



*Southern*  
West Virginia  
Community and Technical College

***Board of Governors***

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**Agenda Book  
October 19, 2017**

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**Members**

Howard E. Seufer, Jr., Chair  
Glenn T. Yost, Vice Chair  
F. Raamie Barker, Secretary  
Kevin Hill  
Jada C. Hunter  
Latisha Marcum

Dr. Mason E. White II  
Kevin G. Zachary  
Wilma J. Zigmund  
William H. Alderman II  
Melissa J. Deskins  
Randal Johnson

Robert E. Gunter, Ed.D  
President

**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of October 19, 2017  
6:00 p.m.  
Chief Logan Lodge and Conference Center  
Unit D • 1000 Conference Drive • Logan, WV 25601**

**AGENDA**

1. Call to Order ..... Mr. Howard Seufer  
Board of Governors Chair
2. Introduction of New Board Member ..... Chair Seufer
3. Oath of Office ..... Chair Seufer
4. Call for Public Comments to the Board of Governors ..... Chair Seufer
5. Academic Accolades ..... Ms. Susan Baldwin  
Chair, Faculty Senate
6. President’s Report ..... Dr. Robert E. Gunter  
President
7. Financial Report ..... Mr. R. Stacy Dingess  
Accountant
8. Workforce and Community Development Office Report ..... Ms. Allyn Sue Barker  
Vice President for Workforce and Community Development
9. Action Items:
  - 9.1 Request for Approval of August 22, 2017 Board Meeting Minutes ..... 4
  - 9.2 Request for Final Approval by BOG and Submission to Chancellor
    - 9.2.1 SCP-1000, Manuals, Announcements, and Policies (MAP)  
Development System ..... 11
    - 9.2.2 SCP-2156, Drug and Alcohol Policy ..... 28
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    - 9.2.5 SCP-5100, Disposition and Sale of Surplus/Excess Property ..... 48
  - 9.3 Request for Approval to Release for 30-day Public Comment Period
    - 9.3.1 SCP-1435, Inclement Weather and Emergency Situations ..... 52
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    - 9.3.3 SCP-3100, Full-time Faculty Responsibilities for  
Academic Advising of Students ..... 64
    - 9.3.4 SCP-3201 Challenging a Course/Credit by Examination ..... 67
    - 9.3.5 SCP-4192 Administrative Withdrawal and Administrative  
Drop of Students ..... 75
  - 9.4 Request for Approval to Discontinue the Homeland Security and Emergency Service  
Associate in Applied Science Degree Program ..... 78
10. Vice President for Academic Affairs Vacancy (Possible Executive Session Under the Authority  
of WV Code §6-9A-4(b)2A) ..... Chair Seufer

- 11. President's Performance Evaluation as required by Title 135, Legislative Rule, Series 5, Employing and Evaluating Presidents, §§135-5-5 (Possible Executive Session Under the Authority of WV Code §6-9A-4(b)2A) ..... Chair Seufer
- 12. President's Contract and Salary (Possible Executive Session Under the Authority of WV Code §6-9A-4(b)2A) ..... Chair Seufer
- 13. Adjournment ..... Chair Seufer

**-Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of August 22, 2017  
6:00 p.m.  
1601 Armory Drive, Room 433  
Williamson, West Virginia and by Teleconference**

**DRAFT MINUTES**

**Board Members Present:** Howard Seufer, Jr., Chair; F. Raamie Barker, Secretary; Will Alderman, Faculty Representative; Melissa Deskins, Staff Representative; Jada Hunter, Latisha Marcum, Mason White, Kevin Zachary; Wilma Zigmond

**Board Members Absent:** Kevin Hill, Glenn Yost, Vice Chair

**College Staff Present:** Robert Gunter, President; Emma Baisden, Recorder; Allyn Sue Barker, Jack Dilbeck, Samuel Litteral, Damien Williams, Tom Cook, Carol Howerton, Rita Roberson, David Lord, Joseph Nelson, Lillie Teeters, Kim Hensley, Mary Hamilton, Vicky Evans, Melinda Saunders, Russell Saunders, Bill Alderman, Susan Baldwin, Toni Redmiles, Verna Phillips, Anne Cline, Stephanie Mounts, Lisa Redmiles, Tim Ooten, Jennifer Dove

**Guests:** Scott Hamilton, ARC Executive Director; Jeff Schwartz, ARC POWER Initiative Manager (Appalachian Regional Commission); Southern Students: Kyle Newsome, Jacob Runyon, Kelly Warren

