



Southern West Virginia Community and Technical College
Board of Governors
Special Meeting of January 14, 2025,
6:00 p.m.
100 College Drive, Building C, Room 428
Logan, West Virginia, and Zoom

To Join Via Zoom:

https://zoom.us/j/96470448617?pwd=RrpLsehIs1HfC8b4oPH7ttxfITbjuG.1

Meeting ID: 964 7044 8617
Passcode: 317063
Dial In: 1 646 876 9923

Mission: Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.

AGENDA

- 1. Roll Call, Verification of Quorum, and Call to Order ..... Ms. Shawn Cline- Riggins, Board Vice Chair
2. Oath of Office ..... Mr. Joe Linville Chief Facilities Management Officer
3. Information Items
3.1 HLC Current Standing and History ..... Dr. Lisa Haddox-Heston Dean of Allied Health and Nursing
4. \*Action Items ..... Vice Chair Riggins
4.1 \*Approval of November 21, 2024, Special Board of Governors Meeting ..... 3
4.2 \*Approval of December 17, 2024, Board of Governors Meeting..... 5
5. Discussion Items
5.1 Succession Plan ..... Vice Chair Riggins
5.2 Policies and Procedures..... Vice Chair Riggins
5.3 BOG and Cabinet Training..... Vice Chair Riggins
5.4 Additional BOG Meetings Beginning in January..... Vice Chair Riggins
5.5 Informing Board of College Activities/Events..... Vice Chair Riggins
5.6 BOG Members and FOIA ..... Vice Chair Riggins
5.7 BOG Officer Election ..... Vice Chair Riggins
5.8 Upcoming Events ..... President Pamela L. Alderman
5. \*\*Executive Session under Authority of WV Code §6-9
4.1 President and Cabinet performance, adherence to ethics, policy and law ....Dr. David Lemmon

6. Adjournment ..... Vice Chair Riggins

\*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 November 21, 2024  
100 College Drive, Logan, WV  
Logan Campus, Building C, Room 428  
Via Zoom 5:00 p.m.**

**Join Zoom Meeting:**

<https://zoom.us/j/91843050220?pwd=4WihhGUWTyCZJBLyFfoeriKiaiob6.1>

**Meeting ID:** 918 4305 0220  
**Dial-in:** 1-646-876-9923

### MINUTES

**Board Members Present:** Bud Baldwin, Chair; Shawn Cline-Riggins, Vice-Chair, George Nisbet, Secretary, Sam Stewart, Chris Gray, Chris Ward, Sydney Brown, David Gresham, David Lemmon, Jarrod Fletcher, and Kristi Perkins

**Board Members Absent:** Josh Stowers

**Guests:** None

#### 1. Call to Order

Board of Governors Chair, Mr. Robert Baldwin, declared a quorum present and convened the meeting at 5:00 p.m.

#### 2. Implementation of Presidential Succession Plan

**MOTION:** David Lemmon made a motion to object to the Implementation of Presidential Succession plan.

**ACTION:** Jarrod Fletcher seconded the motion

David Lemmon moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to Discuss Personnel Matters. Jarrod Fletcher seconded the motion that carried unanimously. Chair Baldwin declared the motion adopted and the Board then met in an Executive Session at 5:05 p.m. Following deliberations, Jarrod Fletcher moved that the Board rise from Executive Session and reconvene in open session. David Lemmon seconded the motion which was carried unanimously.

The Board took no votes nor made any decisions during the Executive Session.

**MOTION:** David Gresham made a Motion to appoint Mr. Darrell Taylor as Acting President.

**ACTION:** Shawn Cline-Riggins seconded the motion. The motion was carried unanimously, and Chair Baldwin declared the motion adopted.

**3. Compensation for Acting President**

Chair Baldwin asked for a motion to approve compensation for acting President in the amount of \$148,000.00 (annually) that will be prorated during time served as Acting President. Shawn Cline- Riggins made the motion. The motion carried unanimously, and Chair Baldwin declared the motion adopted.

**4. Adjournment**

There being no further business, Chair Baldwin declared the meeting adjourned.

---

Robert Baldwin, Chair

---

Jennifer Dove  
Executive Assistant to the President  
and Board of Governors



**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of December 17, 2024  
100 College Drive, Logan, WV  
Logan Campus, Building C, Room 428  
Via Zoom  
6:00 p.m.**

**Join Zoom Meeting:**

<https://zoom.us/j/98756998061?pwd=vXhF2JCqsEM8Hib7NA6pi500asYBSw.1>

**Meeting ID: 987 5699 8061**

**Dial-in: 1-646-876-9923**

## MINUTES

**Board Members Present:** Shawn Cline-Riggins, Vice-Chair, George Nisbet, Secretary, Cody Reynolds, Chris Gray, Chris Ward, David Gresham, David Lemmon, Jarrod Fletcher, Brent Tomblin, Sydney Brown, and Kristi Perkins

