



Southern West Virginia Community and Technical College
Board of Governors Annual Retreat
Meeting of April 16, 2024
10:00 a.m.
100 College Drive, Building C, Room 428
Logan, West Virginia, and Zoom

To Join Zoom Meeting:

<https://zoom.us/j/91321288720?pwd=amJLTUc4RFNrWjJ6NzI1WXBZeDB4UT09>

Meeting ID: 913 2128 8720
Passcode: 081525
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

Dress is Casual Attire

Morning- Professional Development

- 10:00 a.m.- 10:15 a.m. Welcome Robert Baldwin
Board Chair
- 10:15 p.m. – 12:00 p.m. Allied Health and Nursing Demonstrations (Itinerary Provided at Meeting)
- 12:00 a.m.- 1:00 p.m. Lunch Room 408

Afternoon - Board Meeting Beginning at 1:00 p.m.

- 1. Roll Call, Verification of Quorum, and Call to Order..... Robert Baldwin
Board Chair
- 2. Call for Public Comments to the Board of Governors Chair Baldwin
- 3. Opening Remarks and Discussion..... Chair Baldwin
- 4. Technology Services Unit Report3
Mr. Tom Cook
Chief Information Officer
- 5. HLC Institutional Response Update Mr. Bill Alderman,
Chief Academic Officer Accreditation Liaison Officer
- 6. Faculty Senate Report Mr. Chris Ward
Chair, Faculty Senate

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 Ms. Kimberly Maynard
 Chair, Classified Staff

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 Ms. Velva Pennington
 Chief Financial Officer

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11. Action Items.....Chair Baldwin

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12.2 The next regular Board of Governors meeting will be held June 18, 2024, at 6:00 p.m.

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

13.1 Personnel Matters Chair Baldwin

14. Adjournment/Closing Remarks..... Chair Baldwin

*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
Office of Information Technology
Board of Governor's Update
April 16, 2024

Tom Cook, Chief Information Officer

This report is an update since the April 19, 2023 report for Information Technology. In the last year, along with other projects, we've recovered from our Cybersecurity incident. We have made improvements to our security, as well as, updating many of our work practices to better protect the college and the information we manage.

2023-2024 Major Activities

1. *RUSS-DLT grant through HEPC to upgrade the electronics in the Savas-Kostas Theater and create 5 mobile carts for remote learning.*

This grant has taken over a year to implement, but is finally close to completion. The updates to Savas-Kostas should be completed by the May 2024 graduation. The five mobile carts have been installed and will allow flexibility for remote learning and meetings. To enhance the use of the theater we are upgrading room 111, next to the theater, to serve as an overflow and to better support meetings and gatherings.

2. *Implemented Microsoft SharePoint services and Teams.*

In the wake of our Cybersecurity incident, we moved the local network shares to the cloud and Microsoft O365 services. This allows for secure access from off campus and greater flexibility. Microsoft TEAMS was implemented for different governance committees and groups for collaboration and utilization of the different cloud services available.

3. *Full network reconfiguration*

In December 2023 we reconfigured our network to only included private IP addresses, which enhanced the security and stability of our network. This included deleting all router and switch configurations, upgrading the equipment firmware to the latest stable release, removing all public IP addresses, and manually reconfiguring the equipment with the new configuration.

4. *Website updates and creation of Intranet*

The website is an ever-changing environment and we have redesigned the home page to increase the appeal and ease of use. We have updated the programs area to better display needed information with less searching. We identified several aspects of the website that did not need to be public facing and created an Intranet for the college. The Intranet makes use of Microsoft SharePoint to help us integrate with all of the Microsoft services we're utilizing. We've also enhanced the college directory to include general department contact information.

5. *Online delivery enhancements through Brightspace.*

The demand for on-line courses has increased, especially since COVID, and we have increased the tools available to assist faculty in the development and delivery of their courses. Products such as ScreenPal, which assists with screen capture and the creation of instruction videos, Creator+, when is an eLearning authoring tool have been purchased. We also added space to our Zoom storage area to allow a more streamlined way for faculty to embed their lectures into the online environment.

Classified Staff Council Report to the Board of Governors

April 16, 2024

The Classified Staff is working on the Classified Staff Constitution again. We will discuss any changes we might make during our next meeting on April 24, 2024.

Our staff participated in Governance Day this past week. We were able to have a new photograph of the council taken to replace the old picture on our website. The classified staff has been working on the webpage and hopes to have all the necessary changes made by the end of the semester. This month, we contributed to the college's goals by taking the Great Colleges to Work For Survey and welcoming the HLC committee onto our campuses.

We invited Joe Linville, Chief Facilities Management Officer, to speak to the Classified Staff. We asked about new projects in the works for the summer, the emergency plan, and where to find it so we could inform ourselves about what to do during a situation and who to call in case of an emergency. He let us know that the phone will text him about any emergency calls we might make. I asked about the flip charts we used to have at our desks and how we might provide the new hires with their own charts and replace the missing ones with updated ones. He said the charts are expensive, but he would see what could be done about getting new ones for the newly hired staff members. The last question dealt with the concealed carry bill and what the college would do about creating our policy/procedure in dealing with it. Joe replied that the college was waiting to see what policy/procedure the HEPC would create. Then, we can build a policy for the college using its policy/procedure.

Respectfully Submitted by

Kim Maynard, Vice Chair

Classified Staff Council



Memo

To: Southern West Virginia Community and Technical College Board of Governors

From: Velva Pennington, Chief Finance Officer

CC: Dr. Pamela Alderman, President

RE: Finance Update

We have just begun our first month in our final quarter of the fiscal year. We have 158 days of operational cash on hand. This number does show a decrease from February's report as it currently cost the college \$71,853.47 a day to operate. One of the factors that has contributed to this is the increased campus events held during the spring months combined with increasing utility cost.

We have collected \$3,764,430 in tuition and fees revenue this year, which is 76% of our 2024 tuition and fees budget. We are still waiting for third party payments to be collected. These will be collected at the end of this semester and will increase our revenue closer to the projected budget. Our interest income is at 168% of the budget due to interest rates remaining high.

Southern WV Community & Technical College
Operating Budget Cash Analysis
Third Quarter 2024

	FY 2024 BUDGET	FY 2024 ACTUAL YTD	Comparison %	FY 2023 BUDGET	FY 2023 ACTUAL YTD	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$4,981,610	\$3,764,430	76%	\$5,324,000	\$3,733,114	70%
Capital Fees	308,082	210,374	68%	425,000	303,017	71%
Workforce Revenue	400,000	184,371	46%	-	-	0%
Auxiliary Enterprises	35,000	14,156	40%	40,000	19,869	50%
Other Operating Revenue	50,000	159,388	319%	350,000	268,673	77%
State Appropriations	8,849,656	6,231,116	70%	8,557,086	5,969,212	70%
Investment Income	245,000	410,992	168%	15,000	240,110	1601%
Other Nonoperating revenues	-	-	0%	-	-	0%
TOTAL REVENUES	\$14,869,349	\$10,974,825	74%	\$14,711,086	\$10,533,995	72%

TOTAL EXPENSES:						
Salaries and Wages	\$9,826,117	\$6,702,108	68%	\$9,162,908	\$7,015,963	77%
Benefits	2,634,027	1,959,566	74%	2,658,874	1,911,272	72%
Utilities	862,100	591,647	69%	810,000	587,112	72%
Supplies and Other Services	2,298,400	1,740,259	76%	2,079,304	1,799,859	87%
TOTAL OPERATING EXPENSES	\$15,620,644	\$10,993,580	70%	\$14,711,086	\$11,314,206	77%

Net Change in Cash	(\$751,295)	(\$18,755)	\$0	(\$780,211)
Cash Beginning Balance	11,403,636	11,403,636	12,757,927	12,757,927
Ending Cash Balance	11,403,636	11,384,881	12,757,927	11,977,716

Summary		Operational Cash on Hand Days	
Beginning Cash Balance	\$11,403,636	2024 Operational Expenses	\$10,993,580
Revenues	\$10,974,825	Days/yr	153
Expenses	(\$10,993,580)	Operational expenses per day	\$71,853.47
Ending Cash Balance	\$11,384,881	2024 1st qtr Cash on Deposit	\$11,384,881
		Total Operational Cash sustainability	158



President's Report
April 16, 2024

- Registration began for Fall Semester April 8th
- Southern's Alumni page is up on Facebook
- Welding is being offered on Lincoln Site
- Sale of Wyoming Campus in progress
- Attended the Better Together event on the Logan Campus
- Met with Boone County Joint Administrative Board regarding ECA.
- Met with HLC Team Chair, Brad Piazza prior to visit.
- Continued work on budget with CFO and Cabinet
- Attended CTAC meeting(s)
- Welcomed several area middle schools to campus for tours.
- Southern's 2nd year Nursing students participated in Nurses Day at the Capital Feb 26th.
- Workforce held its Open House March 7th
- Attended Mingo/Pike AAUW Mingo County Strong Formal Luncheon
- HLC Focus Visit March 11th and 12th.
- Logan County Connect Humanity Steering Committee
- Participated in Lunch and Learn Sessions for Board Members hosted by WV CTCS
- Chief Logan Recreation Center Board Meeting
- WVRHA Committee Meeting
- Attended Women's Leadership Conference March 18th -20th.
- Served as Moderator for the WV Academic Showdown on March 23rd.
- Auditions and Casting for Wizard of Oz is complete.
- Attended Coal Fair and Symposium in Charleston
- Welcomed guests to ECA Reception April 4th Savas Kostas Theater
- Held our final Governance Day of 2023-2024 on April 12th.
- Mike McGraw Golf Tournament May 11th
- Southern Hosted WV Gear up Students
- Southern Hosted a Job Fair and Transfer Opportunity Day on the Logan Campus
- Trained Hatfield McCoy Trail System Employees on Wilderness First Aid and CPR
- Southern's STICKS Magazine will release its magazine April 15th.



