

**Southern West Virginia Community and Technical College**  
**Board of Governors Meeting of June 23, 2009**  
**Center for Allied Health and Technology - Room 428**  
**2900 Dempsey Branch Road, Mount Gay, WV**

**OFFICIAL**

**Board Members Present:** Kevin Fowler, George Kostas, Terry Sammons, Glenn Yost, Tom Heywood, Shelley Huffman, Jada Hunter, Mike Baldwin, George Morrison

**Board Members Absent:** Linda Akers, Robert Jude, Wilma Zigmund

**Administrative Staff:** President Joanne Jaeger Tomblin, Sam Litteral, Allyn Sue Barker, Ron Hamilton, Cindy Crigger, Patricia Clay, Pamela Alderman, Cindy McCoy, Cathy Smith-Cox, Darrell Taylor, Prudence Barker, Debbie Dingess, Martha Maynard, Chris Gray, Emma Baisden

**Guests:** Kent Wilson (Intern), Kimberly Irick (Appalachian Leadership Academy)

**1. Call to Order:**

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

**2. Special Presentation:**

Chair Fowler honored outgoing Board of Governors members Michael Baldwin and Robert Jude with resolutions thanking them for their faithful service to the Southern West Virginia Community and Technical College Board of Governors (Addendums 1 and 2).

**3. President's Report:**

1. Southern conducted its annual Allied Health Pinning and Commencement Ceremonies at the Coalfield Jamboree Theater in downtown Logan May 15 and 16 respectively. Standing-room only crowds attended these events.
2. The State of West Virginia Board of Professional Surveyors approved Southern's Survey Technology program at its May 19, 2009 meeting. Southern's program graduates are now entitled to take the examination to become licensed surveyors in West Virginia. Pamela Alderman, Katie Smith-Cox, Carol Howerton and Steve Birurakis are to be commended as this has been a two-year process in meeting the requirements of the Board.
3. Beginning Fall 2009, Southern will offer a new A.A.S. degree program in Forensic Psychology and Investigation.
4. President Tomblin held her annual Administrative Planning Retreat on May 21, 2009 at the Logan Convention Center with senior and mid-level management to review Vision 2020 accomplishments and concerns, and to discuss Vision 2020 priorities 2010-2020.
5. The President's Annual Administrative Retreat with senior management was held June 3-5, 2009, at the Inn at Christmas Place in Pigeon Forge, TN. The group reviewed and discussed Vision 2020 accomplishments, concerns, and future priorities. We plan to refine our current Vision Statement for the Board's review at its October 2009 meeting.
6. As a cost-saving measure, our Cosmetology/Salon Management program will be

moved during the summer from a rented facility in Boone County to the Logan Campus.

7. Southern will receive a 2.85% budget cut for fiscal year 2010. Governor Manchin plans to use stimulus funds to backfill institutional budget cuts. Stimulus funds are expected by September.
  8. Southern will receive \$6,000,000 in bold funds to build a new facility at Williamson. We are planning a groundbreaking ceremony for late Spring 2010. Construction of the facility will take approximately two years.
  9. The West Virginia Council for Community and Technical College Education approved Technical Program Development grant awards totaling \$970,000 for Southern for Central Sterile Supply Technician (\$220,000) and Vehicle Maintenance (\$750,000) program's at its May 8, 2009 meeting.
  10. According to the provisions of Senate Bill 373, the High Education Policy Commission (HEPC) and Community and Technical College System (CTC) are to coordinate training opportunities for its members and members of Boards of Governors. All members are to receive training except ex officio and student members. Members are to complete three hours of training in the first six months of service. Members must complete six hours of training within two years of starting service and six hours every two years thereafter. Chairs must certify hours of training annually by July 31. If adequate hours of training are not received, the HEPC or CTC are to notify the Secretary of State that a member is disqualified from further service and ask the Governor or appointing entity to appoint a new member. The HEPC and CTC must report training to LOCEA by September 30 of each year and include in the report card.
  11. President Tomblin provided the Board with the statistics of the 2008 high school graduates in Southern's service district attending college.
4. **Financial Report**  
Chief Financial Officer, Sam Litteral, provided the financial report dated May 31, 2009 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. These figures reflect the budgeted amount with actual year-to-date totals.
5. **Action Items:**
1. **Approval of April 21, 2009, Minutes**  
**MOTION:** Shelley Huffman moved to accept the meeting minutes as presented.  
  
**ACTION:** George Kostas seconded the motion. The motion carried unanimously.
  2. **Nominating Committee Report and Election of Officers**  
Mr. Glenn Yost, Nominating Committee Chair, presented the committee's report and proposed recommendation of officers for fiscal year 2009-2010. Chair Fowler opened the floor for nominations for chair, vice chair, and secretary. There being no additional nominations from the floor, Shelley Huffman moved to close

nominations. Jada Hunter seconded the motion. Chair Fowler declared nominations closed.

