

# SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

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## Institutional Governance Committee Memberships 2023-2025

### STANDING COMMITTEES

#### **ACADEMIC AND STUDENT AFFAIRS COUNCIL (ASAC)**

The Academic and Student Affairs Council (ASAC) submits recommendations to the President's Cabinet.

#### **OFFICERS**

The Chair and Vice-Chair will alternate between the Academic Affairs and Student Services units. The Chair will be the Vice-Chair from the prior year and will serve as Chair for two-years. The Chair must be employed by Southern for two (2) full years prior to serving as Chair. The Vice-Chair will be elected in the odd year and will serve as a committee officer for a total of four-years. The Vice-Chair serves in the elected role for two-years and then moves to the position of Chair for the next two-years. Committee members elect the incoming Vice-Chair

#### **MEMBERSHIP**

The Council is comprised of seven (7) members and two (2) ex-officio, non-voting members:

- |    |                    |  |
|----|--------------------|--|
| 1. | Teri Wells, Chair  | Registrar  |
| 2. | Vacant, Vice Chair | Dean of Professional and Transfer Programs           |
| 3. | Lisa Haddox-Heston | Dean of Allied Health and Nursing                    |
| 4. | Melinda Saunders   | Dean of Non-Traditional Programs                     |
| 5. | Regina Bias        | Director of Accreditation and Assessment             |
| 6. | Dianna Toler       | Director of Student Success (ADA Compliance Officer) |
| 7. | Mary Trent         | Director of Student Financial Assistance             |

#### **EX-OFFICIO, NON-VOTING MEMBERS**

- |    |                |                                |
|----|----------------|--------------------------------|
| 1. | Vacant         | Chief Academic Officer         |
| 2. | Darrell Taylor | Chief Student Services Officer |

#### **RECORDER**

Sandra Podunavac

#### **QUORUM**

Six (6) voting members; Quorum = 4 (more than ½ voting membership). [The Committee Chair is a non-voting member except in the case of a tie vote; vacant positions are not counted for quorum.]

## **POLICIES AND PROCEDURES COMMITTEE**

The Policies and Procedures Committee submits recommendations to the President's Cabinet.

### **OFFICERS**

The Chair will be the Chief Human Resources Officer. The Vice-Chair will be elected by the committee members and will serve as a committee officer for two (2) years. At the conclusion of their two-year term, committee members elect the incoming Vice-Chair.

### **MEMBERSHIP**

The Policies and Procedures Committee is comprised of six (6) members and two (2) ex-officio, non-voting members:

- |    |                           |   |
|----|---------------------------|---|
| 1. | Debbie Dingess, Chair     | Chief Human Resources Officer                         |
| 2. | Jennifer Dove, Vice Chair | Executive Assistant to the President and BOG          |
| 3. | Tara Drake                | Classified Staff, Elected (Classified Staff Assembly) |
| 4. | Kevin Dingess             | Faculty, Elected (Faculty Assembly)                   |
| 5. | Morgan Maynard            | Faculty, Elected (Faculty Assembly)                   |
| 6. | Tammy Toppings            | Non-Classified Staff, Appointed (President)           |

### **EX-OFFICIO, NON-VOTING MEMBERS**

- |    |               |  |
|----|---------------|--|
| 1. | Bill Alderman | Accreditation Liaison Officer            |
| 2. | Regina Bias   | Director of Accreditation and Assessment |

### **RECORDER**

MaShawanna Carter

### **ADVISORS**

Advisors are comprised of specific positions who are called to serve as non-voting subject matter experts:

#### **Series 1000 - General**

- |                |  |
|----------------|--|
| Eric Brumfield | Director of Facilities                       |
| Bill France    | Director of Communications                   |
| Jennifer Dove  | Executive Assistant to the President and BOG |
| Joe Linville   | Chief Facilities Management Officer          |

#### **Series 2000 - Human Resources**

- |            |                         |
|------------|-------------------------|
| Susan Ross | Manager Human Resources |
|------------|-------------------------|

#### **Series 3000 - Academic Affairs**

- |                    |  |
|--------------------|--|
| Lisa Haddox-Heston | Dean of Allied Health and Nursing          |
| Melinda Saunders   | Dean of Non-Traditional Programs           |
| Vacant             | Dean of Professional and Transfer Programs |

#### **Series 4000 - Student Services**

- |              |  |
|--------------|--|
| Dianna Toler | Director of Student Success (ADA Compliance Officer) |
| Tim Ooten    | Director of Admissions                               |
| Mary Trent   | Director of Financial Assistance                     |
| Teri Wells   | Registrar  |

