

Southern West Virginia Community and Technical College
Board of Governors
Meeting of December 14, 2021
2900 Dempsey Branch Road, Mt. Gay, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 915 1551 1061
<https://zoom.us/j/91515511061>
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, Shawn Cline-Riggins, Virgil Underwood, Sam Stewart, and David Gresham

Board Members Absent: Jeremy Thompson, excused.

College Staff Present: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Tom Cook, Debbie Dingess, Stacy Dingess, Evan Riggins, Rita Roberson, Chris Ward, Beverly McDonald, Darrell Taylor, Tim Owens, Kelly Shaffer, Suttle & Stalnaker

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. Moment of Silence for Chuck Puckett.

At this time a moment of silence was observed for Professor Chuck Puckett.

3. 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.

4. Presentation and Acceptance of FY 2021 Financial Audit Presentation

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the fiscal year ended **June 30, 2021**. Suttle and Stalnaker audit and consulting manager, Kelly Shafer, discussed details of the accounting firm's findings with respect to financial reporting. The accounting firm provided copies of the audited financial statements to the Board for review. The report is intended solely for the information and use of the College's Governing Board, managements of the College and the West Virginia Council for Community and Technical College Education, and is not intended to be and should not be used by anyone other than these specified parties. No internal issues or compliance issues were found during the audit, and the firm found no difficulties in dealing with management in performing and completing their audit. Suttle and Stalnaker made the following recommendations: 1) Reconciliation of Capital Assets -try to reconcile capital assets through the year maybe periodically would help to catch errors if they were looked at on a monthly basis. 2) Capital assets are kept on excel spreadsheet which can be hard to keep track of, suggests getting

a computerized fixed assets system. 3) Consider doing a physical inventory of capital assets periodically. 4). Suggested to keep communication open between FEMA and college regarding the money received from flood several years ago that Southern was unable to spend and that FEMA wouldn't take back. 5) Service organization control report related to the OASIS accounting system, make sure that report is reviewed annually and document that review. 6) SEFA Schedule of Expenditures and Federal Awards there was an error that required correction. Ms. Shafer expressed her appreciation to Interim President Litteral and his staff for the excellent assistance they provided during the audit. Ms. Shafer thanked Stacy Dingess and the Finance department for all their hard work. For institutions of which Suttle & Stalnaker has conducted audits, Southern is consistent with most.

5. Financial Report

Stacy Dingess will provide the report from Suttle & Stalnaker to the Board. Mr. Dingess provided the cash balance report as of November 30th to the Board. Revenue entries are due to be entered by the end of December and will email to the Board for their review. Tuition and fee balance is \$11.6 million which is up almost 2 million dollars, very stable in that account. Auxiliary and Axillary Capital fees is up \$33,000.00 In our state appropriation (0380 account) will decrease as payroll continues to be deducted. Should be brought to zero by the end of the year. If there are any reserves by the last quarter in June, we will move operating expenses into that account and net it against our state revenue so it always balances out to zero. 4682, 4683 and 8772 are all restricted revenue accounts. We do have some increase in capital fee and a decrease in 4683 and 8772 grants and federal grants. Southern hasn't had any new federal grants lately but will be receiving a GEAR UP grant which Southern will get part of \$27 million dollars of which two universities and Southern are included in that grant. This year will be a different from years in the past because the service area will include Logan County. We are hopeful that will increase our student enrollment. Overall, we are doing well from a cash standpoint. Mr. Dingess will provide a more detailed quarterly report at the end of this month.

6. Introduction of New Board Members

At this time, Chair Heston introduced the new member to the Board of Governors, Virgil Underwood. Chair Heston read Mr. Underwood's biography to the Board.

7. Oath of Office

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

8. HLC Institutional Response Update

Bill Alderman, ALO informed the Board that the criterion teams have submitted their first draft on December 2nd. Mr. Alderman invited any Board member to contact him should they wish to see the evidence on the Sdrive. To do so in a meeting would take up too much time due to amount of evidence listed there. The teams are at a word count of 24,507 of the 40,000 allowed. Mr. Alderman stated that the teams are ahead of schedule. Proud to report we are far ahead of where we were in previous reports. Criterion teams have been meeting weekly and now some meet bi-weekly and have minutes and agendas for each meeting. Mr. Alderman stepped down as chair on criterion one so he could help the

other teams more. Very please that so many are involved in this process from employees to Board members it is truly everyone's voice. Mr. Alderman briefly went over each criterion team's reports and invited the Board to take time to read over the reports attached. The timeline and planning updated was reviewed. We are anticipating a very good report. Very happy with the work that Tom Cook, Chad Scott, and Chris Thompson for all their help and support. Vision and mission statement are on the webpage. The report will be ready on August 22, 2022 and uploaded to assurance argument system in HLC. That will allow one month for HLC and Southern to look over and proof before the visit on November 14th and 15th, 2022. Planning on having several mock interviews between August and November to assure everyone is prepared for visit. Mr. Alderman took a few minutes to explain the accreditation process to the new members. Reiterated that this is a very transparent process and teams have worked together.

