

Southern West Virginia Community and Technical College
Board of Governors
Meeting of December 13, 2022
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 987 3034 5123

<https://zoom.us/j/98730345123?pwd=Nm5Ta1FzNE5xMU1kdW8wZ3ZwT1YzQT09>

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

MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Bill Alderman, Vice Chair, Sydney Brown, Robert Baldwin, Shawn Cline-Riggins, Julia Smith, Jeremy Thompson, David Gresham, Virgil Underwood., and Dianna Toler

Board Members Absent: Sam Stewart, Josh Stowers

College Staff Present: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Tom Cook, Derek Adkins, Chris Gray, Chris Ward, Beverly McDonald, Debbie Dingess, Darrell Taylor, Rita Roberson, Dr. Michael Jiles, and Tim Ooten

Guests: Kelly Shaffer

1. Call to Order

Board of Governors Chair, Dr. Lisa Haddox-Heston, declared a quorum present and convened the meeting at 6:00 p.m.

2. Call for Public Comments

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

3. Presentation and Acceptance of FY 2022

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. No issues were reported in the reports to the Board. The financial audit was overall a positive report.

4. HLC Institutional Response Update

Bill Alderman provided the following HLC update:

- Received the Corrections of Errors of Fact. We have seven days to correct titles, statements, typographical mistakes, incorrect enrollment numbers, etc. Differences of opinion are not errors of fact. If we submit no corrections within seven days, it will be assumed that we have no errors of fact to correct.
- Assessment Academy Report- Bill Alderman, Chris Ward, Faculty Senate Chair, ACF Representative, and Regina Bias, Director of Accreditation and Assessment, worked on the report collectively. The Academy is currently moving into project four. The first three report cards have been really good.

- Implementing another strategy now with HIPS (High Impact Practices). We are conducting Professional Development on Governance Days with Faculty. We will incorporate the co-curricular model with this.
- Bill Alderman will step down from the Assessment Academy and Regina Bias will replace Bill in the Assessment Academy. This will make it more faculty-driven.
- HLC Conference will be in March. The Assessment Academy will be invited to attend the Round Table discussions in October. We did not attend the meeting this year, but we must attend next year.
- Submitted Assessment report on November 17th. The mentor is reviewing and hopeful to have report back by end of January.

5. Faculty Senate Report

Chris Ward Provided the following Faculty Senate report:

- ACF held their retreat. Dr. Randall Brumfield from HEPC was the speaker for the retreat. Internationalization ideas were a topic of conversation, mainly for four-year institutions. Also spoke about retention rates of adult learners, mental health efforts, and dual credit.
- ACF has four objectives that they would like to focus on as a state.
 - Promoting Student Health and Safety. Will include student mental health in this objective. ACF is student-oriented as faculty
 - Broadband and Technology needs of Higher Education.
 - Dual Credit Credentialing and Requirements.
 - Internationalization Bill
- Professor Incentive Pay- Faculty have been in the process of gathering data and discussing options to present to Administrators.
- Working with Deans to restructure the syllabi. Will also work with the Director of Accreditation and Assessment when they begin in January.
- Promotion Committee has finalized its process of faculty promotions. This has been sent up to Dr. Alderman for review.

6. Classified Staff Report

Beverly McDonald provided the following report from Classified Staff:

- Classified Staff has been working to raise money for one of their subcommittees Southern Samaritans. Southern Samaritans provide emergency funding for an employee in need.
- Raised approximately \$800.00 by selling Apple Butter in conjunction with Southern's Foundation. Hoping to do another fundraiser in Spring.
- Really happy with the Hallmark committee and those who work with that.
- Classified Staff in general has been working on registration for Spring. Working to make sure everything goes smoothly in January when everyone returns from break.
- Thanked the Board on behalf of the Classified Staff for all their hard work and dedication to Southern.

7. Finance Report

Derek Adkins, Chief Financial Officer gave the following update on the College's Finances:

- Mr. Adkins provided a handout to the Board outlining the Finance report.

- This is the end of the year for Finance. When you look at the comparison numbers from December 31st last year, we are right on track. More money is spent in Fall than in Spring and that is typical.
- We will have more tuition revenue to report.
- We currently are at a little bit of a loss. This is nothing to be concerned with.
- Spring enrollment is right on track.
- Virgil Underwood asked Mr. Adkins to provide a quarterly report to the Board.

