

Southern West Virginia Community and Technical College

Board of Governors

Meeting of October 19, 2021

Via Zoom Meeting:

<https://zoom.us/j/92372574156?pwd=NGlndGJKaHdxWUNETmdRbW5wK0pVUT09>

Meeting ID: 923 7257 4156

Dial-in Only: 1-646-876-9923

6:00 p.m.

OFFICIAL MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Bill Alderman, Robert Baldwin, Janice Olive, Dianna Toler, Jeremy Thompson, Shawn Cline-Riggins, Sam Stewart, and David Gresham

Board Members Absent: Eddie Joe Canterbury

College Staff Present: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Tom Cook, Debbie Dingess, Stacy Dingess, Darrell Taylor, Chuck Puckett, Beverly McDonald, Chris Ward, Jay Lester, Rita Roberson, Joe Linville, Bill France, Tom Morris, Chris Gray, Mike Jiles, Russell Saunders, David Lemmon, and Will Alderman

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 to the Board of Governors:

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

3. Technology Services Unit Report

Mr. Tom Cook shared that the Technology unit was able to update infrastructure and mobility with the HERF monies and provided the following update:

- Have been able to purchase faculty and staff new laptops. Replaced Nursing, Radiologic Technology, etc. laptop carts.
- Information Technology (IT) has spent roughly \$400,00 in the last year. This would not have been possible without the grant money.
- Have ordered items in March and April to use for upgrades that have not been received yet, due to COVID.
- Upgraded server infrastructure with HERF monies and that will support the college infrastructure for at least five to seven years.
- Converted Interactive Classrooms to Zoom rooms and added a couple more to each campus (total of 24 zoom rooms). Was able to add portable units on each campus as well.
- Have installed fiber at Armory on the Williamson Campus.
- Hired a Web Developer, Chris Thomspson.
- Hired a Graphic Designer, Melinda Taylor.
- Hired external company to perform a Risk Assessment to comply with the Gramm-Leach-Bliley Act. An audit was performed and outlined things that we need to

improve on. The findings were typical of a college our size and was mainly record keeping. None of the findings are serious, but we need to do the assessment every year. That will allow us to be proactive.

- Installing new security cameras on all campuses.
- Currently using Blackboard as our online learning management system. The state contract with Oracle was up and Blackboard forced users to their platform which is costly. The State put out a bid and Brightspace, Desire 2 Learn (D2L) will be the platform that will be used beginning in the Spring.

4. Emergency Preparedness and Safety report

At this time Mr. David Lord provided the following safety update to the Board:

- Emergency Plan has been updated over the year and can be found on the website. Plan on the web is general not specific. This will keep those who intend to do harm from knowing how the college would respond to different emergency type situations. Specific plan is on S drive for Campus Directors and Crisis Management Teams.
- NFPA 3000 requires that ASHR drills (Active Shooter and Hostile Response) be performed annually. Were able to complete three of the four campuses last year even with COVID. The fourth campus will be completed soon.
- All Administrators carry an emergency calling card that has the office, home, and cell number of each Administrator.
- Safe Driving course was completed 100% virtually with over 90% completions rate. Completing this course allows the college to receive a discount on their insurance. Thanked Velva Pennington and Tom Cook for their assistance with BRIM report as well.
- CLEAR (Department of Education Crime Statistics Report) Southern West Virginia Community and Technical College reported zero incidents and zero crimes for 2020.
- Provided a copy of the monthly safety newsletter.
- Safety Committee under the new Governance Structure is the Compliance and Risk Management Committee and will be meeting for the first time soon.
- Southern Alerts has been updated to RAVE which is currently in use. Will work with Board on how they would like to receive notifications. Rave will also work with Alertus. Alertus would put emergency notifications on all college screens and calls out to each phone with a prerecorded message.
- Security Cameras are being updated. Currently installing at Wyoming and Lincoln.
- Fire alarms systems on Logan Campus building A and Main building at Williamson have been updated.
- Looking into the possibility of a keyless door entry system. Would be able to swipe ID card to gain access to building. This would allow administrators to know who was in buildings and when.

5. HLC Institutional Response Update

Bill Alderman provided the following update regarding HLC:

- Criterion teams have met weekly or biweekly as needed. The first progress report was due October 5th with President. Pleased with the amount of work that has been submitted. Enthusiasm has replaced dread when working on assessment.

