

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
WYOMING CAMPUS — STUDENT COMMONS
JUNE 19, 2007**

DRAFT

Board Members Present: Linda Akers, Jada Hunter, James Sheatsley, George Kostas, Shelley Huffman, Michael Baldwin, George Morrison

Board Members Absent: Kevin Fowler, Elston Johnson, David Pierce, Anne Seaver

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Cathy Smith-Cox, Sam Litteral, James Owens, Pam Alderman, Cindy McCoy, Ron Lemon, Cindy Crigger, Carl Baisden, David Lord, Emma Baisden

1. **Call to Order:**
Chair, Linda Akers, declared a quorum present and convened the meeting at 6:05 p.m.
2. **Welcome / Update Wyoming/McDowell Campus:**
Director of Campus Operations, David Lord, welcomed the group to the Wyoming/McDowell Campus. He provided a brief history of the campus and gave an update on activities he has been engaged in since accepting the director's position in January 2007. He informed the group that President Tomblin's High School visits have impacted enrollment at the Wyoming Campus for Fall 2007. Current campus enrollment reports show an increase of 55 in the student headcount (HC) and 30 in full-time equivalent (FTE).
3. **Academy for Mine Training and Energy Technologies Presentation:**
Mr. Carl Baisden, Director for Southern's Academy for Mine Training and Energy Technologies, presented a PowerPoint Presentation to the Board focused on safety, technology, and training a new generation of workers for the modern coal industry. Mr. Baisden, who has more than 20 years of experience in the coal industry, said the Academy was using equipment simulators and providing hands-on training to students in preparing a safer, more knowledgeable work force. Since Southern opened its mining academy in October 2006, more than 1,000 students have enrolled in the program. Of those 1,000 students, 47% were hired at coal mines, 2% were promoted in the industry, 16% are still at the Academy, 18% were hired in the industry, and 17% are job searching. The Academy is planning to hold an open house at its new facility in downtown Logan on September 18.
4. **Special Presentation:**
Chair Akers honored outgoing Board of Governors member, Jada Hunter, with a *Commitment to Excellence Award*. The elegant functional full lead crystal vase, depicting an indomitable eagle with wings outstretched, was etched into the crystal in meticulous detail. Chair Akers expressed the Board's gratitude to Ms. Hunter for a job well done.

MOTION: James Sheatsley moved adoption of the following resolution:

BE IT RESOLVED that the Southern West Virginia Community and Technical College Board of Governors wishes to express its thanks and appreciation to Jada Hunter for her faithful service and contributions to the Board and Southern West Virginia Community and Technical College.

ACTION: Shelley Huffman seconded the motion that unanimously carried.

5. President's Report:

1. President Tomblin praised the leadership of David Lord and Carl Baisden.
2. Southern's newly hired academic deans, Ms. Pamela Alderman, Dean for Career and Technical Programs, and Dr. Cindy McCoy, Dean for University Transfer Programs, were introduced to the Board.
3. On May 13, 2007, Southern conducted its annual Commencement Ceremony at the Earl Ray Tomblin Convention Center in Chapmanville, WV. During the ceremony, forty-nine Board of Governors degrees and 368 Associate degrees and certificates were conferred.
4. The Vision 2020 Major Gifts Campaign is averaging \$100,000 monthly in contributions. The Logan County Commission plans to donate some medical equipment from the old Man Hospital, and Verizon – West Virginia, Inc., has pledged \$100,000 for equipment and fiber for the newly constructed Allied Health and Technology Center.
5. Southern will continue to provide oversight for Eastern West Virginia Community and Technical College as the contract for services has been extended for another year as they progress toward independent accreditation. Eastern is scheduled for a visit by the Higher Learning Commission in Spring 2008. Southern's Nursing Program provided at Eastern has been placed on hold because of the difficulty Dean Alderman has encountered in locating a qualified individual for the vacant coordinator position.
6. Mr. Ted Williams, a 26-year employee and Student Services Specialist at the Williamson Campus, was named the 2007 Employee of the Year at Southern's Annual Employee Recognition Reception held May 4, 2007 at the Logan Campus.
7. The President' Annual Administrative Retreat was held June 1, 2007 at the Earl Ray Tomblin Convention Center in Chapmanville, WV.
8. President Joanne Tomblin, alongside First Lady Gayle Manchin, participated in a roundtable discussion on digital education during an education workshop at The Council of State Governments Spring National Committee and Task Force Meeting held June 12, 2007 in Fajardo, Puerto Rico. As representatives of West Virginia, they spoke to approximately 200 legislators from across the country. West Virginia is one of only two states identified as a Partnership of 21st Century Skills state. The state has created unique partnerships between the Governor's Office, the Department of Education, and others to form an economic development strategy with education at the center of the conversation and is one of the country's most exciting initiatives.
9. Early enrollment statistics show an increase in student enrollment for Fall 2007 in Southern's 2+2 program with Lindsey Wilson College. During a recent meeting with

President Tomblin, Lindsey Wilson's Logan Campus Coordinator for the School of Counseling, Melissa Coleman, informed the president that the program currently has 45 students and anticipates 40 additional students this fall.

10. A new web site for the College will be launched in August 2007.
11. President Tomblin was appointed to the Legislative Committee of the West Virginia Council for Community and Technical College Education.
12. The Allied Health and Technology Center is near completion. A schedule for the moving process into the new facility is included in the Board's Agenda Book. President Tomblin does not anticipate holding classes in the facility until Spring 2008.
13. Ms. Pauline Sturgill, Community Development Director, will coordinate the General Robert Foglesong Leadership Academy at the Williamson Campus in Fall 2007. The COTIGA Development Company donated \$15,000 in scholarships for the pilot project to provide participants with books and supplies.
14. Southern's Academy for Mine Training and Energy Technologies is planning an Open House and Press Conference for September 18, 2007.

