

**Southern West Virginia Community and Technical College Board of Governors  
Board Conference Room, 428, Building C  
2900 Dempsey Branch Road, Mount Gay, WV  
Meeting of December 8, 2009**

**Board Members Present:** Kevin Fowler, Terry Sammons, Tom Heywood, George Kostas, Linda Akers, Jada Hunter, Glenn Yost, Shelley Huffman, Wilma Zigmond, Debbie Dingess, George Morrison, Kimberly Irick

**Board Members Absent:** None

**Administrative Staff:** President Joanne Jaeger Tomblin, Merle Dempsey, Samuel Litteral, Cathy Smith-Cox, Ron Lemon, Patricia Clay, Pam Alderman, Prudence Barker, Emma Baisden

**Faculty Senate:** Martha Maynard, Charles Puckett, Mary Hamilton, Diana Jividen

**Guests:** Chris Deweese, Kelley Shafer, Pauline Sturgill, Anita Copley, Chris Gray

**1. Call to Order:**

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

**2. Faculty Senate Presentation**

As prescribed in West Virginia Code §18B-6-3(g), the Faculty Senate held its annual meeting with the Board of Governors to discuss matters affecting the faculty. Ms. Martha Maynard, Faculty Senate Chair, introduced Senate members' present to the group. Ms. Maynard presented the Board with an overview of the Senate's role, its composition, discussed policies the group has been working on, and outlined the Senate's plans for the academic year.

**3. Appalachian Leadership Academy – Cotiga Chapter**

Ms. Pauline Sturgill, Director of Community and Leadership Development, informed Board members that Southern is proud to join several other colleges and universities across West Virginia in hosting the Appalachian Leadership Honors Program. This is the sister program of the Appalachian Leadership and Education Foundation created and founded by General Robert H. Foglesong. The mission of Southern's Appalachian Leadership Academy is to prepare the next generation of business, political, and academic leaders as they enter America's workforce by enhancing their leadership skills and instilling a foundation of impeccable character in those emerging leaders. Southern's third class of Cotiga Fellows is scheduled for induction into the program at 4:00pm on December 15, 2009 at the Williamson Campus. The Cotiga Fellows receive full tuition for up to four semesters and a book

allowance of up to \$500. Ms. Sturgill introduced Ms. Anita Copley, a second-year Cotiga Fellow, who spoke to the group about her personal success story. She informed the Board that she is from a family with 10 siblings and could not attend college without the Cotiga scholarship. She is extremely thankful for the opportunity it provides to develop and practice leadership skills.

**4. Board of Governors Committee on Tuition and Fees Report**

Mr. Tom Heywood, Chair of the Committee on Tuition and Fees, informed Board members that the Tuition and Fees Committee met on November 18, 2009 to discuss strategies for this year's tuition and fee proposal to the WV Council for Community and Technical College Education. Last year Southern's Board of Governors determined that the College would need a 9.5% tuition increase per year for the next five years to meet increasing operational costs, based on the assumption that Southern's state appropriations would remain flat during this period.

The Committee decided to revamp last year's report to include accomplishments and prepare a draft proposal for review and discussion at a follow-up meeting to be scheduled. Mr. Heywood will bring a formal recommendation before the Board for adoption at its February 16, 2010 meeting.

**5. President's Report:**

1. The student full-time enrollment (FTE) data shows an increase of 10.3% which equates to 1,746.5 FTE students. Dual credit enrollment is 514.
2. President Tomblin informed Board members that beginning with Fall 2010, Southern plans to implement a trimester schedule. A trimester schedule splits the academic year into three parts, as opposed to a semester schedule that splits the year into two parts. This will be an opportunity for students to earn a degree in six semesters rather than eight. The new schedule will be presented to the Board at its February 2010 meeting for adoption. Mr. Heywood commended President Tomblin for focusing on students.
3. Chancellor Skidmore announced that the community and technical college bonds had been sold and the sale generated enough money from the sale to fund projects. Therefore, we can move forward with the plans for a new technology facility at Williamson. This will be a 21,000 square-foot facility and will house Commercial Vehicle Maintenance, Allied Health, Exercise Physiology/Ergonomics, and Industry Support programs.
4. A total of 18,710 students and 124 middle and high schools were visited from Spring 2000 through Fall 2009 by the President's High School Visiting Team.
5. Southern officials will hold an interest meeting on December 9<sup>th</sup> with Wheeling Jesuit University representatives to discuss opportunities for a BA or MA degree program in Organizational Leadership. In January 2010, Wheeling Jesuit University would provide classes for these programs at Southern's Boone Campus. The BA program would meet one night weekly

for 15 months/FastTracked, and students may enter this program with any associate degree from Southern. The MA program would also meet only one night a week, face-to-face instruction, with a guaranteed consortium.

