



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of June 18, 2024
6:00 p.m.
100 College Drive, Building C, Room 428
Logan, West Virginia, and Zoom**

To Join Zoom Meeting:

<https://zoom.us/j/98071762104?pwd=d04rZnNPNzJ5TlhpTIY5UmgrM05MUT09>

**Meeting ID: 980 7176 2104
Passcode: 521280
Dial In: 1 646 876 9923**

Mission: Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.

AGENDA

1. Roll Call, Verification of Quorum, and Call to OrderRobert Baldwin
Board Chair
2. Call for Public Comments to the Board of GovernorsChair Baldwin
3. Classified Staff Annual Report 3
Ms. Kimberly Maynard, Chair
Classified Staff Council
4. HLC Institutional Response Update..... 5
Mr. Bill Alderman,
Chief Academic Officer Accreditation Liaison Officer
5. Faculty Senate ReportMr. Chris Ward
Chair, Faculty Senate
6. Finance Report 22
Ms. Velva Pennington
Chief Financial Officer
7. President’s Report..... 24
President Alderman
8. Discussion ItemsChair Baldwin
 - 8.1 Wyoming Campus Update President Alderman

8.2	Mingo County Property	President Alderman
8.3	Boone Campus	President Alderman
8.4	Mingo County Schools Use of Williamson Campus	President Alderman
9.	Action Items.....	Chair Baldwin
9.1	* Election of Officers	Chair Baldwin
9.2	*Approval of April 16, 2024, Board Meeting Minutes	25
9.3	* Request for Approval of Board of Governors 2024-2025 Meeting Calendar	32 Dr. Pamela Alderman, President
9.4	*Request for Approval to Release Policy for Additional 30-Day Comment Period	
9.4.1.	*SCP-5XXX, <i>PCI Compliance and Merchant Services</i>	33 Ms. Debbie Dingess, Chief Human Resources Officer
9.5	*Request for Approval to Release Policy for 30 Day Comment Period	
9.5.1	*SCP-1230, <i>Firearms, Weapons, and Explosives Policy</i>	39 Ms. Debbie Dingess, Chief Human Resources Officer
10.	Informational Items.....	Chair Baldwin
10.1	Resolution Reporting on Undergraduate Tuition and Fee Waivers	45 Ms. Velva Pennington, Chief Finance Officer
10.2	Organizational Chart and Vacancy Report	47 Ms. Debbie Dingess, Chief Human Resources Officer
10.3	Annual and Five-year Evaluation for President Alderman	61 Chair Baldwin
10.4	Board of Governors Self Evaluation	Chair Baldwin
10.5	The next regular Board of Governors meeting will be held August, 2024, at 6:00 p.m.	
11.	**Possible Executive Session under Authority of WV Code §6-9 Regarding Personnel**	
11.1	Personnel Matters	Chair Baldwin
12.	Adjournment	Chair Baldwin

*Denotes an item requiring action/Approval.

**Upon return to Open Meeting from any Executive Session, the Board of Governors may take action on items discussed.

**Classified Staff Council
Board of Governors
June Annual Report 2024**

What We Do



The function of the Classified Staff Council is to:

- Support Southern's effort to accomplish its mission and vision
- Review and make recommendations regarding institutional policies and procedures
- Provide representation to the college and professional organizations

- Provide professional development opportunities for classified staff
- Address issues of concern involving classified staff individually or collectively
- Bring concerns of classified staff to the attention of the college community, administration, and the Board of Governors
- Stimulate and strengthen the morale and employee satisfaction of classified staff

The Constitution for the classified staff is a policy of this college and has been sent back to us with suggestions. It has been reviewed and sent back through the approval process.

Sub-committees

Professional Development Sub-Committee:

Purpose – To review applications for professional development funds from classified staff employees requesting funding for specific training assistance. Any Classified Staff member needing assistance with educational or professional development costs submits their request to the council for approval.

Southern Samaritans

Purpose – To provide funding assistance to classified employees who have been affected by serious or catastrophic events such as illness, flooding or fire. Funding requests may be submitted by email to any committee member with the name of the employee in need and a description of the situation.

Hallmark

Purpose – To honor employees by sending cards on their special days, such as birthdays or new arrivals, to their families and condolences during the loss of a loved one.

We as the classified staff council want to thank you for approving our raises.

Focused Visit Report

After the team reaches a consensus, the team chair completes this form to summarize and document the team's view. Notes and rationale statements should be essential and concise.

For visits with more than five areas of focus: Contact evaluations@hlcommission.org for an expanded version of this form.

Determinations Regarding the Criteria for Accreditation

Refer to HLC policy [Evaluative Framework for the HLC Criteria \(INST.A.10.020\)](#) for guidance on determining whether a Core Component or other HLC requirement is met, met with concerns, or not met.

Submission Instructions

Draft report: Email the report to the institution's HLC staff liaison.

Final report: Submit the report as a single PDF file to "Final Reports" at hlcommission.org/upload.

Institution: Southern West Virginia Community and Technical College

City, State: Logan, WV

Visit Date: 03/11/24- 3/12/2024

Peer Reviewers (List each reviewer's name, title and affiliation. Note the team chair in parenthesis.)

Brad Piazza, Vice President of Academic Affairs at Waukesha Count Technical College (chair)

Kimberley Turner-Rush, Interim Dean of Business, Career, Education, and Workforce Innovation at North Hennepin Community College

Part A: Context and Nature of Visit (Areas of Focus)

1. **Purpose of the Visit** (Provide the visit description from the Institution Event Summary.)

A focused visit on faculty credentials and assessment of student learning. Following a Comprehensive Visit in 2022-23, the Assurance Review Team report recommended Southern West

Virginia Community and Technical College (Southern) follow up with a Focused Visit in March of 2024. The following criteria should be reviewed.

Criterion 3c

Given the credentialing concerns identified through a faculty files audit, specifically, faculty assigned to teach in the sciences and Respiratory Therapy, the visiting team should confirm appropriate credentials for full-time, part-time, dual credit and those teaching through application of the tested experience policy. Findings should confirm that all faculty at Southern are appropriately credentialed per HLC guidelines to teach their assigned courses.

Criterion 4b

The persistence of the issue of adequately conducting assessment processes concerned the current team given that the 2018 and 2020 reviews cited this Core Component as inadequately addressed. The college must present details on the development of its general education, program-level and co-curricular assessment processes. Specifically, the college should describe 1) how its plans for general education assessment have been implemented and how these efforts are beginning to lead to data to inform improvements in student learning, 2) how it conducts program level assessment and how the implementation of plans is leading to actionable data for improvement of student achievement, and 3) how its plans for co-curricular assessment are maturing and are starting to inform student learning.

The Team recommends an Interim Report to be filed in October 2025 that provides results and actions taken in response to assessment data in the areas of general education and program level outcomes achievement, and measures in the co-curriculum. The Team believes that the spring 2024 Focused Visit may only allow enough time for the institution to be able to describe implementation of processes and procedures in assessment endeavors. The Team believes that the institution's needs until fall of 2025 in order to collect data, conduct data analysis and determine what actions might lead to improvements in student learning. The Interim Report should identify assessment findings in general education, programs, and the co-curriculum. The report should identify any appropriate data, actions, and results that the institution can identify as contributing to maturing assessment practice.

2. Organizational Context

Southern West Virginia Community and Technical College (Southern) was established as an independently accredited community college in 1971. In 1976 the West Virginia Board of Regents who oversees public institutions of higher education in West Virginia established service areas for institutions and Southern assumed responsibility for a large region and multiple counties. Over the decades, the college grew in enrollment and programs with primary emphasis on career and technical education but recently has focused on general education as a significant transfer effort and dual enrollment with the region's numerous high school districts. Additionally, the College has added online and hybrid coursework to reach its regional student body.

Most recently, the institution, consistent with other community colleges in the state, has suffered enrollment declines and has made difficult decisions regarding restructuring and financial/budget changes. Particularly over the last four years, the institution's stability has been challenged by multiple and rapid administrative turnover and significant friction/morale problems resulting from that turnover. That turnover has affected employee perceptions of communication and trust.

3. Unique Aspects of Visit

na

4. **Interactions With Institutional Constituencies and Materials Reviewed.** List the titles or positions, but not names, of individuals with whom the team interacted during the review and the principal documents, materials and web pages reviewed.

Assistant Professor, Business
Assistant Professor, English (2)
Assistant Professor/Director of Medical Laboratory Technology
Assistant Professor, Physical Science
Assistant Professor of Sociology
Assistant Professor, Speech
Associate Professor, Business
Associate Professor, Allied Health
Associate Professor, Mathematics
Associate Professor, Radiologic Technology
Associate Professor, Surgical Technology (2)
Chief Academic Officer/ALO
Chief External Relations Officer
Chief Facilities Management Officer
Chief Finance Officer
Chief Human Resources Officer
Chief Information Officer
Chief Student Services Officer
Coordinator Student Success Center
Dean, Allied Health and Nursing
Dean, Professional and Transfer Programs
Director, Accreditation and Assessment
Dual Enrollment Faculty (2)
Instructor, Biology
Instructor, English
President
Professor/Director of Nursing
Professor, Biology
Professor, Speech and History

5. **Areas of Focus.** Complete the following questions for each area of focus assigned as part of the visit (see the Institution Event Summary, action letter assigning the visit and/or the team report recommending the visit, as applicable), or that are otherwise identified by the team during the visit. Note that each area of focus should correspond with only one Core Component or other HLC requirement.

Area of Focus 1

Statement of Focus:

Faculty Credentials

- This area of focus was originally assigned as part of the visit.
- This area of focus was identified by the team during the visit.

Relevant Core Component or other HLC requirement (if none, write N/A):

3c. The institution has the faculty and staff needed for effective, high-quality programs and student services. Note that this visit was only for a review of faculty credentials, not all of 3c.

Determination:

- There is no specific HLC requirement associated with this Area of Focus. The institution demonstrates adequate progress in the Area of Focus. *(Note: This option is only applicable to focused visits that are held as an immediate follow-up to HLC's approval of an application for Change of Control, Structure, or Organization.)*
- The HLC requirement is met.
- The HLC requirement is met with concerns (only applicable for Core Components).
- The HLC requirement is not met.

Note: Provide the team's determination for this HLC requirement in Part C as well.

Rationale:

In October 2023 HLC adopted a new policy regarding faculty qualifications which changed the focus from reviewing faculty files to ensure compliance with the stated HLC requirements to one of evaluating the institution's policies and procedures for faculty qualifications. As such the team focused on how Southern created policy and procedure for faculty credentials. This was done through a series of three meetings of different faculty and staff to verify that there is consistency with what was written in the report.

Southern's Policy SCP-2171 Establishing Minimum Standards and Qualifications for Faculty and Instructional Specialists became effective in January 2020 and last reviewed in January 2024. Along with SCP-2171, the College has Procedure 2171 that outlines the process by which faculty at Southern are determined to be qualified and the process by which this occurs. The Procedure was last reviewed in December 2023. Specifically, the Procedure sets forth how the Chief Academic Officer ensures that each faculty member employed at Southern possesses the academic preparation, training, and equivalent experience or has a Professional Progression Plan to meet the minimum requirements that the College has created.

In the regions that Southern serves, there has been a continued challenge in finding faculty members, particularly, in Math and Science, who met the traditional faculty academic qualifications guidelines. In each of the three meetings that the team conducted around faculty credentials the challenge in STEM fields was articulated. In addition to the challenges in Math and Science there was a general theme of difficulty of finding qualified faculty solely based on highest degree earned. With that in mind, Southern revised their faculty qualifications to include the use of equivalent experience and to lower the hiring requirements for general education to 12 graduate hours in the field and to use a Professional Progression Plan to reach the 18 graduate hours within four years of hire. To date, there are four faculty who are on the Plan and their progression is monitored by the respective Dean.

The peer-review team that conducted the comprehensive reaffirmation visit found issues with incomplete faculty files and non-adherence to the faculty qualifications policy. These two concerns caused the focused visit in 2024. In conversations with faculty and staff, Southern took this concern seriously and did a thorough review of every faculty file to ensure that it contained all the necessary documentation for qualifying their faculty. Through this process they discovered that there were multiple files for faculty which are now combined into one. All faculty had to review their own file to ensure that it was up-to-date and to add any missing documentation. It is important to note that this process was not just done for the full-time faculty but also adjuncts and dual credit faculty. A dashboard was created by the Chief Information Officer that lists courses faculty are approved to teach based on their respective credentials. Error reports are generated each day and reviewed to ensure compliance.

The process to ensure that each faculty member has the appropriate credentials starts with the Academic Deans and then sent to the Office of Human Resources to do a validation review. The Deans are responsible for generating the list of courses that the faculty members are qualified to teach based on their qualifications Policy. In meeting with the Academic Deans and Human Resources personnel they understand the process and have put it into action.

To understand how faculty were involved in the creation of the new Policy and Procedure there was a meeting with faculty from general education and technical programs. One of the faculty in attendance was also the Faculty Senate Chair. The process used appears to be one that was collaborative with many conversations and drafts going between the Faculty Senate, Deans, and the Executive Cabinet. Once a "final draft" of the Policy and Procedure was created the 10 faculty who are part of the Faculty Senate took it to their respective faculty groups for a review. Once that was complete the Policy and Procedure was then sent to the Faculty Assembly for approval. The next step involved sending it to the Policy and Procedure committee, which is made up of faculty and classified staff, voted for approval; from there it went to the Executive Cabinet. The Cabinet then sent it to all employees at Southern for a 30-day review and final comments. Once that was complete the Executive Cabinet did the final approval and implementation. This thorough process is evidence that the Southern community was involved with and had input on the new Policy and Procedure.

A theme that emerged from the three meetings about faculty credentials is the satisfaction with some degree of flexibility in hiring as it now provides additional opportunities for local high school students to get college credits through Southern and it eases up the overload assignments for the full-time faculty as they can hire additional adjuncts. The combination of the hiring at 12 graduate credits in the field with a progression to 18 over four years and the use of equivalent experience has overall support, has been implemented, and is being monitored.

