



*Southern*  
Southern West Virginia  
Community and Technical College

***Board of Governors***

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**AGENDA**

**August 16, 2011**

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**Members**

Terry R. Sammons, Chair  
Thomas A. Heywood, Vice Chair  
Wilma J. Zigmond, Secretary  
Linda Q. Akers  
Kevin N. Fowler  
Shelley T. Huffman

Jada C. Hunter  
George Kostas  
Glenn T. Yost  
Adam Bradford  
Debbie Dingess  
George Morrison

Joanne Jaeger Tomblin  
President

**Southern West Virginia Community and Technical College  
Board of Governors Meeting of August 16, 2011  
Room 428, Building C, Mount Gay, WV**

**AGENDA**

1. Call to Order. . . . . Mr. Terry Sammons  
Board Chair
2. Faculty Senate Presentation. . . . . Ms. Martha Maynard  
Senate Chair
3. President's Report. . . . . Ms. Joanne Jaeger Tomblin  
President
4. Financial Report. . . . . Mr. Samuel Litteral  
Chief Financial Officer
5. Action Items. . . . . pp. 3-41
  - 5.1 Approval of June 21, 2011 Board Meeting Minutes. . . . . pp. 3-12
  - 5.2 Approval of Textbook Affordability Committee Report. . . . . pp. 13-14
  - 5.3 Approval of Amendment to Further Define Student Health and Wellness Fee. . . . . pp. 15-16
  - 5.4 Approval of Policies for 30-day Public Comment Period. . . . . pp. 17-41
    - 5.4.1 SCP-1735, Solicitation Policy. . . . . pp. 17-21
    - 5.4.2 SCP-3650, Program Reduction or Elimination. . . . . pp. 22-27
    - 5.4.3 SCP-4192, Administrative Withdrawal of Students. . . . . pp. 28-30
    - 5.4.4 SCP-5260, Meeting Financial Exigencies. . . . . pp. 31-35
    - 5.4.5 SCP-4000, Basic Admissions Guidelines. . . . . pp. 36-41
6. Discussion Item. . . . . p. 42
  - 6.1 Boone Campus - Closing
7. Informational Items. . . . . pp. 43-72
  - 7.1 Institutional Rule Making Report. . . . . pp. 44-71
  - 7.2 Board of Governors Training - September 29-30, 2011  
Olgebay Resort, Wheeling, WV. . . . . 72
8. Adjournment

**Southern West Virginia Community and Technical College  
Board of Governors Meeting of August 16, 2011  
Agenda Items for Action**

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5.2	Approval of Textbook Affordability Committee Report.....	pp. 13-14
5.3	Approval of Amendment to Further Define Student Health and Wellness Fee. ....	pp. 15-16
5.4	Approval of Policies for 30-day Public Comment Period. ....	pp. 17-41
5.4.1	SCP-1735, Solicitation Policy.....	pp. 17-21
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5.4.4	SCP-5260, Meeting Financial Exigencies.....	pp. 31-35
5.4.5	SCP-4000, Basic Admissions Guidelines.....	pp. 36-41

**Southern West Virginia Community and Technical College Board of Governors**  
**Board of Governors Meeting of June 21, 2011**  
**2900 Dempsey Branch Road, Room 428-C, Mount Gay, WV**

**Board Members Present:** Terry Sammons, Tom Heywood, Wilma Zigmond, George Kostas, Jada Hunter, Debbie Dingess, George Morrison, Linda Akers, Shelley Huffman

**Board Members Absent:** Kevin Fowler, Glenn Yost, Kimberly Irick-Reynolds

**Administrative Staff:** President Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, Pam Alderman, Cindy McCoy, Darrell Taylor, George Beshears, Emma Baisden

**ZMM Architects:** Brian Estep, Jill Watkins, Adam Krason, David Ferguson

**Southern Staff:** Chris Gray, Patricia Miller

**1. Call to Order:**

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

**2. Williamson Applied Technology Facility Update:**

ZMM Architect representatives Brian Estep, Jill Watkins, Adam Krason, and David Ferguson provided a Power Point presentation of the new Williamson Applied Technology Facility for members of the Governing Board. They reviewed the proposed master plan, floor plans, interior finishes, exterior and interior views. This will be a contemporary high-tech higher education building with flexible classrooms to adapt to technology and usage needs of the facility. ZMM Architects is a leader in sustainable or 'green' design in the state.

**3. President's Report:**

1. Southern conducted its annual Allied Health Pinning and Commencement Ceremonies at the Coalfield Jamboree Theater in downtown Logan April 22 and 23 respectively. Board Chair, Terry Sammons, served as the Board of Governors Ceremonial Representative for the Allied Health Pinning Ceremony and also brought Greetings from the Board at the Commencement Ceremony.
2. Mr. George Morrison, Faculty Representative to the Board, brought Greetings from the Board for Southern's GED Ceremony held May 19, 2011 in the Savas-Kostas Performing Arts Theater, Logan Campus.
3. On May 16, 2011, the International Society of Mine Safety Professionals (ISMSP) presented two awards to Southern's Academy for Mine Training and Energy Technologies during its annual conference in Daytona Beach, FL.
4. President Tomblin informed Board members that the College Completion Task Force is working on strategies for the higher education system and will hold a summit to mesh those strategies with the Compact/Master Plan.



5. Southern hosted its first annual Women's Leadership Institute on June 10-11, 2011 at Chief Logan Conference Center. Bestselling author, performer and motivational speaker, Nicole Johnson, was the featured speaker. Approximately 150 individuals attended the two-day event including President Tomblin, Linda Akers, Wilma Zigmond, Allyn Sue Barker, Cindy Crigger, and Pamela Alderman.
  6. Dr. Cindy McCoy and George Morrison have been working on an articulation agreement in Elementary Education with Bluefield State College officials for delivery at our Wyoming/McDowell Campus.
  7. President Tomblin informed members of the Boone County Joint Advisory Board during its meeting on June 15 that Southern will not be able to offer the Nursing Program at its Boone Campus in Fall 2011, but perhaps the program may be offered in 2012. Medical Assisting will be offered at Boone beginning Fall 2011.
  8. SunGard Consultant, Sharla Trimm, will assist Southern in pursuing funding to support a Center for Professional Development, mandated by Senate Bill 330, that will also address improvements in distance learning. Ms. Trimm is scheduled to meet with President Tomblin and the design team (Allyn Sue Barker, Darrell Taylor, Mindy Saunders, Carol Howerton, Bill Alderman) on June 27, 2011. She will assist the team with development of a project design outline for Southern's Center for Professional Development. The Center will bring tools in to teach the faculty how to use the latest technology in the classroom and provide training needs of the classified staff as well. It is intended to be a professional school of development for faculty and staff.
  9. President Tomblin plans to begin reorganization during this Summer. We will be consolidating the Logan and Williamson Television Studios and relocating the TV Studio to the Williamson Campus. This consolidation will allow for replacement of outdated equipment.
  10. Ms. Elizabeth Walker of Bowles, Rice, McDavid, Graff and Love, will be reviewing Southern's institutional policies to assure they comply with federal regulations.
- 4. Technology Report**
- Mr. George Beshears, Chief Information Officer, informed the Board that a new network has been established and employees are slowly being moved to the Active Directory. An online readiness assessment was conducted by two outside consultants. Reports have been provided to President Tomblin. The IT Department is working to expand wi fi availability, designing plans to support multiple devices and bringing desktop vitalization to the workplace.
- 5. Financial Report**
- Chief Financial Officer, Sam Litteral, provided the financial report dated May 31, 2011 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. These figures reflect the budgeted amount with actual year-to-date totals.

**6. Action Items:**

**1. Appointment of Board of Governors Representative to the Self-Study Steering Committee**

Chair Sammons appointed Wilma Zigmond to serve as the Board's representative on Southern's Self-Study Steering Committee. The appointment was unanimously approved upon a motion by Debbie Dingess and second by George Kostas.

**2. Approval of April 19, 2011, Minutes**

**MOTION:** George Kostas moved to accept the meeting minutes as presented.

**ACTION:** Shelley Huffman seconded the motion. The motion carried unanimously.

**3. Nominating Committee Report and Election of Officers**

Ms. Wilma Zigmond, Nominating Committee Vice Chair, presented the committee's report and proposed recommendation of officers for fiscal year 2011-2012. Chair Sammons opened the floor for nominations for chair, vice chair, and secretary. There being no additional nominations from the floor, Shelley Huffman moved to close nominations. Jada Hunter seconded the motion. Chair Sammons declared nominations closed.

**MOTION:** Shelley Huffman moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board officers for fiscal year 2011-2012 as proposed by the Nominating Committee: Terry Sammons, Chair; Tom Heywood, Vice Chair; and Wilma Zigmond, Secretary.

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

**4. Election of Lay Members to the 2011-2012 BOG Agenda Committee**

**MOTION:** George Kostas moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect two lay members, Linda Akers and Shelley Huffman, to its 2011-2012 Board of Governors Agenda Committee. Ms. Akers will serve in the lay board member position and Ms. Huffman will serve in the past chairperson position in accordance with SCP-8600.A, *Board of Governors Operational Guidelines*, Section 4.3.1.

**ACTION:** Tom Heywood seconded the motion. The motion carried unanimously.

**5. Approval of 2011-2012 Board of Governors Meeting Schedule**

**MOTION:** Tom Heywood moved the adoption of 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 2011-2012 as presented.

**ACTION:** Wilma Zigmond seconded the motion. The motion carried unanimously.

**6. Approval of the 2010-2015 Institutional Compact Submission to the West Virginia Council for Community and Technical College Education**

**MOTION:** George Kostas 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 2010 - 2015 Institutional Compact to the West Virginia Council for Community and Technical College Education on or before June 30, 2011.

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

**7. Approval of FY 2011-2012 Institutional Budget**

**MOTION:** Wilma Zigmond moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the filing of the institutional operating budget for the fiscal year beginning July 1, 2011.

**ACTION:** Shelley Huffman seconded the motion. The motion carried unanimously.

**8. Approval of FY 2012-2013 Capital Projects and Expenditures**

Mr. Samuel Litteral, Chief Financial Officer, presented a prioritized list of capital projects with related costs for FY 2012-2013 to the Board for review and consideration for approval. In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project Management*, 3.2.2.1, annually, each institution through its Governing Board is to submit a capital budget plan to the West Virginia Higher Education Policy Commission. Submission of the annual capital budget plan will coincide with preparation of the annual budget request to the Department of Administration and the information submitted will be used for Policy Commission reports and priorities. Listing a project in the annual capital budget plan establishes an institution's intent to actually initiate a particular project from its five-year capital implementation plan during the upcoming fiscal year.

**MOTION:** Shelley Huffman moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and the priorities of FY 2013 Capital Projects

for Southern West Virginia Community and Technical College.

**ACTION:** Tom Heywood seconded the motion. The motion carried unanimously.

**9. Approval of FY 2013-2017 Capital Projects and Expenditures**

Chief Financial Officer, Samuel Litteral, presented a prioritized list of capital projects with related costs for a five-year period to the Board for review and consideration for approval. In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project Management*, 3.2.1.1, each institution through its Governing Board is to submit to the West Virginia Higher Education Policy Commission for approval its five-year capital implementation plan identifying the projects it intends to undertake during this five-year period. This plan is based on the long term development objectives and recommendations in its approved campus development plan.

**MOTION:** Shelley Huffman moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2013 - FY 2017 capital projects for Southern West Virginia Community and Technical College.

**ACTION:** Wilma Zigmond seconded the motion. The motion carried unanimously.

**10. Final Approval of Proposed Policies:**

**1. SCP-1001, Records Retention Policy**

**MOTION:** George Kostas moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1001, *Records Retention Policy*, following the required 30-day public comment period.

**ACTION:** Shelley Huffman seconded the motion. The motion carried unanimously.

**2. SCP-2226, Faculty Incentive Pay Program**

**MOTION:** Jada Hunter moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the revised policy SCP-2226, *Faculty Incentive Pay Program* and the accompanying attachment's SCP-2226.A, *Faculty Incentive Pay Program Criteria and Application Guidelines*, and SCP-2226.B, *Faculty Incentive Pay Program Agreement Form* following an additional 30-day public comment period.