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 20, 2024
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 946 6967 3620**

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

<https://zoom.us/j/96469673620?pwd=NHNSbWZwQVRzMEhDNI9RandwSGJVdz09>

MINUTES

Board Members Present: Bud Baldwin, Chair; David Gresham, George Nisbet, Shawn Cline-Riggins, Sam Stewart, Josh Stowers, Jeremy Thompson, Virgil Underwood, Chris Gray, Chris Ward, and Sydney Brown

Board Members Absent: Alexis Parker

Also Attending: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Velva Pennington, Chief Finance Officer, Kimberly Maynard, Classified Staff Chair, Joe Linville, Chief Facilities Management Officer, Debbie Dingess, Chief Human Resources Officer, Mr. Bill Alderman, Chief Academic Officer/ Accreditation Liaison Officer, and Stacy Dingess, Chief External Affairs Officer

Guests: None

1. Call to Order

Board of Governors Chair, Mr. Robert Baldwin, declared a quorum present and convened the meeting at 6:00 p.m.

2. Call for Public Comments

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

3. Development Office Report

Mr. Stacy Dingess presented the following Development Office report to the Board:

- Will meet their goal for this campaign by the third quarter of this year with just a little of a year to go.
- Corporate is holding at a little over 4 million dollars and interest income for 2023 was \$172,000.00. That will be the basis of operation for 2024. Of that, \$100,000 of that is earmarked for tuition and fees for students, which leaves not a lot to operate with. We will need to raise any additional funds to stay relevant and active.

- Foundation portfolio consists of primary endowed and restrictive funds. That leaves very little for discretionary funding, therefore the Foundation must constantly raise money as they go.¹⁰
- In 2023, the Foundation contributed \$108,284.00 in tuition and fees to the College for Workforce. In addition to \$114,859.00 for assistance to all other programs.
- Foundation contributed \$35,500.00 for theater upgrades that were raised by the Gala the previous year.
- The Foundation also provided the annual \$44,000.00 contribution to the College for the Respiratory program.
- The Foundation has assisted with other events for the College such as: Commencement, Faculty Convocation, Christmas Brunches and various other community events and projects. The Foundation was also able to help secure approximately 2 million dollars in Federal Earmark money. Out of that money 1.6 million will go back to the College for tuition and fees, renovation the library.
- Foundation has raised their \$25,000.00 for Sgt. Cory Maynard and hoping to find a match soon so that can be endowed.
- May 11th is the Mike McGraw annual golf tournament that will be held in Wyoming county.

4. HLC Institutional Response Update

Mr. Bill Alderman provided the following HLC update to the Board:

- Focused Visit report was submitted on February 12, 2024.
- Mr. Alderman has been in constant contact with the team Chair, Dr. Brad Piazza since January 9th concerning the report and upcoming visit.
- The error found by Mr. Baldwin on page 26 has been corrected and submitted.
- Mr. Alderman shared that this is more of an evidence report to explain what we are doing based on two subcomponents 3C 1-7 and 4B 1-3. Mr. Alderman briefly explained each subcomponent and what Southern has done to meet each.
- Mr. Alderman provided the SparQ report and went over the timeline with the Board. The report shows our progress over the last four years.

5. Annual Faculty Senate Report

Mr. Chris Ward provided the following Annual Faculty Senate report to the Board:

- Mr. Ward provided a handout for the Board to review.
- The faculty is currently made up of 57 full-time and 37 adjuncts. Adjuncts make up a lot of our Professional and Technical side due to the increase of ECA students.
- Mr. Ward provided a breakdown of adjuncts and full-time faculty by location and division.
- Faculty Senate allocated 10 members. Currently, the Senate is made up of nine due to the loss of Wyoming campus representative. The Senate is currently made up of three Senators from Logan, three Senators from Williamson, one representative from Boone and Lincoln and Mr. Ward as Senate Chair, as well as an ACF representative.
- The Senate has approve a change in the Senate make up for the 2024-2025 academic year to three members based on campus they are assigned, five members based on the departmental groupings as well as the ACF and Board of Governors representative.

- Mr. Ward provided the description of the ACF (Advisory Council of Faculty¹) representative, a list of the current Senators, and the purpose of Faculty Senate.
- Faculty Senate has been working on HLC visit, policy updates, and the Faculty Handbook.
- Mr. Ward provided several faculty accolades to the Board.

6. Classified Staff Report

Ms. Kimberly Maynard provided the following Classified Staff report:

- Classified Staff have worked to get their Constitution passed and sent on to the Policy and Procedure Committee. The Policy and Procedure Committee sent it back to Classified Staff to work out some issues. Classified Staff will do this and return to Policy and Procedure Committee in a timely manner.
- Staff have continued to participate in college activities such as Governance Day and staff are active participants in all committees.
- Staff were able to help another member in financial need through Southern Samaritans.
- Classified Staff continue to invite members from Administration to speak at Classified Staff monthly meetings.

7. Finance Report

Ms. Velva Pennington provided the following Finance report to the Board:

- Finance is in the middle of the second month of the third quarter.
- Southern has spent on average 60% of the budget in all areas.
- It currently costs %57,183.18 a day to operate.
- Southern also has approximately 182 days of operational cash on hand. This is down from the last report in December due to revenue for the Spring semester that hasn't been collected and the increase utility costs for the winter months.
- \$2,293,003.00 has been collected in tuition and fees this year. This represents 46% of Southern's 2024 Tuition and Fees Budget.
- Interest income is at 134% of the budget due to interest rates remaining high.
- Refunds to students were scheduled for disbursement February 15th and was estimated to be \$1,038,517.93. These refunds include financial aid, cash, and scholarship refunds.
- Student Loan disbursements will be distributed around February 29th.

8. President's Report

President Alderman presented her report to the Board.

- Inclement weather to start off the Spring semester. First week of classes were held remotely. Employees were allowed to work remotely also.
- We are up this semester in headcount and even in FTE. We were up 10.4% in the Fall semester, and this will mean that we will be up in enrollment by the end of the fiscal year. This is one of the highest increases in the College's history. This is due to the work of everyone.
- Southern visited Chapmanville Regional High School today, not only did Student Services go but Workforce went as well.
- Our Lineman program is beginning their fifth class. The CDL program continues to grow as well. We have trained four people from Appalachian Power.

- Meeting weekly regarding our budget process for next year. We are waiting to see what the Legislature will do regarding budgets.
- Anticipating an increase in PEIA. 10.4% increase for employees and a 10.5% increase for the institution. We are waiting to see if the Legislature is going to help us with that increase.
- President Alderman and Stacy Dingess on January 13th to meet with representatives. Met with Senate and Finance Chair as well as a representative from the Governor's Office. It was a great day.
- LNE Consulting group set up a meeting next week in Washington, DC. President Alderman and Stacy Dingess met with Senator Capito and Senator Manchin representatives as well as Congresswoman Miller and her representative. This was to discuss 2025 Federal Earmarks and what we are looking to do. We would like to renovate the Armory on the Williamson Campus and create a form of ECA with career and technical education students.
- Met with Lincoln County Superintendent last week. He would like to start a Culinary and Welding program there. Bill Alderman, Dr. Michael Jiles, and Angie Bell have worked to get Welding up and running. Hope to have a class start by the end of the semester. We are hopeful to have 10 students in that program.
- Lincoln has doubled their number of ECA students, as well as our other counties. President Alderman, Bill Alderman, Angie Bell, and Brittany Justice attended the Boone County Board of Education meeting. To date, Boone County is not participating in the ECA program with us. The group did a presentation. Will be setting up a meeting with the Superintendent in the next week or so to discuss further. We will keep working to get Boone County in with ECA.
- Scheduling more and more events on campus.
- Still on track with the sale of the Wyoming Campus. Will provide updates as we move along in this process.
- Met with Rich Donovan from HEPC regarding deferred maintenance.
- Attended AAUW event on the Williamson Campus regarding Human Trafficking. The guest speakers were US Attorney Williamson Thompson for the Southern District of West Virginia and Corporal Seth Browning from the West Virginia State Police.
- Presented two \$500.00 Scholarships at the Hatfield McCoy Shootout held at the Williamson Fieldhouse. One student from Mingo County and one from Wyoming County were the recipients of the Scholarships.
- Attended the Black History celebration at the Logan Street Baptist Church in Williamson. Southern will host a Black History Celebration in the Theater next Monday.
- Three faculty will be presenting at the League for Innovations national conference: Will Alderman, Adam Banks, and Matthew Mayo. They will be presenting on ECA.
- Viewpoint is close to competition. We have seen a preview. Will be close to the end of March.

