



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 20, 2024
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 938 1088 0807**

<https://zoom.us/j/93810880807?pwd=Uk85eOAB4fEW1SonC6iqyVmCGxEhiR.1>

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

MINUTES

Board Members Present: Bud Baldwin, Chair; Shawn Cline-Riggins, Vice-Chair, George Nisbet, Secretary, Sam Stewart, Chris Gray, Chris Ward, Josh Stowers, David Gresham, David Lemmon, Jarrod Fletcher, and Kristi Perkins

Board Members Absent: Sydney Brown

Also Attending: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Velve Pennington, Chief Finance Officer, Joe Linville, Chief Facilities Management Officer, Debbie Dingess, Chief Human Resources Officer, Tom Cook, Chief Information Officer, and Darrell Taylor, Chief Student Services 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 to the Board of Governors

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 Jarrod Fletcher, Dr. David Lemmon, and Kristi Perkins, Student Representative.

4. Student Services Annual Report

Darrell Taylor, Chief Student Services Officer presented the Student Services Annual Report to the Board. The complete report is attached to the agenda packet. Mr. Taylor presented the following highlights to the Board:

- Co-curricular assessment program ensures students gain essential skills that support their academic achievements. Enhances student learning in leadership, civic engagement, and personal growth.
- Higher Learning Commission visiting team were very complimentary regarding this model. The visiting team mentioned taking model back to their institutions as best practices.
- SS Connect is a digital platform for virtual student services. SS Connect provides a way for students to connect with advisors, financial aid, business office, information technology (IT) and registrar. Faculty members can also conduct office hours via SS Connect. This platform helps to reach students who struggle to access the campus in person. SS Connect has assisted in Southern's retention rate improving by 7.5% over the past three years. The integration of a service dashboard to track data has also assisted in making decisions to enhance student services.
- Southern has joined the statewide Service Excellence initiative enhances our commitment in providing outstanding service to students and employees. A Service Excellence committee with representatives from each department of the college. The committee created a curriculum-based training on the fundamentals of service excellence which sixty-one employees have completed.
- Two upcoming initiatives planned: Days of Service tentatively planned for October 11th and April 4th. These events will provide students, faculty, staff, and community members a chance to engage in community service projects. Intramural sports and recreational activities have also been introduced to increase healthy opportunities and camaraderie.
- Mr. Taylor thanked Student Services staff for all their dedication and hard work

5. Faculty Senate Report

Chris Ward provided the following update from Faculty Senate:

- Faculty returned last Monday and attended Faculty Convocation Tuesday and Wednesday.
- Faculty Handbook will be presented to Faculty Senate during the first governance day of the academic year.
- Mr. Ward informed the Board that this will be his last meeting as Senate Chair due to his two terms expiring.

6. HLC Institutional Update

President Alderman asked Regina Bias, Director of Accreditation and Assessment to present the HLC Update on Mr. Bill Alderman's behalf.

- Southern is on the Standard Pathway. Southern will have another visit in 2026. Under the Standard Pathways visits occur every four years while the Open Pathway is every ten years.
- Mr. Bill Alderman, Accreditation Liaison Officer is currently working on the upcoming visit. Mr. Alderman is forming the four criteria teams and working on the cross walk. This crosswalk will show how the old criteria meet the new criteria. Ms. Bias explained briefly what the changes from five criterion to four were.
- Mr. Alderman has been working on files that will part of Evolve 25.
- Ms. Bias has recently been named as peer reviewer for the Higher Learning Commission. Her training will begin in September and October. Ms. Bias is also a

- peer reviewer for ACEN (Accreditation Commission for Education in Nursing) for three years.
- The report will be a mission reflective approach. The mission will be woven through all four criteria.
 - The Assessment Academy will graduate in October. This has been a four-year process. The team will be going to Chicago to graduate where they will be presenting as well. Ms. Bias shared the Assessment Board that will be presented. When the academy started the goal was to develop an assessment plan. A useable assessment plan was developed. The visitors were impressed with this plan and will adopt parts of the plan at their institutions.
 - President Alderman charged the Assessment Academy to submit a proposal for the annual HLC conference. Two proposals, and a possible third, will be submitted by September 13th.