**Board Members Absent:** None

**Also Attending:** President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Velva Pennington, Chief Finance Officer, Joe Linville, Chief Facilities Management Officer, Debbie Dingess, Chief Human Resources Officer, Tom Cook, Chief Information Officer, Stacy Dingess, Chief External Affairs Officer; and Darrell Taylor, Chief Student Services Officer

**Guests:** Kelly Shaffer, and Kristin Moody, Suttle and Stalnaker

### 1. Roll Call, Verification of Quorum, Vice Chair Comments, and Call to Order

Board of Governors Vice Chair, Ms. Shawn Cline-Riggins, declared a quorum present and convened the meeting at 6:00 p.m. Vice Chair Riggins made comments to the Board as whole asking that everyone be respectful during the meeting and act with decorum. Vice Chair Riggins informed the Board that a training will be scheduled in the future that all are to attend per the Chancellor of the West Virginia Higher Education Policy Commission. She also reminded everyone about the Lunch and Learns that are available and count towards training hours. Vice Chair Riggins announced that Josh Stowers has resigned his position on the Board.

### 2. Oath of Office

Mr. Joe Linville, Chief Facilities Management Officer, and Public Notary administered the *Oath of Office* to Brent Tomblin and Dr. Cody Reynolds.

### 3. Presentation of FY 2021 Financial Audit.

### 3.1 Independent Auditors Report

Ms. Kelly Shaffer from Suttle and Stalnaker presented the Financial Audit to the Board. Two separate reports are issued as part of the audit: Financial Audits and Report to the Board of Governors. Ms. Shafer presented the Board with some slides that provided the following information:

- Financial Statements and what is included in the statements. Ms. Shafer pointed out most of the financial statement documents are prepared by management. Suttle and Stalnaker issue two reports on the finance statements, one at the beginning of the document and one at the end.
- The first report contains the Auditors' Report with contains the Auditors' Opinion. Southern received an unmodified opinion on their audit, which is the best opinion to receive. Ms. Shafer pointed out that this is what you are looking for in terms of overall results of the audit.
- Second report on internal control over financial reporting and compliance. This was included in the back of the financial statements. This report stated that there was no compliance issues identified during the audit. One internal control item was noted. Ms. Shafer explained this in the required communications.
- Provided slides that showed the financial results of the year that is the condensed schedule of net position or the balance sheet. Ms. Shafer explained that this is a summary of the financial results for the year compared to the prior year. Ms. Shafer highlighted the following: Total assets on June 30, 2024, were 40 million, which was up slightly compared to the prior year. Cash balances were up at the end of the year. The increase in cash was offset by a slight decrease in fixed assets based on normal depreciation during the year.
- Deferred outflows of resources related to pension and OPEB obligations were \$212,000.00
- Total Liabilities for the year were \$3.7 million, which was very consistent between the two years.
- Deferred inflows of resources related to OPEB was \$408,000. 00.
- Total net position for the year was \$36 million.
- Two-year Condensed Schedule of Revenue, Expenses and Changes in net Position comparison showed that total operating revenues for 2024 were under \$6 million which was a slight decrease. This was due to a slight decrease in tuition and revenue accompanied by a decrease in State Grant revenue. These decreases were offset by increases in Federal Grant revenue and miscellaneous revenues.
- Operating expenses were \$19 million, which is a decrease of approximately \$800,000 compared to the previous year. This was mainly due to decreases and supplies and other expenses from the HERF funding that colleges had received for the last couple of years from COVID money. That funding went away at the end of 2023, which lead to the expenses it was spent on decreasing during the year.
- Non-reporting revenues were \$ 3. 9 million, up slightly from the previous year due to increases in state appropriations received.
- Payments on behalf of the college were \$111,000.00 that resulted in a total increase in that position for the year, \$559.000.00.
- Reviewed the required communication that is part of the report to the Board of Governors. Standard communications that Suttle and Stalnaker are required to make to the Board. At the conclusion of the audit it covers, responsibilities of Suttle and Stalnaker to perform the audit under their professional standards, adoption of any new accounting policies during the year. Review of significant

estimates that go into preparing financial statements and financial statement disclosures. Ms. Shafer noted that no difficulties were encountered during the audit. Audit adjustments related to capital assets and classification of some revenue and expense balances. Ms. Shafer reported no disagreements with management, or any other consultations with other accountants during the audit

- A letter was included to communicate a deficiency in the internal control item mentioned previously. This is related to financial reporting. A similar comment was noted in the previous audit due to the number of audit adjustments that were required. Recommend that management review policies and procedures regarding financial reporting for adequacy and for any enhancements that could be made. Ms. Shafer noted that Ms. Pennington and her staff are in the process of looking into that. A few minor comments regarding reviewing capital asset reconciliations, unearned revenue related to grants, review service organization control reports for significant IT applications.
- Unrestricted Net Position increased over the last five years and expenses stay relatively flat and even decrease a little bit over the last couple of years. Ms. Shafer noted that we are trending in the right direction. She noted that is what you want to see, that you are controlling expenses and continue to build reserves.

