

Southern West Virginia Community and Technical College Board of Governors
Board of Governors Meeting of June 19, 2012
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, Kevin Fowler (conference), Adam Bradford (conference)

Board Members Absent: Glenn Yost

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

Southern Staff: Virginia Stepp (Classified Staff Council Chair), Martha Paige, Stella Estep, Garnet Bolen, Teri Wells (ACCE Representative), Chris Gray, Patricia Miller, Vicki Damron, Juanita Topping, Beverly White, Vicki Workman, Paula Maynard, Linda Workman, Chad Scott, Lee Stroud, Samantha Baisden, Deloris Vance, Suzette Felty, Ireda Pruitt, Pete Parsons, Melody Bevino, Cassandra Goble

1. Call to Order:

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

2. Special Presentations

President Tomblin honored outgoing Board of Governors Chair, Terry Sammons, and Student Representative, Adam Bradford, with special resolutions applauding them for their faithful service to the Southern West Virginia Community and Technical College Board of Governors. The Board approved the special resolutions for adoption (Addendums 1 and 2).

3. Classified Staff Council Presentation

As prescribed in West Virginia Code §18B-6-6(g), the Classified Staff Council held its annual meeting with the Board of Governors to discuss matters which affect classified employees. Ms. Virginia Stepp, (Classified Staff Council Chair), Teri Wells (Advisory Council of Classified Employees Representative), and Patricia Miller presented an overview of the Council's role and the classified staff's involvement in various College projects. Currently Southern has a total of 95 classified employees (49% of total employees) whose average salary is \$29,832 with 10.8 average years of service. Classified staff are committed to Southern West Virginia Community and Technical College, its goals, and its mission. Since the inception of the Vision 2020 Major Gifts Campaign in July 2004, classified staff employees have contributed \$34,790.50. On behalf of the classified staff, Ms. Stepp thanked the Board of Governors for the salary increases it recently approved for employees and for the Board's support of Southern. Following the presentation, Chair Sammons thanked Ms. Stepp, Ms. Wells, and Ms. Miller for providing the Board with a summary of the Council's role, and expressed the Board's appreciation of the classified employees' contributions to the institution.

4. Board of Governors Self-Assessment Review Committee Report

At its October 13, 2011 meeting, the Board determined that it would appoint a committee to review the Board of Governors and Administration Self-Assessment evaluation results of the past 10 years due to decreased scores and dissentient opinions stated over several review cycles. Chair Terry Sammons appointed Linda Akers (Chair), Jada Hunter, and George Kostas to serve on the committee and bring a report and recommendation to the full Board when the review was complete. The committee was appointed at the Board's December 13, 2011 meeting.

Ms. Akers presented the Self-Assessment Review Committee's report and proposed recommendations. She informed the group that after careful review of the self-assessment results for the years 2002-2011, the committee recognized that Board members are in sync for the most part and found no noticeable differences. However, the administration results indicate some distinct differences along the way. As a result, the Committee proposed the following:

1. Continue to provide the Orientation Manual for new Board of Governors members.
2. Assign mentors to new administrative staff and Board of Governors members.
3. All documentation for items placed on meeting agendas should be submitted by the established deadline.
4. In order to address comments regarding deferred maintenance on campuses, the Committee would need written specifics, such as, specific campus, location or building, specific area which needs attention, including pictures.
5. The Committee would also need specific information regarding comments concerning financial reports. It is the Committee's understanding that all department heads have access to the College's Banner system and are authorized to check departmental expenditures and budget balances. If anyone needs help with Banner functions, they should request training from Sam Litteral.
6. Continue the annual Board of Governors and Administration Self-Assessments. The questionnaire should be revised to include "be specific" on questions seeking written input so concerns may be addressed if necessary.

Upon a motion by Wilma Zigmond and second by Shelley Huffman, the Board unanimously approved the Self-Assessment Review Committee's report and recommendations.

5. President's Report:

1. Dr. Harry Langley of the University of California at Pennsylvania has been selected by the Screening Committee for the Vice President for Academic Affairs and Student Services position. Dr. Langley's appointment begins on July 16, 2012.
2. President Tomblin informed Board members that she has met with all units of the College during the 2011-2012 academic year.
3. Dr. Greg Hodges of Patrick Henry Community College was a guest speaker at the Community College Forum for College Completion held May 2-3, 2012 at Stonewall Resort by the Council for Community and Technical College System of West Virginia. Dr. Hodges will provide a

workshop for Southern employees on college completion during Governance Day on September 7, 2012. The workshop is geared toward providing college personnel with a better understanding of the current demands and requirements associated with the College Completion initiatives. Dr. Hodges will also provide a workshop regarding College Completion for the Board of Governors at its annual retreat in October 2012.