Area of Focus 2

Statement of Focus:

Assessment

- This area of focus was originally assigned as part of the visit.
- This area of focus was identified by the team during the visit.

Relevant Core Component or other HLC requirement:

4b. The institution engages in ongoing assessment of student learning as part of its commitment to the educational outcomes of its students.

Determination:

- The HLC requirement is met.
- The HLC requirement is met with concerns (only applicable for Core Components).
- The HLC requirement is not met.

Note: Provide the team's determination for this HLC requirement in Part C as well.

Rationale:

In response to the HLC findings from 2022, Southern West Virginia Community and Technical College has implemented a number of changes including to directly impact the institution's process for assessment of student learning. The assessment model and glossary provide a common language for assessment across the campus as well as a structure that clearly identifies the type of assessment, methodology, and a timeline for each specific area (course, general education, and program).

The College built a comprehensive website that includes definitions for each assessment area, rubrics, templates, and schedules. Program outcomes are provided in a single document as well as curriculum maps for designation of course assessments to meet each program outcome. Examples of completed maps are available in a transparent format that illustrates the collection of data. Continuous improvement is evident in how action steps will be identified and associated with the data.

Course Level Outcomes: Faculty select one course they teach each semester, and then select one outcome from that course to measure. Faculty are responsible for producing one assessment report per semester. Upon the collection of all assessment reports, the Director of Accreditation and Assessment produces a summary that is available on the college's website.

General Education Outcomes: The faculty have grouped General Education Outcomes into categories focused on assessment of:

- Written Communication,
- Verbal Communication,
- Quantitative Literacy,
- Critical Thinking, and
- Intercultural Knowledge and Competence

There are common rubrics used in assessing the general education outcomes.

A new process has been established, and in the fall of 2023, faculty were trained on assessment of general education outcomes and capturing data in Brightspace. Moving forward, each semester faculty will be contacted by the Director of Accreditation and Assessment to identify two general education outcomes to be assessed. Standardized rubrics have been developed by faculty that will be used to collect data on the selected course assessments. Each semester, the Director of Accreditation and Assessment will collect and summarize the data. This data will be used to provide an Assessment Report to provide information for continuous improvement in goal areas assessed.

The new process was piloted in the Summer of 2023 and the program launched in August of 2023. The timeline for data collection is based on the semester schedule with data collection being in September, October, and November for fall semesters and January, February, and March for Spring semesters.

Program Level Outcomes: PLOs are measured through three methods; five-year program review, annual program review, and annual program outcome and curriculum mapping review.

Each program is in the process of completing a program curriculum map. These maps identify courses that introduce, reinforce, and master the program learning outcomes. The program outcome and curriculum mapping process is reviewed annually to ensure courses are up to date and assessments are still aligned as indicated.

Annually, Program Directors submit annual reports that provide information on assessment for that academic year. Each semester faculty will assess a minimum of 20% of the program outcomes (rotated until all outcomes are assessed). This process insures all outcomes are assessed during the five-year program review cycle.

Finally, the College has established a five-year Program Review cycle that utilizes the collected maps and data along with a self-study to identify strengths of weaknesses of each program. These reports are submitted to the Board of Governors.

Co-Curricular Assessment: Co-curricular assessment is in the early stages. While it has been determined that the process will incorporate General Education Outcomes and will be based on the Council for Advancement of Standards in Higher Education (CAS) recommendations. The college is now developing program outcomes for each department offering co-curricular activities on campus.

Faculty did demonstrate a deep knowledge of the assessment process, and could discuss the process and importance of assessment. There are several faculty on campus who are enthusiastic and champions for the assessment effort on campus. These faculty have been instrumental in the training of faculty and staff.

Southern will need to continue to expand on the foundation they have built including maintaining the strong momentum faculty current have around assessment. Collaboration between Student Services and Academic Affairs could be stronger as there are currently two separate assessment teams that could easily be merged for collaboration and support.

The foundation of a strong assessment process is in place at Southern. The College will need to continue building and adjusting the process as they move forward with continued data collection and action planning around continuous improvement. The faculty and staff discussed a culture that is student centered and that assessment has been about student success and improving programs and service to provide the best education possible.

Area of Focus 3

Statement of Focus:

- This area of focus was originally assigned as part of the visit.
- This area of focus was identified by the team during the visit.

Relevant Core Component or other HLC requirement:

Determination:

- The HLC requirement is met.
- The HLC requirement is met with concerns(only applicable for Core Components).
- The HLC requirement is not met.

Note: Provide the team's determination for this HLC requirement in Part C as well.

Rationale:

Area of Focus 4

Statement of Focus:

- This area of focus was originally assigned as part of the visit.
- This area of focus was identified by the team during the visit.

Relevant Core Component or other HLC requirement:

Determination:

- The HLC requirement is met.
- The HLC requirement is met with concerns (only applicable for Core Components).
- The HLC requirement is not met.

Note: Provide the team's determination for this HLC requirement in Part C as well.

Rationale:

Area of Focus 5

Statement of Focus:

- This area of focus was originally assigned as part of the visit.
- This area of focus was identified by the team during the visit.

Relevant Core Component or other HLC requirement:

Determination:

- The HLC requirement is met.
- The HLC requirement is met with concerns (only applicable for Core Components).
- The HLC requirement is not met.

Note: Provide the team's determination for this HLC requirement in Part C as well.

Rationale:

Part B: Recommendation and Rationale

Recommendation:

- Evidence demonstrates that no monitoring is required.
- Evidence demonstrates that monitoring is required.
 - Interim report
 - Focused visit
- Evidence demonstrates that HLC sanction is warranted.
 - Notice
 - Probation
- Evidence demonstrates that an HLC Show-Cause Order is warranted.
- Evidence demonstrates that withdrawal of HLC accreditation is warranted.

Only for reviews of institutions on extended Probation:

- Evidence demonstrates that Probation should be removed with no monitoring.
- Evidence demonstrates that Probation should be removed with monitoring.
 - Interim report
 - Focused visit

Rationale for the team's recommendation:

The two-person peer-review team was tasked with ensuring that Southern West Virginia Community and Technical College has created, implemented, and is following a faculty qualifications policy that ensures they are hiring qualified faculty whether they are full-time, adjunct, or dual credit. Based on the multiple team meetings and the report that the College submitted, it is clear that they have done as required per the Higher Learning Commission.

The second area that the Team was charged with reviewing was assessment of student learning. Specifically, Southern had to provide evidence as to plans for general education assessment implementation and how the efforts are leading to data used to inform improvements in student learning, how Southern conducts program-level assessment and how the implementation of plans is leading to actionable data for improvement of student achievement, and how Southern's plans for co-curricular assessment are maturing and starting to inform student learning. Based on meetings with various faculty and staff it is clear that they are making positive progress in the assessment of student learning. The College is creating a culture of assessment that is being led by some very dedicated faculty and the Director of Accreditation and Assessment. The Director position was newly created and the individual in the position has a very good understanding of and importance of robust assessment practice at the College.

Changes to the Institution's HLC Stipulations

If recommending a change in the institution's stipulations, state both the old and new stipulation and provide a brief rationale for the recommended change. Check the Institutional Status and Requirement (ISR) Report for the current wording. (Note: After the focused visit, the institution's stipulations should be reviewed in consultation with the institution's HLC staff liaison.)

N/A

Monitoring

Interim Report

If the team recommends a follow-up interim report, indicate the topic (including the relevant Core Components or other HLC requirements), timeline and expectations for that report. (Note: the team should consider embedding such a report as an emphasis in an upcoming comprehensive evaluation in consultation with the institution's HLC staff liaison.)

Focused Visit

If the team recommends a follow-up focused visit, indicate the topic (including the relevant Core Components or other HLC requirements), timeline and expectations for that visit. (Note: The team should consider embedding such a visit as an emphasis in an upcoming comprehensive evaluation in consultation with the institution's staff liaison.)

Part C: Summary of HLC Requirements Evaluated by the Team

Core Component Determinations

Indicate the team's determinations for the Core Components identified in Part A, questions #5.

Important: If a Core Component was **not** evaluated by the team, mark it as "Not Evaluated."

Number	Title	Not Evaluated	Met	Met With Concerns	Not Met
1. Mission					
1.A	Core Component 1.A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.B	Core Component 1.B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.C	Core Component 1.C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Integrity: Ethical and Responsible Conduct					
2.A	Core Component 2.A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.B	Core Component 2.B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.C	Core Component 2.C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.D	Core Component 2.D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.E	Core Component 2.E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Teaching and Learning: Quality, Resources and Support					
3.A	Core Component 3.A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.B	Core Component 3.B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.C	Core Component 3.C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.D	Core Component 3.D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Teaching and Learning: Evaluation and Improvement					
4.A	Core Component 4.A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.B	Core Component 4.B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number	Title	Not Evaluated	Met	Met With Concerns	Not Met
4.C	Core Component 4.C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Institutional Effectiveness, Resources and Planning					
5.A	Core Component 5.A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.B	Core Component 5.B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.C	Core Component 5.C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Determinations Related to Other HLC Requirements

Indicate the team's determinations for any Eligibility Requirements, Assumed Practices, Federal Compliance Requirements or Obligations of Membership identified in Part A, questions #5. (Add rows to the tables below as needed.)

Eligibility Requirements	Team Determination (Met or Not Met)

Assumed Practices	Team Determination (Met or Not Met)

Federal Compliance Requirements	Team Determination (Met or Not Met)

Obligations of Membership	Team Determination (Met or Not Met)

INTERNAL



Institutional Status and Requirements (ISR) Worksheet

Review Details

Institution: Southern West Virginia Community and Technical College, West Virginia

Type of Review: Monitoring - Focused Visit

Description: A focused visit on faculty credentials and assessment.

Review Dates: 03/11/2024 - 03/12/2024

No Change in Institutional Status and Requirements

Accreditation Status

Status: Accredited

No Change

Recommended Change:

Degrees Awarded: Associates

No Change

Recommended Change:

Reaffirmation of Accreditation:

Year of Last Reaffirmation of Accreditation: 2022 - 2023

Year of Next Reaffirmation of Accreditation: 2032 - 2033

No Change

Recommended Change:

Accreditation Stipulations

General:

The institution is approved at the following program level(s): Associate's

The institution is not approved at the following program level(s): Bachelor's, Master's, Specialist, Doctoral

- No Change
- Recommended Change:

Additional Locations:

Prior HLC approval required.

- No Change
- Recommended Change:

Distance and Correspondence Courses and Programs:

Approved for distance education courses and programs. The institution has not been approved for correspondence education.

- No Change
- Recommended Change:

Competency-Based Education:

- No Change
- Recommended Change:

Pell-Eligible Prison Education Program:

- No Change
- Recommended Change:

Accreditation Events

Pathway for Reaffirmation of Accreditation: Standard Pathway

- No Change
- Recommended Change:

Upcoming Reviews:

Federal Compliance Review - 2032 - 2033

Comprehensive Evaluation Visit - 2032 - 2033

Mid-Cycle Review - 2026 - 2027

No Change

Recommended Change:

Upcoming Branch Campus or Additional Location Reviews:

No Upcoming Reviews

No Change

Recommended Change:

Monitoring

Upcoming Monitoring Reviews:

Interim Report - 2025 - 2026

An interim report on assessment

No Change

Recommended Change: None. The team determine monitoring on assessment was not needed following the focused visit.

Institutional Data

Academic Programs Offered:

Undergraduate Programs		
Associate Degrees:	19	<input checked="" type="checkbox"/> No Change <input type="checkbox"/> Recommended Change:
Baccalaureate Degrees:	0	<input checked="" type="checkbox"/> No Change <input type="checkbox"/> Recommended Change:
Graduate Programs		
Master's Degrees:	0	<input checked="" type="checkbox"/> No Change <input type="checkbox"/> Recommended Change:

Specialist Degrees:	0	<input checked="" type="checkbox"/> No Change <input type="checkbox"/> Recommended Change:
Doctoral Degrees:	0	<input checked="" type="checkbox"/> No Change <input type="checkbox"/> Recommended Change:
Certificate Programs		
Certificates:	11	<input checked="" type="checkbox"/> No Change <input type="checkbox"/> Recommended Change:

Contractual Arrangements:

No Contractual Arrangements

No Change

Recommended Change:

Off-Campus Activities

Branch Campuses:

Boone/Lincoln Campus, 3505 Daniel Boone Pkwy, STE A, Danville, West Virginia 25053
UNITED STATES

Wyoming/McDowell Campus, 128 College Drive, Saulsville, West Virginia 25876 UNITED STATES

Williamson Campus, 1601 Armory Drive, Williamson, West Virginia 25661 UNITED STATES

No Change

Recommended Change:

Additional Locations:

Lincoln County High School Site, 81 Lincoln Panther Way, Hamlin, West Virginia 25523
UNITED STATES

No Change

Recommended Change:



Memo

To: Southern West Virginia Community and Technical College Board of Governors

From: Velva Pennington, Chief Finance Officer

CC: Dr. Pamela Alderman, President

RE: Finance Update

We have just finished our eleventh month of the fiscal year. We have 145 days of operational cash on hand. It currently costs the college \$71,323.91 a day to operate.

We have collected \$4,114,038 in tuition and fees revenue for the year, which is 83% of our 2024 tuition and fees budget. We are still waiting for a portion of the third-party payments for spring and summer to be collected. This will increase our budget closer to the projected number. Our interest income is at 204% of the budgeted amount due to interest rates remaining high.