**ACTION:** Shelley Huffman seconded the motion. The motion carried unanimously.

**3. SCP-3670, Public School Service Program**

**MOTION:** Shelley Huffman moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, following a 30-day public comment period.

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

**4. SCP-4274, Standards of Progress for Financial Assistance Recipients**

**MOTION:** Shelley Huffman moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4274, *Standards of Progress for Financial Assistance Recipients*, following the 30-day public comment period.

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

**5. SCP-4356, Financial Aid Recipient - Change in Enrollment Status**

**MOTION:** Tom Heywood moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4356, *Financial Aid Recipient – Change in Enrollment Policy*, following the 30-day public comment period.

**ACTION:** Shelley Huffman seconded the motion. The motion carried unanimously.

**6. SCP-5050, Assessment, Payment and Refund of Fees**

**MOTION:** Linda Akers moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the revised policy SCP-5050, *Assessment, Payment, and Refund of Fees*, following a 30-day public comment period.

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

**7. Discussion Items:**

**1. Annual Board of Governors Retreat Site Selection**

Southern's Board of Governors will hold its annual planning retreat at Stonewall Resort and Conference Center in Roanoke, West Virginia, if space is available.

**2. Board of Governors Retreat Agenda**

President Tomblin asked Board members to send her topics of interest which would be beneficial to everyone. She plans to have an ACCT representative to speak to the Board on its role during the accreditation process, and have a representative from the College Completion Task Force to speak on the completion agenda.

**8. Informational Items**

**1. Report of Awarding of Undergraduate Tuition and Fee Waivers**

In compliance with Southern College Policy (SCP) 5065, Awarding of Undergraduate Tuition and Fee Waivers, 7.2, the Chief Financial Officer presented the 2010-2011 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. Pursuant to the statute, the report on the awarding of undergraduate tuition and fee waivers is entered into the minutes of the Governing Board. Mr. Litteral will provide a report on the percentage of annual FTE generated from the total number of students receiving waivers at the August 16 Board meeting.

**9. Executive Session**

Tom Heywood moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. Shelley Huffman seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, Wilma Zigmond moved and Shelley Huffman seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session.

**Further Action:**

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

**1. Approval of Annual Presidential Evaluation**

**MOTION:** Shelley Huffman 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 2010-2011 review period to the Chancellor of the West Virginia Council for Community and Technical College Education.

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

**2. Approval of 2011-2012 Presidential Goals**

**MOTION:** Shelley Huffman moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College as presented for 2011-2012.

**ACTION:** Debbie Dingess seconded the motion. The motion carried unanimously. The goals are attached and made a part of the minutes (Addendum 1).

**9. Adjournment:**

There being no further business, Chair Sammons declared the meeting adjourned at 9:00 p.m. The next Board meeting is scheduled for August 16, 2011.

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Terry R. Sammons, Chair

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Emma L. Baisden  
Assistant to the Board of Governors

DRAFT

**ADDENDUM 1**

**Joanne Jaeger Tomblin**  
**President**  
**Southern West Virginia Community and Technical College**  
**Goals for 2011-2012**

- 1 Develop a five-year comprehensive Enrollment Management Plan that provides a pathway for increased enrollment and retention rates through 2015.
  - 1.1 Use the Executive Council to review and revise committee reports and determine final goals and strategies for the plan.
  - 1.2 Create a permanent governance committee to oversee Enrollment Management.
- 2 Develop and implement a new organizational structure that will enhance the mission, goals, and values of Southern West Virginia Community and Technical College within the resources available by July 1, 2012.
  - 2.1 Develop a structure based on input from employees, the College's strategic goals, the "Vision 2020 Major Gifts Campaign" vision, and the statewide Master Plan for Community and Technical Colleges 2010-2015 by Spring 2012.
  - 2.2 Advertise critical positions.
- 3 Develop an agenda for the production of more graduates.
  - 3.1 Develop strategies to increase college completion by 5 percent in the 2012 year.
  - 3.2 Initiate innovative programming to reduce the time to degree completion.
  - 3.3 Initiate recruitment strategies to recruit and retain adults.
- 4 Continue the development and implementation of strategies, goals, and plans to meet future technology needs.
  - 4.1 Monitor and execute the second year contract with SunGard Higher Education.
  - 4.2 Submit a major grant proposal which will support new initiatives for online learning and professional development for employees in the use of technology.
  - 4.3 Create a strategic plan for Technology.
  - 4.4 Implement the Active Directory.



- 5 Begin the internal process for the institutional accreditation visit by the Higher Learning Commission of the North Central Association of Colleges and Schools in 2012-2013.
  - 5.1 Create the Steering Committee and begin the self-study review process.
  - 5.2 Create the draft self-study document by Spring 2012.
  - 5.3 Collect data and documents for the Electronic "Evidence" File Repository.
  
- 6 Promote strong community and employer partnerships.
  - 6.1 Develop strong partnerships with business and industry to align college curriculum with employer needs.
  - 6.2 Continue to develop positive partnerships with high schools, colleges, government, business and community leaders.
  
- 7 Enhance college marketing by contracting services with a marketing firm to create a consistent image and creative publications.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 16, 2011**

**ITEM:** Textbook Affordability Committee Annual Presentation

**RECOMMENDED RESOLUTION:** *Resolved*, That the Southern West Virginia Community and Technical College Board of Governors approve the report provided by the Textbook Affordability Committee for presentation to the Chancellor of the West Virginia Council for Community and Technical College Education as required by Title 135, Series 51, Bookstores and Textbooks, Section 3.1.f.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

During its April 15, 2010 meeting, the West Virginia Council for Community and Technical College Education approved Series 51, *Bookstores and Textbooks*. This rule, effective May 22, 2010, was the outcome of the Statewide Task Force on Textbook Affordability appointed in 2008 by the Chancellors of the West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission. The Task Force held public hearings across the state, met with textbook publishers and examined research and studies on this topic generated in other states. In Fall 2009, the Task Force issued its report; one of the recommendations was for the West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission to promulgate a rule addressing textbook issues.

W.Va. Code §18B-10-14 mandates that each governing board adopt rules governing bookstores and the selection of textbooks and other course materials. Series 51 is intended to guide governing boards in their adoption of rules as mandated by W.Va. Code §18B-10-14. At its August 17, 2010 meeting, the Southern West Virginia Community and Technical College Board of Governors granted final approval of SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*.

The staff seeks approval to present the report provided by the Southern West Virginia Community and Technical College Textbook Affordability Committee to the Chancellor for Community and Technical College Education as required by Title 135, Series 51, Bookstores and Textbooks, Section 3.1.f.

**Southern West Virginia Community and Technical College  
Textbook Affordability Committee  
Annual Report**

Southern West Virginia Community and Technical College's Textbook Affordability Committee consist of representatives from faculty, students, administration, and staff of the campus bookstores. The Committee met several times during the 2010 - 2011 academic year to discuss affordability issues, initiatives, and textbook selection guidelines and procedures.

In accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 51, *Bookstores and Textbooks*, Section 3.1.f., the Textbook Affordability Committee at Southern West Virginia Community and Technical College:

1. Established a firm deadline of one week prior to the first day of class for faculty to be assigned to courses.
  - 1.1 For fiscal year 2011 the institution estimates that 85 - 90% of the classes were staffed one week prior to the first day of class each semester. A process is in place for fiscal year 2012 that will ensure a more accurate calculation of this percentage.
2. Established a deadline of four weeks prior to the first day of registration for textbooks and course materials to be selected.
  - 2.1 The institution did not meet this deadline in fiscal year 2011. Procedures are in place to ensure compliance with this mandate in fiscal year 2012.
3. Posted the listing of all selected textbooks and materials as required in Section 3.1.e.
  - 3.1 The textbook list was posted on December 6, 2010 for the Spring 2011 semester, and on April 27, 2011 for the Summer/Fall 2011 semester.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 16, 2011**

**ITEM:** Approval of amendment to further define the Student Health and Wellness Fee

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of this resolution defining the criteria of Health and Wellness Recreational Facilities in its service district that are eligible to receive payment from Student Health and Wellness fees.

*BE IT FURTHER RESOLVED* that this resolution become effective from passage.

**STAFF MEMBER:** Joanne Jaeger Tomblin

In 2007, Governor Manchin released a strategic vision and action plan relating to the improvement of the state's health, establishing principles to guide health care reform. These efforts drew attention to wellness and prevention programs which he believed was the responsibility of all West Virginians.

The Board of Governors, and the faculty, staff and administration of Southern West Virginia Community and Technical College believe that the good health and wellness of its students is a critical element in producing future employees and leaders for the state. However, the College has never been able to acquire the facilities or resources to establish prevention and exercise programs.

On April 27, 2010, the Southern West Virginia Community and Technical College Board of Governors determined that the service district has two comprehensive health and wellness recreational facilities to provide the needed services, resources and recreational equipment to provide students with wellness and prevention programs. Generally, membership to these facilities is cost prohibitive to students who are struggling to pay for college. To that end, the Larry Joe Harless Center in Gilbert, West Virginia, and the Chief Logan State Park Recreation Center in Logan, West Virginia agreed to partner with Southern, providing enrolled students with memberships to their facilities at a minimal cost.

To accomplish this, the College Board of Governors approved a ten (10) dollar health and wellness fee to all students enrolled for three (3) or more credit hours per semester. This permits students to utilize the services of these facilities during each semester they

are enrolled at Southern. The College pays each entity an equal proportion of the fees collected, which vary each year based on enrollment. A payment schedule and process was agreed to by both parties beginning with the fall 2010 semester.

The staff requests that the Board of Governors further define the services a facility must provide in order for it to receive a portion of the fees collected by the College as follows:

Southern West Virginia Community and Technical College will establish agreements with recreational facilities within its service district that can provide comprehensive health and wellness programs for its students. A comprehensive program includes access to a single facility that provides swimming pools, indoor tracks, tennis courts, basketball courts, exercise equipment and classes/and or programs relating to wellness and health.

Facilities that offer comprehensive services and provide enrolled students with a membership each semester for which they are enrolled at Southern will be eligible to receive a portion of the health and wellness fee collected. Payment will be provided through an agreement with the College and payment will vary from year to year based upon full-time student enrollment.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 16, 2011**

**ITEM:** Request for approval of revisions to SCP-1735, *Solicitation Policy*, to be placed for the mandatory 30-day public comment period

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1735, *Solicitation Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

President Tomblin charged the Student Services Unit, Finance Unit and members of Executive Council to consider revision of SCP-1735, *Solicitation Policy*. This policy applies to solicitation activities conducted on the grounds or within the buildings under the control of Southern West Virginia Community and Technical College, including solicitation using Southern's electronic mail network ("e-mail").

The policy was reviewed by members of the Executive Council on July 11, 2011. The recommended revisions were made to the existing policy as presented. The staff requests that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1735**

**SUBJECT:** Solicitation Policy

**REFERENCE:** West Virginia Code § 18B-14-10

**ORIGINATION:** June 2004

**EFFECTIVE:** June 15, 2004

**REVIEWED:** July 2011

**SECTION 1. PURPOSE**

- 1.1 Southern West Virginia Community and Technical College (“Southern” or the “College”) has the duty and responsibility to maintain a safe and healthy work and learning environment conducive to its principal mission of education while respecting the constitutional protection of free speech as well as the individuals right to privacy. Accordingly, the College hereby adopts this solicitation policy for the purposes of: (1) preserving the College’s right to permit or prohibit sales and solicitation activities on college property, and (2) to protect the campus community from sales and solicitation activities that are intrusive, unrelated to our educational purpose, or incompatible with normal operations. This policy is not intended to constrain solicitation of the college, which may be directed to appropriate employees solely in their capacities as employees or agents of the College, in the normal operation of college purchasing or contracting.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to solicitation activities conducted on the grounds or within buildings under th control of Southern West Virginia Community and Technical College, including solicitation using Southern’s electronic mail network (“e-mail”).

