

Southern West Virginia Community and Technical College
Board of Governors
Meeting of October 20, 2020
6:00 p.m.
Via Zoom Meeting ID: 960 6370 2303
Dial-in Only: 1-646-876-9923

OFFICIAL MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Eddie J. Canterbury, Secretary; Stephanie Abraham, Bill Alderman, Janice Olive, Samuel Stewart, Dianna Toler, Pat J. White

Board Members Absent: J. Chris Adkins, Casara Spry, Mason 'Ed' White, Vice Chair

College Staff Present: President Pamela Alderman, Emma Baisden, Recorder; Tom Cook, David Lord, Rita Roberson, Darrell Taylor, Russell Saunders, Tim Ooten, Patricia Miller, Charles Puckett, Chris Gray, Allyn Sue Barker, Guy Lowes, Tracey Human

1. Call to Order

Board of Governors Chair, Dr. Lisa Haddox-Heston, declared a quorum present and convened the meeting at 6:02 p.m.

2. Introduction of Vice President for Academic Affairs

President Alderman introduced Dr. Tracey Human, Vice President for Academic Affairs, to members of the Board.

Dr. Tracey (Tony) Human began his tenure at Southern as the Vice President for Academic Affairs on September 14, 2020. Dr. Human comes to us from Edison State Community College in Piqua, OH where he served as the Dean of Professional and Technical Programs after retiring from the United States Military. At Edison State he oversaw 30 academic departments, 48 degree and certification programs, 46 full-time staff and faculty, and 124 adjunct faculty. During his tenure at Edison, Dr. Human was selected by the Ohio Department of Higher Education to represent all Ohio community colleges for a research project lead by the RAND Corporation examining stackable credentials. Some of his key contributions at Edison State include the development of six (6) new degree and 11 new certificate programs, increasing offerings by 25%; Management of a budget totaling \$594K+ across 24 accounts, maintaining a three-year budget neutrality; Opening a Health Science remote campus; Collaborating with the faculty to develop current curricula, including identifying future trends to provide valuable and applicable programs that better serve students and increase enrolment; and Directing the state's only Science, Technology, Engineering, Math, and Medical (STEMM) program for high school women. Dr. Human holds an Associate of Science from the Community College of the Air Force; a Bachelor of Arts from Excelsior College; a Master of Arts in Education / Higher Education Administration from Ashford University, and a Doctor of Education in Leadership and Management from Capella University. Dr. Human, his wife Theresa, and their two sons, Garrett and Austin, reside at Foster, WV.

3. 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.

4. Technology Services Unit Report

Mr. Tom Cook, Chief Information Officer, provided an overview of the Office of Information Technology Annual Report which was submitted to the Board (Addendum 1). During the past year, some of the institution's systems were upgraded to newer technologies and several capabilities were added that will help students, faculty, and staff. Southern has been fortunate over the past several months to be the recipient of CARES Act funding which was utilized to upgrade some of our classroom technology, replace 120 laptops for student use in classrooms, implement a loaner farm of approximately 50 laptops for students, and also replace many faculty laptops which provided the technology for remote instruction.

Technology Services installed exterior wireless access points at each of Southern's four campus locations, and provided a Wireless Hotspot Map with highlighted areas to students showing where wireless access is available. Through Governor Justice's "Kids Connect" initiative, over the past couple of months additional wireless access points were installed at the Logan, Williamson, and Wyoming campuses to allow high school students to connect to the K-12 network from Southern's parking lots. Since our Boone-Lincoln Campus and Lincoln Location are attached to K-12 facilities, no "Kids Connect" access points were needed at those locations. Mr. Cook reviewed his 2020-2021 departmental goals with Board members and reported that the network security project will be a huge undertaking.

5. Emergency Preparedness and Safety Report

Mr. David Lord, Director of Safety and Campus Operations, presented the annual Emergency Preparedness and Safety Report to the Board (Addendum 2). Since Mr. Lord's last presentation, the institution has been confronted with unprecedented challenges resulting from the COVID-19 pandemic. The Crisis Management Team developed a Pandemic Plan which has been incorporated into the Institutional Emergency Plan, and used by administration as a resource guide. Current priorities include working with the Chief Information Officer to reinstitute the college's telephone paging system and testing of the Southern ALERT System as the institution moves forward toward offering face-to-face classes in Spring 2021; working with Rita Roberson, Executive Director for Institutional Advancement and Marketing, on the "See Something, Say Something" campaign; and to work closely with the Directors of Campus Operations to prepare campuses and the Crisis Management Teams for emergencies.

