

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of December 15, 2020
6:00 p.m.
Via Zoom Meeting ID: 919 1361 3717
Dial-in Only: 1-646-876-9923**

OFFICIAL MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Mason 'Ed' White, Vice Chair; Eddie J. Canterbury, Secretary; Bill Alderman, Robert Baldwin, David Gresham, Janice Olive, Casara Spry, Samuel Stewart, Dianna Toler, Pat J. White

Board Members Absent: J. Chris Adkins

College Staff Present: President Pamela Alderman, Emma Baisden, Recorder; Tom Cook, Allyn Sue Barker, Tracey Human, Rita Roberson, Darrell Taylor, Guy Lowes, Russell Saunders, Tim Ooten, Chris Gray, Chris Ward, Adrian May, Tom Morris, Velva Pennington, Will Alderman

Guests: Kristin Moody and Kelly Shafer, Suttle & Stalnaker, PLLC

1. Call to Order

Board of Governors Chair, Dr. Lisa Haddox-Heston, declared a quorum present and convened the meeting at 6:07 p.m.

2. Call for Public Comments to the Board of Governors

Chair Heston asked for public sign ups for comments to the Board. No requests for public comment were received.

3. Introduction of New Board Members

Madam Chair informed the group that on December 2, 2020, Governor Jim Justice appointed Mr. Robert "Bud" Baldwin and Mr. David Gresham to Southern's Board of Governors. Mr. Baldwin of Chapmanville, West Virginia, was appointed to a four-year term ending June 30, 2024. He is from the Seventh Senatorial District and succeeds Howard Seufer. Mr. Gresham, also of Chapmanville, West Virginia, replaces Stephanie Abraham to fulfill the unexpired term of Kevin Zachary which ends June 30, 2021. He represents the Seventh Senatorial District. Additionally, Governor Justice reappointed Mr. J. Chris Adkins to a three-year term ending June 30, 2023; Mr. Eddie J. Canterbury to a four-year term ending June 30, 2024; and Mr. Samuel A. Stewart to a four-year term ending June 30, 2024.

4. Oaths of Office

Mr. Joe Linville, Director of Facilities and Campus Operations, also a Notary Public, administered the *Oath of Office* to Mr. David Gresham. Let the record reflect that Mr. Baldwin has submitted his *Oath of Office* Certificate to Governor Justice's office. Due to this meeting being held virtually, Mr. Gresham will secure notarization of his *Oath of Office* Certificate and submit it to the Governor's Office, with a copy to the President's Office at Southern.

5. Special Recognition

Madam Chair gave the following in recognition and appreciation of Stephanie Abraham's service to the Board. Ms. Abraham was appointed to Southern's Board of Governors by Governor Justice on July 11, 2019. She resigned from her service to the Board on November 15, 2020, due to assuming a position with the WV Department of Education. During her tenure, Ms. Abraham gave generously of her time and talent in support of the College and provided wise judgement to the deliberations of the Board of Governors while always maintaining a comprehensive perspective on the advancement of the College as a whole. She served on several Board subcommittees and also served as Chair of the Board's Nomination Committee. We sincerely appreciate Ms. Abraham's service to this Board.

6. Presentation and Acceptance of FY2020 Audited Financial Statements

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the fiscal year ended June 30, 2020. Suttle and Stalnaker representatives, Kristin Moody and Kelly Shafer, discussed details of the accounting firm's findings with respect to financial reporting. The accounting firm provided copies of the audited financial statements to the Board for review. The report is intended solely for the information and use of the College's Governing Board, managements of the College and the West Virginia Council for Community and Technical College Education, and is not intended to be and should not be used by anyone other than these specified parties. No internal issues or compliance issues were found during the audit, and the firm found no difficulties in dealing with management in performing and completing their audit. Suttle and Stalnaker made the following recommendations: 1) Conversion to a computerized fixed asset system. They strongly recommend for Southern to utilize all available resources of the computerized system including accumulation of asset cost and the calculation of depreciation expense. This would eliminate a significant amount of manual record-keeping duties, make operations more efficient, and provide more accurate information with which to make business decisions regarding capital assets. There is currently a capital asset module within the Banner accounting system which Southern has purchased. 2) Conduct a physical inventory of capital assets and maintenance of capital assets records. Suttle & Stalnaker's capital asset testing revealed that disposed items are not being removed from the equipment listing. Capital asset disposals are not being formally documented using a form indicating approval to dispose of the asset. This indicates the need for a complete physical inventory of all capital assets. This will allow the College to develop procedures whereby the capital asset listing is reconciled to the general ledger, and assets can be assessed for impairment, which will ensure an accurate accounting for assets. 3) Unearned revenue. One account contains leftover grand funds which have been carried over for several years. The accounting firm recommended that management either return the funds to the grant or use the funds in a manner consistent with the original purpose of the grant. These are leftover grant funds being held until the College receives permission to return the funds or receives instruction on how the funds should be spent. 4) Information system governance. Suttle & Stalnaker recommended that the College establish policies and procedures to create a documented periodic review of the Service Organization Control (SOC) report and communicate employee terminations to the WV Enterprise Resource Planning Board. Ms. Shafer expressed her appreciation to the

