

**Southern West Virginia Community and Technical College Board of Governors
Board Conference Room, 428, Building C
2900 Dempsey Branch Road, Mount Gay, WV
Meeting of March 2, 2010**

Board Members Present: Kevin Fowler, Terry Sammons, Tom Heywood, George Kostas, Linda Akers, Jada Hunter, Glenn Yost, Shelley Huffman, Wilma Zigmond, Debbie Dingess, George Morrison, Kimberly Irick

Board Members Absent: None

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Samuel Litteral, Cathy Smith-Cox, Ron Hamilton, Ron Lemon, Cindy Crigger, Allyn Sue Barker, Prudence Barker, Emma Baisden

Guests: Chris Gray, Sandra Podunavac, Martha Maynard, Teri Wells

1. Call to Order:

Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:00 p.m.

- 2.** President Tomblin presented Burch High School principal and Southern's Board of Governors member, Jada C. Hunter, with the 2010 *Harmony and Peace Award*. The annual award is presented to an individual for their efforts in the success of Harmony 365.

3. Academy for Mine Training and Energy Technologies

Ms. Allyn Sue Barker, Vice President for Economic, Workforce and Community Development, provided an overview of the Academy for Mine Training and Energy Technologies. In 2001, officials from Southern began meeting with officials from the mining industry due to an expansion in production and the industry's need for new employees. In response to this, Southern submitted and received a grant through the WV Development Office which assisted in providing surface and underground apprenticeship training. Over the next several years, discussions between Southern and representatives from the energy and industry sectors continued. As a result, Southern released plans to create The Academy for Mine Training and Energy Technologies with a goal of becoming the premier energy training center in the nation. In 2006, the U. S. Department of Labor awarded a grant to WV University, with Southern as a subcontractor, to address specific training needs of the mining industry and energy sector as a whole. Thus, an Academy was created. The northern portion of the state was under the direction of the West Virginia University Mine Extension Services, and the southern part of the state was under the direction of Southern West Virginia Community and Technical College. The grant ended in 2008.

Southern was fortunate to employ Carl Baisden as the Director of the Academy who brings to the Academy more than 34 years of experience in both mining production, operations, management, and emergency services training. The Academy has flourished through Mr. Baisden's leadership. Since 2006, more than 11,000 individuals, both in- and out-of-state, have received training including surface and underground mining, and oil and gas. In 2009, a new associate degree in Mine Management was initiated. The program is a hybrid of online and traditional classes, but will eventually be delivered completely online. This is one of four similar programs available in the country. The program is a cooperative effort between the credit and non-credit units of the College and business and industry. The Academy's emphasis on safety in training has been identified as a major factor in making the year of 2009 the safest year on record for the mining industry in West Virginia. Through

Southern's partnerships with the WVU Mine Extension Services and the Kentucky Coal Academy, the Academy has expanded training options and locations through the utilization of partner equipment and training sites.

4. Data-driven Decision Making Presentation

Data-driven decision making is the process of collecting and analyzing various types of data to guide a range of decisions related to financial, institutional, classroom performance, and student achievement. Mr. Ronald Hamilton, Chief Technology Officer, presented to Board members the various types of data collected at Southern. Data is collected from a wide variety of sources, such as information on students, grades, programs, personnel, facilities, finances, etc. We collect, report and analyze data to respond to various state and federal accountability mandates, for internal reporting purposes, and to create change in different ways. Mr. Hamilton led the group through various reporting measures and demonstrated how Southern uses data collected in making decisions to improve instruction, determine the hours to conduct registration, for placement of students in academic courses, for student advisement, and so forth. It helps us to determine if we are meeting our purpose and goals, and provides direction for designing curriculum, instruction, and assessment that will lead to student success based on decisions made from appropriate data.

5. Board of Governors Committee on Tuition and Fees Update

Committee Chair, Tom Heywood, informed Board members that during his State of the State address in January, Governor Joe Manchin requested a freeze on tuition and fee increases for all state colleges and universities noting that the state's college-going rate is among the nation's lowest. Mr. Heywood reported that the Board of Governors Tuition and Fees Committee has been diligently working on a plan to raise tuition on a five-year basis. The Community and Technical College Council supported a 4.5% tuition increase for Southern last year. However, to honor the request of Governor Manchin, the Committee will suspend its request for a tuition increase for the 2010-2011 academic year. The group will continue gathering resources to accomplish its mission over a period of time. Mr. Heywood believes the institution is moving in the right direction.

