



Southern
Southern West Virginia
Community and Technical College

Board of Governors

JUNE 17, 2014
MEETING AGENDA PACKET

Members

Thomas A. Heywood, Chair
Wilma J. Zigmond, Vice Chair
Glenn T. Yost, Secretary
Linda Q. Akers
Shelley T. Huffman
Jada C. Hunter

George Kostas
Terry R. Sammons
Debbie Dingess
Darrell Farris II
Mary Nemeth-Pyles

Joanne Jaeger Tomblin
President

**Southern West Virginia Community and Technical College
Board of Governors Meeting of June 17, 2014
2900 Dempsey Branch Road, Room 428, Building C
Mount Gay, West Virginia and by Teleconference**

AGENDA

1.	Call to Order.....	Mr. Thomas Heywood Board Chair
2.	Call for Public Comments to the Board of Governors.	Chair Heywood
3.	Classified Staff Council Annual Presentation.....	Mr. Chris Gray Chair, Classified Staff Council
4.	Technology Services Report.	Mr. Gary Holeman Chief Information Officer
5.	President's Report.	Ms. Joanne Jaeger Tomblin President
6.	Financial Report.....	Mr. Samuel Litteral Vice President for Finance and Administration
7.	Status of Post-Audit Follow-up Reports Required by Community and Technical College System by August 15, 2014	Dr. Pamela Alderman Dean for Career and Technical Programs
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	7.2	Homeland Security and Emergency Service, Associate in Applied Science
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11.1	Personnel Matters	Chair Heywood
11.2	Board of Governors Presidential Review Committee Report	Ms. Wilma Zigmund Committee Chair
11.3	2014-2015 President's Goals	Chair Heywood
12.	Adjournment	Chair Heywood

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

ITEM: Nominating Committee Report and Election of 2014-2015 Board Officers

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board Officers for fiscal year 2014-2015 as proposed by the Nominating Committee: Thomas Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary.

STAFF MEMBER: Glenn T. Yost, Chair
Board of Governors Nominating Committee

BACKGROUND:

The Nominating Committee of the Southern West Virginia Community and Technical College Board of Governors consisting of Glenn Yost, Chair, Debbie Dingess, and Jada Hunter convened at 10:15 a.m. on May 13, 2014 to discuss and bring forth a recommendation to the full Board for officers at its June 17, 2014 meeting.

Upon a motion duly made by Debbie Dingess and seconded by Jada Hunter, the Nominating Committee unanimously concurred to retain the Board's current officers based upon service and performance, and therefore, recommended the following individuals for the Board of Governors Officers for fiscal year 2014-2015 effective July 1, 2014.

Chair: Tom Heywood
Vice Chair: Wilma Zigmond
Secretary: Glenn Yost

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

ITEM: Election of Lay Members to the 2014-2015 Board of
Governors Agenda Committee

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia
Community and Technical College Board of Governors
elect two lay members to its 2014-2015 Board of
Governors Agenda Committee.

STAFF MEMBER: Thomas Heywood
Board Chair

BACKGROUND:

In accordance with SCP-8600.A, *Board of Governors Operational Guidelines*, 4.3.1: “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, the College President, a Past Chairperson, and one lay Board member elected in June of each year at the Board’s annual organizational meeting. 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.”

The Board of Governors needs to elect to its Agenda Committee two lay members one of which must be a past chairperson of the governing board. Past Board chairpersons include Linda Akers, Shelley Huffman, George Kostas, and Terry Sammons.

Southern West Virginia Community and Technical College Board of Governors
Board of Governors Meeting of April 22, 2014
2900 Dempsey Branch Road, Room 428, Building C
Mount Gay, West Virginia and by Teleconference

Board Members Present: Tom Heywood, Wilma Zigmond, Linda Akers, Jada Hunter, George Kostas (teleconference), Mary Nemeth-Pyles, Terry Sammons, Darrell Farris II (teleconference)

Board Members Absent: Glenn Yost, Shelley Huffman, Debbie Dingess

Southern Employees: President Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, Debra Teachman, Pam Alderman, Gary Holeman, Darrell Taylor, Judith Curry, Vernon Elkins, Martha Maynard, David Lord, Chris Gray, Emma Baisden

1. Call to Order:

Chair, Tom Heywood, declared a quorum present and convened the meeting at 6:00 p.m.

2. Call for Public Comments to the Board of Governors

Chair Heywood announced last call for public sign up for comments to the Board. No signatures were recorded.

3. Ten-Year Facilities Master Plan Presentation

As provided for in West Virginia Code §18B-19-4 and Series 12, of the WV Council for Community and Technical College Education's Procedural Rule on *Capital Project Management*, each state institution of higher education is required to provide a campus development plan covering a ten-year period for approval by the Council or Commission, as appropriate. The purpose of the plan is to keep the institution's governing board and the Council or Commission informed of its capital needs and the planning and progress in meeting those needs. ZMM Architects and Engineers representative, Adam Krason, presented Southern's new draft Ten-year Facilities Master Plan to the Board of Governors. The plan includes a development plan for each campus, along with an overall institutional plan that deals with the interrelationship between the campuses. The Facilities Master Plan was prepared with support and input from the classified staff, faculty, students, administration, and members of the local community of each campus. Upon completion of Mr. Krason's presentation, Chair Heywood thanked him and Mr. David Lord for his facilitation on getting the plan together.

4. President's Report:

1. President/First Lady Tomblin informed the Board that she has completed her high school visiting tour this semester. She and a team of College employees visited seniors at Van, Sherman, Wyoming East, Mingo Central, and Westside High Schools. President/First Lady Tomblin hopes the personal visits with students will help increase enrollment in Fall 2014.

2. President/First Lady Tomblin created a Financial Aid and Registration Task Force to review and streamline Southern's financial assistance and registration processes. A Financial Aid

Subcommittee and General Registration Subcommittee emerged from the group that will review current procedures and develop a proposal to present to the full Task Force. The group will schedule a meeting after the President's Administrative Retreat and develop a plan which will better serve Southern's students.

3. President/First Lady Tomblin participated in the Boone County Joint Administrative Board meeting which was held on March 20, 2014 at Southern's Boone Campus.
4. President/First Lady Tomblin held her quarterly meeting with the Faculty Senate on February 28, 2014.
5. President/First Lady Tomblin and Emma Baisden participated in the Association of Community College Trustees (ACCT) Governance Leadership Institute held March 20-23, 2014 hosted by Salt Lake Community College in Salt Lake City, Utah.
6. Chancellor Skidmore sponsored a "Boards of Governors' College Completion Summit" on March 25th at the Embassy Suites in Charleston, West Virginia. The Summit provided information about national and local strategies to increase college completion. This event provided four (4) hours of required annual training for Board members. President/First Lady Tomblin, Jada Hunter, Wilma Zigmond, Linda Akers, Debbie Dingess, and Mary Nemeth-Pyles attend the Summit.
7. On April 8, 2014, Southern West Virginia Community and Technical College in collaboration with the United States Department of Labor - Office of Apprenticeship and Unilin NA, LLC, and the Robert C. Byrd Institute entered into an agreement which offers students an Associate in Applied Science degree in Occupational Development Mechatronics Emphasis. A signing ceremony was held at the Ralph R. Willis Vocational School. The program will be implemented Fall 2014 and is touted by the U. S. Department of Labor as a model for the country.
8. The President's Student Circle Brunch was held April 17, 2014 at the Boone/Lincoln Campus. Overall the students were very complimentary of the faculty and facilities at the campus.
9. Forty-six students were inducted into the Chi Alpha Epsilon National Honor Society during a ceremony held on April 8, 2014 in the Savas-Kostas Theater at Southern's Logan Campus. Board of Governors Vice Chair, Wilma Zigmond, delivered greetings from the Board during the ceremony.
10. President/First Lady Tomblin, Debra Teachman (Vice President for Academic Affairs and Student Services), Steven Lacek (Accreditation Liaison Officer), Kimberly Hensley (Assessment Committee Chair), and Emma Baisden (eResources) participated in the 2014 Higher Learning Commission Annual Conference held April 11-14, 2014 in Chicago, Illinois. The group met with

Dr. Karen Solomon, Southern's accreditation liaison, to seek direction on the College's Pathway for reaffirmation of accreditation.

11. Approximately 200 individuals attended the 6th Annual Southern West Virginia Community and Technical College Foundation Donor/Scholarship Reception on April 17. Several Board members attended the event - George Kostas, Linda Akers, and Wilma Zigmond. Since 2006, the Foundation has provided \$1.8 million in student scholarships.
12. The U. S. Department of Education holds community colleges responsible for students who default on their student loans. Any college with a default rate of higher than 30 percent for three consecutive years, or higher than 40 percent for one year, automatically loses all financial aid eligibility, including Pell grants. Colleges need to develop a default prevention plan.
13. The Council for Community and Technical College Education has verbally approved Tech Scholars Program funding in the amount of \$25,000 for Southern to assist students enrolling in a technical degree program. As stipulated in the grant proposal, Southern successfully secured matching funds toward this effort: Cliffs Natural Resources, Inc. contributed \$20,000, and the Southern WV Community College Foundation contributed \$5,000. The grant will provide \$50,000 in scholarship funds for students enrolling in a technical degree program. Southern's request is listed on the Council's agenda for action at its April 24, 2014 meeting.

5. Financial Report

Mr. Sam Litteral, Vice President for Finance and Administration, provided the financial report dated March 31, 2014 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The figures discussed was strictly cash that can be carried forward. Mr. Litteral stated that expenses slightly exceed revenue, but believes the budget will even out.

6. Academic Affairs and Student Services Report

Dr. Debra Teachman, Vice President for Academic Affairs and Student Services, informed the Board that changes are being made in the academic and student services areas:

- She has implemented a Schedule Task Force to determine the best configuration structure for scheduling classes in order for students to complete a degree program in two years.
- Beginning Fall 2014, Southern will offer four new occupational programs - Management, AAS; Mechatronics, AAS; Industrial Technology, CAS; Paraprofessional Education, CAS.
- Initiated an Advising Task Force to assure that faculty and staff are working together to meet the needs of students, assure transferability of courses, and develop pathways for academic programs.
- May 1, 2014, a new Director of Financial Assistance, August Kafer, was hired.
- Proposed reorganization for the Academic Affairs and Student Services units and requested input from employees on the proposal. Dr. Teachman believes the reorganization will help bring campuses together. She proposes a Division Head for each campus that will coordinate activities to meet the needs of the students, faculty, and classified staff. Department Chair positions will

- be eliminated. Integrating services on all campuses will better serve students.
- An Office of Institutional Effectiveness will be added. It will be the responsibility of that office to work with Information Technology to measure success.

Dr. Teachman plans to bring performance data on how the new structure is working to the Board. She stated that overall comments on the reorganization proposal are positive. She will work toward having a Teacher's Aid Program on all campuses, however, that will not be possible to do at the onset. The Radiological Technology Program will not be accepting a cohort for 2014-2015 as the job rate has plummeted. Dr. Teachman will assess the program to determine whether it will be feasible to accept another cohort of students in the future. She informed Board members that it appears that other Allied Health programs are taking on the Rad-Tech role. Chair Heywood thanked Dr. Teachman for her work thus far.

7. Action Items

7.1 Request for Approval of Ten-Year Facilities Master Plan

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve Southern's ten-year Facilities Master Plan as presented, and authorize the President to forward the Facilities Master Plan on its behalf to the West Virginia Council for Community and Technical College Education for its approval.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

7.2 Request for Approval of February 18, 2014, Board Meeting Minutes

MOTION: Jada Hunter moved to accept the February 18, 2014 minutes as presented.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously and Chair Heywood declared the minutes approved.

7.3 Appointment of Nominating Committee for 2015 Board Officers

Chair Heywood appointed the following individuals to serve on the Board's Nominating Committee for election of officers: Glenn Yost, Chair; Debbie Dingess, and Jada Hunter. The Committee will provide a report to the full Board with a recommendation for the 2014-2015 Board officers at its June 17, 2014 meeting.

7.4. Appointment of Board Ceremonial Representatives

Chair Heywood will represent the Board of Governors at the Allied Health and Nursing Pinning Ceremony scheduled for 6:00 p.m. on May 16, 2014, and at Commencement scheduled for 10:00 a.m. on May 17, 2014.

7.5 Request for Approval of 2014-2015 Board Meeting Schedule

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors adopt the recommended schedule of meetings for fiscal year 2014-2015 as presented.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously and Chair Heywood declared the schedule approved.

7.6 Request for Approval of Administrative Appointments to the Boone County Joint Administrative Board

MOTION: Mary Nemeth-Pyles moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of Debra K. Teachman to represent the Board of Governors on the Boone County Joint Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Boone County Board of Education; and

FURTHER RESOLVED, that Debra K. Teachman will serve a three-year term beginning July 1, 2014 and ending June 30, 2017. By mutual consent of the Board of Governors and the Boone County Board of Education, Kevin Hill will serve as the at-large member and Chair of the Joint Administrative Board.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

7.7 Request for Approval of Appalachian Power Company Easement Agreement

MOTION: Terry Sammons moved the adoption of the following resolution to accommodate an Appalachian Power Company consumer:

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.

ACTION: Linda Akers seconded the motion. The motion carried unanimously and Chair Heywood declared the easement approved.

7.8 Request for Approval of Fiscal Year 2014-2015 Institutional Budget

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

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors approve the filing of the institutional operating budget for the fiscal year beginning July 1, 2014.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously and Chair Heywood declared the budget adopted.

