SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE

BOARD OF GOVERNORS

JUNE 17, 2008
MEETING AGENDA

Members

Kevin N. Fowler, Chair
James R. Sheatsley, Vice Chair
George Kostas, Secretary
Linda Q. Akers
Shelley T. Huffman
Dr. David R. Pierce

Terry R. Sammons
Glenn T. Yost
Wilma J. Zigmond
Michael Baldwin
Elston Johnson
George Morrison

Joanne Jaeger Tomblin
President

Southern West Virginia Community and Technical College
Board of Governors Meeting of June 17, 2008
Agenda Items for Action

Southern West Virginia Community and Technical College
Board of Governors Meeting of April 15, 2008
Center for Allied Health and Technology - Room 428   ***DRAFT***
2900 Dempsey Branch Road, Mount Gay, WV

Board Members Present: Kevin Fowler, George Kostas, Linda Akers, Terry Sammons, Glenn Yost, David Pierce (teleconference), Michael Baldwin, George Morrison, Elston Johnson

Board Members Absent: James Sheatsley, Shelley Huffman, Wilma Zigmond

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Cathy Smith-Cox, Sam Litteral, Allyn Sue Barker, Pam Alderman, Gail Hall, Carol Howerton, Lisa Haddox-Heston, Ron Lemon, Cindy Crigger, Patricia Clay, Ron Hamilton, Emma Baisden

1.   Call to Order:
Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:20 p.m.

2.   President's Report:

1.   President Tomblin shared a letter with Board members that she received from a student who recently obtained her GED through the West Virginia Courtesy Patrol Educational Program offered at Southern. The student graduated with honors and was extremely complimentary of and thankful for the help that she had received from personnel in the program. This individual plans to enroll as a full-time student at Southern in Fall 2008.

2.   President Tomblin discussed major provisions of legislation affecting community and technical colleges passed during the recent Legislative Session.
1.   Senate Bill 595 (Vision 2020 Accountability System)
1.   Outlines a new accountability system for higher education.
2.   House Bill 3215
1.   Creates independent governing boards for the previous administratively-linked community and technical colleges effective July 1, 2008.
2.   Restores a requirement that all higher education faculty receive a 10% salary increase at the time of a promotion in rank.
3.   House Bill 4076
1.   Increases annual increment for state employees from $50 to $60 per years of service. Also makes state employees eligible after one year of service instead of three (effective from passage 2/29/08).
4.   Senate Bill 564
1.   Removes the 4.75% tuition increase cap for community and technical colleges whose tuition is below the state community and technical college tuition average.
2.   Provides tuition waivers for employees, spouses, and dependents. The Board must establish a process for its administration. President Tomblin plans to release a Southern Administrative Announcement defining criteria until a policy can be developed.
5.   Senate Bill 682
1.   Authorizes the Commission to issue revenue bonds for community and

technical college capital improvements. Southern will be the recipient of bond funds that will be used in at the Williamson Campus to construct a new facility. President Tomblin plans to contact General Alan Tackett regarding the availability of the National Guard Armory in Williamson. These bond funds must be spent within three years and the Armory may not be available for purchase. Emphasis will be placed on career and technical programs.

3. The Child Care partnership at the Williamson Campus has proved successful. Executive Vice President, Merle Dempsey, is working with Professor Vinnie Kudva to establish a Child Care Center at the Logan Campus.

4. The Salon Management/Cosmetology ribbon-cutting ceremony was held March 25, 2008 in Madison. President Tomblin provided a brochure of services provided to Board members. Students provide all services under the direct supervision of Master instructors.

5. President Tomblin held open community forums at the Boone/Lincoln and Logan Campuses on March 25 and 27 respectively.

6. President Tomblin has been engaged in meetings with the faculty, both individually and groups, to discuss any concerns and/or issues they may have.

7. In approximately 18 months the Major Gifts Campaign has reached 86% of its five-year goal of $7,000,000.

8. The annual President's Administrative Retreat will be held May 29 at the Chief Logan Conference Center.

9. The Allied Health Pinning Ceremony will be conducted Friday, May 9 beginning at 6:00 p.m. at the Coalfield Jamboree on Main Street in downtown Logan. Commencement exercises will be held on Saturday, May 10 beginning at 10:00 a.m. at the Coalfield Jamboree Theater. Parking is free for both events.

10. The Student Services Unit reorganization is underway. Two new dean positions have been advertised.

11. Southern and West Virginia University will receive $730,000 each in grant funds for the Academy for Mine Training and Energy Technologies.

12. Southern will also receive $281,000 to offer its Nursing Program at Eastern West Virginia Community and Technical College for the 2008-2009 year.

3.   Action Items:
1.   Appointment of Board of Governors Nominating Committee
Chair Fowler appointed the following individuals to serve on its Nominating Committee: Linda Akers, George Morrison, Glenn Yost, and Joanne Tomblin. The Committee will provide a report to the full Board with a recommendation for the 2008-2009 Board officers at its June 17, 2008 meeting.

2. **Appointment of Board Ceremonial Representatives**
   1. Terry Sammons will serve as the Board of Governors Ceremonial Representative for the Allied Health Pinning Ceremony scheduled for 6:00 p.m. on Friday, May 9, 2008.
   2. Board Chair, Kevin Fowler, will bring Greetings from the Board at the Commencement Ceremony scheduled for 10:00 a.m. on Saturday, May 10, 2008.
   3. Chair Fowler will also bring Greetings from the Board for Southern's GED Ceremony scheduled for 6:00 p.m. on Thursday, May 15, 2008 in the Savas-Kostas Theater, Logan Campus.

3. **Approval of February 19 and March 18, 2008 Meeting Minutes**
   MOTION: Glenn Yost moved to accept the meeting minutes as presented.

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

4. **Transfer of Real Property to the Local Board of Governors of Southern West Virginia Community and Technical College**

   MOTION: Glenn Yost moved to accept the following resolution:

   RESOLVED, That the Board of Governors requests that the West Virginia Higher Education Policy Commission transfer all real property with any improvements currently held for the benefit of Southern West Virginia Community and Technical College and under jurisdiction of the Board of Governors to the local Board pursuant to West Virginia Code §18B-1-3(e).

   FURTHER RESOLVED, the Board directs College staff to work with legal counsel to prepare adequate legal descriptions and deeds of transfer for all property to accompany the request and to present them to the West Virginia Higher Education Policy Commission at its next regularly scheduled meeting.

   ACTION: Terry Sammons seconded the motion. The motion carried unanimously.

5. **Program Review**
   Dr. Gail Hall, Department of Business Chair, presented the program review report and recommended resolution for the following business programs for the Board's consideration for approval:

   1. **Business Accounting, Associate in Applied Science**

   MOTION: George Kostas moved to accept the following resolution:

   RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the <u>Business Accounting, Associate in Applied Science</u> degree program at the current level of activity without corrective action, but implementing recently approved curricular

revisions, in accordance with the provisions of the West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission, Joint Procedural Rule, Series 10, Policy Regarding Program Review.

ACTION: Linda Akers seconded the motion. The motion carried unanimously.

2. **Business Administration, Associate in Applied Science**

   MOTION: Terry Sammons moved to accept the following resolution:

   RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Business Administration, Associate in Applied Science degree program at the current level of activity, but implementing recently approved curricular revisions, in accordance with the provisions of the West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission, Joint Procedural Rule, Series 10, Policy Regarding Program Review.

   ACTION: Elston Johnson seconded the motion. The motion carried unanimously.

3. **Office Administration, Associate in Applied Science**

   MOTION: Mike Baldwin moved to accept the following resolution:

   RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Office Administration, Associate in Applied Science degree program with corrective action specified, implementing recently approved curricular revisions, in accordance with the provisions of the West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission, Joint Procedural Rule, Series 10, Policy Regarding Program Review.

   ACTION: Elston Johnson seconded the motion. The motion carried unanimously.

4. **Office Administration, Certificate**

   MOTION: Glenn Yost moved to accept the following resolution:

   RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Office Administration, Certificate program with corrective action specified, implementing recently approved curricular revisions, in accordance with the provisions of the West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission, Joint Procedural Rule, Series 10, Policy Regarding Program Review.

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

5. **Three Year Post Audit Review**

To meet the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, Increased Flexibility for Community and Technical Colleges, programs started under the provisions of the rule must undergo a post audit review three years following the initial offering of the course of study. Three academic programs underwent this review in 2007-2008: Dental Hygiene, Associate in Applied Science; Electrical Engineering Technology, Certificate; and Technical Studies in Applied Technology, Certificate.

Dr. Lisa Haddox-Heston, Dental Hygiene Program Coordinator, presented the post audit review report and recommended resolution for the Dental Hygiene program for the Board's consideration for approval:

1. **Dental Hygiene, Associate in Applied Science**

   MOTION: Terry Sammons moved to accept the following resolution:

   RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Dental Hygiene, 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 37, Increased Flexibility for Community and Technical Colleges.

   ACTION: Mike Baldwin seconded the motion. The motion carried unanimously.

Ms. Carol Howerton, Department of Technology Chair, presented the post audit review report and recommended resolution for the following programs for the Board's consideration for approval:

2. **Electrical Engineering Technology, Certificate**

   MOTION: Elston Johnson moved to accept the following resolution:

   RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Electrical Engineering Technology, Certificate program with corrective action specified in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, Increased Flexibility for Community and Technical Colleges. A follow-up report regarding enrollment, faculty, and graduation data will be

submitted in 2008-2009 according to the timeline established in SCP-3620, Policy Regarding Program

ACTION: Linda Akers seconded the motion. The motion carried unanimously.

3. **Technical Studies, Applied Technology, Certificate**

MOTION: George Kostas moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Technical Studies, Applied 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 37, Increased Flexibility for Community and Technical Colleges.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

6. **Final Approval of Proposed Policies:**

1. **SCP-1000, Manuals, Announcements, and Policies (MAP) Development System and Attachments A, B, C and D**

MOTION: Terry Sammons 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 aforementioned policy and attachments as presented following a 30-day comment period.

ACTION: Elston Johnson seconded the motion. The motion carried unanimously.

2. **SCP-1435, Inclement Weather and Emergency Situations**

MOTION: Glenn Yost 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 aforementioned policy as presented following a 30-day comment period.

ACTION: Terry Sammons seconded the motion. The motion unanimously carried.

