

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 17, 2021
Via Zoom Meeting ID:**

<https://zoom.us/j/98438031838?pwd=VkNrVDFOQjBwL1JONXVHNktRQjINZz09>

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

OFFICIAL MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Bill Alderman, Robert Baldwin, Janice Olive, Bill Alderman, Dianna Toler, Jeremy Thompson, Shawn Cline-Riggins, and David Gresham

Board Members Absent: Eddie Joe Canterbury, Hallie Thompson

College Staff Present: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Tom Cook, Debbie Dingess, Stacy Dingess, Darrell Taylor, Chuck Puckett, Beverly McDonald, Chris Ward, Jay Lester, Rita Roberson, Joe Linville, Bill France, Tom Cook, and Will Alderman

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. Appointments to the Boone and Lincoln County Joint Administrative Boards

This item was tabled to the next Board of Governors meeting.

4. Introduction of New Board Members

At this time, Chair Heston introduced the new members to the Board of Governors, Jeremy Thompson and Shawn Cline-Riggins. Chair Heston read biographies of each new member.

5. Oath of Office

Mr. Joe Linville, Chief Facilities Management Officer, Public Notary, administered the *Oath of Office* to Jeremy Thompson and Shawn Riggins-Cline.

6. HLC Institutional Update

Bill Alderman provided the following update regarding HLC:

- Created Criterion teams is made up of nine members with one cabinet member per team. Having a cabinet member on each team will help to get information out to the college as a whole. Team One Mission, Team 2 Integrity, Ethical, and Responsible Conduct, Team 3 Teaching and Learning: Quality, Resources and Support, Team 4 Teaching and Learning: Evaluation and Improvement, Team 5 Institutional Effectiveness: Resources and Planning .
- HLC Criterion timelines have been established to submit information.

- Teams are to select Chairs and Team Authors by the end of the day on August 20th, 2021.
- Dr. Alderman, Tom Morris, and Bill Alderman met to define guidelines.
- Formatting guidelines were provided and suggested for all teams to simplify and the editing and uploading process.
- The document is limited to 40,000 words. Hyperlink information and guidelines were provided.
- HLC Policy and Policy Title: Criteria for Accreditation Number CRRTB.10.010
- The Assurance Argument is already being written.
- The site visit will be virtual. Only one visitor will come to the campus and for only half a day. All evidence will be online.
- First time that all employees will be writing the report.

7. Faculty Senate Update

Chuck Puckett provided the following update:

- Faculty Senate will be electing a new Chair. Mr. Puckett's two-year term is up. Mr. Puckett is still serving on the Association of College Faculty as Chair and on criterion 2 team. Mr. Puckett noted that he was happy to see everyone working on the HLC report. Happy to see employees and Board members writing on the report.
- Looking at Faculty Credentials and Promotion policies. The procedures need reviewed. Looking to make sure that the promotion policy is clearer. The previous matrix needed to be made into a more efficient process.
- Restore tenure to community college. In the past we have a limit of 20% of faculty can be tenured. No clear process on how to establish tenure. Make sure you know what tenure is not. Tenure does not mean that you are immune from being fired. It actually plays into academic freedom. Would be good point to point out in the report. Through the ACF Mr. Puckett found out that WV Parkersburg goes by how long you have been at the institution. Would like to identify a fair means to establish tenure, not just based on longevity.

8. Classified Staff Update

Beverly McDonald, Classified Staff Chair, reported that Kimberly Maynard was elected as Vice Chair in July. Ms. McDonald relayed that this is her first time as Classified Staff Chair and she is looking forward to serving.

9. President's Report

Dr. Alderman welcomed the new Board members and also thanked Dr. Pat Jo White and Dr. Ed White for their service on the Board and to the college. Will ask them to the October meeting to be recognized. Dr. Alderman gave the following update:

- The new governance structure is in place. The new structure has three committees instead of ten. Elections to committees have taken place except Classified Staff, which will happen soon.
- A new Policy Committee is in place. This will limit the number of policies that the Board will have to review.
- Committees do not have administrators (except Debbie Dingess for Policy Committee because of her role in Human Resources). Administrators can be advisors to a committee if asked.
- Subcommittees will meet the month prior to Governance day.