#### **4. Classified Staff Report**

Ms. Maynard had no report at this time.

#### **5. Faculty Senate Report**

Mr. Matt Mayo had no report at this time.

#### **6. Finance Report**

Ms. Velva Pennington gave the following Finance Report to the Board:

- Southern has collected \$1,573,075.00 in tuition and fee revenues, which is approximately 33% of the 2025 tuition and fees budget.
- Increase in other operating revenue due to the sale of the Wyoming Campus. \$1,092,500.00 was collected from the sale of that property.
- It costs the college \$34,416.18 per day to operate.
- Southern currently has 368 days of operation cash on hand.
- Revenue is down because Level-up funding of \$225,775.00 had not been collected along with earmark funding of \$144,225.00, and college transition money of \$2,625.00. This totals \$401,625.00.
- WV Higher Education grant of \$438,912.00 had not been moved into the tuition and fees account. This totals approximately \$800,000.00 that has not been accounted for yet.

Dr. David Lemmon moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A. Jarrod Fletcher seconded the motion. All in favor four all opposed five. Vice Chair Riggins declared the motion not adopted and the Board did not enter Executive Session

Dr. Lemmon asked to discuss the President's vehicle. President Alderman explained that she was advised by Chancellor and the Chief Counsel that this issue would be a personnel issue that would be discussed in Executive Session.

Dr. Lemmon asked the costs of the West Virginia Wonder Woman and the PBS Viewpoint documentary. President Alderman advised that she had all that information to present in her report.

## 7. Presidents Report

President Alderman provided the following report to the Board:

- Enrollment is up by 2.4% in Full Time Equivalency and 8.6% in headcount. Sixth straight semester of increased enrollment. President Alderman thanked everyone for their continued hard work.
- Second Governance Day was held on November 8<sup>th</sup> on the Logan campus.
- Closed on the sale of the Wyoming property on October 16, 2024. Classroom and office space is being provided free of charge until construction begins on the building. This could be a couple of years. We are still looking for available spaces in the meantime.
- Lineman Graduation was held on October 26, 2024, on the Williamson campus.
- Commencement was held on December 7<sup>th</sup>, 2024, on the Logan Campus. President Alderman thanked, Butch Nisbet, Chris Ward, Chris Gray, and Kristi Perkins for attending. Elizabeth Manuel was the guest speaker, and she did a wonderful job. We had 34 graduates to march. 114 duplicate degrees were awarded, 51 certificates, 63 associate degrees, and 19 ECA students graduated. President Alderman was very pleased with the numbers.
- Memorandum of Understanding (MOU) signing with University of Charleston was held on October 30<sup>th</sup>.
- Surgical Technology program had their ARC/STSA accreditation site visit on November 4<sup>th</sup>. This visit was initially scheduled for two days; however, the visit went well and only one day was needed. President Alderman thanked Misha Herndon and Meloney McRoberts for their hard work preparing for this visit.
- Attended Community Colleges of Appalachia Conference on November 6<sup>th</sup>.
- WVU and Southern signed a new Degree Up program on November 13, 2024. Students who attend Southern and plan to go on to WVU will be automatically admitted.
- West Virginia Office of Emergency Medical Services had an inspection of the Paramedic program on November 14<sup>th</sup>. That went very well.
- Attended the Leadership Logan graduation ceremony on November 14<sup>th</sup>.
- President Alderman attended a funding announcement for small hospitals across the state at Boone Memorial Hospital on December 10, 2024.
- Attended Logan County Chamber of Commerce brunch on December 10, 2024.
- President Alderman also shared a list of the various regular and board meetings attended since the last Board meeting.
- President Alderman also was asked to judge Madison community Christmas tree competition held by Boone Memorial Hospital on December 13<sup>th</sup>.
- President Alderman stated that she is working to get Board training with Association of Community College Trustees (ACCT) as soon as possible.
- Will be vacating the Boone Campus on January 17, 2025. Have been looking at many spaces in Madison. Boone Memorial Hospital (David Gresham and Virgil Underwood) have been great to share spaces they are aware of.
- President Alderman has been appointed to three new boards: Logan Healthcare Foundation, Logan Medical Foundation, and Logan Regional Medical Center. All begin immediately.
- President Alderman provided an update on HLC. Southern completed the HLC Assessment Academy with glowing remarks. President Alderman reminded the



Board that this is the first time that Southern has had a clean bill of health from HLC, no reports, nor deficiencies.

