



*Southern*  
Southern West Virginia  
Community and Technical College

***Board of Governors***

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**FEBRUARY 21, 2012  
MEETING AGENDA**

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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 February 21, 2012 - 6:00 p.m.  
2900 Dempsey Branch Road, Mount Gay, WV**

**Room 429 — Building C and by Teleconference  
AGENDA**

1. Call to Order. . . . . Mr. Terry Sammons  
Board Chair
2. Advisory Council of Faculty Presentation. . . . . Mr. Chuck Puckett  
ACF Faculty Representative
3. Report on 2013 Higher Learning Commission Accreditation Self-Study. . . . . Dr. Merle Dempsey  
Accreditation Liaison Officer
4. President's Report. . . . . Ms. Joanne Jaeger Tomblin  
President
5. Financial Report. . . . . Mr. Sam Litteral  
Chief Financial Officer
6. Board of Governors Committee on Tuition and Fees. . . . . Mr. Tom Heywood  
Committee Chair
7. Action Items
  - 7.1 Request for Approval of Proposed Tuition Increase. . . . . p. 16
  - 7.2 Request for Approval of Proposed Graduation Fee Increase. . . . . pp. 17-18
  - 7.3 Appointment of Board of Governors Presidential Comprehensive Evaluation  
Review Committee. . . . . Chair Sammons
  - 7.4 Approval of December 13, 2011 Meeting Minutes. . . . . pp. 19-26
  - 7.5 Southern West Virginia Community and Technical College  
Severance Benefit Plan. . . . . pp. 27-48
  - 7.6 Action on Institutional Policies Presented for Final Approval
    - 7.6.1 SCP-2218, Evaluation of Full-time Faculty. . . . . pp. 49-56
    - 7.6.2 SCP-2250, Hiring Adjunct Faculty. . . . . pp. 57-60
    - 7.6.3 SCP-2375, Home Campus Assignment and Campus  
Requirements for Faculty. . . . . pp. 61-63
    - 7.6.4 SCP-3100, Full-time Faculty Responsibilities for  
Academic Advising of Students. . . . . pp. 64-66
    - 7.6.5 SCP-3551, Meeting Scheduled Classes. . . . . pp. 67-70

7.7	Action on Institutional Policies Presented for Approval for 30-day Public Comment	
7.7.1	SCP-2165, Educational Release Time for Classified Employees. . . . .	pp. 71-75
7.7.2	SCP-2748, Request for Release Time for Full-time Faculty. . . . .	pp. 76-81
7.7.3	SCP-3000, Distance Learning (New Policy). . . . .	pp. 82-85
7.7.4	SCP-3693, Instructional Schedule Development. . . . .	pp. 86-89
7.7.5	SCP-4710, Academic Dishonesty. . . . .	pp. 90-95
7.7.6	SCP-5780, Travel Regulations. . . . .	pp. 96-102
7.8	Follow-up Report for the AS Associate in Science Degree Program (Required by CTCS). . . . .	pp. 103-105
7.9	Request for Approval to Reschedule the Health Care Professional Program Review . . . . .	pp. 106-107
8.	Discussion Item	
8.1	Board of Governors October 2012 Planning Retreat - Site Selection and Topics for Discussion. . . . .	pp. 108
9.	Informational Item	
9.1	Community and Technical College System 2011 Enrollment Analysis. . . . .	pp. 109-137
10.	Adjournment. . . . .	Chair Sammons

ADVISORY COUNCIL OF  
FACULTY  
(ACF)

# Advisory Council of Faculty (ACF)

- ❑ Established by West Virginia Code §18B-6-2
- ❑ Made up of a representative of each public higher education institution in West Virginia
- ❑ Serve as a resource to advise the legislature on higher education
- ❑ Advise the Higher Education Policy Commission (HEPC)
- ❑ Advise the Community and Technical College Council (CTCC)

# ACF Members

- ▣ Are elected by the Faculty Assembly of their respective institution
- ▣ Serve as voting members of the Faculty Senate of their institution
- ▣ Report and serve as a resource to the Board of Governors of their institution
- ▣ Serve as a voice and resource for the faculty of their institution

# ACF Members

- ▣ Are expected to attend ACF meetings
- ▣ Attend HEPC and CTCC meetings when possible
- ▣ Promote the Academy of Great Teachers to their institution

# Great Teachers Academy

- ▣ To be held June 18-22, 2012
- ▣ North Bend State Park (near Parkersburg)
- ▣ Send nominations to your ACF representative by September 6<sup>th</sup>



## 2011 – 2012 ACF Institutional Issues

- ▣ Re-visioning and enhancing the quality and delivery of academic programs, including general studies and adult education courses, with the intent of improving student retention, graduation rates, and timely graduation.
  
- ▣ Addressing those initiatives and recommendations from the September 2010 SREB report *No Time to Waste*. See [http://publications.sreb.org/2010/10E10 No Time to Waste.pdf](http://publications.sreb.org/2010/10E10%20No%20Time%20to%20Waste.pdf).

## 2011 – 2012 ACF Institutional Issues

- ▣ **Advocating for faculty personnel issues, including salary compression relief for faculty, engaging retiring faculty, creating fair and supportive faculty sick-leave policies, increasing the number of tenured faculty, and promoting shared governance.**

# 2011 – 2012 ACF HEPC and CTCC Issues

- ❑ Encouraging shared governance at all higher education institutions in the State.
- ❑ Advocating for increased percentage of tenured faculty in order to maintain academic integrity for programs, to recruit high-quality faculty, to encourage a strong faculty voice in governance issues.
- ❑ Addressing statewide issues of salary compression.
- ❑ Advocating for institutions to find creative ways to offer faculty job security in the event of catastrophic illness.
- ❑ Encouraging an increased number of long-term contracts for CTC for full-time or non-probationary faculty.

# 2011 – 2012 ACF HEPC and CTCC Issues

- ▣ Engaging and utilizing to a greater degree the Advisory Council of Faculty in the work and activity of Higher Education Policy Commission and Community and Technical College Council.
- ▣ Advocating for institutional support and release time for faculty to serve on the ACF.

# 2011-2012 ACF Legislative Issues

- ❑ Providing a systemic funding mechanism for capital projects funding and higher education initiatives mandated by the legislature.
- ❑ Continuing to provide funding for faculty salary raises and addressing the problem of salary compression.
- ❑ Providing funding to bring West Virginia institutions equality with peer institutions.
- ❑ Amending WV Code concerning the 20% tenured faculty goal for CTC's by increasing the limit to 30% (or more).

## Other ACF Issues

- ▣ Update and educate faculty on issues concerning higher education at the Legislative and HEPC/CTCC levels.
- ▣ Work within the Faculty Senate, Faculty Assembly and administration to institute ACF issues at the institution.

# Questions, Comments, Concerns

- ▣ [chuckp@southern.wvnet.edu](mailto:chuckp@southern.wvnet.edu)

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 21, 2012**

**ITEM:** Request for Approval of Proposed Tuition Increase

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed resident tuition increase of \$108.00 per semester per FTE for the 2012-2013 academic year effective July 01, 2012.

**STAFF MEMBER:** Tom Heywood, Chair  
Board of Governors Committee on Tuition and Fees

**BACKGROUND:**

At its January 30, 2012 meeting, the Southern West Virginia Community and Technical College Board of Governors Committee on Tuition and Fees recommended a minimum tuition increase of \$108.00 per semester per FTE for the 2012-2013 academic year.

The College staff requests that the Board of Governors approve the above resolution for a tuition increase for the 2012-2013 academic year to reflect a \$108.00 per semester increase per FTE for resident students. This increase will bring the full-time tuition to \$1,260.00 per semester. If approved, the staff recommends this request be submitted to the West Virginia Council for Community and Technical College Education for action at its next meeting.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 21, 2012**

**ITEM:** Request for Approval of Proposed Application for Graduation Fee Increase

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed graduation application fee increase of \$25.00 effective July 01, 2012.

**STAFF MEMBER:** Tom Heywood, Chair  
Board of Governors Committee on Tuition and Fees

**BACKGROUND:**

At its January 30, 2012 meeting, the Southern West Virginia Community and Technical College Board of Governors Committee on Tuition and Fees reviewed an expense sheet prepared by Interim Registrar, Teri Wells, showing the cost of diplomas, caps, gowns and cords, mailing expenses, etc., per student using three scenarios. After review, it was clear the current graduation application fee of \$25.00 does not for cover the institution's expenses. The group approved a recommendation brought forth by Allyn Sue Barker, Interim Vice President for Student Development and Enrollment Management, to increase the graduation application fee \$25.00 per student to cover current expenses. If approved, this increase would bring the graduation application fee to \$50.00 per student effective July 1, 2012.

**GRADUATION EXPENSE**

<u>Item</u>	<u>Ordered</u>	<u>Amount</u>	<u>Quantity</u>	<u>Totals</u>	<u>Vendor</u>
Diploma covers	yearly	\$9.31 each	300	\$2,793.00	Jostens
Shipping				\$ 418.95	
Diploma paper	2004	\$287.00 box	15	\$4,312.00	Scrip Safe
Shipping				\$ 55.00	
Diplomas on Demand	yearly	\$ 444.00			Scrip Safe
Name cards w/instructions		\$0.10 each	500	\$ 50.00	BJW
Horizon Black cap & gown	yearly	\$14.45 each (old style)			
VIP Gold cap & gown	yearly	\$17.45 each (new style)			
Honor cords	yearly	\$ 6.75 each			
<b>Mailing</b>					
individual letters		\$0.44 each	300	\$ 132.00	USPS before 1/22/12
		\$0.45 each	300	\$ 135.00	USPS after 1/22/12
instruction letters		\$0.44 each	300	\$ 132.00	USPS before 1/22/12
		\$0.45 each	300	\$ 135.00	USPS after 1/22/12
*diploma w/cover		\$ 4.80			
certified		\$4.80 +\$2.85		\$ 7.65	
cert/receipt		\$4.80+\$2.85+\$2.05		\$ 9.70	
*diploma w/out cover		\$ 1.28			
certified		\$1.28+\$2.85		\$ 4.13	
cert/receipt		\$1.28+\$2.85+\$2.05		\$ 6.18	

\*all mailing fees are subject to change based on USPS rates and zip code

**Cost per student**

<b>Diploma picked up</b>		<b>Diploma mailed with cover</b>	<b>Diploma mailed without cover</b>
cover/shipping	\$ 10.71	\$ 10.71	\$ 10.71
diploma/shipping	\$ 3.43	\$ 3.43	\$ 3.43
card	\$ 0.10	\$ 0.10	\$ 0.10
cap,gown,tassel	\$ 17.45	\$ 17.45	\$ 17.45
honor cords	\$ 6.75	\$ 6.75	\$ 6.75
letters	\$ 0.88	\$ 0.88	\$ 0.88
mail diploma	\$ -	\$ 4.80	\$ 1.28
<b>Total cost</b>	<b>\$ 39.32</b>	<b>\$ 44.12</b>	<b>\$ 40.60</b>

**Southern West Virginia Community and Technical College Board of Governors**  
**Board of Governors Meeting of December 13, 2011**  
**West Virginia Governor's Mansion**  
**1716 Kanawha Boulevard, East, Charleston, WV**

**Board Members Present:** Terry Sammons, Tom Heywood, George Kostas, Jada Hunter, Glenn Yost, Wilma Zigmond, George Morrison, Linda Akers, Adam Bradford, Debbie Dingess

**Board Members Absent:** Shelley Huffman, Kevin Fowler

**Administrative Staff:** President Joanne Jaeger Tomblin, Samuel Litteral, Ron Lemon, Allyn Sue Barker, Pam Alderman, Cindy McCoy, Susan Askew, Carol Howerton, Alyce Patterson-Diaz, Rita Roberson, Emma Baisden

**Guests:** Chris Deweese, Kelley Shafer, Suttle and Stalnaker Representatives

**1. Call to Order:**

Chair, Terry Sammons, declared a quorum present and convened the meeting at 6:20 p.m.

**2. Board of Governors Committee on Tuition and Fees**

Mr. Tom Heywood, Chair of the Committee on Tuition and Fees, informed Board members that the Tuition and Fees Committee met on November 14, 2011 to discuss strategies for this year's tuition and fees proposal. In 2009, Southern's Board of Governors determined that the College would need to increase tuition 9.5% annually for the next five years to meet increasing operational costs, based on the assumption that Southern's state appropriations would remain flat during this period. New legislation permits governing boards to approve tuition and required fees increases for residential students each fiscal year up to five percent (5%) without Council approval. Tuition and fees increases which exceed five percent (5%) must be approved by the Council for Community and Technical College Education.

While Southern wants always to remain affordable and accessible, it is clear that tuition and fees are near the bottom. Mr. Heywood reminded the group that no tuition increases were approved due to budgetary constraints at the state level in fiscal year 2010-2011. The Committee on Tuition and Fees resolved to continue on the course of the 9.5% plan that was charted and communicated to the Council in 2009. The group will meet again in January 2012 to prepare a proposal and recommendation to bring forward to the full Board for consideration of adoption at its February 21, 2012 meeting.

**3. President's Report:**

3.1 President/First Lady Tomblin thanked the Board of Governors and support staff for their service to the College.

3.2 The Association of Community College Trustees (ACCT) will conduct the search for the Vice President for Academic Affairs and Student Services for the College which will be advertised nationally. Southern's faculty leadership basically wrote the position's job description. By the third week of February 2012, the Screening Committee will meet with ACCT representatives via video conference to review and discuss the top 10 applicants. When the top three (3)

applicants are selected, they will be invited on campus for an interview. President/First Lady Tomblin informed ACCT that she will not settle for a second-best candidate. If no suitable candidates are found in the first round of applicants, ACCT will conduct another search until a suitable candidate is found. The individual selected for the Vice President for Academic Affairs and Student Services will be a correct match for the College.

- 3.3 President/First Lady Tomblin, Allyn Sue Barker and Carl Baisden traveled with the West Virginia Development Office to Beijing and Shanghai, China, October 24 through November 2, 2011, to participate in the China Coal and Mining Expo, tour a Chinese mining academy, and meet with officials of China University of Mining Technology. The China Coal and Mining Expo is the largest coal mining exhibition in China and has a good reputation worldwide. The China University of Mining Technology is interested in formalizing an agreement with Southern West Virginia Community and Technical College to conduct safety training and mine rescue. Dr. Qingyun Sun, with the US-China Energy Center at West Virginia University, accompanied the group to China and is working to revise WVU's agreement with China to include Southern. This will be a slow process as we must work through the Chinese government.
- 3.4 During the November meeting of the Boone County Joint Administrative Board, Pam Alderman, Dean for Career and Technical Programs, informed Board members that she is in the process of gathering support letters for the grant she is writing for the Medical Assistant Program which would be located at Southern's Boone/Lincoln Campus. The \$200,000 grant would be used for salary and benefits for an instructor for three years and for equipment needed for the program. The program would begin Fall 2012 with 15-20 students and Boone County residents will receive preference. Ms. Alderman is optimistic that the grant application will be approved.
- 3.5 President/First Lady Tomblin informed Board members that renovations in the former Logan Campus TV studio are near completion. The Technology Services department will be relocated when renovations are complete.
- 3.6 Southern's Radiologic Technology students received the third place award in the annual West Virginia Society of Radiologic Technologists Student Bowl Competition held recently in Morgantown. Southern's teams were under the direction of Eva Hallis, MS, RT, (R) and Russell Saunders, BS, RT, (R) (CT).
- 3.7 All community and technical colleges in West Virginia signed a military covenant to further the educational goals of our soldiers. This agreement recognizes the value of experience gained by military personnel, and a commitment to convert applicable training and skills gained while protecting our country, into credit in pursuit of a college degree. This includes a commitment to providing on-line classes and assisting soldiers and their families in obtaining financial aid when appropriate. President/First Lady Tomblin informed Board members that she plans to have a Veterans/Military Coordinator position in the reorganization planned for July 1, 2012.

- 3.8 For the next six months an advertising agency, Bulldog Creative Services of Huntington, WV, will assist the College in placing its advertisements with the news media. We will then place a bid to hire an advertising agency to take care of the College's advertising.
- 3.9 The College will be closed for the Christmas and New Year's holidays, December 19, 2011 through January 2, 2012.
- 3.10 President/First Lady Tomblin expressed concern about the declining population in southern West Virginia. Over the last few years, the college's enrollment has decreased 1.8% while most community and technical college enrollments in West Virginia have increased. The presidents of West Virginia's community and Technical Colleges are trying to rework the funding of the community and technical college system. Until there is an equity of state dollars, we cannot have equity between the community and technical colleges.

**4. Office of Information Technology Update**

Mr. Susan Askew, interim Chief Information Officer, informed the Board that she has been at Southern for five months and shared the projects and initiatives of Technology Services since she arrived. Ms. Askew informed the group that everything technology does must support the mission of the college. The prevailing trend of reduced state and federal funds for both students and institutions encourages creative thinking and efficient execution. The competition for students and revenue challenges the institution to scale and meet fiscal targets. Changing student demands forces the institution to redefine its identity and core mission. Ms. Askew distributed a diagram illustrating the alignment of IT initiatives in supporting the objectives that meet the business demands of the institution. The diagram is not intended to be a comprehensive illustration, but one, that at a high level, provides an outline for conversation. She then highlighted projects which Technology Services has completed or is in the process of completion. Ms. Askew mentioned that the Technology Services portion of the College's website is under construction and new information is being added. She wants the community to know the department's purpose and why Technology Services is important to the institution. She stated that "online" is the future.

**5. Financial Report**

Chief Financial Officer, Sam Litteral, provided the financial report dated November 30, 2011 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Revenue has increased and expenditures are slightly below projection.

**6. Financial Audit**

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the fiscal year ended June 30, 2011. Suttle and Stalnaker representative and Certified Public Accountant, Kelley Shafer, discussed details of the accounting firm's findings with respect to financial reporting. The accounting firm provided copies of the audited financial statements to the Board for review prior to the meeting. The report is intended solely for the information and use of the College's Governing Board, managements of the College and

the West Virginia Council for Community and Technical College Education, and is not intended to be and should not be used by anyone other than these specified parties. Ms. Shafer commended the Financial Department at Southern for performing an excellent job on the audit.

**7. Action Items:**

**7.1 Approval of Audited Financial Report**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors accept the filing of the audited financial report for the fiscal year ended June 30, 2011.

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

**7.2 Appointment of Lay Board Member to Screening Committee for the Vice President of Academic Affairs and Student Services**

Chair Sammons appointed Wilma Zigmond to represent the Board of Governors on the Screening Committee for the Vice President of Academic Affairs and Student Services. President/First Lady Tomblin's office will contact Ms. Zigmond with meeting dates and times.

**7.3 Appointment of Board of Governors Self-Assessment Review Committee**

At its October 13, 2011 meeting, the Board determined it would appoint a committee to review the self-assessment evaluation results of the past 10 years due to decreased scores and dissentient opinions stated over several review cycles. Chair Sammons appointed Linda Akers (Chair), Jada Hunter and George Kostas to serve on the committee and bring a report to the Board when the review is complete.