- Writing samples were provided to the Board. Teams have begun to write narratives. David Lord has asked for an English Instructor to coauthor for his team. Bill has also asked Lillie Teeters to be part of their team as well. Bill took a moment to thank everyone for their hard work. Everyone is really stepping up to help. Bill complimented the excel spreadsheet created by David Lord that lays out who needs to ask who for what.
- Bud Baldwin asked if we need to stop gathering evidence since we are at word count max. Bill said no and reminded everyone that evidence can be linked and does not count towards word count.
- Would like to invite Tom Morris to the future Board meetings. This will allow him, Tom Cook and Bill Alderman to pull up the Sdrive during the Board meeting and explain it as they go through it.
- Bill shared information that he received from HLC via email. Bill provided the SPARQ report that was very complimentary of the work done thus far.
- HLC Criterion timeline was presented to the Board. Visit will be on November 14th-15th, 2022. Only one person will be on campus for a full day and virtually.

6. Financial Report

Stacy Dingess provided the status of the financial report of the College. Mr. Dingess went over the Unrestricted and Restricted funds as of September 30th.

- In each of the fund balances there has been an increase with the exception of the state appropriations as compared from September 2020 to September 2021. The increases relate to about a 10.21% increase in overall funds. Currently we have a balance of \$16,689,000 in unrestricted funds and \$2,250,958 in restricted funds. Which is a balance of \$18,940,789.00 in capital at the end of this quarter.
- There are a few entries that did not get posted this quarter that will increase those totals. \$121,200.00 in income from the Foundation will be posted in October and \$215,000.00 in online fees that were waived will be moved from HERF funds to the General Revenue account. \$43,000.00 in student accounts receivable will be moved from HERF funds to income account. Also \$10,000 from Dual Credit will be added as well.
- Mr. Dingess went over the restricted and unrestricted income and expenses with the Board. Expenses this quarter are \$4,865,658.92, revenue this quarter \$1,158,969. This makes the net income this quarter \$3,706,689.77. State Appropriations \$1,923,639.00 not considered income, however it does offset the operating costs.
- We have had a black quarter of \$140, 588.23 which does not include the entries that will be posted in October for September.
- Mr. Dingess anticipates that the college will be in good standing by the end of the year providing we stay within the budget.
- Ms. Olive asked where in the budget does the money for the rebranding come out of. Mr. Dingess explained that most come out of Mr. Bill France, the Director of Communications budget, as well as, some from the President's budget. Some expenses are contractual and details of that can be provided, but mostly the line items are hospitality, advertising and promotional, all of which comes out of 4680 funds.

7. President's Report

Dr. Pamela L. Alderman provided the Board with a list of meetings and events that she has attended in the community, state, and institutionally. She provided the following update:

- Nice to welcome students in person this Fall. Energy on campus. A wonderful interaction of students, faculty, and community on campus
- Have a food vendor for the Williamson Campus. Paperwork is being finalized.
- Early College Academy (ECA) has doubled in size. Nearly 100 students enrolled. Mingo County was added this year. The vision is that in a couple of years we can have students graduate with high school and college degree. Would like to add Career and Technical Centers in the counties next.
- Dual Credit is exploding. Able to reach back out to Boone County. Scott High School reached out to Southern for Dual Credit courses. As a result, Southern has the largest enrollment of Dual Credit courses there this year.
- Hosting community meetings. Met with Williamson Health and Wellness Center along with Dr. Johnny Branch from the Mingo County Board of Education on the Williamson Campus.
- Met with Judge Butcher to see what Southern could offer those in Day Reporting. Hopeful to get those participants on campus for classes or enrolled in a workforce program.
- New programs in Workforce Development. Offerings at the Armory Building of the Williamson Campus includes: Heavy Equipment Operator, writing a grant for a CDL program, Lineman School starting in a couple months an Instructor has been hired. Logan Regional reached out to Southern for a Patient Care Technician program. Once the student has completed the Patient Care Technician program, they will have several certificates. Students are eligible for 16-18 college credit hours once completed as well. Hopeful that once student completes this program, they will enroll into another Allied Health program.
- Will start a Diesel Mechanic Program in Williamson hopefully this Fall.
- Bringing back the Cosmetology Program this Fall on the Logan Campus.
- Starting the first Mortuary Science Program in the State of West Virginia on our Boone Campus. Have been in discussions with a Funeral Home in Boone County that has offered to provide Southern with lab space for the program. Students will get a business emphasis when they complete the programs.
- New programs will increase enrollment.
- All programs, except Cosmetology, will be through the CTCS grant funds. Cosmetology will be institution supported. Dr. Alderman has put together a five-year performa and in year three Southern will see a profit.
- Electrical/ Mechanical Program will be moved back to the Williamson Campus for the Spring semester. That will align with the workforce programs there.
- Southern in papers/radio almost every week. Southern's social media is exploding. Web page looks great. TV's on each campus and they are loaded with lots of information for students and visitors.
- Has received positive feedback on the rebranding.
- Recognized by Modern Think, Great Colleges to Work For. Southern has participated for nearly 14 years and this was the first time Southern has been recognized. Recognized in three categories: Confidence in Senior Leadership, Diversity Inclusion and Belonging, and Mission and Pride.
- Hosted Landau Eugene Murphey concert on the Logan Campus.

