



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of June 18, 2024
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 980 7176 2104**

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

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

MINUTES

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

Board Members Absent: Alexis Parker, Jeremy Thompson, and George Nisbet

Also Attending: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Velva Pennington, Chief Finance Officer, 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

1. Call to Order

Board of Governors Chair, Mr. Robert Baldwin, declared a quorum present and convened the meeting at 6:00 p.m.

2. Call for Public Comments to the Board of Governors

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

3. Classified Staff Annual Report

Chris Gray presented the Classified Staff Annual Report on Ms. Kimberly Maynard's behalf. Mr. Gray explained the function of Classified Staff is to support the Mission, vision, and goals of the institution and provided the following examples:

- Classified Staff reviews and makes recommendations regarding institutional policies.
- Classified Staff meet once a month. The chair will bring forth policies or issues pertaining to Classified Staff to discuss. Members can also bring forth any issues or concerns to be discussed and relayed to the appropriate department. Staff member share information with a council member and can remain anonymous if they are uncomfortable bringing information.
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- Classified Staff provides representation to the college and professional organizations.
- Provide professional development opportunities.
- Stimulate the strength in morale and satisfaction among staff.
- Thanked the Board of Governors and President Alderman for approving pay raises.
- Constitution is under review for technical issues, clarity, and adding two non-classified members to ensure that group has a voice. The Constitution is a Southern Policy.
- Discussed subcommittees: Professional Development, Southern Samaritans, and Hallmark

4. HLC Institution Response Update

Mr. Bill Alderman provided the following update regarding HLC:

- Mr. Alderman gave an overview of the Focused Visit report and asked that the Board please pay particular attention to pages four through seven and nine and ten, but to please read the report in its entirety.
- Report shows exactly what has been completed in the last 4.75 years.
- Provided a summary that dates back to the inception of North Central Association and HLC merge. Summary provided detailed information from visits from 2003 to the current 2024 Focused Visit Report.
- Each visit up to 2020 had concerns.
- 2024 Focused Visit Report reflected “Superb Report in All Areas.” Visiting team members are implementing the model we use for the areas that was the focus of the visit.
- Read the Mission statement and highlighted the word “Success” gave examples of Southern’s recent successes. Mr. Alderman spoke of capacity graduation ceremonies and Allied Health and Nursing passage rates.
- Mr. Alderman reiterated that this has not been a yearlong process, but rather 4.75 years planning process. On June 7th the IAC (Institutional Action Committee) recommended to remove the interim report due on October 6, 2025 based on the advanced work accomplished by the institution. The action was updated to the HLC portal on June 18, 2024 and added to the institutional status and requirement on our ISR report. Mr. Alderman updates and monitors that resource regularly for status reports from HLC. Within 30 days of June 7th that news was published on the HLC website. That gives the institution 100% - no marks.
- Assessment Academy team completes a four-year program this October participating in the final round table and project presentation in Chicago. The Board has been updated over the last four years of their progress.
- President Alderman read the letter regarding the Focused Visit report.

5. Faculty Senate Report

Chris Ward provided the following update from Faculty Senate:

- Attending Great Teacher Seminar. Britani Kirk, Nursing Instructor was also in attendance.
- Thanked Classified Staff for including Faculty in the Hallmark Committee activities.
- Hopeful to complete the Faculty Senate handbook in the Fall.

6. Finance Report

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

- Eleventh month of the fiscal year is complete.
- Currently have 145 days of operational cash on hand and it costs \$71,323.91 a day to operate.
- Southern has collected \$4,114,038 in tuition and fees revenue which represents 83% if the 2024 Tuition and Fees budget. Currently awaiting some third-party payments for Spring and Summer to be collected, which will bring the budget closer to the projected number.
- Interest income is at 204% of the budgeted amount due to high interest rates.

7. President's Report

President Alderman presented her report to the Board:

- Had four graduation ceremonies. Each ceremony was full and we estimated that Southern hosted more than 2,000 people on campus during the events. Largest number of graduates and ECA graduates. Very proud of the graduation.
- Projected to have over 400 ECA students this fall. We have Van High School on Boone on board for Fall and we are still working to get Scott and Sherman High School. Planning to work on incorporating McDowell County in the next year, who is geographically challenging.
- Fourth straight semester of increased enrollment. This is bucking the trend nationwide. Thanked everyone for their hard work to make that happen.
- Very happy with the passage rates of the Allied Health and Nursing programs.
- Williamson Campus has created a Visionary Committee to discuss a Hospitality and Tourism program for the Williamson campus. Administration has met with Rita Roberson to discuss moving forward with this program. A delegation from Southern attended a statewide meeting regarding Hospitality and Tourism. Happy to be on the forefront of this initiative.
- Has attended many meetings.
- Attended the Logan County Chamber of Commerce dedication of the Almost Heaven Swing at the Convention Center.
- Attended the Tug Valley Chamber of Commerce Business After Hours meeting at Williamson Memorial Hospital. Slowly getting the facility up and running starting with 8-10 patients. Hopeful to use this facility as a clinical site.
- Mingo County Board of Education interested in using space at the Williamson Campus for one of their programs. Will keep the Board informed as this moves along.
- Working on updating articulation agreements with our four-year universities.
- WVU interested in doing a 3+1 Nursing Program, President Alderman gave an overview of what that program could look like. Very excited about this possibility.
- Attended the Tug Valley Mine Institute at the Logan County Club, Mr. Baldwin was in attendance as well. Talked with Chris Hamilton from the WV Coal Association about opportunities for our students with mining. President Alderman talked with Mr. Hamilton yesterday and put Southern in touch with Gen. Hoyer at WVU. Will be meeting with them next week to discuss a potential partnership.
- Mr. Bill Alderman has been working on a grant with SREB (Southern Regional Education Board) and received information that we have received \$2.4 million dollars. This is geared towards business accounting and education in those three

pathways. Will work with local high schools and capture them early in a pathway. Will keep the Board informed of this grant as we move forward.