3. **SCP-2005, Catastrophic Leave and Attachments A and B**

   MOTION: Jada Hunter moved the adoption of the following resolution:

   RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval to rescind the aforementioned policy following a 30-day comment period.

   ACTION: Mike Baldwin seconded the motion.   The motion unanimously carried.

4. **SCP-3100, Full-time Faculty Responsibilities for Academic Advising of Students**

   MOTION: Mike Baldwin moved the adoption of the following resolution:

   RESOLVED, That the Southern WV Community and Technical College Board of Governors grant final approval of the aforementioned policy as presented following a 30-day comment period.

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

5. **SCP-2360, Holidays**

   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 the aforementioned policy as presented following a 30-day comment period.

   ACTION: Terry Sammons seconded the motion. They motion unanimously carried.

6. **SCP-8600.A, Board of Governors Operational Guidelines**

   MOTION: Terry Sammons moved the adoption of the following resolution:

   RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-8600.A, *Board of Governors Operational Guidelines*, as presented following the 30-day comment period.

   ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

7. **Approval of Policy for 30-day Public Comment Period**

   1. **SCP-1725, Private Scholarships**

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 revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: Elston Johnson seconded the motion. The motion carried unanimously.

8. **Approval of Fiscal Year 2008-2009 Budget**

MOTION: Terry Sammons 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 budget for fiscal year 2008-2009, beginning July 1, 2008.

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

9. **Approval of Salary Increases for FY 2009**

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 of the recommended salary increases for faculty, classified and non-classified employees for Fiscal Year 2009.

ACTION: Linda Akers seconded the motion. The motion carried unanimously.

Salary increase budgets were calculated in compliance with the mandate of the Governor's Budget Bill for FY 2009 and are in compliance with Southern West Virginia Community and Technical College's policy, SCP-2825, *Salary Administration.* These calculations result in an average base salary increase for faculty of 3.24%, 2.93% for classified staff, and 2.84% for non-classified staff. Each employee shall receive a minimum of $708 per FTE.

10. **Executive Session**
Glenn Yost 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. George Kostas seconded the motion that carried unanimously, and the Board then met in an executive session. At the conclusion of discussions, Glenn Yost moved and Linda Akers seconded the motion that the Board rise from executive session. There being no further business, Chair Fowler declared the meeting adjourned at 7:30 p.m. The next Board meeting is scheduled for June 17, 2008 at the Williamson Campus.

_____   Chair
      Kevin N. Fowler

_____   Vice Chair
      James R. Sheatsley

_____   Secretary
      George Kostas

_____   Assistant to the Board of Governors
      Emma L. Baisden

Southern West Virginia Community and Technical College
Board of Governors Emergency Meeting of June 3, 2008
Center for Allied Health and Technology, Room 422 *DRAFT*
2900 Dempsey Branch Road, Mount Gay, WV

Board Members Present: James Sheatsley. Linda Akers, Terry Sammons, Glenn Yost, Michael Baldwin, George Morrison, Elston Johnson (all joined the meeting by teleconference)

Board Members Absent: Kevin Fowler, George Kostas, Shelley Huffman, David Pierce Wilma Zigmond

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Sam Litteral, Emma Baisden

1. Call to Order:
Vice Chair, James Sheatsley, called role, declared a quorum present, and convened the meeting at 9:05 a.m.

2. Sale of Real Property by the local Board of Governors of Southern West Virginia Community and Technical College

Chair Sheatsley asked President Tomblin to present this item to the Board. She informed Board members of an opportunity for the College to sell the Logan Downtown Annex and provided the following citations of West Virginia State Code which authorize the Board of Governors to sell property:

§18B-14-3. Southern West Virginia community college authorization to sell property; use of net proceeds.

Notwithstanding the provisions of article one-a, chapter twenty of this code, southern West Virginia community college, with the approval of the board of directors, is hereby authorized and empowered to sell any surplus real property and deposit the net proceeds into a special revenue account to be utilized for the purchase of additional real property or for capital improvements: **Provided,** That prior to such action the board of directors shall have the property appraised by two licensed appraisers and shall not sell the property for less than the average of the two appraisals: **Provided, however,** That the net proceeds which exceed the funds needed for the purchase of real property or for capital improvements may be transferred to other accounts or funds and redesignated for other purposes by appropriation of the Legislature.

§18B-14-5. Authorization to sell property generally.

Notwithstanding any other provisions of this code to the contrary, the governing boards are hereby authorized and empowered to sell any surplus real property and deposit the net proceeds into a special revenue account in the state treasury to be appropriated by the Legislature for the purchase of additional real property or technology, or for capital improvements at the institution that sold the surplus real property: *Provided,* That prior to such action the appropriate governing board shall have the property appraised by two

licensed appraisers and shall not sell the property for less than the average of the two appraisals: *Provided, however,* That before such action, the governing boards shall provide notice to the public by a Class II legal advertisement as defined in section two, article three, chapter fifty-nine of this code and shall hold a public hearing on the issue.

Chair Sheatsley called for a motion.

MOTION: Terry Sammons moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors delegate to the President the authority to sell real property located at 300 Main Street, Logan, West Virginia and more commonly known as the Logan Downtown Annex.

FURTHER RESOLVED, the Board of Governors directs the President to comply with all laws of the State of West Virginia and the rules, regulations, and procedures of the West Virginia Higher Education Policy Commission, the West Virginia Council for Community and Technical College Education, and Southern West Virginia Community and Technical College regarding the sale of said property including the requirement that the sale price shall not be less than the average of the appraisals by two licensed appraisers.

BE IT FURTHER RESOLVED, that the Board of Governors authorizes the President to act on its behalf in negotiating said sale of the specifically designated real property and to sign all documents required for the sale of the described property.

ACTION: Linda Akers seconded the motion. Aye signified the motion. Hearing no negative votes, Chair Sheatsley declared the motion passed.

There being no further business, Chair Sheatsley adjourned the meeting at 9:20 a.m.

_____   Chair
James R. Sheatsley

_____   Assistant to the Board of Governors
Emma L. Baisden

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2008

ITEM:	Nominating Committee Report and Election of Officers
RECOMMENDED RESOLUTION:	*RESOLVED,* That the Southern West Virginia Community and Technical College Board of Governors elect the following slate of Board officers for fiscal year 2008-2009 as proposed by the Nominating Committee: Kevin Fowler, Chair; Terry Sammons, Vice Chair; George Kostas, Secretary.
STAFF MEMBER:	Linda Akers Nominating Committee Chair

BACKGROUND:

The Nominating Committee of the Southern West Virginia Community and Technical College Board of Governors consisting of Linda Akers, Chair, George Morrison, Glenn Yost, and Joanne Tomblin convened at 10:00 a.m. on May 5, 2008 to discuss and bring forth a recommendation to the full Board for officers at its June 17, 2008 meeting. On a motion duly made and seconded, the committee presents the following recommendation for officers for fiscal year 2008-2009 beginning July 1, 2008.

Chair, Kevin Fowler

Vice Chair, Terry Sammons

Secretary, George Kostas

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2008

ITEM:	Election of Lay Member to the Board of Governors Agenda Committee
RECOMMENDED RESOLUTION:	*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect a lay member to the serve on its Agenda Committee for fiscal year 2008-2009.
STAFF MEMBER:	Kevin Fowler
BACKGROUND:	

At its April 15, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors amended its bylaws to include the past Board Chairperson and one lay Board member to the membership of its Agenda Committee. The lay Board member will be elected in June of each year.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2008

ITEM: Approval of 2008-2009 Board Meeting Schedule

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors adopt the proposed schedule of meetings for fiscal year 2008-2009 as presented.

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

The following schedule of meetings is recommended for adoption by the Southern West Virginia Community and Technical College Board of Governors with the understanding that additional meetings may be necessary for emergency or time-sensitive issues.

DRAFT

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCHEDULE OF MEETINGS
JULY 1, 2008 — JUNE 30, 2009

Institutional Agenda Item Deadline	Agenda Committee Meeting Date	Board of Governors Meeting Date	Board of Governors Meeting Location
August 19, 2008	August 26, 2008	September 9, 2008	Center for Allied Health and Technology
September 29, 2008	September 30, 2008 Board Retreat	October 16, 2008 October 17, 2008	Roanoke, WV Roanoke, WV
November 17, 2008	November 18, 2008	December 9, 2008	Center for Allied Health and Technology
January 29, 2009	February 3, 2009	February 17, 2009	Center for Allied Health and Technology
March 31, 2009	April 7, 2009	April 15, 2008	Center for Allied Health and Technology
May 28, 2009	June 2, 2009	June 16, 2009	Center for Allied Health and Technology

Unless otherwise indicated, the Board of Governors Agenda Committee meetings are held in Room 428 at the Center for Allied Health and Technology beginning at 9:00 a.m.

Board of Governors business meetings are held in Room 428 and begin at 6:00 p.m.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2008

ITEM: Post Audit Review and Continuance of Existing Academic
                                    Program

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community
                                    and Technical College Board of Governors approve
                                    continuation of the Information Technology certificate
                                    program as recommended by the post audit review in
                                    accordance with the provisions of the West Virginia
                                    Council for Community and Technical College Education
                                    (Community and Technical College System Council) Title
                                    135, Procedural Rule, Series 37, Increased Flexibility for
                                    Community and Technical Colleges.

STAFF MEMBER: Katie Smith-Cox

BACKGROUND:

In compliance with Title 135, Procedural Rule, Series 37, Increased Flexibility for Community
and Technical Colleges, programs started under the provisions of the rule must undergo a post
audit review three years after the initial offering of the course of study.

The study was undertaken by the Department of Technology during the 2007-2008 academic
year for the certificate program in Information Technology.

It is recommended that the program should be approved to continue at the current level of
activity without corrective action. The program is of no cost to the institution and is designed
as the first step in a laddering program that leads to the Associate in Applied Science in
Information Technology.

POST AUDIT REVIEW
Southern West Virginia Community and Technical College

Program: <u>**Certificate - Information Technology**</u>

Institutional Recommendation

The Board of Governors recommends:

__X__ 1. Continuation of the program at the current level of activity without corrective action;

_____ 2. Continuation of program with corrective action (specify required action);

_____ 3. Identification of the program for further development;

_____ 4. Development of a cooperative program with another institution or sharing courses, facilities, and/or faculty;

_____ 5. Discontinuance of the program in accordance with provisions of the West Virginia Council for Community and Technical College Education policy on approval and discontinuance of programs.

