

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of September 20, 2005
Logan Campus — Room 111**

OFFICIAL
Approved 10/20/05

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- Members Present:** Linda Akers, Dennis Trader, George Kostas, William Grizzell, Shelley Huffman, Jada Hunter, James Sheatsley, Michael Baldwin, Julia Goad, George Morrison
- Members Absent:** Rory Perry, David Pierce
- Administrative Staff:** President Joanne Jaeger Tomblin, Merle Dempsey, Cathy Smith-Cox, Allyn Sue Barker, Ronald Lemon, Ronald Hamilton, Patricia Clay, Fred Scott, James Owens, Pamela Alderman, Cindy Crigger, Randy Skeens, Patricia Cutlip, Ronald Thompson, Beth Walker (Board Counsel), Emma Baisden
- Faculty Senate:** David O'Dell, Chair; Martha Maynard, Vice Chair; Charles Puckett, Secretary; Thad Stupi
- Guests:** Patricia Miller, Chris Gray, Guy Lowes

1. Call to Order

Board Chair, Linda Akers, declared a quorum present and called the meeting to order at 6:00 p.m.

2. Board of Governors and Administration Self-Evaluation

Ms. Beth Walker addressed the Board regarding their fourth annual self-evaluation. She requested for Board members and administrators to complete the survey distributed and return it to Emma Baisden by September 30th for compilation. Ms. Walker will chart a four-year comparison for the October 20th Board meeting. As always, the evaluations are conducted on an aggregated and anonymous basis.

3. Faculty Senate Annual Presentation

As prescribed in West Virginia Code §18B-6-3(g), the Faculty Senate held its annual meeting with the Board of Governors to discuss matters affecting the faculty. Dr. James O'Dell, Faculty Senate Chair, introduced the Senate members present. He presented a PowerPoint Presentation to the Board on the role of the Faculty Senate and issues of concern that impact the faculty.

4. President's Report

1. Cargill Associates Consultant, Terry Purdy, is working with the Major Gifts Team in moving the campaign forward. It is expected that the local campaign will be launched in the spring of 2006. The institution has purchased the most comprehensive fundraising management system software available, *The Raiser's Edge and Financial Edge*, by Blackbaud. This comprehensive system automates administrative processes and provides insightful reports for the Major Gifts Team.
2. Southern has had a slight decrease in the fall 2005 enrollment. Southern West Virginia has experienced a population decline over the past several years that presumably has caused some decline in enrollment. The College's current

headcount is 2,435 and FTE stands at 1,692. It is anticipated that additional students will be added before the census date of November 1.

3. Due to the rising cost of fuel and the possibility of fuel shortages due to the effects of Hurricane Katrina in the gulf coast, travel is being closely monitored for state employees. In a response to a request from the Cabinet Secretary for the Department of Administration, Robert W. Ferguson, Jr., to express prudent judgment when approving travel requests, and in an effort to conserve institutional and state resources, the College administration has restricted local travel within the service district to that which is essential in order to carry out necessary duties effective Monday, September 12, 2005. Travel between campuses and to off-campus sites for teaching of classes is essential and does not require prior approval. If other duties can be effectively carried out by using available technology (i.e., telephone, electronic mail, and/or the interactive classroom system) those alternatives should be used. Travel reimbursement or attendance of any meetings outside the service areas such as the WV Council for Community and Technical College Education, the WV Higher Education Policy Commission, advisory committees, or other state-level agencies require prior approval of the cabinet-level administrator. All previously approved out-of-state travel must be reviewed by the cabinet-level administrator responsible. Any nonessential out-of-state travel should be cancelled and any out-of-state travel considered essential must be approved by the Executive Vice President, Merle Dempsey.
4. President Tomblin discussed statistics contained in the Fall 2004 Performance for High School Students Enrolled in Public Colleges and Universities Report. The West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education publish this document. The report revealed
 1. Seventy-six percent of West Virginia residents stayed in the state to work or attend school one year after graduation, compared with only 24% for non-resident graduates. Residents who are undergraduate certificate recipients are most likely to stay in the state. Their retention rate has increased from 85% to 89%.
 2. First-year earnings of associates degree recipients (\$26,317) have outpaced that of bachelors' recipients (\$24,590).
 3. Southern experienced an 8% increase in the number of certificates issued in 2004-05, and a 57% increase in the number of associate degrees awarded.
5. Southern West Virginia Community and Technical College, in collaboration with the West Virginia Coal Association and West Virginia University Mining Extension, submitted an Employment and Training Administration (ETA) grant to the United States Department of Labor seeking funds to create The Academy for Mine Training and Energy Technologies. Notification has been received that the Department of Labor is considering the proposal. If funded, the grant would provide approximately three million dollars for training in coal and energy.
6. Southern West Virginia Community and Technical College joins other colleges in the state in extending enrollment opportunities to college students who have been displaced by Hurricane Katrina. Although the fall semester is underway, there are several academic course options available. Hurricane Katrina relief information has

