

Southern West Virginia Community and Technical College Board of Governors
Meeting of October 14, 2010
Stonewall Resort and Conference Center - Pecan Room
940 Resort Drive, Roanoke, WV

Board Members Present: Terry Sammons, Tom Heywood, Wilma Zigmond, George Kostas, Shelley Huffman, George Morrison, Glenn Yost, Debbie Dingess

Board Members Absent: Kevin Fowler, Linda Akers, Kimberly Irick, Jada Hunter

Administrative Staff: President Joanne Jaeger Tomblin, Sam Litteral, Allyn Sue Barker, Cindy Crigger, Ron Lemon, Pamela Alderman, Cindy McCoy, Darrell Taylor, David Lord, Bill Cook, Randy Skeens, George Beshears, Glenn Trammel, Emma Baisden

1. Call to Order:

Board Chair, Terry Sammons, called the meeting of the Southern West Virginia Community and Technical College Board of Governors to order. He declared a quorum was present and convened the meeting at 6:00 p.m.

2. President's Report:

1. President Tomblin welcomed everyone to the Board of Governors meeting and annual planning retreat.
2. Board members, Linda Akers, Debbie Dingess, and George Morrison, along with President Tomblin, Allyn Sue Barker, Cindy Crigger, Cindy McCoy, Darrell Taylor, George Beshears, and Pamela Alderman attended the Governor's Forum on Postsecondary Credential Attainment by Adult Workers held on September 28, 2010 at the Charleston Town Center Marriott. The forum focused on increasing the number of adults with college degrees and credentials. Data was presented showing the current education status of West Virginia's workforce, where it needs to be to make economic recovery possible, and suggested strategies to make those improvements.
3. ZMM Architects of Charleston, West Virginia, is in the process of preparing architectural renderings for Southern's new Williamson Technology Center project. They should have a design ready for review in 4-5 months. A groundbreaking ceremony is being planned for Spring 2011.
4. The Boone County Joint Administrative Board has been reinstated. Mr. Bill Cook, Director of Boone/Lincoln Campus Operations, is working with officials of the Boone County Board of Education on space utilization. Beginning Fall 2011, we will offer the Nursing Program at the Boone/Lincoln Campus in a non-traditional format.
5. The annual Community Appreciation Celebration was held at the Williamson Campus on September 19.

6. To date, the Fall Semester enrollment shows a 3% increase in full-time enrollment from Fall 2009. The institution will most likely break even on the headcount comparison from last year.
7. The one-time salary enhancement program approved by the Board at its August meeting for Southern employees will begin with the October 15 payroll.
8. Former Governor of West Virginia and current president of the Alliance for Excellent Education, Bob Wise, gave a presentation on his new book, *Raising the Grade: How High School Reform Can Save Our Youth and Our Nation*, to Southern's management team on October 4. While at Southern he also toured the Mine Academy and interviewed with Cindy Crigger for Southern's Channel 17.
9. President Tomblin has initiated an Enrollment Management project with 22 task committees to develop an Enrollment Management Plan to guide the College in its recruitment and retention efforts. Each committee will conduct research on one of 22 topics the President and Executive Council identified as essential elements to a successful plan. Each team will submit a set of recommendations based on their findings to the President by May 1, 2011.
10. Major administrators and managers are writing competencies for critical positions to include in the Succession Plan.
11. At the end of October, President Tomblin will present her monthly newsletter by pod cast to employees and the Board of Governors.
12. Since January 2010, the Major Gifts Campaign has raised more than \$700,000 and an overall total of more than \$9,800,000 since 2004.

The Board unanimously accepted the President's Report upon a motion by Wilma Zigmund and a second by George Kostas.

3. Financial Report

Chief Financial Officer, Sam Litteral, provided the financial report dated September 30, 2010 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The figures discussed are strictly cash that can be carried forward to build the institution's contingency fund. Mr. Litteral informed the group that Southern's financial audit has been completed and it will be presented to the Board at its December meeting.

The Board unanimously accepted the Financial Report upon a motion by Tom Heywood and a second by George Kostas.

