

Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 16, 2021
6:00 p.m.
Via Zoom Meeting ID: 943 9902 4265
Dial-in Only: 1-646-876-9923

MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Mason 'Ed' White, Vice Chair; Eddie Jo Canterbury, Secretary, Bill Alderman, Robert "Bud" Baldwin, David Gresham, Janice Olive, Samuel Stewart, and Dianna Toler

Board Members Absent: Pat Jo White, Casara Spry

College Staff Present: Emma Baisden, Recorder; Tom Cook

1. Verification of Quorum and Call to Order

Roll call was taken by Dr. Lisa Haddox-Heston, Board of Governors Chair. She declared a quorum present and convened the meeting at 6:01 p.m.

2. Call for Public Comments

Chair Heston asked for requests for public comments to the Board. Emma Baisden verified that no public comment requests were received.

3. President's Report

President Alderman presented the following update to the Board:

- Monthly Town Hall meeting average one hundred participant and will continue.
- Very pleased with the COVID vaccines and many have received their second vaccine. Nursing students are volunteering to help with the vaccines. Vaccines will be given at the old 84 Lumber location.
- Received 2.8 million dollars in stimulus money. President Alderman met with Dr. Casey Sacks today and she provided suggestions on how college can better leverage stimulus funds.
- Work on the HLC Assurance Argument is continuing for Fall 2022. Collecting assessment data and other information to provide to HLC.
- Registered 44 new first-time student to the ECA (Early College Academy) program. Headcount will increase from last semester. Southern has a 1.5% - 3% increase in enrollment while other colleges are experiencing a decline. Thanked Russ Saunders for his work with ECA.
- Completed a Succession Plan that Board requested. College cannot unilaterally move one employee to another position. Must advertise the position to fill.
- Was pleased to announce that Debbie Dingess was hired as the Director of Human Resources and Stacy Dingess was hired as Assistant Director of Development.
- Continuing to refine Organizational Chart. Believes that she has an excellent Cabinet in place. Going back to the way registration and recruitment was done. Removed barriers that prohibited students from enrolling. Registration hours were

extended and implemented registration on Friday and Saturday. Also placed ads on the radio. SS Connect allows students to meet with advisors and faculty. The Board commended the President for a good job.

4. HLC Comprehensive Visit Update

Assessment Academy working toward a plan. President Alderman, Tom Cook, Bill Alderman met with Dr. Solomon who provided guidance and direction. Total of six General Education outcomes to assess. Plans to work on two at a time until complete. Will follow action letter of IAC. Will have small committees to work on actions soon. Will begin to work on narratives in Summer 2021. Course and Assessment forms for all faculty to measure student learning. Ranking of categories on form. SMART assessment to collect data. 577 course but only received 480 assessment responses which represented a 17% of courses that did not submit. Will use data to improve future assessment procedures. Beginning Fall 2021 BLOOMS. Tom Morris is currently developing our assessment plan to release this Fall 2021 to link evidence to concerns in HLC Assurance report. Southern's Program Curriculum Map is self-explanatory and is part of a three-course syllabus and will be consistent across the college. Outcomes will be linked with syllabi. Assessments are compiled at the end of each term in May and Fall 2020 assessed in December 2020.

5. Development Office Report

Rita Roberson gave her report to the Board. All Alumni letters will be mailed in a few weeks.

6. Annual Faculty Senate Report

Chuck Puckett gave the following Faculty Senate report:

- Review composition of Senate
- Senate is working to update the Faculty Senate Constitution. Will meet on Governance Days and any other appropriate times. Discussed changes that may be made to the Faculty Senate Constitution.
- Working on a Professor Emeritus policy to honor retired faculty.
- Working on a Professor Longevity policy to provided raises to faculty after they have topped out throughout the promotion process.
- ACF- Representatives of state colleges and universities advisory, HEPC Council and Legislature. Chuck gets insight into how other colleges are functioning.
- Has annual meeting with council.
- Highlighted faculty accomplishments.
- Bill Alderman, Lora Foster, Chuck Puckett and Jeff Yeager are the Academic Academy members.

7. Classified Staff Council Report

Chris Gray presented the Classified Staff Council report to the Board.

8. Board of Governors Tuition and Fees Committee Proposal

MOTION: Sam Stewart moved to approve the recommended Tuition and Fees as presented.

ACTION: Mason "Ed" White seconded the motion. The motion carried

unanimously and Chair Heston declared the motion adopted and the Tuition and Fees approved as presented.

9. Board of Governors Presidential Evaluation Committee Proposal

Chair Heston invited a motion for the Board to enter into Executive Session. Ed White moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to discuss sensitive issues. Bill Alderman seconded the motion that carried unanimously. Chair Heston declared the motion adopted and Board then met in an Executive Session beginning at 7:05 p.m. Following deliberations, Chair Heston moved the Board to rise from Executive Session and reconvene in open session at 7:23 p.m. Ed White seconded the motion which carried unanimously. The Board took no votes nor made any decisions during the Executive Session. Ed White made a motion to table this item until concerns are addressed. David Gresham seconded the motion which carried unanimously.

10. Action Items

10.1 Approval of December 15, 2020 Board meeting minutes

MOTION: Ed White moved to accept the meeting minutes as presented.

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

10.2 Approval to Release Draft Policies for 30 Day Comment

10.2.1 SCP-1002, Office College Spokesperson and Media Releases

10.2.3 SCP-1435, Inclement Weather and Emergency Situation

10.2.3 SCP-2226, Faculty Incentive Pay Program

10.2.4 SCP-2624, Employee Development

**10.2.5 SCP- 2701, Reduction in Work Force Due to Financial Exigency:
Faculty Personnel**

10.2.6 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 for the release of SCP-1002, *Official College Spokesperson and Media Releases*, SCP-1435, *Inclement Weather and Emergency Situations*, SCP-2226, *Faculty Incentive Pay Program*, SCP 2624, *Employee Development*, SCP, 2701, *Reduction in Work Force Due to Financial Exigency: Faculty Personnel*,_SCP 2825, *Salary Administration* 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 February 17, 2021 to March 18, 2021.

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

10.3 Review Comments and Approval of Final Draft Policies

10.3.1 SCP- 2810, *Sabbatical Leave for Full-time Faculty and Instructional Specialists*

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-2810, *Sabbatical Leave for Full Time and Instructional Specialists*, 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.

10.3.2 SCP-5620, *Traffic and Vehicle Speed Flow, and Parking Regulation Policy*

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-5620, *Traffic and Vehicle Speed Flow, and Parking Regulation Policy*, 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.

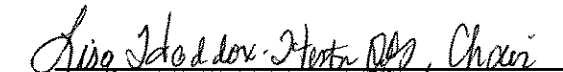
11. Informational Items

11.1 The next regular Board of Governors meeting is scheduled for 6:00p.m.on Tuesday, April 20, 2021.

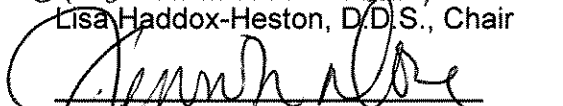
11.2 Hold the Date: Community and Technical College System (CTCS) Institutional Boards of Governors Training: June 10-11, 2021 Stonewall Resort and Conference Center.

12. Adjournment

There being no further business, upon a motion by Bill Alderman and second by Ed White, Chair Heston declared the meeting adjourned at 7:30 p.m.



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



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