

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
LOGAN CAMPUS—ROOM 111
APRIL 20, 2004

OFFICIAL
06/15/04

PRESENT: Shelley Huffman, Linda Akers, Rory Perry, Joanne Tomblin, George Kostas, David Pierce, Jada Hunter, Rory Perry, Dennis Trader, James Sheatsley, Sherry Adkins, Michael Baldwin, and Dean Lucas

ABSENT: William Grizzell

STAFF: Merle Dempsey, Michael McGraw, Fred Scott, Allyn Sue Barker, James Owens, Patricia Clay, Ron Hamilton, Pamela Alderman, Gail Hall, Barbara Donahue, Kathy Dalton, Judy Curry, and Emma Baisden

1. WELCOME AND CALL TO ORDER:

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

2. PRESIDENT'S REPORT:

President Joanne Tomblin updated the Board on pertinent institutional developments.

1. Enrollment for both the Summer and Fall 2004 semesters show an increase from last year's enrollment figures.
2. To date, President Tomblin has made a total of 91 middle school and high school visits.
3. The groundbreaking ceremony for the new Lincoln County Comprehensive High School is scheduled for April 27 at 10:00 a.m..
4. President Tomblin expressed her appreciation to the Board members for their support during the recent series of tragedies at Southern.
5. Carl Lee, former Minnesota Viking's player, was the motivational speaker for Harmony Week to approximately 3,000 school children, and the Honorable Judge Irene Berger was the guest speaker for the Multi-cultural luncheon.
6. Campus Dialogue Days culminate with Wyoming Campus visit tomorrow, April 21.
7. President Tomblin spent much time at the legislature this session following Senate Bill 448.
8. The Regional Educational Service Agency (RESA) Region II Math Field Day competition was held at the Logan Campus on Friday, March 5, 2004, to determine the top students to advance to the state level. The event is for students in grades 4-12 who have qualified by scoring high enough on math tests at the county level. RESA Region II includes schools in Cabell, Lincoln, Logan, Mason, Mingo, and Wayne counties. For the state competition, each of eight Regional Educational Service Areas (RESAs) sends three students in each grade level 4-9 to represent their region, and ten students per RESA take part in the 10-12 competition.
9. The Endowment Campaign Committee interviewed two consultant firm representatives and selected Cargill Associates for the endowment campaign.
10. The interview process is underway for the Vice President of Academic Affairs. Michael McGraw will retire on May 30, 2004.
11. College-wide assessment testing was conducted March 23.

12. The Dental Hygiene program coordinator is working on the accreditation process for the program.
13. The Foundation Golf tournament is scheduled for May 20th at Twisted Gun.
14. The American Association of Community Colleges annual conference will be held April 23-27, 2004 in Minneapolis, MN. Dr. David Pierce will be honored with the 2004 Community College Alliance Leadership Award by Franklin University.
15. Commencement exercises will be held Saturday, May 15th at 10:00 a.m. at the Earl Ray Tomblin Convention Center. President Tomblin invited Board members to the 8:30 a.m. breakfast. Mr. Rory Perry will bring "Greetings from the Board," and the Honorable Gaston Caperton is the scheduled Guest Speaker.
16. The Allied Health Certificate Pinning Ceremony will be held on May 13 at 2:00 p.m. in the Savas-Kostas Performing Arts Center at the Logan Campus. The Nursing Pinning Ceremony will be held on Friday, May 14 at 6:00 p.m. at the Earl Ray Tomblin Convention Center.
17. The National Collaborative forums on higher education will be held on May 21 at the Logan Campus. The National Collaborative project is intended to identify and solidify support for public policies that can improve the performance of higher education in the state. West Virginia was selected as one of four states in a long-term strategic planning project. A series of public forums has been scheduled across the state as researchers from the National Collaborative lead discussions and identify issues of concern in both practice and policy related to higher education.
18. Orbit Educational Group, Incorporated of Fairmont, WV, will host an Open House April 21st at the Logan Campus to introduce a 24-week technical training program in Fiber Optics, Telecommunications, Video, Data, and Security Alarm Systems. Orbit will provide the funding and instructors for the program. Persons graduating will gain employment within a 75-mile radius of Logan. This is a good opportunity for residents of the College's service district.

3. ACTION ITEMS:

1. Approval of February 17, 2004, Minutes:

MOTION: George Kostas moved to accept the February 17, 2004 minutes as presented.

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

2. Program Review — Michael McGraw, Gail Hall, and Pamela Alderman

Dr. Gail Hall presented the following review of existing academic programs for the Board's consideration for approval:

1. Criminal Justice (Certificate)

MOTION: Dennis Trader moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Criminal Justice, Certificate program at the current level of activity without corrective action in accordance with provisions of the Higher Education Policy Commission policy on the review of existing academic programs.

