

**Southern West Virginia Community and Technical College Board of Governors**  
**Board of Governors Meeting of June 21, 2011**  
**2900 Dempsey Branch Road, Room 428-C, Mount Gay, WV**

**Board Members Present:** Terry Sammons, Tom Heywood, Wilma Zigmond, George Kostas, Jada Hunter, Debbie Dingess, George Morrison, Linda Akers, Shelley Huffman

**Board Members Absent:** Kevin Fowler, Glenn Yost, Kimberly Irick-Reynolds

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

**ZMM Architects:** Brian Estep, Jill Watkins, Adam Krason, David Ferguson

**Southern Staff:** Chris Gray, Patricia Miller

**1. Call to Order:**

Board of Governors Chair, Terry Sammons, declared a quorum present and convened the meeting at 6:00 p.m.

**2. Williamson Applied Technology Facility Update:**

ZMM Architect representatives Brian Estep, Jill Watkins, Adam Krason, and David Ferguson provided a Power Point presentation of the new Williamson Applied Technology Facility for members of the Governing Board. They reviewed the proposed master plan, floor plans, interior finishes, exterior and interior views. This will be a contemporary high-tech higher education building with flexible classrooms to adapt to technology and usage needs of the facility. ZMM Architects is a leader in sustainable or 'green' design in the state.

**3. President's Report:**

1. Southern conducted its annual Allied Health Pinning and Commencement Ceremonies at the Coalfield Jamboree Theater in downtown Logan April 22 and 23 respectively. Board Chair, Terry Sammons, served as the Board of Governors Ceremonial Representative for the Allied Health Pinning Ceremony and also brought Greetings from the Board at the Commencement Ceremony.
2. Mr. George Morrison, Faculty Representative to the Board, brought Greetings from the Board for Southern's GED Ceremony held May 19, 2011 in the Savas-Kostas Performing Arts Theater, Logan Campus.
3. On May 16, 2011, the International Society of Mine Safety Professionals (ISMSP) presented two awards to Southern's Academy for Mine Training and Energy Technologies during its annual conference in Daytona Beach, FL.
4. President Tomblin informed Board members that the College Completion Task Force is working on strategies for the higher education system and will hold a summit to mesh those strategies with the Compact/Master Plan.

5. Southern hosted its first annual Women's Leadership Institute on June 10-11, 2001 at Chief Logan Conference Center. Bestselling author, performer and motivational speaker, Nicole Johnson, was the featured speaker. Approximately 150 individuals attended the two-day event including President Tomblin, Linda Akers, Wilma Zigmond, Allyn Sue Barker, Cindy Crigger, and Pamela Alderman.
  6. Dr. Cindy McCoy and George Morrison have been working on an articulation agreement in Elementary Education with Bluefield State College officials for delivery at our Wyoming/McDowell Campus.
  7. President Tomblin informed members of the Boone County Joint Advisory Board during its meeting on June 15 that Southern will not be able to offer the Nursing Program at its Boone Campus in Fall 2011, but perhaps the program may be offered in 2012. Medical Assisting will be offered at Boone beginning Fall 2011.
  8. SunGard Consultant, Sharla Trimm, will assist Southern in pursuing funding to support a Center for Professional Development, mandated by Senate Bill 330, that will also address improvements in distance learning. Ms. Trimm is scheduled to meet with President Tomblin and the design team (Allyn Sue Barker, Darrell Taylor, Mindy Saunders, Carol Howerton, Bill Alderman) on June 27, 2011. She will assist the team with development of a project design outline for Southern's Center for Professional Development. The Center will bring tools in to teach the faculty how to use the latest technology in the classroom and provide training needs of the classified staff as well. It is intended to be a professional school of development for faculty and staff.
  9. President Tomblin plans to begin reorganization during this Summer. We will be consolidating the Logan and Williamson Television Studios and relocating the TV Studio to the Williamson Campus. This consolidation will allow for replacement of outdated equipment.
  10. Ms. Elizabeth Walker of Bowles, Rice, McDavid, Graff and Love, will be reviewing Southern's institutional policies to assure they comply with federal regulations.
- 4. Technology Report**
- Mr. George Beshears, Chief Information Officer, informed the Board that a new network has been established and employees are slowly being moved to the Active Directory. An online readiness assessment was conducted by two outside consultants. Reports have been provided to President Tomblin. The IT Department is working to expand wi fi availability, designing plans to support multiple devices and bringing desktop vitalization to the workplace.
- 5. Financial Report**
- Chief Financial Officer, Sam Litteral, provided the financial report dated May 31, 2011 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. These figures reflect the budgeted amount with actual year-to-date totals.

