



**Southern West Virginia Community and Technical College
Board of Governors**

**Meeting of December 12, 2023
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 912 2251 3783**

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

<https://zoom.us/j/91222513783?pwd=MEcxM2FjaDR0SHZVMWpWWExxeXhqZz09>

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, Sydney Brown, and Alexis Parker

Board Members Absent: None

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

Guests: Kelly Shaffer, Suttle & Stalnaker

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. Oath of Office

Mr. Joe Linville, Chief Facilities Management Officer, and Public Notary administered the *Oath of Office* to Alexis Parker, Student Representative.

4. Presentation and Acceptance of FY 2023 Financial Audit Presentation

Ms. Kelly Shaffer presented the Financial Audit to the Board. Ms. Shaffer briefly went over the statements included in the document. The Condensed Schedule of Net Position was presented, as well as the Condensed Schedule of Revenues, Expenses and Changes in Net Position. Ms. Shaffer covered the required communication to the Board. Southern

received an Unmodified Opinion, or a clean audit opinion, which is the best you can receive. Within the Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Governing and Audit Standards no Compliance issued was noted. However, one internal control finding was noted over financial reporting. This stemmed from the number of audit adjustments that were required to the financial statements during the audit process. It was noted that there was some turnover during audit preparation that contributed to this. The finance staff are currently in the process of reviewing policies and procedures and implementing some additional training to resolve that issue. Ms. Shaffer expects that this will be the only time to see this type of finding and is confident that this issue will be resolved.

5. HLC Institutional Response Update

Bill Alderman provided the following HLC update:

- A copy of the 84-page draft was attached to the agenda packet for review. Report is coming along well. Happy to report that we are ahead of schedule. Will be adding some more data from the end of the semester to report.
- Mr. Alderman thanked Reginia Bias, Director of Assessment and Accreditation for her input as well as input from Tom Cook, Chief Information Officer, and his staff as well as Debbie Dingess, Chief Human Resources Officer, and her staff.
- The report is due February 5th which is 5 weeks out from the March 11th and 12th visit date.
- Mr. Alderman plans to submit document by January 31st. This will allow the two-member team time to review and request documents if necessary.
- Added an opening section to the report that gives history and changes made in administration to roles over the last year as suggested by the HLC staff liaison. Dr. Karen Solomon. It was suggested that we accentuate our leadership team and what we have done with placement of those individuals.
- President will add her message to report as well.
- Leadership team from President's Cabinet, Deans, and Directors. The Assessment Academy is highlighted as well.
- Mr. Alderman gave a summary of report to the Board. Updating SIP 2171 and SCP 2171. A Credential Process.
- Currently have three faculty on a progression plan.
- Debbie Dingess and Regia Bias perform weekly file audits in Human Resources.
- Gathering data from Brightspace.
- Program reviews, outcomes, and annual surveys are completed as well as annual surveys and curriculum mapping.
- Course level outcomes are completed. We have a 79% response rate from full-time faculty and 61% from adjuncts. This is a good number but pushing for 100%.
- Will have President and others to review document.

6. Faculty Senate Report

Chris Ward Provided the following Faculty Senate report:

- The Senate is currently working on three policies to get to the Policies and Procedures committee. Two of the policies are regarding promotion and one deals with evaluations.

- In conjunction with Professional Development scheduled for January, Senate will hold a faculty assembly meeting to vote on assembly makeup.
- Will present two options to fix the evaluation process that faculty will vote on.
- Working hard to help our promotion and evaluation systems.

7. Classified Staff Report

Kimberly Maynard provided the following report from Classified Staff:

- Held elections on November 7th and elected a new Vice Chair, Angela Dotson, and Recorder Shelly Stewart.
- Meetings are recorded and placed online.
- Currently reviewing the Classified Staff Constitution.
- Held Apple Butter fundraiser.
- Staff participate in all Governance Day activities.
- Have several staff members working on degrees.
- Staff helped with Commencement, Christmas decorations, food give away, and trunk or treat events.

8. Finance Report

Velva Pennington, Chief Financial Officer gave the following update on the College's Finances:

- Close to ending the second quarter with below average spending. Spending on average is at 41% in all areas.
- Currently costs the college \$39,129.87 a day to operate.
- We have approximately 292 days of operational cash on hand.
- We have collected \$1,936,482.00 in tuition and fees this year which is 39% of the 2024 tuition and fees budget.
- Interest income is at 94% of the budget due to interest rates remaining high.
- Ms. Pennington provided a timeline for the sale of the Wyoming property.

