

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
EMBASSY SUITES HOTEL, CHARLESTON, WV
SEPTEMBER 12, 2002**

OFFICIAL

APPROVED 10/15/02

PRESENT: George Kostas, Shelley Dan, Linda Akers, Joanne Tomblin, Bill Grizzell, David Pierce, Jada Hunter, Dennis Trader, Robert Copley, James Sheatsley, David Pierce, Mike Baldwin, and Dean Lucas

ABSENT: Rory Perry

STAFF: Merle Dempsey, Oretha Baker, Elizabeth Harter, Thomas Heywood and Emma Baisden

1. WELCOME AND CALL TO ORDER:

Chair, George Kostas, called roll, declared a quorum present and convened the meeting at 6:00 p.m.

2. APPROVAL OF JUNE 24 AND AUGUST 26, 2002 MINUTES:

MOTION: Shelley Dan moved to accept the June 24 minutes as amended and the August 26, 2002 minutes as presented. Dennis Trader seconded the motion.

ACTION: The motion carried unanimously.

3. PRESIDENT'S REPORT:

1. The Fall 2002 enrollment as of September 9 is 2,390 Headcount – an increase of 1.53% from 2001, and 1,695.3 FTE – an increase of 5.86% from 2001. These figures do not include Eastern's enrollment.
2. The MEET-U Bus arrived July 1st. We will provide a schedule of locations the bus will be found over the next several months to Board members. Also, we will soon schedule a photo session of the bus with Board members.
3. President Tomblin has been meeting with and seeking input from internal constituent groups regarding projected budget cuts for fiscal year 2004. Ms. Oretha Baker will develop proposals for cuts ranging from one to 10 percent.
4. President Tomblin informed the group that two break-ins have occurred at our Williamson Campus. They took twelve hundred dollars during the first incident, and they damaged the safe during the second. City police officials are investigating these incidents.

5. Renovations to our downtown Logan location are complete and we have moved several employees to that location. Renovations are scheduled to begin at the Williamson Campus.
6. Our draft NCA Self-Study Report is on schedule. The first draft will be circulated on our web site next week.
7. Our Business Appreciation Dinner, a black tie event, is scheduled for October 24th at the Earl Ray Tomblin Convention Center.
8. We are in the process of developing Teaching/Learning Centers at the Logan and Williamson Campuses. Division Chairpersons have been asked to submit the names of faculty who have volunteered to help with this project to the President by September 30.
9. A golf outing fund raiser has been scheduled at Twin Falls State Park for October 3. They raised forty thousand dollars at the Logan golf outing held at the Logan County Club on August 29. Funds obtained are used toward student tuition.
10. Our Wyoming Campus has a very low enrollment this semester due in part to a declining population in the service area. President Tomblin plans to form a Task Force comprised mainly of community persons in that area to conduct a need's analysis to improve enrollment.
11. Southern's Lincoln Campus proposal made the first cut on economic development funds.
12. We held September 11 memorial services at all campus locations.
13. The Beckley Higher Education Center project is moving forward. The group is awaiting additional funding from Senator Byrd. It is projected that courses will be offered at the site in Fall 2003.
14. President Tomblin will continue visiting high schools in our service district this fall and begin using a Power Point Presentation that is being developed. Mr. Sheatsley requested that President Tomblin visit Independence and Woodrow Wilson High Schools during her round of high school visits. She will place those schools on her list to visit.

4. **ACTION ITEMS:**

1. **Adoption of the Mission Statement and Institutional Commitments**

MOTION: Shelley Dan moved to accept the following resolution:

Resolved, that the Southern West Virginia Community and Technical College Board of Governors approve the revised Mission Statement and Institutional Commitments as presented.

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

2. **Southern's Affiliation with the NCA-Commission on Institutions of Higher Education**

MOTION: Shelley Dan moved to accept the following resolution:

Resolved, that the Southern West Virginia Community and Technical College Board of Governors authorize Southern West Virginia Community and Technical College's affiliation with the North Central Association of Colleges and Schools—Commission on Institutions of Higher Education.

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

3. **Special Project Funding**

MOTION: Jada Hunter moved to accept the following resolution as amended to include the APPALREAD and Tech Prep Programs:

Resolved, that the Southern West Virginia Community and Technical College Board of Governors approve the prioritization ranking of the Special Projecting Funding Request totaling \$1,938,214.00.

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

4. **Amendment of 2002-03 Schedule of Meetings**

MOTION: Shelley Dan moved to accept the following resolution:

Resolved, that the Southern West Virginia Community and

Technical College Board of Governors approve the modification to the Schedule of Meetings and Agenda Deadlines for FY 2003 as presented.

