



*Southern*  
Southern West Virginia  
Community and Technical College

***Board of Governors***

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**FEBRUARY 19, 2013  
MEETING AGENDA**

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**Members**

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

Jada C. Hunter  
George Kostas  
Terry R. Sammons  
Eileen Aranas  
Debbie Dingess  
George Morrison

Joanne Jaeger Tomblin  
President

**Southern West Virginia Community and Technical College  
Board of Governors Meeting of February 19, 2013  
2900 Dempsey Branch Road, Room 428, Building C  
Mount Gay, West Virginia and by Teleconference**

**AGENDA**

1. Call to Order ..... Mr. Tom Heywood  
Board Chair
2. Faculty Senate Presentation ..... Mr. David Ermold  
Faculty Senate Chair
3. Report on 2013 HLC Accreditation Self-Study ..... Dr. Merle Dempsey and  
Mr. Steven Lacek  
Self-Study Co-coordinators
4. President's Report ..... Ms. Joanne Jaeger Tomblin  
President
5. Financial Report ..... Mr. Samuel Litteral  
Vice President for Finance and Administration
6. Board of Governors Committee on Tuition and Fees Proposal ..... Mr. Heywood  
Committee Chair
7. Action Items
  - 7.1 Request for Approval of Proposed Tuition Increase ..... p. 1
  - 7.2 Request for Approval of ACCUPLACER Retest Fee ..... p. 2
  - 7.3 Request for Approval to Increase Return Check Fee ..... p. 3
  - 7.4 Request for Approval to Increase Late Payment Fee ..... p. 4
  - 7.5 Request for Approval of December 11, 2012 Meeting Minutes ..... pp. 5-11
  - 7.6 Request for Approval of Proposed Mission Statement ..... p. 12
  - 7.7 Request for Approval of Certificate in Applied Science (CAS) in General Studies ..... pp. 13-18
  - 7.8 Action on Institutional Policies for Final Approval
    - 7.8.1 SCP-2580, Part-time Employees: Classified Staff and Adjunct Faculty ..... pp. 19-22
    - 7.8.2 SCP-3201, Challenging a Course/Credit by Examination ..... pp. 23-30
    - 7.8.3 SCP-8600, Board of Governors Operational Guidelines Policy ..... pp. 31-42
  - 7.9 Action on Institutional Policies Presented for 30-day Public Comment
    - 7.9.1 SCP-2165, Educational Release Time for Classified Employees ..... pp. 43-48
    - 7.9.2 SCP-2171, Professional and Educational Requirements for Faculty  
and Instructional Staff ..... pp. 49-54
    - 7.9.3 SCP-2701, Reduction in Workforce: Faculty Personnel ..... pp. 55-61
    - 7.9.4 SCP-3637, General Education Philosophy and Goals ..... pp. 62-65
    - 7.9.5 SCP-5100, Disposition and Sale of Surplus/Excess Property ..... pp. 66-71
8. Adjournment ..... Chair Heywood

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 19, 2013**

**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 \$156.00 per semester per FTE for the 2013-2014 academic year effective July 01, 2013.

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

**BACKGROUND:**

At its January 28, 2013 meeting, the Southern West Virginia Community and Technical College Board of Governors Committee on Tuition and Fees recommended a minimum tuition increase of \$156.00 per semester per FTE for the 2013-2014 academic year.

The College staff requests that the Board of Governors approve the above resolution for a tuition increase for the 2013-2014 academic year to reflect a \$156.00 per semester increase per FTE for resident students effective July 1, 2013. This increase will bring the full-time tuition to \$1,416.00 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 19, 2013**

**ITEM:** Request for Approval of ACCUPLACER Retest Fee

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed ACCUPLACER Retest Fee of \$2.50 per unit effective July 01, 2013.

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

**BACKGROUND:**

At its January 19, 2013 meeting, the Southern West Virginia Community and Technical College Board of Governors Committee on Tuition and Fees reviewed a recommendation from the Student Services and Enrollment Management Unit to implement a \$2.50 per unit ACCUPLACER Retest Fee for students who take the ACCUPLACER exam more than one time. ACCUPLACER exams taken during Dual Credit course work do not apply to this procedure. Many students retake the ACCUPLACER exam several times at the expense of the College. The Student Services and Enrollment Management estimate an annual savings of \$300 to \$400 if the proposal is approved.

The Executive Council approved the recommendation to require students to pay a \$2.50 per unit ACCUPLACER Retest fee at its August 22, 2012 meeting and forwarded the proposal to President Tomblin for review and approval. President Tomblin approved the recommendation and brought it before the Board of Governors Committee on Tuition and Fees to consider for approval. Therefore, the Board of Governors Committee on Tuition and Fees recommends the proposal to the full Board for consideration of final approval. If approved, the Retest Fee becomes effective July 1, 2013.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 19, 2013**

**ITEM:** Request for Approval to Increase Returned Check Fee

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed increase of \$40.00 to the current Returned Check Fee bringing the new fee to \$50.00 effective July 01, 2013.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

At its January 28, 2013 meeting, the Southern West Virginia Community and Technical College Board of Governors Committee on Tuition and Fees recommended increasing the Returned Check Fee from \$10.00 to \$50.00 for checks returned to the institution for nonpayment. The existing fee for checks returned for nonpayment is \$10.00 and the proposed increase will allow the institution to recover the cost of processing a returned check.

The staff recommends the Board of Governors consider approval of the proposed increase of \$40.00 to the current Returned Check Fee bringing the new fee to \$50.00 effective July 01, 2013.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 19, 2013**

**ITEM:** Request for Approval to Increase Late Payment Fee

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed late payment fee increase of \$40.00 bringing the new fee to \$50.00 effective July 01, 2013.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

At its January 28, 2013 meeting, the Southern West Virginia Community and Technical College Board of Governors Committee on Tuition and Fees examined the cost of late payments by students and its impact on the institution. After a thorough review, it was clear that the current late payment fee of \$10.00 does not cover the institution's expenses.

Therefore, the staff recommends the Board of Governors consider the proposed increase of \$40.00 to the current late payment fee bringing the new fee to \$50.00 effective July 1, 2013.

Southern West Virginia Community and Technical College Board of Governors  
Board of Governors Meeting of December 11, 2012  
West Virginia Governor's Mansion  
1716 Kanawha Boulevard, East, Charleston, WV

**Board Members Present:** Tom Heywood, Terry Sammons, George Kostas, Glenn Yost, Wilma Zigmund, George Morrison, Linda Akers

**Board Members Absent:** Shelley Huffman, Kevin Fowler, Eileen Aranas, Debbie Dingess, Jada Hunter

**Administrative Staff:** President Joanne Jaeger Tomblin, Samuel Litteral, Ron Lemon, Allyn Sue Barker, Pam Alderman, Gary Holeman, Charles Puckett, Patricia Miller, Chris Gray, Harry Langley, Bill Cook, Rita Roberson, Marcus Gibbs, Emma Baisden

**Guests:** Kelley Shafer, Suttle and Stalnaker Representative

**1. Call to Order:**

Mr. Tom Heywood, Board of Governors Chair, declared a quorum present and convened the meeting at 6:05 p.m.

**2. Advisory Council of Faculty Presentation**

Mr. Charles 'Chuck' Puckett serves as Southern's faculty representative to the West Virginia Advisory Council of Faculty (ACF). Mr. Puckett presented Board members with a brief overview of the ACF and informed them the Council was established by the West Virginia Legislature as an advisory body of higher education faculty to (1) the Legislature; (2) the Higher Education Policy Commission (HEPC) and the Council for Community and Technical College Education; (3) the local boards of governors; and (4) provide a voice for faculty constituents. Mr. Puckett reviewed the faculty's commitment to students, institutions, and local communities. As part of his presentation, Mr. Puckett discussed the Southern Regional Education Board's (SREB) "No Time to Waste" initiative, which outlines policy recommendations for increasing college completion. He indicated that West Virginia ranks 15<sup>th</sup> among the 16 SREB states in regard to faculty salaries and noted that it had fell two places below its ranking last year. Following the presentation, the Board of Governors thanked Mr. Puckett for his statewide service and for providing them with the ACF's current concerns.

**3. 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 19, 2012 to discuss strategies for the 2013-2014 tuition and fees proposal. The group is working on a multi-year strategy to bring Southern's tuition to that of peers within the state. Southern wants always to insure that it remains affordable and accessible and does not want to place tuition out of reach for students. The Committee will meet again in January 2013 to prepare a proposal and recommendation to bring forward to the full Board for consideration of adoption at its February 19, 2013 meeting.

**4. President's Report:**

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

4.2 The College is fully engaged in its self-study process. The Self-Study Steering Committee and Subcommittees are on track, and the second full draft of the Self-Study Report has been

released for institution-wide review. The draft report is excellent and is a work in progress which will be revised several times before it is finalized. Meetings have been held with the faculty and staff to receive input on the draft document. The final self-study report will be submitted to the Higher Learning Commission in February 2013, and the College will host a team of HLC consultants who will conduct a comprehensive re-accreditation visit April 22-24, 2013.

- 4.3 President Tomblin has scheduled a meeting with her Cabinet for January 22<sup>nd</sup> to discuss the budgeting process. She informed the Board that the institution is preparing for a budget cut and at some point will actively engage the Board in what steps will be taken. Budgets will be scrutinized for the upcoming fiscal year.
- 4.4 Sandra Podunavac and Teri Wells are participating in training which will allow Southern to apply for certification to receive international students. It is an extensive process to become a Student and Exchange Visitors Program (SEVP) certified institution.
- 4.5 The Williamson Applied Technology facility is ahead of schedule and should be complete by the end of January 2013. President Tomblin is scheduled to tour the facility on December 17.
- 4.6 Graduates from eight programs in Southern's Allied Health and Nursing Department passed state licensure examinations at a rate of 100% this past spring and summer. Graduates from Central Sterile Supply, Electrocardiography, Medical Laboratory Assistant (1-year certificate), Dental Hygiene, Medical Laboratory Technology, Radiologic Technology, Respiratory Care Technology, and Salon Management/Cosmetology are now licensed to practice their chosen profession. President Tomblin applauded the Allied Health and Nursing Department personnel for a job well done.
- 4.7 General registration for the Spring semester begins January 7, 2013. Over the last few years, the college's enrollment has decreased approximately 1.8%.
- 4.8 Steven Lacek, Assistant Professor and Transitional Studies Department Chair, received the Outstanding Contributor Award presented by the West Virginia Community College Association during a state conference held at Canaan Valley. The award is given to a community college employee who has made a substantial contribution and significant impact on the operations of their institution.
- 4.9 Associate Professor and Coordinator of Mine Management, Bill Alderman, received the "Because of You" Educator of the Year Award at the 2012 Miners' Celebration at the Tamarack earlier this fall. He received the award for providing innovation and leadership in the development of curriculum and knowledge of the mining industry and its relationship with coal communities and the state.
- 4.10 Southern received notification from the Community and Technical College System that the institution will undergo an on-site Civil Rights Compliance Audit in February 2013.



