

**Southern West Virginia Community and Technical College Board of Governors**  
**Board of Governors Meeting of October 10, 2013**  
**Embassy Suites Hotel, Salon B, 300 Court Street, Charleston, WV**

**Board Members Present:** Tom Heywood, Wilma Zigmond, Glenn Yost, Linda Akers, George Kostas, Jada Hunter, Debbie Dingess, Mary Nemeth-Pyles, Terry Sammons, Eileen Aranas

**Board Members Absent:** Shelley Huffman

**Administrative Staff:** President/First Lady Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, Ron Lemon, Merle Dempsey, Pam Alderman, Darrell Taylor, Gary Holeman, Bill Cooke, David Lord, Rita Roberson, Randy Skeens, Emma Baisden, Howard Seufer (General Counsel)

**1. Call to Order:**

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

**2. Association of Community College Trustees (ACCT) Congress Highlights**

Chair Heywood informed the group that several members of Southern's Board of Governors joined nearly 2,000 community college trustees, presidents, professional board staff, and national and state leaders at the 44<sup>th</sup> Annual Association of Community College Trustees (ACCT) Leadership Congress held October 2-5 at the Washington State Convention Center in Seattle, Washington. The Congress featured more than 80 educational sessions on best practices for community colleges, fundamental and advanced trustee training, and lively town hall meetings dedicated to determining priorities in the governance of community college student success initiatives. Bill Gates, co-chair of the Bill and Melinda Gates Foundation and former Microsoft CEO, and Jamie Merisotis, Lumina Foundation President and CEO, were keynote speakers for the Leadership Congress. Southern's delegation included Mr. Heywood, President/First Lady Tomblin, Mary Nemeth-Pyles, Debbie Dingess, and Emma Baisden. Chair Heywood stated the group learned a lot during the conference and he believes participation enhanced the group's ability to better serve Southern, the students, and communities we are here to serve. Following are a few items discussed.

1. Southern is on the right track and is well positioned for the challenges and opportunities it faces. Peers across the nation face the same challenges and issues, and we are well down the path of implementing and executing many of the programs, ideas, and suggestions we heard during the conference.
2. Southern is in the process of improving its real-time collection and dissemination of data. We need to stay focused on these efforts and make them a priority,

along with student progress tracking in real time. Student success must be and remain our most explicit focus.

3. Mr. Heywood recommended the Board consider adding a standing agenda item to its meeting agenda called Student Success where the Board considers and discusses student success at each meeting. We need to remain focused on how technology and blended learning can help us improve student success. We may also need to consider a development program for faculty to help them understand their critical role as coaches for each student's success.
4. *Career Coach* is a tool designed to help students find a good career by providing the most current local data on wages, employment, job postings, and associated education and training. Powered by ZIP code-level labor-market data and real-time job postings from Indeed.com, *Career Coach* was designed to be a self-guided resource for job seekers that requires zero assistance to navigate. The *Career Coach* program should be seriously considered for purchase.

3. **Board of Governors and Administration Self-Assessment Report**

Mr. Howard Seufer, Board Counsel, led the Board of Governors and administrators through the results of the 12<sup>th</sup> annual self-evaluation conducted on an aggregated and anonymous basis. Mr. Seufer first led Board members through the results of the Board self-evaluation. Most category results remained at an exemplary level. Overall, the self-assessment results were excellent, the Board is well informed, decisions of the Board are supported by its members, and Board operations are rated high. Board members agree that there is a climate of mutual trust and respect among its members, and the Board has a positive relationship with the College President. All Board members agreed that there are good procedures in place for orientation and training of new Board members. Results showed that Board members agreed they are prepared for meetings which are effective and efficient, and the Board adheres to and understands its responsibilities and are knowledgeable about key College issues. The overall administration self-evaluation results remained the same or improved slightly over last year. All administrators responded positively that as a group they are meeting established Compact goals, and as individual administrators they are meeting established individual goals. The majority of administrators responded that meetings of administrators could be improved and listed several suggestions for improvement. All respondents answered they work cooperatively and effectively with the College President and work well together as a team. Several Board members were concerned about staff "don't knows" and suggested spaces are provided on the 2014 survey to provide an opportunity for those completing the form to express themselves. Mr. Seufer believed the overall rating of the self-evaluation was excellent.

