

**Southern West Virginia Community and Technical College
Board Conference Room, 428, Building C
2900 Dempsey Branch Road, Mount Gay, WV
Meeting of August 17, 2010**

Board Members Present: Terry Sammons, Tom Heywood, George Kostas, Linda Akers, George Morrison, Jada Hunter, Debbie Dingess, Kimberly Irick

Board Members Absent: Kevin Fowler, Glenn Yost, Shelley Huffman, Wilma Zigmond

Administrative Staff: President Joanne Jaeger Tomblin, Sam Litteral, Allyn Sue Barker, Darrell Taylor, Pamela Alderman, Cindy McCoy, Chris Gray, 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 6:10 p.m.

2. President's Report:

1. President Tomblin informed Board members that enrollment figures reflect a slight increase in Southern's Fall enrollment (credit courses).
2. Several new faculty have been hired to replace those who retired and/or resigned.
3. A group of five architectural firms submitted bid proposals to the West Virginia Council for Community and Technical Education for Southern's new Williamson Technology Center project. President Tomblin, Samuel Litteral, and Rita Roberson will participate in the interview process to be held in Charleston on August 18. Hopefully a groundbreaking ceremony can be held this fall for the project.
4. Southern officials are in contract negotiations with SunGard Higher Education for technology services. Hopefully they can begin work at Southern next week and begin accessing institutional technology needs. Bringing Southern's technology up to par will be a multi-year process.
5. August 27th is the kick-off for the second class of the President's Future Leaders Academy. Twenty employees are enrolled in this class.
6. All Governance Day is scheduled for August 20.
7. Phase 2 of the Vision 2020 Major Gifts Campaign is going well.
8. Southern's self-study process for renewal of institutional accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools begins this academic year.

9. Southern West Virginia Community and Technical College will be featured in an upcoming edition of *Education Executive Magazine*.

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

3. Financial Report

Chief Financial Officer, Sam Litteral, provided the financial report dated June 30, 2010 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. These figures discussed is strictly cash that can be carried forward to build the institution's contingency fund. No state funds have been allocated for capital expenditures.

At it's June 22, 2010 meeting, the Board requested that Mr. Litteral provide detailed factors which caused the Auxiliary Non-personnel Costs Line Item to exceed its approved budget at its August meeting. Mr. Litteral provided the Board with a detailed report of the institution's operating expenses. He explained that the majority of the expense shown in line item 540000, Merchandise for Resale, was from the purchase of textbooks by the bookstore in 2009 that was paid in 2010. More students purchased textbooks from the bookstore than in the previous year, therefore, the bookstore had to purchase more books – the reason for the additional expense in that line item.

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

4. Action Items:

1. Approval of June 22, 2010, Minutes

MOTION: George Kostas moved to accept the meeting minutes as presented.

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

2. Final Approval of Proposed Policies

1. SCP-5066, Third-Party Tuition and Fee Waivers

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 SCP-5066, *Third-Party Tuition and Fee Waivers*, following the 30-day public comment period.

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

2. SCP-5074, Selection, Adoption and Sale of Textbooks and Other Course Materials

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-5074, *Selection Adoption and Sale of Textbooks*

and Other Course Materials, following a 30-day public comment period.

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

3. Approval of Policies for 30-day Comment

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

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-1010, *Use of Alcoholic Beverages on Campus*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

ACTION: Jada Hunter 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 approval for the distribution of the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

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

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 the aforementioned policy 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.

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

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-3188, *College-Level Examination Program (CLEP)*, 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: Linda Akers seconded the motion. The motion carried unanimously.

5. **SCP-3227, Credit Based on Experience and SCP-3227.A, Portfolio Evaluation Form**
MOTION: George Morrison 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-3227, *Credit Based on Experience* and SCP-3227.A, *Portfolio Evaluation Form*, 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: Jada Hunter seconded the motion. The motion carried unanimously.

5. **Informational Items:**

1. **Institutional Rulemaking Report**

Chair Sammons provided Board members with a copy of the Institutional Rulemaking Report submitted to the Chancellor for Community and Technical College Education. Pursuant to the requirements of West Virginia Code §18B-1-6, annually a list of institutional rules that are effective on July 1, including the most recent date on which each rule was adopted, amended or repealed by the Board of Governors must be submitted to the Council for Community and Technical College Education.

