

**Southern West Virginia Community and Technical College**  
**Board of Governors**  
**Meeting of April 20, 2021**  
**6:00 p.m.**  
**Via Zoom Meeting ID: 961 6876 1283**  
**Dial-in Only: 1-646-876-9923**

**MINUTES**

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

**Board Members Absent:** David Gresham, Pat J. White

**College Staff Present:** President Pamela Alderman, Jennifer Dove, Recorder, Tom Cook, Tim Owens, Patricia Miller, Chuck Puckett, and Adrian May

**1. Call to Order**

Board of Governors Chair, Dr. Lisa Haddox-Heston, declared a quorum present and convened the meeting at 6:00 p.m.

**2. Call For Public Comments to the Board of Governors:**

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

**3. President's Report**

Dr. Pamela Alderman gave the following update:

- Planning for the College to be open in the Fall with in person classes resuming.
- Technology has been updated and ZOOM rooms added as a result of the CRRSAA and CARES Act funds.
- Employees officially returned to work March 22, 2021.
- Director of Communications, Bill France, is working hard to promoting the college and college activities.
- Stacy Dingess, Assistant Director of Development, obtained a truck from Farm to Families loaded with one thousand two hundred boxes of fresh food to distribute to the community. The food totaled forty thousand dollars. The event was well supported with forty to fifty volunteers from Boone, Logan, Wyoming, and Williamson. WSAZ, WOWK, and a reporter from HD media was on site all day covering the event as well. Mr. Dingess has obtained another truck to distribute food from the Boone Civic Center on May 13, 2021.
- All employees that wanted a COVID-19 shot has now received both rounds. Dr. Alderman was pleased to announce the Southern was one of the few colleges that has.
- Currently getting ready for Summer and Fall registrations. Registration began today and we are up in enrollment.

- President Alderman reiterated that she wanted a transparent budget. President's Cabinet worked together to cut the budget and get it balanced. Everyone worked well together to make that happen. The budget is on the S Drive and can be viewed by any employee. This is the first time the budget has been done this way.
- Shared Governance Structure draft was passed yesterday at President's Cabinet. The Governance Structure will come to the Board in June and if approved implemented in the Fall.

**4. Financial Report**

Adrian May, Controller, presented the financial report to the Board. Mr. May reviewed restricted, unrestricted, and auxiliary revenues and expenditures for the period. Discussion at the time to increase repair line item for needed repairs. Bill Alderman commended Mr. May and all that worked on this budget process.

**5. 2022 HLC Comprehensive Visit Update.**

Mr. Bill Alderman updated the Board on the HLC Virtual Conference that was held April 5<sup>th</sup> through 9<sup>th</sup>. The College was well represented and those in attendance participated in various sessions. The conference provided invaluable information. Mr. Alderman provided a power point created by Dr. Karen Solomon, HLC Vice President and Chief Transformation Officer as well as Southern's HLC Staff Liaison, and encouraged the Board to review. At this time Mr. Alderman discussed key points from the conference, reminded everyone that Southern is in the Standard Pathway, went over the Open Pathway, and discussed differences. Sessions from the conference were recorded and Mr. Alderman provided the link where Board members may go to view. [www.HLCcommission.com](http://www.HLCcommission.com)

**6. Classified Staff Report**

Patricia Miller presented the Classified Staff report to the Board. Ms. Miller stated that Classified Staff completed a draft proposal on progressive discipline. Staff will vote at next meeting on April 27<sup>th</sup>, where if approved, will move to Executive Council for approval. Since elections in 2019, classified staff has lost six members of council for various reasons. Elections have been conducted as necessary to fill positions. Nominations for Chair, ACCE Representative, Board of Governors Representatives, as well as all the primary occupational activity representatives are in process for the upcoming term pursuant to WV Code 18B-6-6. Ms. Miller discussed the concern of decreasing staff numbers due to reclassification of new hires filling vacancies by staff members leaving the institution. Classified Staff currently has forty-seven members.

**7. Faculty Senate Report**

Mr. Chuck Puckett proved the Faculty report to the Board. Mr. Puckett relayed that Faculty are working on the Professor Emeritus and Faculty Longevity policies. Faculty Senate continue to work on the Faculty Senate Constitution. Faculty Senate has plans to make the Constitution a SCP. As a SCP, this will ensure that Faculty Senate will review the constitution every five years. Faculty are looking forward to reviewing the new Governance Structure.