9. **President's Report**

President Alderman provided the following update to the Board:

- College suffered a great loss of Chuck Puckett.
- Trunk or treat 500 participants in Williamson and over 2,000 participants in Logan Campus. We have community members, employees, and faculty involved.
- Giving Tuesday, Rita Roberson will give more information during her update.
- Thanked everyone for their work on HLC. Very happy with progress.
- Registration is currently in progress for Spring. Grades were due for Fall semester yesterday.
- ECA (early College Academy) grades were fantastic. Have approximately 100 students enrolled. Our goal with ECA is that high school students will graduate with an Associates Degree along with their High School Diploma. Mariana Evans, Coordinator of BOG degree, Dual Credit and ECA works to recruit high school students. Hopeful to expand the ECA program to career and technical programs.
- Working on Academic Calendar to revise it for next year. Looking to change from the 16 weeks that we have used for many years. We currently start in early in August. Sometimes students will go away for college and then decide to come back. We are unable to enroll those students unless they wait later in the semester or the following because we start so early. Looking to do go to a 15-week calendar next year. This will allow us to start the third week of August, we will have late registration that week to capture the students that return from other colleges. We will also do two 8-week semesters. We have tried 12-week semesters and those have not worked. This calendar will allow our students to graduate the first week of May and to be able to sit for exams quicker and be ready to work a lot sooner. This will be very beneficial to our Allied Health and Nursing students.
- The only community college involved to participate in the GEAR-UP grant.
- Looking forward to Dr. Brumfield and Dr. Persily's visits after break. Both are from the WV HEPC and CTCS. Dr. Cynthia Persily is over their health programs and works COVID. Dr. Randall Brumfield is the Vice Chancellor of Academics.
- Dr. Chris Treadway's from WV HEPC and CTCS visit went very well.
- MLT (Medical Laboratory Technology) won the National Cell Bowl. We had the number one student for that competition as well. Getting a lot of recognition for this accomplishment.

- Participated in the Great White Way parade in which our float won 1st place.
- Tug Valley Chamber of Commerce held Business After Hours on our Williamson Campus. We had approximately 25-30 visitors on campus. We did a presentation and then provided a tour of our buildings.
- Continue with District Consortium meetings. This is where we meet with the career and technical programs in each of our counties. Our last meeting was held at Mingo Central Comprehensive High School.
- Hosted the Harvest Half Marathon on our Williamson Campus.
- Spoke at the Small Communities Big Solutions conference that was held via zoom.
- Hosted a job fair the Armory building on our Williamson Campus. Saw approximately 80-100 prospective employees. Many of the companies that participated were able to hire.
- Darrell Taylor and Student Services presented SSConnect at West Virginia Association of Administrators and TRIO conference in Canaan Valley. They won the Statewide Innovation Award for SSConnect. Will present at the State level in January.
- Talked with Dr. Solomon last week about starting three new associate degree programs in Cosmetology, Mortuary Science, and Diesel Mechanic. Dr. Solomon is supportive and does not see why these would not be approved.
- In addition to associate degree programs we are also providing some workforce development programs. Currently, we have a Patient Care Technology program. This is an apprenticeship program, where they will be paid during their clinicals. Starting a CDL program in Williamson. Was made aware yesterday that we received more than \$500,000.00 in a West Virginia Advance grant for this program.
- Lineman program in Williamson as well. Will be asking for grant funds for this program, as well as, the Mortuary Science and Diesel Mechanic programs.
- Met with Southern Foundation Executive Board regarding opening a new bookstore. Met with the representative from Barnes & Noble and it went very well. Hopeful to partner with Barnes & Noble. Will bring this to the Board for approval. If a student takes 15 credit hours a semester the cost of the books will be \$360.00 for all of their textbooks. The books will be ebooks. This is a huge cost saving for our students.
- Governance Day on December 3rd. Was able to meet in person, the first time since COVID.
- Stephanie Mounts and students will host a free tax preparation for free.
- Participated in a fund-raising event at the Coal Field Jamboree. Approximately \$16,000.00 was raised. Discussed in Logan County Chamber of Commerce meeting about getting the Coalfield Jamboree listed on historical registry, which would open up grant opportunities.
- Received last round of HERF money. Southern was able to provide two rounds of checks to our students this semester. Southern has given back approximately 2 million dollars back to students.
- Attended first meeting of West Virginia Rural Health Board of Directors. Dr. Alderman will be serving on that Board.
- Counseling was provided for employees and students in light of Chuck Puckett's passing.

- The foundation has raised \$320,000 in cash. Does not include in-kind donations.