**SECTION 3. DEFINITIONS**

- 3.1 The term “solicitation” as used here means the sale, lease, rental or offer for sale, of any property, product, merchandise, publication, or service, whether for immediate or future delivery; the distribution or display of printed material, merchandise, or products that are designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; or the oral written appeal or request to support or join an organization other than a registered student, faculty, or staff organization. Solicitation further means the activity or process of seeking to obtain the support of an individual for a cause, movement, doctrine, or commercial product through persuasion or formal application.

**SECTION 4. POLICY**

- 4.1 Solicitation of employees and students and/or distribution of literature for solicitation purposes is prohibited unless approved and conducted in accordance with the content, requirements and restrictions of this policy. To receive approval, the *On Campus Solicitation Request Form* (SCP-1735.A) will be submitted at least two weeks prior to the event. Proper approval must be obtained prior to the event being scheduled. The College reserves the right to withhold approval for any solicitation activities on property under its jurisdiction, and

to regulate the time, place, manner and duration of approved solicitation. The College makes no warranty regarding the truth of any representation made in any written materials posted or distributed or other information provided as part of any solicitation activity engaged in pursuant to this policy.

- 4.1.1 Sales and Solicitation by Non-college Organizations – There shall be no sales and/or solicitation conducted on college property except by vendors with whom the college has contracted for the sale, lease, rental, or offer of said goods and services. Specifically prohibited by this policy is the solicitation of students of Southern West Virginia Community and Technical College by financial institutions, organizations, businesses, companies, establishments, or individuals for credit cards and/or credit services.
- 4.1.2 Sales and Solicitation by Official College Organizations Including Student Organizations – Solicitation for the sale, lease, rental, or offer of goods, services, and /or products on college property shall be conducted by Student organizations, faculty, or staff officially recognized and authorized by Southern West Virginia Community and Technical College or by legally authorized representatives of companies with whom the college has signed an official contract for the sale, lease, rental, or offer of said goods and services.
- 4.1.3 Sales Limitations – Sales may not be conducted in competition with the products and services normally provided by the college.
- 4.1.4 Solicitation by Employees – Solicitation by employees for purposes other than direct college related business during regularly scheduled work hours is prohibited. Solicitation during non-work hours (lunch or other break times) by employees is subject to other applicable sections of this policy.
- 4.1.5 Solicitation by Students – Solicitation and/or sales by students or student organizations on college property are prohibited without the express written consent of the Vice President for Student Services.
- 4.1.6 Use of College Mail, and E-mail or Other Electronic Media – Use of the college mail, and e-mail or other electronic media systems for solicitation or sales are limited to official college business only. No other use of college mail or e-mail services and/or equipment is permitted.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 None.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 Any organization or person who posts or distributes any tangible materials as any part of a solicitation activity shall be responsible for removing and properly disposing of all such materials at the conclusion of the solicitation period. Students and employees violating the terms and conditions of this policy shall be subject to disciplinary action deemed appropriate by the President and the Vice President for Student Services. Any individual, organization, or entity found in violation of this policy will be subject to available sanctions and/or civil action.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 The solicitation policy falls under the responsibility of the ~~Vice President for Student Services~~ President or President's designee.



**SECTION 8. CANCELLATION**

8.1 None.

**SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

10.1

\_\_\_\_\_  
**Board of Governors Chair                      Date**

\_\_\_\_\_  
**President    Date**

**Attachments:** SCP-1735.A ~~Attachment A~~ On Campus Solicitation Request Form

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

**Revision Notes:** July 2011 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 16, 2011**

**ITEM:** Request for approval of revisions to SCP-3650, *Program Reduction or Elimination*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3650, *Program Reduction or Elimination*, to Southern's constituencies and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

**STAFF MEMBER:** Pamela Alderman

**BACKGROUND:**

At its February 15, 2011 meeting, the Board of Governors approved release of SCP-3650, *Program Reduction or Elimination*, for a 30-day public comment period ending March 19, 2011. Comments received during that period required major consideration and revision of the existing policy (Comments are available upon request). Taking into consideration that many employees are off campus during the summer months, the administration deferred bringing the revised policy before the Board for action until its first business meeting in Fall 2011 to assure that all employees have an equal opportunity to review the amendments and offer comments.

Procedural sections regarding program review have been deleted from the existing policy because the process and procedure for program review and recommendation for program elimination or reduction are contained in SCP-3620, *Policy Regarding Program Review*, and SCP-3625, *University Transfer Program Evaluation Model*. The result is a policy that addresses terms and conditions of employment for faculty affected by program reduction or elimination. Therefore, it is recommended the policy is re-titled and reassigned more appropriately to the 2000 Series of policies in accordance with SCP-1000, *Manuals, Announcements, and Policies (MAP) Development System*. Upon approval, SCP-3650 will be renumbered and re-titled as SCP-2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination*.

Based on comments received, revisions represent substantive changes from the policy presented at the Board's February 2011 meeting. The staff recommends that the Board of Governors advance the revised policy to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-3650 2000**

- SUBJECT:** Elimination of Faculty Positions Due to Program Reduction or Elimination
- REFERENCE:** State College System of West Virginia Board of Directors, Series 11, Series 36, and Procedure No. 23  
Title 135, Procedural Rules of the West Virginia Council for Community and Technical College Education, Series 9 (Academic Freedom, Professional Responsibility, Promotion and Tenure); Series 10 (Policy Regarding Program Review); and Series 11 (Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs)
- Southern West Virginia Community and Technical College Board of Governors: SCP-3620, Policy Regarding Program Review; SCP-3625, University Transfer Program Evaluation Model; SCP-5260, Meeting Financial Exigency; SCP-2701 Reduction in Work Force - Faculty Personnel.
- ORIGINATION:** September 1, 1985
- EFFECTIVE:** September 1, 1985
- REVIEWED:** ~~January 11, 2011~~ July 20, 2011

**SECTION 1. PURPOSE**

- 1.1 It is the responsibility of the Board of Governors to review all programs offered and address the viability, adequacy, necessity, and consistency with mission of the programs to Southern's Master Plan and Compact, and the education and workforce needs of it's district. The outcome of this review process may result in the discontinuance or elimination of a program or course of study. The elimination of a program or course of study may result in the elimination of faculty positions. This policy addresses the elimination of faculty positions in regard to faculty notification, preferred consideration, faculty obligations and responsibilities, and the appeal process. This Policy applies to actions on programs that may stem from State College System Series No. 11, Procedure No. 23, and processes and protections specified in State College System Series No. 36.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to all categories of faculty employees. ~~establishes procedures for consultation on program changes, protection of faculty appointments, preferred consideration, faculty obligations and responsibilities, and the appeals process.~~

**SECTION 3. DEFINITIONS**

- 3.1 Probationary Faculty - Those faculty members who have been appointed on a full-time (1.00 FTE or the equivalent, as determined by the institution) basis and have been designated as being in a tenure-track position.

- 3.2 Tenured Faculty - Those faculty members who have attained tenure status as determined by the institution.
- 3.3 Term Faculty - Those faculty members who have been appointed on a full-time (1.00 FTE or the equivalent, as determined by the institution) basis who are not in a tenure-track status nor tenured. While a full time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to reappointment or to appointment as tenure-track (probationary) or tenured faculty.
- 3.4 Instructional Specialist - A type of term appointment defined as those faculty members who have been appointed minimally on a nine-month basis and an hourly workload. The appointment is for a specified term not to exceed three years. The instructional specialist is eligible to receive reappointment to additional terms. No number of term appointments shall create any presumption of a right to reappointment or to appointment as a tenure-track (probationary) or tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities.
- 3.5 Program - Curriculum or course of study in a discipline specialty that leads to a certificate or degree

#### **SECTION 4. POLICY**

- 4.1 It is the policy of the Board of Governors to treat faculty fairly and adhere to West Virginia Council for Community and Technical College Education's policy in regard to faculty notification, preferred consideration, faculty obligations and responsibilities, and appeal processes in the event a faculty position is eliminated as a result of the program review process.

#### **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 This policy does not apply to decisions regarding faculty discipline or dismissal for cause.

#### **SECTION 6. GENERAL PROVISIONS**

- 6.1 Consultation on Program Changes A faculty member's appointment may be terminated because of the reduction or discontinuance of an existing program as a result of a review of the program, in accordance with the appropriate policy relating to review of academic programs.
- 6.2 ~~Recommendations for a program's reduction or elimination are made to the Vice President for Academic Affairs Chief Academic Officer by the Academic Affairs Committee Management Council after program review by the departmental faculty and the program's advisory committee:~~
- ~~6.2.1 The Vice President for Academic Affairs Chief Academic Officer reviews data and supporting documentation. Within 10 working days, he/she shall request a review by the Academic Affairs Committee Curriculum and Instruction Committee, the Faculty Senate, and student constituent leadership organizations:~~
- ~~6.2.2 Within 60 working days, these constituent groups shall submit written recommendations to the Vice President for Academic Affairs Chief Academic Officer:~~
- ~~6.2.3 Within 20 working days, the Vice President for Academic Affairs Chief Academic Officer reviews all reports/recommendations and submits to the President the following:~~
- ~~6.2.3.1 A written recommendation for approval or denial of the Academic Affairs Committee's Management Council Program reduction/elimination recommendation:~~
- ~~6.2.3.2 A summary listing of findings of the departmental faculty, the program's advisory committee, the Academic Affairs Committee Curriculum and Instruction Committee, the Student Government Association and the Faculty Senate:~~

- ~~6.2.3.3 Supporting documentation from all aforementioned groups.~~
- ~~6.2.4 The Academic Affairs Committee Management Council, Curriculum and Instruction Committee, departmental faculty, program advisory committee, Student Government Association, and Faculty Senate are notified in writing of the Vice President's Chief Academic Officer's recommendation.~~
- ~~6.2.5 The President receives the recommendation and requests a review by the College's Advisory Board.~~
- ~~6.1.6 Within 30 days, the President shall make a recommendation to the Board of Directors Board of Governors.~~
- ~~6.1.7 The President shall notify in writing the aforementioned groups of his recommendation to the Board of Directors Board of Governors.~~
- ~~6.1.8 Each affected faculty member shall be given written notice by certified mail, return receipt requested, of non-retention by the President.~~

### 6.3 Protection of Notification of Faculty Appointments

- 6.3.1 After the Board of Governors action to approve termination, elimination, or major reduction of a program resulting in elimination of faculty position(s):
  - 6.3.1.1 The affected A-probationary faculty member shall be permitted to complete the current period of appointment in accordance with the terms of his/her appointment, including the period of notice that is specified in Procedural rule No. 36 Series 9- For probationary faculty members appointed after March 8, 2003, the tenure-track faculty member shall be notified that his/her employment ends at the end of the current appointment period. Such notice will be provided by letter sent via Certified Mail-Return Receipt Requested, postmarked and mailed no later than March 1.
  - 6.3.1.2 The affected tenured faculty shall be given at least one year of notice of termination of employment following Board of Directors' the Board of Governors action to approve termination of a program or the date of the final institutional action for major reduction in a program. Such notice will be provided by letter postmarked and mailed at least one year before the expiration of her/his appointment, sent via Certified Mail - Return Receipt Requested.
  - 6.3.1.3 The affected term faculty or instructional specialist faculty may be permitted to complete the current period of appointment in accordance with the terms of his/her appointment. The term faculty or instructional specialist faculty shall be notified of the elimination of his/her position by letter sent via Certified Mail-Return Receipt Requested, postmarked and mailed at least thirty (30) calendar days prior to the effective date of termination.
- 6.3.2 Each faculty member who has been given notice of termination at the end of the contract period will be allowed early release at the end of any term or session from his/her contract upon request, even though the contract may extend beyond that time.
- 6.3.3 Each faculty member who is given notice of termination at the end of the contract period under these conditions shall be given a personal letter from the institution that expressly states that termination does not imply a negative judgement about the person's individual performances, but is due to a program change.
- 6.3.4 The institution shall assist the faculty member, to the extent possible, in sending letters of explanation and professional resumes to other institutions to assist his or her effort to find suitable placement elsewhere.

