

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

AUGUST 21, 2001

OFFICIAL

LOGAN CAMPUS — ROOM 154

APPROVED 10/16/01

PRESENT: George Kostas, Joanne Tomblin, Linda Akers, Paul Hardesty, Jada Hunter, Bill Grizzell, James Sheatsley, Leo McNeely, Mike Baldwin, Dean Lucas, and Rory Perry

ABSENT: Shelley Dan and Denny Frost Trader

STAFF: Oretha Baker, Allyn Sue Barker, Merle Dempsey, Ron Hamilton, James P. Owens, Patricia Clay, Ron Lemon, Pam Alderman, Kim Holstein, Ron Thompson, Mike McGraw and Emma Baisden, Recorder

1. WELCOME AND CALL TO ORDER

Chair George Kostas welcomed the group, declared a quorum present and called the meeting to order.

2. APPROVAL OF JULY 17, 2001, MINUTES

MOTION: Paul Hardesty moved to accept the July 17, 2001, minutes as presented. Bill Grizzell seconded the motion.

ACTION: The motion carried unanimously.

3. PRESIDENT'S REPORT — JOANNE TOMBLIN

1. President Tomblin informed the Board of the two national speakers who addressed college personnel at All College Day on August 13.
 1. Dr. Robert McCabe, President Emeritus, Miami Dade Community College and Senior Fellow, League for Innovation in the Community College spoke on serving under prepared students.
 2. Dr. Thomas Flint, Vice President for Lifelong Learning at CAEL spoke on building blocks for an adult-focused learning institution.
2. We submitted Request for Proposals (RFP) for incentive State Priority Grant funds for the following:
 1. Expansion of our Nursing Program
 2. Implementation of a Respiratory Care Technology Program
 3. Mobile Education Evaluation and Training Unit (MEET-U) Bus (State Priority Funds) Institutional Governing Board training will be conducted on August 3, 2001, at the Embassy Suites in Charleston.
3. President Tomblin has offered an incentive to the faculty in the form of dollars or release time to develop web-based and/or modular programs.
4. Southern's 2001 Nursing Program graduates (39) scored 100% on the NCLEX-RN licensing examination. This will place us high, percentage wise, in the nation.
5. We have received four proposals from attorneys in response to the bid placed

in area newspapers. President Tomblin will review these with Mr. Sheatsley in late August.

6. Our Fall FTE (full-time enrollment) goal was set at 1,500. As of 5:00 p.m. today, our FTE is 1,493.6. Faculty, staff and administration have worked diligently to recruit students.
7. Our first-year update on the Institutional Compact and Master Plan is due to the Higher Education Policy Commission on November 1, 2001. We will place this item on the Board agenda for approval at the October 16 meeting.
8. Governor Wise has approved \$300,000 in WIA funds for students enrolled in the 40- and 80-hour mine training courses. We will explore other avenues to assist those students who are not WIA eligible.
9. The Student Assistance Centers are basically completed.
10. President Tomblin will participate in a conference call with the presidents of Concord, Bluefield, Marshall and WVU Tech on August 22 to discuss holding a press conference on the higher education facility for Raleigh County.
11. President Tomblin and other administrators met with Bill Grizzell earlier today to discuss a facilities project between Southern and the new high school in Lincoln County.
12. Chancellor Mullen plans to visit Southern on Tuesday, September 11. An agenda of the scheduled activities was distributed to Board members. He will meet privately with the Board at 4:00 p.m.
13. Budget Digest requests must be submitted to the House Finance Committee by September 30, 2001 for the next two-year cycle.
14. Institutional Governing Board must follow the procedural rule set for by the Higher Education Policy Commission granting a 30-day comment period for proposed rules, guidelines and other policy statements.
15. President Tomblin extended congratulations to Mr. Bill Grizzell for his honor of receiving *Superintendent of the Year* award.
16. Senator Lloyd Jackson telephoned President Tomblin and complimented Southern's web-site, particularly mentioning the portion on dual credit.
17. The Chancellor's Interpretive Memorandum No. 4 revised August 10, 2001, spoke about non-classified status for position considered critical to institutions. Effective July 1, 2001, institutional governing boards have authority to change critical positions to non-classified.

4. ACTION ITEMS:

1. 2001-02 Schedule of Meetings

MOTION: Bill Grizzell moved to accept the 2001-02 Meeting Schedule for the Board of Governors. Jada Hunter seconded the motion.

ACTION: The motion carried unanimously.

2. Board of Governors Operational Guidelines

MOTION: Bill Grizzell moved to accept the Board of Governors Operational

Guidelines as presented. Michael Baldwin seconded the motion.

ACTION: The motion carried unanimously.