#### **Series 5000 - Finance**

- |                |                                    |
|----------------|------------------------------------|
| Evan Riggins   | Controller                         |
| Eric Brumfield | Director of Facilities             |
| Jill Collins   | Director of Budgets and Purchasing |
| Chris Gray     | Bursar                             |

#### **Series 6000 - Workforce and Community Development**

- |                  |                                   |
|------------------|-----------------------------------|
| Melinda Saunders | Dean of Non-Traditional Programs  |
| Vacant           | Director of Workforce Development |

#### **Series 7000 - Technology**

- |             |                                    |
|-------------|------------------------------------|
| Sarah Brown | Director of Institutional Research |
|-------------|------------------------------------|

**Series 8000 - Board of Governors**

Jennifer Dove

Executive Assistant to the President and Board of  
Governors

**QUORUM**

Five (5) voting members; Quorum = 3 (more than ½ of the voting membership). [The Committee Chair is a non-voting member except in the case of a tie vote; vacant positions are not counted for quorum.]

## **STRATEGIC PLANNING COMMITTEE**

The Strategic Planning Committee submits recommendations to the President's Cabinet.

### **OFFICERS**

The Chair will be the Vice-Chair from the prior year and will serve as Chair for two-years. The Chair must be employed by Southern for two (2) full years prior to serving as Chair. The Vice-Chair will be elected in the odd year and will serve as a committee officer for a total of four-years. The Vice-Chair serves in the elected role for two-years and then moves to the position of Chair for the next two-years. Committee members elect the incoming Vice-Chair.

### **MEMBERSHIP**

The Committee is comprised of nine (9) members and five (5) ex-officio, non-voting members:

- |    |                          |   |
|----|--------------------------|---|
| 1. | Susan Ross, Chair        | Manager Human Resources                               |
| 2. | Chuck Keeney, Vice Chair | Faculty, Elected (Division)                           |
| 3. | Jennifer Lowdermilk      | Faculty, Elected (Division)                           |
| 4. | Evan Riggins             | Controller  |
| 5. | Tim Ooten                | Director of Admissions                                |
| 6. | Bill France              | Director of Communications                            |
| 7. | Vacant                   | Director of Workforce Development                     |
| 8. | Sammi Dodrill            | Classified Staff, Elected (Classified Staff Assembly) |
| 9. | Cassandra Goble          | Classified Staff, Elected (Classified Staff Assembly) |

### **EX-OFFICIO, NON-VOTING MEMBERS**

- |    |                  |                                     |
|----|------------------|-------------------------------------|
| 1. | Vacant           | Chief Academic Officer              |
| 2. | Stacy Dingess    | Chief External Affairs Officer      |
| 3. | Joe Linville     | Chief Facilities Management Officer |
| 4. | Velva Pennington | Chief Finance Officer               |
| 5. | Tom Cook         | Chief Information Officer           |

### **RECORDER**

Shelly Parker

### **QUORUM**

Eight (8) voting members; Quorum = 5 (more than ½ of the voting membership). [The Committee Chair is a non-voting member except in the case of a tie vote; vacant positions are not counted for quorum.]

## **SUBCOMMITTEES**

### **ACADEMIC ASSESSMENT**

The Academic Assessment Subcommittee will submit all assessment findings to the Chief Academic Officer (CAO). Recommendations from this subcommittee are made to the Academic and Student Affairs Council (ASAC).

### **OFFICERS**

The Chair will be the Director of Accreditation and Assessment. The Vice-Chair will be elected and will serve as a subcommittee officer for a total of two (2) years. At the conclusion of their two-year term, subcommittee members elect the incoming Vice-Chair.

### **MEMBERSHIP**

The subcommittee is comprised of the members of the Higher Learning Commission (HLC) Assessment Academy as appointed by the President and four (4) ex-officio, non-voting members. Members will serve consecutive terms until the conclusion of the HLC Assessment Academy.

1. Regina Bias, Chair, Director of Accreditation and Assessment
2. Larry D'Angelo, Vice Chair, Assistant Professor of English
3. Hattie Newsome, Student Success Center Coordinator
4. Nathan Freeman, Assistant Professor of English
5. Vincent George, Assistant Professor of Physical Science
6. Chris Ward, Associate Professor of Mathematics, Director of Math and Sciences, Faculty Representative to the Board of Governors
7. Missy Kirk, Professor/Director of Nursing
8. Meloney McRoberts, Associate Professor of Surgical Technology
9. Gordon Hensley II, Assistant Professor of Business

### **EX-OFFICIO, NON-VOTING MEMBERS**

1. Pamela L. Alderman, President
2. Bill Alderman, Accreditation Liaison Officer
3. Darrell Taylor, Chief Student Services Officer
4. Sarah Brown, Director of Institutional Research

### **RECORDER**

Beth Deaton

### **QUORUM**

Eight (8) voting members: Quorum = 5 (more than ½ of the voting membership). [The Subcommittee Chair is a non-voting member except in the case of a tie vote; vacant positions are not counted for quorum.]

