

**Southern West Virginia Community and Technical College Board of Governors**  
**Board of Governors Meeting of April 17, 2012**  
**2900 Dempsey Branch Road, Room 428-C, Mount Gay, WV**

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

**Board Members Absent:** Glenn Yost, Shelley Huffman, Kevin Fowler

**Southern Employees:** President Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, Pam Alderman, Cindy McCoy, Susan Askew, Emma Baisden, Steven Hall, Alyce Patterson-Diaz, Judith Curry, Charles Wood, Carol Howerton, Patricia Poole, Virginia Stepp, Chris Gray

**1. Call to Order:**

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

**2. President's Report:**

1. President Tomblin congratulated Pamela Alderman for successfully defending her dissertation.
2. On March 15, 2012, the first floor of Building C and the training room (116) in Building B on the Logan Campus was damaged by flash flooding. Several students and employees lost vehicles, but we are thankful that no injuries occurred. Equipment in the Surgical Technology, Radiological Technology, and Electrical Engineering labs was damaged, but the equipment should be covered by the College's insurance agency. Damages are estimated to be \$800,000 - \$1,000,000. College officials are working with various agencies in the repair and restoration of the buildings.
3. Southern's Enrollment Management Plan and a new organizational chart is complete and has been distributed to all Southern employees. *A Roadmap to Success - Enrollment Management Plan 2012-2015* and new organizational chart will be effective July 1, 2012. A copy of these documents will be included in President Tomblin's 2011-2012 Self-Assessment Report to the Board.
4. Candidates for the Vice President for Academic and Student Affairs position will visit campus on April 30, 2012. The candidate's itinerary and vitae have been distributed via e-mail to all employees and the Board of Governors. Mr. George Morrison commented that it has been a pleasure and honor to serve on the Screening Committee.
5. President Tomblin, along with the Self-Study Steering Committee, attended the annual Higher Learning Commission Conference in Chicago, Illinois March 30 - April 3. Since our 2003 accreditation visit, the criteria for accreditation have changed to become more reliant on evidence-based reporting. Southern is participating in the accreditation review through the

HLC's Program to Evaluate and Advance Quality (PEAQ). The College's Higher Learning Commission Liaison, Dr. Karen Solomon, stated that a visiting team of 7-10 people would most likely participate in Southern's comprehensive on-site visit scheduled for April 22-24, 2013.

6. The College received additional funding for the new Williamson Technology Center. The contractor believes the building will be complete by Christmas 2012.
7. Plans have been made to use Perkins funds for the next two years to remodel Science labs and Health Science programs.
8. The Allied Health and Nursing pinning ceremony is scheduled for Friday, May 4, 2012 at 6:00 p.m. and will be held at the Coalfield Jamboree in downtown Logan. Commencement exercises will begin at 10:00 a.m. on Saturday, May 5, 2012 and will also be held at the Coalfield Jamboree. Board of Governors Chair, Terry Sammons, will give greetings on behalf of the Board for both ceremonies.
9. President Tomblin does not plan to fill the Vice President for Communications position which was vacated in October 2011. The College will contract with an advertising firm, Bulldog Creative, to develop a marketing strategic plan over the next several years. The College's advertising funds will be pooled into one budget.
10. Southern had eight student recipients of the Phi Theta Kappa All-West Virginia Academic Team Award. The ceremony was held in Charleston, West Virginia, on April 12, 2012 with seven of the eight students present.
11. College administrators are in negotiations with the McDowell County Federal Corrections Institution to deliver certificate programs for inmates.
12. The Southern West Virginia Community and Technical College Foundation distributed \$289,000 in scholarship funds to 283 students this academic year.

### **3. Financial Report**

Mr. Sam Litteral, Vice President for Finance and Administration, provided the financial report dated March 31, 2012 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The figures discussed was strictly cash that can be carried forward. Mr. Litteral will present the 2012-2013 budget to the Board for review and consideration of approval at its June 19 meeting.

**4. BOG Tuition Committee Presentation to the WV Council for Community and Technical College Education Report**

Mr. Tom Heywood, Chair of the Board of Governors Tuition Committee, briefed Board members on the tuition increase presentation request given to the West Virginia Council for Community and Technical College Education at its April 12, 2012 meeting. The Council approved individual resolutions for the adoption of proposed increases in tuition at West Virginia's community and technical colleges. Southern was granted the full tuition increase it requested of \$216 per student, (\$108.00 per semester per FTE for the 2012-2013 academic year), effective July 1, 2012. The actual impact of the tuition and fee increase added \$9.00 to the per credit hour tuition rate for a total rate of \$105.00 per credit hour. This increase will bring the full-time resident tuition to \$1,260.00 per semester per full-time student. Mr. Heywood conveyed that Council members are knowledgeable of Southern's Five-year Tuition and Fee Plan, and they have much confidence in Southern's Board of Governors, faculty, staff, and administration.