**8. Executive Session**

Chair Heston invited a motion for the Board to enter into Executive Session. Bill Alderman moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to discuss sensitive issues. Mason 'Ed' White seconded the motion that carried unanimously. Chair Heston declared the motion adopted and Board then met in an Executive Session. Following deliberations, Bill Alderman moved the Board to rise from Executive Session and reconvene in open session. Dianna Toler seconded the motion which carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

#### **8.1 2021-2022 Across the Board Salary Increases**

Dr. Alderman reported that due to the status of the budget the College is unable to provide increases at this time.

#### **8.2 Board of Governors Presidential Evaluation**

After brief discussion, Dr. Lisa Haddox provided the following goals for the President:

- Lead efforts to streamline and coordinate share governance and organization structure across the institution. (IAC Hearing Committee Letter and Notification Letter from focused visit.)
- Create onboarding process for new employees. 5.B. (IAC Hearing Committee Report)
- Create regular and enhanced communication opportunities for all stakeholders. 5.B. and 2.A. (IAC Hearing Committee Report and Notification Letter)
- Develop a policy (to be included in employee handbook), regarding mediation and conflict resolution as well termination procedures 2.A. (IAC Hearing Committee Report and Hearing Notification Letter).
- Foster a climate of trust through coordination and collaboration across the College by establishing transparency in decision making. 5.B. (Notification Report) and 2.A. (IAC Hearing Committee Report)
- Develop a policy for consistent credentialing of all faculty. 3.C (Notification Letter)

### **9. Action Items**

#### **9.1 Approval of February 16, 2021 Board meeting Minutes.**

Minutes of February 16, 2021 tabled to next Board meeting.

#### **9.2 Approval of FY 2021-2022 Institutional Budget**

Adrian May presented the FY 2021-2022. Budgets were sent out to budget managers and placed on the S Drive for all to view. Wanted this to be a very open process. Showed target budget for 2021 and that target was met, which was a decrease from last year's budget. Held a meeting with managers where money was cut and added to budgets as needed. Adrian presented in detail to the Board various spreadsheets showing how budget was calculated. President Alderman commended Adrian and those who worked on this process.

**MOTION:** Sam Stewart moved to adopt the recommended FY 2021-2022 Institutional Budget.

**ACTION:** Mason "Ed" White seconded the motion. The motion carried unanimously and Chair Heston declared the motion adopted and the FY 2021-2022 Institutional budget approved as presented.

**9.3 Approval of FY 2021-2022 Capital Projects and Expenditures**

At the request of Adrian May, 9.3 and 9.4 will be presented together. Chair Heston and Board agreed.

**9.4 Approval of FY 2022-2026 Capital Projects and Expenditures**

Adrian May presented the Capital Projects and Expenditures to the Board. Mr. May presented several spreadsheets to the Board with information on upcoming projects and estimates. Mr. May will work closely with Mr. Joe Linville, Director of Facilities and Campus Operations to obtain a clearer picture of future projects. Mr. May will work on this to obtain a more realistic goal.

**MOTION:** Sam Stewart moved to adopt the recommended FY 2021-2022 Capital Projects and Expenditures and FY 2022-2026 Capital Projects and Expenditures.

**ACTION:** Mason "Ed" White seconded the motion. The motion carried unanimously and Chair Heston declared the motion adopted and the FY 2021-2022 Capital Projects and Expenditures and FY 2022-2026 Capital Projects and Expenditures approved as presented.

**9.5 Approval 2021 Faculty Promotions**

**MOTION:** Bill Alderman moved to approve faculty promotions.

**ACTION:** Sam Stewart seconded the motion. The motion carried unanimously and Chair Heston declared the motion adopted.

**9.6 Post-Audit Review for Community and Technical College System**

The Post-Audit review for the Early Childhood Program has been submitted and has been approved through Governance and President's Cabinet. Being no corrections, President Alderman would like to submit this Post-Audit Review to the Community and Technical College System.

**MOTION:** Bill Alderman made a motion to approve the Post Audit Review of the Early Childhood Program as presented.

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

**9.7 Approval to Release Draft Polices for 30-day Comment Period**

**9.7.1 SCP-2006, Employee Leave,**

- 9.7.2 SCP- 2202, *Personnel Assessment Philosophy and Practice Statement*
- 9.7.3 SCP-2234, *Work Schedules*
- 9.7.4 SCP-2580, *Part-Time Employees: Classified Staff and Adjunct Faculty*
- 9.7.5 SCP-2593, *Payment to Employees for Contracted Services (Other Than Regular Employment)*
- 9.7.6 SCP-2700, *Reduction in Workforce, Classified Personnel*
- 9.7.7 SCP-5830, *Use of Southern West Virginia Community and Technical College Vehicles*

**MOTION:** Sam Stewart 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-2006, *Employee Leave*, SCP-2202, *Personnel Assessment Philosophy and Practice Statement*, SCP-2234, *Work Schedules*, SCP-2580, *Part-Time Employees, Classified Staff and Adjunct Faculty*, SCP-2593 *Payments to Employees for Contracted Services (Other Than Regular Employment)*, SCP-2700 *Reduction in Workforce, Classified Personnel*, and SCP-5830, *Use of Southern West Virginia Community and Technical College Vehicle* 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 April 21, 2021 to May 20, 2021.