Rationale for the recommendation:

It is recommended that the program should be approved to continue at the current level of activity without corrective action. The program is of no cost to the institution and is designed as the first step in a laddering program that leads to the Associate in Applied Science in Information Technology.

_____   _____
Department Chair   Date

_____   _____
Dean of Career and Technical Programs   Date

_____   _____
Chief Academic Officer   Date

_____   _____
President   Date

_____   _____
Chairman, Board of Governors   Date

**Southern West Virginia Community and Technical College
Department of Technology and Engineering
Certificate - Information Technology**

Post Audit Review Summary

A. Goals and Objectives
    - The curriculum has adequate requirements that meet the needs of business and industry.
    - Entrance abilities for the students are within community college standards.

    Conclusion: The program has sufficient goals and objectives established.

B. Assessment
    - Program maintains a valid assessment plan.
    - Assessment data validates the success of the program.

    Conclusion: The program has sufficient assessment plan and data.

C. Curriculum
    - The curriculum has adequate requirements that meet the needs of business and industry.
    - The curriculum is centered on vendor certifications.
    - The curriculum is aligned with the associate degree program's first year.

    Conclusion: The curriculum meets minimum adequacy requirements.

D. Faculty
    - Current faculty members assigned to the Information Technology program are adequately trained to instruct the program.

    Conclusion: Program meets minimum adequacy requirements.

E. Enrollment and Graduates
    - The number of students enrolled as majors is misleading and will increase to acceptable ranges with the recent changes in curriculum and in tracking.
    - Enrollment trends indicate future students seeking the degree as recommended will remain steady.
    - Number of graduates is low but expected to increase with recent curriculum changes.

    Conclusion: The program meets the minimum requirements for viability as a major with the recommended changes.

F. Financial
- The labs currently have up-to-date equipment as a result of grant funding.
- There is concern for the ability to keep the labs up-to-date with the existing budget allotted to the program.

Conclusion: Finances are a concern for the program.

G. Advisory Committee
- The membership for the advisory committee is limited

Conclusion: The advisory committee needs a broadened membership

H. Accreditation
- There are no accreditations available for the program

Recommendation:
The Department of Technology and Engineering recommends continuation of the program at the current level of activity without any corrective action.

Rationale for Recommendation:
The program is a subcomponent of the Information Technology associate degree program. There is no additional cost to the institution to maintain the certificate program. There is a sufficient need and interest to keep the program as a viable program.

Post-Audit Review
For Occupational Programs Implemented Under the Provisions of Series 37
West Virginia Council for Community and Technical College Education

Institution: **Southern West Virginia Community and Technical College**
Program (Degree and Title): **Certificate Program – Information Technology**

I.   Introduction

The Information Technology certificate program is primarily designed as non-transfer for career-oriented students who desire to enter the job market quickly with a certification skill set. It is designed to develop knowledge and skills that will enable the student to seek vendor certifications, entry-level employment, and perform efficiently in the IT industry workforce. The program also offers opportunities for individuals already in the job market to expand their skills and knowledge to include computers.

The program has undergone several revisions during the past two years. The initial program combined the Information Technology and the Computer Information System associate degree program paths in networking, computer repair, and web design to offer students a variety of skill areas for the certificate program. Students were required to complete a basic core along with a specific skill set area. This was problematic for students since the skill set courses were third and fourth semester courses due to prerequisites. During the 2006-2007 academic year the associate degree programs completed a full program review resulting in the elimination of the Associate of Applied Science in Computer Information Systems which included the web design and pc support options. The Information Technology associate degree program was changed to include a core set of courses that centered on computer repair and vendor neutral certifications in networking. The certificate program was revised at the same time to align with the first year of core course work for the associate degree. This enables students to progress naturally through the programs with all students obtaining the certificate after the first year then continuing on to the associate degree program if they choose.

II.   Goals and Objectives

The Associate in Applied Science in Information Technology program was started at the suggestion of key business and industry leader Dennis Bone, then current CEO of Bell Atlantic after a series of roundtable meetings for technology throughout the state. The certificate program followed shortly after to complement the program and offer students not seeking the full associate degree an alternative program. The Information Technology program has established a formal Mission Statement along with Overall Program goals and Instructional Goals. The certificate program follows the

same goals and objectives of the associate degree program maintaining the subset that is applicable to the certificate course requirements.

Mission Statement

The Information Technology program will respond to state and national needs for highly qualified IT professionals who can fill the workforce gap by providing a full program for degree seeking students and skills upgrade opportunities for individuals seeking continuing education. The program will provide a flexible curriculum that can adapt quickly to provide the ultimate in technical training. It is designed as non-transfer for career-oriented students who seek advanced positions in the IT industry workforce after completion of the program. It is also designed to provide a thorough and integrated study of technology with a focus on nationally recognized vendor certifications followed by practical experiences through internships.

Overall Program Goals

At review, the successful program will be able to:

1. Develop and utilize a comprehensive set of business and industry partnerships.
2. Provide a flexible curriculum.
3. Provide workforce development opportunities.
4. Provide a vendor certification-centered curriculum to meet the needs of business and industry.
5. Provide trained and employable students to meet the needs of business and industry.
6. Provide practical experience to students

Instructional Goals/Objectives applicable to the certificate

At graduation, the successful student will be able to:

1. Use problem solving strategies to think critically
2. Understand a variety of systems architectures
3. Install and use a variety of operating systems
4. Install, configure, and diagnose hardware and application software
5. Understand basic network and telecommunication concepts

III. **Assessment**

A. The Information Technology program utilizes a variety of assessment measures. The majority of Information Technology courses utilize a pre/post course exam. Student achievement in the general education and support courses is assessed in accordance with the institution's plan for assessment for such courses/programs. Students in the Information Technology associate degree program must participate in the Work Keys Exam. Students in the certificate program are not required to complete the vendor certification exams nor the Work Keys exam. Students each semester after completion of the computer repair (A+) courses are

required to participate in a service-learning project to measure and review competencies in computer repair. This is the major milestone for the certificate-seeking students.

B. Provide information on the following elements:
- Educational goals of the program
  A. Understand a variety of systems architectures
  B. Install and use a variety of operating systems
  C. Install, configure, and diagnose hardware and application software
  D. Understand basic network and telecommunication concepts
- Measures of evaluating success in achieving goals
  A. Students are measured by their pre/post test scores along with the service learning project for computer repair.
- Identification of the goals which are being successfully met and those which need attention as determined by an analysis of the data
  A. Analysis of the data indicates that students completing the core coursework with a grade of C or better are adequately prepared to complete job tasks appropriate to the level of knowledge. The students have held 6 successful computer repair clinics servicing over 240 computers for the community.

C. Assessment data is reviewed on a regular basis for the program. Weak areas are identified from test data and observations from repair clinics are completed by the faculty. Problem areas receive more attention prior to completion of semester. No significant changes in this program have resulted from assessment data.

IV. Curriculum

A. The curriculum for the certificate program in Information Technology consists of thirty-one (31) semester hours--ten (10) credit hours in a general education core and twenty-one (21) credit hours in a technical core which includes the CompTIA A+ Service Technician Certification content and the CompTIA Network + Certification content. The required hours are broken down over two semesters/one year period with fifteen (15) and sixteen (16) hours respectively.

The Information Technology program is an open admission program. All students must meet the college entrance requirements of a high school diploma or GED. Those enrolling in college-level English and math general education courses are required to meet minimum scores on the ACT or Accuplacer exam prior to enrolling in these courses or must successfully complete a developmental program of courses to remediate deficiencies.

B. A complete listing of courses in each category is included in Appendix I.

C. Delivery methods include fast-track (shortened time frames) along with full web delivered courses. All courses include a web-enhanced component.

V. Faculty

The Information Technology program utilizes full-time faculty to teach the general education course requirements. It also utilizes four full-time faculty members to teach the Information Technology courses. The faculty members include Carol Howerton, Matthew Payne, Tim Weaver, and Rick Thompson. Carol Howerton also serves as the department chairperson and holds the rank of Professor. She holds a Masters degree in Computer Information Systems along with certifications from Microsoft and CompTIA. Matthew Payne serves as the senior faculty member and is responsible for the majority of courses offered in the program. Matthew holds a Bachelors Degree in Information Technology from Marshall University along with certifications from Microsoft and CompTIA. Rick Thompson and Tim Weaver serve as support instruction to the program. Rick holds a Masters degree in Computer Information Systems from Marshall University along with certifications from CompTIA. Tim Weaver holds a Bachelor's degree in Computer Information Systems along with certifications from CompTIA and Cisco. There are no adjuncts utilized to teach Information Technology core courses.

VI. Enrollment and Graduates

A. Enrollment and graduate data is problematic. Students who ultimately seek the associate degree are not identified as certificate seeking students. Until the current 2007-2008 academic year data for certificate seeking students was not specifically tracked by the department. The current year closes out the existing students enrolled in previous versions of the associate degree program for Information Technology and Computer Information Systems. All Information Technology students are now tracked by the department with all associate degree seeking students receiving the certificate after the first year of satisfactory completion. Data as tracked by the department does not correlate with data maintained in the student database. Efforts are being made to correct student major codes and inconsistencies in data. The upcoming 2008-2009 academic year will be the first year of the combined programs and the new alignment of the certificate program for graduates. A significant increase in graduates should be seen in the upcoming years. During the 2006-2007 year there were four graduates with the certificate. During the 2007-2008 year, an additional nine students graduated with the certificate.

B. Placement data for graduates has not been completed for the 2007-2008 graduates. Of the four 2006-2007 graduates, two students were employed and the other two students continued with their studies toward the associate degree. Information from only one of the employers is available. That employer was satisfied with the student's knowledge and skills.

VII. Financial

A. Exact financial expenditures for the program are not available. The budget allocated to the department includes budget for multiple programs. A breakdown is not available specific to the program. The Information Technology program received a $500,000.00 grant from the Department of Education in 2005 to expand the program and improve labs. This grant allowed the purchase of new labs for each campus along with the purchase of a variety of equipment and materials for the program.

B. The upcoming 2008-2009 budget will include a budget specific to the Information Technology program. Funding is expected to be limited to general revenue sources.