6. Action Items:

1. Approval of April 24, 2007, Minutes

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

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

2. Nominating Committee Report and Election of Officers

Ms. Linda Akers, Nominating Committee Chair, presented the committee's report and proposed recommendation of officers for fiscal year 2007-2008. Chair Akers 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 Akers declared nominations closed.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect the following slate of Board officers for fiscal year 2007-2008 as proposed by the Nominating Committee: Kevin Fowler, Chair; James Sheatsley, Vice Chair; and George Kostas, Secretary.

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

3. Board of Governors Committee on Self Assessment Report

Vice Chair, James Sheatsley, presented the committee's report and proposed self-evaluation instrument to be used by the Board for 2007. The finalized instrument

is being presented to the Board for consideration for approval.

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 revised self-assessment instrument.

BE IT FURTHER RESOLVED, That members of the Board of Governors complete the same instrument and return it to Board Counsel during July for use at the annual Board of Governors Retreat in October 2007.

ACTION: Mike Baldwin seconded the motion. The motion carried unanimously.

4. Approval of 2007-2008 Board Meeting Schedule

MOTION: James Sheatsley 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 2007-2008 as presented.

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

5. Modification of Capital Expenditure Projects for 2008-2009

Mr. Samuel Litteral, Chief Financial Officer, presented a prioritized list of capital projects with related costs for FY 2008-2009 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, 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: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification of the prioritization ranking of Capital Expenditure Projects funding request for FY 2009 as reported in the priority list.

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

6. Approval of Capital Expenditure Projects for 2009-2013

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: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the prioritization ranking of the Capital Expenditure Projects funding request FY 2009—FY 2013 as reported in the priority list.

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

7. Appointment of 2007-2008 Presidential Comprehensive Evaluation Review Committee

In compliance with West Virginia Code §18B-1B-6c and Title 135, Procedural Rule of the West Virginia Council for Community and Technical College Education, Series 5, *Guidelines for Governing Boards in Employing and Evaluating Presidents*, a formal written performance evaluation is to be conducted every fourth year of the institution's President. The governing board's evaluation will be reported to the President and Chair of the Council for Community and Technical College Education. To that end, Chair Akers appointed the following Board members to serve on the 2007-2008 Presidential Review Committee: Present Board Chair, Linda Akers; Past Board Chairs, George Kostas and Shelley Huffman; Classified Staff Representative, Mike Baldwin; Faculty Representative, George Morrison; and Student Representative, Elston Johnson. The committee will develop a time-line for the review process in Fall 2007.

7. Discussion Items:

1. Board of Governors Retreat Agenda

Southern's Board of Governors will hold its annual planning retreat on October 19, 2007, at Stonewall Resort and Conference Center in Roanoke, West Virginia. The Board plans to draft an overall Strategic Plan for the institution during the retreat.

8. Executive Session

Chair Akers moved that the Board of Governors enter an executive session pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues. Chair Akers requested that Emma Baisden, Assistant to the Governing Board, attend the meeting. James Sheatsley seconded the motion that carried unanimously, and the Board then met in an executive session. At the conclusion of discussions, Chair Akers moved that the Board rise from executive 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: James Sheatsley 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 2007-2008 review period to the Chancellor of the West Virginia Council for Community and Technical College Education.

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

2. Approval of 2007-2008 Presidential Goals

MOTION: Shelley Huffman moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College as presented for 2007-2008.

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

3. Approval for Presidential Salary Increase

MOTION: Jada Hunter 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 \$1,200.00 for Southern West Virginia Community and Technical College's President, effective July 1, 2007. 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: Shelley Huffman seconded the motion. The motion carried unanimously.

4. Other

Chair Akers noted for the record that the President of Southern West Virginia Community and Technical College had reported to the Board of Governors with regard to a change in executive personnel (including the chief financial officer) which had occurred during the academic and fiscal year. This report explained the determination of prior personnel's misunderstanding of certain components evaluated in preparing reports and projections to the Board of Governors. Over the course of executive session meetings it has further been determined that President Tomblin's evaluation and handling of these matters had been fully disclosed to the Southern West Virginia Community and Technical College Board of Governors and appropriate under all circumstances.

9. Adjournment:

There being no further business, Chair Akers declared the meeting adjourned at 8:20 p.m. The next Board meeting is scheduled for September 18, 2007 at the Logan Campus.

Linda Q. Akers

Chair

James R. Sheatsley

Vice Chair

Jada Hunter

Secretary

Emma L. Baisden

Assistant to the Governing Board

ADDENDUM 1

Joanne Jaeger Tomblin
President
Southern West Virginia Community and Technical College
Goals for 2007-2008

1. Continue the Major Gifts Campaign efforts in friend-raising and fund-raising. Reach 80 percent of the five-year goal or \$5,6000.000.
2. Develop strategies and plans college-wide to assist in maintaining current enrollment and/or increasing enrollment where possible.
3. Review and revise Emergency and Crisis Management Plan.
4. Review and monitor overall college budget and finances regularly.
5. Begin the implementation of the plan presented by the President's Task Force on Recruitment, Retention and Graduation.
6. Continue to plan for the purchase and renovation of the Williamson National Guard Armory in 2009, including funding opportunities.
7. Encourage the development of new programs, both credit and non-credit, based on industry need and available funding.
8. Monitor activities and success of new sites in Lincoln and Raleigh counties.
9. Adopt creative marketing strategies including increased utilization of the College's television facilities.
10. Conduct community roundtables (focus groups) in order to attain how well the College is serving its community. One roundtable will be conducted on each of Southern's campuses during the academic year.