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board officers for fiscal year 2009-2010 as proposed by the Nominating Committee: Kevin Fowler, Chair; Terry Sammons, Vice Chair; and Tom Heywood, Secretary.

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

**3. Approval of 2009-2010 Board Meeting Schedule**

**MOTION:** Jada Hunter moved the adoption of the following resolution with the understanding that additional meetings may be necessary for emergency or time-sensitive issues:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors adopt the recommended schedule of meetings for fiscal year 2009-2010 as presented.

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

**5. Approval of Fiscal Year 2009-2010 Budget**

**MOTION:** Shelley Huffman 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 2009-2010, beginning July 1, 2009, with a modification to the format to show federal stimulus funds as a separate line item for tracking purposes.

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

**6. Modification of Expenditures and Capital Projects for 2010-2011**

Mr. Samuel Litteral, Chief Financial Officer, presented a prioritized list of capital projects with related costs for FY 2010-2011 to the Board for review and consideration for approval. In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project Management*, 3.2.2.1, annually, each institution through its Governing Board is to submit a capital budget plan to the West Virginia Higher Education Policy Commission. Submission of the annual capital budget plan will coincide with preparation of the annual budget request to the Department of Administration and the information submitted will be used for Policy Commission reports and priorities. Listing a project in the annual capital budget plan establishes an institution's intent to actually initiate a particular project from its five-year capital implementation plan during the upcoming fiscal year.

**MOTION:** Tom Heywood moved the adoption of 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 2011 Capital Projects as reported in the listing.

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

**7. Approval of Modification of Capital Project Priorities and Expenditures for 2011-2015**

Chief Financial Officer, Samuel Litteral, presented a prioritized list of capital projects with related costs for a five-year period to the Board for review and consideration for approval. In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project Management*, 3.2.1.1, each institution through its Governing Board is to submit to the West Virginia Higher Education Policy Commission for approval its five-year capital implementation plan identifying the projects it intends to undertake during this five-year period. This plan is based on the long term development objectives and recommendations in its approved campus development plan.

**MOTION:** Jada Hunter moved the adoption of 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 2011-FY 2015 as reported in the priority list.

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

**8. Approval of Technology Fee**

**MOTION:** Shelley Huffman moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve a non-refundable technology fee of \$50.00 per semester. The technology fee applies to each student registered for greater than half-time (7 credit hours or more) per semester for the fiscal year beginning July 1, 2009.

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

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

**1. SCP-1091, Classified Staff Council Constitution**

**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 public comment period.

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

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

**MOTION:** George Morrison 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 public comment period.

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

**6. Discussion Items:**

**1. Tuition Committee Presentation to the WV Council for Community and Technical College Education**

Mr. Tom Heywood, Chair of the Tuition and Fee Committee, briefed Board members on the tuition and fee increase request presentation given to the West Virginia Council for Community and Technical College Education at its May 7 meeting. Southern's Board of Governors was well represented. No action was taken at that time. On May 8, 2009, the Council approved individual resolutions for the adoption of proposed increases in tuition at West Virginia's community and technical colleges. Southern was granted a tuition increase of \$182 per student, but no technology assessment fee. Mr. Heywood commended the institution for its work on this endeavor and believes this to be a huge milestone for free-standing community and technical colleges.

**2. Bond Funds**

Southern West Virginia Community and Technical College will receive \$6,000,000 in bond funds for construction of a technology facility in Williamson.

**3. 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 by July 1, 2009 for compilation. The results will be presented to the Board at its August 18 meeting.

**4. Board of Governors Retreat Agenda**

Southern's Board of Governors will hold its annual planning retreat on October 16, 2009, at Stonewall Resort and Conference Center in Roanoke, West Virginia. President Tomblin asked Board members to send her topics of interest which would be beneficial to everyone. The Board will also need to review Southern's Mission and Vision Statements during the retreat.

**5. Vision 2020 Revision and Update**

The Major Gifts Campaign is moving into its next phase and priorities need to be

revised to reflect accomplishments since July 1, 2004. Because of the economic downturn, raising funds will become more difficult.

**7. Informational Items**

**1. WVCCTCE Institution Tuition Increase**

President Tomblin provided information regarding the tuition increases approved by the West Virginia Community and Technical College Education Council for West Virginia's community and technical college's.

**2. Needs Agenda Technology Acquisition Plan**

This plan was first presented to the Board of Governors at its June 18, 2008 meeting. The Chief Technology Officer provided an update to the Board on the progress of implementing the plan.