Chief Finance Officer, Sam Litteral, and his staff for the excellent assistance they provided during the audit. Southern received a “clean opinion” which is the best mark an institution can receive. For institutions of which Suttle & Stalnaker has conducted audits, Southern is consistent with most.

MOTION: Samuel Stewart moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the filing of the audited financial report for the fiscal year ended June 30, 2020.

ACTION: Mason “Ed” White seconded the motion. The motion carried unanimously. Chair Heston declared the report received and the motion approved.

7. Financial Report

Mr. Adrian May, Controller, and Ms. Velva Pennington, Director of Fleet Management and Purchasing, provided the financial report dated November 30, 2020 to Board members. They reviewed restricted, unrestricted, and auxiliary revenues and expenditures for the period. The report is on a cash basis.

8. HLC Institution Actions Council Update

Mr. Bill Alderman, Accreditation Liaison Officer, informed Board members that he and President Alderman received formal notification of action taken by the Higher Learning Commission (HLC) Board of Trustees concerning Southern’s accreditation status. The Board continued the accreditation of the Institution and confirmed the institution meets Core Components 2.A, 4.B, 4.C, 5.B, 5.C, and 5.D with concerns. Southern is required to submit an embedded Interim Report with its next Assurance Filing. This action was effective November 5, 2020. In taking this action, the Board considered materials from the most recent Focused Visit, including, but not limited to: the Focused Visit Report the Institution submitted, the report from the Focused Visit team, the report of the Institutional Actions Council (IAC) Hearing Committee, and the institutional responses to these reports. The IAC Hearing Committee’s response and reports have been shared with Southern’s Board of Governors. Mr. Alderman reviewed rationale on which the HLC based its action, and discussed next steps in the HLC review process. The institution has been maintained on the Standard Pathway with its next comprehensive evaluation for reaffirmation of accreditation scheduled for November 14-15, 2022. The Assurance System lock date is October 17, 2022, four weeks prior to the accreditation visit.

9. President’s Report

9.1 Community Outreach

- President Alderman and Chief Student Services Officer, Darrell Taylor, have been promoting Spring registration on several radio stations throughout Southern’s service district.
- On December 1, 2020, Southern, in conjunction with the Southern West Virginia

Community College Foundation, Inc. (Foundation) held its first-ever Giving Tuesday fundraising campaign which garnered more than \$3,000 to support student scholarships and financial assistance. On November 30, 2020, President Alderman and Rita Roberson, Director of Development, were guests on WVOW Radio with Mr. Jay Nunley to discuss the campaign. This was the final fundraiser for the Vision 2020 Major Gifts Campaign which officially ends December 31, 2020. The multi-year campaign launched in September 2006, with a goal of raising \$20,000,000 by 2020. Through the generosity and support of its many donors, as of December 1, 2020, the campaign exceeded its goal. The Foundation approved moving into the “quiet phase” of a new fundraising campaign in 2021 with the goal of raising \$1,500,00 over the next five (5) years (2021-2026). Plans are to launch the new campaign in conjunction with Southern’s 50th Anniversary celebration in August 2021.

9.2 Communications

Employee Town Hall meetings continue to be held virtually by Zoom on a regular basis. Town Hall meetings held on October 27, 2020 and November 17, 2020 with more than 100 employees in attendance at each meeting. The last Town Hall meeting of the Fall Semester was held today, December 15, 2020 at 3:00 p.m.

