

Southern West Virginia Community and Technical College Board of Governors
Board of Governors Meeting of February 21, 2012
2900 Dempsey Branch Road, Room 428-C, Mount Gay, WV

Board Members Present: Terry Sammons, Wilma Zigmond, Linda Akers, George Kostas, Jada Hunter, Glenn Yost, Shelley Huffman, George Morrison

Board Members Absent: Tom Heywood, Debbie Dingess, Adam Bradford, Kevin Fowler

Administrative Staff: President Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, Pam Alderman, Cindy McCoy, Darrell Taylor, Susan Askew, Charles "Chuck" Puckett, Carol Howerton, Alyce Patterson-Diaz, Anita Messer, Patricia Poole, Emma Baisden

1. Call to Order:

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

2. Advisory Council of Faculty (ACF) Presentation

Mr. Charles 'Chuck' Puckett serves as Southern's faculty representative on the 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. Allow faculty representation on the HEPC and CTC Council.
 6. Allow 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.

3. Report on 2013 Higher Learning Commission Accreditation Self-Study

Dr. Merle Dempsey, Southern's Accreditation Liaison Officer and the 2013 Self-Study Co-Coordinator, provided an update to Board members on the Self-Study process for renewal of institutional accreditation by the Higher Learning Commission of the North Central Association for Colleges and Schools which is currently underway at the College. He led the group through the Self-Study Organizational Structure which is located on Southern's website at <http://selfstudy.southernwv.edu/>.

The College last completed the HLC accreditation process in 2003. Since then, the criteria for accreditation have changed to become more reliant on evidence-based reporting. The criteria require the College to demonstrate how everything it does relates to the institution's mission. Southern is participating in the accreditation review through the HLC's Program to Evaluate and Advance Quality (PEAQ).

The Self-Study Steering Committee and Subcommittees are in the process of preparing a rough draft of the Self-Study Report and collecting relevant data as evidence. The draft report is scheduled for circulation to college employees for review and comment in April 2012. Southern's comprehensive on-site visit from the Higher Learning Commission is scheduled for April 22-24, 2013.

4. President's Report:

1. On February 8, 2012 President Tomblin sent the draft Enrollment Management Plan and proposed organizational chart to all Southern employees for review and comment by February 16. *A Roadmap to Success - Enrollment Management Plan 2012-2015* is a document created through information provided by all employees through the Enrollment Management process. This has truly been a college-wide effort. Comments received will be reviewed and taken into consideration when compiling the final document. The Enrollment Management Plan and new organizational chart will be effective July 1, 2012.
2. The Association of Community College Trustees (ACCT) is conducting the search for the Vice President for Academic Affairs and Student Services for the College. We hope to have a good pool of applicants by February 24. The Screening Committee is scheduled to meet with ACCT representatives via video conference on March 1, 2012, to review and discuss the top 10 applicants. When the top three (3) applicants are selected, they will be invited on campus for an interview. If no suitable candidates are found in the first round of applicants, ACCT will conduct another search until a suitable candidate is located.
3. Due to inclement weather, the annual Harmony 365 Candlelight Vigil kickoff scheduled for Sunday, February 19th was cancelled at the Logan Street First Baptist Church in Williamson. It has been rescheduled for 6:00 p.m. on Sunday, March 11.
4. Southern participated in Higher Education Day at the Legislature on February 10. The annual event is held to salute West Virginia's higher education institutions and inform potential students, policymakers, and the general public about post secondary educational opportunities. The event is hosted by the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education.
5. Governor Tomblin has set aside funds to help Southern with the new Applied Technology facility at Williamson. His proposal must go before the Legislature for approval. President Tomblin hopes to have this finalized in a couple of weeks.