**7.4 Approval of October 13, 2011, Minutes**

**MOTION:** Glenn Yost moved to accept the October 13, 2011 minutes as presented.

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

**7.5 Approval of Institutional Policies for 30-day Public Comment**

**7.5.1 SCP-2218, Evaluation Process for Full-time Faculty**

Mr. George Morrison made the following remarks: "Several people worked on this policy, some of whom were completely unaware that the others were working on it. The way that this was coordinated caused a huge waste in work time. The final draft policy was good enough that I think the problems can be worked out in the thirty-day

comment process, so I hereby move that the resolution be approved for thirty day comment."

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2218, *Evaluation Process for Full-time Faculty*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

**7.5.2 SCP-2250, Hiring Adjunct Faculty**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2250, *Hiring Adjunct Faculty*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

**7.5.3 SCP-2375, Home Campus Assignment and Campus Requirements for Faculty**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2375, *Home Campus Assignment and Campus Requirements for Faculty*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**ACTION:** Debbie Dingess seconded the motion. The motion carried unanimously.

**7.5.4 SCP-3100, Full-time Faculty Responsibilities for Academic Advising of Students**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3100, *Full-time Faculty Responsibilities for Academic Advising of Students*, to Southern's constituencies and

the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

#### 7.5.5 SCP-3551, Meeting Scheduled Classes

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the proposed cancellation of SCP-3551, *Meeting Scheduled Classes*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**ACTION:** Debbie Dingess seconded the motion. The motion carried unanimously.

### 7.6 Follow-up Reports Required by the Community and Technical College System

#### 7.6.1 Health Care Professionals, A.A.S.

At its January 28, 2011 meeting, the West Virginia Council for Community and Technical College Education approved the post-audit report for the Health Care Professional, Associate in Applied Science, and concurred with the Board of Governors' recommendation to continue the program. The Council requested a follow-up report addressing 1) the purpose for the program and an explanation of the low graduation rate with respect to enrollment, 2) a more detailed description of assessment including how results are used for program improvements, and 3) relationship of the program to Allied Health and Business advisory committees and how the program is being served. The follow-up report is due to the Chancellor for Community and Technical Education by February 1, 2012.

Ms. Alyce Patterson-Diaz, Chair, Department of Allied Health and Nursing, informed Board members that a post-audit follow-up report was completed during the Fall 2011 semester by the Department of Allied Health and Nursing. The concerns of the post-audit review have been addressed and the program meets the standards set for program continuance by the West Virginia Council for Community and Technical College Education. A comprehensive program review will be conducted during the 2012-2013 academic year. Therefore, the staff requests the Board of Governors receive and approve the post-audit review follow-up report as presented for submission to the West Virginia Council for Community and Technical College Education.

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



*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the post-audit review follow-up report for the Associate in Applied Science, Health Care Professional program as requested by the West Virginia Council for Community and Technical College Education.

**ACTION:** Glenn Yost seconded the motion. The motion carried unanimously.

#### 7.6.2 Survey Technology, A.A.S.

At its January 28, 2011 meeting, the West Virginia Council for Community and Technical College Education approved the post-audit report for Survey Technology, Associate in Applied Science, and concurred with the Board of Governors' recommendation to continue the program. The Council requested a follow-up report addressing the processes and procedures being developed to ensure appropriate math skills prior to program admission. The follow-up report is due to the Chancellor for Community and Technical Education by February 1, 2012.

Ms. Carol Howerton, Chair, Department of Technology and Engineering, informed the Board of Governors that a post-audit follow-up report was completed during the Fall 2011 semester after the new cohort of students was admitted. The program has addressed the concerns of the post-audit review and meets the standards set for program continuance by the West Virginia Council for Community and Technical College Education. Southern West Virginia Community and Technical College has committed to offering the Survey Technology program for the current cohort of students through May 2013. A comprehensive program review will be conducted during the 2012-2013 academic year prior to the admission of the next cohort of students. Therefore, the staff requests the Board of Governors receive and approve the post-audit review follow-up report as presented for submission to the West Virginia Council for Community and Technical College Education.

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the post-audit review follow-up report for the Associate in Applied Science, Survey Technology program as requested by the West Virginia Council for Community and Technical College Education.

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

## 8. Informational Items

### 8.1 FY 2013 Budget Request by the WV Council for Community and Technical College Education

- 8.2 Tenure Status of Full-time Instructional Faculty for the WV Community and Technical College System
9. Possible Executive Session Pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues

No Executive Session was held.

10. **Adjournment:**  
There being no further business, Chair Sammons declared the meeting adjourned at 8:00 p.m. upon a motion by Wilma Zigmond and second by George Kostas. The next Board meeting is scheduled for February 21, 2012 and will be held at Southern West Virginia Community and Technical College in Logan, WV.

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Terry R. Sammons, Chair

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Emma L. Baisden  
Assistant to the Board of Governors

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 21, 2012**

**ITEM:** Southern West Virginia Community and Technical College, *Severance Benefit Plan*, February 21, 2012 to June 30, 2015

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the *Severance Benefit Plan* as a tool to further the programmatic changes necessary for the institution to implement its goals as identified in its 2010-2015 Institutional Compact. The Severance Benefit Plan will be in effect from the date of approval through June 30, 2015.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

The Severance Benefit Plan was designed to help Southern West Virginia Community and Technical College address its emerging programmatic needs as identified in its Compact. Eligible faculty/staff will have an opportunity to apply for participation in a severance plan during a specified period extending over 24 months. It will permit the college the flexibility to implement and realize the goals and objectives of its 2010 - 2015 Institutional Compact for Success. Participation in the severance plan is totally voluntary and no faculty/staff member shall be discriminated against in any way or by any means if he or she elects not to participate. The entire cost of the plan shall be borne by Southern West Virginia Community and Technical College. The plan is a revised version of the plan approved and offered between fiscal years 2005 and 2010.

Several clarifying changes to the plan have been made. Recommended clarifications were identified as the plan was administered over a five-year period. The dates of the plan were revised to match the period covered by the Institutional Compact approved by the Board of Governors on June 21, 2011. Nothing in the plan shall be interpreted as vesting any right or entitlement to participation. If the President finds that acceptance of an applicant into the plan would contribute to implementation of programmatic changes pursuant to the Institutional Compact and/or would be in the best interest of the institution, the President at her discretion, may approve an applicant's admission into the plan.

Patricia Clay, Director of Human Resources, worked closely with the attorneys and administration of the Public Employees Insurance Agency and the Consolidated Public Retirement Board to finalize the plan document. Upon approval of the Board of Governors, the Severance Benefit Plan will be presented to the Joint Legislative Committee on Pensions and Retirement for approval during this legislative session.



*Southern West Virginia Community  
and Technical College*

**SEVERANCE BENEFIT PLAN**

**February 1, 2012 – June 30, 2015**

**Southern West Virginia Community and Technical College  
Approved by the Board of Governors  
(Insert Date)**

**Southern West Virginia Community & Technical College**  
**Faculty/Staff Severance Benefit Plan**

Changes made February 15, 2005:

**2003-2004 Severance Plan**

**Proposed Plan 2005-2006 through  
the end of the institutional  
Compact period (2009-2010).**

Section 1-7

Section 1-7

~~Plan Entry Dates shall mean January 1, 2004 and June 1, 2004. The plan entry dates for teaching faculty or other personnel are limited to January 1, 2004 and June 1, 2004.~~

fiscal year beginning FY 2005-2006 and ending FY 2009-2010. The plan entry dates for teaching faculty or other personnel are limited to August 1, 2005 and to January 1 and June 1 each fiscal year through June 30, 2010.

Section 4-1

Section 4-1

~~The plan entry date for a faculty/staff member meeting the eligibility requirements shall be specified in the faculty/staff member's participation contract. The faculty/staff member must be actively employed on a full-time basis up until the plan entry date. Plan entry dates are limited to January 1, 2004 and June 1, 2004.~~

The plan entry date for a faculty/staff member meeting the eligibility requirements shall be specified in the faculty/staff member's participation contract. The faculty/staff member must be actively employed on a full-time basis up until the plan entry date. Plan entry dates are limited to August 1, 2005 and to January 1 and June 1 each fiscal year through June 30, 2010.

~~Plan Entry Date(s) shall mean August 1, 2005, and January 1 and June 1 for each~~

**SOUTHERN WEST VIRGINIA  
COMMUNITY AND TECHNICAL COLLEGE  
FACULTY/STAFF SEVERANCE BENEFIT PLAN**

**PREAMBLE**

~~The West Virginia Legislature passed Senate Bill No 653 on March 11, 1995 to raise the impact, quality and effectiveness of institutions of higher education in the State of West Virginia. The legislation requires each state institution to adopt a meaningful institutional compact and, upon approval, implement it over a period of five years.~~

~~Subject to the availability of funds and the appropriations process, the Legislature also expressed its intent to increase state appropriated funds for state institutions during the next five years to assist in achieving their individual institutional compacts of change.~~

~~Also included as part of the expressed intent of the Legislature was the need to assist in achieving programmatic goals of the institutions, attract and retain quality personnel, compensate faculty and staff competitively with relevant market levels, and enhance the ability of the institutions to contribute fully to the growth, development and quality of life of the state and its citizens.~~

~~To help achieve these goals, the legislation provided for increasing flexibility and capacity for change within each state institution of higher education. Provisions of the Bill allow each state institution of higher education to include in its institutional compact policies that would offer various incentives for voluntary early or phased retirement of employees, or voluntary separation from employment, when necessary to implement programmatic changes.~~

**SOUTHERN WEST VIRGINIA  
COMMUNITY AND TECHNICAL COLLEGE  
FACULTY/STAFF SEVERANCE BENEFIT PLAN**

**INTRODUCTION**

The Faculty/Staff Severance Benefit Plan has been designed to help meet emerging programmatic needs and circumstances by providing an opportunity for eligible faculty/staff members to participate in the plan during a specified period.

Participation in the plan is totally voluntary and no eligible faculty/staff member shall be discriminated against in any way or by any means if he or she elects not to participate in the plan.

The entire cost of the plan shall be borne by the institution, ~~including reimbursement to the West Virginia Teacher's Retirement System for any additional expense incurred by that system because of the college's severance plan.~~

**PURPOSE AND INTENT**

It is the intent of Southern West Virginia Community and Technical College to enact the hereinafter described "Severance Benefit Plan" in accordance with WV Code §18B-1-1d, "Retirement and Separation Incentives" as amended.

The Southern West Virginia Community and Technical College Severance Benefit Plan (SBP) is designed to accomplish goals consistent with the College's Institutional Compact, and to fulfill the College's mission to serve students, constituents, and community. It also will foster sound fiscal responsibility and efficiency through use of labor resources in areas of greatest and growing demand.

Furthermore, the College finds there are a multitude of needs that are occurring in the academic arena that call for utilization and reallocation and realignment of personnel resources in order to serve our students and the citizens of the State more effectively and efficiently.

Specifically, the College intends the implementation of its SBP to allow it to reallocate funding and personnel toward the goals and initiatives of its 2010-2015 Institutional Compact for Success.

**SECTION 1**

**DEFINITIONS**

1-1 *Plan* shall mean the Southern West Virginia Community and Technical College Faculty/Staff Severance Benefit Plan as described in the document.

1-2 *Participant* shall be any faculty/staff member entering into the plan.

1-3 *Eligible Participants* shall be those faculty and staff as defined in Section 2-1.

- 1-4 *Faculty/Staff Member* shall mean a full-time employee whose appointment provides the expectation of continuing employment. For purposes of this plan, a “staff member” is an employee who is benefits eligible, full-time, and a regular classified or non-classified staff employee. For purposes of the plan, a “faculty member” shall include all benefits eligible full-time regular faculty and faculty equivalents (academic professionals).
- 1-5 *Election Window Period* shall mean the 90 day period designated by the president during which eligible faculty/staff may elect an entry date on which they will enter the plan. The faculty/staff member during this period will sign a participation contract as defined in 1-9. After expiration of the “Election Window Period”, there will be no retroactive considerations.
- 1-6 *Plan Payment Period* shall mean a 24 month period from the participant’s plan entry date.
- 1-7 *Plan Entry Date(s)* shall mean ~~August 1, 2005, and January 1 and June 1 for each fiscal year beginning FY 2005-2006 and ending FY 2009-2010. The plan entry dates for teaching faculty or other personnel are limited to August 1, 2005 and to January 1 and June 1 each fiscal year through June 30, 2010.~~
- 1-8 *Years of Service* shall mean ~~full years of service during the current employment period West Virginia state service at Southern West Virginia Community and Technical College~~ during which the faculty/staff member was benefits eligible at the institution and actually contributing into an authorized and approved state retirement plan, ~~or in the case of extension services, the federal CSRS plan.~~ Unpaid leaves of absences are not included. Military service performed between September 16, 1940 and July 1, 1973 can be credited if such service does not exceed 25% of a participant’s total service. (For every 4 years of state service, one year of military service is allowed.) The maximum military service credit cannot exceed 10 years. The military discharge form DD214 can be used to verify military service.
- 1-9 *Participant Contract* shall mean the agreement signed by the faculty/staff member during the “Election Window Period” accepting all the terms, conditions and limitations contained in the plan, including the provisions that his or her election to enter the plan is irrevocable and that the participant waives certain rights of re-employment as stated in 5.7.
- 1-10 *Base Salary* shall mean the fiscal year contract salary in effect the day immediately preceding the faculty/staff member’s plan entry date. The base salary excludes additional pay associated with administrative duties, summer school supplements, awards, overload, research incentives, externally funded supplements, other one-time supplements, overtime and staff annual increments. ~~Severance benefit payments do not imply an employment relationship. Receipt of severance benefit payments does not imply a continuing employment relationship beyond the severance period.~~
- 1-11 *Plan Payment* is the amount of money payable to a plan participant and is based on years of service and a percentage of his/her existing base salary at the time of entry into the plan. (See Appendices). The plan payment provides 48 equal semi-monthly payments.



- 1-12 *Faculty/Staff Severance Benefit Plan Payment Period* is a two (2) year period during which 48 semi-monthly payments are made to plan participants.
- 1-13 *Fiscal Year* shall mean the 12-month period beginning July 1 of each year.
- 1-14 *Medical Insurance* shall mean the West Virginia Public Employees' Insurance Agency (PEIA) medical insurance benefits.
- 1-15 *Supplemental Medical Insurance* shall mean the institutional supplemental health insurance plan.
- 1-16 *Life Insurance Plan* shall mean the West Virginia Public Employees Agency (PEIA) life insurance benefits applicable to PEIA retiree policies and guidelines as described in Section 7.1.

## **SECTION 2**

### **ELIGIBILITY TO APPLY FOR PARTICIPATION**

- 2-1 Each faculty/staff member shall be eligible to apply for participation in the Severance Benefit Plan by meeting the following criteria by his or her plan entry date.
- at least 59 years of age, and at least 10 years of benefit eligible service at the institution,  
or
  - at least 55 years of age, and a minimum of twenty years of benefit eligible service at the institution,  
or
  - any age with at least 30 years of benefit eligible service at the institution.
- 2-2 Employees separated for disciplinary reasons or terminated for cause are not eligible to participate in the plan.
- 2-3 In some cases, faculty/staff members may not be eligible to participate in the plan if the source of funds for his or her appointment salary is more than 25% from an outside source or any other reimbursable source.

### **SECTION 3**

#### **ACCEPTANCE BY THE PRESIDENT**

3-1 Upon proof of eligibility, the applicants' request for acceptance into the plan shall be presented to the president of the institution for consideration.

If the president finds that acceptance of an applicant into the plan would implement programmatic changes pursuant to and consistent with the Plan's stated objectives ~~the provisions of S.B.653~~, he or she may, at his or her discretion, approve an applicant's admission into the plan if he or she deems it to be in the best interest of the institution. Nothing in this plan shall be interpreted as vesting any right or entitlement to participation in the plan until such acceptance by the president.

### **SECTION 4**

#### **PLAN ENTRY DATE**

4-1 The plan entry date for a faculty/staff member meeting the eligibility requirements shall be specified in the faculty/staff member's participation contract. The faculty/staff member must be actively at work and employed on a full- time basis up until the plan entry date. ~~Plan entry dates are limited to August 1, 2005 and to January 1 and June 1 each fiscal year through June 30, 2010.~~

4-2 Once the president's approval has been completed as indicated in Section 3, a participation contract must be signed and submitted to the appropriate administrator during the "Election Window Period". Seven working days after submitting the participation contract, the faculty/staff member's election to enter the plan will be irrevocable and final. However, if mutually agreed to in writing by the institution and the faculty/staff member, the latter may subsequently select an earlier or later entry date in the plan period for which he or she is eligible.

### **SECTION 5**

#### **FORM, DURATION, AND AMOUNT OF FACULTY/STAFF SEVERANCE BENEFIT PLAN PAYMENT**

5-1 Faculty/Staff Severance Benefit Plan payment is displayed in Table 1.

5-2 The plan payments will be paid over 48 equal semi-monthly installments which are due to begin on the first regularly scheduled pay date in the period which includes the plan entry date. The last semi-monthly installment of the Severance Benefit Plan payments payable to a participant will be paid upon completion of the plan payment period.

5-3 A participant's Severance Benefit Plan payment will not be reduced or offset because of a receipt of any other incomes, pensions, annuities, Social Security benefits or other payments from any source.

5-4 A participant in the Severance Benefit Plan will not have retirement system contributions made and will not accrue retirement service credits during the two year plan payment period.

5-5 Severance benefit payments made to participants who are members of the West Virginia Teachers Retirement System ~~or the Public Employees Retirement System~~ will not be applied to calculations of the retirement benefits formula ~~in that participants in the plan are no longer employees of the institution but rather as participants~~ have contracted to receive specified benefits payments for severing their employment status.

5-6 In the event of the death of the participant during the plan payment period, the present value of the remaining unpaid payments will be paid to the participant's designated beneficiary as a discounted lump-sum. The present value rate will be determined by the 30 year treasury bond rate which is the "ask yield" \* as reported in *The Wall Street Journal* on ~~March 29, 1996~~ December 1, 2011.

\*Yields are calculated on the asked quotation.

5-7 A participant in the Plan shall be ineligible for re-employment ~~for any amount by agencies of West Virginia state government, including institutions of higher education,~~ by the institution, during or after receiving benefit payments including contract employment in excess of five thousand dollars per fiscal year that specified in West Virginia Code. ~~However, professional contract services are not prohibited.~~

5-8 The institution reserves the right to set a limit on the number of faculty/staff who can participate in the plan and/or who can begin benefits in any given month. Further the institution reserves the right to limit the maximum amount paid to program participants during any year of the Plan ~~to \$100,000.~~

## SECTION 6

### MEDICAL INSURANCE PLANS

6-1 All medical insurance coverage for a participant and his or her eligible dependents is contingent upon eligibility guidelines of the Public Employees Insurance Agency (PEIA).

6-2 The institution will continue to provide medical insurance through PEIA during the Severance Plan period for the participant, his or her spouse, and eligible dependent children. The institution will pay the premium amount equal to the employer's share of the premium at the time of entering the Plan for the 24 month Plan period or less if the premium decreases due to change in dependent coverage; i.e., death, divorce, etc.. The participant is responsible for paying the applicable employee's portion of the premium, and any additional premiums that result from changing or increasing coverage or adding eligible dependents during the Severance Plan Period. Some plan changes may result in lower premiums for the participant. Participant may change their insurance options during the PEIA annual open enrollment periods and/or when a qualifying event occurs during the Severance plan period.