Southern WV Community & Technical College
Operating Budget Cash Analysis
Fourth Quarter 2024

	FY 2024 BUDGET	FY 2024 ACTUAL YTD	Comparison %	FY 2023 BUDGET	FY 2023 ACTUAL YTD	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$4,981,610	\$4,114,038	83%	\$5,324,000	\$3,971,732	75%
Capital Fees	308,082	220,148	71%	425,000	310,763	73%
Workforce Revenue	400,000	230,138	58%	-	-	0%
Auxiliary Enterprises	35,000	28,667	82%	40,000	15,483	39%
Other Operating Revenue	50,000	171,114	342%	350,000	313,090	89%
State Appropriations	8,849,656	7,400,491	84%	8,557,086	7,190,311	84%
Investment Income	245,000	500,984	204%	15,000	327,189	2181%
Other Nonoperating revenues	-	-	0%	-	-	0%
TOTAL REVENUES	\$14,869,349	\$12,665,580	85%	\$14,711,086	\$12,128,568	82%

TOTAL EXPENSES:						
Salaries and Wages	\$9,826,117	\$8,486,667	86%	\$9,162,908	\$8,471,095	92%
Benefits	2,634,027	2,411,249	92%	2,658,874	2,290,545	86%
Utilities	862,100	750,154	87%	810,000	699,172	86%
Supplies and Other Services	2,298,400	2,046,120	89%	2,079,304	2,324,340	112%
TOTAL OPERATING EXPENSES	\$15,620,644	\$13,694,190	88%	\$14,711,086	\$13,785,152	94%

Net Change in Cash	(\$751,295)	(\$1,028,611)		\$0	(\$1,656,584)
Cash Beginning Balance	11,403,636	11,403,636		12,757,927	12,757,927
Ending Cash Balance	11,403,636	10,375,026		12,757,927	11,101,343

Summary	
Beginning Cash Balance	\$11,403,636
Revenues	\$12,665,580
Expenses	(\$13,694,190)
Ending Cash Balance	\$10,375,026

Operational Cash on Hand Days	
2024 Operational Expenses	\$13,694,190
Days/yr	192
Operational expenses per day	\$71,323.91
2024 Cash on Deposit	\$10,375,026
Total Operational Cash sustainability	145



President's Report
June 18, 2024

- Registration is ongoing for Summer and Fall.
- 4th straight semester of enrollment increases.
- Surgical Technology celebrated 100% passage rate for the 5th year in a row.
- Conducted onsite President's Cabinet retreat on April 17th and May 28th.
- Attended Visionary Committee meeting on the Williamson Campus April 23rd.
- Southern Participated in Mock Disaster at Scott High School April 24th.
- Southern hosted the Southern Foundation Board meeting on April 25th.
- Attended Council of Community and Technical Colleges meeting April 25th and June 6th.
- Worked with CAO and WVU to update Articulation Agreement(s).
- Met with Logan County BOE Superintendent and Assistant Superintendent to discuss ECA.
- Attended all Allied Health and Nursing pinning ceremonies, as well as all Commencement ceremonies. All events were very well attended.
- Graduated 121 ECA students.
- Welcomed new Nursing and Allied Health students.
- Met with Classified Staff Council on May 7th. President meets with Council four times a year.
- Continued work on budget with CFO and Cabinet.
- Welcomed Logan High School 9th graders for campus for tours.
- Attended Mike McGraw Golf Tournament on May 11th.
- Lineman held graduation ceremony May 11th.
- Attended Tug Valley Mine Institute meeting May 16th.
- Attended CTAC's President's retreat May 21st-23rd.
- Attended Boone/Lincoln Advisory meeting May 29th.
- Held End of Year Wrap-up Meeting with Cabinet, Deans, and Directors on May 29th.
- Spoke to Student Services employees during Student Success Summit May 30th.
- Attended NSLS Induction Ceremony June 4th.
- Met with Mingo County Superintendent of Schools, Johnny Branch June 5th.
- Met with Macel Adams, Principal of Ralph R. Willis Career and Technical Center June 10th.
- Held Wyoming Property Sale Open Meeting on June 11th.
- Attended Logan County Chamber of Commerce meeting June 11th.
- Wizard of OZ production is going well. Show dates: July 11th, 12th, 13th, 14th and July 18th, 19th, 20th, and 21st.
- Attended Tug Valley Chamber of Commerce Business After Hours at Williamson Memorial Hospital.
- In process of finalizing Southern's new Strategic Plan.
- 2nd Annual Sgt. Corey Maynard Softball Tournament will be held on August 10th at the Chapmanville Regional baseball field.



**Southern West Virginia Community and Technical College
Board of Governors Annual Retreat
Meeting of April 16, 2024
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 946 6967 3620**

<https://zoom.us/j/91321288720?pwd=amJLTUc4RFNrWjJ6NzI1WXBZeDB4UT09>

**Dial-in : 1-646-876-9923
10:00 a.m.**

MINUTES

Board Members Present: Bud Baldwin, Chair; Shawn Cline-Riggins, Sam Stewart, Chris Gray, Chris Ward, Alexis Parker and Sydney Brown

Board Members Absent: Josh Stowers, Jeremy Thompson, George Nisbet, Virgil Underwood, and David Gresham.

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, Tom Cook, Chief Information Officer, Darrell Taylor, Chief Student Services Officer, and Stacy Dingess, Chief External Affairs Officer

Guests: None

Morning Session 10:00 a.m.

1. Welcome

Mr. Baldwin welcomed the Board. Provided opening remarks which incorporated the Mission Statement. Chair Baldwin gave a personal account of how the mission statement applied to him as a student.

At this time Board Members were given a tour of Sothern's Allied Health and Nursing labs along with demonstrations by the faculty.

Afternoon Session 1:00 p.m.

1. Call to Order

Board of Governors Chair, Mr. Robert Baldwin, declared a quorum present and convened the meeting at 10:00 a.m.

2. Call for Public Comments to the Board of Governors

Chair Baldwin asked for public comments to the Board. No requests for public comment were received.

3. Opening Remarks and Discussion

Chair Baldwin discussed attending the Board of Government Summit in Charleston in October. One of the main topics discussed was financial peril that institutions of higher learning were experiencing due to changing demographics in state as well as perception of value of higher education. Chair Baldwin shared that he was happy to know that Southern was in a better position than other institutions in the state. He attributed our position to the fit of our Mission Statement to the institution. Chair Baldwin shared his experience of serving on the Mission Team for the then upcoming HLC report. Thanked Bill Alderman for placing him on this team and the opportunity to learn, in detail, about the Mission. Chair Baldwin shared how the mission statement applied to him as a student.

4. Technology Unit Report

Mr. Tom Cook provided the following Technology Unit update to the Board:

- Received a \$200,000.00 RUSS-DLT Grant through HEPC to upgrade electronics in the Savas Kostas Theater and created five mobile carts for learning. Was able to purchase a screen for the stage, projector and cameras. Will be really nice for large gatherings.
- Moved local network shares to the cloud and Microsoft O365 services. This makes it much more secure. Different backup routines have been added as well.
- The Technology Unit has completed a full network configuration over Christmas break. This was done to ensure that no outside addressing was on any machine. The Technology Unit is taking all steps to mitigate any kind of issue that may occur in the future. They are working with the Federal Government on a government sponsored service that helps agencies with scans and with obtaining additional grants.
- Mr. Cook provided an update on the website and creation of the intranet. Work has been done to make it easier for students to navigate. A dynamic directory has been added that will include departments. Any emergency alert will go to our home page.
- Online delivery of classes has increased since COVID. Tools have been added to help faculty in development and delivery of their classes. Each faculty member has a zoom link to help embed lectures and other video. KAHOOT has been added, which is an online game-based learning platform. Grammarly has been purchased for the entire college and students have access to that as well. Mr. Cook also stated that efforts are underway to ensure the phone routing system is working quickly and efficiently. Mr. Cook added that Southern will be able to get analytics that we can review monthly and make changes as necessary.

5. HLC Institutional Response Update

Mr. Bill Alderman provided the following HLC Institutional Update to the Board:

- Currently waiting on the official report from HLC. The initial report has been received from the team chair and Mr. Alderman was pleased. Expecting the final report any day and will let everyone know when it is received.
- Mr. Alderman reported that criteria changes will be coming and will make reporting a little simpler. Mr. Alderman reviewed the timeline for the changes if they are approved.
- Proposed criteria revisions include: 1. Emphasizing HLC's Mission Reflective Approach 2. Eliminate Subcomponents from each Core Component. 3. Criteria 3 and 4 have been combined: Teaching and Learning for Student Success. 4. Clarifying, Simplifying, and Streamlining language throughout the entire policy.
- Mr. Alderman went over the Mission Reflective Approach provided by HLC.
- Mr. Alderman thanked everyone again for their contributions to the report.

6. Faculty Senate Report

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

- Senate reviewed three policies that were up for revision and review and sent them on to Policies and Procedures Committee.
- Promotion and Tenure policy was reviewed. Salary enhancement was added to that policy for Professors. This will allow for Professors to still receive incentives.
- Senate reviewed Faculty Incentive Pay policy, which only had title changes.
- Also, Senate revised the Faculty Evaluation policy. Adjunct instructors were added to ensure that they are being evaluated, as well as dual credit instructors. Final revisions have been made and ready to send on to Policy and Procedures. Senate will have a special vote on that to make sure it is in place for Fall semester.
- Held elections for 2024-2026 Senate. Also presented to the Faculty Senate the draft handbook that was given to HLC. Handbook will be completed over the summer. The Handbook will be placed in the policy and procedure process so it can be reviewed every five years.
- Will be working with Chris Thompson, Web Developer; to create a page for Senate on Southern's webpage.

7. Classified Staff Report

Ms. Kimberly Maynard presented the following Classified Staff report to the Board:

- Classified Staff is reviewing the Constitution per request from Human Resources to address a few issues.
- Classified Staff participated in Governance Day. A new photograph was taken and placed on the webpage.
- Classified Staff actively participates in events on campus.
- Invited Joe Linville, Chief Facilities Management Officer, to speak to Classified Staff regarding any activities planned for over the summer. He also addressed questions about the emergency plan. Mr. Linville let them know that once a call is placed to 911 it goes to his phone as well. This will make sure help arrives as quickly as possible. Staff also asked Mr. Linville to either update the flip charts or to make sure that all the new hires have the flip charts. Mr. Linville also addressed the Conceal Carry bill and that Southern was awaiting information from the WV CTCS for language for the policy and would adopt their language into ours.

8. Finance Report

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

- Began the first month of our final quarter of the fiscal year.
- Southern has 158 days of operational cash on hand.
- It currently costs Southern \$71,853.47 a day to operate.
- \$3,764,430 has been collected in tuition and fees revenue this year. This represents 76% of the 2024 tuition and fee budget.
- Third party payments will be collected at the end of the semester which will increase our revenue closer to projected budget.
- Interest income is at 168% of the budget due to high interest rates.

9. President's Report

President Alderman provided her report to the Board:

- Registration for Summer and Fall is underway. Enrollment is up. This is our third semester with an increase in enrollment.
- FAFSA- Federal Government has been making changes to help with the process. The Chancellor has expressed concern that college going rates across the state and nation will be on the decline because of the continued delays. Still many issues to be addressed. We hope this may help us. We are used to bringing students in late and hopefully that will be to our benefit. President will keep everyone informed.
- Have added Welding classes at Lincoln site. We have high school and adult students attending.
- Attends various meetings locally and state level.
- 121 ECA students are set to graduate in May. First ECA class three years ago had 5 graduates. Very happy to see the growth of this program.
- As of February 28th, the Foundation has raised \$1,638,000.00. This does not include the Federal Earmark money that we hope to receive before campaign has ended. We have \$100,00 from a new donor and that is for operational costs. Mr. Dingess stated that the Foundation has received more applications this semester for scholarships than they have in the last ten years. High Schools are sending packets of 10-15 applications a day to the Foundation for assistance. President Alderman thanked Mr. Dingess and the Foundation for all their hard work.
- The Foundation was able to secure another food truck for our food pantries. Student Services assisted with receiving and distributing the food to the campuses.
- Very happy with the HLC visit. Anxious to receive the final report.
- Our Nursing students participated in Nurses Day at the Capitol.
- Hosted Open House for Workforce Development.
- Sticks Magazine was released yesterday. Wonderful event. Several contributors read a portion of their pieces.
- Attended Coal Symposium with Stacy Dingess, Crystal Cook, and Debbie Dingess in Charleston. At that event, we secured the \$100,000.00 donation. Mr. Robbie Shell invited Southern to the event.
- Wizard of Oz will be on stage in July. Looking forward to opening day. Excited to use the new technology in the theater.
- Attended the Women's Leadership Conference in March hosted by the West Virginia Chamber of Commerce.
- Held last Governance Day of the academic year. Recognized the Employee of the Year, Years of Service, and Savas Costas Outstanding Faculty and Staff award.

- Mike McGraw Golf Tournament will be held May 11th at Clear Fork golf course.
- Commencement will take place in two weeks. Our guest speaker is Katy Kosak, from NASA.
- Great Colleges to Work for Survey has been completed by 85% of our employees.

10. Discussion

Working hard to get everything finalized on the sale of the Wyoming campus. President Alderman and Velva Pennington have been working with the state personnel to complete all paperwork. Bowles and Rice will work on the deed for us. Attorneys will review all the work that has been completed to date and help navigate the remaining process. Hopeful to have everything finalized in two to three weeks. The President does not foresee anything that would hinder this process.

11. Action Items

11.1 Approval of February 20, 2024 Board Meeting Minutes

MOTION: Sam Stewart moved to approve the February 20, 2024 meeting minutes with corrections.

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

11.2 Request for Approval to Release Policy for 30 Day Comment Period

11.2.1 SCP-5XXX, PCI Compliance and Merchant Services

MOTION: Shawn Cline Riggins 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-5XXX, *PCI Compliance and Merchant Services* to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

11.3 Budget Proposal

MOTION: Chris Gray moved to approve the Budget presented by Ms. Velva Pennington for fiscal year 2025, in the amount of \$15,135,699. In the event that the Governor holds a special budget session and the number changes, a modification to the budget would need to be made and request for reapproval.

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

11.4 Employee Salary Increase

MOTION: Sam Stewart moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize and direct the President of Southern West Virginia Community and Technical College, in conjunction with the Chief Finance Officer, to fund a base salary increase for eligible employees of Southern West Virginia Community and Technical College as described below effective July 1, 2024.