- 4.11 A new class of nine students was inducted into the Appalachian Leadership Academy at the Williamson Campus on December 10.
  - 4.12 International Exports, *West Virginia Executive Magazine*, Fall 2012, features Southern's Academy for Mine Training and Energy Technologies.
  - 4.13 The old Chesapeake Energy facility in Boone County will soon house Southern's Task Force I and the Academy for Mine Training and Energy Technologies will partner with Workforce WV to provide training at that site.
  - 4.14 The College will be closed for the Christmas and New Year's holidays, December 20, 2012 through January 2, 2013.
5. **Academic Affairs and Student Services Update**  
Dr. Harry Langley, Vice President for Academic Affairs and Student Services, provided Board members with an update on several projects that he has been working on in the academic and student services areas since his arrival at Southern. He distributed a handout to the group of "A Road Map for Success" through recruitment, progression, and persistence to graduation. He plans to be more proactive than reactive by developing processes for outreach through recruitment by marketing with brochures, track sheets, Facebook, Twitter, website, public relations in local news of face-to-face programs on five campus sites; on-line programming, FastTrack classes, and scheduling of classes to include adequate offerings in day, night, and weekend formats. Dr. Langley's plan for a "Road Map for Progression and Persistence" includes Student Success Centers, Academic Plan Development with Program Advisors, Faculty Advising Centers, Student Tracking and Early Warning System, Student Orientation's to Blackboard 9.1, and Assessment of Student Learning to name a few. Success equals graduation. He plans to monitor the increase in progression, persistence, and graduation with certificate and associate degrees, and monitoring of skill set achievement with awarding of certificates. He is hopeful that the new ARGOS report writing tool will provide readily accessible data that is needed to access the effectiveness of what they are doing and help his unit to make good decisions.
6. **Financial Report**  
Chief Financial Officer, Sam Litteral, provided the financial report dated November 30, 2012 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Revenue has increased and expenditures are slightly below projection.
7. **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, 2012. 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 Mr. Litteral's Finance Department staff for performing an excellent job on the audit.

8. Action Items:

8.1 Approval of Audited Financial Report

MOTION: Glenn Yost 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, 2012.

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

8.2 Approval of October 11, 2012, Minutes

MOTION: Glenn Yost moved to accept the October 11, 2012 minutes as amended to include Linda Akers as present.

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

8.3 Request for Final Approval of Institutional Policies

- 8.3.1 SCP-1000, Manuals, Announcements, and Policies (MAP) Development System  
SCP-1000.A, Classification Table  
SCP-1000.B, *Format for Southern College Policy (SCP)*  
SCP-1000.C, *Format for Southern Administrative Announcement (SAA)*  
SCP-1000.D, *Format for Southern Administrative Manuals (SAM's)*

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policy (with attachments) following the required 30-day comment period.

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

8.3.2 SCP-1481, Naming of Facilities and Organizational Units

MOTION: Glenn Yost moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1481, Naming of Facilities and Organizational Units, following the required 30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously.

8.3.3 SCP-1725, Private Scholarships

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1725, Private Scholarships, following the required 30-day public comment period.

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

8.3.4 SCP-2575, Overtime and Compensatory Time

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2575, Overtime and Compensatory Time, following the required 30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously.

8.3.5 SCP-2700, Reduction in Work Force, Classified Personnel

MOTION: Glenn Yost moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2700, Reduction in Work Force, Classified Personnel, following the required 30-day public comment period.

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

8.4 Request for Approval of Institutional Policies for 30-day Public Comment

8.4.1 SCP-2580, Part-time Employees: Classified Staff and Adjunct Faculty

MOTION: Glenn Yost 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-2580, *Part-Time Employees: Classified Staff and Adjunct Faculty*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

- 8.4.2 SCP-3201, Challenging a Course/Credit by Examination and its attachments (SCP-3201.A, *Challenge Examination Request Form* and SCP-3201.B, *Challenge Examination Results Form* [new]).

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 the revised policy, SCP-3201, *Challenging a Course/Credit by Examination*, (with attachments) to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously.

- 8.4.3 SCP-8600, Board of Governors Operational Guidelines Policy and Attachment 8600.A

MOTION: George Kostas 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-8600, Board of Governors Operational Guidelines Policy and its attachment to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

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

- 8.5 Request for Approval of Institutional Mission Statement for 30-day Public Comment

MOTION: George Kostas moved the adoption of the following resolution revised to become effective July 1, 2013:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the proposed Institutional Mission Statement to Southern's constituents for a 30-day comment period, to be effective July 1, 2013.

ACTION: Linda Akers seconded the motion. The motion carried unanimously.

- 8.6 Request for Final Approval of Southern Administrative Manual (SAM)-2000.1, *Employee Handbook*

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SAM-2000.1 *Employee Handbook*, following the required

30-day public comment period.

**ACTION:** Linda Akers seconded the motion. The motion carried unanimously.

**8.7 Request for Approval of Appalachian Power Company Easement Agreement**

**MOTION:** Glenn Yost moved the adoption of the following resolution as amended to include a reversion clause:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors authorize the Board Chair to execute an Easement Agreement between Southern West Virginia Community and Technical College Board of Governors and Appalachian Power Company when the appropriate reversion clause has been added to the agreement: e.g., Once operations cease, all rights granted to Appalachian Power Company by the easement will cease and terminate the right of way, and easement will revert back to Southern West Virginia Community and Technical College.

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

**9. Informational Items**

- 9.1 Approval granted by the Chancellor for Community and Technical College Education to Terminate CAS in Fire Science and Paramedic Science
- 9.2 Board Goals 2012-2015
- 9.3 International Exports, *West Virginia Executive Magazine*, Fall 2012, features Southern's Academy for Mine Training and Energy Technologies

**10. Adjournment:**

There being no further business, Chair Heywood declared the meeting adjourned at 7:35 p.m. The next Board meeting is scheduled for February 19, 2013 and will be held at Southern West Virginia Community and Technical College in Logan, WV.

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Thomas A. Heywood, Chair

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Emma L. Baisden  
Executive Assistant to the President  
and Board of Governors

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 19, 2013**

**ITEM:** Request for Approval of Proposed Mission Statement

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the adoption of the proposed Mission Statement, effective July 1, 2013, following the 30-day public comment period.

**STAFF MEMBER:** Joanne Jaeger Tomblin

**BACKGROUND:**

Southern has entered the self-study process for renewing institutional accreditation through the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. Following the self-study process and resulting report, an on-campus visit by a Higher Learning Commission team has been scheduled for April 22-24, 2013. An ongoing process of the self-study is a review of the institution's Mission Statement.

On September 10, 2012, all Southern employees were given an opportunity to review and suggest changes to the institution's Mission Statement. The suggestions received were presented to the Strategic Planning Review Committee during a special meeting on October 16, 2012. Based on comments received, changes to the current mission statement were recommended by the committee and forwarded to the President's Cabinet for review and consideration.

The suggestions received were reviewed by the President's Cabinet and the Board of Governors Institutional Mission Statement Review Committee and a new Mission Statement for Southern was formed.

Southern's Board of Governors approved issuance of the new Mission Statement for a 30-day public comment period at its December 11, 2012 meeting which expired on January 11, 2013. No comments were received at the end of the comment period. Therefore, it is recommended that the Board of Governors grant final approval for the adoption of the institution's new Mission Statement as prescribed below:

**Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promotes success for those we serve.**

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 19, 2013**

**ITEM:** Request for Approval for Implementation of the statewide Certificate of Applied Science in General Studies

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the implementation of the statewide Certificate of Applied Science (CAS) in General Studies and notification to the Chancellor for Community and Technical College Education of Southern's intent to implement this program.

**STAFF MEMBER:** Cindy McCoy

**BACKGROUND:**

At its meeting on December 8, 2011, the West Virginia Council for Community and Technical College Education approved a Certificate of Applied Science (CAS) in General Education at West Virginia University at Parkersburg. Subsequent to this approval, several institutions expressed interest in implementing a similar program. After discussion with staff members and a number of institutional academic officers, Council developed a model curriculum that would be approved by the Council and offered to each institution to implement without further approval. Institutions will not be required to submit curricular plans prior to implementation; however, the program will be subject to a post-audit three years after implementation. At its meeting of June 15, 2012, the West Virginia Council for Community and Technical College Education granted final approval of the statewide Certificate of Applied Science in General Studies Program.

Upon notification to the Chancellor's office of our intent to implement, this program will be placed on Southern's official degree inventory. The program will serve two populations:

- Student who have not declared a major but who are required by financial aid rules to declare a major. This program provides undecided students with an educational path that will maintain options while completing basic general education requirements.
- Individuals in the workforce who need skills in communication, problem solving, and teamwork.

This is a 30 credit hour program and conforms to the statewide guidelines. The curriculum as designed will also be easily transferable into associate degree programs and eventually baccalaureate programs.

At its meeting on August 9, 2012, the Curriculum and Instruction Committee approved the implementation of the statewide Certificate of Applied Science (CAS) in General Studies for the 2013-2014 academic year.

The staff recommends that the Southern West Virginia Community and Technical College Board of Governors grant approval for the implementation of the statewide Certificate of Applied Science in General Studies Program. Upon approval by the Board, notification of Southern's intent to implement this program will be sent to the Chancellor for Community and Technical College Education.

## INSTITUTIONAL GOVERNANCE SYSTEM RECOMMENDATION FORM

RECOMMENDED BY: Dr. Cindy McCoy

CHECK ONE:             Individual     Committee     Council/Senate

1. STATEMENT OF RECOMMENDATION:

As a member of the West Virginia Council for Community and Technical College Education Taskforce for the Certificate of Applied Science in General Studies, it is my recommendation that Southern West Virginia Community and Technical College adopt this degree certificate for inclusion into our degree inventory.

The hope is that this degree will allow students who are undecided an opportunity to complete a degree. It should also help with retention and student completers.

2. RATIONALE:

There is no downside to the adoption of this degree; it can only help student completion and Southern West Virginia Community and Technical College degree achievement rates.

3. BENEFITS (List all constituents who would benefit):

This degree allows the undecided students an educational path.

4.  \_\_\_\_\_ November 29, 2012  
Signature of Committee Chair or Date  
Individual Submitting the Recommendation



5. PRESIDENT'S RECOMMENDATION:

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6. RECOMMENDATION:

Approved     Denied

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

Explanation for Denial: \_\_\_\_\_

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7. RECOMMENDATION:

Approved     Denied

\_\_\_\_\_  
Board of Governors Chair Signature  
(if applicable)

\_\_\_\_\_  
Date

Explanation for Denial: \_\_\_\_\_

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Copied to:

Submitting individual, Committee Chairperson, or Council/Senate Chairperson

CURRICULUM AND INSTRUCTION REQUEST FORM  
PROGRAM CHANGE FORM

PROGRAM NAME : Certificate in Applied Science (CAS) in General Education

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

DIVISION/DEPARTMENT : University Transfer Programs

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

REVISION/ DESCRIPTION: Provide undecided students with an educational path that will maintain options while  
Completing basic general education requirements. Will provide skills necessary to be competitive and excel  
in the workplace including: a) communication skills; b) critical thinking skills; c) knowledge of basic technology; and d) a  
strong sense of personal and professional responsibility

WHAT ASSESSMENT DATA/INFORMATION PROMPTED THESE CHANGES?

Mandated by CTCSWV.