- 6-3 *Severance Benefit Plan Participants who do not elect, or may not be eligible to retire at the beginning, during, or at the conclusion of the Severance Benefit Plan payment period may elect to continue coverage under provisions of the Consolidated Omnibus Reconciliation Act (COBRA). This option requires that the participant pay 100% of the medical insurance premium directly to PEIA for the duration of the COBRA continuation period.*
- 6-4 *For Severance Plan participants who elect to retire at the beginning, during, or at the conclusion of the Severance Benefit Plan payment period, the institution will pay the premium amount equal to the retiree premium rate at the time of entering the Plan for the remainder of the 24 month Plan payment period or less if the premium decreases due to change in dependent coverage; i.e., death, divorce, etc. The participant is responsible for paying any additional costs that result from premium rate increases, changing or increasing coverage, or adding eligible dependents during the Severance Plan period.*
- 6-5 For the purposes of this plan, “retire” means that the participant elects to draw some form of regular benefit payments from their respective retirement plan or plans, the amount of which is not designated. Such retirement is a requirement of the PEIA to elect to use accrued years of teaching service and/or accumulated annual/sick leave balances to continue medical insurance. The use of such years of teaching service or leave balances cannot be deferred after the end of the Severance Benefit Plan payment period for use at a later time. To “retire” under PEIA means the participant must also meet the requirements as set forth by the PEIA and the TRS/CPRB.
- 6-56 Severance Plan participants with medical insurance through PEIA must report any changes in status that may affect his or her health insurance coverage, (i.e., marriage, divorce, death of spouse, birth/adoption of child, etc.) A participant who fails to report a change in status that would have resulted in a lower cost to the institution will be responsible for repaying the additional cost for those premiums. If a spouse and/or dependent child ceases to be an eligible dependent, coverage may be elected under PEIA’s COBRA provision. The full cost of COBRA coverage is the responsibility of the participant’s spouse and/or dependent children. (For example, a spouse would become ineligible after divorce from the participant.)
- 6-67 Extension of medical insurance coverage provided by the Severance Benefit Plan is in addition to any extension of coverage at retirement calculated by using years of teaching service or accumulated sick and/or annual leave.
- 6-8 Other options for medical insurance continuation may become available during the Severance Benefit Plan payment period due to recently enacted healthcare reform legislation or administrative directive. In the event an option for continuation of medical insurance beyond the end of the Severance Benefit Plan payment period becomes available for those participants who do not or are not eligible to retire during or at the end of the Severance Benefit Plan payment period, the College shall offer such option or options to the participant. Costs, premiums, and the duration, of any such medical plan continuation options as may hereafter become available, shall be determined at the time of enrollment as well as any possible contribution by the College toward total premiums during the period

of continuation.

## **SECTION 7**

### **PEIA LIFE INSURANCE PLAN**

7-1 Each participant may be covered during the faculty/staff severance benefit plan period by the PEIA basic group life insurance policy. If the participant has optional group life insurance coverage at the time of his or her entry date, the participant may elect to continue the optional coverage at the applicable rate at his/her own expense.

## **SECTION 8**

### **PEIA DEPENDENT GROUP LIFE INSURANCE**

8-1 Dependent group life insurance may be converted to a non-group private policy at the time the faculty/staff severance benefit plan begins. The employee pays the full premium.

## **SECTION 9**

### **VESTING**

9-1 A participant shall become fully vested at 12:01 a.m. on the last day prior to the plan entry date.

## **SECTION 10**

### **ADMINISTRATION OF PLAN**

10-1 The Plan shall be administered by the institution.

## **SECTION 11**

### **FUNDING**

11-1 All faculty/staff severance benefit plan payments shall be made by the institution in accordance with the plan provisions.

## **SECTION 12**

### **AMENDMENT**

12-1 The Plan may be amended from time to time by the institution; provided, however that no such amendment shall change the amounts specified in Sections 5 through 10 for existing participants of earlier plans.

## **SECTION 13**

### **NON-ALIENATION**

13-1 No faculty/staff severance benefit plan payments payable under the plan shall be subject in any way to alienation, assignment, pledge, attachment, garnishment, execution, or encumbrance of any kind and any attempt to accomplish the same shall be void to the extent permitted by law.

## **SECTION 14**

### **GOVERNING LAW**

14-1 The plan shall be governed by the laws of the State of West Virginia and the United States of America.

14-2 If any provision of this plan is determined to be unlawful, that provision shall be severed and the remainder of the plan shall continue to force; provided, however, the total value of all benefits to the participant will not be reduced in any case. If such changes occur prior to the participant's entry date, the participant may choose to revoke his or her participation contract.

## **SECTION 15**

### **TAX CONSEQUENCES**

For purposes of withholding and reporting taxes, the institution will treat severance payments as wages. They will be reported on form W-2 and will be subject to withholding of federal and state income taxes and FICA (Social Security) taxes.

The institution recommends that each faculty/staff member who is considering participating in the plan discuss the consequences of participation with his/her tax advisor or financial planner. In particular, if any faculty/staff member who is eligible for Social Security benefits should discuss with his/her advisor at his/her local Social Security Office whether payments under this program are counted as earnings which could affect the payment of Social Security benefits.

The IRS ~~is in the process of developing~~ has rules which govern withholding for programs such as this one. If the IRS changes the rules, the institution will change its withholding policies accordingly.

## **SECTION 16**

### **REPORTING**

Once a Faculty/Staff Severance Benefit Plan is implemented at Southern West Virginia Community and Technical College, the College will report on a quarterly basis to the Chancellor the results of implementation. At a minimum, the following information will be provided:

- 1 A listing of the faculty and staff positions, including base salaries, participating in the plan.
- 2 The severance payment attributed to each of the participating positions.
- 3 The plan implementation date for each of the participants.
- 4 Replacement status, and cost where applicable, for each of the positions.
- 5 A five year financial forecast on results expected, based on actual participation and projected levels of replacement.

**TABLE 1**

**SOUTHERN WEST VIRGINIA  
COMMUNITY AND TECHNICAL COLLEGE**

**SEVERANCE BENEFIT PAYMENT  
(24 MONTH PAYOUT)**

<u>YEARS OF SERVICE</u>	<u>PERCENT OF BASE SALARY PAID</u>
10	40
11	42
12	44
13	46
14	48
15	50
16	52
17	56
18	60
19	64
20	68
21	72
22	76
23+	80



**APPENDIX A**

**SEVERANCE BENEFIT PAYMENT ILLUSTRATION**

Participant "A"

Date of Birth:	03/01/44 <u>51</u>
Plan Payment Period:	07/01/04 <u>2012</u> through 6/30/03 <u>2014</u>
Age as of Entry Date:	60
Contract Salary:	\$ <u>2235</u> ,000
Years of Service:	18
Percent of Base Salary:	60%
Total Payout Over Two Years:	60% x \$ <u>2235</u> ,000 = \$ <u>13,200</u> <u>21,000</u>
Semi-Monthly Payment:	\$ <u>13,200</u> <u>21,000</u> / 48 pays = \$ <u>275</u> <u>437.50</u>

Note: The above illustration does not reflect Income Tax and Social Security Tax calculations.

**APPENDIX B**

**SEVERANCE BENEFIT PAYMENT ILLUSTRATION**

Participant "B"

Date of Birth:	07/01/ <del>38</del> <u>48</u>
Plan Payment Period:	07/01/ <del>01</del> <u>2012</u> through 6/30/ <del>03</del> <u>2014</u>
Age as of Entry Date:	63
Contract Salary:	\$49,000
Years of Service:	24
Percent of Base Salary:	80%
Total Payout Over Two Years:	80% x \$49,000 = \$39,200
Semi-Monthly Payment:	\$39,200 / 48 pays = \$817

Note: The above illustration does not reflect Income Tax and Social Security Tax calculations.

**APPENDIX — C**

**SEVERANCE BENEFIT PAYMENT ILLUSTRATION**

Participant “C”

Date of Birth: \_\_\_\_\_ 03/01/38

Plan Payment Period: \_\_\_\_\_ 07/01/01 through 6/30/03

Age as of Entry Date: \_\_\_\_\_ 63

Contract Salary: \_\_\_\_\_ \$80,000

Years of Service: \_\_\_\_\_ 24

Percent of Base Salary: \_\_\_\_\_ 80%

Total Payout Over Two Years: \_\_\_\_\_  $80\% \times \$80,000 = \$64,000$

Semi Monthly Payment: \_\_\_\_\_  $\$64,000 / 48 \text{ pays} = \$1,333$

Note: ~~The above illustration does not reflect Income Tax and Social Security Tax calculations.~~

**APPENDIX — D**

**SEVERANCE BENEFIT PAYMENT ILLUSTRATION**

Participant “D”

Date of Birth: \_\_\_\_\_ 02/01/41

Plan Payment Period: \_\_\_\_\_ 07/01/01 through 6/30/03

Age as of Entry Date: \_\_\_\_\_ 60

Contract Salary: \_\_\_\_\_ \$32,000

Years of Service: \_\_\_\_\_ 10

Percent of Base Salary: \_\_\_\_\_ 40%

Total Payout Over Two Years: \_\_\_\_\_  $40\% \times \$32,000 = \$12,800$

Semi Monthly Payment: \_\_\_\_\_  $\$12,800 / 48 \text{ pays} = \$267$

Note: ~~The above illustration does not reflect Income Tax and Social Security Tax calculations.~~

**APPENDIX — E**

**SEVERANCE BENEFIT PAYMENT ILLUSTRATION**

Participant "E" \_\_\_\_\_

Date of Birth: \_\_\_\_\_ 02/01/51

Plan Payment Period: \_\_\_\_\_ 07/01/01 through 06/30/03

Age as of Entry Date: \_\_\_\_\_ 50

Contract Salary: \_\_\_\_\_ \$30,000

Years of Service: \_\_\_\_\_ 30

Percent of Base Salary: \_\_\_\_\_ 80%

Total Payout Over Two Years: \_\_\_\_\_  $80\% \times \$30,000 = \$24,000$

Semi Monthly Payment: \_\_\_\_\_  $\$24,000 / 48 \text{ pays} = \$500$

Note: ~~The above illustration does not reflect Income Tax and Social Security Tax calculations.~~

**SOUTHERN WEST VIRGINIA COMMUNITY  
AND TECHNICAL COLLEGE**

**Faculty/Staff Severance Benefit Plan  
Participant Contract**

WHEREAS: Pursuant to the findings, directives, goals, and objectives of the West Virginia Legislature set forth in W. Va. Code §18B-1-1a, and the provisions concerning retirement and separation incentives set forth in §18B-1-1d, Southern West Virginia Community and Technical College has determined that a policy offering incentives for voluntary early retirement of employees, or voluntary separation from employment, is necessary to effectively implement programmatic changes.

WHEREAS: In consideration of the aforementioned legislative provisions, Southern West Virginia Community and Technical College has created a Faculty/Staff Severance Benefit Plan, which has been approved by the ~~Interim Governing~~ Board of Governors and the Legislative Joint Committee on Pensions and Retirement and has been adopted as part of the institutional Strategic Master Plan compact of Southern West Virginia Community and Technical College, ~~as a provision in Senate Bill 653.~~

WHEREAS: \_\_\_\_\_ (hereinafter "Participant") has submitted an application to participate in the Southern West Virginia Community and Technical College Faculty/Staff Severance Benefit Plan (hereinafter "Plan").

WHEREAS: Because the President of Southern West Virginia Community and Technical College has determined that acceptance of Participant into the Plan would implement programmatic changes effectively pursuant to the expressed intent of the West Virginia Legislature set forth in the above-referenced statutory provisions, and has deemed such acceptance to be in the best interest of Southern West Virginia Community and Technical College, the President has approved Participant's application to participate in the Plan. Participant understands that there is no entitlement or right to participate in such Plan until such acceptance and approval of the institutional president.

WHEREAS: The institution, Southern West Virginia Community and Technical College, and Participant have reached an agreement to allow Participant to participate in the Plan. This Faculty/Staff Severance Plan Participant Contract between the College and Participant embodies the terms and conditions upon which Participant shall participate in the Plan, effective \_\_\_\_\_, 20\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

WHEREAS: The Faculty/Staff Severance Plan Participant Contract expressly incorporates herein the definitions, terms, and conditions set forth in Section 1 of the Plan.

**WHEREFORE, in consideration of the above, Southern West Virginia Community and Technical College and Participant agree as follows:**

1. Election. In consideration of the benefits that Participant will receive under the Plan, Participant hereby accepts and agrees to participate therein, subject to all the terms, conditions, and limitations contained therein. Participant hereby acknowledges receipt of Participant's copy of the plan, and acknowledges that Participant's Plan Entry Date is \_\_\_\_\_, 20\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.
2. Voluntary Agreement. Participant has read and fully understands this Participant Contract and has had an adequate opportunity to ask questions about the Plan. Participant has been advised in writing to discuss the consequences of participation in the Plan with participant's tax advisor or financial planner and to seek legal counsel in connection with participation in the Plan. Participant is acting voluntarily of his or her own free will in executing this Participant contract. Participant acknowledges that at least twenty-one (21) days have passed since receiving the above-referenced written advice.
3. Irrevocability. Participant understands that seven working days after execution of this Participant Contract, Participant's election to enter the Plan will be irrevocable and final. Participant also understands that he or she may revoke this election to enter the Plan any time prior to the passing of seven working days from the execution of the Participant Contract. However, if mutually agreed to in writing by Southern West Virginia Community and Technical College and Participant, Participant may subsequently select an earlier or later Entry Date in the Plan Period for which Participant is eligible.
4. Waiver. Participant agrees that by participating in the Plan, Participant shall be ineligible for re-employment, ~~for any amount by agencies of West Virginia state government, including institutions of higher education, by the institution during or after receiving severance benefit payments.~~ Participant ~~is no longer an employee of the institution but rather~~ agrees that by participating in the Plan the participant has contracted to receive specified benefits payments for severing their employment status during or at the conclusion of the severance payment period. ~~However, participant is not prohibited from contracting for professional services with agencies of West Virginia state government, including institutions of higher education.~~
5. Release and Waiver: As consideration for participation in the Plan, Participant knowingly and voluntarily releases and waives any rights, claims or causes of action arising out of Participant's employment with Southern West Virginia Community and Technical College, including, but not limited to, claims under Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967 (ADEA) and its 1990 amendments effected by the Older Worker Benefit Protection Act (OWBPA), the West Virginia Human Rights Act, and other federal, state, and local statutes, ordinances, executive orders and regulations prohibiting discrimination in employment covering a period of time up to the date of this Participant Contract. Provided, however, nothing set forth herein shall constitute a release or waiver by Participant of any claims that have been

filed and that are formally pending as of the date of this agreement. Participant does not waive rights or claims that may arise after the date Participant signs the Participant Contract. **Note: This paragraph involves important legal rights. The Participant is advised to consult an attorney prior to signing the Participant Contract. By signing this Participant Contract, Participant acknowledges that a period of 21 days have been afforded to consider the terms of the Participant Contract. Participant may revoke the decision to enter into the Participant Contract within a period of 7 days after the Participant Contract has been signed by Participant. The Participant Contract shall not become effective or enforceable until the revocation period has expired.**

6. Designated Beneficiary. In the event of Participant's death during the Plan Payment Period, the Participant's designated beneficiary is \_\_\_\_\_.

Executed by the undersigned this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Participant Name - Please Print)

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
Signature Chief Financial Officer

\_\_\_\_\_  
Signature President - Southern West Virginia Community & Technical College



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF February 21, 2012**

**ITEM:** Request for final approval of SCP-2218, *Evaluation for Full-time Faculty*.

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2218, *Evaluation for Full-time Faculty*, following the required 30-day public comment period.

**STAFF MEMBER:** Sam Litteral

**BACKGROUND:**

At its December 13, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-2218, *Evaluation for Full-time Faculty*, for a 30-day comment period that expired January 13, 2012. No comments were received at the end of the comment period. Therefore, the staff recommends the policy as presented to the Board of Governors for consideration for final approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2218**

**SUBJECT:** Evaluation of Full-time Faculty

**REFERENCE:** Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 9

**ORIGINATION:** August 17, 1984

**EFFECTIVE:** August 17, 1984

**REVIEWED:** November 2011

**SECTION 1. PURPOSE**

- 1.1 To communicate policy for the evaluation of full-time faculty which establishes criteria and process by which faculty accomplishment may be planned, measured, and maintained to improve performance and fulfill the mission of the academic department and institution.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to all full-time faculty of Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

- 3.1 A full-time faculty member is an individual employed on a full-time year-to-year basis who holds academic rank and is assigned a full-time workload per institutional guidelines.

**SECTION 4. POLICY**

- 4.1 Full-time faculty shall receive an annual evaluation from their department chair prior to the end of each spring term.
- 4.2 All full-time faculty shall be evaluated annually on teaching performance, advising, and student relations. Evaluation of classroom performance shall be based upon classroom visits and other appropriate observations.
- 4.2.1 Newly hired faculty should have a classroom visitation at least once per semester for their first three years.
- 4.2.2 Faculty may request that visitations be performed on a more frequent schedule.
- 4.2.3 Department Chairs may conduct classroom visitations more often than annually if necessary.
- 4.3 In addition to annual evaluation on teaching performance, advising, and student relations, full-time faculty shall be evaluated on at least three of the following categories as chosen by the faculty member and department chair:

- 4.3.1 Instructional and curriculum development.
- 4.3.2 Professional growth.
- 4.3.3 Service to the College.
- 4.3.4 Service to the profession.
- 4.3.5 Service to the community.
- 4.3.6 Research and publication.

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

- 5.1 None.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 Time Line

- 6.1.1 October 1 – Faculty submit the Evaluation Planning Document to the Department Chair.
- 6.1.2 March 15 – Faculty members will submit self-evaluation forms to the Department Chair.
- 6.1.3 March 15 thru May 15 – Department chairs schedule meetings with faculty members for evaluation conference and distribution of evaluation summary.
- 6.1.4 May 15 – Department Chair submits completed evaluations to the appropriate academic dean.
- 6.1.5 June 30 – Deans submit evaluations to Human Resources for inclusion in faculty personnel files.

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

- 7.1 It shall be the responsibility of the faculty member to submit Evaluation Planning Documents and Self Evaluation Forms consistent with the prescribed time line.
- 7.1 It shall be the responsibility of the department chair to schedule planning meetings, classroom visits and evaluation conferences consistent with the prescribed time line.
- 7.2 Department chairs shall be evaluated by their respective Dean in a manner consistent with faculty evaluation by department chairs. This evaluation shall be for the department chairs' faculty responsibilities and shall not include the chairs' administrative responsibilities.
- 7.3 The chair's administrative responsibilities will be evaluated annually by the appropriate dean according to the time line established in this policy and the administrative performance management program of the institution.