## 6.4 Preferred Consideration

- 6.4.1 When possible, affected faculty shall be reassigned to instructional or non-instructional duties commensurate with faculty member's training and experience.
- 6.4.2 When possible, by mutual agreement, faculty members shall utilize reduced time or leaves of absence to acquire capabilities in areas in which their services would be required within the institution. Faculty development programs and funds, if available, should be used to facilitate such reassignments.
- 6.4.3 Listings of vacancies at other institutions shall be made available to the faculty member at the institution through the Human Resources Office of the Higher Education Policy Commission.
- 6.4.4 The employing institution with vacancies will be encouraged to ~~should~~ give preference in hiring to displaced faculty members and also to those faculty members seeking to relocate in the system. The terms and conditions of offers will be determined by the employing institution.
- 6.4.5 If, within two years following the reduction or discontinuance of a program, a position becomes vacant for which the affected tenured or probationary faculty member is qualified, the College will make every effort to extend first refusal to the faculty member so terminated.

## SECTION 7. RESPONSIBILITIES AND PROCEDURES

### 7.1 Faculty Obligations and Responsibilities

- 7.1.1 Each member of the faculty has an obligation to foster the viability, adequacy, and necessity for his or her program (~~Series 36~~). Program quality is determined in large part by the faculty.
  - 7.1.2 A faculty member is encouraged to enhance his/her skills through further academic pursuits and faculty development programs to improve competencies in his/her field or in related fields
  - 7.1.3 A faculty member is expected to participate in program review processes as a responsible professional working to, as a first priority, meet the purposes and mission of Southern West Virginia Community and Technical College.
  - 7.1.4 A faculty member whose position was eliminated due to program reduction or elimination has the responsibility to monitor job announcements and contact the Human Resources Office if a position is posted for which he/she qualifies and for which he/she should be considered for first refusal.
- 7.2 A faculty member, dismissed or reassigned as a result of a program change, has the right to appeal as specified in ~~Board of Directors' Series 36~~ or the Grievance Procedure (~~WV Code Chapter 18, Article 29~~) (West Virginia Code §29-6A).

## SECTION 8. CANCELLATION

- 8.1 SCI 1542 and SCP-3650.

## SECTION 9. REVIEW STATEMENT

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

## SECTION 10. SIGNATURES

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**Board of Governors Chair**                      **Date**

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**President**    **Date**

**Attachments:**            None.

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

**Revision Notes:**        July 2011 - Revisions reflect major changes in policy. Procedural sections were deleted because the process and procedure for program review and recommendation for program elimination or reduction are contained in SCP-3620, Policy Regarding Program Review, and SCP-3625, University Transfer Program Evaluation Model. The result is a policy that addresses terms and conditions of employment for faculty affected by program reduction or elimination. Therefore, the policy was re-titled and reassigned more appropriately to the 2000 Series of policies in accordance with SCP-1000, Manuals, Announcements, and Policies (MAP) Development System.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 16, 2011**

**ITEM:** Request for approval of revisions to SCP-4192,  
*Administrative Withdrawal of Students*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4192 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**STAFF MEMBER:** Darrell Taylor

**BACKGROUND:**

President Joanne Jaeger Tomblin charged the Enrollment Management and Student Development Unit with review of SCP-4192, *Administrative Withdrawal of Students*, and asked they consider its appropriateness as a policy. The policy was reviewed July 2011 by the Enrollment Management and Student Development Unit and discussed during the Executive Council meeting on August 9, 2011.

As a result of this review, the staff recommends that the Board of Governors advance the revised policy to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-4192**

**SUBJECT:** Administrative Withdrawal of Students

**REFERENCE:** Southern West Virginia Community and Technical College Course Catalog

**ORIGINATION:** September 1, 2000

**EFFECTIVE:** September 19, 2000

**REVIEWED:** July 2011 ~~October 2006~~

**SECTION 1. PURPOSE**

1.1 To establish and communicate the policy regulating the administrative withdrawal process.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This issuance applies to all students registered in academic credit-based courses.

**SECTION 3. DEFINITIONS**

3.1 Administrative Withdrawal – A decision by the College to withdraw a student from an academic credit-based course or courses for emergency reasons, disciplinary reasons or nonpayment of tuition or fees.

**SECTION 4. POLICY**

4.1 Under specific circumstances outlined in the policy, the College will administratively withdraw students from courses for which they have registered.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 The College will withdraw a students who ~~have~~ has registered but failed to pay the required tuition and fees or ~~have~~ has not made arrangements for payment by the required date. ~~For~~ After a students has been withdrawn from a course for nonpayment, ~~there will be no record~~ shall exist that of the student ~~having had~~ had been registered in ~~these~~ a courses.

6.2 The College retains the right to withdraw a student from a course for emergencies or as a result of disciplinary action under the institution’s policies and procedures regarding student conduct. In cases involving administrative withdrawal for disciplinary reasons, faculty and administration will determine the appropriate grade in each instance.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 The Business Offices are responsible for administratively withdrawing students for nonpayment of tuition or fees.
- 7.2 Faculty and administration are responsible for administratively withdrawing students for emergency and disciplinary reasons.

**SECTION 8. CANCELLATION**

- 8.1 None.

**SECTION 9. REVIEW STATEMENT**

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined ~~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-4192 is scheduled for review during the 2009-2010 academic year.~~

**SECTION 10. SIGNATURES**

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**Board of Governors Chair**                      **Date**

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**President**    **Date**

**Attachments:**        None.

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

**Revision Notes:**    July 2011 – Revisions reflect no changes in procedure or documentation requirements but provide clarity and reflect grammatical changes.

October 2006 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect grammatical and technical changes.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 16, 2011**

**ITEM:** Request for approval of revisions to SCP-5260,  
*Meeting Financial Exigencies*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-5260 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

President Joanne Jaeger Tomblin charged the Finance Unit with review of SCP-5260, *Meeting Financial Exigencies*. The purpose of this policy is to establish a manner in which financial exigencies are defined and determined by the Board of Governors and to outline the planning process for meeting financial exigencies.

This policy was reviewed by the Finance Unit and Executive Council in July 2011. Minor revisions were made to the existing policy to provide clarity, but reflect no substantial changes in procedure or documentation requirements.

As a result of this review, the staff recommends that the Board of Governors advance the revised policy to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-5260**

**SUBJECT:** Meeting Financial Exigencies

**REFERENCE:** West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*. SCP-2701, Reduction in Workforce Faculty Personnel.

**ORIGINATION:** May 27, 1988

**EFFECTIVE:** February 17, 2004

**REVIEWED:** July 11, 2011

**SECTION 1. PURPOSE**

1.1 The purpose of this policy is to establish a manner in which financial exigencies are defined and determined by the Board of Governors and to outline the planning process for meeting financial exigencies.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy shall apply on a college-wide basis.

**SECTION 3. DEFINITIONS**

3.1 Financial Exigency – A circumstance arising from an immediate need to react to the lack of financial resources required to sustain current levels of educational services and programs.

**SECTION 4. POLICY**

4.1 It shall be the policy of the Board of Governors to obtain the full benefit of planning and deliberation prior to the implementation of measures determined to be necessary to react to a financial exigency.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 Financial Exigency/Committee Duties and Responsibilities-A Financial Exigency Committee will review and advise the President on all institution-wide actions deemed as necessary responses to a financial exigency. The major responsibilities of this committee shall be:

6.1.1 Making initial recommendations and advising the Faculty Senate and Classified Staff Council regarding institution-wide responses to a financial exigency;

- 6.1.2 Reviewing the responses and further recommendations of the Faculty Senate and Classified Staff Council regarding the Committee's initial recommendations; and
  - 6.1.3 Making final recommendations to the President regarding institution-wide responses to a financial exigency.
- 6.2 Committee Membership – The Committee shall be comprised of the following ten (10) persons: one elected Lay Board of Governors Member (non-voting Chairperson); one elected Student Government Representative; two elected Classified Staff members; two elected Faculty Members; one Chief Fiscal Officer; one Administrator appointed by the President; one Classified Employee Advisory Council Representative; and one Faculty Advisory Council Representative.
- 6.3 Committee Members Terms of Service – Each member of the Committee shall serve for a full fiscal year, i.e., from July 1 of one calendar year through June 30 of the following calendar year. All elected members of the Committee shall be chosen at their respective group's final meeting for the fiscal year.
- 6.4 Financial Exigency Procedure – The President may request the Board of Governors to declare a financial exigency at any time it is believed that a bona fide financial exigency exists. The Board of Governors may declare a condition of financial exigency for a period not to exceed two years, unless extended by subsequent action of the Board. Within seven working days after the Board of Governors declares a condition of financial exigency, the Financial Exigency Committee shall submit in writing its initial recommendation to the Faculty Senate and the Classified Council. Within seven working days after receiving the initial recommendation of the Financial Exigency Committee, the Faculty Senate and Classified Staff Council may submit their recommendations in writing to the Financial Exigency Committee. Within five working days after the deadline for receiving the recommendations of the Faculty Senate and Classified Staff Council, the Financial Exigency Committee shall submit its final recommendation in writing to the President. Within seven working days after receiving the final recommendations of the Financial Exigency Committee, the President shall submit recommendations in writing to the Board of Governors for its review and approval.
- 6.5 Financial Exigency Actions – When the Board of Governors declares a condition of financial exigency, the Financial Exigency Committee shall review and recommend the financial effects of the following prioritized actions before making any recommendations regarding personnel reduction:
- 6.5.1 Delaying implementation of new programs;
  - 6.5.2 Freezing all vacant positions;
  - 6.5.3 Cutting all new and, where feasible replacement equipment funds;
  - 6.5.4 Reducing extracurricular activities and events;
  - 6.5.5 Utilizing all feasible current expense cuts in the following areas in priority order:
    - 6.5.5.1 travel
    - 6.5.5.2 telephone
    - 6.5.5.3 utilities
    - 6.5.5.4 printing
    - 6.5.5.5 office supplies
    - 6.5.5.6 educational supplies
    - 6.5.5.7 reducing repair and alteration funds
    - 6.5.5.8 reducing unrestricted student aid funds, and

6.5.5.9 reducing work week and times of college operations through voluntary and, where necessary, mandatory furloughs.

6.5.6 Furlough – Voluntary and mandatory furloughs shall be considered. ~~In accordance with the following prioritized alternatives: (a) four-day work week for summer; (b) four-and-one half day work week during semesters; (c) two to four-week closing of college except for essential service between college fall and spring semesters; (d) one to three-month closing of the college between spring and fall semesters, i.e., summer closing, except for essential services; and (e) reducing salaries based on the reduced work week and times of the college operation.~~ Vacation and sick leave days may not be used to offset salary cutbacks. Options may include a one day per week cut in pay. Previous and recent cuts in any area of the college should be considered in making recommendations to prevent disproportionate cuts.

6.5.7 Reductions in Workforce – After exhausting all possible financial benefits and savings from the above actions, the Committee may recommend that the President consider and recommend reductions in personnel. The President shall consider any Committee recommendations and shall make any personnel recommendations in accordance with the pertinent policies of the Board of Governors. A recommendation from the Committee is not required to enable the President to independently recommend reductions in personnel.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

7.1 The President has primary responsibility for the implementation of the provisions of this policy.

**SECTION 8. CANCELLATION**

8.1 None.

**SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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**Board of Governors Chair**                      **Date**

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**President**    **Date**

**Attachments:**        None.

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

**Revision Notes:** July 2011 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 16, 2011**

**ITEM:** Request for approval of advancement of SCP-4000,  
*Basic Guidelines and Standards for Admissions*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for advancement of SCP-4000, *Basic Guidelines and Standards for Admissions*, to Southern's constituents and the Chancellor for Community and Technical College Education the required 30-day public comment period.

**STAFF MEMBER:** Allyn Sue Barker

**BACKGROUND:**

The Enrollment Management and Student Development Unit was charged by President Joanne Jaeger Tomblin and members of the Executive Council to develop a policy which would establish basic guidelines and standards for admissions at the College.

On June 13, 2011, the *Basic Guidelines and Standards for Admissions* draft was reviewed by the Enrollment Management and Student Development Unit. It was distributed electronically to the Executive Council for review and comment on July 6, 2011. As a result of these reviews, changes were made to the draft document.