6. President's Report:

1. The annual Association of Community College Trustees (ACCT) Congress will be held October 22-23, 2010 in Ontario, Canada.
2. The West Virginia Council for Community and Technical College Education will host a "Diversity in the Academy" conference on April 8, 2010 at the Charleston Marriott Town Center in Charleston. The conference is geared mainly toward institutional staff and faculty, however, Board members choosing to attend many count 3.5 hours toward required training.
3. The Board of Governors will hold its annual October planning retreat at Stonewall Resort and Conference Center.
4. Our latest student full-time enrollment (FTE) data shows an increase of 56.3 FTE students over the same time period in 2009.
5. Southern participated in Higher Education Day at the Legislature which was held on

February 19.

6. The annual SPEED Reception was held on February 4 at the Charleston Town Center Marriott.
7. Harmony 365 is well underway. Motivational speaker Quandora Hornbuckle served as the guest speaker for the culmination luncheon held February 25 at the Logan Campus. She spoke with members of the Appalachian Leadership Academy following the Harmony 365 banquet. Mrs. Hornbuckle spoke of how the success of her daughter, Alexis, has changed the history of female athletics in West Virginia.
8. In January 2010, the Southern West Virginia Community College Foundation, in cooperation with Southern West Virginia Community and Technical College, launched Phase II of its Vision 2020 Major Gifts Campaign. A second goal of seven million dollars has been established for Phase II, with a target date of December 2015 to reach that goal.
9. Officials of Southern's Academy for Mine Training and Energy Technologies and Task Force 1 were invited by Senate President/Lieutenant Governor, Earl Ray Tomblin, to display their vehicles and equipment at the Capitol on February 24, 2010. Mr. Carl Baisden, Director of the Academy, spoke before the Joint Committee on Energy, Industry and Mining regarding the accomplishments and challenges of the Academy.
10. Southern's Radiologic Technology program underwent an accreditation visit from the Joint Review Committee on Education in Radiologic Technology (JRCERT) February 22-23, 2010. The site visiting team gave high marks and a shining report to the program. The team report will be sent to the JRCERT who will review the findings at its Fall 2010 meeting and provide the College with a final program notification.
11. The Nursing program will undergo an accreditation site visit October 26-28, 2010 by the National League for Nursing Accrediting Commission (NLNAC).
12. The College will undergo a comprehensive accreditation visit by the Higher Learning Commission during the 2012-13 academic year.
13. The National Symphony Orchestra Quintet will perform at the Savas-Kostas Performing Arts Theater on April 10, 2010. The concert has been underwritten by sponsors and is free of charge to the public. The event is part of a program through the Office of the West Virginia Secretary of Arts and Education.
14. The signing ceremony with WVU Institute of Technology providing students with an opportunity to obtain a four-year degree in accounting was rescheduled for March 25, 2010 due to inclement weather.
15. The Boone County Board of Education and Southern have reinstated the Joint Administrative Board that will advise and recommend the creation and implementation of programs and services in our shared facility in Boone County. The Joint Administrative Board is expected to promote and serve the best interest of the citizens of the area. They are responsible for monitoring such things as staffing, security, programs, maintenance, insurance, safety and food services, and for making recommendations for improvements. The Board will officially begin its duties on July 1, 2010.
16. The Nursing program at the Kanawha Valley site will be brought to the Boone

Campus as a non-traditional weekend program.

17. Southern will not be offering its Nursing program at Eastern West Virginia Community and Technical College after the conclusion of this academic year. Eastern has now gained independent accreditation from the Higher Learning Commission and is currently seeking permission from the West Virginia Board of Nursing to establish its own program. Southern may have some involvement in the delivery of courses if and when Eastern's program is established.
18. Southern will no longer offer classes or programs at the Erma Byrd Center in Beckley after the end of this academic year. Our enrollment has been minimal and the cost for us far outweighs the benefits.
19. A total of 18,710 students and 124 middle and high schools were visited from Spring 2000 through Fall 2009 by the President's High School Visiting Team.
20. Senate Bill 480 mandates that institutions fully fund the classified staff salary schedule. No salary increases will be given to any other employees until the institution has achieved full funding of the salary schedule for its classified employees. The Governor's staff is working with attorneys' to develop a workable solution for institutions affected by this mandate.
21. The State of West Virginia has accepted 258 acres at the Dow Research Park.

7. Financial Report

Chief Financial Officer, Sam Litteral, provided the financial report dated January 31, 2010 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. These figures reflect the budgeted amount with actual year-to-date totals. Mr. Litteral presented a proposed budget amendment for 2009-2010 to the Board for review and consideration. The budget shows monies that were shifted from unrestricted to amended unrestricted to provide a detailed analysis on utilities and equipment as requested by Board member Shelley Huffman during the December 2009 meeting. Upon a motion by Terry Sammons and seconded by Tom Heywood, the Board unanimously approved the new format and proposed budget amendments.