## **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:**        SCP-2218.A, Faculty Evaluation Forms

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

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

November 2011 – Revisions to SCP-2218, *Evaluation Process for Full-time Faculty*, reflect a moderate level of changes. Revisions reflect requirement for annual evaluations of full time faculty per West Virginia Council for Community and Technical College Education’s policy Series 9; revisions were made to reflect current titles; and revisions indicate an emphasis on advising separate from classroom teaching performance. Titles of forms were modified to reflect a more collaborative approach to faculty evaluation. The policy format was modified by using the new format and moving policy statements to the appropriate sections.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2218.A**

**Evaluation Planning Document**

(Due by October 1)

Name: \_\_\_\_\_

In addition to evaluation on “classroom teaching performance” and “advising and student relations,” faculty members and chairs will use this form to plan the three “additional criteria” on which faculty members will be evaluated at the end of the academic year.

1. Instructional and curriculum development.
2. Professional growth.
3. Service to the College.
4. Service to the profession.
5. Service to the community.
6. Research and publication.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Faculty Self-Evaluation Form

(Due by March 15)

Name: \_\_\_\_\_

The purpose of this form is to provide department chairpersons with information that will assist them in preparing yearly evaluations of faculty members. Faculty members should list significant accomplishments in categories 1 and 2. Also, list accomplishments in the three “additional criteria” designated in the Faculty Planning Document prepared at the beginning of the academic year. Attach additional pages if needed.

1. Classroom teaching performance.
2. Advising and student relations.
3. Instructional and curriculum development.
4. Professional growth.
5. Service to the College.
6. Service to the profession.
7. Service to the community.
8. Research and publication.

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Faculty Evaluation Form

(Due by May 15)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Campus/Department

\_\_\_\_\_  
Academic Year

\_\_\_\_\_  
Supervisor

### A. Classroom Teaching Performance

Course Number(s) \_\_\_\_\_ Date(s) of Visits \_\_\_\_\_

The following are criteria that may be considered by the chairperson:

1. Exhibits instructional organization.
2. Facilitates learning as a lecturer, discussion leader, demonstrator, or guide.
3. Makes clear assignments.
4. Stimulates students intellectually.
5. Supplements the course texts with a variety of materials and information.
6. Encourages students to participate in class discussions.
7. Pursues all reasonable means of assisting students with special needs.
8. Adheres to course objectives as stated in course syllabus.

### B. Advising and Student Relations

Chairs will provide written comments on the effectiveness of the faculty member's advising, interest in student activities, effective use of office hours, etc.

- C. In addition to the evaluation criteria herein described, faculty members whose teaching loads consist all or in part of web classes will receive a written evaluation of the effectiveness of their on-line instructional performance.

**D. Additional Criteria**

The chairperson will evaluate the faculty member in three categories agreed upon in the Evaluation Planning Document:

- 1. Instructional and curriculum development.
- 2. Professional growth.
- 3. Service to the College
- 4. Service to the profession.
- 5. Service to the community.
- 6. Research and publication.

**Employee Response to Summary**

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

Employee Response:

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\_\_\_\_\_ I do not care to respond to the evaluation.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Received: \_\_\_\_\_

Date: \_\_\_\_\_



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF February 21, 2012**

**ITEM:** Request for final approval of SCP-2250, *Hiring Adjunct Faculty*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2250, *Hiring Adjunct Faculty*, following the required 30-day public comment period.

**STAFF MEMBER:** Sam Litteral

**BACKGROUND:**

The Finance Unit, working in conjunction with the Director of Human Resources, the Academic Deans and the Academic Affairs Management Council reviewed SCP-2250 and propose minor changes to the policy. Revisions to SCP-2250, *Hiring Adjunct Faculty*, reflect no substantial changes. Revisions reflect current practices and titles. The policy was formatted into the new policy template. The revised policy was reviewed by Executive Council during its November 2011 meeting.

At its December 13, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-2250, *Hiring Adjunct Faculty*, for the required 30-day public comment period that expired January 13, 2012. No comments were received at the end of the comment period. Therefore, the staff recommends the policy as presented to the Board of Governors for consideration for final approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2250**

**SUBJECT:** Hiring Adjunct Faculty

**REFERENCE:** West Virginia Council for Community and Technical College Education, Title 135, Series 9, *Academic Freedom, Professional Responsibility, Promotion and Tenure*, West Virginia Code 18-7A-35b (e), SCP-2580, *Part-time Employees: Classified Staff and Adjunct Faculty*

**ORIGINATION:** November 1, 1984

**EFFECTIVE:** November 1, 1984

**REVIEWED:** November 21, 2011

**SECTION 1. PURPOSE**

1.1 To establish rules for hiring part time (adjunct) faculty.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy applies to all academic supervisory personnel in employing part-time (adjunct) faculty.

**SECTION 3. DEFINITIONS**

3.1 Adjunct faculty are defined in SCP-2580 as part-time, non-tenure track faculty who do not meet the definition of full-time, temporary, or term appointment faculty as defined in Title 135 Procedural Rule, West Virginia Council for Community and Technical College Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion and Tenure*.

**SECTION 4. POLICY**

4.1 The assignment of adjunct faculty members shall be made by the Department\_Chairs subject to review and approval by the Chief Academic Officer. All adjunct faculty shall be selected through a systematic process designed to employ the most qualified person while adhering to affirmative action and minimum qualification guidelines.

4.2 Adjunct faculty shall be used to supplement, not supplant, a full-time instructional staff.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 Adjunct faculty may teach a maximum of nine (9) credit hours per semester.

- 6.2 “Early Incentive Retirees” (retired between 4/1/88 and 6/30/89) from the West Virginia Consolidated Public Retirement Board Programs may teach a maximum of twelve (12) credit hours per semester without temporary loss of retirement benefits. This provision is provided in West Virginia Code for only adjunct instructors at Southern West Virginia Community and Technical College and West Virginia Northern Community and Technical College. The statute does not apply to any other retirees.

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

- 7.1 The following steps are required for the selection and assignment of adjunct faculty:
- 7.1.1 The Chief Academic Officer, working with the appropriate Department Chair shall determine if full-time faculty and instructional staff are being fully utilized prior to hiring adjunct faculty to teach any specific course(s).
  - 7.1.2 If the full-time faculty member is not available, then the Chief Academic Officer, working with the Department Chair, shall solicit applications, using prescribed guidelines as to affirmative action and pre-established minimum qualifications.
  - 7.1.3 Upon receiving the applications, the Human Resources Office shall forward these to the Chief Academic Officer who shall confer with the appropriate Department Chair to select the person(s) best qualified to instruct the course(s).
  - 7.1.4 An adjunct faculty agreement shall be developed and given to the adjunct faculty member by the Department Chair. Conditions relative to the number of class meetings required, dates, remuneration and pay frequency shall be specified in the agreement. Signed copies shall be retained in the adjunct faculty member’s file, located in the Human Resources Office.
  - 7.1.5 Department Chairpersons shall be responsible for having the instructor complete the Personnel Data Sheet (PDS), the I-9 Employment Verification form, and the IRS Personal Withholding Certificate (W-4 Form) which shall become part of the adjunct faculty member’s file. The Department Chairperson is responsible for ensuring all forms and documents are completed in accordance with applicable rules, regulations, and laws.
  - 7.1.6 The standard rate of pay for adjunct faculty shall be consistent for all adjunct faculty.
  - 7.1.7 This rate shall be based on the assumption that the instructor will meet all sessions of the assigned class during the semester of employment.
  - 7.1.8 Exceptions to the standard rate of pay are:
    - 7.1.8.1 Reduction in salary for class sessions canceled because of instructors absence.
    - 7.1.8.2 Reduction in salary for courses that do not meet enrollment standards.
    - 7.1.8.3 Reduction in salary for not meeting the terms of the adjunct faculty agreement.
    - 7.1.8.4 Increase in salary if extenuating circumstance’s warrant (e.g., excessive travel).

- 7.1.9 The Chief Academic Officer shall adjudicate salary rates.
- 7.1.10 Department Chairpersons shall
  - 7.1.10.1 collect PDS's for all adjunct faculty,
  - 7.1.10.2 collect IRS Withholding Certificates,
  - 7.1.10.3 original adjunct faculty agreements and insure their completeness,
  - 7.1.10.4 complete adjunct faculty payroll cover sheets, and
  - 7.1.10.5 forward completed forms to the Human Resources Office.
- 7.1.11 These data must be received no later than two weeks following the first day of classes. The Chief Academic Officer will approve and sign all adjunct faculty agreements.
- 7.1.12 The Chief Human Resources Officer shall direct the Payroll Representative to use the information provided to generate the adjunct payroll.

**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:**        Policy Reviewed January 5, 2007  
November 2011 – Policy reviewed and updated to reflect current practices and titles.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF February 21, 2012**

**ITEM:** Request for Final Approval of SCP-2375, *Home Campus Assignment and Campus Requirements for Faculty*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2375, Home Campus Requirements for Faculty, following the required 30-day comment period.

**STAFF MEMBER:** Sam Litteral

**BACKGROUND:**

The Finance Unit, working in conjunction with the Director of Human Resources, the Academic Deans and the Academic Affairs Management Council reviewed SCP-2375 and propose minor changes to the policy. Revisions to SCP-2375, *Home Campus Assignment and Campus Requirements for Faculty*, reflect no substantial changes. Revisions reflect current practices and titles. The policy format was modified by moving policy statements to the appropriate section. The revised policy was reviewed by Executive Council during it's November 2011 meeting.

At its December 13, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-2375, Home Campus Assignment and Campus Requirements for Faculty, for a 30-day comment period that expired January 13, 2012. No comments were received at the end of the comment period. Therefore, it is recommended that the Board of Governors grant final approval of the policy as presented.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2375**

**SUBJECT:** Home Campus Assignment and Campus Requirements for Faculty

**REFERENCE:** None

**ORIGINATION:** July 1, 1985

**EFFECTIVE:** July 1, 1985

**REVIEWED:** November 21, 2011

**SECTION 1. PURPOSE**

1.1 To establish and communicate policy regarding assignments to teaching locations.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 All faculty employees.

**SECTION 3. DEFINITIONS**

3.1 None

**SECTION 4. POLICY**

4.1 Faculty members will have a home campus designated for purposes of regular office space, mail delivery, payroll, etc. However, faculty members may be assigned teaching responsibilities at one or more locations where courses are offered. The home campus assignment will be based upon institutional needs for the position.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None

**SECTION 6. GENERAL PROVISIONS**

6.1 A faculty member shall be assigned to one campus as the home campus.

6.2 A faculty member shall not be reimbursed for travel between his/her home campus and place of residence.

6.3 A faculty member may be required to teach on one or more campus locations.

6.4 A faculty member with a multi campus teaching assignment will be reimbursed for travel in his/her personal car when the state vehicle is unavailable. Reimbursement will be in compliance with travel regulations.

- 6.5 A faculty member with a multi campus teaching assignment may deduct the travel time between campuses each week from his/her weekly office hours for up to a maximum of three hours per week.
- 6.6 Consideration shall be given to traveling faculty when committee assignments are being made.
- 6.7 A faculty member may be required to travel between campuses when a full-time load does not exist on one campus and multi-location responsibilities are necessary.
- 6.8 Whenever possible, a faculty member shall be made aware of the probability of multi-location responsibilities prior to the beginning of the contract year. However, when lack of enrollment for a particular term is the cause for the multi campus assignment, prior notice will not be possible.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

7.1 The Chief Academic Officer in consultation with the Department Chairs will make all faculty home campus determinations in accordance with this policy and the academic needs of the institution.

**SECTION 8. CANCELLATION**

8.1 None

**SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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

\_\_\_\_\_  
**President**    **Date**

- Attachments:**        None
- Distribution:**        Board of Governors (12 members)  
                                 www.southernwv.edu
- Revision Notes:**     December 8, 2005 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in the language of this policy.  
  
                                 November 2011 - Policy reviewed for currency with minor changes made.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 21, 2012**

**ITEM:** Request for final approval of SCP-3100, *Full-time Faculty Responsibilities for Academic Advising of Students*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-3100, *Full-time Faculty Responsibilities for Academic Advising of Students*, following the required 30-day public comment period.

**STAFF MEMBER:** Pamela Alderman

**BACKGROUND:**

Academic Affairs has been charged with the review of several academic policies for the 2011-2012 academic year. The Academic Deans and the Academic Affairs Management Council reviewed SCP-3100, *Full-time Faculty Responsibilities for Academic Advising of Students*, and proposed minor changes to the policy.

At its December 13, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-3100, *Full-time Faculty Responsibilities for Academic Advising of Students*, for a 30-day public comment period which ended January 13, 2012. No comments were received at the end of the comment period. Therefore, the staff recommends the Board of Governors grant final approval of the policy as presented.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-3100**

**SUBJECT:** Full-time Faculty Responsibilities for Academic Advising of Students

**REFERENCE:** None

**ORIGINATION:** April 15, 1985

**EFFECTIVE:** April 18, 1985

**REVIEWED:** September 12, 2011

**SECTION 1. PURPOSE**

1.1 To communicate full-time faculty responsibility for student academic advising.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 All full-time faculty members.

**SECTION 3. DEFINITIONS**

3.1 Academic advising includes but is not limited to the following: educational plan development and revision, career counseling, student schedule construction and adjustment, and assistance with placement testing.

**SECTION 4. POLICY**

4.1 All full-time faculty members shall participate in the academic advising program.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 Newly hired full-time faculty should be exempt from advising responsibilities during their first academic term of employment. The Department Chairperson or designee will determine the timetable and method by which the new faculty members are acclimated to the academic advising process.

**SECTION 6. GENERAL PROVISIONS**

6.1 None.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

7.1 The advising system shall be the responsibility of the Deans of Career and Technical Programs and University Transfer Programs or designees.

7.2 Faculty members shall be assigned advising duties by the Department Chairperson or designee.

7.3 An adequate number of full-time faculty shall be available for academic advising of students during scheduled office hours throughout each academic term and during regular registration periods prior to the

beginning of each academic term. The Department Chairperson or designee will assign full-time faculty to duties during general registration for academic advisement of students.

7.4 The Department Chairperson or designee has the responsibility to see that faculty members within the division comply with 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:**                      September 2011 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. The policy was formatted into the new policy template.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 21, 2012**

**ITEM:** Request for final approval of SCP-3551, *Meeting Scheduled Classes*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the rescission of SCP-3551, *Meeting Scheduled Classes*, following the required 30-day public comment period.

**STAFF MEMBER:** Pamela L. Alderman

**BACKGROUND:**

Academic Affairs has been charged with the review of several academic policies for the 2011-2012 academic year. SCP-3551, *Meeting Scheduled Classes*, has been reviewed by the Academic Deans and the Academic Affairs Management Council and they have determined that the policy is, in fact, a procedure. In light of that fact, the Deans recommend that the policy be rescinded, made a procedure, and placed in the Academic Affairs Procedures Manual. This request was reviewed by Executive Council.

At its December 13, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-3551, *Meeting Scheduled Classes*, for a 30-day public comment period which ended January 13, 2012. No comments were received at the end of the comment period. Therefore, the staff recommends the Board of Governors grant final approval for the rescission of the policy and its reconstruction as a unit procedure.



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

**Number:** SCP-3551  
**Origination:** January 1, 1985  
**Effective:** January 1985  
**Reviewed:** January 5, 2007

**SUBJECT:** Meeting Scheduled Classes

**REFERENCE:** SCP-1435, *Inclement Weather and Emergency Situation Policy*

**1. PURPOSE**

To establish institutional policy on meeting scheduled classes.

**2. SCOPE AND APPLICABILITY**

This policy applies to all classes scheduled through Southern West Virginia Community and Technical College.

**3. DEFINITIONS**

None.

**4. POLICY**

Faculty, lab managers, and adjunct faculty must meet all scheduled classes. Unless approved by the supervisor, no permanent change in class location, meeting time, or meeting duration is authorized. The Division Chair or Site Coordinator (if applicable) must be notified of instances where classes will be meeting at times or locations other than those assigned.

**5. BACKGROUND OR EXCLUSIONS**

This policy does not refer to situations requiring closing of an entire campus; please refer to SCP-1435, *Inclement Weather and Emergency Situation Policy*, for this situation.

**6. GENERAL PROVISIONS**

Lack of students is never to be considered a reason for canceling class. Those few students attending may have come a great distance under poor conditions to attend the class session and they deserve the education they seek. The instructor must make every effort to conduct a meaningful academic session regardless of the number of students attending.

**7. RESPONSIBILITIES AND PROCEDURES**

**A. Responsibilities for Class Cancellation/Early Dismissal**

1. The first-line responsibility for canceling classes lies with the Division Chairperson/Site

Coordinator. If the Division Chairperson/Site Coordinator is not available after being contacted via the secretary, the Vice President for Academic Affairs will be contacted. Division Chairperson/Site Coordinator will notify the appropriate individuals of any class cancellations.

2. Under no circumstances are individual instructors authorized to cancel any class session. If instances arise which require cancellation of a class session, the options of substitute instruction or make-up sessions should be explored if time allows. If an instructor is not going to meet the class, for any reason, it is the responsibility of the instructor to:
  - a. Obtain the permission of the Division Chairperson/Campus Coordinator/ or the permission of the Vice President for Academic Affairs if unable to contact the appropriate individual via the secretary.
  - b. If permission to cancel the class is granted, the supervisor or designee will make a good faith effort to notify each student in advance of the class session that class will not be held.
  - c. Complete a faculty absence form and send it to the appropriate Division Chairperson.
3. Early dismissal or shortening of class sessions for other than emergency reasons should be an extremely rare occurrence. The respective Division Chairperson/Campus Coordinator should be contacted as soon as possible should such an emergency occur.
4. It is the responsibility of the Chairperson/Site Coordinator to:
  - a. Review the request and grant or deny permission.
  - b. If granted, assure that the division secretary or designee contacts each student.
  - c. Notify the Vice President for Academic Affairs in writing, that a class will not be held.
  - d. Assure that someone meets the class at the proper time to communicate the cancellation to those students not reached earlier.
5. All employees who plan to attend meetings, conferences, and/or workshops requiring changes in their normal teaching schedule must receive approval in advance from their supervisor.

## **8. CANCELLATION**

None.

## **9. REVIEW STATEMENT**

This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP-3551 is scheduled for review during the 2009-2010 academic year.

**10. SIGNATURES**

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

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**President** **Date**

**Attachments:**

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

**Revision Notes:** January 2007 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect current practice.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 21, 2012**

**ITEM:** Request for approval of revisions to SCP-2165, *Educational Release Time for Classified Employees*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2165, *Educational Release Time for Classified Employees*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

President Joanne Jaeger Tomblin charged the Finance Unit along with the Academic Deans with review of SCP-2165, *Educational Release Time for Classified Employees*. This policy provides a rule for granting and documenting educational release time at Southern West Virginia community and Technical College.

This policy was reviewed by the Finance Unit and Executive Council in December 2011. After the review, minor revisions were made to provide clarity, but reflect no substantial changes in procedure or documentation requirements. Following this review, the staff recommends that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2165**

**SUBJECT:** Educational Release Time for Classified Employees

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

**ORIGINATION:** February 17, 2004

**EFFECTIVE:** February 17, 2004

**REVIEWED:** December 6, 2011

**SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to provide a rule for granting and documenting educational release time at Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

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

**SECTION 3. DEFINITIONS**

- 3.1 None.