1. **Call to Order:**  
Chair Seufer, declared a quorum present and convened the meeting at 6:05 p.m.
2. **Introduction of New Board Member**  
Chair Seufer introduced new Board of Governors member, William H. Alderman, II, who was elected as the Faculty Representative to the Board in April 2017 to serve a two-year term. Mr. Alderman succeeds Russell Saunders. He is a Professor of Speech and has been connected to Southern since 1995 either as a student, a staff member, or faculty member.
3. **Oath of Office**  
Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to Will Alderman.
4. **Call for Public Comments to the Board of Governors**  
Chair Seufer called for public sign-ups for comments to the Board. Ms. Susan Baldwin had signed-in to offer comment on the topic of Academic Accolades. However, neither she nor Chair Seufer could locate an agenda item relative to 'Academic Accolades.' Therefore, Chair Seufer informed Ms. Baldwin that she would not be permitted to offer comments on Academic Accolades at the August meeting, but her topic would be placed on the October 17, 2017, Board meeting agenda.

**5. Introduction of New Vice President for Student Services**

Chair Seufer called upon President Gunter to introduce Southern's new Vice President for Academic Affairs, Damien Williams. President Gunter introduced Mr. Williams to the group and said it was a pleasure to welcome him to this vital role at Southern West Virginia Community and Technical College.

Mr. Williams began his new position on July 24, 2017. He joins Southern from Philander Smith College in Little Rock, Arkansas, where he served as Vice President for Enrollment. His responsibilities included oversight of the offices of Admissions, Enrollment Management, Financial Aid, Recruitment and Registrar, and the Academic Success Center. Mr. Williams also served as the Dean of Students at both Tyler Junior College and Texas College in Tyler, Texas. Dr. Gunter believes that his enthusiasm, leadership, past experiences, and focus on student success will enable us to yield new opportunities for our students.

**6. President's Report**

President Gunter introduced Mr. Scott Hamilton, ARC Executive Director, and Mr. Jeff Schwartz, ARC POWER Initiative Manager, to the Board. He explained that Southern will serve as the host institution for the Industry-Informed Infrastructure (I3) Project meetings scheduled for August 23, 2017, hosted by the American Association of Community Colleges (AACC), Appalachian Regional Commission (ARC), and the Community Colleges of Appalachia (CCA). The project meeting will pair community college leadership with industry partners to build mutually beneficial relationships. Both Mr. Hamilton and Mr. Schwartz will participate in the I3 meetings and have been touring Southern's facilities. President Gunter asked Mr. Hamilton and Mr. Schwartz to provide an overview of the project and their positions to the Board. He then relinquished the floor and the remainder of his report time to Mr. Hamilton and Mr. Schwartz.

**7. Financial Report**

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated July 31, 2017 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral informed the group that Southern is in a financial position to hold its own for a few years as we have taken a conservative approach to budgeting. Auditors from the accounting firm of Suttle and Stalnaker will be on campus the week of September 18<sup>th</sup> to conduct the financial audit. The audit results will most likely be presented to the Board at its December 2017 meeting.

**8. Higher Learning Commission (HLC) Assurance Argument Progress Report**

Vice President Dilbeck informed Board members that process of Southern's Assurance Argument report was approaching an end and that he was confident that it would be complete by the September 28, 2017 due date. He commended the committee chairs for their work on the Assurance report. Chair Seufer thanked Dr. Dilbeck for the leadership he has provided, and Wilma Zigmond also thanked President Gunter for his leadership on this crucial report.

**9. Emergency Preparedness Update**

Mr. David Lord, Director of Wyoming/McDowell Campus Operations, informed Board members that Southern began its Emergency Preparedness Program in 2014. He presented Southern's Emergency Plan to Board members and provided an update on accomplishments, ongoing activities, and the next steps of the Campus Crisis Management Teams. Mr. Lord encouraged the new Board members to enroll in the Southern Alerts Notification System to receive notifications regarding emergencies and inclement weather situations for the college.

**10. Action Items**

**10.1 Presidential Evaluation Ad Hoc Committee Appointments**

In compliance with West Virginia Code §18B-1B-6c and Title 135, Procedural Rule of the West Virginia Council for Community and Technical College Education, Series 5, *Employing and Evaluating Presidents*, the governing board is to conduct a formal written performance evaluation of its President at the end of the initial contract period. Dr. Gunter will complete his initial contract and second year as President of Southern on December 31, 2017. The governing board's evaluation will be reported to the President, the Chancellor, and the Chair of the Council for Community and Technical College Education. To that end, Chair Seufer appointed the following Board members to serve on the 2017 Presidential Evaluation Review Committee: Past Board Chairs, Wilma Zigmond and Jada Hunter; Lay Member, Mason 'Ed' White; Classified Staff Representative, Melissa Deskins; Faculty Representative, Will Alderman, and Chair Seufer will also serve as the Ad Hoc Committee Chair.