7. Finance Report

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

- A new fiscal year has started, and work is in progress on last year's audit and financial statements. An accurate gain/loss number will not be available until financial statements are complete.
- First Financial Aid disbursement is scheduled for September 9th. Recording of financial aid revenue will begin later that month.
- Two loan disbursements are scheduled: one in late September and one in mid-October. Aid and refunds will be disbursed every two weeks until November 4th.
- To closely monitor budgets, twenty-five percent of budgets have been released. The remaining seventy-five percent will be released based on incoming revenue.
- The college currently has one hundred and sixty-six days of operational cash on hand and it costs \$76,784.59 a day to operate.
- \$5,020,691 has been collected in tuition and fees revenue for the year, which represents a little over one hundred percent of the 2024 tuition and fees budget.
- Interest income is at two hundred and twenty-two percent of the budgeted amount due to high interest rates.

8. President's Report

President Alderman presented her report to the Board:

- Received letter from HLC citing that Southern has no areas of concern, no actions, and no progress reports. This is a first for Southern. All Allied Health and Nursing programs are accredited. EMS (Emergency Management Services) has an upcoming state accreditation visit, and Mike Smith is well prepared.
- Classes began yesterday, so an enrollment report isn't available yet. As of the end of the summer semester, Southern has five semesters of increased enrollment.
- ECA students (Early College Academy) will begin next Monday. We are expecting a thirteen to seventeen percent increase in those numbers.
- Introduced Melinda Saunders as the new Dean for Non-Traditional Programs and Workforce. We are very happy to welcome her back.
- Southern's production of Wizard of Oz ran for two weekends. After all expenses were paid Southern netted approximately \$35,000.00. President Alderman thanked Bill France for his vision and foresight. The money raised will go towards upgrades to the Savas Kostas Performing Arts Theater.
- All employees received a \$2,200.00 across the board raise on July 1.

- President Alderman reviewed a letter she received from Mr. Matthew Riggs, Superintendent of Boone County Schools asking Southern to vacate the Boone campus by the end of the 2024-2025. Will meet with the Board of Education next Tuesday to discuss. President Alderman expressed her disappointment in having to leave that campus after so many years. She will keep the Board informed as this process moves forward. President Alderman reiterated that we will not be leaving Boone County just as we will not be leaving Wyoming County. We will be looking for space. Mr. David Grehsam has been in contact with the President regarding spaces that may be available.
- Working with the Visionary Committee on the Williamson Campus regarding a new program that we would like to have in place by Spring or Summer.
- We hosted WV Northern's President, Daniel Mosser, as well as two nursing instructors on June 26th. They were very impressed with our facilities and nursing labs.
- President Alderman is working with President Gordon Gee from West Virginia University, as well as Major General Jim Hoyer, Chris Hamilton and others regarding a new mining engineering 2 plus 2 program here at Southern. President Alderman thank Chair Baldwin for providing her with the contact information. President Gee will be coming in a couple of months to meet with us. Very excited to have them on campus.
- Marshall University President Brad Smith, University of Charleston President Marty Roth will be on campus to soon to sign new affiliation agreements. President Alderman was pleased to announce that Southern has increased our number of affiliation agreements across the state.
- Met with Rufner Woody from Devils Backbone to discuss possible opportunities and toured their resort.
- New Lineman Program began July 8th and it was full.
- In process of finalizing our Strategic Plan. Hopeful to present it to the Board in October or December.
- Hosted the West Virginia Department of Arts, Culture, and History Arts Caravan on August 9th for a grant writing workshop.
- Southern has received the \$800,000.00 Federal Earmark for the Early College Academy.
- \$1,200,000.00 Federal earmark money for the Library and Commons are renovation is forthcoming. Once the G5 account is finalized that money can be sent to Southern.
- Second Annual Sgt. Cory Maynard softball tournament was held on August 10th. Approximately \$15,000.00 was raised and we have almost met the full funding for that scholarship.
- Faculty Convocation was held on August 13th and 14th.
- Working with ZMM architects regarding the HVAC units on the Logan campus and the roof on the main campus of the Williamson Campus.
- Since the last Board meeting Southern's Foundation has received over \$60,000.00 in cash donations. The Foundation has also received an award notification for a \$300,000.00 grant that will be received next year. This money will be used to replace seating in the Savas Kostas Performing Arts Theater.
- Our segments on the PBS show Viewpoint are being shown now and will be shown throughout the year. The commercials are being shown on various networks as well.
- Southern has received a \$2,100,000.00 SREB (Southern Regional Educational Board) grant. We are working in conjunction with Marshall University. This grant will work with middle and high school students in our district looking for alignment between Southern and Marshall.