**SECTION 4. POLICY**

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

**SECTION 5. BACKGROUND OR EXCLUSIONS**

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



## **SECTION 6. GENERAL PROVISIONS**

- 6.1 This policy allows a classified employee to take ONE class per semester during work time, PROVIDING that the needs of the department are such that the employee's absence will not disrupt services. Educational release time may be granted for actual in-class time and reasonable travel time to and from class. A combination of flexible work hours, annual leave, and/or educational release time may be provided for travel time.
- 6.1 Courses must be taken through a regionally accredited institution.
- 6.2 Educational release time may be granted for courses that are job related; and/or in pursuit of undergraduate, graduate, or doctoral studies.
- 6.3 The employee must have been employed for six months prior to the beginning of the term in which the course is taken.
- 6.4 During emergency or overtime situations, the employee must work as assigned.

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

- 7.1 Primary Responsibility: The Office of Human Resources shall have primary responsibility for the implementation and oversight of the provisions of this policy. Employees and supervisors are responsible as follows:
- 7.1.1 Employees: Employees are responsible to make requests for educational release time far enough in advance for proper consideration by the supervisor. The appropriate forms must be completed in detail and submitted to the supervisor in accordance with the time frames specified in this policy. Employees are responsible for compliance with all applicable sections of this policy.
- 7.1.2 Supervisors: Supervisors are responsible for compliance with all applicable sections of this policy.
- 7.2 Procedures:
- 7.2.1 Requests must be made at least three weeks prior to the beginning of the release time and be made on the appropriate form attached to this policy. Employees are to present the Educational Release Time Request Form to his/her immediate supervisor.
- 7.2.2 Prior to granting educational release time, the supervisor will consider the number of employees in the department and the number requesting educational release time, to ensure there is no disruption of services. Supervisors will make recommendation for approval or denial to the Unit administrator within five (5) working days.
- 7.2.3 Within five (5) working days of receipt, the Unit administrator will approve or deny the request. A copy of the final decision will be returned to the supervisor and the original will be sent to Human Resources.
- 7.2.4 Upon receipt, the Supervisor will provide a copy of the final decision to the requesting employee.

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

**SECTION 8. CANCELLATION**

8.1 ~~This policy shall be reviewed on a three-year cycle by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended.~~

None.

**SECTION 9. REVIEW STATEMENT**

9.1 ~~This policy shall be reviewed on a three-year cycle by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended.~~

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-2165.A, Educational Release Time Request for Classified Employees

**Distribution:**            Board of Governors (12 members)  
                                  ~~Office of the President~~  
                                  ~~Office of the Executive Vice President~~  
                                  ~~Office of the Vice President for Academic Affairs~~  
                                  ~~Office of the Vice President for Finance~~  
                                  ~~Office of the Vice President for Economic, Workforce and Community Development~~

Office of the Vice President for Student Services

Office of the Chief Technology Officer

[www.southernwv.edu](http://www.southernwv.edu)

**Revision Notes:** August 31, 2006 -Policy clarified to reflect practice of allowing educational release time for employees on an improvement plan and added Unit Administrator signature for approval.

December 2012 - Policy reviewed with minor changes.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 21, 2012**

**ITEM:** Request for approval of revisions to SCP-2748,  
*Request for Release Time for Full-time Faculty*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2748, *Request for Release Time for Full-time Faculty*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

President Joanne Jaeger Tomblin charged the Finance Unit and the Academic Deans with review of SCP-2748, *Request for Release Time for Full-time Faculty*. The purpose of this policy is to establish the policies and procedures governing, granting and processing of requests for release time. This policy was reviewed by the Finance Unit, Academic Deans and Executive Council in December 2011. After the review, minor revisions were made to provide clarity, but reflect no substantial changes in procedure or documentation requirements.

Following this review, the staff recommends that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2748**

**SUBJECT:** Request for Release Time for Full-time Faculty

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

**ORIGINATION:** January 28, 1991

**EFFECTIVE:** January 28, 1991

**REVIEWED:** December 6, 2011

**SECTION 1. PURPOSE**

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

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This issuance applies to all full-time faculty members of Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

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

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

**SECTION 4. POLICY**

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

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

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

When released time is granted, the faculty member’s total salary for both the released time assignments and full-time teaching duties shall not exceed one hundred percent (100%) of the total remuneration for his/her

full-time teaching workload. No release time will be approved without adequate documentation that the assignment, program, or project is in alignment with institutional mission and needs.

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

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

## **SECTION 6. GENERAL PROVISIONS**

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

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

- 7.1 Request by a Faculty Member.

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

7.1.2 The ~~Division~~ Department Chair will evaluate the request and, if warranted, will recommend approval to the ~~Vice President for Chief Academic Affairs Officer~~. If release time is denied, the ~~Division~~ Department Chair will respond in writing to the faculty member with their rationale.

- 7.2 Request by the ~~Division~~ Department Chair.

7.2.1 The ~~Division~~ Department Chair will meet with the faculty member to outline the conditions of their release time and document the outcome of the meeting.

7.2.2 The ~~Division~~ Department Chair will complete and submit the Release Time Request Form No. SC 2478.A. to the ~~Vice President for Chief Academic Affairs Officer~~ including the justification for the project.

- 7.3 Request by other Administrators.

7.3.1 The individual requesting the release time will consult with the ~~Division~~ Department Chairperson to ensure coverage of courses can be accomplished.

7.3.2 The individual requesting the release time will complete and submit the Release Time Request Form, SCP-2478.A, including the signature of the ~~Division~~ Department Chairperson.

- 7.4 The ~~Vice President for Chief Academic Affairs Officer~~ will review the request and forward to the President or his/her designee with a recommendation.

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

- 7.6 If approved by the President or his/her designee, the ~~Division~~ Department Chair will ensure necessary

arrangements are made to have all classes fully covered and will ensure that the following distribution of Release Time Form is made:

7.6.1 Original to Human Resources for placement in file.

7.6.2 Copies to ~~Division~~ Department Chairperson and ~~Vice President for~~ Chief Academic Affairs Officer.

**SECTION 8. CANCELLATION**

8.1 SCI 2420

**SECTION 9. REVIEW STATEMENT**

9.1 This policy shall be reviewed on a three year cycle by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed. SCP-2748 is scheduled for review during the 2009-2010 academic year.

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-2748.A, Release Time Request Form for Full-time Faculty

- Distribution:** Board of Governors (12 members)
- \_\_\_\_\_ Office of the President
  - \_\_\_\_\_ ~~Office of the Executive Vice President~~
  - \_\_\_\_\_ Office of the Vice President for Academic Affairs
  - \_\_\_\_\_ Office of the Vice President for Finance
  - \_\_\_\_\_ Office of the Vice President for Economic, Workforce and Community Development
  - \_\_\_\_\_ Office of the Vice President for Student Services
  - \_\_\_\_\_ Office of the Chief Technology Officer
  - \_\_\_\_\_ Office of the Human Resources Administrator
  - \_\_\_\_\_ Office of the Academic Division Chairpersons (6 members)
  - \_\_\_\_\_ Faculty Senate Chair

~~Classified Staff Council Chair~~  
~~Libraries (Harless and Williamson Campus)~~  
~~Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)~~  
~~www.southern.wvnet.edu~~  
~~www.southernwv.edu~~

**Revision Notes:** December 2012- Policy reviewed with minor changes to reflect current titles.



SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2748.A, Release Time Form For Full-time Faculty

Name of Faculty: \_\_\_\_\_ Faculty Rank: \_\_\_\_\_

Campus: \_\_\_\_\_ Division/Department: \_\_\_\_\_

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

\_\_\_\_\_

**Release Time Requested**

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

Short Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Credit Hours Release Time Requested: \_\_\_\_\_

Semester Released: \_\_\_\_\_ Fall Semester \_\_\_\_\_ Spring Semester \_\_\_\_\_ Summer

Beginning date \_\_\_\_\_ Ending Date: \_\_\_\_\_

Cost (in addition to salary): \_\_\_\_\_

Release Time Project

Requested By: \_\_\_\_\_  
Print Name Title Date

Faculty Member's Signature Date

Approved Denied \_\_\_\_\_  
Division/Department Chairperson Date

Approved Denied \_\_\_\_\_  
Vice President for Chief Academic Affairs Officer Date

Approved Denied \_\_\_\_\_  
President or Designee Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 21, 2012**

**ITEM:** Request for approval of advancement of SCP-3000,  
*Distance Learning*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for advancement of SCP-3000, *Distance Learning*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Carol Howerton

**BACKGROUND:**

This policy was developed as part of a faculty incentive which included the development of best practices for distance learning along with a review of policy in regard to distance learning. It was found that no policies exist which include distance learning components and that no guidelines are in place for the review or approval of distance learning courses.

In preparation for the next accreditation visit and completion of the faculty incentive, a policy was drafted to cover distance learning and presented to the Executive Council. The policy includes the development of a Distance Learning Manual and implementation of *Quality Matters* standards for distance-delivered courses. The policy was reviewed and approved by the Executive Council during its February 2012 meeting.

Therefore, the staff recommends the Board of Governors approved advancement of the draft policy SCP-3000, *Distance Learning*, 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-3000**

**SUBJECT:** Distance Learning

**REFERENCE:** Higher Learning Commission of the North Central Association of Colleges and Schools, 2011 Guidelines for the Evaluation of Distance Education (On-Line Learning)<sup>1</sup>

**ORIGINATION:** February 7, 2012

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

**REVIEWED:** New Policy

**SECTION 1. PURPOSE**

1.1 The purpose of this policy is to provide guidance for the development, approval, teaching and support for all distance-delivered courses at Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy applies to all distance-delivered courses and programs taught by either full- or part-time faculty at Southern West Virginia Community and Technical College. Distance-delivered courses and programs are those defined by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) in the *Guidelines for the Evaluation of Distance Education (On-Line Learning)* and the regulations of the U.S. Department of Education.

**SECTION 3. DEFINITIONS**

- 3.1 Correspondence – is a method of course delivery in which all or part of the instructional materials are provided by mail or electronic transmission, including examinations on materials, to students who are separated from the instructor.
- 3.2 Distance-delivered Courses – are those in which all or the vast majority (typically 75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other<sup>1</sup>.
- 3.3 Distance-delivered Programs – are those certificate or degree programs in which 50% or more of the required courses may be taken as distance-delivered courses<sup>1</sup>.
- 3.4 FasTrak – is a method of course delivery in which instruction is provided in a compressed time format typically meeting less than the standard trimester.
- 3.5 Hybrid or Blended – is a method of course delivery which combines the traditional face-to-face instructional environment and other methods of delivery that significantly utilize technology to deliver instruction.
- 3.6 Interactive – is a method of course delivery in which all or part of the instruction and interaction with students occurs via closed circuit, interactive classrooms (ICR).

- 3.7 Online – is a method of course delivery in which all or part of the instruction and interaction occurs via internet technologies.
- 3.8 Quality Matters – is a faculty-centered, peer review process designed to certify the quality of online and blended courses.
- 3.9 Traditional – is a method of course delivery in which instruction is provided synchronously in the standard classroom environment requiring students to be physically present in the same location as the instructor.

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

- 4.1 All distance-delivered courses and programs will meet the standards established in the “Quality Matters” program (QM) and by the College as described in the Distance Learning Manual. This manual shall be developed and maintained by the Office of the Chief Academic Officer within the Academic Affairs Unit and will establish the standards, processes, procedures, and guidelines required for the development, approval, teaching and support for all distance-delivered courses and programs. The standards, processes, procedures, and guidelines shall adhere to the HLC’s 2011 Guidelines for the Evaluation of Distance Education and the Quality Matters program.
- 4.2 Categories of courses and appropriate BANNER codes shall be established and defined for each type of distance-delivered course including but not limited to
  - 4.2.1 online,
  - 4.2.2 correspondence,
  - 4.2.3 hybrid,
  - 4.2.4 web-enhanced,
  - 4.2.5 FasTrak, and
  - 4.2.6 traditional.
- 4.3 The established categories and codes shall be included in the Distance Learning Manual.
- 4.4 The Distance Learning Manual will be reviewed and updated annually.
- 4.5 All distance-delivered courses shall undergo an initial approval and any subsequent renewal process required as provided for in the Distance Learning Manual before they are listed in the course schedule and offered for student enrollment.
- 4.6 All distance-delivered courses shall be comparable to traditional campus-based courses, when applicable, in terms of
  - 4.6.1 syllabi, including learning outcomes,
  - 4.6.2 textbooks,
  - 4.6.3 grading, and
  - 4.6.4 methods of evaluation.
- 4.7 All full and part-time faculty must receive approved training and/or faculty development to meet QM certification for distance-delivered courses as provided for in the Distance Learning Manual prior to being assigned to a distance-delivered course.
- 4.8 Each distance-delivered course shall undergo review every three years for purposes of renewal of approval.

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

- 5.1 All distance-delivered courses developed and offered prior to the adoption of this policy must be reviewed and approved based on the standards, processes, procedures and guidelines required by the Distance Learning Manual by no later than the end of the spring 2014 term.
- 5.2 All faculty who have taught distance-delivered courses prior to the adoption of this policy must receive the required training and/or professional development and attain QM certification prior to being assigned any additional distance-delivered courses.

**SECTION 6. GENERAL PROVISIONS**

- 6.1 All distance-delivered courses developed and offered by Southern West Virginia Community and Technical College shall be reviewed and approved in accordance with the requirements of the Distance Learning Manual.
- 6.2 All faculty teaching distance-delivered courses are required to undergo training and attain QM certification prior to being assigned to teach a distance-delivered course.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 The Vice President for Academic Affairs and Student Services is responsible for the development, implementation, and maintenance of the Distance Learning Manual and ensuring compliance with 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](http://www.southernwv.edu)

**Revision Notes:** None. This is a new policy.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 21, 2012**

**ITEM:** Request for approval of the cancellation of SCP-3693,  
*Instructional Schedule Development*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the proposed cancellation of SCP-3693, *Instructional Schedule Development*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Pamela L. Alderman

**BACKGROUND:**

Academic Affairs has been charged with the review of several academic policies for the 2011-2012 academic year. SCP-3693, *Instructional Schedule Development*, has been reviewed by the Academic Deans and the Academic Affairs Management Council and they have determined that the policy is, in fact, a procedure. In light of that fact, the Deans recommend that the policy be rescinded, made a procedure, and placed in the Academic Affairs Procedures Manual. This request was reviewed by Executive Council.

Based on the deliberations and recommendations of the Academic Deans and the Academic Affairs Management Council, Academic Affairs requests that the cancellation of SCP-3693, *Instructional Schedule Development*, be advanced to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day public comment period.



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

**Number:** SCP-3693  
**Origination:** July 1, 1984  
**Effective:** July 1, 1984  
**Reviewed:** September 28, 2005

**SUBJECT:** Instructional Schedule Development

**REFERENCE:**

**1. PURPOSE**

To establish policy and procedures for the development and distribution of the instructional schedule of classes for Southern West Virginia Community and Technical College.

**2. SCOPE AND APPLICABILITY**

This issuance applies to all campuses, divisions, departments and any other instructional units of the institution.

**3. DEFINITIONS**

None.

**4. POLICY**

None.

**5. BACKGROUND OR EXCLUSIONS**

None.

**6. GENERAL PROVISIONS**

General information related to registration dates and procedures, fees and refunds, academic calendar and other information required for the instructional schedule shall be provided by the Vice President for Academic Affairs.

**7. RESPONSIBILITIES AND PROCEDURES**

**A. Responsibilities**

1. The Vice President for Academic Affairs is responsible for overseeing and coordinating instructional schedule development processes.

2. Division Chairpersons and the Dean of Allied Health are responsible for schedule development for all courses. Entry of all appropriate course information into the computer for the instructional schedule is the responsibility of the office of the Vice President for Academic Affairs
3. The Academic Affairs Management Council shall provide the means for resolving conflicts or other issues pertaining to the scheduling of classes for all campuses of Southern West Virginia Community and Technical College.

**B. Time Line**

The time line for developing the instructional schedule shall be established and communicated by the office of the Vice President for Academic Affairs.

**C. Printing and Distribution**

1. The Vice President for Academic Affairs shall be responsible for posting the class schedule. All class schedules will be available on the web.

**8. CANCELLATION**

SCI 1271 effective August 30, 1993.

**9. REVIEW STATEMENT**

This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP-3693 is scheduled for review during the 2009-2010 academic year.

**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)  
    Office of the President  
    Office of the Executive Vice President  
    Office of the Vice President for Academic Affairs  
    Office of the Vice President for Finance  
    Office of the Vice President for Economic, Workforce and Community Development



Office of the Vice President for Student Services  
Office of the Chief Technology Officer  
Office of the Human Resources Administrator  
Office of the Academic Division Chairpersons (6 members)  
Faculty Senate Chair  
Classified Staff Council Chair  
Libraries (Harless and Williamson Campus)  
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)  
[www.southern.wvnet.edu](http://www.southern.wvnet.edu)

**Revision Notes:** Reviewed September 2005.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 21, 2012**

**ITEM:** Request for Approval of Revisions to SCP-4710,  
*Academic Dishonesty*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4710, *Academic Dishonesty*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Darrell Taylor

**BACKGROUND:**

President Joanne Jaeger Tomblin charged the Dean of Enrollment Management and Student Development, in conjunction with the Academic Deans, with review of SCP-4710, *Academic Dishonesty*, and asked they consider its appropriateness as a policy. The policy was reviewed November/December 2011 by the Dean of Enrollment Management and Student Development and Academic Deans, and discussed during the Executive Council meeting on December 6, 2011.

Based on the deliberations and recommendations of these Academic and Student Deans, the staff recommends that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-4710**

**SUBJECT:** Academic ~~Dishonesty~~ Integrity

**REFERENCE:** None

**ORIGINATION:** July 1, 1984

**EFFECTIVE:** July 1, 1984

**REVIEWED:** ~~May 2006~~ November 2011

**SECTION 1. PURPOSE**

- 1.1 To establish a policy that outlines Southern's expectations for academic integrity and academic ~~and procedures for addressing cases of academic dishonesty.~~

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to all ~~full-time and adjunct faculty and to all students at~~ Southern ~~all campuses and off-campus locations.~~

**SECTION 3. DEFINITIONS**

- 3.1 Academic Integrity - Academic integrity at Southern is a standard of ethics students are expected to maintain.
- 3.2 Academic Dishonesty - Academic dishonesty is any practice which gives ~~one~~ a student an ~~dishonorable~~ unfair advantage over another student in the same or a similar course of study. It includes, but is not limited to, plagiarism, cheating, and fraud, information technology misuse, or any misconduct with regards to academic integrity as defined.
- 3.3 Plagiarism - ~~Plagiarism is the submission as one's own, without proper citation or acknowledgment, any ideas, information, or expressions which have been copied wholly or in part from the work of others. The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media, or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.~~
- 3.4 Cheating - ~~Cheating includes, but is not limited to, the following actions:~~ The improper taking or tendering of any information or material which shall be used to determine academic credit. Example include but are not limited to the following:
- 3.4.1 Obtaining help from, or knowingly giving help to, another student during an examination. Copying from another student's test or homework paper.