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

5. Boone County Board of Education Joint Administrative Board Membership

MOTION: Bill Grizzell moved to accept the following resolution:

RESOLVED, the Southern West Virginia Community and Technical College Board of Governors appoint James R. Sheatsley and Shelley T. Dan to represent the Board of Governors on the Joint Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Boone County Board of Education; and

FURTHER RESOLVED that James R. Sheatsley will serve a two (2) year term and Shelley T. Dan a one (1) year term. By mutual consent of the Board of Governors and Boone County Board of Education, Ronald G. Thompson will serve as Chair.

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

6. Position Description for President

MOTION: Shelley Dan moved to accept the following resolution:

Resolved, that the Southern West Virginia Community and Technical College Board of Governors approve the Position Description for the President of Southern West Virginia Community and Technical College as presented.

ACTION: James Sheatsley seconded the motion. The motion carried unanimously.

7. BOG Delegation of Powers Official Statement

MOTION: Bill Grizzell moved to accept the following resolution:

Resolved, that the Southern West Virginia Community and Technical College Board of Governors approve the Delegation of Powers Official Statement as presented.

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

8. Final Approval of Proposed Policies:

1. SCP-2843, *Sexual Harassment*

MOTION: Dennis Trader moved to accept the following resolution:

Resolved, that the Southern West Virginia Community and Technical College Board of Governors adopt SCP-2843, *Sexual Harassment Policy* as presented.

ACTION: Bill Grizzell seconded the motion. The motion carried unanimously.

2. Operating Agreement between Southern West Virginia Community and Technical College and Southern West Virginia Community College Foundation, Incorporated.

MOTION: James Sheatsley moved to accept the following resolution:

Resolved, that the Southern West Virginia Community and Technical College Board of Governors approve the *Operating Agreement between Southern West Virginia Community and Technical College and Southern West Virginia Community College Foundation, Inc.*

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

9. Approval of Proposed Policies for 30-day Comment:

1. SCP-2810, *Sabbatical Leave for Full-time Faculty (Revised Institutional Policy)*, SCP-2810.A, *Sabbatical Leave Request Form (Revised)*, and SCP-2810.B, *Sabbatical Leave Promissory Note (New)*

MOTION: Bill Grizzell moved to accept the following resolution:

Resolved, that the Southern West Virginia Community

and Technical College Board of Governors approve the policy and attachments, SCP-2810, *Sabbatical Leave for Full-time Faculty* (Revised Institutional Policy), SCP-2810.A, *Sabbatical Leave Request Form* (Revised), and SCP-2810.B, *Sabbatical Leave Promissory Note* (New), to be sent to Southern's constituent groups and the Chancellor for a 30-day comment period.

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

2. SCP-5780, *Travel Regulations Policy* (New)

MOTION: Bill Grizzell moved to accept the following resolution:

Resolved, that the Southern West Virginia Community and Technical College Board of Governors approve the policy SCP-5780, *Travel Regulations Policy* (New), to be sent to Southern's constituent groups and the Chancellor for a 30-day comment period.

FURTHER RESOLVED, this policy is effective for a 45-day period or until officially adopted by the Board.

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

5. DISCUSSION ITEMS:

1. Board Retreat Agenda Development (Elizabeth Harter)

The Board Retreat will be focused on strategic thinking of effective boards. The Board's self-assessment will be used as the foundation for discussion. Mr. Tom Heywood will facilitate. Dr. David Pierce will give a presentation on a national issue.

2. Presidential Compensation Standards

The Higher Education Policy Commission is considering adopting standards for approval of increases in compensation for presidents that would assist the governing boards in determining in advance what requested increases would be approved. To that end, and pursuant to the Commission's procedure on adoption of policies, the HEPC invites comments on what these standards should encompass, any proposed methodology for determining such increases, and how any standards should be applied. Comments are to be provided to the HEPC by October 1, 2002. Any

standards proposed after that comment period would be returned again for comment.

3. Series 5, Guidelines for Governing Boards in Employing and Evaluating Presidents or Other Administrative Heads of Institutions

The West Virginia Higher Education Policy Commission previously transferred Series 59 of both previous governing boards dealing with Presidential Appointments, Responsibilities and Evaluations to the jurisdiction of the new governing boards, but also voted to retain and rewrite the rule at the statewide level. At the June 21, 2002 meeting, the Commission adopted Series 5 to address the appointment and evaluation of presidents.

At the conclusion of the Bluefield State College presidential search, it was suggested that background checks be incorporated into the rule. Several amendments have been made to Series 5 and were offered for the Commission's approval at their September 12 meeting.

6. ADJOURNMENT:

There being no further business, the meeting adjourned at 7:35 p.m.

George Kostas

Chair

Shelley Dan

Vice Chair

Linda Q. Akers

Secretary