7.9 Request for Approval of Fiscal Year 2014-2015 Salary Increases

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize and direct the President of Southern West Virginia Community and Technical College, in conjunction with the Vice President for Finance and Administration, to fund a \$504 (adjusted by FTE) salary increase for faculty, classified employees, and non-classified employees, effective July 1, 2014, and

BE IT FURTHER RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve and authorize the President of Southern West Virginia Community and Technical College to implement these and any other salary increases in accordance with institutional policy, exercising her prudence and judgement.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

7.10 Academic Program Review

7.10.1 Board of Governors Adult Completion, A.A.S.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Associate in Applied Science Board of Governors Adult Completion degree program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

7.10.2 Health Care Technology, Certificate

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Health Care Technology, Certificate program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

7.10.3 Occupational Development, A.A.S.

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Occupational Development, Associate in Applied Science degree program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

7.10.4 Surgical Technology, A.A.S.

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Surgical Technology, Associate in Applied Science degree program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

7.11 Action on Institutional Policies Presented for Final Approval

7.11.1 SCP-1435.B, Essential Employee Guidelines

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-1435.B, *Essential Employee Guidelines*, following an additional 30-day public comment period.

ACTION: Linda Akers seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

7.11.2 SCP-2624, Employee Development

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2624, *Employee Development*, following the required 30-day public comment period.

ACTION: George Kostas seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

7.12 Action on Institutional Policies Presented for Approval for 30-day Public Comment

7.12.1 SCP-1002, Official College Spokesperson and Media Releases

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 advancement of SCP-1002, *Official College Spokesperson and Media Releases*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

7.12.2 SCP-1375, Report of Incidents

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors postpone action on SCP-1375, *Report of Incidents*, until there has been sufficient time to review the additional Clergy Crime Act requirements imposed by the Violence Against Women Re-authorization Act.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

7.12.3 SCP-2843, Sexual Harassment Policy

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2843, *Sexual Harassment*, to Southern's constituencies and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

7.12.4 SCP-3620, Policy Regarding Program Review

MOTION: Linda Akers 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-3620, *Policy Regarding Program Review*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

7.12.5 SCP-3736, Student Standards of Academic Progress

MOTION: Terry Sammons 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-3736, *Student Standards of Academic Progress*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

7.12.6 SCP-5065, Awarding of Tuition and Fee Waivers

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-5065, *Awarding Undergraduate Tuition and Fee Waivers*, to Southern's constituencies and the Chancellor for Community and

Technical College Education for an additional 30-day public comment period.

ACTION: George Kostas seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

7.12 Request for Approval of Institutional Compact Update

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the Southern West Virginia Community and Technical College Institutional Compact Update for 2014-2015 as presented, and authorize its submission to the West Virginia Council for Community and Technical College Education for its approval.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

8. Discussion

8.1 2014 ACCT Leadership Congress, Chicago, IL

President/First Lady Tomblin informed Board members that the 2014 ACCT Leadership Congress will be held October 22-25, 2014 at the Hyatt Regency in Chicago, Illinois. If any Board members would like to attend the annual conference, please inform the President's Office as soon as possible.

8.2 Board Process - Emergency Presidential Succession Plan

President/First Lady Tomblin informed members of the Board that this was a topic discussed at the Association of Community College Trustees (ACCT) Governance Leadership Institute she attended in March 2014. It became clear that if Southern West Virginia Community and Technical College was faced with the untimely vacancy of its President, the Board would not have an emergency succession plan in place to insure the President's duties were performed during the vacancy. President/First Lady Tomblin will draft a policy to bring forward to the Board.

9. Informational Items

9.1 ACCT: *The National Forecast: Forces at Work* Map

9.2 Phi Theta Kappa Foundation Tribute to Dr. David Pierce

10. Executive Session Under Authority of WV Code §6-9A-4(b)2A regarding Personnel and Management Issues

Jada Hunter moved pursuant to §6-9A-4(b)2A of the West Virginia Code that the Board shall enter into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Mary Nemeth-Pyles seconded the motion which carried unanimously. The Board entered Executive Session at 8:28 p.m.

At 8:56 p.m., Chair Heywood declared Executive Session was adjourned. No items were brought forward for action from the Executive Session.

11. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 9:00 p.m. The next Board of Governors business meeting is scheduled for Tuesday, June 17, 2014 beginning at 6:00 p.m. in Room 428, Building C, Logan Campus.

Thomas A. Heywood, Chair

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

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SPECIAL MEETING OF JUNE 17, 2014**

ITEM: Request for Approval of Special Tuition for Early Enrollment Courses for High School Students

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve tuition of \$25.00 per credit hour for early enrollment courses for high school students, subsidizing the cost with tuition waivers in accordance with the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 19, *Guidelines for the Offering of Early Enrollment Courses for High School Students*.

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

Southern West Virginia Community and Technical College requests approval to implement the special tuition rate of \$25 per credit hour for early enrollment courses for high school students, subsidizing the cost of tuition with waivers in accordance with Procedural Rule §135-19 of West Virginia Council for Community and Technical College Education.

This will allow Southern West Virginia Community and Technical College to provide affordable and accessible higher education to more high school students. Students will obtain college credit prior to high school graduation. Early enrollment opportunities will expand access to college, increase the college-going rate, increase student success in college, and enhance college affordability.

Guidelines for the Offering of Early Enrollment Courses for High School Students, §135-19.7.2, states that special tuition for high school students established by any West Virginia public higher education institution must be set, at a minimum, at \$25.00 per credit hour. All high school students must be charged the special tuition or the regular tuition/fees approved for the institution granting the credit. The credit-granting institution may use tuition/fee waivers or third party sponsors to support the student's cost of the course.

TITLE 135
PROCEDURAL RULE
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION
SERIES 19
GUIDELINES FOR THE OFFERING OF EARLY ENROLLMENT
COURSES FOR HIGH SCHOOL STUDENTS

§135-19-1. General.

1.1. Scope. -- This policy establishes guidelines for West Virginia public community and technical colleges for the offering of college courses for high school students.

1.2. Authority. -- W. Va. Code §§18B-1-1A; 18B-1B-6.

1.3. Filing Date. -- April 28, 2014

1.4. Effective Date. -- May 28, 2014

§135-19-2. Purpose.

2.1. Legislative goals established for West Virginia state colleges and universities provide that higher education in West Virginia should contribute fully to the growth, development and quality of life of the state and its citizens. Among these goals is a statutory provision (W. Va. Code §18B-1-1A) which states that more opportunities should be available for advanced high school students to obtain college credit prior to high school graduation.

This policy details the responsibilities of community and technical colleges regarding early enrollment programs in matters of curriculum, selection of faculty, quality control, admission, setting tuition/fees, and accountability.

§135-19-3. Principles.

3.1. In support of providing opportunities for high school students to obtain college credit prior to high school graduation, early enrollment opportunities shall be designed to follow these principles:

3.1.a. Expand access to college;

3.1.b. Increase the college-going rate;

3.1.c. Increase student success in college;

3.1.d. Enhance college affordability.

While additional programs exist for high school students to obtain college credit, this rule applies to opportunities for early enrollment in college courses. Clarification and definition(s) of existing college credit options are provided in order to distinguish these early enrollment opportunities.

3.2. Definitions for reporting purposes.

3.2.a. College credit opportunities which will be counted as credit hours attempted and/or earned for early enrollment reporting purposes are those course sections that are delivered primarily to eligible high school students. The local high school will decide if high school credit will be offered for these courses.

3.2.b. College credit opportunities which are not counted for early enrollment reporting purposes:

3.2.b.1. EDGE (Earn a Degree, Graduate Early);

3.2.b.2. The College Board Advanced Placement Classes;

3.2.b.3. CLEP Examinations;

3.2.b.4. Articulated Credit;

3.2.b.5. Campus Based Courses Not Offered Primarily for High School Students.

§135-19-4. Courses.

4.1. Any early enrollment course must meet the same rigorous standards as those required for on-campus instruction. Such standards are essential for maintaining institutional accreditation by the Higher Learning Commission of the North Central Association and for assuring institutional credibility. Courses must utilize college-approved syllabi, texts, assignments and assessments. Faculty for these courses will be evaluated by college personnel using the same processes as for other college faculty. The community and technical college must facilitate communication between the appropriate academic department and the early enrollment faculty member to assure quality.

4.2. Courses will be limited to lower division undergraduate courses which are jointly agreed upon by the cooperating college and high school.

4.3. Attendance in college courses offered in high schools will be limited to those students registered for college credit.

§135-19-5. Faculty.

5.1. Faculty teaching early enrollment courses must meet the minimum faculty credential requirements as specified by the college and as approved by the department and chief academic officer of the college or university that will grant the credit.

5.2. The institution granting college credit shall assign adjunct/part-time faculty status to high school teachers who teach college courses in the high school. Employment of any early enrollment adjunct/part-time faculty must be consistent with any institutional, statewide and regional accreditation standards for employment of adjunct/part-time faculty.

§135-19-6. Admissions.

6.1. High school students desiring to enroll in a college credit-bearing course must apply for early enrollment admission status and meet all early enrollment admission requirements for the institution which is offering the college credit course.

6.2. Students must meet all course requirements and prerequisites. In addition to meeting these

requirements, all students who enroll must have the approval of the high school principal or designee.

6.3. Opportunities for early enrollment are for students of junior and senior status in the high schools. Any exception must be approved by the institution's chief academic officer.

6.4. Alternative admission requirements may be applicable for specific statewide academic initiatives.

§135-19-7. Tuition/Fees.

7.1. To make college more accessible to high school students, a community and technical college may use a special tuition structure for West Virginia high school students as provided in Section 7.2 of this rule.

7.2. Special tuition for high school students established by any West Virginia public higher education institution must be set, at a minimum, at \$25.00 per credit hour. All high school students must be charged the special tuition or the regular tuition/fees approved for the institution granting the credit. The credit-granting institution may use tuition/fee waivers or third party sponsors to support the student's cost of the course.

§135-19-8. School Reimbursement and Credit Hour Accrual.

8.1. Early enrollment courses will be taught by full-time or adjunct/part-time faculty members of the institution granting the college credit.

8.2. When a high school teacher teaches an early enrollment course during the regular public school day the institution granting the credit may reimburse the high school/county board of education for the instructor's service.

8.3. Consistent with the Council for Community and Technical College Education policies, credit hours generated by high school students registered in college classes will accrue to the institution granting the credit.

§135-19-9. Accountability.

9.1. Each institution which offers college level courses for or in West Virginia high schools must maintain a record of the courses and enrollments for such courses and submit any reports of college courses for high school students as deemed necessary.

9.2. Each institution will submit reports in compliance with requirements set forth by the specifications of the WV Data Policy Advisory Council, the Council for Community and Technical College Education, and the Higher Education Policy Commission.

9.3. Each institution will designate an individual who will be responsible for coordinating and reporting early enrollment opportunities for high school students. Each institution will provide contact information for this person by July 1 of each academic year.

Principals,

The newly revised WVBE Policy 2510 now requires that if a county offers dual credit, a policy must be developed and submitted with course syllabi to the WV Board of Education by June 28, 2014. If you are planning to offer dual credit courses next year, we must have a course syllabus for each dual credit course. Each syllabus must address the following:

1. The secondary and post-secondary content standards are being delivered in the dual credit course;
2. The dual credit course syllabus must provide for 180 days of instruction, clarifying student assignments on the dates the college may not be in session and how missed days of instruction at the secondary level will be handled when the college is in session.
3. Include a provision for recovering a traditional credit if the dual credit is not earned.
4. Include when and where the dual credit will be delivered.
5. Include how will the dual credit be assessed and graded? (what grading scale is used high school or college) and should specified in syllabus.
6. If the dual credit course is being used as a substitute for a required course for graduation, state the courses impacted.
7. If the dual credit course will only be used for elective credit, it is not necessary to identify the specific courses.
8. What is the cost of tuition and the cost of the text for this dual credit course.
9. Who pays for the tuition and who pays for the text?

Other issues to be addressed in syllabus

1. Include a notification that postsecondary education institutions other than the one that will award the credit may not recognize the credit.
2. Provide detailed information that includes the nature of the course, expectations and requirements, course pre-requisites, admission requirements, course content, grading policy, attendance requirements, course completion requirements, information on adding and dropping courses, tuition and other costs association with the dual credit course.
3. Must list the appropriate WVEIS 4-digit course code for which high school credit is being given

WV Higher Education Policy Commission Series 19 requires that attendance in college courses offered in high schools will be limited to those students registered for college credit and for only juniors and/or seniors. In other words, only junior and seniors who are taking the dual credit course for college credit can be enrolled in the class.

As you can see offering a dual credit class has become quite difficult. If you want to offer college classes, I suggest you follow the path of Advanced Placement and urge your teachers to attend the AP Summer Institutes.

Teresa and Johnny, I have to know immediately if you are going to offer dual credit next year so we will know if we have to develop a policy and put it on public comment. If you decide to offer dual credit then I need the syllabus for each dual credit course no later than Friday, June 13, 2014. Remember, the syllabus must address every item listed above; otherwise, the county policy will be not be approved by the WV Board of Education.

Judy McCoy
Administrative Assistant
Mingo County Schools
Rt. 2, Box 310
Williamson, WV 25661

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

ITEM: Request for Approval of Modification of Capital Project Priorities and Expenditures for FY 2015-2016

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2016 capital projects for Southern West Virginia Community and Technical College.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

Title 135 Procedural Rule, Series 12, *Capital Project Management* of the West Virginia Council for Community and Technical College Education, Section 3.2.2.1 states: "Annually, for the upcoming fiscal year, each institution through its Governing Board shall submit a capital budget plan to the Council on the date and in the format prescribed by the Chancellor. Submission of the annual capital budget plan will coincide with preparation of the annual budget request to the Department of Administration and the information submitted will be used for Council reports and priorities. Listing a project in the annual capital budget plan establishes an institution's intent to actually initiate a particular project from its five-year capital implementation plan during the upcoming fiscal year."