ACTION: Chris Gray 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 Organizational Chart updates to the Board. She noted that any updates to the chart were in red. Ms. Dingess went over the following in regards to the vacancy report:

- Hired a part time Library clerk
- Hired Student Success Advisor for TANF grant
- Hired Human Resources Representative

Ms. Dingess noted that any struck positions on the Vacancy Report are positions that Southern has eliminated through attrition. Those positions will not be advertised or filled. As such, we have very few vacancies at this time.

12.2 The Next regular Board of Governors meeting will be held on June 18, 2024 at 6:00 p.m.

13. Possible Executive Session under Authority of WV Code §6-9 Regarding Personnel

13.1 Personnel Matters

There are no matters at this time.

14. 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

**Southern West Virginia Community and Technical College
Board of Governors
Meeting Schedule
July 1, 2024 - June 30, 2025**

Board of Governors Agenda Committee Meeting 8:30 AM	Agenda Items Due	Annotated Agenda Due To the Board of Governors and Board of Governors Agenda Due	Board of Governors Business Meeting 6:00 PM	Business Meeting Location
July 30, 2024	August 6, 2024	August 13, 2024	August 20, 2024	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom **
September 24, 2024	October 1, 2024	October 8, 2024	October 15, 2024	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom **
November 26, 2024	December 3, 2024	December 10, 2024	December 17, 2024	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom **
January 28, 2025	February 4, 2025	February 11, 2025	February 18, 2025	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom **
March 25, 2025	April 1, 2025	April 8, 2025	April 15, 2025 Board of Governors Annual Retreat	TBD****
May 27, 2025	June 3, 2025	June 10, 2025	June 17, 2025	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom **

*Additional meetings may be necessary for emergency or time-sensitive issues.

**Meetings will be held in person; however, a Zoom link will be provided should remote attendance be necessary. All meetings will be noticed in accordance with the requirements of the West Virginia Governmental Open Meetings Act and the rules by the Board of Governors in compliance with the Act.

*** Changes to Business Meeting Locations will be shared as soon as possible.

***Retreat Meeting Location will be shared as soon as possible.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2024**

ITEM: SCP-5XXX, *PCI Compliance and Merchant Services*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-5XXX, *PCI Compliance and Merchant Services*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

At its April 16, 2024 meeting, the Southern West Virginia Community and Technical College Board of Governors approved the advancement of SCP-5XXX, *PCI Compliance and Merchant Services*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The comment period ended May 18, 2024.

Comments were received from Kristin Boggs, General Counsel, WV Higher Education Policy Commission, which are reflected in the revised policy as presented. No other additional comments were received.

Therefore, since the comments received from Ms. Boggs were sizable, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval for distribution of SCP-5XXX, *PCI Compliance and Merchant Services*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5XXX**

SUBJECT: Payment Card Industry Data Security Standards Compliance and Merchant Services

REFERENCE: W. Va. State Code §§ 12-3A-6, 18B-1-6, and 18B-2A-4; West Virginia State Treasurer's Office Credit Card Handling Handbook; Payment Card Industry Data Security Standards (PCI-DSS); 112 C.S.R. 12, Procedures for Fees in Collections by Charge, Credit or Debit Card or by Electronic Payment

ORIGINATION: February 9, 2024

EFFECTIVE:

REVIEWED:

SECTION 1. PURPOSE

1.1 The purpose of this Policy is to establish the compliance requirements for Southern West Virginia Community and Technical College to process payment cards consistent with Payment Card Industry Data Security Standards (PCI-DSS), ~~WV State Code as administered through the WV Treasurer's Office~~, and applicable federal and State laws, rules, and regulations.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to all College departments, employees, vendors, consultants, and other authorized persons associated with the College to utilize the College's Merchant Services.

SECTION 3. DEFINITIONS

3.1 "Payment Cards" can be credit, debit, charge, and prepaid cards; a form of payment electronically linked to an account or accounts belonging to the cardholder. For the College's Merchant Services program, payment cards are credit and debit cards.

3.2 "Cardholder Data" means personally identifiable information associated with a credit/debit card user, including the full primary account number (PAN), expiration date, security code, name, address, or Social Security number.

3.3 "Merchant Services" means the process of conducting payment transactions over electronic means. Although primarily conducted via the Internet, this can also include automated phone banks, touchscreen kiosks, and ATMs. Transactions have payment cards or electronic funds transfers via Automated Clearing House (ACH).

3.4 "Merchant Bank," also known as an Acquiring Bank or Acquirer, is the bank or financial institution that processes payment card transactions for a merchant.

3.5 "College Merchant" is a College division, department, or other applicable unit that processes payment cards ~~payments using a POS device, a 3rd party system, or an eCommercee website~~ through card present or card not present transactions.

- 3.6 “Payment Card Industry Security Standards Council (PCI SSC)” is ~~the governing body overseeing how a global forum of payments industry stakeholders that develops and encourages adoption of data security standards and resources for safe~~ payment card transactions ~~are processed~~.
- 3.7 “Payment Card Industry Data Security Standards (PCI-DSS)” means a consolidated standard ~~from the major payment card issuers administered by the PCI SSC~~ detailing merchant requirements when accepting credit/debit payment cards, including Visa, MasterCard, American Express, Discover, and JCG. The requirements ~~include network security (physical/logical) and monitoring components are developed to safeguard cardholder data when processed, stored, and transmitted~~.
- 3.8 “Payment Gateways Services” are the approved Merchant Services solutions provided by the West Virginia State Treasurer’s Office to collect payment card payments over the Internet.
- 3.9 “Personal Data” means information or data collected that can identify an individual directly or indirectly.
- 3.10 “Point-to-Point Encryption (P2PE)” means ~~the information is encrypted instantly~~ security requirements to protect payment data through encryption upon initial ~~swipe/dip and then securely transferred to the~~ capture at the payment terminal to the decryption payment processor before it is ~~decrypted and~~ processed.
- 3.11 “Card Present Transaction” means transactions that occur with the cardholder present.
- 3.12 “Card Not Present Transaction” means transactions that are generated without the card in view.

SECTION 4. POLICY

- 4.1 The College is responsible for processing and reconciling payments card transactions using payment cards consistent with PCI-DSS and West Virginia State Code law, regardless of whether ~~payment it is received in person, over the phone, or using a College eCommerce website~~ a card present transaction or a card not present transaction.
- 4.2 ~~The College’s Information Technology (IT) network is deemed to be out of scope for supporting Point of Sale (POS) transactions that do not encrypt the transaction.~~ Only Payment Card Industry (PCI) Council-approved POS devices that use Point-to-Point Encryption technology (P2PE) may be connected to the College’s IT network for College Merchants to process payment card transactions. The use of unapproved POS devices is strictly prohibited.
- 4.3 All College Merchants utilizing the Internet to accept payment card payments must utilize the West Virginia State Treasurer’s Office (WVSTO) approved Payment Gateways Services. Use of unapproved Payment Gateways Services is prohibited.
- 4.4 All POS and Payment Gateways Services must be associated with an approved WVOASIS account. Use of any other type of bank account is prohibited.
- 4.5 To ensure compliance, a College Merchant must have a legitimate business need to process payments using payment cards to support their administrative, outreach, or academic mission. A legitimate business need must be identified for the designation of College Merchant to be granted.
- 4.6 Use of email to accept payment card payments is strictly prohibited.

SECTION 5. BACKGROUND AND EXCLUSIONS

5.1 None

SECTION 6. GENERAL PROVISIONS

- 6.1 Any employee who violates this Policy ~~will be~~ is subject to appropriate disciplinary action, up to and including termination.
- 6.2 Any student who violates this Policy ~~will be~~ is subject to the appropriate disciplinary action in accordance with the Student Code of Conduct.
- 6.3 Any individual affiliated with the College who violates this Policy will be subject to appropriate corrective action, including, but not limited to, termination of the individual's relationship with the College.
- 6.4 College Merchants who do not comply with this Policy may be subject to appropriate penalties, including revocation of status as College Merchant. In the event of a data breach due to non-compliance, College Merchants may be subject to actions including, but not limited to, the following:
- 6.4.1 Fines imposed by a bank and/or payment brand;
 - 6.4.2 Cost to notify cardholders of a data breach;
 - 6.4.3 Payment Card replacement and remediation services for impacted cardholders;
 - 6.4.4 Repayment of fraudulent charges resulting from a data breach;
 - 6.4.5 Onsite forensics audit by a PCI-Qualified Data Security Company;
 - 6.4.6 Merchant certification by a PCI-Qualified Date Security Company; and
 - 6.4.7 Associated legal fees.
- 6.5 The College's Chief Finance Officer, supported by the Bursar, Controller, and Chief Information Officer, will coordinate with appropriate College entities on implementing and enforcing this policy.
- 6.6 Responsibility for interpreting this Policy rests with the Chief Finance Officer.

SECTION 7. RESPONSIBILITIES

- 7.1 The Business Services Unit is responsible for leading and overseeing the College's Merchant Services Program, which includes the following activities:
- 7.1.1 Working with the WVSTO to ensure that the College's Merchant Services program is in compliance with PCI-DSS, ~~WV State Code~~, and other federal and State laws, rules, and regulations;

- 7.1.2 Designating the College Merchants who have a legitimate business need to accept payment card payments on behalf of the College;
 - 7.1.3 Maintaining an inventory of all POS devices, eCommerce websites, and Payment Gateways. ~~Maintaining Services and~~ a list of College Merchants with their associated Merchant IDs ~~numbers~~ and completed ~~Self-Assessment Questionnaires (SAQs) or Reports on Compliance (ROC)~~, and maintaining a list of vendors' PCI Attestation of Compliance in use at the College;
 - 7.1.4 Ensuring that the College Merchant provides and completes annual PCI security and awareness training;
 - 7.1.5 Collaborating with ~~Information Technology (IT)~~ on developing policies and procedures to establish a governance framework for the College Merchant Services Program; and
 - 7.1.6 Collaborating with IT on validating PCI compliance annually, which includes completing and submitting the ~~PCI Self-Assessment Questionnaire (SAQ) for submission or ROC~~ to the WVSTO Merchant Bank.
- 7.2 Information Technology will support the College Merchant Services Program, which includes the following activities:
- 7.2.1 Conducting security risk assessments of College Merchants to ensure that ~~their processing of payment card payments devices are properly connected to the College's network, and payment card processing~~ does not introduce an information security risk to the College's IT environment and to ensure that ~~their~~ payment card payment processing complies with PCI Standards;
 - 7.2.2 Collaborating with the Business Services Unit on developing policies and procedures to establish a governance framework for the College Merchant Services Program;
 - 7.2.3 Collaborating with the Business Services Unit on the completion and submission of PCI ~~Self-Assessment Questionnaires (SAQs) for submission or ROCs~~ to the WVSTO's Merchant Bank; and
 - 7.2.4 Provide IT technical support to the College's Merchant Services program.
- 7.3 College Merchants are responsible for the following:
- 7.3.1 Designating an individual within the department who has primary authority and responsibility for the payment card ~~transaction~~ processing by that College Merchant;
 - 7.3.2 Ensuring that daily settlements for payment all card transactions are entered into the College financial system;
 - 7.3.3 Ensuring all staff with duties to accept or process payments complete annual security awareness training (e.g., PCI-DSS, identity theft detection) provided by the College;
 - 7.3.4 ~~Distributing the tasks of processing payment, balancing daily transactions, and balancing books between at least two different people~~ Assigning proper segregation of duties for

payment card processing, reconciliation of daily transactions and other records, and reporting;

- 7.3.6 Using College-provided, validated POS devices to collect Cardholder Data over the phone or in person
- 7.3.7 Using WV ~~State Treasurers' Office~~STO-approved Payment Gateway Services to facilitate payment for products, goods, and services where available on the College websites;
- 7.3.8 Ensuring that goods and services offered for sale on College websites are reflected accurately;
- 7.3.9 Complying with College policies, procedures, and standards in implementing the College's Payment Card Program, including but not limited to the Security of Information Technology Policy and the Information Technology Acceptable Usage Policy; and
- 7.3.10 Immediately reporting known or suspected Security Incidents to Information Technology.
- 7.3.11 Safeguarding POS devices and monitoring for device tampering or suspicious activity.

Section 8. CANCELLATION

8.1 None

Section 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such a review, the President or the President's designee may recommend to the Board that the policy be amended or repealed.

Section 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: February 9, 2024 – Policy originated.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2024**

ITEM: SCP-1230, *Firearms, Weapons, and Explosives Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-1230, *Firearms, Weapons, and Explosives Policy* to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

SCP-1230, *Firearms, Weapons, and Explosives Policy*, was updated in accordance with new legislation regarding concealed carry of weapons on higher education campuses. It provides guidelines regarding the implementation of W. Va. Code 18B-4-5b, the Campus Self-defense Act, which, subject to certain limited exceptions, allows for the carrying of a concealed pistol or revolver on college campuses by those holding a current and valid license to carry a concealed weapon. The Policies and Procedures Committee reviewed this policy at its April 12, 2024 meeting.