9. Discussion Items

9.1 Wyoming Campus Update

Southern has received approval on the deed from the Governor's real estate division today. The request now moves on to the Board of Public Works to get placed on that agenda for approval. Once that is complete, we will send it to the Attorney General's office to sign off on the deed. That will complete the process. Wyoming County 911 will be moving in. They have agreed to allow us to remain the building for eighteen months while we search for another location.

9.2 Mingo County Schools Use of Williamson Campus Update

President Alderman has been working with Dr. Johnny Branch, Mingo County Superintendent regarding use of some of the unused floors of the Williamson Campus for programming that he is needing space for. President Alderman will keep the Board updated as that moves forward.

10. Action Items

10.1 Approval of June 18, 2024 Board Meeting Minutes

MOTION: Josh Stowers moved to approve the June 18, 2024, meeting minutes.

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

10.2 Request for Final Approval of Policy after an Additional 30-Day Comment Period

10.2.1 SCP-5XXX, *PCI Compliance and Merchant Services*

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-5XXX, *Payment Card Industry Data Security Standards Compliance and Merchant Services*.

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

10.3 Request for Final Approval Following 30-day Comment Period

10.3.1 SCP-1230, *Firearms, Weapons, and Explosives Policy*

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

11. Informational Items

11.1 Organizational Chart

Ms. Debbie Dingess provided the current Organizational Chart to the Board which was attached to the agenda packet.

11.2 Succession Plan

President Alderman presented the Succession Plan to the Board for the President's Office as well as for Cabinet. The Succession Plan was attached to the agenda packet.

11.3 The next regular Board of Governors meeting will be held on October 15, 2024 at 6:00 p.m.

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

12.1 Personnel Matters

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 Personnel Matters. Shawn Cline Riggins seconded the motion that carried unanimously. Chair Baldwin declared the motion adopted and the Board then met in an Executive Session at 7:15 p.m. Following deliberations, Shawn Cline Riggins moved that the Board rise from Executive Session and reconvene in open session. Chris Gray seconded the motion which was carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

12.2 Results of Annual Evaluation of President

MOTION: Chris Ward moved to approve the results of the Annual Evaluation of the President as presented.

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

12.3 Results of Annual Board of Governors Self Evaluation

MOTION: Shawn Cline Riggins moved to approve the results of the Annual Board of Governors Self Evaluation as presented.


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

12.4 Five-Year Evaluation of President Alderman

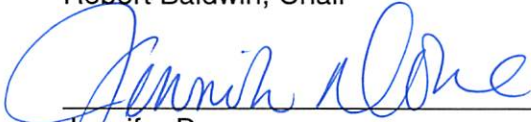
Chair Baldwin appointed Shawn Cline-Riggins and David Lemmon to lead the evaluation process. The draft version of the evaluation should be presented to the Board in February and finalized by the June meeting.

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