9.3 COVID-19 Updates

- Regular updates continue to be released to the College community. Southern must report weekly to the WV Higher Education Policy Commission, the number of positive cases, the number of quarantine cases, and the number of hospitalizations. Weekly COVID-19 testing began on October 8, 2020 with weekly random testing of 10% of all employees and students who were on campus over the next ten weeks. The number of positivity rate remains relatively low. All employees and students who have been diagnosed with COVID-19 have recovered or are recovering. As of December 15, the positivity rate is 9.61%, the highest rate since April.
- More than \$180,000 remains in the CARES Act funding that was awarded to Southern in April 2020. These funds must be spent by April 2021. Funds will be used to help with the added expenses placed upon the institution due to the COVID-19 pandemic.
- Due to the increase in positive COVID-19 cases in southern West Virginia, it was determined the College would not reopen following the Thanksgiving holiday. Beginning Monday, November 30, 2020, with the exception of essential personnel, all employees began working remotely and will continue through Thursday, December 17, 2020. Courses will continue to be delivered by Zoom or online until the end of the Fall 2020 Semester. The College will officially close at the end of business on December 17, 2020, for the Christmas and New Year’s holidays, and is scheduled to reopen on Monday, January 4, 2021. Southern employees will continue to work remotely during the first two weeks of January with the anticipated return of all employees on January 19, 2021. All

classes will be delivered remotely for the Spring 2021 semester. Students having labs and clinicals will be brought to campus at various scheduled times and to clinical sites for rotations.

9.4 Leadership

- President Alderman held meetings with the Faculty Senate and Classified Staff Council on December 3, 2020 and December 15, 2020, respectively. Southern's last Governance Day for the Fall Semester was held on November 13, 2020. A professional development session entitled *Accreditation Essentials* was provided for all Southern employees and the Board of Governors by Dr. Tracey Anderson, Director of Accreditation at the West Virginia School of Osteopathic Medicine.

9.5 Other

- Since the Board's October meeting, President Alderman has attended the following meetings: Logan County Office of Emergency Medical Services weekly meetings, Logan Recreation Center Board of Directors, and the West Virginia Nursing Career Pathway Workgroup.
- The Fall 2020 enrollment statistics for higher education institutions has been released. Of the 21 higher education institutions, only five (5) saw an increase in enrollment. Southern is one of three community and technical colleges that saw an increase in enrollment which is at its highest in the past 10 years.

10. Faculty Senate Report

Mr. Charles "Chuck" Puckett, Faculty Senate Chair, submitted a written report of the Faculty Senate's activities since the October Board meeting for the Board's review. Mr. Puckett was not in attendance at today's Board meeting.

11. Classified Staff Council Report

Mr. Chris Gray, Southern's representative to the WV Advisory Council for Classified Employees, gave the following report for the Classified Staff Council.

- The Classified Staff Council (Council) reviewed and submitted recommendations to President Alderman for the revision of SCP-2360 to reflect the changes made in January 2020 to Title 135, Procedural Rule WV Council for Community and Technical College Education Series 14, Holidays, in January 2020.
- Submitted to President Alderman the proposed 2021-2022 Holiday Calendar which has been approved.
- The Council held elections to fill the vacancies on the Classified Staff Council and Strategic Planning and Financial Review Committee to fill vacancies due to classified staff members retiring or moving into non-classified positions at the College.
- The Council continues drafting a new Progressive Discipline policy for the College.

12. Discussion Items:

12.1 President's Evaluation per HLC Recommendation

Chair Heston appointed Janice Olive, Samuel Stewart, Dianna Toler, and Casara Spry to serve on the Presidential Evaluation Ad Hoc Committee as recommended by the Higher Learning Commission. All Board members will evaluate the progress of the President in accomplishing her goals thus far. The Ad Hoc Committee will determine the best method to conduct the evaluation and will send a survey to all Board members to complete. The Committee will collect and review all of the responses and formulate a recommendation to present to the full Board at its February meeting. Dianna Toler will serve as committee chair.