6. The annual Southern Partners for Education and Economic Development (SPEED) reception held at the Charleston Marriott on February 8th was well attended.
7. Dr. Qingyun Sun, with the US-China Energy Center at West Virginia University, and Caitlin Ashley, International Trade Representative with the West Virginia Development Office, visited Southern's facilities and toured the Academy for Mine Training and Energy Technologies on February 9th. They discussed the next steps for continuing the China relationship. Both Dr. Sun and Ms. Ashley believe a visit from China University officials would be a good follow-up, but Southern would need to determine the best time to invite a delegation. Eventually we hope to be able to train Chinese rescue teams via the Internet. This continues to be a slow process as we must work through the Chinese government.
8. Over the next few months, President Tomblin will meet with all major units of the College.
9. President Tomblin does not plan to fill the Vice President for Communications position left vacant by the resignation of Cindy Crigger in October 2011. She plans to seek Expressions of Interest for an advertising firm to work on a marketing strategy for the College.
10. Ms. Peni Adams, Executive Director for the McDowell County EDA, is providing the College office space in their building so the College will have a presence in McDowell County. There is an initiative currently underway in McDowell County to make educational improvement the route to a brighter economic future. Partners from business, foundations, government, nonprofit organizations, and labor have committed to seeking solutions to McDowell's complex problems. Dr. Cindy McCoy is to meet with Ms. Adams to discuss course offerings for Fall 2012.

5. Financial Report

Chief Financial Officer, Sam Litteral, provided the financial report dated January 31, 2012 to Board members. This report encompasses 80% of the annual budget. 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. Mr. Litteral informed Board members that he is currently working on the annual 2012-2013 budget.

6. Board of Governors Committee on Tuition and Fees Report

President Tomblin provided the report to Board members on behalf of Mr. Tom Heywood, Chair of the Committee on Tuition and Fees. President Tomblin informed the group that the Tuition and Fees Committee met on November 14, 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 five consecutive years to meet increasing operational costs, based on the assumption that Southern's state appropriations would remain flat during this period. Southern is beginning the fourth year of the plan. It was a tough fiscal year at the state level in 2010 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. The Committee decided to continue on course of the 9.5% plan and gather data to review at its next meeting in January 2012.

At its January 30, 2012 meeting, the Committee on Tuition and Fees recommended a minimum tuition increase of \$108.00 per semester per FTE for the 2012-2013 academic year (a 9.38% increase) be presented to the full Board for consideration of approval at its February 21 meeting. This increase would bring the full-time resident tuition rate to \$1,260.00 per semester. The actual impact of the tuition and fee increase would add \$9.00 to the per credit hour tuition rate of \$105.00 per credit hour. If approved, President Tomblin recommended the request be submitted to the West Virginia Council for Community and Technical College Education for action at its next meeting.

President Tomblin reported to Board members that at its January meeting, the Committee on Tuition and Fees recommended a graduation application fee increase of \$25.00 to cover the institution's current expenses for diplomas, diploma covers, mailings, etc. If approved, this increase will bring the total Application for Graduation fee to \$50.00 per student effective July 1, 2012.

Chair Sammons called for a motion from the Board to approve the tuition and graduation application fee increase proposals.

7. Action Items:

1. Request for Approval of Proposed Tuition Increase

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 resident tuition increase of \$108.00 per semester per FTE for the 2012-2013 academic year effective July 1, 2012.

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

MOTION: Glenn Yost made a motion to add the following resolution to the resident tuition increase proposal:

BE IT FURTHER RESOLVED, that the tuition and fees be placed at a level to insure that nonresident students pay the lower of the most recent report System average or the calculated institutional full cost of instruction as required by West Virginia Code §18B-10-1.

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

2. Request for Approval of Proposed Graduation Fee Increase

MOTION: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed graduation application fee increase of \$25.00 effective July 1, 2012.

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

3. Appointment of Board of Governors Presidential Comprehensive Evaluation Review Committee

In compliance with West Virginia Code §18B-1B-6c and Title 135, Procedural Rule of the West Virginia Council for Community and Technical College Education, Series 5, *Employing and Evaluating Presidents*, a formal written performance evaluation is to be conducted every fourth year of the institution's President. The governing board's evaluation will be reported to the President and Chair of the Council for Community and Technical College Education. To that end, Chair Sammons appointed the following Board members to serve on the 2011-2012 Presidential Review Committee: Current Board Secretary, Wilma Zigmund (Chair); Past Board Chairs, George Kostas and Linda Akers (Vice Chair); Lay Member, Glenn Yost; Classified Staff Representative, Debbie Dingess; Faculty Representative, George Morrison; and Student Representative, Adam Bradford.

4. Approval of December 13, 2011 Meeting Minutes

Chair Sammons called for a motion to approve the December 13, 2011 meeting minutes.