At its meeting on May 7, 2024, the President's Cabinet granted approval for the advancement of SCP-1230, *Firearms, Weapons, and Explosives Policy*, to the Southern West Virginia Community and Technical College Board of Governors. The President's Cabinet also granted approval for the President to forward the policy to all employees as a Southern Administrative Announcement (SAA-2000, C#2-2023) as interim institutional policy until such time that a college policy regarding this subject shall be developed, sent out for 30-day comment period, and formally adopted by the institutional Board of Governors. The SAA will be effective July 1, 2024. It is anticipated the formal policy will be adopted no later than August 2024.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval of SCP-1230, *Firearms, Weapons, and Explosives Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1230**

SUBJECT: Firearms, Weapons, and Explosives Policy

REFERENCE: West Virginia Code § 18B-2A-4, *Powers and duties of governing boards generally*; West Virginia Code § 61-7-14 (Business Liability Protection Act), *Right of certain persons to limit possession of firearms on premises*; ~~West Virginia Code § 18B-4-5b (Campus Self-Defense Act), *Concealed carry on higher education campuses*~~

ORIGINATION: May 24, 2016

EFFECTIVE: September 16, 2016

REVIEWED: ~~February 11, 2022~~ April 12, 2024

SECTION 1. PURPOSE

1.1 The purpose of this policy is to impose the prohibition of and penalty for the possession or storage of firearms, explosives, and weapons in any form on the premises of Southern West Virginia Community and Technical College or any College-leased facilities, except as specifically provided for by this policy or by law.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to all members of the Southern West Virginia Community and Technical College community, including faculty, staff, and students, as well as visitors to any campus. This policy also provides guidelines regarding the Campus Self-Defense Act, which, subject to certain limited exceptions set forth in Section 4, allows for the carrying of a concealed pistol or revolver on all campuses by those holding a valid license to carry a concealed weapon.

SECTION 3. DEFINITIONS

3.1 Firearm – Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball, or other projectile, whether loaded or unloaded, including those powered by CO2. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc., and any ammunition for any such device.

3.2 Weapon – Any device that is designed to or traditionally used to inflict harm or serious bodily injury or death or is readily adaptable to such use. This includes, but is not limited to:

3.2.1 Firearms, slingshots, switchblades or other knives, daggers, blackjacks, metallic or brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, ~~ete~~ pistols, revolvers as defined in W. Va. Code, or other deadly weapons of like kind or character which may be easily concealed on or about the person. (This does not include a pocketknife with a blade three and one-half inches or less in length, a hunting or fishing knife carried for hunting, fishing, sports, or other recreational uses, or a knife designed for use as a tool or household implement unless the item is knowingly used or intended to be used to produce serious injury or death);

3.2.2 Any object that could be reasonably construed as a weapon; or

- 3.2.3 Any object legally controlled as a weapon or treated as a weapon under the laws of the State of West Virginia.
- 3.3 Explosives – Any chemical compounds or mechanical mixture that contains any oxidizing and combustible units or other ingredients in such proportion, quantities, or packing that can be ignited by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that result in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, tasers, air-powered rifles, dynamite, imitation weapons without appropriate safety markings, etc., as well as detonating devices such as detonators, blasting caps, timers, incendiary wire, and the like.
- 3.4 Concealed – Hidden from ordinary observation so as to prevent disclosure or recognition. A deadly weapon is concealed when it is carried on or about the person in such a manner that another person in the ordinary course of events would not be placed on notice that the deadly weapon was being carried. For purposes of this policy, a licensee is considered to be carrying on or about his or her person while in a designated storage area or the weapon is in a motor vehicle if located in a storage area in or on the motor vehicle.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College has a responsibility to provide a safe and secure environment for its employees and students. In support of this responsibility, the College has established the following rule regarding firearms, weapons, and explosives on its property.
- 4.2 A person holding a current and valid license to carry a concealed deadly weapon may carry a concealed pistol or revolver on the campuses and in the buildings of Southern. This only applies to areas of the campus and buildings of Southern under the custodial possession of the College and does not include areas rented, leased, or under an exclusive agreement for the full-time occupancy and use of a private entity. (W. Va. Code § 18B-4-5b(a)).
- 4.3 The provisions of Section 4.2 above do not limit the authority of the College to regulate the possession of a concealed pistol or revolver by a person holding a current and valid license to carry a concealed deadly weapon in the following locations:
- 4.3.1 An organized event taking place at a stadium or arena with a capacity of more than 1,000 spectators;
- 4.3.2 At a daycare facility (if any) located on the property of the College or any of its campuses;
- 4.3.3 In the secure area of any building used by a law enforcement agency on the property of the College;
- 4.3.4 In an area of the property of the College that has adequate security measures in place to ensure that pistols or revolvers are not carried by the public into the area;
- 4.3.5 In an on-campus room or rooms in which a student or employee disciplinary proceeding is being held;
- 4.3.6 In sole occupancy offices on the campuses and in the buildings of the College, but only in those offices where the sole occupant notifies those who may be entering that concealed pistols and revolvers are prohibited. (Sole occupancy office means a room with a least one door and walls that extend to the ceiling that is assigned to a single person as his or her workspace);

- 4.3.7 At a primary or secondary education school-sponsored function being held in a specific location on the property of the College that is rented, leased, or under the exclusive use of the West Virginia Department of Education, the West Virginia Secondary Schools Activities Commission, a county school board, or local public school for the actual period of time the function is occurring;
- 4.3.8 At a private function that is being held in a specific location on the property of the College that is rented, leased, or under the exclusive use of an entity that is not affiliated with the College for the actual period of time the function is occurring. (Any such function designated by an entity under this exception will provide reasonable notice to the attendees);
- 4.3.9 In any area on the property of the College where possession of a firearm is prohibited by state or federal law;
- 4.3.10 In specifically designated areas in which patient-care or mental health counseling is being provided; and
- 4.44.3.11 In highly hazardous areas. (The College shall provide reasonable notice to the public and campus community about what areas are designated under this exception).
- 4.54.4 It is also prohibited to possess firearms, weapons, and/or explosives on Southern West Virginia Community and Technical College campuses, or any College-leased facilities, in College vehicles, on any real property under the care, custody, and control of the College, or at any College-sponsored event without the explicit authorization of the President, whether or not it is done openly or concealed and whether or not a federal or state license to possess the same has been issued to the possessor; *Provided*, that a customer, employee, or invitee of Southern may possess any legally owned firearm when the firearm is (a) lawfully possessed; (b) out of view; (c) locked inside or locked to a motor vehicle in a parking lot; and (d) when the customer, employee, or invitee is lawfully allowed to be present in that area. W. Va. Code § 61-7-14(d)(1).
- 4.64.5 This provision does not apply to the possession of any other weapons or explosives, which remain prohibited. Other exceptions to this policy are as follows:
- 4.6.14.5.1 Law enforcement officers and W. Va. Department of Corrections employees to the extent they are legally permitted to possess weapons pursuant to West Virginia State Law;
- 4.5.2 Military personnel and National Guard in performance of their official duties to the extent they are legally permitted to possess weapons in the State of West Virginia;
- 4.6.24.5.3 Any circuit judge, prosecuting attorney, assistant prosecuting attorney, or investigator duly appointed by a prosecuting attorney; and
- 4.6.34.5.4 College-sanctioned classes, groups, or events where a particular weapon(s) is required and regularly used as part of the curriculum or activity, i.e., various Criminal Justice courses. The control, security, and safe use of such weapons shall be the responsibility of the supervising faculty member. The supervising faculty member shall inform the appropriate Campus Director of Campus Operations in advance of any unusual or seldom occurring events involving the use of weapons on campus.
- 4.74.6 If any person carrying or possessing a firearm or other deadly weapon in violation of this policy refuses to temporarily relinquish possession of the firearm or other deadly weapon or to leave the College premises or grounds as previously defined upon being requested to do so, then the College shall request the services of the appropriate law enforcement authority. Such person may be found guilty of a misdemeanor and, upon conviction thereof, may be fined not more than \$1,000 or confined in jail for not more than six months, or

both. W. Va. Code § 61-7-14(c).

4.84.7 To the extent anything in this policy conflicts with the Campus Self-Defense Act or the W. Va. Business Liability Protection Act, the applicable act takes precedence.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Exceptions to this policy may be requested in writing to the President. Only under very limited circumstances will an exception be granted. Questions regarding the applicability of this policy to specific items must be directed to the President.

SECTION 6. GENERAL PROVISIONS

6.1 Any student, faculty, or staff member violating this policy shall be subject to the disciplinary policies and procedures applicable to students, faculty, or staff in addition to the penalties provided under State law.

6.2 Any other person who fails to abide by the requirements of this policy shall be subject to appropriate action, including a request to leave the property or temporarily relinquish the prohibited item and, if they fail to do so, referral for any appropriate criminal action and/or issuance of a trespass notice.

6.3 A holder of a license or any other person not expressly authorized to do so by this policy shall not carry a pistol or revolver (or any other firearm or deadly weapon) that is partially or wholly visible or intentionally or knowingly displayed in plain view of another person in a way or manner to cause, or threaten, a breach of the peace, regardless of whether the firearm is holstered. Anyone who violates this may, in addition to any applicable criminal charges, be subject to discipline.

SECTION 7. RESPONSIBILITIES

7.1 Enforcement of this policy will depend on the cooperation of all members of the campus community, both to comply and encourage others to do so. Faculty, staff, and students who see individuals with weapons are asked to notify the President immediately.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: May 24, 2016 – Policy originated.

February 11, 2022 – Revisions made pursuant to amendments in W. Va. Code in both 2017 and 2018.

[April 12, 2024 – Revisions made pursuant to changes to W. Va. Code regarding the Campus Self-Defense Act.](#)

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2024**

ITEM: Reporting on Awarding Undergraduate Tuition and Fee Waivers

RECOMMENDED RESOLUTION: *For Information Only*

STAFF MEMBER: Dr. Pamela Alderman, Velva Pennington

BACKGROUND:

West Virginia Code §18B-10-5 stipulates that, "The awarding of undergraduate fee waivers shall be entered into the minutes of the meetings of the governing board." Southern College Policy (SCP) 5065, Awarding of Undergraduate Tuition and Fee Waivers, 7.2 specifies, "The Office of Student Financial Assistance shall submit a summary report to the Vice President of Finance and Administration on or before May 15 of each academic/fiscal year. The Chief Financial Officer shall present the report to the Board of Governors at the Board's June meeting each year. This report will include the required information for all waivers awarded from July 1 through June 30 of the reporting year and will cover fall semester, spring semester and summer session(s) as appropriate. Pursuant to statute, the report on the awarding of undergraduate tuition and fee waivers shall be entered in the minutes of the meeting of the Board."

During the 2023-2024 fiscal year, Southern awarded a total of \$247,922.50 for a total of 48.38 undergraduate waivers. In compliance with West Virginia Code § 18B-10-5 and the Southern West Virginia Community and Technical College Board of Governors Policy SCP 5065, the Report on the Awarding of Undergraduate Tuition and Fee Waivers for fiscal year 2023-2024 will be entered into the minutes of the Board of Governors meeting of June 18, 2024.

Southern WV Community & Technical College		
FY24 Tuition Waiver Report		
Waivers	Number of Awards	Dollar Value of Waivers
Demonstrated Financial Need	20.33	\$ 106,872.00
Academic Ability	17.13	\$ 85,885.50
Employee	1.93	\$ 9,932.00
Employee Dependent	6.63	\$ 36,199.00
HSTA	1.00	\$ 4,826.00
Foster Care	1.36	\$ 4,208.00
Veteran/Orphans	0.00	\$ -
Total	48.38	\$ 247,922.50
Authorized Waivers	59.09	

