



Southern
West Virginia
Community and Technical College

Board of Governors

**Agenda Book
August 16, 2016**

Members

Thomas A. Heywood, Chair
Wilma J. Zigmond, Vice Chair
Glenn T. Yost, Secretary
F. Raamie Barker
Jada C. Hunter

George Kostas
Kevin G. Zachary
Russell F. Saunders
Virginia L. Stepp

Robert E. Gunter, Ed.D
President

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 16, 2016
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. Introduction of Vice President for Academic Affairs Dr. Robert Gunter
President
4. President's Report President Gunter
5. Financial Report Mr. Samuel Litteral
Vice President for Finance and Administration
6. Development Office Annual Report Mr. Ronald Lemon
Vice President for Development
7. Emergency Preparedness Update Mr. David Lord
Director of Wyoming/McDowell Campus Operations
8. Action Items:
 - 8.1 Request for Approval of June 21, and July 19, 2016 Board Minutes 56-67
 - 8.2 Request for Approval of Textbook Affordability Committee Report 68-69
 - 8.3 Request for Approval by BOG and Submission to Chancellor
 - 8.3.1 SCP-1230, Firearms, Weapons, and Explosives Policy 70-73
 - 8.3.2 SCP-1750, Tobacco and Smoke-free Campus Policy 74-89
 - 8.3.3 SCP-2171, Professional and Educational Requirement for Faculty 90-96
 - 8.3.4 SCP-4356, Financial Aid Recipient - Change in Enrollment Policy 97-100
 - 8.4 Request for Approval to Release for 30-day Comment Period
 - 8.4.1 SCP-1010, Use of Alcoholic Beverages on Campus 101-104
 - 8.4.2 SCP-2875, Workload Requirements for Full-time Faculty 105-109
 - 8.4.3 SCP-3200, Awarding College Credit for Prior Learning 110-114
9. Discussion Item:
 - 9.1 Review of 2012-2015 Board of Governors Strategic Goals 115
10. Informational Items:
 - 10.1 Institutional Polices Approved by Chancellor Tucker 116
 - 10.2 Annual Institutional Rule Making Report 117-146
11. Adjournment Chair Heywood

Southern West Virginia Community and Technical College

Committee	President's Activities Report	Date	June 16, 2016
Facilitator	Dr. Bob Gunter	Time	6:00 PM
Location	Southern West Virginia Community & Technical College		
Members Present			
Members Absent			
Guests			

Key Points Discussed and Action Items			
No.	Date	Action Item(s)	Outcome/Follow-up and Owner
		College Faculty/Unit/Board Meetings	
	July 7, 2016	Southern Foundation Board Meeting	Attended
	July 14, 2016	Academy for Mine Training and Energy Technologies Meeting	Presided
	July 19, 2016	Southern Board of Governors Emergency Meeting	Conferenced
		Staff Meetings	
	June 22, 2016	President's Cabinet Meeting	Presided
	August 1, 2016	Vice President Meetings	Presided
	August 8, 2016	Vice President Meetings	Presided
	August 9, 2016	President's Cabinet Meeting	Presided
		Chamber of Commerce/Rotary Club Meetings/Consortium	
	July 11, 2016	Tug Valley Chamber of Commerce Meeting	Attended
	August 9, 2016	Logan County Chamber of Commerce Meeting	
		Campus Visits	
	June 22, 2016	New Student Orientation – Williamson Campus	Presented
	June 23, 2016	New Student Orientation – Boone/Lincoln Campus	Presented
	July 14, 2016	Williamson National Guard Armory Walk Through	Attended

Key Points Discussed and Action Items			
No.	Date	Action Item(s)	Outcome/Follow-up and Owner
		Individuals Meet/Greet	
	June 27, 2016	Darren McCormick & Dr. Donovan Beckett Meeting – Williamson	Attended
	June 28, 2016	WV Department of Agriculture Aggregation Project – Huntington	Attended
	July 21, 2016	Dr. Carl Hadsell, WVU Center for Entrepreneurial Studies & Development, Inc.	Conferenced
	August 1, 2016	Don Roberson, Region 2 Workforce Board	Attended
		Other	
	June 23, 2016	Community Forum on Craft Brewing - Wyoming Campus	
	July 5, 2016	Student Ambassador Program Proposal Meeting	Attended
	July 6, 2016	America's Promise Grant Brainstorming Meeting	Presided
	July 6, 2016	WV CTCS Grants Discussion	Presided
	July 15, 2016	WV Council for Community and Technical College Education	Conferenced
	July 20, 2016	Guided Pathways to Success (TAACCCT 3) Meeting	Attended
	July 27 – 28, 2016	2016 Student Success Summit, Morgantown, WV	Attended
	July 27, 2016	WV Council for Community and Technical College Education Special Called Meeting	Conferenced
		Planned Activities – February 2016	
	August 17, 2016	Corrido G Regional Development Authority Board Meeting	
	August 17, 2016	Community and Technical College Advisory Committee	
	August 18, 2016	WV Council for Career and Technical Education	

Key Points Discussed and Action Items			
No.	Date	Action Item(s)	Outcome/Follow-up and Owner
		Parking Lot Issues/Information Pass Along	
	June 29, 2016	On-site Civil Rights Review and Exit Interview	Informational
	October 13 - 14, 2016	Board of Governors Meeting/Retreat	Informational

Development Office Annual Report

August 16, 2016

Board of Governors

“Vision 2020 Major Gifts Campaign”

- Initiated in 2006
- Developed to accommodate the future needs of business and industry
- Assist Southern in achieving long-range plans to assure success of region
- Twenty million dollar goal was established for the year 2020

“Vision 2020 Major Gifts Campaign”

Overall Contributions from all Sources 07-01-2004 thru 05-18-2016:

\$18,057,915.53

“Vision 2020 Major Gifts Campaign” Programs

- Dental Hygiene
- Salon Management/Cosmetology
- Respiratory Care Technology
- Academy for Mine Training and Energy Technologies
- Central Sterile Supply Technician
- Faculty and Staff Development
- Mine Management
- College Advertising and Marketing
- Nursing
- Medical Assisting
- Appalachian Leadership Academy program
- Mechatronics
- Welding

“Vision 2020 Major Gifts Campaign” Highlights

- Scholarships
 - Over \$2.5 million awarded to students since 2007
- Employee Donations
 - More than \$250,000 since inception

Scholarship Recipients



MORGAN JEWELL

Oceana, WV

Educational Plans

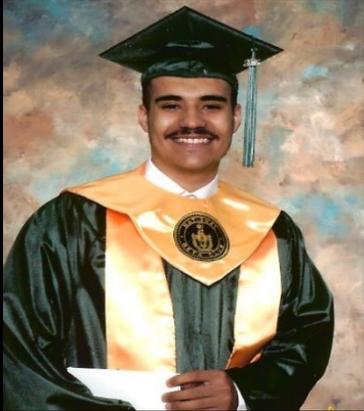
University Transfer, A.A.

Recipient of

Southern Foundation Scholarship

"I want to start off by saying "Thank You" to you as a whole for choosing me as a scholarship recipient. I am so honored to have this award, it means a lot to me. I cannot even begin to express my thankfulness. Southern has helped me beyond words with my future and education. I truly believe I made a wonderful decision by choosing to go to Southern!"

Scholarship Recipients



ANTONIO ALEXANDER "ALEX" AKERS
Pineville, WV

Educational Plans
Health Care Professional, A.A.S.

Recipient of
Southern Foundation Scholarship

"I am thankful and honored to be a recipient of the Southern West Virginia Community College Foundation Scholarship. I am currently employed part-time at Goodson's Supermarket in Pineville, West Virginia. This will be used to pay for my college tuition, and the scholarship will help immensely with textbooks. I worked and saved money to pay for three summer classes at Southern. I know the value of hard work and the importance of an education, and if not for scholarships such as this, I would have a very hard time attending college."

Scholarship Recipients



NANCY BRYANT

Williamson, WV

Educational Plans

Medical Assisting, A.A.S.

Recipient of

Appalachian Regional Commission (ARC) Scholarship

"I recently graduated from Mingo Central Comprehensive High School. I plan to attend Southern for the next two years and transfer to Marshall University to further my education. I wanted to say I am very thankful and appreciative to receive this wonderful scholarship."

Scholarship Recipients



JUSTIN NAPIER

Man, WV

Educational Plans

Health Care Professional, A.A.S.

Recipient of

Pardee Resources Company Scholarship

"I am writing to express my gratitude and excitement to learn that I am the recipient of the Pardee Resources Company Scholarship. This scholarship will assist me in obtaining my goal of a college education."

Year in Review

- Development
 - Annual Mike McGraw Memorial Golf Tournament At Twin Falls State Park
 - Foundation Board Meetings including Investment Committee Meetings and Annual Meeting
 - 8th Annual Scholarship Reception
 - Southern Samaritans
 - Eight High School Visits with Dr. Gunter
- Harmony 365
 - Williamson Candlelight Vigil
 - David LaMotte
 - Award-winning songwriter, speaker and writer
 - Studied International Relations through Rotary World Peace Fellowship
 - Founded small non-profit supporting schools and libraries in Guatemala

Foundation Annual Meeting



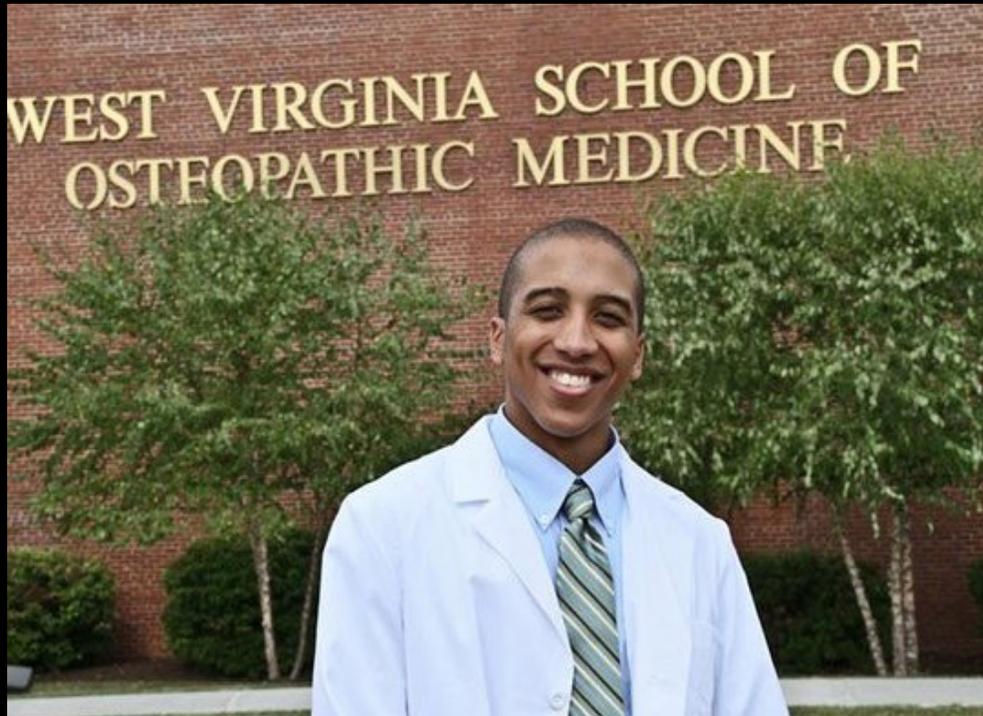
Logan Bank & Trust Annual Donation



Osenton Family Scholarship Donation

8th Annual Scholarship Reception

Guest Speaker: Dr. Elston Johnson



Pepsi Annual Donation Check Presentation



“Fun”draising Activities



Carrie Anne Scott Memorial Scholarship River Float
Madison, WV



Hatfield & McCoy Marathon
Williamson, WV

Southern Foundation Executive Board

- George Kostas, President
- Eddie Canterbury, Vice President
- Elizabeth Kostas, Secretary
- Mark Mareske, Treasurer
- David “Scotty” Scott
- Phyllis Osenton
- Eddie Joe Canterbury

Development Office



Ronald Lemon
Vice President for Development



Tammy Toppings
Program Specialist



Lola Preece
Accountant



EMERGENCY **PLAN**



SECTION I

INTRODUCTION

1.1 Importance of Being Prepared

Southern West Virginia Community and Technical College encourages every faculty member, staff member, student, part-time employee and constituent of the College to take emergency preparedness seriously and plan. Pre-planning and training can ensure a faster response to help mitigate any emergency incident, large or small.

1.2 Southern Emergency Response Policy Group

The Emergency Response Policy Group (ERP) will be chaired by the coordinator of emergency preparedness and meet at least twice annually during the academic year. The ERP will assist in guiding the coordinator on the Southern Emergency Response Plan and review the campus and department plans.

1.3 Role of the Coordinator of Emergency Preparedness

The coordinator of emergency preparedness shall ensure an annual review and update of the Southern Emergency Response Plan, and publish the updated plan after consultation with the Emergency Response Policy Group. The revised plan shall be published on the Institution's web page.

The coordinator of emergency preparedness shall offer annual training to the College community on the overall Southern Emergency Response Plan. The training will be provided in accordance with best practices, local, state and federal laws.

1.4 Responsibility of College Departments

As required in section two, all College campuses, and departments shall adopt, update and submit individual plans to the coordinator of emergency preparedness on an annual basis. The template for the campus/department plan shall be provided by coordinator of emergency preparedness, as approved by the Emergency Response Policy Group. An annual publication of those campus/department plans shall be submitted to the Vice President for Finance and Administration and kept on file with the President's Office.

College campuses and/or departments not submitting plans will receive annual reminders to comply and expected to adhere to a basic plan submitted to their department until compliance.

SECTION 2

COLLEGE EMERGENCY RESPONSE PLAN

2.1 Institutional Statement

Southern West Virginia Community and Technical College organizes, coordinates and directs available resources toward an effective response to, and recovery from, emergencies. The effectiveness of this effort is dependent on the development of individual unit plans. The College, therefore, expects departments to develop detailed emergency plans as outlined in this manual. This policy includes a chain of command establishing the authority and responsibilities of campus officials and staff members, and requires that departments designate emergency coordinators with the authority to make modifications in emergency procedures and to commit resources for emergency preparedness, as necessary. This plan is composed of two specific components: The Southern West Virginia Community and Technical College Emergency Response Plan and the Operational Unit Emergency Response Plans.

The Southern West Virginia Community and Technical College Emergency Response Plan establishes and outlines the College's response to an emergency and sets minimum standards for the creation of Operational Unit Emergency Response Plans.

Operational Unit Emergency Response Plans outline campus and department specific responses to an emergency and should exist for each unit of the College. These plans must be designed to promulgate strategies for protecting people and programs and for coordinating recovery efforts to allow for continued operation of the College.

2.1.1 Purpose

The emergency response procedures outlined in this manual are to enhance the protection of lives and property through effective use of College resources. Whenever an emergency affecting the college reaches proportions that cannot be handled by routine measures, the president, or his/her designee(s) may declare a state of emergency, and these contingency guidelines may be implemented. There are two types of emergencies that may result in the implementation of this plan. These are (1) a large-scale disorder, and (2) a large scale natural/man-made disaster.

2.1.2 Scope

These procedures apply to all Southern West Virginia Community and Technical College personnel and buildings and grounds owned and operated by the College, and include those peripheral areas surrounding the College.

2.2 Definitions

2.2.1 Category One Emergency

A Category One event affects only one department of the College and does not require a response beyond the capability of that operational unit working with the appropriate personnel.

2.2.2 Category Two Emergency

A Category Two event requires a coordinated response by multiple operational units of the College. The Emergency Operations Center may be opened.

2.2.3 Category Three Emergency

A Category Three event is catastrophic in scale, affects the community surrounding the College and requires a response beyond the College's internal capabilities. The entire Emergency Management Team mobilizes at the Emergency Operations Center.

2.2.4 Campus Response Units

College campuses, sites and departments may be required to provide direct assistance during an emergency; these campus, sites and departments must develop emergency response plans specific to the areas under their control including the potential request for direct assistance. They are: each campus and site, academics, finance, student services, information technology, and workforce development.

2.2.5 Emergency Operations Center

A physical location at which the Emergency Management Team convenes to establish and carry out strategies and tactics, deploy resources and initiate the recovery process.

2.2.6 Emergency Operations Team

A group of individuals who assess the scope of a potential emergency, incident or situation.

2.2.7 Emergency Operations Team Director

Southern West Virginia Community and Technical College's Vice President for Finance and Administration or designee

2.2.8 Emergency Preparedness Policy Group

Individuals responsible for policy development, implementation and review, and training of College personnel on emergency response planning and implementation. This group is chaired by the Emergency Preparedness Coordinator and consists of the four Directors of Campus Operations, the Vice President for Finance and Administration and Director of Mine Training & Energy Technology.

2.2.9 Evacuation

The process of moving horizontally or vertically in a facility for the purpose of exiting and relocating to a predetermined rally point.

2.2.10 First Responder

Emergency response personnel who are trained to provide initial medical and safety needs during an emergency.

2.2.11 Incident Command

A specific method for coordinating and managing both simple and complex emergency responses by utilizing a top-down command structure.

2.2.12 Lock Down

The process of securing all entrance locations of all campus controlled facilities for the purpose of preventing entry.

2.2.13 Operational Unit

A department, administrative service center or operational entity.

2.2.14 Operational Unit Emergency Response Plan

A document that outlines unit-specific responses to an emergency including direct assistance to other units and business continuity.

2.2.15 Rally Point

A predetermined location outside of a facility for individuals to meet and be accounted for after being evacuated from a facility.

2.2.16 Shelter in Place

The process of moving horizontally or vertically in a facility for the purpose of relocating to the safest location within the facility based on the type of emergency encountered.

2.2.17 Unit Emergency Response Coordinator (Unit Coordinator)

Individual assigned to serve as coordinator of operational unit response plan.

2.2.18 Campus Emergency Response Team Member

Trained individuals within specific department, or college who have designated responsibilities to carry out in an emergency situation.

2.3 Assumptions

The College Emergency Response Plan is predicated on a realistic approach to problems likely to occur on campus during a major emergency or disaster. The following are general guidelines:

- An emergency or a disaster may occur at any time of the day, night, weekend or holiday, and with little or no warning.
- The succession of events in an emergency is not predictable, and therefore, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents within geographical proximity to Southern West Virginia Community and Technical College, therefore County Disaster and Emergency Services, State and Federal emergency services may not be immediately available. A delay in off-campus emergency services may be expected (up to 48-72 hours).
- A major emergency may be declared by the Southern West Virginia Community and Technical College president or designee if information indicates that such a condition is developing or is probable.
- Any incident which has the potential for adverse publicity concerning campus resources, and/or instrumentalities of the College should be promptly reported to the College's official spokesperson, the public relations specialist at ext. 7429 and the College president at ext. 7439.

2.4 Types of Emergencies

Response plans shall be developed by the necessary departments for the following emergencies:

- 2.4.1 Tornado
- 2.4.2 Severe Weather/Snow
- 2.4.3 Fire
- 2.4.4 Medical Emergency
- 2.4.5 Utility Failure
- 2.4.6 Gas Leak
- 2.4.7 Violent Criminal Behavior
- 2.4.8 Civil Disturbance or Demonstration
- 2.4.9 Flood
- 2.4.10 Bomb Threat
- 2.4.11 Chemical Spill or Radiation Release
- 2.4.12 Water Contamination
- 2.4.13 Earthquake
- 2.4.14 Explosion on Campus
- 2.4.15 Active Shooter

2.5 Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the Southern West Virginia Community and Technical College president or designee as follows: When conditions are present that meet the definition of a campus major emergency or disaster, the Director(s) of Campus Operations, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, to safeguard persons and property and to maintain educational facilities. Declaration of a campus state of emergency should be made in consultation with the director of the County Emergency Management Office. The County Emergency Management director can provide Southern West Virginia Community and Technical College with assistance in obtaining outside resources, which will be required to successfully mitigate the human and financial impact of disasters and emergencies.

The Vice President for Finance and Administration shall immediately consult with the Emergency Operations team director regarding the emergency and follow all directions as set forth in this response plan. Only those faculty and staff members who have been assigned emergency resource team duties will be allowed to enter the immediate disaster site.

When declaration of a campus State of Emergency (Category Two or Three Emergency) is made, the College reserves the right to allow only registered students, faculty, staff and affiliates (i.e., persons required by employment) authorized to be present on campus. Those who cannot present proper identification (registration, employee identification card or other I.D.) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with applicable West Virginia criminal codes.

2.6 Emergency Contact List

The coordinator of emergency preparedness shall retain updated emergency contact numbers from every Operational Unit Emergency Response Plan. An annual document will be published as an appendix to the Crisis Communication Plan. The Vice President for Finance and Administration will have the latest copy on file for access, with additional copies forwarded to academic division heads, and President's Cabinet.

2.7 Incident Command Posts

When a major emergency occurs, or is imminent, it shall be the responsibility of the Director of Campus Operations to set up and staff an appropriate incident command post. The incident command post will be established in accordance with the guidelines listed by the Federal Emergency Management Agency (FEMA). The incident command post can be either a Field Incident Command Post or a General Incident Command Post:

- 2.7.1 Field Incident Command Post:** If the emergency involves only one building or a small part of a campus a Field Incident Command Post will be established as near to the emergency as reasonably possible.
- 2.7.2 General Incident Command Post:** If the emergency involves a large part of the campus, the Command Post is to be established in the Board of Governors conference room. If that site is unavailable, then the command post will be established and the location announced.
- 2.7.3 Emergency Operations Center:** Upon activation by the Emergency Operations Team director or their designee, the operation team will meet in a location announced.
- 2.7.4 Emergency Operations Team**
The Emergency Operations Team shall be directed by the Vice president for Finance and Administration or designee. The team shall consist of the following individuals or their designee:

- President
- Vice president for Academic Affairs
- Vice president for Student Services
- Vice president for Finance and Administration
- Vice president for Workforce Development
- Chief Information Officer
- Public Relations Specialist
- Director of Human Resources

2.8 Campus Response Units

Campuses and units shall develop emergency response plans that promulgate the procedures for protecting life and property. These plans must be in response to the types of emergencies identified in the College Emergency Response Plan. These plans shall include sections on preparedness, implementation and recovery. A copy of the plans shall be kept at the President's Office. Those campus and units are as follows:

- Logan Campus
- Williamson Campus
- Boone Campus
- Lincoln Site
- Wyoming/McDowell Campus
- Office of Public Relations
- Academic Affairs
- Student Services
- Purchasing Services
- Finance and Administration
- Workforce Development and Mine Training and Energy Technology
- Information Technology
- Human Resources

2.9 Emergency Response Plan Coordinators

As directed by the Southern West Virginia Community and Technical College Emergency Response Plan, each campus will have a designated **emergency response plan coordinator** (director of campus operations), who should be a full-time member of the College, and who is familiar with the buildings on the campus, and the physical layout of the facility. For notification purposes, a primary and secondary person should be identified. The specific duties are as follows:

- Coordinate emergency training for all team members.
- Maintain copies of Operational Unit Emergency Response Plans and ensure periodic updates.
- Collect necessary paperwork
- Conduct drills.
- Maintain emergency equipment for their designated area.

2.9.1 Operational Unit Coordinators

As directed by the Southern West Virginia Community and Technical College Emergency Response Plan, each department will have a designated operational unit coordinator, who should be a full-time member of the College, and who is familiar with his/her specific department, and the physical layout of the department. For notification purposes, a primary and secondary person should be identified. The specific duties are as follows:

- Coordinate departmental efforts in drafting the operational unit plan.
- Coordinate emergency training and communications for all department members.
- Maintain copies of Operational Unit Emergency Response Plan and ensure periodic updates.
- Maintain emergency equipment for their department.