9. Discussion Items

9.1 Wyoming Campus Update

President Alderman shared that we have had the one meeting via zoom. Another meeting will be coming soon. A call for bids will be soon. President Alderman will keep the Board updated on the progress of the sale.

10.1 Approval of December 12, 2023, Board Minutes

MOTION: Sam Stewart moved to approve the December 12, 2023, meeting minutes with corrections.

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

10.2 Request for Final Approval Following 30 Day Comment Period

10.2.1 SCP-4710, *Academic Integrity*

MOTION: Sam Stewart 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-4710, *Academic Integrity*.

ACTION: Josh Stowers seconded the motion. The motion was carried unanimously, and Chair Baldwin declared the motion adopted.

10.3 Tuition and Fees Increase 2024-2025

MOTION: George Nisbet made a motion to approve a 5% increase in tuition.

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

MOTION: Sam Stewart made a motion to approve removing the \$50.00 late fee.

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

10.4 Program Reviews

10.4.1 Board of Governors, A.A.S

MOTION: Chris Ward made a motion to approve the BOG, A.A.S degree at the current level of activity.

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

10.4.2 Occupational Development, A.A.S

MOTION: Chris Ward made a motion to approve continuing the Occupational Development, A.A.S degree with corrective action.

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

10.4.3 Health Care Technology Certificate (Medical Lab Option)

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MOTION: Shawn Cline-Riggins made a motion to approve the Health Care Technology Certificate (Medical Lab Option) degree at the current level of activity without corrective action.

ACTION: Sydney Brown seconded the motion. The motion was carried unanimously, and Chair Baldwin declared the motion adopted.

10.4.4 Surgical Technology, A.A.S.

MOTION: Sydney Brown made a motion to approve the Surgical Technology, A.A.S degree at the current level of activity without corrective action.

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

11. Possible Executive Session under Authority of WV Code § 6-9A-4 for the following:

Chair Baldwin invited a motion for the Board to enter Executive Session. Chris Ward moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to Discuss the President's Vehicle. Chris Gray seconded the motion that carried unanimously. Chair Baldwin declared the motion adopted and the Board then met in an Executive Session at 7:40 p.m. Following deliberations, Chris Gray moved that the Board rise from Executive Session and reconvene in open session. Josh Stowers 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 approve a vehicle stipend in the amount of \$1,5000. This stipend will allow the President to purchase a vehicle, cover the cost of insurance, maintenance, and gas.

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

12. Informational Items

12.1 Organizational Chart and Vacancy Report

Ms. Debbie Dingess presented the following Organizational Chart updates and vacancy report to the Board.

- Jill Collins- Hired as Directors of Budgets and Processing.
- Sarah Brown- Hires as Director of Institutional Research
- Elizabeth Evans -Hired Student Success Advisor
- Emily Mills- Hired Financial Aid Counselor
- Brittany Kirk -Hired 12-month Nursing faculty.
- Cameron Colegrove- Hired as a part-time CDL instructor.
- Kaylee Taylor- Hired English faculty Williamson Campus

- Debbie reviewed the current vacancies with the Board. Executive Assistant to the CIO (Not filling), Production Assistant (Not filling), Instructor of Nursing (9 month) (Not filling), and Student Success Advisor¹⁵

12.2 Next regular Board of Governors meeting will be held April 17th- 19th at Pipestem State Park. (Lodging details and agendas will be forwarded prior to the meeting.)

13. 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 APRIL 16, 2024**

ITEM: SCP-5XXX, *PCI Compliance and Merchant Services*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-5XXX, *PCI Compliance and Merchant Services* to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

SCP-5XXX, *PCI Compliance and Merchant Services*, is a new policy created to maintain Payment Card Industry Data Security Standards (PCI) compliance and state and federal codes. The new policy was reviewed by the Policies and Procedures Committee at its meeting on February 9, 2024. The recommendation was to forward the policy to the President's Cabinet for advancement to the Board of Governors of Southern West Virginia Community and Technical College.

At its meeting on March 5, 2024, the President's Council granted approval for the advancement of SCP-5XXX, *PCI Compliance and Merchant Services*, to the Southern West Virginia Community and Technical College Board of Governors.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval to distribute SCP-5XXX, *PCI Compliance and Merchant Services*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5XXX**

SUBJECT: PCI Compliance and Merchant Services

REFERENCE: WV State Code 12-3A-6; WV State Treasurer’s Office Credit Card Handling Handbook; Payment Card Industry Data Security Standards (PCI-DSS)

ORIGINATION: February 9, 2024

EFFECTIVE:

REVIEWED:

SECTION 1. PURPOSE

- 1.1 The purpose of this Policy is to establish the compliance requirements for Southern West Virginia Community and Technical College to process payment cards consistent with Payment Card Industry Data Security Standards (PCI-DSS), WV State Code as administered through the WV Treasurer’s Office, and applicable federal and state laws and regulations.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all college departments, employees, vendors, consultants, and other authorized persons associated with the College to utilize the College’s Merchant Services.

SECTION 3. DEFINITIONS

- 3.1 “Payment Cards” can be credit, debit, charge, and prepaid cards; a form of payment electronically linked to an account or accounts belonging to the cardholder. For the College’s Merchant Services program, payment cards are credit and debit cards.
- 3.2 “Cardholder Data” means personally identifiable information associated with a credit/debit card user, including the account number, expiration date, name, address, or Social Security number.
- 3.3 “Merchant Services” means the process of conducting payment transactions over electronic means. Although primarily conducted via the Internet, this can also include automated phone banks, touchscreen kiosks, and ATMs. Transactions have payment cards or electronic funds transfers via Automated Clearing House (ACH).
- 3.4 “Merchant Bank,” also known as an Acquiring Bank, is the bank or financial institution that processes payment card transactions for a merchant.
- 3.5 “College Merchant” is a College division, department, or other applicable unit that processes payment card payments using a POS device, a 3rd party system, or an eCommerce website.

- 3.6 “Payment Card Industry Council” is the governing body overseeing how payment card transactions are processed.
- 3.7 “Payment Card Industry Data Security Standards (PCI-DSS) means a consolidated standard from the major payment card issuers detailing merchant requirements when accepting credit/debit cards, including Visa, MasterCard, American Express, Discover, and JCG. The requirements include network security (physical/logical) and monitoring components.
- 3.8 “Payment Gateways” are the approved Merchant Services solutions provided by the West Virginia State Treasurer’s Office to collect payment card payments over the Internet.
- 3.9 “Personal Data” means information or data collected that can identify an individual directly or indirectly.
- 3.10 “Point to Point Encryption” means the information is encrypted instantly upon initial swipe/dip and then securely transferred to the payment processor before it is decrypted and processed.

SECTION 4. POLICY

- 4.1 The College is responsible for processing and reconciling payments using payment cards consistent with PCI-DSS and WV State Code, regardless of whether payment is received in person, over the phone, or using a College eCommerce website.
- 4.2 The College’s Information Technology (IT) network is deemed to be out of scope for supporting Point of Sale (POS) transactions that do not encrypt the transaction. Only Payment Card Industry (PCI) Council-approved POS devices that use Point-to-Point Encryption technology (P2PE) may be connected to the College’s IT network for College Merchants to process payment card transactions. The use of unapproved POS devices is strictly prohibited.
- 4.3 All College Merchants utilizing the Internet to accept payment card payments must utilize the West Virginia State Treasurer’s Office (WVSTO) approved Payment Gateways. Use of unapproved Payment Gateways is prohibited.
- 4.4 All POS and Payment Gateways must be associated with an approved OASIS account. Use of any other type of bank account is prohibited.
- 4.5 To ensure compliance, a College Merchant must have a legitimate business need to process payments using payment cards to support their administrative, outreach, or academic mission. A legitimate business need must be identified for the designation of College Merchant to be granted.
- 4.6 Use of email to accept payment card payments is strictly prohibited.

SECTION 5. BACKGROUND AND EXCLUSIONS

- 5.1 None

SECTION 6. GENERAL PROVISIONS

- 6.1 Any employee who violates this Policy will be subject to appropriate disciplinary action.
- 6.2 Any student who violates this Policy will be subject to the appropriate disciplinary action in accordance with the Student Code of Conduct.
- 6.3 Any individual affiliated with the College who violates this Policy will be subject to appropriate corrective action, including, but not limited to, termination of the individual's relationship with the college.
- 6.4 College Merchants who do not comply with this Policy may be subject to appropriate penalties, including revocation of status as College Merchant. In the event of a data breach due to non-compliance, College Merchants may be subject, but not limited to, the following:
 - 6.4.1 Fines imposed by a bank and/or payment brand
 - 6.4.2 Cost to notify cardholders of a data breach
 - 6.4.3 Payment Card replacement and remediation services for impacted cardholders
 - 6.4.4 Repayment of fraudulent charges resulting from a data breach
 - 6.4.5 Onsite forensics audit by a PCI-Qualified Data Security Company
 - 6.4.6 Merchant certification by a PCI-Qualified Date Security Company
 - 6.4.7 Associated legal fees
- 6.5 The College's Chief Finance Officer, supported by the Bursar, Controller, and Chief Information Officer, will coordinate with appropriate College entities on implementing and enforcing this policy.
- 6.6 Responsibility for interpreting this Policy rests with the Chief Finance Officer.