In compliance with the aforementioned procedural rule, the staff recommends the Board of Governors approve the modification amounts and priorities of FY 2016 capital projects for Southern West Virginia Community and Technical College as presented.

Southern West Virginia Community and Technical College
 Potential Projects for Bond Funding for FY 2016

Annual Capital Budget

Project Name	<u>Currently Submitted</u>		<u>FY 2016</u>	
	Priority	Amount	Priority	Amount
Logan Campus/District Office Renovation	1	\$ 6,000,000	1	\$ 9,567,000
Williamson Campus Renovations	2	\$ 6,000,000	2	\$ 7,908,150
Williamson Armory Purchase and Renovation	3	\$ 6,000,000	3	\$ 3,263,275
Wyoming/McDowell Campus Renovation	4	\$ 500,000	4	\$ 1,455,800
Boone Campus New Academic Building	5	\$ -	5	\$ 8,650,000
Boone Campus Renovation	5	\$ 1,500,000	6	\$ 2,476,000
Total		\$ 20,000,000		\$ 33,320,225

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

ITEM: Request for Approval of Modification of Capital Project Priorities and Expenditures for FY 2016-2020

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2016 - FY 2020 capital projects for Southern West Virginia Community and Technical College

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 12, *Capital Project Management*, Section 3.2.1.1 states: "Each institution through its Governing Board shall submit to the Council for approval its five year capital implementation plan identifying the projects it intends to undertake during this five year period. This plan shall be based on the long term development objectives and recommendations in its approved campus development plan. The Chancellor shall establish a process and a format to be followed when submitting five year capital implementation plans to the Council for approval."

In compliance with the aforementioned procedural rule, the staff recommends the Board of Governors approve the modification amounts and priorities of FY 2016 - FY 2020 capital projects for Southern West Virginia Community and Technical College as presented.

Southern West Virginia Community and Technical College
 Potential Projects for Bond Funding for FY 2016 - FY 2020

5 Year Capital Budget

Project Name	<u>Currently Submitted</u>		<u>FY 2016 - FY 2020</u>	
	Priority	Amount	Priority	Amount
Logan Campus/District Office Renovation	1	\$ 6,000,000	1	\$ 10,965,000
Williamson Campus Renovations	2	\$ 6,000,000	2	\$ 8,657,150
Williamson Armory Purchase and Renovation	3	\$ 6,000,000	3	\$ 3,263,275
Wyoming/McDowell Campus Renovation	4	\$ 1,500,000	4	\$ 1,455,800
Boone Campus New Academic Building	5	\$ -	5	\$ 8,650,000
Boone Campus Renovation	6	\$ 4,000,000	6	\$ 2,476,000
Total		\$ 23,500,000		\$ 35,467,225

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

ITEM: Request for Final Approval of SCP-1002, *Official College Spokesperson and Media Releases*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1002, *Official College Spokesperson and Media Releases*, following the required 30-day public comment period.

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

Southern West Virginia Community and Technical College requests approval to implement institutional policy, SCP-1002, *Official College Spokesperson and Media Releases*, which defines how news and information about the College is released to the media. The purpose of this policy is to ensure consistency and accuracy of information which represents the College as an institution of higher education.

At its April 22, 2014 meeting, the Southern West Virginia Community and Technical College Board of Governors authorized release of the proposed policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. A notice was issued on April 24, 2014, providing an opportunity for comment period ending on May 24, 2014. Only one formal comment was received pertaining to a typographical error in section 4.1. The policy was revised to reflect the correction recommended in the comment, therefore, the staff recommends the policy as presented for consideration for approval and submission to the Chancellor for Community and Technical College Education.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1002**

SUBJECT: Official College Spokesperson and Media Releases

REFERENCE: None

ORIGINATION: March 2014

EFFECTIVE: July 17, 2014

REVIEWED: New

SECTION 1. PURPOSE

- 1.1 This policy is to define who will serve as the spokesperson for Southern West Virginia Community and Technical College and define how news and information about the College is released to the media. The purpose of this policy is to ensure consistency and accuracy of information which represents the College as an institution of higher education.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 All constituents of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

- 4.1 The President and the Public Relations Specialist are the official spokespersons for Southern West Virginia Community and Technical College, and convey the official college position on issues of general college-wide impact or significance or situations that are of a particularly controversial or sensitive nature. Inquiries from the media about such issues should initially be referred to the Public Relations Specialist.
- 4.2 Depending on the specific circumstances, the President may designate another college administrator to serve as a spokesperson on a particular issue.
- 4.3 The Director of Media and the Public Relations Specialist, are the official representatives for all news and information disseminated to the media through all types of communication (e.g., media alerts, news releases, public service announcements, incoming and outgoing media calls).

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 The College President and the Public Relations Specialist are the official spokespersons for Southern West Virginia Community and Technical College. No person is authorized to act as an official spokesperson for the College, or present themselves as speaking for the College without the prior authorization of the President.
- 7.2 In cases of critical significance to the College, the Director of Media and/or Public Relations Specialist will work with the President and other college officials to draft a statement to detail the known facts of the situation and summarize the College’s position.
- 7.3 In the event of a crisis or emergency situation, the Director of Media and/or Public Relations Specialist will handle all contacts with the media and will coordinate the information flow from the College to the public. In such situations, all campus departments should refer calls from the media to the Director of Media and/or the Public Relations Specialist.
- 7.4 Since positive media solicitation is an integral element of the College’s communications program, any ideas for articles or pieces that would positively portray the College, its work or its community should also be directed to the Director of Media and/or Public Relations Specialist. Likewise, the Director of Media and/or Public Relations Specialist should be notified as soon as possible about negative occurrences that are likely to rise to the level of a news story.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None

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

Revision Notes: New policy.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

ITEM: Request for Final Approval of SCP-2843, *Sexual Harassment*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-2843, *Sexual Harassment*, following an additional 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

President Joanne Jaeger Tomblin charged the Vice President of the Finance and Administration Unit with the review of SCP-2843, *Sexual Harassment*. This policy defines sexual harassment, provides guidelines for filing sexual harassment complaints, and explains what action will be taken against those found to have engaged in sexual harassment.

The policy was reviewed by Executive Council on December 4, 2013. Revisions were made following the review and reflect no substantial changes in procedure or documentation requirements. Revisions were grammatical in nature and reflected changes in job titles.

At its February 18, 2014, the Southern West Virginia Community and Technical College Board of Governors approved 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 March 21, 2014. One comment was received at the end of the comment period. The recommended changes were corrective actions recommended by the Civil Rights Office during the Civil Right Audit conducted on March 12, 2013. These recommendations were incorporated into the policy and are found at 7.1.7 and 7.1.8.

Due to these changes at its April 22, 2014 meeting, the Board approved advancement of the policy to Southern's constituencies and the Chancellor for Community and Technical College Education for an additional 30-day public comment period which ended May 24, 2014. No additional comments were received at the end of the comment period, therefore, the staff recommends the policy as presented for consideration for approval and submission to the Chancellor for Community and Technical College Education.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2843**

SUBJECT: Sexual Harassment Policy

REFERENCE: West Virginia Code §18B-1-6; West Virginia Human Rights Act; Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972

ORIGINATION: June 1, 1984

EFFECTIVE: July 17, 2014

REVIEWED: March 10, 2014

SECTION 1. PURPOSE

1.1 This policy emphasizes Southern West Virginia Community and Technical College's strong opposition to sexual harassment. The policy defines sexual harassment, provides guidelines for filing sexual harassment complaints, and explains what action will be taken against those found to have engaged in sexual harassment.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy is without limitation in scope or application. Southern will not tolerate, condone or allow sexual harassment whether engaged in by employees, students or visitors. All employees, students and visitors are expected to act in a professional manner and contribute to a productive work and academic environment that is free from sexual harassment.

SECTION 3. DEFINITIONS

3.1 State and federal laws define and prohibit sexual harassment.

3.2 For purposes of this policy, sexual harassment is defined as unwelcome and unwanted conduct (verbal or physical) either of a sexual nature, or based upon a person's sex when:

3.2.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's continuing employment or a student's ability to participate in or to receive benefits, services or opportunities in a course, program, or activity, or

3.2.2 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the employee or the basis for academic or other decisions affecting the student; or

3.2.3 Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or a student's educational experience or of creating an intimidating, hostile or offensive work or academic environment.

3.3 Some examples of sexual harassment include, but are not limited to, the following:

3.3.1 Demanding sexual favors in exchange for favorable treatment, grades, reviews, assignments, promotions, continued employment or promises of the same;

- 3.3.2 Unwelcome leering, whistling, touching, patting, or pinching, purposely rubbing up against or brushing another's body, and insulting, abusive or obscene comments or gestures;
- 3.3.3 Verbal comments of a sexual or sex-based nature, including continued or repeated jokes, epithets, flirtations, advances or propositions;
- 3.3.4 Graphic or suggestive verbal commentary about an individual's dress, body, sexual prowess or sexual deficiencies;
- 3.3.5 Sexually degrading vulgar words to describe an individual;
- 3.3.6 Displays in the workplace, classroom or other Southern property of sexually suggestive objects, photographs, posters, cartoons or graffiti;
- 3.3.7 Name calling and relating stories, gossip, comments or jokes that have a sexual connotation;
- 3.3.8 Sexual or sex-based assault or coerced sexual acts; and
- 3.3.9 Retaliation against an employee or student for complaining about such behavior.

SECTION 4. POLICY

- 4.1 It is Southern's policy to provide a productive work and educational environment where faculty, staff and students can work and study free from sexual harassment. Southern will take action to prevent and eliminate verbal or physical conduct by any employee or student that harasses, disrupts, or interferes with another's work or academic performance or that creates an intimidating, or offensive or hostile environment.
- 4.2 Conduct that constitutes sexual harassment is unacceptable and illegal. Southern will not tolerate any sexual harassment of its students or employees on Southern property, in other Southern-related settings or at Southern-related events.
- 4.3 If sexual harassment allegations are not substantiated, all reasonable steps shall be taken to protect the reputation of the accused. Moreover, if the complainant is found to have intentionally or maliciously been dishonest or frivolous in making the allegations, the complainant shall be subject to appropriate disciplinary action.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 While Southern encourages individuals who believe they are being harassed to notify the offender firmly and promptly that his or her behavior is unwelcome, Southern also recognizes that power and status disparities between an alleged harasser and a target of harassment may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, then any such conduct should be reported **immediately** (preferably in writing) to one of the following persons: the respective campus Counselor, Director or Manager; Office of the Vice President for Finance and Administration or the Vice President for Academic Affairs and Student Services; Economic, Workforce and Community Development; Student Services; or Technology Information Services. Nothing in this policy

shall be constructed to prohibit the filing of a complaint with the West Virginia Human Rights Commission or other agency charged with the responsibility to enforce laws that prohibit sexual harassment.

- 6.2 Any administrator, counselor or other employee who receives a report of sexual harassment or who is otherwise made aware of a situation, action or behavior that could be deemed as sexual harassment is responsible for reporting the suspected harassment to his or her unit vice president or to the Office of the Vice President for Finance and Administration unless prohibited from doing so by law. Failure to report promptly the suspected harassment will result in appropriate disciplinary action.
- 6.3 Upon receipt of a report or complaint alleging sexual harassment, the Office of the Vice President for Finance and Administration shall immediately undertake or authorize an investigation. That investigation may be conducted by College personnel or by a third party designated by the College. The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations. In determining whether the alleged conduct constitutes a violation of this policy, the College shall consider:
 - 6.3.1 the nature of the behavior;
 - 6.3.2 how often the conduct occurred;
 - 6.3.3 whether there were past incidents or past continuing patterns of behavior;
 - 6.3.4 the relationship between the parties involved;
 - 6.3.5 the sex and age of the victim;
 - 6.3.6 the identity of the perpetrator, including whether the perpetrator was in a position of power over the employee, student, or visitor allegedly subjected to harassment;
 - 6.3.7 the number of alleged harassers;
 - 6.3.8 the age of the alleged harasser;
 - 6.3.9 where the harassment occurred;
 - 6.3.10 whether there have been other incidents in the College involving the same of other employees, students, or visitors;
 - 6.3.11 whether the conduct adversely affected an employee's work environment or a student's education or educational environment;
 - 6.3.12 the context in which the alleged incidents occurred; and
 - 6.3.13 whether or not speech or expression that is alleged to constitute harassment is protected by the First Amendment to the United States Constitution.
 - 6.3.14 Whether a particular action or incident constitutes a violation of this policy, requires a determination based on all the facts and surrounding circumstances. The investigation shall be completed no later than 14 days from receipt of the report. The Office of the Vice President for Finance and

Administration shall make a written report to the President or his or her designee upon completion of the investigation. If the complaint involves the President, the report may be filed directly with the Chair of the Board of Governors. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The Office of the Vice President for Finance and Administration's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also ending or has been concluded.