2. **2010 Graduate Survey and Five-year Alumni Survey, Class of 2005** – copies of the surveys that are sent to Southern graduates were provided for the Board's information.

6. **Executive Session:**

Tom Heywood moved for the Board of Governors to enter an Executive Session pursuant to West Virginia Code §6-9A-4(2)A 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, George Kostas moved and Jada Hunter 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 2010-2011 Presidential Goals**

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

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors accept the annual goals for the President of Southern West Virginia Community and Technical College for fiscal year 2010-2011 as modified.

ACTION: Debbie Dingess seconded the motion. The motion carried unanimously. The goals are attached and made part of the minutes (Addendum 1).

2. Salary Enhancement

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize and direct the President of Southern West Virginia Community and Technical College, in consultation with the Chief Financial Officer, to develop a one-time salary enhancement program for all employees of Southern West Virginia Community and Technical College effective October 1, 2010. The one-time increase will be rescinded at the close of the fiscal year, June 30, 2011.

BE IT FURTHER RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve and authorize the President of Southern West Virginia Community and Technical College to implement such salary enhancements exercising her prudence and judgement.

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

7. Adjournment:

There being no further business, Chair Sammons declared the meeting adjourned at 7:15 p.m. upon a motion by Linda Akers and seconded by George Kostas. The next Board meeting is scheduled for October 14, 2010 at Stonewall Resort and Conference Center. The Board's annual strategic planning retreat will follow on Friday, October 15, 2010.

Terry R. Sammons, Chair

Emma L. Baisden
Assistant to the Board of Governors

*OFFICIAL
Approved 10/14/2010*

ADDENDUM I

**Joanne Jaeger Tomblin, President
Southern West Virginia Community and Technical College
Goals for 2010-2011**

- 1 Develop an organizational structure that enhances the mission and goals of Southern West Virginia Community and Technical College within the resources available.
 - 1.1 Assess current organizational structure. Create and/or eliminate positions to meet current and future needs where applicable.
 - 1.2 Attract, develop, and retain employees who exemplify our mission and core values.
- 2 Increase financial resources to meet the growing needs of the College.
 - 2.1 Lead "Vision 2020 Major Gifts Campaign" fundraising efforts to attain 20% of the Phase II, seven million dollar goal or \$1,500,000.
 - 2.2 Aggressively seek grant funds at the state and national level to enhance or sustain programs and services.
- 3 Establish a comprehensive technology plan, structure and infrastructure to deliver efficient technology services college-wide.
 - 3.1 Execute a contract for managed services with SunGard Higher Education.
 - 3.2 Assess current structure, personnel, policies, procedures, equipment and training needs of the Technology Unit.
 - 3.3 Initiate the development of strategies, goals and plans to meet future technology needs of the institution.
- 4 Continue an institutional focus on leadership training.
 - 4.1 Facilitate 2011 *President's Leadership Academy* program.
 - 4.2 Implementation of the College's *Succession Plan*.
 - 4.3 Continue a leadership focus through monthly group discussions and book reviews with College administration.

- 5 Foster an environment of collaboration and communication between the College and the communities it serves.
 - 5.1 Maintain an environment for open access and the comfortable exchange of ideas between the College and the communities it serves.
 - 5.2 Maintain key linkages to county, state and national organizations.
 - 5.3 Continue to foster and develop positive partnerships/relationships with high schools, colleges, government, business and community leaders.
 - 5.4 Provide opportunities to encourage interaction and collegiality with the College.
 - 5.5 Market the strengths of the College's academic excellence, affordability and services to students.
- 6 Begin the development of a five-year comprehensive Enrollment Management Plan that will provide a pathway to increase enrollment and retention rates through 2015 by 10 percent.
 - 6.1 Create an Enrollment Management Team and subgroups who will identify and research current standards and practices related to recruitment and retention at Southern. Groups will make recommendations to the President by Spring 2011. A plan will be drafted with initial implementation beginning with the Fall 2011 semester.