

Southern West Virginia Community and Technical College
Board of Governors
Meeting of June 15, 2021
Via Zoom Meeting ID: 961 6876 1283
Dial-in Only: 1-646-876-9923
6:00 p.m.

MINUTES

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

Board Members Absent: Samuel Stewart and Casara Spry

College Staff Present: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Tom Cook, Debbie Dingess, Darrell Taylor, Chuck Puckett, Adrian May, Christopher Gray, Joe Linville, Dr. David Lemmon, Patricia Miller, Bill France, and David Bligh.

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. Classified Staff Annual Presentation:

Patricia Miller, Chair Classified Staff and Christopher Gray presented the Classified Staff Annual Presentation to the Board. Ms. Miller and Mr. Gray presented a power point presentation that included the following information:

- The History of Classified Staff
- Make up of and Election of Classified Staff officers pursuant to WV Code §(1).
- Classified Staff Council if governed by WV Code 18B-6-6, Southern Policy SCP-1091 (Classified Staff Constitution) and Robert's Rules of Order.
- Subcommittees of Classified Staff Council: Hallmark, Professional Development, Website, Legislative, and Southern Samaritans.
- Presented the accomplishments of Classified Staff.

4. Faculty Senate Report

Mr. Chuck Puckett presented to the Board the report from Faculty Senate. Mr. Puckett relayed that the Faculty were excited to begin the new academic year. Faculty are also excited about the new governance structure and getting polices moved along in a more efficient manner. Expressed that faculty were happy to see that committees that were administrative heavy are now truly shared in the new structure. Mr. Puckett informed the Board that Faculty are working on the Self Study for the Higher Learning Commission. Faculty are launching more assessment this year with General Education. General Education will have three levels of assessment: course level, program level, and general education goals and outcomes. Also, Faculty Senate are working on clarifying the promotion packet process.

5. HLC Intuitional Response Update

Mr. Bill Alderman provided a detailed update regarding Comprehensive visit from the Higher Learning Commission on November 14-15 2022. The Assurance System lock date is October 17, 2022. All materials must be submitted by this date to be reviewed by the review team in preparation of their visit. Mr. Alderman also is kept up to date on HLC news updates. Most recently an announcement for the U.S. Department of Education for a Regulatory Alert for Public Hearings on Title IV and Tile IX. Mr. Alderman also reviews the Leaflet provided by the HLC which also provides lots of valuable information. Mr. Alderman was able to revisit, review, and save presentations from the Annual HLC Conference from April 2021. Mr. Alderman shared that he is also virtually attending a new ALO training series this summer that will cover updates and new training resources for ALO's. Darrell Taylor, Chief Student Services officer, provided Mr. Alderman with updates for the Co-Curricular Update which he included in detail in his presentation. Mr. Alderman stated that Student Services continues to collect data on Student Leadership, Tutoring, and Early Alert. He also provided a general outline of the data that Student Services would be monitoring during the summer of 2021. Mr. Alderman covered several areas that will be evaluated and evidence that we can gather from each. Mr. Alderman recapped the Academic Dean's Update. Medical Laboratory Technology received full accreditation, Respiratory Care Technology had a successful virtual site visit with no citations, Surgical Technology received two consecutive years of 100% CST National Certification Commission on Accreditation, Welding AWS accreditation is in progress, CAAHEP/MAERB Accreditation Medical Assisting Self Study Analysis will be submitted this month, and three employees will be attending the CSP Business Program Accreditation Conference to begin the accreditation process for the business programs. Mr. Alderman also recapped the Director of Accreditation and Assessment report to the Board. Reports are coming in sporadically for 202101 term. The Southern Assessment Handbook was targeted for completion by the end of the spring semester, but due to numerous projects, it will be delayed to the end of summer. The next post to SparQ will be August/September 2021. Mr. Alderman reported that the next roundtable work conference with our scholar, mentor, and other teams will be mid-October and most likely in Chicago. Mr. Alderman also provided an update from the Director of Institutional Effectiveness. Stated the Mr. Scott completed the IPEDS spring submission, made progress toward National Student Clearinghouse contract, made progress to Grade Summary report/dashboard, and also submissions to HEPC are underway and Mr. Scott expects to have them submitted by June 30th.

