



*Southern*  
West Virginia  
Community and Technical College

***Board of Governors***

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**FEBRUARY 26, 2015  
MEETING AGENDA PACKET**

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**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 C. Dingess  
Brandon K. Elkins  
Mary Nemeth-Pyles

Joanne Jaeger Tomblin  
President

**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of February 26, 2015 – 6:00 p.m.  
Building C, Room 428, 2900 Dempsey Branch Road  
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. Advisory Council of Faculty and Faculty Senate Presentations ..... Mr. Chuck Puckett  
Faculty Representative
4. Academic Affairs and Student Services Annual Report ..... Dr. Debra Teachman  
Vice President for Academic Affairs  
and Student Services
5. President’s Report ..... Ms. Joanne Jaeger Tomblin  
President
6. Financial Report ..... Mr. Samuel Litteral  
Vice President for Finance and Administration
7. Board of Governors Committee on Tuition and Fees Proposal ..... Mr. Heywood
8. Action Items
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Other Course Materials ..... 52
  - 8.8 Appointment of Board of Governors Ceremonial Representatives ..... Chair Heywood
    - 8.8.1 Healthcare Pinning Ceremony – Greetings from the Board  
May 15 - 6:00 p.m. - Coalfield Jamboree
    - 8.8.2 Commencement – Greetings from the Board  
May 16 - 10:00 a.m. - Coalfield Jamboree
9. Possible Executive Session Under Authority of West Virginia Code §6-9A-4(b)2A  
Regarding Personnel and Management Issues ..... Chair Heywood
10. Adjournment ..... Chair Heywood

The letters 'A', 'C', and 'F' are rendered in a bold, three-dimensional style. The 'A' is blue with a yellow outline and has a curved, wing-like shape extending from its left side. The 'C' and 'F' are also blue with yellow outlines. The letters are set against a light gray background.

**WEST VIRGINIA ADVISORY COUNCIL OF FACULTY**

*"The voice of higher education faculty"*

# Advisory Council of Faculty (ACF)

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Established by West Virginia Code §18B-6-2

Made up of a representative of each public higher education institution in West Virginia

Serve as a resource to advise the legislature on higher education

Advise the Higher Education Policy Commission (HEPC) <http://wvhepcnew.wvnet.edu/>

Advise the Council for Community and Technical College Education (CCTCE)  
<http://wvctcs.org/ctc-council>

# ACF Members

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Are elected by the Faculty Assembly of their respective institution in odd numbered years; they may succeed themselves indefinitely

Serve as voting members of the Faculty Senate of their institution

Report and serve as a resource to the Board of Governors of their institution

Serve as a voice and resource for the faculty of their institution

# ACF Members

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Are expected to attend ACF meetings

Attend HEPC and CCTCE meetings when possible

Promote the Academy of Great Teachers to their institution

# ACF Members Serving on Statewide Committees

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## Transfer and Articulation Steering Committee

Deidre Morrison - Blue Ridge CTC

Sylvia Shurbutt - Shepherd University

## Steering Committee for Community Colleges Five-Year Master Plan

Betty Dennison - Mountwest CTC

Lucie Refsland - New River CTC

## Search Committee for Vice Chancellor for HR

Lucie Refsland - New River CTC

## Common Ground Committee

Chuck Puckett - Southern WV CTC

Sylvia Shurbutt - Shepherd University

Roy Nutter - WVU

# The Challenge for West Virginia

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West Virginia ranks last among the 50 states in “state operating support for public four-year universities,” according to the American Association of State Colleges and Universities (*State Outlook*, July 2014, page 3).

“West Virginia needs an additional 20,000 degree holders by 2018 to meet projected workforce needs.”—Chancellor Paul Hill

The realities of SB 330 must be addressed.

# Association of College Faculty Unity Agenda 2015

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*“Higher Education:  
An Investment That Keeps Growing”*

In challenging economic times, a bold approach is called for to lead the State into economic prosperity. Divestment (continued budget cuts) has not worked: **Investment will work.**

# What can be accomplished through a bold statewide investment in Higher Education?

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According to NACE, the average starting salary for a Bachelor's degree was **\$45,327**.

## \*Average Salaries by Discipline

| Category                     | 2013 Average Salary |
|------------------------------|---------------------|
| Business                     | \$55,635            |
| Communications               | \$43,835            |
| Education                    | \$40,337            |
| Engineering                  | \$62,062            |
| Humanities & Social Sciences | \$37,791            |
| Math & Sciences              | \$42,731            |
| <b>Overall</b>               | <b>\$45,327</b>     |

# What can be accomplished through a bold statewide investment in Higher Education?

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The WV state income tax for an average income of **\$45,327** is **6%**,

providing **\$2,719** in income tax from each Bachelor's degree.

**20,000 degrees X \$2,719 = \$54,392,300**  
in additional income tax revenue.

# What can be accomplished through a bold statewide investment in Higher Education?

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The Assuming a X5 economic multiplier effect,  
\$54,000,000 of revenue would mean

\$264,000,000 indirect increase in revenue  
for the West Virginia economy.

**Investment works.**

**Examples:**

Consider the models for state investment in Higher Education in North Carolina and Ireland.

# What are WV Higher Education Faculty doing to support your investment?

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Assuring Transferability of Credits\*;

Maintaining Accountability;

Creating Accessibility;

Meeting Enrollment Challenges through Adult Education Initiatives, including Evaluating Prior Learning Experiences;

Bridging the gap between Higher and Public Education Learning Expectations;

Providing the skilled workforce that the State Needs;

Providing delivery of accelerated curricular programs;

Delivering Quality Curricular Experiences



*Southern*  
West Virginia Community and Technical College

# FACULTY SENATE

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Established by West Virginia Code §18B-6-3

Each institution establishes fair representation for the members of it's Faculty Assembly (3 Senators from Logan, 3 from Williamson, 1 from Boone/Lincoln, 1 from Wyoming, the ACF Representative, and the Faculty Board of Governors Representative)

Senate elections are to be held in even numbered years, ACF and BOG elections are held in odd numbered years

Senators are allowed to succeed themselves indefinitely; faculty senate chairs are limited to two consecutive terms

# FACULTY SENATE

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Charged to meet with the President of the institution at least quarterly to discuss faculty issues and the governance of the college

Charged to meet with the Board of Governors of the institution at least annually to discuss faculty issues and the governance of the college

Serves as the voice of the Faculty in all matters concerning the College

Serves to comment, review, and advise on actions of the governance committees of the College

Serves to comment, review, and advise on policies and procedures of the College

# 2014 – 2015 POLICIES SET FOR REVIEW

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August 2014

*SCP 1400 Guest Speakers, Lecturers, Performers, and Organized Groups*

October 2014 BOG

*SCP 3625 University Transfer Program Evaluation Model*

SCP 5066 Third Party Tuition and Fee Waivers

*SCP 7125 Information Technology Acceptable Usage*

SCP 7720 Security of Information Technology

December 2014 BOG

SCP 2006 Employee Leave

*SCP 4786 Transfer Student Requirements and Transfer Evaluation*

# 2014 – 2015 POLICIES SET FOR REVIEW

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## February 2015 BOG

SCP 2234 Work Schedules

*SCP 2875 Workload Requirements for Full-time Faculty*

*SCP 5074 Selection, Adoption, Use, and Sale of Textbooks and Other  
Course Material*

## April 2015 BOG

SCP 2825 Salary Administration

# 2014 – 2015 SENATE ISSUES

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Establishment of SCP 2000 Release of Faculty Due to Financial Exigency

Establishment of “Senior Professor” rank

Investigate bringing Bachelors of Nursing degree to Southern

Discuss the return of tenure

# Other ACF/SENATE Issues

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Seek pay raises for faculty

Seek ways to increase faculty benefits

Seek the right for higher education employees to serve in the legislature

Seek faculty input on any outcomes based funding plan

# Final Thoughts

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I will send this presentation and/or any other information I have upon request

[Charles.puckett@southernwv.edu](mailto:Charles.puckett@southernwv.edu)

ACF website: [www.wvacf.org](http://www.wvacf.org)

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Questions  
Comments  
Concerns

# Annual Board Report for Academics and Student Services

## General Outline

### GENERAL REORGANIZATION

- Academics moved from eight (8) departments with Chairs under two (2) divisions with Deans to four (4) divisions with Division Heads that are made up of programs and discipline areas, not separate departments, effective July 1, 2014.
- Division Heads have responsibilities for their programs as well as certain responsibilities for the campuses to which they have been assigned.
- Student Services has gone from a structure of one (1) registrar/director of admissions and one (1) dean with two (2) directors reporting to him to three (3) directors and one (1) registrar/director of admissions, all reporting to the Vice President, effective July 1, 2014. Additional reorganization of Student Services personnel and duties is anticipated, effective July 1, 2015.
- Office of Institutional Effectiveness, staffed with one (1) director reporting to the Vice President was created in order to meet institutional needs for data analysis related to the functioning of the college, effective July 1, 2014.