## **COMPLIANCE, SAFETY, AND RISK MANAGEMENT**

This subcommittee makes recommendations to the Strategic Planning Committee.

### **OFFICERS**

The Chair will be the Vice-Chair from the prior year and will serve as Chair for two-years. The Chair must be employed by Southern for two (2) full years prior to serving as Chair. The Vice-Chair will be elected in the odd year and will serve as a committee officer for a total of four-years. The Vice-Chair serves in the elected role for two-years and then moves to the position of Chair for the next two-years. Committee members elect the incoming Vice-Chair.

### **MEMBERSHIP**

The subcommittee is comprised of eleven (11) members and four (4) ex-officio, non-voting members:

1. Chris Gray, Chair Bursar
2. David Lord, Vice Chair Director of Safety and Campus Operations  
Wyoming/McDowell Campus
3. Rita Roberson Executive Director of Campus and Community Relations  
Williamson Campus
4. Brittany Justice Executive Director of Campus and Community Relations  
Boone/Lincoln Campus
5. Jill Collins Director of Budgets and Purchasing
6. Carole Jobe Manager Payroll, Senior
7. Brittany Dove Classified Staff, Elected (Classified Staff Assembly)
8. Vacant Classified Staff, Elected (Classified Staff Assembly)
9. Andrew Portzer Non-classified Staff, Appointed (President)
10. Erica Farley Faculty, Elected (Division)
11. Mika McCoy Faculty, Elected (Division)

### **EX-OFFICIO, NON-VOTING MEMBERS**

1. Debbie Dingess Chief Human Resources Officer
2. Darrell Taylor Chief Student Services Officer
3. Lisa Haddox-Heston Dean of Allied Health and Nursing
4. Brian Carter Student Success Advisor, Appointed (CSSO)

### **RECORDER**

Kelly Green

### **QUORUM**

Ten (10) voting members; Quorum = 6 (more than ½ of the voting membership). [The Subcommittee Chair is a non-voting member except in the case of a tie vote; vacant positions are not counted for quorum.]

## **CURRICULUM AND INSTRUCTION**

The Curriculum and Instruction Subcommittee will submit recommendations to the Chief Academic Officer (CAO) for approval to be forwarded to the Academic and Student Affairs Council (ASAC).

### **OFFICERS**

The Chair will be the Vice-Chair from the prior year and will serve as Chair for two-years. The Chair must be employed by Southern for two (2) full years prior to serving as Chair. The Vice-Chair will be elected in the odd year and will serve as a committee officer for a total of four-years. The Vice-Chair serves in the elected role for two-years and then moves to the position of Chair for the next two-years. Committee members elect the incoming Vice-Chair.

### **MEMBERSHIP**

The subcommittee is comprised of seven (7) members and six (6) ex-officio, non-voting members:

- |    |                               |   |
|----|-------------------------------|---|
| 1. | Gordon Hensley, Chair         | Faculty, Elected (Division)               |
| 2. | Stephanie Woodrum, Vice Chair | Faculty, Elected (Division)               |
| 3. | Tehseen Irfan                 | Faculty, Elected (Division)               |
| 4. | Stephanie Daniels             | Faculty, Elected (Division)               |
| 5. | Christy Spry                  | Faculty, Elected (Division)               |
| 6. | Sandra Vance                  | Faculty, Elected (Division)               |
| 7. | Cassandra Vance               | Student Success Advisor, Appointed (CSSO) |

### **EX-OFFICIO, NON-VOTING MEMBERS**

- |    |                    |  |
|----|--------------------|--|
| 1. | Vacant             | Chief Academic Officer                     |
| 2. | Lisa Haddox-Heston | Dean of Allied Health and Nursing          |
| 3. | Melinda Saunders   | Dean of Non-Traditional Programs           |
| 4. | Vacant             | Dean of Professional and Transfer Programs |
| 5. | Regina Bias        | Director of Accreditation and Assessment   |
| 6. | Teri Wells         | Registrar                                  |

### **RECORDER**

Katlyn Justice

### **QUORUM**

Six (6) voting members; Quorum = 4 (more than ½ of the voting membership). [The Subcommittee Chair is a non-voting member except in the case of a tie vote; vacant positions are not counted for quorum.]

