

Southern West Virginia Community and Technical College
Board of Governors Meeting of October 11, 2012
The Resort at Glade Springs – Woodland Room 1 and 2
255 Resort Drive, Daniels, WV

Board Members Present: Tom Heywood, Wilma Zigmond, Glenn Yost, George Kostas, Terry Sammons, Debbie Dingess, George Morrison, Eileen Aranas, Linda Akers

Board Members Absent: Kevin Fowler, Shelley Huffman, Jada Hunter

Administrative Staff: President Joanne Jaeger Tomblin, Howard Seufer, General Counsel, Sam Litteral, Harry Langley, Ronald Lemon, Allyn Sue Barker, Gary Holeman, Pamela Alderman, Cindy McCoy, Darrell Taylor, Rita Roberson, David Lord, Bill Cook, Randy Skeens, Marcus Gibbs, Emma Baisden

1. Welcome and Call to Order:

Board of Governors Chair, Tom Heywood, declared a quorum was present and called the meeting of the Southern West Virginia Community and Technical College Board of Governors to order at 6:05 p.m.

2. Oath of Office

Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to Thomas Heywood. Mr. Heywood succeeds Terry Sammons as Chair of the Southern West Virginia Community and Technical College Board of Governors.

3. Board of Governors and Administration Self-Assessment Report

Mr. Howard Seufer, Board Counsel, led the Board of Governors and administrators through the results of the 11th annual self-evaluation conducted on an aggregated and anonymous basis. Mr. Seufer first led Board members through the results of the Board self-evaluation. Most category results remained at an exemplary level. Overall, the self-assessment results were excellent, the Board is well informed, decisions of the Board are supported by its members, and Board operations are rated high. Board members agree that there is a climate of mutual trust and respect among its members, and the Board has a positive relationship with the College President. All Board members agreed that there are good procedures in place for orientation and training of new Board members. Results showed that Board members agreed they are prepared for meetings which are effective and efficient. The lowest score of three years was on Question # 10 which pertains to information being provided in advance of Board meetings that is not currently provided. The majority of Board members would like to have detailed financial information so that summaries presented at Board meetings are easily understood. All Board members agreed there is sufficient time, information, and data to plan and discuss policy recommendations. All Board members agree that the Board adheres to and understands its responsibilities and are knowledgeable about key College issues. The overall administration self-evaluation results improved over last year with most categories having the highest rating of the past three years. All administrators responded positively that as a group they are meeting established Compact goals, and as individual administrators they are meeting established individual goals. Question # 3 pertaining to the effectiveness and productivity of administrator meetings was the lowest score of the past three years. The majority of administrators responded that meetings of administrators could be improved and listed several suggestions for improvement. All respondents answered they work cooperatively and effectively with the College President and work well together as a team. Mr. Seufer believed the overall rating of the self-evaluation was excellent.

4. **President's Report:**

1. President Tomblin informed Board members that student enrollment for the Fall 2012 semester has declined from Fall 2011. As of October 10, 2012, Southern's headcount was 2,177 with 1,610 as full-time enrollment (FTE). Enrollment has declined due to several factors – dual credit enrollment has decreased due to the lack of availability of qualified instructors; students are experiencing financial difficulties; and many students need to take multiple semesters of developmental education before being prepared for their first college-level course.
2. Southern recently partnered with West Virginia University (WVU) and the Shanxi Province of China to allow Southern's Academy for Mine Training and Energy Technologies to provide safety and rescue training to Shanxi Province miners. The first group of Chinese miners trained September 6-7, 2012. Southern is in the application process to accept international students. The students (miners) enrolled through WVU, which contracted with Southern to provide the training. President Tomblin informed Board members that another group of 8-10 Chinese miners are expected to enroll for safety and rescue training after January 1, 2013. Chair Heywood attributed this achievement to President Tomblin's leadership.
3. All Governance Day was held at the Logan Campus on September 7. Mr. Greg Hodges, Dean for Developmental Education and Transitional Programs at Patrick Henry Community College in Martinsville, Virginia, addressed all college employees during a morning workshop on college completion and student success. Mr. Hodges discussed his presentation in depth with all faculty members during an afternoon session. While Mr. Hodges met with the faculty, President Tomblin and her Cabinet held a two-hour forum with all classified and non-classified employees to review, discuss, and receive comments on the first draft of the College's Self-Study Report. A similar forum will be held with the faculty at the next All Governance Day which is scheduled for November 30th. Mr. Hodges will also provide a workshop regarding college completion for the Board during its planning retreat tomorrow, October 12, 2012.
4. The grand opening and ribbon cutting ceremony for Southern's McDowell County Office was held on September 12, 2012. An advisory committee consisting of individuals from throughout McDowell County has been established, and David Lord, Director of Wyoming/McDowell Campus Operations, is in the process of scheduling a meeting of the committee to determine classes to be offered for the area residents.
5. President Tomblin reported that community and technical college presidents met with Senator Robert H. "Bob" Plymale on September 13 to discuss 2014 budget reductions and plans for a performance-based funding model for higher education institutions. Chancellor James Skidmore is considering a per credit hour tuition rate. It is anticipated that a funding proposal will be available in November.
6. In conjunction with the King Coal Festival, Southern's Williamson Campus hosted its annual Community Appreciation Day on September 16. During the event, Michael Baldwin, Program Coordinator, Sr., provided tours for the community of the recently renovated television studio housed on the fourth floor of the Williamson Campus.