### MAJOR INITIATIVES

- Transitional/Developmental Education changes and results to date
  - Mathematics full implementation Fall 2014
    - Percentage of students enrolled in developmental math successfully completing next college level math course within two years: 2012-13: 12.8%; 2013-14: 10.6%
    - Percentage of students enrolled in enhanced college level math course that successfully completed first time (Fall 2014):
      - MT 121A College Math for General Education, Enhanced: 40.8% successful (compared to 54.9% of students in MT 121)
      - MT 123A Intermediate Algebra, Enhanced: 29.2% successful (compared to 56.8% of students in MT 123)
      - MT 124A Technical Math, Enhanced: 50% successful (compared to 53.8% in MT 124)
      - MT 128A Algebra for Allied Health, Enhanced: 71.4% (compared to 51.9% in MT 128)
  - English full implementation Fall 2015
    - Percentage of students enrolled in developmental English successfully completing next college level English course within two years: 2012-13: 41.5%; 2013-14: 38.4%
- Southern/Public schools partnerships
  - Southern Mountain Consortium
  - Counselor Workshops
  - Programs of Study, Career Technical
  - Dual Credit

- Online Course Development
  - progress towards full ADA compliance for online courses
  - progress toward fully online programs
- Block Scheduling

## **MAJOR GRANTS ACTIVITY**

- TAACCCT 3 (Bridging the Gap) Consortium through WVCTCS (effective October 1, 2013-Sept 30, 2017) (\$1,564,279) – Merle Dempsey, institution lead
  - Mechatronics – development of program
  - Information Technology – modification and further development of program
  - Development of Student Support for students enrolling in these program areas
  - Focus on Veterans, Adult Students, Displaced Workers
- TAACCCT 4 (Heroes for Hire) Consortium with Mountwest CTC and Blue Ridge CTC (effective October 1, 2014-Sept 30, 2018) (\$1,677,724) – Steve Hall, interim institution lead (will be hiring lead on grant funds)
  - Health Information Technology – development of program
  - Student Services Support – especially online resources and resources for veterans and military
- NSF (Developing Comprehensive Career Pathways and Programs in Coal Mining) (award effective March 13, 2013-February 29, 2016) (\$592,727) – Pam Alderman, Bill Alderman, Carol Howerton, institutional leads
  - Program name changes for curriculum to Industrial Technology to allow for expansion into more energy areas; the Electrical program is included in the grant
  - Mechatronics and Welding programs are included as support areas for mining industry
  - Support provided for development of online courses that support these career pathways
  - Support provided for development of professional development centers at college for faculty and staff development
- Title III Grant, completed in Fall 2014 – Gary Holeman, institution lead
  - Grant focused primarily on upgrading technology for the institution and for several academic programs

## **NEW PROGRAMS/EXPANSIONS**

- Mechatronics
- Welding
- Industrial Technology
- Management
- Strategic Business Integration
- Medical Assisting (expansion to Wyoming; planned expansion to Williamson)
- Occupational Therapy Assistant – under development
- Health Information Technology – under development

**STATE-WIDE ACTIVITIES (NEW ASSIGNMENTS)**

- HEPC Prior Learning Task Force: Steven Lacek
- HEPC Statewide Academic Assessment Committee: Kim Hensley
- WVCTCS Master Plan 2015-2019 Steering Committee: Debra Teachman
- HEPC Transfer and Articulation Steering Committee: Debra Teachman

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 26, 2015**

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

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed resident tuition increase of \$72.00 per semester per FTE for the 2015-2016 academic year effective July 01, 2015, AND

*BE IT FURTHER RESOLVED*, that the tuition and fees be placed at a level to insure that out-of-state students pay the lower of the most recent reported System average or the calculated institutional full cost of instruction as required by West Virginia Code §18B-1D-3(a)(2)(B).

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

**BACKGROUND:**

At its February 3, 2015 meeting, the Southern West Virginia Community and Technical College Board of Governors Ad Hoc Committee on Tuition and Fees recommended a minimum tuition increase of \$72.00 per semester per FTE 2015-2016 academic year.

The College staff recommends that the Board of Governors approve the above resolution for a tuition increase for the 2015-2016 academic year to reflect a \$72.00 per semester per FTE increase for resident students effective July 1, 2015. This reflects an increase of \$6.00 per credit hour which will increase tuition from \$127.00 per credit hour to \$133.00 per credit hour. This increase will bring the full-time tuition to \$1,596.00 per semester, and the annual tuition rate to \$3,192.00 for resident students.

The staff further recommends that the tuition and fee rates for nonresident students be placed at a level to insure that nonresident students pay the lower of the most recent reported System average or the calculated institutional full cost of instruction as required by West Virginia Code §18B-1D-3(a)(2)(B).

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 26, 2015**

**ITEM:** Request for Approval of Implementation of New Fees

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve a Welding Program Course Fee of \$50.00 per credit hour, an Online Course Fee of \$25.00 per credit hour, and a Reinstatement Fee of \$25.00 effective July 1, 2015.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

At its February 3, 2015 meeting, the Southern West Virginia Community and Technical College Board of Governors Ad Hoc Committee on Tuition and Fees reviewed costs associated with the new welding program, online courses, and students who are dropped for nonpayment of tuition. Following the cost analysis, it was clear that new fees were necessary to assist the institution with expenses.

Therefore, the staff recommends that the Board of Governors approve a new Welding Program Course Fee of \$50.00 per credit hour to help cover the cost of supplies; a new Online Course Fee of \$25.00 per credit hour to assist with the cost of delivering online courses; and a new Reinstatement Fee of \$25.00 for students dropped for nonpayment of tuition and want to be reinstated. These new fees will be effective July, 1, 2015.

**Southern West Virginia Community and Technical College Board of Governors**  
**Meeting of December 9, 2014**  
**6:00 p.m.**  
**West Virginia Governor's Mansion**  
**1716 Kanawha Boulevard, East, Charleston, WV**

**DRAFT MINUTES**

**Board Members Present:** Tom Heywood, Wilma Zigmond, Glenn Yost, George Kostas, Linda Akers, Shelley Huffman, Jada Hunter, Mary Nemth-Pyles, Brandon Elkins, Debbie Dingess

**Board Members Absent:** Terry Sammons

**Administrative Staff:** President/First Lady Joanne Jaeger Tomblin, Samuel Litteral, Ron Lemon, Allyn Sue Barker, Debra Teachman, Steven Hall, Steven Lacek, Melinda Saunders, Guy Lowes, Pam Alderman, Gary Holeman, Howard Seufer (Board Counsel), Emma Baisden

**Guests:** Kelly Shafer and Kristen Moody, Suttle and Stalnaker, PLLC Representatives

**1. Call to Order**

Mr. Thomas Heywood, Board of Governors Chair, declared a quorum present and convened the meeting at 6:45 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. Higher Learning Commission Monitoring Report Follow-up**

Chair Heywood informed Board members that the Higher Learning Commission (HLC) Peer Review Team was taken aback by the strength of Southern during its April 2013 comprehensive evaluation visit for continuing accreditation. Following its visit, the peer review team recommended that Southern submit a follow-up monitoring report to the HLC addressing (1) institutional governance, and (2) results of ongoing discussions at the state level in order to develop solutions to address the HLC's perceived potential structural conflict of interest. Southern's monitoring report was submitted on June 18, 2014. On July 2, 2014, President/First Lady Tomblin received a letter from the HLC stating it had determined that Southern had satisfactorily responded to the HLC's first recommendation, but had failed to respond to the second recommendation regarding the perceived potential conflict of interest and was directed to submit an additional report to address this concern by January 1, 2015.