- been placed on the College's website. Interested parties may obtain additional information by visiting www.southern.wvnet.edu.
7. The Dental Hygiene Program received initial accreditation from the American Dental Association—Commission on Accreditation. The New Life Services Center, which will house Southern's Dental Clinic, has scheduled an open house for September 23, 2005.
 8. High School and Adult Recruitment visits are being scheduled for the fall.
 9. President Tomblin will conduct random confidential employee meetings throughout the year seeking the employees' thoughts on the direction the institution is taking, idea's persons may have for improvement, and to pinpoint areas that may be of concern.
 10. President Tomblin extended accolades to Mr. James P. Owens, Vice President for Student Services, and the entire Student Services Unit, for a job well done on the Fall Roundup held August 22-23 for Southern students at all campuses. She has received many appreciative compliments from students regarding the festivities.
 11. Surveillance cameras have been installed at all of Southern's locations to address security issues. Also, employees now wear identification badges, and the Sheriff's Department in Logan and Williamson provides the College with an individual at each of those campuses after hours.
 12. The annual Business Appreciation Dinner is scheduled for October 18 at the Earl Ray Tomblin Convention Center. Formal invitations are forthcoming.
 13. The Williamson Campus Task Force met on September 19. A rumor has surfaced in Williamson that the Board of Governors intends to close the Williamson Campus. President Tomblin contacted two community leaders today and assured them the rumor is totally unfounded. She asked Board members to talk with community persons about this issue.
 14. Ms. Cathy Smith-Cox and Mr. Roy Simmons, Co-Chairs of the Task Force on Recruitment, Retention and Graduation, continue to conduct research for the task force. The group will review barriers to student success at this institution and make recommendations about how the College can better organize to alleviate these barriers.
 15. The Lincoln County Comprehensive High School that houses a wing for Southern is scheduled for completion in May 2006. President Tomblin plans to soon tour the facility with Superintendent Grizzell.
 16. The annual Foundation Golf Outing was held on August 25th at the Logan Country Club. Approximately 70 golfers participated in the fundraising event.
 17. Southern received a \$9,522 Social Justice Initiative Grant to fund activities for Harmony Week 2006.
 18. The new Gas and Oil Well Tenders Program has the maximum enrollment of 30 students. Southern is one of three community colleges in West Virginia that offers this statewide program based on industry need.
 19. Ms. Cathy Smith-Cox and Ms. Pamela Alderman are working on the Assessment Report due to the Higher Learning Commission in March 2006.
 20. New doors and signs have been installed at the Logan Downtown Annex.
 21. Installation of interactive classroom equipment for is currently underway at Logan and Man High Schools through the Technology Grant Southern received.

22. The College continues to extend its reach with dual credit offerings. Vice President for Academic Affairs, Cathy Smith-Cox, is working with Phelps, Belfry, and Sheldon Clark High Schools in Kentucky to provide dual credit courses for high school students.

5. Action Items

1. Approval of Salary Increases for Southern Employees

The West Virginia Legislature provided a supplemental appropriation to state agencies to increase the salaries of state employees during its recent Special Session. In the absence of a legislative directive, the West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission suggested that all institutions of higher education follow their approved salary rules in allocating the salary increase.

MOTION: Shelley Huffman made a motion to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve salary increases, effective November 1, 2005, for employees of Southern WV Community and Technical College in accordance with SCP-2825, *Salary Administration*.

ACTION: William Grizzell seconded the motion that was unanimously approved.

2. Approval of Minutes

MOTION: James Sheatsley moved to accept the June 21, 2005, minutes as presented.

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

3. Approval of Monetary Gift Levels for the Naming of Facilities or Organizational Units

MOTION: William Grizzell moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the levels of monetary gifts required for the naming of any facility or organizational unit of Southern West Virginia Community and Technical College.

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

4. Approval of Policies Scheduled for Review

1. SCP-1010, Use of Alcoholic Beverages on Campus

MOTION: Shelley Huffman moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant continuation of policy SCP-1010, *Use of Alcoholic*

Beverages on Campus, with no revisions.

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

2. SCP-4770, *Student Rights and Responsibilities*

MOTION: Dennis Trader moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant continuation of policy SCP-4770, *Student Rights and Responsibilities*, with no revisions.