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

2. Criminal Justice (A.A.S)

MOTION: Rory Perry moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Criminal Justice, Associate in Applied Science degree program at the current level of activity without corrective action in accordance with provisions of the Higher Education Policy Commission policy on the review of existing academic programs.

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

3. Office Information Technology (A.A.S) Follow-up Report

MOTION: Michael Baldwin moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the follow-up report and continuance of the Office Information Technology, Associate in Applied Science degree program at the current level of activity without corrective action in accordance with provisions of the Higher Education Policy Commission policy on the review of existing academic programs.

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

4. Applied Industrial Management (A.A.S)

At their April 15, 2003 meeting, the Board of Governors approved the continuance of the Applied Industrial Management, Associate in Applied Science degree program with corrective action with the stipulation that the program would undergo a special review by the Board in April 2004. At that time, the Board expressed concern about

the future of the program and requested the development of a Marketing Plan that would be presented at the April 2004 meeting.

After reviewing the status of the AIM program, a recommendation was made by the Division of Business and Public Administration and the Division of Technology and Engineering to move the AIM program from a stand-alone status to the umbrella of Technical Studies-Applied Technology.

MOTION: Jada Hunter moved to accept the following resolution:

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors approve the relocation of the Applied Industrial Management, Associate in Applied Science degree program from a stand-alone program to the umbrella of Technical Studies-Applied Technology in accordance with provisions of the Higher Education Policy Commission policy on the review of existing academic programs.

ACTION: David Pierce seconded the motion. The motion carried unanimously.

Ms. Pamela Alderman presented the following review of existing academic programs for the Board's consideration for approval:

5. Paramedic Science (A.A.S)

MOTION: Dennis Trader moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the suspension of the Paramedic Science, Associate in Applied Science degree program effective May 2005 in accordance with provisions of the Higher Education Policy Commission policy on the review of existing academic programs.

ACTION: David Pierce seconded the motion. The motion carried unanimously.

6. Surgical Technology (A.A.S)

MOTION: Jada Hunter moved to accept the following resolution:

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Surgical Technology, Associate in Applied Science degree program

at the current level of activity without corrective action in accordance with provisions of the Higher Education Policy Commission policy on the review of existing academic programs.

ACTION: David Pierce seconded the motion. The motion carried unanimously.

7. Health Care 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 continuance of the Health Care Technology, Certificate program at the current level of activity without corrective action in accordance with provisions of the Higher Education Policy Commission policy on the review of existing academic programs.

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

3. Final Approval of Proposed Policies

MOTION: Dennis Trader moved the adoption of the following policy as presented:

1. SCP-2700, *Reduction in Work Force—Classified Personnel*

ACTION: David Pierce seconded the motion. The motion carried unanimously.

4. Approval of Proposed Policies for 30-day Comment

1. SCP-1735, Solicitation Policy

MOTION: Jada Hunter moved to accept the following resolution.

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed policy, SCP-1735, *Solicitation Policy*, for distribution to Southern's constituencies and the Chancellor for a 30-day comment period.

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

2. SCP-2580, Part-time Employees: Classified Staff and Adjunct Faculty

MOTION: Rory Perry moved to accept the following resolution.

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed policy, SCP-2580, *Part-time Employees: Classified Staff and Adjunct Faculty*, for distribution to Southern's constituencies and the Chancellor for a 30-day comment period.

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

3. SCP-5780, Travel Regulations Policy

MOTION: Dennis Trader moved to accept the following resolution.

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed policy, SCP-5780, *Travel Regulations Policy*, for distribution to Southern's constituencies and the Chancellor for a 30-day comment period.

Chair Huffman asked Fred Scott to research Section 4.A.2(c) regarding mandated usage of Avis commercial rental vehicles when traveling by air, and clarify "authorization for approval of travel" in Section 7.A.2.

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

5. FY 2005 Budget Presentation

1. FY 2005 Budget

Mr. Fred Scott requested for the Board to amend the Fee Planning Schedule approved at the February 17, 2004 meeting to rescind the Capital Fee to be assessed at \$1.08 per credit hour of enrollment.

MOTION: George Kostas moved to accept the following resolution.

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the repeal of the Capital Fee to be assessed at \$1.08 per credit hour of enrollment approved at the February 17, 2004 meeting of the Board.

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

2. Bond Issuance Update

The Board approved the modification of potential Capital Projects for Bond Funding for fiscal year 2004-2005 from \$4,283,000.00 to \$9,600,000.00 at their February 17th meeting. The Legislature approved a resolution that authorizes the sale of higher education bonds to finance capital improvements at colleges

and universities. Approximately \$150 million will be available to finance construction and renovation projects. The WV Higher Education Policy Commission will provide an update at their April 23 meeting.

