

**Southern West Virginia Community and Technical College Board of Governors
Board Conference Room, 428
Center for Allied Health and Technology
2900 Dempsey Branch Road, Mount Gay, WV
Meeting of December 9, 2008**

**OFFICIAL
Approved 02/17/2009**

Board Members Present: Kevin Fowler, Terry Sammons, George Kostas, Linda Akers, Jada Hunter, Glenn Yost, Michael Baldwin, George Morrison, Tom Heywood, Shelley Huffman, Robert Jude

Board Members Absent: Wilma Zigmond

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Samuel Litteral, Allyn Sue Barker, Cathy Smith-Cox, Ron Hamilton, Patricia Clay, Cindy Crigger, Pam Alderman, Cindy McCoy, Prudence Barker, Darrell Taylor, Emma Baisden

Classified Staff: Debbie Dingess, Martha Lee-Paige, Pat Miller, Chris Gray

Guests: Chancellor James Skidmore, Chris Deweese, Kelley Shafer

1. Call to Order:

Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:00 p.m.

2. Classified Staff Council 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. Ms. Debbie Dingess, Classified Staff Council Chair, introduced Classified Staff members present, Martha Lee-Paige, Patricia Miller and Chris Gray, then presented a PowerPoint Presentation to the Board on issues of concern that have an impact on classified employees.

3. Board of Governors Committee on Tuition and Fees Report

Mr. Tom Heywood, Chair of the Committee on Tuition and Fees, presented the committee's 2009-2010 tuition increase and student technology assessment fee proposal to the Board of Governors. The committee recommended a minimum tuition increase of 9.5 % per credit hour for resident students for the next five years (2009-2010 — 2013-2014) beginning with the 2009-2010 academic year. Additionally, the committee recommended a technology assessment fee of \$100 per FTE per year beginning with the 2009-2010 fiscal year.

A moderate tuition increase to \$1,512 per FTE per semester or an annual full-time tuition cost of \$3,024, would generate approximately 80% of the revenue needed during this five-year period. If the system tuition increase continues at 4.75%,

Southern will not reach the average credit hour cost within this five-year period.

There is a critical level of under funding technology at Southern West Virginia Community and Technical College. Major changes are needed to immediately address critical gaps by outsourcing some services. An infusion of technology resources is needed to bring classroom technology, work stations, and servers up-to-date and networked with access to shared servers and printers/peripherals. Key staffing changes should be quickly made to bring the IT environment to a secure, stable environment providing adequate services to the College.

On behalf of the Committee on Tuition and Fees, Mr. Heywood will bring a formal recommendation before the Board for adoption at its February 17, 2009 meeting.

4. Chancellor's Report

President Tomblin introduced the Chancellor for the Community and Technical College System of West Virginia, James Skidmore, to the group and provided his background. Chancellor Skidmore provided board members with an overview of state priorities for 2009-2010.

5. President's Report:

1. The grand opening ceremony for the new Allied Health and Technology Center was held on Wednesday, November 12, 2008. Senator Earl Ray Tomblin was the featured speaker during the formal ceremony attended by approximately 250 dignitaries, guests and students. The event culminated in a ribbon cutting ceremony and tours of the facility by Southern's Student Government Association members and Allied Health students.
2. The President's High School Visiting Team has completed its schedule of high school visits for this semester. President Tomblin believes Southern's enrollment numbers will continue to increase due to the continuation of visiting high schools within Southern's service district.
3. The Board of Governors Committee on Tuition and Fees held two meetings to prepare its presentation for the Board.
4. The legislature has placed a focus on recruitment of the adult population, because the state must depend on an educated adult population if it is to meet the demands of a skilled workforce. Chancellor Skidmore recently hired a group of consultants to help community and technical colleges with the recruitment and retention of adult learners. Five representatives were selected for each higher education institution including the president to develop specific strategies for their colleges. Southern's representatives in addition to its president include Darrell Taylor, Prudence Barker, Cathy Smith-Cox and Cindy Crigger. The team is working with consultants to develop strategies on how to deal with adult learners. At its December 2 meeting, the team set three priorities for the upcoming year.

