



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 20, 2024
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 946 6967 3620**

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

<https://zoom.us/j/96469673620?pwd=NHNSbWZwQVRzMEhDNi9RandwSGJVdz09>

MINUTES

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

Board Members Absent: Alexis Parker

Also Attending: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Velva Pennington, Chief Finance Officer, Kimberly Maynard, Classified Staff Chair, Joe Linville, Chief Facilities Management Officer, Debbie Dingess, Chief Human Resources Officer, Mr. Bill Alderman, Chief Academic Officer/ Accreditation Liaison Officer, and Stacy Dingess, Chief External Affairs 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. Development Office Report

Mr. Stacy Dingess presented the following Development Office report to the Board:

- Will meet their goal for this campaign by the third quarter of this year with just a little of a year to go.
- Corporate is holding at a little over 4 million dollars and interest income for 2023 was \$172,000.00. That will be the basis of operation for 2024. Of that, \$100,000 of that is earmarked for tuition and fees for students, which leaves not a lot to operate with. We will need to raise any additional funds to stay relevant and active.

- Foundation portfolio consists of primary endowed and restrictive funds. That leaves very little for discretionary funding, therefore the Foundation must constantly raise money as they go.
- In 2023, the Foundation contributed \$108,284.00 in tuition and fees to the College for Workforce. In addition to \$114,859.00 for assistance to all other programs.
- Foundation contributed \$35,500.00 for theater upgrades that were raised by the Gala the previous year.
- The Foundation also provided the annual \$44,000.00 contribution to the College for the Respiratory program.
- The Foundation has assisted with other events for the College such as: Commencement, Faculty Convocation, Christmas Brunches and various other community events and projects. The Foundation was also able to help secure approximately 2 million dollars in Federal Earmark money. Out of that money 1.6 million will go back to the College for tuition and fees, renovation the library.
- Foundation has raised their \$25,000.00 for Sgt. Cory Maynard and hoping to find a match soon so that can be endowed.
- May 11th is the Mike McGraw annual golf tournament that will be held in Wyoming county.

4. HLC Institutional Response Update

Mr. Bill Alderman provided the following HLC update to the Board:

- Focused Visit report was submitted on February 12, 2024.
- Mr. Alderman has been in constant contact with the team Chair, Dr. Brad Piazza since January 9th concerning the report and upcoming visit.
- The error found by Mr. Baldwin on page 26 has been corrected and submitted.
- Mr. Alderman shared that this is more of an evidence report to explain what we are doing based on two subcomponents 3C 1-7 and 4B 1-3. Mr. Alderman briefly explained each subcomponent and what Southern has done to meet each.
- Mr. Alderman provided the SparQ report and went over the timeline with the Board. The report shows our progress over the last four years.

5. Annual Faculty Senate Report

Mr. Chris Ward provided the following Annual Faculty Senate report to the Board:

- Mr. Ward provided a handout for the Board to review.
- The faculty is currently made up of 57 full-time and 37 adjuncts. Adjuncts make up a lot of our Professional and Technical side due to the increase of ECA students.
- Mr. Ward provided a breakdown of adjuncts and full-time faculty by location and division.
- Faculty Senate allocated 10 members. Currently, the Senate is made up of nine due to the loss of Wyoming campus representative. The Senate is currently made up of three Senators from Logan, three Senators from Williamson, one representative from Boone and Lincoln and Mr. Ward as Senate Chair, as well as an ACF representative.
- The Senate has approve a change in the Senate make up for the 2024-2025 academic year to three members based on campus they are assigned, five members based on the departmental groupings as well as the ACF and Board of Governors representative.

- Mr. Ward provided the description of the ACF (Advisory Council of Faculty) representative, a list of the current Senators, and the purpose of Faculty Senate.
- Faculty Senate has been working on HLC visit, policy updates, and the Faculty Handbook.
- Mr. Ward provided several faculty accolades to the Board.