VIII. Advisory Committee

The advisory committee activity has been limited in the past couple years. Members have not been participating as expected. Members are contacted on an individual basis to keep information current and curriculum up-to-date.

IX. Accreditation

There is no specialized accreditation for the program.

APPENDIX I

INFORMATION TECHNOLOGY
Certificate
33 Semester Hours

Purpose: The Information Technology Certificate Program is primarily designed as non-transfer for career oriented students who desire to enter the job market quickly with a certification skill set. It is designed to develop knowledge and skills that will enable the student to seek vendor certifications and entry level employment and perform efficiently in the IT industry workforce. The program also offers opportunities for individuals already in the job market to expand their skills and knowledge to include computers.

Component I - General Education Core: (9 hours)

EN	101	English Composition I	3 semester hours
BU	205	Communications in Business OR	3 semester hours
EN	115	Technical Writing I*	3 semester hours
MT	130	College Algebra	3 semester hours
		Total Hours	9 semester hours

Component II - Technical Core: (15 hours)

CS	104	Using Internet Technology for Research and Productivity	3 semester hours
IT	112	Systems Architecture	3 semester hours
IT	180	PC Maintenance	3 semester hours
IT	181	Advanced PC Maintenance	3 semester hours
IT	182	A+ Lab	2 semester hours
OR	105	Orientation to Technical Programs	1 semester hour
		Total Hours	15 semester hours

Component III - Specialization: (9 hours)
Students choose 9 hours toward one of the specializations

Network Technician

IT	183	Network +	4 semester hours
IT	186	Linux +	3 semester hours
IT	187	Server +	3 semester hours
IT	210	Network Administration I	3 semester hours
IT	215	Network Administration II	3 semester hours
IT	218	Managing a Network Environment	3 semester hours
IT	102	Cyber Law, Ethics, Culture	3 semester hours

Security Technician

IT	183	Network +	4 semester hours
IT	184	Security I	3 semester hours
IT	185	Security II	3 semester hours
IT	220	Firewalls and IDS	3 semester hours
IT	223	Computer Forensics	3 semester hours

Web Design Technician

CS	155	Web Design I	3 semester hours
CS	156	Web Design II	3 semester hours
CS	164	Web Design Graphics	4 semester hours
CS	172	Server Side Scripting	3 semester hours
CS	173	Webserver Management	3 semester hours

Cisco Technician

IT	131	Networking Fundamentals	4 semester hours
IT	141	Router Theory and Router Technology	4 semester hours
IT	231	Advanced Router Technologies	4 semester hours
		Total Hours	9 semester hours
		Total Hours	**33 semester hours**

*Students transferring or completing a 2+2 must take EN 115 Technical Writing I.

Southern West Virginia Community and Technical College   2007-2008

APPENDIX II
Faculty Data

Name___Carol Howerton_____ Rank_____Department Chair/Profesor___

Check one:
        Full-time__X___   Part-time_____   Adjunct_____   Graduate Asst._____

Highest Degree Earned __M.S.___ Date Degree Received ____1993___

Conferred by____WV College of Graduate Studies_____

Area of Specialization____Information Systems_____

Professional registration/licensure   0   Yrs of employment at present institution 20 yrs
Yrs of employment in higher education   20
Yrs of related experience outside higher education   3
Non-teaching experience   0

To determine compatibility of credentials with assignment:

(a)   List courses you taught this year and those you taught last year: (If you participated in
       team-taught course, indicate each of them and what percent of courses you taught.)
       For each course include year and semester taught, course number, course title and
       enrollment.

Year/Semester	Course Number & Title	Enrollment
Fall 2006	CS 100 Foundations of Learn	5
Fall 2006	CS 100 Foundations of Learn	21
Fall 2006	CS 272 Comp Info Systems Pr	4
Fall 2006	CS 274 Capstone	4
Fall 2006	CS 100 Foundations of Learn	8
Fall 2006	CS 100 Foundations of Learn	2
Spring 2007	CS 100 Orientation to Eng/Tech	4
Spring 2007	CS 100 Orientation to Eng/Tech/P	2
Spring 2007	CS 100 Orientation to Eng/Tech/P	20
Spring 2007	CS 272 Comp Info Sys Practicum	3
Spring 2007	CS 274 Capstone	4
Spring 2007	CS 100 Orientation to Eng/Tech	10
Spring 2007	CS 100 Orientation to Eng/Tech/P	2
Fall 2007	CS 102 Computer Literacy	20
Fall 2007	OR 105 Orientation To Tech Prog.	8
Fall 2007	OR 105 Orientation To Tech Prog.	2
Fall 2007	OR 105 Orientation To Tech Prog.	19
Fall 2007	OR 110 Orientation to College	24
Fall 2007	OR 110 Orientation to College	22
Fall 2007	OR 105 Orientation to Tech Prog	5
Fall 2007	OR 105 Orientation to Tech Prog	9
Spring 2008	CS 102 Computer Literacy	21
Spring 2008	EG 275 Project Management	1
Spring 2008	OR 105 Orientation To Tech Pro	4
Spring 2008	OR 105 Orientation To Tech Pro	14
Spring 2008	OR 105 Orientation To Tech Pro	2
Spring 2008	OR 105 Orientation To Tech Pro	2

(b)   If degree is not in area of current assignment, explain.

Name___Rick Thompson_____Rank_____Instructor_____

Check one:
     Full-time__X___   Part-time_____   Adjunct_____   Graduate Asst._____

Highest Degree Earned __Masters_ Date Degree Received _____2006_____

Conferred by____Marshall Graduate College_____

Area of Specialization____Management Information Systems_____

Professional registration/licensure   __0___ Yrs of employment at present institution 4 yrs
Yrs of employment in higher education __4___
Yrs of related experience outside higher education   __0__
Non-teaching experience   __0__

To determine compatibility of credentials with assignment:

(a)   List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught.) For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Fall 2006	CS 102 Computer Literacy	15
Fall 2006	CS 123 E-Mail/Internet	5
Fall 2006	CS 155 Web Page Design I	8
Fall 2006	CS 164 Web Graphics Design	11
Fall 2006	EG 171 Circuit Analysis I	1
Fall 2006	EG 172 Circuit Analysis II	1
Fall 2006	EG 210 Troubleshooting Lab	1
Fall 2006	IT 112 System Architecture	2
Fall 2006	IT 112 System Architecture	8
Fall 2006	IT 112 System Architecture	3
Fall 2006	IT 112 System Architecture	1
Spring 2007	CS 102 Computer Literacy	14
Spring 2007	CS 102 Computer Literacy	14
Spring 2007	CS 102 Computer Literacy	6
Spring 2007	CS 116 Word Processing	16
Spring 2007	CS 118 Spread Sheet Con.	15
Spring 2007	IT 102 Cyber Law Eth. Cult.	2
Spring 2007	IT 102 Cyber Law Eth. Cult.	9
Spring 2007	IT 218 Managing a Net Env.	6
Spring 2007	IT 102 Cyber Law Eth. Cult	3
Spring 2007	IT 102 Cyber Law Eth. Cult	3
Fall 2007	CS 102 Computer Literacy	18
Fall 2007	CS 116 Word Processing	17
Fall 2007	CS 118 Spread Sheets	15
Fall 2007	CS 104 Using Internet Tech	13
Fall 2007	IT 112 System Architecture	2
Fall 2007	IT 112 System Architecture	7
Fall 2007	IT 155 WEB Design I	20
Fall 2007	IT 112 System Architecture	5
Fall 2007	IT 112 System Architecture	4
Spring 2008	CS 102 Computer Literacy	10
Spring 2008	CS 102 Computer Literacy	15
Spring 2008	CS 102 Computer Literacy	18
Spring 2008	CS 116 Word Processing	15
Spring 2008	IT 112 System Architecture	9
Spring 2008	IT 155 WEB Design I	18

(b)   If degree is not in area of current assignment, explain.

APPENDIX II
Faculty Data

Name____Tim Weaver_____ Rank_____Instructor_____

Check one:
     Full-time__X___   Part-time_____   Adjunct_____   Graduate Asst._____

Highest Degree Earned __B.S___ Date Degree Received _____1989_____

Conferred by_____Concord University_____

Area of Specialization_____Computer Information Systems_____

Professional registration/licensure _____ Yrs of employment at present institution 10 yrs
Yrs of employment in higher education ___6__
Yrs of related experience outside higher education ____8__
Non-teaching experience ____4__

To determine compatibility of credentials with assignment:

(a)   List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught.) For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Fall 2006	CS 102 Computer Literacy	11
Fall 2006	CS 102 Computer Literacy	12
Fall 2006	CS 102 Computer Literacy	22
Fall 2006	CS 116 Word Processing	11
Fall 2006	CS 118 Spread Sheets	14
Fall 2006	CS 120 Database Concepts	2
Spring 2007	CS 102 Computer Literacy	11
Spring 2007	CS 102 Computer Literacy	15
Spring 2007	CS 102 Computer Literacy	21
Spring 2007	CS 116 Word Processing	17
Spring 2007	CS 118 Spread Sheets	12
Spring 2007	CS 120 Database Concepts	3
Spring 2007	CS 125 Electronic Presentat.	2
Spring 2007	IT 112 System Architecture	2
Spring 2007	IT 112 System Architecture	1
Spring 2007	IT 112 System Architecture	12
Spring 2007	IT 112 System Architecture	4
Spring 2007	IT 112 System Architecture	2
Fall 2007	CS 102 Computer Literacy	20
Fall 2007	CS 102 Computer Literacy	16
Fall 2007	CS 102 Computer Literacy	15
Fall 2007	CS 116 Word Processing	11
Fall 2007	CS 118 Spread Sheets	6
Fall 2007	CS 125 Electronic Presentat.	3
Fall 2007	IT 102 Cyber Law Ethics Cult	1
Fall 2007	IT 102 Cyber Law Ethics Cult	8
Fall 2007	IT 102 Cyber Law Ethics Cult	3
Fall 2007	IT 102 Cyber Law Ethics Cult	3
Spring 2008	CS 102 Computer Literacy	7
Spring 2008	CS 102 Computer Literacy	12
Spring 2008	CS 104 Using Internet Tech	8
Spring 2008	CS 116 Word Processing	6
Spring 2008	CS 118 Spread Sheet Conc.	6
Spring 2008	CS 120 Database Concepts	2
Spring 2008	CS 125 Electronic Presentation	6
Spring 2008	IT 155 Web Design I	10

(b)   If degree is not in area of current assignment, explain.