Chair Heywood explained that the issues at hand arise as a result of (1) the rare, if not unique circumstance, that the President of Southern is also the First Lady of West Virginia; and (2) the perceived structural conflict of interest due to the fact that Governor Tomblin has the statutory power to appoint the members of the Board of Governors of Southern (of which he has appointed no member of Southern's Board). The HLC requested that Southern do two things: (1) provide information on the further research that Southern had performed regarding how other states and institutions have dealt with potential conflicts like presented

at the institution; and (2) pursue discussion with relevant state officials regarding the situation and what might be done to address it. Chair Heywood informed the Board that a preliminary report with documentation addressing these issues was submitted to Dr. Karen Solomon on October 29, 2014 with the hope that the facts and documents provided may obviate the need for any further submission by Southern. Chair Heywood worked with Mr. Bruce Walker, General Counsel for the West Virginia Council for Community and Technical College Education to discuss the issues of structure, oversight, and controls that exist in West Virginia. To date, no response from the HLC has been received. Chair Heywood plans to contact Dr. Solomon before the end of the year regarding the status of the report.

**4. ACCT Conference Update**

Ms. Jada Hunter, Board of Governors lay member, informed the group that she participated in the annual ACCT Leadership Congress held October 22-25, 2014 at the Hyatt Regency in Chicago, Illinois. Ms. Hunter stated that Southern West Virginia Community and Technical College (Southern) is on the cutting edge of so many things which are occurring across the nation. Topics covered throughout the Congress include: strategic industry alliances and partnerships with K-12; student success and completion; innovation and technology; fundraising; serving at-risk and under served populations; and effective board governance. Ms. Hunter was pleased to represent Southern's Board at the conference and thanked President/First Lady Tomblin and Board members for providing her with the opportunity.

**5. Structured Scheduling Follow-up Report**

Vice President for Academic Affairs and Student Services, Dr. Debra Teachman, informed Board members that not much progress has been made toward structured scheduling. The Allied Health and Nursing programs have structured scheduling in place. Dr. Teachman has reviewed student majors and carefully reviewed course sections to determine the number offered and number needed to accommodate students. She commented that some full-time and adjunct faculty are teaching to capacity. Dr. Teachman plans to begin development of structured scheduling. She plans to bring in Complete College America personnel to assist Division Heads who can make effective changes and move further in the direction of structured scheduling. She stated that all programs will have some structured schedules in two years, and a limited number of programs will have structured schedules in one year. Dr. Teachman would like to offer more online general education classes. Some onsite classes are half full which full-time faculty and adjuncts are being utilized to full capacity.

**6. President's Report**

6.1 President/First Lady Tomblin thanked the Board of Governors for its continued service to the College.

6.2 Officials with WorkForce West Virginia will conduct an informational workshop on Southern's Logan Campus on Friday, December 12, 2014, to help dislocated miners with training for new jobs. They mailed out 9,600 letters to unemployed coal miners throughout the region and have confirmed that at least 100 will participate in the workshop at Southern. The National Emergency Grant from the U.S. Department

of Labor is providing retraining and re-employment services to coal miners and eligible family members affected by the loss of jobs. The funds from the grant provide up to \$5,000 for participants to receive occupational skills training in high-demand fields such as health-related occupations, welding, electrical engineering, HVAC repair, diesel technology, etc.

- 6.3 The Strategic Planning Review Governance Committee has completed its work on the new institutional governance structure. The new structure and handbook have been approved and will become effective July 1, 2015.
- 6.4 President/First Lady Tomblin informed Board members that Mr. David Lord, Director of Wyoming/McDowell Campus Operations and Safety Director, is working on a Campus Emergency Response Plan for the College which will contain individual campus plans developed by each respective campus director. Training for employees and students will be conducted throughout the Spring 2015 semester.
- 6.5 Dr. Debra Teachman conducted a counselors/advisors workshop for middle school, high school, and college counselors on November 17<sup>th</sup> at Southern's Williamson Campus. Approximately 30 counselors and administrators from schools in Southern's service district participated.
- 6.6 The Surgical Technology and Radiological Technology programs received re-accreditation from the program's accrediting bodies.
- 6.7 The College will be closed for the Christmas and New Year's holidays, December 19, 2014 through January 4, 2015. Southern will resume normal business operations on Monday, January 5, 2015.
- 6.8 Currently enrollment for the Spring 2015 semester is close to the Spring 2014 enrollment figures. The President's Cabinet will meet shortly after January 1, 2015 to discuss the budget and Spring 2015 enrollment figures. President/First Lady Tomblin plans to hold several budget meetings over the next several months and will bring a recommendation forward to the Board for the FY 2016 budget.
- 6.9 The Cabinet Secretary for the West Virginia Department of Health and Human Resources and staff members are scheduled to meet with President/First Lady Tomblin and her Cabinet members on January 7, 2015 to discuss a pilot program for the College.
- 6.10 The West Virginia Community and Technical College Board's of Governors Advisory Group along with community and technical college presidents will have a dinner meeting on December 17<sup>th</sup> in South Charleston following the Community and Technical College Advisory Council meeting. All Boards of Governors members are invited to the dinner meeting.

## **7. Financial Report**

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated November 30, 2014 to members of the Board. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures with the Board.

**8. Financial Audit**

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the fiscal year ended June 30, 2014. Suttle and Stalnaker representative and Certified Public Accountant, Kelly Shafer, discussed details of the accounting firm's findings with respect to financial reporting. The accounting firm provided copies of the audited financial statements to the Board for review prior to this meeting. The report is intended solely for the information and use of the College's Governing Board, managements of the College and the West Virginia Council for Community and Technical College Education, and is not intended to be and should not be used by anyone other than these specified parties. Ms. Shafer stated that no material weaknesses were found internally and everything was in alignment. She commended Mr. Litteral's Finance Department staff for performing an excellent job on the audit and appreciated their efforts and cooperation during the audit. Board Chair, Thomas Heywood, and Board Vice Chair, Wilma Zigmond, commended Mr. Litteral and his staff for their professionalism exhibited during the audit.

**9. Action Items**

**9.1 Request for Approval of Audited Financial Report**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the filing of the audited financial report for the fiscal year ended June 30, 2014.

**ACTION:** Glenn Yost seconded the motion. The motion carried unanimously. Chair Heywood declared the report received and the motion approved.

**9.2 Appointment of Committee on Tuition and Fees**

Chair Heywood appointed a committee to prepare a proposal for tuition and fee increases for FY 2015-2016. The committee will bring a recommendation forward for the Board's review and consideration at its February 17, 2015 meeting. Members appointed include Terry Sammons, Mary Nemeth-Pyles, Joanne Tomblin, Samuel Litteral, Debra Teachman, Debbie Dingess, Brandon Elkins, and Tom Heywood. Mr. Heywood will serve as committee chair. Upon a motion by Shelley Huffman and seconded by Wilma Zigmond, the Board unanimously approved the Committee appointments.

**9.3 Approval of October 9, 2014, Minutes**

**MOTION:** Shelley Huffman moved to accept the October 9, 2014 minutes as presented.

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

**9.4 Request for Approval of Institutional Vision Statement and Core Values for 30-day Public Comment**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the proposed revised Institutional Vision Statement and Core Values to Southern's constituents for a 30-day comment period.

**ACTION:** Shelley Huffman seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

**9.5 Request for Final Approval of Institutional Policies**

**9.5.1 SCP-3625, University Transfer Program Evaluation Model**

**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-3625, *University Transfer Program Evaluation Model*, and grant final approval to rescind SCP-3625.A, *University Transfer Program Evaluation Model Guidelines*, following the required 30-day public comment period.