8. Faculty Senate Update

Chuck Puckett provided the following update:

- Faculty Senate has elected a new Faculty Senate Chair, Chris Ward.
- Working on SCP 2171. Working on a policy that is fair and that HLC will approve of. Dr. Michael Jiles is taking charge of this.
- Advisory Council of Faculty's (ACF) legislative agenda has been presented and approved. Mr. Puckett provided the points on the upcoming agenda.
- Working to increase adjunct pay. Researching rates of other institutions.
- Looking at textbook adoption policies.
- Chris Ward introduced himself to the Board as the new Faculty Senate Chair.

9. Classified Staff Update

Beverly McDonald, Classified Staff Chair, reported that Classified staff has met a couple times since the last Board meeting. Classified Staff have elected members to the new Governance and Subcommittees Committees. Classified Staff have completed and approved the Holiday Calendar and will submit to the President's office. Classified Staff's next meeting is October and will also have a meeting with the President in November to discuss any goals she has for Classified Staff.

10. Discussion Items

10.1 Boone Memorial Partnerships

This item will be tabled to the December meeting. The Board would like Mr. David Gresham to present to the possible partnerships with Southern.

10.2 Climate Survey Results

Tom Morris presented the results of the work climate survey of faculty and staff. This survey was in response to the HLC focus visit report of March 2020. The HLC asked that the Board of Governors evidence that documents that the Board has set goals every six months for the newly hired President, the President is focused on improving the culture of the institution, and evidence that the individual is thoroughly evaluated on these goals and coached to succeed. The Board has established five goals for the President. Three of the five goals are the focus of this survey. Goal number one: Efforts to Streamline and Coordinate shared Governance and Organizational Structure. Goal number 3: Regular and enhanced communication opportunities for all stakeholders. Goal number 5: Whether the President has fostered a climate of trust through coordination and collaboration across the college. An eleven-question survey was developed based on those goals. One survey was developed for Faculty and one for Staff. Surveys were sent out electronically on September 28th and closed on October 8th. One reminder was sent on October 5th. Tom gave an overview of the staff results. 101 surveys were sent out 63 surveys returned, which is a return rate of 62% which is very good number. Questions were asked in the affirmative. A Likert scale was 74% to 100% of answers were in the agree to strongly agree scale. Did not go through each question. Encouraged everyone to go out and look at the data. For faculty, 55 surveys were sent out with 41 returned which equated to a 75% response rate. 76% to 88% were in the agree to strongly agree scale. Comments were included at the end of each survey. Encouraged everyone to go and review the comments as well. Tom felt like the results of this survey aligned with the Modern Think survey.

10.3 President's Evaluation

Look for email from Tom Morris on October 20th. Results will be reviewed at December meeting.

10.4 Board of Governors Self Evaluation

Look for email from Tom Morris on October 20th. Results will be reviewed at December meeting.

10.5 Board of Governor's Retreat: February or April:

President Alderman attended a meeting at Stonewall and felt comfortable there and was able to social distance. Chair Heston feels like the Board could meet there safely. After some discussion the Board agreed that April would be the better date.

MOTION: Shawn Cline-Riggins made a motion that the retreat be held at Stonewall in April

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

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

11.1 Personnel Matters*

Chair Heston invited a motion for the Board to enter into Executive Session. Shawn Cline-Riggins moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Bill Alderman seconded the motion that carried unanimously. Chair Heston declared the motion adopted and Board then met in an Executive Session at 8:15 p.m. Following deliberations Bill Alderman motioned for the Board to rise from Executive Session and reconvene in open session. Shawn Cline-Riggins seconded the motion which carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

12. Action Items

12.1 Approval of August 17, 2021 Board Meeting Minutes

MOTION: Sam Stewart moved to accept the meeting minutes with changes.

ACTION: Jeremy Thompson seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the minutes approved.

12.2 Approval of August 30, 2021 Board Meeting Minutes

MOTION: Bill Alderman moved to accept the meeting minutes as presented.

ACTION: Janice Olive seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the minutes approved.

12.3 Vice Chair, Board of Governors Selection

This item was tabled to the December meeting.

13. Informational Items

- 13.1** Next regular meeting of the Board of Governors is scheduled for 6:00 p.m. Tuesday, December 14th, 2021.

14. Adjournment

There being no further business, upon a motion by Bill Alderman and second by Bud Baldwin, Chair Heston declared the meeting adjourned at 8:45 p.m.



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



Jennifer Dove,
Executive Assistant to the President
and Board of Governors

DRAFT

*Denotes an item requiring action/approval.

**Upon return to Open Meeting from any Executive Session, the Board of Governors may take action on items discussed.