APPENDIX II
Faculty Data

Name____Matthew Payne_____ Rank_____Instructor_____

Check one:
     Full-time__X___ Part-time_____ Adjunct_____ Graduate Asst._____

Highest Degree Earned __BBA_ Date Degree Received ____2001_____

Conferred by____Marshall University_____

Area of Specialization____Information Technology_____

Professional registration/licensure ___0___ Yrs of employment at present institution 6 yrs
Yrs of employment in higher education __6__
Yrs of related experience outside higher education ___0__
Non-teaching experience ___0__

To determine compatibility of credentials with assignment:

(a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught.) For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Fall 2006	CS 116 Word Processing	9
Fall 2006	CS 118 Spread Sheets	8
Fall 2006	CS 104 Using Internet Tech	17
Fall 2006	IT 183 Network+	4
Fall 2006	IT 210 Network Admin. I	10
Fall 2006	IT 215 Network Admin. II	13
Spring 2007	CS 104 Using Research Tec	16
Spring 2007	IT 180 PC Maintenance	16
Spring 2007	IT 181 Advanced PC Maint.	16
Spring 2007	IT 182 A+ Lab	16
Spring 2007	IT 192 Intro to Prog/Visual Ba	11
Spring 2007	IT 275 Beg. Web Page Des.	19
Fall 2007	CS 102 Computer Literacy	19
Fall 2007	CS 104 Using Internet Tech	14
Fall 2007	IT 157 Web Graphics Design	14
Fall 2007	IT 183 Network +	13
Fall 2007	IT 275 Animation	11
Spring 2008	IT 180 PC Maintenance	13
Spring 2008	IT 180 PC Maintenance	12
Spring 2008	IT 181 Advanced PC Maint.	12
Spring 2008	IT 181 Advanced PC Maint.	11
Spring 2008	IT 182 A+ Lab	13
Spring 2008	IT 182 A+ Lab	11
Spring 2008	IT 192 Intro to Prog/Visual B.	17

(b)   If degree is not in area of current assignment, explain.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2008

ITEM:	Modification of Capital Project Priorities and Expenditures for FY 2009-2010

RECOMMENDED RESOLUTION:	*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification of expenditures and priorities of FY 2010 Capital Projects as reported in the priority list.

STAFF MEMBER:	Sam Litteral

BACKGROUND:

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 for the upcoming year, each institution through its Governing Board shall submit a capital budget plan to the West Virginia Higher Education Policy Commission on the date and in the format prescribed by the Chancellor. 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.

The institutional prioritized list of capital projects with related costs for FY 2009-2010 is provided to the Board for its review and consideration for approval.

Southern West Virginia Community and Technical College
Potential Projects for Bond Funding for FY 2010

Annual Capital Budget

Project Name	Currently Submitted		FY 2010	
	Priority	**Amount**	**Priority**	**Amount**
Williamson Campus Classroom Renovation / Armory Purchase	1	$ 7,000,000	1	$ 7,000,000
Logan Campus/District Office	2	$ 3,000,000	2	$ 3,000,000
Wyoming/McDowell Campus Classroom Renovation	3	$ 500,000	3	$ 500,000
Boone Campus Classroom Renovation	4	$ 1,500,000	4	$ 1,500,000
Total		**$ 12,000,000**		**$12,000,000**

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2008

ITEM: Modification of Capital Project Priorities and
                                   Expenditures for FY 2010 – FY 2014

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia
                                   Community and Technical College Board of
                                   Governors approve the institutional expenditures and
                                   priorities of Capital Projects for FY 2010 – FY 2014 as
                                   reported in the priority list.

STAFF MEMBER: Sam Litteral

BACKGROUND:

In compliance with Title 133, Procedural Rule of the West Virginia Higher Education
Policy Commission, Series 12, *Capital Project Management*, 3.2.2.1, each institution
through its Governing Board shall 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 shall be based on
the long term development objectives and recommendations in its approved campus
development plan. The Chancellor shall establish a process and a format to be
followed when submitting five year capital implementation plans to the Policy
Commission for approval.

The institutional prioritized list of capital projects with related costs for a five-year period
is provided to the Board for its review and consideration for approval.

Southern West Virginia Community and Technical College
Potential Projects for Bond Funding for FY 2010 - FY 2014

5 Year Capital Budget

Project Name	Currently Submitted		FY 2010 - FY 2014	
	Priority	Amount	Priority	Amount
Williamson Campus Classroom Renovation / Armory Purchase	1	$ 10,000,000	1	$10,000,000
Logan Campus/District Office	2	$ 4,500,000	2	$ 4,500,000
Wyoming/McDowell Campus Classroom Renovation	3	$ 1,500,000	3	$ 1,500,000
Boone Campus Classroom Renovation	4	$ 4,000,000	4	$ 4,000,000
Total		**$ 20,000,000**		**$20,000,000**

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2008

ITEM:	SCP-1725, Private Scholarships
RECOMMENDED RESOLUTION:	*RESOLVED*, That the Southern WV Community and Technical College Board of Governors grant final approval of the aforementioned following a 30-day comment period.
STAFF MEMBER:	Ronald E. Lemon
BACKGROUND:	

This policy was reviewed and revised by the Vice President for Development. Revisions reflect changes in procedure requirements and provide clarity in management responsibilities. At its April 15, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors granted approval to advance this policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period which ended May 22, 2008. No comments were received during this period. Therefore, it is recommended that the Board grant final approval of SCP-1725, *Private Scholarships*, as presented.

SUBJECT: Private Scholarships

REFERENCE:

ORIGINATION: July 1, 1984

EFFECTIVE: July 1, 1984

REVIEWED: March 20, 2008

SECTION 1. PURPOSE

1.1 All private scholarships (that is, those different from Southern Scholarships or West Virginia Higher Education Grant) established to assist students while they are in attendance at Southern West Virginia Community and Technical College shall be handled in a prescribed manner. It is a practice of the College to actively seek out individuals and groups to contribute funds to assist needy, academically talented, or otherwise special students.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy is applicable to the distribution of private scholarships at Southern West Virginia Community and Technical College and administered through the Southern West Virginia Community College Foundation, Incorporated.

SECTION 3. DEFINITIONS

3.1 Private scholarships are funds given to the Southern West Virginia Community College Foundation for the sole purpose of assisting students with their educational expenses at Southern West Virginia Community and Technical College.

SECTION 4. POLICY

4.1 This policy establishes guidelines for the process of the receipt and distribution of private scholarships for students of Southern West Virginia Community and Technical College. The Southern West Virginia Community College Foundation will administer the scholarships through the Office of the Vice President for Development in collaboration with the Office of Student Financial Assistance.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Southern Scholarships and West Virginia Higher Education Grant Scholarships are excluded.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SCP-1725, Private Scholarships   Page 1 of 3

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SECTION 7.   RESPONSIBILITIES AND PROCEDURES

7.1   When an individual, group, corporation, civic organization, etc., decides to contribute funds for the specific purpose of providing financial assistance to students of Southern West Virginia Community and Technical College, the following steps shall be taken:

   7.1.1.   The Vice President for Development shall be notified immediately by the College contact person. Vice President for Development may delegate responsibility for establishing the scholarship to the Director of Student Financial Assistance.

   7.1.2.   Arrangements for publicity, if desired by the sponsor, shall be made with the Vice President for Communications.

   7.1.3.   If a sponsor desires, scholarships may be directed to a specific campus or county.

   7.1.4.   Nonspecific monetary donations for scholarships shall be deposited in the Southern West Virginia Community College Foundation account for general scholarship awards.

   7.1.5.   Certain criteria or restrictions for the awards shall be set by the sponsor and/or the Vice President for Development and Director of Student Financial Assistance.

   7.1.6.   The selection of a recipient of the scholarship shall be made by the Southern Foundation Scholarship Committee. This committee may consist of donor designees, the Southern Foundation liaison, the Director of Student Financial Assistance, and the President of the Foundation or his/her designee. The Director of Student Financial Assistance in conjunction with the Vice President for Development shall then have the responsibility of awarding the scholarship and also monitoring the progress of the scholarship recipient.

   7.1.7.   The scholarship funds, if submitted to the College by a third-party provider, shall be forwarded to the campus Business Office for deposit as revenue for the College and will be entered on the student's account for credit for the current semester.

   7.1.8.   At the time of registration in lieu of payment for tuition and/or books, the scholarship recipient shall present the award letter to the Business Office.

   7.1.9.   Disbursements for more than tuition, books and supplies, shall be handled on an individual basis by the Director of Student Financial Assistance with oversight by the Vice President for Development.

   7.10.   For cases where the sponsor retains the funds until billed, the student, at the time of registration, presents the award letter to the Business Office. The responsibility of the billing for private scholarships through the Southern Foundation will be completed by the Office of the Vice President for Development.

SECTION 8.   CANCELLATION

8.1   None.

SECTION 9.   REVIEW STATEMENT

9.1   This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair	**Date**

President	**Date**

Attachments: None.

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Dean (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: Revisions reflect changes in procedure or documentation requirements and provide clarity in management responsibilities.

Southern West Virginia Community and Technical College
Board of Governors Meeting of June 17, 2008
Agenda Items for Discussion

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2008

Item: Needs Agenda Technology Acquisition Plan

Recommended Resolution: For Discussion Only

Staff Member: Ron Hamilton

Background:

The Chief Technology Officer solicited input from all employees via email regarding the institution's Technology Acquisition Plan. He drafted a list of projects and discussed them with the Finance, Facilities, and Technology Committee. Each member was asked to vote on the order of implementation for the 29 projects listed. The priority order of the projects was used in creating the Technology Plan. The plan was presented to the Executive Council on May 6, 2008. The Chief Technology Officer presents the new Technology Plan for the implementation of technology for the next five years to the Board of Governors for review and discussion.