7. President Tomblin and Vice President for Finance and Administration, Sam Litteral, held budget hearings with the Student Government Associations to discuss budget allocations for this school year.
 8. On September 14, President Tomblin held an organizational meeting with the Enrollment Management Committee. The committee was formed as a standing committee of the College's institutional governance structure in the Spring of 2012 as a mechanism to focus on issues of enrollment and student success. Mr. Darrell Taylor, Dean for Enrollment Management and Student Development was elected Committee Chair.
 9. President Tomblin has been appointed to the Reconnecting McDowell Board of Directors. Reconnecting McDowell is a comprehensive, long-term effort to make educational improvement in McDowell County.
 10. For a minimal fee, Southern's Academy for Mine Training and Energy Technologies will be permitted to house its equipment at a facility on Corridor G (U. S. 119) which was purchased by the State of West Virginia.
 11. President Tomblin, Bill Cook (Director of Boone/Lincoln Campus Operations), and Sam Litteral, Vice President for Finance and Administration, met with the Boone County Commission regarding the purchase of property (10 acres) near the Boone County Transfer Station just off Corridor G (U. S. 119). Mr. Litteral is working with Richard Donovan, Chief Financial Officer for the West Virginia Council for Community and Technical College, on conducting a Phase I Environmental Survey of the property.
 12. Southern, Bridgemont, and Kanawha Valley Community and Technical Colleges recently submitted a proposal for grant funding to the Maier Foundation. The grant funding opportunity would provide education to the next generation of high-skilled workers for high-demand careers which are difficult to get students to enter. There's a possibility of Southern receiving \$30,000 to train students for these high-demand careers. The Southern Foundation would be the fiscal agent for the grant if received.
 13. Ms. Carol Cole joined the Southern family on September 10th as Public Relations Specialist.
 14. President Tomblin will be on annual leave from the College October 15 through November 12, 2012 to participate in the Governor's campaign.
 15. Major Gifts Campaign – Since September 2006, \$1.2 million in student scholarships has been issued (12 - 15% of Southern's students receive scholarships from the Southern Foundation), and \$750,000 has been returned to the College in support of academic programs.
5. **Assessment and Dual Credit Report**
Dr. Cindy McCoy, Dean for University Transfer Programs, distributed the 2012 Administrative Assessment Summary to members of the Board. According to the data from the Proficiency Profile, Southern students are failing to keep up with students around the country in math and critical thinking skills again this year. However, Southern students scored slightly above the national mean in writing and reading. Although the margin of difference in math and critical thinking is below national norms,

results are less of a difference than in preceding years. One of the greatest challenges facing the Assessment Committee is compelling students to take the test. For the first time since Southern began its Assessment, the sample number for testing students was less than 200. Students selected to take the test this year were chosen from those who had completed 45 hours of college credit, had not previously taken the Assessment Test, and had successfully passed college level math and English. This criterion produced 154 students eligible to take the ETS test. Of the 154 eligible students, only 119 tested on March 6, 2012. No penalty is imposed on students who chose not to take the test. The report will be posted to Southern's web site. The Board suggested that links be added to the report so students will be able to view their individual scores to determine where they placed in academics. Also, they would like to see links to jobs available in the program categories listed in the assessment report. Dr. McCoy will take this suggestion back to the Assessment Committee.

Dual credit course enrollment has dropped this semester due to the inability to find instructors who have the credentials established by the Higher Learning Commission. New procedures have been established and are in place this year which could be another reason for the low enrollment in dual credit courses.

6. Technology Services Report

Mr. Gary Holeman, Chief Information Officer, informed the Board that he has been at Southern since May 2012. Since his arrival, two vacant technology positions have been filled and the department is now fully staffed. The Central Helpdesk provides support for Southern's technology users 24 hours per day. The availability of the Helpdesk was reintroduced at each student orientation session, at the full-time faculty convocation, and during the adjunct faculty orientation sessions. As a result the Helpdesk fielded the highest call volume to date. Mr. Holeman is working with the Dean for Enrollment Management and Student Development to implement Student Services Helpdesk. Mr. Holeman distributed a report to the group which highlights projects that the Office of Information Technology has completed or is in the process of completion. Included with the report was Southern's return on investment opportunities with Ellucian Technology Management Contract. Mr. Holeman plans to bring in a consultant sometime in January 2013 to assist in the development of a Technology Strategic Plan.