5. President Tomblin expects the institution to begin using web cams to provide students better access to counseling services; specifically adult students. She may reorganize the Student Services Unit to better serve adult students.
6. Ms. Joanne Chabot, Technology Consultant, has completed the technology assessment and sent a report of findings to President Tomblin. It will take some time to move forward with the implementation of suggested recommendations.
7. The West Virginia Coal Association will hold its next meeting on Southern's Logan Campus on December 10, 2008. Members will have an opportunity to visit the Academy for Mine Training and Energy Technologies.
8. Southern will hold its second annual Appalachian Leadership Academy induction ceremony at the Brass Tree Restaurant in Williamson, WV on December 17 for its 2009 Appalachian Leadership Academy fellows. The six students will receive a full scholarship to attend Southern and up to \$500 for books.
9. The annual Tug Valley Chamber of Commerce and Southern West Virginia Community and Technical College Legislative Luncheon will follow the ALA induction ceremony at noon at Southern's Williamson Campus.
10. The College will be closed December 19, 2008 through January 4, 2009 for the upcoming Christmas and New Year's holidays.
11. The Harmony Week Steering Committee is working on activities for February 2009. Reverend Billy Kyles will serve as guest speaker for the luncheon scheduled for February 26.
12. Southern's dual credit enrollment for the fall 2008 semester is 444. This is an increase of several hundred students from last year. President Tomblin expressed her thanks to Dr. Cindy McCoy for leading this effort.
13. The College will submit an RFP to Chancellor Skidmore for a Central Sterile Supply program for the fall 2009 year.

6. Financial Report

Chief Financial Officer, Sam Litteral, provided the financial report dated November 30, 2008 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. These figures reflect the budgeted amount with actual year-to-date totals.

7. Financial Audit

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the fiscal year ended June 30, 2008. Suttle and Stalnaker representative and Certified Public Accountant, Chris Deweese, discussed details of the accounting firm's findings with respect to financial reporting. The accounting firm provided copies of the audited financial statements 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.

8. 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, 2008.

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

2. Approval of Minutes

MOTION: Mike Baldwin moved to accept the October 16, 2008 minutes as presented.

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

3. Institutional Policies for Final Approval

1. SCP-1153, Consumer Complaint Procedures, and SCP-1153.A, Consumer Complaint Form

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 following the 30-day public comment period.

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

2. SCP-5065, Awarding of Undergraduate Tuition and Fee Waivers

MOTION: Tom Heywood 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 following the 30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried

unanimously.

3. SCP-2226, Faculty Incentive Pay Plan

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 SCP-2226 *Faculty Incentive Pay Plan* following the 30-day public comment period.

ACTION: Tom Heywood seconded the motion. The motion carried unanimously.

4. SCP-2562, External Professional Activities of Faculty and Other Professional Staff

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

RESOLVED, That the Southern West Virginia Community and Technical grant final approval of SCP-2562 following the 30-day public comment period.

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

5. SCP-2624, Employee Development

MOTION: Tom Heywood moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical grant final approval of SCP-2624, *Employee Development*, following the 30-day public comment period.

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

6. SCP-2220, Course Feedback Policy and SCP-2220.A, Course Feedback Form

MOTION: Mike Baldwin moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical grant final approval for the rescission of SCP-2220, Course Feedback Policy, and SCP-2220.A, Course Feedback Form, following the 30-day public

comment period.

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

7. 1. **SCP-3160, Course Syllabus and SCP-3160.A, Course Syllabus Format**
2. **SCP-3165, Adding Courses to the Curriculum and Revising Existing Courses,**
3. **SCP-3170, Deleting Courses from the Curriculum,**
4. **SCP-3240, Assignment of Credit / Non-Credit Courses, and**
5. **SCP-3250, Final Examinations**

MOTION: Tom Heywood moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the rescission of SCP-3160, Course Syllabus and SCP-3160.A, Course Syllabus Format; SCP-3165, Adding Courses to the Curriculum and Revising Existing Courses; SCP-3170, Deleting Courses from the Curriculum; SCP-3240, Assignment of Credit / Non-Credit Courses; and SCP-3250, Final Examinations following the 30-day public comment period.

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

8. **SCP-3401, Independent Study; SCP-3401.A, Independent Study Request Form; and SCP- 3401.B, Independent Study Contract**

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 for the rescission of SCP-3401, Independent Study; SCP-3401.A, Independent Study Request Form; and SCP-3401.B, Independent Study Contract following the 30-day comment period.

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

9. 1. **SCP-3620, Policy Regarding Program Review**
2. **SCP-4398, Student Grades and Grade Point Average Requirements for Graduation**

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-3620, Policy Regarding Program Review, and SCP-4398, Student Grades and Grade Point Average Requirements for Graduation, following the 30-day public comment period.