SECTION 7. RESPONSIBILITIES

- 7.1 The Business Services Unit is responsible for leading and overseeing the College's Merchant Services Program, which includes the following activities:
 - 7.1.1 Working with the WVSTO to ensure that the College's Merchant Services program is in compliance with PCI-DSS, WV State Code, and other federal and state laws and regulations;
 - 7.1.2 Designating the College Merchants who have a legitimate business need to accept payment card payments on behalf of the College:

- 7.1.3 Maintaining an inventory of all POS devices, eCommerce websites, and Payment Gateways. Maintaining a list of College Merchants with their associated Merchant ID numbers and completed SAQs, and maintaining a list of vendors' PCI Attestation of Compliance in use at the College.
 - 7.1.4 Ensuring that the College Merchant provides and completes annual PCI security and awareness training.
 - 7.1.5 Collaborating with Information Technology (IT) on developing policies and procedures to establish a governance framework for the College Merchant Services Program.
 - 7.1.6 Collaborating with IT on completing and submitting the PCI Self-Assessment Questionnaire (SAQ) for submission to the WVSTO Merchant Bank.
- 7.2 Information Technology will support the College Merchant Services Program, which includes the following activities:
- 7.2.1 Conducting security risk assessments of College Merchants to ensure that their processing of payment card payments does not introduce an information security risk to the College's IT environment and to ensure that their payment card payment processing complies with PCI Standards.
 - 7.2.2 Collaborating with the Business Services Unit on developing policies and procedures to establish a governance framework for the College Merchant Services Program.
 - 7.2.3 Collaborating with the Business Services Unit on the completion and submission of PCI Self-Assessment Questionnaires (SAQs) for submission to the WVSTO's Merchant Bank.
 - 7.2.4 Provide IT technical support to the College's Merchant Services program.
- 7.3 College Merchants are responsible for the following:
- 7.3.1 Designating an individual within the department who has primary authority and responsibility for the payment card transaction processing by that College Merchant.
 - 7.3.2 Ensuring that daily settlements for payment card transactions are entered into the College financial system.
 - 7.3.3 Ensuring all staff with duties to accept or process payments complete annual security awareness training (e.g., PCI-DSS, identity theft detection) provided by the College.
 - 7.3.4 Distributing the tasks of processing payment, balancing daily transactions, and balancing books between at least two different people.
 - 7.3.6 Using College-provided, validated POS to collect Cardholder Data over the phone or in person.

- 7.3.7 Using WV State Treasurers’ Office approved Payment Gateway to facilitate payment for products, goods, and services were available on the College websites.
- 7.3.8 Ensuring that goods and services offered for sale on College websites are reflected accurately.
- 7.3.9 Complying with College policies, procedures, and standards, including but not limited to the Security of Information Technology Policy and the Information Technology Acceptable Usage Policy.
- 7.3.10 Reporting known or suspected Security Incidents to Information Technology.

Section 8. CANCELLATION

8.1 None

Section 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such a review, the President or the President’s designee may recommend to the Board that the policy be amended or repealed.

Section 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: February 9, 2024 – Policy originated.



Fiscal Year 2025

Budget Proposal

Plan for FY 2025

For fiscal year 2025, we are asking the Board of Governors to approve a budget of \$15,135,699. In the event that the Governor holds a special budget session in the upcoming months this number may change and we would need to modify the budget and ask for reapproval.

The President's Cabinet has had weekly budget meetings to develop this budget. We feel that this is balanced but would allow us to operate efficiently without using our reserves. We are implementing several cost saving measures and looking at several additional revenue sources to aid the college in its endeavors.

Southern WV Community & Technical College
Cash Operating Budget Proposal
Fiscal Year 2025

	FY 2025 BUDGET	FY 2024 BUDGET	Comparison
REVENUES:			
Tuition and Capital Fees	\$3,881,862	\$4,210,460	-\$328,598
Program Fees	\$815,930	\$1,142,233	-\$326,303
Dual Credit/ECA Level Up Funding	\$340,000		
Workforce Revenue	\$400,000	\$400,000	\$0
Auxiliary Enterprises	\$30,000	\$35,000	-\$5,000
Other Operating Revenue	\$50,000	\$50,000	\$0
State Appropriations	\$9,217,907	\$8,849,656	\$368,251
Investment Income	\$400,000	\$245,000	\$155,000
Other Nonoperating revenues	\$0	\$0	\$0
TOTAL REVENUES	\$15,135,699	\$14,932,349	\$203,350

EXPENSES:			
Salaries and Wages	\$9,686,088.57	\$9,072,931.00	\$613,157.57
Benefits	\$2,738,458.27	\$2,635,918.00	\$102,540.27
Utilities	\$872,279.70	\$862,100.00	\$10,179.70
Supplies and Other Services	\$1,838,872.74	\$2,361,400.00	-\$522,527.26
TOTAL OPERATING EXPENSES	\$15,135,699	\$14,932,349	\$203,350

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF APRIL 16, 2024**

ITEM: Request for Approval of Personnel Salary Increase for All Full-time Regular Employees for FY 2024-2025

RECOMMENDED 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, 2024.

STAFF MEMBER: Pamela L. Alderman

BACKGROUND:

During the recently completed West Virginia legislative session, the 2025 Budget Bill (SB 200) provided additional appropriations for salary increases for all West Virginia State employees. The salary increase will become effective July 1, 2024.

The salary increases will be applied as follows for each category of full-time employees:

Faculty - All regular full-time faculty (55 total) of Southern West Virginia Community and Technical College, as of April 1, 2024, will be granted a flat increase of \$2,200 to their base salary. The estimated cost of this salary increase is \$121,000.00.

Classified Staff - All regular full-time classified staff (36 total) of Southern West Virginia Community and Technical College, as of April 1, 2024, will receive a flat increase of \$2,200 to their base salary. The estimated cost of this salary increase is \$79,200.00.

Non-classified Staff - All regular full-time non-classified staff (52 total) of Southern West Virginia Community and Technical College, as of April 1, 2024, will receive a flat increase of \$2,200 to their base salary. The estimated cost of this salary increase is \$114,400.00.

Administration and Deans – All regular full-time administrative staff (10 total) of Southern West Virginia Community and Technical College, as of April 1, 2024, will receive a flat increase of \$2,200 to their base salary. The estimated cost of this salary increase is \$22,000.00.

Faculty Overload Pay – The remaining \$31,651.00 will be appropriated toward the cost of full-time faculty overload pay.

The estimated salary increase cost for eligible employees is \$368,251.00.