Authorized by: *Mary Trent*
Mary Trent, Associate Director of Financial Aid

21-May-24
Date

EFFECTIVE

**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE**

Organizational Chart

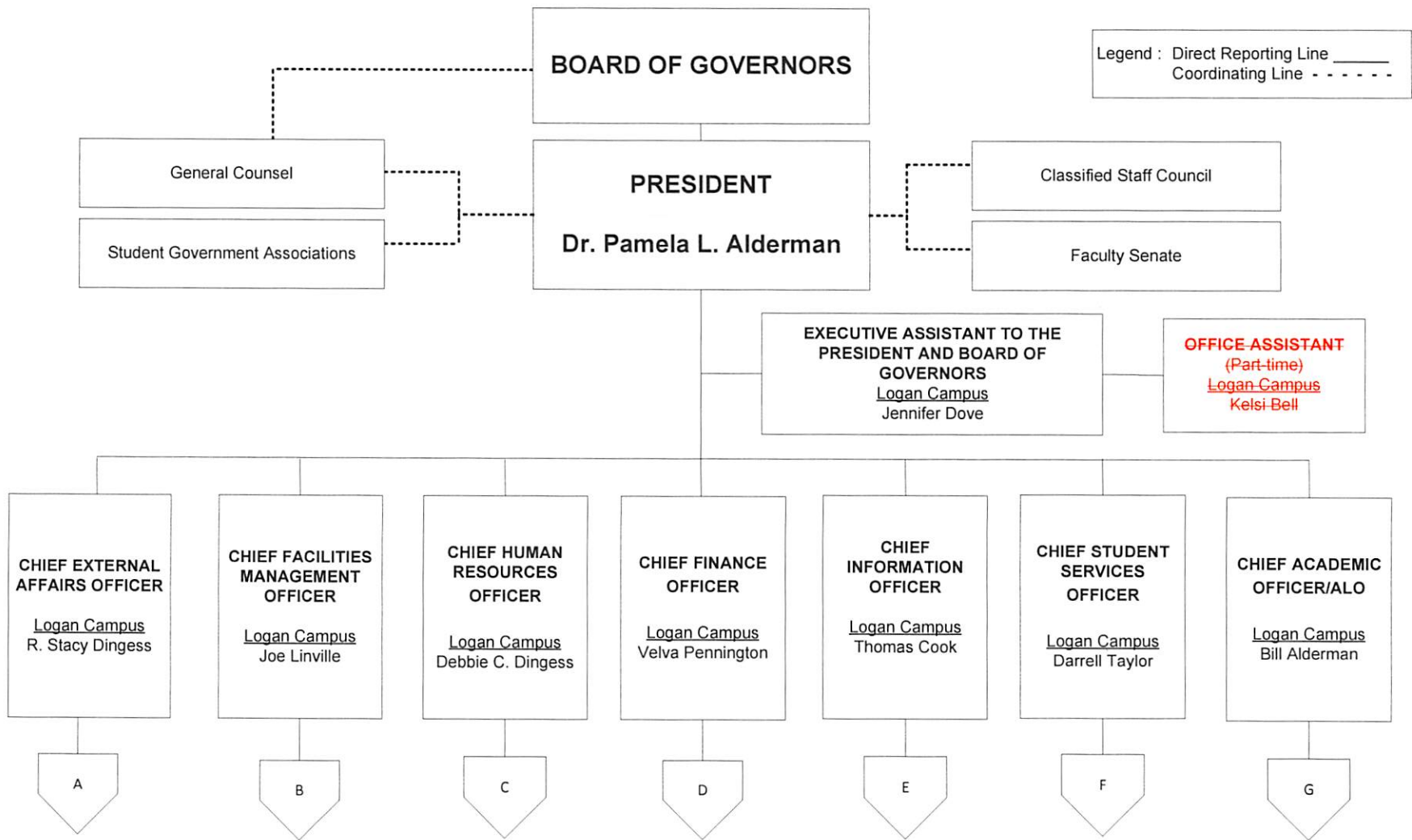
**UPDATED
5/07/24**



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ORGANIZATIONAL CHART**

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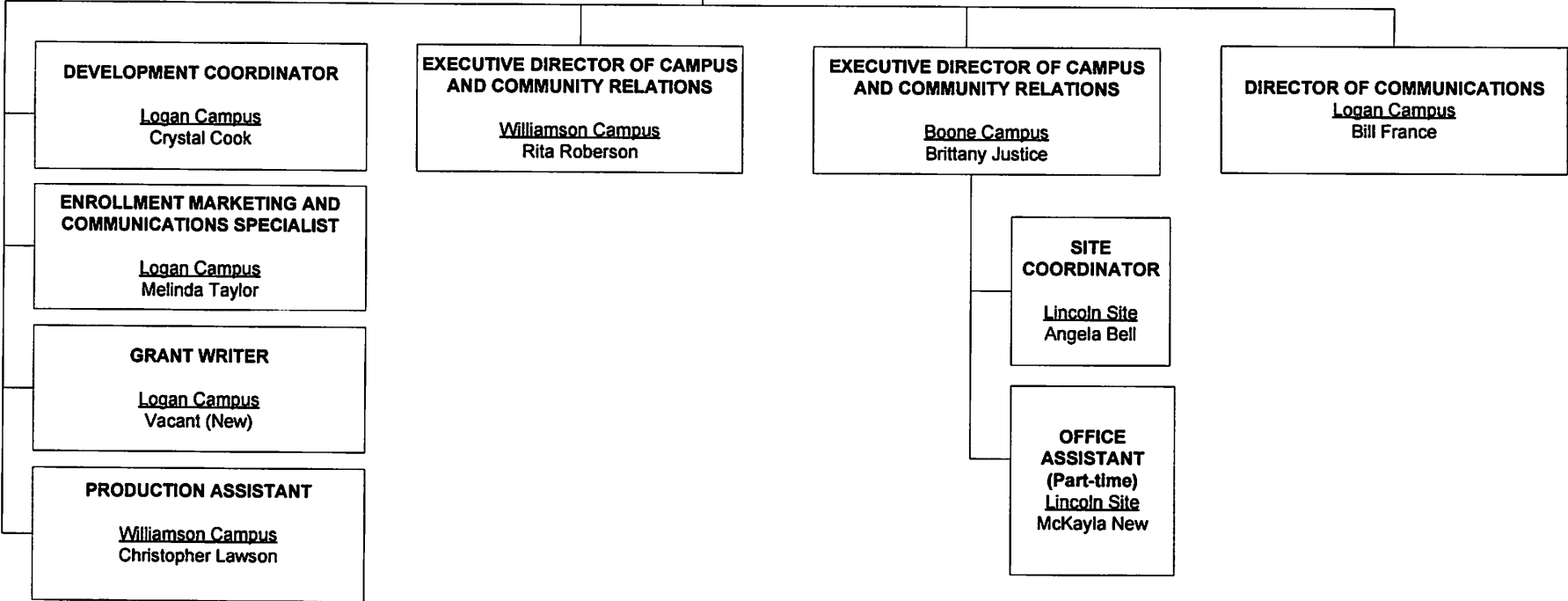
PRESIDENT
Dr. Pamela L. Alderman

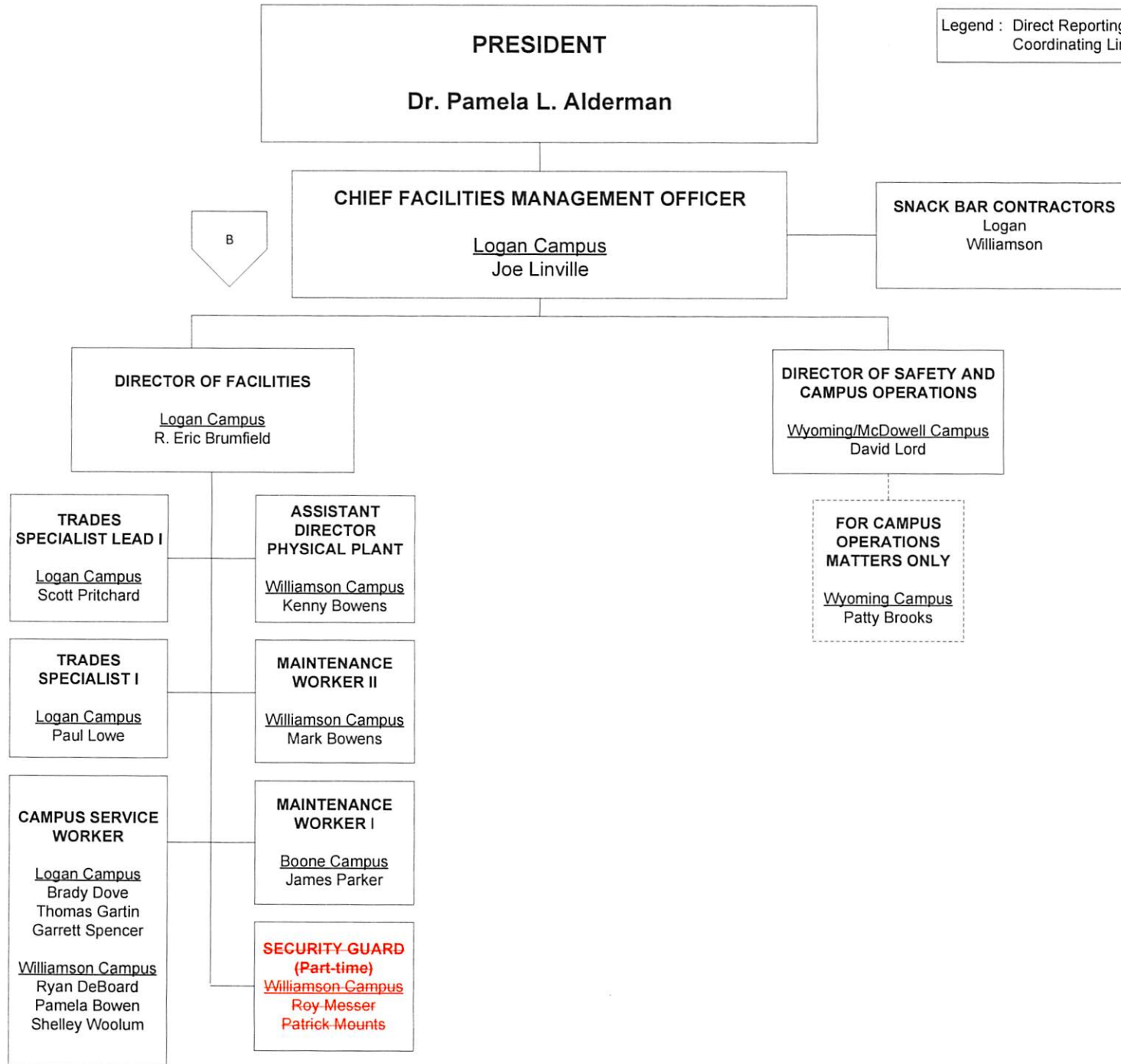
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A

CHIEF EXTERNAL AFFAIRS OFFICER
Logan Campus
R. Stacy Dingess

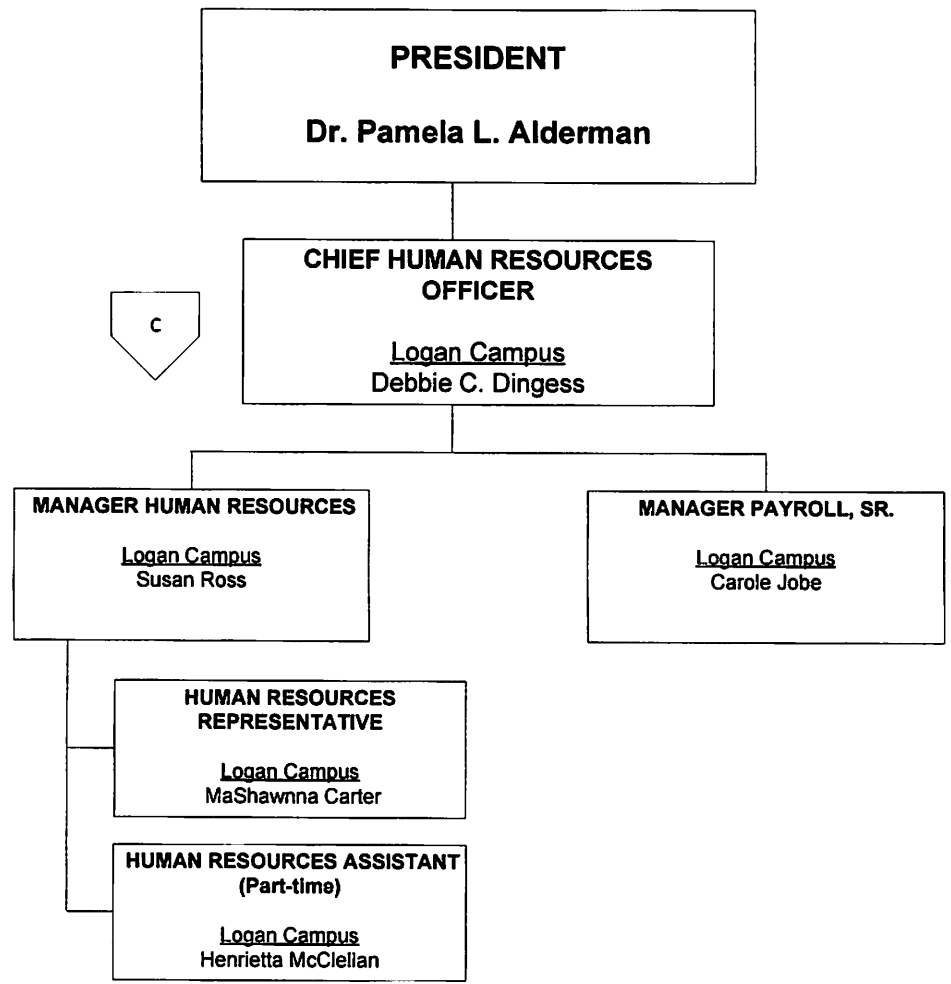
**EXECUTIVE ASSISTANT TO THE
CHIEF EXTERNAL AFFAIRS OFFICER**
Logan Campus
Tammy Toppings



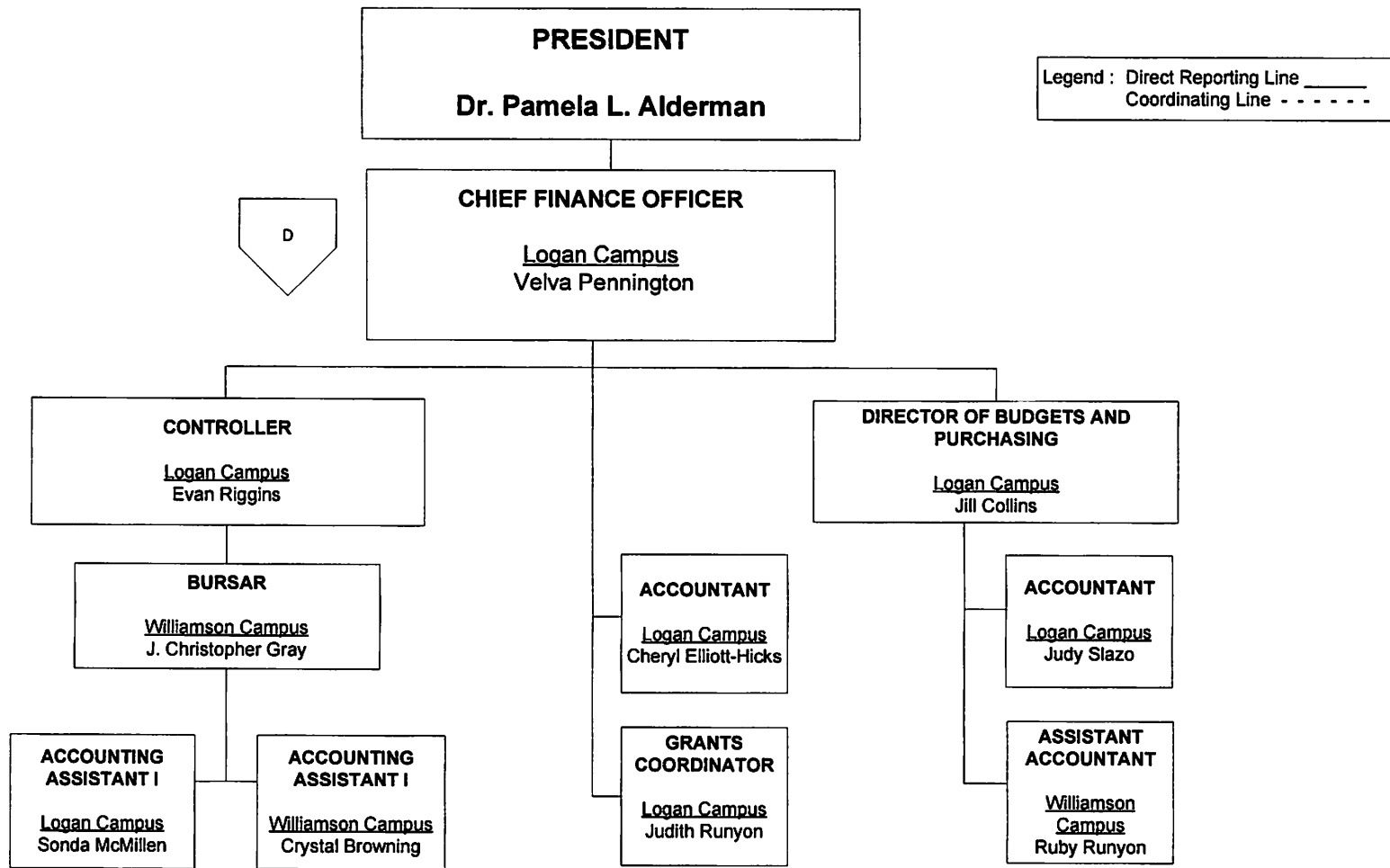


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PRESIDENT
Dr. Pamela L. Alderman