NEEDS AGENDA
TECHNOLOGY ACQUISITION PLAN

FOR THE IMPROVEMENT AND EXPANSION
OF TECHNOLOGY SERVICES FOR THE 21ST CENTURY

Submitted by Ron Hamilton
Technology Services
Southern West Virginia Community and Technical College
April 30, 2008

Executive Summary

The rapidly changing world of technology is mind boggling. Technology is on a 6 to 18 month cycle. A new processor is released about every 6 months. At the same time, new software releases come out about every 6 months. Communications seems to be the slow mover in technology, it changes on about an 18 month cycle.

This rapid change in technology presents the institution with a challenge to overcome. How can we keep up? Fortunately, this technology dilemma can be managed through planned equipment acquisition cycles and ongoing software maintenance.

Computers generally have a useful life of 3-5 years. So we should plan to upgrade or replace every computer on a 3-5 year cycle. We should plan to upgrade or replace the servers and associated peripherals at least every five years.

At the same time that we are managing our computer investments, we must endeavor to expand the number of PCs available for student use in order to accommodate student's use of technology for all courses. We currently have 439 PCs available for student use college wide. The availability of most of these machines is very limited because courses are taught in the computer labs. We must have computer labs on each campus that are open all day to students. We could make more effective use of our labs by having them open more hours. We could have the labs open later each night and could open them on weekends. In order to accomplish this we would need additional personnel available for labs. We have made some improvement in access by setting up wireless computer access at all our campus locations allowing students to use their own PCs.

While we are trying to keep our computers current, we will need to continue to implement new uses of technology on campus. The Finance, Facilities, and Technology Committee has established a list of priorities to address over the next 5 years.

Priorities for the Implementation
of Technology
for the Next Five Years
(As set by the Finance, Facilities, and Technology Committee)

Ongoing Projects

        Virus/Spyware Protection

        Microsoft Campus Agreement

        Document Imaging

Priorities

1. Student Lab Replacement Cycle
2. Emergency Notification System
3. Database Server Replacement
4. Storage Area Network for Disaster Recovery
5. Infrastructure Improvement
6. PC, White Boards, and Projectors for classrooms
7. Replacement printers for Computer Labs
8. PC's for Faculty and Staff
9. Desktop Backup Solution
10. Expand Number of PC's in Student Lab
11. Uninterruptible Power Supplies
12. Replacement of Video Classroom Monitors
13. Technology Training
14. Replacement Printers for Employees
15. Equipment for Audio/Video Podcasting
16. Additional PC Lab for Transitional Studies (Logan)
17. PC in ICR Connected to the Graphics Imager
18. PCs for the Kanawha Valley Nursing Site
19. Replacement of TV Studio Cameras
20. Theater Projection System
21. Survey Software/Hardware
22. Replacement of Computer Center Printers
23. Replace Furniture in Student Labs
24. Human Resource System
25. Adaptive Technology Hardware and Software
26. Text Messaging Capabilities
27. Laptop/Tablet PCs for Computer Services
28. Wireless Laptop Farm for Nursing
29. Event Scheduling Software

Detailed descriptions of each of these priorities are contained on pages 4 - 11.

The Status of Technology

The campus networks continue to be improved. We have made major improvements in our network infrastructure over the past two years. We have new routers at each location. There is a Cisco 3845 Router in Logan and Cisco 2851 Routers at the other locations. Also, the Logan Campus now has a Cisco Catalyst 4506 Chassis Style Ethernet switch serving as the core switch for the campus. Each of the other campuses has a Cisco Catalyst 3560 Ethernet switch as the core switch. We have replaced most of the switches placed in strategic locations throughout the campus with Cisco Catalyst 3560 switches. All these switches provide POE (power over Ethernet) for operating our Cisco IP phone system. The institution currently has about 694 PCs college-wide. Each PC is connected to a switch via twisted pair category 5 cabling. The college also owns 2 minicomputers. An AlphaServer 4100 with 2gb memory and 84gb disk space runs the institutions database, and an AlphaServer DS20 with 1gb memory and 16gb of disk space which serves as the email server, and an secure application server for web-based student self-service. We have 6 DELL Intel based servers. One serves as are Internet Native Banner Server running the Red Hat Linux operating system. The other Intel based servers are running Microsoft Windows Server. They run the Paperwise Document Imaging System, the Blackbaud Fundraising Software, the Horizons Library System, the Bookstore System, and the internal sharepoint webserver.

Additionally, there are several student computer labs on campus. They use switches to connect to the campus network. These labs currently run Novell NetWare 5.1 on five DELL Intel Based Servers.

The Administrative building is connected to the campus by two Cisco Catalyst 3650 switches using single-mode fiber-optic cable to communicate at 2gb. The internal wiring is category 5 connecting the PCs and network printers directly to the switches.

The Allied Health and Technology Building also uses a multiple Cisco Catalyst 3650 switches conneted directly to single mode fiber-optic cable to communicate at 2gb per switch.

Additionally, we have nine video sites. Some of these sites can originate or receive video, while others are receive only. There is an originate/receive classroom at each of Southern's four campuses. At these sites an instructor can originate courses or the site can function as a receive site for a course being originated elsewhere on the system. Logan and Williamson Campuses each have an additional receive only classroom, which is primarily used for Southern Mountain Center activities.

Through funds received through the USDA's Rural Utilities Service grant funds, we have placed 10 video classrooms in high schools throughout our service district including Logan, Lincoln, Wyoming, Raleigh, and McDowell County Schools. We can also link with Mingo County schools as a result of this project.

The following is a description of each of the top institutional computing priorities as set by the Media-Technology Committee for the next 5 years.

Ongoing Projects

Virus/Spyware Protection

In order to provide consistent and up-to-date protection against computer viruses, spyware, and malware we will continue to retain a site license for a Desktop Security product suite.

Microsoft Campus Agreement

In order to provide all employees and students with a standard set of software, we will enter into the Microsoft Campus Agreement. This agreement permits Southern to use various software from Microsoft on all college owned PCs for an annual fee. This fee covers products such as Microsoft Office, FrontPage, Backoffice client, and the Visual Programming languages. Any upgrades that are released during the year are available at no additional charge.

Document Imaging

The overload of paper has caused us to use more and more space for the storage of paper records. We have begun to implement a solution to this problem. We have been scanning Student Services' records into the Paperwise document imaging system. This allows immediate access to all records from appropriate employee's desktop. This project will be implemented in the Student Services, Human Resources, Finance, and Academics over the next few years.

Priority 1

Student Lab PC Replacement Cycle

In order to keep up with technology and be equipped to teach the latest software products available to our customers we need to replace all PCs at the institution over a 3-5 year period. We currently have 439 PCs available for student use. By replacing 100 PCs each year we can keep labs equipped for teaching the software needed for the success of our students. Additionally, employee PCs also need to be upgraded to allow the institution to be able to run software needed to maintain a competitive edge in the operations of the institution. Since there are currently about 694 PCs owned by the college, the previously mentioned replacement cycle would replace all PCs on a 5 year schedule. The newest PCs will be used for students and the machines replaced will be used to give employees better equipment with which to work.

Priority 2

Emergency Notification System

With the recent scares of pandemic and tragedies at colleges across the nation, we have become increasing aware that we need a quick and easy way to notify everyone at the college of any emergency situation that may arise. This system would be an enhancement to our existing telephone system. The

system would allow us to broadcast messages to every phone in offices and classrooms simultaneously to allow quick reaction by everyone on campus.

Priority 3

Database Server Replacement

The current database server is 10 years old and is obsolete technology. With the age of the equipment regular and unexpected failures will occur. Within the next two years we have to be running on a different operating system for our BANNER/ORACLE database or we will no longer be able to run the latest versions of the BANNER Student Information System. Additionally, we have outgrown the current server disk capacity and backup capacity and have a dire need for better disaster recovery capabilities.

Priority 4

Storage Area Network for Disaster Recovery

A storage area network will provide us with the data redundancy needed to protect our data, backup data quickly, and quickly restore systems in the event of a failure. The addition of this equipment would reduce the downtime required for database copies and system backups and provide more uptime for our systems.

Priority 5

Infrastructure Improvement

Further improvement in our network is necessary to meet the increasing demands created by newer software and faster PCs. The switches currently used for our backbone allow connections at 2gb between switches, and servers. In order to meet the increased demand the backbone will have to support 10 Gigabit Ethernet between these same devices.

Priority 6

PC, White Boards, and Projectors for classrooms

It is desirable to have classrooms equipped with a PC, projector, and an electronic whiteboard. This would allow our faculty to integrate technology into the classrooms and their teaching.

Priority 7

Replacement printers for Computer Labs

Some of the computer labs still have DEC Laser Printers. Digital Equipment Corporation hasn't existed for several years and maintenance is no longer available on them. Parts are still available so repairs are still possible, but these printers need to be replaced as soon as economically possible.

Priority 8

PC's for Faculty and Staff

Employee PCs need to be upgraded to allow the institution to be able to run software needed to maintain a competitive edge in operating the institution. Since there are currently about 694 PCs owned by the college, the previously mentioned replacement cycle would replace all PCs on a 5 year schedule. The newest PCs will be used for students and the machines replaced will be used to give employees better equipment with which to work. It would be desirable if the institution could afford to replace 50 employee PCs each year in addition to the 100 PCs replaced for students.

Priority 9

Desktop Backup Solution

Over the years we have amassed a lot of institutional data on desktop PCs and if a PCs hard drive fails this data will most likely be lost forever. Almost no one backs up any of this data and consequently everything on their PC is at risk. Additionally, we are tending to keep our PCs much longer these days because of budgetary constraints. By installing central storage for backing up this data we can protect the institution's data and provide a quicker way to get the individual back up and running.

Priority 10

Student Lab Expansion and Enhancements

It will be necessary to expand existing student labs due to the demand for current labs for instruction, as well as, future needs as more and more students and faculty begin using the lab for classes other than those in the Computer Information Systems program. Using a ratio of one personal computer for each 10 students, we should have about 250 PC's available to students. We currently have 439 PC's available for student use. Unfortunately, this doesn't appear to be enough with the large demand for student labs created by the Transitional Studies courses.

Priority 11

Uninterruptible Power Supplies

To keep our phone system available during a power outage we need to add several ups in the new Allied Health and Technology Building, as well as, other locations at the campus where network equipment is not currently connected to an ups.

Priority 12

Replacement of Video Classroom Monitors

The monitors in all of our video classrooms are getting old and beginning to show a degraded picture. We need to begin replacing all the monitors as soon as economically possible.

