

**Southern West Virginia Community and Technical College
Board of Governors Meeting of October 13, 2011
The Resort at Glade Springs – Woodland Room 1 and 2
255 Resort Drive, Daniels, WV**

Board Members Present: Terry Sammons, Tom Heywood, Wilma Zigmond, George Kostas, Kevin Fowler, Debbie Dingess, Shelley Huffman, Jada Hunter, George Morrison, Adam Bradford

Board Members Absent: Linda Akers, Glenn Yost

Administrative Staff: President Joanne Jaeger Tomblin, Elizabeth Walker, General Counsel, Sam Litteral, Ronald Lemon, Allyn Sue Barker, Susan Askew, Pamela Alderman, Cindy McCoy, Darrell Taylor, Rita Roberson, David Lord, Bill Cook, Randy Skeens, Emma Baisden

1. Welcome and Call to Order:

Board of Governors Chair, Terry Sammons, declared a quorum was present and called the meeting of the Southern West Virginia Community and Technical College Board of Governors to order at 6:00 p.m.

2. Board of Governors and Administration Self-Assessment Report

Ms. Elizabeth Walker, Board Counsel, led the Board of Governors and administrators through the results of the 10th annual self-evaluation conducted on an aggregated and anonymous basis. Several concerns were expressed in the administrator evaluation results section pertaining to “Meetings of Administrators (Tab B, # 4)” and “Information Provided in Advance of Meetings (Tab B, # 10).” Scores have dropped and several dissentient opinions were stated. The Board of Governors opened the floor for discussion of the concerns expressed. No discussion ensued. The Board decided to appoint a committee to review the evaluation results of the past 10 years. The committee will be appointed at the December 13, 2011 meeting. Ms. Walker announced that she will be embarking on a new venture beginning January 2012 and will no longer be with the firm of Bowles, Rice, McDavid, Graff and Love.

3. President’s Report:

1. President Tomblin introduced Ms. Susan Askew, Interim Chief Information Officer with SunGard Higher Education, to the Board. Ms. Askew replaced George Beshears.
2. President Tomblin announced that Cindy Crigger, Vice President for Communications, resigned her position effective October 14 and plans to relocate to Florida.
3. A second pre bid meeting was held for the Williamson Applied Technology Facility and approximately ten company representatives attended. The architects have revised the architectural drawings and believe they have it at cost without compromising the appearance of the facility. The project is moving forward.
4. Southern will submit an ATE grant for \$2,000,000 next week to the National Science Foundation to create a comprehensive academic program providing multiple career pathways within the coal mining industry. The proposed project will connect to the K-12 system by providing clear career pathways for students in both STEM and mining industry-specific course work. It will also provide for the creation of professional development centers for the Logan and Williamson Campuses.
5. The Technology Services team has accelerated the Active Directory/Exchange Migration Project with

a target completion date of November 10, 2011. The project is approximately 30 percent complete.

6. Renovations are underway in the former Logan Campus TV Studio in order to relocate Technology Services. Sam Litteral has been working with Technology Services to design a workspace that will be both functional and decorative.
7. Ms. Pamela Alderman, Dean for Career and Technical Programs, is applying for a Medical Assisting grant through the WV Council for Community and Technical College Education. If funded, a Medical Assisting program will be offered at the Boone Campus.
8. The Higher Learning Commission Self-Study website has been activated and may be accessed on Southern's main web page. This Self-Study website will provide information to the college and community about the self-study progress as it progresses and culminates with the team visit by the Higher Learning Commission consultant-evaluators in April 2013.
9. President Tomblin gave accolades to Mr. Bill Cook, Director of Boone Campus Operations, for his efforts during the temporary closing of the Boone Campus in response to the Boone County Career and Technical Center after the facility tested positive for drug residue. The College leases space at the Career Center which is located in an adjacent building. Everything is now back to normal at the Boone Campus.
10. The Fall 2011 Headcount is 2,316 and Full-time Enrollment (FTE) is 1644.4. The Dual Credit program Headcount is 353 and FTE is 108. October 15 is the census date for enrollment reporting. President Tomblin expressed concern about Southern's enrollment figures. She stated that it would be challenging for the institution to stay on track with enrollment and we must begin online learning.
11. The Community College Survey of Student Engagement (CCSSE) selected Southern as one of ten colleges in the nation to be profiled for exemplary performance in high school to college transition.