The staff recommends the draft policy SCP-4000, *Basic Guidelines and Standards for Admissions*, be approved for advancement to Southern's constituents and the Chancellor for Community and Technical College Education the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-4000**

**SUBJECT:** Basic Guidelines and Standards for Admissions

**REFERENCE:** West Virginia Code §18B-1-1A; 18B-2B-6; 18B-3C-2;  
Title 135 Procedural Rule West Virginia Community and Technical College Education,  
Series 23, Basic Guidelines and Standards for Admissions at Community and Technical  
Colleges

**ORIGINATION:** August 16, 2011

**EFFECTIVE:** Upon Approval by the Board of Governors

**REVIEWED:** New

**SECTION 1. PURPOSE**

1.1 The purpose of this policy is to establish basic guidelines and standards for admissions at Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy is applicable to all citizens seeking admission into Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

- 3.1 Regular Students (Degree Seeking Students) - Individuals with a high school diploma or GED who are seeking a certificate and/or associate degree.
- 3.2 Re-entry Students - Students who interrupt their studies by failing to register and attend classes during a fall or spring trimester and wish to re-enter the College.
- 3.3 Non-degree Seeking Students - Students who take credit courses for personal enrichment, job improvement, or other reasons and are not seeking a degree or certificate.
- 3.4 Transfer Students - Students who have attended other accredited post-secondary institutions and enter and enroll at Southern.
- 3.5 Transient Students - Students who are officially enrolled and in good academic standing at other post-secondary institutions and want to enroll for courses at Southern.
- 3.6 Early Entry High School Students - Students still enrolled in high school who may enroll in courses at Southern provided they meet course prerequisites and complete the admission procedures.
- 3.7 Conditional Admission Students - Persons eighteen years of age or older who have been determined able

to benefit from study at the community college level, but shall be regularly evaluated to determine whether their performance indicates an ability to continue their studies.

- 3.8 Home School Students - For purposes of admission to Southern, home school students with appropriate documentation will be considered as possessing a high school diploma.

#### **SECTION 4. POLICY**

- 4.1 Southern West Virginia Community and Technical College is an “open admissions” institution and supports the philosophy that residents should have access to higher education opportunities commensurate with their abilities and interests.
- 4.2 Admission to Southern is open to persons age eighteen and older and able to benefit from study at the community college level. This policy provides specific information related to admission requirements for the various classification of students.

#### **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 Admission to Southern does not imply eligibility for, nor guarantee admission to, any specific program of study for which more stringent admission requirements are established.

#### **SECTION 6. GENERAL PROVISIONS**

- 6.1 Those who possess a high school diploma or General Educational Development (GED) equivalency may enroll as certificate degree or associate degree-seeking students.
- 6.2 Others persons may enroll as certificate degree or associate degree-seeking students on an ability to benefit basis, but shall be regularly evaluated to determine whether their performance indicates an ability to continue their studies.
- 6.3 Students seeking transfer admission or readmission to a community and technical college must meet the institution’s basic admission standards.
- 6.4 Early admission standards for high school students enrolling in community colleges are subject to the requirements of Section 135-19-6 of Title 135, Series 19, Guidelines for Offering Early Enrollment Courses for High School Students.
- 6.5 Copies of high school transcripts, health records and transcripts of previous college work are not required for admission to community colleges.
- 6.6 Participation in certain federal, state, and/or institutional financial aid programs or admissions to specific academic programs do require copies of high school transcripts, GED scores and/or prior college work be provided. Individuals are encouraged to check with the appropriate institutional officials to determine the documents required for participation in, or admission to such programs.
- 6.7 If a student wants credit for prior college work completed, then official transcripts must be provided.
- 6.8 In addition to general institutional admission requirements, certain limited enrollment programs have specific admission requirements. Those applying for admission to these programs must comply with the general admission requirements as well as those of the specific program.

- 6.9 State law provides that any male person who has attained the age of eighteen (18) years of age may not enroll in a state-supported institution of post-secondary education unless he is in compliance with the Military Selective Service Act (50 U. S. Code, Appendix §451, et seq. and the amendments thereto).
- 6.10 A male person may not receive a loan, grant, scholarship, or other financial assistance for post-secondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 Re-entry students are required to submit a re-admissions application.
- 7.1.1 Re-entry students are only required to resubmit transcripts if he or she has earned additional credits at another institution and are seeking a certificate degree and/or associate degree and want those additional credits articulated.
- 7.2 Non-degree seeking students must submit a completed application form for admission.
- 7.2.1 An official academic transcript from any college attended can be articulated for the purpose of meeting course prerequisite requirements.
- 7.2.2 If non-degree seeking students want to change their status to regular degree seeking and want any previous college course work articulated toward a certificate and/or associate degree, then they must present an official transcript of all previous college work to the Records Office.
- 7.3 Transfer Students may transfer to Southern from other accredited post-secondary institutions and must complete an application for admission.
- 7.3.1 The transfer student must submit a completed application for admission.
- 7.3.1.1 If transfer students want previous college course work articulated toward a certificate and/or associate degree, then they must present an official transcript of all previous college work to the Records Office.
- 7.3.2 An evaluation will be made of each transcript, and the student will be notified by the Registrar of those courses transferable and the amount of credit granted/recognized for each.
- 7.3.3 Students who transfer and apply transfer credit toward an associate degree must complete fifteen of the last twenty-three hours of the associate degree program at Southern.
- 7.3.4 Students who transfer and apply transfer credit toward a certificate program must complete a minimum of one-third of the total hours required in the certificate program at Southern.
- 7.3.5 A student who is receiving federal financial assistance and fails to acknowledge attendance at any college or university in which he or she has been registered may be subject to disciplinary action.
- 7.4 Transient Students may enroll for courses at Southern provided they submit forms completed by their home college stating the courses to be taken and that the students are in good standing.

- 7.4.1 The completed transient form must be submitted to the Records Office.
- 7.4.2 If the student is receiving financial aid he or she must have a consortium agreement signed by both the home institution and Southern's financial assistance office.
- 7.5 Early Entry High School Students may enroll in courses at Southern provided they meet course prerequisites and complete the admission procedures.
  - 7.5.1 Early Entry students must complete Southern's Early Entry Application with consent form signed by the high school principal or counselor and parent or legal guardian.
  - 7.5.2 The student must have a 3.0 (B) grade point average unless he or she is participating in a special project such as the College Transitions Initiative.
  - 7.5.3 High school students may enroll for no more than seven (7) credit hours per trimester.
  - 7.5.4 Early Entry students must meet course prerequisites before registering.
  - 7.5.5 Exceptions to the minimum requirements require the authorization by the appropriate Academic Dean or his/her designee for any high school students with less than a 3.0 (B) grade point average or seeking to enroll for more than seven credit hours per trimester.
- 7.6 Conditionally admitted students must complete all required transitional courses and pass the GED before being admitted as a regular degree-seeking student.
  - 7.6.1 A maximum of twelve credit hours may be taken as a conditionally admitted student.
  - 7.6.2 Conditionally admitted students are not eligible to receive any federal or state financial assistance.
- 7.7 Home schooled students applying for admission as a regular (degree seeking) student must provide the results of any assessments and other documentation required by the State Department of Education and/or local Board of Education.
- 7.8 Southern is not certified to admit or enroll international students under the rules of Immigration and Naturalization Services.

**SECTION 8. CANCELLATION**

- 8.1 None.

**SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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**Board of Governors Chair**

**Date**

		<b>President</b>	<b>Date</b>
<b>Attachments:</b>	None		
<b>Distribution:</b>	Board of Governors (12 members) www.southernwv.edu		
<b>Revision Notes:</b>	New Policy		

**Southern West Virginia Community and Technical College  
Board of Governors Meeting of August 16, 2011  
Agenda Item for Discussion**

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**Southern West Virginia Community and Technical College  
Board of Governors  
Institutional Rulemaking Report  
Policies Effective as of July 1, 2011**

**Manuals, Announcements and Polices (Map) System  
Classification Table**

**1000 GENERAL**

Policies related to general administrative issues, such as: MAP Development System, Governance, History, Vision, Mission, Goals, Strategic Planning, Naming Rooms/Buildings, Tobacco Use, Solicitation, Records/Document Retention/Security/Control, Weapons/Firearms, Safety, Public Relations, Institutional Publications, Marketing, Fundraising, etc.

**2000 HUMAN RESOURCES**

Policies relating to Human Resource issues and terms or conditions of employment such as: Employee Relations, Employment and Hiring Policies, Benefits, Attendance and Leave, Sabbatical, Professional Development, Performance Appraisal, Hiring Practices, Promotion, Tenure, Discipline, Workloads, Sexual Harassment, AA/EEO, ADA, etc.

**3000 ACADEMIC AFFAIRS**

Policies relating to academic areas regardless of particular division or program, and/or academic services/issues such as: School-to-Work/Tech Prep, Academic Programs, Delivery of Instruction via Interactive/Distance Learning, Libraries, Developmental Education, Institutional and Student Assessment, Accreditation, Academic Freedom, etc.

**4000 STUDENT SERVICES**

Policies relating to services provided to/for students, such as: Student Conduct, Activities, SGA, Grievances, Grade Appeals, FERPA, Financial Aid, Recruitment, Enrollment Management, Admissions, Records, Counseling, Registration, Career Planning and Placement, etc.

**5000 FINANCE**

Policies relating to financial issues, physical plant and auxiliary enterprises, such as: Accounting, Budget Planning, Bookstores, Business Offices, Facilities/Physical Plant, Automotive Usage, Travel, Purchasing, Payables, Food Services, etc.

**6000 ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT**

Policies relating to economic, workforce, and community development, such as: Economic Development, Continuing Education, Small Business Development Center, Workforce Training and Development, etc.

**7000 TECHNOLOGY**

Policies relating to Computer Center/Services, Instructional Technologies, Interactive/Distance Learning Technologies, Educational Media/Television Services, Student Computer Labs, Telephone Services/Equipment, Internet, WEB Technology, etc.

**8000 BOARD OF GOVERNORS**

Policies relating to general operations of Southern West Virginia Community and Technical College: General, Human Resources, Academic Affairs, Student Services, Finance, Economic and Community Development, and Technology.

**Southern West Virginia Community and Technical College  
Board of Governors  
Institutional Rulemaking Report  
Policies Effective as of July 1, 2011**

SCP Number	Policy Name	Effective Date	Date of Latest Action
<b>1000</b>	<b>GENERAL</b>		
1000	Manuals, Announcements, and Policies (MAP) Development System	06/24/2002	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 01/24/08 Revised policy review cycle from every 3 years to a review on a regular basis with a time frame for review of each policy to be determined by the President or President's designee. 02/21/06. Replaced SCP-1467.
1000.A	Attachment A — Classification Table	04/06/1999	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06. Technical revisions.
1000.B	Attachment B — Format for Southern College Policy (SCP)	04/06/1999	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 01/24/08 Revised paragraph numbering system to incorporate a legal numbering system. 02/21/06. Technical revisions.
1000.C	Attachment C — Format for Southern Administrative Announcements (SAA)	04/06/1999	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06 - Technical revisions made to form.
1000.D	Attachment D — Format for Southern Administrative Manuals (SAMs)	04/06/1999	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06. Technical revisions made to form.
1001	Records Retention Policy	07/01/2011	06/21/2011 - BOG granted final approval; 05/21/2011 - Received no comments; 04/19/2011 - Policy originated and BOG released for a 30-day public comment period expiring 05/21/2011.