**10.2 Request for Approval of June 20, 2017 Board Meeting Minutes**

**MOTION:** Jada Hunter moved to accept the June 21, 2017 Board meeting minutes as presented.

**ACTION:** Will Alderman seconded the motion. Wilma Zigmond abstained due to being absent from the June 2017 meeting. The motion carried. Chair Seufer declared the motion adopted and the minutes approved.

**10.3 Request for Approval of Textbook Affordability Report**

**MOTION:** Wilma Zigmond moved to approve the following resolution:

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

**ACTION:** Kevin Zachary seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the report approved.

**10.4 Request for Approval to Release Policies for 30-day Public Comment**  
**10.4.1 SCP-1000, *Manuals, Announcements, and Policies (MAP) Development System***

**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-100, *Manuals, Announcements, and Policies (MAP) Development System*, (with attachments) to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**ACTION:** Latisha Marcum seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

**10.4.2 SCP-2156, *Drug and Alcohol 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-2156, *Drug and Alcohol Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**ACTION:** Dr. Mason White seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

**10.4.3 SCP-2165, *Educational Release Time for Classified Employees***

**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-2165, *Educational Release Time for Classified Employees*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**ACTION:** Will Alderman seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

**10.4.4 SCP-4000, *Basic Guidelines and Standards for Admissions***

**MOTION:** Dr. Mason White 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-4000, *Basic Guidelines and Standards for Admissions*, to Southern's constituents and the

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

**ACTION:** Will Alderman seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

#### **10.4.5 SCP-5100, Disposition and Sale of Surplus/Excess Property**

**MOTION:** Kevin Zachary 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-5100, *Disposition and Sale of Surplus/ Excess Property*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**ACTION:** Jada Hunter seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

#### **10.5 Request for Approval to Terminate Addiction Counseling, Certificate and Associate in Applied Science Degree Programs**

**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 discontinuance of the Addiction Counseling Certificate and Associate in Applied Science Degree Programs in accordance with the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*.

**ACTION:** Latisha Marcum seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

#### **10.6 Request for Approval to Terminate Survey Technology Certificate and Associate in Applied Science Degree Programs**

**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 the discontinuance of the Survey Technology Certificate and Associate in Applied Science Degree Programs in accordance with the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*.



**ACTION:** Jada Hunter seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

**10.7 Request for Approval of Personnel Salary Increase Proposal for Fiscal Year 2017-2018**

**MOTION:** Will Alderman moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors authorize and direct the President of Southern West Virginia Community and Technical College, in conjunction with the Chief Financial Officer, to fund a 3% increase to the base salary for eligible employees of Southern West Virginia Community and Technical College as described below effective October 15, 2017, and

*BE IT FURTHER RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve and authorize the President of Southern West Virginia Community and Technical College to implement such salary increases exercising his prudence and judgement.

**ACTION:** Jada Hunter seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

**10.8 Request for Approval of Salary Increase Proposal for President of Southern West Virginia Community and Technical College**

**MOTION:** Kevin Zachary moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve a 3% base salary increase for the President of Southern West Virginia Community and Technical College effective October 15, 2017 pending approval of the West Virginia Council for Community and Technical College Education at its next meeting.

**ACTION:** Dr. Mason White seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

**11. Discussion Item**

**11.1 Review of 2012-2015 Board of Governors Strategic Goals**

President Gunter and Chair Seufer presented Board members with a draft of its 2012-2015 Strategic Goals. The group determined it would hold a workshop during the October Retreat to develop goals to move the College forward.

**11.2 Strategic Goals Ad Hoc Committee Appointments**

Chair Seufer appointed the following Board members to serve on the Strategic Goals Ad Hoc Committee: Latisha Marcum, Kevin Zachary, President Gunter, and Chair Seufer. The group will meet to discuss the current goals and plan to bring a recommendation before the full Board at its October meeting.

**12. Informational Items:**

**12.1 Institutional Policies Approved by Chancellor Tucker**

1. SCP-2250, Hiring Adjunct Faculty
2. SCP-4710, *Academic Integrity*

**12.2 Institutional Rule Making Report**

Board members were provided a copy of the Institutional Rule Making Report submitted to the Chancellor for Community and Technical College Education. Pursuant to the requirements of West Virginia Code §18B-1-6, annually a list of institutional rules that are effective on July 1, including the most recent date on which each rule was adopted, amended, or repealed by the Board of Governors must be submitted to the Council for Community and Technical College Education.