Chair, Board of Governors

EFFECTIVE

**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE**

Organizational Chart

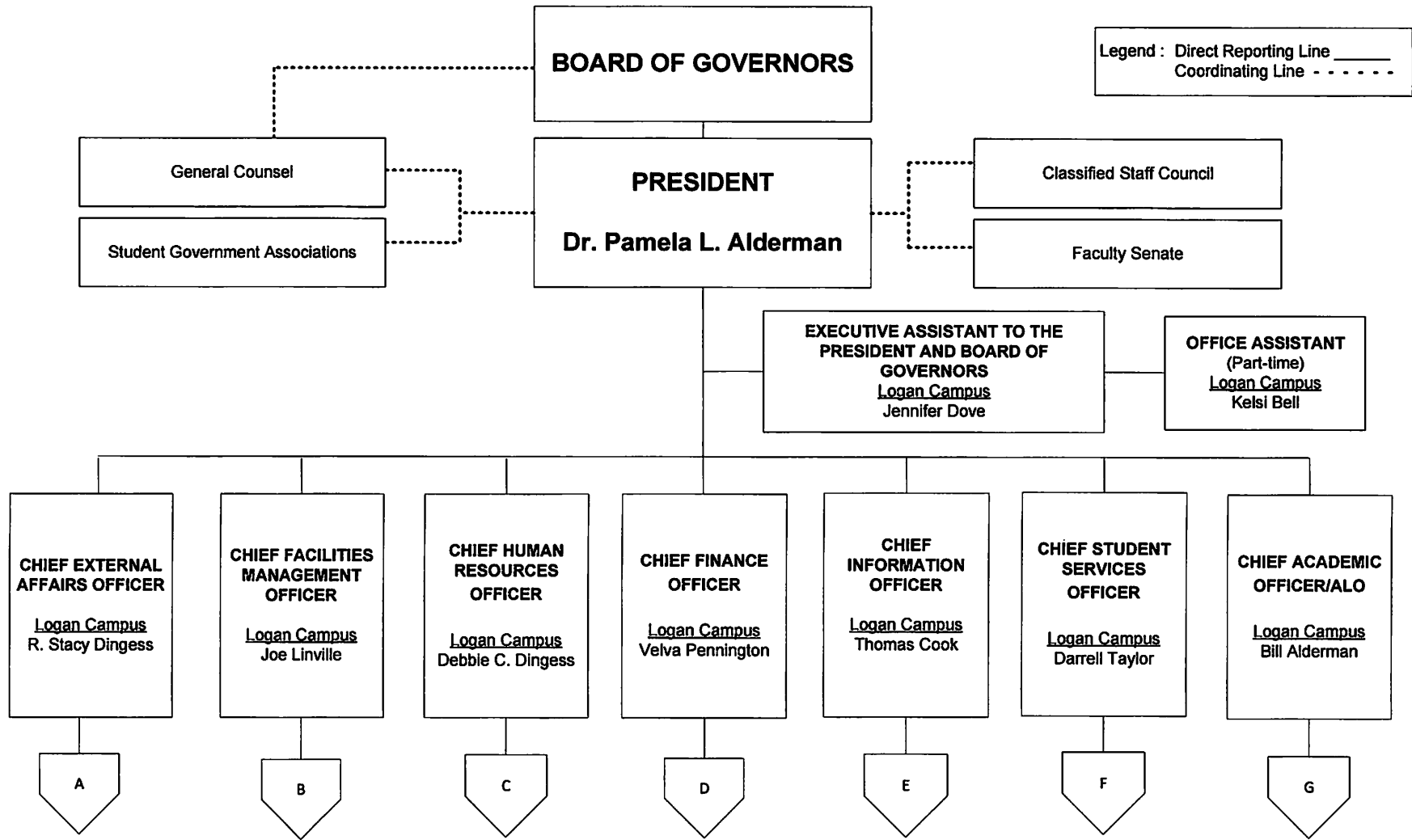
**UPDATED
4/02/24**



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ORGANIZATIONAL CHART**

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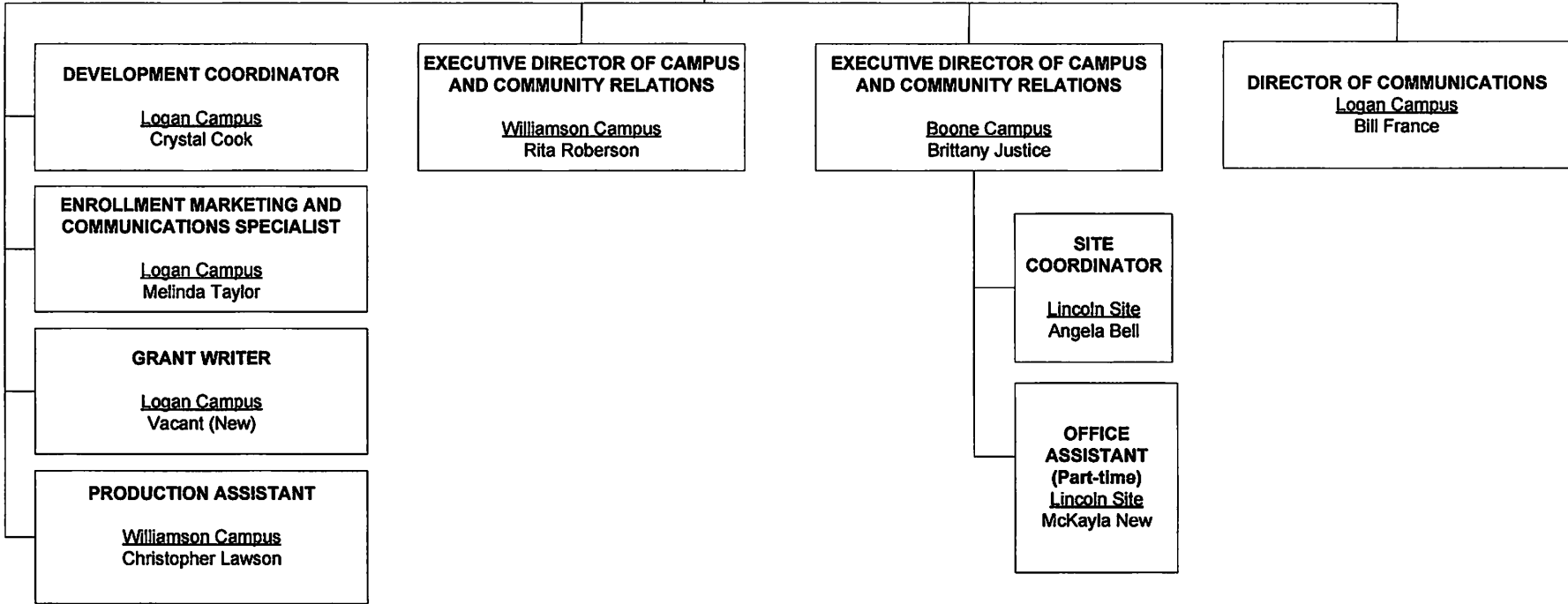
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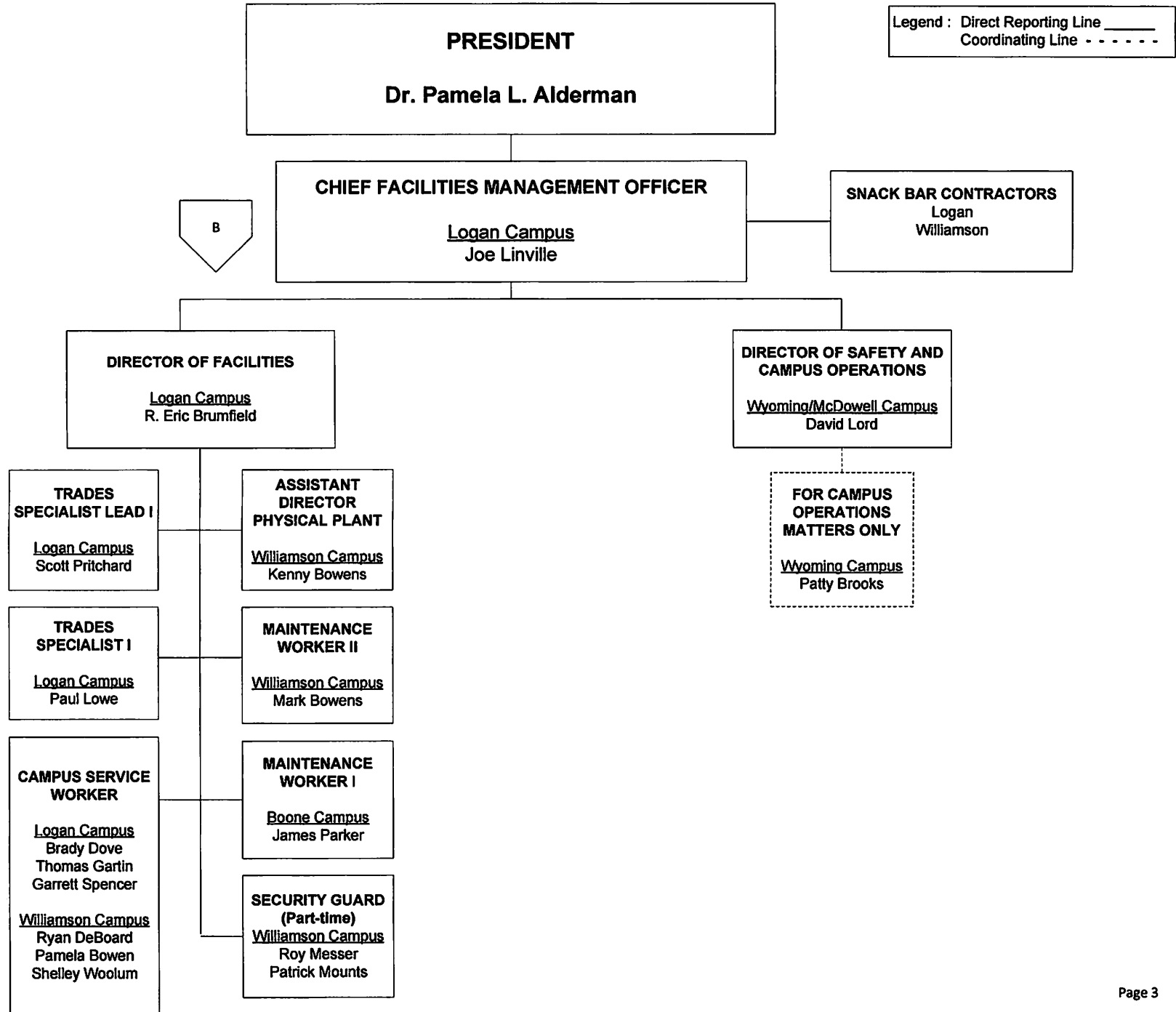
PRESIDENT
Dr. Pamela L. Alderman