Recommended By / Date \_\_\_\_\_

Approved by Department/ Date \_\_\_\_\_

Curriculum and Instruction Chairperson / Date  
Jordan Henry 8/9/12

Approve/Disapprove

Chief Academic Officer / Date  
Jawlaugley 8-21-12

Approve/Disapprove

Recommended effective implementation date: \_\_\_\_\_

Current catalog page(s) that are affected: \_\_\_\_\_

**WV Council for Community and Technical College Education  
Meeting of June 15, 2012**

**ITEM:** Approval of Certificate of Applied Science in General Studies

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Council for Community and Technical College Education approves the Certificate of Applied Science in General Studies. Any programs implemented will be subject to a post-audit review three years after implementation.

**STAFF MEMBER:** Mark Stotler

**BACKGROUND:**

At its meeting on December 8, 2011, the West Virginia Council for Community and Technical College Education approved a Certificate of Applied Science (CAS) in General Education at West Virginia University at Parkersburg. Following this approval, several institutions expressed interest in implementing a similar program. Council staff had discussions with a number of academic officers. It was decided to explore the development of a model curriculum that would be approved by the Council and allow each institution to implement the program without further approval. Programs will be placed on an institution's inventory following notification to the Chancellor's office of an institution's intent to implement. The program proposal that follows was developed and approved by the system academic officers. The program will primarily serve two populations:

- Students who are undecided on a major yet who are required by financial aid rules to declare a major. This program would allow the students to satisfy core general education requirements.
- Individuals in the workforce who need skills in communication, problem solving, and teamwork.

The program will require 30 hours to complete and provide the institution with flexibility to design a curriculum to meet student and workplace needs. Institutions will not be required to submit their curricular plans prior to implementation; however, it is recommended that the program be subject to a post-audit three years after implementation.

# CAS in General Studies Design for a Statewide Program

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## Rationale:

Many students who enroll in a community college are undecided in their course of study. Because this uncertainty, students may enroll in courses without any sense of direction. In other cases, students may be “forced” into declaring a major and begin a curricular path that may not match their eventual career or educational goals. A program option needs to be available to these undecided students.

## Proposal:

The Certificate in Applied Science (CAS) in General Education is designed to provide undecided students with an educational path that will maintain options while completing basic general education requirements. The general education coursework required for the CAS in General Education will provide skills necessary to be competitive and excel in the workplace including: a) communication skills, b) critical thinking skills, c) a knowledge of basic technology, and d) a strong sense of personal and professional responsibility. These workforce competencies and skills can be cross-referenced and integrated with selected general education coursework through topics, writing, reading, internships and service learning activities and through modes of delivery that include online (synchronous and asynchronous), in-seat, modularized and accelerated methodologies. The curriculum will also be easily transferable into associate degree programs and eventually baccalaureate programs.

The degree, once approved by the West Virginia Council for Community and Technical College Education, may be offered by community and technical colleges in West Virginia. Institutional degree programs must conform to the statewide guidelines.

## Curriculum:

- Hours required for graduation: 30
- Courses must be distributed among the following categories:

➤ English Composition	3-6
➤ Communication	3
➤ Fine Arts	0-3
➤ College-level Math	3
➤ Lab Science/ Computer Literacy	3-4
➤ Social Science	9-12
➤ Electives	<u>2-9</u>
➤ Total	30

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 11, 2013**

**ITEM:** Request for Final Approval of SCP-2580, *Part-Time Employees: Classified Staff and Adjunct Faculty*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2580, *Part-Time Employees: Classified Staff and Adjunct Faculty*, following the required 30-day public comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

The Finance and Administration Unit has been charged with the review of several policies for the 2012-2013 academic year. In November 2012 unit personnel reviewed SCP-2580, *Part-Time Employees: Classified Staff and Adjunct Faculty*, for accuracy. The policy was placed in the current SCP format. It was determined that no modifications to the terms of this policy are necessary at this time. The policy was also reviewed by the Executive Council and the group concurred with the Finance and Administration Unit recommendation.

At its December 11, 2012 meeting, the Southern West Virginia Community and Technical College Board of Governors granted approval for the advancement of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period, which ended January 11, 2013. No comments were received at the end of the comment period. Therefore, the staff recommends SCP-2580, *Part-Time Employees: Classified Staff and Adjunct Faculty*, as presented to the Board of Governors for consideration for final approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2580**

**SUBJECT:** Part-Time Employees: Classified Staff and Adjunct Faculty

**REFERENCE:** West Virginia Code §18B-7-6(a)(b); Title 135, Procedural Rule, West Virginia Council for Community and Technical College education, Series 39, *Classified Employees*; and Title 133, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion and Tenure*

**ORIGINATION:** June 15, 2004

**EFFECTIVE:** June 15, 2004

**REVIEWED:** November 06, 2012

**SECTION 1. PURPOSE**

1.1 To establish a policy regarding the role of part-time classified and part-time faculty (adjunct) employees.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 The policy applies to all part-time classified staff and part-time faculty employees.

**SECTION 3. DEFINITIONS**

3.1 Part-Time Classified Employee – Non-faculty employees whose status is defined in Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 39, *Classified Employees*, Section 2.1, 2.2, and 2.3.

3.2 Adjunct Faculty – Part-time non-tenure track faculty who do not meet the definitions of full-time, temporary, or term appointment faculty as defined in Title 133, 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 Southern West Virginia Community and Technical College shall employ sufficient numbers of classified, non-classified, and faculty employees as deemed necessary by the President to maintain services and meet the goals and commitments of the institution as outlined in strategic planning documents. Part-time employees, whether classified staff or faculty, shall be used to supplement, not supplant, the need for sufficient numbers of employees necessary for administrative support and delivery of academic instruction.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 Southern West Virginia Community and Technical College recognizes that workloads fluctuate through the

fiscal year. Workload fluctuations are non-predictable and may be imposed upon the institution from external forces. In order to maintain fiscally sound practices and effective operation of the institution, both academic and administrative, the necessity for employment of individuals on a part-time basis is imperative.

## **SECTION 6. GENERAL PROVISIONS**

### **6.1 Part-time Classified Employees:**

6.1.1 Southern West Virginia Community and Technical College shall not hire part-time classified employees solely to avoid the payment of benefits, nor in lieu of full-time classified employees.

6.1.2 All qualified classified employees with nine-month or ten-month appointments shall be provided an opportunity to accept part-time or full-time summer employment before new persons are hired for the part-time or full-time summer employment.

### **6.2 Adjunct Faculty:**

6.2.1 The institution shall employ a sufficient number of full-time faculty to maintain an effective shared governance process in the management of academic programs, student advisement, and scholarships.

6.2.2 The hiring of a reasonable number of adjunct faculty is required for the effective and efficient delivery of instruction.

6.2.3 It is recognized that hiring qualified adjunct faculty

6.2.3.1 Allows the institution the flexibility to deliver course offerings that meet programmatic needs at a manageable cost.

6.2.3.2 Brings to the instructional faculty specific and unique credentials or experiences that may not be obtained through the employment of a full-time individual.

6.2.3.3 Enables the institution to expand course offerings to meet the immediate demands of student enrollment.

## **SECTION 7. RESPONSIBILITIES**

7.1 The President and academic administration are responsible for maintaining a reasonable and appropriate balance between the number of full-time and adjunct faculty.

7.2 The President and Director of Human Resources are responsible for policy administration regarding the establishment of part-time positions and hiring of part-time personnel.

## **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:**    November 2012 – The policy was reviewed and placed in the new SCP format. No modifications to terms of policy were made.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 19, 2013**

**ITEM:** Request for final approval of SCP-3201, *Challenging a Course/Credit by Examination* and its attachments (SCP-3201.A, *Challenge Examination Request Form* and SCP-3401.B, *Challenge Examination Results Form*).

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policy (with attachments) following the required 30-day public comment period.

**STAFF MEMBER:** Harry M. Langley

**BACKGROUND:**

The Academic Affairs / Student Services Unit has been charged with the review of several academic policies for the 2012-2013 academic year. In October 2012 the above-mentioned policy was reviewed by the Vice President for Academic Affairs and Student Services, by the Academic Deans, by the Academic Affairs Management Council, and was presented to Executive Council in November.

At its December 11, 2012 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy and its attachments for a 30-day public comment period which ended January 11, 2013. 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-3201**

**SUBJECT:** Challenging a Course/Credit by Examination

**REFERENCE:** SCP-3201.A, Challenge Examination Request Form  
SCP-3201.B, Challenge Examination Results Form

**ORIGINATION:** July 1, 1986

**EFFECTIVE:** February 15, 2002

**REVIEWED:** October 2012

**SECTION 1. PURPOSE**

1.1 To establish policy and procedures for writing and administering challenge exams and for assigning credit by examination.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This issuance applies to all students, all faculty members, and the Student Services Unit of Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. POLICY**

4.1 Full-time faculty within the department to which the course belongs will prepare, administer, and grade the challenge exam.

4.2 In the event that the course to be challenged is not taught by a full-time faculty member, the Department Chair will appoint an adjunct faculty member to prepare, administer, and grade the challenge exam.

4.3 The challenge exam will be comprehensive and will address the common course goals.

4.4 To receive a grade of CR (credit) for the course challenged, the student must earn a minimum score as determined by the faculty in the academic division administering the exam. Typically, the passing score on a Challenge Exam will be 70% or higher as set by the faculty. If credit is recommended, the grade assigned for the course will be CR. If not recommended for credit, no grade will be assigned.

4.5 No student may challenge a course more than once.

4.6 No student may take a challenge examination for a course in which he/she is currently enrolled.

4.7 No student may challenge a course in which a grade other than “W” or “AU” was received.

- 4.8 A student planning to transfer to another institution should contact the institution prior to taking the challenge examination to determine if the “CR” grade is acceptable for that particular course.
- 4.9 Credit by challenge examination is not included in the calculation of a student’s instructional load as it applies to the financial aid program of the College.
- 4.10 The Challenge Exam Request Form, SCP-3201.A, must be submitted by the student interested in challenging a course to the appropriate Department Chair prior to the end of the third week of class during the semester in which the student plans to take the challenge exam.
- 4.11 A challenge exam must be completed prior to the final date to withdraw from a course in the semester in which a student wishes to receive credit for the course.
- 4.12 Because full-time faculty may not be available, challenge exams will not normally be administered during the summer months. Exceptions may be granted by the Chief Academic Officer when qualified faculty are available for such administration.
- 4.13 Fees collected from the student for challenge exams will be deposited in the institution's general revenue fund. Any funds generated through challenge exams shall be credited to the academic division spending unit administering that exam.

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

- 5.1 For a traditional A.A., A.S., or A.A.S. degree, a maximum of 24 credit hours may be awarded from all non-traditional sources including but not limited to Challenging a Course/Credit by Examination.
- 5.2 All previous procedures regarding the administration of challenge exams are superseded by this policy (*SCP 3201, Challenge Exam for Credit, Effective July 1, 1986, Revised September 1, 2000; Effective June 24, 2002, Revised February 15, 2002*).

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 None.

## **SECTION 7. RESPONSIBILITIES**

- 7.1 A student interested in challenging a course will submit a Challenge Exam Request Form, SCP-3201.A, to the appropriate Department Chair by the end of the third week of the semester in which the student plans to take the challenge exam.
- 7.2 The Department Chair will determine whether or not the student is eligible to take the challenge examination.
- 7.3 The student will pay the required fee at the time the Challenge Examination Request Form, SCP-3201.A, is submitted.
- 7.4 The Department Chair will assign faculty to write, administer, and grade the challenge exam. (SCP-3201.A).
- 7.5 The Department Chair will inform the student of the faculty member to contact for scheduling the challenge exam by providing the student with a completed copy of SCP-3201.A.