SCP Number	Policy Name	Effective Date	Date of Latest Action
1010	Use of Alcoholic Beverages on Campus	02/21/03	10/14/10 - BOG granted final approval; 09/17/2010 Received comments from one individual which are available for review upon request. It is the position of the administration that the issues, concerns and suggestions raised in these comments are addressed in a separate policy, SCP-2156, Drug and Alcohol Policy. The individual was satisfied with the response provided. All reference to drugs has been removed from the final version of SCP-1010; 09/17/2010 - Comments received; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; Reviewed 09/20/2005.
1040	Use of College Bulletin Boards, Directories, and Information Dispensing Equipment	02/01/05	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended cancellation and reconstruction as a procedure. 07/27/00 - Policy amended.
1091	Classified Staff Council Constitution	11/18/03	06/23/2009 - BOG granted final approval; 05/22/2009 Received no comments; 04/22/09 - Board released for 30 day public comment period expiring 05/22/2009; 03/04/2009 Revisions clarify membership representation with no substantial changes in procedures. 12/13/2006 - Technical revisions. 11/28/2003 - Originated to supercede SCI 1672 and SCI 1672.01.
1153	Consumer Complaint Procedures	04/03/95	12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; Amended 08/08 Revisions reflect no substantial changes in procedure or reporting requirements. The policy and attachment were revised to reflect the institution's current organizational structure. 09/01/2000 - Amended.
1153.A	Consumer Complaint Form	04/03/95	12/09/08 - BOG granted final approval; 10/10/08- Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 Amended Revisions reflect the institution's current organizational structure. 09/01/2000 - Amended.
1160	Diversity Philosophy	08/20/98	10/14/10 - BOG granted final approval; 09/17/2010 Received one comment pertaining to grammar. The suggested correction was made to the final policy; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
1167	Emergency Procedures	01/01/85	02/17/09 - BOG rescinded this policy and approved its reconstruction as a procedure; 01/120/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. 08/20/00 - Amended.
1180	Equipment Loans	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
1180.A	Contract of Equipment Loan	07/01/84	12/09/08 - Form repealed with rescission of SCP-1180.
1215	Use of Institutional Facilities	05/01/85	04/27/10 - BOG granted final approval; 04/03/2010 Received one comment pertaining to grammar. The suggested correction was made to the final policy; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. Amended 09/01/00
1233	First Aid	03/01/85	02/17/09 - BOG rescinded this policy and approved its reconstruction as a procedure; 01/120/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. 08/20/00 - Amended.
1375	Reports of Accidents/Incidents	01/28/91	02/17/09 - BOG granted final approval; 01/120/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. Amended 09/01/00
1375.A	Accident / Incident Report Form		02/17/09 - Amended. 09/01/00 - Amended.
1375.B	Monthly Report of Accidents/Incidents		02/17/09 - Amended. 09/01/00 - Amended.
1435	Inclement Weather and Emergency Situations	01/21/03	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 02/08 Revisions reflect changes in procedure requirements and changes in management responsibilities. 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.
1435.A	Attachment A — Media Notification List	01/21/03	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; Amended 02/08; Amended 11/02



SCP Number	Policy Name	Effective Date	Date of Latest Action
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	11/20/2007 BOG granted final approval with no revisions. 11/18/2007 Received no comments; 10/18/2007 Board released for 30-day public comment period expiring 11/18/2007. Reviewed 09/04/2007 – Recommended continuation with no revisions. 12/09/04 - Reviewed - 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	02/15/2011 - BOG granted final approval; 11/17/2010 Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revisions reflect no substantial changes in procedure or documentation requirements, but provides clarity and includes the new institutional mission statement. 07/27/00 - Policy amended. Repealed Chapter 29A-2, Series I, Policy Statement on Philosophy and Mission, Effective 07/01/84
1625	Publications and Productions	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Communications Unit. Both groups recommended cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
1725	Private Scholarships	07/01/84	06/17/08 - BOG granted final approval; 05/22/08 - Received no comments; 04/15/08 - Board released for 30-day public comment period expiring 05/22/08; Amended 03/08 Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 09/01/00
1735	Solicitation Policy	06/15/04	04/24/2007 BOG granted final approval. 01/2007 – Revised the policy to include clarification and develop a more formalized method for solicitation requests. SCP-1735.A, On Campus Solicitation Request Form developed. Originated 05/20/04
1735.A	On Campus Solicitation Request Form	04/24/2007	Originated 01/02/2007

SCP Number	Policy Name	Effective Date	Date of Latest Action
1750	Tobacco Usage	01/01/88	04/19/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; Amended 09/01/00; Repealed SCI-1375
<b>2000</b>	<b>HUMAN RESOURCES</b>		
2005	Catastrophic Leave	04/19/05	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 • Received no comments; 02/19/08 - Board released for 30 day public comment period expiring 03/20/08; 01/2008 Revisions reflect no substantial changes in procedure or documentation requirements. Originated 02/15/05
2005.A	Catastrophic Leave Request Form	04/19/05	03/02/2010 - BOG rescinded; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Reviewed Originated 02/15/05
2005.B	Catastrophic Leave Donation Form	04/19/05	03/02/2010 - BOG rescinded; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Reviewed Originated 02/15/05
2006	Employee Leave	New Policy	03/02/2010 - BOG granted final approval. 01/11/2010 - Comments received were grammatical and spelling related. Suggested corrections were made in the final policy presented to BOG for approval. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.



SCP Number	Policy Name	Effective Date	Date of Latest Action
2125	College-wide Employee/Personnel Policy	07/01/84	<p>04/19/2011 - BOG deferred action on this policy until the Employee Handbook is revised, approved, published, and made available to employees. Upon completion of the Employee Handbook, SCP-2125 will be resubmitted to the BOG with a recommendation for rescission.</p> <p>02/15/2011 - BOG approved release for a 30-day public comment period expiring 03/19/2011 with a recommendation for rescission; 01/2011 - Policy was reviewed by Finance Unit and Executive Council. It was determined that the information contained in this policy can also be found in: SCP-1735 Solicitation Policy, SCP-2006 Employee Leave, SCP-2171 Professional and Educational Requirements for Faculty, SCP-2202 Personnel Assessment Philosophy and Practice Statement, SCP-2575 Overtime and Compensatory Time Policy, SCP-2580 Part-Time Employees, Classified Staff, Adjunct Faculty and the Employee Handbook. The staff will recommend rescission of this policy.</p> <p>Amended 09/01/00</p>
2156	Drugs and Alcohol Policy	03/31/1989	<p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG Released for additional 30-day public comment period expiring 01/04/2008.</p> <p>09/18/2007 – BOG deferred action until the administration conducts a meeting with the faculty to review and discuss the provisions of the revised draft.</p> <p>07/2007 – The draft policy was revised to comply with federal regulations requiring inclusion of specifics on criminal sanctions and health risks. Other minor changes were made for clarity.</p> <p>03/23/2007 – Comments were received and the policy was sent to Bowles, Rice, McDavid, Graff &amp; Love for legal review.</p> <p>02/20/2007 – BOG released draft policy for 30-day public comment period expiring 03/23/2007.</p> <p>04/24/2007 - Currently under revision.</p> <p>Amended 09/01/00</p>
2156.A	Employee Drug Awareness Clarification Form	03/31/1989	02/19/2008 - BOG granted final approval. Amended 09/01/00
2165	Educational Release Time Policy	02/17/04	<p>11/28/06 - BOG granted final approval.</p> <p>09/26/06 Released for 30-day comment—expired 10/27/06</p> <p>No comments received.</p> <p>08/31/06 – Clarifications made to policy.</p> <p>2<sup>nd</sup> 30-day comment period expired 11/22/03</p>
2165.A	Educational Release Time Request	02/17/04	<p>11/28/06 - BOG granted final approval.</p> <p>09/26/06 Released for 30-day comment—expired 10/27/06</p> <p>No comments received.</p> <p>08/31/06 – Technical revision of form.</p> <p>2<sup>nd</sup> 30-day Comment Period Expired 11/22/03</p>

SCP Number	Policy Name	Effective Date	Date of Latest Action
2171	Professional and Educational Requirements for Faculty	12/09/04	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references. Amended 05/04 Repealed SCI-2122
2171.A	Faculty Credentials Certification Form	12/09/04	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references. Amended 05/04 Repealed SCI-2122
2202	Personnel Assessment, Philosophy, and Practice Statement	07/01/87	10/14/10 - BOG granted final approval; 09/17/2010 Received no comments; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; 07/2010 - Policy was revised to be compliant with WV Code and rules of the WV Council for Community and Technical College Education. Amended 08/21/00
2218	Evaluation Process for Full Time Faculty	08/17/84	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 One comment received; policy adjusted based on comment. 04/06 - Revisions reflect changes to better serve institutional needs. Amended 09/01/00
2218.A	Supervisor's Evaluation of Faculty Member	08/17/84	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 One comment received; policy adjusted based on comment. 04/06 - Revisions reflect changes to better serve institutional needs. Amended 09/01/00



SCP Number	Policy Name	Effective Date	Date of Latest Action
2220	Course Feedback Policy	06/17/03	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 04/03 - Policy amended.
2220.A	Course Feedback Form	06/17/03	12/09/08 - Form repealed with rescission of SCP-2220. 04/03 - Form amended.
2226	Faculty Incentive Pay Plan	10/16/01	06/21/2011 - BOG granted final approval; 05/20/2011 - Received one comment pertaining to the WV Code - suggested correction was made in the final policy. 04/19/2011 - SCP-2226 was revised to reflect the changes provided for in the response to comments received. Because these represent significant changes from the policy presented for comment on 02/15/2011, the policy was released for an additional 30-day public comment period expiring 05/20/2011/ 03/19/2011 - Received comments which are available for review upon request and responses were provided to the individuals making comment; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011. 12/09/08 - BOG granted final approval; 11/19/08 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment; 11/11/08 - Technical revisions made to this policy; 10/16/08 Board released for 30-day public comment period expiring 11/19/08. 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	06/21/2011 - BOG granted final approval; 05/20/2011 - No additional comments received; 04/19/2011 - Released for an additional 30-day public comment period expiring 05/20/2011; 2/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011. 12/09/08 - BOG granted final approval. 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/06/05 – Technical revisions made to this policy. 8/20/01 - Board released for 30-day public comment Period expiring 09/28/01. Originated 08/01
2226.B	Faculty Incentive Pay Program Agreement Form		06/21/2011 - BOG granted final approval; 05/20/2011 - No additional comments received; 04/19/2011 - Released for an additional 30-day public comment period expiring 05/20/2011; Originated 03/2011.

SCP Number	Policy Name	Effective Date	Date of Latest Action
2234	Flex Work Schedule	06/01/87	12/08/09 - BOG granted final approval. 11/18/09 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/2009 – Policy was extensively revised to reflect requirements of the WV Code, WVCCTCE policy, and various work arrangements in place at Southern. Amended 09/01/00
2250	Hiring Adjunct Faculty	11/01/84	01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. Amended 09/01/00 Originated 11/01/1984.
2254	Hiring Process	09/01/00	04/24/2007 - Policy repealed by BOG. Amended 09/01/00 Repealed WV Administrative Regulations, SWVCTC: Procedures for Hiring Full-time Employees Effective 01/15/85
2360	Holidays	01/21/03	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 01/08 - Policy reviewed; No substantial changes. Comment Period Expired 12/20/02 Originated 11/02
2375	Home Campus Assignment and Campus Requirements for Faculty	07/01/85	12/00/05 Technical Revision Amended 09/01/00
2406	Illness of the Faculty Member, Responsibilities for Meeting Affected Classes, and Leave Request Due to Illness	01/01/85	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
2406.A	Faculty Absence Request / Report	01/01/85	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
2484	Medical Leave of Absence	09/01/00	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 BOG released draft for 30-day public comment expiring 01/11/2010.
2484.A	Request for Medical Leave of Absence	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Revised 01/03/06



SCP Number	Policy Name	Effective Date	Date of Latest Action
2484.B	Treating Licensed Physician Statement - Medical Leave Verification	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2484.C	Return to Work Authorization Medical Release Form	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2562	External Professional Activities of Faculty and Other Professional Staff	11/01/84	12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 09/08 - Revisions reflect no substantial changes in procedure or documentation requirements. Coverage was expanded to include full-time exempt professional employees. Definitions were revised to provide clarity. 03/2008 - Amended - Revisions reflect changes in procedure requirements and changes in management responsibilities. 09/01/2000 - Amended
2562.A	External Professional Activities for Pay Report Form	11/01/84	09/08 - Modified to indicate the specific outside employment activity; 09/01/2000 - Amended
2575	Overtime and Compensatory Time	02/17/04	02/19/2008 - BOG granted final approval; 01/04/2008 - No comments received; 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 10/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 02/17/2004 - BOG grants final approval of policy; 10/21/2003 – Significant revisions were made to the draft policy. The BOG approved amendments and released the policy for a 2 <sup>nd</sup> 30-day public comment period expiring 11/22/2003. 10/16/2003 – Comments were received and responses provided for each issue raised; 09/16/2003 – BOG released for 30-day public comment period expiring 10/16/2003. 09/2003 - Originated
2575.A	Request to Work Additional Hours	02/17/04	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 02/17/2004 - BOG grants final approval. 09/2003 - Originated
2580	Part-time Employees: Classified Staff and Adjunct Faculty	06/15/04	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 10/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 06/15/2004 – BOG grants final approval; 05/20/2004 – Received no comments; 04-21-2004 – Released for 30-day public comment period expiring 05/20/2004; 04/04 Originated

SCP Number	Policy Name	Effective Date	Date of Latest Action
2593	Payments to Employees for Contracted Services (Other Than Regular Employment)	04/22/98	02/15/2011 - BOG granted final approval; 11/17/2010 Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revised to include compliance statement regarding overtime and compensatory time. Sections were rewritten for clarity. 09/01/2000 Amended
2593.A	Payment to Individuals for Services Form	04/22/98	02/15/2011 - BOG granted final approval; 11/17/2010 Received no comments; 10/14/2010 - BOG Released for a 30-day public comment period expiring 11/17/2010; 09/2010 Form revised to provide clarity. 09/01/00 Amended
2624	Employee Development	01/28/1991	12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/2008 - Substantial changes were made to this policy. Procedural items were deleted. The policy was revised to communicate the philosophical support for employee development. The policy title was changed from "Professional Development" to "Employee Development." 09/01/2000 - Amended and placed in new SCP format. Repealed SCI-1623, Personnel Development, Effective 01/28/91
2624.A	Funding Request Form (Staff)	01/28/1991	12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.
2624.B	Presentation Request Form	01/28/1991	12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.
2624.C	Funding Request Form (Faculty)	01/28/1991	12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.