4. The most significant legislation impacting community and technical colleges is Senate Bill 436. The bill calls for additional cooperation between community and technical colleges and public career-technical schools. It established a community and technical college / career and technical consortia in each district. The consortium is to write a compact that is to be sent to the Council and State Board of Education for approval by July 1, 2012.
 5. The annual President's Administrative Retreat was held on May 9 at Chief Logan Conference Center.
 6. The Academy for Mine Training and Energy Technologies had 19 students from the Ralph R. Willis Vocational School. At the end of the term, all 19 students passed the miner certification exam.
 7. Bulldog Creative is developing a marketing campaign for Southern. Advertisements should start running on television stations within the next few weeks.
 8. President Tomblin will be the keynote speaker for the annual Tug Valley Mine Institute Scholarship banquet to be held June 21 at the Mountaineer Hotel in Williamson. The Institute awards \$15,000 in scholarships each year. Six scholarship recipients will be recognized.
 9. The Self-Study process is on track. President Tomblin received notification from the Higher Learning Commission of the evaluation team who will conduct the continued accreditation visit at Southern in April 2013. A response form must be completed and returned to the Higher Learning Commission as official acceptance of the team.
 10. Ms. Rita Roberson, Director of Williamson Campus Operations, organized a "Girls Night Out" event held June 1 at the Williamson Campus. President Tomblin was unable to attend, however, she understood it was a huge success with approximately 40 ladies attending. They had a fun-filled night of personal development with motivational speakers, a self-defense presentation, manicure and pedicure stations, chair massages, food, music, and fellowship. The event was cosponsored by the Southern West Virginia Community College Foundation. She commended Ms. Roberson and the "Girls Night Out" Committee for doing something different.
6. **Financial Report**
Chief Financial Officer, Sam Litteral, provided the financial report dated May 31, 2012 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. These figures reflect the budgeted amount with actual year-to-date totals.

7. Action Items:

1. Approval of April 17, 2012 and April 25, 2012 Board Meeting Minutes

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

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

2. Nominating Committee Report and Election of 2012-2013 Board Officers

Ms. Linda Akers, on behalf of Glenn Yost, Nominating Committee Chair, presented the committee's report and proposed recommendation of officers for fiscal year 2012-2013. 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 2012-2013 as proposed by the Nominating Committee: Tom Heywood, Chair; Wilma Zigmund, Vice Chair; and Glenn Yost, Secretary.

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

3. Approval of 2012-2013 Board of Governors Schedule of Meetings

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 2012-2013 as presented.

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

4. Approval of FY 2012-2013 Institutional Budget

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 filing of the institutional operating budget for the fiscal year beginning July 1, 2012.

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

5. Approval of FY 2013-2014 Capital Projects and Expenditures

Mr. Samuel Litteral, Vice President for Finance and Administration, presented a prioritized list of capital projects with related costs for FY 2013-2014 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: Tom Heywood 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 2014 Capital Projects for Southern West Virginia Community and Technical College.

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

6. Approval of FY 2014-2018 Capital Projects and Expenditures

Vice President for Finance and Administration, 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: Tom Heywood 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 2014 - FY 2018 capital projects for Southern West Virginia Community and Technical College.

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

7. **Action on Institutional Policies Presented for Final Approval:**

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

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-1091, *Classified Staff Council Constitution*, following the required 30-day public comment period.

ACTION: George Kostas 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 final approval of SCP-4000, *The Basic Guidelines and Standards for Admissions*, following the required 30-day public comment period.

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

8. **Action on Institutional Policies Presented for 30-day Public Comment:**

1. **SCP-7000, E-mail Established as an Official Form of Communication**

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 advancement of SCP-7000, *Email Established as an Official Form of Communication*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

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 Vice President for Finance and Administration presented the 2011-2012 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.

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, Shelley Huffman moved and Linda Akers 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 authorize the Board Chair to submit the comprehensive presidential evaluation report for the President of Southern West Virginia Community and Technical College for the 2008-2012 review period to the Chancellor of the West Virginia Council for Community and Technical College Education and the Council Chair on its behalf; and

RESOLVED FURTHER, that the Board of Governors approve the Presidential Review Committee recommendation to defer submission of a presidential compensation package to the Chancellor and Chair of the West Virginia Council for Community and Technical College Education until additional data is obtained to ensure fair compensation; and

BE IT FURTHER RESOLVED, that the employment agreement of the President will automatically renew itself since written notice to terminate the agreement has not been given by either the Board of Governors or the President of Southern West Virginia Community and Technical College. All provisions of the current employment of the President will continue unchanged at this time.

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

2. Approval of 2012-2013 Presidential Goals

MOTION: Tom Heywood moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College as amended for 2012-2013.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. The goals are attached and made a part of the minutes (Addendum 3).