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

**Revision Notes:** October 2012 — Revisions provide clarity and reflect changes in management responsibilities. SCP-3201.A was revised, and a new form, SCP-3201.B, was added to the policy. The policy was reformatted into the new policy template.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-3201.A**

**SUBJECT:** Challenge Examination Request Form

**REFERENCE:** SCP-3201, Challenging a Course/Credit by Examination

**Challenge Examination Request Form**

**PART A: TO BE COMPLETED BY THE STUDENT**

Student: \_\_\_\_\_ ID: \_\_\_\_\_

Request credit in \_\_\_\_\_ for \_\_\_\_\_ credit hours.

If challenge exam taken previously, so indicate:  Yes  No If yes, when? \_\_\_\_\_

If course taken previously, so indicate:  Yes  No If yes, when? Grade assigned \_\_\_\_\_

If currently enrolled in course, so indicate:  Yes  No

**PART B: TO BE COMPLETED BY THE DEPARTMENT CHAIR**

Department Chair \_\_\_\_\_ Date(s) of consultation with student \_\_\_\_\_

Student is eligible for challenge examination:  Yes  No If no, explain \_\_\_\_\_

Faculty to perform evaluation: \_\_\_\_\_

Contact information: Campus \_\_\_\_\_ Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

\*Required signature: \_\_\_\_\_  
Department Chair Date

1. No student may take the Challenge Examination for a course more than once.
2. No student may take the Challenge Examination for a course for which he/she has received a grade other than W or AU.
3. No student may take the Challenge Examination for a course in which he/she is currently enrolled.
4. If credit is recommended, the grade assigned for the course will be CR. If not recommended for credit, no grade will be assigned.
5. A non-refundable fee per credit hour is assessed for this service prior to taking the examination. (This fee is not included in the College's tuition).
6. Challenge examinations are not included in the calculation of a student's instructional load as applied to financial aid programs at the College.
7. If planning to transfer to another institution, the student should consult the receiving institution concerning transferability of credit by Challenge Examination.
8. Parts A, B, and C must be completed prior to the administration of the challenge examination.

**PART C: TO BE COMPLETED BY THE BUSINESS OFFICE**

Upon payment, the student is to return this form to the Department Chair for required signature.

<p><b>FOR OFFICE USE ONLY</b></p> <p>\$ _____ Fee Received    <input type="checkbox"/> Cash    <input type="checkbox"/> Check</p> <p><b>Date of Payment:</b> _____</p> <p><b>Card:</b>    <input type="checkbox"/> VISA    <input type="checkbox"/> M/C           <input type="checkbox"/> Other: _____</p> <p><b>Card #:</b> _____</p> <p><b>Expiration Date:</b> _____</p>
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\*This form is filed in the student's file in the Records Office.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-3201.B**

**SUBJECT:** Challenge Examination Results Form

**REFERENCE:** SCP-3201, Challenging a Course/Credit by Examination

**Challenge Examination Results Form**

**PART A: TO BE COMPLETED BY THE DEPARTMENT CHAIR**

Student: \_\_\_\_\_ ID: \_\_\_\_\_

Request credit in \_\_\_\_\_ for \_\_\_\_\_ credit hours.

Department Chair \_\_\_\_\_

Dates(s) of consultation with student \_\_\_\_\_

Student is eligible for challenge examination:  Yes  No If no, explain \_\_\_\_\_

**PART B: TO BE COMPLETED BY THE FACULTY**

Date on which contact was initiated by student: \_\_\_\_\_

Evaluation by: \_\_\_\_\_  
Faculty Member Date of Evaluation

Attach this form to the student's exam along with a narrative describing the evaluative process.

Minimum score required for passing: \_\_\_\_\_ Student's exam score: \_\_\_\_\_

Recommended for credit:  Yes  No If yes, number of credit hours: \_\_\_\_\_

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

**PART C: POST-EVALUATIVE REQUIRED SIGNATURES**

Approved by: \_\_\_\_\_  
Department Chair Date

Approved by: \_\_\_\_\_  
Division Dean Date

Approved by: \_\_\_\_\_  
Chief Academic Officer Date

Approved by: \_\_\_\_\_  
Registrar Date



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 11, 2013**

**ITEM:** Request for Final Approval of SCP-8600, Board of Governors Operational Guidelines Policy and Attachment 8600.A

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-8600, Board of Governors Operational Guidelines Policy and its attachment (SCP-8600.A) as presented following the required 30-day public comment period.

**STAFF MEMBER:** Joanne Jaeger Tomblin

**BACKGROUND:**

SCP-8600 states in Section 7 that “It shall be the responsibility of the BOG to periodically review the policy statement on Operational Guidelines to ensure its compliance with West Virginia Code §18B-2A-4 and to maintain its relevance to the operations of the Board and the mission of the College.” The above referenced policy, along with its official attachment 8600.A, establishes the operational guidelines for the Board of Governors of Southern West Virginia Community and Technical College.

SCP-8600 was reviewed on September 28, 2012. No changes were needed for the general policy. However, Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, Rules and Administrative Procedures, was added to the Reference Section which addresses the process for the adoption, amendment, or repeal of rules and administrative procedures by institutions.

SCP-8600.A, Board of Governors Operational Guidelines, was revised to comply with legislation which passed through the 2012 1<sup>st</sup> Special Session. Seeing no further changes needed to ensure its compliance with West Virginia Code §18B-2A-4, at its December 11, 2012 meeting the Board of Governors granted approval for the advancement of the revised policy to Southern’s constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period, which ended January 11, 2013. Comments received were restricted to grammatical and technical corrections. These corrections do not change the content of the document and do not require resubmitting the instrument for additional public comment. Therefore, the staff recommends SCP-8600, Board of Governors Operational Guidelines Policy and its attachment (SCP-8600.A) as presented to the Board of Governors for consideration for final approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-8600**

**SUBJECT:** Board of Governors Operational Guidelines Policy

**REFERENCE:** West Virginia Code §18B-2A;  
Title 135, Procedural Rule, West Virginia Council for Community and Technical College  
Education, Series 4, *Rules and Administrative Procedures*

**ORIGINATION:** August 2001

**EFFECTIVE:** August 21, 2001

**REVIEWED:** Reviewed September 28, 2012

**SECTION 1. PURPOSE**

1.1 To establish the operational guidelines which shall govern the actions of the Board of Governors for Southern West Virginia Community and Technical College in setting forth policies to govern the college.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy is applicable to the members, current and future, of the Board of Governors of Southern West Virginia Community and Technical College as the representative body of its constituents.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. POLICY**

4.1 It is the policy of the Board of Governors (BOG) of Southern West Virginia Community and Technical College to perform the duties and responsibilities assigned to the BOG by the State of West Virginia as described in West Virginia Code §18B-2A. In performing such duties and responsibilities, the BOG, as constituted by its representative membership, shall be directed by the Operational Guidelines approved by the Board on October 18, 2007 and Policy Statements as adopted. The Operational Guidelines are hereby attached and are forthwith a part of this policy statement.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 The Operational Guidelines of the BOG of Southern West Virginia Community and Technical College shall include statements relative to the following topics and any other such categories as the Board shall deem appropriate.

6.1.1 General Policies

- 6.1.2 Board Organization
- 6.1.3 Board Operations
- 6.1.4 Meeting Protocol
- 6.1.5 Presidential Relations

**SECTION 7. RESPONSIBILITIES**

7.1 It shall be the responsibility of the Board of Governors to periodically review the policy statement on Operational Guidelines to ensure its compliance with West Virginia Code §18B-2A and to maintain its relevance to the operations of the Board and the mission of the College. This policy and/or Operational Guidelines shall be amended only in accordance with procedures outlined in the Operational Guidelines.

**SECTION 8. CANCELLATION**

8.1 All previous operational guidelines of any previously existing governing or advisory board of Southern West Virginia Community and Technical College are superseded by this policy statement and the attached Operational Guidelines of the Board of Governors as approved October 18, 2007.

**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-8600.A, *Board of Governors Operational Guidelines*

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

**Revision Notes:**        October 18, 2007 – Revised to remove any reference to the Institutional Compact. Operational Guidelines were updated to reflect a change in legislation affecting the number of terms the Board of Governors Chair may serve.

September 28, 2012 – Reviewed policy and added Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, *Rules and Administrative Procedures*, to the Reference Section which addresses the process for the adoption, amendment, or repeal of rules and administrative procedures by institutions.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS**  
**SCP-8600.A**  
Board of Governors Operational Guidelines

**REFERENCE:** SCP-8600, Board of Governors Operational Guidelines Policy;  
West Virginia Code §18B-2A-4

**ORIGINATION:** August 2001

**EFFECTIVE:** August 21, 2001

**REVIEWED:** September 28, 2012

**SECTION 1. GENERAL POLICIES**

- 1.1 Purpose – The Board of Governors of Southern West Virginia Community and Technical College is appointed by the Governor of the State of West Virginia and serves as a representative body of its constituents to set forth policies to govern the college in the best interests of the community as a whole and in accordance with the statutes of West Virginia and Federal legislation.
- 1.2 Role of the Board of Governors – The role of the Board of Governors is to:
  - 1.2.1 Establish the Mission, Vision, and Master Plan of the College and set clear written policy direction that is focused on community needs.
  - 1.2.2 Represent the community by knowing and understanding its needs and seeking a variety of perspectives when setting college policy.
  - 1.2.3 Define standards for College operations which set forth high quality programs, ensure wise and prudent expenditure of funds, and fair and equitable treatment of students and employees.
  - 1.2.4 Monitor the performance of the College to insure progress towards defined goals and adherence to policies.
  - 1.2.5 Select, hire and retain the President and to define and monitor the President’s performance through periodic evaluations.
  - 1.2.6 Promote the College in the community and advocate for its interests with government officials and in its fund-raising efforts.
  - 1.2.7 Create a positive leadership environment which fosters learning and focuses on outcomes.
  - 1.2.8 Act with integrity, promoting ethical behavior in all college dealings.
  - 1.2.9 Function as a unit, speaking with one voice which recognizes that the power of Board rests with the whole Board, not individual members.