10. Faculty Senate Report

Faculty Senate Chair, Chris Ward, Provided the Faculty Senate report. Chris thanked the Board, Administration, and Faculty who stepped up and helped to give finals and grade Chuck Puckett's classes and do so in a seamless fashion. Mr. Puckett was also the ACF Chair, and with his passing, that position will need to be filled in January. Mr. Ward is working with campus directors and Tom Cook to improve classrooms technology and renovations. Faculty Senate provided input on Academic Calendar to make it a 15-week semester, which was unanimously approved by Senate. The Promotion and Tenure committee and made recommendations to the CAO. Policy not up for review for two years, but wants to meet with those who have been through process and get their feedback on what works and what did not. This will provide better information for review process and recommendations for changes. Mr. Ward will also continue Mr. Puckett's work on getting tenure back at the state level. Faculty handbook needs to be revised before the HLC visit. Faculty Senate is also working on revising the textbook policy. Senate is also looking the Adjunct release time policy so it will be ready to present in April. Mr. Ward provided an update on Brightspace.

11. Classified Staff Council Report

Beverly McDonald provided the Classified Staff Council Report to the Board. Classified Staff has met a couple of times since the last Board meeting. Staff has meet with Debbie Dingess, Chief Human Resources Officer, and President Alderman regarding reclassification. In 2017 a Legislative Bill was introduced that changed how Classified Staff worked. Human Resources and staff will be working on updating job descriptions. The Southern Samaritans subcommittee is working on fundraising activities to help Southern employees when there is a need.

12. Discussion Items

12.1 Board of Governors Evaluation of the President

This evaluation is in response to the Higher Learning Commission's directions to the Board of Governors. The Board is to do an evaluation and establish goals every six months in which to evaluate the President. Also, Dr. Alderman's initial contract will be up in May, according to WV Code, and the Board is called upon by the CTCS to evaluate the President at that time. The results were very good.

12.2 Board of Governors Self Evaluation.

The Board of Governors must evaluate themselves annually. The results from this evaluation were very good as well.

12.3 Boone Memorial Partnerships

Mr. Gresham stated that Boone Memorial Hospital continues to work with President Alderman and the Foundation in joint fundraising. Working on some scholarships. The hospital continues to grow every day. Work continues on

developing the old Magic Mart Building. Looking to add additional services at the hospital. Plans to add a sleep study center. It is a great time to be a Boone Memorial Hospital employee. The hospital has grown from 115 employees to 400 employees. It is getting harder to maintain the small-town feel, but constantly working on that. Virgil Underwood is very excited to be with the college and roll up sleeves to work.

12.4 Results of Mike McGraw Golf Outing, Harvest Half, Giving Tuesday and Fundraising To Date.

Rita Roberson gave the following update from the Development office:

- Has been a great year for the Foundation. Hoping to double last years totals.
- Received approximately \$303,000.00 in pledges. Employee contributions increased from \$2,159.82 to \$12,250.00 per year.
- Annual Mike McGraw Golf Outing was another great event raising \$13,000.00.
- The Southern Harvest Half numbers were down. This is in part to taking last year off due to COVID, but looking forward to getting this event back on track. The total amount earned has not been totaled yet.
- Giving Tuesday earned approximately \$1,000.00.
- Nearly 1,800 alumni letters were mailed out and the December graduate letters will be mailed in January. The Foundation is hoping to build a solid alumni association.
- Annual End of Year Executive Board Meeting in November. One of the main goals it to make a stronger commitment to our high schools and middle schools in hope of increasing scholarships and enrollment to the college.

12.5 HLC Annual Conference April 1st -5th, 2022

Conference will be held in person in Chicago. A virtual option is available as well. If you would like to attend in person or virtually, please let Jen know.

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

13.1 Personnel Matters

No matters at this time.

14. Action Items

14.1 Approval of October 19, 2021 Board Meeting Minutes

MOTION: Sam Stewart moved to accept the October 19, 2021 Board meeting minutes as presented.

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

14.2 Approval of Expectations of Board of Governors.

MOTION: Shawn Cline-Riggins moved to accept the Expectations of Board of Governors as presented.

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

14.3 Vice Chair Board of Governors Selection

Chair Heston inquired to the legal counsel of the HEPC how to appoint a vice chair and secretary since there are no policies and/or code to refer to. Kristin Boggs suggested that Chair Heston handle it the best way in light of no policies or code to refer too. As such, Chair Heston appointed Bill Alderman as Vice Chair and Janice Olive as Secretary. Both Board members accepted the positions. Kristin Boggs suggested that we make policy to address this situation. As such, SCP 8006.A will need to be amended.

14.4 Setting/Adoption New Six-Month Goals for President

Chair Heston will call a special meeting in January to adopt the goals for President Alderman.

14.5 Approval of SCP-XXXX Professor Emeritus

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 for the distribution of SCP-XXXX, *Professor Emeritus*, and SCP-XXXX.A, *Professor Emeritus Nomination Form*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Bud Baldwin seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

15. Informational Items


15.1 The next regular Board of Governors meeting is scheduled for 6:00 p.m. February 15, 2022 at 6:00 p.m.


15.2 Board of Governors retreat in April 2022

Discussed the retreat and dates in April. As it stands the retreat will take place in April at Stonewall. Dates will be provided.

16. Adjournment

There being no further business, upon a motion by Shawn Cline- Riggins and second by David Gresham, Chair Heston declared the meeting adjourned at 8:00 p.m.


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


Jennifer Dove
Executive Assistant to the President
and Board of Governors

Official