2.9.2 Operational Unit Emergency Response Plan

The individual administrator over each of the Campus Response Units are responsible for ensuring their areas have current emergency plans in place, and that all individuals within their respective area, including faculty, staff and students, are familiar with emergency procedures and contacts. As directed by the president, as part of their plans, directors are responsible for assigning emergency preparedness and response duties to the appropriate faculty or staff member. All Operational Unit Emergency Response Plans must be kept current and must be updated as faculty, staff, and programs change. Plans should be available in both hard copy and electronic formats. Members of the Emergency Preparedness Policy Group will assist in developing and training those assigned emergency preparedness and response duties. The Operational Unit Emergency Response Plan will include:

- Listing of employees with contact information
- Location of individual rally points
- Evacuation procedures and routes
- Area checklists and reporting instructions
- Evacuation plans for students with disabilities
- Phone tree information for contacting key individuals within an Operational Unit
- Listing of mission critical resources
- Listing of hazardous materials
- Listing of specific duties and responsibilities of employees:
 - Assist in evacuation/shelter-in-place procedures
 - Conduct cursory search of area

2.10 Importance of Crisis Communication

A critical aspect of an organization's strength is its ability to communicate effectively in an emergency. This requires thoughtful proactive planning, which lays out the fundamental structure and systems for external and internal response to a wide variety of events and conditions. Since all possible scenarios cannot be planned for in detail, a well-developed plan requires detailing of responsibilities, procedures, and action plans that address general categories of emergencies and crises.

The responsibility of the public relations specialist is to ensure all departments and appropriate staffs are informed of media procedures. This will be critical to successful implementation of the plan in the event of an emergency. Effective response will also depend on the following:

- Timely response to media requests
- Effective utilization of available resources, both internal and external
- Clear definition of roles and responsibilities of individual staff members and departments
- Carefully planned communications with all interested parties
- A relationship with media organizations that fosters their playing a supportive role in our communication efforts
- Periodic re-evaluation and update of this plan to incorporate administrative and organizational changes, as well as other changes which need to be considered in the plan, such as new buildings systems, new types of labs, etc.

CRISIS COMMUNICATION PLAN

3.1 Institutional Statement

A variety of crises necessitate the implementation of a communication plan. A crisis is broadly defined as a situation that affects or threatens to dramatically affect the lives, health and property of the campus community or which may adversely impact the operation, reputation or normal activities of the College. Careful preparation, planning and complete honesty may reduce the tarnishing effects of a crisis.

3.2 Formation of Emergency Operations Team

For all crisis situations, the Emergency Coordinator is the first contact and assumes responsibility for notifying the Emergency Operations Team (EOT), calling them together.

3.2.1 Emergency Operations Team (EOT) Members include:

- President
- Vice president for Academic Affairs
- Vice president for Student Services
- Vice president for Finance and Administration
- Director for Campus Operations
- Director of Media
- Public Relations Specialist
- Human Resources Director

Individuals who work in areas affected by the crisis may also be asked to serve on the Emergency Operations Team.

Once convened, the Emergency Operations Team will complete the initial Crisis Assessment Checklist and develop a communication plan for the public relations staff to execute.

3.3 Incident Management Meeting Locations/Assignments

Working locations may be required during a crisis. This plan recognizes that no two critical incidents are the same and discretion is left with the Emergency Coordinator, Campus Director, to determine how many locations/assignments are needed.

3.3.1 EOT Command Center

Where: Logan Campus Board of Governors Conference Room

Who reports: EOT

Assignments: Develop strategies, course of action, and statement for media and the public.

3.3.2 Scene of Emergency

Where: Scene of Emergency

Who Reports: Public Relations Specialist, Campus Director

Assignments: Gather information and report back to EOT. Handle any media on location.

3.3.3 Media Work Center

Where: Off site location for media to gather to receive updates on situation. Each campus will have designated site.

Who Reports: Public Relations Specialist

Assignments: Present situation updates.

3.4 Communication Methods

The following communication methods may be used in a crisis situation to relay critical information to our target audiences. The content for all messages will be determined by the Emergency Operations Team or Public Relations Specialist, if the team has not yet assembled.

3.4.1 Southern Alert System

Delivers voice and text message alerts to email, home, cell and/or work phones. Messages can be sent to email addresses only or all devices.

3.4.2 Southern Website

Messages about the crisis situation may be posted on the homepage www.southernwv.edu in two locations – under top-level navigation and under “news.”

3.4.3 All-Campus Email Messages

Reach Southern email addresses and can be sent to the following groups: Everyone, faculty, staff or students.

3.4.4 Campus Operator Messages

Can be recorded on the main campus phone line.

3.4.5 Crisis Information Line

Messages may be recorded on the crisis information line by public relations staff. This number may be included in emails, media statements and on the Southern website.

3.4.6 Local Media

The local media may be utilized to communicate information to Southern’s neighbors and the community. A strategy for approaching the media will be determined by the Emergency Operations Team. Any

information released to the media will be monitored by the PR staff and quickly corrected when errors are made.

3.5 Guiding Principles for Crisis Communications

In a crisis, Southern West Virginia Community and Technical College will endure by reacting quickly, showing compassion and taking responsibility.

3.5.1 Tell the Truth, the Whole Truth and Nothing but the Truth

Telling the truth is always the right thing to do and the one way to ensure that little to no damage will come to the credibility of the College. Frequently, not telling the truth leads to two major problems:

- The truth will always come out. The exposure of the dishonesty increases the impact of the crisis and causes the individuals and the institution to lose all credibility.
- The rumor mill. Although honest information is the only way to communicate in a crisis situation, official channels of communication do not always tie up loose ends. In these situations, the “rumor mill” often becomes the trusted source for information.

3.5.2 Communicate Quickly

Gather accurate, thorough information and communicate that information as it becomes available. Waiting to go public about a crisis until every detail pertaining to the situation has been investigated could intensify the incident.

3.5.3 Speak with One Voice

In crisis situations, all messages must be 100 percent accurate and consistent. In most cases, the spokesperson should be the person possessing the most direct knowledge of the crisis. The Public Relations Specialist is the only designated spokesperson for the College.

3.6 Aftermath Component

Following any crisis, appropriate action must take place to ensure that members of the college community, and others as necessary, receive needed information and assistance to help bring closure to the crisis as well as relief from the effects of the event. Attention also should be placed on identifying and implementing measures to improve the action plan used during the crisis. Some examples include:

- A public meeting should be scheduled to communicate details of the incident and events to all interested members of the university. The timeliness of this meeting is critical.
- Immediately following a crisis, it is imperative that the college be sensitive to the needs of faculty, staff, students and guests who may have been personally affected by the disaster. Messages may be sent to provide comfort to the campus community.
- Depending upon the nature of the crisis, services and assistance may have been rendered by agencies, companies and/or individuals from outside the college. The Public Relations Specialist should ensure that applicable follow-up information is forwarded to appropriate persons, as well as thank you letters
- The Emergency Operations Team shall meet within days following a crisis to review the actions taken and determine the effectiveness and efficiency of the response.

PANDEMIC EMERGENCY PLAN

4.1 Pandemic Policy and Protocols

Definition of pandemic incident for purposes of this policy will be the severe outbreak of a virus that affects a significant population of Southern staff, faculty and/or students. Common viruses and pandemic events could include:

- Influenza: *"An influenza pandemic (or global epidemic) occurs when a new influenza virus subtype appears, against which no one is immune. This may result in several simultaneous epidemics worldwide with high numbers of cases and deaths."*¹
- Noroviruses: *"a group of related, single-stranded, nonenveloped viruses that cause acute gastroenteritis in humans."*²

It's crucial to be able to make clear and timely decisions, essential to know who is in charge of specific activities and how those roles might change if a limited outbreak changes into a small pandemic. Southern recognizes that this level of preparedness requires a high level of cooperation and commitment from all areas within the college.

The general expectation is that administrators and appropriate staff at Southern will work to ensure the safety of our campus population and take necessary steps to mitigate risks associated with the spread of any known virus.

Declaration of a campus pandemic emergency shall be the decision of the college president upon recommendations of the president's cabinet.

4.2 Leadership and Incident Command of a pandemic outbreak on campus:

To ensure continuity of planning, medical services, and mitigation Southern recognizes that leadership roles will need to be defined in the case of a pandemic outbreak on campus. The president of the college shall have final decision authority, but will rely on the following administrators in a unified command to facilitate operational decisions:

- Campus Incident Command: Vice President for Academic Affairs
- Faculty: Campus Division Heads
- Staff: Director of Human Resources
- Students: Vice president for Student Services
- Visitors: Director of Campus Operations
- Campus Operations: Director of Campus Operations
- Communication: Director of Public Relations

¹ World Health Organization: WHO Checklist for Influenza pandemic preparedness planning, 2005.

² CDC: Center for Disease Control and Prevention, 2009.

4.2.1 Incident Commander, the Vice president for Academic Affairs will assume incident command and report directly to the college president during a declared campus pandemic emergency. He or She will oversee a unified command in making appropriate decisions which will consist of the Vice President for Student Services, Director of HR, Director of Enrollment, Director(s) of Campus Operations, and the Director of Public Relations.

4.2.2 Faculty, the campus division head will brief and work with the vice president of Academic Affairs on all matters related to faculty and academic affairs during a declared campus pandemic emergency.

4.2.3 Staff, the director of human resources will brief and work with the vice-president of Academic Affairs on all matters related to employment, to include:

- College employment matters including mass sick time use;
- Workman's compensation claims and;
- Any additional employment matters related to a declared pandemic incident.

4.2.4 Students, the director of enrollment will oversee all matter related to student health during a declared pandemic emergency.

4.2.5 Visitors, the director(s) of campus operations will oversee all matters related to outside conference events drawing attendance to the college;

- Will work with public relations in communicating visitor health safety issues to the community, including cancellation of any planned event;
- Any communication shall be in accordance with the campus emergency plan.

4.2.6 Campus Operations, the director(s) of campus operations will oversee facility, safety, and housekeeping matters related to a pandemic incident, to include:

- General housekeeping and sanitation matters throughout the college;
- Supervising the crisis team on security issues pertaining to a pandemic incident on campus.
- Identifying contract services for maintenance, housekeeping, or police services in the case of mass sick time due to illness in any of these divisions.

4.2.7 Communications, the director of public relations will oversee matters related to:

- Campus-wide communications;
- Web announcements on pandemic emergencies, and;
- All media inquiries on pandemic emergencies.

4.3 Assumptions/Stakeholders

Southern has a pandemic plan/protocol, complimentary to the Campus Emergency Response Plan due to the complexity of this type of medical crisis. Components of this plan are meant to be consistent with local, state, and federal pandemic response plans/protocols.

Basic assumptions should include, but not be limited to the following:

- An influenza pandemic will occur simultaneously in communities throughout West Virginia and across the United States;

- Coordination with the county health department and local emergency manager;
- There may be a delay or shortage of vaccine and antiviral medications;
- A large percentage of the college work force may be too ill to report to work, compromising critical operations for the college;
- Supplies and equipment may be in short supply, or on back-order;
- A pandemic event may be too large for Southern to expend resources on and require assistance from local, state or federal agencies.

4.4 Action Steps during a Pandemic Emergency

Southern shall take the following actions during a declared pandemic emergency to ensure the health and safety of students, faculty, staff, and visitors to campus:

4.4.1 Communication

Advise sick students, faculty, and staff to stay at home until at least 24 hours after they no longer have a fever (100.4 degree Fahrenheit) or signs of a fever (chills, feel very warm, flushed appearance, or sweating). This should be determined without the use of fever-reducing medications.

Additional communication should be considered for the following:

- Students, faculty and staff with a higher risk of getting the flu should consider getting early treatment with antiviral medications.
- Discourage sick members of the public from attending institutional sponsored events until they are fever free for at least 24 hours.
- Encourage students, faculty, staff, and visitors to cover their mouth and nose.

4.4.2 Contact with students who are identified as sick

Southern will devote a reasonable amount of resources to maintaining contact with students who are identified as sick with flu-like symptoms.

4.4.3 Cleaning procedures

Southern will establish regular schedules for cleaning of restrooms, surfaces and items that are likely to have frequent hand contact such as desks, door knobs, keyboards, or counters.

Additional responsibilities for Director of Campus Operations:

- Maintain adequate supply of hand sanitizer stations throughout campus for use, locations to be determined by the vice president of finance and administration.
- Work to ensure all housekeeping staff is equipped with adequate PPE (Personal Protection Equipment) and trained in its use.
- Oversee storage and disposal of medical and non-medical wastes throughout campus.
- Consult a third party vendor for contacted housekeeping in case of staff contacting flu-like symptoms, causing widespread absences.

CRISIS ASSESSMENT CHECKLIST

5.1 Ready to Assess

The Crisis Assessment Checklist is designed to be used as a planning tool. Southern West Virginia Community and Technical College recognizes that some critical incidents are fast paced and ever changing. Use of this checklist should primarily be used as a training tool, but can work well if the Emergency Operations Team (EOT) has support in a command post during the incident.

Consideration	Answer/Resource
What is the subject matter of the crisis?	
Who identified the situation?	
When was the situation reported?	
Has the event resulted in death or significant loss to the College?	
What manner has the lost occurred?	
What probable cause exists?	
What containment has been done?	
Who should we notify and communicate with about the current crisis?	
Has the College received any media inquires, who, how many, and what was relayed?	
Should campus safety plans (i.e., secure facilities, shelter in place) be activated?	

What legal and ethical issues exist?	
Who is our spokesperson?	
What is the plan for assisting those affected by the crisis?	

Southern ALERTS

6.1 Southern Alert

In the event of a campus emergency, Southern West Virginia Community and Technical College will activate the emergency notification tool, Southern Alerts. This system gives Southern's administrators the ability to reach students, faculty and staff on and off campus via text messages, voice and email alerts.

6.1.1 Helpful tips for entering your contact information

Southern ALERTS is an emergency notification system that will be used by Southern to notify faculty/staff, students and other constituents of emergency situations that are occurring on one or all of our campuses or sites providing instructions for actions you should take. All emergency alerts will automatically be sent to:

- Every Southern provided email address (@southernwv.edu)
- Every Southern office or classroom phone
- Southern's [website](#)
- Southern's [Facebook page](#)
- Southern's [Twitter feed](#)
- A pop-up window on every Southern owned desktop/laptop computer on the Southern network

In addition, you may also sign up to have alerts delivered via email to:

- Any personal email address
- Text messages sent to any cell phone numbers you provide
- Voice calls made to any voice phone number you provide

You may sign up at the [Southern ALERTS portal page](#) by going this web site:
<https://southernwv.bbcportal.com/>.

Go to this web site, <http://www.southernwv.edu/?q=node/12781>, to watch a short video showing you how to sign up. As you sign up, be aware that if you use your @southernwv.edu email address as the username, you will receive two emails at that address whenever an emergency alert is sent. You may prefer to use a personal email address as the username for this Southern ALERTS account to avoid receiving duplicate emails.

6.2 Frequently Asked Questions

pending

BEING PREPARED

7.1 Types of Emergencies to be Prepared for on Campus

Being prepared is essential to mitigate or recover from a crisis hitting Southern West Virginia Community and Technical College. The types of emergencies that campuses, sites and departments/divisions should be prepared for are the following:

7.2 Tornado

7.2.1 *Tornado Watch:* A tornado watch indicates that weather conditions are such that a tornado could form. Normal activities may be continued, but alertness should be maintained for possible threatening conditions.

7.2.2 *Tornado Warning:* A tornado warning indicates that a tornado has been sighted and that all persons should seek appropriate shelter immediately.

7.2.3 *Procedures:* In the event of a tornado warning, employees, students and guests should shelter in place and follow your campus emergency plan.

In the event any part of the campus is struck by a tornado:

- The Director of Campus Operations will immediately implement the incident command system.
- Protect money by locking all registers and safes.
- Lock all areas that have money.

If the Incident Command Center is set up, a representative from the maintenance staff will report to the incident command to facilitate any questions concerning the incident from emergency response teams.

The Director of Campus Operations will notify all outside emergency services needed such as ambulance, fire department, etc.

7.3 Severe Weather

In the event of a threat of severe weather:

- The Director of Campus Operations will monitor the progress of the severe weather.
- Test of the emergency generators and fluid levels are conducted on a regular basis, if applicable.
- Check all HVAC units to make sure that all access panels are secure
- Check all first aid kits to make sure they are supplied.
- Ensure all roof drains are free and clear of debris.
- Review evacuation procedures.

In the event severe weather is detected on campus:

- Close and lock all cash registers.
- Close and lock all areas containing money including safes.
- Shut down all computers and electrical equipment that might be damaged.
- Evacuate the building if the safety of the faculty/staff, students and visitors are threatened.
- The decision to evacuate a building will be announced by the Director of Campus Operations.
- Meet at a predetermined location away from the building.
- Check all areas of the building to make sure everyone is evacuated

In the event of property damage resulting from severe weather:

- The Director of Campus Operations will establish control of security around the affected area.
- Only authorized persons may enter the area after it is declared safe to enter.

If the roof is leaking:

- Cover with plastic any property that may be damaged
- Place trash cans under leaking areas
- Elevate property off the floor to at least 12 inches
- Rope off damaged areas.

If there is water in the building:

- Notify the Director of Campus Operations
- Building services will be notified to facilitate cleanup of the area
- Document all expenses

7.4 Fire Incidents

In all cases of fire, 911 must be notified immediately!

- Dial 911 immediately
- During a fire alarm in any building, you are required to evacuate immediately.
- If you become trapped in the public area of a building during a fire, find a room, preferably with a window available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your locations.
- If you are in a room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks around the door; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave your room, take your shoes, clothing and room key and go to the nearest exit. (Shout and pound on doors as you leave.)

- Know the locations of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
- If a minor fire appears controllable immediately contact 911 (they will notify the fire department). Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- If an emergency exists, notify 911 and activate the building alarm. Caution, the building alarm only rings in some buildings— you must also report the fire by phone.
- On large fires that do not appear controllable, immediately notify 911 (they will notify the fire department). Then evacuate all rooms, closing all doors to confine the fires and reduce oxygen - Do not lock doors!
- Protect money by closing and locking all registers and safes (if time permits).
- Lock all areas that have money (if time permits).
- When the building evacuation alarm is sounded to signal that an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building! Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.
- Do not return to an evacuated building unless told to do so by a college official.

7.5 Medical Emergency

In the event of a serious injury or illness:

- Immediately dial 911 for assistance. Give your name, describe the nature and severity of the medical problem and the campus location of the victim. In case of minor injury or illness, provide first aid care. Only trained personnel should provide first aid treatment (i.e., first aid, CPR).
- Keep the victim still and comfortable.
- Ask the victim, “are you ok?” and “what is wrong?”
- Check breathing and give CPR if necessary and you are trained.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical I.D., question witness(es) and give all information to the paramedics.

7.6 Utility Failure

In the event of a major utility failure:

- Immediately dial 911.

- If an emergency exists, activate the building alarm. Caution: The building alarm may be local, therefore it may ring only in the building, and you must also report the emergency by telephone.
- All building evacuation will occur when an alarm sounds continuously and/or when an emergency exists.
- Assist the disabled in exiting the building! Remember that the elevators are reserved for disabled persons.
- Do not use elevators in case of fire.
- Once outside move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes and hydrants clear for emergency crews.
- If requested, assist the emergency crews as necessary.
- A campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
- If you are trapped in the elevator, use the emergency phone to notify the emergency services. If the emergency phone does not work, turn on the alarm. Remain calm.
- Do not return to an evacuated building unless told to do so by a College official.

7.7 Gas Leak

In the event of a gas leak:

- Immediately dial 911.
- Evacuate the building if the safety of faculty, staff and students is threatened.
- Open doors to promote cross-ventilation
- The Campus Crisis Management Team will establish a safe perimeter. All persons except those needing to enter will be restricted.
- The emergency response team representative will stand by to answer any questions the fire department may have.
- Do not return to the building unless a college official gives an all clear.

7.8 Violent or Criminal Behavior

In the event of violent or criminal behavior

- Immediately dial 911 and report the following to the dispatch operator.
 - Nature of the incident
 - Location of the incident
 - Description of person(s) involved
 - Description of property involved
 - Any weapons involved
 - Welfare of the person
 - Report suspicious situations or persons to Director of Campus Operations

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

7.8.1 What to do if taken hostage:

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous.
- Follow instructions, be alert and stay alive. The captor is emotionally imbalanced. Don't make mistakes, which could negatively impact your well being.
- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat that captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer questions from the police on the phone. Be patient, wait. If medications, first aid, or rest room privileges are needed by anyone, say so.

The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

7.9 Civil Disturbance or Demonstration

In the event that a demonstration blocks access to college facilities or interferes with the operations of the college:

- Demonstrators will be asked to terminate the disruptive activity by the vice president of Student Services or his/her designate.
- The vice president of Student Services or his/her designate will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion and possible intervention by civil authorities.
- Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
- After consultation with the president, the vice president of Student Services and the director of campus operations, the need for an injunction and intervention from civil authorities will be determined.

7.9.1 VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent:

During Regular Business Hours

- In coordination with the vice president of Student Services, the director of campus operations will contact the local police.
- If advisable, the vice president of Student Affairs will alert the director of Media who will then call a photographer to report to an advantageous location for photographing the demonstrators.
- The president in consultation with the vice president of Student Services and vice president of Finance and Administration, will determine the possible need for an injunction.
- The Director of Campus Operations will communicate with the local law enforcement agencies as needed.

After Business Hours

- Immediately notify the Director of Campus Operations of any disturbance.
- The Director of Campus Operations will investigate the disruption and notify the vice president of Student Services.

The Vice President of Student Services:

- Report the circumstances to the president
- Notify key administrators

Media Relations will:

- Arrange for a photographer
- Handle any media issues

The Director(s) of Campus Operations will,

- Set up an incident command center
- Engage the Emergency Operations Center
- If necessary, contact the local law enforcement

7.10 Flood

In the event of a threat of flood:

- Elevate all property at least two feet off the floor.
- The Director of Campus Operations will monitor the weather alerts
- The maintenance staff will be notified, and a representative will report to the incident commander

In the event of a flood on Southern West Virginia Community and Technical College property:

- Review water contamination procedures

- Make sure that all property is elevated above forecasted flood level

Review evacuation procedures:

- Evacuate a building if the safety of the faculty/staff, students and visitors is at risk
- The Director of Campus Operations will be responsible for announcing an evacuation
- Check all areas of the building to make sure the building is evacuated
- Protect money/property if it doesn't threaten anyone's safety
- Close and lock all cash registers
- Lock all areas that have money
- Meet at a predetermined location outside the building

If there is any property damage as a result of the flood: Enter the building with caution. Snakes and other animals may have entered the building. Be sure that appropriate personal protective equipment is provided and worn.

- Inspect the building to assess damage and report to the EOC
- Document all expenses
- Make sure all damages are noted

7.11 Bomb Threat

In the event of a bomb threat:

- DO NOT HANDLE THE OBJECT!
- Clear the area and immediately call 911.

Any person receiving a telephone call bomb threat should ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

Keep talking to the caller and record the following:

- Time of call
- Age and sex of caller
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller
- Background noise

IMMEDIATELY notify the local law enforcement at 911 and report the incident.

- The director of campus operations will evacuate the building and or campus.
- The local law enforcement officers will conduct a detailed search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to the Director of Campus Operations. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets or turn lights on or off.

- Assist the disabled person in exiting the building! Remember that elevators are reserved for disabled persons. Do not use elevators in case of fire. Do not panic.
- Once outside, move to a clear area at least 500 feet away from the affected area. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

The incident commander on the scene will notify the local enforcement agencies of the situation.

7.12 Chemical Spill or Radiation Release

In the event of a chemical spill or radiation release:

Immediately report the incident to 911 and give the location, material(s) involved and the extent of any injuries.

- Activate the building alarm. Caution: The building alarm may be a local alarm and therefore might ring only in the building; you must also report the emergency by telephone.
- Evacuate the building and leave clear access for arriving emergency personnel.
- Assist the disabled in exiting the building! Remember that elevators are reserved for the disabled person's use. Do not use elevators in case of fire.
- If requested, assist emergency crews as necessary.
- A campus Emergency Command Post may be set up near the emergency site.
- Keep clear of the command post unless you have official business.
- Do not return to an evacuated building unless told to do so by a College official.

7.13 Water Contamination

In the event the local water department or Health Board has declared a “contaminated water” condition:

- Contact the Director of Campus Operations so that the proper notifications can be made
- Wear disposable gloves at all times
- Wash dishes and cooking utensils in heated bottled water
- Use bottled water for drinking and cooking

7.14 Earthquake

If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.