**13. Adjournment**

There being no further business, Chair Seufer declared the meeting adjourned at 7:40 p.m. The next Board of Governors business meeting is scheduled for Thursday, October 19, 2017 beginning at 6:00 p.m. The meeting will be held at Chief Logan Lodge and Conference Center, Logan, West Virginia.

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Howard E. Seufer, Jr., Chair

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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 OCTOBER 19, 2017**

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

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1000, *Manuals, Announcements, and Policies (MAP) Development System* and Attachments A, B, C, and D, for submission to the Chancellor for Community and Technical College Education following the required 30-day comment period.

**STAFF MEMBER:** Dr. Robert E. Gunter  
President

**BACKGROUND:**

SCP-1000, which establishes the process for adoption, amendment or repeal of rules, guidelines, administrative procedures and policy statements by the Board of Governors of Southern West Virginia Community and Technical College that have an institution-wide effect or affect the rights, privileges, or interests of employees, students, or citizens, was developed in accordance with West Virginia Code §18B-1-6 and Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, *Rules and Administrative Procedures*.

In July 2017, SCP-1000, *Manuals, Announcements, and Policies (MAP) Development System*, and its attachments, were reviewed for accuracy. The review resulted in minor revisions to provide clarity and a change in management. These documents have been reviewed and approved by both the Executive Council and President's Cabinet. Following these deliberations, the staff recommends that the Southern West Virginia Community and Technical College Board of Governors advance this policy and its attachments to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

At its August 22, 2017 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 September 27, 2017. No comments were received at the end of the comment period. Therefore, the staff recommends that the Board of Governors grant approval of SCP-1000, *Manuals, Announcements, and Policies (MAP) Development System*, and its attachments, 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-1000**

**SUBJECT:** Manuals, Announcements, and Policies (MAP) Development System

**REFERENCE:** West Virginia Code §18B-1-6(c)(3)  
Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, *Rules and Administrative Procedures*

**ORIGINATION:** April 6, 1999

**EFFECTIVE:** November 19, 2017

**REVIEWED:** Reviewed July 24, 2017

**SECTION 1. PURPOSE**

1.1 This policy is established to meet the requirements of Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education (the Council), Series 4, *Rules and Administrative Procedures*.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy establishes the process for adoption, amendment or repeal of rules, guidelines, administrative procedures and policy statements by the Board of Governors (the “Board”) of Southern West Virginia Community and Technical College (the “College”) that have an institution-wide effect or affects the rights, privileges or interests of employees, students or citizens.

**SECTION 3. DEFINITIONS**

- 3.1 Rule – Any regulation, guideline, directive, standard, statement of policy or interpretation of general application and future effect that also has institution-wide effect or affects the rights, privileges or interests of employees, students or citizens. The following are not rules:
- 3.1.1 Regulations, guidelines or policies established for individual units, divisions, departments or schools of the institution that deal solely with the internal management or responsibilities of a unit, division, department or school; or
  - 3.1.2 Academic curricular policies that do not constitute a mission change for the institution.
- 3.2 Administrative Procedure – Any regulation, guideline, directive, standard or statement of policy or interpretation of future effect that does not qualify as a “rule.”
- 3.3 Issuances – Documents developed and distributed as: official rules, guidelines and policy statements that establish the policies, responsibilities and general procedures governing Southern; or announcements, manuals and other resources that provide information to the Southern community.
- 3.4 Unit – Area of the organization directed by members of the President’s Cabinet, such as the President’s Office, Academic Affairs, Student Services, Finance, Workforce and Community Development.

- 3.5 Department – Area of the organization directed by a Director/Manager who reports to a member of the President’s Cabinet, such as Enrollment Management, Human Resources, Technology, Mine Training and Energy Technologies.
- 3.6 Program – Area of the organization within a department or unit developed to deal with all aspects of a particular function.