7. Financial Report

Mr. Sam Litteral, Vice President for Finance and Administration, provided the financial report dated September 30, 2012 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. He informed Board members that utilities continue to rise and take a large portion of the institutional budget. To date, 80% of the annual budget has been loaded into Banner for use by the college units. Mr. Litteral informed the group that Southern's financial audit has been completed and it will be presented to the Board at its December 11, 2012 meeting.

8. Action Items:

8.1 Appointment of Committee on Tuition and Fees

Chair Heywood appointed a committee to prepare a proposal for tuition and fee increases for FY 2013-2014. The committee will bring a recommendation forward for the Board's review and consideration at its February 19, 2013 meeting. Members appointed include Terry Sammons, George Morrison, Eileen Aranas, Tom Heywood, Joanne Tomblin, Sam Litteral, and Harry Langley. Mr. Heywood will serve as committee chair. Upon a motion by George Kostas and seconded by Wilma Zigmond, the Board unanimously approved the Committee appointments.

8.2 Appointment of Institutional Mission/Vision Review Committee

Chair Heywood appointed a committee to review the College's Mission Statement. The committee will bring a recommendation forward for the Board's review and consideration at its December 11, 2012 meeting. Members appointed include Wilma Zigmond, George Kostas, Shelley Huffman, Linda Akers, Debbie Dingess, Joanne Tomblin, and Allyn Sue Barker. Ms. Zigmond will serve as committee chair. Upon a motion by Glenn Yost and seconded by Terry Sammons, the Board unanimously approved the Committee appointments.

8.3 Approval of August 21, 2012, Minutes

MOTION: Wilma Zigmond moved to accept the meeting minutes as presented.

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

8.4 Final Approval of Proposed Institutional Policies

8.4.1 SCP-1435, Inclement Weather and Emergency Situations, and SCP-1435.A, Media Notification List

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-1435, *Inclement Weather and Emergency Situations*, and SCP-1435.A, *Media Notification List*, following the required 30-day public comment period.

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

8.4.2 SCP-2156, Drug and Alcohol Policy

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 SCP-2156, *Drug and Alcohol Policy*, following the required 30-day public comment period.

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

8.4.3 SCP-2360, Holidays

MOTION: Debbie Dingess 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-2360, *Holidays*, following the required 30-day public comment period.

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

8.5 Approval of Proposed Institutional Policies for 30-day Comment

8.5.1 SCP-1000, Manuals, Announcements, and Policies (MAP) Development System

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 the aforementioned policy (with attachments) to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

8.5.2 SCP-1481, Naming of Facilities or Organizational Units

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-1481, *Naming of Facilities or Organizational Units*, 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.

8.5.3 SCP-1725, Private Scholarships

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-1725, *Private Scholarships*, 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.

8.5.4 SCP-2575, Overtime and Compensatory Time

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-2575, *Overtime and Compensatory Time*, 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.

8.5.5 SCP-2700, Reduction in Work Force – Classified Personnel

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-2700, *Reduction in Work Force – Classified Personnel*, 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.

8.6 SAM-2000.1, Draft Employee Handbook

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 SAM-2000.1, *Employee Handbook*, 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.

8.7 Severance Benefit Plan (as amended)

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 *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 Southern West Virginia Community and Technical College *Severance Benefit Plan* will be in effect from the date of approval through June 30, 2015.

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

9. Discussion Item:

Chair Heywood presented a set of draft Board Goals to Board members for review and discussion. Following deliberations of the Board, the following action was taken:

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 Board Goals presented in draft form and modify the Board's self-evaluation tool to correspond with the new Board Goals for the annual survey.

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

10. **Executive Session under Authority of West Virginia Code §6-9a-4(b) to Discuss Personnel and Management Issues:**

Glenn Yost moved that the Southern West Virginia Community and Technical College Board of Governors enter an executive session pursuant to West Virginia Code §6-9A-4(b) to discuss personnel and management issues. George Kostas seconded the motion which carried unanimously, and the Board thereupon met in an executive session. At the conclusion of discussions, Chair Heywood declared that the Board of Governors rise from an executive session and reconvene in an open session.

11. **Adjournment:**

There being no further business, Chair Heywood declared the meeting adjourned at 9:20 p.m. The next Board meeting is scheduled for December 11, 2012 and will be held at the West Virginia Governor's Mansion in Charleston.

Thomas A. Heywood, Chair

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

OFFICIAL
Approved 12-11-2012