- 1.3 Role of Individual Board Members – The role of the individual board member is to:
  - 1.3.1 Know the community and represent its best interests.
  - 1.3.2 Support the College in its mission.
  - 1.3.3 Understand the College and represent it in a positive manner to all constituent groups.
  - 1.3.4 Adhere to Board of Governors policies and Code of Ethics.
  - 1.3.5 Work as a member of the Board.
  - 1.3.6 Adhere to the Board’s policy making role and recognize the President’s role as Chief Executive Officer.
  - 1.3.7 Avoid conflicts of interest.
  - 1.3.8 Maintain confidentiality.
  - 1.3.9 Speak for the Board only when delegated to do so by the Board.
  - 1.3.10 Refer complaints and problems regarding the College to the President.
  - 1.3.11 Attend and actively participate in Board meetings and work sessions.
  - 1.3.12 Refuse to participate in any action which is not in accordance with Board policy.
- 1.4 Duties and Responsibilities of the Board of Governors (Extracted and summarized from WV Code §18B-2A-4) – The duties and responsibilities of the Board of Governors are as follows:
  - 1.4.1 Determine, control, supervise and manage the financial, business and education polices and affairs of Southern West Virginia Community and Technical College.
  - 1.4.2 Establish and amend campus Master Plan for the College including an Institutional Compact.
  - 1.4.3 Develop a ten-year campus development plan in accordance with article West Virginia Code §18B-19-4.
  - 1.4.4 Prescribe specific functions for the College to meet the higher education needs of the service area without unnecessary duplication.
  - 1.4.5 Develop and submit a budget for the College to the West Virginia Council for Community and Technical College Education (Council).
  - 1.4.6 Review all academic programs at least every five years offered at Southern West Virginia Community and Technical College.
  - 1.4.7 Ensure the sequencing of academic programs to ensure program completion in a reasonable time frame and to assure that the needs of non-traditional students are met.
  - 1.4.8 Utilize faculty, students and classified staff in institutional-level planning.

- 1.4.9 Administer a system for the management of personnel matters.
- 1.4.10 Administer a system for the hearing of employee grievances.
- 1.4.11 Solicit, utilize or expend voluntary support including financial contributions.
- 1.4.12 Appoint a President or other administrative head of the College.
- 1.4.13 Conduct a written performance appraisal of the President.
- 1.4.14 Submit an annual report to the Council on the performance of the College.
- 1.4.15 Enter into contracts or agreements with other educational institutions and/or share resources.
- 1.4.16 Delegate power and control to the college President.
- 1.4.17 Abide by the existing rules for acceptance of advance placement credit.
- 1.4.18 Establish an efficient system for the financial management and expenditure of special revenue and appropriated state funds.
- 1.4.19 Establish a plan to administer a consistent method of conducting personnel transactions. Not later than July 1, 2012, the Department of Administration shall make available to each governing board the option of using a standardized electronic system for these personnel transactions.
- 1.4.20 Transfer funds for any account appropriated for the College's use.
- 1.4.21 Acquire legal services that are necessary.

**SECTION 2. BOARD ORGANIZATION**

- 2.1 Organization and Authority – Effective the first day of July 2001, the Board of Governors of Southern West Virginia Community and Technical College are officially appointed by the Governor of the State of West Virginia to serve as a representative body of its constituents to set forth policies to govern the best interests of the college in accordance with the statues of West Virginia.
- 2.2 Membership of the Board of Governors – The membership of the Board of Governors will consist of twelve persons including the following:
  - 2.2.1 A full time member of the faculty, with the rank of instructor or above, duly elected by the faculty;
  - 2.2.2 A member of the student body in good academic standing, enrolled for college credit and duly elected by the student body;
  - 2.2.3 A member from the institutional classified employees duly elected by the classified employees; and
  - 2.2.4 Nine lay members appointed by the Governor of the State of West Virginia with the advice and consent of the Senate, with no more than five (5) members from the same political party.

- 2.3 Terms of Office
  - 2.3.1 Faculty Member – The faculty member will serve for a term of two (2) years beginning in July and may succeed themselves for three terms, not to exceed a total of eight (8) consecutive years.
  - 2.3.2 Student Member – The student member will serve a term of one (1) year beginning in July and ending on the thirtieth day of June of each year.
  - 2.3.3 Classified Employee – The classified employee member will serve for a term of two (2) years beginning in July and may succeed themselves for three terms, not to exceed a total of eight (8) consecutive years.
  - 2.3.4 Lay Members – The lay members of the Board will serve a term of four years each and are eligible to succeed themselves for no more than one additional four-year term. The initial terms of office for lay members of the Board, appointed by the Governor, will be staggered.
- 2.4 Oath of Office – Prior to becoming a member of the Board of Governors, the member is required to take the Oath of Office prescribed by Article IV, Section 5 of the constitution of West Virginia and have the certificate filed with the Secretary of State.
- 2.5 Board Vacancies – The vacancy of an unexpired term of a member of the Board will be filled for the unexpired term within thirty (30) days of the occurrence of the vacancy in the same manner as the original appointment or election.
- 2.6 Disqualification from Board Membership (Extracted and summarized from WV Code §18B-2A-1)
  - 2.6.1 A person is ineligible for appointment who is an officer, employee or member of any other board of governors; a member of a board of visitors of any public institution of higher education; an employee of any institution of higher education; an officer or member of any political party executive committee; the holder of any other public office, other than an elected county office, or public employment, other than employment by the county board of education, under the government of this state or any of its political subdivisions; an employee of any affiliated research corporation created pursuant to article twelve of this chapter; an employee of any affiliated foundation organized and operated in support of one or more state institutions of higher education; or a member of the council or commission. This subsection does not prevent the representative from the faculty, classified employees or students from being members of the governing boards.
  - 2.6.2 A member of the Board of Governors, appointed by the Governor, may only be removed from membership on the Board in the manner prescribed by law for reasons of official misconduct, incompetence, neglect of duty, or gross immorality.

**SECTION 3. BOARD OPERATIONS**

- 3.1 Board Principles
  - 3.1.1 The Board’s governance style is intended to encourage diversity of viewpoints and collective rather than individual decision making. Prior to setting policy, the Board will insure that input has been received from a variety of sources to insure representation of constituents and staff and sound decision making principles.
  - 3.1.2 The Board’s focus will be on providing strategic leadership and representing the community it serves rather than administrative detail.

3.2 Code of Ethics – The Southern West Virginia Community and Technical College Board of Governors Code of Ethics are as follows:

- 3.2.1 To demonstrate that the primary function of the Board is to establish policy by which the college is administered.
- 3.2.2 To devote time, thought and study to the duties of the members of the Board of Governors to insure effective service.
- 3.2.3 To work cooperatively with fellow Board members in spite of differences of opinion.
- 3.2.4 To base decision-making on all available facts and to vote honestly, unswayed by personal bias of any kind, and to uphold the majority decision of the Board.
- 3.2.5 To act in all college-related contacts including staff, media and citizens, reflecting the fact that there is no individual authority outside of the meetings of the Board.
- 3.2.6 To refrain from using the Board position to benefit personally or for any other individual.
- 3.2.7 To comply with the West Virginia Ethics Act in the areas of Confidentiality, Private Gain, Prohibitive Representation, Gifts, Subordinates, Contracts, Purchases and Sales.

3.3 Committee Principles

- 3.3.1 The Board will normally function as a committee of the whole without standing committees.
- 3.3.2 If an Ad Hoc Committee is formed, it will be for the purpose of assisting the Board to do its job, not to advise staff nor help staff do its job.
- 3.3.3 Board Ad Hoc Committees will normally be established for a specified purpose and a defined time period.
- 3.3.4 Board committees have no authority over staff nor may they speak on behalf of the Board of Governors unless specifically authorized to do so.
- 3.3.5 If necessary, Board members may call upon the services of the Chancellor for the West Virginia Council for Community and Technical College Education.

3.4 Officers of the Board – The Chairperson, Vice Chairperson, and Secretary will be elected from the lay Board membership in June of each year at the Board’s annual organizational meeting. A member may not serve as Chairperson for more than four consecutive years.

3.4.1 Duties of the Chairperson – The duties of the Chairperson are as follows:

- 3.4.1.1 To preside at all Board meetings in an efficient and effective manner and set the general tone for the meeting through effective leadership.
- 3.4.1.2 To insure the Board and individual Board members follow the Board’s own rules and policies and those established by legislation.
- 3.4.1.3 To promote deliberation at Board sessions that is open and thorough, but also efficient,



timely, orderly and to the point.

- 3.4.1.4 To insure that all Board members are properly informed of current and pending Board and College issues.
  - 3.4.1.5 To perform the same duty of voting on matters as other Board members.
  - 3.4.1.6 To speak on behalf of the Board of Governors as their designated representative.
  - 3.4.1.7 To appoint or arrange for the election of committees established by the Board.
  - 3.4.1.8 To call emergency meetings as necessary.
  - 3.4.1.9 To call for the evaluation of the President on an annual basis.
  - 3.4.1.10 To call for the self-evaluation of the Board of Governors on an annual basis.
  - 3.4.1.11 To sign all official Board minutes.
  - 3.4.1.12 To perform other duties as may be required by action of the Board.
  - 3.4.1.13 The Chairperson has no authority to direct or supervise the President.
- 3.4.2 Duties of the Vice Chairperson – The duties of the Vice Chairperson are to preside at Board meetings in the absence of the Chairperson or to fulfill the duties of the Chairperson as needed.
- 3.5 New Board Member Orientation – The Board will assist each new Board member to understand the Board of Governors role and responsibilities. The Board will develop and periodically review selected materials to be provided to new Board members to facilitate this process. The new Board member will be invited to meet with the Board Chairperson and the College President to acclimate him/herself to their new responsibilities.
- 3.6 Board of Governors Compensation and Expense Reimbursement – Members of the Board of Governors serve without compensation, but are reimbursed for reasonable and necessary expenses actually incurred in the performance of their official duties. Expenses are reimbursed through College funds allocated for this purpose upon presentation of an itemized statement.
- 3.7 Board of Governors Self Evaluation – The Board of Governors will develop a self evaluation tool to regularly monitor and discuss Board process and performance. The self evaluation tool will include a comparison of Board activities to Board policy as defined in this document.

#### **SECTION 4. MEETING PROTOCOL**

- 4.1 General – The purpose of this protocol is to establish rules by which the date, time, place and agenda of all regularly scheduled meetings and the date, time, place and purpose of all special meetings of the Board of Governors are to be made available in advance to the public and news media. It is also the purpose of this protocol to establish rules for attendance and presentation at any meeting where there is not room enough for all members of the public who wish to attend. This protocol also establishes procedures related to the conduct of all meetings.
- 4.2 Scope – This protocol shall apply to all regular and special meetings of the Board of Governors. This

protocol shall also establish procedures to be observed in relation to emergency meetings requiring immediate official action.

#### 4.3 Definitions

4.3.1 Regular Meeting – The Board of Governors shall establish a regular meeting schedule for the next ensuing fiscal year at its final regular meeting of each fiscal year. The agenda for all regular meetings shall be established by an Agenda Committee consisting of the Chairperson, Vice Chairperson, Secretary of the Board of Governors, Past Chairperson, one lay Board member elected in June of each year at the Board’s annual organizational meeting, and the College President. The Agenda Committee shall meet in person or by telephone conference at an established time prior to the commencement of each regular Board meeting for the purpose of establishing an agenda. However, any member of the Board of Governors may direct that an item be placed upon the agenda of an upcoming regular meeting by communicating such direction to the Chairperson in advance of the publication of the particular agenda, preferably prior to the meeting of the Agenda Committee.

4.3.2 Special Meeting – A special meeting of the Board of Governors may be called by the Chairperson or seven (7) members of the Board of Governors. All special meetings must be attended with a state of purpose. Emergency meetings, requiring immediate official action, shall be considered special meetings. However, the notice requirements for special meetings need not be fully observed in convening emergency meetings.