**SECTION 4. POLICY**

- 4.1 It is the policy of the College to comply with the mandates of Title 135, Procedural Rule, Series 4, *Rules and Administrative Procedures*, of the West Virginia Council for Community and Technical College Education (the “Council”). To the extent that the Council should revise Series 4 or promulgate any rule inconsistent with this policy, the Council rule would supersede this policy.
- 4.2 Administrative issuances of general college-wide interest will be documented as part of Southern’s MAP System.
- 4.3 Issuances will be clear, concise and to the point on matters of college-wide effect which:
  - 4.3.1 Establish or define rules, guidelines or policy statements;
  - 4.3.2 Publish program and institutional administrative decisions;
  - 4.3.3 Effect formal delegation of authority;
  - 4.3.4 Assign functional or operational responsibility and establish organizational structure; or
  - 4.3.5 Provide relevant information for college-wide distribution.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 The following types of issuances will be used.
  - 5.1.1 SAA (Southern Administrative Announcement) will be used primarily to disseminate information of a temporary or one-time nature and may be used to announce the provisions of new or revised SEP, SCP, or SAM (Southern Administrative Manual).
  - 5.1.2 SAM (Southern Administrative Manual) will be used when there is a need to issue a large volume of specialized material or procedural information of a continuing nature, or when there is a need to group together a number of administrative issuances in the same subject area for ease of reference and referral.
  - 5.1.3 SCP (Southern College Policy) will be used to publish rules, guidelines and policy statements, which may include delegation of authority, program or institutional administrative decisions, general guidelines or procedures, and other college administrative information with an institution-wide effect.
  - 5.1.4 SEP (Southern Emergency Policy) will be used to publish interim, temporary, or emergency rules, guidelines and policy statements which shall be effective until an SCP (Southern College Policy) is developed and approved.
  - 5.1.5 SIP (Southern Institutional Procedure) will be used to publish institutional procedures which are

narrow in scope and have the potential for impact to a limited unit or department.

- 5.2 The following are not rules with institution-wide effect and, therefore, are not part of the MAP System and are not subject to the provisions of Title 135, Series 4.
- 5.2.1 Issuances of individual units, divisions, departments or programs which deal solely with the internal management or responsibilities of a single unit, division, department or program. However, such issuances may be used within Southern for internal instructions or procedures governing unit, department or program operations. The department's cabinet-level administrator will determine signature authority of these issuances. In all cases, such internal issuances will be developed in compliance with the MAP System.
  - 5.2.2 Academic curricular policies that do not constitute a mission change for the institution.
  - 5.2.3 Day-to-day correspondence.
  - 5.2.4 Specific case or transaction documents and their supporting papers.
  - 5.2.5 Specific task/project assignments, operational directives or approved documents.
  - 5.2.6 Technical documentation such as specifications, drawings, maps, part lists, and scientific and technical reports of projects.
  - 5.2.7 Brochures or pamphlets approved by the administration for informational release to the general public.
  - 5.2.8 Periodic advisory or informational material of short-term value.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 Any individual, group, program, department or unit recognizing a need for the adoption, amendment, repeal or distribution of an issuance may propose such through the appropriate governance committee or department head in accordance with the provisions of this policy and in compliance with Southern's governance process.
- 6.2 Any major differences arising during the MAP development process which cannot be resolved will be referred to the President or the President's designee for decision.
- 6.3 The numbering of Southern's issuances will be consistent with the Classification Table for Southern's MAP System, SCP-1000.A. Numbering details and general format for issuances are included as Attachments B, C, and D.
- 6.4 Changes to an existing policy must be indicated using the strikeout appearance for deletions and underline for revisions and/or modifications. These appearance enhancements will be removed after final approval.
- 6.5 Policies shall be reviewed on a regular basis with a time frame for review of each policy to be determined by the President or the President's designee. Upon such review the President or the President's designee may recommend that the policy be amended or repealed.

## SECTION 7. RESPONSIBILITIES

### 7.1 Generally

- 7.1.1 The cabinet-level administrators and/or their designees are responsible for coordinating with the President or the President's designee for the development of new or review of existing policies to insure compliance with applicable laws, rules and regulations; to avoid duplication or overlap of existing issuances; and to retain documentation case files of administrative issuances falling within their respective areas of responsibility.
- 7.1.2 The cabinet-level administrators and/or their designees responsible for oversight of an approved policy will establish an internal system for periodic review, revision and/or cancellation. The last review date will be printed on the issuance prior to approval.
- 7.1.3 The President's Office will be responsible for operational management of the MAP System which will include draft, revision or assistance with revision of policies; adherence to format and to good editorial standards; maintenance of master reference files of all issuances; assignment of policy numbers; preparation of current indices; updates of technical changes (e.g., position titles); and distribution of issuances.

