



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of June 20, 2023
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 976 3136 4795**

<https://zoom.us/j/97631364795?pwd=UFMydko5RTZweG55U3p5K2JhbjZxUT09>

**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, Virgil Underwood, And Chris Ward

Board Members Absent: Dianna Toler, Jeremy Thompson, and Julia Smith

Also Attending: President, Dr. Pamela Alderman and Jennifer Dove, Recorder, Bill Alderman, CAO, Derek Adkins, CFO, Beverly McDonald, Classified Staff Chair,

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. HLC Institutional Response Update

Mr. Bill Alderman Chief Academic Officer/ Accreditation Liaison Officer provided the following update to the Board regarding HLC along with a more detailed report attached to the agenda packet:

- HLC Accredited badge is on our webpage. Clicking the badge will take you to the HLC webpage and provides full details of the accreditation and scheduled future visits.
- The rough draft of 3C is completed for the focused visit. We met with Karen Solomen our HLC staff liaison regarding minimum qualification for faculty and equivalent experience.
- Work is continuing 4B General Education Assessment. We have a lot of information already. Director of Accreditation and ALO working on report, and

we are halfway completed and hope to have the rough draft completed by October.

- We have revamped our General Education outcomes.
- Program level assessment is going on as well. A list of cumulative results is attached to the agenda. All areas are good. We have one area that is skewed, but we are looking at it and working on it. Course level assessment is ongoing. The new course form worked well and was well received by faculty. This was a topic that HLC identified as being too complex, and we are happy with the outcome. A new syllabi procedure was created in Summer 2023 creating a way to merge Banner and the forms together. We have had an excellent response rate from the faculty on the streamlined form.
- Cocurricular assessment- Mr. Alderman has been working with CSSO, Darrell Taylor, and Regia Bias Director of Accreditation and Assessment, and it is going well. Will have a training for directors once completed. Working to add more clubs, organizations, honor societies, etc.
- Transfer agreements are being updated and added to the website.
- A review of skill sets has taken place and is updated. We can now go back and award those on transcripts and send certificates.
- Mr. Alderman reviewed the policies that his office has reviewed since April.
- Will be attending the Standard Pathway Q&A Webinar on Wednesday, June 7th. Will also attend the Virtual Speaker Series on Institutional Effectiveness on July 11, 20, 25, and 26th 2023.
- Mr. Alderman gave a more detailed breakdown of Criterion 3 and 4. Talked about areas of concern and how we are working to correct the areas met with concern. 4B was met with concern, will be working on this criterion more closely over the upcoming months. This has been a problem for several years. As such we are committed to correcting the three areas of concern in 4B.

4. Finance Report

Mr. Derek Adkins provided the following financial update:

- Mr. Adkins presented the Operating Budget as well as the Capital budget to the Board.
- Mr. Adkins reported that we are a little behind. The college has spent more than was planned for. Most of the spending has been on deferred maintenance. We also built a physics lab and completed Cosmetology lab was completed, both projects were necessary projects.
- Revenue side is behind. Receivables were higher than expected and the college expected to get more ECA funding, therefore our revenue number may not reach what was projected.
- The college has multiple funding sources for next year that are very promising. The State will be providing some money for ECA students as well.
- The college received some bond monies that helped pave the parking lots. Other capital projects were not too big.

5. Presidents Report

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

- Hosted advisory meetings for Allied Health and Nursing and Professional Technical Studies on April 21st.
- Attended multiple meetings as outlined in her report.
- Pinning and Commencement ceremonies May 4th through the 6th. We saw approximately 2,000 visitors during that time. We are planning to hold three

ceremonies in the spring. Justice Haley Bunn and Senator Paul Hardesty were the guest speakers for commencement.

- Welcomed new nursing students on May 8th.
- Working on several grants, ASCEND, Working with Marshall University and Marshall Graduate College on SREB Grant. Hopeful to find out if we will be awarded the grant in the Fall. Working with Dr. Eagle at Marshall University, who is over Education and Doctorial program.
- Meeting with different venues on marketing strategies.
- West Logan School asked to partner with us to send their 10th, 11th, 12th graders here because they have outgrown their space. We will enroll them in our ECA program for classes in the morning and the students will use some of our vacant rooms in the afternoon.
- Jaime Butcher at Horizon Academy has approached us as well. Partnering with these schools will help with our enrollment numbers.
- Attended the President's Retreat hosted by CTCS at Adventures on the Gorge.
- Hosted the new Campus President at WV University Institute of Technology, Dr. Stuart.
- Met with Interim President at Big Sandy.
- Met with Paula Webb at Boone Career and Technical Center regarding a possible LPN to RN bridge program.
- Applied for the Metallica Scholarship. Hopeful to receive this grant.
- Attended the Big Green Event hosted by the Logan Country Club.
- Contacted by PBS to be featured on one of their programs called Viewpoint hosted by Dennis Quaid. This will be a one-hour program. Filming would be in September or October and the filing crew would be on campus one full day. We will receive 30 second commercials on various networks, will have access to place on our website. This will allow us to recruit students across the nations.
- Lineman and CDL classes are going well. We had over 200 guests for the Lineman graduation ceremony. Both CDL and Lineman have 100% passage rates.
- Offered a mining class to high school students that saw over 70 participants.
- Poker Run was held on June 10th. Event was well attended with money raised.
- Created a scholarship in memory of Sargent Cory Maynard for first responders and their dependents.
- Food pantries on campuses and are well stocked.
- Rubber duck race on June 17th to help fund scholarships for the Foundation.
- Participated in college decision days at the local high schools.
- The CTCS approved our Master Facilities Plan.
- Dr. Alderman presented a succession plan for Executive Leadership 2023-2024 to the Board. Would like to include for Deans and on down for next fiscal year.
- Dr. Alderman and Derek Adkins presented the Capital Projects and Deferred Maintenance. The governor has money set aside from surplus money, approximately \$200 million dollars for Higher Education. The governor's office is working with HEPC. The Governors Deferred Maintenance Grants Initiative. Of that \$40 million has been allocated to the CTCS. Of the \$40 million dollars \$3.9 million has been allocated to Southern. There are three projects identified for this money: HVAC, science labs, and roof at Williamson. Would like to request money from the reserves to complete the project. We would need \$2.9 million from reserves to complete all projects without going in debt for projects. Additional \$1.8 million for HVAC, additional \$500,000.00 for labs, and \$600,000 for roof. Would like to request \$500,000 for other projects at Boone for the next fiscal year. This would bring the total to \$3.4 million dollars. At the end of the year the college would have \$11 million dollars in reserve. If we were to take \$3.4 million out, we would have approximately \$8 million dollars left in reserves. We would be left with over 100 days of operating cash. A resolution provided by Governor's office gives the President authority to apply for the grant and the authority to execute the