9. President's Report

Dr. Pamela Alderman provided the following institutional update:

- Community colleges across the state are up in enrollment. We are at a 10.44% increase. This is the largest increase since 1978.
- We began with 10 students in ECA. We now have 300 enrolled in ECA classes. We continue to work with Boone and McDowell counties for participation in the program.
- Graduation was held on December 9th. 104 students applied for graduation, and we had 44 in attendance. Everything went well.
- We have received 32 million dollars in grant money from the Governor's office for upgrades. We received the most money of any community college. HEPC will take the lead on the bids. We will be working on HVAC on Logan and labs in Williamson and roof in Williamson.
- Paramedic Science received a \$220,000.00 grant for simulators and holographic equipment.
- Received the last part of the Nursing grant.
- Several events since the last meeting, Trunk or Treat, Logan saw approximately 2,500 people and Williamson saw approximately 500. Community members participate in this event as well. Happy to have their support.
- Held our second Governance Day in November.

- Mortuary Science is ongoing, and Mine Management will begin in the Fall. Spoke at Kanawha Valley Mine Institute last week and they are very interested in the program. We have applied and received confirmation that we can admit international students. We have not had international students for about 25 years.
- Strategic Planning is underway.
- Our Foundation is making new partnerships and donors. They assisted with the Apple Butter fundraiser and food pantries. We were able to partner with Sysco for food donations.
- Was honored as one of West Virginia's Wonder Women. Attended luncheon in November and spoke.
- Held third Lineman graduation November 4th, which was our largest class of 18 students. We are currently taking applications for the upcoming class.
- Attended Air Mobility Initiatives Strategic Planning meeting in Mingo County.
- Partnered with Logan Regional Medical Center for the Reindeer Dash 5k at Chief Logan State Park. Entry fee was can food that was donated to our food pantries.
- Southern Coalition of the Arts presented Rudolph the Red Nose Reindeer in the Savas Kostas Performing Arts Theater.
- Was on WOWK with Dr. Charles Keeney talking about the upcoming study abroad trip to Scotland and Ireland.
- Allied Health and Nursing held an Open House on the Logan Campus November 28th.
- Held Purse Bingo on November 30 on the Williamson Campus. Was an amazing event. Raised approximately \$10,000.00 that will go towards Workforce programs.
- Residential Wiring Students received a storage building for wiring training.
- Hosted Southern's Foundation Board Meeting and Annual meeting on December 6th.
- Hosted the Logan County Chamber of Commerce Brunch earlier today.

10. Mine Management, AAS Program

Mr. Bill Alderman presented the Mine Management, AAS Program to the Board. Provided a history of the program. Was previously a five-year grant running 2009 to 2014. At one point the program had over 300 students enrolled. Recently, interest has emerged, and we formed a Mine Management Advisory Committee. Presented the curriculum as developed with input from the Advisory Committee. This will help our oil and gas industry as well. This program has been accepted by the HEPC and is going into the degree inventory.

11. Action Items

11.1 Approval of October 17, 2023, Board Minutes

MOTION: Josh Stowers moved to approve the October 17, 2023, meeting minutes.

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

11.2 Request for Approval to Release Institutional Policies For 30-Day Comment

11.2.1 SCP-4710, *Academic Integrity*

MOTION: Chris Gray moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-4710, *Academic Integrity*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

11.3 Request for Final Approval following Additional 30-day Comment Period

11.3.1 SCP-2825, *Salary Administration*

MOTION: George Nisbet 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-2825, *Salary Administration*.

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

11.4 New Mission Statement

MOTION: Virgil Underwood moved to table the new Mission statement.

ACTION: Josh Stowers 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 to the Board.

- Vacant, Financial Aid Counselor (Logan Campus) Student Services
- Hired Roberta Carter, Financial Aid Assistant, Part-time (Logan Campus) Student Services
- Vacant, Part Time Library Clerk (Logan Campus) Chief Academic Officer/Accreditation Liaison Officer
- Vacant, English Faculty (Williamson Campus)
- Vacant, Nursing Faculty (Logan Campus)

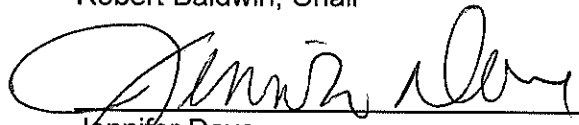
Debbie Dingess reviewed the vacancy report with the Board at this time. She reviewed and discussed current vacant positions, job offers made and/or declined, and filling or not filling positions.

12.2 The Next Regular Board of Governors Meeting is Scheduled for 6 p.m. on Tuesday, February 20, 2023.

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