- If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines as they may be energized.
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for shelter it offers.
- After the initial shock, evaluate the situation and if emergency help is necessary call 911.
- Protect all money by locking registers and safes. Lock all areas that have money.
- If an emergency exists, activate the building alarm. Caution: The building alarm rings in some building - you must also report the emergency by telephone.

- When the building evacuation alarm is sounded walk to the nearest marked exit and ask others to do the same.
- Assist the disabled in exiting the building! Remember that elevators are reserved for disabled person use. Do not use elevators in case of fire. Do not panic.
- Damaged facilities should be reported to the Vice President of Finance and Administration.
- Once outside move to a clear area at least 500 feet away from the affected buildings(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless told to do so by a College official.

7.15 Explosion on Campus Including Aircraft Down

In the event of an explosion or a downed aircraft (crash) on campus:

- Immediately take cover under tables, desks and other objects, which will give protection from falling glass or debris.

After the effects of the explosion and/or fire have subsided notify 911. Give your name and describe the location and nature of the emergency.

- If necessary, or when directed to do so, activate the building alarm. Caution: The building alarm rings only in some building - you must also report the emergency by telephone.
- When the building evacuations alarm is sounded or when told to leave by College officials walk quickly to the nearest marked exit and ask others to do the same.
- Assist the disabled in exiting the building! Remember that elevators are reserved for disabled persons. Do not use elevators in case of fire.
- Once outside move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A campus Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.

If an incident command post is established, a representative from Maintenance will report to the incident commander to help facilitate with any questions from the emergency response teams.

Do not return to an evacuated building unless told to do so by a university official.

7.16 Active Shooter

7.16.1 Introduction

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

7.16.2 Guidance to faculty, staff and students

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

- Be aware of your surroundings.
- Become attuned to your education and work environment.
- Predetermined mindset will help you take rapid and effective action.

7.16.3 If an active shooter is outside your building

Proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police, or a campus administrator known to you, gives the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

7.16.4 If an active shooter is in the same building

Determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.

7.16.5 If an active shooter enters your office or classroom

Try to remain calm. Call 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. Normally the location of a 911 call can be determined without speaking. If there is absolutely no opportunity for escape or hiding, it might not be possible to negotiate with an active shooter; attempting to overpower the shooter with force should be considered, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safe place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

7.16.6 What to expect from responding police officers

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put

down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

7.16.7 Training

The Emergency Preparedness Coordinator and the directors of campus operations will offer information, training and conduct drills to better prepare you for an emergency.

ADVERSE WEATHER POLICY

8.1 Background

Weather-related road conditions sometimes necessitate that the College consider delaying opening, canceling classes, closing or remaining open one or more campus. This decision is made by the vice president for academic affairs based upon input from the directors of campus operations.

When the campus remains open during adverse weather, employees must use their best judgment when it comes to commuting to and from the workplace. They should not endanger themselves nor ignore the statements of local officials about traveling during adverse weather. Staff and faculty should make every effort to notify their supervisor if they cannot get to work or plan to leave early.

If the decision is to delay, cancel classes or close, that information is communicated immediately to the campus community through local radio and television stations, the www.southernwv.edu homepage, and email to southern.edu addresses.

8.2 Explanation of Delays, Canceled Classes and Closings

8.2.1 Classes canceled: Classes are canceled for the morning, afternoon, evening or the entire day, but the College campuses remain open. In the event of inclement weather, staff and faculty should use their best judgment when it comes to commuting to and from the workplace, and make every effort to notify their supervisor if they cannot get to work or plan to leave early.

8.2.3 Closed: The College is closed, classes are canceled for the day and only “critical staff” should report to work.



Radio Handout - APX 1000 Radio



Model Number H84QDF9PW6AN
 Serial Number 837CRP0511
 FLASHcode 104048-Q01488-1

Buttons and Controls

Index	Description	Conventional	Trunking
1	Multi-Function Knob	Power	Power
	Primary Function	Volume Select	Volume Select
	Secondary Function	Channel Select	Channel Select
2	Top Button	Blank	Blank
3	Side Top Button	Monitor	Site Displ/ Srch
4	Side Middle Button	Light/Flip	Light/Flip
5	Side Bottom Button	Scan	Scan
6	Data Button	Blank	Blank

Zones and Channels

Channels	Zone1	Zone2	Zone3	Zone4	Zone5	Zone6
1	911 BARBOUR	911 BERKELEY	911 BROOKE	911 LEWIS	911 BOONE	911 FAYETTE
2	911 DODRIDGE	911 GRANT	911 HANCOCK	911 PENDLETON	911 CABELL	911 GREENBRIER
3	911 HARRISON	911 HAMPSHIR	911 MARSHALL	911 POCAHONTAS	911 LINCOLN	911 MCDOWELL
4	911 MARION	911 HARDY	911 OHIO	911 RANDOLPH	911 LOGAN	911 MERCER
5	911 MONONGALIA	911 JEFFERSON	911 TYLER	911 TUCKER	911 MASON	911 MONROE
6	911 PRESTON	911 MINERAL	911 WETZEL	911 UPSHER	911 MINGO	911 RALEIGH
7	911 RICHIE	911 MORGAN	R3 COMMAND	911 WEBSTER	911 WAYNE	911 SUMMERS
8	911 TAYLOR	R2 COMMAND	R3 TAC 1	911 GILMER	R5 COMMAND	911 WYOMING
9	R1 COMMAND	R2 TAC 1	R3 TAC 2	R4 COMMAND	R5 TAC 1	R6 COMMAND
10	R1 TAC 1	R2 TAC 2	R3 TAC 3	R4 TAC 1	R5 TAC 2	R6 TAC 1
11	R1 TAC 2	R2 TAC 3	R3 TAC 4	R4 TAC 2	R5 TAC 3	R6 TAC 2
12	R1 TAC 3	R2 TAC 4	R3 TAC 5	R4 TAC 3	R5 TAC 4	R6 TAC 3
13	R1 TAC 4	R2 TAC 5	R3 TAC 6	R4 TAC 4	R5 TAC 5	R6 TAC 4
14	R1 TAC 5	R2 TAC 6	R3 TAC 7	R4 TAC 5	R5 TAC 6	R6 TAC 5
15	R1 TAC 6	R2 TAC 7	R3 TAC 8	R4 TAC 6	R5 TAC 7	R6 TAC 6
16	R1 TAC 7	R2 TAC 8	R3 TAC 9	R4 TAC 7	R5 TAC 8	R6 TAC 7
17	R1 TAC 8	R2 TAC 9	R3 TAC 10	R4 TAC 8	R5 TAC 9	R6 TAC 8
18	R1 TAC 9	R2 TAC 10	R3 TALK 1	R4 TAC 9	R5 TAC 10	R6 TAC 9
19	R1 TAC 10	R2 TALK 1	R3 TALK 2	R4 TAC 10	R5 TALK 1	R6 TAC 10
20	R1 TALK 1	R2 TALK 2		R4 TALK 1	R5 TALK 2	R6 TALK 1
21	R1 TALK 2			R4 TALK 2		R6 TALK 2

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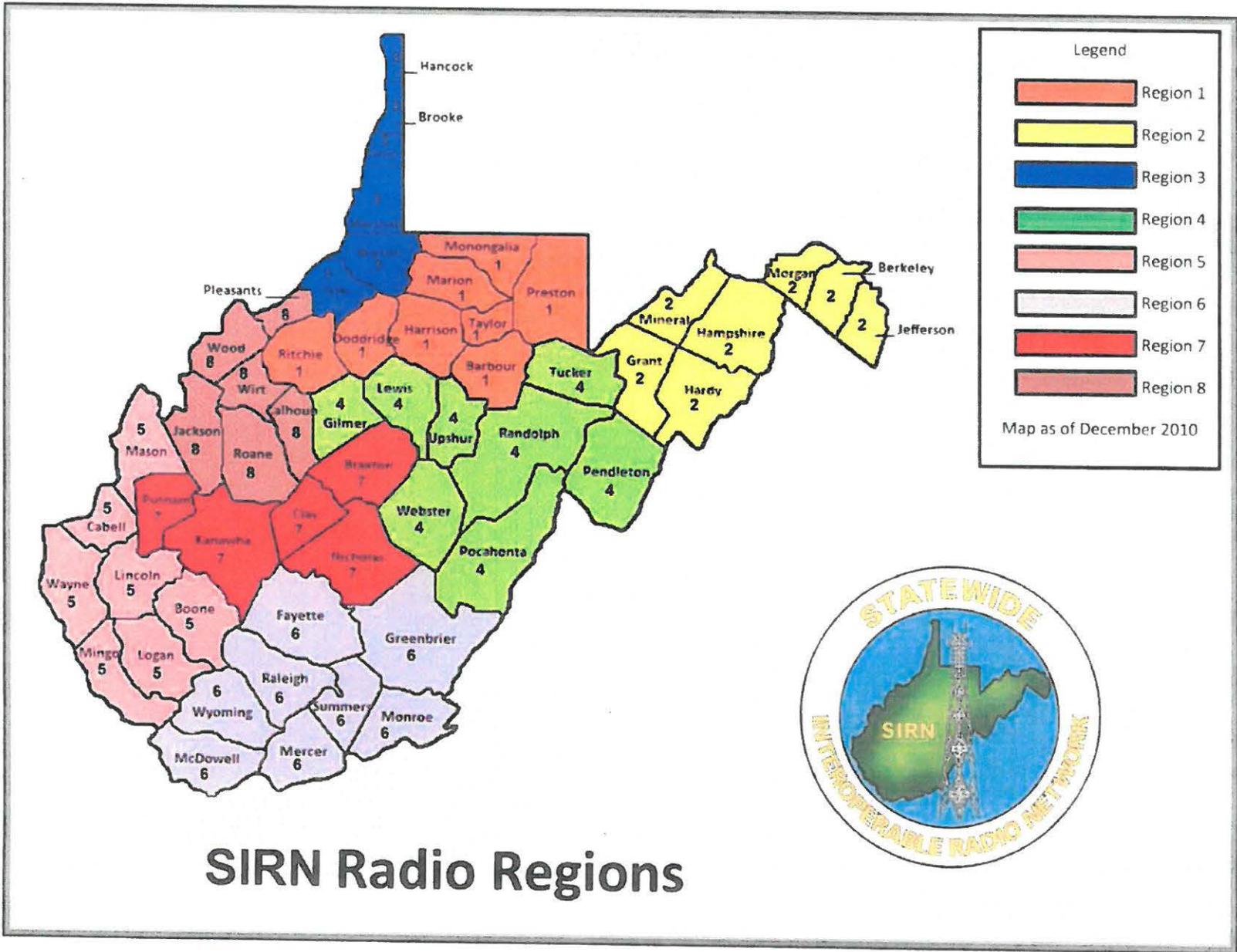
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**Southern West Virginia Community and Technical College
Board of Governors
Meeting of June 21, 2016
6:00 p.m.
2900 Dempsey Branch Road, Building C, Room 428
Mount Gay, West Virginia and by Teleconference**

DRAFT MINUTES

Board Members Present: Thomas Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary; Raamie Barker, Jada Hunter, George Kostas, Terry Sammons, Russell Saunders, Faculty Representative; Virginia Stepp, Classified Staff Representative

Board Members Absent: Brandon Elkins, Student Representative

College Staff Present: President Robert Gunter, Samuel Litteral, Allyn Sue Barker, Ronald Lemon, Gary Holeman, Carol Howerton, Steven Lacek, Steven Hall, Mindy Saunders, Guy Lowes, Chris Gray, Pat Miller, Cassandra Goble, Teri Wells, Josie Lacek, Emma Baisden (Recorder).

1. Call to Order

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

2. Special Presentations

Chair Heywood honored outgoing Board of Governors members Terry Sammons and Brandon Elkins (student representative), with resolutions applauding their outstanding leadership, service, and dedication to the Southern West Virginia Community and Technical College Board of Governors. The resolutions were unanimously approved by the Board and will become part of the official meeting minutes (Addendums 1 and 2). President Gunter presented Mr. Sammons with an award in recognition of providing nine years of exemplary service and dedication to the College. The student's appreciation plaque will be mailed to him.

3. 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.

4. Classified Staff Council Annual Presentation

The Classified Staff Council held its annual meeting with the Board of Governors to discuss matters which affect classified employees as prescribed in West Virginia Code §18B-6-6(g). Mr. Chris Gray, Classified Staff Council Chair, presented an overview of the Council's accomplishments, goals, and various College activities/projects in which classified staff participated during the 2015-2016 year. The Classified Staff Council again conducted a SWOT Analysis. They identified the classified staff body as a strength as cited by the Higher Learning Commission visiting team during the 2013 site visit. A weakness was identified as low morale. The transition to the new biweekly payroll system has impacted the morale of employees because paychecks are now prorated downward to accommodate

for 26 pay periods instead of 24. The group identified technology, an aging classified staff, continued budget issues, and the decline in enrollment as challenges. The Council's goals for 2017 are to improve employee morale, improve classified staff professional development, revise the constitution, mission and vision of the classified staff council, and develop a mentoring program for classified employees. Following the presentation, Chair Heywood thanked Mr. Gray for providing the Board with an outstanding presentation of classified staff activities. He commended the Classified Staff Council for its continuous improvement and recognizing the importance of the SWOT Analysis. He believes that Southern has a "world class" classified staff.

5. Technology Services Report

Chief Information Officer, Gary Holeman, presented the annual report for the Office of Information Technology. He provided Board members with the organizational structure of the Technology Services Department, highlights and goals accomplished during 2015-2016, and the department's goals for 2016-2017.

6. Student Success Data Report

Mr. Steven Lacek, Division Head of Social Sciences, Education, and Non-traditional Programs / Accreditation Liaison Officer, presented a statistical report on student success for the 2015-2016 academic year. The report included the Perkins Core Indicator Statistics showing levels of performance for the period of July 1, 2014 - June 30, 2015.

7. Overview of POWER Grant

Professor Carol Howerton informed Board members that \$58 - \$60 million of competitive federal funding is available under the Partnerships for Opportunity and Workforce and Economic Revitalization (POWER) Initiative provided by the Economic Development Administration of the U.S. Department of Commerce and the Appalachian Regional Commission (ARC) to communities and regions negatively impacted by changes in the coal economy. Professor Howerton stated that the entire state of West Virginia is ARC eligible. Southern has been invited to participate in multiple POWER grants. Something which started as a small project has blossomed into a huge endeavor. The primary objectives of the grants are to invest in economic and workforce development projects which will produce economic diversification, job creation, and workforce development and reemployment opportunities. This project started with three forums on craft brewing and turned into a collaborative effort on Agri-tourism. Ms. Howerton will meet with the Commissioner of Agriculture on June 24, 2016. There are no submission deadlines for completion.

8. President's Report

8.1 President Gunter asked Ms. Allyn Sue Barker, Vice President for Workforce and Community Development, to speak to a few grant opportunities which entities have asked Southern to partner that was not discussed by Ms. Howerton.

8.1.1 Tourism grant submitted by Jeff Lusk, Hatfield-McCoy Trails.

8.1.2 Logging industry grant being wrote by West Virginia University.

8.1.3 Create West Virginia - Interested in jobs from home.

8.1.4 Earmark Grant - Workforce West Virginia - funds earmarked for southern West

Virginia focusing on transportation training, CDL, process technology, heavy equipment, etc.

- 8.1.5 RCBI - Focus on manufacturing.
- 8.1.6 Continuous Enrollment Grant - CTC System
- 8.1.7 WV Welcome Program - youth entrepreneurship

- 8.2 President Gunter reported that Southern had a pool of 20 applicants for the position of Vice President for Academic Affairs. Thirteen of the 20 met the qualifications, five candidates were video interviewed, three candidates were invited for a campus interview - two came; one took a job elsewhere, and the committee unanimously chose Dr. Jack Dilbeck who will begin his tenure at Southern on June 27, 2016.

- 8.3 Southern is currently exploring the opportunity to establish a Craft Beer / Brew Master program of study and has hosted three of four community forums to seek comments from the citizens within the district.

- 8.4 SCP-1010, *Use of Alcoholic Beverages on Campus*, will be rewritten to allow production of alcohol in the lab. The revised policy will be brought before the Board in August requesting its release for the required 30-day comment period.

- 8.5 The Southern West Virginia Community College Foundation in collaboration with the College helped sponsor the 16th Annual Hatfield-McCoy Marathon held June 11, 2016. The Food City in South Williamson, KY was the starting point for the marathon which had more than 900 participants, and the finish line was in Matewan, WV. The Tug Valley Road Runners will hold a half marathon at the Logan Campus in Fall 2016.

- 8.6 Southern plans to offer a history and speech class in the Fall 2016 semester at the Running Right Leadership Academy in Boone County.

- 8.7 Dr. Gunter was a guest speaker for the Kiwanis Club Annual "Top of the Class" Banquet held at the Williamson Campus.

- 8.8 As part of a registration initiative, Southern will host a graduation party for 2016 high school graduates at each of its campuses.

9. Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated May 31, 2016 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The figures shown on the report reflect a modified cash basis. Mr. Litteral informed Board members that Southern lost \$328,000 in budget cuts. These are times of uncertainty. Southern did not receive additional budget cuts, but budget cuts could be made in Spring 2017.

10. Action Items

10.1 Appointment and Election of 2016-2017 Lay Members to the Board Agenda Committee

Chair Heywood appointed George Kostas and Kevin Zachary to the Board of Governors Agenda Committee.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect lay members George Kostas and Kevin Zachary to its 2016-2017 Board of Governors Agenda Committee.

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

The Board of Governors Agenda Committee members are Thomas Heywood, Wilma Zigmond, Glenn Yost, George Kostas, Robert Gunter, and Kevin Zachary.

10.2 Nominating Committee Report and Election of 2016-2017 Board Officers

Mr. Terry Sammons, Nominating Committee Chair, reported that the committee met on May 3, 2016 and determined the Board should retain its current leadership for the 2016-2017 year due based upon service and performance.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board Officers for fiscal year 2016-2017 as proposed by the Nominating Committee: Tom Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary.

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

10.3 Request for Approval of April 19, 2016 Meeting Minutes

MOTION: Glenn Yost moved to accept the April 19, 2016 meeting minutes as presented.

ACTION: Virginia Stepp seconded the motion. The motion carried unanimously and Chair Heywood declared the minutes approved.

10.4 Request for Approval of 2016-2017 Institutional Budget

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve a final institutional operating budget for Southern West Virginia Community and Technical College for fiscal year 2016-2017.

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

10.5 Request for Approval of FY 2017-2018 Capital Projects and Expenditures

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 modification amounts and priorities of FY 2018 capital projects for Southern West Virginia Community and Technical College.

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

10.6 Request for Approval of FY 2018-2022 Capital Projects and Expenditures

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2018 - FY 2022 capital projects for Southern West Virginia Community and Technical College.

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

10.7 Request for Approval of Administrative Appointment to the Boone County Joint Administrative Board

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of Jack D. Dilbeck as a replacement for Debra Teachman to represent the Board of Governors on the Boone County Joint Administrative Board; AND

FURTHER RESOLVED, that Jack D. Dilbeck will serve a three-year term.

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

10.8 Request for Approval of Administrative Appointment to the Lincoln County Joint Administrative Board

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of William H. Cook and Jack D. Dilbeck to represent the Board of Governors on the Lincoln 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 Lincoln County Board of Education; AND

FURTHER RESOLVED, William H. Cook will serve a two-year term and Jack D. Dilbeck will serve a one-year term. By mutual consent of the Board of Governors and the Lincoln County Board of Education, David Roberts will serve as the at-large member and Chair of the Joint Administrative Board.

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

10.9 Action on Institutional Policies for Final Approval

10.9.1 SCP-1001, Records Retention Policy

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 of SCP-1001, *Records Retention Policy*, and attachment SCP-1001.A for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

10.9.2 SCP-2226, Faculty Incentive Pay Program

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-2226, *Faculty Incentive Pay Program*, for submission to the Chancellor for Community and Technical College Education for final approval 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.

10.9.3 SCP-5620, Traffic and Vehicle Speed, Flow and Parking Regulations Policy

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5620, *Traffic and Vehicle Speed, Flow and Parking Regulations Policy*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

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

10.10 Action on Institutional Policies Presented for 30-day Comment

10.10.1 SCP-1230, Firearms, Weapons, and Explosives Policy

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-1230, *Firearms, Weapons, and Explosives Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

10.7.5 SCP-4356, Financial Aid Recipient - Change in Enrollment

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-4356, *Financial Aid Recipient - Change in Enrollment Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

10.11 Action on Post-Audit Follow-up Report Required by the Community and Technical College System

10.11.1 General Studies, Certificate of Applied Science

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 continuation of the General Studies, Certificate of Applied Science 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 37, *Increased Flexibility for Community and Technical Colleges*.

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

11. Informational Items

11.1 **SCP-1750, Tobacco Usage and SCP-2171, Professional and Educational Requirements for Faculty**

At its April 19, 2016 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-1750, *Tobacco Usage Policy*, and SCP-2171, *Professional and Educational Requirements for Faculty*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended May 20, 2016. At the end of the comment period, five (5) comments were received on SCP-1750, and one (1) comment was received on SCP-2171. Due to comments received, the staff recommends that action on these policies be postponed to allow sufficient time for further review. When a thorough review has been conducted, draft policies will be brought forward with requests for the Board to authorize an additional 30-day public comment period.

11.2 **Awarding of Undergraduate Tuition and Fee Waivers Report**

In compliance with Southern College Policy (SCP) 5065, *Awarding of Undergraduate Tuition and Fee Waivers*, Section 7.2, the Vice President for Finance and Administration presented the 2015-2016 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. During the 2015-2016 fiscal year, Southern awarded a total of \$204,217.10 in undergraduate waivers to a total of 64 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, *Report on the Awarding of Undergraduate Tuition and Fee Waivers*, this report for fiscal year 2015-2016 will be entered into the minutes of the Board of Governors meeting of June 21, 2016.

11.3 **Report on 2015-2016 Faculty Promotion Decisions**

The faculty promotion-in-rank 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 Promotion Committee

Chair, Division Head, 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. A list of the faculty promoted in rank was provided to the Board.

11.4 2016-2017 Holiday Calendar

As authorized by Board of Governors policy SCP-2360, *Holidays*, a holiday schedule for 2016-2017 has been established and approved for Southern West Virginia Community and Technical College, a copy of which is provided for the Board. 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 2016-2017 academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia Code. The 2016-2017 Holiday Calendar has been announced college-wide and submitted to the Chancellor for Community and Technical College Education.

12. Possible Executive Session Under Authority of West Virginia Code §6-9A-4(b)2A Regarding Personnel and Management Issues

Terry Sammons 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. Glenn Yost seconded the motion which carried unanimously. Chair Heywood declared the motion adopted and the Board entered into an executive session at 9:21 p.m.

At the conclusion of discussions, Chair Heywood declared the Board of Governors rise from executive session and reconvene in a regular open session at 9:29 p.m. Based upon discussion, the following item was brought forward for action from the executive session.

12.1 Approval to Serve as Evaluator

Following up from discussions held in executive session, Terry Sammons offered a motion to approve President Gunter's request to serve as an evaluator. Glenn Yost seconded the motion which carried unanimously. Chair Heywood declared the motion adopted and President Gunter's request approved.

13. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 9:35 p.m. The next Board of Governors business meeting is scheduled for Tuesday, August 16, 2016 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

DRAFT

**Southern West Virginia Community and Technical College
Board of Governors
Emergency Meeting of July 19, 2016
9:00 a.m.
Building C, Room 428, 2900 Dempsey Branch Road
Mount Gay, West Virginia
and by Teleconference**

DRAFT MINUTES

Board Members Present: Thomas Heywood, Chair (phone); Wilma Zigmond, Vice Chair; Glenn Yost, Board Secretary (phone); F. Raamie Barker, Jada Hunter (phone), George Kostas (phone), Kevin Zachary, Russell Saunders, Faculty Representative

Board Members Absent: Virginia Stepp, Classified Staff Representative

College Staff Present: President Robert Gunter, Samuel Litteral, Allyn Sue Barker, Ronald Lemon, Jack Dilbeck, Emma Baisden (Recorder)

1. Verification of Quorum and Call to Order

Chair, Thomas Heywood, declared a quorum present and convened the meeting at 9:00 a.m. Today's meeting was called because the West Virginia Council for Community and Technical College Education rejected Southern's request for a tuition increase of 6.77% for the 2016-2017 academic year at its July 15, 2016 meeting. Since the College's budget is based in part on anticipated revenue generated from tuition, with the Council's rejection of Southern's request to increase its tuition above 5%, a revised budget must be presented to the Council for approval. The date for that meeting has not yet been set.