**ACTION:** Shelley Huffman seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and the policy approved.

**9.5.2 SCP-5066, Third-party Tuition and Fee Waivers**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5066, *Third-party Tuition and Fee Waivers*, following the required 30-day public comment period and submission to the Community and Technical College Education Chancellor.

**ACTION:** Glenn Yost seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and the policy approved.

**9.6 Request for Approval of Institutional Policies for Additional 30-day Public Comment**

**9.6.1 SCP-1400, Guest Speakers, Lecturers, Performers, and Organized Groups**

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

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

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

**9.6.2 SCP-2701, Reduction in Workforce: Faculty Personnel**

**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-2701, *Reduction in Work Force: Faculty Personnel*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

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

**10. Executive Session under Authority of West Virginia Code §6-9A-4(b)2A Regarding Personnel and Management Issues**

Mary Nemeth-Pyles moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4(b)2A to discuss personnel and management issues. Shelley Huffman seconded the motion that carried unanimously. Chair Heywood declared the motion adopted and the Board then entered into an Executive Session at 8:30 p.m. At the conclusion of discussions, Chair Heywood declared the Board of Governors rise from Executive Session and convene in Open Session at 8:50 p.m. 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 8:55 p.m. The next Board meeting is scheduled for February 17, 2015 and will be held at Southern West Virginia Community and Technical College in Logan, WV.

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Thomas A. Heywood, Chair

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

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF February 26, 2015**

**ITEM:** Request to Postpone Action on SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors table action on SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, to allow ample time for review of comments received.

**STAFF MEMBER:** Wilma Zigmond, Chair  
Board of Governors Ad Hoc Committee

**BACKGROUND:**

Upon request by the Southern West Virginia Community and Technical College Board of Governors (Board), a policy was developed 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.

At its June 17, 2014 meeting, the Board first 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 which ended July 19, 2014. Due to comments received at the end of the comment period, language in the draft policy was revised for clarification, and an approval process for inviting external guest speakers, lecturers, performers, and/or organized groups was developed and presented to the Board at its August 19, 2014 meeting. The Board authorized release of the draft documents for an additional 30-day public comment period which ended September 19, 2014.

At its October 9, 2014 meeting, the staff recommended that action on the proposed policy be postponed to allow sufficient time for a review of constitutional safeguards and stakeholder comments. Board Chair Heywood determined additional work was needed on the proposal and appointed an Ad Hoc Committee to further define the proposed policy and approval process. The Board postponed action pending further review by the Ad Hoc Committee.

The Ad Hoc Committee met on November 20 and December 4, 2014 to discuss the policy and approval process on Guest Speakers. The Committee brought forward a modified draft proposal to the full Board at its December 9, 2014 meeting. The Board authorized release of this draft for an additional 30-day comment period which ended January 9, 2015. Due to comments received, the Ad Hoc Committee recommends that the Board postpone action to allow ample time for review of constituent comments received.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL  
COLLEGE BOARD OF GOVERNORS  
MEETING OF FEBRUARY 26, 2015**

**ITEM:** Request for Approval of Institutional Vision Statement and Core Values

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the proposed revised Institutional Vision Statement and Core Values following a 30-day comment period.

**STAFF MEMBER:** Joanne Jaeger Tomblin

**BACKGROUND:**

**Current Vision Statement**

Southern West Virginia Community and Technical College will be the higher education leader in West Virginia and the region. Southern will provide the leadership necessary to help West Virginia grow and prosper into the twenty-first century. Southern will be the hub around which all education and training/retraining efforts will turn. The College will act as the catalyst for economic development and change in the region. Southern will establish proactive partnerships which include education, business, industry, labor, government, community and cultural organizations, as well as other leaders to achieve regional goals. Southern will become a model of academic excellence, scholarship, creativity, innovation, and cooperation impacting the educational opportunities and economic growth of the region.

**Our Core Values**

We will accomplish our mission by:

- Achieving excellence in education and service.
- Exhibiting integrity in all that we do.
- Collaborating and communicating actively with others.
- Being committed in word and deed.
- Imparting passion and compassion to our every task.
- Leading by encouragement and support of lifelong learning.
- Embracing change through bold actions.
- Being creative and innovative at all levels.
- Initiating opportunities for the community.
- Celebrating success.

On August 18, 2014, a memo was issued to all Southern employees providing an opportunity to review the current Vision Statement and Core Values and provide any suggestions for change to the Strategic Planning Review Committee Chair, Allyn Sue Baker, by September 30, 2014. All suggestions received were reviewed by the Strategic Planning Review Committee. After a thorough discussion the committee voted to approve changes to the Vision State and Core Values as indicated on the attached document. The recommended changes were approved by the Executive Council and President's Cabinet on November 5, 2014, and by the Board of Governors Ad Hoc Committee on November 20, 2014.

At its December 9, 2014 meeting, the Board of Governors approved advancement of the revised Vision Statement and Core Values to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period which ended on January 9, 2015. One comment was received at the end of the comment period. Based upon the comment received, the staff presents the following institutional Vision Statement and Core Values to the Board of Governors for consideration for final approval:

### **Proposed Vision Statement**

Southern aspires to establish itself as a model of leadership, academic excellence, collaboration, and occupational training, equipping its students with the tools necessary to compete and prosper in the regional and global economies of the twenty-first century.

### **Our Core Values**

We will accomplish our mission by:

- Achieving excellence in education and service.
- Exhibiting integrity in all that we do.
- Collaborating and communicating actively with others.
- Being committed in word and deed.
- Imparting passion and compassion to our every task.
- Leading by encouragement and support of lifelong learning.
- Embracing change through bold actions.
- Being creative and innovative at all levels.
- Initiating opportunities for the community.
- Celebrating success.

**COMMENTS RECEIVED**

**Public Comment Period: December 10, 2014 – January 9, 2015**

**Proposed Changes to the Institutional Vision Statement and Core Values**

| Date Received | Comments   | Revisions to Vision Statement Proposal  |
|---------------|--|---|
| 12/11/2014    | <p>Proposed editorial revisions to the Proposed Vision Statement.</p> <p>Southern aspires to establish itself as a model of leadership, academic excellence, collaboration, and occupational training, equipping <u>our</u> (change "our" to "its" so it is consistent with the fifth word: itself) students with the tools necessary to compete and prosper in the regional and global <u>economy</u> (change "economy" to "economies" because there are two - regional and global) of the twenty-first century.</p> <p>The revised statement would read:</p> <p>Southern aspires to establish itself as a model of leadership, academic excellence, collaboration, and occupational training, equipping its students with the tools necessary to compete and prosper in the regional and global economies of the twenty-first century. [Bruce Curry]</p> | <p>Southern aspires to establish itself as a model of leadership, academic excellence, collaboration, and occupational training, equipping its students with the tools necessary to compete and prosper in the regional and global economies of the twenty-first century.</p> |

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 26, 2015**

**ITEM:** Request for Final Approval of SCP-2701, *Reduction in Workforce Due to Financial Exigency: Faculty Personnel*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2701, *Reduction in Workforce Due to Financial Exigency: Faculty Personnel* following a 30-day comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

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

At its February 19, 2013 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of the 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 27, 2013. Due to the comments received, the staff recommended the Board of Governors grant an additional 30-day comment period to allow sufficient time for review of the policy by all constituents. At its April 16 meeting, the Board approved the request and the policy was advanced for an additional 30-day comment period which ended May 23, 2013.

On May 20, 2013, President Tomblin received a written request from the Faculty Senate Chair to request that SCP-2701, *Reduction in Workforce*, be tabled by the Board of Governors until a solid review of the document could be completed and resubmitted for review and comment. At its June, 18, 2013 meeting, the Board of Governors tabled action on SCP-2701 to provide the Faculty Senate an opportunity to work with Human Resources to develop a policy to meet the needs of all constituents.