3. Resolution Capital Project Borrowing

Mr. Scott will address this item at a later date.

4. DISCUSSION ITEMS:

1. Board of Governors Minutes

Michael Baldwin, Classified Staff representative to the Board, received a request from the Classified Staff Council to post the Board's minutes to Southern's website and maintain hard copies in both the Logan and Williamson campus libraries. After consideration of the request, Board members decided to maintain the current policy as established in Section 4.5.9 of SCP-8600.A. Chair Huffman asked Mr. Baldwin to relay the decision to the Classified Staff Council. Ms. Hunter suggested that Mr. Baldwin duplicate his copy of the official minutes and distribute to the Classified Staff Council at their meetings.

2. Board of Governors A.A.S. Degree

Mr. Merle Dempsey informed the Board that this degree program is specifically devised for adults to meet occupational goals, employment requirements, establish professional credentials, or achieve personal goals at the associate degree level. The unique aspect of the program allows the opportunity for adults to be granted college credit for prior learning experiences via licenses, certificates, military credit, work experience, and other non-collegiate sources while assuring maximum credit transferability.

The Board of Governors Associate in Applied Science degree program is designed to articulate with the Regents Bachelor of Arts Degree, a similar program at the baccalaureate level. Southern administration will designate a current employee as the director of the program that will be implemented Fall 2004. The A.A.S. degree program has been endorsed by both the WV Higher Education Policy Commission and West Virginia Council for Community and Technical College Education.

3. Legislative Bills

Synopsis of Provisions of Senate Bill 448 — The community college bill was approved by Governor Bob Wise on April 7, 2004. The WV Council for Community and Technical College Education

- is now an autonomous policy board for all two-year institutions (including components).
- employs its own Chancellor for the community and technical college system.

- establishes benchmarks and indicators for community and technical college education (initially by 10/04).
- have rule-making authority for rules directly related to community and technical college education.
- develop and submit budgets to the WV Higher Education Policy Commission for community and technical colleges.
- have final approval authority for community and technical college tuition and fee increases.
- develop strategies and curriculum for all developmental education delivery.

With a Community College System in place, community and technical colleges now have equal footing with four-year institutions. The Council will have authority to pull the two-year components from the four-year institutions. They will initiate a consortium to network between higher education institutions and vocational schools.

4. Endowment Campaign Update

Update provided in President Tomblin's report.

5. Board of Governors Retreat

The Board will hold its regular business meeting on Thursday, October 21st followed by an all-day retreat on Friday, October 22nd. Location to be determined.

5. Resolution Honoring Michael J. McGraw:

Chair Huffman presented the following resolution to Michael J. McGraw, Vice President for Academic Affairs and Assessment of Student Learning:

WHEREAS, Michael J. McGraw has served Southern West Virginia Community and Technical College with distinction in several major administrative positions for twenty-nine years; and

WHEREAS, Mike McGraw has represented Southern West Virginia Community and Technical College as Vice President for Academic Affairs and Assessment of Student Learning since 2003; and

WHEREAS, Mike McGraw has taken the leadership role in the development of the student assessment of learning program at his institution; and

WHEREAS, Mike McGraw for twenty-five years was the director of the Wyoming campus of Southern West Virginia Community and Technical College and the leader in construction of the current center building in 1989; and

WHEREAS, Mike McGraw has been active as an instructional program designer and as a teacher for more than thirty-four years; and

WHEREAS, Mike McGraw has served West Virginia with dignity and hard work in his educational leadership;

NOW, THEREFORE BE IT RESOLVED, That the Board of Governors of Southern West Virginia Community and Technical College at its meeting on April 20, 2004 in Mount Gay, West Virginia does hereby express its grateful appreciation to Mike McGraw for his many contributions and service to public higher education in West Virginia.

6. EXECUTIVE SESSION:

Chair Huffman moved for the Board to move into an executive session under authority of WV Code §6-9A-4—Personnel Items. Vice Chair Akers seconded the motion. President Tomblin, Emma Baisden, Merle Dempsey and Fred Scott were invited to attend the executive session.

At the conclusion of the executive session, the Board reconvened in an open session and the following action was taken:

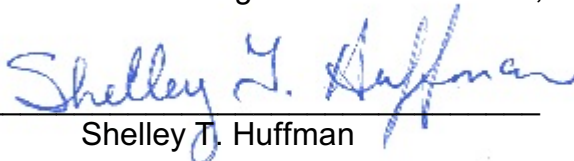
1. Salary Increase for College Employees

MOTION: Michael Baldwin moved to approve a \$1,000.00 across the board increase for all college employees beginning July 1, 2004.

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

7. ADJOURNMENT:

There being no further business, the meeting adjourned at 8:20 p.m.



Shelley T. Huffman

Chair

Linda Q. Akers

Vice Chair

Rory Perry

Secretary