**5. Action Items:**

**1. Appointment of Nominating Committee for Board Officers**

Chair Sammons appointed the following individuals to serve on the Board's Nominating Committee for election of officers: Glenn Yost, Chair; Debbie Dingess, Wilma Zigmond, and Jada Hunter. The Committee will provide a report to the full Board with a recommendation for the 2012-2013 Board officers at its June 19, 2012 meeting. The appointments were unanimously approved upon a motion by Tom Heywood and second by Linda Akers.

**2. Approval of February 21, 2012, Board Meeting Minutes**

**MOTION:** Tom Heywood moved to accept the February 21, 2012 minutes as presented.

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

**3. Academic Program Review**

**1. Early Childhood Development, A.A.S.**

**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 continuance of the Early Childhood Development, Associate in Applied Science degree program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

**2. Electrical Engineering Technology, A.A.S.**

**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 continuance of the Electrical Engineering Technology, Associate in Applied Science degree program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

**3. Electrical Engineering Technology, Certificate**

**MOTION:** Linda Akers moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Electrical Engineering Technology, Certificate program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

**4. Information Technology, A.A.S.**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Information Technology, Associate in Applied Science degree program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

**5. Information Technology, Certificate**

**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 continuance of the Information Technology, Certificate program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

**6. Respiratory Care Technology, A.A.S.**

**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 continuance of the Respiratory Care Technology, Associate in Applied Science degree program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, Policy Regarding Program Review.

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

**7. Technical Studies, A.A.S.**

**MOTION:** Linda Akers moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Technical Studies, Associate in Applied Science degree program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, Policy Regarding Program Review.

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

**8. Technical Studies, Certificate**

**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 continuance of the Technical Studies, Certificate program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, Policy Regarding Program Review.

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

**4. CTCS Three-year Post Audit Review for Occupational Programs Implemented Under the Provision of Series 37 of the CTCS**

**1. Forensic Psychology and Investigation, A.A.S.**

**MOTION:** George Kostas moved the adoption of the following resolution with the amendment of paragraph B, listed under Heading III. Assessment, (page 189 of the Board's Agenda Book), as follows: Strike (our first graduate will be in the Spring of 2012) and The best example of meeting our goals is that the first graduation of a student from the program will take place in the Spring of 2012. The program has had no graduates.

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Forensic Psychology and Investigation, Associate in Applied Science degree program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Series 37, *Increased Flexibility for Community and Technical Colleges*.

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

**2. Forensic Psychology and Investigation, Certificate**

**MOTION:** George Kostas moved the adoption of the following resolution with the amendment of paragraph B, listed under Heading III. Assessment, (page 230 of the Board's Agenda Book), as follows: Strike our first graduate will be in the Spring of 2012 and The best example of meeting our goals is that the first graduation of a student from the program will take place in the Spring of 2012. The program has had no graduates.

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Forensic Psychology and Investigation, Certificate program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Series 37, *Increased Flexibility for Community and Technical Colleges*.

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

**3. Central Sterile Supply Technician, Certificate**

**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 continuance of the Central Sterile Supply Technician, Certificate program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Series 37, *Increased Flexibility for Community and Technical Colleges*.

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

**5. Action on Institutional Policies Presented for Final Approval**

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

**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-2165, *Educational Release Time for Classified*

*Employees*, following the required 30-day public comment period.

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

**2. SCP-2748, Request for Release Time for 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-2748, *Request for Release Time for Full-time Faculty*, following the required 30-day public comment period.

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

**3. SCP-3000, Distance Learning**

**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-3000, *Distance Learning*, following the required 30-day public comment period.

**ACTION:** Wilma Zigmond seconded the motion with a request for a follow-up report in one year. The motion carried unanimously.

**4. SCP-3693, Instructional Schedule Development**

**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-3693, *Instructional Schedule Development*, following the required 30-day public comment period and its reconstruction as a unit procedure.

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

**5. SCP-4710, Academic Integrity (formerly Academic Dishonesty)**

**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-4710, *Academic Integrity*, following the required 30-day public comment period.

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

**6. Action on Institutional Policies Presented for Approval for Release of 30-day Public Comment**

**1. SCP-1091, Classified Staff Council Constitution**

**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-1091, *Classified Staff Council Constitution*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

**2. SCP-4000, Basic Guidelines and Standards for Admission**

**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-4000, *The Basic Guidelines and Standards for Admissions*, 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.

**6. Adjournment:**

There being no further business, Chair Sammons declared the meeting adjourned at 7:15 p.m. The next Board of Governors business meeting is scheduled for Tuesday, June 19, 2012 beginning at 6:00 p.m. in Room 428, Building C, Logan Campus

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Terry R. Sammons, Chair

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