



**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

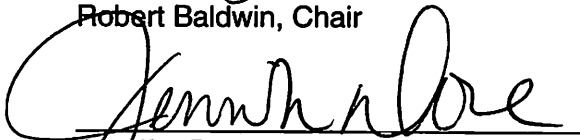
There are no matters at this time.

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