- Attended the Mike McGraw Golf Tournament. Very successful event.
- Lineman held graduation ceremony on May 11th.
- Working on the new Strategic Plan. Hopeful to bring that to the Board in August.
- The Wizard of Oz production is coming up in July. Excited to have this play on our stage. Encouraged everyone to attend if possible.
- 2nd Annual Sgt. Corey Maynard Softball Tournament on August 10th at Chapmanville High School. Sgt. Maynard's son will be throwing the first pitch. His daughter will be helping select the scholarship recipient and selling shirts on TicTok.

8. Discussion Items

8.1 Wyoming Campus Update

Property Sale Open Meeting held on June 11th via zoom. Will have the bid opening on July 1st.

8.2 Mingo County Property

Southern received a requested from the WV Department of Highways asking if we would be interested in buying a portion of property on the Williamson Campus for approximately \$5,000.00 Mr. Baldwin and our attorneys reviewed the map and agreed that we already owned that parcel of property.

8.3 Boone Campus

Attended the Boone County Joint Advisory meeting. Boone County Board of Education has billed us for our fees and they have been paid. Have not heard anymore about Boone County wanting to move into our part of the building. Things are gong well.

8.4 Mingo County Schools Use of Williamson Campus

President Alderman covered this in her report.

9. Action Items

9.1 Election of Officers

Nominations for the following offices will be accepted and voted on: Chair, Vice Chair, and Secretary.

MOTION: Chris Ward made a motion to keep Robert Baldwin as Chair of the Board of Governors.

ACTION: Shawn Cline-Riggins seconded the motion. The motion carried.

Josh Stowers made a motion to close nominations. Shawn Cline-Riggins seconded the motion. The motion carried. Chair Baldwin declared the motion adopted to appoint Robert Baldwin as Chair approved.

MOTION: Chris Ward nominated Shawn Cline-Riggins as Vice Chair.

ACTION: Sam Stewart seconded the motion. The motion carried.

Chair Baldwin made a motion to close nominations. Sam Stewart seconded the motion. The motion carried. Chair Baldwin declared the motion adopted to appoint Shawn Cline-Riggins as Vice Chair approved

MOTION: David Gresham made a motion to nominate George Nisbet as Secretary.

ACTION: Shawn Cline-Riggins seconded the motion. The motion carried.

Chair Baldwin made a motion to close nominations. Shawn Cline-Riggins seconded the motion. The motion carried. Chair Baldwin declared the motion adopted to appoint George Nisbet as Secretary approved

9.2 Approval of April 16, 2024 Board Meeting Minutes

MOTION: Sam Stewart moved to approve the April 16, 2024 meeting minutes with corrections.

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

9.3 Request for Approval of Board of Governors 2024-2025 Meeting Calendar

MOTION: David Gresham made a motion to accept the Board of Governors meeting schedule as presented.

ACTION: Virgil Underwood seconded the motion. The motion carried. Chair Baldwin declared the motion adopted and the meeting schedule approved.

9.4 Request for Approval to Release Policy for an Additional 30-Day Comment Period

9.4.1 SCP-5XXX, PCI Compliance and Merchant Services

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-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

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

9.5 Request for Approval to Release Policy for 30-Day Comment Period

9.5.1 SCP-1230, *Firearms, Weapons, and Explosives Policy*

MOTION: Virgil Underwood 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-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

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

10. Informational Items

10.1 Resolution Reporting on Undergraduate Tuition and Fee Waivers

Velva Pennington presented the Reporting on Awarding Undergraduate Tuition and Fee Waivers. Ms. Pennington listed the number of waivers and the dollar amount in the report as \$247,922.50.

10.2 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 Director of Nursing, Melissa Kirk
- Instructor of Education, Vacant
- Instructor of Electrical Engineering, Vacant
- Instructor of Nursing, Vacant

10.3 Annual and Five-Year Evaluation for President Alderman

Templates for both evaluations will be emailed to members for completion. Results of the evaluations will be reviewed at the August Board of Governors meeting.

10.4 Board of Governors Self Evaluation

Templates for the Board of Governors Self Evaluations will be emailed to members for completion. Results of the evaluations will be reviewed at the August Board of Governors meeting.

10.5 The Next regular Board of Governors meeting will be held on August 20, 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 invited a motion for the Board to enter Executive Session. David Gresham moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to Discuss Personnel Matters. Josh Stowers seconded the motion that carried unanimously. Chair Baldwin declared the motion adopted and the Board then met in an Executive Session at 7:30 p.m. Following deliberations, Josh Stowers moved that the Board rise from Executive Session and reconvene in open session. Chris Gray seconded the motion which was carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

MOTION: Virgil Underwood made the motion to protect all those involved, including the college. that we forward information we have to the Chancellor and to Bowles & Rice, as our legal counsel, to seek their opinion on our current standing and what we should do next, or if we have done all we need to do.

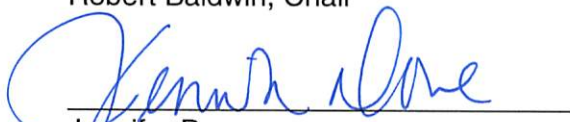
ACTION: Sam Stewart Seconded the motion. The motion was carried unanimously, and Chair Baldwin declared the motion adopted.

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