

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 June 22, 2010

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

Board Members Absent: Kimberly Irick

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Samuel Litteral, Ron Lemon, Cindy Crigger, Allyn Sue Barker, Pam Alderman, Cindy McCoy, Prudence Barker, Darrell Taylor, Cindy Powers, Patricia Miller, Chris Gray, Emma Baisden

Guests: Elizabeth Walker, Ken Witting, Mike Mendelsohn

1. Call to Order:

Board of Governors Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:15 p.m.

2. Board Member Duties and Responsibilities Training

Ms. Elizabeth Walker, partner with the law firm of Bowles Rice McDavid Graff and Love LLP, gave a presentation on Board Member Duties and Responsibilities to members of the Southern West Virginia Community and Technical College Board of Governors. The goal of the presentation was to present an overview of the issues and recent developments, provide guidance, and help to meet their responsibilities as Board members. Ms. Walker reviewed basic Board duties and specific fiduciary duties and responsibilities. A question and answer session was provided at the conclusion of the presentation.

3. Special Presentation

Chair Fowler honored retiring Executive Vice President, Merle Dempsey, with a resolution applauding his exemplary service to Southern West Virginia Community and Technical College and its Board of Governors (Addendum 1).

4. Technology

As a follow-up to Southern's Technology Report by Joanne Chabot from the League for Innovation, representatives of SunGard Higher Education, experts in the technology field, conducted interviews with numerous Southern employees April 28-29, 2010 at the Logan Campus. SunGard Higher Education representatives, Mike Mendelsohn and Ken Witting, provided Board members with a summary of findings and recommendations to address the College's technology needs. The College's current technology will not take the institution where it needs to be due to many technology issues. The team found barriers to student services, teaching and learning, and administrative operations. Mr. Witting discussed key steps to improving the College's technology processes and proposed actions by priority groups. Bringing Southern's technology up to par will be a multi-year process.

5. President's Report:

1. President Tomblin spoke to the need of hiring an outside firm to manage Southern's technology services. The current RFP closes June 29, 2010.
2. Beginning Fall 2010, the College will purchase laptops for all faculty so they will be able to conduct work remotely.
3. A 2+2 program meeting was held in Morgantown on May 3 between officials from West Virginia University and Southern West Virginia Community and Technical College in an attempt to provide as many opportunities for students as possible.
4. The Boone County Joint Administrative Board will hold its first meeting on July 14, 2010 at the Boone Campus. The Board's first project will be to work on bringing the College's Nursing program from Kanawha County to the Boone Campus.
5. The President's Administrative Retreats were held May 20 at Chief Logan Convention Center and June 1-3, 2010 at Stonewall Resort and Conference Center.
6. Phase Two of the Major Gifts Campaign was launched January 2010 with a second goal of \$7,000,000 by 2015.
7. The West Virginia Council for Community and Technical College Education is getting ready to release a new Master Plan. The major focus across the country is to increase college completion rates.
8. The Joint Review Committee on Education in Radiologic Technology (JRCERT) evaluated Southern's associate degree radiography program in February 2010. The program was evaluated according to the Standards for an Accredited Educational Program in Radiologic Sciences (2002) and was awarded accreditation for a period of eight (8) years by JRCERT. This is the maximum duration that may be awarded by JRCERT. If the accreditation award is maintained, the next site visit is tentatively scheduled for the First Quarter of 2018.
9. President Tomblin thanked Linda Akers for bringing Board Greetings for Commencement exercises held on Saturday, May 15, and Terry Sammons for providing Board Greetings at the Allied Health Pinning ceremony held on May 14. Both events were conducted at the Coalfield Jamboree in downtown Logan.
10. President Tomblin, Sam Litteral, Merle Dempsey and Rita Roberson will soon meet with Rich Donovan at the WV Higher Education Policy Commission to select an architect for the new Williamson facility.
11. The Legislature may release new bonds in January 2011.

The Board unanimously accepted the President's Report upon a motion by Shelley Huffman and a second by Glenn Yost.