6. Classified Staff Report

Ms. Kimberly Maynard provided the following Classified Staff report:

- Classified Staff have worked to get their Constitution passed and sent on to the Policy and Procedure Committee. The Policy and Procedure Committee sent it back to Classified Staff to work out some issues. Classified Staff will do this and return to Policy and Procedure Committee in a timely manner.
- Staff have continued to participate in college activities such as Governance Day and staff are active participants in all committees.
- Staff were able to help another member in financial need through Southern Samaritans.
- Classified Staff continue to invite members from Administration to speak at Classified Staff monthly meetings.

7. Finance Report

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

- Finance is in the middle of the second month of the third quarter.
- Southern has spent on average 60% of the budget in all areas.
- It currently costs \$57,183.18 a day to operate.
- Southern also has approximately 182 days of operational cash on hand. This is down from the last report in December due to revenue for the Spring semester that hasn't been collected and the increase utility costs for the winter months.
- \$2,293,003.00 has been collected in tuition and fees this year. This represents 46% of Southern's 2024 Tuition and Fees Budget.
- Interest income is at 134% of the budget due to interest rates remaining high.
- Refunds to students were scheduled for disbursement February 15th and was estimated to be \$1,038,517.93. These refunds include financial aid, cash, and scholarship refunds.
- Student Loan disbursements will be distributed around February 29th.

8. President's Report

President Alderman presented her report to the Board.

- Inclement weather to start off the Spring semester. First week of classes were held remotely. Employees were allowed to work remotely also.
- We are up this semester in headcount and even in FTE. We were up 10.4% in the Fall semester, and this will mean that we will be up in enrollment by the end of the fiscal year. This is one of the highest increases in the College's history. This is due to the work of everyone.
- Southern visited Chapmanville Regional High School today, not only did Student Services go but Workforce went as well.
- Our Lineman program is beginning their fifth class. The CDL program continues to grow as well. We have trained four people from Appalachian Power.

- Meeting weekly regarding our budget process for next year. We are waiting to see what the Legislature will do regarding budgets.
- Anticipating an increase in PEIA. 10.4% increase for employees and a 10.5% increase for the institution. We are waiting to see if the Legislature is going to help us with that increase.
- President Alderman and Stacy Dingess on January 13th to meet with representatives. Met with Senate and Finance Chair as well as a representative from the Governor's Office. It was a great day.
- LNE Consulting group set up a meeting next week in Washington, DC. President Alderman and Stacy Dingess met with Senator Capito and Senator Manchin representatives as well as Congresswoman Miller and her representative. This was to discuss 2025 Federal Earmarks and what we are looking to do. We would like to renovate the Armory on the Williamson Campus and create a form of ECA with career and technical education students.
- Met with Lincoln County Superintendent last week. He would like to start a Culinary and Welding program there. Bill Alderman, Dr. Michael Jiles, and Angie Bell have worked to get Welding up and running. Hope to have a class start by the end of the semester. We are hopeful to have 10 students in that program.
- Lincoln has doubled their number of ECA students, as well as our other counties. President Alderman, Bill Alderman, Angie Bell, and Brittany Justice attended the Boone County Board of Education meeting. To date, Boone County is not participating in the ECA program with us. The group did a presentation. Will be setting up a meeting with the Superintendent in the next week or so to discuss further. We will keep working to get Boone County in with ECA.
- Scheduling more and more events on campus.
- Still on track with the sale of the Wyoming Campus. Will provide updates as we move along in this process.
- Met with Rich Donovan from HEPC regarding deferred maintenance.
- Attended AAUW event on the Williamson Campus regarding Human Trafficking. The guest speakers were US Attorney Williamson Thompson for the Southern District of West Virginia and Corporal Seth Browning from the West Virginia State Police.
- Presented two \$500.00 Scholarships at the Hatfield McCoy Shootout held at the Williamson Fieldhouse. One student from Mingo County and one from Wyoming County were the recipients of the Scholarships.
- Attended the Black History celebration at the Logan Street Baptist Church in Williamson. Southern will host a Black History Celebration in the Theater next Monday.
- Three faculty will be presenting at the League for Innovations national conference: Will Alderman, Adam Banks, and Matthew Mayo. They will be presenting on ECA.
- Viewpoint is close to competition. We have seen a preview. Will be close to the end of March.