- Bill Alderman has been selected as a site visitor and peer reviewer for HLC. Mr. Alderman makes the second peer reviewer from our institution. Regia Bias is also a peer reviewer. Missy Kirk has also completed training to become an ACEN Peer reviewer.
- Two complaints were filed with HLC. The complaints were on 1.C.2, 2.C.1 through 5, 3.2.A.1, 3.2.B.1, 3.2.E.2 and 5A 1 and 2. President Alderman noted that there were no findings by the HLC on any of those complaints.
- HLC will look into criterion 2.2.A, which states the institution establishes and follows policies and procedures, fair and ethical on the part of its governing boards, administration, faculty and staff. President Alderman stated that in 2019/2020 Southern was cited because of the governing board “getting into the weeds” President Alderman stated this is an overview and that it may take several months to be completed. Once findings are available they will be provided to the Board.
- Southern was nominated for the West Virginia Division of the 2024 Broadway World award for Southern’s production of the Wizard of Oz and noted all the different categories.
- Southern was named Goodwill’s 2024 Community Partner of the Year. Will be honored at a dinner in April.
- President Alderman asked Stacy Dingess to provide a brief update to the Board from the Foundation. Foundation has received new pledges, gifts, and receipts from October 1<sup>st</sup> to today in the amount of \$202,133.00. Foundation portfolio fair market value as of December 1<sup>st</sup> is \$4,917,000. 00. Deposits in local banks total \$248,500.00 which brings the total amount of deposits \$5,165,828.00. That is the highest it has been since before the pandemic. Foundation is up \$1.1 million dollars since the beginning of the year.
- President Alderman addressed questions regarding PBS Viewpoint, West Virginia Wonder Woman, and the Boone campus HVAC units.
- President Alderman went over upcoming events. Christmas break December 19, 2024, to January 6, 2025, final week of registration January 6<sup>th</sup> -13<sup>th</sup>, Spring semester begins January 13<sup>th</sup>, next Lineman program begins January 13<sup>th</sup>, the College is closed on MLK day January 20<sup>th</sup>, and the next Governance Day is February 7, 2025.

## **8. Action Items**

### **8.1 Approval of August 20, 2024, Board Meeting Minutes**

**MOTION:** Chris Ward moved to approve the August 20, 2024, meeting minutes.

**ACTION:** Chris Gray seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

### **8.2 Approval of October 15, 2024, Board Meeting Minutes**

**MOTION:** George Nisbet moved to approve the October 15, 2024, meeting minutes.

**ACTION:** Kristi Perkins seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

### **8.3 Request for Approval to Release Policy for Additional 30-Day Comment Period**

#### **8.3.1 SAM-2024.1, *Faculty Handbook***

**MOTION:** Dr. Lemmon moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SAM-2024.1, *Faculty Handbook*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period

**ACTION:** Chris Gray seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

#### **8.3.2 SCP-1091, *Classified Staff Constitution***

**MOTION:** Dr. David Lemmon moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-1091, *Classified Staff Council Constitution*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**ACTION:** Chris Gray seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

#### **8.3.3 SCP-1160, *Philosophy on Diversity Equity and Inclusion***

**MOTION:** Chris Ward moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-1160, *Philosophy on Diversity, Equity, and Inclusion*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**ACTION:** Dr. David Lemmon seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

### **8.4 Request for Approval of Policy Recission**

**8.4.1 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:** Dr. David Lemmon 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*, and SCP-1400. A., *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group*, for rescission

**ACTION:** Chris Ward seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

**8.5 Strategic Plan**

Mr. Darrell Taylor, Chief Student Services Officer, presented the Strategic Plan to the Board.

**MOTION:** Chris Gray moved to approve the Strategic Plan as presented.

**ACTION:** Dr. David Lemmon seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

**8.6 Appointment of Ad Hoc Committee for Board of Governors Chair**

Vice Chair Riggins appointed George Nisbet, Chris Gray, and Chris Ward to the Ad Hoc Committee for Board of Governors Chair. Vice Chair Riggins asked that nominations be brought back to the February meeting.

**9. Informational Items**

**9.1 Organizational Chart**

Ms. Debbie Dingess provided the current Organizational Chart to the Board which was attached to the agenda packet.

**9.2 Hospitality and Tourism Program.**

The Hospitality and Tourism Program has been fully approved. Four classes needed for the program have gone through Curriculum and Instruction Committee and ASAC. The program will be fully marketed in the Spring so we can continue the cycle that we have. We do have some classes that students can take online during the Spring currently.

**9.3 The next regular Board of Governors meeting will be held on February 18, 2025, at 6:00 p.m.**

**10. Adjournment**

There being no further business, Vice Chair Riggins declared the meeting adjourned.

---

Shawn Cline Riggins, Vice Chair

---

Jennifer Dove  
Executive Assistant to the President  
and Board of Governors