- No meetings are at the same time. This will allow those who would like to attend all three meetings will be able to do so.
- Faculty Convocation was held last week and Dr. Bob Rubenstein was the professional development speaker.
- New Student Orientation was a big success. Initially, this was to be All College Day where the State of the College would have been given. However, due to increased COVID numbers that part was cancelled. This allowed for social distancing. There were over two hundred students on campus that day, the largest ever for that event. Dr. Alderman thanked Darrell Taylor and his department for putting that event together.
- Attended a meeting at Appalachian Outpost. Senator Manchin was in attendance as well as representatives from Polaris, Kawasaki, and Honda. Presented information regarding Workforce Development. Met with the President for Kawasaki and discussed their needs. Hopeful to be able to partner with them in the near future.
- Working to ramp up the Workforce area. Getting ready to start the lineman program at the Williamson campus. Looking for an instructor. We have partnered with local companies to move this program forward. Would like to get this started in the next few weeks. Have partnered with Region II Workforce and students will be able to attend for free.
- Working to get a CDL program, Diesel Mechanic and Patient Care Technology going on the Williamson campus as well. Also looking at the possibility of having HVAC at Williamson as well.
- Enrollment is great.
- Marketing is phenomenal. Dr. Alderman thanked Bill France for all his work and encouraged everyone to check out Southern's Facebook page.
- The semester began yesterday. Was happy to see all the students.
- We are getting ready to rebrand. Worked with Charles Ryan Associates. Meet with Faculty, Staff, community, former and current students. The new logo and colors will be out by end of month. Will have an unveiling to reveal the new colors and logo. Dr. Alderman is very happy with the process used to select the logo and colors. A mascot was also voted on and will be revealed at a later date.
- A press conference is scheduled for September 13th. Dr. Alderman encouraged everyone to be on the lookout for a major announcement.
- Major Gifts Campaign Excellence 50 Years and Beyond. We are still in quiet phase. Had three food distributions valued at \$31,000 each. Have about \$400,00 of in kind and monetary donations. Doing a benefit softball game with State Troopers. Troopers using event as a recruitment tool and Southern for an endowed scholarship. Met with Boone Regional Hospital and are hopeful they will come back on board as a donor. Rita Roberson will be meeting with Williamson Health and Wellness Center and other possible donors. Our goal is 1.5 million dollars in 5 years. We are hopeful to meet goal in a year and a half.
- Stacy Dingess has been named as new Chief Financial Officer.
- Working with Debbie Dingess on the organizational chart. Ms. Dingess talked about the Neogov and how it will streamline human resources processes.
- Tom Cook in IT is using stimulus money to update equipment. Blessed to get COVID money. Was able to purchase laptops, routers, and other equipment. Shipments have been delayed due to COVID.
- Concrete pads for Gazebos have been poured.

- Joe Linville, Chief Faculties Management Officer, shared that the fire alarm system in Williamson and Logan is installed. Bathroom renovation on the Williamson campus is complete. Also, \$130,000 in security camera upgrades will be made soon.
- Currently meeting every week with academic leadership team. That is going well.
- Able to forgive student debt from March 2020 to present. Able to forgive nearly \$50,000 in debt. Forgiving this debt allows students will be able register for classes. Last round of stimulus funds will be distributed soon. Also waived late registration fee and technology fee for students. Was able to waive \$200,000 for students and recovered those monies from stimulus funds.

Bill Alderman took a moment and complimented Chris Ward on his efficiency on elections for governance committees.

10. Student Services report

Darrell Taylor gave the following update:

- Had a wonderful year in spite of the pandemic. Went through a reorganization in Student Services. There are four departments in Student Services: Student Financial aid, Admissions, Registrar, and Student Success.
- SS Connect began this year. This is a service provided to students that need to interact with Student Services but are not able to make it to campus in person. When you come on to SS connect you are greeted by a hostess who will direct them to the employee that can help them. Worked very well during pandemic. Even though students can come to campus, more students use SS connect instead of in person. This has allowed us to maximize our resources.
- Admission Pros houses our online application and now serves processing center and communication center for admissions. Has improved the admission process.
- Admissions put together Welcome Packs. We able to send students that binder with information inside.
- Parchment will tie in Admission Pros to automate the transcript process.
- Tim Ooten did a great job getting New Student Orientation together. There were 244 students in attendance. The excitement was great. Students had a wonderful day. Regulatory information was given and other information as well.

11. Fall Enrollment

Last year on the fist day of school the FTE was 1265 yesterday we had 1288. Was increase. That is the largest increase enrollment since 2010. We are currently down 22 for FTE. Fewer students taking 15 credit hours. The census date is October 15th. Mr. Taylor is hopeful that enrollment will be up by the Census date. Darrell provided 10 years of data to show enrollment trends.