**6. Action Items:**

**1. Appointment of Board of Governors Representative to the Self-Study Steering Committee**

Chair Sammons appointed Wilma Zigmond to serve as the Board's representative on Southern's Self-Study Steering Committee. The appointment was unanimously approved upon a motion by Debbie Dingess and second by George Kostas.

**2. Approval of April 19, 2011, Minutes**

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

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

**3. Nominating Committee Report and Election of Officers**

Ms. Wilma Zigmond, Nominating Committee Vice Chair, presented the committee's report and proposed recommendation of officers for fiscal year 2011-2012. Chair Sammons 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 Sammons declared nominations closed.

**MOTION:** Shelley Huffman 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 2011-2012 as proposed by the Nominating Committee: Terry Sammons, Chair; Tom Heywood, Vice Chair; and Wilma Zigmond, Secretary.

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

**4. Election of Lay Members to the 2011-2012 BOG Agenda Committee**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect two lay members, Linda Akers and Shelley Huffman, to its 2011-2012 Board of Governors Agenda Committee. Ms. Akers will serve in the lay board member position and Ms. Huffman will serve in the past chairperson position in accordance with SCP-8600.A, *Board of Governors Operational Guidelines*, Section 4.3.1.

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

**5. Approval of 2011-2012 Board of Governors Meeting Schedule**

**MOTION:** Tom Heywood 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 2011-2012 as presented.

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

**6. Approval of the 2010-2015 Institutional Compact Submission to the West Virginia Council for Community and Technical College Education**

**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 submission of the 2010 - 2015 Institutional Compact to the West Virginia Council for Community and Technical College Education on or before June 30, 2011.

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

**7. Approval of FY 2011-2012 Institutional Budget**

**MOTION:** Wilma Zigmond 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 institutional operating budget for the fiscal year beginning July 1, 2011.

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

**8. Approval of FY 2012-2013 Capital Projects and Expenditures**

Mr. Samuel Litteral, Chief Financial Officer, presented a prioritized list of capital projects with related costs for FY 2012-2013 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:** Shelley Huffman 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 2013 Capital Projects

for Southern West Virginia Community and Technical College.

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

**9. Approval of FY 2013-2017 Capital Projects and Expenditures**

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:** Shelley Huffman 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 priorities of FY 2013 - FY 2017 capital projects for Southern West Virginia Community and Technical College.

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

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

**1. SCP-1001, Records Retention Policy**

**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 of SCP-1001, *Records Retention Policy*, following the required 30-day public comment period.

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

**2. SCP-2226, Faculty Incentive Pay Program**

**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 of the revised policy SCP-2226, *Faculty Incentive Pay Program* and the accompanying attachment's SCP-2226.A, *Faculty Incentive Pay Program Criteria and Application Guidelines*, and SCP-2226.B, *Faculty Incentive Pay Program Agreement Form* following an additional 30-day public comment period.

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

**3. SCP-3670, Public School Service Program**

**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-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, following a 30-day public comment period.

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

**4. SCP-4274, Standards of Progress for Financial Assistance Recipients**

**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-4274, *Standards of Progress for Financial Assistance Recipients*, following the 30-day public comment period.