6. President's Report

President Alderman provided the following update to the Board:

- Was happy to be in person and complimented everyone in the college. When the President came she had no data verses lots of information presently. The President and Mr. Alderman will meet and put together a timeline and teams in place to write the standards for the Assurance visit. Is hopeful that this will be completed in time for the College constituents to review.
- Welcomed Dr. Michael Jiles, Dean of Arts and Sciences and Dr. David Lemmon, Dean of Career and Technical Studies.
- Hosted Mingo County Board of Education's Best of the Class ceremony and the Tug Valley Chamber of Commerce on the Williamson Campus. Dr. Lemmon gave a brief update to the Board of the information he provided to the Chamber

regarding plans for the Williamson Campus. His plans include a Lineman School, Patient Care Technician, and Heavy Equipment Operator. Each program will start with no less than twelve students.

- Community Outreach continues. Most recent food distribution was on May 26, 2021 at the old Magic Mart location in Boone County. To date, Southern has provided \$118,080.00 of food to residents of our service district. Hope to continue this outreach in the future.
- Communications are going well. Has hosted Town Hall meetings every month since June. These meetings are voluntary and attendance ranges from eighty to one hundred and twenty participants. Complimented Bill France regarding all the publicity and information that he has gotten out. Encouraged everyone to check out the College's Facebook page and give it a like. Striving to hit the 10,000 likes mark. Mr. France has been able to get The President on First at 4 on WSAZ and will continue.
- Southern has received over five million dollars from the ARP (American Rescue Plan) This has placed the college at over nine million dollars in stimulus funds.
- Hosted induction ceremonies for NSLS, Phi Theta Kappa, and Allied Health and Nursing Ceremonies. Virtual Commencement was held on May 15, 2021 with Governor Jim Justice, Senators Joe Manchin and Shelly Moore Capito, and Chancellor Sarah Armstrong-Tucker as guest speakers.
- Registration for Fall 2021 is underway. Student Services developed a strategic approach to recruitment of first-time students. Also, Faculty have been hired to work with Student Services via SS Connect to advise and register students.
- Early College Academy expanding to Lincoln and Mingo Counties this fall.
- Reorganization is continuing to be refined. Mr. Sam Litteral, CFO resigned June 1, 2021. The position has been posted and interviews will be conducted later month.
- The Governance Structure for 2021-2023 is complete. The new structure has three committees as opposed to the ten committees under the old structure. This fulfills a mandate from HLC.
- Rebranding Southern to coincide with the 50th Anniversary. Hope to have this in place for the Fall.
- The Foundation has several events planned and a black-tie event in April honoring George and Elizabeth Kostas.
- Student Services held a Student Services Summit and it went very well.
- President's Cabinet held an onsite retreat to develop plans for the next year.
- Big announcement to make in September.

7. Financial Report

Adrian May presented the Financial Report to the Board. Explained how report is generated. Mr. May went over in detail restricted and unrestricted budgets. Provided Fund balances for CRSSA, CARES, and ARP.

7.1 Awarding Undergraduate Tuition and Fee Waivers Report.

In total, Southern waived \$214,477.00 of tuition for our students. The biggest portion waived were those who demonstrated financial need and also academic ability. Mr. May thanked those in Student Services and financial aid for creating the report.

8. CRSSA Funds

Mr. May presented the COVID Relief Funds analysis to the Board. Southern received the CARES ACT in May 2020, CRSSA Funds in January 2021, and ARP in May 2021. Southern received \$1.5 million dollars in the CARES Act Funds and that money has been spent. \$115,000 remaining in the CRSSA student portion, all of ARP Student portion has yet to be spent in the amount of \$2,703,892.00. Institutional portion of CARES CRSSA and ARP funds remaining is \$3,0062, 492.78. Government is very strict on how money is to be spent. The institution has one year from the award date to spend out each award.

