

Southern West Virginia Community and Technical College Board of Governors
Board of Governors Meeting of February 15, 2011
West Virginia Governor's Mansion
1716 Kanawha Boulevard, East, Charleston, WV

Board Members Present: Terry Sammons, Tom Heywood, George Kostas, Jada Hunter, Glenn Yost, Wilma Zigmund, George Morrison

Board Members Absent: Linda Akers, Shelley Huffman, Debbie Dingess, Kimberly Irick, Kevin Fowler

Administrative Staff: President Joanne Jaeger Tomblin, Samuel Litteral, Ron Lemon, Allyn Sue Barker, Cindy Crigger, Pam Alderman, Cindy McCoy, Darrell Taylor, George Beshears, Emma Baisden

Faculty Senate: Martha Maynard, Charles Puckett, Mary Hamilton, Kathy Deskins

Guests: Chris Deweese, Kelley Shafer, Suttle and Stalnaker Representatives

1. Call to Order:

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

2. Board of Governors and Administration Self-Evaluation

Ms. Elizabeth Walker, Board Counsel, led the Board of Governors and administrators through the results of the annual self-evaluation conducted on an aggregated and anonymous basis. Several concerns were expressed in the administrator evaluation results section pertaining to "meetings of administrators." The Board of Governors opened the floor for discussion of the concerns expressed and decided that a process to determine how to address these concerns needed to be established. As a result, President Tomblin will hold small discussion groups to discuss the issues expressed by the administration.

3. 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. Ms. Maynard informed Board members that the faculty salary scale was supposed to have been reviewed in 2010. This is an issue of great concern. She stated that Southern's full-time faculty pay scale is below the national average - Rank of Instructor base salary - \$31,000 vs. \$56,000. The Senate is concerned about hiring and retaining qualified faculty. On behalf of the faculty, Ms. Maynard requested that the Board of Governors review the full-time faculty salary scale.

4. Advisory Council of Faculty (ACF) Presentation

Mr. Charles 'Chuck' Puckett serves as Southern's faculty representative on West Virginia Advisory Council of Faculty. Mr. Puckett presented the Board of Governors with a brief overview of the ACF and highlighted current issues the ACF endorses which include:

1. A systematic funding mechanism for capital projects, sustainable deferred maintenance, and higher education initiatives mandated by the Legislature.
2. Increasing the percentage of tenured faculty to maintain academic integrity, to recruit quality faculty, and to encourage a strong voice in governance issues.
3. Relief from rising PEIA premiums.
4. Support of higher education personnel legislation and initiatives which include:
 1. Revising the classification and compensation system.
 2. HEPC/CTCS tuition and fee approval above 3% increase.
 3. Standardizing academic program approvals across both systems.
 4. Flexibility for all institutions in various areas, such as purchasing.
 5. Faculty representation on the HEPC and CTC Council.
 6. The right for higher education employees to serve in the Legislature.

Following the presentation, the Board of Governors thanked Mr. Puckett for providing them with an overview of the ACF and its current concerns.

5. 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 January 20, 2011 to discuss strategies for this year's tuition and fee proposal to the WV Council for Community and Technical College Education. In 2008-2009, 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.

While Southern wants always to be affordable and accessible, it is clear that tuition and fees are at the bottom. Mr. Heywood informed the group that in April he and Chair Sammons, along with President Tomblin and Chief Financial Officer, Sam Litteral, would travel to Eastern West Community and Technical College to advocate directly to the Council to plead Southern's case to increase tuition for 2011-2012 by 9.5%. It was a tough fiscal year at the state level last year and no tuition increases were approved. It is the committee's belief that being able to demonstrate that students will not go unserved if a tuition increase is granted by the Council.

