



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of October 17, 2023
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 941 0594 9573**

<https://zoom.us/j/94105943573?pwd=bzZNbidsSC93ZWlnSk40VDZtcHJrdz09>

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

MINUTES

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

Board Members Absent: George Nisbet

Also Attending: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Velva Pennington, Interim Chief Finance Officer, Kimberly Maynard, Classified Staff Vice Chair, David Lord, Director of Safety and Campus Operations, 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. Finance Report

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

- Finance has just ended the first quarter of the fiscal year.
- Finance statements were due and turned in October 15th. A copy to review will be provided.
- First Pell refund to students on September 20th in the amount of \$743,918.78.
- College is on target with spending.
- The college has approximately 302 days of operational cash on hand.
- The audit has been completed and submitted.

President Alderman provided the following update on Mr. Bill Alderman's behalf:

- A copy of the draft focus report provided.
- President Alderman and Mr. Alderman will work in November to complete the report.
- The Assessment Academy has been working hard with other in the institution to gather numbers and data for the report. Focus visit will be looking at assessment and credentialling.
- Assessment Academy team attended a Roundtable meeting in Chicago. President Alderman gave a review of the visit.
- Credentialling is an issue among other colleges as well. Regina Bias, Director of Accreditation and Assessment attended the meeting and was pleased to report that we are on track. The college is doing well. Was happy to receive validation that we are where we should be. Met our Scholar at the meeting and was able to talk with her.
- President Alderman is very happy with how everyone is working together as one college.

5. Presidents Report

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

- Semester is underway and past the midterm point.
- Hosted many events: Southern's Foundation Executive Board held a meeting on campus and want to continue having meetings here. Hosted Roundtable event for Federal Reserve President, Tom Barkin to discuss the needs of the community.
- Governance Day was on September 8th and the next is November 3rd.
- Hosted NASA. Representatives discussed different career pathways to NASA. Very impressed with the questions that middle school students asked. Thanked Mr. Stacy Dingess, Chief External Affairs Officer for setting this up.
- Starting a new Customer Service Excellence program. The first presentation was on September 28th.
- September 30th, we hosted our first trail ride event. Very fun and successful event.
- President Alderman spoke at a Lunch and Learn event for Logan Regional Medical Center regarding breast cancer.
- PBS was here today filming a documentary featuring Southern. President Alderman is very excited about the finished product.
- President Alderman, Chair Baldwin, and Jennifer Dove attended the BOG Summit in Charleston. Chair Baldwin shared his thoughts of the Summit. Very happy with Southern's position among other institutions. President Alderman was part of a panel discussing cyber resiliency.
- Census date is October 15th. Enrollment is up 7.11% headcount from this day last year. 10.44% FTE from last year. President is very excited about the increase in a time with others are struggling. Thanked everyone for their hard work to get the numbers up.

6. Classified Staff Annual Report

Kimberly Maynard, presented the following report:

- Development, and Website.
- Held elections to fill all positions. Will be holding an election to fill Classified Staff Chair.
- Will be working with the Foundation to make and sell apple butter to raise funds for Southern Samaritans.
- Next meeting is in November.

7. Faculty Senate Report

Chris Ward provided the following Faculty Senate update:

- Working on Constitutional amendments of our Senate makeup due organizational structure makeup changes. Senate receptive to the changes.
- Reviewing and revising policies regarding Faculty Promotion and Faculty Incentive pay.

8. Organizational Chart

President Alderman presented the Organizational Chart to the Board on behalf of Debbie Dingess.

- Velva Pennington, Interim Chief Financial Officer.
- Will review positions as they become available.
- Chief Student Services Officer page, Cassandra Vance moved from Wyoming to Logan.
- Shelby Porter new title as Operations Manager.
- Stephanie Mounts, Director of Professional and Technical Studies.
- One Nursing faculty vacancy.
- Removed Weekend from titles.

9. Emergency Preparedness Report

Ms. Lord's full report is attached to the agenda packet. Mr. Lord presented the following highlights to the Board:

- ASHER exercises are completed on each campus.
- Active Shooter training on September's Governance Day.
- Emergency Plan updated in July.
- Department of Justice initiated quarterly homeland security meetings.
- Microsoft Teams will now store all documents.
- Southern's crime statistics were uploaded to the US Department of Education's portal. Happy to report that Southern had no incidents.
- The National Emergency Alert System conducted a test on October 4th at 2:20. The system is tested annually.
- Southern will be doing a similar test on October 30th at 1:00 p.m.
- Board members will have a vital role if Southern experienced an emergency situation to help with students, communities, etc.

10. Action Items

10.1 Approval of August 15, 2023, Board Minutes

minutes with corrections.

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

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

10.2.1 SCP-2825, *Salary Administration*

MOTION: Chris Gray 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-2825, *Salary Administration*, 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 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. 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 Results. Sam Stewart 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, Shawn Cline-Riggins moved that the Board rise from Executive Session and reconvene in open session. Chris Ward seconded the motion which was carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

11.1 Review Results of Annual Evaluation of the President.

MOTION: Chris Gray made a motion to accept the results of the President's Annual Evaluation.

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

MOTION: Chris Ward made a motion to include comment sections in the President's Annual evaluation tool.

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

12. Informational Items

12.1 Results Board of Governors Self Evaluation

Chair Baldwin went over the results of the evaluation. Question 10, 15 and 16 should be a no. Chair and members are happy with the tool and results.

13.1 The Next Regular Board of Governors Meeting is Scheduled for 6 p.m. on Tuesday, December 12, 2023.

12. Adjournment

There being no further business, Chair Baldwin declared the meeting adjourned.

Robert L. Baldwin

Robert Baldwin, Chair

Jennifer Dove

Jennifer Dove

Executive Assistant to the President
and Board of Governors