9. Action Items

9.1 Approval of Minutes

9.1.1 Approval of February 16, 2021 Board Meeting Minutes
February 16, 2021 minutes will be approved at a special meeting.

9.1.2 Approval of April 20, 2021 Board Meeting Minutes

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

ACTION: Bud Baldwin seconded the motion. Pat J. White abstained from the vote because he was absent at that meeting. The motion carried unanimously. Chair Heston declared the motion adopted and the minutes approved.

9.2 Approval of Employee Handbook

MOTION: Janice Olive made a motion to approve the Employee Handbook as presented.

ACTION: Pat J. White seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the Employee Handbook approved.

9.3 BOG Nomination Committee

Chair Heston appointed the following Board members to serve on the Board of Governors Nomination Committee: David Gresham, Pat J. White, Samuel Stewart, and Bill Alderman. The committee can meet via phone or zoom. BOG Committee nominations must be made by June 30th.

9.4 Approval of Release Draft Policies for 30 Day Comment Period.

9.4.1 SCP-1001 *Records Retention*

9.4.2 SCP-4151 *Regarding the College Catalog as Academic Stands and Expectations of Students*

9.4.3 SCP-1010 *Use of Alcoholic Beverages on Campus*

9.4.4 SCP-XXXX *Progressive Discipline*

9.4.5 SCP-2375 *Home Campus Assignment and Campus Requirement for Faculty.*

9.4.6 SCP-2360 *Holidays*

9.4.7 SCP-2000 *Elimination of Faculty Positions Due to Program Reduction or Elimination.*

MOTION: Pat J. White 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-1001 *Records Retention*, SCP-4151 *Regarding the College Catalog as Academic Standards and Expectations of Students*, SCP-1010 *Use of Alcoholic Beverages on Campus*, SCP-XXXX *Progressive Discipline*, SCP-2375 *Home Campus Assignment and Campus Requirement for Faculty*, SCP-2360 *Holidays* SCP-2000 *Elimination of Faculty Positions Due to Program Reduction or Elimination* 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 July 7, 2021 to August 5, 2021.

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

9.5 Review of Comments and Approval of Final Draft Policies

9.5.1 SCP-2006, *Employee Leave*

MOTION: Dr. 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-2006, *Employee Leave*, 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.

9.5.2 SCP- 2202, *Personnel Assessment Philosophy and Practice Statement*

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-2202, *Personnel Assessment Philosophy and Practice Statement*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

ACTION: Dr. Ed White seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the policy approved.

9.5.3 SCP-2234, *Work Schedules*

MOTION: Pat J. 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-2234, *Work Schedules*, 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

9.5.4 SCP-2580, *Part Time Employees: Classified Staff and Adjunct Faculty*

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-2580, *Part Time Employees: Classified Staff and Adjunct Faculty*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

ACTION: Dr. Ed White seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the policy approved.

9.5.5 SCP-2593, *Payments to Employees for Contracted Services (Other Than Regular Employment)*

MOTION: Pat J. 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-2593, *Payments to Employees for Contracted Services (Other Than Regular Employment)*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

ACTION: Bud Baldwin seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the policy approved.

9.5.6 SCP- 2700, *Reduction in Workforce, Classified Personnel*

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-2700, *Reduction in Workforce, Classified Personnel*, 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.

9.5.7 SCP-5830, *Use of Southern West Virginia Community and Technical College Vehicles*.

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-5830, *Use of Southern West Virginia Community And Technical College Vehicles*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

ACTION: Pat J. White seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the policy approved.

10. Possible New Programs

10.1 LPN To RN Program

Dr. Ed White discussed the possibility of having an LPN to RN program. Dr. White has heard conversation in the community and thought our college is equipped to handle this. Southern currently accepts LPN's and they receive credit for Fundamentals of Nursing and they would only have to do certain segments of the health assessment. Currently the Board of Nursing requires you to have a new program for an LPN to RN Program. To do that, Southern would have to apply to the Board of Nursing for an LPN to RN Bridge Program, would have to obtain separate faculty for that program, and seek approval from the Board of Nursing. Southern already gives credit for LPN which is more than most colleges currently offer. Only a college or University can offer an LPN to RN Bridge program. You can not be a proprietary school.