At its January 20, 2011 meeting, the Committee on Tuition and Fees recommended a minimum tuition increase of \$101.00 per semester per FTE for the 2011-2012 academic year. Therefore, Mr. Heywood called for a motion for the Board to approve the tuition increase. This increase would bring the full-time resident tuition to \$1,152.00 per semester. If approved, Mr. Heywood recommended the request be submitted to the West Virginia Council for Community and Technical College Education for action at its next meeting.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board

of Governors approve the proposed revision to the resident tuition increase of \$101.00 per semester per FTE for the 2011-2012 academic year effective July 1, 2011.

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

Mr. Heywood informed Board members that at its January meeting, the Committee on Tuition and Fees recommended a technology fee increase of \$50 per semester for students enrolled in seven (7) or more credit hours beginning with the 2011-2012 fiscal year. If approved, this increase will bring the total technology fee to \$100.00 per semester for students enrolled in seven (7) or more credit hours.

MOTION: George Kostas moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed technology assessment fee increase of \$50 per semester for students enrolled in seven (7) or more credit hours effective July 1, 2011.

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

6. President's Report:

1. President/First Lady Tomblin has been traveling around the state to meet with the president of each community and technical college to present them with the College Completion Challenge. This is a call to action developed by the American Association of Community Colleges (AACC) and the Association of Community College Trustees (ACCT) that aims to increase the student college completion rate nationwide. As each institution commits to the challenge, it signifies a unified statewide effort to realize an additional 16,000 West Virginians with certifications or degrees by 2015. Each institution will receive a resolution developed by the Community and Technical College System of West Virginia that embraces the commitment of the AACC and ACCT. Council Chair, Bob Brown, and Chancellor Jim Skidmore join the presidents in signing the resolution.
2. President/First Lady Tomblin and West Virginia University President, James Clements, are co-chair's of West Virginia's first College Completion Task Force. The 16-member Task Force, brought together by Chancellor Brian Noland (HEPC) and Chancellor Jim Skidmore (CTCS), will focus on the challenge of increasing college completion in West Virginia. The Task Force will outline goals for West Virginia and potential plans on how to obtain those goals. President/First Lady Tomblin informed Board members that Tom Heywood is also a member of the Task Force.
3. April 7, 2011 is the tentative date for the groundbreaking ceremony for the construction of the new Applied Technology Center at the Williamson Campus.
4. During All Governance Day on February 11, Dr. Randy Smith, President of the Rural Community College Alliance, presented Enrollment Management strategies to all college

employees. The institution is undergoing the process of writing an Enrollment Management Plan to guide our recruitment and retention efforts for the next several years. All employees of the College have been assigned to a group that will study a particular topic and make recommendations based on their findings. President/First Lady Tomblin hopes to be able to review the information submitted by Fall 2011.

5. President Tomblin participated in a strategic planning seminar for community and technical college decision makers entitled "Nine Shift: Higher Education in the 21st Century," held at Ft. Lauderdale, Florida in February. In the next ten years, our society will shift from the Industrial Age to the Internet Age. President Tomblin is purchasing the book, "Nine Shift: Work, Life and Education in the 21st Century" for all members of the Board of Governors, Executive Council, Academic Affairs Management Council, ACF Representative, Faculty Senate Chair, Classified Staff Council Chair, and Advisory Council of Classified Employees Representative. This will most likely shift our organizational structure.
 6. Boone County Joint Administrative Committee has been meeting regularly. Southern's last Nursing class at the Kanawha Valley facility will graduate in May 2011. Beginning with Fall 2011, the Nursing program will be moved to the Boone/Lincoln Campus. The Nursing program did not receive a favorable report from the National League for Nursing Accrediting Agency during its accreditation site visit. The Nursing Department compiled a 43-page response report and sent it to the NLNAC Review Panel. The Panel recommended the program for full accreditation of eight years to the NLNAC Commission.
 7. The Respiratory Care program completed its initial accreditation visit by The Commission on Accreditation for Respiratory Care (CoARC) on February 1. The site visitors plan to recommend full accreditation for the program. They listed several strengths and no weaknesses of the program.
 8. Contributions to the Major Gifts Campaign have exceeded expectation. The Southern Foundation has increased student scholarships by 357% since the campaign's inception.
7. **Office of Information Technology Update**
Mr. George Beshears, Chief Information Officer, informed the Board that Southern's first Technology Governance Committee meeting was held during Governance Day on February 11. The IT Department is moving forward with technology for students and use of technology in the classroom by faculty. Obstacles are network assessment, bandwidth challenges and the e-mail system.
8. **Financial Report**
Chief Financial Officer, Sam Litteral, provided the financial report dated January 31, 2011 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The figures discussed are strictly cash that can be carried forward. The 40/40/20 budget distribution plan prevents the departments from running out of funds.