2. Action Items

2.1 Request for Approval to Amend 2016-2017 Tuition and Fee Increase

MOTION: Raamie Barker moved the adoption of the following 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 2016-2017 academic year effective July 01, 2016, AND

BE IT FURTHER RESOLVED, That the tuition and fees are 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)(ii).

ACTION: Wilma Zigmond seconded the motion which was unanimously approved. Chair Heywood declared the motion adopted.

2.2 Request for Approval to Amend 2016-2017 Institutional Budget

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the amended institutional operating budget for Southern West Virginia Community and Technical College the fiscal year beginning July 1, 2016.

ACTION: Jada Hunter seconded the motion which was unanimously approved. Chair Heywood declared the motion adopted.

3. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 9:45 a.m. The next Board meeting is scheduled for Tuesday, August 16, 2016 and will be held at Southern West Virginia Community and Technical College in Mount Gay, WV.

Thomas A. Heywood, Chair

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

DRAFT

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 16, 2016**

ITEM: Request for Approval of Annual Institutional Textbook Affordability Report

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the institutional annual Textbook Affordability Report for submission to the Chancellor for Community and Technical College Education as required by Title 135, Series 51, Procedural Rule, Bookstores and Textbooks.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

West Virginia Code §18B-10-14 mandates that each governing board adopt rules governing bookstores and the selection of textbooks and other course materials. Title 135, Series 51, Procedural Rule, Bookstores and Textbooks, is intended to guide governing boards in their adoption of rules as mandated by West Virginia Code §18B-10-14.

Southern's Textbook Affordability Committee consists of representatives from faculty, students, administration, and the campus bookstores. The Committee met as required by policy during the 2015-2016 academic year to discuss affordability issues, initiatives, and textbook selection guidelines and procedures.

The Committee seeks the Board's approval of the institutional annual Textbook Affordability Report for submission to the Chancellor for Community and Technical College Education as required by Title 135, Series 51, Bookstores and Textbooks, Section 3.1.f.



West Virginia Higher Education Policy Commission
West Virginia Community and Technical College System

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Bruce L. Berry, M.D.
Chair

Paul L. Hill, Ph.D.
Chancellor

Clarence "Butch" Pennington
Chair

Sarah Armstrong Tucker, Ph.D.
Interim Chancellor

**HEPC and CCTCE Series 51, Procedural Rule
Bookstores and Textbooks**

**Institutional Annual Report
Due November 1, 2016**

Institution: Southern West Virginia Community and Technical College

2015-2016 AY

Reporting Date: _____

Deadline Date for Faculty to be Assigned to Courses	Percentage of Deadline Met	Deadline Date for Textbooks and Course Material Selection	Percentage of Deadline Met	Date the Assigned Textbooks and Course Materials were Posted
Fall 2015 - 08/04/2015 Spring 2016 - 01/11/2016	Fall 2015 - 94.3% Spring 2016 - 99.7%	Fall 2015 - 3/05/2015 Spring 2016 - 11/5/2016	Fall 2015 - 100% Spring 2016 - 100%	Fall 2015 - 04/07/2015 Spring 2016 - 11/03/2015

Textbook Affordability Supporting efforts (Please use this space to provide anecdotal information about how your institution is helping to reduce textbook costs for students.):

Institutional Official

Signature: 

Printed Name: Samuel M. Litteral

Date: June 1, 2016

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 16, 2016**

ITEM: Request for Final Approval of SCP-1230,
Firearms, Weapons, and Explosives Policy

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1230, *Firearms, Weapons, and Explosives Policy*, for submission to the Chancellor for Community and Technical College Education following the required 30-day comment period.

STAFF MEMBER: Robert E. Gunter

BACKGROUND:

At its April 19, 2016 meeting, a memo which had been issued by Chancellor Sarah Tucker to all community and technical college Presidents regarding guns on campus was brought before the Board as an information item. Chancellor Tucker indicated that she had carefully examined interpretation of code as it relates to the new concealed weapon's policy with her legal counsel as well as the Governor's legal counsel. It is her office's position that institutional Presidents and their Boards of Governors are still able to prohibit firearms and other deadly weapons on their campuses pursuant to West Virginia State Code §61-7-14. West Virginia University had prepared a statement that Chancellor Tucker believed might be useful for all of us, if we wish to prohibit firearms on our campuses. Following review and discussion of the prepared statement, Chair Heywood charged Southern's President with the development of an institutional policy using the statement prepared by West Virginia University.

At its June 21, 2016 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 July 23, 2016. No comments were received at the end of the comment period. Therefore, the staff recommends that the Board of Governors grant approval of SCP-1230, *Firearms, Weapons, and Explosives Policy*, as presented for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1230**

SUBJECT: Firearms, Weapons, and Explosives Policy

REFERENCE: West Virginia Code §18B-2A-4, *Powers and duties of governing boards generally*;
West Virginia Code §61-7-14, *Right of certain persons to limit possession of firearms on premises*.

ORIGINATION: May 24, 2016

EFFECTIVE: September 16, 2016

REVIEWED: New

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to impose the prohibition of a penalty for the possession or storage of firearms, explosives, and weapons in any form on the premises of Southern West Virginia Community and Technical College or any College-leased facilities.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all members of the Southern West Virginia Community and Technical College community, including faculty, staff and students, as well as visitors to any campus.

SECTION 3. DEFINITIONS

- 3.1 Firearm – Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by CO₂. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc., and any ammunition for any such device.
- 3.2 Weapon – Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to:
- 3.2.1 Firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, etc.;
- 3.2.2 Any object that could be reasonably construed as a weapon; or
- 3.2.3 Any object legally controlled as a weapon or treated as a weapon under the laws of the State of West Virginia.
- 3.3 Explosives – Any chemical compounds or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that result in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, etc., as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College has a responsibility to provide a safe and secure environment for its employees and students. In support of this responsibility, the College has established the following rule regarding firearms, weapons, and explosives on its property.
- 4.2 It is prohibited to possess firearms, weapons, and/or explosives on Southern West Virginia Community and Technical College campuses, or any College-leased facilities, in College vehicles, on any real property under the care, custody, and control of the College, or at any College-sponsored event without the explicit authorization of the President, whether or not it is done openly or concealed and whether or not a federal or state license to possess the same has been issued to the possessor. The only exceptions to this policy are as follows:
- 4.2.1 Law enforcement officer to the extent they are legally permitted to possess weapons pursuant to West Virginia State Law;
 - 4.2.2 Military personnel in performance of their official duties to the extent they are legally permitted to possess weapons in the State of West Virginia; and
 - 4.2.3 College sanctioned classes, group or events where a particular weapon(s) is required and regularly used as part of the curriculum or activity, i.e., various Criminal Justice courses. The control, security and safe use of such weapons shall be the responsibility of the supervising faculty member. The supervising faculty member shall inform the appropriate Director of Campus Operations in advance of any unusual or seldom occurring events involving the use of weapons on campus.
- 4.3 Any person carrying or possessing a firearm or other deadly weapon in violation of this policy who, upon being requested to do so, refuses to temporarily relinquish possession of the firearm or other deadly weapon, and/or refuses to leave the College premises or grounds as previously defined while in possession of the firearm or deadly weapon, shall be charged with a misdemeanor, and upon conviction thereof, can result in a fine of up to \$1,000, or up to six months in jail, or both (§61-7-14 WV Code).

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Exceptions to this policy may be requested in writing to the President. Only under very limited circumstances will an exception be granted. Questions regarding the applicability of this policy to specific items must be directed to the President.

SECTION 6. GENERAL PROVISIONS

- 6.1 Any student, faculty or staff member violating this policy shall be subject to the disciplinary policies and procedures applicable to students, faculty or staff in addition to the penalties provided under State law.

SECTION 7. RESPONSIBILITIES

- 7.1 Enforcement of this policy will depend on the cooperation of all members of the campus community, both to comply and encourage others to do so. Faculty, staff, and students who see individuals with weapons are asked to notify the President immediately.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

10.1

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: May 24, 2016 – Policy originated.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 16, 2016**

ITEM: Request for Final Approval of SCP-1750, *Tobacco Usage Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1750, *Tobacco Usage Policy*, as amended and change its title to *Tobacco and Smoke-free Campus Policy*, AND

FURTHER RESOLVED, That the Board extend the policy's effective date to July 1, 2017, to allow an interim period for notification to faculty, staff, students, and the general public that Southern will become a tobacco-free campus effective July 1, 2017.

STAFF MEMBER: Robert Gunter

BACKGROUND:

SCP-1750, *Tobacco Usage*, has been revised to comply with the tobacco product free campus resolution adopted by the West Virginia Council for Community and Technical College, and the title was changed to reflect a tobacco and smoke-free campus. Based on Council's adoption of the resolution to establish tobacco product free campuses at all West Virginia public community and technical colleges of higher education and the President's Cabinet recommendation, at its April 19, 2016 meeting, the Board of Governors advanced this policy for the required 30-day comment period which ended May 20, 2016.

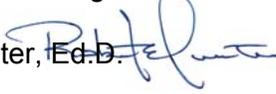
Six comments were received at the end of the comment period, therefore, it was recommended for the Board to table action on this policy for further review. On July 6, 2016, President Gunter met with a committee representing faculty, staff, and administration from across the college. The committee was provided the public comments received and engaged in a discussion about the policy. At the end of discussion, it was the unanimous decision of the committee to submit the policy as presented to the Board of Governors for final approval. Effort has been made to capture recurring themes and provide responses to specific comments of concern. The responses and comments received during the comment period are provided as part of this resolution.

Therefore, it is recommended for the Board to approve SCP-1750, *Tobacco Usage Policy*, as amended and change its title to *Tobacco and Smoke-free Campus Policy*. It is further recommended to the Board that the policy become effective July 1, 2017. During this interim period, Southern will post signs on each campus notifying faculty, staff, students, and the general public that Southern will become a tobacco-free campus effective July 1, 2017. Also, it is recommended that Southern provide at least two smoking cessation workshops to help those individuals who smoke to "kick the habit."



M E M O R A N D U M

TO: *Persons Commenting on SCP-1750

FROM: Robert E. Gunter, Ed.D. 
President

DATE: August 10, 2016

SUBJECT: Response to Comments Received on Proposed Changes to SCP-1750, *Tobacco Usage Policy*

I am writing to thank you for your input during the 30-day comment period for Southern West Virginia Community and Technical College's Policy SCP-1750 on Tobacco Usage. After the public comment period, each response was logged into our record system, read, and submitted to the Board of Governors during its June 21, 2016 Board of Governors meeting. During that meeting, I made a recommendation to the Board to table the policy for further review. On July 6, 2016, I met with a committee representing faculty, staff and administration of the college. This committee was presented with the public comment letters and/or emails and engaged in a discussion about the policy. In the end, a vote was taken with the recommendation to submit the policy as presented.

Throughout each email response were specific comments of concern and/or protest. Every effort was made to capture recurring themes and provide responses with historical and/or documented evidence as answers to those concerns. Listed below are those themes and adjoining reply.

Violate the rights of smokers and encourage discriminatory treatment

There is No Constitutional Right to Smoke: 2008 – Samantha K. Graff, Staff Attorney at Public Health Law & Policy, a project of the Public Health Institute in Oakland, California

- *There is no such thing as a constitutional “right to smoke” since the U.S. Constitution does not extend special protection to smokers.*
- *Smoking is not a specially protected liberty right under the Due Process Clause of the Constitution. The fundamental right to privacy does not apply to smoking.*
- *Smokers are not a specially protected category of people under the Equal Protection Clause of the Constitution.*
- *Since the Constitution does not extend special protection to smokers, smoke-free legislation need only be “rationally related to a legitimate government goal.”*

Don't see an issue with second hand smoke if designated smoking areas away from the rest of the general public are provided

"The debate is over. The science is clear; second hand smoke is not a mere annoyance, but a serious health hazard" – U.S. Surgeon General Richard Carmona, 2006

Centers for Disease Control and Prevention. CDEC 24/7: Saving Lives, Protecting People™

- *Some of the health conditions caused by secondhand smoke in adults include coronary heart disease, stroke, and lung cancer.*
- *Secondhand smoke causes nearly 34,000 premature deaths from heart disease each year in the United States among nonsmokers.*
- *Nonsmokers who are exposed to secondhand smoke at home or at work increases their risk of developing heart disease by 25-30%.*
- *Secondhand smoke increases the risk for stroke by 20 – 30%.*
- *Secondhand smoke exposure causes more than 8,000 deaths from strokes annually.*
- *Breathing secondhand smoke interferes with the normal functioning of the heart, blood, and vascular systems in ways that increase the risk of having a heart attack.*
- *Even brief exposure to secondhand smoke can damage the lining of blood vessels and cause your blood platelets to become stickier. These changes can cause a deadly heart attack.*

Increase of litter on campus grounds limited staff to police smokers

"Careless smokers start fires by dropping cigarettes in planting areas, bark mulch and trash receptacles. Going tobacco-free eliminates this risk and associated costs, and may decrease fire and property insurance premiums." – Making Your College Campus Tobacco-Free, A Guide for College Leaders.

The College will focus on positive intervention and peer enforcement, developing protocols for campus community members to respectfully ask others to comply and/or report noncompliance.

Tobacco-free policy helps ensure that our students – present and future – will have opportunities to succeed in a healthy and safe environment.

Should be spending more resources on smoking cessation instead of banning

A recommendation will be made to the Board of Governors that a minimum of two smoking cessation workshops be presented to the Southern faculty, staff and students.

All Southern employees and students will have access to the following resources, which can help them plan a quit attempt and provide support to remain tobacco-free:

- *Smokefree.gov (<https://smokefree.gov/>) is intended to help the employee or someone you care about quit smoking. Different people need different resources as they try to quit. The information and professional assistance on this Web site can help you prepare to quit, during quitting, and remain a nonsmoker.*

- *Quit Smoking with the Online Quit Guide* – <https://smokefree.gov/apps-quitguide>
- *National Network of Quitlines provides live telephone support and resources and is available at 1-800-QUIT-NOW.*

Alienate 20 to 30% of our student population ... drive to Big Sandy or go to Charleston

“Since becoming tobacco-free, our enrollment has increased and there has been a strong demand in the community to use our facilities. Our transition to a tobacco-free campus was a positive experience – one that we’ve been proud to share with other colleges across the country.” – Robert K. Knight, President, Clark College

“At Clark College we use our tobacco-free policy as a recruitment and marketing tool. This helps us stand out among faculty and staff seeking a healthy workplace environment.” – Rebecca Wale, Environmental Health and Employee Development Manager, Clark College.

An interesting case-in-point in regards to Big Sandy Community and Technical College and students going to that institution over Southern ... on April 22, 2016, I attended the “Hillbilly Days 2016” event in Pikeville, Kentucky, and parked on the campus of Big Sandy Community and Technical College in Pikeville. I noticed that they had signs displayed throughout the campus notifying their faculty, staff, students, and general public that they were becoming a Tobacco-Free Campus effective July 1, 2016.

A Study: Impact of the Adoption of Tobacco-Free Campus Policies on Student Enrollment at Colleges and Universities, North Carolina, 2001-2010

Objective: College and university administrators have expressed concern that adoption of tobacco-free policies may reduce applications and enrollment. This study examines adoption and implementation of 100% tobacco-free campus policies by institutions of higher education on applications and enrollment.

Participants: North Carolina private colleges and universities and public community colleges. Analysis was conducted in 2011.

Methods: Student enrollment and application data were analyzed by campus type to determine (a) if there was a difference in student applications and enrollment before and after policy implementation, and (b) if there was a difference in student applications and enrollment for campuses with versus without a policy.

Results: No significant differences were found in student enrollment or application when comparing years prior to and following policy implementation or when comparing with institutions without 100% tobacco-free campus policies.

Conclusions: The authors found no evidence that 100% tobacco-free policy adoption had an impact on student enrollment or applications.

Require a full-time person on each campus to enforce policy

The College will focus on positive intervention and peer enforcement, developing protocols for campus community members to respectfully ask others to comply and/or report noncompliance.

Tobacco-free policy helps ensure that our students – present and future – will have opportunities to succeed in a healthy and safe environment.

Reduce stress in my life

Some people smoke when they feel stressed. They use smoking as a way to cope. There are many problems with using cigarettes as a way to cope with stress or other unpleasant feelings:

- *Smoking isn't a long-term stress reliever. In the time it takes to smoke a cigarette, you could do something else that's more effective – like take a short walk or try a relaxation exercise.*
- *Smoking doesn't solve the problem that's giving you stress. Your stress will return.*
- *Nicotine addiction causes stress. Cravings for nicotine feel stressful because your body begins to go through withdrawal.*

Smokefree.gov (<https://smokefree.gov/challenges-when-quitting/stress-mood/stress-smoking>)

Ill effect on employee relations

College leaders are invested not only in promoting academic achievement, but also in developing lifelong skills that will promote individual and civic well-being and prepare students to succeed. In growing numbers nationwide, worksites, school grounds, and health care, recreation and transportation facilities are 100 percent smoke free or tobacco-free. A tobacco-free campus will help our students prepare for the workplace.

It will be my recommendation to the Board of Governors at its August 16, 2016 business meeting to approve SCP-1750, *Tobacco Usage Policy*, as amended and change its title to *Tobacco and Smoke-free Campus Policy*. I will also recommend to the Board that the policy become effective July 1, 2017. During this interim period, Southern will post signs on each campus notifying faculty, staff, students and general public that Southern will become a tobacco-free campus effective July 1, 2017. Also, I will recommend that Southern provide at least two smoking cessation workshops to help those individuals who smoke to “kick the habit.”

I appreciate your support as Southern West Virginia Community and Technical College continues to grow and provide valuable educational opportunities to the citizens of or region. Your role in that effort is appreciated.

REG:elb

*Persons Commenting on SCP-1750

Naomi Blankenship
Ricky Ellis
Virginia Stepp
Verna Phillips
Danny White

From: [White, Danny](#)
To: [Baisden, Emma](#)
Subject: RE: Opportunity for Comment
Date: Wednesday, April 20, 2016 3:58:31 PM

RECEIVED
By Emma Baisden at 4:04 pm, Apr 20, 2016

Hello Ms. Baisden,

My name is Danny White and I'm the maintenance worker here at the Wyoming Campus, and I just wanted to comment that I dislike this policy.

Smoking bans in public and private places violate the rights of smokers and encourage discriminatory treatment of people addicted to nicotine. It's not right and shouldn't be our responsibility to monitor these adults and take away someone's right to enjoy a habit that is legal by the federal government as long as it is in a designated area. This is not high school.

I don't see the issue with second hand smoke if you have designated smoking areas away from the rest of the general public. It's in a place that if people don't want to be around smokers than they don't have to, it's their choice. There are so many other causes of potentially harmful fumes on campus-from diesel trucks, for example-that banning smoking wouldn't really affect the overall health and air quality on campus. If I know that a certain vehicle has an exhaust leak than I'm going to stay away from that vehicle, same with smoking. People know I'm smoking, it is their choice whether they want to come around me or not.

I think a smoking ban will cause an increase of litter on campus grounds. We have limited staff here at the Wyoming campus, and we can't devote our day to making sure the parking lot is smoke free. This ban is not going to stop people from finding places to smoke in the parking lot or in the protection of their personal vehicle. If this ban passes we will have to take our ashtrays away resulting in more cigarette butts on campus grounds and around or community.

Smoking is physically addictive. Every student that I know that smokes has to have a quick 5 minute break from class to get their fix. A smoking ban would cause them to drive or walk all the way to the gas station at the bottom of the hill just to smoke, and I think overtime this could effect a student's studies because of a longer absence away from class. Students shouldn't be punished academically because of this habit.

As a smoker myself, I have no clue what I will do. Am I going to have to take a leave request to go to the bottom of the hill so I can get a quick smoke in? I'm going to smoke regardless, this ban will not stop me from having a quick smoke at work, but I will comply with campus rules if this is passed. Once a quick smoke break will turn into a painful process.

I think we should be spending more resources on smoking succession instead of banning. Just because you ban something doesn't mean that the problem will be automatically solved.

I highly hope that this policy doesn't come into play because it will definitely be more trouble than it's worth.

Thanks for reading,
Danny White

From: [Stepp, Virginia](#)
To: [Baisden, Emma](#)
Subject: Comment on SCP--1750
Date: Thursday, April 21, 2016 11:04:04 AM

I know that the intent behind this proposed policy is for the health and well-being of our staff, faculty and student body.

However, in these times of low enrollment, I feel that this policy will alienate 20 to 30 % of our student population. Students here on Williamson campus say that it is just as easy to drive to Big Sandy Community and Technical College and students in Boone say they can go on to Charleston.

In the scope of things this one policy could do more damage to our enrollment than good.

I understand that we need to enforce the smoking areas, and to gently guide and direct students to these areas.

Also, the enforcement of a tobacco free campus will require a full time person on each campus to walk around and enforce the policy. We are already so understaffed that this would be impossible.

My solution is to leave the policy as is, and to guide students, staff and faculty to the smoking areas, that should be clearly marked and non-smokers can avoid if they so desire.

There are so many negatives to this policy, once this is in place, it would have to be enforced across the board and not selectively. Is this so important that we alienate our students, that we need so badly? Is this so important that we lower the morale of our overworked, underpaid staff?

Sincerely,

Virginia Stepp
Program Specialist
Finance Department
(304)236-7649

From: [Ellis, Ricky](#)
To: [Baisden, Emma](#)
Subject: Concerns surrounding SCP-1750 Tobacco and smoke-free campus
Date: Monday, May 2, 2016 8:06:22 AM

Hello,

I wanted to submit my concerns in writing about SCP-1750. With the continuous decline of student population, this is only going to further decline our enrollment. On campus, I have heard many students speaking about this policy already. Most has stated that Mountwest, Bridge Valley, and other school are not that far away. Furthermore, some were talking of transferring to an online college, if Southern goes non-smoking. Our student population is not under 18 years old and are legally allowed to smoke.

Being a veteran and having completed 3 tours (one to Afghanistan and two to Iraq), I know what it's like to suffer from PTSD. Yes I smoke, it is a popular and legal way for me to reduce stress in my life. Smoking may be unhealthy, it has a lot less effects than most of the medication they, the VA, was prescribing me with less side effects. Currently, our Veteran population on our campuses is on the rise. With this increase, so the increase of potential of Veterans with PTSD. Since smoking is a stress reducer, would it be wise to remove the way they can reduce stress. Many of Veterans on campus has specifically stated, if the college goes non-smoking they are leaving.

Going smoke free on campus can have ill effects on employee relations. If an employee smokes and gets reported, this could hinder working relations and create hostilities among employees. This is one effect we do not need. We need more team work to push past the declining student population we have been in currently, we do not need to rip the foundations that have been recently built.

Stopping smoking on campuses could be a great hardship on Southern as a whole. This policy, not only could but WILL reducing the student population, cause hostilities among employees, and could possibly lead to more stress build up on those with mental illness causing uncertain situations.

Sincerely,

Ricky D. Ellis
Program Coordinator / Veteran Support
Southern West Virginia Community and Technical College
Office Phone: 304-896-7433
Fax Number: 304-792-7056
Ricky.Ellis@southernwv.edu

Mission Statement

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

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-

From: [Blankenship, Naomi](#)
To: [Baisden, Emma](#)
Subject: SCP-1750 Tobacco Usage Policy
Date: Wednesday, May 4, 2016 4:35:33 PM

Hello:

I just wanted to let you know my feelings on this issue I feel that this is discrimination against smokers. Also, I don't like the idea of going against my fellow employees. I don't see how this could be enforceable. I agree that people do need to be cleaner with their cigarettes, cigars, etc... and should always smoke in the designated smoking areas.