10.2 Hospitality Program

There is a lot of talk at the Chamber of Commerce regarding hospitality programs. Southern is looking at this through Workforce. Lots of options through Workforce Development. Could possibly do culinary arts and other programs. Southern is working on programs in this area.

10.3 Cosmetology Program

Will be doing a needs assessment. Would like to have this program again. Cosmetology had a waiting list of students. Will be looking at that over the next academic year.

Looking to see which campus to house the program and do we have the infrastructure the campus identified.

Pat J. White informed the Board that the Board of Education will be hiring teaching assistants. These teacher assistants will help students who have fallen behind due to virtual learning. Mr. White asked if President Alderman if she would meet with Superintendents about offering a program. Teacher assistant jobs were posted and received sixty applicants. We have a one-year para professional certificate program that would work well with this need. President Alderman discussed the ways in which this program can be offered.

11. Discussion Items

11.1 Governance System Restructure

Have worked on Governance Structure over the past year with Faculty, Classified Staff, and employees it is ready to go. Working Dr. Human, Chief Academic Officer, and Darrell Taylor, Chief Student Services Officer making sure that the same people are not serving on multiple committees. Will not have heavy administration on committees as in the past. Hope to have the new handbook out after July 1, 2021.

11.2 Possible Executive Session

Executive Session was not needed at this time.

11.3 Power Sports Update

This program has been taught out. This program was at the Boone campus, which may not have been the best campus for this program. Looking to possibly move to Williamson Campus and possible tap into the advance welding aspect as modifications, fabrication, and design. Possible five stackable certifications.

11.4 Board of Governor's Retreat

Looking at a possible mid-September date. Chair Heston has looked a couple of venues, Stonewall, Glade Springs, and Twin Falls, or possibly the cabins in Logan. Would like to have a survey with dates and locations.

12. Informational Items

12.1 Department of Highways Bridge Project

Joe Linville presented to the Board the Department of Highway Bridge project. The bridge will require extensive work. The work will involve property owned by the college. Since the BOG are the owners of the property Mr. Linville felt this needed to be presented. We have a right of way issue. Once the work begins the right of way needs to be extended. Gary Doss lives on the property in a 1970's trailer on the parking lot and is a former employee. Mr. Doss is aware of the situation. College provides the utilities and trailer in exchange the college has someone on the property after hours. The trailer will have to be moved to accommodate the right of way. Department of Highways will offer Mr. Doss moving expenses. The Department of Highways would like to settle up with the college in the amount of \$39,800.00 for the expanded right away. We currently have no timeline. Need to discuss giving Chair Heston the right to sign documents.

Motion: Janie Olive made a motion to allow chairman to sign department of highways documents

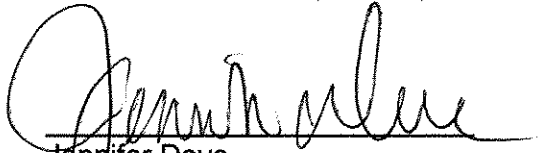
Action : Bill Alderman seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and approved.

12.2 Next regular meeting of the Board of Governors is scheduled for 6:00 p.m. Tuesday, August 17, 2021.

13. Adjournment

There being no further business, upon a motion by Bill Alderman and second by Janice Olive, Chair Heston declared the meeting adjourned at 8:43 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.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF June 15, 2021**

ITEM: Approval to Sign Department of Highway Documents

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve Chair Heston to sign documents related to the Department of Highways Bridge Project on the Logan Campus.

STAFF MEMBER: Dr. Pamela Alderman, President

BACKGROUND:

At its June 15, 2021 Joe Linville discussed the Department of Highways Bridge Project. The Department of Highways will be doing work to a bridge that runs over the back-parking lot of Building A at the Logan Campus. The Department of Highways will need to expand their right of way. The Department of Highways will also purchase the trailer on the parking lot. Southern West Virginia Community and Technical College Board of Governors agree to allow Chair Heston sign any documents related to this project.