9. 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, 2010. 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. Mr. Deweese commended the Financial Department at Southern for performing an excellent job on the audit.

10. Action Items:

1. Approval of Audited Financial Report

MOTION: Jada Hunter 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, 2010.

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

2. Approval of Minutes

MOTION: Tom Heywood moved to accept the October 14, 2010 minutes as presented.

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

3. Institutional Policies for Final Approval

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

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-1500, Philosophy, Vision and Mission of Southern West Virginia Community and Technical College, following a 30-day public comment period.

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

2. SCP-2593, Payment to Employees for Contracted Services (Other Than Regular Employment)

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the aforementioned policy SCP-2593, following the 30-day public comment period.

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

3. SCP-3600, Faculty Office and Class Schedule and SCP-3600.A, Faculty Office and Class Schedule

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-3600, Faculty Office and Class Schedule and SCP-3600.A, Faculty Office and Class Schedule, following a 30-day public comment period and their reconstruction as procedures with the Academic Affairs Unit.

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

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

MOTION: Wilma Zigmond 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-4151, Academic Standards and Expectations of Students, following a 30-day public comment period.

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

5. SCP-5620, Traffic and Vehicle Speed, Flow and Parking Regulations Policy

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-5620, Traffic and Vehicle Speed, Flow and Parking Regulations Policy following a 30-day public comment period.

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

4. Approval of Institutional Policies for 30-day Public Comment

1. SCP-1750, Tobacco Usage

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 the distribution of SCP-1750, Tobacco Usage, to Southern's constituents 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-2810, Sabbatical Leave for Full-time Faculty

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-2810, Sabbatical Leave for Full-time Faculty, to Southern's constituents 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.

3. SCP-3245, Faculty and Administrative Productivity

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-3245, Faculty and Administrative Productivity, 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.

4. SCP-4233, The Dean's List of Students; Graduation with Honors Status

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 the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

5. SCP-5525, Maintenance Work Order Request System

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 distribution of SCP-5525, Maintenance Work Order Request System, 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: George Kostas seconded the motion. The motion carried unanimously.

6. SCP-2125, College-wide Employee/Personnel Policy

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 distribution of SCP-2125, College-wide Employee/Personnel Policy, to Southern's constituents 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.

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

7. SCP-2226, Faculty Incentive Pay Plan

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 the revised policy SCP-2226, Faculty Incentive Pay Plan and the accompanying SCP-2226.A, Faculty Incentive Pay Plan Criteria and Application Guidelines, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

8. SCP-2843, Sexual Harassment Policy

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 the advancement of SCP-2843, Sexual Harassment Policy, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

9. SCP-3650, Program Reduction or Elimination

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-3650, Program Reduction or Elimination, 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.

10. SCP-3670, Public School Service Program

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-3670, Public School Service Program, and SCP-3670.A, Public School Service Form, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

11. SCP-4770, Student Rights and Responsibilities

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-4770, Student Rights and Responsibilities, 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.

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

Tom Heywood 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. Wilma Zigmond seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, Glenn Yost moved and Jada Hunter seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session.

12. Adjournment:

There being no further business, Chair Sammons declared the meeting adjourned at 9:00 p.m.

Terry R. Sammons, Chair

Emma L. Baisden
Assistant to the Board of Governors

APPROVED 2011-04-19