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

## 9.8 Review of Comments and Approval of Final Draft Policies

### 9.8.1 SCP-1002, *Official College Spokesperson and Media Releases*

**MOTION:** Ed White moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1002, *Official College Spokesperson and Media Releases*, with modification as recommended by General Counsel of the West Virginia Community and Technical College System to change the word "constituents" to "all administration faculty, and staff" 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 to approve policy with changes suggested by General Counsel. The motion carried unanimously, and Chair Heston declared the motion adopted.

### 9.8.2 SCP- 2624, *Employee Development*

**MOTION:** Janice Olive 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-2624, *Employee*

Development, with modification as recommend by General Counsel of the West Virginia Community and Technical College System to change the refence section referral of WV Code 18B -7-5 to WV Code 18B-7-6 to reference the more appropriate section of the code. Recommend submission with modification to the Chancellor for Community and Technical College Education for final approval following an additional 30-day public comment period.

**ACTION:** Bill Alderman seconded the motion to approve policy with changes suggested by General Counsel. The motion carried unanimously, and Chair Heston declared the motion adopted.

**9.8.3 SCP 1435, *Inclément Weather and Emergency Situations***

**MOTION:** Janice Olive moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1435, *Inclément Weather and Emergency Situations*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

**9.8.4 SCP- 2825, *Salary Administration***

**MOTION:** Sam Stewart moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-2825, *Salary Administration*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

**9.8.5 SCP-2226, *Faculty Incentive Pay Program***

**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-2226, *Faculty Incentive Pay*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

#### **9.8.6 SCP-2701, Reduction in Faculty Due to Financial Exigency**

**MOTION:** Sam Stewart moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-2701, *Reduction in Faculty Due to Financial Exigency*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

### **10. Discussion Items**

#### **10.1 2021-2022 Board of Governor's Meeting Schedule\***

Chair Heston presented the proposed 2021-2022 schedule of meetings for discussion and consideration. It is patterned after the schedule used by the Board of Governors in recent years, with meetings occurring on Tuesday evening of the third week. West Virginia Code §18B-2A-2(a) requires Boards of Governors to hold at least six meetings in every fiscal year, including an annual meeting each June for the purpose of electing officers. Due to the COVID-19 pandemic, the Board could not select meeting locations at this time.

#### **10.2 Annual Board of Governors Retreat**

After some discussion, it was agreed to table this item to the next meeting. Would like to hold the retreat possibly in September. Chair Heston will look for training opportunities for the retreat and report back at the next meeting.

#### **10.3 Governance System Restructure**

This item was discussed under the President's report.

### **11. Information Items**

#### **11.1 2021-2022 Academic Calendar**

The 2021-2022 Academic Calendar has been established and approved for Southern West Virginia Community and Technical College, a copy of which is attached for informational purposes. The academic calendar balances the needs of the units and of the institution, and all users will be able to plan for the processes necessary to drive the academic and support activities of the College. The 2021-2022 Academic Calendar has been announced college-wide, is posted to the college's website, and printed in the 2021-2022 Academic Catalog.

**11.2 2021-2022 Holiday Calendar**

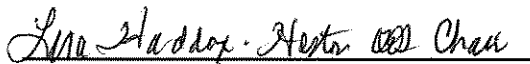
The 2021-2022 Holiday Calendar has been established and approved for Southern West Virginia Community and Technical College, a copy of which is attached for informational purposes

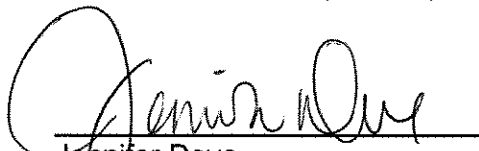
**11.3 The next regular meeting of the Board of Governor's is scheduled for 6:00 p.m. on June 15th, 2021.**

**11.4 Community and Technical College System (CTS) Institutional Board of Governors Virtual Training, June 10, 2021.**

**11.5 Adjournment**

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

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

  
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Jennifer Dove,  
Executive Assistant to the President  
and Board of Governors

*DRAFT*

\*Denotes an item requiring action/approval.

\*\*Upon return to Open Meeting from any Executive Session, the Board of Governors may take action on items discussed.