

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
NOVEMBER 27, 2001
LOGAN CAMPUS — ROOM 111

OFFICIAL
APPROVED 01/15/02

PRESENT: George Kostas, Shelley Dan, Paul Hardesty, Joanne Tomblin, Linda Akers, Jada Hunter, Dennis Trader, Leo McNeely, Mike Baldwin, Dean Lucas, and Rory Perry

ABSENT: Bill Grizzell and James Sheatsley

STAFF: Oretha Baker, Allyn Sue Barker, Merle Dempsey, James P. Owens, Greg Bailey, Patricia Clay, Ron Lemon, Mike McGraw and Emma Baisden

GUEST: Loretta Aires, Deloitte and Touche Representative

1. WELCOME AND CALL TO ORDER

Chair, George Kostas, welcomed the group, called the meeting to order at 5:45 p.m. and declared a quorum present. He acknowledged President Tomblin to introduce Ms. Loretta Aires a representative from the accounting firm of Deloitte and Touche LLP.

2. AUDIT PRESENTATION

The accounting firm of Deloitte and Touche LLP, conducted the financial audit for Southern West Virginia Community and Technical College for fiscal year 2000-01. Ms. Aires made a brief presentation to the Board regarding their findings with respect to financial reporting. The report was intended solely for the information and use of the College's Governing Board, managements of the College and the West Virginia Higher Education Policy Commission, and was not intended to be and should not be used by anyone other than these specified parties.

3. APPROVAL OF OCTOBER 16, 2001, MINUTES

MOTION: Shelley Dan moved to accept the October 16, 2001, minutes amended to correct Mr. Perry's first name. Rory Perry seconded the motion.

ACTION: The motion carried unanimously.

4. PRESIDENT'S REPORT — JOANNE TOMBLIN

1. President Tomblin gave Board members a token of appreciation for valued less than \$25.
2. Paul Hardesty will assume the position of Coalfield Development Authority Director effective December 1.
3. Governor Wise has mandated that all state agencies prepare for a 3% base

budget reduction for fiscal year 2003. Chancellor Mullen has requested that each institution submit a plan to accomplish this base budget reduction to the Commission Office by Wednesday, November 28, 2001. Plans are to identify the major categories of expenditures impacted by the reductions, along with a brief institutional impact statement. The institutional reports will be compiled and a consolidated budget reduction proposal will be submitted to the State Budget Office by December 3, 2001.

4. College Day at the Legislature and the annual Legislative Reception are scheduled for February 5, 2002. The reception will be held at the Embassy Suites in Charleston, 6:00 - 9:00 pm. Invitations are forthcoming.
5. Our Master Plan and Compact updates were submitted to the Higher Education Policy Commission for review and comment on October 27, 2001. To date, no comments have been received from the Commission.
6. Enrollment has increased almost four percent. Our headcount is 2,520 (3.87%) and FTE is 1639.5 (1.63%).
7. Governor Wise mandated a 10% reduction of state vehicle fleets. Southern will retire two vehicles.
8. President Tomblin continues visiting area high schools. Duval and Hamlin High Schools are scheduled for tomorrow, November 28.
9. President Tomblin, along with ten faculty members, attended the annual Teaching/Learning Conference hosted by Ashland Community College, Ashland, KY, November 9-10. Southern is one of 13 co-sponsors of the annual event.
10. The Jason Kominar Scholarship Reception was held at the Brass Tree Restaurant in Williamson on November 8. More than \$7,500 was donated at this event.
11. President Tomblin, Merle Dempsey and Bill Grizzell visited the Fairmont State Community and Technical College Aviation Center on November 6 to learn more about their Remote Campus Aviation Maintenance Technician Training Center.
12. We have received a verbal commitment from Charleston Area Medical Center officials to provide funding for three nursing faculty positions for three years to address the critical nursing shortage. We will admit 24 additional students to the Nursing Program in January 2002.
13. We have advertised for bids for the Mobile Education Evaluation and Training Unit (MEET-U) bus.
14. President Tomblin, Allyn Sue Barker and Carol Howerton attended the second annual Appalachian Rural Community College Initiative Consortium held at the Meadowview Conference Center in Kingsport, TN. Southern is one of ten community colleges involved in the Consortium, and the only WV school involved. The long-term process deals with bringing economic development to historically disadvantaged communities. Shelley Dan and Jeff Lusk are also members of Southern's RCCI team, but were unable to attend due to

- prior commitments.
15. Bowles and Rice attorney's have recommended to the Governing Board that an amicus brief be filed on behalf of Southern in response to the lawsuit the Attorney General has filed to take away the power of state agencies to retain their own legal counsel. President Tomblin recognized Greg Bailey to address the Board regarding this matter.
 16. An official signing ceremony for a 2+2 Criminal Justice Agreement will be conducted with officials of West Virginia State College on November 28 at 1:30 p.m. in the Logan Campus TV Studio.
 17. The Joint Review Committee on Education in Radiologic Technology (JRCERT) is currently conducting a site visit of our Radiography Program (November 26-27). The exit interview was conducted this morning and a final report of the site visit team findings will be forwarded after the JRCERT's Spring 2002 committee meeting.
 18. We are preparing for our comprehensive evaluation by the North Central Association of Colleges and Schools. A confirmation date for the evaluation has not been received.
 19. Offices for approximately 15 personnel will be located at the Logan Mercantile facility.