On September 24, 2014, the Faculty Senate Chair and Interim Director of Human Resources developed a policy to meet the need of all constituents. At its December 9, 2014 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of the proposal to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended on January 9, 2015. No comments were received at the end of the comment period. Therefore, the staff recommends the proposed policy as presented to the Board of Governors for consideration for approval and submission to the Community and Technical College Education Chancellor for final approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2701**

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

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

**ORIGINATION:** February 17, 2004

**EFFECTIVE:** March 26, 2015

**REVIEWED:** September 24, 2014

**SECTION 1. PURPOSE**

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

**SECTION 2. SCOPE AND APPLICABILITY**

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

**SECTION 3. DEFINITIONS**

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

3.2 Credentials – Faculty rank, the faculty member’s current academic degree(s) and its application to the academic program in Faculty rank, the faculty member’s current academic degree(s) and its application to the academic program under consideration, and faculty evaluations under consideration, and faculty evaluations.

**SECTION 4. POLICY**

4.1 It shall be the policy of the Board of Governors to undertake reductions in the workforce of faculty personnel in a consistent and fair manner. The primary consideration in any decision to eliminate positions and/or reassign affected faculty personnel will be in the interest of the preservation of the quality and effectiveness of the College’s programs. Consequently, those faculty members who are deemed to have the most relevant credentials in accordance to a specific program being eliminated will be retained in preference to other faculty members.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

## SECTION 6. GENERAL PROVISIONS

- 6.1 Prior to a declaration of a Financial Exigency, the President in conjunction with the chief academic officer, the chief financial officer, and the academic divisions heads shall undertake program reviews and consider any other pertinent program data to determine if elimination of faculty positions under program review will avoid the necessity of a declaration of Financial Exigency. After such a review, the President may recommend to the Board of Governors the elimination or reduction of programs deemed appropriate and in the best interest of the College. Any elimination of faculty positions as a result of program review will be made in accordance with SCP-2000, *Elimination of Faculty Positions Due to a Program Reduction or Elimination*.
- 6.2 Upon declaration of Financial Exigency, any resulting elimination of faculty positions across the organization will be made in accordance with this policy.
- 6.3 Basis for Elimination of Faculty Positions – Elimination of any faculty position will be made on the basis of need within each discipline, as defined by the president after consultation with the chief academic officer, the chief financial officer, and academic division heads.
- 6.4 Elimination of Positions With Equal Rank in Same Discipline – In the event all other factors are considered to be equal and a choice must be made concerning the elimination of the position of one of two or more faculty members holding the same rank and teaching the same discipline, the faculty member with the greater seniority and credentials will be retained.
- 6.5 Order of Elimination of Faculty Positions – Non-tenured faculty members, within the discipline to be reduced, will be terminated prior to the termination of the employment of tenured faculty members. Employment terminations of faculty members will generally follow the order specified below unless there is an identified need to retain faculty members who have specialized academic experience unique to a particular program:
- 6.5.1 Non-tenured:
    - 6.5.1.1 Adjunct Faculty
    - 6.5.1.2 Lecturer and Temporary Faculty
    - 6.5.1.3 Instructor
    - 6.5.1.4 Assistant Professor
    - 6.5.1.5 Associate Professor
    - 6.5.1.6 Professor
  - 6.5.2 Tenured:
    - 6.5.2.1 Assistant Professor
    - 6.5.2.2 Associate Professor
    - 6.5.2.3 Professor
- 6.6 President’s Authority – In addition to position eliminations made in response to a Financial Exigency, the President may terminate the employment of faculty members with recommendation of the chief academic officer, the chief financial officer, the academic division heads, and to the Board of Governors at any time for reason of lack of funds, lack of work, reduction in enrollment or abolition of position. The termination of the employment of faculty members shall not be made until affected faculty members have been afforded a hearing as provided herein.
- 6.7 Notice and Hearing for Tenured Faculty Members – The President shall provide written notice to any full-time tenured faculty member of the intent to recommend termination of employment based upon a reduction-in-force. The notice shall contain a description of the reasons for the intended recommendation. The

President must make every effort to give as much notice as is practical in light of the financial exigency to each affected faculty member in advance of the effective date of the layoff. Yet, the legislative appropriation process and the subsequent analysis needed before the Board of Governors declares a Financial Exigency and receives, considers, and approves implementing programs may allow little time for formal notice to the employees who are to be laid off. Upon receipt of such notice, the affected faculty member may request a hearing to be conducted by the President or his or her designee. A request for a hearing must be made within eight (8) calendar (working) days of a notice of recommended termination. Among the issues to be considered by the President or designee is:

- 6.7.1 Adherence to the policy relating to Financial Exigency.
  - 6.7.2 Material deviations from procedural requirements, if any, by the institution or the faculty member.
  - 6.7.3 Actions that may be perceived to violate the principles of academic freedom or established discrimination law related to race, national origin, religion, age, disability, veteran's status, ethnicity, color, marital status, sexual, or gender orientation in the dismissal of a faculty member.
  - 6.7.4 The burden of proof in termination proceedings rests with the faculty member. The Board's declaration of Financial Exigency is judgmental or discretionary and is not subject to contest by any faculty member.
  - 6.7.5 The hearing may be recorded at the request of either party.
  - 6.7.6 Following the hearing, the President or designee, shall prepare a written decision upon any matters raised by a faculty member who has requested a hearing. The decision shall contain a description of the concerns raised by the faculty member and a response thereto. Copies of the decision shall be provided to the affected employee and kept in human resources in a separate file.
  - 6.7.7 Use of the appeal procedure does not delay the effective date of employment termination.
- 6.8 Term Faculty Members – Under normal circumstances, a reduction-in-force of faculty members under term appointments will be accomplished by non-reappointment rather than by layoff during the term of employment. Non-renewal under these circumstances does not entitle a faculty member to a hearing under the terms of this policy. However, in the event a faculty member serving under a term appointment is recommended for employment termination prior to the expiration of the current term of employment because of a reduction-in-force under a Financial Exigency, that faculty member shall be entitled to use the appeal procedure described herein. College administration must make every effort to give as much notice as is practical in light of the Financial Exigency to each affected faculty member in advance of the effective date of the termination. The affected faculty member shall be provided with a copy of the instructions and form for filing an appeal with the West Virginia Public Employees Grievance Board.
- 6.9 Refusal of Transfer – If the employment of a faculty member whose position is deemed vital to a particular campus (as determined herein) is terminated on the basis of rank, his or her position will be offered to the faculty member with the greatest seniority and credentials within the relevant discipline from another campus. Reasonable effort should be made to allow the faculty member offered the position the opportunity to remain on their current campus. This includes offering the faculty member online classes, classes over ICR, and/or any other means deemed appropriate. Should that faculty member decline to accept the vacant position, and no other qualified faculty member from the other campuses will volunteer to accept the position, the employment of the faculty member with the least seniority and credentials refusing the transfer will be terminated and the position deemed vital to a particular campus will be posted as a vacancy.
- 6.10 New Faculty Positions – New positions will not be created while a Financial Exigency is in effect unless a

serious disruption in the functioning of the College would otherwise result. New academic programs or faculty positions may be created only when it can be demonstrated that these programs or positions will help the College extricate itself from Financial Exigency. Priority for filling these positions will be given to existing, qualified faculty members or those faculty that have been terminated due to Financial Exigency.