What is next coffee? Our cigarettes stimulate us to do more work just the same way that coffee does.

What about reading the newspaper? Or Facebook?

Face it people we are adults and should be able to smoke as long as it does not interfere with our performance. In my opinion, much less work would get accomplished if a smoker doesn't get to go smoke and release their stress.

I for one am an on and off smoker and usually only smoke 6 months or less per year. I still claim on my forms as being a smoker because occasionally I feel the need for one. We pay extra for being smokers. Also, moral will go down if this is passed.

Lastly, I would just like to say that I feel tobacco should be able to be used as long as it is done in designated areas and keep it clean.

Naomi

Naomi Blankenship
Library Technician II
(304)896-7306

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From: [White, Danny](#)
To: [Baisden, Emma](#)
Subject: FW: SCP-1750 Tobacco Usage Policy
Date: Wednesday, May 4, 2016 4:46:39 PM

From: White, Danny
Sent: Wednesday, May 04, 2016 3:19 PM
To: Lacek, Josie <Josie.Lacek@southernwv.edu>; Burner, Donna <Donna.Burner@southernwv.edu>; Brooks, Patricia <Patricia.Brooks@southernwv.edu>; Lester, Rhonda <Rhonda.Lester@southernwv.edu>; Gray, Chris <Chris.Gray@southernwv.edu>; Stepp, Virginia <Virginia.Stepp@southernwv.edu>
Subject: RE: SCP-1750 Tobacco Usage Policy

Hi ^_^

I really don't like this. This is going to be way more trouble than it's worth. We have all learned overtime that just because you put a ban something, doesn't mean that something is going to go away. Do you really think people will stop smoking on campus grounds if this passes? They will just be more discrete about it or do it in the privacy of their own vehicle, which will cause more litter from cigarette butts because we'll have to take away our ashtrays. How are we supposed to enforce it? We don't have much staff here at the Wyoming Campus, we don't have campus security and we can't spend our whole day monitoring the parking lot. I take out the trash everyday here and I see spit bottles in the trash cans every day, and I never catch anyone in the act of using smokeless tobacco.

We live in a day and age where people are so afraid to offend anyone, but who cares about smokers, right? Smoking bans outdoors violate the rights of smokers and encourage discriminatory treatment of people addicted to nicotine. Yes, I know it's bad for me but I'm an adult, and I don't like other adults telling I can't do something that's legal while I'm in an area where I'm not bothering anyone. We have at least 75 vacant parking spaces here at the Wyoming Campus at any given time. Why can't we just make an area away from the general public for people that smoke? I try to be courteous to non-smokers, and won't come around them if I'm smoking.

28.6% of adults in West Virginia smoke, do you really want to aggravate 1 out of 4 people in a time where we as a college are starving for people to register?

I've already had facility member who will not be named say he'll look for another job if this happens. I've had students tell me that they'll switch to strictly online classes and won't even come to the campus.

What about our Vets with PTSD?

I could keep going but I'll end it here. Thanks for reading 😊,

Danny White

From: Lacek, Josie

Sent: Wednesday, May 04, 2016 9:55 AM

To: Burner, Donna <Donna.Burner@southernwv.edu>; Brooks, Patricia <Patricia.Brooks@southernwv.edu>; Lester, Rhonda <Rhonda.Lester@southernwv.edu>; Hunter, Michael <Michael.Hunter@southernwv.edu>; White, Danny <danny.white@southernwv.edu>

Subject: FW: SCP-1750 Tobacco Usage Policy

From: Gray, Chris

Sent: Wednesday, May 04, 2016 9:50 AM

To: Classified Staff Council <Classified.Staff.Council@southernwv.edu>; Elliott-Hicks, Cheryl <Cheryl.Elliott@southernwv.edu>

Subject: SCP-1750 Tobacco Usage Policy

Good Morning Everyone

I want us to have a discussion concerning the proposed changes to SCP-1750 Tobacco Usage Policy. I want to hear what everyone feels about the proposed changes. If the policy passes the Board in its current form, it will ban the use of all tobacco products on our campuses. I know most of you have already heard and read the policy. We need to discuss this policy and determine what type of comments the Council should submit.

When you reply to this email, please reply all so we can have a thorough discussion.

J. Christopher Gray, MBA
Manager of Business & Auxilairy Services
Chair, Classified Staff Council
Southern WV Community & Technical College
Williamson Campus
1601 Armory Dr.
Williamson WV 25661

Voice: 304-236-7614

Fax: 304-235-6042

Email: chris.gray@southernwv.edu

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From: copier@southernwv.edu [<mailto:copier@southernwv.edu>]

Sent: Wednesday, May 4, 2016 4:55 AM

To: Gray, Chris <Chris.Gray@southernwv.edu>

Subject: Message from KM_454e

From: [Phillips, Verna](#)
To: [Baisden, Emma](#)
Subject: banning smoking.
Date: Wednesday, May 11, 2016 6:35:51 PM

I don't think the rule of banning smoking from the colleges should be enforced. I am not a smoker and I hope never become one. I think this rule might discourage students from coming to Southern. I just thought I would give you my input. Verna Phillips

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1750**

SUBJECT: Tobacco and Smoke-free Campus Policy

REFERENCE: None

ORIGINATION: January 1, 1988

EFFECTIVE: July 1, 2017

REVIEWED: April 16, 2016

SECTION 1. PURPOSE

- 1.1 To establish policy providing employees and students an environment free from the ill effects of tobacco products. There is also evidence to indicate that tobacco and tobacco smoke may be harmful to one's health.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 The issuance applies to all college owned, operated, or leased property including buildings and vehicles of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Tobacco Usage – Refers to usage of all forms and types of tobacco, i.e., smoking tobaccos, chewing tobaccos, snuff, and E-cigarettes (also known as electronic cigarettes and vaporizer cigarettes).
- 3.2 E-cigarettes – Battery-operated devices that simulate the experience of smoking designed to deliver nicotine, flavor, and other chemicals to the user in an aerosol or vapor.

SECTION 4. POLICY

- 4.1 All locations of Southern West Virginia Community and Technical College are designated as non-tobacco usage facilities.
- 4.1.1 Signs will be posted to inform the general population that tobacco usage is not permitted.
- 4.1.2 This policy applies to college owned or leased buildings, grounds, and state vehicles.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

30, 2014. The policy title was changed from *Tobacco Usage Policy* to *Tobacco and Smoke-free Campus Policy*.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 16, 2016**

ITEM: Request for Final Approval of SCP-2171, *Professional and Educational Requirements for Faculty*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2171, *Professional and Educational Requirements for Faculty*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Vice President for Finance and Administration Unit was charged with the review of SCP-2171, *Professional and Educational Requirements for Faculty*. This policy was created to establish professional and educational requirements for faculty members of Southern West Virginia Community and Technical College and a system for documenting faculty and instructional staff credentials.

This policy was reviewed by Executive Council on March 2, 2016 and the President's Cabinet on March 29, 2016. Revisions were made to reflect changes in guidelines in determining qualified faculty through the Higher Learning Commission's (HLC) criteria for accreditation and to reflect any title and name changes for the College and the Higher Learning Commission.

At its April 19, 2016 meeting, the Board of Governors released this policy for the required 30-day public comment period which ended May 20, 2016. During this period, one comment was received. The recommendation was made to the Board to table this policy for further review at its June 21, 2016 meeting. Following the Board meeting, President Gunter charged an ad hoc committee consisting of the Vice President for Academic Affairs, the Interim Human Resources Director, and the Accreditation Liaison Officer with review of the new HLC recommendations determining the qualifications of faculty. He asked the committee to review SCP-2171 to assure its compliance with the HLC recommendations. Upon completion of the review, the committee concluded that SCP-2171 with its revisions was consistent with the new HLC language. Therefore, the staff recommends that the Board of Governors grant final approval of this policy as presented for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

Thursday, May 19, 2016

RECEIVED

By Emma Baisden at 7:09 pm, May 19, 2016

Esteemed Board Members:

I am writing in response to the call for public comments on revisions to institutional policy SCP-2171, Professional and Educational Requirements for Faculty. Overall, the proposed revisions do not substantially deviate from the original language of the current version of the policy. However, as these revisions made their way through the various levels of Southern's governance system, I attended the Annual Conference of the Higher Learning Commission. This very topic was clearly on the minds of most, if not all, of the HLC's member institutions. The Commission's guidelines on determining faculty qualifications were updated in "March 2016". I cannot determine if these revisions were published prior to or after the revisions to SCP-2171. As such, I recommend this policy be sent back for review to ensure it conforms to the revised guidelines set forth by the HLC.

Additionally, I would like to suggest that consideration be given to Section 6.2, Exceptions to Minimum Requirements. I feel, based on conversations at the Annual Conference of the HLC, that Southern could benefit from the development of an alternative process for determining faculty qualifications, rather than relying on one individual's judgement. This process, of course, would need to be outlined in an Institutional Procedure, but the current wording of SCP-2171 leaves the decision to the Chief Academic Officer.

I feel that the revisions presented to the Board of Governors were made in a thoughtful manner, and the author should be acknowledged. However, considering the fact that both the revisions to the institutional policy and the HLC guidelines were being made parallel to each other, I feel it wise to revisit the policy.

Thank you for your consideration of this feedback.



Steven Lacek
Division Head, Social Sciences, Education, and Non-Traditional Programs
Accreditation Liaison Officer
Assistant Professor

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2171**

SUBJECT: Professional and Educational Requirements for Faculty

REFERENCE: The Higher Learning Commission (HLC) publication “Determining Qualified Faculty through HLC’s Criteria for Accreditation and Assumed Practices,” October 2015; SCP-2250, Hiring Adjunct Faculty; Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 45, *Community and Technical College Faculty Instructional Load*

ORIGINATION: September 1, 2000

EFFECTIVE: September 16, 2016

REVIEWED: March 2, 2016

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

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

SECTION 4. POLICY

- 4.1 All full- and part-time teaching faculty and instructional specialists of Southern West Virginia Community and Technical College will meet the professional and educational requirements of the Higher Learning Commission (HLC) as outlined in this policy statement and will provide the College all required employment and educational/professional credentials.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 Professional and Educational Requirements

- 6.1.1 Minimum Requirements: The following Southern West Virginia Community and Technical College professional and educational requirements for full and part-time teaching faculty are consistent with the requirements of the Higher Learning Commission (HLC).
- 6.1.1.1 Faculty who teach courses at the associate degree level in the general education transfer area will have a minimum of a master's degree in the discipline or sub-field of study in which they teach OR a master's degree in a cognate field with a minimum of 18 graduate level hours in a discipline consistent with the teaching assignment.
- 6.1.1.2 Faculty who teach courses in the career/technical associate degree program areas will have a minimum of a bachelor's degree in the field and/or a combination of education, training and tested experience, with documented technical competence in the field and/or program area in which they teach.
- 6.1.1.3 Faculty who teach the certificate degree programs will have a minimum of an associate's degree and documented technical competence in the field and/or program area in which they teach.
- 6.1.1.4 Faculty who teach in Transitional Studies (remedial) programs will have a bachelor's degree in the subject(s) taught, or a related field with subject specific certifications.
- 6.1.1.5 Academic Lab Managers who provide instructional support for programs/courses will hold the appropriate credentials and experience as determined by the program's national accrediting agency and/or the Vice President for Academic Affairs.
- 6.1.1.6 Faculty who teach courses as part of an academic program that maintains national accreditation or state licensure will have at least the minimum credentials required by the accrediting/licensing body.

6.2 Exceptions to Minimum Requirements

- 6.2.1 In certain exceptional cases, unique experience and demonstrated competency may be substituted for academic preparation. Such exceptions must be justified on an individual basis and approved by the Vice President for Academic Affairs. Documentation of work experience, certifications and other qualifications used as a substitute or supplement to formal academic preparation or required degrees must be maintained in the individual's personnel file.
- 6.2.2 In certain circumstances when vacant undergraduate program vocational/technical teaching positions are difficult to fill, applicants who have completed a significant program of study in the discipline for which faculty positions were advertised, with substantial course work at least one level above that of the courses being taught or developed may be considered. The HLC assumes that successful completion of a coherent degree better prepares a person than an unstructured collection of credit courses. Therefore, faculty teaching in the career/technical associate degree program areas and not holding a master's degree must show continuous professional growth in their teaching areas leading to a master's degree or appropriate licensure or certification.

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

6.3 Faculty/Instructional Specialists Credentials Certification

6.3.1 Each faculty member will furnish the following credentials at time of application: application with resume/vita, and official transcripts. These documents must be on file in the Human Resources Office by the first day of actual employment by the College. Any exceptions must have the approval of the Vice President for Academic Affairs.

6.3.2 The Faculty Credentials Certification Form has been designed to ensure all required credentials are part of an employee's official personnel file. The Division Head will provide a list of all courses the employee is qualified to teach and the degrees, special certifications, and/or experiences which meet HLC credentialing requirements for teaching these courses. The Division Head will furnish the completed form with all documentation to the Human Resources Office for the employee's official personnel file.

SECTION 7. RESPONSIBILITIES

7.1 Full-time and part-time faculty members and instructional specialists will:

7.1.1 Furnish all employment and teaching credentials for his/her official personnel file.

7.1.2 Make continuous progress in their professional growth.

7.1.3 If, by approved exception, minimum educational requirements are not met, he/she must enroll immediately in a program designed to achieve the required degree or educational levels.

7.2 Division Head will:

7.2.1 Complete and sign a Faculty Credentials Certification Form for each faculty member within his/her division and/or program area and ensure personnel files are properly documented. The form must be reviewed annually and submitted with the faculty member's annual evaluation.

7.2.2 Ensure educational and professional background of all faculty members in their department, division, and/or program area meet the standards established by HLC and this institution. Full-time faculty employed prior to the effective date of this policy and not meeting the minimum educational requirements as stated will be provided institutional assistance through professional development funds and/or tuition waivers to meet minimum requirements within a reasonable period of time

7.2.3 Develop, in consultation with the affected faculty member, a development plan designed to achieve required degree or educational levels for teaching in discipline.

7.2.4 Review annually, as part of the performance evaluation, progress made by each faculty member on his/her professional development plan, particularly those teaching under an approved exception.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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-2171.A, Faculty Credentials Certification Form

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

Revision Notes: September 29, 2007 – Revised to exclude references to instructional staff, to update titles, and to add references.

December 11, 2012 – Revisions reflect a reduction in the minimum requirement for faculty teaching transitional studies courses. Definition of a full-time faculty modified to match that found in other institutional policies. Expanded requirements for vocational/occupational program faculty to include equivalent credentials, such as licenses and certifications. Included the requirement to review Faculty Credentials Certification Form annually with faculty evaluation.

March 2, 2016 – Revised to reflect changes in guidelines in determining qualified faculty through the HLC’s criteria for accreditation and to reflect any title and name changes for the College and the HLC.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2171.A
Faculty Credentials Certification Form**

Name: _____ Social Security Number: _____

Campus/Division/Program: _____
To be completed by Division Head

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

Degree Level	Date Official Transcript Received	Granting Institution	Major	Minor

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

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

Professional Development:

	___ Required
	___ Required
	___ Required

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

SIGNATURES:

Division Head

Date

Vice President for Academic Affairs

Date

**Experiences should meet tested experience requirements for specific disciplines and programs.*

***Please add committee minutes as appropriate. (In the event a committee is needed to determine validity of tested experience used in place of all or part of earned credential.)*

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 16, 2016**

ITEM: Request for Final Approval of SCP-4356, *Financial Aid Recipient - Change in Enrollment Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval SCP-4356, *Financial Aid Recipient - Change in Enrollment Policy*, for submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

STAFF MEMBER: Allyn Sue Barker

BACKGROUND:

SCP-4356, *Financial Aid Recipient - Change in Enrollment Policy*, was reviewed and approved by the Management Council for Academic Affairs and Student Services (MCAS) at their December 9, 2015, meeting, and reviewed and approved by Executive Council and the President's Cabinet at their January 2016 meetings. Policy revisions provided clarity and reflected grammar and technical changes.

Based on the deliberation and recommendation of the Management Council for Academic Affairs and Student Services, the Executive Council, and the President's Cabinet, the staff requested that SCP-4356, *Financial Aid Recipient - Change in Enrollment Policy*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

At its June 21, 2016 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 July 23, 2016. No comments were received at the end of the comment period. Therefore, the staff recommends that the Board of Governors grant approval of SCP-4356, *Financial Aid Recipient - Change in Enrollment Policy*, as presented for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4356**

SUBJECT: Financial Aid Recipient - Change in Enrollment Policy

REFERENCE: West Virginia Code §18C-5-5; §18C-5-7; §18C-7-6
Title IV, Higher Education Act of 1965 (as amended)

ORIGINATION: January 1, 1985

EFFECTIVE: September 16, 2016

REVIEWED: December 2015

SECTION 1. PURPOSE

1.1 The purpose of this policy is to define the manner in which financial assistance received by an eligible student at Southern West Virginia Community and Technical College is affected by a change in enrollment status.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This issuance applies to all students receiving financial assistance.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 Enrollment Status

4.1.1 Students who enroll but never attend classes are not entitled to financial assistance.

4.1.2 If students withdraw from all classes within the first 60% of a semester, a recalculation of the financial aid award must occur. After 60% of the semester is completed, no recalculation is required.

4.1.3 Students receive financial assistance based on current enrollment status when verified by the financial assistance office on the financial aid census date. Changes in enrollment that occur before financial assistance funds are applied to students' accounts require review and recalculation. Late start classes will be handled on an individual basis.

4.2 Tuition Refund

4.2.1 In cases where a student has a change in enrollment status and is eligible for a refund, the tuition refund will be returned to the federal aid programs based on the refund policy for the current semester.

4.2.2 The amount to be returned to the federal programs will be refunded in the following priority order, but will not exceed the amount the student received from each program:

4.2.2.1 All Loan Programs,

4.2.2.2 Federal Pell Grant,

4.2.2.3 Federal Supplemental Educational Opportunity Grant (SEOG),

4.2.2.4 West Virginia Higher Education Grant (WVHEG).

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 The Financial Assistance Office will verify student aid awards and student tuition refunds. The Business Office will establish refund procedures in compliance with federal and state policies.

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: October 2006 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect grammar and technical changes.

April 2011 - Revisions reflect changes in procedure and documentation to meet July 1, 2011, Title IV requirements.

December 2015 - Revisions provide clarity and reflect grammar and technical changes.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 16, 2016**

ITEM: Request for Approval of Revisions to SCP-1010,
Use of Alcoholic Beverages on Campus

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1010, *Use of Alcoholic Beverages on Campus*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

STAFF MEMBER: Robert E. Gunter

BACKGROUND:

On March 2, 2016, this policy was reviewed on the Board's regular review cycle by the Executive Council with no recommended revisions and submitted to the President's Cabinet for final approval. On March 29, 2016, the President's Cabinet tabled action on the policy pending review of West Virginia Code §60 pertaining to alcoholic beverages on campus.

Southern West Virginia Community and Technical College is exploring the opportunity to establish a Craft Beer program of study. This program will provide the student with industry specific knowledge directly from the craft beer experts across the State of West Virginia.

During the month of June 2016, Southern hosted community forums at each of its four campuses to explore opportunities and concerns within its service district. The College requested community input on the opportunity to establish a Craft Beer/Brew Master program of study. A Brew Master Consultant was hired to lead discussions and answer community questions regarding the craft beer business. No negative comments have been received to date.

At its August 9, 2016 meeting, the President's Cabinet unanimously approved policy revisions to include the possession or consumption of alcoholic beverages pursuant to a course provided by the College, the curriculum of which involves the possession and/or consumption of Nonintoxicating Craft Beer. Following these reviews and forums, 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-1010**

SUBJECT: Use of Alcoholic Beverages on Campus

REFERENCE: West Virginia Codes ~~§18B-1-3~~, §60-8-20, §11-16-19, §60-3A-24, §11-16-3

ORIGINATION: January 21, 2003

EFFECTIVE: ~~January 21, 2003~~

REVIEWED: ~~July 19, 2010~~ June 16, 2016

SECTION 1. PURPOSE

1.1 Southern West Virginia Community and Technical College has a genuine interest in providing an environment that strives to protect the health and welfare of its students, employees, alumni, and visitors. The College recognizes that inappropriate and irresponsible marketing and promotion of alcoholic beverages on campus can contribute to the problems of alcohol abuse. Therefore, the College, in its concern for the campus community, has adopted this policy prohibiting the possession or consumption of alcoholic beverages on campus; unless such possession or consumption of alcoholic beverages is pursuant to a course provided by the College, the curriculum, of which involves the possession and/or consumption of Nonintoxicating Craft Beer.

SECTION 2. SCOPE AND APPLICABILITY

2.1 The scope of this policy shall extend to every student currently enrolled for course work at Southern West Virginia Community and Technical College, to currently employed faculty and staff members, and to visitors. It shall also extend to properties owned by the College or leased by the College for the College's use. Faculty, staff, and student participation in off-campus activities or events, conducted under the auspices of Southern West Virginia Community and Technical College, may be subject to restrictions upon the possession or consumption of alcoholic beverages. Such restrictions shall be separately published along with other rules of conduct pertinent to such off-campus activities or events.

SECTION 3. DEFINITIONS

3.1 *Alcoholic Beverage* – Any beverage that includes ethyl alcohol, whatever its origin, and shall include synthetic ethyl alcohol, but not denatured alcohol.

3.2 *Nonintoxicating Craft Beer* – Any beverage obtained by the natural fermentation of barley, malt, hops, or any other similar product or substitute and containing not less than one half of one (1) percent by volume and not more than twelve (12) percent alcohol by volume or nine and six-tenths percent alcohol by weight with no caffeine infusion or any additives masking or altering the alcohol effect.

SECTION 4. POLICY

4.1 Students, faculty, and staff will be encouraged to participate in all activities which promote alcohol-free experiences. Abstinence will be encouraged and seen as a legitimate and socially acceptable choice for any

member of the College community. The use or possession of alcoholic beverages during off-campus activities or events held under the auspices of the College is prohibited when expressly proscribed by event or activity rules of conduct.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 *Restrictions* – Possession and consumption of alcoholic beverages are prohibited for all persons while on campus; except that possession and consumption of Nonintoxicating Craft Beer by persons twenty-one years of age or older while on campus shall not be prohibited when such persons possess and consume Nonintoxicating Craft Beer during and pursuant to a course offered by the College the curriculum of which requires the brewing, possession, and consumption of Nonintoxicating Craft Beer. Provided, no such person shall consume more Nonintoxicating Craft Beer while on campus than is reasonably necessary to meet the objectives of the relevant course as identified by the College, and persons responsible for developing the curriculum for the course. Provided further, no person may sell Nonintoxicating Craft Beer that is brewed or otherwise manufactured pursuant to a course offered by the College.
- 6.2 ~~*Off-Campus Activities* – Possession and consumption of alcoholic beverages during off-campus activities or events held under the auspices of the College shall be prohibited when proscribed by the rules of conduct published for such activities or events.~~
- 6.3 *Violations of Policy* – Any student or any employee who violates the terms of this policy by possessing or consuming alcoholic beverages shall be subject to disciplinary action. Visitors who violate the terms of this policy by possessing or consuming alcoholic beverages on campus shall be requested to vacate the premises by the responsible staff member and may be reported to the appropriate law enforcement agencies if circumstances warrant.

SECTION 7. RESPONSIBILITIES

7.1 The President or the President’s designee shall cause the terms of this policy to be observed.

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: July 2010 – Revisions reflect no substantial changes in procedure or documentation requirements, but provide clarity. This policy was reformatted using the latest policy template. The name of the policy was changed from “Alcoholic Beverages at College-sponsored Activities to Use of Alcoholic Beverages on Campus,” August 20, 2000.

March 2016 – Revisions reflect changes to include possession or consumption of alcoholic beverages pursuant to a course provided by the College the curriculum of which involves the possession and/or consumption of Nonintoxicating Craft Beer.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 16, 2016**

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 Gunter charged the Coordinator for Distance Education in consultation with the Vice President for Academic Affairs with the review of SCP- 2875, *Workload Requirements for Full-time Faculty*. The purpose of this review was to include language for instructional specialists and for full-time faculty members whose full load is considered to be fully online.