- 3.4.2 ~~Use of notes or other resources during an examination or any other assignment without the expressed consent of the instructor. Allowing another student to copy from a test or homework assignment.~~
  - 3.4.3 ~~Knowingly providing one's work for another student to submit as his own. Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes, or crib sheets, including those stored in a calculator or other electronic device.~~
  - 3.4.4 ~~Collaborating during an in-class or take-home test with any other person by giving or receiving information without authority.~~
  - 3.4.5 ~~Having another individual write or plan a paper, including those bought from research paper services.~~
  - 3.4.6 ~~Submitting the same paper or project in more than one class.~~
  - 3.4.7 ~~Obtaining any part of an examination or assignment before it has been given to the class.~~
  - 3.4.8 ~~Use of any electronic device in class without the expressed permission of the instructor.~~
- 3.5 ~~Fraud - Fraud includes, but is not limited to, the following actions: Fabrication, Forgery, and Obstruction~~
- 3.5.1 ~~Fabrication is the use of invented, counterfeited, altered, or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences.~~
  - 3.5.2 ~~Forgery is the imitating or counterfeiting of images, documents, signatures, and the like.~~
  - 3.5.3 ~~Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to education resources.~~
  - 3.5.4 ~~Fraud includes, but is not limited to, the following actions:~~
    - 3.5.4.a ~~Providing any signature other than one's own on any College document.~~
    - 3.5.4.b ~~Forging or altering the record of any grade in an educational record.~~
    - 3.5.4.c ~~Knowingly presenting false information or intentionally misrepresenting one's record.~~
    - 3.5.4.d ~~Knowingly providing false statements in any College proceedings.~~

- 3.6 Misconduct - Misconduct is the intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include:
- 3.6.1 Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
  - 3.6.2 Selling or giving away all or part of a test and/or test answers.
  - 3.6.3 Asking or bribing any other person to obtain a test or any information about a test.
  - 3.6.4 Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
  - 3.6.5 Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the college which relate to grades.
  - 3.6.6 Continuing to work on an examination or project after the specified time has elapsed.
  - 3.6.7 Information Technology Misuse - Misuse of information technology is disruptive, unethical, or illegal use of the college's computer resources. Misuse of computers also includes disruptive, unethical, or illegal use of the computers of another institution or agency in which students are performing part of their academic program.

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

- 4.1 Plagiarism shall constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are subject to penalties when plagiarism has been confirmed. Because academic integrity is a cornerstone of the college's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, and other forms of dishonest or unethical behavior is prohibited.
- 4.2 Upon discovering an act of cheating or plagiarism academic dishonesty, the nature of the penalty shall be determined by the instructor. Such penalties may include, but are not limited to, a lowered grade on the assignment, no credit for the assignment, or an exclusion from further participation and a grade of F in the course.
- 4.3 Blatant acts of plagiarism, such as copying papers from the Internet, shall increase the probability that the instructor will assign a grade of "F" in the course. Repeated acts of academic dishonesty will be handled by the Chief Academic Officer and will not be tolerated by the institution.

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

- 5.1 None.

## SECTION 6. GENERAL PROVISIONS

6.1 None.

## SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Within fourteen days after an act of academic dishonesty is discovered, the instructor shall notify the student in writing and include a statement of the penalty imposed.
- 7.2 Within fourteen days after an act of academic dishonesty is discovered, the instructor shall notify the ~~Division~~ Department Chair and the ~~Vice President for Academic Affairs~~ appropriate academic dean in writing. The instructor shall include copies of any physical evidence and a written report stating the facts of the case and the action taken.
- 7.3 Any student considering himself unfairly treated may use the grievance procedure as stated in the Student Handbook. The grievance procedure must be initiated within fourteen calendar days of the instructor's notification.
- 7.4 For subsequent or multiple offenses by the student, in addition to being given a grade of F in the course in which the academic dishonesty occurred, the student may be expelled from the College by the President on recommendation of the ~~Vice President for Academic Affairs~~ Chief Academic Officer following a judicial hearing. The subsequent offense is not limited to the course in which the initial offense was reported.
- 7.5 The Office of the ~~Vice President of Academic Affairs~~ Chief Academic Officer shall maintain a permanent record of academic dishonesty offenses. ~~This record~~ A notification shall be available within Banner for evidence in any future judicial hearings regarding academic dishonesty. A hearing board will only receive current evidence on student misconduct, unless prior evidence of misconduct is pertinent to the hearing.
- 7.6 A student who has been given a grade of F by an instructor under the College policy on academic dishonesty is not permitted to withdraw from the course with a grade of W after academic dishonesty procedures have been initiated by the instructor.
- 7.7 The deadlines set out in the student grievance procedure for grade appeals do not apply to grievances regarding action taken regarding academic dishonesty. The grievance therefore may not be filed in the subsequent term unless that term falls within fourteen calendar days of the instructor's notification of the student that academic dishonesty procedures have been initiated.
- 7.8 Penalties assigned for academic dishonesty may not be used as the basis for a subsequent grade appeal.

## SECTION 8. CANCELLATION

8.1 None.

## SECTION 9. REVIEW STATEMENT

- 9.1 ~~This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP-4710 is scheduled for review during the 2009-2010 academic year. 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)  
~~Office of the President~~  
~~Office of the Executive Vice President~~  
~~Office of the Vice President for Academic Affairs~~  
~~Office of the Chief Financial Officer~~  
~~Office of the Vice President for Economic, Workforce and Community Development~~  
~~Office of the Vice President for Student Services~~  
~~Office of the Chief Technology Officer~~  
~~Office of the Human Resources Administrator~~  
~~Office of the Academic Division Chairperson (6 members)~~  
~~Faculty Senate Chair~~  
~~Classified Staff Council Chair~~  
~~Libraries (Harless and Williamson Campus)~~  
~~Office of the Directors of Campus Operation (Boone, Logan, Williamson, Wyoming)~~  
[www.southern.wvnet.edu](http://www.southern.wvnet.edu) [www.southernwv.edu](http://www.southernwv.edu)

**Revision Notes:**        Significant revisions to include aspect of integrity and technology advancements. Information referenced in policy from [www.spcollege.edu/academicdishonesty](http://www.spcollege.edu/academicdishonesty) and [www.centralmichiganuniversity.academicintegritypolicy](http://www.centralmichiganuniversity.academicintegritypolicy).

May 2006 – Revisions provide clarity and reflect changes in current practice. Definitions, responsibilities, and procedures were added to this policy.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 21, 2012**

**ITEM:** Request for Approval of Revisions to SCP-5780,  
*Travel Regulations*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-5780, *Travel Regulations*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

President Joanne Jaeger Tomblin charged the Finance Unit with review of SCP-5780, *Travel Regulations*. This policy implements the guidelines and procedures concerning the governing of in-state, out-of-state and international travel, hereinafter to as "travel," and for reimbursement of expenses to employees, Board of Governors, and non-employees traveling on behalf of Southern West Virginia Community and Technical College.

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

Following this review, the staff recommends that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-5780**

**SUBJECT:** Travel Regulations

**REFERENCE:** West Virginia Code §12-3-11; 6B-2-5(2); Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 29, *Travel*; Federal Regulation §301-11.17

**ORIGINATION:** September 2002

**EFFECTIVE:** October 15, 2002

**REVIEWED:** December 01, 2011

**SECTION 1. PURPOSE**

1.1 This regulation implements the guidelines and procedures concerning the governing of in-state, out-of-state and international travel, hereinafter referred to as “travel,” and for reimbursement of expenses to employees, Board of Governors, and non-employees traveling on behalf of Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 Travel regulations applicable to all employees, Board of Governors, and non-employees.

2.1.1 Approval to travel shall be secured in advance by the employee according to this regulation. Under no circumstances should an employee travel without proper approval of the spending officer.

2.1.2 Employees are responsible for submitting a travel expense account settlement form, with all required attachments, within sixty days after the last day of approved travel in order to receive reimbursement of expenses.

2.1.3 This regulation shall govern reimbursement of travel expenses to members of the Governing Board when a Board member requests reimbursement for travel expenses.

2.1.4 When non-employees are eligible to receive reimbursement of travel expenses, reimbursement shall be made in accordance with this regulation and the policies and procedures of the institution.

2.1.5 Reimbursements of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this regulation; otherwise, this regulation shall govern such reimbursement.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. POLICY**

## 4.1 Transportation

### 4.1.1 Commercial Airlines

4.1.1.1 Allowable reimbursement for commercial airline travel shall include the actual expense or cost for the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare.

4.1.1.2 Travelers are expected to make advance bookings through a contracted travel service vendor or as otherwise approved by the institution to secure the least expensive airfare possible. Reimbursement may be made to the traveler in advance for airfare purchased from 45 to 180 days before the trip begins. If airfare is reimbursed prior to travel, it must be referenced on the traveler's expense account.

4.1.1.3 In order to receive reimbursement, the traveler must submit the Passenger Itinerary or certified copy of the commercial airline ticket attached to the travel form. Refundable or unused airline tickets shall be returned immediately.

4.1.1.4 Commercial airline tickets for guests of Southern may be direct billed to the institution.

### 4.1.2 Ground Transportation

4.1.2.1 State Owned Vehicles: The availability and use of Southern's vehicles will be determined by the designated person located at each campus. When available, Southern's vehicles should be considered first.

4.1.2.2 Privately Owned Vehicles: Personally owned vehicles may be used when traveling on college business. Reimbursement will be made and shall not exceed the prevailing rate per mile established by the ~~Internal Revenue Service~~ State of West Virginia. The current applicable rate can be obtained from the Finance web page. This rate is intended to cover all operating costs of the vehicle including fuel, maintenance, depreciation, insurance, etc., and no additional reimbursement will be made.

4.1.2.3 Commercial Rental Vehicles: Commercial rental vehicles may be used when traveling on college business. Travelers will utilize State approved rental car vendors when traveling by air or when departing from College locations. Reimbursement will be made at actual cost for the daily rental fee for a mid-size or smaller vehicle. It is recommended that travelers use their State Corporate card to secure their rental. State Corporate card provides collision damage coverage at no cost for rentals up to 60 days.

4.1.2.4 Rail Service: May be used for ground transportation in accordance with the institution's guidelines and procedures. Travelers are expected to make advanced bookings and use the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare. Receipts/documentation are required for reimbursement.

4.1.2.5 Miscellaneous Ground Transportation: Miscellaneous ground transportation may be reimbursed in accordance with the institution's guidelines and procedures.

4.1.3 The operator (traveler) of a Southern vehicle must be an employee of Southern and possess a valid operator's license. The operator is personally responsible for any fines and/or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines and/or penalties shall be a reimbursable expense.

- 4.1.4 In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotel, meals, etc.) not to exceed the lowest available commercial airfare plus local transportation to and from the airport. A traveler must secure itinerary from National Travels website with fare prior to departure to be attached to travel for reimbursement.
- 4.1.5 Roadside assistance services for fleet or rental vehicles, if needed may be reimbursed at actual reasonable cost. A receipt must be provided and attached to a vendor's invoice within 15 days.
- 4.1.6 Lodging
  - 4.1.6.1 Reimbursement for lodging shall include actual expenses or overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges. Original lodging receipts or certified copies are required for reimbursement.
  - 4.1.6.2 Lodging or a meeting may be direct billed for group travel only. The traveler must reference that lodging was direct billed and provide proof of lodging with final expense account settlement.
  - 4.1.6.3 All group travel must be submitted together to the State Auditor's office for payment. Therefore, each traveler in the group should submit settlement form as soon as possible in order not to hold up other group member's travel reimbursement. Also, If you plan not to claim any expense, you must also inform Southern's accounts payable section.
  - 4.1.6.4 Reimbursement for multiple occupancy, when only one of the travelers is on college business, shall be at the least expensive single room rate. In the event that a single room rate cannot be determined state, "single room rate same as double," on settlement form.
- 4.1.7 Meals
  - 4.1.7.1 Meal expense reimbursement shall be made in accordance with the institution's policies and procedures and is limited to actual expenses for food, service and gratuities up to the applicable maximum daily rate authorized by the Governing Board. Specifically excluded are alcoholic beverages and entertainment expenses.
  - 4.1.7.2 Instate: Maximum daily rate is ~~\$35.00~~ \$50.00 without receipts.
  - 4.1.7.3 Out-of-State: Maximum daily rate is ~~\$50.00~~ with receipts based on Federal Regulations§301-11.17. On the first and last travel day, Southern employees are only eligible for 75 percent of the total M & IE rate for their temporary duty travel location (not the official duty station location). Alcohol and entertainment expenses are specifically excluded. Meals and incidental rates differ by travel location. Examples of incidental expenses are fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards, or stewardesses and other on ships, and hotel servants; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site; and mailing cost associated with filing travel vouchers and payment of government charge card billings.
  - 4.1.7.4 Reimbursement for meals during same day travel, travel without an overnight stay, is not reimbursable.
- 4.1.8 Registration Fees

#### 4.1.9 Other Expenses

##### 4.1.9.1 Reimbursable Expenses

4.1.9.1.1 Travelers may incur other business related expenses for which reimbursement may be made if appropriate. Such expenses and reimbursement may include, but are not limited to:

4.1.9.1.1.1 Baggage handling and gratuities when using public transportation.

4.1.9.1.1.2 Baggage storage between appointments.

4.1.9.1.1.3 Tolls, garage and parking fees.

4.1.9.1.1.4 Communication expenses such as: Long distance calls to the office, facsimiles, access to e-mail.

4.1.9.1.1.5 Trips involving multiple days of travel or for single day travel where the traveler is unexpectedly delayed for business reasons, the traveler may make one personal telephone call home per day. Reimbursement shall be made at actual cost not to exceed a reasonable amount, if the call was not made on Southern's cell phone or calling card. The full amount will be reimbursed for all work related calls, if the call was not made on Southern's cell phone or calling card.

##### 4.1.9.2 Non-reimbursable Expenses

4.1.9.2.1 Travelers may incur other expenses for which reimbursement is non-reimbursable. Such expenses may include, but are not limited to:

4.1.9.2.1.1 Interest or late charges on credit cards.

4.1.9.2.1.2 Laundry fees.

4.1.9.2.1.3 Personal flight or baggage insurance.

#### 4.1.10 Form of Payment for Business Travel

4.1.10.1 Corporate Travel Card: Traveler should use the corporate charge card issued by the State of West Virginia and Southern West Virginia Community and technical College for business related travel expenses when applicable.

4.1.10.2 Cash Advance: Employees may secure a cash advance for business travel only by using the corporate credit card at an ATM. Receipt from the ATM machine is required for reimbursement of the ATM transaction fee and the credit card fee.

4.1.10.3 Direct Billing: A ~~purchase order~~ requisition may be used when accepted by event sponsor. The traveler is responsible for attaching to the expense account settlement receipts, invoices, documentation, etc., for any direct billed fees.

4.1.10.4 Cash Advance for the West Virginia State Auditor's Office: The cash advance must be settled on the day of return. If the settlement does not take place the cash advanced will be recovered by deducting that amount from the next payroll. The traveler must follow the State of West Virginia's regulations addressing the Cash advance.

- 4.1.10.5 Purchase Card Payments: The purchase will cover the cost of the hotel room, internet services, and taxes. THIS DOES NOT INCLUDE FOOD, IN ROOM DINNING SERVICE, IN ROOM MOVIES OR LAUNDRY.
- 4.1.11 Other Provisions
  - 4.1.11.1 Reimbursement Forms: The form(s) used for reimbursement of travel expenses shall be those promulgated by the Chancellor.
  - 4.1.11.2 ~~Travel Incentives: According to the West Virginia Ethics Commission, frequent flier miles, hotel bonus points or other travel incentives resulting from official business travel may be used only for future official business travel.~~ In accordance with West Virginia Code § 6B-2-5(2), employees may use bonus points acquired through frequent traveler programs while traveling on official government business, as long as the employee's participation in the program does not result in an additional cost to the state.

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

- 5.1 Any exceptions to this regulation must be explained in writing and approved by the President of Southern West Virginia Community and Technical College.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 None.

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

- 7.1 Authority and Responsibilities
  - 7.1.1 Authority to manage, approve or disapprove travel and travel related expense is delegated exclusively to the Governing Board of Southern West Virginia Community and Technical College.
  - 7.1.2 The Governing Board may also delegate authority to the president to act as designee for authorizing and approving travel and travel related expenses as may be required. All such authorizations and approvals shall be made according to the provisions of this regulation.
  - 7.1.3 The President may also delegate authority to others within her or his respective institution to act as her/his designee for authorizing and approving travel and travel related expenses. All such authorization and approvals shall be made in accordance with the provisions of this rule.
  - 7.1.4 Travel may be authorized only for official business and only if the college has the financial resources to reimburse the traveler for travel expenses.
  - 7.1.5 The responsibility to audit a traveler's expense account settlement lies with this institution. Approval of a traveler's expense account settlement by the institution means that the expense settlement meets all criteria established for reimbursement. The institution shall audit and submit an accurate expense account settlement for reimbursement to the State Auditor's Office within a reasonable amount of time after receiving such settlement from the traveler.
  - 7.1.6 The responsibility of the traveler is to file a travel settlement form with the Finance Department. The traveler must have the Folio from the hotel, a badge from the conference, receipts for transportation

if applicable, parking receipts and toll receipts for reimbursement.

**SECTION 8. CANCELLATION**

8.1 Any previous policy being superseded.

**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:**    December 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 FEBRUARY 21, 2012**

**ITEM:** Follow-up Report for the AS Associate in Science Degree Program

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the follow-up report for the AS Associate in Science Degree Program as requested by the West Virginia Council for Community and Technical Education.

**STAFF MEMBER:** Dr. Cindy McCoy

**BACKGROUND:**

During the 2010-2011 academic year the Division of University Transfer Programs conducted a program review of the AA Associate in Arts and AS Associate in Science Degree Programs in accordance with the provisions of the West Virginia Council for Community and Technical College Education (Council), Title 135 Procedural Rule, Series 10, *Policy Regarding Program Review*. At its April 19, 2011 meeting, Southern's Board of Governors (Board) approved continuation of the programs with corrective action and submitted the program review to the Council for review and approval.

At its meeting of October 20, 2011, the Council received information regarding program review recommendations. At that time Council requested a follow-up report on the AA Associate in Arts and AS Associate in Science (University Transfer) Degree Programs addressing the issue of credit-hours exceeding the standards established in Title 135 Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*.

The Council cited the institution for having 63 credit hours in the AS Associate in Science Degree Program. Series 11, effective July 24, 2011, states “. . . the commonly accepted program length is 60 semester credits for associate's degrees . . .”

The concerns cited in the follow-up report request were addressed at the December 2, 2011, Curriculum and Instruction Committee meeting where a revised curriculum (attached) for the AS Associate in Science Degree Program was approved effective fall 2012. The AA Associate in Arts Degree Program was in compliance with the credit hour mandate of Series 11 at the time of the comprehensive program review.

Beginning fall 2012 all Associate Degree Programs will comply with the 60 credit-hour mandate and all Certificate Programs will be at 30 credit-hours. It should be noted that Southern is the first institution in the system to comply with Series 11.