SCP Number	Policy Name	Effective Date	Date of Latest Action
2686	Promotion-in-Rank and Tenure Policy	11/27/2001	<p>06/23/2009 - BOG granted final approval.</p> <p>05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes.</p> <p>04/22/09 - Board released for 30-day public comment period expiring 05/22/2009.</p> <p>02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements.</p> <p>11/20/2007 – Board granted final approval with recommended revision.</p> <p>11/17/2007 – Two comments received; Revised policy to reflect recommended changes to the WV Code, reference to the WV Council, and grammatical errors. Clarification was provided on the number of graduate hours since last promotion.</p> <p>10/18/2007 – BOG released draft for 30-day public comment expiring 11/17/2007.</p> <p>07/31/2007 – AAMC and Faculty Senate revised draft to provide clarify and reflect changes in management responsibilities.</p> <p>01/2006 – Reviewed and revised by Faculty Senate advanced draft to Academic Affairs Management Council for review and approval.</p> <p>Amended 10/01/01 Repealed SCI-2321</p>
2686.A	Promotion-in-Rank and/or Tenure Criteria and Forms	11/27/2001	<p>06/23/2009 - BOG granted final approval.</p> <p>05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes.</p> <p>04/22/09 - Board released for 30-day public comment period expiring 05/22/2009.</p> <p>02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements.</p> <p>11/20/2007 – Board granted final approval.</p> <p>07/31/2007 AAMC and Faculty Senate streamlined the form.</p> <p>Amended 10/01/2001; Repealed SCI-2321</p>

SCP Number	Policy Name	Effective Date	Date of Latest Action
2700	Reduction in Workforce – Classified Personnel	04/20/2004	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements. 04/20/2004 – BOG granted final approval. 03/23/04 – No comments received. 02/17/2004 – Due to comments received, significant revisions were made to draft policy. BOG approved amendments and released draft for an additional 30-day comment period expiring 03/23/2004. 11/22/2003 – Comments received and responses provided for each issue raised. 10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003. Originated 10/21/2003
2701	Reduction in Workforce – Faculty Personnel	04/20/2004	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements. 04/20/2004 – BOG granted final approval 11/22/2003 – Received no comments. 10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003. Originated 10/21/2003
2748	Request for Release Time for Full-time Faculty	12/09/04	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment–expired 10/27/06 One comment received; no adjustment was made based on comment. 08/06 – Revisions provide clarity and reflect changes in management responsibilities. Amended 09/01/00 Amended 04/2004; Repealed SCI-2420
2748.A	Release Time Request Form for Full-time Faculty	12/09/04	Form streamlined 06/2006 Amended 04/2004



SCP Number	Policy Name	Effective Date	Date of Latest Action
2810	Sabbatical Leave for Full-Time Faculty	10/15/02	04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/2011 - Policy reviewed and revised to provide clarity and reflect changes in management responsibilities; forms streamlined. 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	04/19/2011 - BOG granted final approval. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 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	04/19/2011 - BOG granted final approval. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 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	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 - Policy reviewed and amended to incorporate the institutional Faculty Compensation Program and Salary Schedule. 04/19/2005 - BOG granted final approval. 03/18/2005 - No additional comments. 02/15/2005 - Due to substantive changes made to the existing draft policy, comment period extended for an additional 30 days expiring 03/18/2005. 02/14/2005 - Six comments received. 03/18/05 01/14/2005 - Comment period extended for additional 30-days (expiring 02/14/2005) due to Christmas and New Year's holidays, and the short time frame the institution had to develop the draft policy. 12/09/2004 - Released for a 30-day public comment period expiring 01/10/2005. Originated 12/04

SCP Number	Policy Name	Effective Date	Date of Latest Action
2843	Sexual Harassment Policy	09/12/02	04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - Reviewed and revised to provide clarity. 04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day Comment-expired 03/24/06. 01/20/06 Amended; 05/17/02 Amended; 09/01/00 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.
2875	Workload Requirements for Full-time Faculty	01/28/1991	03/02/2010 - BOG granted final approval. 01/11/2010 - No comments received. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
2875.A	Class Load Formula Matrix (Summer)	01/28/1991	01/11/2010 - No comments received. Form deleted as attachment in revised policy. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
2875.B	Class Load Formula Matrix (Fall and Spring)	01/28/1991	01/11/2010 - No comments received. Form deleted as attachment in revised policy. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
<b>3000</b>	<b>ACADEMIC AFFAIRS</b>		
3100	Faculty Responsibilities for Academic Advising of Students	04/18/1985	01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. 10/21/2004 – Policy amended.
3160	Course Syllabus	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 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.
3160.A	Course Syllabus Format	07/01/1984	12/09/08 - Form repealed with the rescission of SCP-3160. 09/20/05 - Form amended.



SCP Number	Policy Name	Effective Date	Date of Latest Action
3165	Adding Courses to the Curriculum and Revising Existing Courses	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended. Repealed WV Administrative Regulations, SWVCTC, Chapter 29A-2, Series I, Revising Courses, Effective 07/01/84.
3170	Deleting Courses from the Curriculum	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
3188	College Level Exam Program (CLEP)	11/01/85	08/17/2010 - BOG released draft for a 30-day public comment period expiring 09/17/2010; 11/29/05 - BOG granted final approval of amended policy; 10/21/05 Received no comments; 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	11/20/2007 – Board granted final approval of revised policy. 10/18/2007 - Received one comment regarding the dates of withdrawal. Clarification was provided to the individual; no change to the draft policy was warranted. 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007. 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 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	11/20/2007 – Board granted final approval. 08/2007 – Streamlined form 10/27/2004 – Amended policy
3214	College Board Advanced Placement Credit	09/13/93	10/15/2009 – Board granted final approval of revised policy. 9/17/2009 - Received no comments. 08/18/2009 - BOG released draft for 30-day public comment expiring 09/17/2009. 07/2009 – Revised policy to provide clarity and reflect changes in course titles. Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
3227	Credit Based on Experience	01/01/85	08/17/2010 - BOG released draft for a 30-day public comment period expiring 09/17/2010; 11/29/05 - BOG granted final approval of amended policy; 10/21/05 Received no comments; 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.
3227.A	Portfolio Evaluation Form	01/01/85	09/20/05 - Reviewed
3240	Assignment of Credit/Non Credit Courses	07/01/86	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
3245	Faculty and Administrative Productivity	02/21/2006	04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/2010 - Reviewed and revised to provide clarity and reflect changes in management responsibilities. Originated 10/20/2005
3250	Final Examinations	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
3401	Independent Study	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 11/20/2007 – Board granted final approval of revised policy. 10/18/2007 - Received no comments; 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007; 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. Independent Study forms SCP-3401.A and SCP-3401.B were added to the policy. Amended 09/01/00
3401.A	Independent Study Request Form	07/01/1984	12/09/2008 - Repealed with the rescission of SCP-3401. 08/2007 - Revisions reflect changes in management responsibilities.



SCP Number	Policy Name	Effective Date	Date of Latest Action
3401.B	Independent Study Contract	07/01/1984	12/09/2008 - Repealed with the rescission of SCP-3401. 08/2007 - Reviewed and revised to create a standard learning contract to be used in conjunction with the independent study.
3479	Mid-Term Grade Reports	09/23/1991	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
3479.A	Mid-Term Grade Report Form	09/23/1991	03/02/2010- BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
3551	Meeting Scheduled Classes	01/1985	Amended 01/2007 - Revisions reflect no substantial changes in procedure or documentation requirements; provide clarity and reflect current practice. Amended 04/28/2005
3600	Faculty Office and Class Schedule	07/01/1984	02/15/2011 - BOG granted final approval to rescind; 11/17/2010 - Received no comments; 10/14/10 - Board released for 30-day public comment period expiring 11/17/10 with recommendation to rescind and reconstruct as a procedure within the Academic Affairs Unit. 07/2010 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation as a policy and reconstruction as a procedure. Amended 09/01/00
3600.A	Faculty Office and Class Schedule Form	07/01/1984	02/15/2011 - BOG granted final approval to rescind; 11/17/2010 - Received no comments; 10/14/10 - Board released for 30-day public comment period expiring 11/17/10 with recommendation to rescind and reconstruct along with the procedure within the Academic Affairs Unit. 07/2010 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. Amended 09/01/00
3620	Policy Regarding Program Review	11/27/2001	12/09/2008 - BOG granted final approval; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08; 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Originated 10/08/01
3625	General Studies (University Parallel) Program Evaluation Model Policy	09/01/1985	04/27/2010 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revise.



SCP Number	Policy Name	Effective Date	Date of Latest Action
3625.A	General Studies (University Parallel) Program Evaluation Model	09/01/1985	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revise.
3637	General Education Philosophy and Goals	04/19/2005	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 08/30/2007 - Reviewed and revised to include references to provide clarity. Amended 01/05
3650	Program Reduction or Elimination	09/01/1985	04/19/2011 - Based on the comments received, substantive changes will be made to the policy presented to the Board on 2/15/2011 and will require an additional 30-day comment period prior to adoption. Taking into consideration that many employees are gone during the summer months, the administration will defer action until the Board's first business meeting in Fall 2011 to assure that all employees have an opportunity to review the amendments and provide comment. 03/19/2011 - Comments received. 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - The Academic Affairs Management Council reviewed and revised the policy to provide clarity and reflect no substantial changes in procedure or documentation requirements. 09/01/00 Amended - Repealed SCI 1542
3670	Public School Service Program	11/29/2005	06/21/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. 09/20/05 - Originated
3670.A	Public School Service Form	11/29/2005	06/21/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 09/20/05 - Originated
3693	Instructional Schedule Development	07/01/1984	11/28/06 - BOG granted final approval. 10/19/06 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 - No comments were received. 09/23/2005 - Technical revision. 09/01/00 Amended policy; Repealed SCI-1271 effective date of 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

SCP Number	Policy Name	Effective Date	Date of Latest Action
3736	Student Standards of Academic Progress	11/01/84	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revised.
3780	Textbook Selection Policy	06/24/02	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received one comment; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 11/16/02; Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00.
<b>4000</b>	<b>STUDENT SERVICES</b>		
4110	Institutional Policy Regarding ACT Requirements	12/01/84	12/08/09 - BOG rescinded this policy and approved its reconstruction as a unit procedure; 11/18/09 - Received no comments; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/00
4151	Academic Standards and Expectation from Students	07/01/97	02/15/2011 - BOG granted final approval; 11/17/2010 Received no comments 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revised to provide clarity and reflect no substantial changes in procedure or documentation requirements. 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. 09/01/2000 - Amended; 06/09/1987 - Originated
4192	Administrative Withdrawal of Students	12/09/04	11/28/2006 - BOG granted final approval; 10/19/2006 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 – No comments were received. Grammatical and technical revisions 10/2006. Policy amended 05/19/2004.
4233	Deans's List of Students; Graduation with Honors Status	07/01/85	04/19/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 12/2010 - Review and revised to provide clarity and changes in responsibilities and procedures. Reformatted in new SCP format. 09/01/2000 - Reviewed and revised.