**3. Report of Awarding of Undergraduate Tuition and Fee Waivers**

In compliance with Southern College Policy (SCP) 5065, Awarding of Undergraduate Tuition and Fee Waivers, 7.2, the Chief Financial Officer presented the 2008-2009 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. Pursuant to the statute, the report on the awarding of undergraduate tuition and fee waivers is entered into the minutes of the Governing Board.

**4. Programs Added in the Statewide Degree Inventory**

President Tomblin shared a copy of the acknowledgment letter from Dr. Mark Stotler, Assistant Director of Academic Affairs for the Community and Technical College System, regarding the implementation of the A.A.S. in Forensic Psychology and Investigation and the Certificate in Forensic Psychology and Investigation. These programs will be reflected in the statewide degree inventory.

**8. 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. 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.

**Further Action:**

Based upon discussions in the executive session, the Board reconvened in an open session and the following action was taken:

**1. Approval of Annual Presidential Evaluation**

**MOTION:** Shelley Huffman moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the submission of the written annual presidential

evaluation for the President of Southern West Virginia Community and Technical College for the 2008-2009 review period to the Chancellor of the West Virginia Council for Community and Technical College Education.

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

**2. Approval of 2009-2010 Presidential Goals**

**MOTION:** Shelley Huffman moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College as amended for 2009-2010.

**ACTION:** George Kostas seconded the motion. The motion carried unanimously. The goals are attached and made a part of the minutes (Addendum 3).

**9. Adjournment:**

There being no further business, Chair Fowler declared the meeting adjourned at 8:25 p.m. The next Board meeting is scheduled for August 18, 2009.

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Kevin N. Fowler, Chair

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Emma L. Baisden  
Assistant to the Board of Governors

OFFICIAL  
Approved 08/18/2009

**ADDENDUM 1**

**Southern West Virginia Community and Technical College  
Board of Governors Resolution Honoring  
R. Michael Baldwin**

**WHEREAS**, R. Michael Baldwin has served with dedication as the classified staff representative first on the Southern West Virginia Community and Technical College Board of Advisors from July 1, 2000 to June 30, 2001, and then on the Southern West Virginia Community and Technical College Board of Governors from July 1, 2001 to June 30, 2009; and

**WHEREAS**, During this period he consistently represented the interests and concerns of his constituents with enthusiasm and commitment to the Southern West Virginia Community and Technical College Board of Governors;

**THEREFORE, BE IT RESOLVED,**

That the Southern West Virginia Community and Technical College Board of Governors honor R. Michael Baldwin for his record of faithful service and dedication to the Board of Governors, expresses to him its sincere gratitude, and wishes him success in future endeavors; and, be it

**FURTHER RESOLVED**, That this resolution be inscribed upon the minutes of the Board of Governors of Southern West Virginia Community and Technical College this 23rd day of June in the year of 2009.

**ADDENDUM 2**

**Southern West Virginia Community and Technical College  
Board of Governors Resolution Honoring  
Robert Jude**

**WHEREAS**, Robert Jude has served as the student representative to the Southern West Virginia Community and Technical College Board of Governors from July 1, 2008 to June 30, 2009; and

**WHEREAS**, During this period he represented the interests and concerns of the students to the Southern West Virginia Community and Technical College Board of Governors; therefore, be it

**RESOLVED BY THE BOARD OF GOVERNORS:**

That the Board of Governors of Southern West Virginia Community and Technical College wishes to express its sincere thanks and appreciation to Robert Jude for his service to Board and wish him success in future endeavors; and, be it

**FURTHER RESOLVED**, That this resolution be inscribed upon the minutes of the Board of Governors of Southern West Virginia Community and Technical College this 23rd day of June in the year of 2009.

### ADDENDUM 3

**Joanne Jaeger Tomblin**  
**President**  
**Southern West Virginia Community and Technical College**  
**Goals for 2009-2010**

1. Develop plans for the programming and construction of the new Williamson Campus Technology Center in collaboration with stakeholders and oversee successful execution of the plans.
2. Continue leadership development of the College's administration through the *President's Leadership Academy*, and implement the first year of the *President's Future Leaders Academy*.
3. Conduct a series of round table meetings to include all full-time employees throughout the academic year, focusing on the future of the College and its mission and vision by placing more emphasis on communication and sharing in planning and decision making.
4. Continue meetings with the Chief Finance Officer and Executive Vice President on a monthly basis as a monitoring system for the College's budget.
5. Review and revise the "*Vision 2020 Major Gifts Campaign*" goals, and submit the revised plan to the Southern West Virginia Community College Foundation and the Southern West Virginia Community and Technical College Board of Governors for approval by December 2009.
6. Continue current recruitment and retention efforts and develop new strategies and plans to increase student enrollment for both traditional and non-traditional students.