### 7.2 Adoption, Amendment or Repeal of Rules, Guidelines or Policy Statements Subject to the MAP System

- 7.2.1 The procedures set forth in this section (7.2) shall apply to the adoption, amendment or repeal of any rule, guideline or policy statement by the President or the Board with institution-wide effect. These procedures shall not apply to policies, guidelines or directives established for individual units, departments or programs of Southern which deal solely with the internal management or responsibilities of that unit, department or program, or to academic curriculum policies that do not constitute a mission change.
- 7.2.2 Unless otherwise provided in this policy, no rule, guideline or policy statement with institution-wide effect shall be adopted, amended or repealed by the President or the Board without the provisions in this section being met.
- 7.2.3 The President or the Board may, without following the procedures in this section, make editorial, non-substantive changes in rules, guidelines or policy statements transferred to Southern's jurisdiction by the West Virginia Higher Education Policy Commission (HEPC) or the West Virginia Council for Community and Technical College Education (Council) to reflect the effect of the transfer.
- 7.2.4 If the President or the Board determines that a rule, guideline or policy statement should be adopted, amended or repealed concerning a subject matter under the Board's jurisdiction that is not otherwise excluded by this policy, the President or the President's designee shall notify the Chancellor, those persons representing student, faculty and classified employees at Southern, and other interested parties and shall solicit comments and suggestions regarding the determination.
- 7.2.5 Any rule, guideline or policy statement subsequently drafted and considered for adoption will be circulated in draft form by the President or the President's designee to the same parties listed in 7.2.4 of this section for a period of not less than thirty (30) calendar days with a date noted when comments on the draft are to be returned to the President or the President's designee.
- 7.2.6 If no written comments are received during the comment period, the Board may proceed to adoption,

- amendment or repeal of the rule, guideline or policy statement. If written comments are received during the comment period, the Board may amend the proposed policy and proceed with adoption or may choose to submit the policy for an additional 30-day comment period.
- 7.2.7 A final draft of the rule, guideline or policy statement shall be sent by the President or the President's designee to the parties listed in 7.2.4 of this section with an explanation of any changes, ~~and~~ a summary of comments received, and a decision concerning each issue raised.
- 7.2.8 Except as otherwise provided, the adoption, amendment or repeal of any rule, guideline or policy statement shall not be effective until approved by the Chancellor.
- 7.2.9 In the case of an emergency, the President or the Board may adopt, amend or repeal a rule, guideline or policy statement without first following the procedures set out in this policy.
- 7.2.9.1 For the purpose of this section, an emergency exists when the adoption, amendment or repeal of a rule, guideline or policy statement is necessary for the immediate preservation of the public peace, health, safety or welfare, or is necessary to comply with a time limitation established by state or federal law or regulation or a directive or rule of the Council, or to prevent substantial harm to the public interest, or to deal with a financial exigency.
- 7.2.9.2 The facts constituting an emergency shall be communicated in writing in advance to the Chancellor, who may disapprove the action of the President or the Board if the Chancellor disagrees that an emergency existed.
- 7.2.9.3 Any adoption, amendment or repeal of a rule, guideline or policy statement under the emergency procedure shall remain in effect no longer than three (3) months and shall expire unless the President or the Board has completed final approval under the normal process set out in this section.
- 7.2.10 Upon request by affected constituencies, individuals or parties, the Board may schedule a public hearing regarding adoption, amendment or repeal of a rule, guideline or policy statement.
- 7.2.11 The following locations are designated as the places where all proposed and approved rules, guidelines and policy statements can be accessed by the public at no cost:
- 7.2.11.1 The Human Resources Office;
- 7.2.11.2 The President's Office;
- 7.2.11.3 The offices of each Director of Campus Operations; and
- 7.2.11.4 The library on each campus.
- 7.2.11.5 The President or the President's designee may designate new locations so long as at least one location is designated on each of Southern's campuses and those locations are made known to the public.
- 7.2.12 All proposed and approved rules, guidelines and policy statements shall also be posted on Southern's website, to the extent technically and financially feasible, as part of the MAP System.



7.2.13 Signature authority for all issuances rests with the President.

**SECTION 8. CANCELLATION**

8.1 SCP-1467.

**SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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

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**President**    **Date**

**Attachments:** SCP-1000.A, Classification Table  
SCP-1000.B, Format for Southern College Policy (SCP)  
SCP-1000.C, Format for Southern Administrative Announcement (SAA)  
SCP-1000.D, Procedures for Southern Administrative Manuals (SAM’s)

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

**Revision Notes:** January 2008 – Revision reflects a change in the policy review cycle. Policy was reformatted into the new policy format.

September 2012 – Reviewed policy for accuracy and made minor revisions to provide clarity and changes in management.

July 2017 – Reviewed policy and Attachments A, B, C, and D for accuracy. Minor revisions were made to provide clarity and reflect a change in management.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1000.A**

**SUBJECT:** Classification Table

**REFERENCE:** SCP-1000, MAP Development System

**ORIGINATION:** April 6, 1999

**EFFECTIVE:** November 19, 2017

**REVIEWED:** July 24, 2017

**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/Documents, Retention/Security/Control, Weapons/Firearms, Safety, Public Relations, Institutional Publications, Marketing, Fundraising, etc.

