

**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of October 18, 2022  
2900 Dempsey Branch Road, Mt. Gay, WV  
Logan Campus, Building C, Room 428  
Via Zoom Meeting ID: 935 9705 9884**

<https://zoom.us/j/93597059884?pwd=dENOTURveTI3M1ZKYmRWU1FnS1pidz09>

**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, Sam Stewart, Josh Stowers, Jeremy Thompson,

**Board Members Absent:** David Gresham, Virgil Underwood, Dianna Toler

**College Staff Present:** President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Tom Cook, Joe Linville, Derek Adkins, Chris Gray, Chris Ward, Debbie Dingess, David Lord, Darrell Taylor, Rita Roberson, Dr. Michael Jiles, and Dr. David Lemmon,

**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. Introduction of New Board Members**

At this time, Chair Heston introduced Mr. Josh Stowers and Julia Smith, Student Representative, as the newest Board members.

**4. Oath of Office**

Mr. Joe Linville, Chief Facilities Management Officer, Public Notary, administered the *Oath of Office* to Josh Stowers and Julia Smith.

**5. Technology Services Unit Report**

Tom Cook provided the following update from Technology Services:

- Was able to replace most of the technology at the college due to the HEERF monies received. This will allow the college to be a more mobile environment. Without this money, it would have taken the college approximately ten years to get everything that we have now.
- Purchased Ellucian Experience to give students a mobile app and a better My Southern product to manage their education.

- Purchased Banner document Management to aid in better-serving students along with electronic storage of documents for many departments.
- Other accomplishments through the year provided in Mr. Cook's written report.

## **6. Emergency Preparedness and Safety Report**

Mr. David Lord provided the following Emergency Preparedness and Safety report:

- General emergency plan is on Southern's website.
- Each campus has a more detailed plan that is not shared with the public.
- Participated in the mock trauma with all the Allied Health and Nursing programs along with the Criminal Justice program.
- Participated in the ASHER (Active Shooter/ Hostile Event Response) exercises. This training helps prepare employees for such events.
- Performed ladder safety certification with all campus service workers and campus directors.
- Conducted campus-wide training for our phone operators regarding bomb threats.
- Southern is part of a state-wide cyber network. President Alderman has a radio in her office that will allow us to communicate with all campuses in the event our phones are out. This system is linked with 911 centers as well.
- Security camera update is 95% complete.
- Updated all fire systems in Building A on the Logan campus as well as the main building on the Williamson Campus.
- Opioid Rescue kits are available on every campus.
- Provide monthly safety newsletters to employees every month.

## **7. HLC Institutional Response Update**

Bill Alderman delivered the following update regarding HLC:

- Assurance Argument sent out to all employees last week for review. The Board of Governors received the report today.
- Talking with site visitors and Consultant, Lindsey Graham Guinn. The team will continue to ask for evidence as needed, which is very standard practice.
- Word count has been trimmed from 40,000 words to 36,000.
- Briefly showed the Assurance System Argument dashboard. The lock date is October 17, 2022.
- Southern will have five visitors that make up the visiting team.
- Bill went over the dashboard and what was contained therein.
- This report has involved the whole college and we are very proud of that.
- Dr. Alderman provided the accreditation history of the college to the Board.
- Bill presented an overview of the evidence file.
- Assessment Academy has received really good report cards on each project.
- Part of the Starting to the largest cohort in the HLC system.
- Implementing HIP (High Impact Practices)
- Visiting team may want to meet with Board on November 14<sup>th</sup>.
- Lindsey Graham Guinn, the consultant will meet with Board for a mock visit. Just to prepare for the visit if the Board deems it necessary.

## **8. Faculty Senate Report**

Chris Ward gave the following update from Faculty Senate:

- ACF retreat will be held on November 4<sup>th</sup> and 5<sup>th</sup>. This retreat will set forth goals for the upcoming legislative season.
- The West Virginia Community and Technical College System is discussing holding meetings for Faculty Senate Chairs across the state.
- Discussed professor incentive pay with Dr. Alderman and Debbie Dingess, Chief Human Resources Officer. This would bring incremental pay to full professors after many years of service at that rank. Discussed having this with Promotion and Tenure.