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E

CHIEF INFORMATION OFFICER
Logan Campus
Thomas Cook

DIRECTOR OF NETWORK SERVICES
Logan Campus
Joseph Justice

DIRECTOR OF INSTITUTIONAL RESEARCH
Logan Campus
Sarah Brown

DIRECTOR OF DISTANCE EDUCATION
Williamson Campus
Tim Owens

DIRECTOR OF USER SERVICES
Logan Campus
Curtis Campbell

SYSTEMS ADMINISTRATOR
Logan Campus
Andrew Portzer

APPLICATIONS PROGRAMMER/ DEVELOPER LEAD
Logan Campus
Brian Chaney

WEB DEVELOPER
Logan Campus
Christopher Thompson

INFORMATION SYSTEMS TECHNICIAN
Logan Campus
Lee Stroud
J. Brandon Vance
Vicki Workman
Wyoming Campus
Michael Hunter
Williamson Campus
Matthew Hatfield

APPLICATIONS PROGRAMMER
Logan Campus
Mark Justice

PRESIDENT
Dr. Pamela L. Alderman

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F

CHIEF STUDENT SERVICES OFFICER
Logan Campus
Darrell Taylor

STUDENT GOVERNMENT ASSOCIATIONS

EXECUTIVE ASSISTANT TO THE CHIEF STUDENT SERVICES OFFICER
Logan Campus
Shelly Parker

DIRECTOR OF STUDENT SUCCESS
Logan Campus
Dianna Toler

DIRECTOR OF ADMISSIONS
Logan Campus
Tim Ooten

REGISTRAR
Logan Campus
Teri Wells

DIRECTOR OF FINANCIAL ASSISTANCE
Logan Campus
Stella Estepp

STUDENT SUCCESS ADVISOR

Boone Campus
Elijah Hooker

Logan Campus
Brian Carter
Michele Moore (TANF Grant)
Cassandra Vance

Williamson Campus
Elizabeth Evans
Cheryl Thacker (TANF Grant)
Roger Williamson

FOR STUDENT SUCCESS MATTERS ONLY

Lincoln Site
Angela Bell

STUDENT SUCCESS CENTER COORDINATOR

Logan Campus
Hattie Newsome

PROGRAM ASSISTANT I

Logan Campus
Brittany Fekete

RECRUITMENT AND OUTREACH SPECIALIST

Logan Campus
Mike Collins

STUDENT COMMUNICATIONS SPECIALIST

Williamson Campus
Shelly Stewart

PROJECT COORDINATOR (Part-time)
Logan Campus
Kelsey Lemmon

FOR ADMISSIONS AND/OR STUDENT RECORDS MATTERS ONLY

Lincoln Site
Angela Bell

FOR ADMISSIONS MATTERS ONLY

Wyoming Campus
Patty Brooks

STUDENT RECORDS ASSISTANT

Williamson Campus
Paula Maynard

TRANSFER COORDINATOR

Logan Campus
Angela Dotson

PROGRAM ASSISTANT I

Wyoming Campus
Patty Brooks

ASSOCIATE DIRECTOR OF FINANCIAL AID

Logan Campus
Mary Trent

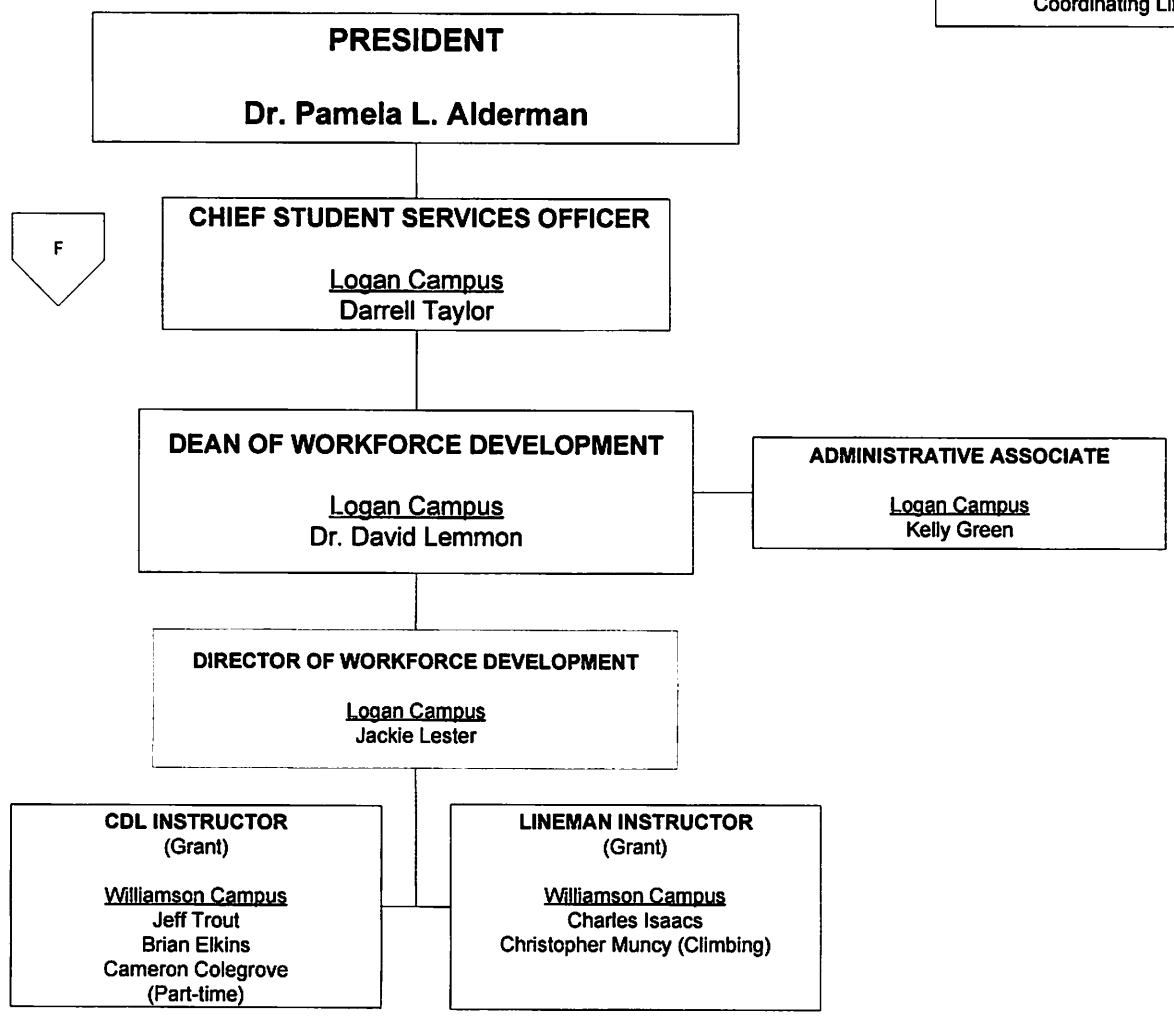
FINANCIAL AID COUNSELOR

Logan Campus
Emily Mills

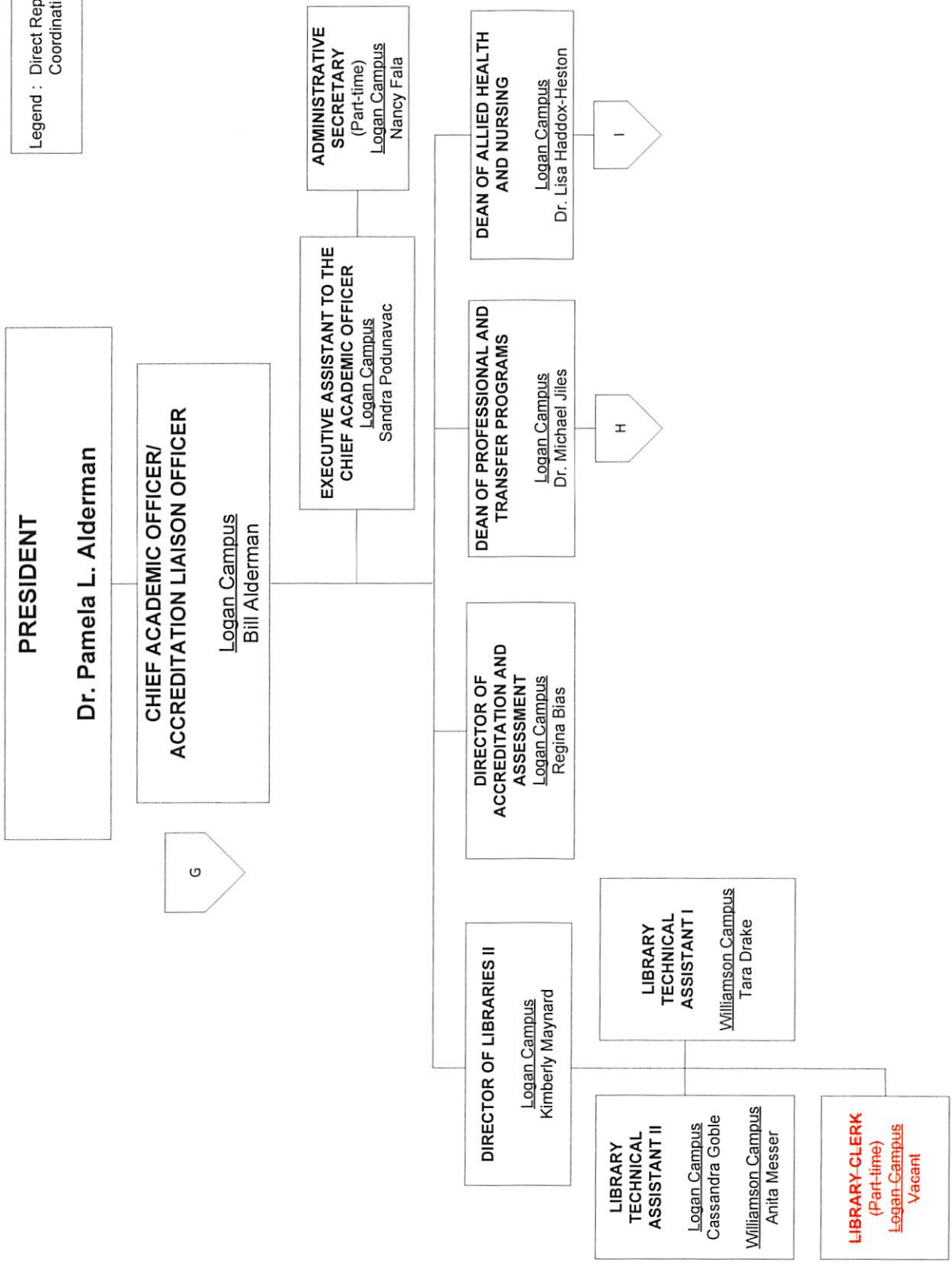
Williamson Campus
Kelly Jacobs

FINANCIAL AID ASSISTANT (Part-time)
Logan Campus
Roberta Carter

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PRESIDENT

Dr. Pamela L. Alderman

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CHIEF ACADEMIC OFFICER

Logan Campus
Bill Alderman

**DIRECTOR OF EDUCATIONAL
OUTREACH (BOG/ECA/DUAL CREDIT)**

Logan Campus
Joshua May

**DEAN OF PROFESSIONAL AND
TRANSFER PROGRAMS**

Logan Campus
Dr. Michael Jiles

ADMINISTRATIVE ASSOCIATE

Logan Campus
Katlyn Justice



DIRECTOR OF ARTS AND HUMANITIES

Logan Campus
Will Alderman

DIRECTOR OF MATH AND SCIENCES

Lincoln Site
Christopher Ward

**DIRECTOR OF PROFESSIONAL AND
TECHNICAL**

Logan Campus
Stephanie Mounts

EDUCATION FACULTY
Logan Campus
Nicole Vineyard
Dr. Gary Hensley
(Grow Your Own Grant)

HUMANITIES FACULTY
Boone Campus
Larry D'Angelo
Logan Campus
Will Alderman
Nathan Freeman
Tehseen Irfan
Lillie Teeters
Williamson Campus
Adam Banks
Kaylee Taylor

SOCIAL SCIENCES FACULTY
Logan Campus
Kevin Dingess
Dr. Charles Keeney
Williamson Campus
Dr. Susan Baisden

MATHEMATICS FACULTY
Boone/Lincoln Campus
Susan Baldwin
Christopher Ward
Logan Campus
Michael Kitchen
Williamson Campus
Liza Jackson

HUMANITIES FACULTY
Logan Campus
Matthew Mayo

SCIENCES FACULTY
Boone/Lincoln Campus
Dr. Rebecca Pratt
Logan Campus
Dr. Lauren Bates
Vincent George
Guy Lowes
Stephanie Woodrum
Williamson Campus
Kimberly Hensley

BUSINESS FACULTY
Logan Campus
Douglas McCloud
Logan Campus
Stephanie Mounts
Williamson Campus
Gordon Hensley

