



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 15, 2023
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 976 3136 4795**

<https://zoom.us/j/98286599411?pwd=OFRRSmdzUzN0WS8yRHpOY1FibGE2QT09>

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

MINUTES

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

Board Members Absent: None

Also Attending: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Bill Alderman, CAO/ALO, Velva Pennington, Interim Chief Finance Officer, Beverly McDonald, Classified Staff Chair, Darrell Taylor, Chief Student Services Officer, Joe Linville, Chief Facilities Management Officer, Debbie Dingess, Chief Human Resources 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

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 Sydney Brown, Chris Gray, and Chris Ward.

4. Finance Report

Ms. Velva Pennington, Interim Chief Finance Officer, provided the following financial update:

- Working on last year's Audit and Financial Statement. We will not have an accurate number on gain/loss until financial statements are complete.

- First Financial Aid disbursement is scheduled for September 11th and finance will begin recording financial aid revenue later that month. Loan disbursement will be sent out in two disbursements one late September and one in mid-October. Aid and refunds will be disbursed every two weeks through November 16th.
- Finance is expecting the budget to be tight this year. As such, only 60% of operating budgets have been released. This will help Finance to monitor budgets more closely. Based on revenue from the Fall semester, the remaining 40% will be released.
- Southern currently has 240 days of operations cash on hand.
- Please let Jen Dove know if you would like to see anything more specific in the upcoming Board reports from Finance.

5. HLC Institutional Response Update

Bill Alderman provided the following update:

- Attached is the initial 45-page Focus Visit report. We have 200 to 300 pages of data that we can pull from. Will have this report completed by December Board meeting to share.
- Will lock down the report in January.
- Faculty Convocation was last two days and was well received.
- Bill demonstrated how to access the assessment documents on our webpage.
- Syllabi are now streamlined per HLC's concerns.
- Bill encouraged everyone to look around to get an idea of what is happening with assessment.
- Very happy with how everyone is working together as one college.

6. Presidents Report

President Alderman's full report is attached to the agenda packet. The President presented the following highlights to the Board:

- Mortuary Science development is ongoing and the redevelopment of Mine Management program. Both will go back through the Board to be approved. An advisory committee of approximately 25 participants has already been created for Mine Management and met last week. We received feedback on the program needs. Hope to have this program up and running in the fall of 2024.
- ECA- added Wyoming county. They want to start very modestly and have higher admission requirements for their students. Overall, ECA is going well and very pleased.
- Met with Senator Stover and Wyoming County Commission to discuss the Wyoming Campus. 911 is interested in purchasing the building. Hopeful to know something by October or December. Will have talks with Senator Hardesty Senator Carmichael on how to proceed and get clarification on the process.
- Attended several board meetings.
- Entered a partnership with Boone Memorial regarding grant opportunity. Met with Ray Harrell to discuss the grant and expectations.
- President of the Federal Reserve Bank of Richmond will be in Southern WV hosting roundtable discussions with various groups about the economics of the area. Southern will host one of the sessions on August 29th.
- Met with West Logan Christian school to discuss available space at college for them to use. Their students will also take part in ECA. Happy to work them.
- Classes start on August 21st, however we have a 5% increase in enrollment. Very happy considering the climate across the state.

- Faculty Convocation yesterday and today. Welcomed returning and new faculty. Was a day of training and information sharing. Very well received.
- New Student Orientation will be on Monday. Expecting over 200 students on campus.
- Sgt. Cory Maynard Memorial Softball tournament was on Saturday. We had 11 teams to participate and raised \$7,500.00 that day. As of 6:00 p.m. we have raised \$16,300 for the scholarship. Approximately 800 in attendance throughout the day.
- NASA representatives will be on campus September 26th to discuss pathways of employment to NASA.
- Have been awarded two CDL simulators. One will be in Williamson and hopeful that one will be mobile that we can take to schools. Will have a ribbon cutting soon.
- Viewpoint, PBS will be on campus October 17th to film for the program. Board would like to have meeting at lunch to be on campus for filming.

7. Classified Staff Annual Report

Beverly McDonald presented the following Annual Report:

- Classified Staff have been busy enrolling student for the Fall Semester.
- Conducted elections in spring and new council started in July. No July meeting. Next meeting in August.

8. Faculty Senate Report

Chris Ward provided the following Faculty Senate update:

- Convocation was past few days.
- The faculty is very happy and proud of where they are.
- Held elections for various committees.
- Everything is going well for Faculty Senate.