contracts that go along with that grant, and that the Board agrees to the projects presented.

- Deferred approval of using reserve funds to a later meeting.

MOTION: Sam Stewart made a motion to give President authority to apply for the grant and the authority to execute the contracts that go along with that grant, and that the Board agrees to the projects presented.

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

6. **Classified Staff Annual Report**

Beverly McDonald presented the following Annual Report:

- Thanked the Board for their work and dedication to the college.
- Provided the Classified Staff Council Constitution.
- Classified Staff is also governed by State Code. Ms. McDonald will be glad to answer any questions about code.
- Southern has approximately 46 classified staff. This number has declined since 2017 when state law changed. New employees are hired as non-classified staff.
- Classified staff are hard workers and don't like to brag about themselves. Always there to make sure Southern shines.
- Most classified staff have been with Southern for over 10 years. Most have furthered their education and/or training.
- Southern Samaritans provides emergency funding for employees. Funding approval is usually around \$200.00.
- Hallmark Committee sends out cards for various holidays.

7. **Faculty Senate Report**

Chris Ward provided the following Faculty Senate update:

- Elections are complete. Chris Ward, Board of Governors representative and Stephanie Mounts Advisory Council of Faculty representative.
- Stephanie Woodrum applied for the Great Teachers Seminar in North Bend.
- Summer projects: Faculty Handbook, SIP -2171 Credentialing, SCP- 2686, Promotion and Tenure, and Series 19 evaluation of part-time /adjunct faculty.

8. **Organizational Chart**

President Alderman presented the Organizational Chart that will go into effect July 1, 2023.

9. **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 Board of Governors' Role in Salary Administration and College Fleet Reduction and Reallocations/ President's Vehicle. Chris Ward seconded the motion that carried unanimously. Chair Baldwin declared the motion adopted and the Board then met in an Executive Session at 7:20 p.m. Following deliberations, Sam Stewart moved that the Board 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.

9.1 To Discuss the Board of Governors' Role in Salary Administration.

MOTION: Sam Stewart made a motion to send SCP-2825, *Salary Administration* to the Policy and Procedures Committee for review. Section 4.1 needs to be reworded to reflect that not all raises need to be presented to the Board of Governors and would be the President's authority. Would like the revised policy to the August meeting.

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

9.2 College Fleet Reduction and Reallocations/ President's Vehicle

MOTION: Virgil Underwood made a motion to give Derek Adkins, CFO, the authority to auction off or trade in the vehicles that were mentioned and apply proceeds towards a lease vehicle that satisfies Dr. Alderman's choice and the lease payment not to exceed \$1,200.00 a month.

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

10. Action Items

10.1 Approval of April 19, 2023, Board Minutes

MOTION: David Gresham moved to approve the April 19, 2023, meeting minutes with corrections.

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

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

10.2.1 SCP-5260, *Meeting Financial Exigencies*

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-5260, *Meeting Financial Exigencies*.

ACTION: David Gresham seconded the motion. The motion carried unanimously, and Chair Baldwin declared the motion adopted.

10.3 Request for Approval of Additional 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 approval for distribution of SCP-8600, *Board of Governors Operational Guidelines Policy*, and SCP-8600.A, *Board of Governors Operational Guidelines* to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

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

10.4 Resolution Regarding Capital Projects Grant Funds

Covered in President's Report

10.5 Request for Approval of Board of Governors 2023-2024 Meeting Calendar

MOTION: David Gresham moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors adopt the proposed schedule of meetings for fiscal year 2023-2024 as presented.

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

11. Informational Items


11.1 Resolution Reporting on Undergraduate Tuition and Fee Waivers

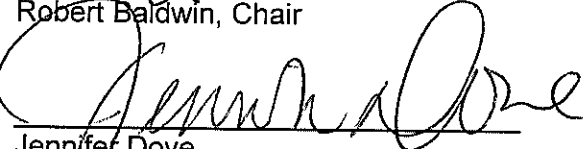
Mr. Derek Adkins presented the Reporting on Awarding Undergraduate Tuition and Fee Waivers. Mr. Adkins listed the number of waivers and the dollar amount in the report as \$297,760.00.

11.2 The Next Regular Board of Governors Meeting is Scheduled for 6:00 p.m. on Tuesday, August 15, 2023.

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