- 6.4 The results of the investigations of each complaint filed under this policy will be reported in writing to the complainant and other parties by the College in accordance with the state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
 - 6.4.1 If the results of the investigation of a complaint of sexual harassment results in a conclusion that an individual has engaged in a sexual harassment violation of this policy, or that College personnel have failed to report suspected sexual harassment as required herein, appropriate remedial action will be pursued, including student and College personnel disciplinary action, when appropriate.
- 6.5 Following investigation, the following actions may be taken against an individual found to have engaged in sexual harassment:
 - 6.5.1 If the individual is an employee, appropriate disciplinary action up to and including termination of employment;
 - 6.5.2 if the individual is a student, appropriate disciplinary action up to and including expulsion imposed consistent with the Policy on Student Rights and Responsibilities;
 - 6.5.3 If the individual is a visitor, appropriate action including, but not limited to, being forbidden from entering Southern property imposed consistent with the Policy on Use of Institutional Facilities; and
 - 6.5.4 If the individual is a third party who engages in harassing conduct against a Southern employee or student away from Southern property, appropriate remedial action including, but not limited to, reporting such conduct to the third party's employer or school.
- 6.6 It shall also be a violation of this policy to engage in retaliation or reprisal against any person who reports sexual harassment or intimidation or who testifies, assists or participates in an investigation or proceeding involving sexual harassment.

SECTION 7. RESPONSIBILITIES

- 7.1 All Southern employees, students, and visitors are expected to:
 - 7.1.1 engage in conduct that meets professional standards,
 - 7.1.2 remain sensitive to the effect of their actions and words on others,
 - 7.1.3 take appropriate action to prevent sexual harassment,
 - 7.1.4 avoid behavior that might be construed as sexual harassment,
 - 7.1.5 familiarize themselves with the policy,

- 7.1.6 ask questions about procedure, and seek informal advice concerning sexual harassment; and
 - 7.1.7 present complaints if alleged sexual harassment and/or sex or disability discrimination, or is suspected to his/her immediate supervisor and/or the AA/EEO office; and
 - 7.1.8 The College will ensure a prompt and equitable resolution of student and employee complaints alleging any discrimination based on sex or disability.”
- 7.2 The Office of the Vice President for Finance and Administration and Office of the Dean for Student Services and Enrollment Management shall have the responsibility to oversee the implementation of this policy, to ensure that employees and students are aware of the policy, to ensure Southern’s compliance with relevant state and federal laws, and to ensure that employees and students receive any necessary training with regard to sexual harassment issues. The Office of the Dean for Student Services and Enrollment Management is primarily responsible for student-related matters, and the Office of the Vice President for Finance and Administration is primarily responsible for all other matters, including employee-related matters.
- 7.3 Inquiries on anti-discrimination laws (Human Rights Act, Civil Rights Act, and/or Title IX Amendments) as they relate to this policy should be addressed to:

Affirmative Action Officer
Southern West Virginia Community and Technical College
P. O. Box 2900, Mount Gay, West Virginia 25637
(304) 896-7408

Title IX Coordinator
Southern West Virginia Community and Technical College
P. O. Box 2900 Mount Gay, West Virginia 25637
(304) 896-7432

SECTION 8. CANCELLATION

- 8.1 Any previous policy being superseded.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None

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

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

December 04, 2013 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity, are grammatical in nature, and reflect changes in job titles.

March 10, 2014 – Changes reflect recommended corrective actions made by the Civil Rights Office during the Civil Rights Audit conducted on March 12, 2013.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

ITEM: Request for approval of SCP-3620, *Policy Regarding Program Review*.

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-3620, *Policy Regarding Program Review*, following the required 30-day public comment period.

STAFF MEMBER: Pamela Alderman

BACKGROUND:

SCP-3620, *Policy Regarding Program Review*, was reviewed by the members of the Curriculum and Instruction (C&I) Committee. The C&I Committee's review resulted in an agreement that the policy should be maintained as is with no substantive changes.

The recommendation for revision of the policy has been reviewed and approved by Executive Council and President's Cabinet as well.

At its April 22, 2014 meeting, the Southern West Virginia Community and Technical College Board of Governors authorized advancement of SCP-3620, *Policy Regarding Program Review*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period which ended May 24, 2014. No comments were received at the end of the comment period. Therefore, the staff recommends the Board of Governors grant approval of the policy as presented and its submission to the Chancellor for Community and Technical College Education.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3620**

SUBJECT: Policy Regarding Program Review

REFERENCE: Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 10, *Policy Regarding Program Review*

ORIGINATION: October 8, 2001

EFFECTIVE: July 17, 2014

REVIEWED: February 28, 2014

SECTION 1. PURPOSE

- 1.1 To delineate the responsibilities of Southern West Virginia Community and Technical College and its Board of Governors in the review of existing academic programs.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 The Board of Governors of Southern West Virginia Community and Technical College has the responsibility to review at least every five years all programs offered at Southern West Virginia Community and Technical College (the “College”) and in the review to address the viability, adequacy, necessity and consistency with the mission of the programs to the institutional master plan, the institutional compact and the education and workforce needs of the responsibility district. Additionally, the Board of Governors (the “BOG”) as part of the review is to require the College to conduct periodic studies of graduates and their employers to determine placement practices and the effectiveness of the education experience. West Virginia Council for Community and Technical College Education (the Council) has the responsibility for review of academic degree programs, including the use of institutional missions as a template to assure the appropriateness of existing programs and the authority to implement needed changes.

SECTION 3. DEFINITIONS

- 3.1 *Program* - Curriculum of course of study in a discipline speciality that leads to a certificate or degree.
- 3.2 *Viability* - Tested by an analysis of unit cost factors sustaining a critical mass and relative productivity. Based upon past trends in enrollment, patterns of graduates and the best predictive data available, the College shall assess the program’s past ability and future prospects to attract students and sustain a viable, cost-effective program.
- 3.3 *Adequacy* - Assessment of the quality of the program. The College shall evaluate the preparation and performance of the faculty and students, and the adequacy of facilities. A valuable (but not the sole) criterion for determining the program’s adequacy is accreditation by specialized accrediting or approving agencies recognized by the Federal Government or the Council for Higher Education Accreditation.

- 3.4 *Necessity* - The dimensions of necessity include whether the program is necessary for the College's service region and whether the program is needed by society (as indicated by current employment opportunities, evidence of future needs and rate of placement of the programs' graduates). Whether the needs of West Virginia justify the duplication of programs in several geographic service regions, shall also be addressed.
- 3.5 *Consistency with the mission* - The program shall be a component of, and appropriately contribute to, the fulfillment of the institutional and system missions. The review should indicate the centrality of the program to the College, explain how the program complements other programs offered and states how the program draws upon or supports other programs. Both institutional aspects of the program should be addressed. The effects (positive or negative) that discontinuance of the program might have upon the College's ability to accomplish its mission should be addressed.

SECTION 4. POLICY

- 4.1 The program review process will provide for a review and evaluation of all programs leading to a certificate or degree at the College. To ensure that each program is reviewed at least once every five years, consistent with statutory requirements, approximately 20 percent of all programs will be selected for review each year. The process must allow for early identification of programs that need particular scrutiny to permit changes to be anticipated, appropriate intervention to take place and corrective action to be accomplished within normal institutional planning efforts
- 4.2 The purpose of the reviews will be to conduct an in-depth evaluation of the viability of, adequacy of and necessity for each academic program, consistent with the mission of the College. Comprehensive institutional self-studies conducted in compliance with accreditation or institutional process and completed within the previous sixty (60) months may be used to provide the base line data for the review, with any necessary updating of factual information or interim reports to the accrediting body. Individual programs that are accredited by specialized accrediting or approving agencies recognized by the Federal Government and/or the Council on Higher Education Accreditation shall be considered to have met the minimum requirements of the review process with respect adequacy.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 The College will draft, in accordance with the BOG's guidelines, a self-study. The BOG then will submit annually by May 31 to the Chancellor for review by the Council a report of the results for each program reviewed. The Program Review Summary Report shall contain the following information:
- 7.1.1. Program title and degree;
 - 7.1.2. Year of last review;
 - 7.1.3. Documentation of continuing need;

- 7.1.4. Assessment information related to expected student learning outcomes and the achievement of the program objectives;
 - 7.1.5. Plans to improve the quality and productivity of the program; and
 - 7.1.6. Five-year trend data on enrollment and degrees awarded.
- 7.2 Responsibilities of the College's Chief Academic Officer: In accordance with the other provisions of this policy, the Chief Academic Officer shall:
- 7.2.1 With approval of the BOG, designate the programs, constituting approximately 20 percent of all programs, to be reviewed during a given year;
 - 7.2.2 By November 1, 2001, submit to the Council on behalf of the BOG a plan describing the procedures for conducting program reviews at the College including basic evaluative criteria, procedures for using internal and external evaluators, and the review schedule for evaluating all programs on a five-year cycle;
 - 7.2.3 By November 1 of each subsequent year, submit to the Council on behalf of the BOG any substantive changes to the procedures for conducting program reviews;
 - 7.2.4 By November 1 of each year, submit to the Council on behalf of the BOG a list of programs scheduled for review in that academic year;
 - 7.2.6 Make available a readily accessible computerized data base and other support for the program review process;
 - 7.2.6 Submit, for programs deemed to have met the minimum requirements with respect to adequacy by virtue of special accreditation or approval, the comprehensive institutional self-study conducted in compliance with the accreditation or approval process, a copy of the letter containing the conferral of accreditation or approval and a documented statement regarding program consistency with mission, viability and necessity;
 - 7.2.7 Oversee compilation each year of any self-study to be presented by the College to the BOG;
 - 7.2.8 Oversee compilation each year of the Program Review Summary Report to be provided to the Council by the BOG; and
 - 7.2.9 Ensure compliance with this policy, the Council's Policy Regarding Program Review and any guidelines issued by the Council regarding the program review process.
- 7.3 Program Review Process: The program review process will utilize a collaborative process that includes faculty, students and administrators and must be accomplished within the limits of available staff and resources. Institutional personnel, and perhaps external consultants and BOG staff, will be involved in establishing the specific criteria, standards and process of evaluation for each review and in interpreting the information resulting from the review, bearing in mind that the program review process requires differentiation among levels of degrees. The program review process will be carried out objectively, and persons external to the College will participate in the review. The review will include information obtained from students currently enrolled in the program, graduates of the program, and employers of graduates of the program.

- 7.4 The Academic Department is ultimately responsible for preparation of the self-study and a recommendation for action to be presented to the BOG, but the program review process shall include:
- 7.4.1 Program faculty;
 - 7.4.2 Division faculty;
 - 7.4.3 Academic Affairs Management Council;
 - 7.4.4 Executive Council.
- 7.5 Special Program Reviews: Either the Council or the BOG may request at any time that special program reviews be conducted for a given purpose. Formal strategies for conducting such reviews will be developed, consistent with the purpose of the review.
- 7.6 Institutional Recommendation: The BOG's five-year cycle of program review will result in a recommendation by the College for action relative to each program under review. The College is clearly obligated to recommend continuation or discontinuation for each program reviewed.
- 7.6.1 If recommending continuation, the College will state whether it intends:
 - 7.6.1.1 Continuation of the program at the current level of activity, with or without specific action;
 - 7.6.1.2 Continuation of the program at a reduced level of activity (e.g., reducing the range of optional tracks) or other corrective action;
 - 7.6.1.3 Identification of the program for further development; or
 - 7.6.1.4 Development of a cooperative program with another institution, or sharing of courses, facilities, faculty and the like.
 - 7.6.2 If the College recommends discontinuance of the program, then the provisions of the Council's policy on approval and discontinuance of programs will apply.
 - 7.6.3 For each program, the College will provide a brief rationale for the observations, evaluation and recommendation. These should include concerns and achievements of the program. The College will also make all supporting documentation available to the Council upon request.
- 7.7. Committee Recommendation: The appropriate Academic Dean will develop a recommendation for action and present it to the BOG for action and referral to the Council.
- 7.8 The Executive Council may make recommendations that go beyond those also. The council may request additional information and may recommend continuance on a provisional basis and request program reports.
- 7.9 Appeals Committee and the Appeals Process: Any disagreement between a final recommendation of the Academic Dean and the recommendation of the academic unit may be appealed to the College's Chief Academic Officer.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: February 2014 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities or titles.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

ITEM: Request for approval of SCP-3736, *Student Standards of Academic Progress*.

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-3736, *Student Standards of Academic Progress*, following the required 30-day public comment period.

STAFF MEMBER: Pamela Alderman

BACKGROUND:

SCP-3736, *Student Standards of Academic Progress*, was reviewed by the members of the Curriculum and Instruction (C&I) Committee. The C&I Committee recommended several changes to the policy based on changes in WV State Code and Federal reporting requirements regarding veterans' academic standing.

The recommendation for revision of the policy has been reviewed and approved by Executive Council as well as President's Cabinet.

At its April 22, 2014 meeting, the Southern West Virginia Community and Technical College Board of Governors authorized advancement of SCP-3736, *Student Standards of Academic Progress*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period which ended May 24, 2014. 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 and its submission to the Chancellor for Community and Technical College Education.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

ITEM: Request for approval of SCP-3736, *Student Standards of Academic Progress*.

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-3736, *Student Standards of Academic Progress*, following the required 30-day public comment period.

STAFF MEMBER: Pamela Alderman

BACKGROUND:

SCP-3736, *Student Standards of Academic Progress*, was reviewed by the members of the Curriculum and Instruction (C&I) Committee. The C&I Committee recommended several changes to the policy based on changes in WV State Code and Federal reporting requirements regarding veterans' academic standing.

The recommendation for revision of the policy has been reviewed and approved by Executive Council as well as President's Cabinet.