9. Organizational Chart

Debbie Dingess presented the Organizational Chart to the Board.

- Chief Student Services Officer page – advisors for Students services, which left vacancies in the ASCEND grant positions.
- Chief Informational Officer- Director of Institutional Research, vacant
- Moved Workforce Development to Student Services. Dr. Lemmon title will be Dean of Workforce Development.
- Two Divisions now, Professional and Transfer Programs as well as Allied Health and Nursing. Dr. Jiles' title will be Dean of Professional and Transfer Programs. Will be adding a Director of Professional and Technical.
- Nursing – Assistant Director of Weekend Nursing resigned. Will refill the position as a 12-month Nursing Faculty. Eliminated one of the ASCEND Grant positions. Hired MLT faculty.
- Removed Professional and Technical Studies.

10. Annual Student Services Unit Report

Darrell Taylor's full report is attached to the agenda packet. Mr. Taylor presented the following highlights to the Board

- Very happy that enrollment is up 5%.

- Oldest student enrolled currently was born in 1947.
- Student Services had a great year and have data to back it up.
- Have four main areas, admissions, financial aid, registrar, and student success. Of those four directors, no one has served less than 25 years with the institution.
- Shared data on first time freshmen. We have been 1st in the state and currently 2nd.
- Dual Credit, Early Entry, and ECA students: 238 High school seniors took classes last fall. This year 123 of those students registered for Fall. This is up substantially.
- Last year we had 52 high school students graduate, of those five students returned this Fall. We would assume to one of the Allied Health and Nursing programs.
- SS Connect: we had 4,400 people visit SS Connect last academic year.
- Financial Aid: Southern gives out more free money than any other Community College. 58% of our graduates leave us debt free.

11. Possible Executive Session under Authority of WV Code § 6-9A-4 for the following:

Chair Baldwin invited a motion for the Board to enter Executive Session. Josh Stowers moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to Discuss the Presidents Annual Evaluation. 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 7:10 p.m. Following deliberations, George Nisbet moved that the Board rise from Executive Session and reconvene in open session. Josh Stowers seconded the motion which carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

11.1 To Discuss Annual Evaluation of the President.

MOTION: Chris Gray made a motion to accept the 2023-2024 President goals.

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

12. Action Items

12.1 Approval of June 20, 2023, Board Minutes

MOTION: Sam Stewart moved to approve the June 20, 2023, meeting minutes with corrections.

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

12.2 Request for Approval to Release Institutional Policies For 30-Day Comment

12.2.1 SCP-2825, Salary Administration

MOTION: Chris Ward 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-2825 *Salary Administration* to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

12.3 Request for Final Approval of Institutional Policies Following 30-Day Comment Period

**10.3.1 SCP-8600, *Board of Governors Operational Guidelines Policy* AND
10.3.2 SCP-8600.A *Board of Governors Operational Guidelines***

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-8600, *Board of Governors Operational Guidelines Policy*, and SCP-8600.A, *Board of Governors Operational Guidelines*

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

12.4 Program Terminations

12.4.1 Electromechanical Instrumentation Program (EMI)

MOTION: Shawn Cline-Riggins moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the discontinuance of the Electromechanical Instrumentation A.A.S. program in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 11, Degree Designation, General Education Requirements, New program Approval, and Discontinuance of Existing Programs.

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

12.4.2 Medical Assisting, AAS and Certificate Program

MOTION: Sydney Brown moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the discontinuance of the Medical Assisting AAS and Certificate program in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 11, Degree Designation, General Education Requirements, New program Approval, and Discontinuance of Existing Programs.

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

13. Informational Items

13.1 The Next Regular Board of Governors Meeting is Scheduled for 12:00 p.m. on Tuesday, October 17, 2023.

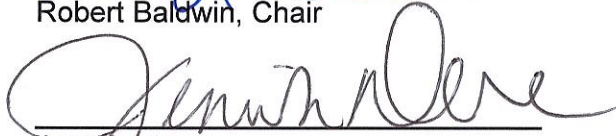
13.2 Institutional Calendars

Jen Dove provided the Board with the following calendars: 13.2.1 Governance Day Calendar 2023-2025, 13.2.2 Town Hall Calendar 2023-2025, 13.2.3 Academic Calendar 2023-2025, 13.2.4 Holiday Calendar 2023-2024

12. 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