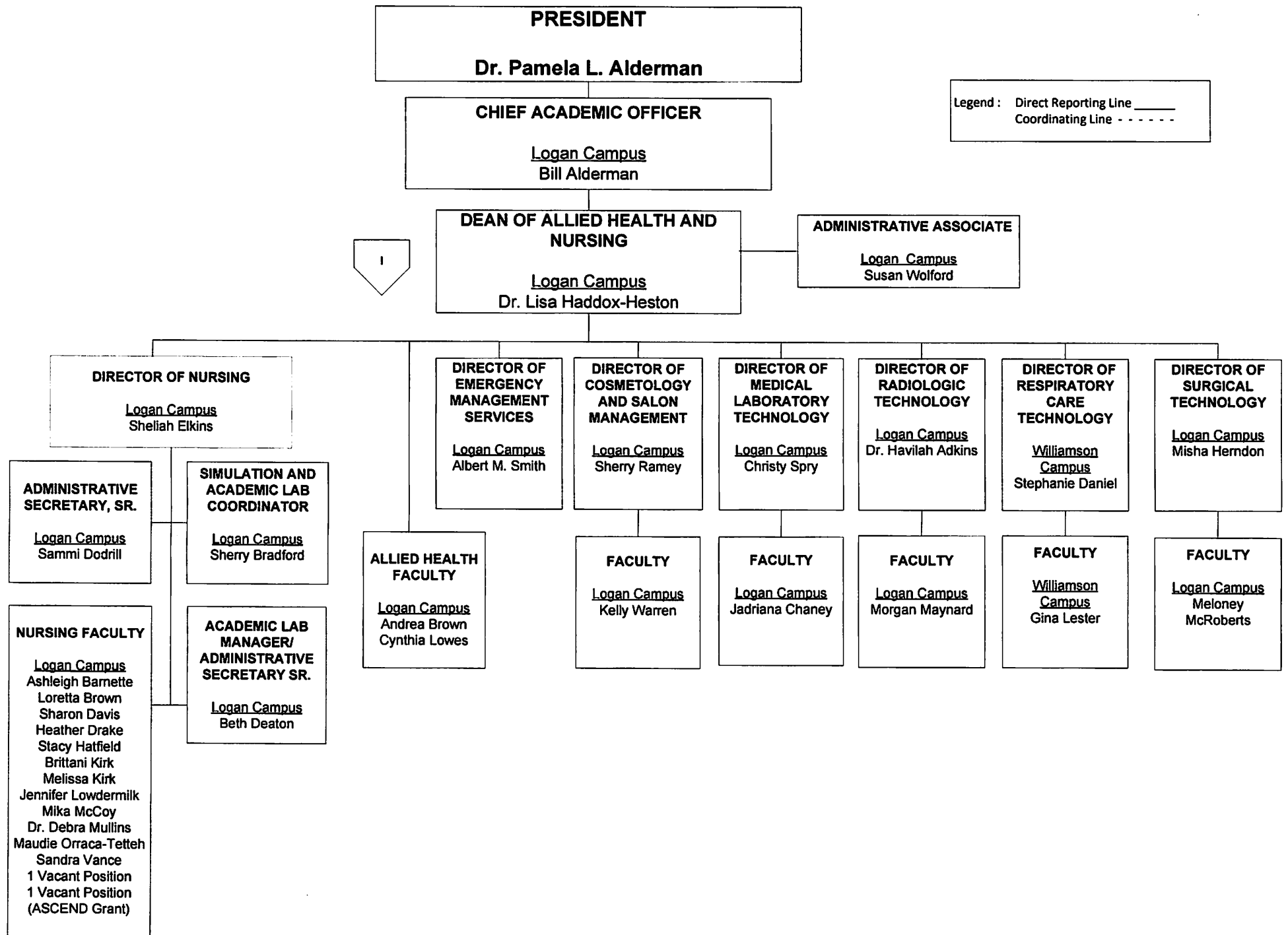
DIESEL TECHNOLOGY FACULTY
Williamson Campus
Vacant

WELDING FACULTY
Williamson Campus
Cameron Woolum

INFORMATION TECHNOLOGY FACULTY
Logan Campus
Erica Farley
Rick Thompson
Boone Campus
Matthew Payne

ELECTRICAL ENGINEERING FACULTY
Williamson Campus
Timothy Moseley

CRIMINAL JUSTICE FACULTY
Logan Campus
Vacant



Southern West Virginia Community and Technical College

Job Vacancy Status as of

Tuesday, May 7, 2024

Vacant Position	Campus	Supervisor	Status	Vacant Date	Position Number	Vacant Base Salary	Fund	Unit	Hire/Fill Date	Former Employee/Position	Incumbent(s)	Filled Salary
Instructor of Criminal Justice	Logan	Mike Jiles	Pending		0487P00230	\$42,000.00	0380	3205		Leslie Goldie		
Instructor of Diesel Technology	Williamson	Mike Jiles	Posted	4/22/2022	0487P00075	\$ 42,000.00	4683	8025		New		
Instructor of Nursing ASCEN Grant	Logan	Sheliah Elkins	Interviews	New	0487P00260	\$42,000.00	8772	8108		New		
Grant Writer	Logan	Stacy Dingess	Hold		New					New		
Instructor of Nursing - 12-month Weekend	Logan	Sheliah Elkins	Interviews	1/2/2024	0487P00281	\$ 63,067.00	4683	8112		Cori Pettry		
Director of Nursing	Logan	Lisa Haddox-Heston	Interviews	6/30/2024	0487P00051	\$ 103,505.00	0380	3105		Sheliah Elkins		

135CSR5

**TITLE 135
LEGISLATIVE RULE
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL
COLLEGE EDUCATION**

**SERIES 5
EMPLOYING AND EVALUATING PRESIDENTS**

§135-5-1. General.

1.1. Scope. -- Rule establishing guidelines for governing boards to use in employing and evaluating Presidents

1.2. Authority. -- West Virginia Code §18B-2B-6, 18B-1B-6.

1.3. Filing Date. -- April 17, 2009.

1.4. Effective Date. -- April 20, 2009.

1.5. Repeal of former Rule. -- Repeals and replaces procedural rule Series 5 of Title 135 adopted by Council on June 7, 2005.

§135-5-2. Community and Technical Colleges.

2.1. The provisions of this rule apply to the employment of presidents of Blue Ridge Community and Technical College, the Community and Technical College at West Virginia University Institute of Technology, Eastern West Virginia Community and Technical College, Marshall Community and Technical College, New River Community and Technical College, Pierpont Community and Technical College, Southern West Virginia Community and Technical College, West Virginia University at Parkersburg, West Virginia Northern Community College, and West Virginia State Community and Technical College.

2.2. Upon the occurrence of a vacancy in the position of president at one of the institutions set out in Section 2.1, the governing board of the institution shall undertake a search for a new president. The governing board is responsible for the search, both procedurally and financially. The governing board shall adopt a procedure, consistent with this rule, governing the search. The procedure shall require, at the least, that:

2.2.1. A statement of characteristics and qualities which the new president should possess shall be adopted by the governing board and utilized in soliciting and evaluating the candidates.

2.2.2. If a search committee is appointed, it shall include representation of faculty, students, and staff, and other constituencies of the institution. The number and consistency of the membership of the committee shall be at the discretion of the governing board.

2.2.3. A position announcement shall be prepared detailing the characteristics and qualities sought in a new president and distributed to appropriate newspapers and other media sources, heads of higher education associations and organizations, and other appropriate individuals for the purpose of advertising the position.

2.2.4. Interviews with the finalists, as determined by the governing board, shall be conducted on campus and, during the campus visits, students, classified employees, non-classified employees, faculty,

135CSR5

campus administrators, community leaders, alumni, and other individuals shall be invited to meet with the candidates and their comments shall be solicited by the governing board.

2.2.5. Background checks may be conducted on each candidate prior to interviewing with the search committee or governing board. Background checks should be conducted on finalists prior to any campus visit made at the invitation of the search committee or governing board and shall be conducted before any final selection by the search committee or governing board. On-site visits to the candidates' current and past places of employment may be conducted and are recommended for the final candidates. Standard industry practices shall be utilized in conducting background checks and, at a minimum, shall include confirmation of degrees and past employment, and criminal and credit checks.

2.3. Candidates may be considered through their own application or by nomination.

2.4. Members of the governing board, or any search committee appointed, may not provide information about the names or backgrounds of any candidates without their consent to anyone who is not a member of the governing board or search committee or authorized agents or staff. When candidates are invited to a preliminary interview with the search committee, they shall be notified of the conditions under which confidentiality may be waived as to background checks and that in the event they are invited for a campus interview, their names and backgrounds shall be publicly released at the time they accept an invitation for a formal campus visit.

2.5. At the request of an institution, the Council may provide the governing board with staff assistance to manage the search process, or the governing board may enter into a contract with a consultant or executive search firm to identify potential candidates in addition to those who have applied or been nominated or to assist in the search.

2.6. The governing board shall confer with the Chancellor and agree to a method and process for Council members to interview the finalists when brought to campus, or the Council may schedule its own interviews with the finalists before approving the final selection of a president. The agreed upon process shall not permit Council members to serve on the institutional presidential search committee. The governing board, or any search committee appointed by it, shall promptly transmit to the Chancellor a copy of the procedure adopted to govern the search and provide agendas and minutes of meetings involving the search.

2.7. Terms of compensation and contracts discussed with or offered to candidates shall be consistent with the sections of this rule regarding presidential compensation and contracts.

2.8. Interim presidents appointed by a governing board shall be approved by the Council.

§135-5-3. Presidential Contracts.

3.1. Governing boards under the jurisdiction of the Council shall receive the approval of the Council of the total compensation package from all sources for a president when the president is initially hired and for any subsequent changes in the total compensation package.

3.2. A President is considered a will and pleasure employee of his/her governing board unless that status is specifically altered by the president's letter of appointment or contract. Presidential contracts exceeding a term of one year shall conform to the following:

3.2.1. An initial offer of employment as President, or guarantee of employment in that or another position, may not exceed two years. After the initial contract, the governing board may offer contracts of up to five years. A president assigned to an alternative position during a guaranteed term of employment

shall perform substantive duties on behalf of the institution in order to collect his or her salary.

3.2.2. All contracts with a term greater than one fiscal year shall be conditioned upon availability of funding.

3.2.3. A governing board may agree to reasonable notice of the intent not to renew a contract. It is recommended that such notice not exceed one year, but may be increased up to two years after five years of service by the president.

3.2.4. All contracts with a commitment of continued employment must provide that the president may be discharged for "cause" and that such a discharge nullifies any commitment to continued employment. "Cause" includes, but is not limited to, official misconduct, incompetence, neglect of duty, gross immorality, malfeasance, misfeasance, insubordination, and acts of commission or omission in violation of the governing board's directives or policies.

3.3 Provisions in contracts existing on the effective date of this rule that are inconsistent with this rule may remain in effect at the discretion of the governing board unless the provisions are in violation of statute.

§135-5-4. Compensation.

4.1. The total compensation of a President, from all sources, shall receive prior approval of the Council. Forms of compensation which require prior approval include: annual salary derived from whatever funding source, deferred compensation, and housing or vehicle allowances. The governing board may require approval of other compensation such as non-state funded discretionary funds, compensation from other employment or for service on a corporate board of directors, and payment of dues or assessments for membership in non-professional related clubs or associations. Any such compensation received shall be reported to the Chancellor. If approval of deferred compensation is being sought, the institution shall submit an actuarial report to the Council detailing the present cash value of the deferred compensation and conditions for eligibility or receipt of the deferred compensation.

4.2. The total salary from all funding sources for a president should be based on a comparison of the presidential salaries at comparable institutions as reported by the College and University Professional Association for Human Resources (CUPA-HR), and should be between the salary listed for the 20th percentile and that listed in the 80th percentile. The governing board of an institution wishing to pay a Presidential salary in excess of the 80th percentile shall submit a detailed rationale to the Council justifying the action. Other national data sources may be utilized by the governing board, as appropriate, to establish salary ranges.

4.3. A percentage presidential salary increase in excess of the average percentage salary increase for all personnel at that institution within the last calendar year may be approved only if a detailed rationale of its governing board justifying the increase is submitted to the Council.

4.4. Housing allowances granted to a president not provided housing by the institution may not be considered as part of the Presidential salary for the purposes of Section 4.2 above.

4.5. The Chancellor annually shall make available to the governing boards the most recent CUPA-HR or other comparable national data applicable to their institutions.

§135-5-5. Presidential Evaluation.

5.1. Each governing board shall conduct a formal and structured written performance evaluation of the institution's president every third year of the president's employment. The president's performance shall be evaluated in relation to the duties and responsibilities assigned the president by the governing board, the success of the institution in meeting each requirement of its institutional compact, and any other criteria previously established by the governing board.

5.2. The governing board shall appoint a committee of its own members, a visiting team, or any combination thereof, and utilize institutional personnel, including faculty, staff, and students, and persons who are knowledgeable of higher education matters who are not otherwise directly employed by a governing board to assist in its evaluation of the President.

5.3. The governing board committee, visiting team, or other body chosen by the governing board, shall visit the campus to receive the views of the president, governing board members, administrators, faculty, classified employees, non-classified employees, students, alumni, and community leaders. A schedule of interviews, meetings, and open forums that will assure a careful assessment of leadership and condition of the campus shall be arranged.

5.4. The governing board shall use the report of its committee, visiting team, or other body chosen by the governing board to assist in its own written evaluation of the President. The governing board's evaluation shall be reported to the President, the Chancellor, and the Chair of the Council.

5.5. The Chancellor shall provide the governing boards, upon request, with evaluative tools, guidelines, and procedures recommended for the assessment and evaluation of college and university presidents and provide any assistance requested by a governing board in performing the evaluations set out in this rule.

5.6. The governing board shall conduct a written evaluation of its President at the end of the initial contract period. In addition to the formal and structured evaluation every three years and at the end of the initial contract period, each President shall receive a written yearly evaluation in a manner and form decided by the governing board.