## **ADMINISTRATION**

### **PRESIDENT’S CABINET**

The President’s Cabinet will review recommendations submitted through the Governance System. Those recommendations requiring approval by the Board of Governors are submitted and placed on the Board of Governors’ agenda for appropriate action.

### **OFFICERS**

The President serves as the non-voting Chair of the Cabinet. There is no Vice-Chair.

### **MEMBERSHIP**

The President’s Cabinet is comprised of eight (8) members:

- |    |                        |                                     |
|----|------------------------|-------------------------------------|
| 1. | Pamela Alderman, Chair | President                           |
| 2. | Vacant                 | Chief Academic Officer              |
| 3. | Stacy Dingess          | Chief External Affairs Officer      |
| 4. | Joe Linville           | Chief Facilities Management Officer |
| 5. | Velva Pennington       | Chief Finance Officer               |
| 6. | Debbie Dingess         | Chief Human Resources Officer       |
| 7. | Tom Cook               | Chief Information Officer           |
| 8. | Darrell Taylor         | Chief Student Services Officer      |

### **RECORDER**

Jennifer Dove

### **QUORUM**

Seven (7) voting members; Quorum = 4 (more than ½ of the voting membership). [The Committee Chair is a non-voting member except in the case of a tie vote; vacant positions are not counted for quorum.]



## **COUNCILS/SENATES**

### **CLASSIFIED STAFF COUNCIL**

The Classified Staff Council submits recommendations to standing committees, subcommittees, administrative unit heads, or directly to the President.

### **OFFICERS**

The Chair is elected at large by the classified staff assembly. The Vice-Chair and Recorder are elected by the Classified Staff Council membership.

### **MEMBERSHIP**

The Council is comprised of fifteen (15) voting members (including the Council Chair) representing the following geographic and primary occupational activity distribution, and one (1) ex-officio, non-voting member:

- |     |                 |   |
|-----|-----------------|---|
| 1.  | Kim Maynard     | Chair   |
| 2.  | Shelly Stewart  | Advisory Council of Classified Employees Representative   |
| 3.  | Vacant          | Executive/Administrative/Managerial Sector Representative |
| 4.  | Dianna Toler    | Executive/Administrative/Managerial Sector Representative |
| 5.  | Judy Slazo      | Professional/Non-faculty Sector Representative            |
| 6.  | Angie Dotson    | Professional/Non-faculty Sector Representative            |
| 7.  | Dee McMillen    | Technical/Para-Professional Sector Representative         |
| 8.  | Lee Stroud      | Technical/Para-Professional Sector Representative         |
| 9.  | Patty Brooks    | Secretarial/Clerical Sector Representative                |
| 10. | Brittany Dove   | Secretarial/Clerical Sector Representative                |
| 11. | Mark Bowens     | Service/Maintenance/Skilled Crafts Sector Representative  |
| 12. | Scott Prichard  | Service/Maintenance/Skilled Crafts Sector Representative  |
| 13. | Cassandra Goble | Logan Campus Representative                               |
| 14. | Ruby Runyon     | Williamson Campus Representative                          |
| 15. | Michael Hunter  | Wyoming/McDowell Campus Representative                    |

### **EX-OFFICIO, NON-VOTING MEMBER**

- |    |                        |                                   |
|----|------------------------|-----------------------------------|
| 1. | Chris Gray, Vice Chair | Board of Governors Representative |
|----|------------------------|-----------------------------------|

### **RECORDER**

Shelly Stewart

### **QUORUM**

Fifteen (15) voting members; Quorum = 8 (more than ½ of the voting membership). [The Council Chair is a voting member; vacant positions are not counted for quorum.]

## **FACULTY SENATE**

The Faculty Senate submits policy recommendations to standing committees, subcommittees administrative unit heads, or directly to the President.

## **OFFICERS**

The Chair and Vice-Chair are elected by the Senate membership.

## **MEMBERSHIP**

The Faculty Senate is comprised of eight (8) voting members (including the Senate Chair) and two (2) ex-officio, voting members for a total of ten (10) voting members:

- |    |                        |   |
|----|------------------------|---|
| 1. | Matthew Mayo, Chair    | Faculty, Elected (Arts and Humanities Departments)        |
| 2. | Adam Banks, Vice Chair | Faculty, Elected (Williamson Campus)                      |
| 3. | Cynthia Lowes          | Faculty, Elected (Logan Campus)                           |
| 4. | Vacant                 | Faculty, Elected (Boone/Lincoln Sites)                    |
| 5. | Gina Lester            | Faculty, Elected (Allied Health Department)               |
| 6. | Sharon Davis           | Faculty, Elected (Nursing Department)                     |
| 7. | Liza Jackson           | Faculty, Elected (Math and Sciences Departments)          |
| 8. | Cameron Woolum         | Faculty, Elected (Professional and Technical Departments) |

## **EX-OFFICIO, VOTING MEMBERS**

- |    |                  |  |
|----|------------------|--|
| 1. | Stephanie Mounts | Advisory Council of Faculty Representative |
| 2. | Chris Ward       | Board of Governors Representative          |

## **RECORDER**

Sammi Dodrill

## **QUORUM**

Ten (10) voting members; Quorum = 6 (more than ½ of the voting membership). [The Senate Chair is a voting member; vacant positions are not counted for quorum.]

