

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of April 19, 2023
Stonewall Resort and Conference Center
940 Resort Drive, Roanoke, WV
9:00 a.m.**

MINUTES

Board Members Present: Bud Baldwin, Chair; George Nisbet, Shawn Cline-Riggins, Sam Stewart, Jeremy Thompson, Josh Stowers, Chris Ward, and Dianna Toler

Board Members Absent: Sydney Brown, Julia Smith , David Gresham, Virgil Underwood

College Staff Present: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Tom Cook, Derek Adkins, Stacy Dingess, Darrell Taylor, Debbie Dingess, Joe Linville,

Guests: David Potter, Legal Counsel

1. Roll Call, Verification of Quorum, and Call to Order

The Board of Governors Chair, Bud Baldwin, declared a quorum present and convened the meeting at 6:00 p.m. At this time, Chair Baldwin read the Mission Statement of the College to the Board.

2. Call for Public Comments

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

3. Technology Services Report

Tom Cook, Chief Information Officer, provided the Technology update to the Board.

- RUSS-DLT -is a grant through HEPC that helped to provide updates to the Theater
- Implemented Ellucian Experience to give students a mobile app and better mySouthern product.
- Moved phones system to the cloud to become 911 compliant and allow flexibility for faculty and staff working from home.
- Consolidated the number of Xerox machines for cost reduction and to better serve the needs of the departments
- Completed implementation of Banner Document Management to help store documents.
- Mr. Cook updated the Board on internet issues. Southern has several companies assisting to help get this corrected. We are hopeful that this is an isolated incident. IT has made every effort to install virus software on every computer in the institution.
- Royal Ransomware has been identified as the Russian group called the "Threat Actors." Governor Justice does not want to negotiate with group regarding ransom.

- Still working to determine if any information has been compromised. Information will be sent out to those identified if necessary.

4. HLC Institutional Update

Bill Alderman, Chief Academic Officer/ Accreditation Liaison Officer provided an update to the Board regarding HLC.

- Regarding credentialing, a meeting with HLC Staff Liaison Karen Solomon was held to discuss Minimal Qualifications for Faculty and Equivalent Experience. Southern has updated their procedure to reflect updates.
- A thorough review of faculty files has been completed with files that needed information or corrected flagged to get in line with HLC guidelines.
- Faculty asked to provide any professional development regarding their fields to update files. A request to the finance office has been made to provide the amount of money Southern spent on Professional Development for faculty and staff, respectively. A report is due on June 10th.
- A rough draft report for 3C is completed for the focus visit.
- Mr. Alderman provided an update on Assessment, Program Level Assessment and Course Level Assessment as outlined in his report attached to the agenda.
- A new syllabi procedure was implemented in 202303 Summer term. Syllabi are being checked regarding course descriptions and SLO's. Will provide faculty with Professional Development regarding SLO's.
- Work on co-curricular assessment is ongoing with training for Student Services directors will be provided.
- Faculty Convocation will be held in August, where assessment and credentialing will be the focus.
- HIIPS training for faculty will continue.

5. Finance Report

Derek Adkins, Chief Finance Officer provided the Finance report to the Board.

- Mr. Adkins provided the finance report and shared it with the Board. We are in the third quarter and projected to break even or even a little better by June 30th. At this time, discussion about the finance report took place and Mr. Adkins answered questions and provided information as necessary.
- Very happy with everyone in handling their budgets to keep costs down as much as possible.
- After some discussion, Mr. Adkins presented the Fiscal Year 2024 College Budget for approval.

Motion: Sam Stewart made a Motion to the College Budget Fiscal year 2024 for approval.

Action: Shawn Cline- Riggins, seconded the motion. The motion carried unanimously, and Chair Baldwin declared the Motion adopted.

6. President's Report

President Alderman provided the following updated from the President's Office:

- President Alderman thanked everyone with their involvement in HLC .
- Welcomed Stacy Dingess, Chief development Coordinator to the Board.
- Will invite Board members to attend the HLC Conference in March 2024.
- President Alderman met with Senator Manchin and Congresswoman Miller to discuss federal appropriations on March 27th and 28th. Met with Senator Paul Hardesty who provided information regarding the LNE Group President Lee Weingart to assist with obtaining federal appropriations and grants.
- President Alderman has received word that the first step has moved to the next level for renovations to the commons area in Building A of the Logan Campus.
- President's Cabinet met for a Strategic Planning retreat at Hawks Nest Park. President Alderman will provide updates as this moves forward.
- President Alderman participated in Meet the President on the Logan and Williamson Campuses. Both events were very well attended and student engagement was wonderful.
- President Alderman also attended the International Women's Day reception on the Williamson Campus.
- Appraisers for the Wyoming Campus have been hired and report is expected to be submitted in the next two weeks. The property in Boone County, approximately 9.5 acres, is being appraised as well. Information will be provided on that as well.
- Priority registration is April 10th, current student April 11th, and all students on April 17th. Was happy to report that enrollment is up at the moment.
- President Alderman is happy to have local schools on campus for visits.
- Job Fair on Logan Campus March 14th and College Fair on Lincoln site the 10th.
- Our Campus Service Workers and Maintenance employees received their fork lift certifications.
- The President was happy to report the renovations to the physics lab is complete.
- The Salon Management Program has added services and will be having a ribbon cutting ceremony soon.
- Governance Day will be held on April 14th. Will have all meetings in the morning and then a carnival style celebration in the afternoon to celebrate being awarded 10-year accreditation from the HLC.
- Received a freezer donation from Peoples Bank to help with our food pantries.
- Southern hosted the Southern Foundation Executive Board meeting on April 10th.
- Mr. Stacy Dingess is scheduled to attend a groundbreaking ceremony for a new business in Logan at the Earl Ray Tomblin Industrial Park. More information will be provided as the date approaches.
- President Alderman provided the dates and times for pinning and the commencement ceremonies.