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

5. Approval of Policies for 30-day Comment

MOTION: Shelley Huffman moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the following draft policies to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period:

1. SCP-3160, Course Syllabus and SCP-3160.A, Course Syllabus Format
2. SCP-3188, College Level Examination Program (CLEP)
3. SCP-3227, Credit Based on Experience and SCP-3227.A, Portfolio Evaluation Form
4. SCP-3670, Public School Service Program and SCP-3670.A, Public School Form
5. SCP-4398, Student Grades and Grade Point Average Requirements for Graduation
6. SCP-4825, Transfer of Student Credit Hours from Another Institution

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

6. Discussion Items

1. October Board of Governors Meeting and Retreat

The Board of Governors will hold its next meeting on Thursday, October 20, 2005, at the Radisson Hotel in Morgantown instead of Snowshoe as previously scheduled. The annual Board Retreat will be held the following day, Friday, October 21, 2005. A guest speaker will lead discussion on *Adult Students Today*.

2. Classified Staff Council Request

At its September 7, 2005 meeting, the Classified Staff Council unanimously approved a motion for Michael Baldwin, Classified Staff Representative to Board of Governors, to approach the Board for the purpose of rotating its meetings to different campuses more than once annually. It was the unanimous decision of

the Board of Governors to alter its current schedule of meetings to include a visit to an additional campus this academic year. Therefore, the April 18, 2006, Board of Governors meeting, will be held at the Boone Campus. The new meeting schedule is

October 20, 2005	Morgantown, WV
October 21, 2005	Board Retreat, Morgantown, WV
November 29, 2005	Williamson Campus
February 21, 2006	Logan Campus
April 18, 2006	Boone Campus
June 20, 2006	Logan Campus

Additional meetings may be necessary for emergency or time-sensitive issues.

3. Suggested Time-line for Construction of the Allied Health and Technology Center

Mr. Brent Spradling, Appalachian Design Group, Incorporated, has established a time-line for construction of the new Allied Health and Technology Center. Actual construction is scheduled to begin November 23, 2005 with a targeted completion date of June 23, 2007. Mr. Fred J. Scott, Vice President for Finance, presented the suggested time-line for start-up activities associated with the construction of the new facility to the Board.

4. Capital Projects Proposal

Mr. Fred Scott, Vice President for Finance, provided Board members with a list of projects planned for completion by fiscal year 2010. Several projects are being funded with supplemental funding while other projects are new requests for State funding. The total funding request for these projects will be \$19,224,302.00 which will be distributed over a five-year fiscal calendar. Projects from Phases I and II of our Master Facilities Plan are complete.

5. Tuition Committee

Due to the absence of Mr. Rory Perry, Chair of the Tuition Committee, a report was not available. Chair Akers anticipates the group will meet within the next few weeks to develop a proposal for the November Board of Governors meeting.

6. Community College Survey of Student Engagement (CCSSE)

Mr. Merle Dempsey, Executive Vice President, provided information to the Board on the Community College Survey of Student Engagement (CCSSE). CCSSE assesses the extent to which students are engaged in good educational practices at community and technical colleges. Student engagement is considered to be the amount of time and energy that students invest in meaningful educational practices. CCSSE results help colleges focus on good educational practice defined as practice that promotes high levels of student learning and retention, and identify areas in which community colleges can improve their programs and services for students. Each year, CCSSE releases the results of its survey, which is administered directly to community college

students at CCSSE member colleges during randomly selected classes. The survey asks questions about institutional practices and student behaviors that are highly correlated with student learning and retention. Results include national benchmarks and institutional benchmark scores for five key areas of engagement. Mr. Dempsey will prepare a summary of Southern's results and present it at the October 20 Board meeting. He plans to share Southern's data with faculty, staff, and students, both strengths and weaknesses. Board member, Shelley Huffman, recommended that faculty and staff bring forth strategies to help meet the goal of student success.

7. Executive Session:

Chair Akers moved that the Boards of Governors go into an executive session pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues. Chair Akers requested that President Joanne Tomblin and Emma Baisden attend the executive session. George Kostas seconded the motion that carried unanimously, and the Board thereupon met in an executive session. At the conclusion of the discussion, Chair Akers moved that the Board rise from executive session. Mr. Kostas seconded the motion which passed unanimously.

Further Action Items:

Based on discussion in Executive Session, the Board reconvened in an open session and took the following action:

1. President's 2005-2006 Goals

MOTION: Shelley Huffman moved to adopt the 2005-2006 Goals for the President of Southern West Virginia Community and Technical College.

ACTION: James Sheatsley seconded the motion. The motion carried unanimously. The goals are attached and made a part of the minutes. (See Addendum 1).

2. Approval for Presidential Salary Increase

MOTION: William Grizzell moved to adopt the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve a salary increase in the amount of \$600.00 for Southern West Virginia Community and Technical College's President, effective November 1, 2005. This increase is comparable to the salary increases for faculty, classified and non-classified employees recently passed by the legislature and approved by the Board.

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

7. Adjournment:

