



BOARD OF GOVERNORS

AGENDA

SEPTEMBER 26, 2006

Board Members

Linda Akers, Chair
Rory Perry, Vice Chair
Jada Hunter, Secretary
Kevin N. Fowler
Shelley Huffman
George Kostas

Dr. David Pierce
Dr. Anne Seaver
James R. Sheatsley
Michael Baldwin
George Morrison

Joanne Jaeger Tomblin
President

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 26, 2006
ROOM 111 — LOGAN CAMPUS

AGENDA

1. Welcome and Call to Order Ms. Linda Akers
Board Chair
2. New Board Members Oath of Office Ms. Patricia Cutlip
Notary
3. Faculty Senate Presentation Ms. Martha Maynard
Faculty Senate Chair
4. President's Report Ms. Joanne Jaeger Tomblin
President
5. Action Items
 1. Approval of Minutes pp 8-15
 2. Approval of Policies for 30-day Comment
 1. SCP-2165, Educational Release Time pp 16-21
 2. SCP-2748, Request for Release Time pp 22-27
 3. SCP-2218, Evaluation Process for Faculty pp 28-43
 3. Approval to Consolidate College Bank Accounts pp 44-49
6. Discussion Items
 1. October Board of Governors Meeting and Retreat p 51
 2. Salary Plan Committee Appointments p 52
 3. SCP-2686, Promotion in Rank and Tenure p 53
 4. Legislative Priorities pp 54-65
 5. Child Advocacy Program pp 66-69
 6. SCORE Program pp 70-72
7. Informational Items Chair Akers
 1. Governor Manchin Appoints New Board Members p 74
 2. Transfer of Funds Approval by the West Virginia Higher Education Policy
Commission p 75
 3. Institutional Rulemaking Report pp 76-87
 4. President's Newsletter pp 88-92
 5. Beckley Higher Education Center Architectural Rendering pp 93
8. Adjournment Chair Akers



FACULTY SENATE

Past



Faculty Productivity Policy






Adjunct and Overload Pay



Faculty Parking

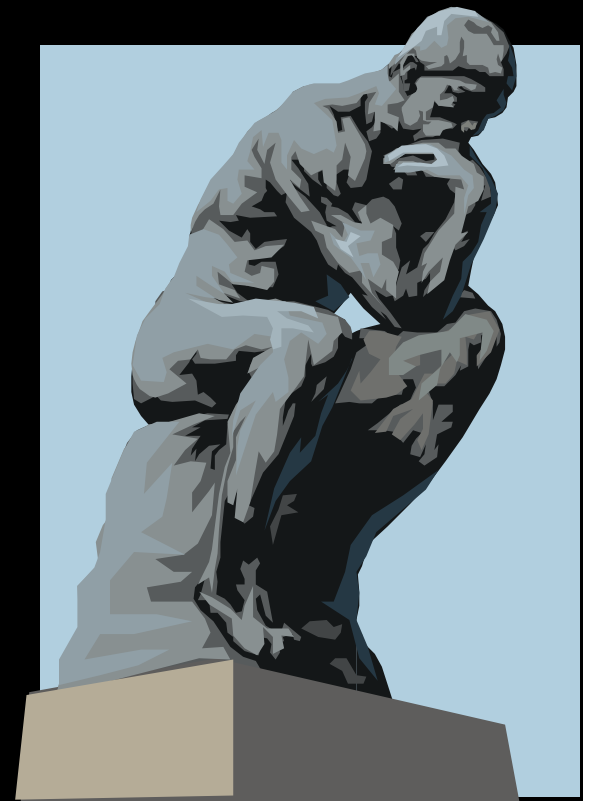
Present

-  Academic Dishonesty Policy
-  Evaluation for Full Time Faculty Policy
-  Faculty Workload

Future

? Promotion and Tenure Policy

? Academic Organizational
Restructure





**Southern West Virginia Community and Technical College
Board of Governors
Meeting of September 26, 2006
Agenda Items for Action**

1. Approval of Minutes pp 8-15
2. Approval of Policies for 30-day Comment
 1. SCP-2165, Educational Release Time pp 16-21
 2. SCP-2748, Request for Release Time pp 22-27
 3. SCP-2218, Evaluation Process for Faculty pp 28-43
3. Approval to Consolidate College Bank Accounts pp 44-49

**Southern West Virginia Community and Technical College
Board of Governors
Logan Campus—Room 111
June 20, 2006**

DRAFT

Board Members Present: Linda Akers, Dennis Trader, George Kostas, Jada Hunter, James Sheatsley, Michael Baldwin, George Morrison, Julia Goad

Board Members Absent: William Grizzell, Shelley Huffman, Rory Perry, David Pierce

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Allyn Sue Barker, Cathy Smith-Cox, James Owens, Cindy Crigger, James Cope, Randy Skeens, Patricia Clay, Ron Hamilton, Cindy McCoy, Guy Lowes, Kimberly Lusk (representing Fred Scott), Emma Baisden

1. Call to Order:

Chair, Linda Akers, declared a quorum present and convened the meeting at 6:30 p.m.

2. Presentation to Outgoing Board Members

President Joanne Tomblin honored outgoing Board of Governors members, Dennis R. Trader and Julia Robert Goad, student representative, with a *Dedicated to Excellence* Award. The elegant functional crystal bowl award was deep etched with the following inscription: "Dedication is a personal commitment. It is an attitude which separates excellence from mediocrity" and personalized for each recipient.

3. President's Report:

1. Completed Dialogue Days on May 2 at the Wyoming/McDowell Campus. Since the last Board of Governors meeting the President has met individually with 17 employees. The personal conferences provide an avenue for employees to discuss any issues, ideas and/or concerns they may have with President Tomblin.
2. Southern's annual Employee Recognition Awards Ceremony was held on May 5, 2006 at the Logan Campus.
3. On May 12, 2006, Southern conducted its annual Allied Health Pinning Ceremony at the Earl Ray Tomblin Convention Center in Chapmanville, WV. Graduates from Nursing, Medical Laboratory Technology, Radiologic Technology, and Emergency Medical Services received individual program pins and recited professional oaths.
4. Ms. Jeannette Walls, award-winning author of "The Glass Castle" was the keynote speaker for Southern's Commencement Ceremony held May 13, 2006 at the Earl Ray Tomblin Convention Center in Chapmanville, WV.
5. On May 31, 2006, a 2+2 Agreement was signed with Marshall University to

deliver locally a full baccalaureate degree in Elementary Education K-6 Comprehensive Program for students in our service district. Courses will be delivered at the Williamson Campus.

6. President Tomblin held the annual Administrative Retreat June 14-16, 2006 in Kingsport, Tennessee.
7. Discussions are currently underway with Midway College to develop a 2+2 Agreement in Homeland Security.
8. Beginning August 2006, Lindsey Wilson College will deliver an on-site Bachelor's Degree in Human Services, and a Master's Degree in Counseling and Human Development for eligible residents in Southern's service district who wish to pursue this degree option. This program will be delivered at the Williamson Campus.
9. President Tomblin created an Ad-hoc Committee on Faculty Responsibilities to review and make recommendations on several faculty responsibilities including student load, enrollment-based incentives, release time, college service, class caps, and review of current policies concerning these topics. Merle Dempsey will serve as the committee facilitator throughout its tenure. Recommendations are expected to be received by President Tomblin in January 2007.
10. The Williamson Campus Task Force mailed business surveys to 800 businesses in Mingo and Wayne Counties in West Virginia, and Martin and Pike Counties in Kentucky. A student survey was also delivered to elementary, middle and high school students in these communities. Currently, survey responses are being collected and results tabulated.
11. The Vision 2020 Major Gifts Campaign kick-off is scheduled for September 7, 2006.
12. Southern received more than two million dollars in grant funds for fiscal year 2005-2006.
13. The Recruitment, Retention, and Graduation Task Force report is due by September 2006.
14. Accreditation site visits are scheduled for the following Allied Health programs:
 1. Medical Laboratory Technology, October 2006
 2. Dental Hygiene, April 2007
15. Construction is scheduled to soon begin on the Beckley Higher Education facility which is targeted to open for business in fall 2007.
16. Additional new credit programs scheduled to begin at Southern include
 1. Water-Wastewater (On-line)
 2. Forestry Technician (Williamson)
 3. Cosmetology (Boone)
 4. Auto Technician (Lincoln Vocational School)
 5. Medical Billing and Coding (Williamson)
 6. Diesel Mechanic (Wyoming and Lincoln)

7. Respiratory Therapy/Care (Williamson)
8. Mortuary Science (Kanawha Site)
9. Surgery Technician Program Expansion
10. Physical/Occupational Therapy (Long-term goal)
17. Additional new non-credit programs scheduled to begin at Southern include
 1. Mine Training and Energy Technologies
 2. Small Engine Repair
 3. ATV Repair
 4. Hospitality Program Upgrade
 5. Security Guard Certificate
 6. EMT/M Certificate

4. Action Items:

1. Approval of April 18, 2006, Minutes

MOTION: James Sheatsley moved to accept the April 18, 2006 minutes as presented.

ACTION: George Kostas seconded the motion. The motion carried unanimously.

2. Nominating Committee Report and Election of Officers

Ms. Jada Hunter, Nominating Committee Chair, presented the committee's report and proposed recommendation of officers for fiscal year 2006-2007. Chair Akers opened the floor for nominations for chair, vice chair, and secretary. There being no additional nominations from the floor, James Sheatsley moved to close nominations. George Kostas seconded the motion. Chair Akers declared nominations closed.

MOTION: Dennis Trader moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect Linda Akers as Chair, Rory Perry as Vice Chair, and Jada Hunter as Secretary for fiscal year 2006-2007.

ACTION: James Sheatsley seconded the motion. The motion carried unanimously.

3. Approval of 2006-2007 Board Meeting Schedule

MOTION: George Kostas moved to adopt the following resolution with the understanding that additional meetings may be necessary for emergency or time-sensitive issues:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors adopt the recommended schedule of meetings for fiscal year 2006-2007 as presented.

ACTION: Michael Baldwin seconded the motion. The motion carried unanimously.

4. Approval to Transfer Bonds

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize the transfer of \$157,579.26 from the Logan Downtown Annex project to the Allied Health and Technology Center project contained in the Lottery Bond Revenue Issue of 2004.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously.

5. Discussion Items:

1. Follow-up on Program Review

At its April 18, 2006 meeting, the Board of Governors approved the continuance of the University Parallel Associate in Arts and Associate in Science degree programs at the current level of activity with corrective action and that the academic leadership be provided an opportunity to address identified weaknesses and the recommendations offered by the Division Chairpersons. Mr. Merle Dempsey, Executive Vice President, informed the Board of Governors that several meetings had occurred since the April 18 meeting. It has been determined that the institution's program review process needs to be reviewed and its data collection process customized. At this time, there is no new data to present to the Board.

2. Review of Institutional Mission and Vision Statements

The Higher Learning Commission of the North Central Association of Colleges and Schools recommends that institutional vision and mission statements be reviewed periodically and adjusted accordingly. During its Strategic Planning process in October 2006, the Board of Governors will review the College's Mission and Vision Statements to determine if adjustments are necessary and make a formal recommendation.

3. The 21st Century Community College, Board of Governors Self-Assessment, Board Administration and Evaluation Surveys

President Tomblin distributed to Board members a three-volume series entitled, *The 21st-Century Community College*, published by the U. S. Department of

Education, Office of Vocational and Adult Education, and requested they read the publication before the Strategic Planning Workshop scheduled for September 26, 2006.

The annual Board of Governors Self-Assessment and Board Administration and Evaluation Surveys were distributed. These forms are to be completed and returned to the Office of the President by July 15.

4. Needs Agenda Technology Acquisition Plan

Chief Technology Officer, Ronald Hamilton, addressed the Board regarding priorities for the implementation of technology at the institution for the next five years. The Media-Technology Governance Committee developed a *Needs Agenda Technology Acquisition Plan* to address the rapid changes in technology to be managed through planned equipment acquisition cycles and ongoing software maintenance. Mr. Hamilton reviewed and discussed ongoing projects and priorities contained in the document.

6. Executive Session

Chair Akers moved that the Board of Governors enters an executive session pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues. Dennis Trader seconded the motion that carried unanimously, and the Board then met in an executive session. At the conclusion of discussions, Chair Akers moved that the Board rises from executive session.

Further Action:

Based upon discussion in the executive session, the Board reconvened in an open session and the following action was taken:

MOTION: Dennis Trader moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the submission of the written annual presidential evaluation for the president of Southern West Virginia Community and Technical College for the 2005-2006 review period to the Chancellor of the West Virginia Council for Community and Technical College Education.

ACTION: Julia Goad seconded the motion. The motion carried unanimously.

MOTION: Jada Hunter moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College for 2006-2007.

ACTION: James Sheatsley seconded the motion. The motion carried unanimously. The goals are attached and made a part of the minutes. (See Addendum 1).

7. Adjournment:

There being no further business, Chair Akers declared the meeting adjourned at 7:30 p.m. The next Board of Governors business meeting is scheduled for September 26, 2006.

_____	Chair
Linda Q. Akers	
_____	Vice Chair
Rory Perry	
_____	Secretary
Dennis R. Trader	
_____	Assistant Secretary
Emma L. Baisden	

ADDENDUM 1

Joanne Jaeger Tomblin
President
Southern West Virginia Community and Technical College
Goals for 2006-2007

1. Continue the Major Gifts Campaign efforts in friend-raising and fund-raising. Launch the public campaign during the fall 2006.
2. Continue high school, middle school, and adult recruitment activities.
3. Oversee the construction of the new Allied Health and Technology Center.
4. Review the recommendations submitted by the Williamson Campus Task Force during the summer 2006. Based on the group's recommendations, establish an Implementation Team. Provide oversight and assistance to the Implementation Team in developing strategies and a time-line to accomplish recommendations.
5. Continue the development of new programs, both credit and non-credit, as well as the expansion of two-plus-two programs with four-year colleges and universities, both in- and out-of-state.
6. Review the College's governance and organizational structures. Determine if changes are needed and design an organizational structure to implement changes if necessary.
7. Continue to serve on external boards and committees, promoting and representing Southern, and actively participate in community events.
8. Review recommendations provided by the President's Task Force on Recruitment, Retention and Graduation. Determine what strategies and organizational structure will be needed to implement those recommendations.
9. Develop and implement a monthly "President's Newsletter" which will be distributed to all Southern employees via e-mail and the web site. This will be used to strengthen communication and information about College activities and issues directly to employees.
10. Attend at least two national higher education conventions or conferences.

**Southern West Virginia Community and Technical College
Board of Governors Agenda Committee
Meeting of September 6, 2006**

DRAFT

A conference call meeting of the Southern West Virginia Community and Technical College Board of Governors Agenda Committee was held on September 6, 2006, at 9:20 a.m. Present was committee member's Linda Akers and Jada Hunter. Also, attending was President Joanne Jaeger Tomblin and Emma Baisden.

Chair Akers called the meeting to order.

1. Review and Approve Agenda for September 26, 2006 Board of Governors Meeting

Chair Akers moved to approve the agenda as amended.

Ms. Jada Hunter seconded the motion. Motion carried.

2. Adjournment:

There being no further business, the meeting was adjourned.

_____ Chair
Linda Q. Akers

_____ Vice Chair
Rory Perry

_____ Secretary
Jada Hunter

_____ Assistant Secretary
Emma L. Baisden

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF September 26, 2006**

ITEM: SCP-2165, Educational Release Time

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

STAFF MEMBER: Patricia Clay

BACKGROUND:

The purpose of the policy is to establish the rules and procedures governing granting and documenting educational release time for classified employees. Educational release time is approved time away from the regular work schedule to attend job-related classes.

Revisions to this policy reflect a minor change in policy. Revisions provide clarity and allow for approval of a combination of flexible work hours, annual leave, and educational release time to enable classified employees to take classes at Southern or other institutions. The one notable change is under Section 2, "Scope and Applicability." We removed the prohibition of allowing educational release time for employees who are working under a plan of improvement. Often, allowing an employee to attend a class or receive training is a necessary part of the plan of improvement. As originally written, the policy was contrary to current practice.

Previously, only the immediate supervisor had to approve the request. It is recommended in this revision that a unit administrator also approve the request in order to stay abreast of staffing issues in the unit.

The policy includes one attachment. The Educational Release Time Request Form was revised to include the unit administrator's signature.

This policy was reviewed and revised by the Human Resources Administrator with advice and input from the Executive Council.

At this time it is recommended that this policy be distributed for a 30-day comment period.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

**Number: SCP-2165
Origination: February 17, 2004
Effective: DRAFT
Reviewed: August 2006**

SUBJECT: Educational Release Time Policy

**REFERENCE: Title 133, Procedural Rule, Higher Education Policy Commission, Series 8,
*Personnel Administration***

1. PURPOSE

The purpose of this policy is to provide a rule ~~develop an approval process and procedure~~ for granting and documenting educational release time at Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

This policy shall apply to all full time regular classified employees as defined by Title 133, Procedural Rule, Higher Education Policy Commission, Series 8, *Personnel Administration*, who have been employed by Southern West Virginia Community and Technical College for a minimum of six months and are not in a probationary ~~or improvement~~ status.

3. DEFINITIONS

None.

4. POLICY

Southern West Virginia Community and Technical College encourages employees to take advantage of educational opportunities for career development and improvement. To achieve this end, a combination of flexible work hours, annual leave, and educational release time may be used to permit employees to attend classes. It shall be the policy of the Board of Governors to allow full time regular classified employees of Southern West Virginia Community and Technical College to receive educational release time in accordance with the provisions provided herein. Southern will provide reasonable opportunity for eligible classified employees to obtain educational release time. However, educational release time is not an entitled benefit nor a guarantee. Educational release time that coincides with the employee's regular work schedule will be deemed credited work time for payroll purposes and should be documented accordingly on the employee time records.

5. BACKGROUND OR EXCLUSIONS

Part time, casual, and temporary classified employees and faculty are excluded from the provisions of this policy. Full time regular classified employees who are serving in a probationary period, ~~or adjustment/improvement period~~ are not eligible for educational release time.

6. GENERAL PROVISIONS

This policy allows a classified employee to take ONE class per semester during work time, PROVIDING that the needs of the department are such that the employee's absence will not disrupt services. Educational release time may be granted for actual in-class time and reasonable travel time to and from class. A combination of flexible work hours, annual leave, and/or educational release time may be provided for travel time.

- A. Courses must be taken through a regionally accredited institution.
- B. Educational release time may be granted for courses that are job related; and/or in pursuit of undergraduate, graduate, or doctoral studies.
- C. The employee must have been employed for six months prior to the beginning of the term in which the course is taken.
- D. During emergency or overtime situations, the employee must work as assigned.

7. RESPONSIBILITIES AND PROCEDURES

A. Primary Responsibility: The Office of Human Resources shall have primary responsibility for the implementation and oversight of the provisions of this policy. Employees and supervisors are responsible as follows:

- 1. Employees:** Employees are responsible to make requests for educational release time far enough in advance for proper consideration by the supervisor. The appropriate forms must be completed in detail and submitted to the supervisor in accordance with the time frames specified in this policy. ~~at least two weeks prior to the beginning of release time.~~ Employees are responsible for compliance with all applicable sections of this policy.
- 2. Supervisors:** Supervisors are responsible for compliance with all applicable sections of this policy.

B. PROCEDURES:

- 1. Requests must be made at least ~~two~~ three weeks prior to the beginning of the release time and be made on the appropriate form attached to this policy. Employees are to present the Educational Release Time Request Form to his/her immediate supervisor.
- 2. ~~Supervisors must provide a written answer within five (5) working days of receipt of the request for educational release time.~~ Prior to granting educational release time, the supervisor will consider the number of employees in the department and the number requesting educational release time, to ensure there is no disruption of services. Supervisors will make recommendation for approval or denial to the Unit administrator within five (5) working days.
- 3. Within five working days of receipt, the Unit administrator will approve or deny the request. A copy of the final decision will be returned to the supervisor and the original Supervisor will be send sent to the original request form and response to Human Resources.
- 4. Upon receipt, the Supervisor will provide a copy of the final decision to the requesting employee.

5. The employee must present evidence of course completion by presenting the end-of-course grade report to the immediate supervisor. The supervisor will forward the report to Human Resources for inclusion in the personnel file.
6. In the event the classified employee receives a failing grade (unsatisfactory, "F" or other failure designation), or fails to provide evidence of course completion, the employee will be ineligible for educational release time under the terms of this policy for a period of one calendar year from the date on the end-of-course grade report.

8. CANCELLATION

This policy shall be reviewed on a three-year cycle 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.

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle 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. SCP-2165 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governor Chair	Date
President	Date

Attachments: SCP-2165.A, Educational Release Time Request

Distribution: Board of Governors (12 members)
 Office of the President
 Office of the Executive Vice President
 Office of the Vice President for Academic Affairs
 Office of the Vice President for Finance
 Office of the Vice President for Economic, Workforce and Community Development
 Office of the Vice President for Student Services
 Office of the Chief Technology Officer
 Office of the Human Resources Administrator
 Office of the Academic Division Chairpersons (6 members)
 Faculty Senate Chair
 Classified Staff Council Chair
 Libraries (Harless and Williamson Campus)
 Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
 www.southern.wvnet.edu

Revision Notes: August 31, 2006 — Clarify policy to reflect practice of allowing educational release for employees on improvement plan and add Unit Administrator signature for approval.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number: SCP-2165.A
Origination: February 17, 2004
Effective: DRAFT
Reviewed: August 31, 2006

SUBJECT: Educational Release Time Request

REFERENCE: SCP-2165 , *Educational Release Time Policy*

Print Name: _____ Department/Unit: _____

Institution Offering Course: _____

Course Title & Number: _____ Class Time & Days of Week: _____

Start Date: _____ End Date: _____ # Weeks: _____

Class Location: _____ # Credit Hours: _____

1. Travel time to and from employment to class: _____ hours/week
 2. Educational Release Time: _____ hours/week
 3. Time Worked: _____ hours/week
- Total must equal** 37.5 hours/week

Work Schedule: Days/Time in Department

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 AM 9 AM							
10 AM 11 AM							
NOON 1 PM							
2 PM 3 PM							
4 PM 5 PM							
6 PM 7 PM							
8 PM 9 PM							

Employee Rationale: _____

SUPERVISOR REVIEW:

Approval Disapproval

UNIT ADMINISTRATOR REVIEW:

Approval Disapproval

Employee Signature **Date**

Supervisor Signature **Date**

Unit Administrator Signature **Date**

Explanation for Disapproval: _____

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF September 26, 2006**

ITEM: SCP-2748, Request for Release Time

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the chancellor for Community and Technical College Education for a 30-day comment period.

STAFF MEMBER: Patricia Clay

BACKGROUND:

The purpose of the policy is to establish the rules and procedures governing granting and documenting faculty release time. Faculty release time is the time faculty members are granted away from a specified portion of his or her teaching assignment of 15 credit hours in order to perform a special or alternative assignment.

Revisions to this policy reflect no substantial changes in procedure or documentation requirements for faculty release time. Revisions provide clarity and reflect changes in management position responsibilities.

The policy includes one attachment. The Request for Release Time Form documents the details of the faculty release time. The form was condensed to only one request and justification section for clarity purposes.

This policy was reviewed and revised by the Human Resources Administrator with advice and input from the Vice President for Academic Affairs and other members of the Executive Council.

At this time it is recommended that this policy be distributed for a 30-day comment period.



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number: SCP-2748
Origination: January 28, 1991
Effective: DRAFT
Reviewed: August 31, 2006

SUBJECT: Request for Release Time

REFERENCE: SAA-3000, C# 4-9899 dated March 8, 1999

1. PURPOSE

To establish the policies and procedures governing granting and processing of requests for release time.

2. SCOPE AND APPLICABILITY

This issuance applies to all full-time faculty members of Southern West Virginia Community and Technical College, including faculty incentive programs, faculty senate and faculty advisory council representatives. Any full-time faculty member who does not have a fifteen credit hour load must have a completed "RELEASE TIME REQUEST FORM" (Form No. SCP-2748.A).

3. DEFINITIONS

Release Time: Time a faculty member is granted away from a specified portion of his/her required teaching load of 15 credit hours in order to perform a special or alternative assignment.

Special / Alternative Assignment: Includes any project or assignment given to a faculty member outside his/her traditional teaching load.

4. POLICY

Full-time faculty members may ~~from time to time~~ be granted release time from all or a portion of their teaching workload for the purpose of performing special or alternative assignments.

"Workload Requirements for Full Time Faculty" (SCP-2875) maintains that a 100% course load for a semester be 15 credit hours or its equivalent. The "Release Time Request Form" (SCP-2748.A) is intended to document the "equivalent" portion of the faculty members workload. Any assignment to a full time faculty member that involves a reduction in the number of credit hours taught for a semester to less than 15 credit hours, must be documented using the "Release Time Request Form."

Examples of assignments that require a Release Time Request Form be completed include, but are not limited to: Projects approved under the faculty incentive program; election to the faculty senate, faculty advisory council, or other committee membership requiring release from teaching responsibilities; course or curriculum development; and/or developing methods for alternative delivery of courses.

When released time is granted, the faculty member's total salary for both the released time assignments and full-time teaching duties shall not exceed one hundred percent (100%) of the total remuneration for his/her full-time teaching workload. No release time will be approved without adequate documentation that the assignment, program, or project is in alignment with institutional mission and needs.

5. BACKGROUND OR EXCLUSIONS

Release time shall be granted based on genuine institutional need and should not be used to meet faculty work loads due to cancelled classes.

6. GENERAL PROVISIONS

Release time may be requested by the faculty member or the college administration or as provided by policy.

7. RESPONSIBILITIES AND PROCEDURES

A. Request by a Faculty Member.

1. A faculty member requesting release time from his/her teaching workload to perform a special assignment will complete and submit a Release Time Request Form No. SCP-2748.A to the Division Chair including a detailed description of the project to be completed as listed in special instructions. Note: Faculty Senate Chair is not required to submit the detailed description.

- B.———
2. The Division Chair will evaluate the request and, if warranted, will recommend approval to the Vice President for Academic Affairs. If release time is denied, the Division Chair will respond in writing to the faculty member with their rationale.

B. Request by the Division Chair.

1. The Division Chair will meet with the faculty member to outline the conditions of their release time and document the outcome of the meeting.
2. The Division Chair will complete and submit the Release Time Request Form No. SC 2478.A. to the Vice President for Academic Affairs including the justification for the project.

C. Request by other Administrators.

1. The individual requesting the release time will consult with the Division Chairperson to ensure coverage of courses can be accomplished.
2. The individual requesting the release time will complete and submit the Release Time Request Form, SCP-2478.A, including the signature of the Division Chairperson.

D. The Vice President for Academic Affairs will review the request and forward to the President or his/her designee with a recommendation.

E. The President or his/her designee is the final approval authority for all requests for release time. The President or his/her designee will return the completed form to the Division Chairperson with approval or denial.

F. If approved by the President or his/her designee, the Division Chair will ensure necessary arrangements are made to have all classes fully covered and will ensure that the following distribution of Release Time Form is made:

1. Original ~~sent~~ to Human Resources for placement in file.
2. Copies ~~sent~~ to Division Chairperson; and Vice President for Academic Affairs; ~~and Campus Managers for Boone and Wyoming.~~

8. CANCELLATION

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle 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. SCP-2748 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-2748.A, Release Time Request Form

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: August 2006 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.



S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S

Number: SCP-2748.A
Origination: January 28, 1991
Effective: DRAFT
Reviewed: August 2006

RELEASE TIME REQUEST FORM

Name of Faculty _____ Faculty Rank _____

Campus _____ Division _____

Release Time Requested

A short typed, double-spaced project description must accompany this request. It must include: Project Description, Purpose, Major Objectives, Time Table listing individual activities and deadlines, and Project Evaluation Procedures.

Short Description of Project: _____

Number of Credit Hours Release Time Requested: _____

Semester Released: ____ Fall Semester ____ Spring Semester ____ Summer

Beginning date _____ Ending Date: _____

Cost (in addition to salary): _____

Release Time Project

Requested By: _____
Print Name Title Date

Special Instructions: ~~A short, typed, doubled-spaced project description must accompany this request.~~

Amount of Release Time: _____ credit hours

Description of Project: _____

Justification: _____

Timing of Project: _____ Fall Semester _____ Spring Semester _____ Summer

_____/_____/____ to ____/____/____
_____ Mo. Day Year _____ Mo. Day Year

PROJECT DESCRIPTION

Cost: _____

Request by faculty must include: ~~A short typed, double-spaced project description must accompany this request. It must include: Project Description, Purpose, Major Objectives, Time Table listing individual activities and deadlines, Project Evaluation Procedures.~~

Requested By _____ Date

Faculty member's signature below indicates he/she agrees with the Release Time Request as presented:

		_____ Faculty Member's Signature	_____ Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ Division Chairperson	_____ Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ Vice President for Academic Affairs	_____ Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ President <u>or</u> Designee	_____ Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF September 26, 2006**

ITEM: SCP-2218, Evaluation Process for Full-time Faculty

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

STAFF MEMBER: Cathy Smith-Cox

BACKGROUND:

The purpose of this policy is to establish guidelines for the evaluation of full-time faculty. In the 2005-2006 academic year, Mr. Merle Dempsey, Executive Vice President, charged the Academic Affairs Management Council (AAMC) with revision of the several academic policies.

The committee began work in September of 2005, and continued work until the committee of the whole approved the policies in the 2006 Spring Semester. Charged by the committee, Mrs. Cathy Smith-Cox, Vice President for Academic Affairs, took the policies forward to the Academic Affairs Committee. The body also approved the aforementioned policy in their initial Spring Semester meeting. Mrs. Smith-Cox then presented the policy to the President's Cabinet for review on February 6, 2006. SCP-2218 and the accompanying form were presented to the Executive Council on September 5, 2006.

We recommend, therefore, that the aforementioned revised policy be advanced for a 30-day comment period.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-2218
Origination:	August 17, 1984
Effective:	September 2000
Reviewed:	April 2006

SUBJECT: Evaluation Process For Full-time Faculty

REFERENCE: ~~Board of Directors' Series 36 Guidelines~~

1. PURPOSE

To establish guidelines for the evaluation of full-time faculty.

~~Faculty evaluation is intended to measure effectiveness in instruction, professionalism, community service, and other areas. Southern West Virginia Community and Technical College believes that periodic evaluations will indicate areas in which faculty members have exceptional strengths, areas in which they are adequate, and areas in which improvement is needed.~~

~~The results of these evaluations shall be used in decisions relating to merit-salary considerations, granting of tenure, and promotion in rank.~~

2. SCOPE AND APPLICABILITY

This policy applies to all ~~AT~~ full-time faculty.

3. DEFINITIONS

Full-time Faculty — An individual employed on a full-time year to year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.

4. POLICY

A. Full-time faculty shall receive an evaluation summary prior to the end of each spring semester. Faculty shall be given a written summary as well as an evaluation conference to discuss the summary.

B. All full-time faculty shall be evaluated on classroom performance and advising. Evaluation of classroom performance shall be based upon classroom visits, which shall occur at a frequency determined by the rank or years of experience of the faculty.

1. Newly hired faculty shall have a classroom visitation at least once per semester for their first three years.

2. Faculty at the rank of instructor or assistant professor with three to five years of service shall have a classroom visitation at least once per year.

3. Faculty at the rank of associate professor with fewer than ten years of service shall have a classroom visitation at least once every other year.

4. Faculty at the rank of instructor or assistant professor with at least five but fewer than ten years of service shall have a classroom visitation at least once every other year.

5. Faculty at the rank of professor shall have a classroom visitation at least once every three years.

6. Faculty at any rank with ten or more years of service shall have a classroom visitation at least once every three years.
 7. Faculty may request that visitations be performed on a more frequent schedule.
- C. Full-time faculty shall be evaluated on at least three of the following categories as chosen by the faculty member:
1. Instructional and curriculum development
 2. Professional growth
 3. Service to the college
 4. Service to the profession
 5. Service to the community
 6. Research and publication

D. Timeline

September 15 – Faculty submit a Goals and Priorities form to the Division Chair.

March 15 – Faculty submit Self Evaluation form to the Division Chair.

April 15 - May 15 – Division Chair schedules meeting with faculty for evaluation conference and distribution of evaluation summary.

~~Faculty meeting the six-hour minimum teaching assignment and designated as Faculty by the President are to receive faculty evaluations for faculty responsibilities, and separate evaluations for administrative/coordinating responsibilities which are NOT considered in faculty retention, promotion, or tenure recommendations.~~

E. BACKGROUND OR EXCLUSIONS

None.

F. GENERAL PROVISIONS

None.

G. RESPONSIBILITIES AND PROCEDURES

- A. It shall be the responsibility of the faculty to submit Goals and Priorities and Self Evaluation Forms at the appropriate times.
- B. It shall be the responsibility of the division chair to schedule classroom visits and evaluation conferences consistent with the Time line.
- C. Division chairs shall be evaluated by the Vice President for Academic Affairs in a manner consistent with faculty evaluation by division chairs. This evaluation shall be for the division chairs' faculty responsibilities and shall not include the chairs' administrative responsibilities.

~~A. Responsibilities~~

1. Each faculty member is appointed by the President of the College subject to policies and procedures of the Board of Directors and after recommendation by the Division Chair and the Vice President Academic Affairs.
2. The Division Chair is responsible for ensuring compliance with all policies and procedures related to the evaluation of full-time faculty assigned to the division.
3. Each faculty member is expected to contribute his/her full professional effort and to know and follow all College and Board of Directors' policies, procedures, and responsibilities.

B. Evaluation Criteria

1. Classroom Performance - Each faculty member shall:
 - a. Develop a course syllabus consistent with the catalog description and student needs for each course they teach. This syllabus will be provided to each student no later than the second class meeting;
 - b. Plan and direct strategies, activities, and use of materials to accomplish course objectives;
 - c. Meet each class during the scheduled hours;
 - d. Clarify course objectives, assignments, expectations, and class procedures to students;
 - e. Fairly evaluate students on the basis of their achievement toward these objectives;
 - f. Determine, through the Division Chair, the needs for instructional supplies, texts, and equipment for the courses or facilities for which he/she is responsible.
2. Student/Teacher Relationship - Each faculty member shall:
 - a. Advise and assist students outside the classroom in matters related to their progress at the College, and be available to students during specific and posted office hours;
 - b. Accept responsibility for academic advising.
3. Curriculum Development - Each faculty member shall:
 - a. Continually review and recommend revisions when necessary to improve the curriculum in the subject area of his/her assignment;
 - b. Assist in the development of course descriptions and in the selection of basic textbooks in the subject area of his/her assignment.
4. Professional Development - Each faculty member shall:
 - a. Exercise initiative in continuing his/her professional development and thereby keep up-to-date in matters relating to teaching of his/her discipline in the community college;

- ~~b. Coordinate his/her plans for professional development with the Division Chair and/or Vice President Academic Affairs to ensure that these are consistent with the College's goals and objectives and his/her assignment(s);~~
- ~~c. Participate in local, regional, and/or national professional organizations.~~
- ~~5. Southern West Virginia Community and Technical College Activity - Each faculty member shall;~~
 - ~~a. Attend scheduled departmental and other institutional meetings, such as assigned committee meetings and Commencement exercises;~~
 - ~~b. Serve on college committees and/or as a sponsor of student organizations in areas to which he/she is assigned or elected;~~
 - ~~c. Participate in the college governance program.~~
- ~~6. Community Service - Faculty members shall:~~
 - ~~a. Represent his/her subject area and promote the college in the community;~~
 - ~~b. Serve as active members of the community in which he/she lives.~~

~~C. Other Assessment Considerations~~

- ~~1. Initiative as shown through the development and/or promotion of curricular, institutional, or community activities above and beyond the normally accepted definition of faculty member responsibilities.~~
- ~~2. Enthusiasm as indicated by a manifested interest in the job.~~
- ~~3. Commitment as indicated by a desire to help fulfill the role and mission of Southern West Virginia Community and Technical College~~
- ~~4. Adaptability as indicated by a willingness to accept and support college, campus, and departmental policies.~~
- ~~5. Cooperativeness as indicated by a willingness to work with others.~~
- ~~6. Dependability as indicated by reliability accepting responsibility and completing tasks.~~
- ~~7. Versatility as indicated by an ability to contribute in diverse areas.~~

~~D. Procedures~~

- ~~1. Board of Directors' policy requires that all faculty be evaluated each term.~~
- ~~2. It is the responsibility of the Division Chair to evaluate full-time and part-time faculty within his/her division throughout each academic year.~~
- ~~3. Faculty are to be reviewed each year with the review process beginning with the Division Chair through the Vice President Academic Affairs, to the President.~~

- ~~4. The Division Chairperson will make recommendations to the Vice President Academic Affairs regarding retention of non-tenured faculty members in accordance with rules and timelines established in HEPC Board of Directors Series 36.~~

~~E. Evaluations Conferences~~

- ~~1. The Division Chair shall have at least two evaluative conferences with each full-time faculty each year. For returning faculty, the evaluation year includes the fall and spring semesters. For new faculty, the evaluation period shall be the maximum period of time possible for a full, fair evaluation.~~
- ~~2. After each evaluative conference the Division Chair shall prepare a narrative describing the strengths and weaknesses of the instructor. The narrative will be provided to the faculty member and acknowledged on the appraisal form. The faculty member may write a narrative response for inclusion with the supervisor's evaluation.~~
- ~~3. All evaluation data shall be submitted to the Human Resources Office. If needed for promotion, tenure, and/or merit, all data with recommendations shall be submitted prior to established deadlines.~~

~~F. Data Sources~~

- ~~1. The following required data sources shall be used:~~
 - ~~a. Student Evaluation. Student evaluation of teaching performance, includes student interviews. The Division Chair may survey/interview those who have withdrawn. This record shall note those who had withdrawn prior to class-administered evaluation. Student evaluations shall be conducted in each class term. The faculty member's Division Chair will direct/supervise the distribution, collection, and response recording of student data. In order to maintain the confidentiality of the student responses, the faculty member shall not be present in the class meeting place while the forms are being complete. Any variation in this process requires approval from the Vice President Academic Affairs. Summarized results and student comments shall be provided to the faculty member by the Division Chair.~~
 - ~~b. Classroom Visitation. Evaluation by the Division Chair includes classroom visitation. The Division Chair shall visit at least one class session with each full-time instructor each term. The classroom visitation form shall be utilized by the supervisor as an evaluative instrument during visits and the subsequent student interviews. The Division Chair is expected to interview students in order to complete this form fully. The instructor may designate some of the students to be interviewed; however the supervisor may interview others as appropriate. The Division Chair may prepare a narrative which further discusses the results of the classroom visitation and which supports the completed evaluation form.~~
 - ~~c. Self-Evaluation. Self-evaluation shall be conducted once per year and submitted to the Campus Dean by March 1.~~

- ~~2. The following optional data sources may be used:~~

~~a. Peer Evaluation. Evaluation by peers with two or more being selected by the faculty member and one or more being selected by the Division Chair. Typewritten and signed evaluations by peers shall be submitted to the Division Chair by March 1. The evaluations shall be performed in such a manner as to ensure the confidentiality of the peer responses. If possible, the instructor will be provided with summarized results in advance of any subsequent conferences.~~

~~b. Administrator Evaluation. Evaluations by senior administrator(s) may also be submitted. If a faculty member feels it beneficial, he/she may request an additional evaluation by senior administrator(s) of his/her choice.~~

~~3. The faculty member may supplement any of the above forms with questions appropriate to the above evaluations. The supplement will be treated with the same confidentiality as other data.~~

~~G. Evaluation Records~~

~~1. Evaluation record of each faculty member shall be kept in the Human Resources Office with other academic records. These records shall be confidential and accessible only to the faculty member, Division Chair, Vice President for Academic Affairs, the President and the Faculty Hearing Committee if an appeal is made.~~

~~2. Records shall be released to appropriate review bodies if advancement in rank or tenure is sought by the faculty member.~~

~~H. Professional Growth~~

~~1. Each faculty member is expected to exercise initiative in continuing his/her professional growth.~~

~~2. Summer institutes, faculty seminars, professional meetings, workshops, and other opportunities exist to develop an awareness of recent developments in related disciplines and higher education. Such activities would add evidence that there is an increasing and substantial level of effectiveness as a faculty member when he/she is compared with his/her previous performance.~~

9. REVIEW STATEMENT

All policies shall be reviewed on a three-year cycle by the President or President's designee. Upon such review, the President or the President's designee may recommend that the policy be amended or repealed. SCP-3328 is scheduled for review during the 2009-2010 academic year.

10. CANCELLATION

None.

11. SIGNATURES

Attachments: SCP-2218.A, Supervisor’s Evaluation of Faculty Member Form

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: April 2006 — Revisions reflect changes to the evaluation policy to better serve the needs of the institution.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-2218.A
Origination:	August 17, 1984
Effective:	August 17, 1984
Reviewed:	April 2006

SUPERVISOR'S EVALUATION OF FACULTY MEMBER

NAME	POSITION
CAMPUS/DIVISION	SUPERVISOR

A. ~~EVALUATION CRITERIA~~ Classroom Performance and Advising

Course Number(s) _____ Date(s) of Visits _____

The following are criteria that may be considered by the ~~observer in evaluation of the faculty member chairperson:~~

1. Exhibits instructional organization.
2. Facilitates learning as a lecturer, discussion leader, demonstrator, or guide.
3. Makes clear assignments, ~~meets class commitments.~~
4. Stimulates students intellectually.
5. ~~Is not bound by the text.~~ Supplements the course texts with a variety of materials and information.
6. ~~Takes a sincere and constructive interest in students.~~ Demonstrates an interest in students as individuals through academic advising and other informal meetings.
7. Encourages students to participate in class discussions.

5. Service to the community.

6. Research and publication.

C. ADDITIONAL CRITERIA FOR FULL-TIME FACULTY

Faculty Member	Evaluator
<p>1. <u>Relationships with Students:</u> Demonstrates an interest in students as individuals. Willingly gives of time to students as evidenced by availability for academic advisement and other informal meetings including acting as an advisor for a student organization.</p>	
<p>2. <u>Services to the Division:</u> Demonstrates an interest in the welfare of division and colleagues. Willing to consider divisional problems, makes proposals designed to strengthen the division. Willing to examine teaching effectiveness and attempts to improve it. Conducts self in a professional manner.</p>	
<p>3. <u>Services to the College:</u> Is conversant with and interested in problems of the College. Serves willingly and constructively on college committees.</p>	
<p>4. <u>Services to the Profession:</u> Keeps abreast of the literature and research of field. Interested in professional growth. Engages in and completes research or creative work. Publishes or makes public such work.</p>	
<p>5. <u>Plan of Action:</u> Pursues activities in accordance with Plan of Action.</p>	

EMPLOYEE'S RESPONSE TO SUMMARY

NAME

POSITION

CAMPUS/DIVISION

SUPERVISOR

The purpose of this form is to provide the employee being evaluated an opportunity to respond to statements made on other parts of the evaluation.

1. EMPLOYEE RESPONSE

Signature of Employee

Date

2. I DO NOT CARE TO RESPOND TO THE EVALUATION.

Signature of Employee

Date

RECEIVED: _____ DATE _____

7. Research and publication.

Faculty Signature: _____ Date: _____

Division Chair Signature: _____ Date: _____

Faculty Signature: _____

Date: _____

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 26, 2006**

ITEM: Transfer of the State of West Virginia's depository account from Chase Bank to Branch Bank & Trust (BB&T)

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize the transfer of State of West Virginia depository accounts from Chase Bank to Branch Bank & Trust (BB&T).

STAFF MEMBER: Fred Scott

BACKGROUND:

These accounts are used to deposit all money that comes through the Business Offices of the College. The State Treasurer sweeps the account daily and credits whichever bank funds held by the state in the name of Southern West Virginia Community and Technical College. Each campus has a depository account. This action relates only to Logan and Boone/Lincoln campuses.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 26, 2006**

ITEM: Opening Outside Bank Account at Branch Bank & Trust (BB&T)

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the opening of an outside bank account named DEFAFS at Branch Bank & Trust (BB&T).

STAFF MEMBER: Fred Scott

BACKGROUND:

This account is needed to allow federal program funds to be deposited. The money is deposited and transferred into other accounts. This account must have the term "federal" in the title.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 26, 2006**

ITEM: Opening Outside Bank Account at Branch Bank & Trust (BB&T)

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the opening of an outside bank account named Student Emergency Loans at Branch Bank & Trust (BB&T).

STAFF MEMBER: Fred Scott

BACKGROUND:

This account is used when a student needs money for gas, food or other emergency. Students are given a loan of \$50.00. The loan is recorded. The student must repay the loan.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 26, 2006**

ITEM: Opening Outside Bank Account at Branch Bank & Trust (BB&T)

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the opening of an outside bank account named Insurance Escrow Account at Branch Bank & Trust (BB&T).

STAFF MEMBER: Fred Scott

BACKGROUND:

This account is needed for insurance payments for non-prorated faculty.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 26, 2006**

ITEM: Opening Outside Bank Account at Branch Bank & Trust (BB&T)

RECOMMENDED RESOLUTION: RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors approve the opening of an outside bank account named PELL/SEOG Account at Branch Bank & Trust (BB&T).

STAFF MEMBER: Fred Scott

BACKGROUND:

This account is needed for deposits and disbursements from the PELL and SEOG to students.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 26, 2006**

ITEM: Opening Outside Bank Account at Branch Bank & Trust (BB&T)

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the opening of an outside bank account named Refund Account at Branch Bank & Trust (BB&T).

STAFF MEMBER: Fred Scott

BACKGROUND:

This account is needed to allow reimbursement checks to be written to students who drop classes or withdraw from classes after payment has been made.

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of September 26, 2006
Agenda Items for Discussion**

1. October Board of Governors Meeting and Retreat p 51
2. Salary Plan Committee Appointments p 52
3. SCP-2686, Promotion in Rank and Tenure p 53
4. Legislative Priorities pp 54-65
5. Child Advocacy Program pp 66-69
6. SCORE Program pp 70-72

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 26, 2006**

ITEM: October Board of Governors Meeting and Retreat

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Linda Q. Akers

BACKGROUND:

The Southern West Virginia Community and Technical College Board of Governors will hold its October 19 business meeting and annual retreat scheduled for October 20 at the Embassy Suites Hotel in Charleston, West Virginia.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 26, 2006**

ITEM: Salary Plan Committee Appointments

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Linda Q. Akers

BACKGROUND:

A committee will be appointed to develop a salary plan for Southern West Virginia Community and Technical College to provide an annual salary increase for employees.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 26, 2006**

ITEM: SCP-2686, Promotion in Rank and Tenure

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 26, 2006**

ITEM: Legislative Priorities
RECOMMENDED RESOLUTION: For Discussion Only
STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

The following information is taken from the West Virginia Council for Community and Technical College Education's August 24, 2006 Agenda Book.

On September 1, 2006, the West Virginia Council for Community and Technical College Education submitted its FY 2008 appropriation request to the Higher Education Policy Commission, which in turn will submit a consolidated higher education appropriation request to the West Virginia Budget Office. Consistent with past practice, Council staff has worked with the Council's Legislative Committee to develop this proposal.

The Council's appropriation request will consist of many pages of documents summarizing past and expected future revenues and expenditures in both appropriated and non-appropriated accounts; summaries of federal grants and capital projects; descriptions of the organization, its mission, and its programs; and data concerning various performance measures. The most important documents in an appropriation request are for improvement packages (additional funding for next fiscal year) and supplemental appropriations (additional funding for the current fiscal year).

The total proposed improvement request for FY 2008 is \$15,776,135. The following is a summary of FY 2008 improvement package requests and supplemental appropriation requests proposed by the Legislative Committee and categorized consistent with the funding categories outlined in Senate Bill No. 653 (2000):

Peer Equity Funding – \$5,000,000

The Legislative Committee proposes an improvement package request for \$5,000,000 in new peer equity funding. Once allocated, peer equity funding becomes a part of each institution's base state appropriation in subsequent years.

One of the goals of Senate Bill No. 653 (2000) was to ensure that West Virginia's public higher education institutions are funded equitably in comparison to one another. The

statute directs that this be done by identifying external peers for each West Virginia institution, comparing funding of each West Virginia institution to its external peers, and then comparing the relative funding deficiencies of West Virginia institutions to one another.

Staff has initiated the process of selecting new peers and developing a new peer funding allocation rule and thus cannot provide the proposed peer equity funding allocation. Table 1, however, preliminarily shows how the funds would be allocated if current peers and the current funding methodology were used.

State Priorities Funding

Allied Health Program Expansion – \$4,210,051. The Legislative Committee proposes a one-time supplemental appropriation request and improvement package request for \$4,200,000 to allow community and technical colleges to expand allied health programs at their institutions and increase enrollments in these programs by almost 60%.

The proposal would provide community and technical colleges with funds to increase nursing program enrollments by 416 students, medical assisting enrollments by 140 students, surgical technology enrollments by 45 students, respiratory therapy enrollments by 45 students, physical therapy assistant enrollments by 15 students, and dental hygiene enrollments by 12 students. Table 2 summarizes the proposed expansions and provides data concerning projected demand in each of these occupations.

Technical Program Development -- \$1,000,000. The Legislative Committee proposes an improvement package request of \$1,000,000 to provide ongoing additional assistance to community and technical colleges in developing new technical programs. The Legislature funded technical program development for the first time this year, and institutions are only beginning to make requests and receive awards of up to \$250,000 per program.

Starting up new programs, particularly in technical fields, is difficult because the significant start-up costs cannot be offset by tuition-and-fee revenue, which is generated only after a new program is enrolling students. This request would double the current level of funding for new technical program development.

Rapid Response Workforce Development -- \$1,000,000. The Legislative Committee proposes an improvement package request of \$1,000,000 for rapid response workforce development. This program provides funding for community and technical colleges to respond quickly to local workforce needs. At present, the Legislature provides \$1,500,000 to support this program, through a newly created line item in the state budget (\$1,000,000) and a 10% set-aside of higher education adult part-time student (HEAPS) grant program funds.

Sustained Quality

Faculty/Staff Salary Enhancement – \$1,329,697. The Legislative Committee proposes an improvement package for ongoing funding to address faculty and staff salaries. Both faculty and classified employees are paid less than their counterparts nationally, regionally, and locally. The latest comparison data, which appear in Table 3, show that the average West Virginia community and technical college faculty member receives \$9,812 less than faculty nationally and \$2,430 less than faculty in the Southern Regional Education Board (SREB) states. Additionally, classified staff makes \$3,366 less than their proper step on a 2001 salary schedule (based on a 2000 market salary study), as shown in Table 4.

According to the higher education price index, the average salary of higher education faculty increased nationally by 3.12% and various categories of other higher education employees received anywhere from 2.33% to 5.00% increase. The community and technical college system would need an additional \$1,329,697 to fund 3.12% raises for all employees (or \$1,066,215 to fund 3.12% raises for all employees paid from state appropriated accounts). See Table 5.

Laboratory Equipment Upgrades – \$3,236,387. The Legislative Committee proposes an improvement package of \$3,236,387 in one-time funding for laboratory and equipment upgrades. Community and technical college presidents submitted their top three priorities for equipment enhancements, and those priorities were combined into this request, which is included as Table 6. The enhancements will assist in providing up-to-date equipment in technical program areas.

Financial Aid

Staff is working on several financial aid proposals that will not be incorporated into the FY 2008 appropriation request submitted on September 1. These proposals will focus on increasing need-based financial aid for all students, finding better ways to serve adults, and possibly creating a small merit-based financial aid program to encourage successful community and technical college graduates to pursue four-year degrees. These proposals probably would require both statutory changes and additional funding to effectuate, and staff is still working on them.

Institution Capital Budgets

Staff is also working to develop a list of bond projects that could provide the basis for a new state-funded bond issue. Institutions need regular infusions of capital to build, renovate and maintain facilities on their campuses. In 2004, the state higher education system received a major infusion of capital in the form of a \$161 million bond issue funded from excess lottery revenue. Staff proposes to begin developing a list of projects that could serve as the basis for another state-funded bond issue.

Table 1

**Community and Technical College System
Fiscal Year 2008 Peer Funding Shortfalls Based on Current Peers and Allocation Formula**

	Institution AFTE Students	Institution Revenue**	Institution Revenue Per FTE	Peer Revenue per FTE	Total Deficiency	Adj. Peer Revenue per FTE	Deficiency per FTE	FY 2007 Share	FY 2008 Share	Potential Allocation
Institutions*					\$ 24,629,260	90%				\$ 4,999,999
Blue Ridge CTC	714	\$ 4,097,000	\$ 5,738	\$ 8,711	\$ 1,501,228	\$ 7,840	\$ 2,102	7.19%	6.10%	\$ 304,765
CTC at WVU Tech	625	\$ 4,975,000	\$ 7,955	\$ 9,309	\$ 265,111	\$ 8,378	\$ 424	0.00%	1.08%	\$ 53,820
Marshall CTC	1,533	\$ 10,390,000	\$ 6,778	\$ 7,997	\$ 643,176	\$ 7,198	\$ 420	5.20%	2.61%	\$ 130,572
New River CTC	1,244	\$ 6,372,000	\$ 5,121	\$ 8,504	\$ 3,150,776	\$ 7,654	\$ 2,532	12.44%	12.79%	\$ 639,641
Pierpont CTC	2,352	\$ 14,668,000	\$ 6,238	\$ 7,912	\$ 2,077,000	\$ 7,121	\$ 883	6.96%	8.43%	\$ 421,653
Southern WV CTC	1,743	\$ 10,940,000	\$ 6,276	\$ 8,373	\$ 2,195,582	\$ 7,536	\$ 1,260	8.33%	8.91%	\$ 445,726
WV Northern CC	2,012	\$ 9,633,000	\$ 4,787	\$ 8,030	\$ 4,908,701	\$ 7,227	\$ 2,439	18.94%	19.93%	\$ 996,518
WV State CTC	1,168	\$ 5,617,000	\$ 4,809	\$ 7,233	\$ 1,986,121	\$ 6,510	\$ 1,700	6.83%	8.06%	\$ 403,203
WVU at Parkersburg	2,695	\$ 13,646,000	\$ 5,064	\$ 8,885	\$ 7,901,565	\$ 7,996	\$ 2,932	34.10%	32.08%	\$ 1,604,101

*Eastern West Virginia Community and Technical College has no peers at this time.

**Revenue includes state and local (for peers) appropriations and adjusted tuition and fees.

Table 2

**WEST VIRGINIA COUNCIL FOR
COMMUNITY AND TECHNICAL COLLEGE EDUCATION**

Allied Health Program Expansion

Nursing

- 882 openings per year
- 4,406 openings over the next five years
- 27% increase over the next five years
- Average salary: \$28.88 per hour (\$60,070 annually)
- New hires average salary: \$21.33 per hour (\$44,366 annually)

Current Enrollment:	834	Proposed Expanded Enrollment:	416	Projected Cost of Expansion:	\$2,500,000
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Dental Hygiene

- 55 openings per year
- 275 openings over the next five years
- 46% increase over the next five years
- Average salary: \$28.48 per hour (\$59,238 annually)

Current Enrollment:	40	Proposed Expanded Enrollment:	12	Projected Cost of Expansion:	\$ 309,000
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Medical Assisting

- 155 openings per year
- 774 openings over the next five years
- 67% increase over the next five years
- Average salary: \$15.42 per hour (\$32,073 annually)

Current Enrollment:	72	Proposed Expanded Enrollment:	140	Projected Cost of Expansion:	\$ 561,200
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Surgical Technology

- 34 openings per year
- 171 openings over the next five years
- 41% increase over the next five years
- Average salary: \$19.28 per hour (\$40,102 annually)

Current Enrollment:	59	Proposed Expanded Enrollment:	45	Projected Cost of Expansion:	\$ 307,125
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Respiratory Therapy

- 52 openings per year
- 258 openings over the next five years
- 50% increase over the next five years
- Average salary: \$23.36 per hour (\$48,589 annually)

Current Enrollment:	118	Proposed Expanded Enrollment:	45	Projected Cost of Expansion:	\$ 276,908
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Physical Therapy Assistant

- 39 openings per year
- 193 openings over the next five years
- 69% increase over the next five years
- Average salary: \$21.69 per hour (\$45,115)

Current Enrollment:	22	Proposed Expanded Enrollment:	15	Projected Cost of Expansion:	\$ 255,818
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ALLIED HEALTH EXPANSION TOTALS

Current Enrollment:	1,145	Proposed Expanded Enrollment:	673	Projected Cost of Expansion:	\$4,210,051
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Table 3

**Community and Technical College System
Full-Time Faculty Salary Comparison***

Institution	West Virginia Average		United States Average		SREB Average	
	#	Salary	Salary	Difference	Salary	Difference
Blue Ridge Community and Technical College	13	\$ 39,846	\$ 52,810	\$ (12,964)	\$ 45,428	\$ (5,582)
Community and Technical College at WVU Tech	15	39,262	52,810	(13,548)	45,428	(6,166)
Eastern WV Community & Technical College	1	29,448	52,810	(23,362)	45,428	(15,980)
Marshall Community and Technical College	31	44,086	52,810	(8,724)	45,428	(1,342)
New River Community and Technical College	31	40,506	52,810	(12,304)	45,428	(4,922)
Pierpont Community and Technical College	57	45,666	52,810	(7,144)	45,428	238
Southern WV Community and Technical College	67	41,619	52,810	(11,191)	45,428	(3,809)
WV Northern Community College	55	42,328	52,810	(10,482)	45,428	(3,100)
WV State Community and Technical College	34	45,509	52,810	(7,301)	45,428	81
WVU at Parkersburg	86	43,532	52,810	(9,278)	45,428	(1,896)
Totals	390	\$ 42,998	\$ 52,810	\$ (9,812)	\$ 45,428	\$ (2,430)

*West Virginia averages are based on the November 2005 data collection; national and SREB averages are based on 2004-2005 academic year data.

Table 4

**Community and Technical College System
July 1, 2001 Classified Salary Schedule Shortfall***

	No. of Employees	Employees Below Step	Total Shortfall	State Appropriation	Tuition and Fees	Other Accounts
CTCS Total	388	379	\$1,275,697	\$947,636	\$189,682	\$138,379
Blue Ridge CTC	9	9	19,236	12,978	5,115	1,144
CTC at WVU Tech	9	9	38,522	38,522	0	0
Eastern West Virginia CTC	20	20	36,828	35,792	86	950
Marshall CTC	11	11	48,662	33,240	15,422	0
New River CTC	24	24	70,317	45,244	13,800	11,272
Pierpont CTC	18	18	47,957	23,660	20,069	4,228
Southern West Virginia CTC	128	128	460,236	238,834	104,957	116,445
West Virginia Northern CC	62	55	114,389	100,074	13,878	437
West Virginia State CTC	10	10	56,828	36,570	16,355	3,903
WVU at Parkersburg	97	95	382,722	382,722	0	0

*Calculations based on November 1, 2005 data collection.

Table 5

**Community and Technical College System
Cost to Fund 3.12% Salary Increase**

Institution	No.	FTEs	Total Salary	3.12% Salary Increase	13.65% Benefit Increase	Total Cost (All Funds)	Total Cost (State Funds)
Blue Ridge CTC	81	46.44	1,492,195	46,556	6,355	52,911	42,733
CTC at WVU Tech	45	35.66	1,516,480	47,314	6,458	53,773	53,773
Eastern West Virginia CTC	64	36.75	1,147,956	35,816	4,889	40,705	37,204
Marshall CTC	147	88.61	2,832,476	88,373	12,063	100,436	71,397
New River CTC	162	89.41	2,593,378	80,913	11,045	91,958	65,407
Pierpont CTC	263	139.72	4,314,716	134,619	18,376	152,995	88,269
Southern WV CTC	305	242.51	8,180,099	255,219	34,837	290,056	205,695
West Virginia Northern CC	252	169.98	5,309,344	165,652	22,611	188,263	162,104
West Virginia State CTC	100	63.80	2,386,472	74,458	10,164	84,621	65,656
WVU at Parkersburg	345	233.48	7,726,651	241,072	32,906	273,978	273,978
Total	1,764	1,146.40	\$37,499,767	\$1,169,993	\$159,704	\$1,329,697	\$1,066,215

Table 6
FY 2008 Appropriation Request
Laboratory and Equipment Upgrades

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
Blue Ridge CTC	1	1200	Computers, Infrared Headphones	General Studies	62,420
	2	35	Server, Port, Computers, Printer	AAS in Information Technology	15,664
	3	89	Tablet PCs, LCD Projector, SmartBoards	Nursing	12,180
				TOTAL	\$90,264

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
CTC at WVU Tech	1	195	Computer Lab Upgrades, New Software and Equipment	Engineering Technology	248,287
	2	45	Radiology Storage Unit, Monitors, Mannequins and Hydraulic Lift Chairs	Dental Hygiene	108,650
	3	72	Replace Computer Lab, Clinical Skills Lab Upgrade	Office Technology Management	48,650
				TOTAL	\$405,587

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
Eastern WVCTC	1	150	Science and Chemistry Labs	Science	155,000
	2	200	New Equipment: Desktop Computer Stations, Laptop Computers	All Academic Programs	120,000
	3	75	Oscilloscopes, Diagnostic Equipment, Electronics Lab, Scantron Scoring Machine	Electro- Technology Programs	65,000
				TOTAL	\$340,000

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
Marshall CTC	1	90	Lab Upgrade, New Equipment	Information Technology	67,403
	2	45	Pneumatic Pump and Sleeve	Physical Therapist Assistant	1,349
				TOTAL	\$68,752

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
New River CTC	1	500	Equipment Upgrades	Allied Health and Science Support Courses	150,000
	2	1800	Equipment:125 Student Workstations for Interactive Video Network	All Academic Programs	125,000
	3	60	Transcription Machines, Tapes and Computers	Associate of Science, Certificate in Technical Studies	70,000
				TOTAL	\$345,000

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
Pierpont CTC	1	437	Ventilator, Analyzer, Body Simulator	Allied Health	74,320
	2	140	Hematology Analyzer, Endoscope, X-Ray System, Hydraulic Lift Table	Veterinary Technology	50,000
	3	46	Upgrade Playground Equipment (Accreditation Requirement)	Early Childhood	\$8,000
				TOTAL	\$132,320

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
Southern WVCTC	1	20	Stations, Mats, Hydraulic Chairs, Computers, Printers, TV Monitor	Cosmetology	100,276
	2	645	Microscopes, Spectrophotometers, Electrophoresis/ PCR, Probes	Science Support Courses	112,188
	3	2360	Computer Lab Upgrades, SmartBoards, Printers, Projection Units, TV Monitors	All Academic Programs	1,064,750
				TOTAL	\$1,277,214

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
WV Northern CC	1	880	Ventilators, Hospital Beds, Diagnostic Equipment, Manikins	Respiratory Care	181,000
	2	60	Point of Sale System	Culinary Arts	30,000
	3	352	Transfer Cart, Instrument Stands, Manikin, Medical Grade Autoclave	Surgical Technology	19,000
				TOTAL	\$230,000

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
WV State CTC	1	250	Computers, LCD Ceiling Mount Projectors	Business Studies	57,500
	2	65	Computers with DVD Burners	Information Technology	15,000
	3	70	Computers with DVD Burners	Drafting and Design Technology	28,750
				TOTAL	\$101,250

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
WVU at Parkersburg	1	261	Hospital Beds, Manikins, Glucose Monitors, Scrub Sinks	Nursing and Surgical Technology	121,000
	2	283	Pulse Welders, Aluminum Welders	Welding Technology	60,000
	3	128	Computers, Symposium	Computer Information Technology	65,000
				TOTAL	\$246,000

GRAND TOTAL

\$3,236,387

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 26, 2006**

ITEM: Child Advocacy Program

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Merle Dempsey

BACKGROUND:

Southern recently became involved in the development of a Child Advocacy Center for Logan County. Southern has agreed to provide space for the Center in the basement area of the Logan Downtown Annex which is currently being renovated. The Child Advocacy Center is a coordinated team approach to handling child abuse cases. A free standing Center is essential to a comprehensive team approach and should be a facility that provides safety for children and their families.

ChildLaw Services, Inc.

Mary Ellen Griffith, Esq.,
Executive Director
Julie Lynch, Esq.
Terri Moses, B.S.



1505 Princeton Avenue
Princeton, WV 24740
Phone: 304-425-9973
Fax: 304-487-5733

Judge Roger Perry
Logan County Courthouse
Room 301
Logan, WV 25601

RE: CAC Development

Dear Judge Perry:

I have enclosed materials you may find useful as you work to establish a CAC in Logan County. The West Virginia Child Advocacy Network and its member centers stand ready to assist Logan County in any way that we can.

Please email Trudy Laurenson @ cyaccoordinator@charter.net to be placed on the WV CAN mailing list so that you can be kept up with WV CAN activities.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Ellen Griffith".

Mary Ellen Griffith

MEG:db



Providing Free Legal Services for Children and Youth

This project is funded in part by a grant from the United Way of the Two Virginias

CHILD ADVOCACY CENTERS

Below is a short synopsis of the concept and services of a Child Advocacy Center. This synopsis is not intended to be all-inclusive merely highlights of the program.

CHILD ADVOCACY CENTERS- a coordinated team approach and humane way of handling child abuse cases. While some services can be provided without a separate facility, a freestanding Center is essential to a comprehensive team approach. This building should provide safety-both real and symbolic-for children and families of a community.

Other goals of Child Advocacy Centers are:

1. A reduction in trauma experienced by child abuse victims and their families.
2. To enhance the investigation, charging decisions, and prosecution of child abuse cases.
3. To heighten community awareness and increase the skill level of all professionals working in the field of child abuse.

PROGRAM COMPONENTS

Certain program components have been recognized as essential to achieving the above-mentioned goals. These components are:

1. A Neutral Facility- a designated separate facility where professionals and families can meet. This facility, ideally, is close to other services geographically for the convenience of professionals and families.
2. Joint Investigative Interviews- conducted by child protective services investigators (DHHR intake and law enforcement to facilitate both investigations and reduce the need for multiple interviews). Some facilities have chosen to videotape interviews; while opinions vary on its efficacy, a standard policy is essential for good case outcome.
3. A Multidisciplinary Case Review Team- (representing prosecution, law enforcement, mental health, medical, child protection and social services) that review cases and makes recommendations on the case outcome in areas of prosecution, mental health services, child protection issues and family support.
4. A Case Tracking System- that monitors each case's progress through the system. Information is used to apprise professionals and families of the case's progress. This also prevents cases from "falling through the cracks."

5. A Medical Examination- performed by a pediatrician with specialized training. This exam is sometimes done on-site at the local Child Advocacy Center or in an affiliated hospital or regional diagnostic center.
6. Mental Health Evaluation and Treatment- provided by clinicians familiar with the specialized area of child **abuse/family** violence. The clinicians must also be able /willing to work with other professionals involved in the case (police, prosecutors, DHHR) for optimum case results.
7. Community and Emergency Services- for the **Child** Advocacy Center to be effective, the Center's staff must maintain a Resource Directory of a wide range of services for families. Referrals are often required for emergency housing, child placement, legal aid, and childcare assistance and immediate needs. These concrete services referrals are essential to maintaining the family's well being and often the case itself.
8. Advocacy and Criminal Justice System Liaison- **the** Center serves as the central point for all professionals **working** on each case. Ideally, initial meetings with those involved (**prosecutors**, police, mental health, victim-witness) are always **scheduled at** the Center to provide continuity and familiarity. Child Advocacy Centers also act as liaison between outside agencies and units within the court system and Prosecutor's Offices.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 26, 2006**

ITEM: SCORE Program
RECOMMENDED RESOLUTION: For Discussion Only
STAFF MEMBER: Roy Simmons

BACKGROUND:

Southern West Virginia Community and Technical College's Student Connected On-Line Retention Environment (SCORE) program provides web-based student assessments, 24-hour access to student and intervention resources, and a mentoring forum designed to engage students from new student orientation throughout their freshman year. This program was funded through a mini-grant from the Higher Education Policy Commission and the West Virginia Community and Technical College Council.

The proposed pilot program has three goals with the outlined objectives:

1. Engage students early and often during first year to improve retention through an effective mentoring system.
2. Foster faculty/staff and student interaction through an online mentoring system.
3. Gather mentoring data to improve retention.

The SCORE Program involves:

1. 33 new students participating from all four campuses.
2. A CS 100 course pilot with 36 students.
3. A CS 100 high school course with 20 students.

The SCORE Program totals include:

1. 89 total students.
2. 20 faculty/staff volunteers.
3. 1 coordinator.

CONTACT INFORMATION

Roy W. Simmons
Registrar/Admissions Director

**Southern West Virginia Community and Technical
College**

**PO Box 2900
Mount Gay, WV 25637**


**304.792.7160 ext. 120
roys@southern.wvnet.edu**

Loren H. Kroh
President


Corvus LLC - The Future of Retention
**53 E. North St
York PA 17403**

**717.845.5600 ext. 23
loren.kroh@campustoolkit.com**

**www.southern.wvnet.edu
1-866-SWVCTC1**



Southern
SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE



SCORECARD
and
PROGRAM

page 1

Southern West Virginia Community and Technical College's Student Connected On-Line Retention Environment (SCORE) program will provide web-based student assessments, 24-hour access to student and intervention resources, and a mentoring forum designed to engage students from new student orientation throughout their freshman year.

This pilot program will utilize a software program called "Campus Toolkit." With the use of this program, the following **timeline** will be followed:

June-July	New SCORE program and new student orientations will be advertised and promoted.
July	100 participants will be selected during new student orientations.
August 8	A "meet and greet" gathering will be held to promote mentor/mentee interaction and to provide training.
August 9-20	Students are to log into the system and complete on-line assessments.
August 21	Classes begin and mentors are to email their students.
August 21 - October 13	Mentors and mentees will have weekly interaction.
October 13	Students will be asked to complete an on-line survey.
October 14 - December 9	Mentors and mentees will have weekly interaction.
December 9	Students will be asked to complete exit survey.
January - May	Students will be tracked and program will be assessed.



CAMPUS TOOLKIT

BUILDING CONNECTIONS

Features:

Assessments

- ◆ DISC Temperament Assessment
- ◆ Gradmax Assessment (Stress Monitor)
- ◆ LASSI (Learning and Study Strategies Inventory)
- ◆ VATK (Visual, Auditory, Tactile, Kinesthetic) Learning Style Assessment
- ◆ Paragon Learning Style Inventory (Learning Style and Cognitive Preference)

Communication

- | | |
|-----------------------|---------------------|
| ◆ Email | ◆ Make a Request |
| ◆ Virtual Communities | ◆ Make a Suggestion |
| ◆ Chat | ◆ To Do Lists |
| ◆ Make a Comment | ◆ My Journal |

Information

- | | |
|---------------------|--------------------------|
| ◆ Owner's Manual | ◆ Posted Documents |
| ◆ Money Management | ◆ Resource List |
| ◆ Time Management | ◆ School Calendar |
| ◆ Stress Management | ◆ Customized Information |

Reports

- | | |
|--------------------|--------------------|
| ◆ Student Comments | ◆ Coaches Activity |
| ◆ Summary | |
| ◆ Assessments | |
| ◆ Weekly Snapshot | |

Note: All Reports are:

- ◆ Customizable
- ◆ Searchable
- ◆ Exportable to Excel

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of September 26, 2006
Agenda Items for Information**

1. Governor Manchin Appoints New Board Members p 74
2. Transfer of Funds Approval by the West Virginia Higher Education Policy
Commission p 75
3. Institutional Rulemaking Report pp 76-87
4. President's Newsletter pp 88-92
5. Beckley Higher Education Center Architectural Rendering pp 93



State of West Virginia
Joe Manchin III
Governor

Office of the Governor
State Capitol
1900 Kanawha Boulevard, E.
Charleston, WV 25305

Telephone: (304) 558-2000
Toll Free: 1-888-438-2731
FAX: (304) 342-7025
www.wvgov.org

August 10, 2006

The Honorable Betty Ireland
Secretary of State
State Capitol
Charleston, West Virginia 25305

Dear Secretary Ireland:

In reference to the August 8, 2006 appointments to the Southern West Virginia Community and Technical College Board of Governors pursuant to the provisions of W.Va. Code § 18B-2A-1, the following amendments have been made. Please allow your records to show the necessary amendments.

Anne M. Seaver, Superintendent of Lincoln County Schools, 10 Marland Avenue, Hamlin, Lincoln County, West Virginia 25523, to a term ending June 30, 2010. She succeeds William Grizzell. Her telephone number is (304) 824-3033, and her fax number is (304) 824-7947.

Kevin Fowler, CEO, Logan Regional Medical Center, 20 Hospital Drive, Logan, Logan County, West Virginia 25601, to a term ending June 30, 2010. He succeeds Dennis Trader, and he is a Democrat. His telephone number is (304) 831-1350, and his fax number is (304) 831-1871.

The appropriate commission is being issued accordingly. These appointments require the advice and consent of the Senate.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Manchin III".

Joe Manchin III
Governor

JM: kk

cc: President of the Senate
Speaker of the House of Delegates
Clerk of the Senate
Assistant Clerk of the Senate
Clerk of the House of Delegates
Senate Confirmations Chairman
Ethics Commission
Southern WV Community & Technical College Board of Governors
Governor's Press Office



WEST VIRGINIA
H I G H E R
E D U C A T I O N
P O L I C Y
C O M M I S S I O N

MICHAEL GARRISON
CHAIR

BRIAN NOLAND
CHANCELLOR

August 21, 2006

Mrs. Joanne Tomblin
President
Southern West Virginia Community and Technical College
P.O. Box 2900
Mount Gay, WV 25637

Dear President Tomblin:

At the meeting on August 18, 2006, the West Virginia Higher Education Policy Commission approved Southern West Virginia Community and Technical College's request to transfer \$157,579.26 from the Downtown Mercantile Building Project to the Technology Center Project.

Please let me know if you have any questions concerning the Commission's action on this matter.

Sincerely,

Brian Noland
Chancellor

BN/ta

cc: Mr. James L. Skidmore
Mr. Richard Donovan
Mr. Dennis C. Taylor

cc: Marie Dempsey, Executive Vice President
Fred Scott, Vice President for Finance



SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE

September 12, 2006

Mr. James Skidmore, Chancellor
West Virginia Council for Community
and Technical College Education
1018 Kanawha Boulevard East, Suite 700
Charleston, WV 25301

Dear Chancellor Skidmore:

As Chair of the Southern West Virginia Community and Technical College Board of Governors, I hereby certify, pursuant to the requirements of W. Va. Code § 18B-1-6, that the attached list contains all the institutional rules of Southern West Virginia Community and Technical College in effect on July 1 of this year, including the most recent date on which each rule was adopted, amended or repealed by the Board of Governors. I further certify that for all rules adopted, amended, or repealed since July 1, 2005 that:

1. Public notice was given of the proposed rulemaking and interested parties were given a fair and adequate opportunity to respond to the proposed rulemaking;
2. That a minimum 30-day comment period prior to final adoption of the rule was provided;
3. That a single location was designated where all proposed rules could be posted and accessed; and
4. That Internet access to all proposed and adopted rules was maximized. All rules can be found at the following web address:
<http://www.southern.wvnet.edu/hr/hr/policies.htm>.

Linda Q. Akers, Chair
Southern West Virginia Community and
Technical College Board of Governors

September 12, 2006
Date

LQA:elb

cc: Joanne Jaeger Tomblin, President
Merle Dempsey, Executive Vice President

**Southern West Virginia Community and Technical College
Board of Governors
Institutional Rulemaking Report
Southern College Policies (SCP) Effective as of July 1, 2006**

SCP Number	Policy Name	Effective Date	Date of Latest Action
1000	GENERAL		
1000	Manuals, Announcements, and Polices (MAP) Development System	06/24/02	02/21/06. Replaced SCP-1467.
1000.A	Attachment A — Classification Table	04/06/99	02/21/06. Technical revisions.
1000.B	Attachment B — Format for Southern College Policy (SCP)	04/06/99	02/21/06. Technical revisions.
1000.C	Attachment C — Format for Southern Administrative Announcements (SAA)	04/06/99	02/21/06. Technical revisions.
1000.D	Attachment D — Format for Southern Administrative Manuals (SAMs)	04/06/99	02/21/06. Technical revisions.
1010	Use of Alcoholic Beverages on Campus	02/21/03	Reviewed 09/20/2005
1040	Use of College Bulletin Boards, Directories, and Information Dispensing Equipment	02/01/05	Amended 07/27/00
1091	Classified Staff Council Constitution	11/18/03	Amended 09/02/03
1153	Consumer Complaint Procedures	04/03/95	Amended 09/01/00
1160	Diversity Philosophy	08/20/98	Amended 09/01/00
1167	Emergency Procedures	01/01/85	Amended 08/20/00
1180	Equipment Loans	07/01/84	Amended 09/01/00
1215	Use of Institutional Facilities	05/01/85	Amended 09/01/00
1233	First Aid	03/01/85	Amended 08/20/00
1375	Reports of Incidents	01/28/91	Amended 09/01/00
1435	Inclement Weather and Emergency Situation Policy	01/21/03	Amended 11/02 - Replaced SCI-1370, Inclement Weather and Emergency Situation, Effective 12/12/96; and SCI-1435, Inclement Weather and Emergency Situation, Effective 10/94.

**Southern West Virginia Community and Technical College
Institutional Rulemaking Report**

SCP Number	Policy Name	Effective Date	Date of Latest Action
1435.A	Inclement Weather and Emergency Situation Policy— Media Notification	01/21/03	Amended 11/02
1467	MAP Development System	06/24/02	Repealed 02/21/06. Assigned a new classification number, SCP-1000. Reviewed 10/20/05 – Major revisions required to comply with Series 4. Reassigned classification number of SCP-1000. Comment Period Expires 11/22/05 Amended 04/05/02
1481	Naming of Facilities or Organizational Units	02/15/05	Reviewed 12/09/04 Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/01.
1500	Philosophy, Vision and Mission of Southern West Virginia Community and Technical College	07/01/84	Amended 07/27/00 Repealed Chapter 29A-2, Series I, Policy Statement on Philosophy and Mission, Effective 07/01/84
1625	Publications and Productions	07/01/84	Amended 09/01/00
1725	Private Scholarships	07/01/84	Amended 09/01/00
1735	Solicitation Policy	06/15/04	Originated 05/20/04
1750	Tobacco Usage	01/01/88	Amended 09/01/00 Repealed SCI-1375
2000	HUMAN RESOURCES		
2005	Catastrophic Leave	04/19/05	Originated 02/15/05
2005.A	Catastrophic Leave Employee Request Form	04/19/05	Originated 02/15/05
2005.B	Catastrophic Leave Employee Donation Form	04/19/05	Originated 02/15/05
2125	College-wide Employee/Personnel Policy	07/01/84	Amended 09/01/00
2156	Drugs in the Workplace	03/18/89	Amended 09/01/00

**Southern West Virginia Community and Technical College
Institutional Rulemaking Report**

SCP Number	Policy Name	Effective Date	Date of Latest Action
2165	Educational Release Time Policy	02/17/04	2 nd 30-day comment period expired 11/22/03
2165.A	Educational Release Time Request	02/17/04	2 nd 30-day Comment Period Expired 11/22/03
2171	Professional and Educational Requirements for Faculty and Instructional Staff	12/09/04	Amended 05/04 Repealed SCI-2122
2171.A	Faculty/Instructional Staff Credential Certification Form	12/09/04	Amended 05/04 Repealed SCI-2122
2202	Personnel Assessment, Philosophy, and Practice Statement	07/01/87	Amended 08/21/00
2218	Evaluation Process for Full-Time Faculty	08/17/84	Amended 09/01/00
2220	Course Feedback Policy	06/17/03	Amended 04/03
2220.A	Course Feedback Form	06/17/03	Amended 04/03
2226	Faculty Incentive Pay Plan	10/16/01	09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01 Originated 04/01/01
2226.A	Faculty Merit Pay Program Criteria and Application Deadline	10/16/01	09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01 Originated 08/01
2234	Flex Work Schedule	06/01/87	Amended 09/01/00
2250	Hiring Adjunct Faculty	11/01/84	Amended 09/01/00
2254	Hiring Process	09/01/00	Amended 09/01/00 Repealed WV Administrative Regulations, SWVCTC: Procedures for Hiring Full-time Employees Effective 01/15/85

**Southern West Virginia Community and Technical College
Institutional Rulemaking Report**

SCP Number	Policy Name	Effective Date	Date of Latest Action
2360	Holidays	01/21/03	Comment Period Expired 12/20/02 Originated 11/02
2375	Home Campus Assignment and Campus Requirements for Faculty	07/01/85	Amended 09/01/00
2406	Illness of the Faculty Member, Responsibilities for Meeting Affected Classes, and Leave Request Due to Illness	01/01/85	Amended 09/01/00
2484	Medical Leave of Absence	09/01/00	
2484.A	Request for Medical Leave of Absence	09/01/00	Revised 01/03/06
2562	Faculty Outside Employment or Non-college Related Activities	11/01/84	Amended 09/01/00
2575	Overtime and Compensatory Time Policy	02/17/04	2 nd Comment Period Expired 11/22/03 Originated 10/03
2575.A	Request to Work Additional Hours	02/17/04	2 nd Comment Period Expired 11/22/03 Originated 10/03
2580	Part-time Employees: Classified Staff and Adjunct Faculty	06/15/04	Comment Period Expired 05/20/04 Originated 04/04
2593	Payments to Employees for Contracted Services (Other Than Regular Employment)	04/22/98	Amended 09/01/00
2624	Professional Development	01/28/91	Amended 09/01/00 Repealed SCI-1623, Personnel Development, Effective 01/28/91
2686	Promotion-in-Rank and Tenure Policy	11/27/01	Amended 10/01/01 Repealed SCI-2321
2686.A	Promotion-in-Rank and Tenure Criteria and Forms	11/27/01	Amended 10/01/01 Repealed SCI-2321
2700	Reduction in Workforce—Classified Personnel	04/20/04	2 nd Comment Period Expired 03/23/04 Originated 10/03

**Southern West Virginia Community and Technical College
Institutional Rulemaking Report**

SCP Number	Policy Name	Effective Date	Date of Latest Action
2701	Reduction in Workforce—Faculty Personnel	04/20/04	2 nd Comment Period Expired 03/23/04 Originated 10/03
2748	Request for Release Time	12/09/04	Amended 04/2004 Repealed SCI-2420
2748.A	Release Time Request Form	12/09/04	Amended 04/2004
2810	Sabbatical Leave for Full-Time Faculty	10/15/02	04/18/06 - BOG granted final approval of amended policy. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Amended to clarify responsibilities and application requirements. Amended 09/02 - Repealed SCP-2810, Sabbatical Leave for Full-time Faculty, Effective 08/92 and SCI-2411
2810.A	Sabbatical Leave Request Form	10/15/02	04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment-expires 03/24/06. Amended 02/06. Amended 09/02
2810.B	Sabbatical Leave Promissory Note	10/15/02	04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Revised Form. Originated 10/02
2825	Salary Administration	04/19/05	Comment Period Expired 03/18/05 Originated 12/04
2843	Sexual Harassment Policy	09/12/02	04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day Comment-expires 03/24/06. 01/20/06 Amended Amended 05/17/02; Repealed College-wide Employee Personnel Policy Series II, 1984, Section 12; Sexual Harassment of Students Series VI, 1987, Section 1-2; SCP-2843, Harassment Policy, 09/01/00
2875	Workload Requirements for Full-time Faculty	01/28/91	Amended 09/01/00

**Southern West Virginia Community and Technical College
Institutional Rulemaking Report**

SCP Number	Policy Name	Effective Date	Date of Latest Action
3000	ACADEMIC AFFAIRS		
3100	Faculty Responsibilities for Academic Advising of Students	12/09/04	Amended 10/21/04
3160	Course Syllabus	07/01/84	11/29/05 - BOG granted final approval of amended policy. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. Repealed Chapter 29A-2 Series I, Course Syllabus, Effective 07/01/81; References to course syllabi in SM-1275.1c, Faculty Handbook, Effective 08/20/90, Revised 07/93; Adjunct Faculty Handbook, Effective 01/97, pp. 13-14.
3165	Adding Courses to the Curriculum and Revising Existing Courses	07/01/84	Amended 09/01/00 Repealed WV Administrative Regulations, SWVCTC, Chapter 29A-2, Series I, Revising Courses, Effective 07/01/84.
3170	Deleting Courses from the Curriculum	07/01/84	Amended 09/01/00
3188	College Level Exam Program (CLEP)	11/01/85	11/29/05 - BOG granted final approval of amended policy. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.
3201	Challenging a Course/Credit by Examination	02/15/05	Amended 10/27/04 Replaces SCP-3201, Challenge Exam For Credit, Effective 07/01/86, Revised 09/01/00; Effective 06/24/02, Revised 02/15/02.
3201.A	Challenge Examination Form	02/15/05	Amended 10/27/04
3214	College Board Advanced Placement Credit	09/13/93	Amended 09/01/00
3227	Credit Based on Experience	01/01/85	Comment Period Expired 10/21/05 Amended 09/20/05
3240	Assignment of Credit/Non-Credit Courses	07/01/86	Amended 09/01/00
3245	Faculty and Administrative Productivity	02/21/06	Originated 10/20/05

**Southern West Virginia Community and Technical College
Institutional Rulemaking Report**

SCP Number	Policy Name	Effective Date	Date of Latest Action
3250	Final Examinations	07/01/84	Amended 09/01/00
3401	Independent Study	07/01/84	Amended 09/01/00
3479	Mid-Term Grade Reports	09/23/91	Amended 09/01/00
3551	Meeting Scheduled Classes	12/09/04	Amended 04/28/04
3600	Faculty Office and Class Schedule	07/01/84	Amended 09/01/00
3620	Policy Regarding Program Review	11/27/01	Comment Period Expired 11/16/02 Originated 10/08/01
3625	General Studies (University Parallel) Program Evaluation Model	09/01/85	09/01/00
3637	General Education Philosophy and Goals	04/19/05	Amended 01/05
3650	Program Reduction or Elimination	09/01/85	Amended 09/01/00 Repealed SCI-1542
3670	Public School Service Program	11/29/05	Originated 09/20/05
3670.A	Public School Service Form	11/29/05	Originated 09/20/05
3693	Instructional Schedule Development	07/01/84	Amended 09/01/00 Repealed SCI-1271 Effective 08/30/93
3705	Student Academic Rights	04/15/02	04/18/06 BOG Repealed policy. 02/21/06 Released for 30-day comment-expires 03/24/06. Technical revision 03/06/03 Originated 02/02
3736	Student Standards of Academic Progress	11/01/84	09/01/00
3780	Textbook Selection Policy	06/24/02	Amended 11/16/02 Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00.
4000	STUDENT SERVICES		
4110	Institutional Policy Regarding ACT Requirements	12/01/84	09/01/00

**Southern West Virginia Community and Technical College
Institutional Rulemaking Report**

SCP Number	Policy Name	Effective Date	Date of Latest Action
4151	Academic Expectations from Students	07/01/97	04/18/06 - BOG granted final approval of amended policy. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Amended to incorporate relevant information from SCP-3705, Student Academic Rights (cancelled 04/18/05) into SCP-4151 and revised this policy to meet the needs of the institution and its students. 09/01/00
4192	Administrative Withdrawal of Students	12/09/04	05/19/04
4233	Deans's List of Students; Graduation with Honors Status	07/01/85	09/01/00
4274	Standards of Progress for Federal Financial Aid Recipients	01/01/84	09/01/00
4356	Financial Aid Recipient - Change in Enrollment Policy	01/01/85	09/01/00
4385	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/05	Repealed 02/21/06. Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051. Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05 Originated 12/02/04
4398	Student Grades and Grade Point Average Requirements for Graduation	01/21/03	Comment Period Expired 10/21/05 Amended 09/20/05 Repealed SCP-4397, Student Grades and Related Concerns, Effective 09/01/00; SCP-4520, Submitting Student Grades by the Faculty to the College's Student Records Office and Authority for Changing Student Grades, Effective 09/01/00; SCP-4520.A, Final Grade Report Form, Effective 09/01/00.
4558	Administration of Credit Course Registration Procedures	11/01/84	09/01/00

**Southern West Virginia Community and Technical College
Institutional Rulemaking Report**

SCP Number	Policy Name	Effective Date	Date of Latest Action
4634	Student Activities	07/01/84	09/01/00
4672	Student Class Attendance	07/01/84	09/01/00
4710	Academic Dishonesty	07/01/84	09/01/00
4748	Southern West Virginia Community and Technical College Student Government Constitution	07/01/85	09/01/00
4770	Student Rights and Responsibilities	04/16/02	Reviewed 09/20/05
4786	Transcript Evaluation	07/01/84	09/01/00
4825	Transfer of Student Credit Hours from Another Institution	03/01/85	Comment Period Expired 10/21/05 Amended 09/20/05 to include additional language in Sections 3 and 6 of this policy.
5000	FINANCE		
5050	Assessment, Payment and Refund of Fees	02/19/02	Comment Period Expired 02/15/02 Originated 01/02
5051	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/05	Amended 12/09/05. Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051. Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05 Originated 12/02/04
5065	Awarding of Fee Waivers	02/19/02	02/21/06. Revised policy to comply with WV Code §18B-10-5, -7, 7b. Comment Period Expired 02/15/02 Originated 01/02
5075	Bookstore Textbook Procedures	07/01/84	09/01/00 Replaced <i>Textbook Policy Procedures</i> , Effective 01/17/97