5. ACTION ITEMS:

1. **Approval of Policy: SCP-2686, Promotion-in-Rank and Tenure, and SCP-2686.A, Promotion-in-Rank and Tenure Criteria and Forms**

MOTION: Shelley Dan moved the adoption of the following resolution effective upon passage:

Resolved, that the Southern West Virginia Community and Technical College Board of Governors approves the policy SCP-2686, Promotion-in-Rank and Tenure, and SCP-2686.A, Promotion-in-Rank and Tenure Criteria and Forms.

ACTION: Dean Lucas seconded the motion. The motion carried unanimously.

2. **Approval of Policy: SCP-3620, Policy Regarding Program Review**

MOTION: Dean Lucas moved the adoption of the following resolution with the revision on page 2, paragraph 7.A to read May 31 instead of March 1, effective upon passage:

Resolved, that the Southern West Virginia Community and Technical College Board of Governors approves the policy SCP-3620, Policy Regarding Program Review.

ACTION: Dennis Trader seconded the motion. The motion carried unanimously.

3. **Approval of Policy: SCP-1480, Naming and Renaming of Buildings or Organizational Units**

MOTION: Shelley Dan moved the adoption of the following resolution effective upon passage:

Resolved, that the Southern West Virginia Community and Technical College Board of Governors approves the policy SCP-1480, Naming and Renaming of Buildings or Organizational Units.

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

4. **Approval of Amended Severance Plan**

MOTION: Rory Perry moved the adoption of the following resolution with the correction to be made in the language of the Participant Contract, item 6 to concur with the language contained in the Proposed Summary Plan, item 5, Participant Contract:

Resolved, that the Southern West Virginia Community and Technical College Board of Governors approves the Faculty/Staff Severance Plan as a tool to further the programmatic changes necessary for the institution to implement its goals as identified in its Compact and Master Plan.

ACTION: Dean Lucas seconded the motion. The motion carried unanimously.

6. **DISCUSSION ITEMS:**

1. **Attorney General's Lawsuit**

Mr. Greg Bailey, Bowles Rice McDavid Graff & Love PLLC, briefed the Board of Governors on details pertaining to the lawsuit to take away the power of state agencies to retain their own legal counsel filed by Attorney General, Darrell McGraw. He recommended that an amicus brief be filed on behalf of Southern in response to the lawsuit.

2. **Review of HEPC Rule Change Drafts**
Redrafts of two old rules of previous governing boards regarding Holidays and Change in Organization have been distributed by the Higher Education Policy Commission to constituent groups for the 30-day comment period. Chancellor Mullen requested that comments on these drafts be submitted by November 30, 2001.
3. **Enhancement Legislation**
According to SB 653 and 703, each January the Higher Education Policy Commission (HEPC) is directed to submit a report to the legislature regarding the performance of higher education and related issues. Any comments on statutory changes to SB 653 and 703 are to be submitted to Bruce Ray Walker, General Counsel, by November 30, 2001.
4. **Information on Institutional Related Foundations**
The following information refers to foundations that are directly related to a public West Virginia college or university. Institution-related foundations exist for the benefit of the institution and after which they are named. These foundations may be established to benefit individual or groups of schools or departments within the institution. It is not intended to apply to external organizations that provide funds to many institutions. The principles were developed by the University of Virginia and adopted for system-wide implementation in the mid-1980s.
5. **Ranking of Capital Projects**
Senate Bill 653 (18B-1B-4-11C) requires the Higher Education Policy Commission to file an annual report to LOCEA in January of each year which would include the priorities and justification for capital investments. An updated set of guidelines for the prioritization of capital project requests was approved at the October Policy Commission meeting, a copy of which was provided to the Governing Board. This item will be presented to the HEPC for approval at their December 12, 2001 meeting.
6. **Guidelines for Terms of Presidential Contracts**
West Virginia Code §18B-1B-4(a)(21) requires the governing boards to obtain Policy Commission approval of any change in to the total compensation package of presidents. These guidelines would set parameters for the governing boards in making changes in a president's total compensation package.

7. INFORMATION ITEMS:

1. Master Plan Status Report

In accordance with instructions provided by the West Virginia Higher Education Policy Commission staff, the update to the approved institutional Compact and Master Plan was submitted to the West Virginia Higher Education Policy Commission on October 27, 2001.

2. Audited Financial Report for the Year Ended June 30, 2001

The national accounting firm of Deloitte & Touche, LLP has conducted the financial audit for Southern West Virginia Community and Technical College for fiscal year 2000-01. Loretta Aires, representative from Deloitte & Touche made a brief presentation regarding their findings.

8. Other

Ms. Shelley Dan reported that she attended the ACCT Convention held October 10-13, 2001 in San Diego, CA. While there, she attended a session for new board trustees which outlined an evaluation processes for self-evaluation for governing boards. Ms. Dan suggested the Board consider this process and asked they review the ACCT web site on self-evacuations.

There being no further business, upon a motion and second (Akers/Dan) the meeting adjourned at 8:15 p.m.

George Kostas

Chair

Shelley Dan

Vice Chair

Linda Q. Akers

Secretary