The proposed amended policy was reviewed and approved by the President's Cabinet on August 9, 2016. Revisions include definitions for an instructional specialists and fully online faculty, and clarification for expanded office hours. The staff recommends that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

SUBJECT: Workload Requirements for Full-time Faculty and Instructional Specialists

REFERENCE: West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 45, Community and Technical College Faculty Instructional Load; Title 135, Procedural Rule, Series 9, Academic Freedom, Professional Responsibility, Promotion, and Tenure; SCP-2171, Professional and Educational Requirements for Faculty; SCP-3100, Full-time Faculty Responsibilities for Academic Advising of Students

ORIGINATION: April 15, 1985

EFFECTIVE: ~~May 21, 2015~~

REVIEWED: ~~December 2014~~ July 2016

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

- 3.1 ~~None.~~ Faculty – Those individuals employed with faculty rank whose major responsibility is the delivery of courses of instruction.
- 3.2 Full-time Faculty – An individual employed on a full-time year-to-year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.
- 3.3 Instructional Specialist – An individual employed on a full-time year-to-year basis designated as instructional specialist who holds rank is assigned a full-time workload per institutional guidelines.
- 3.4 Fully Online Faculty – A full-time faculty member whose full load is considered fully online.

SECTION 4. POLICY

- 4.1 Class Load – Full-time faculty course load shall be fifteen (15) credit hours or their equivalent per semester, a maximum of thirty (30) credits per academic year. Full-time instructional specialist course loads shall be a maximum of eighteen (18) credit hours or their equivalent per fall and spring semesters, and six (6) credit hours or their equivalent per summer semester. Each laboratory hour shall equal .3334 credit hours.
- 4.2 Full-time Faculty Workweek – Full-time faculty shall post a minimum of twenty-two and one-half (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. Workweek may include a combination of any of the following: weekdays, evenings, and weekends.

4.2.1 Faculty assigned fully online courses shall indicate hours as TBA on their schedule and provide specific contact guidelines for online students under a Feedback Time Frames and Communication Methods page within each course in Blackboard. These guidelines should include a variety of methods of contact and contact hours including day and evening time frames as well as feedback guidelines which have a maximum forty-eight (48) hour response time.

4.2.2 Faculty assigned hybrid courses (courses with fifty (50) percent or more online) shall indicate the on-campus portion of the class on their schedule and provide specific contact guidelines for additional online contact methods and hours under a Feedback Time Frames and Communication Methods page within each course in Blackboard. These guidelines should include a variety of methods of contact and contact hours including day and evening time frames as well as feedback guidelines which have a maximum forty-eight (48) hour response time.

4.3 Instructional Specialist Workweek – Full-time instructional specialists shall post a minimum of thirty-seven and one-half (37 ½) hours per week indicating lecture, clinical, lab, and office hours. Workweek may include a combination of any of the following: weekdays, evenings, and weekends.

4.4 (4.3 moved to 4.4) Class Size – Classes will have a minimum of ten (10) students. The following consideration may be justification for approving classes with less than minimum enrollments:

4.4.1 Room size,

4.4.2 Availability of equipment,

4.4.3 Upper level courses required for graduation,

4.4.4 Faculty/student ratios as mandated by accreditation standards,

4.4.5 Any reason deemed necessary by 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 on campus. Office hours shall have a minimum block of thirty (30) minutes. Fully online faculty may utilize one of the following methods to fulfill office hour obligations:

6.1.1 Traditional office hours scheduled on campus,

6.1.2 Online hours in the virtual advising center available for access by all students,

6.1.3 Additional three (3) hour credit course counted as base course load.

6.2 Overload – Full-time faculty members and instructional specialists may be offered the opportunity to assume

additional teaching workloads for extra compensation under a contractual agreement. In making such an agreement, the ~~Division Head~~ faculty supervisor shall consider the employee's ability to perform both his or her regular and supplemental duties. All faculty shall be limited to a maximum of eight (8) unique preparations during any semester.

SECTION 7. RESPONSIBILITIES

- 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 (absence requires the approval of the President),
 - 7.1.5 Governance Day activities (absence requires the approval of the President).
- 7.2 ~~Division Heads~~ The Vice President for Academic Affairs or assigned department/division leadership designee 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

Board of Governors Chair **Date**

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.

July 2016 – Revisions include definitions for fully online faculty and instructional specialists, online faculty information, and clarification for expanded office hours.

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 16, 2016**

Item: Request for Approval for Advancement of SCP-3200,
Awarding College Credit for Prior Learning

Recommended Resolution: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for advancement of the aforementioned policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

Staff Member: Jack Dilbeck

Background:

In compliance with Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 59, *Awarding Undergraduate College Credit for Prior Learning*, each institution is required to develop an institutional policy for evaluating prior learning and for awarding credit consistent with Series 59. A taskforce was formed to develop the institution's policy as mandated.

The new policy was reviewed and approved by the Management Council for Academic Affairs and Student Services (MCAS) at its April 27, 2016, meeting, and by the Executive Council and President's Cabinet in May 2016.

Based on the above deliberations and recommendations, the staff requests that SCP-3200, *Awarding College Credit for Prior Learning*, for advancement 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-3200**

SUBJECT: Awarding College Credit for Prior Learning

REFERENCE: Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 59, *Awarding Undergraduate College Credit for Prior Learning*;
Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 17, *Transferability of Credits and Grades at West Virginia Colleges and Universities*;
SCP-3214, *College Board Advanced Placement Credit*;
SCP-3201, *Challenging a Course/Credit by Examination*, SCP-3201.A, *Challenge Examination Request Form*, SCP-3201.B, *Challenge Examination Results Form*;
SIP-3188, *College Level Examination Program (CLEP)*

ORIGINATION: January 8, 2016

EFFECTIVE:

REVIEWED: New Policy

SECTION 1. PURPOSE

- 1.1 This policy details the responsibilities of Southern West Virginia Community and Technical College regarding the awarding of college credit for prior college-level learning gained outside the higher education academic environment.
- 1.2 It is the intent of the policy to permit the awarding of undergraduate academic credit for prior learning through a variety of assessment methodologies that will ensure the academic credibility of such credit. Under these guidelines, in accordance with institutional policies and procedures, Southern shall award academic credit for prior learning that is equivalent to course work which satisfies the requirements for the degree program in which the student is enrolled.
- 1.3 The Board of Governors Associate of Applied Science degree program maintains specific guidelines and requirements for the use of credit for prior learning. This policy does not replace existing guidelines.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is applicable to all academic departments of Southern West Virginia Community and Technical College. The procedure for awarding credit will be defined in college procedure and posted in the College catalogue.

SECTION 3. DEFINITIONS

- 3.1 Prior Learning Assessment (PLA)– The assessment of college-level learning for college credit gained outside the higher education academic environment. For example, individuals may acquire college-level knowledge or skills through work, employee training programs, military service, independent study, non-credit courses, or community service. Only documented and demonstrated college-level learning will be awarded college

credit.

- 3.1.1 In support of providing opportunities for students to earn college-level credit for college-level learning that has been acquired outside the higher education academic environment, the assessment of prior college-level learning can be accomplished through a variety of assessment methods including, but not limited to the following:
 - 3.1.1.1 Advanced Placement Exams
 - 3.1.1.2 American Council on Education (ACE) Guides
 - 3.1.1.3 College Level Examination Program (CLEP) Exams
 - 3.1.1.4 DANTES Subject Standardized Test (DSST)
 - 3.1.1.5 Excelsior College Examination Program (ECE)
 - 3.1.1.6 Institutional Course Challenge Examination Credit
 - 3.1.1.7 International Baccalaureate Program (IB)
 - 3.1.1.8 Institutional Evaluation of Industry and Workforce Training such as apprenticeships, certifications, and licensor
 - 3.1.1.9 Portfolio Assessment/Review Credit
 - 3.1.1.10 Prior Military Training Credit

SECTION 4. POLICY

- 4.1 Credit for prior learning shall only be awarded to students who are admitted to Southern West Virginia Community and Technical College and have declared a major field of study.
- 4.2 Credit for prior learning can apply toward majors, minors, general education requirements, and electives that count toward the student's chosen degree or certificate. PLA credit may also satisfy prerequisite requirements. College credit awarded through PLA shall not be treated differently in its application and use than its course equivalencies or appropriate block credit.
- 4.3 The Vice President for Academic Affairs shall have discretionary authority to award academic credit for prior learning that is equivalent to course work which meets the requirements for the degree program in which the student is enrolled.
- 4.4 Credit awarded through PLA shall not count toward institutional residency requirements.
- 4.5 The evaluation of a portfolio must be completed by faculty with appropriate professional credentials. Course-specific examinations must be designed and evaluated by faculty with appropriate professional credentials. A recommendation for credit shall be made to the Division Head for approval, then to the Vice President for Academic Affairs for final approval.
- 4.6 Students may be awarded PLA credit, up to 30 credits for associates' degrees, and up to 15 credits for certificate programs.
- 4.7 Fees will be determined based on the current Schedule of Tuition and Fees for PLA.
- 4.8 Credits earned through PLA will be transferable in accordance with Series 17, *Transferability of Credits and Grades at West Virginia Colleges and Universities*. Once on a student's transcript, credits earned through prior learning shall be treated no differently than other credit course work on a student's transcript.
- 4.9 Students seeking PLA credit by way of Advanced Placement (AP) Exam will adhere to SCP-3214, *College Board Advanced Placement Credit*.

- 4.10 Students seeking PLA credit by way of Institutional Challenge Exam will adhere to SCP-3201, *Challenging a Course/Credit by Examination*, SCP-3201.A, *Challenge Examination Request Form*, and SCP-3201.B, *Challenge Examination Results Form*.
- 4.11 Students seeking PLA credit by way of College Level Examination Program (CLEP) Exam will adhere to SIP-3188, *College Level Examination Program (CLEP)*.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 The Board of Governors Associate in Applied Science Degree is exempted from this policy, due to its own guidelines.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 Student – The student is responsible for declaring a major, applying for PLA credit, and paying any fees associated with the awarding of the PLA credit.
- 7.2 Student Services Personnel – The student services personnel are responsible for making students aware of the PLA options and helping with the process to acquire the PLA credit.
- 7.3 Faculty Advisor – The faculty advisor is responsible for making students aware of the PLA options and helping with the process to acquire the PLA credit.
- 7.4 Business Office Personnel – The Business Office personnel are responsible for the collection of the fees associated with PLA.
- 7.5 Faculty – The faculty members may be required to access student learning in some cases of PLA credit requests.
- 7.6 Division Head – The Division Head oversees the evaluation of the student’s application for PLA credit.
- 7.7 Vice President for Academic Affairs – The Vice President for Academic Affairs is responsible for the oversight of the awarding of PLA credit and for ensuring academic integrity of all programs and adherence to this policy. The Vice President for Academic Affairs grants final approval for the awarding of PLA credit.
- 7.8 Registrar – The Registrar is responsible for transcribing all PLA credit upon verification of completion of the required documentation.

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: January 8, 2016 – Policy originated.

Southern West Virginia Community and Technical College Board of Governors Strategic Goals 2012 - 2015

Responsibility / Authority

The affairs of Southern West Virginia Community and Technical College will be managed by its Board of Governors, which shall have full authority to take such actions as it deems necessary or appropriate to accomplish the purpose for which the Board has been formed.

Expectations of All Board Members:

1. To attend at least five (5) Board meetings each year.
2. To attend at least 75% of the meetings of assigned committees.
3. To develop and ensure fulfillment of the mission of Southern West Virginia Community and Technical College.
4. To establish policy and plans for Southern West Virginia Community and Technical College.
5. To ensure compliance with federal, state, and local laws.
6. To establish and ensure compliance with a code of ethics and standards of conduct governing the actions of the Board and staff.
7. To protect against conflict of interest in the business affairs of Southern West Virginia Community and Technical College.
8. To review and approve annual budgets, monitor performance, and dictate changes required to operate within the approved budget.
9. To accept responsibility for providing financial resources required to meet the operating and capital needs of the Southern West Virginia Community and Technical College, including but not limited to personal financial support of the *Vision 2020* Major Gifts Campaign.
10. To serve as an advocate, champion and representative of Southern West Virginia Community and Technical College in the community.
11. To provide feedback and input to the Southern West Virginia Community and Technical College as to community attitudes, comments, questions, and suggestions.
12. [for Board members that reside within the College service district] To attend at least one Southern event or activity each year.
13. [for Board members who reside outside of the College service district] To identify or establish at least one opportunity each year for staff and representatives of the College to make presentations to or otherwise interact with members of the community where the board member resides, thereby promoting the mission of the College.
14. As overseers of a public trust, each Board member has an obligation to remain open to input from external stakeholders to help ensure that Southern West Virginia Community and Technical College is responsive to state and community needs. At all times, each Board member shall exercise his or her best independent judgement and seek to be fully informed and impartial in decision making, and shall resist and rise above any and all external pressures that may be brought to bear on the Board or its members.



July 20, 2016

RECEIVED
JUL 25 2016
PRESIDENT'S OFFICE
[Handwritten signature and date 7/25/16]

Dr. Robert E. Gunter
President
Southern West Virginia Community and Technical College
Post Office Box 2900
Mount Gay, West Virginia 25637

Dear President Gunter,

Pursuant to Series 4 of the Council for Community and Technical College Education's rules, I have reviewed the following policies approved by the Southern West Virginia Community and Technical College Board of Governors and hereby approve them.

- SCP-1001 Records Retention Policy
- SCP-1001.A General Records Retention Schedule
- SCP-2226 Faculty Incentive Pay Program
- SCP-2226.A Faculty Incentive Pay Program Criteria and Application Guidelines
- SCP-2226.B Faculty Incentive Pay Program Agreement Form
- SCP-5620 Traffic and Vehicle Speed, Flow, and Parking Regulations Policy

Should you have questions or need additional information, please contact me.

Sincerely,

Dr. Sarah Armstrong Tucker
Chancellor

cc: Thomas A. Heywood, Chair
 Board of Governors

Board of Governors

July 25, 2016

Mr. Thomas A. Heywood
Chair

Ms. Wilma J. Zigmond
Vice Chair

Mr. Glenn T. Yost
Secretary

Mr. F. Raamie Barker

Ms. Jada C. Hunter

Mr. George Kostas

Mr. Kevin G. Zachary
Vacant
Student Representative

Ms. Virginia Stepp
Classified Staff Representative

Mr. Russell Saunders
Faculty Representative

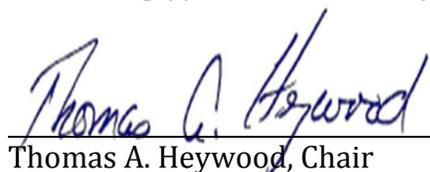
Dr. Robert E. Gunter
President

Dr. Sarah Tucker, Chancellor
West Virginia Council for Community
and Technical College Education
1018 Kanawha Boulevard East, Suite 700
Charleston, WV 25301

Dear Chancellor Tucker:

As Chair of the Southern West Virginia Community and Technical College Board of Governors, I hereby certify that pursuant to the requirements of West Virginia Code § 18B-1-6, *Rulemaking*, the attached list contains all of the institutional rules of Southern West Virginia Community and Technical College in effect on July 1 of this year, including the most recent date on which each rule was adopted, amended, or repealed by the Board of Governors. I further certify that for all rules adopted, amended, or repealed since July 1, 2005, that:

1. Public notice was given of the proposed rulemaking and interested parties were given a fair and adequate opportunity to respond to the proposed rulemaking;
2. A minimum 30-day comment period prior to final adoption of the rule was provided;
3. A single location was designated where all proposed rules could be posted and accessed; and
4. Internet access to all proposed and adopted rules was maximized. All rules can be found at the following web address:
<http://southernwv.edu/administration/policies>



Thomas A. Heywood, Chair

Southern West Virginia Community and
Technical College Board of Governors

July 25, 2016
Date

TAH:elb

Attachment: 2016 Institutional Rulemaking Report

cc: Dr. Robert E. Gunter, President

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2016**

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

1000 GENERAL

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

1001 HUMAN RESOURCES

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

3000 ACADEMIC AFFAIRS

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

4000 STUDENT SERVICES

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

5000 FINANCE

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

6000 ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT

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

7000 TECHNOLOGY

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

8000 BOARD OF GOVERNORS

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

Southern West Virginia Community and Technical College Southern College Policies Index

Refer to MAP System Classification Table for description of types of documents contained in each of the SCP categories.

SCP Number	Policy Name	Effective Date	Date of Latest Action
1000	GENERAL		
1000	Manuals, Announcements, and Policies (MAP) Development System	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012; 09/2012 - Reviewed policy for accuracy and made minor revisions to provide clarity and changes in management. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 01/24/08 - Revised policy review cycle from every 3 years to a review on a regular basis with a time frame for review of each policy to be determined by the President or President's designee. 02/21/06. Replaced SCP-1467.
1000.A	Classification Table	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment A' from the title and made minor technical revisions. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06. Technical revisions.
1000.B	Format for Southern College Policy (SCP)	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment B' from the title. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 01/24/08 - Revised paragraph numbering system to incorporate a legal numbering system. 02/21/06. Technical revisions.
1000.C	Format for Southern Administrative Announcements (SAA)	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment C' from the title. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06 - Technical revisions made to form.
1000.D	Format for Southern Administrative Manuals (SAM)	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment D' from the title and made minor technical revisions. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06 - Technical revisions made to the form.

Southern West Virginia Community and Technical College Southern College Policies Index

Refer to MAP System Classification Table for description of types of documents contained in each of the SCP categories.

SCP Number	Policy Name	Effective Date	Date of Latest Action
1001	Records Retention Policy	07/21/2016	06/21/2016 - BOG granted final approval; 05/20/2016 - Received no comments; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016; 02/2016 Policy was reviewed and revised through the institutional governance system. A general records retention schedule was developed. 06/21/2011 - BOG granted final approval; 05/21/2011 - Received no comments; 04/19/2011 - Policy originated and BOG released for a 30-day public comment period expiring 05/21/2011.
1001.A	General Records Retention Schedule	07/21/2016	06/21/2016 - BOG granted final approval; 05/20/2016 - Received no comments; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016; 02/2016 - General records retention schedule originated.
1002	Official College Spokesperson and Media Releases	07/17/2014	06/17/2014 - BOG granted final approval; 05/24/2014 - Received no comments; 04/22/2014 - Policy originated and BOG released for a 30-day public comment period expiring 05/24/2014.
1010	Use of Alcoholic Beverages on Campus	02/21/2003	10/14/10 - BOG granted final approval; 09/17/2010 Received comments from one individual which are available for review upon request. It is the position of the administration that the issues, concerns and suggestions raised in these comments are addressed in a separate policy, SCP-2156, Drug and Alcohol Policy. The individual was satisfied with the response provided. All reference to drugs has been removed from the final version of SCP-1010; 09/17/2010 - Comments received; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; 09/20/2005 - Reviewed.
1091	Classified Staff Council Constitution	06/19/2012	06/19/2012 - BOG granted final approval; 05/19/2012 - Received no comments; 04/17/2012 - BOG released for the required 30-day public comment period expiring 05/19/2012; 12/2011 - Policy reviewed and revised to permit electronic and proxy voting. 06/23/2009 - BOG granted final approval; 05/22/2009 - Received no comments; 04/22/09 - Board released for 30-day public comment period expiring 05/22/2009; 03/04/2009 - Revisions clarify membership representation with no substantial changes in procedures. 12/13/2006 - Technical revisions. 11/28/2003 - Originated to supercede SCI 1672 and SCI 1672.01.
1160	Diversity Philosophy	11/08/2015	10/8/2015 - BOG granted final approval; 09/18/2015 - Received no comments; 08/18/2015 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/18/2015. 10/14/2010 - BOG granted final approval; 09/17/2010 - Received one comment pertaining to grammar. The suggested correction was made to the final policy; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; Amended 09/01/2000.

Southern West Virginia Community and Technical College Southern College Policies Index

Refer to MAP System Classification Table for description of types of documents contained in each of the SCP categories.

SCP Number	Policy Name	Effective Date	Date of Latest Action
1215	Use of Institutional Facilities	11/09/2014	10/09/2014 - BOG granted final approval; 09/19/2014 - Received no comments; 08/20/2014 - BOG released for 30-day public comment period expiring 09/19/2014. 05/2014 - Revised to provide clarity and reflect changes in administrative titles, and Attachment A, College Facility Use Agreement was developed. 04/27/10 - BOG granted final approval; 04/03/2010 - Received one comment pertaining to grammar. The suggested correction was made to the final policy; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. Amended 09/01/00
1215.A	College Facility Use Agreement	11/09/2014	10/09/2014 - BOG granted final approval; 09/19/2014 - Grammatical corrections made based upon one comment received which is available upon request; 08/20/2014 - Initial Release.
1230	Firearms, Weapons, and Explosives Policy	NEW POLICY	07/23/2016 - Received no comments; 06/21/2016 - BOG released for a 30-day public comment period expiring 07/23/2016. 05/24/2016 - Policy originated.
1375	Reports of Accidents/Incidents	03/16/2016	02/16/2016 - BOG granted final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 04/22/2014 - BOG tabled action on this policy to allow sufficient review of new Clery Crime Act requirements imposed by the Violence Against Women Reauthorization Act; 03/21/2014 - Received additional Clery Crime Act requirements requiring extensive review of materials; 02/18/2014 - Board released for 30-day public comment period expiring 03/21/2014; 12/04/2013 - Reviewed by Executive Council. Revisions were made to provide clarity, correct grammatical errors, and change job titles. Revisions also include the addition of the Clery Crime Act definitions and crime definitions from the Uniform Crime Reporting Handbook. 02/17/09 - BOG granted final approval; 01/12/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. Amended 09/01/00
1375.A	Accident / Incident Report Form	03/16/2016	02/16/2016 - BOG granted final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 02/17/09 - Amended. 09/01/00 - Amended.
1375.B	Monthly Report of Accidents / Incidents	03/16/2016	02/16/2016 - BOG granted final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 02/17/09 - Amended. 09/01/00 - Amended.

Southern West Virginia Community and Technical College Southern College Policies Index

Refer to MAP System Classification Table for description of types of documents contained in each of the SCP categories.

SCP Number	Policy Name	Effective Date	Date of Latest Action
1400	Guest Speakers, Lecturers, Performers, and Organized Groups	07/24/2015	06/24/2015 - BOG granted final approval. No additional revisions made as a result of comments received; 05/22/2015 - Additional comments received (available upon request); 04/22/2015 - It is not the intention of the proposed policy to censor particular points of view. To make this clear and address the expressed concerns, a new subsection, 2.3, was added to the proposed policy. To allow sufficient time for review of the amendment by all constituents, the BOG released the proposal for an additional 30-day comment period expiring 05/22/2015; 02/26/2015 - Due to comments received, the BOG postponed action to allow ample time for review of constitutional comments. 01/09/2015 - Additional comments received (available upon request); 12/09/2014 - BOG released a modified draft policy for additional 30-day public comment period expiring 01/09/2015; 10/09/2014 - Due to the numerous comments received, the BOG postponed action to allow sufficient time for a review of constitutional safeguards and stakeholder comments. When a thorough review has been conducted by the newly appointed BOG Ad Hoc Committee, a draft policy will be brought forward with a request for an addition 30-day comment period; 09/19/2014 - Comments received (available upon request); 08/20/2014 - BOG released for additional 30-day public comment period expiring 09/19/2014; 07/17/2014 - One comment received which is available upon request. Revision was made to the draft policy to provide clarity and Attachment A was developed; 06/17/2014 - Policy originated and BOG released for a 30-day public comment period expiring 07/17/2014.
1400.A	Request for Approval of External Guest Speakers, Lecturers, Performers, and Organized Groups	07/24/2015	06/24/2015 - BOG granted final approval. 05/22/2015 - Additional comments received; 2/26/2015 - Due to comments received, the BOG postponed action to allow ample time for review of constitutional comments. 01/09/2015 - Additional comments received (available upon request); 12/09/2014 - BOG released a modified draft policy for additional 30-day public comment period expiring 01/09/2015; 10/09/2014 - Due to the numerous comments received, the BOG postponed action to allow sufficient time for a review of constitutional safeguards and stakeholder comments. When a thorough review has been conducted by the newly appointed BOG Ad Hoc Committee, a draft policy will be brought forward with a request for an addition 30-day comment period; 09/19/2014 - Comments received (available upon request); 08/20/2014 - BOG released for additional 30-day public comment period expiring 09/19/2014; 08/20/2014 - Initial Release.
1435	Inclement Weather and Emergency Situations	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 04/2012 - Policy reviewed and revised to reflect changes in titles and management responsibilities. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 02/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 11/02 - Replaced SCI-1370, Inclement Weather and Emergency Situation, Effective 12/12/96; and SCI-1435, Inclement Weather and Emergency Situation, Effective 10/94.