9. Discussion Items

9.1 Wyoming Campus Update

President Alderman shared that we have had the one meeting via zoom. Another meeting will be coming soon. A call for bids will be soon. President Alderman will keep the Board updated on the progress of the sale.

10. Action Items

10.1 Approval of December 12, 2023, Board Minutes

MOTION: Sam Stewart moved to approve the December 12, 2023, meeting minutes with corrections.

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

10.2 Request for Final Approval Following 30 Day Comment Period

10.2.1 SCP-4710, *Academic Integrity*

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-4710, *Academic Integrity*.

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

10.3 Tuition and Fees Increase 2024-2025

MOTION: George Nisbet made a motion to approve a 5% increase in tuition.

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

MOTION: Sam Stewart made a motion to approve removing the \$50.00 late fee.

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

10.4 Program Reviews

10.4.1 Board of Governors, A.A.S

MOTION: Chris Ward made a motion to approve the BOG, A.A.S degree at the current level of activity.

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

10.4.2 Occupational Development, A.A.S

MOTION: Chris Ward made a motion to approve continuing the Occupational Development, A.A.S degree with corrective action.

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

10.4.3 Health Care Technology Certificate (Medical Lab Option)

MOTION: Shawn Cline-Riggins made a motion to approve the Health Care Technology Certificate (Medical Lab Option) degree at the current level of activity without corrective action.

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

10.4.4 Surgical Technology, A.A.S.

MOTION: Sydney Brown made a motion to approve the Surgical Technology, A.A.S degree at the current level of activity without corrective action.

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

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. Chris Ward moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to Discuss the President's Vehicle. Chris Gray seconded the motion that carried unanimously. Chair Baldwin declared the motion adopted and the Board then met in an Executive Session at 7:40 p.m. Following deliberations, Chris Gray moved that the Board rise from Executive Session and reconvene in open session. Josh Stowers seconded the motion which was carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

MOTION: David Gresham made a motion to approve a vehicle stipend in the amount of \$1,500. This stipend will allow the President to purchase a vehicle, cover the cost of insurance, maintenance, and gas.

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

12. Informational Items

12.1 Organizational Chart and Vacancy Report

Ms. Debbie Dingess presented the following Organizational Chart updates and vacancy report to the Board.

- Jill Collins- Hired as Directors of Budgets and Processing.
- Sarah Brown- Hires as Director of Institutional Research
- Elizabeth Evans -Hired Student Success Advisor
- Emily Mills- Hired Financial Aid Counselor
- Brittany Kirk -Hired 12-month Nursing faculty.
- Cameron Colegrove- Hired as a part-time CDL instructor.
- Kaylee Taylor- Hired English faculty Williamson Campus

- Debbie reviewed the current vacancies with the Board. Executive Assistant to the CIO (Not filling), Production Assistant (Not filling), Instructor of Nursing (9 month) (Not filling), and Student Success Advisor

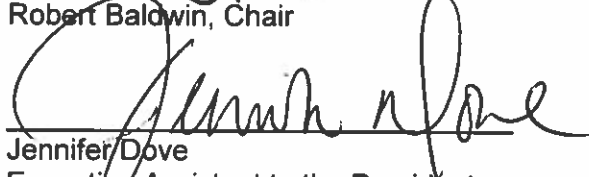
12.2 Next regular Board of Governors meeting will be held April 17th- 19th at Pipestem State Park. (Lodging details and agendas will be forwarded prior to the meeting.)

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