4. **President's Report:**

1. In preparation for the Fall 2013 term, a Faculty Convocation was held August 8, 2013 at the Logan Campus for all full-time faculty.
2. Southern's first *Governance Day* for the 2013-2014 academic year was held on September 13<sup>th</sup> at the Logan Campus. Afternoon activities included two professional development sessions for employees pertaining to an "Active Shooter" on campus. During the first session Dr. Brian Hemphill, President of West Virginia State University, spoke about his personal experience with an active shooter on campus and lessons learned from the ordeal. The second session was a best practice's presentation by Sargent Keith Vititoe of the Kanawha County Sheriff's Department. He instructed the audience on correct procedures to employ during such occurrences. Campus directors will follow-up with a live mock drill at each campus for employees.
3. Following-up on a recommendation from the Higher Learning Commission Evaluation Team, President Tomblin will issue a letter to Southern's Governance Committees requesting they review their committee's purpose and membership, as well as the overall governance process. Committees will be asked to provide recommendations they believe helpful in improving Southern's institutional governance and strategic planning process. A time line will be developed for the review process to be completed and a new governance structure implemented by July 1, 2014.
4. The Search Committee for the Vice President for Academic Affairs and Student Services has completed its work and selected Dr. Debra Teachman for the position. Dr. Teachman joins Southern from New Mexico State University Alamogordo where she serves as Vice President for Academic Affairs. She will begin her tenure at Southern on November 9, 2013.
5. President/First Lady Tomblin and Vice President for Finance and Administration, Sam Litteral, have held budget discussion meetings with the Student Government Associations at the Logan and Williamson Campuses to provide insight to the students on how the college operates and discuss the student's roles and responsibilities as SGA members. Similar meetings will be held at the Boone and Wyoming Campuses.
6. Southern hosted its annual Community Appreciation Day at the Williamson Campus on September 22, 2013 in conjunction with the 41st annual King Coal Festival. Visitors were entertained by a variety of local musicians and enjoyed a traditional dinner of pinto beans and cornbread.

7. President/First Lady Tomblin encouraged Board members to participate in the 2014 ACCT Leadership Congress which will be held in Chicago, IL.
  8. President/First Lady Tomblin informed Board members that she, Sam Litteral, and Merle Dempsey had dedicated a lot of time in preparing the 2014-2015 budget presentation which will be shown to the Board this evening.
  9. The National Accrediting Agency for Clinical Laboratory Studies (NAACLS) conducted a two-day site visit for re-accreditation of Southern's Medical Laboratory Technology (MLT) A.A.S. degree program October 7-8, 2013 at the Logan Campus. The outcome was positive as no violations of the NAACLS standards were noted and no recommendations were given by the Review Team.
  10. The Surgical Technology program is scheduled for a one-day random site visit on November 12, 2013.
  11. Programs are being reviewed and selected for the new Applied Technology Center at Williamson. New programs will be implemented in Fall 2014.
  12. President/First Lady Tomblin, Carl Baisden, and Brittany Howerton will travel with the West Virginia Development Office for a second tour to Beijing and Shanghai, China, October 19-30, 2013, to participate in the China Coal and Mining Expo, tour a Chinese Mine, and meet with officials of China University of Mining Technology. Dr. Qingyun Sun with the US-China Energy Center at West Virginia University will also accompany the group and assist with preparing the agreement for Southern to provide training for another group of Chinese miners in mid November 2013.
5. **Community and Workforce Development Office Report**  
Ms. Allyn Sue Barker, Vice President for Community and Workforce Development, presented a PowerPoint presentation to Board members highlighting the Unit. The Community and Workforce Development Unit consists of three departments - Academy for Mine Training and Energy Technologies; Community and Leadership Development; and Workforce and Continuing Education. The Unit is committed to supporting the needs of employees and employers. It serves as a mechanism for economic development in the region by offering continuing education, non-academic credit courses, customized training programs to expand and upgrade workplace skills, and to provide community interest programs and activities which promote personal growth and cultural enrichment.

**6. Financial Report**

Vice President for Finance and Administration, Samuel Litteral, provided the financial report dated September 30, 2013 to Board members. The report was on a cash basis with no accrual accounting. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures for the period. He noted the institution received less in state appropriations in the first quarter. The annual financial audit was conducted the week of September 12 and results will be presented to the Board at its December 2013 meeting.

**7. Action Items:**

**7.1 Approval of August 20, 2013, Board Meeting Minutes**

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

**ACTION:** George Kostas seconded the motion. The motion carried unanimously. Chair Heywood declared the minutes adopted.

**7.2 Request for Approval to Release Proposed Institutional Policies for 30-day Comment**

**7.2.1 SCP-1153, Consumer Complaint Procedures**

**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 SCP-1153 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. Chair Heywood declared the motion adopted for 30-day public comment.

**7.2.2 SCP-5051, Reduced Tuition and Fee Program for State Residents 65 and Older**

**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 for the distribution of the aforementioned policy to Southern's constituencies and Chancellor for Community and Technical College Education for

a 30-day comment period.

**ACTION:** Wilma Zigmond seconded the motion. Chair Heywood declared the motion adopted for 30-day public comment.


8. **Informational Item:**

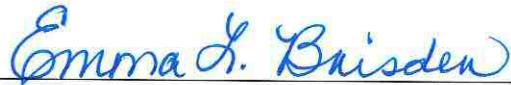
8.1 **Council's Approval of Institutional Policies**

Chancellor Skidmore granted final approval of SCP-4192, Administrative Withdrawal and Administrative Drop of Students, and rescission of SCP-2125, College-wide Employee/Personnel Policy, pursuant to Series 4 of the Council for Community and Technical College Education's rules.

9. **Adjournment:**

There being no further business, Chair Heywood declared the meeting adjourned at 7:55 p.m. The next Board meeting is scheduled for December 10, 2013 and will be held at the West Virginia Governor's Mansion in Charleston.

  
Thomas A. Heywood, Chair

  
Emma L. Baisden  
Executive Assistant to the President  
and Board of Governors

OFFICIAL  
Approved 12-10-2013