At its April 22, 2014 meeting, the Southern West Virginia Community and Technical College Board of Governors authorized advancement of SCP-3736, *Student Standards of Academic Progress*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period which ended May 24, 2014. 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 and its submission to the Chancellor for Community and Technical College Education.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3736**

SUBJECT: Student Standards of Academic Progress

REFERENCE: None

ORIGINATION: November 1, 1984

EFFECTIVE: July 17, 2014

REVIEWED: February 28, 2014

SECTION 1. PURPOSE

1.1 To establish and communicate criteria for student standards of academic progress.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All students of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 A student at Southern West Virginia Community and Technical College must earn a cumulative grade point average of 2.00 or better to complete certificate or degree requirements. Failure to maintain this average during any semester involving credit hours attempted could jeopardize his/her progress toward meeting these requirements.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 If a student's cumulative GPA falls below 2.00, the Chief Academic Officer shall place the student on academic probation for the next semester.

6.2 A student receiving financial aid or veteran benefits, having failed to maintain satisfactory academic progress, will be referred to the respective campus office responsible for administering these student service programs.

6.3 Conditions for repeating a class:

6.3.1 If a student earns a grade of "D" or "F" in any course taken no later than the semester term when he or she has attempted no more than 60 hours, and if she/he repeats this course one time only, the first grade shall be disregarded for the purpose of determining the student's GPA, and the grade earned the second time this course is taken shall be used in determining his/her GPA.

SECTION 7. RESPONSIBILITIES

7.1 None.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: February 2014 – Revisions reflect changes in West Virginia Code, changes in federal reporting requirements, greater consistency with national standards of student progress, and movement of procedural matters from policy to academic procedure.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

ITEM: Request for Approval of SCP-5065, *Awarding Undergraduate Tuition and Fee Waivers*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-5065, *Awarding Undergraduate Tuition and Fee Waivers*, following an additional 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

President Joanne Jaeger Tomblin charged the Vice President of the Finance and Administration Unit with the review of SCP-5065, *Awarding Undergraduate Tuition and Fee Waivers*. The purpose of this policy was to establish a policy relating to the awarding of undergraduate tuition and fee waivers as provided for in West Virginia state code.

The policy was reviewed by Executive Council on December 4, 2013. Following review revisions were made which were grammatical in nature, provided clarity, and reflected changes in job titles.

At its February 18, 2014, meeting, the Southern West Virginia Community and Technical College Board of Governors approved 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 March 21, 2014. One comment was received at the end of the comment period from Bruce Walker, General Counsel, West Virginia Higher Education Policy Commission. Mr. Walker recommended removing the policy sections (3.1, 3.2, and 5.1) which refer to tuition and fee waiver limits because the statutory caps on waivers have been removed.

The recommended revisions were made and the Board approved advancement of the policy to Southern's constituencies and the Chancellor for Community and Technical College Education for an additional 30-day public comment period at its April 22, 2014 meeting. A notice was issued on April 24, 2014, providing an opportunity for comment period ending on May 24, 2014. Mr. Bruce Walker suggested omitting Section 5.5 since the statutory caps on waivers have been removed. The recommended revision was made, therefore, the staff recommends this policy for consideration for approval as presented and submission to the Chancellor for Community and Technical College Education.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5065**

SUBJECT: Awarding of Undergraduate Tuition and Fee Waivers

REFERENCE: West Virginia Code §18B-10-6, §18B-10-7, §18B-10-7b;
SCP-5065.A, *Employee Tuition Waiver Application*

ORIGINATION: January 15, 2002

EFFECTIVE: July 17, 2014

REVIEWED: February 24, 2014

SECTION 1. PURPOSE

- 1.1 To establish policy relating to the awarding of undergraduate tuition and fee waivers as provided for in West Virginia State Code.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to the awarding of all categories of undergraduate tuition and fee waivers as provided for in West Virginia State Code at Southern West Virginia Community and Technical College (College).

SECTION 3. DEFINITIONS

- 3.1 Undergraduate Tuition and Fee Waivers for Employees, Spouses and Dependent Children – waivers an institution may, but is not required to grant, to eligible employees and covered dependents.
- 3.2 Eligible Employee – includes any regular, benefits an eligible member of the classified staff, full-time faculty, and full-time non-classified employees of Southern West Virginia Community and Technical College.
- 3.3 Covered Dependent – includes the employee’s current spouse and children.
- 3.4 Children – the natural or legally adopted child or children of the employee or his/her spouse who has a high school diploma or GED, are not married, and is less than 24 years of age on the first day of classes of the term for which he/she wishes to register for which the tuition waiver is provided.
- 3.5 Family of Active Military Personnel Killed Waiver – tuition and fee waivers authorized by West Virginia Code §18B-10-7 and made available on a space available basis for spouses and children of West Virginia residents on active military duty killed in the line of duty, and spouses and children of National Guard and Reserve members killed in the line of duty in a duty status other than federal active duty.
- 3.6 Family of Officers and Firefighters Fee Waiver – tuition and fee waivers authorized by West Virginia Code §18B-10-7 and made available to the children and spouse of a law-enforcement officer as defined in West Virginia Code §30-29-1, a correctional officer at a state penal institution, a parole officer, probation officer, natural resources police officer, registered firefighter where such officer or firefighter was killed in the line of duty while employed by the state or any political subdivision thereof, or such firefighter was killed in the line of duty while acting as a member of a volunteer fire department serving a political subdivision of this

state.

- 3.7 Students in Foster Care Waiver – tuition and fee waivers authorized by West Virginia Code §18B-10-7b and made available to any high school graduate or student who passes the GED examination while in the custody of the state department of health and human resources. The student must be in foster care or other residential care for at least one year prior to the waiver award. If the foster care or other residential care is provided in another state, the student must first be returned to West Virginia for waiver award eligibility. To be eligible for a waiver award, a student must first:
- 3.7.1 Apply to and be accepted to the College; and
 - 3.7.2 Apply for other financial assistance, other than student loans, in compliance with federal financial aid rules, including the federal Pell grant; and
 - 3.7.3 The initial tuition and fee waiver must be awarded within two years of graduation from high school or passing the GED examination.

SECTION 4. POLICY

- 4.1 It is the policy of this institution to award any and all undergraduate tuition and fee waivers as authorized by, and in compliance with, the applicable sections of the West Virginia Code institutional procedures.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Pursuant to the statute, no student may hold an undergraduate tuition and fee waiver for more than eight (8) semesters. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one (1) semester for purposes of awarding the undergraduate tuition and fee waivers.
- 5.2 The maximum number of semester hours for each waiver that is divided for less than full-time awards is thirty (30) for the full year, or fifteen (15) per semester. Some full-time waiver recipients may elect to take only (12) semester hours during a semester, rather than fifteen (15) or more they might pursue with a waiver. “Unused hours” from full-time recipients may be used for the purpose of making additional awards until all available hours for each full waiver is utilized. However, this institution may not award portions of hours (e.g., if a student withdraws from school after using 1.6 hours of her waiver award, this institution must consider it as having used two (2) hours of the waiver award unless the student pays the tuition and fees originally covered by the waiver.
- 5.3 Recipients of any and all waivers provided under the terms and conditions stated in this policy must possess the minimum qualifications for attendance as required of all other students.

SECTION 6. GENERAL PROVISIONS

- 6.1 Awards made under the undergraduate tuition and fee waiver program shall provide for the waiver of tuition only. This institution shall have discretionary authority to waive one or more of the other component parts of the college fees such as the activity and/or special fees assessed to students in designated academic fields.
- 6.2 This institution shall give priority consideration in the awarding of the undergraduate tuition and fee waivers to students who are West Virginia residents.
- 6.3 This institution may choose to award a substantial portion of its undergraduate tuition and fee waivers to students who possess various kinds of special abilities and aptitudes, including general academic ability and academic ability in a special field. However, in instances where there are more financially needy applicants than can be assisted through the available need-based student aid programs, the institution shall give strong consideration in the awarding of the undergraduate tuition and fee waivers to students with demonstrated

financial need.

- 6.4 Recipients of any waivers provided under the Active Military Personnel Killed Waiver, Family of Officers and Firefighters Fee Waiver, and the students in Foster Care Waiver, may attend undergraduate courses pending the availability of classroom space, without charge for tuition. The institution shall require the recipient of any waiver to pay any and all special course related fees, including any laboratory fees, if such fees are required of all other students taking the particular course.

SECTION 7. RESPONSIBILITIES

- 7.1 The award of all undergraduate tuition and fee waivers authorized by West Virginia State Code or institutional policy shall be determined by this institution's Office of Student Financial Assistance. Eligibility standards for each waiver program shall be documented by the applicant as required by the Office of Student Financial Assistance.
- 7.2 The office of Student Financial Assistance shall submit a summary report to the Vice President of Finance and Administration on or before May 15 of each academic/fiscal year. The Vice President of Finance and Administration shall present to the Board of Governor's at the Board's June meeting each year. This report will include the required information for all waivers awarded from July 1 through June 30 of the reporting year and will cover fall semester, spring semester, and summer sessions as appropriate. Pursuant to the statute, the report on the awarding of undergraduate tuition and fee waivers shall be entered in the minutes of the meeting of the Board.
- 7.3 Each award recipient shall be listed and a permanent hometown address provided. The number of semesters or semester hours the award is covering in the current year will be listed. Both new and renewal recipients must be included.
- 7.4 A number shall be assigned to each full waiver granted. In instances where two or more students receive help through a single waiver, only one number should be assigned to the waiver with the individual students being designated as A, B, C, etc.
- 7.5 Each waiver recipient shall be listed within the single category which reflects the primary reason that a tuition and fee waiver was awarded to that student. All recipients shall be listed within one of the following categories (including all full and partial waivers awarded in each category):
- 7.5.1 Demonstrated financial need (requires establishment through a recognized need analysis process that a student's and the family's resources are insufficient to meet college expenses).
 - 7.5.2 General academic ability.
 - 7.5.3 Academic ability in a specific field.
 - 7.5.4 Other (specify): As defined in Section 3.
- 7.6 An "Inventory of Institutional Undergraduate Tuition and Fee Waivers" must accompany each fee waiver report. This inventory is a cumulative summary of the report and must agree with the total number of waiver equivalents awarded.
- 7.7 The Office of Student Financial Assistance is responsible for ensuring institutional compliance with all laws, rules, and regulations applicable to undergraduate tuition and fee waivers.

SECTION 8. CANCELLATION

8.1 SAA-2000, C#1-0708, Tuition Waiver Program for Employees, Spouses, and Dependent Children.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	Date
President	Date

Attachments: SCP-5065.A, *Employee Tuition Waiver Application*

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

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

December 04, 2013 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity, are grammatical in nature, and reflect changes in job titles.

February 24, 2014 – Revisions reflect changes in tuition and fee waiver limits. Statutory caps on waivers have been removed.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5065.A
Employee Tuition Waiver Application**

REFERENCE: SCP-5065, *Awarding of Undergraduate Tuition and Fee Waivers*;
SCP-2165, *Educational Release Time for Classified Employees*

Instructions to Employee: All full-time regular, benefits eligible employees seeking an Employee Tuition Waiver for themselves or eligible dependent(s) as defined by SCP-5065, must complete this form and submit it to the Office of Student Financial Assistance prior to the beginning of the semester. A separate form must be completed and filed for each eligible individual. A new form must be completed and filed each semester for which a tuition waiver is requested. Student fees (i.e., course lab fees, wellness fee, etc.) are not covered by this waiver and must be paid by the student by the due date for the term in which the student is enrolled. Employees should assure that the dependent for whom they are requesting tuition benefits has (1) completed high school or earned a GED, is not married, and is less than 24 years of age on the first day of classes of the term for which he/she wishes to register for which the tuition waiver is provided; and (2) completed an admissions application to Southern.

Semester and year waiver will be applied : Fall Spring Summer 20 ____ (year)

Student Name (If waiver is for eligible dependent, employee information is also required)

Student ID Number or SSN

Relationship to Employee: Self Spouse Dependent Child

High School/GED Graduation Date

Does applicant hold a college degree? Yes No If yes, highest degree held: Associate Bachelors Masters or above

Employee Name (If student is eligible dependent)

Employee ID Number

CRN	Dept.	CRS No.	Section	Course Title	Days	Time	CR.

Enrollment in Course Conflicts with Regular Work Hours (Classified Employees Only): If enrollment in a course conflicts with the regular working hours of a classified employee, the supervisor's prior approval is required as specified in SCP-2165. *This must be obtained before the employee submits this form or registers for the course.*

Supervisor's Signature

Date

Unit Supervisor's Signature

Date

I certify that I am eligible for this tuition waiver for myself and/or eligible dependent(s), and that I may be subject to loss of benefit for providing false information.

Employee Signature: _____

Date: _____

Verification of eligibility for tuition waiver: Approved Denied Verification Completed by _____ Date _____

COURSE REGISTRATION: Completing this form does not enroll the applicant in the desired course(s). Enrollment is the applicant's responsibility. See the registration website at www.southernwv.edu for complete information.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

ITEM: Request for approval of advancement of SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for advancement of SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

The President's Office drafted a policy to establish a consistent process with clear guidelines when bringing guest speakers, lecturers, performers, and organized groups to Southern West Virginia Community and Technical College. The purpose of the policy is to insure the College against damage or interference with its overall educational program.

It is recommended the Board of Governors approve advancement of the draft policy SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, 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-1400**

SUBJECT: Guest Speakers, Lecturers, Performers, and Organized Groups

REFERENCE: None

ORIGINATION: May 28, 2014

EFFECTIVE: DRAFT

REVIEWED:

SECTION 1. PURPOSE

- 1.1 It is the right of officially recognized student organizations, faculty, and groups to hear off-campus or guest speakers or lecturers at Southern West Virginia Community and Technical College. However, there is no absolute right to assemble, lecture in classrooms, or make a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting, activities, or events on campus.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 The provisions of this policy outline the acceptance and procedures for guest speakers, lecturers, performers, and organized groups at Southern West Virginia Community and Technical College. These guidelines insure the College against damage or interference with its overall educational program.