4. Assessment and Dual Credit Report

Dr. Cindy McCoy, Dean for University Transfer Programs, distributed the 2011 Assessment Summary to members of the Board. According to the data from the Proficiency Profile, Southern students are failing to keep up with students around the country in math and critical thinking skills. Although the percentage differences are small, Southern's students are scoring lower than the national average in the comparison data. Southern's faculty members have evaluated the scores from each program and have determined that course content and program requirements must be changed to improve student success. Passage rates on national exams have always been high, and last year was no exception. Six programs received 100% passage rates, and the remaining programs ranked 70% or above. Dr. McCoy stated that a comparison of last year's Assessment score's with this year's scores show very little change. There was a small improvement in the Critical Thinking, Humanities and Natural Science scores, with a decrease in the Reading and Math, and no change in the Social Science area. Mr. Tom Heywood suggested setting specific goals and objectives which can be measured. Dr. McCoy will take Mr. Heywood's suggestion back to the Assessment Committee.

5. Financial Report

Chief Financial Officer, Sam Litteral, provided the financial report dated September 30, 2011 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. He informed Board

members that utilities continue to rise and take a large portion of the institutional budget. The Classified Staff Salary Schedule must be fully funded by 2016. Mr. Litteral informed the group that Southern's financial audit has been completed and it will be presented to the Board at its December 13, 2011 meeting.

6. Action Items:

6.1 Appointment of Committee on Tuition and Fees

Chair Sammons appointed a committee to prepare a proposal for tuition and fee increases for FY 2012-2013. The committee will bring a recommendation forward for the Board's review and consideration at its February 21, 2012 meeting. Senate Bill 330 will make it more difficult to receive approval for a tuition increase of more than 5 percent. Members appointed include Terry Sammons, Tom Heywood, Adam Bradford, Joanne Tomblin, Sam Litteral, Allyn Sue Barker, and George Morrison. Mr. Heywood will serve as committee chair. Upon a motion by Shelley Huffman and second by Wilma Zigmond, the Board unanimously approved the Committee appointments.

6.2 Approval of August 16, 2011, Minutes

MOTION: Shelley Huffman moved to accept the meeting minutes as presented.

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

6.3 Review and Approval of Institutional Mission Statement, Vision Statement, and Core Values

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors reaffirm its approval of the Institutional Mission Statement, Vision Statement, and Core Values.

ACTION: Kevin Fowler seconded the motion. The motion carried unanimously.

6.4 Final Approval of Proposed Policies

6.4.1 SCP-1735, Solicitation 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 final approval of SCP-1735, *Solicitation Policy*, following the required 30-day public comment period.

ACTION: Kevin Fowler seconded the motion. The motion carried unanimously.

6.4.2 SCP-2000, Elimination of Faculty Positions Due to Program Reduction or Elimination

MOTION: Kevin Fowler 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-2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination*, following the required 30-day public comment period.

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

6.4.3 SCP-4000, Basic Guidelines and Standards for Admissions

MOTION: Tom Heywood 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-4000, *Basic Guidelines and Standards for Admissions*, following the required 30-day public comment period.

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

6.4.4 SCP-4192, Administrative Withdrawal of Students

MOTION: Adam Bradford 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-4192, *Administrative Withdrawal of Students*, following the required 30-day public comment period.

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

6.4.5 SCP-5260, Meeting Financial Exigencies

MOTION: Kevin Fowler 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-5260, *Meeting Financial Exigencies*, following the required 30-day public comment period.

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

7. Executive Session:

Tom Heywood moved that the Southern West Virginia Community and Technical College Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4(b) to discuss personnel and management issues. George Kostas seconded the motion which carried unanimously, and the Board thereupon met in an executive session. At the conclusion of discussions, Jada Hunter moved and Kevin Fowler seconded the motion that the Board of Governors rise from the executive session and reconvene in an 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. Approximately one year ago, President Tomblin reported to the Board of Governors the need to fill the vacancies created by the retirement of Executive Vice President, Merle Dempsey, and the resignation of Vice President for Academic Affairs, Cathy Smith-Cox. President Tomblin chose to create a Provost position to fill the void. The Board affirmed President Tomblin's decision. It is now time to move forward with a national search to fill the Provost/academic leadership position. The Board authorized President Tomblin to retain the services of the Association of Community College Trustees to assist with the search and take all actions necessary to carry out this charge.
2. Chairman, Terry Sammons, announced that the Board of Governors welcomed the news and wholeheartedly endorsed the exciting opportunity for President Tomblin, Allyn Sue Barker and Carl Baisden to travel with the West Virginia Development Office to Beijing and Shanghai, China to participate in the China Coal and Mining Expo, tour a Chinese mining academy, and meet with officials of China University of Mining Technology. The trip is scheduled for October 24 through November 2, 2011.

8. Adjournment:

There being no further business, Chair Sammons declared the meeting adjourned at 8:00 p.m. upon a motion by Shelley Huffman and seconded by Jada Hunter. The next Board of Governors meeting is scheduled for December 13, 2011 and will be held at the Governor's Mansion in Charleston, WV.

Terry R. Sammons, Chair

Emma L. Baisden
Assistant to the Board of Governors

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Approved 12-13-2011