CURRICULUM AND INSTRUCTION REQUEST FORM  
PROGRAM CHANGE FORM

PROGRAM NAME : Associate in Science Degree (University Transfer)

NATURE OF REVISION: NEW PROGRAM : \_\_\_\_\_ REVISED PROGRAM : \_\_X\_\_

DIVISION/DEPARTMENT : University Transfer Division

LIST ALL PROGRAM(S) THIS PROGRAM ACTION WILL IMPACT AND HOW:

Associate in Science: The proposed change will bring the required credit hours into alignment with the legislative mandate to have no more than 60 hours required for an associate degree. The change is also intended to promote greater transferability to receiving institutions and increase the number of degree completers at Southern.

REVISION DESCRIPTION: See the attachment for the proposed structuring of the program.

WHAT ASSESSMENT DATA/INFORMATION PROMPTED THESE CHANGES?

These changes were prompted by a legislative mandate to have associate degree programs require no more than 60 credit hours for completion. Additional considerations that guided deliberation on the proposed changes were, to avoid decreasing the math and science component of the Associate in Science degree, keep general education as robust as possible, avoid elimination of an entire discipline (such as physical education), improve transferability of degree completers and increase the number of degree completers by allowing students some ability to tailor the program according to receiving institution degree requirements.

Recommended By / Date Guy Lowes and Mindy Saunders September 9th, 2011

Approved by Department/ Date  
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Curriculum and Instruction Chairperson / Date  
Mordon Howsley 12/2/11

Approve /  Disapprove

Chief Academic Officer / Date  
Jamela A. Alderman 10/19/11

Approve /  Disapprove

Recommended effective implementation date: Fall 2012 **Fall**



## Associate in Science 60 Credit Hours

Students planning to earn a baccalaureate degree at a four-year institution may complete the first two years at Southern West Virginia Community and Technical College by earning the Associate in Science degree.

A student may attend full-time (12 hours or more per trimester) or part-time (less than 12 hours per trimester) to complete the Associate in Science degree. Classes are offered day and evening. After meeting all the prerequisites, a full-time student can complete the degree in four or five trimesters and a part time student can complete in six or seven trimesters. The program is delivered in various formats. Students may take traditional, online or blended courses.

Dept/No.	Title	Credit Hours
<b>Communications/Humanities</b>		
EN 101	English Composition I	3
EN 102	English Composition II	3
Speech Elective	SP 103 Speech Fundamentals	3
	OR	
Literature Elective	SP 202 Introduction to Public Speaking Choose 3 hours from: EN 200, EN 201, EN 202, or EN 204	3
OR 110	Introduction to College	1
Any Art, Music, or Theater		3
<b>Social Science</b>		
PY 201	General Psychology	3
	OR	
SO 200	Introduction to Sociology	
American History Elective	Choose 3 hours from: HS 104, HS 105, HS 230 or HS 231	3
Social Science Elective	Choose 6 hours from: Economics, History, Philosophy, Political Science, Psychology, Religion, or Sociology	6
<b>Natural Science</b>		
Laboratory Science Elective	Choose 12 hours from: BS 101, BS 102, BS 216, BS 199, CH 213, CH 214, CH 223, CH 224, CH 225, CH 226, IS (any), GL 110, PH 210, PH 220, or PH 222	12
<b>Math</b>		
Math Elective	Choose 5 hours from: MT 125, MT 130, MT 229, MT 230, MT 231, MT 235, or MT 245	5
<b>Technology</b>		
Technology Elective	Choose 2 hours from: Computer Science, Drafting, Information Technology, or Surveying	2
<sup>1</sup> Degree Specific Electives (required)		13

<sup>1</sup>See your academic advisor for a list of electives specific to your area of interest.

A trimester-by-trimester program course sequence is available at <http://www.southernwv.edu/programs/associate-in-science>

**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of February 21, 2012**

**Item:** Request to reschedule the Associate in Applied Science, Health Care Professional Program Review

**Recommended Resolution:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the Associate in Applied Science, Health Care Professional program review requirement and submission for the 2014-2015 academic year as originally scheduled.

**Staff Member:** Alyce Patterson-Diaz

**Background:**

At its December 13, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors approved the post-audit review follow-up report for the Associate in Applied Science, Health Care Professional program as presented for submission to the West Virginia Council for Community and Technical College Education. The post-audit follow-up report was submitted to the Chancellor for Community and Technical Education before the deadline of February 1, 2012.

The background information stated that a comprehensive program review would be conducted during the 2012-2013 academic year and this was an error. The information should have reflected the 2014-2015 academic year as shown in Southern's rotating schedule for comprehensive program reviews (attached).

Effective and substantive data would be limited and minimal for submission of this report during the 2012-2013 academic year. Therefore, the staff respectfully requests that the Board of Governors approve the Associate in Applied Science, Health Care Professional program review requirement and submission for the 2014-2015 academic year as originally scheduled.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**

**PROGRAM REVIEW SCHEDULE**

**2011/2012 - 2015/2016**

<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
Early Childhood Development	Business Accounting	BOG Adult Completion	Cosmetology / Salon Mgmt.	AA
Electrical Engineering Technology (CP)	Business Administration	Criminal Justice (CP)	Health Care Professional	AS
Electrical Engineering Technology (AAS)	Office Administration (CP)	Criminal Justice (AAS)	Medical Laboratory Technology	Mine Management (AAS)
Information Technology (CP)	Office Administration (AAS)	Health Care Technology (CP)	Nursing	
Information Technology (AAS)	Dental Hygiene	Occupational Development	Radiologic Technology	
Respiratory Care Technology	Survey Technology (CP)	Surgical Technology		
Technical Studies (CP)	Survey Technology (AAS)			
Technical Studies (AAS)				
<b>Post-Audit Review for CTCS:</b> Forensic Psychology and Investigation (CP) Forensic Psychology and Investigation (AAS) Central Sterile Supply Technician (CP) <b>Follow-up Report (CTCS) due February 1, 2012:</b> AAS Health Care Professional AAS Survey Technology <b>Follow-up Report (CTCS) due August 15, 2012:</b> AA and AS	<b>Post-Audit Review for CTCS:</b> Addiction Counseling (CP) Addiction Counseling (AAS) Paramedic Science (CP) Paramedic Science (AAS) Fire Service (CP) Homeland Security and Emergency Service (AAS) <b>Follow-up Report (CTCS) due by August 15, 2013:</b> AAS Mine Management			

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 21, 2012**

**ITEM:** Board of Governors October 2012 Planning Retreat Site Selection

**RECOMMENDED RESOLUTION:** For Discussion Only

**STAFF MEMBER:** Joanne Jaeger Tomblin

**BACKGROUND:**

The Southern West Virginia Community and Technical College Board of Governors business meeting and annual planning retreat is tentatively scheduled for October 11 and 12, 2012. A site needs to be selected and reserved for the event.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 21, 2012**

**ITEM:** Community and Technical College System 2011  
Enrollment Analysis

**RECOMMENDED RESOLUTION:** For Information Only

**STAFF MEMBER:** Joanne Jaeger Tomblin

**BACKGROUND:**

President Tomblin will review statistics with the Board of Governors.

Community and Technical College System  
of West Virginia

# ENROLLMENT analysis 2011



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

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# ENROLLMENT ANALYSIS

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*WV Council for Community and Technical College Education*

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# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Annual Headcount Enrollment 2005-06 through 2010-11

Institution	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	% Change
Blue Ridge CTC	2,386	2,586	3,207	3,593	4,361	5,195	117.7%
Bridgemont CTC	810	889	943	983	1,129	1,167	44.1%
Eastern WV CTC	1,090	973	697	811	875	862	-20.9%
Kanawha Valley CTC	2,258	2,223	2,142	2,238	3,145	2,511	11.2%
Mountwest CTC	3,233	3,236	3,179	3,464	4,043	4,186	29.5%
New River CTC	2,464	2,637	3,206	3,564	4,011	4,268	73.2%
Pierpont CTC	3,892	3,650	3,696	3,604	3,693	3,969	2.0%
Southern WV CTC	3,189	3,103	2,985	3,169	3,289	3,131	-1.8%
WV Northern CC	4,134	4,189	5,134	4,507	5,946	5,877	42.2%
WVU at Parkersburg	4,959	4,977	4,944	4,888	5,547	5,691	14.8%
<b>Total</b>	<b>28,415</b>	<b>28,463</b>	<b>30,133</b>	<b>30,821</b>	<b>36,039</b>	<b>36,857</b>	<b>29.7%</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Annualized FTE 2005-06 through 2010-11

Institution	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	% Change
Blue Ridge CTC	746.57	961.33	1,033.57	1,175.17	1,493.97	1,854.37	148.4%
Bridgemont CTC	522.8	568.87	595.87	564.43	566.43	574.68	9.9%
Eastern WV CTC	247.87	241.37	197.83	259.7	330.47	369.43	49.0%
Kanawha Valley CTC	1,232.47	1,224.87	1,218.03	1,327.43	1,192.13	1,264.87	2.6%
Mountwest CTC	1,581.57	1,587.17	1,537.47	1,669.77	1,968.51	1,949.65	23.3%
New River CTC	1,296.23	1,290.77	1,516.81	1,668.57	2,094.57	2,184.00	68.5%
Pierpont CTC	2,057.43	1,884.80	1,928.60	1,896.97	2,049.50	2,224.10	8.1%
Southern WV CTC	1,672.23	1,595.07	1,614.67	1,637.43	1,721.67	1,672.53	0.0%
WV Northern CC	1,983.98	2,011.50	2,080.00	1,998.52	2,382.44	2,552.82	28.7%
WVU at Parkersburg	2,733.80	2,801.23	2,813.90	2,818.43	3,349.40	3,568.20	30.5%
<b>Total</b>	<b>14,075.0</b>	<b>14,167.0</b>	<b>14,536.8</b>	<b>15,016.4</b>	<b>17,149.1</b>	<b>18,214.7</b>	<b>29.4%</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Credit Headcount Enrollment Early Fall 2006 to Early Fall 2011

Institution	2006	2007	2008	2009	2010	2011	% Change
Blue Ridge CTC	1,953	2,192	2,466	3,248	3,813	4,317	121.0%
Bridgemont CTC	677	758	702	921	930	1,017	50.2%
Eastern WV CTC	766	540	546	636	645	774	1.0%
Kanawha Valley CTC	1,717	1,634	1,737	2,227	1,995	1,668	-2.9%
Mountwest CTC	2,515	2,363	2,449	2,999	3,067	3,011	19.7%
New River CTC	1,677	2,234	2,338	2,766	3,014	3,024	80.3%
Pierpont CTC	2,815	2,735	2,646	2,730	2,946	3,028	7.6%
Southern WV CTC	2,297	2,264	2,269	2,575	2,475	2,236	-2.7%
WV Northern CC	2,844	3,128	2,921	3,150	3,363	2,993	5.2%
WVU at Parkersburg	3,884	3,743	3,753	4,231	4,444	4,230	8.9%
<b>Total</b>	<b>21,145</b>	<b>21,591</b>	<b>21,827</b>	<b>25,483</b>	<b>26,692</b>	<b>26,298</b>	<b>24.4%</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Credit Headcount Enrollment Early Fall 2010 to Early Fall 2011

Institution	2010 Headcount	2011 Headcount	# Increase / Decrease	% Change
Blue Ridge CTC	3,813	4,317	504	13.2%
Bridgemont CTC	930	1,017	87	9.4%
Eastern WV CTC	645	774	129	20.0%
Kanawha Valley CTC	1,995	1,668	-327	-16.4%
Mountwest CTC	3,067	3,011	-56	-1.8%
New River CTC	3,014	3,024	10	0.3%
Pierpont CTC	2,946	3,028	82	2.8%
Southern WV CTC	2,475	2,236	-239	-9.7%
WV Northern CC	3,363	2,993	-370	-11.0%
WVU at Parkersburg	4,444	4,230	-214	-4.8%
<b>Total</b>	<b>26,692</b>	<b>26,298</b>	<b>-394</b>	<b>-1.5%</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Credit Headcount Enrollment - Full-Time and Part-Time Early Fall 2011

Institution	Full-Time		Part-Time		Total
	#	%	#	%	#
Blue Ridge CTC	1,161	26.9%	3,156	73.1%	4,317
Bridgemont CTC	487	47.9%	530	52.1%	1,017
Eastern WV CTC	287	37.1%	487	62.9%	774
Kanawha Valley CTC	921	55.2%	747	44.8%	1,668
Mountwest CTC	1,394	46.3%	1,617	53.7%	3,011
New River CTC	1,757	58.1%	1,267	41.9%	3,024
Pierpont CTC	2,022	66.8%	1,006	33.2%	3,028
Southern WV CTC	1,377	61.6%	859	38.4%	2,236
WV Northern CC	1,439	48.1%	1,554	51.9%	2,993
WVU at Parkersburg	2,656	62.8%	1,574	37.2%	4,230
<b>Total</b>	<b>13,501</b>	<b>51.3%</b>	<b>12,797</b>	<b>48.7%</b>	<b>26,298</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Credit Headcount Enrollment - Full-Time and Part-Time Early Fall 2010 to Early Fall 2011

Institution	Full-Time			Part-Time			Total		
	2010	2011	% Change	2010	2011	% Change	2010	2011	% Change
Blue Ridge CTC	1,057	1,161	9.8%	2,756	3,156	14.5%	3,813	4,317	13.2%
Bridgemont CTC	493	487	-1.2%	437	530	21.3%	930	1,017	9.4%
Eastern WV CTC	244	287	17.6%	401	487	21.4%	645	774	20.0%
Kanawha Valley CTC	1,088	921	-15.3%	907	747	-17.6%	1,995	1,668	-16.4%
Mountwest CTC	1,596	1,394	-12.7%	1,471	1,617	9.9%	3,067	3,011	-1.8%
New River CTC	1,901	1,757	-7.6%	1,113	1,267	13.8%	3,014	3,024	0.3%
Pierpont CTC	1,939	2,022	4.3%	1,007	1,006	-0.1%	2,946	3,028	2.8%
Southern WV CTC	1,501	1,377	-8.3%	974	859	-11.8%	2,475	2,236	-9.7%
WV Northern CC	1,762	1,439	-18.3%	1,601	1,554	-2.9%	3,363	2,993	-11.0%
WVU at Parkersburg	2,945	2,656	-9.8%	1,499	1,574	5.0%	4,444	4,230	-4.8%
<b>Total</b>	<b>14,526</b>	<b>13,501</b>	<b>-7.1%</b>	<b>12,166</b>	<b>12,797</b>	<b>5.2%</b>	<b>26,692</b>	<b>26,298</b>	<b>-1.5%</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Credit Headcount Enrollment – Male and Female Early Fall 2011

Institution	Male		Female		Total
	#	%	#	%	#
Blue Ridge CTC	1,411	32.7%	2,906	67.3%	4,317
Bridgemont CTC	579	56.9%	438	43.1%	1,017
Eastern WV CTC	208	26.9%	566	73.1%	774
Kanawha Valley CTC	529	31.7%	1,139	68.3%	1,668
Mountwest CTC	1,846	61.3%	1,165	38.7%	3,011
New River CTC	974	32.2%	2,050	67.8%	3,024
Pierpont CTC	1,221	40.3%	1,807	59.7%	3,028
Southern WV CTC	741	33.1%	1,495	66.9%	2,236
WV Northern CC	931	31.1%	2,062	68.9%	2,993
WVU at Parkersburg	1,698	40.1%	2,532	59.9%	4,230
<b>Total</b>	<b>10,138</b>	<b>38.6%</b>	<b>16,160</b>	<b>61.4%</b>	<b>26,298</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Credit Headcount Enrollment – Male and Female Early Fall 2010 to Early Fall 2011

Institution	Male			Female			Total		
	2010	2011	% Change	2010	2011	% Change	2010	2011	% Change
Blue Ridge CTC	1,347	1,411	4.8%	2,466	2,906	17.8%	3,813	4,317	13.2%
Bridgemont CTC	502	579	15.3%	428	438	2.3%	930	1,017	9.4%
Eastern WV CTC	196	208	6.1%	449	566	26.1%	645	774	20.0%
Kanawha Valley CTC	711	529	-25.6%	1,284	1,139	-11.3%	1,995	1,668	-16.4%
Mountwest CTC	1,883	1,846	-2.0%	1,184	1,165	-1.6%	3,067	3,011	-1.8%
New River CTC	986	974	-1.2%	2,028	2,050	1.1%	3,014	3,024	0.3%
Pierpont CTC	1,179	1,221	3.6%	1,767	1,807	2.3%	2,946	3,028	2.8%
Southern WV CTC	847	741	-12.5%	1,628	1,495	-8.2%	2,475	2,236	-9.7%
WV Northern CC	1,087	931	-14.4%	2,276	2,062	-9.4%	3,363	2,993	-11.0%
WVU at Parkersburg	1,897	1,698	-10.5%	2,547	2,532	-0.6%	4,444	4,230	-4.8%
<b>Total</b>	<b>10,635</b>	<b>10,138</b>	<b>-4.7%</b>	<b>16,057</b>	<b>16,160</b>	<b>0.6%</b>	<b>26,692</b>	<b>26,298</b>	<b>-1.5%</b>



# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Credit Headcount Enrollment – In-State and Out-of-State Early Fall 2011

Institution	In-State		Out-of-State		Total
	#	%	#	%	#
Blue Ridge CTC	4,012	92.9%	305	7.1%	4,317
Bridgemont CTC	980	96.4%	37	3.6%	1,017
Eastern WV CTC	771	99.6%	3	0.4%	774
Kanawha Valley CTC	1,604	96.2%	64	3.8%	1,668
Mountwest CTC	2,267	75.3%	744	24.7%	3,011
New River CTC	3,018	99.8%	6	0.2%	3,024
Pierpont CTC	2,821	93.2%	207	6.8%	3,028
Southern WV CTC	2,057	92.0%	179	8.0%	2,236
WV Northern CC	2,354	78.7%	639	21.3%	2,993
WVU at Parkersburg	4,055	95.9%	175	4.1%	4,230
<b>Total</b>	<b>23,939</b>	<b>91.0%</b>	<b>2,359</b>	<b>9.0%</b>	<b>26,298</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Credit Headcount Enrollment - In-State and Out-of-State Early Fall 2010 to Early Fall 2011

Institution	In-State			Out-of-State			Total		
	2010	2011	% Change	2010	2011	% Change	2010	2011	% Change
Blue Ridge CTC	3,556	4,012	12.8%	257	305	18.7%	3,813	4,317	13.2%
Bridgemont CTC	907	980	8.0%	23	37	60.9%	930	1,017	9.4%
Eastern WV CTC	643	771	19.9%	2	3	50.0%	645	774	20.0%
Kanawha Valley CTC	1,900	1,604	-15.6%	95	64	-32.6%	1,995	1,668	-16.4%
Mountwest CTC	2,373	2,267	-4.5%	694	744	7.2%	3,067	3,011	-1.8%
New River CTC	3,006	3,018	0.4%	8	6	-25.0%	3,014	3,024	0.3%
Pierpont CTC	2,770	2,821	1.8%	176	207	17.6%	2,946	3,028	2.8%
Southern WV CTC	2,272	2,057	-9.5%	203	179	-11.8%	2,475	2,236	-9.7%
WV Northern CC	2,654	2,354	-11.3%	709	639	-9.9%	3,363	2,993	-11.0%
WVU at Parkersburg	4,244	4,055	-4.5%	200	175	-12.5%	4,444	4,230	-4.8%
<b>Total</b>	<b>24,325</b>	<b>23,939</b>	<b>-1.6%</b>	<b>2,367</b>	<b>2,359</b>	<b>-0.3%</b>	<b>26,692</b>	<b>26,298</b>	<b>-1.5%</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Credit Headcount Enrollment – Age Breakdown Early Fall 2011