Southern West Virginia Community and Technical College Southern College Policies Index

Refer to MAP System Classification Table for description of types of documents contained in each of the SCP categories.

SCP Number	Policy Name	Effective Date	Date of Latest Action
1435.A	Media Notification List	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 04/2012 - Attachment A was removed from the form's title to reflect: SCP.A, Media Notification List. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; Amended 02/08; Amended 11/02.
1435.B	Essential Employee Guidelines	04/22/2014	04/22/2014 BOG granted final approval; 03/21/2014 - Received no additional comments. 02/18/2014 - Based upon comment received, the guidelines were revised and released by the BOG for an additional 30-day public comment period expiring 03/21/2014; 01/09/2014 - Received one comment which is available for review upon request; 12/10/2013 - BOG released for the required 30-day public comment period expiring 01/09/2014; 12/2013 - Attachment B developed and reviewed by Executive Council and President's Cabinet.
1481	Naming of Facilities or Organizational Units	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/2012 - Reviewed policy for accuracy and proposed minor changes to provide clarity. Policy was reformatted in the new SCP format. 11/20/2007 BOG granted final approval with no revisions; 11/18/2007 Received no comments; 10/18/2007 Board- released for 30-day public comment period expiring 11/18/2007. 09/04/2007 – Reviewed and recommended continuation with no revisions. 12/09/04 - Reviewed - Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/01.
1500	Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College	11/08/2015	10/8/2015 - BOG granted final approval; 09/18/2015 - Received one comment pertaining to grammar. The suggested correction was made to the final policy; 08/18/2015 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/18/2015. 02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revisions reflect no substantial changes in procedure or documentation requirements, but provides clarity and includes the new institutional mission statement. 07/27/00 - Policy amended. Repealed Chapter 29A-2, Series I, Policy Statement on Philosophy and Mission, Effective 07/01/84
1725	Private Scholarships	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/25/2012 - Reviewed policy for accuracy and revised to reflect changes in position titles. 06/17/08 - BOG granted final approval; 05/22/08 - Received no comments; 04/15/08 - Board released for 30-day public comment period expiring 05/22/08; Amended 03/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 09/01/00

Southern West Virginia Community and Technical College Southern College Policies Index

Refer to MAP System Classification Table for description of types of documents contained in each of the SCP categories.

SCP Number	Policy Name	Effective Date	Date of Latest Action
1735	Solicitation Policy	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/13/2011 - BOG granted final approval; 09/17/2011 - Comments received were restricted to grammatical and technical corrections; 08/16/2011 - BOG released for 30-day public comment expiring 09/17/2011; 07/2011 - Reviewed and revised to provide clarity and reflect changes in management responsibilities. 04/24/2007 BOG granted final approval; 01/2007 - Revised the policy to include clarification and develop a more formalized method for solicitation requests. 01/2007 - SCP-1735.A, On Campus Solicitation Request Form developed. 05/20/2004 - Originated.
1735.A	On Campus Solicitation Request Form	04/24/2007	07/2011 - Form was streamlined. 01/02/2007 - Originated.
1750	Tobacco Usage	01/01/1988	06/21/2016 - Policy continues under review. 05/20/2016 - Five comments received; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016. 11/2015 - Policy revised to include E-cigarettes and the definition of E-cigarettes to the policy. 04/19/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; Amended 09/01/00; Repealed SCI-1375
2000	HUMAN RESOURCES		
2000	Elimination of Faculty Positions Due to Program Reduction or Elimination	10/13/2011	10/13/2011 - BOG granted final approval and assigned a new classification number, SCP-2000 and a new title "Elimination of Faculty Positions Due to Program Reduction or Elimination." Former SCP-3650, Program Reduction or Elimination; 09/17/2011 - Comments received were restricted to grammatical and technical corrections; 08/16/2011 - BOG released for 30-day public comment expiring 09/17/2011; 07/2011 - Revisions reflect major changes in policy. 04/19/2011 - Based on the comments received, substantive changes will be made to the policy presented to the Board on 2/15/2011 and will require an additional 30-day comment period prior to adoption. Taking into consideration that many employees are gone during the summer months, the administration will defer action until the Board's first business meeting in Fall 2011 to assure that all employees have an opportunity to review the amendments and provide comment. 03/19/2011 - Comments received. 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - The Academic Affairs Management Council reviewed and revised the policy to provide clarity and reflect no substantial changes in procedure or documentation requirements. 09/01/00 Amended - Repealed SCI 1542

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Refer to MAP System Classification Table for description of types of documents contained in each of the SCP categories.

SCP Number	Policy Name	Effective Date	Date of Latest Action
2006	Employee Leave	07/24/2015	06/24/2015 - BOG granted final approval. 05/22/2015 - No comments received; 04/22/2015 - BOG released the proposal for a 30-day comment period expiring 05/22/2015; 11/05/2014 - Revisions include grammatical corrections, addition of references to time off for essential employees, correction of rules regarding leave procedures for faculty members with 12-month appointments, and the removal of hyperlinks to web pages. 03/02/2010 - BOG granted final approval; 01/11/2010 - Comments received were grammatical and spelling related. Suggested corrections were made in the final policy presented to BOG for approval; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2156	Drug and Alcohol Policy	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 07/2012 - Policy reviewed and revised to reflect changes in position titles and web links. Policy was reformatted to new format. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG Released for additional 30-day public comment period expiring 01/04/2008. 09/18/2007 – BOG deferred action until the administration conducts a meeting with the faculty to review and discuss the provisions of the revised draft. 07/2007 – The draft policy was revised to comply with federal regulations requiring inclusion of specifics on criminal sanctions and health risks. Other minor changes were made for clarity. 03/23/2007 – Comments were received and the policy was sent to Bowles, Rice, McDavid, Graff & Love for legal review. 02/20/2007 – BOG released draft policy for 30-day public comment period expiring 03/23/2007. 04/24/2007 - Currently under revision. Amended 09/01/00
2156.A	Employee Drug Awareness Clarification Form	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 07/2012 - Form was reformatted and revised to reflect changes in position titles. 02/19/2008 - BOG granted final approval. Amended 09/01/00
2165	Educational Release Time Policy	02/17/2004	04/16/2013 - Board granted final approval. 03/19/2013 - No comments received. 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 12/2012 - Policy reviewed to address unforeseen circumstances with regular overtime due to approval of educational release time and excessive hardships due to absence based on approval of fast track scheduled classes. 04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 12/2011 - Policy reviewed with minor changes. 11/28/06 - BOG granted final approval; 10/27/06 - No comments received; 09/26/06 Released for 30-day comment expiring 10/27/06 . 08/31/06 – Clarifications made to policy.

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SCP Number	Policy Name	Effective Date	Date of Latest Action
2165.A	Educational Release Time Request	02/17/2004	<p>04/16/2013 - Board granted final approval. 03/19/2013 - No comments received. 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 12/2012 - Policy reviewed to address unforeseen circumstances with regular overtime due to approval of educational release time and excessive hardships due to absence based on approval of fast track scheduled classes.</p> <p>04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012.</p> <p>11/28/06 - BOG granted final approval; 09/26/06 Released for 30-day comment--expired 10/27/06 - No comments received. 08/31/06 - Technical revision of form.</p>
2171	Professional and Educational Requirements for Faculty	06/18/2013	<p>06/21/2016 - Policy continues under review. 05/20/2016 - One comment received; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016; 03/2016 - Revised to reflect changes in guidelines in determining qualified faculty through the HLC criteria for accreditation and to reflect title and name changes for the College and HLC.</p> <p>06/18/2013 - Board granted final approval. 05/23/2013 - no additional comments or inquiries received. The individual who requested clarification on Section 6.1.1.4 restudied the policy and has no objection to the wording as it is. 04/16/2013 - Board granted additional 30-day comment period to allow research to be conducted on section in question. Comment period expires 05/23/2013; 03/19/2013 - Received one request for clarification which was not answered, therefore, staff will request additional 30-day comment period. 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Revisions reflect a reduction in the minimum requirement for faculty teaching transitional studies courses. Definition of full time faculty modified to match that found in other institutional policies. Expanded requirement for vocational/occupational program faculty to include equivalent credentials, such as licenses and certifications. Include requirement to review Faculty Credentials Certification Form annually with faculty evaluation.</p> <p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008.</p> <p>09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references.</p> <p>Amended 05/04. Repealed SCI-2122</p>

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SCP Number	Policy Name	Effective Date	Date of Latest Action
2171.A	Faculty Credentials Certification Form	06/18/2013	<p>06/21/2016 - Policy continues under review. 05/20/2016 - One comment received; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016.</p> <p>06/18/2013 - Board granted final approval; 05/23/2013 - no additional comments received; 04/16/2013 - Board granted additional 30-day comment period expiring 05/23/2013; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Revised form.</p> <p>02/19/2008 - BOG granted final approval; 01/04/2008 - No comments received; 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008; 09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references.</p> <p>Amended 05/04 Repealed SCI-2122</p>
2202	Personnel Assessment, Philosophy, and Practice Statement	05/19/2016	<p>04/19/2016 - BOG granted final approval; 03/19/2016 - Received no comments; 02/16/2016 - Board released for 30-day public comment period expiring 03/19/2016.</p> <p>10/14/10 - BOG granted final approval; 09/17/2010</p> <p>Received no comments; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; 07/2010 - Policy was revised to be compliant with WV Code and rules of the WV Council for Community and Technical College Education.</p> <p>Amended 08/21/00</p>
2218	Evaluation Process for Full-time Faculty	02/21/2012	<p>02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012.</p> <p>11/28/06 - BOG granted final approval.</p> <p>09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment.</p> <p>04/06 - Revisions reflect changes to better serve institutional needs.</p> <p>Amended 09/01/00</p>
2218.A	Supervisor's Evaluation of Faculty Member	02/21/2012	<p>02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012.</p> <p>11/28/06 - BOG granted final approval.</p> <p>09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment.</p> <p>04/06 - Revisions reflect changes to better serve institutional needs.</p> <p>Amended 09/01/00</p>

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SCP Number	Policy Name	Effective Date	Date of Latest Action
2226	Faculty Incentive Pay Plan	07/21/2016	<p>06/21/2016 - BOG granted final approval; 05/20/2016 - Received no comments; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016; 03/2016 - Technical revision made to the policy and it was reviewed through the institutional governance system.</p> <p>06/21/2011 - BOG granted final approval; 05/20/2011 - Received one comment pertaining to the WV Code - suggested correction was made in the final policy. 04/19/2011 - SCP-2226 was revised to reflect the changes provided for in the response to comments received. Because these represent significant changes from the policy presented for comment on 02/15/2011, the policy was released for an additional 30-day public comment period expiring 05/20/2011; 03/19/2011 - Received comments which are available for review upon request and responses were provided to the individuals making comment; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011</p> <p>12/09/08 - BOG granted final approval; 11/19/08 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment; 11/11/08 - Technical revisions made to this policy; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08.</p> <p>09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01. Originated 04/01/01</p>
2226.A	Faculty Merit Pay Program Criteria and Application Deadline	07/21/2016	<p>06/21/2016 - BOG granted final approval; 05/20/2016 - Received no comments; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016; 03/2016 - Reviewed.</p> <p>06/21/2011 - BOG granted final approval; 05/20/2011 - No additional comments received; 04/19/2011 - Released for an additional 30-day public comment period expiring 05/20/2011; 2/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011.</p> <p>12/09/08 - BOG granted final approval; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08.</p> <p>09/06/05 – Technical revisions made to this policy. 8/20/01 - Board released for 30-day public comment period expiring 09/28/01. Originated 08/01</p>
2226.B	Faculty Incentive Pay Program Agreement Form	07/21/2016	<p>06/21/2016 - BOG granted final approval; 05/20/2016 - Received no comments; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016; 03/2016 - Reviewed.</p> <p>06/21/2011 - BOG granted final approval; 05/20/2011 - No additional comments received; 04/19/2011 - Released for an additional 30-day public comment period expiring 05/20/2011; Originated 03/2011.</p>

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SCP Number	Policy Name	Effective Date	Date of Latest Action
2234	Flex Work Schedule	05/21/2015	004/21/2015 - BOG granted final approval; 04/01/2015 - No comments received; 03/02/2015 - BOG released draft for 30-day comment period expiring 04/01/2015; 12/2014 - No substantive revisions; changes made only to a job title in Section 7.3. 12/08/09 - BOG granted final approval; 11/18/09 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment.;10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/2009 – Policy was extensively revised to reflect requirements of the WV Code, WVCCTCE policy, and various work arrangements in place at Southern. Amended 09/01/00
2250	Hiring Adjunct Faculty	11/01/84	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. Amended 09/01/00 Originated 11/01/1984.
2360	Holidays	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received comments restricted to grammatical and technical corrections. Corrections were made to the final policy to reflect the comments provided. Corrections do not change the content of the document and do not require resubmitting the instrument for additional public comment; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 07/2012 - Policy reviewed and revised to clarify that election days will be observed as holidays when they fall on a regularly scheduled workday. Elections held on days the College is closed will not be designated as a holiday. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/08 - Policy reviewed; No substantial changes. Comment Period Expired 12/20/02 Originated 11/02
2375	Home Campus Assignment and Campus Requirements for Faculty	07/01/85	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 12/00/05 Technical Revision Amended 09/01/00

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SCP Number	Policy Name	Effective Date	Date of Latest Action
2562	Faculty Outside Employment or Non-College Related Activities	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - One comment was received at the end of the comment period which is available upon request. The policy reference has been corrected to reflect Title 135 instead of Title 133; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 11/06/2013 - Reviewed by the Executive Council and minor grammatical revisions were made, but no substantial changes in procedure or documentation requirements. 12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 09/08 - Revisions reflect no substantial changes in procedure or documentation requirements. Coverage was expanded to include full-time exempt professional employees. Definitions were revised to provide clarity. 03/2008 - Amended - Revisions reflect changes in procedure requirements and changes in management responsibilities. 09/01/2000 - Amended
2562.A	External Professional Activities for Pay Report Form	02/18/2014	09/08 - Modified to indicate the specific outside employment activity; 09/01/2000 - Amended
2575	Overtime and Compensatory Time Policy	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 08/2012 - Reviewed policy for accuracy and revised to reflect changes in position titles. Clarification of lunch periods for four and five day workweeks. 02/19/2008 - BOG granted final approval; 01/04/2008 - No comments received; 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 10/2007 - Revised policy to provide clarity and reflect changes in management responsibilities. 02/17/2004 - BOG grants final approval of policy; 10/21/2003 - Significant revisions were made to the draft policy. The BOG approved amendments and released the policy for a 2 nd 30-day public comment period expiring 11/22/2003. 10/16/2003 - Comments were received and responses provided for each issue raised; 09/16/2003 - BOG released for 30-day public comment period expiring 10/16/2003. 09/2003 - Originated
2575.A	Request to Work Additional Hours	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 10/04/2012 - Reformatted to new SCP format and made minor technical revisions. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 02/17/2004 - BOG grants final approval. 09/2003 - Originated

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SCP Number	Policy Name	Effective Date	Date of Latest Action
2580	Part-time Employees: Classified Staff and Adjunct Faculty	06/15/04	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment period expiring 01/11/2013; 11/2012 – Policy was reviewed and reformatted into the SCP template. No modifications were made to the terms of this policy. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 10/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 06/15/2004 – BOG grants final approval; 05/20/2004 – Received no comments; 04-21-2004 – Released for 30-day public comment period expiring 05/20/2004; 04/04 - Originated
2593	Payments to Employees for Contracted Services (Other Than Regular Employment)	05/19/2016	04/19/2016 - BOG granted final approval; 03/19/2016 - Received no comments; 02/16/2016 - Board released for 30-day public comment period expiring 03/19/2016. 02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revised to include compliance statement regarding overtime and compensatory time. Sections were rewritten for clarity. 09/01/2000 Amended
2593.A	Payment to Individuals for Services Form	04/19/2016	04/19/2016 - BOG granted final approval; 03/19/2016 - Received no comments; 04/19/2016 - BOG granted final approval; 03/19/2016 - Received no comments; 02/16/2016 - Board released for 30-day public comment period expiring 03/19/2016. 02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments; 10/14/2010 - BOG Released for a 30-day public comment period expiring 11/17/2010; 09/2010 - Form revised to provide clarity. 09/01/00 Amended
2624	Employee Development	01/28/1991	04/22/2014 - BOG granted final approval; 03/21/2014 - Received no comments; 02/18/2014 - Board released for 30-day public comment period expiring 03/21/2014; 12/04/2013 - Reviewed by Executive Council. Revisions were made to provide clarity and reflect no substantial changes in procedure or documentation requirements. 12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/2008 - Substantial changes were made to this policy. Procedural items were deleted. The policy was revised to communicate the philosophical support for employee development. The policy title was changed from "Professional Development" to "Employee Development." 09/01/2000 - Amended and placed in new SCP format. Repealed SCI-1623, Personnel Development, Effective 01/28/91

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Refer to MAP System Classification Table for description of types of documents contained in each of the SCP categories.

SCP Number	Policy Name	Effective Date	Date of Latest Action
2686	Promotion-in-Rank and Tenure Policy	02/18/2014	<p>02/18/2014 - BOG granted final approval; 01/09/2014 - Received no comments;; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014;</p> <p>11/06/2013 - Reviewed by the Executive Council - revisions were made to the policy and forms which provide clarity and reflect changes in administrative titles. 06/23/2009 - BOG granted final approval.</p> <p>05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes.</p> <p>04/22/09 - Board released for 30-day public comment period expiring 05/22/2009.</p> <p>02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements.</p> <p>11/20/2007 – Board granted final approval with recommended revision.</p> <p>11/17/2007 – Two comments received; Revised policy to reflect recommended changes to the WV Code, reference to the WV Council, and grammatical errors. Clarification was provided on the number of graduate hours since last promotion.</p> <p>10/18/2007 – BOG released draft for 30-day public comment expiring 11/17/2007.</p> <p>07/31/2007 – AAMC and Faculty Senate revised draft to provide clarity and reflect changes in management responsibilities.</p> <p>01/2006 – Reviewed and revised by Faculty Senate advanced draft to Academic Affairs Management Council for review and approval.</p> <p>Amended 10/01/01 Repealed SCI-2321</p>
2686.A	Promotion-in-Rank and/or Tenure Criteria and Forms	02/18/2014	<p>02/18/2014 - BOG granted final approval; 01/09/2014 - Received no comments;; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014;</p> <p>11/06/2013 - Reviewed by the Executive Council - revisions were made to the policy and forms which provide clarity and reflect changes in administrative titles. 06/23/2009 - BOG granted final approval.</p> <p>05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes.</p> <p>04/22/09 - Board released for 30-day public comment period expiring 05/22/2009.</p> <p>02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements.</p> <p>11/20/2007 – Board granted final approval.</p> <p>07/31/2007 AAMC and Faculty Senate streamlined the form.</p> <p>Amended 10/01/2001; Repealed SCI-2321</p>

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SCP Number	Policy Name	Effective Date	Date of Latest Action
2700	Reduction in Workforce – Classified Personnel	12/11/2012	<p>12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 10/2012 - Policy reviewed with changes based on recommendations in outline of reduction in force statutes by the Office of the General Council for the West Virginia Higher Education Policy Commission. Reformatted to current SCP format.</p> <p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements.</p> <p>04/20/2004 – BOG granted final approval; 03/23/04 – No comments received; 02/17/2004 – Due to comments received, significant revisions were made to draft policy. BOG approved amendments and released draft for an additional 30-day comment period expiring 03/23/2004; 11/22/2003 – Comments received and responses provided for each issue raised; 10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003. Originated 10/21/2003</p>
2701	Reduction in Workforce – Faculty Personnel	03/17/2015	<p>02/17/2015 - BOG granted approval and submission to the CTC Chancellor for final approval; 01/09/2015 - No comments received on proposal; 12/09/2014 - BOG released for 30-day comment period expiring 01/09/2014; 09/24/2014 - Faculty Senate Chair and HR Director developed a new draft proposal to meet the needs of all constituents. 06/18/2013 - Board tabled action until a new draft policy is developed and resubmitted for review and comment; 04/16/2013 - Due to comments received, the Board granted an additional 30-day comment period expiring 05/23/2013; 03/19/2013 - Received three comments which are available for review upon request and responses were provided to the individuals making comment; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 12/2012 - Minor modifications were made to the policy to reflect correct authority and methods for elimination of faculty positions. Policy reformatted to current SCP format and title changed from Reduction in Workforce: Faculty Personnel to Reduction in Workforce: Due to Financial Exigency: Faculty Personnel.</p> <p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements.</p> <p>04/20/2004 – BOG granted final approval 11/22/2003 – Received no comments. 10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003. Originated 10/21/2003</p>

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SCP Number	Policy Name	Effective Date	Date of Latest Action
2748	Request for Release Time for Full-time Faculty	04/17/2012	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 12/2011 - Policy reviewed with minor changes to reflect current titles. 11/28/06 - BOG granted final approval; 10/27/2006 - One comment received; no adjustment was made based on comment received; 09/26/06 Released for 30-day comment expiring 10/27/06. 08/2006 – Revisions provide clarity and reflect changes in management responsibilities. 09/01/2000 - Amended 09/01/00. 04/2004 - Amended; Repealed SCI-2420
2748.A	Release Time Request Form for Full-time Faculty	04/17/2012	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012. 06/2006 - Streamlined Form. 04/2004 - Amended
2810	Sabbatical Leave for Full-Time Faculty	03/16/2016	02/16/2016 - BOG granted final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/2011 - Policy reviewed and revised to provide clarity and reflect changes in management responsibilities; forms streamlined. 04/18/06 - BOG granted final approval of amended policy. 02/21/06 - Released for 30-day comment-expires 03/24/06. 02/06 Amended to clarify responsibilities and application requirements. Amended 09/02 - Repealed SCP-2810, Sabbatical Leave for Full-time Faculty, Effective 08/92 and SCI-2411
2810.A	Sabbatical Leave Request Form	03/16/2016	02/16/2016 - BOG granted final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 04/19/2011 - BOG granted final approval. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed amendments and approved released draft for a 30-day public comment period expiring 03/19/2011 04/18/06 - BOG granted final approval; 03/24/06 - No comments received; 02/21/06 Released for 30-day comment-expires 03/24/06. Amended 02/06. Amended 09/02
2810.B	Sabbatical Leave Promissory Note	03/16/2016	02/16/2016 - BOG granted final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 04/19/2011 - BOG granted final approval. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed amendments and approved released draft for a 30-day public comment period expiring 03/19/2011 04/18/06 - BOG granted final approval; 02/21/06 Released for 30-day comment-expires 03/24/06; 02/06 Revised Form. Originated 10/02