SECTION 3. DEFINITIONS

- 3.1 Guest Speakers, Lecturers, Performers, and Organized Groups – A person or group neither attending Southern, nor otherwise employed by the College, who is invited to make a public address, give a public performance or lecture, or speak in the classroom.

SECTION 4. POLICY

- 4.1 A request to invite an external guest speaker, lecturer, performer, or organized group will be considered only when made by an officially recognized student organization, faculty member or group, classified staff member or group to the President of the College.
- 4.2 No invitation will be issued to an external guest speaker, lecturer, performer, or organized group without the prior written approval of the President of the institution, or such person as may be designated by the President (hereinafter referred to as authorized designee); provided that the President of the institution may authorize organizations to invite guest speakers for meetings of the organization without prior approval where attendance at the meeting will be limited to members of the organization and where no fee or compensation will be paid to the external guest speaker, lecturer, performer, or organized group.
- 4.3 Any student, faculty, or staff organization meeting for which an external guest speaker, lecturer, performer,

or organized group will be invited will be limited to members of the organization, provided that a request to invite an outside speaker may include a request to permit students or faculty members who are not members of the organization initiating the request, and/or other designated guests, to attend the meeting.

- 4.4 A request to invite an external guest speaker, lecturer, performer, or organized group to whom payment would have to be from the College funds is subject to the availability of funds.
- 4.5 Any external guest speaker, lecturer, performer, or organized group request shall be made in writing by an individual faculty, classified or non-classified staff member, or an officer of the student, faculty, or classified staff organization desiring to sponsor the proposed speaker not later than ten (10) days (excluding holidays and weekends) prior to the date of the proposed speaking engagement, performance or lecture to the President of the College or authorized designee. Exceptions to the minimum notice requirements in appropriate cases may be authorized by the same.
- 4.6 A request to invite an external guest speaker, lecturer, performer, or organized group request shall contain the following:
 - 4.6.1 the name of the sponsoring individual or organization,
 - 4.6.2 the proposed date, time and location of the meeting, lecture, or performance,
 - 4.6.3 the expected size of the audience,
 - 4.6.4 the name and address of the proposed guest speaker, lecturer, performer, or organized group, and
 - 4.6.5 the topic.
- 4.7 Any external guest speaker, lecturer, performer, or organized group request is subject to the availability of the requested space for the meeting time and date requested. In the event that space is unavailable for the requested time and date of the meeting, or otherwise inappropriate for the request, or the request would impose substantial interference with normal activities of the institution, alternative space which is available may be offered by the institution, or the sponsoring organization is free to request a more suitable date and location.
- 4.8 A request for an external guest speaker, lecturer, performer, or organized group may be denied if the President of the College, or authorized designee, determines that the proposed individual or group will constitute a clear and present danger to the institution's orderly operation such as:
 - 4.8.1 The willful damage or destruction of College property; or
 - 4.8.2 The disruption, impairment, or interference with the institution's regularly scheduled classes; or
 - 4.8.3 The physical harm, coercion, intimidation, or invasion of lawful rights of students and college personnel; or
 - 4.8.4 The incitement of violence due to its inherently offensive nature (i.e., 'fighting words' or traditional hate speech); or
 - 4.8.5 The obscenity (that which appeals to the obscene interest in sex; is patently offensive; and lacks serious literary, artistic, political or scientific value) or profanity is such that it causes disruption to the normal operations of the College or to a classroom; or
 - 4.8.6 Any campus disorder of a violent nature where there is reasonable apprehension of such.
- 4.9 The individual or group inviting the external guest speaker, lecturer, performer, or organized group shall

provide the speaker, performer, or organized group with a copy of this policy. By acceptance of the invitation, the external guest speaker, lecturer, performer, or organized group shall assume full responsibility for any violation of the law or College policies while on Southern West Virginia Community and Technical College's campuses.

- 4.10 Any meeting, assembly, or activity to which an external guest speaker, lecturer, performer, or organized group may be invited is subject to all requirements, conditions, and approvals set forth in any policy of the Board of Governors and/or the institution concerning the use of campus property and facilities.
- 4.11 The views expressed by an external guest speaker, lecturer, performer, or organized group are his or her own and do not necessarily represent the views of Southern West Virginia Community and Technical College.
- 4.12 The individual or group inviting an external guest speaker, lecturer, performer, or organized group shall notify the Public Relations Specialist of visiting speakers, lecturers, performers, or groups on campus with the approved request by the President of the College or authorized designee.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 The President of Southern West Virginia Community and Technical College or authorized designee is responsible for the implementation of this policy and for maintaining a file with the names of individuals or groups that have been approved or denied as a guest speaker, lecturer, performer, or organized group.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: May 28, 2014 – Initial Release

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

ITEM: Request for approval of advancement of SCP-8601,
Emergency Presidential Succession Plan

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for advancement of SCP-8601, *Emergency Presidential Succession Plan*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

The purpose of this policy is to outline the process for the temporary appointment of an Acting President for Southern West Virginia Community and Technical College in the event of a planned or unplanned departure of the current president due to disability, death, or other instance of significant absence.

Should Southern West Virginia Community and Technical College be faced with a planned or unplanned vacancy, or other type of significant absence in the Office of the President, this policy regarding emergency succession planning will be implemented in order to insure that the President's duties in organizational leadership, program development, program administration, operations, Board of Governors' relations, financial operations, resource development, and community presence are performed during the aforementioned planned or unplanned absence.

It is recommended the Board of Governors approve advancement of the draft policy SCP-8601, *Emergency Presidential Succession Plan*, 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-8601**

SUBJECT: Emergency Presidential Succession Plan

REFERENCE: West Virginia Council for Community and Technical College Education, Title 135, Legislative Rule, Series 5, Employing and Evaluating Presidents

ORIGINATION: May 22, 2014

EFFECTIVE: DRAFT

REVIEWED:

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to outline the process for the temporary appointment of an Acting President for Southern West Virginia Community and Technical College in the event of a planned or unplanned departure of the current president due to disability, death, or other instance of significant absence.
- 1.2 Should Southern West Virginia Community and Technical College be faced with a planned or unplanned vacancy, or other type of significant absence in the Office of the President, this policy regarding emergency succession planning will be implemented in order to insure that the President's duties in organizational leadership, program development, program administration, operations, Board of Governors' relations, financial operations, resource development, and community presence are performed during the aforementioned planned or unplanned absence.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 In order to protect the Southern West Virginia Community and Technical College Board of Governors (Board) from sudden loss of Presidential services, the College President will have at least two senior College Vice Presidents familiar with Board and Presidential matters and processes. The College President will furnish the Board with the names of the individuals familiar with Board and Presidential matters and processes at the first regular meeting of the Board at the beginning of each academic year.
- 2.2 In the event of a sudden loss of Presidential services, the Board will make a recommendation for an Acting President and for compensation of these services for the interim period to the Chancellor for the West Virginia Community and Technical College System.

SECTION 3. DEFINITIONS

- 3.1 Short-term or Unplanned Absence – An absence of more than one month, but less than six months, in which it is expected that the President will return to his/her position once the events precipitating the absence are resolved.
- 3.2 Long-term or Planned Absence – An absence that is expected to last more than six months in which the President will not return to his/her position for an unknown period of time or permanently.

SECTION 4. POLICY

4.1 Short-term or Unplanned Absence

- 4.1.1 In the event of the short-term or unplanned absence of the President, in contrast to a planned leave, the Southern West Virginia Community and Technical College Board of Governors authorizes the Board Chair to activate the terms of this Emergency Presidential Succession Plan.
- 4.1.2 In the event of the short-term or unplanned absence of the President, the Executive Assistant to the President and Board of Governors will immediately inform the Board Chair of the absence. As soon as feasible, the Board Chair will convene a meeting of the Board of Governors to affirm the procedures prescribed in this Emergency Presidential Succession Plan or make modifications as the Board deems appropriate.
- 4.1.3 The Board Chair will submit in writing the name of the individual whom the Board has recommended as Acting President, and a recommendation for compensation of the duties assigned for the interim period to the Chancellor for the West Virginia Council for Community and Technical College Education. Upon the Council's selection of an Acting President and compensation for these services, the Board of Governors will be responsible for monitoring the work of the Acting President and be sensitive to the support needs of the Acting President in the temporary leadership role.
- 4.1.4 Immediately upon transferring the responsibilities to the Acting President, the Board Chair will notify the employees of Southern West Virginia Community and Technical College and key stakeholders of the delegation of authority.

4.2 Long-term or Planned Absence

- 4.2.1 Should a long-term absence (an absence of more than six months) occur, in which the President will not return to his/her position for an unknown period of time, the Executive Assistant to the President and Board of Governors will inform the Board Chair of the absence. As soon as feasibly possible, the Board Chair will convene a meeting of the Board of Governors to activate the procedures prescribed in this policy.
- 4.2.2 The Board Chair will submit in writing the name of the individual whom the Board has recommended as Acting President, and a recommendation for compensation of the duties assigned for the interim period to the Chancellor for the West Virginia Council for Community and Technical College Education. Upon the Council's selection of an Acting President and compensation for these services, the Board of Governors will be responsible for monitoring the work of the Acting President. He or she will serve at the will and pleasure of the Board of Governors.
- 4.2.3 Immediately upon transferring the responsibilities to the Acting President, the Board Chair will notify the employees of Southern West Virginia Community and Technical College and key stakeholders of the delegation of authority.
- 4.2.4 Should the long-term absence of the College President develop into a permanent absence, the Board of Governors will follow the procedures of the West Virginia Council for Community and Technical College Education, Title 135, Legislative Rule, Series 5, Employing and Evaluating Presidents.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 The President of Southern West Virginia Community and Technical College will furnish the Board of Governors with the names of the Vice President’s familiar with Board and Presidential matters and processes at the first regular meeting of the Board at the beginning of each academic year.

7.2 In the event of a short-term or long-term absence of the President, the Executive Assistant to the President and Board of Governors will inform the Board Chair of the absence.

7.3 As soon as feasible, the Board Chair will convene a meeting of the Board of Governors to activate the procedures prescribed in this policy.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: May 22, 2014 – Initial Release

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

Item: 2014 ACCT Leadership Congress, Chicago, IL - October
22-25, 2014

Recommended Resolution: For Discussion Only

Staff Member: Joanne Jaeger Tomblin

Background:

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

ITEM: Report on Awarding of Institutional Undergraduate Tuition and Fee Waivers

RECOMMENDED RESOLUTION: For Information Only

STAFF MEMBER: Samuel Litteral

BACKGROUND:

West Virginia Code §18B-10-5 stipulates that, "The awarding of undergraduate fee waivers shall be entered into the minutes of the meetings of the governing board." Southern College Policy (SCP) 5065, *Awarding of Undergraduate Tuition and Fee Waivers*, 7.2 specifies that, "The Office of Student Financial Assistance shall submit a summary report to the Chief Financial Officer on or before May 15 of each academic/fiscal year. The Chief Financial Officer shall present the report to the Board of Governors at the Board's June meeting each year. This report will include the required information for all waivers awarded from July 1 through June 30 of the reporting year and will cover fall semester, spring semester and summer session(s) as appropriate. Pursuant to statute, the report on the awarding of undergraduate tuition and fee waivers shall be entered in the minutes of the meeting of the Board."

During the 2013-2014 fiscal year, Southern awarded a total of \$217,676.00 in undergraduate waivers to a total of 73 students. In compliance with West Virginia Code §18B-10-5(4) and the Southern West Virginia Community and Technical College Board of Governors Policy SCP-5065, the *Report on the Awarding of Undergraduate Tuition and Fee Waivers*, for fiscal year 2013-2014 this report will be entered into the minutes of the Board of Governors meeting of June 17, 2014.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
 CATEGORY: FINANCIAL - BUDGETARY UNDERGRADUATE TUITION AND FEE WAIVER REPORT

Authorized Waivers **73.6**

Date: **May 31 2014**

	Number Awards			Dollar Value of Waivers		
	In-State	Out-of-State	Total****	In-State	Out-of-State***	Total
Demonstrated financial need:	11.57	0	11.57	\$35,333.00	\$0	\$35,333.00
Academic Ability	45.4	0	45.4	\$133,439.00	\$0	\$133,439.00
Employee	0.8	0	0.8	\$2,914	\$0	\$2,914
Employee Dependent	7.9	0	7.9	\$23,605	\$0	\$23,605
HISTA *	4.7	0	4.7	\$13,794	\$0	\$13,794
Foster Care**	3.23	0	3.23	\$8,591	\$0	\$8,591
Total	73.6	0	73.6	\$217,676.00	\$0	\$217,676.00
	100%	0%	100%	100%	0%	100%

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

ITEM: Report on 2013-2014 Faculty Promotion Decisions

RECOMMENDED RESOLUTION: For Information Only

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

The faculty promotion-in-rank and tenure review process at Southern West Virginia Community and Technical College runs from January 30 through April 30. The process involves faculty file preparation, reviews and recommendations by the department chair, academic dean, Vice President for Academic Affairs and Students Services, and approval by the President. The final step is notification of the Board of Governors of the decisions made as a result of the review process.