7. Faculty Senate Annual Report

Mr. Chris Ward, Faculty Senate Chair and ACF representative presented the Faculty Senate Annual Report to the Board. Mr. Ward explained the purpose of the Faculty Senate. He also discussed the 2022-2023 Senate updates that included the HLC visit, Professor Incentive Pay, and approval of the new Syllabus. Mr. Ward gave a breakdown of full-time and adjunct faculty and where they are located. An overview of many accomplishments of our faculty were presented as well.

8. Discussion Items

8.1 **Annexing**

The City of Logan approached the College regarding annexing just the property that the college sits on. The City has done all the legal work. The College is aware that the Mt. Gay Post Office will be closing in the future, so steps were taken to get a physical address. This helps with pick up and delivery of our mail. The benefit to the city with the college to annex would be receiving grant money. It was stated that annexing would help increase police presence and provide fire department protection. It was discussed with the college that there would be no City Tax or taxes for our vendors. This cannot be guaranteed with a possible new city administration down the road. At this time, further consideration and annexing was discussed.

Motion: Sam Stewart made a Motion to the deny annexing of college property.

Action: George Nisbet, seconded the motion. The motion carried unanimously, and Chair Baldwin declared the Motion adopted.

8.2 **Wyoming Campus**

President Alderman is scheduling an appointment with the Wyoming County Superintendent to discuss securing a space in Wyoming East High School for the College.

8.3 **Annual Evaluation of President Alderman**

A format is already established, and we can continue to use that format. Pam will send her goals. The evaluation will be sent out electronically.

8.4 **Property in Boone County**

This item was addressed previously in the President's report.

9. **Possible Executive Session under authority of WV Code §6-9 Regarding Personnel**

9.1 **Personnel Matters**

There are no matters at this time

10. **Action Items**

10.1 **Approval of February 21, 2023, Board Meeting Minutes**

MOTION: Dianna Toler moved to adopt the February 21, 2023, meeting minutes as presented. Shawn Cline Riggins seconded the motion. The motion was carried unanimously, and Chair Baldwin declared the motion adopted.

10.2 **Request to Approve Institutional Polices for 30-Day Comment**

10.2.1 **SCP-5260, *Meeting Financial Exigencies***

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-5260, *Meeting Financial Exigencies*, to

Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Chris Ward seconded the motion. The motion carried unanimously, and Chair Baldwin declared the motion adopted.

10.2.2 SCP-8600, *Board of Governors Operational Guidelines Policy*

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-8600, *Board of Governors Operational Guidelines Policy*, and SCP-8600.A, *Board of Governors Operational Guidelines*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Chris Ward seconded the motion. The motion carried unanimously, and Chair Baldwin declared the motion adopted.

10.2.3 SCP-8600.A, *Board of Governors Operational Guidelines*

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-8600, *Board of Governors Operational Guidelines Policy*, and SCP-8600.A, *Board of Governors Operational Guidelines*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Chris Ward seconded the motion. The motion carried unanimously, and Chair Baldwin declared the motion adopted.

10.3 Request for Final Approval Following Additional 30-Day Comment Period

10.3.1 SCP-2400, *Employee Conflict Resolution Policy*

MOTION: Shawn Cline-Riggins moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2400, *Employee Conflict Resolution Policy*

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

10.4 Program Reviews

10.4.1 Business Accounting, AAS

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Business Accounting, A.A.S. Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Chris Ward seconded the motion. The motion carried unanimously, and Chair Baldwin declared the motion adopted.

10.4.2 Business Administration, AAS

MOTION: George Nisbet moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Business Administration, A.A.S. Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

10.4.3 Healthcare Professional, AAS

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 continuation of the Health Care Professional, A.A.S. Program at the current level of

activity with specific action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: George Nisbet seconded the motion. The motion carried unanimously, and Chair Baldwin declared the motion adopted.

10.4.4 Paramedic Sciences, AAS

MOTION: George Nisbet moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Paramedic Science, A.A.S. Program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

10.4.5 Welding, AAS

MOTION: George Nisbet moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Welding, A.A.S. Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

10.5 Request for Approval of Budget for Fiscal Year 2024

This was voted on in item number five, Finance report of this agenda.

10.6 Request for Approval of Personnel Salary Increases for All Full- time Regular Employees for Fiscal Year 2023-2024

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize and direct the President of Southern West Virginia Community and Technical College, in conjunction with the Chief Finance Officer, to fund a base salary increase for eligible employees of Southern West Virginia Community and Technical College as described below effective July 1, 2023.

ACTION: George Nisbet seconded the motion. The motion carried unanimously, and Chair Baldwin declared the motion adopted.

11. Informational Items

11.1 The next regular Board of Governors Meeting is June 20, 2023, at 6:00 p.m.

11.2. Leisure Time 1:00p.m -6:00 p.m.

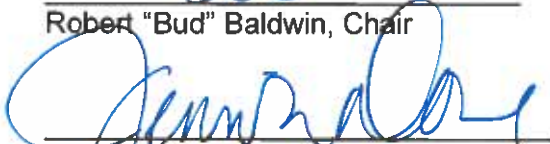
11.3 Dinner at 6:00 p.m.

12. Adjournment

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



Robert "Bud" Baldwin, Chair



Jennifer Dove
Executive Assistant to the President
and Board of Governors