#### 4.4 Pre-Meeting Procedures

4.4.1 Notice of Regular Meetings – Notices of all Regular Meetings shall be posted and maintained on a bulletin board that is accessible to the public located in the administrative office of the College on each campus. All such notices shall be posted at least three (3) working days in advance of a scheduled regular meeting. Each such notice shall state the date, time, place and include an agenda of the meeting. If a regular meeting is cancelled or postponed, a notice of such cancellation or postponement shall be posted in the same location as soon as feasible after the cancellation or postponement has been determined. Notice of Regular Meetings may, at the discretion of the President, be published on the Internet.

4.4.2 Notice of Special Meetings – Notices of all special meetings shall be posted and maintained on a bulletin board that is accessible to the public located in the administrative office of the College on each campus. All such notices shall be posted at least three (3) working days in advance of a scheduled special meeting. Each such notice shall state the date, time, place and purpose of the meeting. If a special meeting is cancelled or postponed, a notice of such cancellation or postponement shall be posted in the same location as soon as feasible after the cancellation or postponement has been determined. Notice of Special Meetings may, at the discretion of the President, be published on the Internet.

4.4.3 *State Register* – In compliance with West Virginia Code §6-9A, the President shall cause notice of all meetings of the Board of Governors to be filed with the Secretary of State for publication in the *State Register*. Each notice shall state the date, time, place and purpose of the meeting. Each notice shall be filed in a manner to allow each notice to appear in the *State Register* at least five days prior to the date of the regular or special meeting. In the event of an emergency requiring immediate official action, the President shall cause an emergency meeting notice to be filed prior to the meeting. The emergency meeting notice shall state the date, time, place and purpose of the meeting and the facts and circumstances of the emergency. Emergency meeting notices are exempt from the *State Register* publication deadlines, provided there is an “emergency.”

4.4.4 Notice to Media – The President shall cause advance notice of all regular and special meetings to be provided to the press that regularly cover matters relating to the College. The President shall cause advance notice to be provided to other members of the press upon request. Such notice shall not be required in advance of emergency meetings requiring immediate official action.

#### 4.5 Meeting Procedures

4.5.1 Compliance With Open Governmental Proceedings Act – The Chairperson of the Board and each member of the Board shall be familiar with the provision of the Open Governmental Proceeding Act and shall undertake to observe the requirements of the Act in relation to all motions to convene in an executive session. Executive sessions shall not be recorded by mechanical means, however, Board minutes shall identify the statutory authorization for each executive session and shall record the persons in attendance.

4.5.2 Presentations – All persons desiring to address the Board regarding an agenda item at a regular meeting or a matter identified within the stated purpose of a special meeting must register prior to the meeting. Persons will not be required to register more than fifteen (15) minutes prior to the time a meeting is scheduled to commence.

4.5.3 Reconvening Meeting When Space is Limited – In the event the place where a meeting is initially convened has inadequate space to accommodate members of the public who desire to attend or make presentations to the Board, the Chairperson of the Board may adjourn the meeting and reconvene the meeting at an alternate location on a date and at a time announced at the time of adjournment.

4.5.4 Telephone/Electronic Attendance – Members of the Board of Governors may attend and participate at any meeting by means of telephone or video-conference. Telephone or electronic equipment that is used to allow such attendance and participation shall be configured to allow those present, including members of the public, to observe and/or hear the members who are attending and participating by telephone or electronic means.

4.5.5 Consideration of Materials by Reference – All documents or materials that are referenced in an agenda or statement of purpose of a special meeting shall be available for public inspection at the meeting where such documents or materials are considered.

4.5.6 Parliamentary Procedure – The Board of Governors shall observe *Robert's Rules of Order, New Revised*, as a guide for conducting its business.

4.5.7 Voting – Voting may be verbal or by a show of hands. The outcome of all votes shall be announced by the presiding officer, and the recording secretary will record the vote accordingly. Any member may request a roll-call vote immediately following the presiding officer's announcement of the outcome of a vote.

4.5.8 Quorum – Seven (7) of the twelve (12) members of the Governing Board shall constitute a quorum. A majority of those members present and eligible to vote shall be required for the passage of all motions.

4.5.9 Minutes – Official Board of Governors meeting minutes will be maintained by the College and kept in a permanent and safe condition. The Board Chairperson will sign all official minutes. Copies of Board minutes will be provided to all Board members, and upon written request to interested parties in compliance with West Virginia statute.

## **SECTION 5. PRESIDENTIAL RELATIONS**

- 5.1 General – The President is the Chief Executive Officer of the College and the Board’s single link with operating the institution. The role of the Board is to provide clear policy direction to the President with respect to the College’s Master Plan and Institutional Compact. The role of the President is to carry out the Board’s direction and administer the day-to-day operations of the College.
- 5.2 Board Delegation of Administrative Authority – The Board delegates to the President the function of formulating, implementing, directing and evaluating administrative policies and regulations under which the College will operate. These policies and regulations will govern the College and be consistent with Board policy.
- 5.3 Presidential Evaluation – The Board of Governors will conduct an annual written evaluation of the President using the following criteria:
- 5.3.1 The President’s job description.
  - 5.3.2 The President’s goals and objectives, established each year in consultation with the Board.
  - 5.3.3 Progress toward the College’s Master Plan.
  - 5.3.4 Adherence to Board policies.
  - 5.3.5 West Virginia Code §18B-1B-6
- 5.4 Presidential Search Process – The Board of Governors is responsible to hire and appoint a President or other administrative head of Southern West Virginia Community and Technical College in compliance with West Virginia Code §18B-1B-6.

## **SECTION 6. REFERENCES**

- 6.1 West Virginia Code §6-9-A; West Virginia Code §18B-2A-1; West Virginia Code §18B-2A-4; West Virginia Code §18B-1B-6.
- 6.2 Carver, John and Miriam Mayhew. *A New Vision of Board Leadership: Governing the Community College*. Washington, DC. Association of Community College Trustees, 1994.
- 6.3 Smith, Cindra, J. *Trusteeship in Community Colleges. A Guide for Effective Governance*. Washington, DC. Association of Community College Trustees, 2000.
- 6.4 The Ethics Act. *A Code of Conduct for Public Servants*. West Virginia Ethics Commission.
- 6.5 Treasure Valley Community College. *Board of Education Policies*. Ontario, Oregon:1998.

*Revised 02/19/2008; Approved Revisions 04/15/2008*

*Revised 09/28/2012 with legislation passed through the 2012 1<sup>st</sup> Special Session.*

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 19, 2013**

**ITEM:** 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* (with attachment) to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

The Finance and Administration Unit was charged with review of SCP-2165, *Educational Release Time for Classified Employees*. In December 2012 the policy and its attachment, SCP-2165.A, *Educational Release Time Request for Classified Employees*, were reviewed and the recommended revisions were made. These revisions provide clarity on the use and approval of educational release time for a classified employee of Southern West Virginia Community and Technical College.

Therefore, the staff recommends that the Southern West Virginia Community and Technical College Board of Governors advance this policy and its attachment 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, 2012

**SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to provide a rule for granting and documenting educational release time for the classified employees at of 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.
- 6.1.1 Courses must be taken through a regionally accredited institution.
  - 6.1.2 Educational release time may be granted for courses that are job related; and/or in pursuit of undergraduate, graduate, or doctoral studies.
  - 6.1.3 The employee must have been employed for six months prior to the beginning of the term in which the course is taken.
  - 6.1.4 During emergency or overtime situations, the employee must work as assigned.
  - 6.1.5 Under no circumstances shall approval and use of educational release time create a situation for regular overtime or compensatory time. If the workload is such that the employee must work additional hours each week due to being in class, the employee must use schedule modification to attend the class and count the additional hours as regular time.
  - 6.1.6 Approval for educational release time to attend Fast Track courses or similarly scheduled classes must be made by the cabinet level administrator. Enrollment by full time employees in courses with these types of schedules put an undue burden on the department and should not be approved unless extenuating circumstances that justify approval exist and are included, in writing, with the application for educational release time.

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

- 7.1 Primary Responsibility
- 7.1.1 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:
    - 7.1.1.1 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.
    - 7.1.1.2 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.





December 2012 – Policy revised to address unforeseen circumstances with regular overtime due to approval of educational release time and excessive hardships due to absence based on approval of fast track scheduled classes.

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

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

**REFERENCE:** SCP-2165, Educational Release Time for Classified Employees

Print Name: \_\_\_\_\_ Department/Unit: \_\_\_\_\_  
 Institution Offering Course: \_\_\_\_\_  
 Course Title & Number: \_\_\_\_\_ Class Time & Days of Week: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ # Weeks: \_\_\_\_\_  
 Class Location: \_\_\_\_\_ # Credit Hours: \_\_\_\_\_

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

**Work Schedule:** Days/Time in Department

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

**Employee Rationale:** \_\_\_\_\_

**SUPERVISOR REVIEW:**

Approval     Disapproval

**UNIT ADMINISTRATOR REVIEW:**

Approval     Disapproval

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Unit Administrator Signature                      Date

Explanation for Disapproval: \_\_\_\_\_

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 19, 2013**

**ITEM:** SCP-2171, *Professional and Educational Requirements for Faculty and Instructional Staff*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2171, *Professional and Educational Requirements for Faculty and Instructional Staff*, (with attachment) 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:**

The Finance and Administration Unit was charged with review of SCP-2171, *Professional and Educational Requirements for Faculty and Instructional Staff*. In December 2012 the policy and its attachment, SCP-2171.A, *Faculty Credentials Certification Form*, were reviewed and the recommended revisions were made. These revisions provide clarity on the educational requirements for faculty members of Southern West Virginia Community and Technical College.

Therefore, the staff recommends that the Southern West Virginia Community and Technical College Board of Governors advance this policy and attachment 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-2171**

**SUBJECT:** Professional and Educational Requirements for Faculty

**REFERENCE:** ~~NCA Accreditation handbook~~ The Higher Learning Commission (HLC) a Commission of the North Central Association of Colleges and Schools (NCA) publication “Commission Guidance on Determining Qualified Faculty”; SCP-2250, Hiring Adjunct Faculty; Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 45, Community and Technical College Faculty Instructional Load; ~~SCP-2171.A; Faculty Credentials Certification Form~~

**ORIGINATION:** September 1, 2000

**EFFECTIVE:** December 09, 2004

**REVIEWED:** ~~November 06, 2012~~ December 11, 2012

#### **SECTION 1. PURPOSE**

- 1.1 To establish professional and educational requirements for faculty members of Southern West Virginia Community and Technical College and a system for documenting faculty and instructional staff credentials.

#### **SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This issuance applies to all full and part-time faculty, and instructional staff, teaching courses for Southern West Virginia Community and Technical College.

#### **SECTION 3. DEFINITIONS**

- 3.1 Faculty – Those individuals employed with faculty rank whose major responsibility is the delivery of courses of instruction.
- 3.2 Full-time Faculty: ~~Those individuals so designated by the College whose major responsibility is the delivery of courses of instruction.~~ An individual employed on a full-time year to year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.
- 3.3 Adjunct Faculty: Those individuals employed by the College on a part-time basis for the delivery of courses of instruction. Adjunct faculty teaching load will “normally” be limited to a 9 credit hours per semester.

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

- 4.1 All full and part-time teaching faculty of Southern West Virginia community and Technical College will meet the professional and educational requirements of the North Central Association of Colleges and Schools as outlined in this policy statement and will provide the College all required employment and educational/professional credentials.