Promotions Awarded:

Shelba J. Long-Workman	Associate Professor to Professor
Mary Nemeth-Pyles	Associate Professor to Professor
Timothy B. Weaver	Assistant Professor to Associate Professor
Dena K. Barker	Instructor to Assistant Professor
Brandon R. Kirk	Instructor to Assistant Professor
Carla R. Ramey	Instructor to Assistant Professor

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

ITEM: Revised Institutional Compact Update for 2014-2015

RECOMMENDED RESOLUTION: For Information Only

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

The Southern West Virginia Community and Technical College's Institutional Compact Update for Academic Year 2014-2015 was approved by the Board of Governors at its April 22, 2014 meeting, and as required, submitted to the Chancellor for Community and Technical College Education prior to the April 30, 2014-deadline with a request to present it to the Council for approval at its June 12, 2014 meeting. The System's Compact Review Committee returned Southern's Compact Update and requested that we include a list of strategies for goals 3 and 4 for the 2014-2015 year. Southern's Compact Update for 2014-2014 was revised to include the strategies as requested, was resubmitted, and is included on the June 12 Council's agenda for consideration of approval. A copy of the revised Institutional Compact Update for 2014-2015 is included for the Board's information.



**Meeting the Challenge:
MASTER PLAN**
for the Community and Technical College System
of West Virginia

Compact Update
Academic Year 2014-2015

Institution:

Southern West Virginia Community and Technical College

MEETING THE CHALLENGE

Institutional Compact Update

INSTRUCTIONS

Section A – Contact Information

1. Provide a contact to whom questions should be addressed.

Section B – Institutional Mission

1. Provide the approved institutional mission statement if the statement has changed since the 2011-2012 compact submission.

Section C – Compact Strategy Updates

1. For each goal and strategic priority, provide new specific strategies with timeframes and outcomes for each covering academic year 2014-2015. Also, provide an update of completed and continuing strategies.
2. Indicate, within the relevant goal, any new academic programs to be implemented over the next academic year.
3. **Strategic priorities are to be combined as a component of the appropriate compact goal as indicated on the strategy update document. This is a change from the initial master plan compact submission.**
4. Under Goal 4, provide a list of the top three critical capital facility projects for new construction or major renovation. Provide the list in priority order.
5. If one or more underserved counties are included in the community and technical college consortia district in which an institution provides services; please provide any new or continuing strategies for increasing the community and technical college participation rates in those counties. (Goal 3)
6. Narrative text may be provided for each strategy update to provide additional information or clarification. The narrative is optional.

Section D – Performance Indicator Definitions

**The Institutional Compact Updates are due in the Council office
on or before April 30, 2014**

Once updates are completed, convert to Adobe PDF format and submit electronically to June Heckel at heckel@wvctcs.org

MEETING THE CHALLENGE

Institutional Compact Update

Section A

Contact Information:

Name: Joanne Jaeger Tomblin, President

Address: P.O. Box 2900

City: Mount Gay State: WV Zip: 25508

Telephone: 304.896.7439 Fax: 304.792.7046

Email: Joanne.Tomblin@southernwv.edu

Section B

Institutional Mission Statement:

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

As a comprehensive community and technical college, Southern is committed to providing:

1. Developmental and pre-college level education for those who lack the necessary academic background for direct entry into college-level courses.
2. Programs of study leading to the associate in arts and the associate in science degrees which can be effectively transferred and applied toward the baccalaureate degree.
3. Programs of study in career and technical fields leading to a skill-set certification, certificate degree, and/or the associate in applied science degree for entry into the workforce.
4. Workforce development, continuing education and training programs that support the needs of employers and serve as a mechanism for economic development.
5. Support services that assist students in achieving their education and training goals.
6. Community interest programs and activities that promote personal growth and cultural enrichment.

MEETING THE CHALLENGE

Institutional Compact Update

Section C

GOAL I: Produce graduates with the general education and technical skills needed to be successful in the workplace or subsequent education.

Strategic Priority 1 – Produce More Graduates

Strategies Completed	Date
The Certificate in General Studies has been implemented and the first graduates from this certificate program will be May 2014.	2013
The developmental/transitional studies education delivery has been revised and will be implemented in the math areas fall 2014. It is believed revisions will lead to the success of the student, as well as increase the college's graduation rates.	2014
DegreeWorks training sessions has been conducted for critical personnel.	2014
New developmental/transitional studies courses have been developed in order to streamline the number of credit hours necessary to progress to college-level courses and decrease the time for degree completion.	2014
The Medical Assisting Program has been added to the Wyoming/McDowell Campus. A Technical Program Development grant has been received. The first cohort of students will begin the program on the Wyoming Campus/McDowell Campus August 2014.	2014
Programs to be offered in the new Williamson Technology Center have been identified utilizing data obtained through focus groups, the Clarus Report, and regional needs survey of businesses throughout Southern's service district.	2014
Two new orientation courses have been developed and offered: OR 99, Introduction to College and Critical Thinking, and OR 115, Veterans' New Student Seminar	2013
Continuing Strategies	Target Date
Continue to provide, and explore new, full programs delivered through alternative scheduling modes.	2015
Continue to improve the process and procedures of awarding degrees in order to encourage candidates for graduation to complete the process. Staff members are reviewing student transcripts of students with over 100 hours of credit to see if students are eligible for a degree or close to finishing a degree program.	2015
Critical Personnel continue to receive DegreeWorks training and continue to train others. Professional development workshops continue to be offered to faculty and staff; and staff continue to attend state and national training seminars.	2015
Continue working with the DegreeWorks team to develop a graduation check-out initiative.	2015
Continue to identify and initiate innovative strategies to reduce time to degree completion.	2015
Continue to market transitional education courses via bulletin boards, in developmental classes, on the institution's website, and on the institution's Facebook page. Review all methods of marketing.	2015

MEETING THE CHALLENGE

Institutional Compact Update

Continuing Strategies	Target Date
Continue to work towards implementation of Career Services Center. Staffing and funding prohibit full implementation at this time. Counseling staff provide many of the services, such as job fairs, and will continue to do so.	2015
Continue process of contacting students with some college credit but no degree to encourage degree completion.	2015
Continue to provide additional academic support through TRIO grants such as Student Support Services.	2015
Continue to provide professional development and training for faculty and staff.	2015
Continue to refine placement testing and advising process to ensure students enroll in needed transitional studies courses in order to decrease the time to complete a degree.	2015
Continue tutoring services at the Logan Campus while expanding the service to the outlying campuses. Faculty continue to volunteer to offer “drop-in” tutoring on the Logan and Wyoming campuses. Online tutoring program, Brainfuse, has been implemented in 2014.	2014
Continue to provide additional academic support through TRIO grants supported Student Support Services.	2015
Continue to implement degree audit technology within the current database for graduation check-out.	2015
Continue to participate in the “Degree Now” initiative targeting adults 25 and older with some college credit but no degree.	2015
Continue to emphasize opportunities for “reverse transfers” and market reasons to obtain a college degree.	2015
Continue to increase and/or enhance access through distance education delivery modes in order to decrease the time to complete a degree.	2015
Continue to identify and market academic programs that meet the needs of the non-traditional student and veteran (Board of Governors, Technical Studies, Occupational Development, etc.) in order to increase the number of graduates from this population of students.	2015
Continue tutoring services at the Logan Campus while expanding the service to the outlying campuses.	2015
Continue with the plan to redesign the student services area for a Student Success Center on the Logan Campus will be expanded to include all four campuses.	2015
Continue to revise advising process across the college.	2015
Continue to implement degree audit technology within the current database for graduation check-out.	2015
Continue to emphasize opportunities for “reverse transfers” and market reasons to obtain a college degree.	2015

MEETING THE CHALLENGE

Institutional Compact Update

Continuing Strategies	Target Date
Continue to increase and/or enhance access through distance education delivery modes in order to decrease the time to complete a degree.	2015
Continue to identify and market academic programs that meet the needs of the non-traditional student and veteran (Board of Governors, Technical Studies, Occupational Development, etc.) in order to increase the number of graduates from this population of students.	2015
Continue tutoring services at the Logan Campus while expanding the service to the outlying campuses.	2015
Continue with the plan to redesign the student services area for a Student Success Center on the Logan Campus will be expanded to include all four campuses.	2015
Continue to revise advising process across the college.	2015
Strategies (2014-2015)	Target Date
Revitalize Business Advisory Board in order to solicit input into the knowledge and skills needed of Southern's business program graduates.	2014
Full scale implementation of co-requisite developmental and college-level mathematics courses.	2014
Combine developmental reading and English courses, reducing the required number of credit hours in developmental reading and English. Full scale implementation of co-requisite development and college-level English Courses by Fall 2015. Full scale implementation of co-requisite development and college-level English Courses by Fall 2015.	2014
Utilize TAACCT Grant to fund four developmental education coordinators who will be able to provide additional support for developmental education students.	2014
Establish MOU with Adult Education Learning Centers (AELC). AELC can assist with placement test preparation to attempt to reduce the number of students requiring developmental education	2014
Increase number of sections of co-requisite developmental and college-level English courses.	2015
The NSF grant will provide enhanced staff training with various training options open to faculty and in agreement with the newly developed Technology Strategic Plan (e.g.-improvement of delivery of academic support and student services on-line for all students) with the ultimate goal of increasing graduation rates.	2015
Training in SCALE theory and activities for active, engaged student learning will be made available to all faculty.	2014
Ongoing professional development to support SCALE style engaged student learning will be made available to faculty	2015
Joint team of academic and student services leaders will review current enrollment management strategies, with an emphasis on college completion, and identify areas ready to implement and area which require further review.	2015

MEETING THE CHALLENGE

Institutional Compact Update

Strategies (2014-2015)	Target Date
Provide institutional professional development to faculty and staff through the use of the LTC's. Training will include, but is not limited to: DegreeWorks; OAIS; Banner; and Technology.	2015
Develop a comprehensive recruitment strategy by campus, for traditional students, and for adult students and returning veterans based on the Enrollment Management Plan	2014
Develop plan to redesign the student services areas of all four campuses to include Student Success Centers	2015
Review the Enrollment Management Plan to determine priorities for strategies to implement in 2015	2014

Narrative (Optional):

The following strategies (from above) specifically address the **College Completion Agenda** at Southern.

- Full scale implementation of co-requisite developmental and college-level mathematics courses in Fall 2014.
- Combine developmental reading and English courses, reducing the required number of credit hours in developmental reading and English in Fall 2014. Full scale implementation of co-requisite development and college-level English Courses by Fall 2015.
- Establish MOU with Adult Education Learning Centers (AELC). AELC can assist with placement test preparation to attempt to reduce the number of students requiring developmental education
- Training in SCALE theory and activities for active, engaged student learning will be made available to all faculty.
- Ongoing professional development to support SCALE style engaged student learning will be made available to faculty
- Joint team of academic and student services leaders will review current enrollment management strategies, with an emphasis on college completion, and identify areas ready to implement and area which require further review.

New Programs:

1. Management AAS
2. Mechatronics AAS
3. Paraprofessional Education Certificate (36 hours)
4. Industrial Technology Certificate (30 hours)

MEETING THE CHALLENGE

Institutional Compact Update

GOAL 2: Provide workforce development programs that meet the demands of West Virginia’s employers and enhance West Virginia’s economic development efforts.

Strategic Priority 2 – Promote Strong Employer Partnerships

Strategies Completed	Date
The Clarus Corporation conducted business and industry focus groups in order to identify workforce and training needs for Southern’s service district.	2013
A needs survey of businesses in Southern’s service district has been completed.	2014
Worked in cooperation with Wyoming County Economic Development Authority and McDowell County Economic Development Authority to assist in delivering customer service training to businesses within the counties to prepare for the influx of visitors to the area due to the development of the Boy Scout Summit.	2014
Applied for workforce related grants to meet workforce needs. (NACCE Sam’s Club, NACCE/ARC, and WV Geological Society grants awarded to deliver e-commerce training throughout the college’s region.)	2014
Conduct an employer survey. (Conducted focus group meetings with manufacturing, energy, and healthcare sectors in May 2013. The report was finalized in July 2013.)	2014
Conduct business and industry focus groups to identify workforce and training needs for the region.	2014
Collaborate with economic development authorities within the region to support emerging industries, businesses, and other entrepreneurial opportunities.	2014
Appalachian Leadership Academy students will engage in community projects to assist the Williamson/Mingo County area increase community involvement and support initiatives that will expand economic development and tourism that will bring more visitors to the area.	2014
Continuing Strategies	Target Date
Continue to work with employers to identify current high demand occupations and skill sets.	On-going
Continue delivery of training and professional development opportunities for business and industry within the region.	On-going

MEETING THE CHALLENGE

Institutional Compact Update

Continuing Strategies	Target Date
Formally establish partnerships with energy and health sector representatives to meet the needs of employers.	On-going
Continue to expand workforce development education courses and/or programs into other sectors and industries. –Tourism and small businesses in 2014.	On-going
Academy for Mine Training and Energy Technologies will pilot three internet-based Academy programs.	On-going
Continue to deliver professional development and skill set training to business and industry.	On-going
Expand relationships with non-profit organizations to identify the citizen's and organization's training needs.	2015
Strategically target funding for the development of programs that meet documented workforce needs.	On-going
Continue to work in cooperation on regional projects with all economic development authorities, chambers of commerce, convention and visitor bureaus, public officials, and community leaders throughout the college's region to strategically address economic and workforce challenges.	2015
Continue to apply for workforce related grants to meet workforce needs.	2015
Continue to conduct employer surveys as needed to assist in development of customized training.	On-going
Continue to inventory non-profit organizations in the region and continue conducting surveying their workforce and organizational needs.	2015
Launch and market continuing education/workforce training non-academic credit on-line course/program opportunities to business/industry and the general public.	2015
Collaborate with economic development authorities within the region to support emerging industries, businesses, and other entrepreneurial opportunities.	On-going
Appalachian Leadership Academy students will engage in community projects to assist the Williamson/Mingo County area increase community involvement and support initiatives that will expand economic development and tourism that will bring more visitors to the area.	On-going
Strategies (2014-2015)	Target Date
Strengthen academic program advisory boards.	2015
Appalachian Leadership Academy students will engage in community projects to assist the Mingo County towns of Williamson, Delbarton, Matewan, and Kermit/Lenore to increase community involvement and support initiatives that will improve and expand community development, economic development, and tourism.	2015

MEETING THE CHALLENGE

Institutional Compact Update

Strategies (2014-2015)	Target Date
Develop an internal entrepreneurial team to cultivate a cooperative integration of entrepreneurial skills across college programs providing students tools for self-employment, business development, and job creation and an entrepreneurial culture throughout the region.	On-going
Develop and deliver e-commerce training for tourism and other small businesses throughout the service area.	2015
Formally establish partnerships with manufacturing sector representatives to meet the needs of employers.	2015

Narrative (Optional):

MEETING THE CHALLENGE

Institutional Compact Update

GOAL 3: Provide access to affordable, comprehensive community and technical college education in all regions of West Virginia.