4. SunGard Report:

Mr. Glenn Trammel, General Manager for SunGard Higher Education, and Mr. George Beshears, CIO,

provided an update on services being provided to the College. They are in the process of network assessment, inventory of PC's and working to establish classroom standards. They have established an interim help desk for technology with plans to implement a permanent 24x7 help desk. They plan to establish technology replacement cycles, redesign and reconfigure the network, upgrade the bandwidth, implement the Exchange server for e-mail, and establish customer service. Progress reports will be provided to the Board on a regular basis.

5. Action Items:

1. Appointment of Committee on Tuition and Fees

Chair Sammons appointed a committee to prepare a proposal for tuition and fee increases for FY 2011-2012. The committee will bring a recommendation forward for the Board's review and consideration at its February 15, 2011 meeting. Members appointed include Tom Heywood, Terry Sammons, Kimberly Irick, Joanne Tomblin, Sam Litteral, George Morrison, and Allyn Sue Barker. Mr. Heywood will serve as committee chair. Upon a motion by Shelley Huffman and seconded by Wilma Zigmund, the Board unanimously approved the Committee appointments.

2. Approval of August 17, 2010, Minutes

MOTION: Tom Heywood moved to accept the meeting minutes as presented.

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

3. Final Approval of Proposed Policies

1. SCP-1010, Use of Alcoholic Beverages on Campus

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 SCP-1010, *Use of Alcoholic Beverages on Campus*, following a 30-day public comment period.

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

2. SCP-1160, Diversity Philosophy

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 SCP-1160, *Diversity Philosophy*, following a 30-day public comment period.

ACTION: Wilma Zigmund seconded the motion. The motion carried unanimously.

3. SCP-2202, Personnel Assessment Philosophy and Practice Statement

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 SCP-2202, *Personnel Assessment Philosophy and Practice Statement*, following a 30-day public comment period.

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

4. SCP-3188, College-Level Examination Program (CLEP)

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 for the rescission of SCP-3188, *College-Level Examination Program (CLEP)*, following a 30-day public comment period and its reconstruction as a procedure within the Academic Affairs Unit.

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

5. SCP-3227, Credit Based on Experience and SCP-3227.A, Portfolio Evaluation 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 final approval for the rescission of SCP-3227, *Credit Based on Experience*, and SCP-3227.A, *Portfolio Evaluation Form*, and its reconstruction as a unit procedure following a 30-day public comment period.

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

4. Approval of Policies for 30-day Comment

1. SCP-1500, Philosophy, Vision and Mission of Southern West Virginia Community and Technical College

MOTION: Wilma Zigmond 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-1500, *Philosophy, Vision and Mission of Southern West Virginia Community and Technical College*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

2. SCP-2593, Diversity Philosophy

MOTION: Wilma Zigmond 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-2593, *Payment to Employees for Contracted Services (Other Than Regular Employment)* and the associated form, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

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

3. SCP-3600, Faculty Office and Class Schedule

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 SCP-3600, *Faculty Office and Class Schedule*, and SCP-3600.A, *Faculty Office and Class Schedule*, to Southern's constituents 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: Wilma Zigmond seconded the motion. The motion carried unanimously.

4. SCP-4151, Academic Standards and Expectations from Students

MOTION: Tom Heywood 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-4151, *Academic Standards and Expectations from Students*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

5. SCP-5620, Parking Regulations Policy

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 the distribution of SCP-5620, *Parking Regulations Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

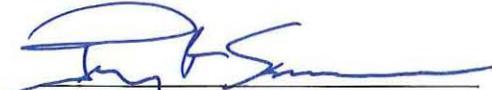
ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

6. **Informational Items:**

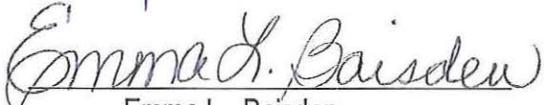
1. *Coal Valley News* Article
2. West Virginia Community and Technical College System News Articles

7. **Adjournment:**

There being no further business, Chair Sammons declared the meeting adjourned at 7:35 p.m. upon a motion by Glenn Yost and seconded by Shelley Huffman. The next Board meeting is scheduled for December 14, 2010 at Southern's Logan Campus



Terry R. Sammons, Chair



Emma L. Baisden
Assistant to the Board of Governors

OFFICIAL
Approved 02/15/2011