008 and submit it electronically to Mr. Bill Napier at Bowles Rice McDavid Graff & Love. Mr. Napier will compile the responses for Ms. Beth Walker to present to the Board at its September meeting.
2. The Logan County Commission is interested in purchasing the Logan Downtown Annex facility at 300 Main Street. As required by WV Code, two property appraisals were secured and the average of the two appraisals is \$282,500. The Board will need to convene an emergency meeting to hold a public hearing to sell the property. The Board determined it would convene at 9:00 AM on June 27<sup>th</sup> for an emergency session to conduct this item of business.
3. Southern regained its Title III eligibility status.
4. President Tomblin held her annual Administrative Retreat on May 29<sup>th</sup> at the Logan Convention Center with senior and mid-level management to discuss and review institutional plans for fiscal year 2009.
5. Mr. Terry Sammons represented the Board of Governors at Southern's annual Allied Health Pinning Ceremony on May 9, and Board Chair Kevin Fowler delivered Board Greetings at the annual Commencement Ceremony on May 10.
6. The Review Committee for the two new dean positions is in the process of interviewing candidates. President Tomblin hopes to name the new deans by June

30<sup>th</sup>.

7. The 2008 Phi Theta Kappa All-West Virginia Academic Team Ceremony took place on April 18, 2008 in the Governors Reception Room, where the Governor and First Lady presented a certificate and medallion to students to honor their achievement. Allied Health student, David Terlikowski, represented Southern at the event.
  8. On Wednesday, May 14, President Tomblin and the High School Visiting Team held Parent's Night for juniors and seniors at Lincoln County High School. We will offer several dual credit options at the site beginning Fall 2008. This will provide an opportunity for some students to receive a college degree simultaneously with their high school diploma.
  9. The College will launch a new Marketing Campaign for 2008-2009.
  10. The Southern West Virginia Community College Foundation approved to pay for a consulting team to review Southern's Technology services.
  11. Ms. June Walker, Planning and Accountability Coordinator for the Community and Technical College System of West Virginia, conducted an institutional Civil Rights Audit today. After reviewing our documentation, talking with students, faculty, and staff, and conducting a walk-thru, she met with administrators to discuss the results. There were no significant findings.
  12. The WV Council for Community and Technical College Education is planning an Institutional Boards of Governor's Orientation Workshop on July 30, 2008 at Embassy Suites in Charleston, beginning at 9:30 a.m. This Workshop will provide imperative information for both current and newly appointed board members. Additional details regarding the agenda, registration and accommodations are forthcoming.
- 6. Action Items:**
1. **Approval of April 15 and June 3, 2008 Meeting Minutes**  
**MOTION:** Mike Baldwin moved to accept the meeting minutes as amended.  
  
**ACTION:** George Kostas seconded the motion. The motion carried unanimously.
  2. **Nominating Committee Report and Election of Officers**  
**MOTION:** Wilma Zigmond moved to accept the following resolution:  
  
*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect the following slate of Board officers for fiscal year 2008-2009 as proposed by the Nominating Committee: Kevin Fowler, Chair; Terry Sammons, Vice Chair; George Kostas, Secretary.  
  
**ACTION:** Glenn Yost seconded the motion. The motion carried unanimously.

**3. Election of Lay Member to the Board of Governors Agenda Committee**

At its April 15, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors amended its bylaws to include the past Board Chairperson and one lay Board member to the membership of its Agenda Committee. Ms. Akers opened the floor for nominations. Hearing none, Ms. Wilma Zigmond, volunteered to serve and the Board took the following action.

**MOTION:** Glenn Yost moved to accept the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect Wilma Zigmond to the serve on the Board's Agenda Committee for fiscal year 2008-2009.

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

**4. Approval of 2008-2009 Board Meeting Schedule**

**MOTION:** George Kostas moved to accept the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors adopt the proposed schedule of meetings for fiscal year 2008-2009 as presented with the understanding that additional meetings may be necessary for emergency or time-sensitive issues.

**ACTION:** Glenn Yost 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 Information Technology, Certificate. Dental Hygiene and Electrical Engineering Technology were presented to the Board at its April 15 meeting. Vice President for Academic Affairs, Cathy Smith-Cox, presented the post audit review report and recommended resolution for the Information Technology, Certificate, program for the Board's consideration for approval:

**MOTION:** Glenn Yost moved to accept the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve continuation of the Information Technology certificate program as recommended by the post audit review in accordance with the provisions of the West Virginia Council for Community and Technical College

Education (Community and Technical College System Council) Title 135, Procedural Rule, Series 37, Increased Flexibility for Community and Technical Colleges.

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

**6. Approval of Modification of Capital Project and Expenditures for FY 2009-2010**

**MOTION:** Terry Sammons moved to accept the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and the priorities of FY 2010 Capital Projects as reported in the listing.