Institution	Under 18		18 to 22		23 to 24		25 to 44		45 to 64		65 and older		Age Unknown		Total #	Average Age
	#	%	#	%	#	%	#	%	#	%	#	%	#	%		
Blue Ridge CTC	165	4	791	18	243	6	1,696	39	1,327	31	95	2			4,317	36.7
Bridgemont CTC	81	8	424	42	55	5	339	33	115	11	3	0			1,017	27.8
Eastern WV CTC	120	16	228	29	40	5	289	37	93	12	4	1			774	28.6
Kanawha Valley CTC	15	1	538	32	151	9	776	47	185	11	3	0			1,668	29.7
Mountwest CTC	66	2	907	30	235	8	1,428	47	345	11	8	0	22	1	3,011	30.1
New River CTC	298	10	1,003	33	206	7	1,220	40	293	10	4	0			3,024	28.1
Pierpont CTC	332	11	1,437	47	203	7	881	29	169	6	6	0			3,028	25
Southern WV CTC	260	12	1,154	52	148	7	577	26	96	4	1	0			2,236	24.2
WV Northern CC	235	8	1,135	38	222	7	1,071	36	321	11	9	0			2,993	27.9
WVU at Parkersburg	341	8	1,622	38	342	8	1,553	37	363	9	9	0			4,230	27.3
<b>Total</b>	<b>1,913</b>	<b>7</b>	<b>9,239</b>	<b>35</b>	<b>1,845</b>	<b>7</b>	<b>9,830</b>	<b>37</b>	<b>3,307</b>	<b>13</b>	<b>142</b>	<b>1</b>	<b>22</b>	<b>0</b>	<b>26,298</b>	<b>29</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Credit Headcount Enrollment – Age Breakdown Early Fall 2011

Institution	24 and Below		25 and Above		Total
	#	%	#	%	#
Blue Ridge CTC	1,199	27.8%	3,118	72.2%	4,317
Bridgemont CTC	560	55.1%	457	44.9%	1,017
Eastern WV CTC	388	50.1%	386	49.9%	774
Kanawha Valley CTC	704	42.2%	964	57.8%	1,668
Mountwest CTC	1,230	40.9%	1,781	59.1%	3,011
New River CTC	1,507	49.8%	1,517	50.2%	3,024
Pierpont CTC	1,972	65.1%	1,056	34.9%	3,028
Southern WV CTC	1,562	69.9%	674	30.1%	2,236
WV Northern CC	1,592	53.2%	1,401	46.8%	2,993
WVU at Parkersburg	2,305	54.5%	1,925	45.5%	4,230
<b>Total</b>	<b>13,019</b>	<b>49.5%</b>	<b>13,279</b>	<b>50.5%</b>	<b>26,298</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Credit Headcount Enrollment - Age 25 and Above Early Fall 2010 to Early Fall 2011

Institution	Full-Time			Part-Time			Total		
	2010	2011	% Change	2010	2011	% Change	2010	2011	% Change
Blue Ridge CTC	492	608	23.6%	2,094	2,510	19.9%	2,586	3,118	20.6%
Bridgemont CTC	132	149	12.9%	268	308	14.9%	400	457	14.3%
Eastern WV CTC	115	137	19.1%	176	249	41.5%	291	386	32.6%
Kanawha Valley CTC	517	445	-13.9%	557	519	-6.8%	1,074	964	-10.2%
Mountwest CTC	763	705	-7.6%	993	1,076	8.4%	1,756	1,781	1.4%
New River CTC	956	867	-9.3%	504	650	29.0%	1,460	1,517	3.9%
Pierpont CTC	661	682	3.2%	347	374	7.8%	1,008	1,056	4.8%
Southern WV CTC	390	363	-6.9%	366	311	-15.0%	756	674	-10.8%
WV Northern CC	819	642	-21.6%	835	759	-9.1%	1,654	1,401	-15.3%
WVU at Parkersburg	1,343	1,194	-11.1%	748	731	-2.3%	2,091	1,925	-7.9%
<b>Total</b>	<b>6,188</b>	<b>5,792</b>	<b>-6.4%</b>	<b>6,888</b>	<b>7,487</b>	<b>8.7%</b>	<b>13,076</b>	<b>13,279</b>	<b>1.6%</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Credit Headcount Enrollment - Age 24 and Below Early Fall 2010 to Early Fall 2011

Institution	Full-Time			Part-Time			Total		
	2010	2011	% Change	2010	2011	% Change	2010	2011	% Change
Blue Ridge CTC	565	553	-2.1%	662	646	-2.4%	1,227	1,199	-2.3%
Bridgemont CTC	361	338	-6.4%	169	222	31.4%	530	560	5.7%
Eastern WV CTC	129	150	16.3%	225	238	5.8%	354	388	9.6%
Kanawha Valley CTC	571	476	-16.6%	350	228	-34.9%	921	704	-23.6%
Mountwest CTC	833	689	-17.3%	478	541	13.2%	1,311	1,230	-6.2%
New River CTC	945	890	-5.8%	609	617	1.3%	1,554	1,507	-3.0%
Pierpont CTC	1,278	1,340	4.9%	660	632	-4.2%	1,938	1,972	1.8%
Southern WV CTC	1,111	1,014	-8.7%	608	548	-9.9%	1,719	1,562	-9.1%
WV Northern CC	943	797	-15.5%	766	795	3.8%	1,709	1,592	-6.8%
WVU at Parkersburg	1,602	1,462	-8.7%	751	843	12.3%	2,353	2,305	-2.0%
<b>Total</b>	<b>8,338</b>	<b>7,709</b>	<b>-7.5%</b>	<b>5,278</b>	<b>5,310</b>	<b>0.6%</b>	<b>13,616</b>	<b>13,019</b>	<b>-4.4%</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Credit Headcount Enrollment - First-Time Freshmen Early Fall 2010 to Early Fall 2011

Institution	Full-Time			Part-Time			Total		
	2010	2011	% Change	2010	2011	% Change	2010	2011	% Change
Blue Ridge CTC	269	294	9.3%	121	116	-4.1%	390	410	5.1%
Bridgemont CTC	140	143	2.1%	27	28	3.7%	167	171	2.4%
Eastern WV CTC	75	83	10.7%	34	37	8.8%	109	120	10.1%
Kanawha Valley CTC	185	237	28.1%	26	69	165.4%	211	306	45.0%
Mountwest CTC	514	399	-22.4%	109	184	68.8%	623	583	-6.4%
New River CTC	471	458	-2.8%	56	82	46.4%	527	540	2.5%
Pierpont CTC	628	626	-0.3%	65	64	-1.5%	693	690	-0.4%
Southern WV CTC	518	499	-3.7%	94	89	-5.3%	612	588	-3.9%
WV Northern CC	452	377	-16.6%	123	126	2.4%	575	503	-12.5%
WVU at Parkersburg	682	569	-16.6%	124	124	0.0%	806	693	-14.0%
<b>Total</b>	<b>3,934</b>	<b>3,685</b>	<b>-6.3%</b>	<b>779</b>	<b>919</b>	<b>18.0%</b>	<b>4,713</b>	<b>4,604</b>	<b>-2.3%</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Full-Time Equivalent Enrollment Early Fall 2010 to Early Fall 2011

Institution	2010 FTE	2011 FTE	% Change
Blue Ridge CTC	1,705	1,889	10.8%
Bridgemont CTC	612	628	2.6%
Eastern WV CTC	359	438	22.0%
Kanawha Valley CTC	1,324	1,125	-15.0%
Mountwest CTC	1,825	1,745	-4.4%
New River CTC	2,054	1,974	-3.9%
Pierpont CTC	2,120	2,198	3.7%
Southern WV CTC	1,758	1,621	-7.8%
WV Northern CC	2,197	1,940	-11.7%
WVU at Parkersburg	3,232	3,000	-7.2%
<b>Total</b>	<b>17,186</b>	<b>16,558</b>	<b>-3.7%</b>



# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Full-time Equivalent Enrollment - Full-Time and Part-Time Early Fall 2010 to Early Fall 2011

Institution	Full-Time			Part-Time			Total		
	2010	2011	% Change	2010	2011	% Change	2010	2011	% Change
Blue Ridge CTC	942	1,033	9.7%	763	856	12.2%	1,705	1,889	10.8%
Bridgemont CTC	481	479	-0.4%	131	149	13.7%	612	628	2.6%
Eastern WV CTC	218	263	20.6%	141	175	24.1%	359	438	22.0%
Kanawha Valley CTC	953	801	-15.9%	371	324	-12.7%	1,324	1,125	-15.0%
Mountwest CTC	1,495	1,347	-9.9%	330	398	20.6%	1,825	1,745	-4.4%
New River CTC	1,696	1,580	-6.8%	358	394	10.1%	2,054	1,974	-3.9%
Pierpont CTC	1,775	1,845	3.9%	345	353	2.3%	2,120	2,198	3.7%
Southern WV CTC	1,399	1,286	-8.1%	359	335	-6.7%	1,758	1,621	-7.8%
WV Northern CC	1,583	1,284	-18.9%	614	656	6.8%	2,197	1,940	-11.7%
WVU at Parkersburg	2,669	2,402	-10.0%	563	598	6.2%	3,232	3,000	-7.2%
<b>Total</b>	<b>13,211</b>	<b>12,320</b>	<b>-6.7%</b>	<b>3,975</b>	<b>4,238</b>	<b>6.6%</b>	<b>17,186</b>	<b>16,558</b>	<b>-3.7%</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Full-Time Equivalent Enrollment - Age 25 and Above Early Fall 2010 to Early Fall 2011

Institution	Full-Time			Part-Time			Total		
	2010	2011	% Change	2010	2011	% Change	2010	2011	% Change
Blue Ridge CTC	437	536	22.7%	554	639	15.3%	991	1,175	18.6%
Bridgemont CTC	125	143	14.4%	79	90	13.9%	204	233	14.2%
Eastern WV CTC	101	125	23.8%	73	98	34.2%	174	223	28.2%
Kanawha Valley CTC	450	387	-14.0%	237	223	-5.9%	687	610	-11.2%
Mountwest CTC	720	681	-5.4%	193	228	18.1%	913	909	-0.4%
New River CTC	853	774	-9.3%	175	212	21.1%	1,028	986	-4.1%
Pierpont CTC	594	609	2.5%	135	137	1.5%	729	746	2.3%
Southern WV CTC	359	336	-6.4%	149	128	-14.1%	508	464	-8.7%
WV Northern CC	738	567	-23.2%	338	341	0.9%	1,076	908	-15.6%
WVU at Parkersburg	1,202	1,066	-11.3%	312	305	-2.2%	1,514	1,371	-9.4%
<b>Total</b>	<b>5,579</b>	<b>5,224</b>	<b>-6.4%</b>	<b>2,245</b>	<b>2,401</b>	<b>6.9%</b>	<b>7,824</b>	<b>7,625</b>	<b>-2.5%</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Full-Time Equivalent Enrollment - Age 24 and Below Early Fall 2010 to Early Fall 2011

Institution	Full-Time			Part-Time			Total		
	2010	2011	% Change	2010	2011	% Change	2010	2011	% Change
Blue Ridge CTC	504	497	-1.4%	209	217	3.8%	713	714	0.1%
Bridgemont CTC	356	336	-5.6%	52	60	15.4%	408	396	-2.9%
Eastern WV CTC	117	139	18.8%	68	78	14.7%	185	217	17.3%
Kanawha Valley CTC	503	414	-17.7%	134	101	-24.6%	637	515	-19.2%
Mountwest CTC	775	666	-14.1%	137	170	24.1%	912	836	-8.3%
New River CTC	843	806	-4.4%	183	181	-1.1%	1,026	987	-3.8%
Pierpont CTC	1,182	1,237	4.7%	209	216	3.3%	1,391	1,453	4.5%
Southern WV CTC	1,040	950	-8.7%	209	207	-1.0%	1,249	1,157	-7.4%
WV Northern CC	844	716	-15.2%	275	315	14.5%	1,119	1,031	-7.9%
WVU at Parkersburg	1,466	1,336	-8.9%	251	293	16.7%	1,717	1,629	-5.1%
<b>Total</b>	<b>7,630</b>	<b>7,097</b>	<b>-7.0%</b>	<b>1,727</b>	<b>1,838</b>	<b>6.4%</b>	<b>9,357</b>	<b>8,935</b>	<b>-4.5%</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Full-Time Equivalent Enrollment - First-Time Freshmen Early Fall 2010 to Early Fall 2011

Institution	Full-Time			Part-Time			Total		
	2010	2011	% Change	2010	2011	% Change	2010	2011	% Change
Blue Ridge CTC	237	259	9.3%	60	56	-6.7%	297	315	6.1%
Bridgemont CTC	140	143	2.1%	12	10	-16.7%	152	153	0.7%
Eastern WV CTC	69	80	15.9%	18	18	0.0%	87	98	12.6%
Kanawha Valley CTC	164	206	25.6%	13	34	161.5%	177	240	35.6%
Mountwest CTC	487	387	-20.5%	43	68	58.1%	530	455	-14.2%
New River CTC	409	409	0.0%	26	39	50.0%	435	448	3.0%
Pierpont CTC	572	564	-1.4%	26	32	23.1%	598	596	-0.3%
Southern WV CTC	485	462	-4.7%	44	40	-9.1%	529	502	-5.1%
WV Northern CC	405	339	-16.3%	58	61	5.2%	463	400	-13.6%
WVU at Parkersburg	600	500	-16.7%	51	51	0.0%	651	551	-15.4%
<b>Total</b>	<b>3,568</b>	<b>3,349</b>	<b>-6.1%</b>	<b>351</b>	<b>409</b>	<b>16.5%</b>	<b>3,919</b>	<b>3,758</b>	<b>-4.1%</b>

# WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## In-State Credit Headcount Enrollment by County Fall 2011

County	BRCTC	BCTC	EWVCTC	KVCTC	MCTC	NRCTC	PCTC	SWVCTC	WVNCC	WVU P	Total
No County	.	22	3	3	28	11	5	52	.	13	137
Barbour	.	2	.	.	3	.	36	.	.	3	44
Berkeley	2,546	2	2	1	5	.	20	1	1	2	2,580
Boone	.	26	.	21	17	1	2	240	1	.	308
Braxton	.	2	.	1	6	35	85	.	.	3	132
Brooke	.	.	.	.	1	.	3	.	264	1	269
Cabell	.	11	.	13	1,181	.	2	2	.	.	1,209
Calhoun	.	2	.	2	3	.	.	.	.	35	42
Clay	.	19	.	20	3	31	2	.	.	.	75
Doddridge	.	2	.	.	4	.	49	.	.	14	69
Fayette	1	255	.	7	24	228	6	2	1	1	525
Gilmer	1	2	.	.	1	1	2	.	.	.	7
Grant	5	4	183	.	5	.	5	1	.	3	206
Greenbrier	1	7	.	.	7	903	9	1	1	.	929
Hampshire	62	3	166	.	5	.	8	1	.	.	245

County	BRCTC	BCTC	EWVCTC	KVCTC	MCTC	NRCTC	PCTC	SWVCTC	WVNCC	WVU P	Total
Hancock	.	.	.	2	8	.	7	.	447	.	464
Hardy	4	2	240	.	3	.	5	.	1	.	255
Harrison	.	9	.	.	27	.	672	.	2	3	713
Jackson	13	9	.	21	16	.	8	1	.	734	802
Jefferson	1,138	.	.	.	1	.	13	.	.	1	1,153
Kanawha	.	304	.	1,197	220	6	31	26	1	27	1,812
Lewis	.	5	.	.	7	.	146	.	.	.	158
Lincoln	1	6	.	18	45	.	.	118	.	4	192
Logan	1	8	.	5	19	.	1	756	.	.	790
Marion	.	.	.	.	11	.	666	.	2	4	683
Marshall	.	11	.	3	6	.	4	.	406	3	433
Mason	.	11	.	8	119	.	2	.	.	48	188
McDowell	.	.	.	1	4	47	.	22	.	.	74
Mercer	.	17	.	1	33	179	.	.	.	.	230
Mineral	38	14	28	.	5	.	2	.	1	.	88
Mingo	.	2	.	2	13	.	1	576	.	1	595
Monongalia	2	.	.	1	22	2	310	.	5	2	344

County	BRCTC	BCTC	EWVCTC	KVCTC	MCTC	NRCTC	PCTC	SWVCTC	WVNCC	WVUP	Total
Monroe	.	2	20	1	4	160	.	.	.	.	187
Morgan	170	1	1	.	2	.	2	.	.	.	176
Nicholas	1	33	.	2	12	412	15	.	.	.	475
Ohio	.	5	.	1	9	1	5	.	768	.	789
Pendleton	21	1	76	.	1	.	5	.	.	.	104
Pleasants	.	2	.	.	1	.	3	.	7	148	161
Pocahontas	1	1	.	.	5	105	7	.	1	.	120
Preston	.	2	.	.	2	.	181	.	.	1	186
Putnam	.	42	.	238	75	2	2	4	2	6	371
Raleigh	1	68	.	5	31	694	7	17	.	1	824
Randolph	3	17	6	.	11	.	153	.	1	7	198
Ritchie	.	.	.	.	1	.	7	.	1	187	196
Roane	.	7	.	15	7	.	4	.	.	131	164
Summers	.	2	.	.	5	39	1	.	.	.	47
Taylor	.	1	1	1	8	.	203	1	1	1	217
Tucker	1	5	44	1	2	.	11	.	.	.	64
Tyler	.	1	.	.	1	.	.	.	125	27	154
Upshur	.	4	1	.	10	2	73	.	.	1	91

County	BRCTC	BCTC	EWVCTC	KVCTC	MCTC	NRCTC	PCTC	SWVCTC	WVNCC	WVU P	Total
Wayne	.	7	.	3	199	.	2	16	.	.	227
Webster	.	4	.	1	.	142	10	.	.	.	157
Wetzel	.	2	.	1	7	.	16	.	314	11	351
Wirt	.	.	.	2	1	1	2	.	.	136	142
Wood	1	11	.	6	16	.	9	.	1	2,496	2,540
Wyoming	.	5	.	.	5	16	1	220	.	.	247
<b>Total</b>	<b>4,012</b>	<b>980</b>	<b>771</b>	<b>1,604</b>	<b>2,267</b>	<b>3,018</b>	<b>2,821</b>	<b>2,057</b>	<b>2,354</b>	<b>4,055</b>	<b>23,939</b>