12. Financial Report

Stacy Dingess provided a status report the financial report of the College. Mr. Dingess went over the Unrestricted and Auxiliary as well as Restricted as of June 30th. Mr. Dingess has been in the position for approximately two weeks and is preparing for an annual audit.

- Unrestricted and Auxiliary accounts this represents our State appropriations as well as tuition and fees. Budget was \$13,792,823 our year to date actual was \$14,799,675 which was up 7.3% from budgeted amount. The expenditures were 95% of budgeted expenses. Which we netted a 12.3% increase for the year.

- Mr. Dingess provided an analysis of the appropriations for 2021. Budget was \$8,24,823. Expenses include Personnel expenses, benefits, operation costs, repairs and maintenance, telecomm/internet and utilities. Each year utility expenses are moved out of the general revenue account to the state appropriations account so that we always spend what is appropriated to us. That will zero it out for us for the year.
- Restricted Account which is our capital account \$5,311,106 for year to date actual. Our expenses were \$5,856,845. The difference here was we had a lot of refunds from federal money. Southern had a total of \$2,143,000 that passed through of the federal funds which explains why the amounts look out of line there.
- HERFF funds are three different pots of money that came down in 2020, CARES ACT, CRRSSA, and ARP funds. The represent a total of \$9,380,000.00 that is both student and institutional funds. Balance to date is \$2,700,000.00 remaining to spend for the students and an additional \$3,062,000.00 for our institutional funds. Will fund most of student assistance applications that come through the Foundation. They will go through the process to be granted the money.
- Only have twelve months to spend money once it has been appropriated.

13. Action Items

13.1 June 15, 2021 Minutes

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

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

13.2 Review of Comments and Approval of Final Draft Policies

13.2.1 SCP -1001 Records Retention

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-1001, *Records Retention*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

13.2.2 SCP 4151 Regarding the College Catalog as Academic Standards and Expectations of Students

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-4151, *Regarding the College Catalog as Academic Standards and Expectations of Students*, 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.

13.2.3 SCP-1010 Use of Alcoholic Beverages on Campus

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1010, *Use of Alcoholic Beverages on Campus*, 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.

13.2.4 SCP-XXXX Progressive Discipline

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-XXXX, *Progressive Discipline*, 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.

13.2.5 SCP-2375 Home Campus Assignment and Campus requirements for Faculty

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-2375, *Home Campus Assignment and Campus Requirements for Faculty*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

13.2.6 SCP-2360 Holidays

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-2360, *Holidays*, 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.

13.2.7 SCP-2000 Elimination of Faculty Positions Due to Program Reduction or Elimination

MOTION: David Gresham moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

ACTION: Shawn Cline- Riggins seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the policy approved.

13.3 Approval of Program Reviews

Program Reviews were tabled to review at special meeting.

13.4 Board of Governors Agenda Committee Possible Date Change

A few Board members are also members of the Chamber of Commerce. The Chamber meeting ends at 9:00 making it difficult to make the agenda committee meeting on time

that begins at 9:00 a.m. Agenda meeting occur two weeks prior to Board of Governors, meetings. After some discussion, it was agreed to move the agenda committee meetings to Mondays at 8:30 a.m.

14. Discussion Items

14.1 Board of Governors Retreat

Due to the Delta variant and increase of Covid numbers discussion of the Board of Governors retreat will be held at a later date. After further discussion, it was agreed that the October meeting will be held via zoom.

15. Possible Executive Session Under Authority of WV Code §6-9A Regarding Personnel**

15.1 Personnel Matters*

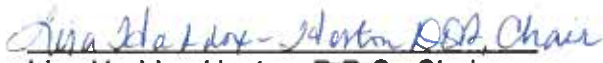
Chair Heston invited a motion for the Board to enter into Executive Session. Bill Alderman moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Diana Toler seconded the motion that carried unanimously. Chair Heston declared the motion adopted and Board then met in an Executive Session at 8:12 p.m. Following deliberations Shawn Cline-Riggins motioned for the Board to rise from Executive Session and reconvene in open session. Jeremy Thompson seconded the motion which carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

16. Informational Items

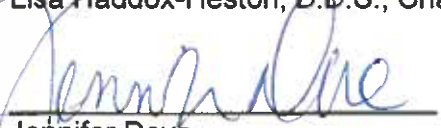
16.1 Next regular meeting of the Board of Governors is scheduled for 6:00 p.m. Tuesday, October 19th, 2021.

17. Adjournment

There being no further business, upon a motion by David Gresham and second by Bud Baldwin, Chair Heston declared the meeting adjourned at 8:45 p.m.



Lisa Haddock-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.