- 6.11 Re-employment Following Exigency-based Termination – Notwithstanding any other recall rights contained in the policy, in the case of the termination of the employment of a tenured faculty member occupying a permanent faculty position, the position concerned may not be filled by replacement within a period of two years from the effective date of the termination of employment unless the faculty member has been offered a return to employment in that position and has not accepted the offer within 30 calendar days after the offer is extended.
- 6.12 Termination of Exigency – The termination of a Financial Exigency will not imply that employment terminations made during a period of declared Financial Exigency are automatically withdrawn or otherwise invalid.
- 6.13 Process for Re-employment of Affected Personnel – The following process shall be observed for determination of recall and reassignment of affected faculty members following the termination of a Financial Exigency:
  - 6.13.1 When filling academic positions, the highest ranking qualified tenured faculty member whose employment has been terminated as part of a Financial Exigency reduction-in-force shall be offered the position.
  - 6.13.2 If the position is refused, it shall be offered to other similarly affected faculty members in rank order.
  - 6.13.3 Any refusal of employment by a faculty member shall extinguish any further rights to recall. However, a refusal to accept a position shall not preclude a faculty member from making application for other posted position openings.
  - 6.13.4 The Office of Human Resources shall notify faculty members whose employment has been terminated of position openings in accordance with the terms of this policy. The notice shall be sent by certified mail to the last known address of the employee. It is the responsibility of the employee on the recall list to notify the Office of Human Resources of any change in an address in order to retain recall status.
- 6.14 Assumption of Responsibilities – The duties of a faculty member terminated under the provisions of this policy will be assumed by his/her remaining colleagues in so far as is feasible. A terminated faculty member's duties will in no circumstances be assumed by adjunct faculty. Priority should always be to re-hire affected faculty members for adjunct positions before posting the associated adjunct position externally. Additionally, as soon as a full-time faculty position becomes available or an eliminated program has been reestablished, affected faculty members should be offered full-time re-employment under the guidelines of this policy.
- 6.15 Rights of Returning Tenured Faculty Members – A tenured faculty member who has been terminated and who accepts re-employment with the College under the terms of this policy will resume tenure and the rank held at the time of employment termination, be paid a salary commensurate with the rank and length of previous service, be credited with any sick leave accrued as of the date of employment termination, and be credited with any annual leave accrued as of the date of employment termination for which payment has not been made. Additionally, the affected faculty member that is rehired will not lose earned credit for years of service in relation to faculty promotions.
- 6.16 Rights of Returning Term Faculty Members – A term faculty member who has been terminated and who

accepts full-time faculty re-employment with the College under the terms of this policy will assume their rank held at the time of employment termination and be paid a salary equal to their previous employment with the College or a salary commensurate with their rank as it would be offered at the current level should the job be posted externally. Additionally, the affected faculty member that is rehired will not lose earned credit for years of service in relation to faculty promotions.

**SECTION 7. RESPONSIBILITIES**

- 7.1 The President with advice and assistance of the chief academic officer, the chief financial officer, and the academic division heads shall have primary responsibility regarding elimination of faculty positions.
- 7.2 The Office of Human Resources shall have primary responsibility for the implementation of the provisions of this policy.

**SECTION 8. CANCELLATION**

- 8.1 None.

**SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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

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**President**    **Date**

**Attachments:**            None.

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

**Revision Notes:**        October 2007 – Revisions reflect no substantial changes in procedure or documentation requirements. Changes were made in titles to reflect current organizational structure and renaming by the Legislature of the West Virginia State and Education Employees Grievance Board.

December 2012 – Revisions reflect a change in the policy review cycle. Policy was reformatted into the new policy format and title was changed. Minor modifications were made to reflect correct authority and methods for elimination of faculty positions.

September 2014 – Modifications made to reflect correct authority and methods for elimination of faculty positions.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 26, 2015**

**ITEM:** Request for Approval of Revisions to SCP-2234, *Work Schedules*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2234, *Work Schedules*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

President Joanne Jaeger Tomblin charged the Finance and Administration Unit with the review of SCP-2234, *Work Schedules*. The purpose of this policy is to establish standards for determining alternative work schedules which accommodate both the business needs of the College, and as feasible, personal needs of employees.

The policy was reviewed by Executive Council on December 3, 2014. Revisions made reflect changes in job titles and no substantive changes to the policy content. Therefore, it is recommended that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2234**

**SUBJECT:** Work Schedules

**REFERENCE:** West Virginia Code Chapter 18B-7 ~~9~~ *on Employment Innovations Personnel Generally*; West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, of the Council for Community and Technical College Education, Series 39, Classified Employees

**ORIGINATION:** June 1, 1987

**EFFECTIVE:** ~~June 1, 1987~~

**REVIEWED:** ~~December 8, 2009~~ December 2014

**SECTION 1. PURPOSE**

- 1.1 The college recognizes the importance of a philosophy of flexibility within the workplace that can assist in meeting the needs of both the individual and the institution. The purpose of this policy is to establish standards for determining alternative work schedules which accommodate both the business needs of the college and, as feasible, personal needs of employees.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 All classified and nonclassified employees.

**SECTION 3. DEFINITIONS**

- 3.1 Workweek – Workweek is defined in SCP-2575, *Overtime and Compensatory Time*, policy as “A regularly recurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four(24) hour periods. It begins on Sunday at 12:01 a.m. and ends on the following Saturday at 12:00 midnight. The president or president’s designee may establish a workweek different from this provided that record keeping requirements are met as set forth in relevant law. A work schedule of thirty-seven and one-half (37.5) hours will be established within a workweek.”
- 3.2 Regular Five Day Workweek – The historically standard workweek of the institution consisting of a 37.5 hour workweek containing five work days of 7.5 hours each day during the hours of 8:00 a.m. to 4:30 p.m.
- 3.3 Flex Schedule – A workweek schedule composed of 37.5 hours with a designated core work period each day requiring staffing, but with departmental employees staggering start and quit times. Along with staggered start and quit times, a flex schedule typically requires the employee take shorter lunch periods; the combination of which results in earlier quit times each day and/or shorter work days on Monday or Friday each week.
- 3.4 Compressed Work Week Schedule – A workweek schedule where employees work more than 7.5 hours per day and less than five days per week. A compressed work week still requires the employee to work the total hours consistent with his/her full time equivalency (FTE).

- 3.5 Telecommuting – An agreed-upon work arrangement in which employees work at remote locations, usually at home, using computers and other telecommunications equipment to carry out their responsibilities. Telecommuting is a limited option available only by approval of the President.
- 3.6 Job Sharing – A job in which two or more people share a job in which they are equally accountable. Job sharing will affect compensation of persons sharing the job.

**SECTION 4. POLICY**

- 4.1 It shall be the policy of the Board of Governors to maintain reasonable continuity in working schedules and conditions for employees and to consider feasible and innovative ways to most efficiently utilize classified employees, such as flexibility in employee scheduling, job-sharing and four-day or other compressed work weeks.
- 4.2 Temporary, non-emergency changes in individual employee work schedules are discouraged. Temporary changes in individual work schedules should be done only in emergency situations or when operational needs demand a temporary modification in working schedules. Temporary changes in work schedules must be communicated directly to the affected employees. Where possible, the employee shall be provided a fifteen (15) calendar day notice of such changes.
- 4.3 Permanent changes in individual employee work schedules due to operational needs must be communicated directly to the affected employees. The supervisor shall provide the employee with a fifteen (15) calendar day notice of such changes and send a copy of the notice to Human Resources.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 Faculty work schedules are not covered by this policy.

**SECTION 6. GENERAL PROVISIONS**

- 6.1 The Board of Governors recognizes the many benefits of alternative work schedules to the institution and the employee. However, all relevant institutional policy, state and federal law, payroll, human resources, information technology, and risk management considerations must be addressed when developing or revising a recommended alternative work schedule for the institution, a department, or an employee. Overtime and compensatory time rules apply to alternative schedules.
- 6.2 The President shall establish an institutional work week schedule with operating hours necessary to provide the level and quality of service to support the institution’s mission and goals.
- 6.3 Any alternative work schedule established shall not sacrifice service or quality and should not increase costs.
- 6.4 The President reserves the right to end or modify alternative work schedule arrangements at any time for any reason and will provide employees at least a fifteen (15) calendar day notice of such schedule modification.
- 6.5 In order to support the institution’s mission and goals, A all offices must be staffed by at least one regular employee ~~between 8:00 a.m. and 4:30 p.m.~~
- 6.6 All schedules for full-time employees must provide a 37.5 hour work week.

**SECTION 7. RESPONSIBILITIES ~~AND PROCEDURES~~**

- 7.1 ~~Switchboards and telephone service will be open from 8:00 a.m. to 4:30 p.m. at all locations. Unit and department supervisors will assure employee alternative work schedules include total work hours per week consistent with employee full time equivalency (FTE).~~
- 7.2 Unit and department supervisors will assure time reports reflect the exact number of hours worked or taken as leave each day.
- 7.3 Individual changes to the established institutional work week schedule must be made in writing and be approved by the supervisor, unit head and ~~executive~~ vice president. The final approved schedule shall be sent to Human Resources.
- 7.4 When a holiday falls on an employee’s regular scheduled day off, the unit or department supervisor will assure the employee is given another day off during that work week if possible. If not possible, the day off must be scheduled before the end of the pay period.