6. HLC Institutional Response Update

Mr. Bill Alderman, Accreditation Liaison Officer, informed Board members that an Institutional Response to the HLC Institutional Actions Council findings from the August 11, 2020 hearing was submitted, along with the 2019 Financial Audit, on September 4, 2020. The HLC Board of Trustees will meet in early November to render a decision regarding the institution's accreditation status. At the request of the HLC, Mr. Alderman has submitted

two fall dates and two spring dates for Southern's 2022-2023 comprehensive visit.

7. President's Report

7.1 Community Outreach

- The eighth annual Michael J. McGraw Memorial Golf Classic was held on Thursday, October 1, 2020 at Twin Falls State Park. Seventeen teams participated in the golf tournament. All funds raised will be used for scholarships for Wyoming County students.
- On August 7, 2020, President Alderman met with Dr. Steve Wilson, President of Parks and Recreation and Mr. Jarrod Dean, Director of Parks and Recreation, at the Williamson Campus. The purpose of the meeting was to become acquainted and to establish projects that the College and the Williamson Parks and Recreation could collaborate on in the future.
- On Thursday, August 13, 2020, President Alderman and Mr. Perry Jobe, Director of Williamson Campus Operations, met with Mr. Charlie Hatfield, Mayor of Williamson. The group discussed mutual collaboration and opportunities for the College and the City of Williamson.
- Partnership meetings have occurred on the Williamson Campus with Dr. Beckett and Wes Wilson, Executive Director Tug Valley Area Convention and Visitors Bureau.
- The Fall 2020 full-time student enrollment is up 5.24%. This is the largest increase in fall enrollment in more than ten years. Southern is an anomaly across community colleges in West Virginia. The majority of our peers have seen a significant decline in enrollment due to COVID-19. Southern's increase in enrollment is a direct result of methodical, planned registration strategies. Everyone worked together to increase enrollment at the college. Enrollment in Southern's Early College Academy, a partnership with Logan County Schools, had more than doubled. Dual Credit enrollment also continues to see an increase.
- Spring 2021 registration begins November 4. Plans are to offer classes face-to-face for Spring.
- Mr. Doug Kennedy has moved from the Director of Human Resources into the position of Director of Williamson Campus Operations. He will continue to assist with Human Resources until the position is filled. Several positions have been advertised: Executive Director of Student Services, Grants Coordinator, Program Assistant I, Accountant, Network Manager, and Nursing Instructor.

- Thanksgiving break for the faculty and students is November 22-29, 2020. The College will be closed November 25 - 29 for the Thanksgiving holiday.
- Final exam week is December 7-10, 2020.

8. Faculty Senate Report

Faculty Senate Chair, Mr. Charles (Chuck) Puckett, shared that the Faculty Senate has been looking at the reorganization of Academic Affairs. They are contemplating retaining a system of Deans, Coordinators, and Lead Faculty. The Lead Faculty would be a person who does not deal with external accrediting agencies. Other topics being discussed include the reorganization of the Institutional Governance System, review of the Faculty Senate Constitution, and development of a faculty longevity policy. Mr. Puckett also serves as Southern's representative on the statewide Advisory Council of Faculty (ACF).

9. Classified Staff Council Report

Ms. Patricia Miller, Classified Staff Council Chair, reported that the Staff Council is reviewing the Employee Handbook, development of a progressive discipline policy to provide a framework that the college can build upon toward completion, and recently updated its website to include college forms.

10. Discussion Items:

10.1 Marketing Strategies

Marketing strategy suggestions include: Looking at what competitors might be doing that Southern is not; Coordination of marketing strategies with the institution's academic calendar; Look at feasibility of different types of college class offerings and explore that as a marketing tool, i.e., such as Track 12; Fifty (50) great faculty integrated with Southern's 50th anniversary celebration; Providing virtual tours of Southern and positive social media posts.