**2000 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, Student Government Association, Grievances, Grade Appeals, Family Educational Rights and Privacy Act (FERPA), Financial Aid, Recruitment, Enrollment Management, Admissions, Records, Counseling, Registration, Career Planning and Placement, etc.

**5000 FINANCE**

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

**6000      WORKFORCE, AND COMMUNITY DEVELOPMENT**

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

**7000      TECHNOLOGY SERVICES**

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 Services.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1000.B**

**SUBJECT:** Format for Southern College Policy (SCP)

**REFERENCE:** SCP-1000, MAP Development System

**ORIGINATION:** April 6, 1999

**EFFECTIVE:** November 19, 2017

**REVIEWED:** July 24, 2017

**SECTION 1. PURPOSE**

1.1 To establish the format and procedures for publication of Southern College Policy (SCP).

**SECTION 2. DEFINITION**

2.1 Southern College Policy (SCP) will be used to publish policy statements, delegation of authority, program or institutional administrative decisions; general guidelines or procedures; and other college administrative information of a continuing nature.

**SECTION 3. NUMBERING**

3.1 The President's Office will assign a number to each college policy. The number will consist of the identifying prefix (SCP), and a four-digit subject classification number. The number will be assigned prior to printing and will be centered immediately under the heading on the first page. Any forms necessary for full understanding of a policy or fulfillment of its requirements shall be included as attachments to the policy and shall contain the policy number followed by a decimal point and a consecutive letter of the alphabet as required.

**SECTION 4. STANDARD FORMAT**

4.1 General

4.1.1 This attachment illustrates the standard layout and paragraphing for all Southern College Policies in this manual. Standard sections within each policy include Purpose; Scope and Applicability; Definitions; Policy; Background or Exclusions; General Provisions; Responsibilities; Cancellations; Review Statement; Signatures. The first page must use the standard Southern College Policy format. Each subsequent page of a policy will include a footer showing the policy number, policy name, and page number. Policies will use a page size of 8½ x 11 inches, 0.75 inch margins on all sides, Times New Roman font face, and 11 point font size.

## 4.2 Content

4.2.1 Southern College Policies must include the following headings. If the heading does not apply, indicate so by inserting “Non applicable” under the heading.

**SUBJECT:** Title of the policy

**REFERENCE:** References will be used only when they improve understanding or when they cite higher directives that require or govern the policy.

**ORIGINATION:** The date the policy originated.

**EFFECTIVE:** The date the policy became effective.

**REVIEWED:** The date the policy was last reviewed.

### **SECTION 1. PURPOSE**

Broad-based description of the primary reason for the policy. Why this policy is written.

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

Departments, people, or items affected.

### **SECTION 3. DEFINITIONS**

Used to give specific meaning to a word, term, or phrase as used in the policy.

### **SECTION 4. POLICY**

Guideline statements for specific subjects. What the policy does. List the specific points.

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

If needed for understanding.

### **SECTION 6. GENERAL PROVISIONS**

Includes information required for clarity that will not fit under other headings.

### **SECTION 7. RESPONSIBILITIES**

Specifies who does what, when, how, and where. Separation of these headings may be necessary for clarity. Reference may be made to the College catalog, employee and/or student manuals or similar documents for specific responsibility or procedures.

### **SECTION 8. CANCELLATION**

Any previous policy being superseded.

### **SECTION 9. REVIEW STATEMENT**

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

## **SECTION 10. SIGNATURES**

Provide the following flush right signature lines four lines below the final paragraph on the last page.

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

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**President**    **Date**

## **SECTION 11. ATTACHMENTS**

Official Summary Sheet(s), Form(s), and “/or example” attachments, etc., when necessary, two lines below last signature line.

## **SECTION 12. DISTRIBUTION**

Will be shown in the lower-left corner, two lines below attachments notation.

## **SECTION 13. REVISION NOTES**

These notes identify changes made to the policy to better describe or clarify the policy provisions, changes in management responsibilities and/or titles, and to correct grammatical or typographical errors.

### 4.3 Paragraphing

4.3.1 A legal numbering system will be used for paragraphs. Major paragraph heading will be bold. Headings for subparagraphs will be capitalized and will follow the numbering system below:

#### **SECTION 1. MAJOR PARAGRAPH**

1.1 First Subparagraph

1.1.1 Second subparagraph

### 4.4 Margins

4.4.1 Use a margin of 0.75 inches left, right, top, bottom.

### 4.5 Page Numbering Format

4.5.1 Page numbers must be formatted to show the current page and the total number of pages in the policy. Example format: “Page 2 of 5.” The position of page numbers is within the footer at the right-hand margin of every page.