**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**

|  |                                 |  |             |
|--|---------------------------------|--|-------------|
|  | <b>Board of Governors Chair</b> |  | <b>Date</b> |
|  |                                 |  |             |
|  | <b>President</b>                |  | <b>Date</b> |

**Attachments:** None

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

**Revision Notes:** September 2000 – Reformatted to SCP format.

September 2009 – The policy was extensively rewritten to reflect requirements of WV Code, WV Council for Community and Technical College Education policy, and the various work arrangements in place at Southern. The name of the policy was changed from “Flex Work Schedule” to “Work Schedules.”

December 2014 – No substantive revisions; changes made only to title in Section 7.3

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 26, 2015**

**ITEM:** Request for Approval of Revisions to SCP-2875, *Workload Requirements for Full-time Faculty*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2875, *Workload Requirements for Full-time Faculty*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

President Joanne Jaeger Tomblin charged the Finance and Administration Unit with the review of SCP- 2875, *Workload Requirements for Full-time Faculty*. The purpose of this policy is to establish class size, the work week, and class load for full-time faculty members of Southern West Virginia Community and Technical College.

The policy was reviewed by the Executive Council on December 3, 2014. Revisions made reflect changes in management responsibility and job titles. Therefore, it is recommended that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2875**

**SUBJECT:** Workload Requirements for Full-time Faculty

**REFERENCE:** West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, ~~Higher Education Policy Commission~~, Series 45, *Community and Technical College Faculty Instructional Load*

**ORIGINATION:** April 15, 1985

**EFFECTIVE:** ~~January 28, 1991~~

**REVIEWED:** ~~November 2009~~ December 2014

**SECTION 1. PURPOSE**

1.1 To establish class sizes, the work week and class loads for full-time faculty members of Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 The issuance applies to all full-time faculty members of Southern West Virginia Community and Technical College who are classroom instructors.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. POLICY**

4.1 Class Load - ~~A required course load~~ Full-time faculty course load shall be 15 credit hours or their equivalent per semester, a maximum of 30 credits per academic year.

4.2 Work Week - Full-time faculty shall post a minimum of 22 ½ hours per week indicating lecture, clinical, lab and office hours. Additional time will be required to fulfill committee and other college responsibilities as identified in this policy. Work week may include a combination of any of the following: weekdays, evenings, and weekends.

4.3 Class Size - Classes will have a minimum of 10 students. The following consideration may be justification for approving classes with less than minimum enrollments:

4.3.1 Room size

4.3.2 Availability of equipment

4.3.3 Upper level courses required for graduation

4.3.4 Faculty/student ratios as mandated by accreditation standards

4.3.5 Any reason deemed necessary by ~~Chief Academic Officer~~ the Vice President for Academic Affairs and Student Services.

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

5.1 None.

## **SECTION 6. GENERAL PROVISIONS**

6.1 Office Hours - Each full-time faculty member shall maintain posted office hours of not less than seven and one-half (7 ½) hours per week.

6.2 Overloads - Full-time faculty members may be offered the opportunity to assume additional teaching workloads for extra compensation under a contractual agreement. In making such an agreement, the ~~Department Chair~~ Division Head shall consider the employee's ability to perform both his or her regular and supplemental duties.

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

7.1 Full-time faculty members are expected to participate in College non-teaching functions as part of their faculty duties. These activities include, but are not limited to, the following:

7.1.1 Registration and Student Advisement

7.1.2 Committee Assignments

7.1.3 Faculty Meetings

7.1.4 Commencement Exercises

7.1.5 Governance Day Activities

7.2 ~~Department Chairs~~ Division Heads will ensure:

7.2.1 Each full-time faculty member is assigned a full class load or equivalent.

7.2.2 Criteria for minimum class sizes are adhered to or justifications for exceptions are submitted.

7.2.3 Non-teaching College responsibilities are equitably assigned to faculty members.

## **SECTION 8. CANCELLATION**

8.1 None.

## **SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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

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**President**    **Date**

**Attachments:**        None

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

**Revision Notes:**    November 2009 – Revisions provide clarity and reflect changes in management responsibilities.  
                              The policy was placed into the new format.

December 2014 – Revisions reflect changes in management responsibilities and job titles.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 26, 2015**

**ITEM:** Request for Approval of Revisions to SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

President Joanne Jaeger Tomblin charged the Finance and Administration Unit with the review of SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*. President Joanne Jaeger Tomblin charged the Finance and Administration Unit with the review of SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*. The purpose of this policy is to establish and communicate the rule of Southern West Virginia Community and Technical College regarding the selection, adoption, use and sale of textbooks and other course materials for all credit-based college courses and programs in compliance with state and federal requirements.

The policy was reviewed by Executive Council on December 3, 2014. Revisions made are grammatical in nature and reflect changes in job titles. Therefore, it is recommended that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-5074**

**SUBJECT:** Selection, Adoption, Use and Sale of Textbooks and Other Course Materials

**REFERENCE:** West Virginia Code §18B-10-14;  
West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 51, *Bookstores and Textbooks*;  
Public Law 110-315, Higher Education Opportunity Act, August 2008

**ORIGINATION:** June 2010

**EFFECTIVE:** ~~August 17, 2010~~

**REVIEWED:** ~~New Policy~~ December 3, 2014

**SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to establish and communicate the rule of Southern West Virginia Community and Technical College regarding the selection, adoption, use and sale of textbooks and other course materials for all credit-based College courses and programs in compliance with state and federal requirements.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to the selection, adoption, use of textbooks and other course materials by faculty in all academic units, departments, programs and/or courses, and addresses the sale of the adopted textbooks and materials by bookstores operated and/or contracted by Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

- 3.1 None.

**SECTION 4. POLICY**

- 4.1 It is the policy of Southern West Virginia Community and Technical College (College) to comply with the mandates of Series 51 of the Rules and Administrative procedures of the West Virginia Council for Community and Technical College Education (Council) and the requirements of the Higher Education Opportunity Act (HEOA) regarding the selection, adoption, use and sale of textbooks and other course materials as well as the regulations pertaining to the operation of bookstores.
- 4.2 Employees of the College will comply with the above cited mandates and the institutional procedures established in respect to the selection, adoption and use of textbooks and other course materials for all academic credit-based courses offered by the College at all campuses, instructional sites and course locations.
- 4.3 Employees of the College, or those employed by contractors for purposes of operating College bookstores, shall comply with the above cited mandates and the institutional procedures established in respect to the sale of textbooks and other course materials.

## SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Series 51 requires the Board of Governors to promulgate a rule that fully and adequately addresses the mandates in West Virginia Code §18B-10-14 regarding the actions of employees of the institution in the selection and adoption of textbooks and course materials. These mandates include:
- 5.1.1 The faculty must commit, to the maximum percent practicable, to a selection procedure that will ensure certain basic textbooks will be utilized for a reasonable number of consecutive years without new editions being adopted unless earlier editions are not easily utilized in the courses.
  - 5.1.2 The faculty or any employee ~~are~~is prohibited from receiving any payment, loan, subscription, advance, deposit or money, service, benefit or anything of value, at present or promised, as an inducement for requiring students to purchase a specific textbook or supplemental course material.
  - 5.1.3 The faculty or any employee may receive royalties or other compensation from such sales that include the faculty member or other employee's own writing or work.
  - 5.1.4 The faculty or any employee may receive free sample copies, instructors' copies, and instructional materials for review, but shall not resell those items and retain the proceeds.
  - 5.1.5 The faculty or any other employee ~~are~~is prohibited from requiring for any course a textbook that includes his or her own writing or workbook if the textbook or workbook incorporates either detachable worksheets or workbook-style pages intended to be written on or removed from the book.
- 5.2 In addition, Series 51, requires the institutional rule to address the mandates of West Virginia Code §18B-10-14 related to the actions of employees and bookstores operated or contracted by the College regarding the sale of textbooks and course materials. These mandates require that the institution:
- 5.2.1 Provide specific mechanisms to minimize the costs to students for textbooks and course materials.
  - 5.2.2 Commit to, the maximum percent practicable, the number of used books the bookstore will repurchase from students at the end of each semester.
  - 5.2.3 Commit to, the maximum percent practicable, a range of percentage of repurchase prices based on the new textbook price.
- 5.3 Series 51 also requires that institutional policy comply with the mandates of Public Law 110-315, the Higher Education Opportunity Act enacted on August 14, 2008 in the selection, adoption, and use of textbooks and course materials. This law requires that:
- 5.3.1 Prior to considering a specific textbook for selection, adoption, and/or use, a faculty may require that textbook publishers provide, in writing:
    - 5.3.1.1 The price of the textbook and/or supplemental course materials to be considered;
    - 5.3.1.2 The copyright dates of the three previous editions, if any;
    - 5.3.1.3 A description of substantial content revisions from previous editions;
    - 5.3.1.4 Whether the textbook is available in other lower cost formats and, if so, the price to the institution and the general public;