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SCP Number	Policy Name	Effective Date	Date of Latest Action
2825	Salary Administration	05/19/2016	<p>04/19/2016 - BOG granted final approval; 03/19/2016 - Received no comments; 02/16/2016 - Board released for 30-day public comment period expiring 03/19/2016.</p> <p>06/24/2015 - BOG granted final approval. 05/22/2015 - No comments received; 04/22/2015 - BOG released the proposal for a 30-day comment period expiring 05/22/2015; 03/2015 - Revisions are technical in nature. Policy was reformatted to new SCP format.</p> <p>02/19/2008 - BOG granted final approval; 01/04/2008 - No comments received; 11/20/2007 - BOG released for 30-day public comment period expiring 01/04/2008; 10/2007 - Policy reviewed and amended to incorporate the institutional Faculty Compensation Program and Salary Schedule.</p> <p>04/19/2005 - BOG granted final approval; 03/18/2005 - No additional comments; 02/15/2005 - Due to substantive changes made to the existing draft policy, comment period extended for an additional 30 days expiring 03/18/2005; 02/14/2005 - Six comments received; 03/18/05 01/14/2005 - Comment period extended for additional 30-days (expiring 02/14/2005) due to Christmas and New Year's holidays, and the short time frame the institution had to develop the draft policy; 12/09/2004 - Released for a 30-day public comment period expiring 01/10/2005.</p> <p>Originated 12/04</p>
2843	Sexual Harassment Policy	07/17/2014	<p>06/17/2014 - BOG granted final approval; 05/24/2014 - Received no additional comments; 04/22/2014 - Due to policy revisions, BOG released for additional 30-day comment period ending 05/24/2014; 03/21/2014 - Received one comment. Incorporated recommended changes for corrective actions recommended by the Civil Rights Office during its March 12, 2013 Civil Rights Audit; 02/18/2014 - Board released for 30-day public comment period expiring 03/21/2014; 12/04/2013 - Reviewed by Executive Council. Revisions were made to provide clarity and reflect no substantial changes in procedure or documentation requirements.</p> <p>04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - Reviewed and revised to provide clarity.</p> <p>04/18/06 - BOG granted final approval; 02/21/06 Released for 30-day Comment-expired 03/24/06;</p> <p>01/20/06 Amended; 05/17/02 Amended; 09/01/00 Repealed College-wide Employee Personnel Policy Series II, 1984, Section 12; Sexual Harassment of Students Series VI, 1987, Section 1-2; SCP-2843, Harassment Policy.</p>
2875	Workload Requirements for Full-time Faculty	05/21/2015	<p>04/21/2015 - BOG granted final approval; 04/01/2015 - No comments received; 03/02/2015 - BOG released draft for 30-day comment period expiring 04/01/2015; 12/2014 - Reviewed and revised to reflect changes in job titles and management responsibilities.</p> <p>03/02/2010 - BOG granted final approval; 01/11/2010 - No comments received; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended</p>

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SCP Number	Policy Name	Effective Date	Date of Latest Action
2875.A	Class Load Formula Matrix (Summer)	03/02/2010	03/02/2010 - BOG granted final approval; 01/11/2010 - No comments received. Form deleted as attachment to the revised policy, SCP-2875; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
2875.B	Class Load Formula Matrix (Fall and Spring)	03/02/2010	03/02/2010 - BOG granted final approval; 01/11/2010 - No comments received. Form deleted as attachment to the revised policy, SCP-2875. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
3000	ACADEMIC AFFAIRS		
3000	Distance Learning	04/17/2012	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 02/07/2012 - Originated .
3100	Faculty Responsibilities for Academic Advising of Students	04/18/1985	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. 10/21/2004 – Policy amended.
3201	Challenging a Course/Credit by Examination	02/19/2013	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 10/2012 – Revised policy to provide clarity and reflect changes in management responsibilities. Policy was reformatted into the new policy template. 11/20/2007 – Board granted final approval of revised policy; 10/18/2007 - Received one comment regarding the dates of withdrawal. Clarification was provided to the individual; no change to the draft policy was warranted; 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007. 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. Amended 10/27/04 Replaces SCP-3201, Challenge Exam For Credit, Effective 07/01/86, Revised 09/01/00; Effective 06/24/02, Revised 02/15/02.
3201.A	Challenge Examination Request Form	02/19/2013	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 10/2012 – Reviewed and revised form. 11/20/2007 – Board granted final approval. 08/2007 – Streamlined form. 10/27/2004 – Amended policy.
3201.B	Challenge Examination Results Form	02/19/2013	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 10/2012 – Originated form.

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SCP Number	Policy Name	Effective Date	Date of Latest Action
3214	College Board Advanced Placement Credit	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - One comment was received at the end of the comment period which is available upon request. The policy reference has been corrected to reflect Title 135 instead of Title 133; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 10/2013 - Reviewed by the Academic Affairs Management Council. Removed the Advanced Placement Course list and inserted reference to the Advanced Placement course list on the CTCS website. 10/15/2009 – Board granted final approval of revised policy; 9/17/2009 - Received no comments. 08/18/2009 - BOG released draft for 30-day public comment expiring 09/17/2009. 07/2009 – Revised policy to provide clarity and reflect changes in course titles. Amended 09/01/00
3620	Policy Regarding Program Review	07/17/2014	06/17/2014 - BOG granted final approval; 05/24/2014 - Received no comments; 04/22/2014 - Board released for 30-day public comment period expiring 05/24/2014; 02/2014 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities or titles. 12/09/2008 - BOG granted final approval; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08; 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Originated 10/08/01.
3625	General Studies (University Parallel) Program Evaluation Model Policy	01/09/2015	12/09/2014 - BOG granted final approval; 11/12/2014 - Received no comments; 10/13/2014 - Board released for 30-day public comment period expiring 11/12/2014; 08/2014 - Reviewed and revised to reflect changes in the academic reorganization resulting in shared responsibilities for curriculum delivery. 04/27/2010 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010; 09/01/00 - Reviewed / revised.
3625.A	General Studies (University Parallel) Program Evaluation Model	12/09/2015	12/09/2014 - BOG granted final approval for rescission and conversion to a procedure; 11/12/2014 - Received no comments; 10/13/2014 - Board released for 30-day public comment period expiring 11/12/2014; 08/2014 - Reviewed and recommended SCP-3625.A for rescission and conversion to a procedure within the Academic Affairs Unit as the document outlines the process by which the program evaluation should be conducted. 04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed / revised.

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SCP Number	Policy Name	Effective Date	Date of Latest Action
3637	General Education Philosophy and Goals	04/16/2013	04/16/2013 - Board granted final approval; 03/19/2013 - No comments received; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Revisions reflect no substantial changes in procedure or documentation requirements. The policy was reformatted into the new policy template. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 08/30/2007 - Reviewed and revised to include references to provide clarity. Amended 01/05
3670	Public School Service Program	03/16/2016	02/16/2016 - BOG granted final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 06/21/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. 09/20/05 - Originated
3670.A	Public School Service Form	03/16/2016	02/16/2016 - BOG granted final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 06/21/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 09/20/05 - Originated
3736	Student Standards of Academic Progress	07/17/2014	06/17/2014 - BOG granted final approval; 05/24/2014 - Received no comments; 04/22/2014 - BOG released for 30-day public comment period expiring 05/24/2014; 02/2014 - Revisions reflect changes in WV Code, changes in federal reporting requirements, greater consistency with national standards of student progress, and movement of procedural matters from policy to academic procedure. 04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revised.
4000	STUDENT SERVICES		
4000	Basic Admissions Guidelines	07/01/2012	06/19/2012 - BOG granted final approval; 05/19/2012 - Received no comments; 04/17/2012 - BOG released for the required 30-day public comment period expiring 05/19/2012; 03/07/2012 - Policy reviewed and revised to reflect new federal financial assistance guidelines and clarify other admission requirements. 10/13/2011 - BOG granted final approval; 09/17/2011 - No comments received; 08/16/2011 - Policy originated and BOG released for a 30-day public comment period expiring 09/17/2011.

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SCP Number	Policy Name	Effective Date	Date of Latest Action
4151	Regarding the College Catalog as Academic Standards and Expectation from Students	01/08/2016	12/08/2015 - BOG granted final approval; 11/11/2015 - Received no comments; 10/09/2015 - Board released for 30-day public comment period expiring 11/11/2015. 02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revised to provide clarity and reflect no substantial changes in procedure or documentation requirements. 04/18/06 - BOG granted final approval of amended policy. 02/21/06 Released for 30-day comment--expires 03/24/06. 02/06 Amended to incorporate relevant information from SCP-3705, Student Academic Rights (cancelled 04/18/05) into SCP-4151 and revised this policy to meet the needs of the institution and its students. 09/01/2000 - Amended: 06/09/1987 - Originated
4192	Administrative Withdrawal and Administrative Drop of Students	08/08/2013	08/08/2013 - BOG granted final approval; 07/19/2013 - No comments were received; 06/18/2013 - BOG released for a 30-day public comment period expiring 07/19/2013. 10/13/2011 - BOG granted final approval; 09/17/2011 - Received no comments; 08/16/2011 - BOG released for a 30-day public comment period expiring 09/17/2011. 11/28/2006 - BOG granted final approval; 10/19/2006 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 - No comments were received. Grammatical and technical revisions 10/2006. Policy amended 05/19/2004.
4233	Deans's List of Students; Graduation with Honors Status	03/16/2016	02/16/2016 - BOG granted final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 04/19/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 12/2010 - Reviewed and revised to provide clarity and changes in responsibilities and procedures. Reformatted in new SCP format. 09/01/2000 - Reviewed and revised.
4274	Standards of Progress for Federal Financial Assistance Recipients	05/19/2016	04/19/2016 - BOG granted final approval; 03/19/2016 - Received no comments; 02/16/2016 - Board released for 30-day public comment period expiring 03/19/2016. 06/21/2011 - BOG granted final approval; 05/20/2011 - Received no comments; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 04/2011 - Revisions reflect changes in procedure and documentation Title IV requirements effective 07/01/2011. 11/28/2006 - BOG granted final approval; 10/19/2006 - Released for 30-day comment--expired 11/21/2006 - One comment received; policy adjusted based on comment; 10/2006 - Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000

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SCP Number	Policy Name	Effective Date	Date of Latest Action
4356	Financial Aid Recipient - Change in Enrollment Status	06/21/2011	07/23/2016 - Received no comments; 06/21/2016 - BOG released for a 30-day public comment period expiring 07/23/2016; 12//2015 - Revisions reflect technical changes. 06/21/2011 - BOG granted final approval; 05/20/2011 - Received no comments; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 04/2011 - Revisions reflect changes in procedure and documentation Title IV requirements effective 07/01/2011. 11/28/2006 - BOG granted final approval. 10/19/2006 Released for 30-day comment--expired 11/21/2006 - No substantive comments received. 10/2006 – Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000
4398	Student Grades and Grade Point Average Requirements for Graduation	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - No comments received; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 10/2013 - Reviewed and revised by the Curriculum and Instruction Committee. Revisions reflected no substantial change in procedure or documentation requirements, but provide clarity. 12/09/08 - BOG granted final approval; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. 11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - Amended and repealed SCP-4397, Student Grades and Related Concerns, Effective 09/01/00 and SCP-4520, Submitting Student Grades by the Faculty to the College's Student Records Office and Authority for Changing Student Grades, Effective 09/01/00; SCP-4520.A, Final Grade Report Form, Effective 09/01/00.
4710	Academic Dishonesty	04/17/2012	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG reviewed revised policy and released for required 30-day public comment period expiring 03/23/2012; November/ December 2011 - Reviewed a made significant revisions to include aspect of integrity and technology advancements. 05/2006 - Technical Revision. 09/01/2000 - Reviewed.
4770	Student Rights and Responsibilities	05/19/2016	04/19/2016 - BOG granted final approval; 03/19/2016 - Received no comments; 02/16/2016 - Board released for 30-day public comment period expiring 03/19/2016. 04/19/2011 - BOG granted final approval of amended policy; 03/19/2011 - One comment received - policy adjusted based on comment; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 02/2011 - Reviewed and revised to provide clarity. Reformatted to new SCP format. 09/20/05 - Three-year review only - no revisions.

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SCP Number	Policy Name	Effective Date	Date of Latest Action
4786	Transfer Student Requirements and Credit Evaluation	07/24/2015	06/24/2015 - BOG granted final approval. 05/22/2015 - No comments received; 04/22/2015 - BOG released the proposal for a 30-day comment period expiring 05/22/2015; 10/2014 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect grammar and title changes. 06/22/2010 - BOG granted final approval; 05/29/2010 - Received two comments. One comment was grammatical in nature and was addressed in the final policy. The second comment related to an inaccurate definition in Section 3.7 of the policy. The section was revised to include the word "regional" in the definition. Revisions of 09/01/2009 reflect title changes and include content from the rescinded policy, SCP-4825, Transfer of Student Credit Hours from Another Institution; 04/27/2010 - Due to significant changes in the content of this policy, the BOG released draft policy for an additional 30-day public comment expiring 05/29/2010; 03/02/2010 - Policy continues under review; 11/18/2009 - Received one comment. Available for review upon request. Response has not yet been provided; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000 - Reviewed
5000	FINANCE		
5050	Assessment, Payment, and Refund of Tuition and Fees	05/19/2016	04/19/2016 - BOG granted final approval; 03/19/2016 - Received no comments; 02/16/2016 - Board released for 30-day public comment period expiring 03/19/2016. 06/21/2011 - BOG granted final approval; 05/20/2011 - Received one comment related to grammar - suggested correction made in the final policy; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 01/2011 - Revisions reflect no substantial changes in procedure or documentation requirements, but provide clarity and reflect changes in management responsibilities. 02/19/2002 - BOG granted final approval; 02/15/2002 - Received no comments. 01/16/2002 - BOG released for 30-day public comment period expiring 02/15/2002; 01/2002 Originated.
5051	Reduced Tuition and Fee Program for State Residents Age 65 and Older	12/10/2013	12/10/2013 - BOG granted final approval; 11/13/2013 - Received no comments; 10/10/2013 - Board released for 30-day public comment period expiring 11/13/2013; 09/2013 - Reviewed by the Executive Council and minor grammatical revisions were made, but no substantial changes in procedure or documentation requirements. 12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 - Reviewed by the Executive Council and recommended its continuation without revision. 02/21/05 - Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051, and Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05 Originated 12/02/04

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SCP Number	Policy Name	Effective Date	Date of Latest Action
5065	Awarding of Undergraduate Tuition and Fee Waivers	07/17/2014	<p>06/17/2014 - BOG granted final approval; 05/24/2014 - Received one comment to omit Section 5.5 regarding statutory caps on waivers - section was removed from the policy; 04/22/2014 - BOG released for additional 30-day public comment period ending 05/24/2014; 03/21/2014 - Received comments recommending removal of policy sections referring to tuition and fee waiver limits due to removal of statutory caps on waivers. Policy revised to reflect the recommended changes; 02/18/2014 - Board released for 30-day public comment period expiring 03/21/2014; 12/04/2013 - Reviewed by Executive Council. Revisions were made to provide clarity and reflect no substantial changes in procedure or documentation requirements.</p> <p>12/09/08 - BOG granted final approval; 10/10/08 - Received one comment correcting the specific section of the WV State Code cited in the definitions section; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. Amended 08/08 - Revisions reflect significant changes in state code pertaining to undergraduate tuition and fee waivers.</p> <p>02/21/06 - Revised policy to comply with WV Code §18B-10-5, -7, 7b.</p> <p>02/19/2002 - BOG granted final approval; 02/15/2002 - Received no comments. 01/16/2002 - BOG released for 30-day public comment period expiring 02/15/2002;</p> <p>01/15/2002 - Originated</p>
5066	Third-Party Tuition and Fee Waivers	01/09/2015	<p>12/09/2014 - BOG granted final approval; 11/12/2014 - Received no comments; 10/13/2014 - Board released for 30-day public comment period expiring 11/12/2014; 12/03/2014 - Reviewed and revised to reflect changes in job titles and correct grammar.</p> <p>08/17/2010 - BOG granted final approval; 07/23/2010 - Received no comments; 06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy which addresses approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third parties and offered for academic credit by Southern West Virginia Community and Technical College.</p>
5074	Selection, Adoption and Sale of Textbooks and Other Course Materials	05/21/2015	<p>04/21/2015 - BOG granted final approval; 04/01/2015 - No comments received; 03/02/2015 - BOG released draft for 30-day comment period expiring 04/01/2015; 12/03/2014 - Revisions made to this policy are grammatical in nature and reflect changes in job titles.</p> <p>08/17/2010 - BOG granted final approval; 07/23/2010 - Received one comment pertaining to grammar. The suggested correction was made in the final policy; 06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy and addresses the requirements of Series 51 of the Council for Community and Technical College Education and the mandates of Public Law 110-315, the Higher Education Opportunity Act of August 2008 regarding the selection, adoption, use and sale of textbooks and other course materials. This policy supersedes any and all previous policies pertaining to these subjects and related bookstore procedures.</p>

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SCP Number	Policy Name	Effective Date	Date of Latest Action
5100	Disposition of Sale of Surplus/ Excess Property	04/16/2013	04/16/2013 - Board granted final approval; 03/19/2013 - No comments received; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Policy was reviewed with no recommended revisions. The policy was reformatted into the new policy template. 11/20/2007 – Board granted final approval of revised policy; 11/17/2007 - Received no comments; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007; 09/02/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 04/19/2005 BOG grants final approval; 03/18/2005 Received no comments; 02/15/2005 BOG released draft policy for 30-day public comment expiring 03/18/05; 02/05 Originated
5260	Meeting Financial Exigencies	06/18/2013	06/18/2013 - Board granted final approval; 05/23/2013 - No comments received; 04/16/2013 - BOG released for the required 30-day public comment period expiring 05/23/2013; 04/2013 - Policy was reviewed and revised to expand the committee membership. 10/13/2011 - BOG granted final approval; 09/17/2011 - Received no comments; 08/16/2011 - BOG released for a 30-day public comment period expiring 09/17/2011. 11/2006 - Policy Reviewed-No changes were made; 11/22/2003 - Comment Period Expired; 10/2003 Amended. 05/27/1988 Originated
5620	Traffic and Vehicle Speed, Flow, and Parking Regulations Policy	07/21/2016	06/21/2016 - BOG granted final approval; 05/20/2016 - Received no comments; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016; 03/2016 - Policy reviewed, no changes recommended. 02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Revisions reflect substantial change in procedure and provide clarity to reflect changes in responsibilities. The policy title was changed from "Parking Regulations Policy" to "Traffic and Vehicle Speed, Flow and Parking Regulations Policy". Form SCP-5620.A was eliminated. 09/01/2000 - Amended; Replaced Parking Policy, Effective 02/01/1989 and Parking Policy, Effective 09/02/97.

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SCP Number	Policy Name	Effective Date	Date of Latest Action
5780	Travel Regulations Policy	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - No comments received; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 10/2013 - Reviewed and revised by the Finance and Administration Unit, Executive Council, and President's Cabinet. Revisions reflected no substantial change in procedure or documentation requirements, but provide clarity. 04/17/2012 - BOG granted final approval. 03/23/2012 - Comments received were restricted to grammatical and technical corrections. These corrections do not change the content of the policy and does not require resubmitting instrument for additional public comment. 02/21/2012 - BOG reviewed policy revisions and released for required 30-day public comment period expiring 03/23/2012; 12/2011 - Reviewed and revised to provide clarity and reflect changes in management responsibilities. 11/2006 - Policy reviewed with no recommended changes. 06/15/2004 - BOG granted final approval of the policy with the following modification to Section 4.A.2(c): <u>Travelers will use State approved rental car vendors when traveling by air or when departing from College locations.</u> ; 05/20/2004 - Two comments were received and responded to at the end of the 30-day public comment period; 04/21/2004 - Released for 30-day public comment period expiring 05/20/2004; 02/25/2004 - Policy amended. 09/2002 - Policy originated
5830	Use of Southern West Virginia Community and Technical College Vehicles	05/19/2016	04/19/2016 - BOG granted final approval; 03/19/2016 - Received no comments; 02/16/2016 - Board released for 30-day public comment period expiring 03/19/2016. 04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. Amended 09/01/00; Repealed SCI-1381, Use of Southern System Vehicles, Effective 01/28/91; State Vehicle Requisition Policy, Effective 12/09/07; Use of Southern Vehicles Policy, Effective 02/01/99.
6000	WORKFORCE AND COMMUNITY DEVELOPMENT		
7000	TECHNOLOGY		
7000	Email Established as an Official Form of Communication	07/26/2012	07/26/2012 - BOG granted final approval; 07/25/2012 - Received no comments; 06/19/2012 - Board released for the required 30-day public comment period expiring 07/25/2012; 02/03/2012 - Originated.
7125	Information Technology Acceptable Usage	07/24/2015	06/24/2015 - BOG granted final approval. 05/22/2015 - No comments received; 04/22/2015 - BOG released the proposal for a 30-day comment period expiring 05/22/2015; 09/2014 - Extensive revisions were made to this policy to coincide with Appendix A of the State of West Virginia Office of Technology, Information Security Policy (WVOT-PO1001). 04/21/09 - BOG granted final approval; 03/19/09 - Received no comments; 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009; 02/2009 - Revised to reflect up-to-date terms and current acceptable usage. 09/01/2000 Amended

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SCP Number	Policy Name	Effective Date	Date of Latest Action
7720	Security of Management Information Technology	07/24/2015	06/24/2015 - BOG granted final approval. 05/22/2015 - No comments received; 04/22/2015 - BOG released the proposal for a 30-day comment period expiring 05/22/2015; 09/2014 - Extensive revisions were made to this policy to coincide with Appendix A of the State of West Virginia Office of Technology, Information Security Policy (WVOT-PO1001). 04/21/09 - BOG granted final approval; 03/19/09 - Received no comments; 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009; 02/2009 - Revised to include all forms of technology and to meet the standards of the payment card industry. Amended 09/01/2000.
8000	BOARD OF GOVERNORS		
8600	Board of Governors Operational Guidelines Policy	08/21/2001	02/19/2013 – BOG granted final approval; 01/11/2013 – Received one comment restricted to grammatical and technical corrections. These corrections do not change the content of the policy and does not require resubmitting the instrument for an additional 30-day comment period; 12/12/2012 - Board released for 30-day public comment period expiring 01/11/2013; 09/28/2012 - Reviewed policy and added Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, <i>Rules and Administrative Procedures</i> , to the Reference Section of the policy which addresses the process for the adoption, amendment, or repeal of rules and administrative procedures by institutions. 11/20/2007 – Board granted final approval of revised policy and operational guidelines; 11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2 nd time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007. 09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting. 09/2007 – Reviewed and revised policy to remove reference to the Institutional Compact. 08/21/2001 – All previous operational guidelines of any previously existing governing or advisory board of Southern West Virginia Community and Technical College are superseded by this policy statement and the attached Operational Guidelines (SCP-8600.A) of the Board of Governors approved 08/21/2001.

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8600.A	Board of Governors Operational Guidelines	02/18/2014	<p>02/18/2014 - BOG granted final approval; 01/09/2014 - No comments received; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 10/2013 - The Board's Operational Guidelines were revised to include language to ensure that no detriment or appearance of detriment to the College's interests results from a conflict between the best interests of the College and any personal, financial, or other interest of a Board member or College officer. Also, it was updated to comply with legislation passed through House Bill 2747 during the 2013 First Special Session regarding public notice of meetings.</p> <p>02/19/2013 – BOG granted final approval; 01/11/2013 – Received one comment restricted to grammatical and technical corrections. These corrections do not change the content of the policy and does not require resubmitting the instrument for an additional 30-day comment period; 12/12/2012 - Board released for 30-day public comment period expiring 01/11/2013; 09/28/2012 - Reviewed for compliance with West Virginia Code §18B-2A-4. Amended Section 1.4.3; 1.4.6; 1.4.19; and 1.4.20 to be in compliance with West Virginia Code §18B-2A-4 which passed through the 2012 1st Special Legislative Session.</p> <p>04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08.</p> <p>02/08 - Amended Section 4.3.1 to include past BOG chair and one lay member to the Agenda Committee membership.</p> <p>11/20/2007 – Board granted final approval of revised policy and operational guidelines; 11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2nd time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007.</p> <p>09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting.</p> <p>09/2007 – Reviewed and revised guidelines to remove reference to the Institutional Compact.</p> <p>06/10/02 Amended guidelines.</p>
8601	Emergency Presidential Succession Plan	09/18/2014	<p>08/19/2014 - BOG granted final approval; 07/17/2014 - Received no comments; 06/17/2014 - Policy originated and BOG released for a 30-day public comment period expiring 07/17/2014.</p>