Priority 13

Technology Training

Human Resources in conjunction with the Professional Development Committee plans to offer training on the different applications software used at Southern. This includes, but is not limited to, WordPerfect, Lotus Spreadsheet, Microsoft Word, Excel, Access, BANNER, Eudora, and Web-Based Email.

Priority 14

Replacement Printers for Employees

Like PCs printers become obsolete, wear out, and need to be replaced. This is especially true of inkjet printers. We should plan to provide funds to replace at least 20 desktop printers or provide central printing to a high quality laser printer or copier combinations for employees to address this issue. The laser printers/copiers would be a much more cost effective long term solution.

Priority 15

Equipment for Audio/Video Podcasting

To keep up with changing technologies, relate to our incoming students, and move into the Web 2.0 arena of Internet usage we need to begin providing multimedia content for our students for instructional purposes and marketing. These students are used to using text messaging, podcasts, wikis, blogs, and social networks in their everyday lives. If we adopt and use these technologies we will be better prepared to communicate with this generation of students.

Priority 16

Additional PC Lab for Transitional Studies (Logan)

It will be necessary to expand existing student labs due to the demand for current labs for instruction, as well as, future needs as more and more students and faculty begin using the lab for classes other than those in the Computer Information Systems program. Using a ratio of one personal computer for each 10 students, we should have about 250 PC's available to students. We currently have 439 PC's available for student use. Unfortunately, this doesn't appear to be enough with the large demand for student labs created by the Transitional Studies courses.

Priority 17

PC in ICR Connected to Graphics Imager

The new ICR codecs have a "built-in" VGA interface. It is no longer necessary to purchase a separate interface device. It will only be necessary to buy the computer. This will allow instructors to utilize Power Point presentations and other software for their ICR classes.

The new codecs also make it possible to present a VGA quality image to each of the ICRs. It would be

necessary to purchase a software upgrade for the codec and purchase projectors and screens for each ICR.

Priority 18

PCs for the Kanawha Valley Nursing Site

The nursing department needs a PC lab setup at the Kanawha Valley instructional site for allowing students to use the same software and resources used by the students receiving instruction on one of our campuses.

Priority 19

Replacement of TV Studio Cameras

There are currently three cameras in the television studios that need replaced in the near future. The existing cameras came from the video classrooms after they needed replaced. The cameras were repaired and placed in the studio.

Priority 20

Theater Projection System

In order to provide a better way to present multimedia presentations, we intend to install a projection system in the Logan Campus Theater. This would allow better facilitation for meetings and provide a way for the students to watch movies or do class presentations.

Priority 21

Survey Software/Hardware

It is desirable to provide a more efficient way to collect survey information from students, alumni, potential students, etc. We are looking at providing portable electronic devices and/or web based software to accomplish this task.

Priority 22

Replacement of Computer Center Printers

We still have two DEC Laser Printers in the computer center. Digital Equipment Company hasn't existed for several years and maintenance is no longer available on them. Parts are still available so repairs are still possible, but these printers need to be replaced as soon as economically possible.

Priority 23

Replace furniture in Student Labs

Much of the furniture being used in our student computer labs have been in use for over 10 years and need to be replaced. This is especially true of the chairs currently being used. Additionally, our labs do not have enough furniture for wheel chair access.

Priority 24

Human Resources System

We currently do not have a Human Resources System. We currently use an in-house written application that tracks current personnel. We need a system that will track and facilitate the hiring process, keep historical data on employees, and provide a robust reporting system. Additionally, we need a product that is user friendly and adaptable to our institutional processes.

Priority 25

Adaptive Technology Hardware and Software

For ADA compliance we need to have adaptive hardware and software available for use by students with disabilities.

Priority 26

Text Messaging Capabilities

To keep up with changing technologies, relate to our incoming students, and move into the Web 2.0 arena of Internet usage we need to begin providing multimedia content for our students for instructional purposes and marketing. These students are used to using text messaging, podcasts, wikis, blogs, and social networks in their everyday lives. If we adopt and use these technologies we will be better prepared to communicate with this generation of students.

Priority 27

Laptop/Tablet PCs for Computer Services

A laptop or tablet would be used wirelessly by Computer Services personnel when they are working outside of their office. This would give them access to email, BANNER, the Internet, documentation, and troubleshooting information to assist with resolving issues more quickly.

Priority 28

Wireless Laptop Farm for Nursing

The nursing department needs a PC lab setup at the Kanawha Valley instructional site for allowing students to use the same software and resources used by the students receiving instruction on one of our campuses. They would prefer a wireless laptop farm be setup.

Priority 29

Event Scheduling Software

A software product that would allow everyone to enter their schedules into a central repository would be highly desirable. The scheduling of meetings would be much easier since the system would provide the availability of all employees. A person wishing to schedule a meeting could give the software a list of who needs to be scheduled for the meeting and ask the system when everyone is available. The meeting could then be automatically added to the schedules for the individuals or the system could ask each person for confirmation of the scheduled meeting.

The following are projected costs for the established institutional priorities:

Year 1 2008-2009	$472,000
Year 2 2009-2010	$468,000
Year 3 2010-2011	$327,000
Year 4 2011-2012	$283,000
Year 5 2012-2013	$292,000
Average Yearly Investment	$368,400

Technology includes all software and hardware necessary to accomplish the defined priorities.

The Goals for 2008-2009 are:
> Virus/Spyware Protection
> Microsoft Campus Agreement
> Document Imaging
> Student Lab Replacement Cycle
> Emergency Notification System
> Database Server Replacement
> Storage Area Network for Disaster Recovery
> Infrastructure Improvement
> PC, White Boards, and Projectors for classrooms
> Replacement printers for Computer Labs
> PC's for Faculty and Staff
> Desktop Backup Solution
> Expand Number of PC's in Student Lab
> Uninterruptible Power Supplies
> Replacement of Video Classroom Monitors

Technology Training
Replacement Printers for Employees
Equipment for Audio/Video Podcasting
Additional PC Lab for Transitional Studies (Logan)
PC in ICR Connected to the Graphics Imager
PCs for the Kanawha Valley Nursing Site

The Goals for 2009-2010 are:
Virus/Spyware Protection
Microsoft Campus Agreement
Student Lab Replacement Cycle
Infrastructure Improvement
PC, White Boards, and Projectors for classrooms
Replacement printers for Computer Labs
PC's for Faculty and Staff
Expand Number of PC's in Student Lab
Replacement of Video Classroom Monitors
Technology Training
Replacement Printers for Employees
Equipment for Audio/Video Podcasting
Replacement of TV Studio Cameras
Theater Projection System
Survey Software/Hardware
Replacement of Computer Center Printers
Replace Furniture in Student Labs
Human Resource System

The Goals for 2010-2011 are:
Virus/Spyware Protection
Microsoft Campus Agreement
Document Imaging
Student Lab Replacement Cycle
Infrastructure Improvement
PC, White Boards, and Projectors for classrooms
Replacement printers for Computer Labs
PC's for Faculty and Staff
Expand Number of PC's in Student Lab
Replacement of Video Classroom Monitors
Technology Training
Replacement Printers for Employees
Equipment for Audio/Video Podcasting
Replace Furniture in Student Labs
Adaptive Technology Hardware and Software
Text Messaging Capabilities
Laptop/Tablet PCs for Computer Services
Wireless Laptop Farm for Nursing
Event Scheduling Software

The Goals for 2011-2012 are:

Virus/Spyware Protection
Microsoft Campus Agreement
Student Lab Replacement Cycle
Infrastructure Improvement
PC, White Boards, and Projectors for classrooms
Replacement printers for Computer Labs
PC's for Faculty and Staff
Expand Number of PC's in Student Lab
Replacement of Video Classroom Monitors
Technology Training
Replacement Printers for Employees
Equipment for Audio/Video Podcasting
Replace Furniture in Student Labs
Adaptive Technology Hardware and Software

The Goals for 2012-2013 are:

Virus/Spyware Protection
Microsoft Campus Agreement
Student Lab Replacement Cycle
Infrastructure Improvement
PC, White Boards, and Projectors for classrooms
Replacement printers for Computer Labs
PC's for Faculty and Staff
Expand Number of PC's in Student Lab
Replacement of Video Classroom Monitors
Technology Training
Replacement Printers for Employees
Equipment for Audio/Video Podcasting
Replace Furniture in Student Labs
Adaptive Technology Hardware and Software

Year 1 – 2008-2009

EQUIPMENT	AMOUNT
Virus/Spyware Protection	15,000
Microsoft Campus Agreement	12,000
Document Imaging	9,000
Student Lab Replacement Cycle	100,000
Emergency Notification System	20,000
Database Server Replacement	40,000
Storage Area Network for Disaster Recovery	20,000
Infrastructure Improvement	10,000
PC, White Boards, and Projectors for classrooms	20,000
Replacement printers for Computer Labs	4,000
PC's For Faculty and Staff	50,000
Desktop Backup Solution	50,000
Expand Number of PC's in Student Lab	20,000
Uninterruptible Power Supplies	10,000
Replacement of Video Classroom Monitors	3,000
Technology Training	10,000
Replacement Printers for Employees	5,000
Equipment for Audio/Video Podcasting	4,000
Additional PC Lab for Transitional Studies (Logan)	30,000
PC in ICR Connected to the Graphics Imager	10,000
PCs for the Kanawha Valley Nursing Site	30,000
	=======
TOTAL	**$472,000**

Year 2 – 2009-2010

EQUIPMENT	AMOUNT
Virus/Spyware Protection	15,000
Microsoft Campus Agreement	12,000
Student Lab Replacement Cycle	100,000
Infrastructure Improvement	10,000
PC, White Boards, and Projectors for classrooms	20,000
Replacement printers for Computer Labs	4,000
PC's For Faculty and Staff	50,000
Expand Number of PC's in Student Lab	20,000
Replacement of Video Classroom Monitors	3,000
Technology Training	10,000
Replacement Printers for Employees	5,000
Equipment for Audio/Video Podcasting	4,000
Replacement of TV Studio Cameras	10,000
Theater Projection System	30,000
Survey Software/Hardware	10,000
Replacement of Computer Center Printers	5,000
Replace Furniture in Student Labs	20,000
Human Resource System	100,000
	=======
TOTAL	**$468,000**