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

5.1 None.

## SECTION 6. GENERAL PROVISIONS

### 6.1 Professional And Educational Requirements

6.1.1 Minimum Requirements: The following Southern West Virginia Community and Technical College professional and educational requirements for full and part-time teaching faculty are consistent with the requirements of the Higher Learning Commission of the North Central Association of Schools and Colleges.

6.1.1.1 Faculty who teach courses at the associate degree level in the general education transfer area will have a minimum of a master's degree in the field of study in which they teach OR a master's degree in a cognate field with a minimum of 18 graduate level hours in a discipline consistent with the teaching assignment.

6.1.1.2 Faculty who teach courses considered to be in the career/technical associate degree program areas will have a minimum of a bachelor's degree with documented technical competence in the field and/or program area in which they teach.

6.1.1.3 Faculty who teach ~~non-degree or~~ the certificate ~~occupational degree courses~~ programs will have a minimum of an associate's degree and documented technical competence in the field and/or program area in which they teach.

6.1.1.4 Faculty who teach in Transitional Studies (remedial) programs will have a ~~master~~ bachelor's degree in the subject(s) taught, or a related field with subject specific certifications.

6.1.1.5 Academic Lab Managers who provide instructional support for programs/courses will hold the appropriate credentials and experience as determined by the program's national accrediting agency and / or the Vice President for Academic Affairs.

6.1.1.6 Faculty who teach courses as part of an academic program that maintains national accreditation or state licensure will have at least the minimum credentials required by the accrediting/licensing body.

### 6.2 Exceptions to Minimum Requirements

6.2.1 In certain exceptional cases, unique experience and demonstrated competency may be substituted for academic preparation. Such exceptions must be justified on an individual basis and approved by the Vice President for Academic Affairs. Documentation of work experience, certifications and other qualifications used as a substitute or supplement to formal academic preparation or required degrees must be maintained in the individual's personnel file.

6.2.2 In certain circumstances when vacant undergraduate program vocational/technical teaching positions are difficult to fill, applicants who have completed a significant program of study in the discipline for which faculty positions were advertised, with substantial course work at least one level above that of the courses being taught or developed may be considered. The HLC assumes that successful completion of a coherent degree better prepares a person than an unstructured collection of credit courses. Therefore, Faculty teaching in the career/technical associate degree program areas and not holding a master's degree must show continuous professional growth in their teaching areas leading to a master's degree or appropriate licensure or certification.

- 6.2.3 Faculty members teaching in ~~non-degree or certificate occupational courses~~ degree programs and not holding a bachelor's degree must show continuous professional growth in their teaching areas leading to a bachelor's degree or its equivalent.

### 6.3 Faculty/Instructional staff Credentials Certification

- 6.3.1 Each faculty member will furnish the following credentials at time of application: application with resume/vita, and official transcripts. These documents must be on file in the Human resources Office by the first day of actual employment by the college. Any exceptions must have the approval of the Vice President for Academic Affairs.
- 6.3.2 The Faculty Credentials Certification Form has been designed to ensure all required credentials are part of an employee's official personnel file. The Department Chairperson / Dean will provide a list of all courses the employee is qualified to teach and the degrees and/or special certifications which meet NCA credentialing requirements for teaching these courses. The Department Chairperson / Dean will furnish the completed form with all documentation to the Human Resources Office for the employee's official personnel file.

## SECTION 7. RESPONSIBILITIES ~~AND PROCEDURES~~

### 7.1 Full-time Faculty member will:

- 7.1.1 Furnish all employment and teaching credentials for his/her official personnel file.
- 7.1.2 Make continuous progress in their professional growth.
- 7.1.3 If, by approved exception, minimum educational requirements are not met, he/she must enroll immediately in a program designed to achieve the required degree or educational levels.

### 7.2 Department Chairperson / Deans will:

- 7.2.1 Complete and sign a Faculty Credentials Certification Form for each faculty member within his/her division and/or program area and ensure personnel files are properly documented. ~~Update as necessary. The form must be reviewed annually and submitted with the faculty member's annual evaluation.~~
- 7.2.2 Ensure educational and professional background of all faculty members in their department, division and/or program area meet the standards established by NCA and this institution. Full time faculty employed prior to the effective date of this policy and not meeting the minimum educational requirements as stated will be provided institutional assistance through professional development funds and/or tuition waivers to meet minimum requirements within a reasonable period of time
- 7.2.3 Develop, in consultation with the affected faculty member, a development plan designed to achieve required degree or educational levels for teaching in discipline.
- 7.2.4 Review annually, as part of the performance evaluation, progress made by each faculty member on his/her professional development plan, particularly those teaching under an approved exception.

## SECTION 8. CANCELLATION

- 8.1 None.

## SECTION 9. REVIEW STATEMENT



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

**SCP-2171.A**

**Faculty Credentials Certification Form**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Campus/Division/Program: \_\_\_\_\_

To be completed by Department Chair.

**Degrees Held (Press "tab" in last cell to add additional row in table):**

Degree Level	Date Official Transcript Received	Granting Institution	Major	Minor

**Courses for which this faculty member meets minimum requirements per SCP-2171:**

Course Dept/No	Courses Title	Qualifications/Justification (i.e. Degree level and major; graduate hours; license; certification; experiences, etc. Provide specific explanation. Press "tab" in last cell to add additional row to table.)

**Professional Development::**

	___ Required
	___ Required
	___ Required

I have verified the above information to the best of my ability. In addition, I have explained to the employee that all official documents must be in the Human Resources Office prior to his/her first day of employment.

**SIGNATURES:**

\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_  
Academic Dean Date

\_\_\_\_\_  
Chief Academic Officer Date



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 19, 2013**

**ITEM:** SCP-2701, *Reduction in Work Force: Faculty Personnel*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2701, *Reduction in Work Force: Faculty Personnel*, 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:**

The Finance and Administration Unit was charged with review of SCP-2701, *Reduction in Work Force: Faculty Personnel*. In December 2012 the policy was reviewed and minor modifications were made to reflect correct authority and methods for elimination of faculty positions.

Therefore, the staff recommends that Southern West Virginia Community and Technical College 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-2701**

**SUBJECT:** Reduction in Work Force Due to Financial Exigency: Faculty Personnel

**REFERENCE:** SCP-2000, Elimination of Faculty Positions Due to Program Reduction or Elimination  
SCP-2218, Evaluation Process for Full-Time Faculty  
SCP-3620, Policy Regarding Program Review  
SCP-3650, Program Reduction or Elimination  
SCP-5260, Meeting Financial Exigency

**ORIGINATION:** February 17, 2004

**EFFECTIVE:** February 17, 2004

**REVIEWED:** December 2012

**SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to establish uniform procedures that will provide a means to address reduction-in-force within the ranks of faculty personnel in response to a Financial Exigency.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to ~~This policy shall apply to~~ all full-time faculty employees whose positions are eliminated under the declaration of Financial Exigency.

**SECTION 3. DEFINITIONS**

- 3.1 **Seniority:** Number of full-time years of teaching experience earned at Southern. Excludes adjunct teaching experience and administrative experience regardless of the faculty rank held during administrative assignment.

**SECTION 4. POLICY**

- 4.1 It shall be the policy of the Board of Governors to undertake reductions in the workforce of faculty personnel in a consistent and fair manner. ~~(Moved to 6.1 below) Following the~~ Prior to a declaration of a Financial Exigency, the president shall undertake program reviews to and consider any other pertinent program data, to determine if elimination of faculty positions under program review will avoid the necessity of a declaration of financial exigency. The President may recommend to the Board of Governors the elimination or reduction of programs deemed appropriate and in the best interest of the College. ~~The primary consideration in any resulting decision to eliminate positions and/or reassignment of affected faculty personnel will be the preservation of the quality and effectiveness of the College's programs. Consequently, those faculty members who are deemed to be of key importance to the specific program will be retained in preference to other faculty members, whatever their status.~~

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

## SECTION 6. GENERAL PROVISIONS

- 6.1 Prior to a declaration of a Financial Exigency, the president shall undertake program reviews to and consider any other pertinent program data, to determine if elimination of faculty positions under program review will avoid the necessity of a declaration of Financial Exigency. The President may recommend to the Board of Governors the elimination or reduction of programs deemed appropriate and in the best interest of the College. Any elimination of faculty positions as a result of program review will be made in accordance with SCP-2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination.*
- 6.2 Upon declaration of a Financial Exigency, any resulting elimination of faculty positions across the organization will be made in accordance with this policy.
- 6.3 Basis For Elimination of Faculty Positions: ~~Recommendations by the President to the Board of Governors concerning the~~ Elimination of any faculty position will be made on the basis of need within each discipline, as defined by the president after consultation with the chief academic officer, the deans and department chairs.
- 6.4 Elimination of Positions With Equal Rank in Same Discipline: In the event all other factors are considered to be equal and a choice must be made concerning the elimination of the position of one of two or more faculty members holding the same rank and teaching the same discipline, the faculty member with the greater seniority will be retained. Also, in the event of a conflict between rank and seniority, such as when an assistant professor has substantially more seniority than his or her equally qualified counterpart who is an associate professor, the department chair, dean and the chief academic officer will jointly review the annual evaluations of both faculty members for the previous three years, as well as any other relevant data, and make a recommendation to the president concerning which of the positions better serves the vital interests of the College.
- 6.5 Order for Elimination of Faculty Positions: Non-tenured faculty members, within the discipline to be reduced, will be terminated prior to the termination of the employment of tenured faculty members. Employment terminations of faculty members will generally follow the order specified below unless there is an identified need to retain faculty members who are deemed to be of key importance to a particular program:
- 6.5.1 Non-Tenured:
1. Adjunct Faculty
  2. Lecturer and Temporary Faculty
  3. Instructor
  4. Assistant Professor
  5. Associate Professor
  6. Professor
- 6.5.2 Tenured:
1. Assistant Professor
  2. Associate Professor
  3. Professor
- 6.6 President's Authority Recommendation: In addition to ~~recommendations~~ position eliminations made in response to a Financial Exigency, the President may ~~recommend the termination of the employment of~~ faculty members ~~to the Board of Governors~~ at any time for reason of lack of funds, lack of work,

reduction in enrollment or abolition of position. ~~Recommendations of the President to the Board of governors relative to~~ The termination of the employment of faculty members shall not be made until affected faculty members have been afforded a hearing as provided herein.