SCP Number	Policy Name	Effective Date	Date of Latest Action
4274	Standards of Progress for Federal Financial Assistance Recipients	01/01/84	06/21/2011 - BOG granted final approval; 05/20/2011 - Received no comments; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 04/2011 - Revisions reflect changes in procedure and documentation Title IV requirements effective 07/01/2011. 11/28/2006 - BOG granted final approval; 10/19/2006 Released for 30-day comment--expired 11/21/2006 - One comment received; policy adjusted based on comment; 10/2006 - Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000
4356	Financial Aid Recipient - Change in Enrollment Status	01/01/85	06/21/2011 - BOG granted final approval; 05/20/2011 - Received no comments; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 04/2011 - Revisions reflect changes in procedure and documentation Title IV requirements effective 07/01/2011. 11/28/2006 - BOG granted final approval. 10/19/2006 Released for 30-day comment--expired 11/21/2006 - No substantive comments received. 10/2006 - Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000
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	12/09/08 - BOG granted final approval; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. 11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - Amended and repealed SCP-4397, Student Grades and Related Concerns, Effective 09/01/00 and 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	11/28/2006 - BOG rescinded SCP-4558. 10/19/2006 - BOG reviewed policy and approved for 30-day comment period expiring 11/21/2006 - No comments were received. 10/2006 - Policy reviewed by Academic Affairs and Student Services Units. Group deemed the document does not meet the criteria for a policy, but is a statement of procedures and rules. Recommended cancellation. Amended policy 09/01/2000

SCP Number	Policy Name	Effective Date	Date of Latest Action
4634	Student Activities	07/01/84	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure. 09/17/2009 - Received no comments. 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009. 08/04/2009 - Policy was reviewed by the Student Development and Special Services Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/2000
4672	Student Class Attendance	07/01/84	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a unit procedure. 11/18/2009 - Received no comments. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000
4710	Academic Dishonesty	07/01/84	05/06 Technical Revision 09/01/2000
4748	Southern West Virginia Community and Technical College Student Government Constitution	07/01/85	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a working document within the Student Government Association. 11/18/2009 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000 - Reviewed
4770	Student Rights and Responsibilities	04/16/02	04/19/2011 - BOG granted final approval of amended policy; 03/19/2011 - One comment received - policy adjusted based on comment; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 02/2011 - Reviewed and revised to provide clarity. Reformatted to new SCP format. 09/20/05 - Three-year review only - no revisions.



SCP Number	Policy Name	Effective Date	Date of Latest Action
4786	Transfer Student Requirements and Credit Evaluation	07/01/84	06/22/2010 - BOG granted final approval; 05/29/2010 Received two comments. One comment was grammatical in nature and was addressed in the final policy. The second comment related to an inaccurate definition in Section 3.7 of the policy. The section was revised to include the word "regional" in the definition. Revisions of 09/01/2009 reflect title changes and include content from the rescinded policy, SCP-4825, Transfer of Student Credit Hours from Another Institution; 04/27/2010 - Due to significant changes in the content of this policy, the BOG released draft policy for an additional 30-day public comment expiring 05/29/2010; 03/02/2010 - Policy continues under review; 11/18/2009 Received one comment. Available for review upon request. Response has not yet been provided; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000 - Reviewed
4825	Transfer of Student Credit Hours from Another Institution	03/01/85	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a unit procedure; 11/18/2009 - Received no comments; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 11/29/05 - BOG granted final approval of amended policy; 10/21/05 Received no comments; 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05; Amended 09/20/05 to include additional language in Sections 3 and 6 of this policy.
<b>5000</b>	<b>FINANCE</b>		
5050	Assessment, Payment and Refund of Fees	02/19/2002	06/21/2011 - BOG granted final approval; 05/20/2011 - Received one comment related to grammar - suggested correction made in the final policy; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 01/2011 - Revisions reflect no substantial changes in procedure or documentation requirements, but provide clarity and reflect changes in management responsibilities. 02/19/2002 - BOG granted final approval; 02/15/2002 Received no comments. 01/16/2002 - BOG released for 30 day public comment period expiring 02/15/2002; 01/2002 Originated
5051	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/2005	12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 - Reviewed by the Executive Council and recommended its continuation without revision. 12/09/05 - Policy amended; 02/21/05 - 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



SCP Number	Policy Name	Effective Date	Date of Latest Action
5065	Awarding of Undergraduate Tuition and Fee Waivers	02/19/2002	12/09/08 - BOG granted final approval; 10/10/08 - Received one comment correcting the specific section of the WV State Code cited in the definitions section; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. Amended 08/08 - Revisions reflect significant changes in state code pertaining to undergraduate tuition and fee waivers. 02/21/06 - Revised policy to comply with WV Code §18B-10 5, -7, 7b. 02/19/2002 - BOG granted final approval; 02/15/2002 - Received no comments. 01/16/2002 - BOG released for 30-day public comment period expiring 02/15/2002; 01/15/2002 - Originated
5066	Third-Party Tuition and Fee Waivers	08/17/2010	08/17/2010 - BOG granted final approval; 07/23/2010 Received no comments; 06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy which addresses approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third parties and offered for academic credit by Southern West Virginia Community and Technical College.
5074	Selection, Adoption and Sale of Textbooks and Other Course Materials	08/17/2010	08/17/2010 - BOG granted final approval; 07/23/2010 Received one comment pertaining to grammar. The suggested correction was made in the final policy; 06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy and addresses the requirements of Series 51 of the Council for Community and Technical College Education and the mandates of Public Law 110-315, the Higher Education Opportunity Act of August 2008 regarding the selection, adoption, use and sale of textbooks and other course materials. This policy supersedes any and all previous policies pertaining to these subjects and related bookstore procedures.
5075	Bookstore Textbook Procedures	07/01/1984	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received one comment; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/2000 - Replaced <i>Textbook Policy Procedures</i> , Effective 01/17/97
5100	Disposition of Sale of Surplus/Excess Property	04/19/2005	11/20/2007 – Board granted final approval of revised policy. 11/17/2007 - Received no comments; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007; 09/02/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 04/19/2005 BOG grants final approval; 03/18/2005 Received no comments; 02/15/2005 BOG released draft policy for 30 day public comment expiring 03/18/05; 02/05 Originated



SCP Number	Policy Name	Effective Date	Date of Latest Action
5260	Meeting Financial Exigencies	02/17/2004	11/2006 - Policy Reviewed-No changes were made; 11/22/2003 - Comment Period Expired; 10/2003 Amended. 05/27/1988 Originated
5525	Maintenance Work Order Request System	07/01/1984	04/19/2011 - BOG rescinded this policy and approved its reconstruction as a procedure; 03/19/2011 - Received no comments; 02/15/2011 - Board released for 30-day public comment period expiring 03/19/2011; 11/02/2010 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended its cancellation and reconstruction as a procedure. 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 Policy	02/01/1989	02/15/2011 - BOG granted final approval; 11/17/2010 Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Revisions reflect substantial change in procedure and provide clarity to reflect changes in responsibilities. The policy title was changed from "Parking Regulations Policy" to "Traffic and Vehicle Speed, Flow and Parking Regulations Policy". Form SCP-5620.A was eliminated. 09/01/2000 - Amended; Replaced Parking Policy, Effective 02/01/1989 and Parking Policy, Effective 09/02/97.
5620.A	Parking Decal Log	02/01/1989	09/2010 - Eliminated from SCP-5620; 09/01/2000 Amended
5780	Travel Regulations Policy	10/15/2002	11/2006 - Policy reviewed – no changes were made. Comment Period Expired 05/20/04; Amended 02/25/04 09/2002 Originated
5830	Use of Southern West Virginia Community and Technical College System Vehicles	01/28/1991	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 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.
<b>6000</b>	<b>ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT</b>		
6125	Contractual Training for Workforce Development	07/01/1999	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08; 08/08 - Policy was reviewed by the Executive Council and Workforce Development Unit. Both groups recommended its cancellation and reconstruction as a procedure. 07/01 - Policy amended.

SCP Number	Policy Name	Effective Date	Date of Latest Action
7000	TECHNOLOGY		
7125	Information Technology Acceptable Usage	07/07/1997	04/21/09 - BOG granted final approval; 03/19/09 - Received no comments; 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009; 02/2009 - Revised to reflect up-to-date terms and current acceptable usage. 09/01/2000 Amended
7680	Reports for External Use	05/01/1985	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure; 09/17/2009 - Received no comments; 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009; 07/22/2009 - Policy was reviewed by the Technology Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 07/27/2000 Amended
7688	Reports for Internal Use	05/01/1985	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure; 09/17/2009 - Received no comments; 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009; 07/22/2009 - Policy was reviewed by the Technology Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. Amended 07/27/00
7712	Requests for Media Service and Television Agreements	05/01/1985	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 - Policy was reviewed by the Executive Council and Communications Unit. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
7720	Security of Management Information Technology	05/01/1988	04/21/09 - BOG granted final approval; 03/19/09 - Received no comments; 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009; 02/2009 - Revised to include all forms of technology and to meet the standards of the payment card industry. Amended 09/01/00



SCP Number	Policy Name	Effective Date	Date of Latest Action
8000	<b>BOARD OF GOVERNORS</b>		
8600	Board of Governors Operational Guidelines Policy	08/21/2001	11/20/2007 – Board granted final approval of revised policy and operational guidelines; 11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2 <sup>nd</sup> time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007. 09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting. 09/2007 – Reviewed and revised policy to remove reference to the Institutional Compact. 08/21/2001 – 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	06/24/2002	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/08 - Amended Section 4.3.1 to include past BOG chair and one lay member to the Agenda Committee membership. 11/20/2007 – Board granted final approval of revised policy and operational guidelines. 11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations. 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2 <sup>nd</sup> time to include language revising the term limit for chairpersons to comply with a new law effective 09/06/2007. 09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting. 09/2007 – Reviewed and revised guidelines to remove reference to the Institutional Compact. 06/10/02 Amended guidelines.

September 29-30, 2011

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## AGENDA

### Thursday, September 29, 2011

- 9:00 am **Welcome, Summit Overview**
- 9:30 am **The State of West Virginia's Labor Markets in 2011**  
*Tom Witt, WVU Bureau of Business and Economic Research*
- 10:00 am **Complete to Compete: The Role of Post-Secondary Education/Training in Workforce Development**  
*Travis Reindl, Program Director, Postsecondary Education Division, National Governors Association*
- 10:45 am **Break**
- 11:00 am **General Session - TBA**
- 12:00 pm **Lunch & Keynote Address: Update on the WV College Completion Task Force**  
*WV First Lady Joanne Jaeger Tomblin*
- 1:00 pm **Panel Discussion: Working Together to Achieve Post-Secondary Credentials**
- 2:00 pm **Roundtable Discussion Introductions "What Can YOU Do to Help West Virginians Achieve Post-Secondary Degree Completion?"**  
Brief overview of topic area, followed by roundtable discussions
- 2:15 pm **Roundtable Breakouts: Private Sector (Business & Labor) & Public Sector (Educators, Legislators, Community Leaders)**

- 4:00 pm **Wrap-Up**
- 4:15 pm **Break**
- 6:00 pm **Networking Reception**
- 6:30 pm **Dinner & Keynote Address**

### Friday, September 30, 2011

- 8:45 am **Welcome**
- 9:00 am **Presentation: Higher Education Today**  
*Dr. Brian Noland, Chancellor - WV Higher Education Policy Commission (Database Tracking Project)*  
*Mr. James Skidmore, Chancellor - WV Community & Technical College System*
- 9:30 am **Presentation of Roundtable Discussion Summaries**
- 10:15 am **Break**
- 10:30 am **Defining Critical Action Steps**  
Determine action plan from roundtable discussions
- 11:45 am **Wrap-up/Adjourn**