

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of April 19, 2022**

**2900 Dempsey Branch Road, Mt. Gay, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 926 5395 6012**

<https://zoom.us/j/92653956012?pwd=VHZpREZLZnpiUzZ6bHI2b1Zqb0Jidz09>

**Dial-in Only: 1-646-876-9923
6:00 p.m.**

OFFICIAL MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Bill Alderman, Vice Chair, Janice Olive, Secretary, Robert Baldwin, Dianna Toler, Shawn Cline-Riggins, Virgil Underwood, Sam Stewart, Jeremy Thompson, and Sydney Brown

Board Members Absent: David Gresham

College Staff Present: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Tom Cook, Debbie Dingess, Rita Roberson, Chris Ward, Darrell Taylor, Derek Adkins, Beverly McDonald, Chris Gray, Tim Ooten, Tom Morris, Stephanie Daniel, Misha Herndon, Meloney McRoberts, Mike Jiles, Stephanie Mounts, David Lemmon, Kelsey Lemmon, Russel Saunders, and Joe Linville

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

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

3. Introduction of New Board Members

At this time, Chair Heston introduced Mrs. Sydney Brown as the newest Board member. Hallie Thompson, student representative was not available.

4. Oath of Office

Mr. Joe Linville, Chief Facilities Management Officer, Public Notary, administered the *Oath of Office* to Sydney Brown.

5. President's Report

President Alderman provided the following update to the Board:

- COVID cases are going down on campus.
- New signage has been completed on Logan Campus and is ongoing on the other campuses. Will have a selfie wall on each campus.
- HLC Conference April 1st – 5th. Four representatives from the college attended in person and the rest attended virtually. Mr. Bill Alderman will provide a more information in his report.

- One Flew Over the Cuckoo's Nest- Southern welcomed over 1,600 people on campus for the play, which grossed approximately \$8,000.00. Money raised will go toward renovations to the Savas-Kostas Performing Arts Theater.
- Governance Day- meeting were held that morning as well as the general session. In the afternoon all employees celebrated the 50th Anniversary. This was very well received.
- Savas Kostas and Employee of the Year Awards- The following won the staff and faculty award respectively: Angie McDonald, Roger Williamson, Nathan Freeman and Chris Ward. President Alderman was happy to announce to the Board that Stella Estep, Director of Student Financial Assistance, received the Employee of the Year award.
- Received a nearly one-million-dollar nursing expansion grant. This grant will allow for an accelerated weekend nursing program. On target with purchases, faculty, etc.
- Barnes and Noble bookstore- on target to open in July.
- The mock trauma event was held earlier today. All Allied Health programs, Criminal Justice, and IT participated in the event. President Alderman was very pleased with Mr. Russell Saunders and all who were involved in making this a successful event. Footage of the event will be available.
- CDL/ Lineman programs are up and running. Additional instructors will be hired for both programs to meet the demand. Ralph R. Willis and Beth Haven have visited the programs.
- Salon management is on schedule. Excited to have this program back on campus.
- Received a new grant for the Diesel Mechanic program.
- With the exception of Salon Management, Workforce has received approximately \$1.5 million dollars in grant money for these programs.
- Grow your Own Teacher Education Program- meeting in Williamson. Will be similar to the ECA program. Those students wishing to be teachers will receive first two years of education at Southern. In the third year students will go to their receiving institution, and the fourth-year students will complete their student teaching in their home county. Students will have a teacher mentor. Most will complete the program before they are twenty years old. State hopes this will help to secure teachers.
- Early College Academy- the program has grown. We now have nearly two hundred students. Will recognize those students in a ceremony at the convention center. Southern will have five students to graduate with their associate degree before they receive their high school degree.
- Attended the AAUW event on the Williamson Campus. Was also the guest speaker at their state wide convention earlier this month.
- Signed a MOU with West Virginia Department of Education for E-Commerce. Will provide E-Commerce training to high school students. Will pilot the program in Logan county, then it will go statewide.
- Working with another state agency to provide training. Will update with more details at next meeting.
- The program advisory committee meeting was held on campus and was very well attended.
- Received over 800 dresses from David's Bridal. Will be giving them out free to the students in our service area. However, anyone that needs a dress is certainly welcome to come. The dresses not given away after prom season is over, will be donated to the Cinderella project in Logan.

6. HLC Institutional Response Update

Mr. Bill Alderman provided the following HLC update (attachments included in agenda packet for review):

- Items 1-11 speaks to the HLC conference. The conference was great with lots of good information. Will share more details at our retreat.
- Items 12-13 Assessment Academy SPARQ report card. Shared a comment from our mentor that was very complimentary. Very happy with this.
- Provided SPARQ updated timeline.
- Items 14-15 Criterion teams update: At a stage where we are assembling all the information. Have a lot of good material. A needs assessment was created for the criterion and Bill and Tom are working hard to get that together. Criterion 1, 2 and 3 should be done this week. Next week 4 and 5 is the goal to have completed.
- After that, will meet with President to see how to proceed.
- On target with timeline.

7. Financial Report

Mr. Derek Adkins provided the Financial report to the Board. The report is attached to the minutes for reference.