## **ADVISORY COMMITTEES**

### **FINANCIAL EXIGENCY COMMITTEE**

The Financial Exigency Committee makes recommendations to the President.

### **OFFICERS**

The Chair is a member of the Board of Governors and is elected by the Board membership. The Vice-Chair is appointed by the President. Each member of the Committee shall serve for one fiscal year.

### **MEMBERSHIP**

The committee is comprised of thirteen (13) members.

1. Robert Baldwin, Chair Board of Governors Member, Elected (BOG)
2. Velva Pennington, Vice Chair Chief Finance Officer
3. Debbie Dingess Administrator, Appointed (President)
4. Vacant (CAO) Administrator, Appointed (President)
5. Shelly Stewart Advisory Council of Classified Employees Representative
6. Sammi Dodrill Classified Staff-at-Large, Elected (Classified Staff Assembly)
7. Patty Brooks Classified Staff-at-Large, Elected (Classified Staff Assembly)
8. Kim Maynard Classified Staff Council Chair
9. Ashleigh Barnette Faculty-at-Large, Elected (Faculty Assembly)
10. Will Alderman Faculty-at-Large, Elected (Faculty Assembly)
11. Matthew Mayo Faculty Senate Chair
12. Stephanie Mounts Advisory Council of Faculty Representative
13. Kristi Perkins Student Government Representative, Elected (Student Government Association)

### **RECORDER**

Jennifer Dove

### **QUORUM**

Twelve (12) voting members; Quorum = 7 (more than ½ of the voting membership). [The Committee Chair is a non-voting member except in the case of a tie vote; vacant positions are not counted for quorum.]

## **STUDENT GOVERNMENT ASSOCIATION (SGA) ADVISORY COMMITTEE**

The SGA Advisory Committee makes recommendations to the President or Chief Student Services Officer.

### **OFFICERS**

The Chair shall be the Board of Governors Student Representative. There is no Vice-Chair.

### **MEMBERSHIP**

The Student Government Association Advisory Committee is comprised of six (6) voting members, including the chair, and one (1) ex-officio, non-voting member:

- |    |                       |   |
|----|-----------------------|---|
| 1. | Kirsti Perkins, Chair | Board of Governors Student Representative                 |
| 2. | Kylee Podunavac       | SGA President   |
| 3. | Amy Fields            | SGA Vice-President  |
| 4. | Alex Evans            | SGA Secretary   |
| 5. | Kristi Perkins        | SGA Treasurer   |
| 6. | Kylee Podunavac       | West Virginia Advisory Council of Students Representative |

### **EX-OFFICIO, NON-VOTING MEMBER**

- |    |                |                                |
|----|----------------|--------------------------------|
| 1. | Darrell Taylor | Chief Student Services Officer |
|----|----------------|--------------------------------|

### **RECORDER**

Alex Evans

### **QUORUM**

Six (6) voting members; Quorum = 4 (more than ½ of the voting membership). [The Committee Chair is a voting member; vacant positions are not counted for quorum.]

## **PROMOTION-IN-RANK AND TENURE**

Recommendations from the Promotion-in-Rank and Tenure Committee are submitted to the Chief Academic Officer.

### **OFFICERS**

The Chair will be elected by the committee membership.

### **MEMBERSHIP**

Each spring semester, at a date and time determined by the President or his or her designee, the Faculty Assembly shall elect a Promotion and Tenure Committee. Committee members must be members of the Faculty Assembly, have no supervisory roles over full-time faculty, and must not be applying for tenure or promotion during the year in which they serve. Faculty must hold the rank of professor. The Chief Academic Officer or his/her designee will call the first meeting of the committee.

1. Regina Bias Division Faculty, Elected (Faculty Assembly)
2. Heather Drake Division Faculty, Elected (Faculty Assembly)
3. Matt Payne Division Faculty, Elected (Faculty Assembly)
4. Kim Hensley Division Faculty, Elected (Faculty Assembly)

### **EX-OFFICIO:**

1. Vacant Chief Academic Officer