

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 21, 2023
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 979 2430 4214**

<https://zoom.us/j/97924304214?pwd=amJ1UWg3TkNXS3Y4bVkvWXJTYjFCZz09>

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

MINUTES

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

Board Members Absent: Julia Smith

College Staff Present: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Tom Cook, Rita Roberson, Darrell Taylor, Dr. Michael Jiles, Sherry Ramey, Sheliah Elkins, Evan Riggins, Tim Ooten, Beverly McDonald, Chris Gray, Velva Pennington, Debbie Dingess, Dr. Lisa Haddox- Heston, Bill Alderman, and Debbie Dingess

Guests: Chris Campbell

1. Introduction of New Board Member

President Alderman welcomed new Board member, George Nisbet to the Board. President Alderman thanked Mr. Nisbet for his willingness to serve. Ms. Nisbet replaces Dr. Lisa Haddox- Heston. At this time, President Alderman thanked Dr. Haddox-Heston for serving the Board.

2. Call to Order

The Board of Governors Chair, Bud Baldwin, declared a quorum present and convened the meeting at 6:00 p.m. At this time, Chair Baldwin read the Mission Statement of the College to the Board.

3. Call for Public Comments

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

4. Introduction of New Faculty Senate Representative

Mr. Chris Ward was elected to serve as the Faculty Senate Representative to the Board. Mr. Ward will finish out the remaining term of Mr. Bill Alderman, who recently accepted to position of Chief Academic Officer.

5. Election of Vice Chair

MOTION: Shawn Riggins made a nominated Sam Stewart to service as Vice Chair.

ACTION: Josh Stowers seconded the motion. The motion carried.

Chair Baldwin declared the motion adopted to appoint Sam Stewart as Vice Chair.

6. Oath of Office

Ms. Velva Pennington, Director of Budgets and Purchasing, and Public Notary, administered the *Oath of Office* to George Nisbet and Chris Ward.

7. Presentation of Master Facilities Plan

Chris Ward made a motion to enter Executive Session. Sam Stewart Seconded the motion that carried unanimously. Chair Baldwin declared the motion adopted and the Board then met in Executive Session at 6:15 p.m. Following the presentation Sam Stewart moved that the Board rise from Executive Session and reconvene in open session. Chris Ward seconded the motion which carried unanimously. The Board took no votes or made any decisions during the Executive Session.

MOTION: Shawn Cline- Riggins made a motion to accept the master facilities Plan as presented.

ACTION: Dianna Toler seconded the motion. The motion carried unanimously, and Chair Baldwin declared the Motion adopted.

8. HLC UPDATE

Bill Alderman provided the following HLC update to the Board:

- Report has been returned for corrections of errors and facts.
- Received on January 11, 2023, we received the institutions copy of the Standard Pathway: Comprehensive Evaluation Visit report. The IAC will act on this report with no hearings. This is great news.
- Hoping to get approval no later than June. Hopeful to have by end of March or by the end of April.
- Submitted a 5-page Institutional Response to HLC on January 23, 2023 showing a continuous plan of improvements to 3C and 4B.
- Credentialing concerns were identified in core component 3C. The focus visit in March 2024 will be confirming appropriate credentials for full-time-part-time, dual credit, and those teaching through application of tested experience policy. Southern proposed steps to ensure all faculty are appropriately credentialed.
- Southern has made great progress to Assessment to streamline and improve assessment models identified under 4B. Our new Director of Accreditation and Assessment along Larry D'Angelo Co lead of Assessment Academy have made changes and improvements to provide clarity and measurable results.
- The report of January 11, 2023, included the multi-campus report for all all campuses using the 8 Criteria per campus and places us upward of 90% which is a 27% increase from the 201 report.

- Assessment Academy Progress Report/Project 4 update report card and 3rd year of 4. We have received a detailed positive mid-point report.

9. Development Office Report

Rita Roberson, Chief Development Officer gave the following update to the Board:

- Development Office had an excellent year in 2022.
- Awarded approximately \$92,143.64 for scholarships, this includes funding for ATI fees mostly for Nursing students.
- Spent nearly \$50,000 of money raised for theater upgrades. Most of the money was raised at the Savas Kostas Gala. The curtains in the theater will be upgraded next.
- The donor has agreed to fund replacement of seating once we secure a quote.
- Received \$100,000 award at the end of the year from the McGee Foundation. McGee representatives asked that money fund Workforce Development programs. So far, we have awarded \$35,000.00.
- We will be receiving another large shipment of food to assist our students with food insecurities as well as the community.

10. Faculty Senate

Chris Ward provided the following update to the Board:

- Monitoring the Legislature regarding the following bills: SB-10 Campus Carry, HB 2005- Dual Enrollment, HB 2542-SB215 TicTok Ban, and SB -1 PROMISE Plus.
- Professor Incentive Pay- Presented to Senate and now on to the CAO. Working on the policy.
- Complete overhaul of the syllabi. Hopeful to have the policy moved through governance and in place by Fall 2023.
- The Assessment Academy is being proactive and working on items in the preliminary report so they can get a head start on those tasks.