10.2 Fundraising

President Alderman informed the group that fundraising is difficult to do at the present time because of the COVID-19 pandemic. Executive Director for Institutional Advancement, Rita Roberson, informed the group that the only fundraising event that she has been able to hold this year is the golf classic for scholarships that President Alderman discussed during her report. Southern will participate in the online national day of giving event on December 1, 2020. Giving Tuesday is held annually on the first Tuesday following Thanksgiving. Mrs. Roberson will have a representative on the larger campuses to receive in-person contributions. Chair Heston invited all Board members to brainstorm about how to obtain the current mailing address of Southern's Allied Health graduates. Dr. Alderman announced that she plans to kickoff a new fundraising campaign early in 2021.

11. Action Items:

11.1 Request for Approval of August 18, 2020 Board Meeting Minutes

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

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

11.2 Request for Approval of August 27, 2020 Special Board Meeting Minutes

MOTION: Janice Olive moved to accept the meeting minutes as presented.

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

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

11.3.1 SCP-1500, *Philosophy, Vision and Mission of Southern WV Community and Technical College*

MOTION: Stephanie Abraham 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-1500, *Philosophy, Vision and Mission of Southern West Virginia Community and Technical College*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for a 30-day period.

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

11.3.2 SCP-1750, *Tobacco and Smoke-free Campus Policy*

MOTION: Samuel 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-1750, *Tobacco and Smoke-free Campus Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for a 30-day period on proposed changes.

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

11.3.3 SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*

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 distribution of SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for a 30-day period on proposed changes.

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

11.3.4 SCP-8601, *Emergency Presidential Succession Plan*

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-8601, *Emergency Presidential Succession Plan*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for a 30-day period.

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

11.4 Review of Comments and Approval to Release Draft Policies for Additional 30-day Comment Period

11.4.1 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 for the distribution of SCP-1160, *Diversity Philosophy*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for an additional 30-day period on proposed changes.

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

11.4.2 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: Samuel 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 distribution of SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, and SCP-1400.A, *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Groups*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for an additional 30-day period on proposed changes.

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

11.4.3 SCP-4800, Service Animals on Campus

MOTION: Samuel 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 distribution of SCP-4800, *Service Animals on Campus*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for an additional 30-day period on proposed changes.

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

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

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 distribution of SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for an additional 30-day period on proposed changes.

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

11.5 Review of Comments and Approval of Final Draft Policies

11.5.1 SCP-1375, Reports of Incidents/Accidents and Forms

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 modifications to SCP-1375, *Reports of Accidents/Incidents*, and Forms SCP-1375.A, SCP-1375.B, and SCP-1375.C, and submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

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

11.5.2 SCP-4233, *The Dean's List of Students; Graduation with Honors Status*

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modifications to SCP-4233, *The Dean's List of Students; Graduation with Honors*, and 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.

11.5.3 SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*

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 modifications to SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*, and 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.

11.5.4 SCP-5050, *Assessment, Payment, and Refund of Tuition and Fees*

MOTION: Stephanie Abraham moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modifications to SCP-5050, *Assessment, Payment, and Refund of Tuition and Fees*, and its submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

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

11.5.5 SCP-5066, Third-Party Tuition and Fee Waivers and Form, SCP-5066.A

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modifications to SCP-5066, *Third-party Tuition and Fee Waivers* and Form SCP-5066.A, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

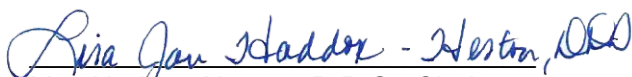
ACTION: Janice Olive seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

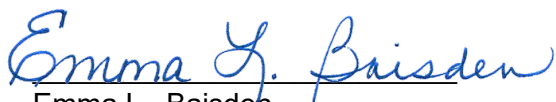
12. Informational Item:

12.1 The next regular Board of Governors meeting is scheduled for 6:00 p.m. on Tuesday, December 15, 2020.

13. Adjournment

There being no further business, upon a motion by Eddie Joe Canterbury and second by Stephanie Abraham, Chair Heston declared the meeting adjourned at 7:44 p.m.


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


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

OFFICIAL
Approved 12/15/2020

*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.