- 5.3.1.5 The price of textbooks unbundled from supplemental materials; and
- 5.3.1.6 The same information, to the extent practicable, for custom textbooks.
- 5.3.2 No employee shall select or assign a textbook or supplemental course material if the publisher has not supplied the required information in Section 5.3.1, if requested, in writing.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 Institutional procedures for the selection, adoption and use of textbooks and/or supplemental course materials shall be developed through an inclusive process under the direction of the ~~Chief Academic Officer~~ Vice President for Academic Affairs and Student Services. Such procedures shall include the following:
  - 6.1.1 Firm deadlines for faculty to be assigned to courses;
  - 6.1.2 Firm deadlines for the selection, adoption and placement of orders with the College bookstore for textbooks and supplemental course materials to be used in each course;
  - 6.1.3 For deadlines not met, to the maximum extent practicable, there shall be a mechanism in place reasonably calculated to ensure that used textbooks, if available, can be located and purchased by the time of enrollment each semester. This mechanism should include, but is not limited to, such measures as default selection of certain textbooks, continuing to use the previous textbook, or having the ~~Department Chair or Division Dean~~ appropriate Division Head select the textbook. Any such textbook default selection must be strictly enforced and the faculty not be allowed to change the selection.
  - 6.1.4 Guidelines to be used by faculty in the selection, adoption and use of textbooks and supplementary course materials include the following:
    - 6.1.4.1 The faculty must consider more than one textbook publisher;
    - 6.1.4.2 The faculty must compare prices for textbooks and supplemental course materials in their consideration for selection and adoption;
    - 6.1.4.3 A simple form stating that the required information as stated in section 5.3.1 was or was not provided by the publisher must be submitted to the ~~Division Dean~~ appropriate Division Head in support of the adoption of any textbook or supplemental course material; and,
    - 6.1.4.4 Procedures for textbook selection and adoption must include a requirement that a textbook be used for a minimum of three academic years before any change is considered, to the extent practicable.
    - 6.1.4.5 Textbooks and supplemental course materials from publishers who refuse to submit the required, written information by established deadlines shall not be considered for future selection, adoption, and/or use for a minimum of three academic years from the date of such failure.
    - 6.1.4.6 Discourage the selection and adoption of textbooks in which less than 50 percent of the content will be used in the course unless the same textbook will be used in subsequent

courses;

- 6.1.4.7 Encourage the use of textbooks that have low-cost alternative editions available;
  - 6.1.4.8 Encourage the selection of textbooks it is believed will not be revised by the publisher within the next three (3) years;
  - 6.1.4.9 Encourage the use of consortia which make available open source textbooks or course materials to the faculty and students free or at low cost; and,
  - 6.1.4.10 Encourage the use of various technology innovations for the provision of textbooks and course materials such as electronic textbooks, on-line textbooks, print-on-demand services, open source materials, and institutionally produced materials.
- 6.2 Institutional procedures for sharing of information with currently admitted and potential students regarding all required and/or recommended textbooks and supplemental course materials shall be developed through an inclusive process under the direction of the ~~Chief Financial Officer~~ Vice President for Finance and Administration. Such procedures shall include the following:
- 6.2.1 Information on all required or recommended textbooks and supplemental materials shall be prominently posted in a central location on each campus, in ~~every campus bookstore~~, a prominent central location on each campus and on the institution's website prior to the designated registration period for each semester.
  - 6.2.2 The information provided shall include the International Standard Book Number (ISBN) and retail price.
  - 6.2.3 If the ISBN is not available, then the author, title, publisher and copyright date shall be provided.
  - 6.2.4 If the required information cited in 6.2.2 and 6.2.3 to be disclosed is not available, then the designation "To be Determined" shall be used.
- 6.3 The College shall include a link on ~~the~~ its ~~institutional~~ website for any provisions for rental of textbooks, purchase of used textbooks, textbook repurchase or buyback and ~~may~~ any alternative content delivery programs available.

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

- 7.1 The ~~Chief Academic Officer~~, Vice President for Academic Affairs and Student Services through a collaborative and inclusive process, shall be responsible for developing academic unit, division, department, and/or program procedures and assigning responsibilities for the implementation of all sections of this policy applicable to faculty and other employees under the direction of the Academic Affairs Unit.
- 7.2 In addition to the requirements set forth in previous sections of this policy, the ~~Chief Academic Officer~~ Vice President for Academic Affairs and Student Services shall:
  - 7.2.1 Include training for all faculty, ~~at the time of hire and periodically thereafter~~, on textbook selection and strategies that guarantee high quality course materials at the most affordable cost;
  - 7.2.2 ~~Designate the Division Deans~~ As appointed by the Vice President for Academic Affairs and Student Services a Division Head designated by Academics to will serve as liaisons with textbook publishers

and be responsible for dissemination of relevant information to their respective division faculty on textbook strategies and education and training opportunities regarding textbook selection; and,

7.2.3 Enforce the policies of the Board of Governors concerning textbook selection, adoption, and use.

7.3 The ~~Chief Financial Officer~~ Vice President for Finance and Administration, through a collaborative and inclusive process, shall be responsible for developing procedures and assigning responsibilities for the implementation of the sections of this policy applicable to the bookstore and other employees under the direction of the Finance Unit.

7.4 In addition to the requirements set forth in previous sections of this policy, the ~~Chief Financial Officer~~ Vice President for Finance and Administration shall:

7.4.1 Direct an examination of the feasibility of operating a textbook rental program;

7.4.2 Establish a permanent Textbook Affordability Committee consisting of a representative from the faculty, students, administration and bookstore. The Textbook Affordability Committee shall:

7.4.2.1 Meet periodically, but at least annually;

7.4.2.2 Advise the Faculty Senate, Student Government Association(s), Administration, and Board of Governors on affordability issues and initiatives, textbook selection guidelines and procedures, and educational opportunities;

7.4.2.3 Meet annually with the Board of Governors to make recommendations and provide reports it may have generated with copies to be forwarded to the Chancellor.

**SECTION 8. CANCELLATION**

8.1 SCP-3780, Textbook Selection Policy, and SCP-5075, Bookstore Textbook Procedures

**SECTION 9. REVIEW STATEMENT**

9.1 This policy shall be reviewed on a regular basis to comply with any future federal mandates with a time frame for review to be determined by the President or the President’s designee.

**SECTION 10. SIGNATURES**

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

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

**Attachments:**              None

**Distribution:**              Board of Governors (12 members)

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**Revision Notes:** June 2010 – This is a new policy and addresses the requirements of Series 51 of the Council for Community and Technical College Education and the mandates of Public Law 110-315, the Higher Education Opportunity Act of August 2008 regarding the selection, adoption, use and sale of textbooks and other course materials. This policy supersedes any and all previous policies pertaining to these subjects and related bookstore procedures.

December 3, 2014 – Revisions made to this policy are grammatical in nature and reflect changes in job titles.