6. The Joint Review Committee on Education in Radiologic Technology will conduct a site visit February 22-23, 2010.
7. The annual Tug Valley Chamber of Commerce and Southern West Virginia Community and Technical College Legislative Luncheon will be held on December 10 at the Williamson Campus.
8. The College will be closed December 18, 2009 through January 4, 2010 for the upcoming Christmas and New Year's holidays.

**6. Data-driven Decision Making Presentation**

This presentation will be rescheduled due to the illness of the presenter.

**7. Financial Report**

Chief Financial Officer, Sam Litteral, provided the financial report dated November 30, 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. Board member, Shelley Huffman, requested that Mr. Litteral bring a detailed analysis on utilities and equipment to February Board meeting.

**8. 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, 2009. 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.

**9. Action Items:**

**1. Approval of Audited Financial Report**

**MOTION:** Shelley Huffman 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, 2009.

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

## 2. Approval of Minutes

**MOTION:** Tom Heywood moved to accept the October 15, 2009 minutes as presented.

**ACTION:** Wilma Zigmond seconded the motion. The motion carried unanimously.

## 3. Approval of Vision 2020 Priorities

**MOTION:** Shelley Huffman 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 Vision 2020 Priorities 2010-2015.

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

## 4. Institutional Policies for Final Approval

### 1. SCP-2234, Work Schedules

**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 for SCP-2234, Work Schedules, following the 30-day public comment period.

**ACTION:** Debbie Dingess seconded the motion. The motion carried unanimously.

### 2. SCP-4110, Institutional Policy Regarding ACT Requirements

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve rescission of SCP-4110, Institutional Policy Regarding ACT Requirements, following the 30-day public comment period, and its reconstruction as a procedure in the Enrollment Services Unit Procedures Manual.

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

unanimously.

**3. SCP-4672, Student Class Attendance**

**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 for the cancellation of SCP-4672, Student Class Attendance.

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

**4. SCP-4748, Student Government Constitution**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve rescission of SCP-4748, Student Government Constitution, following the 30-day public comment period, and its reconstruction as a working document within the Student Government Association.

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

**5. SCP-4825, Transfer of Student Credit Hours from Another Institution**

**MOTION:** Wilma Zigmond moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve rescission of SCP-4825, Transfer of Student Credit Hours from Another Institution, following the 30-day public comment period, and its incorporation of related information into SCP-4786, Transcript Evaluation.

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

**5. Approval of Institutional Policies for 30-day Public Comment**

**1. SCP-2005, Catastrophic Leave and Forms A-B**

2. **SCP-2406, Illness of Faculty Member, Responsibilities for Meeting Affected Classes, and Requests for Leave Due to Illness and Form A**
3. **SCP-2484, Medical Leave of Absence and Forms A-C.**

**MOTION:** Debbie Dingess moved the adoption of the following resolution:

*RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-2005, *Catastrophic Leave* and associated forms, SCP-2406, *Illness of Faculty Member, Responsibilities for Meeting Affected Classes, and Requests for Leave Due to Illness* and associated form, and SCP-2484, *Medical Leave of Absence* and associated forms, 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 and conversion to unit procedures.

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

4. **SCP-2006, Employee Leave**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of the new institutional policy SCP-2006, *Employee Leave*, to Southern's constituencies and the Chancellor for the West Virginia Council for Community and Technical College Education for a 30-day public comment period.

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

5. **SCP-2875, Workload Requirements for Full-time Faculty**

**MOTION:** Tom Heywood 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 SCP-2875, *Workload Requirements for Full-time Faculty*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

**6. SCP-3479, Mid-term Grade Reports and Form**

**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 for distribution of SCP-3479, Mid-term Grade Reports, and SCP-3479.A, Mid-term Grade Report Form, to Southern's constituencies and the Chancellor for the West Virginia Council 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:** Wilma Zigmond seconded the motion. The motion carried unanimously.

**7. SCP-3780, Textbook Selection Policy**

**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 distribution of SCP-3780, Textbook Selection Policy, to Southern's constituencies and the Chancellor for the West Virginia Council for Community and Technical College Education for a 30-day public comment period.

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

**8. SCP-5075, Bookstore Textbook Procedures**

**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 distribution of SCP-5075, Bookstore Textbook Procedures, to Southern's constituencies and the Chancellor for the West Virginia Council for Community and Technical College Education for a 30-day public comment period.

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

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

Shelley Huffman 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. Terry Sammons seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, Shelley Huffman moved and Glenn Yost seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session.

**11. Adjournment:**

There being no further business, Chair Fowler declared the meeting adjourned at 7:55PM.

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Kevin N. Fowler

Chair

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Emma L. Baisden

Assistant to the Governing Board