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

**5. SCP-4356, Financial Aid Recipient - Change in Enrollment Status**

**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-4356, *Financial Aid Recipient – Change in Enrollment Policy*, following the 30-day public comment period.

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

**6. SCP-5050, Assessment, Payment and Refund of Fees**

**MOTION:** Linda Akers 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 revised policy SCP-5050, *Assessment, Payment, and Refund of Fees*, following a 30-day public comment period.

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

**7. Discussion Items:**

**1. Annual Board of Governors Retreat Site Selection**

Southern's Board of Governors will hold its annual planning retreat at Stonewall Resort and Conference Center in Roanoke, West Virginia, if space is available.

**2. Board of Governors Retreat Agenda**

President Tomblin asked Board members to send her topics of interest which would be beneficial to everyone. She plans to have an ACCT representative to speak to the Board on its role during the accreditation process, and have a representative from the College Completion Task Force to speak on the completion agenda.

**8. Informational Items**

**1. 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 2010-2011 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. Mr. Litteral will provide a report on the percentage of annual FTE generated from the total number of students receiving waivers at the August 16 Board meeting.

**9. Executive Session**

Tom Heywood 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. Shelley Huffman seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, Wilma Zigmond moved and Shelley Huffman 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 2010-2011 review period to the Chancellor of the West Virginia Council for Community and Technical College Education.

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

**2. Approval of 2011-2012 Presidential Goals**

**MOTION:** Shelley Huffman moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College as presented for 2011-2012.

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

**9. Adjournment:**

There being no further business, Chair Sammons declared the meeting adjourned at 9:00 p.m. The next Board meeting is scheduled for August 16, 2011.

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Terry R. Sammons, Chair

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Emma L. Baisden  
Assistant to the Board of Governors

**OFFICIAL**

*Approved 08/16/2011*

**ADDENDUM 1**

**Joanne Jaeger Tomblin**  
**President**  
**Southern West Virginia Community and Technical College**  
**Goals for 2011-2012**

1. Develop a five-year comprehensive Enrollment Management Plan that provides a pathway for increased enrollment and retention rates through 2015.
  - 1.01 Use the Executive Council to review and revise committee reports and determine final goals and strategies for the plan.
  - 1.02 Create a permanent governance committee to oversee Enrollment Management.
2. Develop and implement a new organizational structure that will enhance the mission, goals, and values of Southern West Virginia Community and Technical College within the resources available by July 1, 2012.
  - 2.01 Develop a structure based on input from employees, the College's strategic goals, the "Vision 2020 Major Gifts Campaign" vision, and the statewide Master Plan for Community and Technical Colleges 2010-2015 by Spring 2012.
  - 2.02 Advertise critical positions.
3. Develop an agenda for the production of more graduates.
  - 3.01 Develop strategies to increase college completion by 5 percent in the 2012 year.
  - 3.02 Initiate innovative programming to reduce the time to degree completion.
  - 3.03 Initiate recruitment strategies to recruit and retain adults.
4. Continue the development and implementation of strategies, goals, and plans to meet future technology needs.
  - 4.01 Monitor and execute the second year contract with SunGard Higher Education.
  - 4.02 Submit a major grant proposal which will support new initiatives for online learning and professional development for employees in the use of technology.
  - 4.03 Create a strategic plan for Technology.
  - 4.04 Implement the Active Directory.

5. Begin the internal process for the institutional accreditation visit by the Higher Learning Commission of the North Central Association of Colleges and Schools in 2012-2013.
  - 5.01 Create the Steering Committee and begin the self-study review process.
  - 5.02 Create the draft self-study document by Spring 2012.
  - 5.03 Collect data and documents for the Electronic "Evidence" File Repository.
  
6. Promote strong community and employer partnerships.
  - 6.01 Develop strong partnerships with business and industry to align college curriculum with employer needs.
  - 6.02 Continue to develop positive partnerships with high schools, colleges, government, business and community leaders.
  
7. Enhance college marketing by contracting services with a marketing firm to create a consistent image and creative publications.