6. Financial Report

Chief Financial Officer, Sam Litteral, provided the financial report dated May 30, 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. The Board requested that Mr. Litteral provide details, at the August Board meeting, factors which caused the Auxiliary Non-personnel Costs Line Item to exceed its approved budget. The Board unanimously accepted the Financial Report upon a motion by Glenn Yost and a second by Shelley Huffman.

4. **Action Items:**

1. **Approval of April 27, 2010, Board Meeting Minutes**

MOTION: Glenn Yost moved to accept the meeting minutes as presented.

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

2. **Nominating Committee Report and Election of Officers for 2010-2011**

Mr. Glenn Yost, Nominating Committee Chair, presented the committee's report and proposed recommendation of officers for fiscal year 2010-2011. Chair Fowler opened the floor for nominations for chair, vice chair, and secretary. There being no additional nominations from the floor, Shelley Huffman moved to close nominations. Jada Hunter seconded the motion. Chair Fowler declared nominations closed.

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board officers for fiscal year 2010-2011 as proposed by the Nominating Committee: Terry Sammons, Chair; Tom Heywood, Vice Chair; Wilma Zigmond, Secretary.

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

3. **Approval of 2010-2011 Board of Governors Meeting Schedule**

MOTION: Tom Heywood moved the adoption of the following resolution with the understanding that additional meetings may be necessary for emergency or time-sensitive issues:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors adopt the recommended schedule of meetings for fiscal year 2010-2011 as presented.

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

4. **Approval of Appointment to the Boone County Joint Administrative Board**

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors appoint Allyn Sue Barker as a replacement for Cathy Smith-Cox 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, Allyn Sue Barker will serve a one (1) year term.

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

5. **Approval of Capital Projects and Expenditures for FY 2011-2012**

Mr. Samuel Litteral, Chief Financial Officer, presented a prioritized list of capital projects with related costs for FY 2011-2012 to the Board for review and consideration for approval. 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 is to submit a capital budget plan to the West Virginia Higher Education Policy Commission. 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.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and the priorities of FY 2012 Capital Projects as reported in the listing.

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

6. Approval of Modification of Capital Project Priorities and Expenditures for 2012-2016

Chief Financial Officer, Samuel Litteral, presented a prioritized list of capital projects with related costs for a five-year period to the Board for review and consideration for approval. In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project Management, 3.2.1.1*, each institution through its Governing Board is to 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 is based on the long term development objectives and recommendations in its approved campus development plan.

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 expenditures and priorities of FY 2012-FY 2016 Capital Projects.

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

7. Final Approval of Proposed Documents

1. SCP-4786, Transfer Student Requirements and Credit Evaluation

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 SCP-4786, Transfer Student Requirements and Credit Evaluation, following the 30-day public comment period.

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

2. Institutional Mission Statement

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 the adoption of the proposed Mission Statement following the 30-day public comment period.

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

8. Approval of Items for 30-day Public Comment Period

1. SCP-5066, Third-Party Tuition and Fee Waiver Policy

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 the proposed Third-Party Tuition and Fee Waiver Policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

2. SCP-5074, Selection, Adoption and Sale of Textbooks and Other Course Materials

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

9. Discussion Items:

1. Annual Board and Administrator Self-Evaluation

In July, the annual self-assessment instrument will be distributed to the Board of Governors and administrators electronically to complete and return to Board Counsel for compilation. The results will be presented to the Board at either its August 17 or October 14 meeting.

2. Board of Governors Retreat Agenda Topics and Speaker

Southern's Board of Governors will hold its annual planning retreat on October 15, 2010, at Stonewall Resort and Conference Center in Roanoke, West Virginia. President Tomblin asked Board members to send her topics of interest which would be beneficial to everyone. The Board will also need to review Southern's Master Plan and data compilation during the retreat. Dr. Randy Smith, Executive Director of the Rural Community College Alliance, will serve as guest speaker.