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

**7. Approval of Modification of Capital Projects and Expenditures for FY 2010-2014**

**MOTION:** George Kostas moved to accept the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification of expenditures and priorities of Capital Projects for FY 2010—FY 2014 as reported in the priority list.

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

**8. Final Approval of Proposed Policy**

**1. SCP-1725, Private Scholarships**

**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 revised policy following a 30-day comment period.

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

**7. Discussion Items:**

**1. Review of Institutional Five-Year Technology Plan**

The Chief Technology Officer, Ronald Hamilton, solicited input from all employees via email regarding the institution's Technology Acquisition Plan. He drafted a list of projects and discussed them with the Finance, Facilities, and Technology Committee. He asked each member to vote on the order of implementation for the 29 projects listed. The priority order of the projects was used in creating the Technology Plan. The Plan was presented to the Executive Council on May 6,

2008. Mr. Hamilton presented the new Technology Plan for the implementation of technology for the next five years to the Board for review and discussion. Mr. Terry Sammons voiced concern regarding the priority listing. He stated that nothing should be more important than notifying students and employees of emergency situations. Therefore, priority listing #2, Emergency Notification System, should be priority #1. The group was in agreement with Mr. Sammons. Mr. Hamilton stated he would change the priority order.

**2. Annual Board and Administrator Self-Evaluation**

The annual self-assessment instrument will be distributed to the Board of Governors and administrators electronically to complete and return to Board Counsel during July 2008 for compilation. The results will be presented to the Board at its September meeting.

**3. Board of Governors Retreat Agenda**

The Southern West Virginia Community and Technical College Board of Governors will hold its October 2008 business meeting and annual retreat at the Stonewall Resort and Conference Center in Roanoke, West Virginia. President Tomblin will try to schedule Dr. Mark David Milliron, an award-winning leader, author, speaker, and consultant best known for exploring leadership development, future trends, learning strategies, and the human side of technology change as the guest speaker for this event.

**4. West Virginia Council for Community and Technical College Education's Approval of Southern's Tuition Request**

At its March 18, 2008-emergency meeting, the Southern West Virginia Community and Technical College Board of Governors amended its November 20, 2007 tuition increase for fiscal year 2008-2009. The Board amended its original request to reflect an \$8.00 per credit hour tuition rate increase or \$96.00 per semester for full-time resident students effective July 1, 2008.

This action did not affect the request for non-resident tuition and fees. The tuition and fees for non-resident students will 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.

On March 18, 2008, President Tomblin submitted a letter to Chancellor Skidmore on behalf of the Board requesting Southern's resident and non-resident tuition and fees increase for fiscal year 2008-2009 be added to the West Virginia Council for Community and Technical College Education's meeting agenda for review and approval at its April meeting. The Council denied this request. All other institutions were granted the tuition increase it requested. At some point the Board may express its dismay and concern to legislative leaders regarding this issue.

**5. Southern Administrative Announcement on Tuition and Waivers**

During the 2008 Session of the West Virginia State Legislature, Senate Bill No. 564 was passed. One of the provisions of this bill permits institutions of higher education to provide tuition waivers for employees, spouses and dependent children. Within this new provision in state code, the institutional Board of Governors (BOG) is charged with developing and adopting a rule concerning the awarding of tuition waivers under this program. Until such time that Southern's Board of Governors can develop and adopt a rule governing the awarding of tuition waivers under this provision, guidelines were established for a tuition waiver program for Southern employees, their spouses and dependent children effective with the Fall 2008 semester. These guidelines will remain in effect unless changed by a subsequent administrative announcement by the President or until a BOG rule is formally approved. The administrative announcement was provided for the Board's review and discussion.

**6. Eastern WV Community and Technical College Accreditation**

Eastern West Virginia Community and Technical College underwent a comprehensive evaluation visit April 10-12, 2006, by a team representing the Higher Learning Commission of the North Central Association of Colleges and Schools. As a result of that evaluation, Eastern received candidacy status, which is the second of three stages in the process toward accreditation.

After achieving candidacy status in 2006, the College began a second Self-Study process again focused on the ultimate goal of achieving full accreditation. A second evaluation visit by the Higher Learning Commission was conducted April 28-30, 2008. Eastern received initial accreditation status as a result of that evaluation. The College will remain recognized as a Campus of Southern West Virginia Community and Technical College until it achieves independent accreditation status from the Higher Learning Commission.

**8. Adjournment:**

There being no further business, Ms. Akers declared the meeting adjourned at 7:40 p.m. upon a motion by Glenna Yost seconded by George Kostas. The next regular Board meeting is scheduled for September 9, 2008 at the Logan Campus.

  
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Kevin N. Fowler, Chair, Board of Governors

  
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Emma L. Baisden, Assistant to the Board