11. Classified Staff Report

Beverly McDonald provided the following update to the Board:

- Continue working with the Hallmark committee, Legislative committee, etc.
- Academic Calendar has been established.
- Continue to work with students regarding any assistance they may need.

12. Financial Report

Velva Pennington, Director of Budgets and Purchasing provided the following update to the Board:

- Completed 58% of the Fiscal year as of the end of January.
- We have had a positive cash balance of \$529,541.00 so far this year.
- Revenue collections are at 65% of the budgeted total, with tuition at 48% of the budgeted collections.

- Only recorded cash payment so far this spring, which is a small portion of tuition collections.
- Financial Aid disbursements were scheduled for February 14th and we will be recording Financial Aid revenue by the end of the month.
- Loan disbursements will be in two disbursements, one in February and one in March.
- Verification of students attending classes and making satisfactory academic progress is determined prior to processing federal loans.
- We have expended 61% of our budget. This is normal. The first half of year had two months with three pay periods, more supplies and services bought in fall than spring and summer terms combined.
- Inflation pressures on utility expenses have been close to projections.

13. President's Report

President Alderman provided the following report to the Board:

- Thanked Dr. Lisa Haddox- Heston for her work on the Board as Chair.
- Enrollment is up this Spring. Will be advertising soon for the 8-week classes that begin in March. Hope to get some good enrollment in those classes.
- Met with CAO to discuss scheduling ideas of classes that has not been done in quite some time. Looking at an aggressive summer schedule and hoping to get it revitalized. Used to have upward of 500 students which included transient students.
- Building a two-year schedule and we are hopeful this will help us draw in more students.
- Launched our new mascot on February 20th. We have received lots of media response. Students voted on the mascot. We have lots of support and we are very pleased to have our very first mascot.
- Extended the Nursing application deadline extended to March 10th. Students are slow with applying. Other colleges have extended their deadlines as well.
- Weekend Nursing program has begun. Excellent group of students which includes, LPNS, students that have master's degrees, bachelor's degrees, Allied Health degrees, and a Chiropractor.
- Second lineman program of the year going with all 20 seats filled.
- Finished up our last CDL class and had 100% passage rate.
- Hosting Southern Eats program put on by Workforce tonight as well. Will teach those in attendance on how to prepare food. Workforce is working to host one continuing education course per month.
- Stephanie Mounts, Business faculty offers her free tax preparation for the community.
- The cosmetology program is going well and started into the second semester with esthetics. All students who took their nail tech test passed.
- Regia Bias has been hired as Director of Accreditation and Assessment. Very happy to have her in that role.
- Have been in touch with our Legislators. Visited the Capital on Thursday and met with Senate Vice Chair, Senator Phillips and talked about Southern's needs. Looking at some federal appropriations to help support science labs. Our science labs are in desperate need of updating.

- Attended Black History Celebration at the Logan Street Baptist Church in Williamson. This was hosted by the Williamson NAACP, of which we are a life member. Hoping to expand these activities.

14. Discussion Items

14.1 Board of Governors Retreat Dates

MOTION: Sam Stewart made a motion that the Board of Governors retreat to be held each year during the third week in April.

ACTION: Jeremy Thompson seconded the motion. The motion carried unanimously, and Chair Baldwin declared the Motion adopted.

15. Executive Session

There are no matters at this time.

16. Action Items

16.1 Approval of December 13, 2022, Board Meeting Minutes

MOTION: Josh Stowers moved to adopt the December 13th meeting minutes with changes. Shawn Cline Riggins seconded the motion. The motion carried unanimously, and Chair Baldwin declared the motion adopted.

16.2 Request for Final Approval Following 30-Day Comment

16.2.1 SCP-5XXX, Reportable Assets and Inventory Tracking

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-5XXX, *Reportable Assets and Inventory Tracking*.

ACTION: Jeremy Thompson seconded the motion. The motion carried unanimously, and Chair Baldwin declared the motion adopted.

16.2.2 SCP- XXXX, Return of Title IX Funds

MOTION: Josh Stowers 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-XXXX, *Return of Title IV Funds (R2T4)*.

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

16.3 Request for Additional 30-Day Comments Period

16.3.1 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 an additional 30-day public comment period.

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

16.4 Tuition and Fees Increase 2022-2023

MOTION: Sam Stewart made a motion to approve the Tuition and Fee Increase for 2022-2023 as presented.

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

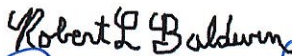
17. Informational Items

17.1 Next regular Board of Governors Meeting is scheduled for 6:00 p.m. on Tuesday, April 18, 2023.

17.2 Spring Graduation May 6, 2023, at 10:00 a.m. and 2:00 p.m.

18. Adjournment

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



Robert "Bud" Baldwin, Chair


Jennifer Dove

Executive Assistant to the President
and Board of Governors