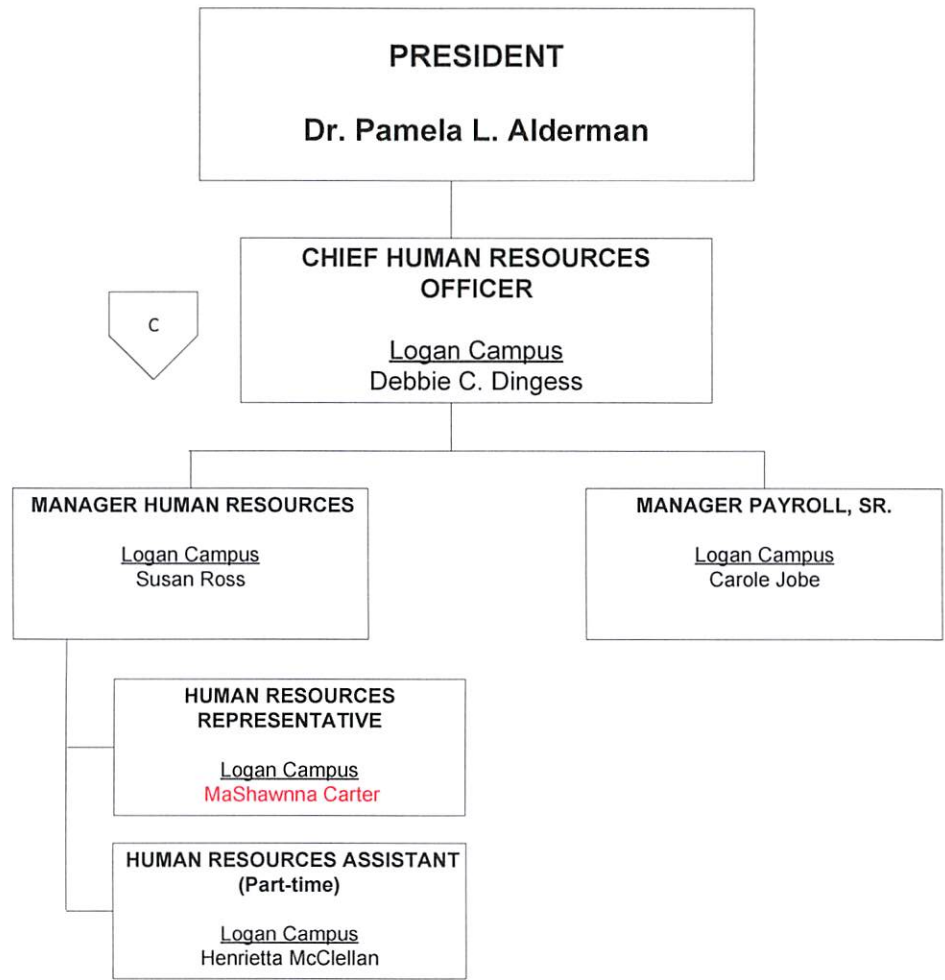
A

CHIEF EXTERNAL AFFAIRS OFFICER
Logan Campus
R. Stacy Dingess

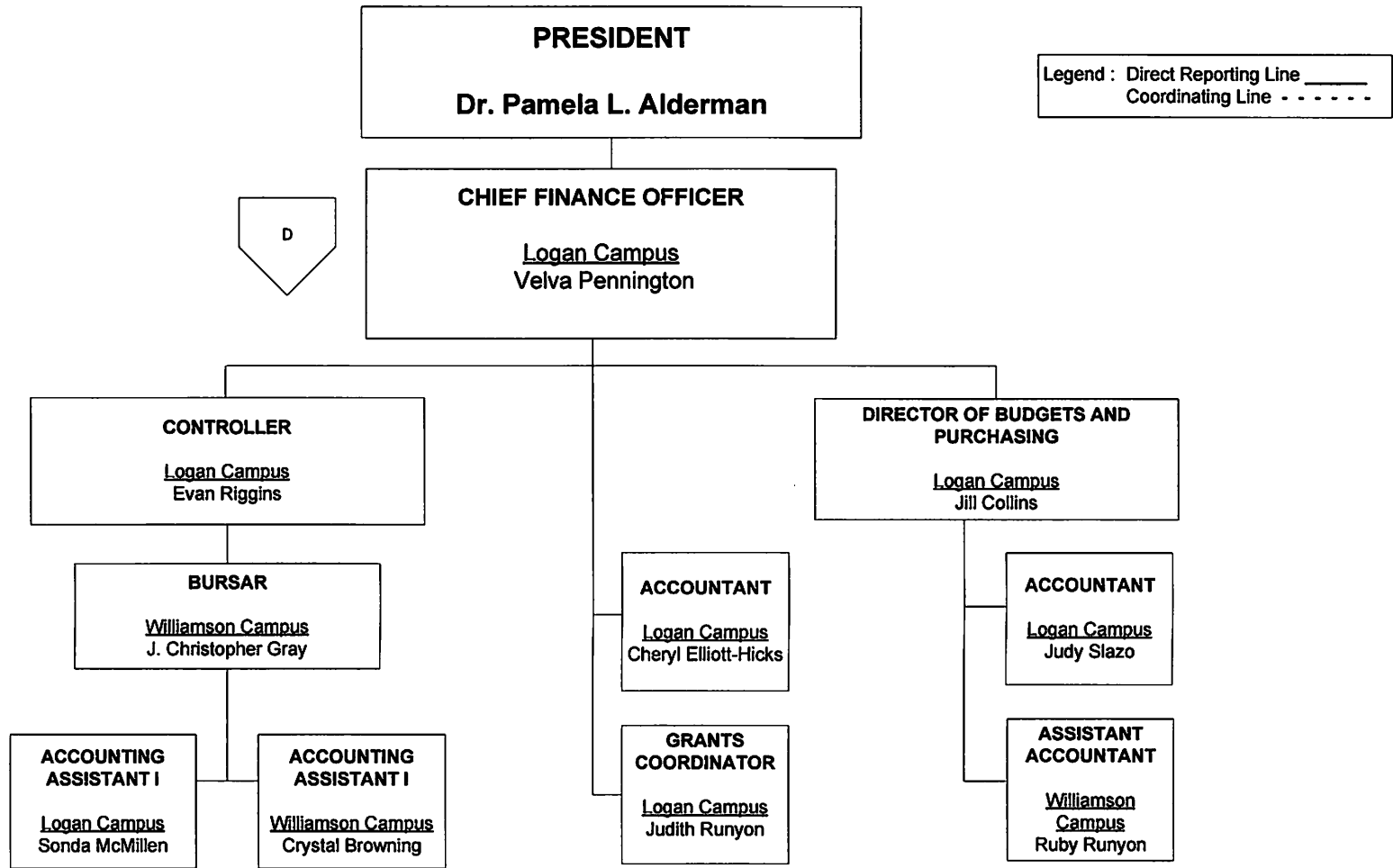
**EXECUTIVE ASSISTANT TO THE
CHIEF EXTERNAL AFFAIRS OFFICER**
Logan Campus
Tammy Toppings

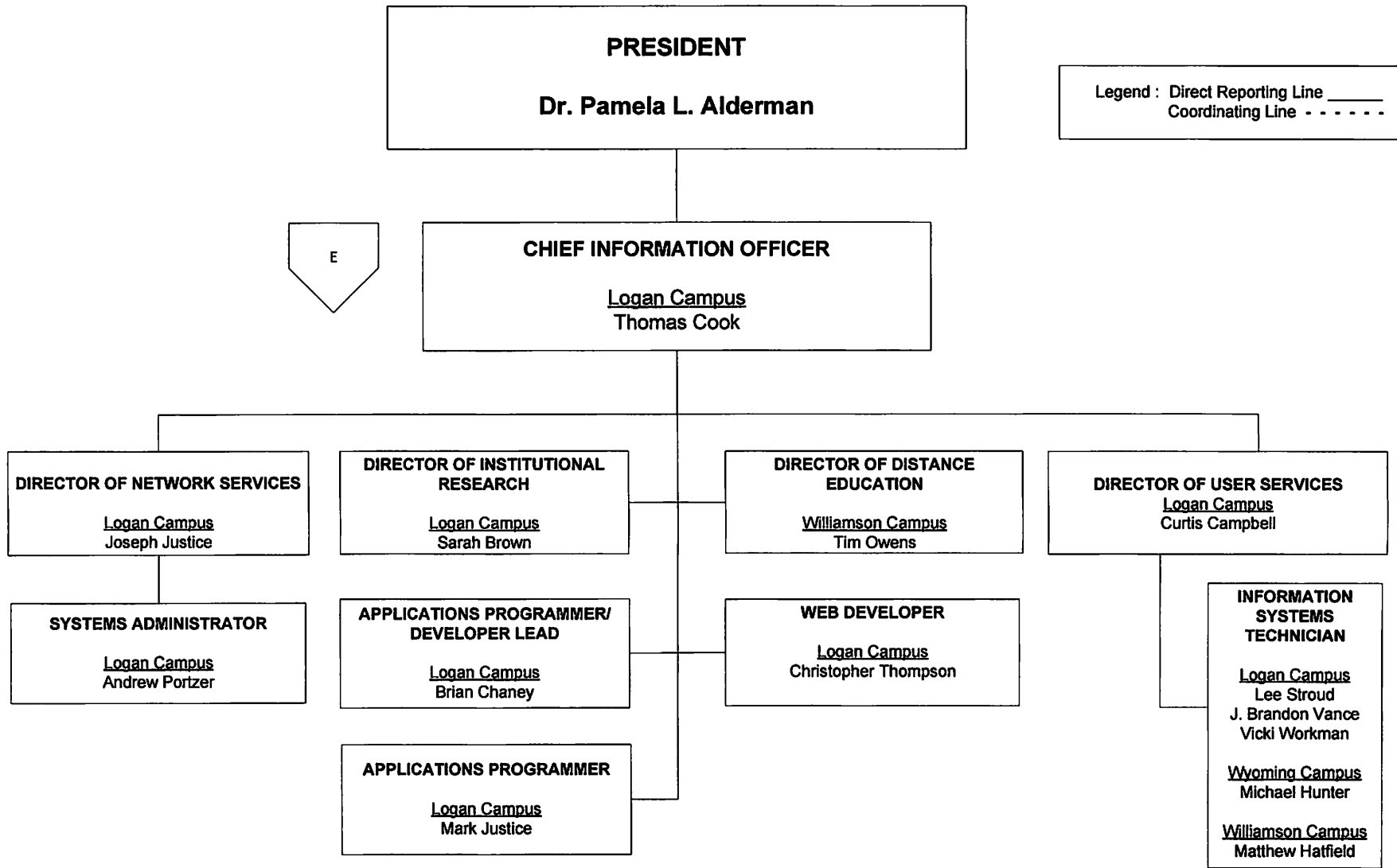






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PRESIDENT
Dr. Pamela L. Alderman