5. DISCUSSION ITEMS:

1. E-mail Addresses

President Tomblin received a request from Allison Adler, WV Higher Education Policy Commission staff member, to submit e-mail addresses for each member of the Board of Governors. They plan to use this method to communicate with governing boards on various topics and to share information items. For those members without e-mail access, they will use regular mail.

2. Salary Guidelines

Mrs. Oretha Baker, Vice President for Finance, presented the Salary Plan for Southern West Virginia Community and Technical College to the Board. The guidelines are contingent upon availability of funding, and assume grants and auxiliary enterprises fund staff increases.

1. Classified Staff Salary Increases:

1. \$331,490 to bring classified staff to equity at zero years of service over two years (\$165,746 per year for two years).
2. Hire new staff at one-half difference in old schedule and new schedule; (i.e., old schedule entry rates \$11,276, new schedule entry rate \$15,696, difference $\$4,420/2 = \$2,210$, entry rate \$13,486). Year two will bring new hires to entry level on new schedule
3. Full funding after equity over ten years will cost \$816,842 (\$81,684 per year for ten years).
4. Future salary increases will be based on salary schedule funding.
5. Current guidelines propose development of a classified merit pay program.

2. Faculty Salary Increases:

1. Review SREB averages for faculty by rank — project through ten years.
2. Review faculty averages for Peer institutions — project through ten years.
3. Compact goal is to be at 90% of the market.
4. Research and review comparable market entry levels as stated in Master Plan and increase Southern's entry level accordingly.
5. Establish a merit pay plan for Faculty.

3. Draft Faculty Merit Pay Program

This merit program is to reward faculty for exemplary performance and completion of projects or programs that meet the needs of the institution by achieving or moving toward the goals of the Institutional Compact and Master Plan. The draft faculty merit pay program has been distributed to all constituent groups for a 30-day comment period that ends September 28, 2001.

4. HVAC Mechanical and Electrical System Evaluation — Williamson

In mid-May 2001, Casto Technical Services, Charleston, West Virginia, conducted an on-site evaluation of the HVAC equipment serving the Williamson Campus facility and prepared a report of their findings and recommendations for the turn-key replacement costs. The plan identifies the potential for improving comfort conditions, equipment reliability, system performance and energy efficiency. The total project cost is \$516,302. The capital improvement measures are outlined on page three of the report.

5. Purchase of Logan Mercantile Facility

Vice President Baker brought forward to the Board a proposal to purchase the Logan Mercantile Facility to house personnel hired by obtaining recent Workforce Development grant funds. The long-term lease/purchase cost is \$175,000 with zero percent interest at \$1,000 per month for 14.58 years. The estimated annual cost for utilities is \$4,178.88 and cost for renovation of the building is \$25,000. The monthly rental will be paid from grant funds. Ms. Baker plans to place the proposal on the Board agenda for approval at the September 18 meeting.

MOTION: Roy Perry moved to include the following specific details in the September proposal to purchase the Logan Mercantile facility. Dean Lucas seconded the motion.

1. A comparison of rental properties.
2. Explore the possibility of applying a percentage of the purchase price toward renovations.
3. Price per square foot including allowances.

ACTION: The motion carried unanimously.

6. Higher Education Policy Commission Draft Policies

1. Policy Regarding Program Review — This rule delineates the responsibilities of the institutional governing boards and the Higher Education Policy Commission in the review of existing academic programs. The draft policy will be placed on the HEPC agenda for the September 21 meeting. Comments or concerns are to be submitted to Bruce Flack by August 24, 2001.
2. *Policy on Submission of Proposals for New Academic Programs and the Discontinuance of Existing Programs* — This rule delineates the responsibilities of the Higher Education Policy Commission in the approval and discontinuance of academic programs and establishes processes for institutions in seeking Commission approval of new academic programs. Mr. Dempsey pointed out the following sections of the policy:

- 2.1 Occupational programs at community and technical colleges require neither approval by the respective Board of Governors or by the Commission.
 - 2.2 All community and technical college course offerings are considered on campus despite delivery method.
3. Southern's Draft Program Review Schedule
Vice President Dempsey presented a draft Program Review Schedule, 2001-2005, showing programs needing reviewed in each academic year. He will place this item on the Board agenda for approval at the September 18 meeting.

7. Executive Session

It was moved and seconded (Hardesty/Akers) that the Board go into an executive session to discuss a personnel matter as provided in WV Code §6-9-A4. The motion carried unanimously.

At the conclusion of executive session, the Board reconvened in an open session and conducted the following business:

1. The Board will meet for a special session at 5:30 p.m. on Tuesday, September 11 to approve the salary plan and to discuss the presidential contract.
2. Prior to the beginning of the Spring Semester, place a box advertisement in the *Register Herald* showing Southern's cost per credit hour.

There being no further business, upon a motion and second (Perry/Grizzell) the meeting was adjourned.

George Kostas

Chair

Larry P. Hardesty

Vice Chair

Linda Q. Akers

Secretary