**Southern West Virginia Community and Technical College
Institutional Rulemaking Report**

SCP Number	Policy Name	Effective Date	Date of Latest Action
5100	Disposition of Sale of Surplus/Excess Property	04/19/05	Comment Period Expired 03/18/05 Originated 02/05
5260	Meeting Financial Exigencies	02/17/04	Comment Period Expired 11/22/03 Amended 10/03 Originated 05/27/88
5525	Maintenance Work Order Request System	07/01/84	Amended 09/01/00 Replaced the <i>Maintenance Work Order Request System, Effective 07/01/84, in Chapter 29A-2, Series I of Southern's Administrative Regulations</i>
5620	Parking Regulations	02/01/89	Amended 09/01/00 Replaced Parking Policy, Effective 02/01/89 and Parking Policy, Effective 09/02/97.
5780	Travel Regulations Policy	06/15/04	Comment Period Expired 05/20/04 Amended 02/25/04
5830	Use of Southern West Virginia Community and Technical College System Vehicles	01/28/91	Amended 09/01/00 Repealed SCI-1381, Use of Southern System Vehicles, Effective 01/28/91; State Vehicle Requisition Policy, Effective 12/09/07; Use of Southern Vehicles Policy, Effective 02/01/99.
6000	ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT		
6125	Contractual Training for Workforce Development	07/01/99	Amended 07/01
7000	TECHNOLOGY		
7125	Computer Usage	07/07/97	Amended 09/01/00
7680	Reports for External Use	05/01/85	Amended 07/27/00
7688	Reports for Internal Use	05/01/85	Amended 07/27/00

**Southern West Virginia Community and Technical College
Institutional Rulemaking Report**

SCP Number	Policy Name	Effective Date	Date of Latest Action
7712	Requests for Media Service and Television Agreements	05/01/85	Amended 09/01/00
7720	Security of Management Information Systems	05/01/88	Amended 09/01/00
8000	BOARD OF GOVERNORS		
8600	Board of Governors Operational Guidelines Policy	08/21/01	All previous operational guidelines of any previously existing governing or advisory board of Southern West Virginia Community and Technical College are superseded by this policy statement and the attached Operational Guidelines (SCP-8600.A) of the Board of Governors approved 08/21/01.
8600.A	Board of Governors Operational Guidelines	06/24/02	Amended 06/10/02



Joanne Jaeger Tomblin, President

Welcome Back!

Academic Year 2007 Off to a Great Start

Welcome to the first edition of the *President's Newsletter*. I hope the information will be valuable to you as an employee in my attempt to keep you informed and up-to-date on activities, events, and issues relating to Southern West Virginia Community and Technical College.

If you have specific questions regarding issues or events at the College, please email or call my office by the 15th of each month. I will provide a section in each publication to answer your questions. The names of indi-

viduals who request answers to questions will remain anonymous. Additionally, if there is someone who deserves recognition please forward that information as well.

We are off to a wonderful start this semester. The Fall Round-up Days were terrific. I know the students were very appreciative of the welcome by our employees.

It's hard to believe, but our work on the Vision 2020 Major Gifts Campaign Plan began way back in 2003. We held the kick-off celebration on September 7th at the Con-

vention Center at Chief Logan State Park. Our Chair, Mr. Buck Harless along with our Foundation President, George Kostas and Board of Governors Chair, Linda Akers were present for the festivities.

Just a reminder...If you haven't already done so, please forward your comments to me with regard to the governance and academic restructuring as soon as possible.

Now for the news ...

Four-Day Work Week

Due to continued increases in gas prices, I determined that placing classified employees on a four-day work week may assist in alleviating some of their

costs getting to and from the workplace. The four-day work week is voluntary.

Supervisors or department heads *may not* deny a classified

employee the right to establish a four-day schedule, and must assure that all services are maintained and offices have daily cover-

(Continued on page 2)

Inside this issue:

New Child Advocacy Center	2
Lincoln County High School Opens	2
Governor Appoints New Board Members	3
Legislative Interim Meetings	3
Williamson Campus Task Force	3
HB 3009 Grant Funds Awarded	4
Employee Spotlight	4
Bits and Pieces	5

Upcoming Events:

- September 17, Community Appreciation Day, Williamson Campus, 1:00 - 3:00 pm
- September 18-19, Student Appreciation Days, All Campuses, 11:30 am - 6:00 pm
- September 26, Board of Governors Meeting, Logan Campus, 6:00 - 8:00pm

Four-Day Work Week (continued)

(Continued from page 1)

age.

It also does not mean that employees will necessarily have Friday or Monday as their assigned day off. This must be determined by the supervisor in discussion with employees from each department and/or unit. Once an employee's four-day work schedule is established, it *will* impact how that individual accounts for annual, sick and holiday leave. I would advise that you contact the Human Resources Office to receive appropriate information in regard as

to how leave is to be taken, and how your new schedule may impact scheduled holidays.

The four-day work week will be in effect for an indefinite period of time. Those persons who determine they will remain on the current five-day work week will still have the option of working a flex-schedule during the summer months.

New Child Advocacy Center

Southern recently became involved in the development of a Child Advocacy Center for Logan County. Southern has agreed to provide space for the Center in the basement area of the Logan Downtown Annex which is currently being renovated.

The Child Advocacy Center is a coordinated team approach to handling child abuse cases. A free standing Center is essential to a comprehensive team approach and should be a facility that provides safety for children and their families.

Both Merle Dempsey and Pam-

ela Alderman have agreed to serve on both the board and advisory board as the Center gets off the ground.

Lincoln County High School Opens

We've been talking and anticipating the opening of the new Lincoln County High School for several years. The time has finally arrived. The high school provided an *Open House* for students, parents and area residents on August 24th, which included a tour of Southern's new wing. I invite everyone to take the

time to visit the new facility. It is just fabulous!

In the coming months and year, we will be working with officials at the Lincoln County Board of Education and the new high school to determine what programs can be developed.

I want to thank Teri Wells, who is temporarily be stationed at our site until a Coordinator is hired permanently.



Governor Appoints New Members to Southern's Board of Governors

West Virginia law limits the number of years that individuals can serve as members of the state's college and university Boards of Governors. The term for Mr. Dennis Trader expired on June 30, 2006, and Mr. Bill Grizzell, Superintendent of Lincoln County Schools, resigned from his position in the spring of 2006.

Governor Joe Manchin appointed Mr. Kevin Fowler, CEO of Logan Regional Medical Center and Dr. Anne Seaver, Superintendent of Lincoln County Schools, to assume positions on Southern's Board, effective July 1, 2006. Both members may serve two, four-year terms. We are delighted to

have both of these individuals join the Southern family. They are anxious to be a part of the great things happening at all our campuses, and I hope that you will take the time to bid them welcome.

Incidentally, our Board of Governors will hold its first meeting of the year on September 26th including a session on strategic planning. The group intends to develop an overall Strategic Plan for the College at their annual Board Retreat in October.



*Kevin N. Fowler,
CEO, Logan Regional
Medical Center*



*Dr. Anne M. Seaver,
Superintendent,
Lincoln County Schools*

Legislative Interim Meetings Held on Campus

For the first time in history, Legislative Interims were held in Logan County. The new Conference Center and Hotel at Chief Logan State Park provided enough space to house guests August 6th through 8th.

The Legislative Oversight Committee on Education Accountability as well as the Joint Standing Committee on Education held their meetings at the Logan Campus, and the Legislative Committee on Juveniles met at the Logan

Downtown Annex. The groups were provided tours and information about the College. All members were complimentary of the College and our facilities.

Williamson Campus Task Force

Members of the Williamson Campus Task Force will hold a meeting at the campus on September 12th to finalize their recommendations. When I receive the final recommendations, I intend to provide Williamson Campus personnel the opportunity to comment on the proposed rec-

ommendations.

An implementation team will be created to move our plans forward, and will be charged with establishing a time-line and funding strategies for the proposed recommendations. I want to thank Patricia Clay who has served as the Task Force Facili-

tator. There has been much "behind the scenes" work involved in putting the recommendations together. I know all of us are looking forward to what's in store for the future of the Williamson Campus. These are certainly very exciting times for Southern.

HB 3009 Grant Funds Awarded to Southern

Several years ago the Legislature passed House Bill 3009, which provides the West Virginia Council for Community and Technical College Education funds each year to assist community colleges in starting new programs or other projects. The colleges are to provide fifty percent of the cost through private resources and these are matched by funds available to the Council up to \$250,000.

Most community college presidents will tell you that acquiring private match funds

is extremely difficult. Our Major Gifts Campaign could not have come at a better time. We have already received many contributions from local businesses and industry to move forward on our Vision 2020 Plan.

We were recently notified that our proposal to initiate a Respiratory Care Technician program was funded. The program will be located at the Williamson Campus and students will be admitted for the fall 2007 semester.

I want to thank Pamela Alderman who provided the

research and assessment for the program as well as writing the grant. Our 2020 Vision Plan is becoming a reality! We plan to schedule a press conference at the Williamson Campus in late September announcing our new program. Cindy Crigger will keep you posted on that event.

Employee Spotlight

- Congratulations are in order for **Patricia Poole, Assistant Professor**, who was selected by the International Association of Administrative Professionals Board of Directors as the 2005-2006 Distinguished Chapter President of the International Association of Administrative Professionals (IAAP). Pat was presented a Distinguished Chapter President's Watch by International President, Kay Endow, in recognition of this achievement during the 2006 International Convention and Education Fo-

rum held in Reno, Nevada in August 7-10, 2006.

- Best wishes and congratulations to **Professor Glenna Hatfield**, whose Charleston tennis team is among fourteen teams from the USTA/Midwest Section that has advanced to the national championship round of the largest adult recreational tennis league in the world by winning the USTA League presented by Chrysler USTA/Midwest Section Championships, held August 19-20 in Indianapolis, IN. Glenna's tennis team

will compete for the national title at the 2006 USTA League Tennis National Championships scheduled for October 27-29, 2006 in Hawaii.

- **Pamela Alderman, Associate Vice President and Dean of Allied Health**, was re-elected to serve a third consecutive term as President of the West Virginia Board of Registered Professional Nurses. Pam is a much respected leader of allied health programs and initiatives in the state. This is a great

(Continued on page 5)



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE**

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Emmab@southern.wvnet.edu

Please read the President's Newsletter online at:
[http://www.southern.wvnet.edu/pres/
administration/PresidentNewsletter.htm](http://www.southern.wvnet.edu/pres/administration/PresidentNewsletter.htm)

Bits and Pieces

- Southern in cooperation with the Logan Coal Vendors held a very successful Golf Tournament at the Logan Country Club on August 18, 2006. The Coal Vendors provided Southern with three scholarships from the proceeds of the event.
- The Logan Library is undergoing some renovations and new carpet has been installed.
- Food service is now available at both the Williamson and Wyoming campuses.
- Allied Health applications are now available on CD Rom.
- BB&T has installed an ATM machine on the Logan Campus.
- The Mountain Artisans project continues this year. Appalachian artwork will be installed at the new Lincoln County Site during the fall semester and the Boone Campus in the spring/summer.
- Mr. Carl Baisden was named Director of the Academy for Mine Training and Energy Technologies, and was introduced at the Major Gifts Campaign kick-off celebration on September 7th.
- The Presidents Task Force on Recruitment, Retention and Graduation will present a preliminary report in late September 2006 and a full report in January 2007. Please make sure you send your comments or suggestions to Katie Smith-Cox or Roy Simmons.
- Enrollment is still behind last year at this time. We are hoping our dual and off-campus classes will enable us to break even for this semester.

Employee Spotlight (continued)

(Continued from page 4)

- honor for Pam and for Southern.
- It is with regret that I inform you that **Fred Scott, Vice President for Finance**, will be leaving Southern on September 30. Fred will assume a new position as the Vice President for Finance at Brazosport College in Lake Jackson, Texas. This new opportunity will bring him home to his children and grandchildren. We all wish him and Judy the best in their future endeavors.
 - Also, with deep regret I inform you that **Jamie Cope, Graphic and Web Specialist**, left Southern on September 8, 2006 to begin work in his new role with the West Virginia Film Institute in Charleston. Jamie has provided us with some beautiful design work, and we will all miss him. We wish him much success with his new career.



BECKLEY HIGHER EDUCATION CENTER – OPEN FALL 2007

Large Convening Atrium
Computer Driven Library
Administrative Space for 8 Public Institutions
Multiple Lecture Rooms

Video Interactive & Computer Classrooms
Large Science Laboratory
Nursing & Allied Health Labs
Mechanical Room Fitted for Learning

EASY PARKING