8. Action Items:

1. Approval of Minutes

MOTION: George Kostas moved to accept the December 8, 2009 minutes as presented.

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

2. Approval of Trimester Calendar for Course Scheduling

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 proposed Trimester Calendar for purposes of course scheduling as recommended by the President.

BE IT FURTHER RESOLVED, that the Trimester Calendar becomes effective with the fall 2010 term and that the Administration report the change in calendar type to the Higher Learning Commission of the North Central Association of Colleges and Schools in the Annual Institutional Data Update (AIDU).

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

3. Institutional Policies for Final Approval

1. **SCP-2005, *Catastrophic Leave* and associated forms**
2. **SCP-2406, *Illness of Faculty Member, Responsibilities for Meeting Affected Classes, and Requests for Leave Due to Illness* and associated form; and**
3. **SCP-2484, *Medical Leave of Absence* and associated forms**

MOTION: Wilma Zigmond moved the adoption of the following resolution:

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2005, *Catastrophic Leave* and associated forms, SCP-2406, *Illness of Faculty Member, Responsibilities for Meeting Affected Classes, and Requests for Leave Due to Illness* and associated form, and SCP-2484, *Medical Leave of Absence* and associated forms, for rescission and conversion to unit procedures following the 30-day public comment period.

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

4. SCP-2006, Employee Leave

MOTION: Wilma Zigmond moved the adoption of the following resolution:

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2006, *Employee Leave*, following a 30-day public comment period.

ACTION: Debbie Dingess seconded the motion. The motion carried unanimously.

5. SCP-2875, Workload Requirements for Full-time Faculty

MOTION: Wilma Zigmond moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for SCP-2875, *Workload Requirements for Full-time Faculty*, following the 30-day public comment period.

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

6. SCP-3479, Mid-term Grade Reports and associated form

MOTION: George Morrison moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-3479, *Mid-term Grade Reports* and SCP-3479.A, *Mid-term Grade Report Form*, for rescission and conversion to unit procedures following the 30-day public comment period.

ACTION: Tom Heywood seconded the motion. The motion carried unanimously.

7. SCP-3780, Textbook Selection Policy

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the cancellation of SCP-3780, *Textbook Selection Policy*, following the 30-day public comment period.

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

8. SCP-5075, Bookstore Textbook Procedures

MOTION: Shelley Huffman moved the adoption of the following resolution:

RESOLVED, That the Southern WV Community and Technical College Board of Governors approve cancellation of aforementioned policy, SCP-5075, Bookstore Textbook Procedures, following the 30-day public comment period.

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

4. Approval of Institutional Policies for 30-day Public Comment

1. SCP-1215, Use of Institutional Facilities

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

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously.

2. SCP-3625, General Studies (University Parallel) Program Evaluation Model

MOTION: Tom Heywood 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 SCP-3625, *General Studies (University Parallel) Program Evaluation Model*, and SCP-3625.A, *General Studies (University Parallel) Program Evaluation Model Guidelines*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

3. SCP-3736, Student Standards for Academic Progress

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 SCP-3736, *Student Standards of Academic Progress*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

4. SCP-5620, Parking Regulations Policy

The Board of Governors tabled action on this item. West Virginia Code §18B-4-6 requires institutions have a policy regarding parking, traffic flow and speed. This policy, SCP-5620, will not be rescinded but revised and resubmitted to the Board of Governors with a recommendation for advancement for an additional 30-day public comment period.

5. SCP-5830, Use of Southern West Virginia Community College Vehicles

MOTION: Shelley Huffman moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of the aforementioned policy to Southern's constituencies and the Chancellor for the West Virginia Council for Community and Technical College Education for a 30-day public comment period.

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

6. Approval of Health and Wellness Fee for All Full and Part-time Students

MOTION: Tom Heywood moved the adoption of the following resolution with the understanding that administration seek options for other wellness entities (specifically the Williamson City Gym) that are in closer proximity to students to assure convenience for all students:

RESOLVED, That the Southern West Virginia Community and Technical Board of Governors grant approval of a ten(10) dollar Health and Wellness fee, to be assessed to all full and part-time students per semester.

BE IT FURTHER RESOLVED that the Health and Wellness fee become effective with the fall 2010 semester.

ACTION: Shelley Huffman seconded the motion. Both Chair Fowler and Vice Chair Sammons abstained from voting. The motion carried.

10. Executive Session Pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues

Glenn Yost moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2A to discuss personnel and management issues. Debbie Dingess seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, George Kostas moved and Wilma Zigmond seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session.

11. Adjournment:

There being no further business, Chair Fowler declared the meeting adjourned at 8:30PM.

Kevin N. Fowler

Chair

Emma L. Baisden

Assistant to the Governing Board

OFFICIAL
Approved 04-27-2010