Year 3 – 2010-2011

EQUIPMENT	AMOUNT
Virus/Spyware Protection	15,000
Microsoft Campus Agreement	12,000
Document Imaging	9,000
Student Lab Replacement Cycle	100,000
Infrastructure Improvement	10,000
PC, White Boards, and Projectors for classrooms	20,000
Replacement printers for Computer Labs	4,000
PC's For Faculty and Staff	50,000
Expand Number of PC's in Student Lab	20,000
Replacement of Video Classroom Monitors	3,000
Technology Training	10,000
Replacement Printers for Employees	5,000
Equipment for Audio/Video Podcasting	4,000
Replace Furniture in Student Labs	20,000
Adaptive Technology Hardware and Software	10,000
Text Messaging Capabilities	20,000
Laptop/Tablet PCs for Computer Services	10,000
Wireless Laptop Farm for Nursing	40,000
Event Scheduling Software	10,000
	=======
TOTAL	**$327,000**

Year 4 – 2011-2012

EQUIPMENT	AMOUNT
Virus/Spyware Protection	15,000
Microsoft Campus Agreement	12,000
Student Lab Replacement Cycle	100,000
Infrastructure Improvement	10,000
PC, White Boards, and Projectors for classrooms	20,000
Replacement printers for Computer Labs	4,000
PC's For Faculty and Staff	50,000
Expand Number of PC's in Student Lab	20,000
Replacement of Video Classroom Monitors	3,000
Technology Training	10,000
Replacement Printers for Employees	5,000
Equipment for Audio/Video Podcasting	4,000
Replace Furniture in Student Labs	20,000
Adaptive Technology Hardware and Software	10,000
	======
TOTAL	**$283,000**

Year 5 – 2012-2013

EQUIPMENT	AMOUNT
Virus/Spyware Protection	15,000
Microsoft Campus Agreement	12,000
Document Imaging	9,000
Student Lab Replacement Cycle	100,000
Infrastructure Improvement	10,000
PC, White Boards, and Projectors for classrooms	20,000
Replacement printers for Computer Labs	4,000
PC's For Faculty and Staff	50,000
Expand Number of PC's in Student Lab	20,000
Replacement of Video Classroom Monitors	3,000
Technology Training	10,000
Replacement Printers for Employees	5,000
Equipment for Audio/Video Podcasting	4,000
Replace Furniture in Student Labs	20,000
Adaptive Technology Hardware and Software	10,000
	=======
TOTAL	**$292,000**

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2008

ITEM: Board of Governors and Administrator Self-Assessment

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

The annual self-assessment instrument will be distributed to the Board of Governors and administrators electronically to complete and return to Board Counsel during July 2008 for compilation. The results will be presented to the Board at its September meeting.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2008

ITEM:	October Board of Governors Retreat Agenda
RECOMMENDED RESOLUTION:	For Discussion Only
STAFF MEMBER:	Joanne Jaeger Tomblin

BACKGROUND:

The Southern West Virginia Community and Technical College Board of Governors will hold its October 2008 business meeting and annual retreat at the Stonewall Resort and Conference Center in Roanoke, West Virginia.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2008

ITEM: West Virginia Council for Community and Technical
                                   College Education's Approval of Southern's Tuition
                                   Increase

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

At its March 18, 2008-emergency meeting, the Southern West Virginia Community and Technical College Board of Governors amended its November 20, 2007 tuition increase for fiscal year 2008-2009. The Board amended its original request to reflect an $8.00 per credit hour tuition rate increase or $96.00 per semester for full-time resident students effective July 1, 2008.

This action did not affect the request for non-resident tuition and fees. The tuition and fees for non-resident students will be placed at a level to insure that non-resident students pay the full cost of instruction as required by West Virginia Code §18B-10-1.

On March 18, 2008, President Tomblin submitted a letter to Chancellor Skidmore on behalf of the Board requesting Southern's resident and non-resident tuition and fees increase for fiscal year 2008-2009 be added to the West Virginia Council for Community and Technical College Education's meeting agenda for review and approval at its April meeting. A copy of the Council's approval of this request is included for the Board's review and discussion.

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Nelson B. Robinson Jr., Chair • James L. Skidmore, Chancellor

April 18, 2008

Ms. Joanne Jaeger Tomblin
President
Southern WV Community and Technical College
PO Box 2900
Mt. Gay, West Virginia 25637

Dear President Tomblin,

I am pleased to inform you that on April 17, 2008, the West Virginia Council for Community and Technical College Education approved the following tuition increase for Southern WV Community and Technical College for FY 2009:

Increase per full-time student: $144 per year

New Resident Rate: $1,920

Please contact me should you have questions or need additional information.

Sincerely,

James L. Skidmore
Chancellor

CC: Board of Governors
Administrators

1018 Kanawha Boulevard East, Suite 700 • Charleston, WV 25301 • (PH)304.558.0265 • (FX)304.558.1646 • (EMAIL) skidmore@wvctcs.org

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2008

ITEM:	Southern's Administrative Announcement on Tuition Waivers
RECOMMENDED RESOLUTION:	For Discussion Only
STAFF MEMBER:	Joanne Jaeger Tomblin

BACKGROUND:

During the 2008 Session of the West Virginia State Legislature, Senate Bill No. 564 was passed. One of the provisions of this bill permits institutions of higher education to provide tuition waivers for employees, spouses and dependent children. Within this new provision in state code, the institutional Board of Governors (BOG) is charged with developing and adopting a rule concerning the awarding of tuition waivers under this program. Until such time that Southern's Board of Governors can develop and adopt a rule governing the awarding of tuition waivers under this provision, guidelines were established for a tuition waiver program for Southern employees, their spouses and dependent children effective with the Fall 2008 semester. These guidelines will remain in effect unless changed by a subsequent administrative announcement by the President or until a BOG rule is formally approved. The administrative announcement is provided for the Board's review and discussion.

JOANNE JAEGER TOMBLIN
PRESIDENT

P.O. Box 2900
Mount Gay, WV 25637
Phone: 304-896-7439
Fax: 304-792-7046
Joannet@southern.wvnet.edu

SAA-2000
C# 1-0708
Exp: Pending Policy Approval

SOUTHERN   ADMINISTRATIVE   ANNOUNCEMENT   (SAA)

TO: **All College Employees**
                Institutional Board of Governors

FROM: **Joanne Jaeger Tomblin, President**

DATE: **May 6, 2008**

SUBJECT: **Tuition Waiver Program for Employees, Spouses and Dependent Children**

During the 2008 Session of the West Virginia State Legislature, Senate Bill No. 564 was passed. One of the provisions of this bill permits institutions of higher education to provide tuition waivers for employees, spouses and dependent children. Within this new provision in state code, the institutional Board of Governors (BOG) is charged with developing and adopting a rule concerning the awarding of tuition waivers under this program. Until such time that Southern's Board of Governors can develop and adopt a rule governing the awarding of tuition waivers under this provision, the following guidelines shall apply effective with the Fall 2008 semester. These guidelines shall remain in effect unless changed by a subsequent administrative announcement by the President or until a BOG rule is formally approved.

Guidelines for the Awarding of Tuition Waivers for Eligible Employees, Spouses and Dependent Children:

1.   The term "eligible employee" shall include any regular, benefits-eligible member of the classified staff, full-time faculty, and full-time non-classified employees of Southern West Virginia Community and Technical College (the College).

2.   Covered dependents shall include the employee's current spouse and children. Children are defined as the natural or legally adopted child or children of the employee or his/her current spouse. The living arrangement of children is not an eligibility factor. However, the child as defined here, must not be married and must be less than 24 years of age on the first day of classes of the term for which he/she wishes to register for which the tuition waiver is provided.

3. To be eligible for a tuition waiver under this program, the employee and/or his/her covered dependents must be admitted as a student to the College.

4. A waiver granted under this program is limited to the tuition and any fees charged to all students (i.e., capital fees, activity fees, etc.). All other fees associated with enrollment with the College and/or registration for a particular course must be paid by the individual participant (i.e., special course fees, etc.).

5. Eligible employees and covered dependents are limited to receiving a tuition waiver under this program for no more than 150% of the hours required in the certificate and/or associate degree program the individual is pursuing. (As an example – A student pursuing the Associate of Arts degree in the University Transfer program is required to complete 60 credit hours to graduate. This individual would be limited to 90 credit hours under the 150% provision of this tuition waiver program.)

6. The employee or a covered dependent is limited to one major. After selecting a major program, if he/she decides to change his/her major, all previous hours attempted under this tuition waiver program will count against the 150% limit even if the hours (specific courses) do not apply to the new major.

7. To continue eligibility for tuition waivers under this program, the employee or covered dependent must maintain the same standards of academic progress as required under the current financial aid policy adopted for all federal financial aid programs as described in the College Catalog and federal regulations.

8. Eligibility for tuition waivers under this program will continue until the employee or covered dependent earns an associate degree or reaches the maximum hours permitted, whichever comes first.

9. Any employee and/or covered dependent seeking a tuition waiver under this program, must also complete an application for participation in federal financial aid. Tuition waivers granted to eligible employees or covered dependents under this tuition waiver program must be considered as part of any need-based financial aid package and its inclusion cannot cause financial aid award to exceed cost of attendance as required by federal financial aid program regulations. An employee or covered dependent eligible for federal or state financial aid must utilize that aid before a tuition waiver under this program is applied toward tuition.

10. Tuition waivers under this program are available for all terms (fall, spring, and summer semesters). Any tuition waiver granted is only valid if the employee is in an eligible employment status on the first day of classes of the term for which the waiver is granted.

11. The Financial Aid Office will process all applications for tuition waivers under this program.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2008

ITEM: Eastern West Virginia Community and Technical
                                             College Accreditation

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

Eastern West Virginia Community and Technical College underwent a comprehensive evaluation visit April 10-12, 2006, by a team representing the Higher Learning Commission of the North Central Association of Colleges and Schools. As a result of that evaluation, Eastern received candidacy status, which is the second of three stages in the process toward accreditation.

After achieving candidacy status in 2006, the College began a second Self-Study process again focused on the ultimate goal of achieving full accreditation. A second evaluation visit by the Higher Learning Commission was conducted April 28-30, 2008. Eastern received initial accreditation status as a result of that evaluation. The College will remain recognized as a Campus of Southern West Virginia Community and Technical College until it achieves independent accreditation status from the Higher Learning Commission.