ACTION: Tom Heywood seconded the motion. The motion carried unanimously.

10. **SCP-1040, Use of College Bulletin Boards, Directories, and Information Dispensing Equipment**

MOTION: Tom Heywood moved the adoption of the following resolution:

RESOLVED, That the Southern WV Community and Technical College Board of Governors approve cancellation of SCP-1040, Use of College Bulletin Boards, Directories, and Information Dispensing Equipment, following the 30-day public comment period.

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

11. **SCP-1180, Equipment Loans and SCP-1180.A, Contract of Equipment Loans**

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

RESOLVED, That the Southern WV Community and Technical College Board of Governors approve rescission of SCP-1180 and SCP-1180.A following the 30-day public comment period.

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

12. **SCP-5051, Reduced Tuition and Fee Program for State Residents Age 65 and Older**

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 SCP-5051, Reduced Tuition and Fee Program for State Residents Age 65 and Older, following the 30-day public comment period.

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

13. SCP-1625, Publications and Productions

MOTION: Tom Heywood moved the adoption of the following resolution:

RESOLVED, That the Southern WV Community and Technical College Board of Governors approve rescission of policy SCP-1625, Publications and Productions, following the 30-day public comment period.

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

14. SCP-7712, Requests for Media Services and Television Agreements

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

RESOLVED, That the Southern WV Community and Technical College Board of Governors approve rescission of SCP-7712, Requests for Media Services and Television Agreements, following the 30-day public comment period.

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

15. SCP-6125, Contract Training for Workforce Development

MOTION: Tom Heywood moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the cancellation of SCP-6125, Contractual Training for Workforce Development, following the

30-day public comment period.

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

4. Approval of Policies for 30-day Comment

1. SCP-1167, Emergency Procedures

MOTION: Jada Hunter 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 SCP-1167 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

ACTION: Tom Heywood seconded the motion. The motion carried unanimously.

2. SCP-1233, First Aid

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 SCP-1233 to Southern's constituencies and the Chancellor for the West Virginia Council for Community and Technical College Education for a 30-day comment period.

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

3. SCP-1375, Reports of Accidents/Incidents; SCP-1375.A, Accident/Incident Report Form; SCP-1375.B, Monthly Report of Accidents/Incidents

MOTION: Glenn Yost 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 policy SCP-1375, and attachments, SCP-1375.A and SCP-1375.B, to Southern's constituencies and the Chancellor for

Community and Technical College Education for a 30-day public comment period.

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

3. Appointment of Committee on Tuition and Fees

Chair Fowler, appointed a committee to prepare a proposal for tuition and fee increases for FY 2009-2010. The committee will bring a recommendation forward for the Board's review and consideration at its December 9 meeting. Members appointed include Kevin Fowler, Terry Sammons, Tom Heywood, Robert Jude, Joanne Tomblin, Merle Dempsey, Sam Litteral, Cathy Smith-Cox and Prudence Barker. Mr. Heywood will serve as committee chair. Upon a motion by Terry Sammons and seconded by Jada Hunter, the Board unanimously approved the Committee appointments.

9. Executive Session Pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues

Glenna Yost 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. Jada Hunter seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, Glenn Yost moved and George Kostas seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session. Based upon discussions in Executive Session, the following action was taken:

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

RESOLVED, That in order to comply with the provisions of Section 409A of the Internal Revenue Code, as amended, (the "Code") and applicable regulations thereunder, the Board of Governors of Southern West Virginia Community and Technical College does hereby approve and adopt that certain Amended and Restated Employment Agreement by and between Joanne Jaeger Tomblin and Southern West Virginia Community and Technical College effective as of December 9, 2008, provided, however that all provisions applicable to compliance under Code Section 409A shall be effective as of January 1, 2005, does hereby authorize its President, Vice President or other officer to execute such Amended and Restated Employment Agreement, and any other document or documents deemed necessary or advisable, in the discretion of such duly authorized officer or officers, to carry out such Amended and Restated Employment Agreement; and

RESOLVED FURTHER ,That the appropriate officer(s) of Southern West Virginia Community and Technical College are hereby authorized to take any and all other actions that may be necessary or appropriate in connection with or to effectuate the foregoing resolution.

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

10. Adjournment:

There being no further business, Chair Fowler declared the meeting adjourned at 8:45PM.

Kevin N. Fowler

Chair

Emma L. Baisden

Assistant to the Governing Board