13. Action Items:

13.1 Appointment of Replacement Lay Member to the 2020-2021 Board of Governors Agenda Committee

Chair Heston appointed Samuel Stewart to fill the vacancy on the Board of Governors Agenda Committee. Mr. Stewart succeeds Ms. Stephanie Abraham who resigned from Southern's Board of Governors to accept a position with the WV Department of Education.

13.2 Appointment of Board of Governors Committee on Tuition and Fees

Chair Heston appointed an ad hoc committee to prepare a proposal for tuition and fee increases for FY 2020-2021. The committee will bring a recommendation forward for the Board's review and consideration at its February 16, 2021 meeting. Members appointed include Eddie J. Canterbury, Bill Alderman, Casara Spry, and Pamela Alderman. Mr. Canterbury will serve as committee chair.

13.3 Request for Approval of October 20, 2020 Board Meeting Minutes

MOTION: Samuel Stewart moved to accept the meeting minutes as presented.

ACTION: Bill Alderman seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the minutes approved.

13.4 Request for Approval to Release Draft Policies for 30-day Public Comment Period

13.4.1 SCP-2810, *Sabbatical Leave for Full-time Faculty* and

13.4.2 SCP-5620, *Traffic and Vehicle Speed, Flow, and Parking Regulations Policy*

MOTION: Dianna Toler moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the release of SCP-2810, *Sabbatical Leave for Full-time Faculty*, and SCP-5620, *Traffic and Vehicle Speed, Flow, and Parking*

Regulations Policy, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for a 30-day period. The public comment period is December 16, 2020 to January 14, 2021.

ACTION: Eddie Joe Canterbury seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

13.5 Review of Comments and Approval of Final Draft Policies

13.5.1 SCP-1160, *Diversity Philosophy*

MOTION: Dianna Toler moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1160, *Diversity Philosophy*, as recommended and its submission to the Chancellor for Community and Technical College Education for final approval following an additional 30-day public comment period.

ACTION: Mason "Ed" White seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

13.5.2 SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, and SCP-1400.A, *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group*

MOTION: Bill Alderman moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, as recommended and its submission to the Chancellor for Community and Technical College Education for final approval following an additional 30-day public comment period.

ACTION: Dianna Toler seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

13.5.3 SCP-1500, *Philosophy, Vision and Mission of Southern West Virginia Community and Technical College*

MOTION: Bill Alderman moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1500, *Philosophy, Vision and Mission of Southern West Virginia Community and Technical College*, as presented and its submission to the Chancellor for Community and Technical College Education for

final approval following the required 30-day public comment period.

ACTION: Janice Olive seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

13.5.4 SCP-1750, Tobacco and Smoke-free Campus Policy,

13.5.5 SCP-3670, Public School Service Program

13.5.6 SCP-4800, Service Animals on Campus

13.5.7 SCP-5074, Selection, Adoption, Use, and Sale of Textbooks and Other Course Materials, and

13.5.8 SCP-8601, Emergency Presidential Succession Plan

MOTION: Samuel Stewart moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve SCP-1750, *Tobacco and Smoke-free Campus Policy*, SCP-3670, *Public School Service Program*; SCP-4800, *Service Animals on Campus*; SCP-5074, *Selection, Adoption, Use, and Sale of Textbooks and Other Course Materials*; and SCP-8601, *Emergency Presidential Succession Plan*, as presented and submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period

ACTION: Mason "Ed" White seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

14. Informational Item:

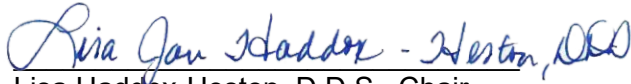
14.1 The College is closed for the holidays, December 18, 2020 - January 3, 2021.

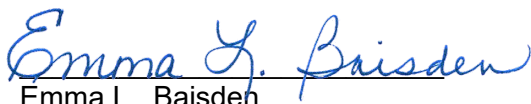
14.2 The next regular Board of Governors meeting is scheduled for 6:00 p.m. on Tuesday, February 16, 2021.

14.3 Hold the Date: Community and Technical College System (CTCS) Institutional Boards of Governors Training, June 10-11, 2021 Stonewall Resort and Conference Center

15. Adjournment

There being no further business, upon a motion by Dianna Toler and second by Samuel Stewart, Chair Heston declared the meeting adjourned at 7:38 p.m.


Lisa Haddox-Heston, D.D.S., Chair


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