10. Informational Items:

1. Suttle & Stalnaker 2010 Audit

The accounting firm of Suttle and Stalnaker, PLLC, sent a letter to Southern's Board of Governors indicating its planned scope and timing of their audit of Southern West Virginia Community and Technical College's financial statements and compliance for the year ended June 30, 2010. The final fieldwork is scheduled for August 2010. Suttle and Stalnaker representative, Chris Deweese, will continue to be responsible for coordination of the audit and other services to the College. Kelly Shafer will be on the on-site supervisor

during the audit. The letter is intended solely for the information and use of the College's Governing Board and is not intended to be and should not be used by anyone other than these specified parties.

2. Series 51, Bookstores and Textbooks

Series 51, Bookstores and Textbooks, a rule of the Council for Community and Technical College Education, is being provided to Board members as a reference tool for SCP-5074, Selection, Adoption and Sale of Textbooks and Other Course Materials. The Council's procedure rule established the process and guidelines for institutions to adopt rules governing the selection, adoption, use and sale of textbooks and other course materials.

3. Report on Awarding of Undergraduate Tuition and Fee Waivers

In compliance with Southern College Policy (SCP) 5065, Awarding of Undergraduate Tuition and Fee Waivers, 7.2, the Chief Financial Officer presented the 2009-2010 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. Pursuant to the statute, the report on the awarding of undergraduate tuition and fee waivers is entered into the minutes of the Governing Board.

4. Chancellor Approves Institutional Policies

Pursuant to Series 4 of the Council rules, Chancellor Skidmore approved the following policies previously adopted by the Board of Governors.

1. SCP-1215 Use of Institutional Facilities
2. SCP-3625 University Transfer Evaluation Model
3. SCP-3736 Student Standards of Academic Progress
4. SCP-5830 Use of Southern West Virginia Community and Technical College Vehicles

5. A Guide to the WV Open Governmental Proceedings Act

6. A Guide to the WV Ethics Act

7. *Community College Can Be Economic Spark Plug*, Charleston Gazette Article

8. *Southern's Trimester*, The Mountain Citizen Article

11. Executive Session:

Glenn Yost moved that the Board of Governors enters an Executive Session pursuant to West Virginia Code §6-9A-4-2a to discuss personnel and management issues. Shelley Huffman seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, Glenn Yost moved and Jada Hunter seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session.

Further Action:

Based upon discussions in the executive session, the Board reconvened in an open session and the following action was taken:

1. **Approval of Annual Presidential Evaluation**

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the submission of the written annual presidential evaluation for the President of Southern West Virginia Community and Technical College for the 2009-2010 review period to the Chancellor of the West Virginia Council for Community and Technical College Education.

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

2. **2010-2011 Presidential Goals**

The Board tabled action on the approval of the 2010-2011 Presidential Goals. The group recommended the goals be revised to include measurable outcomes and bring back to the Board for review and approval at its August meeting.

12. **Adjournment:**

There being no further business, Chair Fowler declared the meeting adjourned at 9:00PM.



Kevin N. Fowler, Chair



Emma L. Baisden, Governing Board Assistant

ADDENDUM 1

**Southern West Virginia Community
and Technical College
Board of Governors Proclamation**

WHEREAS, Dr. Merle Dempsey, Executive Vice President, has served Southern West Virginia Community and Technical College since March 23, 1987; and

WHEREAS, Dr. Merle Dempsey is an enthusiastic, influential, and articulate advocate of Southern West Virginia Community and Technical College, giving freely of his time, energy, and dedication to the Southern West Virginia Community and Technical College Board of Governors; and

WHEREAS, Dr. Merle Dempsey holds the College, the Board of Governors, and himself accountable to high standards of quality, integrity, and loyalty; and

WHEREAS, Dr. Merle Dempsey supports the vision and mission of Southern West Virginia Community and Technical College as a model of educational excellence;

THEREFORE, BE IT RESOLVED THAT

the Southern West Virginia Community and Technical College Board of Governors do hereby commend and honor Dr. Merle Dempsey for his exemplary dedication and service to the Board of Governors and to Southern West Virginia Community and Technical College; and

FURTHER, BE IT RESOLVED THAT, this resolution be inscribed upon the minutes of the Board of Governors of Southern West Virginia Community and Technical College this 22nd day of June, 2010.