- 6.7 Notice and Hearing For Tenured Faculty Members: The President shall provide written notice to any full-time tenured faculty member of the intent to recommend termination of employment based upon a reduction-in-force. The notice shall contain a description of the reasons for the intended recommendation. The President must make every effort to give as much notice as is practical in light of the financial exigency to each affected faculty member in advance of the effective date of the layoff. Yet, the legislative appropriation process and the subsequent analysis needed before the Board of Governors declares a Financial Exigency and receives, considers and approves implementing programs may allow little time for formal notice to the employees who are to be laid off. Upon receipt of such notice, the affected faculty member may request a hearing to be conducted by the President or his or her designee. A request for a hearing must be made within five (5) ~~calendar~~ (working) days of a notice of recommended termination. Among the issues to be considered by the President or designee are:
- 6.7.1 Adherence to the policy relating to Financial Exigency.
  - 6.7.2 Material deviations from procedural requirements.
  - 6.7.3 Actions that ~~violated~~ may be perceived to violate the principles of academic freedom or ~~that violated~~ established discrimination law related to race, national origin, religion, age, disability, veteran's status or gender in the dismissal of a faculty member.
  - 6.7.4 The burden of proof in termination proceedings rests with the faculty member. The Board's declaration of Financial Exigency is judgmental or discretionary and is not subject to contest by any faculty member.
  - 6.7.5 The hearing shall be recorded by mechanical means. However, the strict rules of evidence shall not be applied.
  - 6.7.6 Following the hearing, the President or designee, shall prepare a written decision upon any matters raised by a faculty member who has requested a hearing. The decision shall contain a description of the concerns raised by the faculty member and a response thereto. A copy of the decision shall ~~accompany any subsequent recommendation made by the President to the Board of Governors.~~ be placed in the employees personnel file.
  - 6.7.7 Use of the appeal procedure does not delay the effective date of employment termination.
- 6.8 ~~Non-Tenured Term~~ Faculty Members: In most instances, a reduction-in-force of faculty members under ~~fixed~~ term appointments will be accomplished by non-reappointment rather than by layoff during the term of employment. Non-renewal under these circumstances does not entitle a faculty member to notice and hearing under the terms of this policy. In the event a faculty member serving under a ~~fixed~~ term appointment is recommended for employment termination ~~during the prior to the expiration of the current~~ term of employment because of a reduction-in-force under a Financial Exigency, that faculty member shall be entitled to use the appeal procedure described herein in paragraph E.
- 6.9 ~~Action by the Board of Governors:~~ Upon receipt of a recommendation by the President, the Board of Governors may terminate the employment of a faculty member. ~~No separate hearing shall be afforded to affected faculty members by the Board of Governors.~~ The affected faculty member shall be provided with written notice of the action taken by the Board of Governors and shall also be provided with a copy

of the instructions and form for filing an appeal with the West Virginia Public Employees Grievance Board.

- 6.10 Refusal of Transfer: If the employment of an instructor whose position is deemed vital to a particular campus (as determined within the sole discretion of the President) is terminated on the basis of rank, his or her position will be offered to the instructor with the greatest seniority within the relevant discipline from another campus. Should that instructor decline to accept the vacant position, and no other qualified instructor from the other campuses will volunteer to accept the position, the employment of the instructor with the least seniority refusing the transfer will be terminated and the position deemed vital to a particular campus will be posted.
- 6.11 New Faculty Positions: New positions will not be created while a Financial Exigency is in effect unless a serious disruption in the functioning of the College would otherwise result, as determined within the sole discretion of the President. New academic programs or faculty positions may be created only when it can be demonstrated that these programs or positions will help the College extricate itself from Financial Exigency. Priority for filling these positions will be given to existing, qualified faculty.
- 6.12 Re-employment Following Exigency-based Termination: Notwithstanding any other recall rights contained in the policy, in the case of the termination of the employment of a tenured faculty member occupying a permanent faculty position, the position concerned may not be filled by replacement within a period of two years from the effective date of the termination of employment unless the faculty member has been offered a return to employment in that position and has not accepted the offer within ~~30~~ 15 calendar days after the offer is extended.
- 6.13 Termination of Exigency: The termination of a Financial Exigency will not imply that employment terminations ~~that were~~ made during a period of declared Financial Exigency are automatically withdrawn or otherwise invalid.
- 6.14 Process for Re-employment of Affected Personnel: The following process shall be observed for determination of recall and reassignment of affected faculty members following the termination of a Financial Exigency: When filling academic positions, the highest ranking qualified tenured faculty member whose employment has been terminated as part of a Financial Exigency reduction-in-force (and who had not been employed in an academic position elsewhere) shall be offered the position. If the position is refused, it shall be offered to other similarly affected faculty members in rank order. Any refusal of employment by a faculty member shall extinguish any further rights to recall. However, a refusal to accept a position shall not preclude a faculty member from making application for other posted position openings. The Office of Human Resources shall notify faculty members whose employment has been terminated of position openings in accordance with the terms of this policy. The notice shall be sent by certified mail to the last known address of the employee. It is the responsibility of the employee on the recall list to notify the Office of Human Resources of any change in address in order to retain recall status.
- 6.15 Assumption of Responsibilities: The duties of a faculty member terminated under the provisions of this policy will be assumed by his/her remaining colleagues in so far as is feasible. A terminated faculty member's duties will in no circumstances be assumed by adjunct instructors.
- 6.16 Rights of Returning Tenured Faculty Members: A tenured faculty member who has been terminated and who accepts re-employment with the College under the terms of this policy will resume tenure and the rank held at the time of employment termination, be paid a salary commensurate with the rank and length of previous service, be credited with any sick leave accrued as of the date of employment termination and be credited with any annual leave accrued as of the date of employment termination for which payment has not been made.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 The President ~~and~~ with advice and assistance of the Chief Academic Officer, shall have primary responsibility for ~~making recommendations to the Board of Governors regarding~~ elimination of faculty positions.
- 7.2 The Office of Human Resources shall have primary responsibility for the implementation of the provisions of this policy.

**SECTION 8. CANCELLATION**

None.

**SECTION 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-2701 is scheduled for review during the 2010-2011 academic year: 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 Chairpersons (2 members)~~  
 \_\_\_\_\_ ~~Faculty Senate Chair~~  
 \_\_\_\_\_ ~~Classified Staff Council Chair~~  
 \_\_\_\_\_ ~~Libraries (Harless and Williamson Campus)~~  
 \_\_\_\_\_ ~~Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)~~

**Revision Notes:** October 2007 — Revisions reflect no substantial changes in procedure or documentation requirements. Changes were made in titles to reflect current organizational structure and renaming by the Legislature of the West Virginia State and Education Employees Grievance Board. December 2012 - minor modifications were made to policy to reflect correct authority and methods for elimination of faculty positions.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 19, 2013**

**ITEM:** Request for approval for revisions to SCP-3637, *General Education Philosophy and Goals*.

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3637, *General Education Philosophy and Goals*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Harry M. Langley

**BACKGROUND:**

The Academic Affairs and Student Services Unit has been charged with the review of several academic policies for the 2012-2013 academic year. In October 2012 SCP-3637, *General Education Philosophy and Goals*, was reviewed by the Vice President for Academic Affairs and Student Services, by the Academic Deans, and by the Academic Affairs Management Council.

While the policy was reformatted to conform to the current SCP template, no changes were made to the policy itself.

Based on the deliberations and recommendations of the parties mentioned above, the staff requests that SCP-3637, *General Education Philosophy and Goals*, be advanced to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day public comment period. This request was reviewed by Executive Council.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-3637**

- SUBJECT:** General Education Philosophy and Goals
- REFERENCE:** Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 7, Standards for Degree Designations and General Education Requirements for Community and Technical College Degrees; Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 17, Transferability of Credits and Grades at West Virginia Public Colleges and Universities
- ORIGINATION:** December 19, 1997
- EFFECTIVE:** April 19, 2005
- REVIEWED:** ~~August 30, 2007~~ November 2012

**SECTION 1. PURPOSE**

- 1.1 The faculty of Southern West Virginia Community and Technical College dedicate themselves to preparing Southern's graduates for the challenges that lie ahead. The following statement and goals describe Southern's commitment to providing each graduate the skills and knowledge necessary for professional and personal success.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy is applicable to all students enrolled in degree or certificate programs at Southern West Virginia Community and Technical College and the faculty who are responsible for instruction.

**SECTION 3. DEFINITIONS**

- 3.1 The purpose of general education at Southern West Virginia Community and Technical College is to produce generally educated students who contribute to their communities and country. A generally educated student is, by definition, a life long learner with a common academic canon of knowledge, concepts and attitudes..

**SECTION 4. POLICY**

- 4.1 Southern West Virginia Community and Technical College is committed to providing general education to help students develop the qualities and skills associated with college-educated adults. Southern's general education promotes the development of independent, critical, and conceptual thinking skills and those skills necessary for effective communication. Southern's general education provides students with an integrated view of knowledge and prepares them for their role as productive and responsible members of society.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 None.

**SECTION 6. GENERAL PROVISIONS**

- 6.1 Students who have completed the general education requirements of an associate degree will have improved in the following:
  - 6.1.1 Critical Thinking Skills
  - 6.1.2 Oral and Written Communications
  - 6.1.3 Mathematical Skills Competencies
  - 6.1.4 Informational and Communication Technology Skills
  - 6.1.5 Scientific Inquiry/Reasoning Skills
  - 6.1.6 A Cultural/Artistic/Global Perspective.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 General education is the responsibility of all who work and learn at Southern West Virginia Community and Technical College. Components of general education are embedded in each curriculum and are measured annually. Southern will maintain a general education core within each program as specified in the state 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)  
~~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 Chairpersons (2 members)~~

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\_\_\_\_\_  
\_\_\_\_\_  
Faculty Senate Chair  
Classified Staff Council Chair  
Libraries (Harless and Williamson Campus)  
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)  
www.southernwv.edu

**Revision Notes:** November 2012 — Revisions reflect no substantial changes in procedure or documentation requirements. The policy was reformatted into the new policy template.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 19, 2013**

**ITEM:** SCP-5100, *Disposition and Sale of Surplus/Excess Property*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-5100, *Disposition and Sale of Surplus/Excess Property*, 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:**

The Finance and Administration Unit was charged with review of SCP-5100, *Disposition and Sale of Surplus/Excess Property*. In December 2012 the policy was reviewed and no revisions were recommended. The policy was placed in the current SCP format.

Therefore, the staff recommends that Southern West Virginia Community and Technical College 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-5100**

**SUBJECT:** Disposition and Sale of surplus/Excess Property

**REFERENCE:** West Virginia Council for Community and Technical College Education (Council) and West Virginia Higher Education Policy Commission (HEPC), Joint Procedural Rule, Series 30, Purchasing, and ~~West Virginia Code § 18B-B-7.~~

**ORIGINATION:** February 2005

**EFFECTIVE:** April 19, 2005

**REVIEWED:** November 06, 2012

**SECTION 1. PURPOSE**

1.1 To establish a policy for informing employees of Southern West Virginia Community and Technical College what conditions must be met for surplus/excess property to be authorized for disposal, redistribution, and sale.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy is applicable to all departments and employees of the institution.

**SECTION 3. DEFINITIONS**

3.1 Property is defined as any materials, supplies, and equipment for which the College holds ownership title. Property acquired by the College is generally titled to the College except where a funding entity has demonstrated in writing their intent to retain or transfer title.

**SECTION 4. POLICY**

4.1 All assets submitted to the Finance Department as surplus property will be screened to insure that maximum utilization with the College has been met prior to the assets disposal. Assets that are determined to have no utilization value will be disposed of as soon as possible.

Assets that are determined to still have value will be maintained at each campus location for a minimum period of three(3) weeks for review and redistribution with the college community. If these items are not redistributed within this time frame, disposition action will be taken.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 This policy is based on provisions of the joint policy on purchasing of the West Virginia Council for Community and Technical College Education (Council), and West Virginia Higher Education Policy Commission (HEPC). This policy may not apply to property originally acquired by a funding entity other than the College which has restricted the disposition of the property.

**SECTION 6. GENERAL PROVISIONS**



**Attachments:** None.

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

**Revision Notes:** November 2012 — The policy was reviewed with no recommended revisions. The policy was reformatted into the new policy template.