8. President's Report

Dr. Pamela Alderman provided the following institutional update:

- Dr. Alderman thanked the Board for their work on the HLC report and during the visit. Received lots of compliments from the visiting about how responsive the Board was.
- Trunk or Treat hosted approximately 3,000 visitors on the Logan Campus alone. Boone, Lincoln, and Wyoming also hosted Trunk or Treat at each campus with large crowds as well.
- Our fundraising this year has gone very well. We have raised \$700,000 this year. Our goal was 1.5 million dollars in five years. Dr. Alderman anticipates that this goal will be met prior to that five-year mark. The Foundation has worked extremely hard this year to make this happen.
- The Gala was set up to raise money for upgrades to our theater. We have raised enough money to purchase curtains, lighting, and sound. A possibility that a donor will replace the seating. Happy to see the theater being used by the community.
- Hosted the Logan County Chamber of Commerce on the Logan Campus. Supreme Court Justice Bunn served as the speaker. The event hosted approximately 70 people and was very well received.
- Hosted Veterans, Thanksgiving, Governance Day, and other different celebrations across the college.
- The first Fall Graduation Ceremony was held this past Saturday. Sixteen students participated and we had approximately forty students graduate. Dr. Lisa Haddox-Heston was our guest speaker. Will continue to have two graduation ceremonies moving forward.
- This Thursday will be the last day employees will be on campus until January 3rd for Christmas break.
- We are right on track with enrollment. We are anticipating an increase in enrollment for Spring.
- We are hopeful to add Boone County to the ECA in Spring.

9. Discussion Items

9.1 Board of Governors Retreat

Jen Dove asked that members be looking at potential dates in the Spring for the retreat. She asked to keep some time blocked off in the spring in anticipation of the retreat dates being set. Jen will work with Stonewall the gets dates for the next Board meeting.

10. Possible Executive Session under Authority of WV Code §6-9 Regarding 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. Sydney Brown seconded the motion that carried unanimously. Chair Heston declared the motion adopted and Board then met in an Executive Session at 7:10 p.m. Following deliberations, Bill Alderman moved that the Board rise from Executive Session and reconvene in open session. Virgil Underwood seconded the motion which carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

11. Action Items

11.1. Approval of October 18, 2022, Board Meeting Minutes

MOTION: Bill Alderman moved to adopt the June 21st meeting minutes as presented. The motion carried unanimously, and Chair Heston declared the motion adopted.

11.2 Request for Approval to Release Institutional Policy for 30-Day Comment

11.2.1 SCP-5XXX; *Reportable Assets and Inventory Tracking*

MOTION: Virgil Underwood 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-5XXX, *Reportable Assets and Inventory Tracking*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

11.2.2 SCP-XXXX; *Employee Conflict Resolution Policy*

MOTION: Shawn Cline-Riggins 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, *Employee Conflict Resolution Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

11.3 Request for Approval for an Additional 30-Day Comment Period

11.3.1 SCP-XXXX; *Return of Title IV Funds*

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, *Return of Title IV Funds (R2T4)*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

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

11.4 Request for Final Approval Following the 30-Day Comment Period

11.4.1 SCP-1230; *Firearms, Weapons and Explosives Policy*

MOTION: Bud Baldwin 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-1230, *Firearms, Weapons, and Explosives Policy*.

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

12. Information Items

12.1 The next regular Board of Governors meeting is scheduled for 6:00 p.m. on Tuesday, Friday, 21, 2023 at 6:00 p.m.

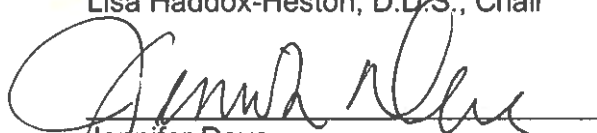
12.2 Governance Day December 9, 2022, Logan Campus

12.3 Fall Graduation, December 10, 2022, 10:00 a.m.

13. Adjournment

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


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


Jennifer Dove
Executive Assistant to the President
and Board of Governors