## **9. Classified Staff Report**

Chris Gray gave the following update for Classified Staff on behalf of Beverly McDonald:

- Classified Staff will be selling Apple Butter at Trunk or Treat to raise money for Southern Samaritans. Southern Samaritans provides emergency funding for employees.

## **10. Finance Report**

Derek Adkins presented Southern's Finance report. Mr. Adkins provided the report and explained Higher Ed revenue cycles. Mr. Adkins encouraged the Board to look at our expense cycle. Southern is on a 26-pay period. We have three pay periods in the very first quarter, typically our first-quarter and second-quarter payroll expenses are a little higher and will even out by end of the year. Will provide the revenue budget in December to show that we are on target there as well.

## **11. Presidents Report**

President Alderman gave the following update from the President's office:

- New Commercial – Come Home to Southern
- WV Chamber of Commerce Annual Meeting-Greenbrier
- Robert Shell- Donated \$50,000.0 to the ECA Program
- EMS Unveiling in Charleston on September 12<sup>th</sup>
- Held Ribbon Cutting Ceremony on September 19<sup>th</sup> for the Nursing Expansion Program.
- HLC – Finalizing report for November 14-15<sup>th</sup> visit
- NSF Grant for Cyber Security
- Received another Nursing Grant- Collaboration with Bridge Valley and WVUP
- Gala -Huge Success Thanked Foundation and all departments for working together to make the event wonderful.
- Run, Walk, and Blue 5K in Lincoln was held on September 10<sup>th</sup>.
- Mike McGraw Golf Outing October 6<sup>th</sup> -Clearfork, Oceana, great event, Upcoming– Breast Cancer 5k October 22<sup>nd</sup> and Southern Harvest Half November 12<sup>th</sup>
- Trunk or Treat Thursday, October 27<sup>th</sup>, and the Christmas Concert on December 3<sup>rd</sup> and 4<sup>th</sup>
- Cosmetology- currently accepting clients- new equipment arrived for the hair salon

- Scheduling monthly campus luncheons with employees
- Two of our Lineman graduates went to Florida for Hurricane Ian repairs.
- Pike Electric visited the Lineman program – each student was offered a job opportunity once they complete the program.
- College Day at Logan on September 28th. College reps on hand to talk to high school Junior and Seniors
- New clubs- Strings and Things and Archery Club.
- Employees have attended Festivals homecomings -I attended the Chapmanville homecoming
- Spoke at the Dignity Hospice Memorial Walk -Chapmanville

**12. Discussion Items**

**12.1 Board of Governors Retreat dates for Spring 2023**

Chair Heston asked the members to look at their calendars and get some possible dates for the spring.

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

**13.1 Personnel Matters**

There were no matters at this time

**14. Action Items**

**14.1 Approval of August 23, 2022, Board Meeting Minutes**

**MOTION:** Bill Alderman moved to adopt the August 23<sup>rd</sup> meeting minutes as presented.

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

**14.2 Approval of June 21, 2022, Board Meeting Minutes**

**MOTION:** Sam Stewart moved to adopt the June 21st meeting minutes as presented.

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

**14.3 Request for Approval of Institutional Policy for a 30-day comment**

**14.3.1 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 the required 30-day public comment period.

**14.4 Request for Approval of Institutional Policy for Additional 30-Day Comment**  
**14.4.1 SCP- 1230 Firearms Weapons and Explosive Policy**

**MOTION:** Sam Stewart 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-1230, *Firearms, Weapons, and Explosives Policy* to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

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

**14.5 Approval of the Higher Education Funding Formula**  
**14.5.1 Institutional Mission Weights of the West Virginia Higher Education Funding Formula.**

**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 Institutional Mission Weights of the West Virginia Higher Education Funding Formula.

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

**15. Informational Items**

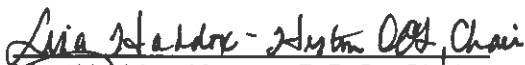
**15.1 The next regular Board of Governors meeting is December 13, 2022, at 6:00 p.m.**

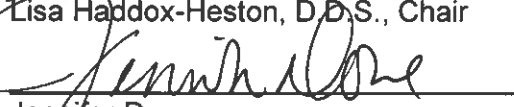
**15.2 Governance Day on October 14, 2022.**

**15.3 The Power of the Pink 5k, October 22, 2022, in Chapmanville.**

**16. 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

Approved December 13, 2022