- Our enrollment is flat, which is good. Our competitors have seen a decrease in enrollment.
- Increase in state appropriations
- New line for Sales and Services of Educational Activities-Workforce revenue
- Salaries and benefits have gone up
- The percentage of our operating expenses are a little high, but as our FTE comes back up, this will not be a problem.
- Utilities have increased due to inflation.
- Mr. Adkins went over the Capital Budget with the Board.
- We have older buildings that require regular maintenance.
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7.1 Employee Pay Raises from Governor Jim Justice. *

At this time, Mr. Adkins explained Governor Justice's pay raises to the Board.

- Not exactly a 5% across the Board raised as Governor stated.
- It is calculated as follows: take the average salary of all state employees which is approximately \$46,000.00. Take 5% of that amount which is about \$2,500.00 and add 14.65% for benefits and multiply that by the number of employees on your general fund (employees paid from state appropriations.)
- This formula works great for about 90% of the state agencies.
- Problem for Higher Education because only about 60% of employee are on general revenue fund. Rest are paid from tuition and fees, grants, etc.
- To give the \$2,500 raise, we would have had to use \$242,000.00 of institutional funds to support that.
- Taking into consideration the current budget, it was decided to just use the money that was appropriated for the raises.
- Concerns that we have – becoming very difficult to recruit faculty. Slowly we are going to have to become more competitive with faculty salaries.

- Split money 50/50. Southern has less faculty than staff so faculty were able to receive more of a raise, where staff is already at a competitive wage. It is not perfect on the staff side, but mostly at the competitive wage. Faculty is not even close.
- Raises work out as follows: Faculty \$1,750.00; \$1,100.00 for staff; \$1,000.00 for administration; balance going to adjunct faculty for pay. Increase to \$600.00 per credit hour, faculty overload pay increase to \$700.00 per credit hour.

MOTION: Sam Stewart moved to accept the employee pay raises as presented.

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

8. Faculty Senate Annual Report

Mr. Chris Ward provided the annual Faculty Senate report at this time. The overview explained who makes up Faculty Senate the purpose, and highlighted their accomplishments.

9. Classified Staff Council Report

Beverly McDonald provided the Classified Staff report to the Board. In their February meeting, Debbie Dingess address concerns in changes to the classification system and discussed fund raising for Southern Samaritans. In the March meeting, a t-shirt/sweatshirt fund raiser for Southern Samaritans was discussed. Also discussed salary increases provided through the legislative session. At the April 11, 2022 meeting Dr. Alderman has been invited to provide institutional updates. Mr. Derek Adkins, CFO and Susan Ross, Manager Human Resources was invited to a question/answer session on salary increases.

10. Executive Session

Chair Heston invited a motion for the Board to enter into Executive Session. Samuel Stewart moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to discuss personnel. Bud Baldwin seconded the motion that carried unanimously. Chair Heston declared the motion adopted and Board then met in an Executive Session at 7:25 p.m. Following deliberations, Sam Stewart moved that the Board rise from Executive Session and reconvene in open session. Janice Olive seconded the motion which carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

Actions Emanating from Executive Session:

Based upon discussions in the Executive Session, the Board reconvened in open session and took the following action:

Sam Stewart moved that the Chair of the Board that the Board of Governors approve the form of contract with the president, Dr. Alderman, that was reviewed in Executive Session with one modification. He asked that the performance bonus be split into 1% the first half

and 1% the second half for a total of 2% raise over the contract term. Janice Olive seconded the motion. The motion carried unanimously and Chair Heston declared the motion adopted.

11. Action Items

11.1 Approval of February 15, 2022 minutes*

MOTION: Bill Alderman made a motion to accept the February 15, 2022 minutes as presented.

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

11.2 Program Reviews

MOTION: Sam Stewart made a motion to table the program reviews until such time that they have been corrected. Program reviews are to be correct and ready for approval when they come to President's Cabinet and subsequently to the Board. Board will be called to a special meeting once the reviews have passed Cabinet. Reviews are to be ready to submit to the CTCS by May 31st.

ACTION: Shawn Cline-Riggins Seconded the motion. The motion carried. Chair Heston declared the motion adopted.

12. Informational Items:

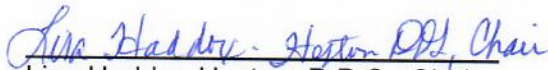
12.1 The next regular meeting of the Board of Governors is scheduled for June 21, 2022 at 6:00 p.m.

12.2 Board of Governors Retreat in June

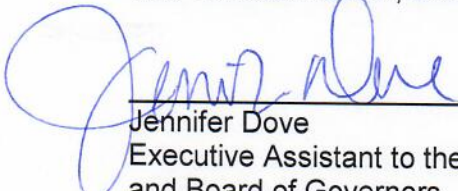
This agenda item has been tabled to consider dates in the Fall. Jen will bring information regarding Fall dates to the next meeting. Will move meeting to Thursday and Friday in October.

13. Adjournment

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



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



Jennifer Dove
Executive Assistant to the President
and Board of Governors

Official 6/21/2022