Strategic Priority 3 – Serve More Adults

Strategies Completed	Date
A pre-semester orientation and an Orientation to College course for adult students was implemented during the summer 2013 trimester.	2013
A Veterans' Task Force and Veterans' Center has been implemented and a plan has been developed to recruit, assist, and graduate more veterans. The Veteran's Center on the Logan Campus was opened August 2013.	2013
Maintained tuition and fees at or below the System average on an annual basis.	2014
Continuing Strategies	Target Date
Continue to maintain tuition and fees at or below the System average on an annual basis.	2015
Continue to implement Enrollment Management Plan with additional focus on adults ages 25 and older.	2015
Continue to maximize available financial assistance programs targeted to adult and part-time students.	2015
Continue development of a Comprehensive Adult Services Center.	2015
Continue to develop online college tours and open house events in order to serve more adult students.	2015
Continue to participate in the "Degree Now" initiative targeting adults 25 and older with some college credit but no degree.	2015
Continue to promote the non-traditional degree programs (Board of Governors and Technical Studies) to adults 25 and older.	2015
Continue to develop a comprehensive recruitment strategy by campus, for non-traditional adult students and returning veterans based on the Enrollment Management Plan.	2015
Participate in student financial assistance taskforce activities to increase student participation in financial assistance.	2015
Strategies (2014-2015)	Target Date
Include digital telephone technologies in Enrollment Management Plan to recruit students more effectively and efficiently.	2015
Develop and implement wrap-around recruitment and retention services for veteran and active military student populations.	2015

Narrative (Optional):

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GOAL 4: Provide resources to meet the needs of community and technical college students and employees.

Strategic Priority 4 – Build and Maintain Facilities

Strategies Completed	Date
The update to the 10-Year Master Facilities Plan for all campuses and locations has been completed. The plan has been presented to all constituents of the college.	2014
Maintained support received from the Southern West Virginia Community College Foundation.	2014
Developed priority list of deferred maintenance projects.	2014
Completed renovations to the Logan Campus science laboratories.	2014
Continuing Strategies	Target Date
Continue the College Transitions Initiative (CTI).	2015
Continue and increase high school visits throughout the service area.	2015
Continue to participate in student financial assistance taskforce activities to increase student participation in financial assistance.	2015
Continue work on the Williamson Campus science laboratory renovation project.	2015
Continue work on implementing Career Services Center.	2015
Continue to explore the possibility of adding an Occupational Therapy Program at the Boone/Lincoln Campus to be implemented fall 2015.	2015
Continue to offer faculty professional development in the areas of Blackboard 9.1, Quality Matters, and instructional design, utilizing funds from the National Science Foundation (NSF) grant, in order to increase the number online classes. Online classes provides additional access for students.	2015
Continue to work with the Southern Mountains District Consortium and the Boone County Career and Technical Center developing business options in the seamless curriculum pathway.	2015
Continue to develop a comprehensive recruitment strategy by campus, for traditional students, and for adult students and returning veterans based on the Enrollment Management Plan.	2015
Perform preventive maintenance according to the priority list.	2015
Maintain support received from the Southern West Virginia Community College Foundation.	2015
Increase use of technology to improve operational efficiencies.	2015

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Continuing Strategies	Target Date
Increase or enhance access through distance education delivery modes.	2015
Apply funding to reduce faculty salary gap and fully fund the classified staff salary schedule.	2015
Implement Enterprise Resource Planning solutions for Human Resources to increase operational efficiency.	2015
Create a maintenance equipment database to track warranties on equipment and parts to increase operational efficiency.	2015
Strategies (2014-2015)	Target Date
Complete camera installations at all locations.	2015
Develop and complete high-tech teacher training centers at the Logan and Williamson campuses.	2015

Narrative (Optional):

1. Logan Campus roof.
2. Wyoming/McDowell Campus roof.
3. Renovation of the outside of the original Williamson Campus building.

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Section D

Performance Indicator Definitions

AAS in Occupational Development	Program administered by West Virginia community and technical colleges in cooperation with Registered Apprenticeship programs that recognizes for college credit the competencies and skills achieved in the apprentice program.
ACT WorkKeys	An assessment program developed by American College Testing (ACT) that measures workforce readiness skills necessary to be successful in the workforce for a given occupation.
Adult Basic Education	Program administered by the West Virginia Department of Education that assists individuals in enhancing general education skills and preparing for the General Education Development (GED) examination.
Adult Students	Students age 25 or above.
Advanced Skill Set	A series of courses or competencies that prepare individuals for a specific skill and carry a value of 12 or more but less than 30 credit hours of non-credit contact hours equivalent to 12 or more but less than 30 credit hours.
Annual Headcount Enrollment	The unduplicated for-credit student (full- and part-time) enrollment number of all enrollment periods during the academic year.
Associate Degree	A defined program for students in a specific occupational area consisting of a minimum of sixty (60) collegiate credit hours.
Average Net Tuition Rate	The difference between the average resident student cost of attendance and offsetting federal and state financial aid.
Baccalaureate Program	College courses or programs leading to a four-year degree.
Brokering	The act of a community and technical college facilitating the delivery of a program or course into the district from another educational provider.

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Business Consultation

A one-on-one meeting between college personnel, students, or business assistance organizations hosted by the college with a representative for a "for profit" or nonprofit business organization at which meeting technical information is conveyed to or assistance is rendered to the business organization. The number of sessions is the number of distinct occurrences of assistance; the number of hours is the total number of hours of assistance rendered. Examples of business consultations are (but not limited to) student business internships, business consulting by college faculty, technical support given to businesses housed within a business incubator owned or managed by the college, and technical support provided to businesses by Small Business Development Center personnel.

Career-Technical Program

Community and technical college degree programs that prepare students to enter the workforce directly upon completion of the program.

Certificate/AAS in Technical Studies Program

Program administered by a West Virginia community and technical college that is either customized to meet an employer or group of employers' needs or recognizes employer training programs for college credit.

Certificate Degree Program

A defined program of study in a specific occupational area consisting of a minimum of thirty (30) collegiate credit hours.

Certification Passage Rate

The percentage of students taking and passing a certification examination within one year after graduation.

College-Going Rate

The percentage of high school graduates in the community and technical college consortia district enrolling in post-secondary education during the Fall term following graduation.

Consortia District

The counties in West Virginia that comprise a geographic region as defined in WV Code 18B-3C-4.

Contact Hours

Number of Students X Number of Session Hours
Example: 10 students x 3 hour session = 30 contact hours

Continuous Enrollment

Enrollment of students (full- and part-time) from one academic year to the next without interruption.

Cost Savings

The reduction in institutional costs through innovative activities and practices that allow for redirection of funding.

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Credit Program	Those programs delivered by a community and technical college that are assigned a specific number of college credits.
Customized Education or Training Program	A program developed by the community and technical college that meets documented employer needs and may be for credit or non-credit, short-term or long-term.
Degree Production	The total number of certificate and associate degrees awarded annually.
Developmental Education	Courses, generally in areas of mathematics, reading and writing, offered to those that lack the fundamental education competencies to be successful in college-level course work.
Developmental Education Success	The percentage of students enrolling in an English or mathematics developmental course and successfully completing the subsequent college-level course within two years of the initial enrollment in the developmental course.
Distance Education	The delivery of courses by synchronous or asynchronous technology via the internet, electronic, digital, on-line, video or any other technology driven delivery.
Dual Credit	Those courses in which an early admission student is receiving both high school and college credit for the course.
Early Admission Students	High school students enrolled in a college-level course.
Education Program	A defined sequence of instruction that results in the awarding of collegiate credit.
Entrepreneurship Program	Programs developed to assist individuals in operating their own business or to be self-employed.
External Funding	Funding secured from sources other than state general revenue allocations, tuition and fees, Federal Perkins allocations, West Virginia Advance and Technical Program Development. In addition to funding secured from private sources, funding that may be counted as external are: (a) House Bill 3009 and the matching funding received to secure the grant; (b) Any matching external funding secured for West Virginia Advance and Technical Program Development Grants; and, (c) Funding secured for contract training and continuing education.
Faculty Salary National Average	The average salary of full-time faculty as reported by CUPA-HR.

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Graduation Rate	The percentage of first-time students (full- and part-time) graduating with a certificate or associate degree within six years.
Hybrid Course	A course delivered utilizing a combination of on-line and face-to-face instruction.
Job Placement	Full-time or part-time employment in a field or related field of study, continuation of education or enlistment in military service.
Licensure Passage Rate	The percentage of students taking and passing a licensure examination within one year after graduation.
Non-Credit Program	Those programs delivered by a community and technical college that are not assigned a designated college credit unit, and in most cases, are not counted as meeting requirement for degree completion, but does lead to specific skills or skill enhancement.
Non-Traditional Age Student	Students age 25 and above.
On-Line Course	A course that is delivered totally using on-line instruction.
Participation Rate	Percentage of citizens in a given district attending a community and technical college.
Program	A program that is a coherent, specialized curriculum or skill sets designed to deliver a specific body of knowledge for personal/career development or professional continuing education.
Regional Industry Sector Partnership	Organizing an institution's workforce and technical program planning and development process by involving multiple employers of a particular economic sector; i.e., manufacturing, healthcare, energy, having a partnership steering committee and meeting at least three times a year.
Retention Rate	The percentage of students (full- and part-time) enrolled during the academic year (fall, spring or summer) and enrolled for the next Fall semester at any West Virginia public higher education institution.
Skill Set	A series of courses or competencies that prepare individuals for a specific skill and carry a value of fewer than 12 credit hours or non-credit contact hours equivalent to fewer than 12 credit hours.
Student Financial Aid Participation Rate	The percentage of a college's total student enrollment receiving student financial aid assistance consisting of grants, scholarships and tuition waivers, but not student loans.

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Student Success Rate	The percentage of students in each six year cohort earning a certificate degree, an associate degree or transferring to a four-year college without earning a certificate degree or associate degree.
Traditional Age Student	Students between the ages of 18-24.
Training Program	A defined sequence of instruction with competencies in a specific area and may be for-credit or not-for-credit.
Transfer Program	A community and technical college program intended to prepare a student to transfer to a baccalaureate institution or program.
Transfer Rate	Percentage of credit students enrolled in community and technical colleges in a given semester and enrolled in a baccalaureate institution the next Fall semester.
Underserved County	A county that has a low number of community and technical college enrollment in proportion to other counties. Those counties are: Barbour, Braxton, Calhoun, Clay, Hampshire, Lewis, McDowell, Putnam, Randolph, Summers, Upshur and Wayne.
Workshop	An offering of knowledge over a period of time, usually no more than one or two days, that generally combines instruction with laboratory or experimental activity.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2014**

ITEM: 2014-2015 Holiday Calendar

RECOMMENDED RESOLUTION: For Information Only

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

As authorized by Board of Governors policy SCP-2360, Holidays, a holiday schedule for 2014-2015 has been established and approved for Southern West Virginia Community and Technical College, a copy of which is attached. The holiday schedule has been aligned with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 14, Holidays, Southern's 2014-2015 academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia Code. The 2014-2015 Holiday Calendar has been announced college-wide and submitted to the Chancellor for Community and Technical College Education.



Holiday Schedule

Fiscal Year 2014-2015

Friday, July 4, 2014	* Independence Day
Monday, September 1, 2014	* Labor Day
Wednesday, November 26, 2014	Alternate
Thursday, November 27, 2014	* Thanksgiving Day
Monday, December 22, 2014	Alternate
Tuesday, December 23, 2014	Alternate
Wednesday, December 24, 2014	Alternate
Thursday, December 25, 2014	* Christmas Day
Monday, December 29, 2014	Alternate
Tuesday, December 30, 2014	Alternate
Wednesday, December 31, 2014	Alternate
Thursday, January 1, 2015	* New Year's Day
Monday, January 19, 2015	* Martin Luther King Jr. Day
Monday, May 25, 2015	Alternate

***As designated by West Virginia Code § 2-2-1 and Procedural Rule Series 14-Holidays § 3.1**

For the purpose of taking into consideration Southern's academic calendar, holidays indicated as "Alternate" are in lieu of the Year 2014 Columbus Day, Susan B. Anthony Day, Veteran's Day, Lincoln's Day, ½ day Christmas Eve, and ½ day New Year's Eve, and Year 2015 President's Day, Memorial Day, and West Virginia Day.