F

CHIEF STUDENT SERVICES OFFICER
Logan Campus
Darrell Taylor

STUDENT GOVERNMENT ASSOCIATIONS

EXECUTIVE ASSISTANT TO THE CHIEF STUDENT SERVICES OFFICER
Logan Campus
Shelly Parker

DIRECTOR OF STUDENT SUCCESS
Logan Campus
Dianna Toler

DIRECTOR OF ADMISSIONS
Logan Campus
Tim Ooten

REGISTRAR
Logan Campus
Teri Wells

DIRECTOR OF FINANCIAL ASSISTANCE
Logan Campus
Stella Estepp

STUDENT SUCCESS ADVISOR
Boone Campus
Elijah Hooker
Logan Campus
Brian Carter
Michele Moore (TANF Grant)
Cassandra Vance
Williamson Campus
Elizabeth Evans
Cheryl Thacker (TANF Grant)
Roger Williamson

FOR STUDENT SUCCESS MATTERS ONLY
Lincoln Site
Angela Bell

STUDENT SUCCESS CENTER COORDINATOR
Logan Campus
Hattie Newsome

CAREER SERVICES COUNSELOR
Logan Campus
Vacant
(Perkins Grant)

PROGRAM ASSISTANT I
Logan Campus
Brittany Fekete

RECRUITMENT AND OUTREACH SPECIALIST
Logan Campus
Mike Collins

STUDENT COMMUNICATIONS SPECIALIST
Williamson Campus
Shelly Stewart

PROJECT COORDINATOR (Part-time)
Logan Campus
Kelsey Lemmon

FOR ADMISSIONS AND/OR STUDENT RECORDS MATTERS ONLY
Lincoln Site
Angela Bell

FOR ADMISSIONS MATTERS ONLY
Wyoming Campus
Patty Brooks

STUDENT RECORDS ASSISTANT
Williamson Campus
Paula Maynard

TRANSFER COORDINATOR
Logan Campus
Angela Dotson

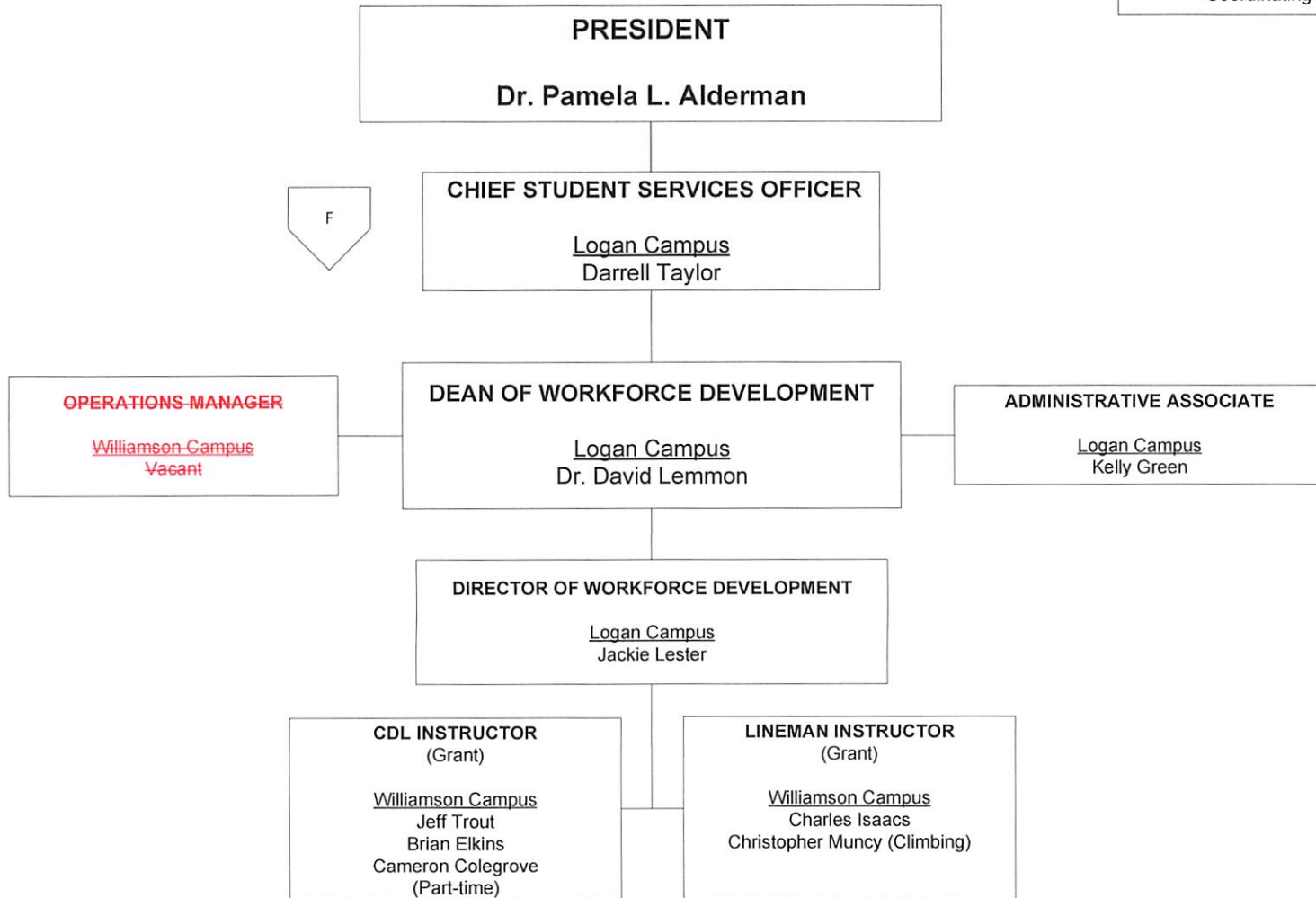
PROGRAM ASSISTANT I
Boone Campus
Vacant
Wyoming Campus
Patty Brooks

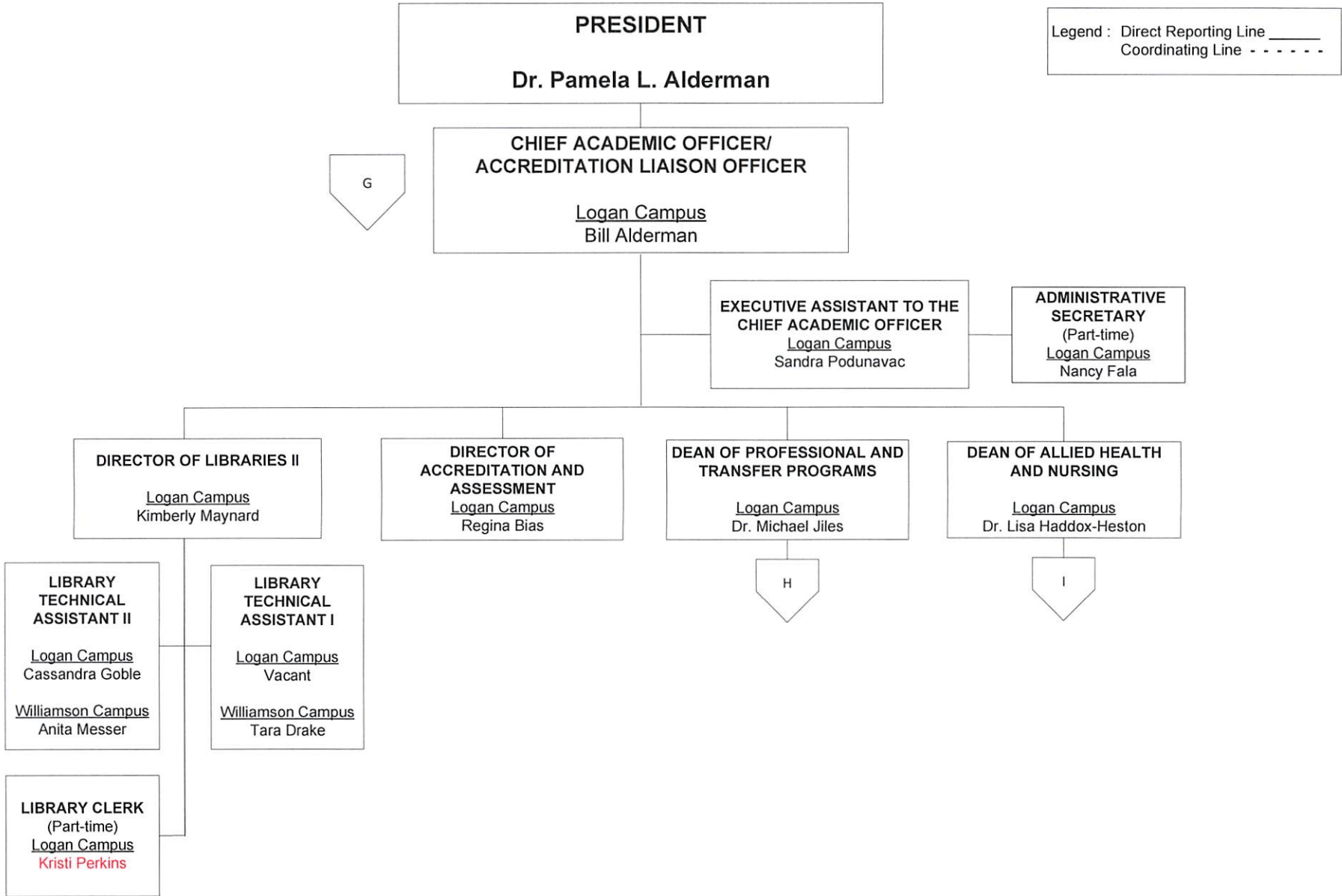
ASSOCIATE DIRECTOR OF FINANCIAL AID
Logan Campus
Mary Trent