9. Adjournment:

There being no further business, Chair Sammons declared the meeting adjourned at 8:10 p.m. The next Board meeting is scheduled for August 21, 2012.

Terry R. Sammons, Chair

Emma L. Baisden
Assistant to the Board of Governors

*OFFICIAL
Approved 08/21/2012*

ADDENDUM 1

**Southern West Virginia Community and Technical College
Board of Governors Resolution Honoring
Terry R. Sammons**

WHEREAS, Terry R. Sammons was duly appointed to the Southern West Virginia Community and Technical College Board of Governors by the Governor of West Virginia in the year 2007; and

WHEREAS, Terry R. Sammons was elected and served honorably with distinction as the Chairman of the Southern West Virginia Community and Technical College Board of Governors from July 1, 2008 through June 30, 2010; and as Vice Chairman of the Board of Governors from July 1, 2010 through June 30, 2012; and

WHEREAS, he has given generously of his time and talent in support of Southern West Virginia Community and Technical College and has provided outstanding leadership for the Board, representing the Board at official functions, and fulfilling the duties of the Board Chairman in an exemplary manner; and

WHEREAS, Terry R. Sammons has willingly responded to any request of the administration with assistance and advice, and has been a strong and articulate advocate for Southern West Virginia Community and Technical College; and

WHEREAS, he has concluded his term as Chairman of the Board of Governors, but will continue to serve as a valued member of this Board;

THEREFORE, BE IT RESOLVED:

That the Board of Governors of Southern West Virginia Community and Technical College hereby expresses its sincere thanks and appreciation to TERRY R. SAMMONS for his outstanding leadership, service, and dedication to the Board; and, be it

FURTHER RESOLVED, That this resolution becomes a part of the meeting minutes of the Board of Governors of Southern West Virginia Community and Technical College this 19th day of June in the year of 2012.

Thomas Heywood, Vice Chair
Board of Governors

Joanne Jaeger Tomblin, President
Southern West Virginia Community and Technical
College

ADDENDUM 2

**Southern West Virginia Community and Technical College
Board of Governors Resolution Honoring
Adam S. Bradford**

WHEREAS, Adam S. Bradford has served with dedication as the student representative to the Southern West Virginia Community and Technical College Board of Governors from July 1, 2011 to June 30, 2012; and

WHEREAS, During this period he represented the interests and concerns of the students to the Southern West Virginia Community and Technical College Board of Governors with enthusiasm and commitment; therefore, be it

RESOLVED BY THE BOARD OF GOVERNORS:

That the Board of Governors of Southern West Virginia Community and Technical College wishes to express its sincere thanks and appreciation to Adam S. Bradford for his service and dedication to Board and wish him success in future endeavors; and, be it

FURTHER RESOLVED, That this resolution becomes a part of the meeting minutes of the Board of Governors of Southern West Virginia Community and Technical College this 19th day of June in the year of 2012.

Terry R. Sammons, Chair
Board of Governors

Joanne Jaeger Tomblin, President
Southern West Virginia Community and
Technical College

ADDENDUM 3

**Joanne Jaeger Tomblin, President
Southern West Virginia Community and Technical College
Goals for 2012-2013**

1. Successfully prepare for and undergo the Institutional Comprehensive Accreditation Evaluation by the Higher Learning Commission of the North Central Association of Colleges and Schools.
 - 1.1 Complete the Self-Study Document and Evidence File.
 - 1.2 Attend the annual conference of the Higher Learning Commission in Chicago, Illinois in April 2013.
 - 1.3 Prepare employees and Board members for the Higher Learning Commission's comprehensive evaluation visit, April 22-24, 2013.
2. Implement "A Roadmap to Success" Enrollment Management Plan 2012-2015.
 - 2.1 Reactivate the Enrollment Management governance committee to oversee, review, and monitor the plan.
 - 2.2 Meet with Units, Departments, and individual employees to assure priorities are made for enrollment management.
 - 2.3 Initiate strategies within budgetary means to execute the plan.
 - 2.4 Advertise and employ individuals to fill new positions designated on the 2012 Organizational Chart as budget permits.
3. Oversight of the construction of the Williamson Campus Applied Technology Facility and acquisition of the Williamson National Guard Armory.
 - 3.1 Meet with architects, contractors and campus personnel weekly to assure that contracts, budgets, and time frames are being followed as the new Applied Technology facility is constructed.
 - 3.2 Meet regularly with members of the National Guard to assure that we are meeting all necessary actions to acquire the Williamson facility by 2013-2014.
4. Select and contract a marketing firm to create a consistent, visible image of the College, create publications and target markets that will increase enrollment and awareness of programs and services.
5. Continue to promote strong partnerships with community and employers through speaking engagements, participation on boards and hosting college-sponsored events throughout the service district.