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

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

5. Southern West Virginia Community and Technical College Severance Benefit Plan

The Severance Benefit Plan was designed to help Southern West Virginia Community and Technical College address its emerging programmatic needs as identified in its Compact. Eligible faculty/staff will have an opportunity to apply for participation in a severance plan during a specified period extending over 24 months. It will permit the college the flexibility to implement and realize the goals and objectives of its 2010 - 2015 Institutional Compact for Success. Participation in the severance plan is totally voluntary and no faculty/staff member shall be discriminated against in any way or by any means if he or she elects not to participate. The entire cost of the plan shall be borne by Southern West Virginia Community and Technical College. The plan is a revised version of the plan approved and offered between fiscal years 2005 and 2010.

Several clarifying changes to the plan have been made. Recommended clarifications were identified as the plan was administered over a five-year period. The dates of the plan were

revised to match the period covered by the Institutional Compact approved by the Board of Governors on June 21, 2011. Upon approval by the Board of Governors, the Severance Benefit Plan will be presented to the Joint Legislative Committee on Pensions and Retirement for approval during this legislative session.

MOTION: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the *Severance Benefit Plan* as a tool to further the programmatic changes necessary for the institution to implement its goals as identified in its 2010-2015 Institutional Compact. The Severance Benefit Plan will be in effect from the date of approval through June 30, 2015.

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

6. Action on Institutional Policies Presented for Final Approval

1. SCP-2218, Evaluation of Full-time Faculty

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-2218, *Evaluation for Full-time Faculty*, following the required 30-day public comment period.

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

2. SCP-2250, Hiring Adjunct 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 final approval of SCP-2250, *Hiring Adjunct Faculty*, following the required 30-day public comment period.

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

3. SCP-2375, Home Campus Assignment and Campus Requirements for Faculty

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 SCP-2375, *Home Campus Assignment and Campus Requirements for Faculty*, following the required 30-day comment period.

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

4. SCP-3100, Full-time Faculty Responsibilities for Academic Advising of Students

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-3100, *Full-time Faculty Responsibilities for Academic Advising of Students*, following a 30-day public comment period.

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

5. SCP-3551, Meeting Scheduled Classes

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 the rescission of SCP-3551, *Meeting Scheduled Classes*, following the required 30-day public comment period.

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

7. Action on Institutional Policies Presented for Approval for 30-day Public Comment

1. SCP-2165, Educational Release Time for Classified Employees

MOTION: Wilma Zigmund 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-2165, *Educational Release Time for Classified Employees*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

2. SCP-2748, Request for Release Time for Full-time Faculty

MOTION: Wilma Zigmund 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-2748, *Request for Release Time for Full-time Faculty*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

3. SCP-3000, Distance Learning (New Policy)

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 the distribution of SCP-3000, *Distance Learning*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

4. SCP-3693, Instructional Schedule Development

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 the proposed cancellation of SCP-3693, *Instructional Schedule Development*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

5. SCP-4710, Academic Dishonesty

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 the distribution of SCP-4710, *Academic Dishonesty*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

6. SCP-5780, Travel Regulations

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-5780, *Travel Regulations*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

8. Follow-up Report for the AS Associate in Science Degree Program (Required by the Community and Technical College System)

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 Associate in Applied Science, Health Care Professional program review requirement and submission for the 2014-2015 academic year as originally scheduled.

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

9. Request for Approval to Reschedule the Health Care Professional Program Review

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

8. Discussion Item:

1. Board of Governors October 2012 Planning Retreat - Site Selection and Topics for Discussion

The Southern West Virginia Community and Technical College Board of Governors business meeting and annual planning retreat are tentatively scheduled for October 11-12, 2012. The Board selected The Resort at Glades Springs, Daniels, West Virginia, as the location to hold its October 2012 Retreat, if available. Ms. Emma Baisden will contact the Resort and reserve space for the event, if available.

9. **Informational Item:**

1. **Community and Technical College System 2011 Enrollment Analysis**

President Tomblin provided the Community and Technical College System 2011 Enrollment Analysis to Board members for informational purposes.

7. **Adjournment:**

There being no further business, Chair Sammons declared the meeting adjourned at 7:30 p.m. upon a motion by Shelley Huffman and seconded by Wilma Zigmond. The next Board meeting is scheduled for April 17, 2012 and will be held in the Board of Governors Conference Room (428), Building C, Logan Campus.

Terry R. Sammons, Chair

Emma L. Baisden
Assistant to the President and
Board of Governors

OFFICIAL

APPROVED 04/17/2012