FINANCIAL AID COUNSELOR
Logan Campus
Emily Mills
Williamson Campus
Kelly Jacobs

FINANCIAL AID ASSISTANT (Part-time)
Logan Campus
Roberta Carter

Legend : Direct Reporting Line _____
Coordinating Line - - - - -





PRESIDENT
Dr. Pamela L. Alderman

Legend : Direct Reporting Line _____
Coordinating Line - - - - -

CHIEF ACADEMIC OFFICER
Logan Campus
Bill Alderman

**DIRECTOR OF EDUCATIONAL
OUTREACH (BOG/ECA/DUAL CREDIT)**
Logan Campus
Joshua May

**DEAN OF PROFESSIONAL AND
TRANSFER PROGRAMS**
Logan Campus
Dr. Michael Jiles

ADMINISTRATIVE ASSOCIATE
Logan Campus
Kattyn Justice



DIRECTOR OF ARTS AND HUMANITIES
Logan Campus
Will Alderman

DIRECTOR OF MATH AND SCIENCES
Lincoln Site
Christopher Ward

**DIRECTOR OF PROFESSIONAL AND
TECHNICAL**
Logan Campus
Stephanie Mounts

EDUCATION FACULTY
Logan Campus
Nicole Vineyard
Dr. Gary Hensley
(Grow Your Own Grant)

**HUMANITIES
FACULTY**
Boone Campus
Larry D'Angelo
Logan Campus
Will Alderman
Nathan Freeman
Tehseen Irfan
Lillie Teeters
Williamson Campus
Adam Banks
Kaylee Taylor

**SOCIAL SCIENCES
FACULTY**
Logan Campus
Kevin Dingess
Dr. Charles Keeney
Williamson Campus
Dr. Susan Baisden

**MATHEMATICS
FACULTY**
Boone/Lincoln Campus
Christopher Ward
Logan Campus
Susan Baldwin
Liza Jackson
Michael Kitchen

**HUMANITIES
FACULTY**
Logan Campus
Matthew Mayo

SCIENCES FACULTY
Boone/Lincoln Campus
Dr. Rebecca Pratt
Logan Campus
Dr. Lauren Bates
Vincent George
Guy Lowes
Stephanie Woodrum
Williamson Campus
Kimberly Hensley

BUSINESS FACULTY
Logan Campus
Douglas McCloud
Logan Campus
Stephanie Mounts
Williamson Campus
Gordon Hensley

**DIESEL
TECHNOLOGY
FACULTY**
Williamson Campus
Vacant

WELDING FACULTY
Williamson Campus
Cameron Woolum

**INFORMATION
TECHNOLOGY
FACULTY**
Logan Campus
Erica Farley
Rick Thompson
Boone Campus
Matthew Payne

**ELECTRICAL
ENGINEERING
FACULTY**
Williamson Campus
Timothy Moseley

**CRIMINAL JUSTICE
FACULTY**
Logan Campus
Vacant

PRESIDENT
Dr. Pamela L. Alderman

CHIEF ACADEMIC OFFICER
Logan Campus
Bill Alderman

Legend : Direct Reporting Line _____
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DEAN OF ALLIED HEALTH AND NURSING
Logan Campus
Dr. Lisa Haddox-Heston

ADMINISTRATIVE ASSOCIATE
Logan Campus
Susan Wolford



DIRECTOR OF NURSING
Logan Campus
Sheliah Elkins

ADMINISTRATIVE SECRETARY, SR.
Logan Campus
Sammi Dodrill

SIMULATION AND ACADEMIC LAB COORDINATOR
Logan Campus
Sherry Bradford

NURSING FACULTY
Logan Campus
Ashleigh Barnette
Loretta Brown
Sharon Davis
Heather Drake
Stacy Hatfield
Brittani Kirk
Melissa Kirk
Jennifer Lowdermilk
Mika McCoy
Dr. Debra Mullins
Maudie Orraca-Tetteh
Sandra Vance
1 Vacant Position
1 Vacant Position (ASCEND Grant)

ACADEMIC LAB MANAGER/ ADMINISTRATIVE SECRETARY SR.
Logan Campus
Beth Deaton

STUDENT SUCCESS ADVISOR
Logan Campus
Vacant
(ASCEND Grant)

DIRECTOR OF EMERGENCY MANAGEMENT SERVICES
Logan Campus
Albert M. Smith

ALLIED HEALTH FACULTY
Logan Campus
Andrea Brown
Cynthia Lowes

DIRECTOR OF COSMETOLOGY AND SALON MANAGEMENT
Logan Campus
Sherry Ramey

FACULTY
Logan Campus
Kelly Warren

DIRECTOR OF MEDICAL LABORATORY TECHNOLOGY
Logan Campus
Christy Spry

FACULTY
Logan Campus
Jadriana Chaney

DIRECTOR OF RADIOLOGIC TECHNOLOGY
Logan Campus
Dr. Havilah Adkins

FACULTY
Logan Campus
Morgan Maynard

DIRECTOR OF RESPIRATORY CARE TECHNOLOGY
Williamson Campus
Stephanie Daniel

FACULTY
Williamson Campus
Gina Lester

DIRECTOR OF SURGICAL TECHNOLOGY
Logan Campus
Misha Herndon

FACULTY
Logan Campus
Meloney McRoberts

Southern West Virginia Community and Technical College												
Job Vacancy Status as of												
Tuesday, April 2, 2024												
Vacant Position	Campus	Supervisor	Status	Vacant Date	Position Number	Vacant Base Salary	Fund	Unit	Hire/Fill Date	Former Employee/Position	Incumbent(s)	Filled Salary
Instructor of Criminal Justice	Logan	Mike Jiles	Not Fill		0487P00230	\$42,000.00	0380	3205		Leslie Goldie		
Instructor of Diesel Technology	Williamson	Mike Jiles	Posted	4/22/2022	0487P00075	\$ 42,000.00	4683	8025		New		
Mining Instructor	Williamson	Jay Lester	Not Fill	12/2/2022	0487P00246	\$ 75,470.00	4683	8025		Thomas Dotson		
Instructor of Nursing ASCEND Grant	Logan	Sheliah Elkins	Posted	New	0487P00260	\$ 42,000.00	8772	8108		New		
Student Success Advisor – ASCEND	Logan	Sheliah Elkins	Not Fill	7/31/2023	0487P00152	\$ 40,968.00	4683	8108		Elijah Hooker		
Grant Writer	Logan	Stacy Dingess	Hold		New					New		
Library Clerk (Part-time)	Logan	Kimberly Maynard	Filled	11/9/2023	0487T66726	\$ 9,800.75	4680	3209	3/25/2024	Drema Frye	Kristi Perkins	\$12 / hr.
Instructor of Nursing - 12-month Weekend	Logan	Sheliah Elkins	Posted	1/2/2024	0487P00281	\$ 63,067.00	4683	8112		Cori Pettry		
Executive Assistant to the Chief Information Officer	Logan	Tom Cook	Not Fill	1/12/2024	0487P00060	\$ 40,968.00	4680	7001		Angela McDonald		
Instructor of Nursing – 9-month	Logan	Sheliah Elkins	Not Fill	1/5/2024	0487P00180	\$ 45,000.00	4680	3105		Jennifer Vernatter		
Production Assistant	Williamson	Stacy Dingess	Not Fill	1/25/2024	0487P00156	\$ 36,443.00	4680	1303		Darrell Mitchem		
Student Success Advisor TANF	Williamson	Dianna Toler	Filled	2/12/2024	0487P00256	\$ 35,568.00	4683	8066	4/1/2024	Elizabeth Evans	Cheryl Thacker	\$ 35,568.00
Director of Nursing	Logan	Lisa Haddox-Heston	Posted	6/30/2024	0487P00051	\$ 103,505.00	0380	3105		Sheliah Elkins		
Human Resources Representative	Logan	Susan Ross	Filled	3/7/2024	0487P00237	\$ 40,968.00	0380	2100	3/25/2024	Dustin Crisp	MaShawanna Carter	\$ 35,568.00
Career Services Representative	Logan	Dianna Toler	Hold	3/14/2024	0487P00157	\$ 35,568.00	4683	8031		Anthony Vance		
Program Assistant I	Boone	Feri Wells	Hold	3/14/2024	0487P00154	\$ 33,354.00	4680	5400		Anna Evans		
Operations Manager – Workforce	Williamson	David Lemmon	Hold	3/26/2024	0487P00056	\$ 51,400.00	0380	6001		Shelby Porter		