### 4.6 Font Face and Size

4.6.1 The font face must be “Times New Roman” and the font size should be 11 points.

## **SECTION 5. CORRECTIONS OR REVISIONS**

### 5.1 Corrections

5.1.1 Corrections will be processed for publication by the President’s Office. “Corrections” differ from “revisions” in that corrections serve to correct policy details, clarify wording, correct titles, department names, etc.; not revise policy intent.

### 5.2 Revisions

5.2.1 Revisions will be made when a substantial change is required and will be assigned the same subject and number as the basic policy. The new date of issue will be used and revisions will be processed in the same manner as the original instruction.

### 5.3 Cancellation

5.3.1 Revised policies will replace and supercede existing policies.

## **SECTION 6. FILING**

6.1 Southern administrative issuances will be filed in accordance with the Classification Table (MAP Development System SCP-1000.A). SCP’s containing the original signature will be maintained in the Human Resources Department.

## **SECTION 7. PROCESSING FOR PUBLICATION**

### 7.1 Recommending Individual, Group, and/or Unit will:

7.1.1 Coordinate proposed issuances with other offices affected by the policy.

7.1.2 Research existing policies to reduce duplication, redundancy, and omissions.

7.1.3 Follow policy format and prepare a printed hard copy for the President’s Office using appropriate word processing software.

### 7.2 The President’s Office will:

7.2.1 Assure proper format and coordination, assign policy numbers, have policy signed, reproduced and distributed.

7.2.2 Maintain and issue a current index of Southern’s administrative issuances.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1000.C**

**SUBJECT:** Format for Southern Administrative Announcements (SAA)

**REFERENCE:** SCP-1000, MAP Development System

**ORIGINATION:** April 6, 1999

**EFFECTIVE:** November 19, 2017

**REVIEWED:** July 24, 2017

**SECTION 1. PURPOSE**

1.1 To establish the format and procedures for publication of Southern Administrative Announcements (SAA).

**SECTION 2. DEFINITION**

2.1 Southern Administrative Announcement (SAA) will be used primarily to disseminate information of a temporary or one-time nature and may be used to announce the provisions of new or revised SEPs, SIPs, SCPs or SAMs.

**SECTION 3. NUMBERING**

3.1 Southern Administrative Announcement numbers will consist of the prefix "SAA" and a four-digit subject classification number. Administrative Announcements will also carry a control number, consisting of consecutive numbers beginning the first of each fiscal year with number 1 (1-9899, 2-9899, etc.). The President's Office will assign the control number. The number will be assigned prior to printing and will appear in the upper-right-corner of each page of the announcement.

**SECTION 4. EXPIRATION DATE**

4.1 An expiration date will be shown in the appropriate block. Normally, expiration dates will be within six months to one year from date of issue; however, this date can be later depending upon the purpose of the announcement.

**SECTION 5. FORMAT**

5.1 The SAA will be in a memorandum format on Southern letterhead with the phrase "SOUTHERN ADMINISTRATIVE ANNOUNCEMENT" at the top of the page, second and succeeding pages will be on plain bond with a header showing announcement number and date.



## **SECTION 6. CHANGES OR REVISIONS**

- 6.1 When a substantial change to an announcement is required, such information will be issued as a new announcement, with a new expiration date. The new announcement will be assigned a subject title and new number as appropriate.

## **SECTION 7. PROCESSING FOR PUBLICATION**

- 7.1 Southern Administrative Announcements will be prepared by the President or his/her designee. SAAs will be coordinated, and distributed in the same manner as Southern College Policies.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1000.D**

**SUBJECT:** Format for Southern Administrative Manuals (SAM's)

**REFERENCE:** SCP-1000, MAP Development System

**ORIGINATION:** April 6, 1999

**EFFECTIVE:** November 19, 2017

**REVIEWED:** July 24, 2017

**SECTION 1. PURPOSE**

1.1 To establish the format and procedures for publication of Southern Administrative Manuals (SAM).

**SECTION 2. DEFINITION**

2.1 Southern Administrative Manuals (SAM) will be used to issue a large amount of specialized subject matter, procedural information of a continuing nature which is best published in manual form, or to group, for ease of reference, a number of issuances in the same subject matter area.

**SECTION 3. AUTHORIZATION**

3.1 Manuals must be approved by the Vice President of the originating unit and the President. The Vice President or Director of the requesting unit is responsible for ensuring the proposed manual complies with current applicable federal, state, board, and institutional rules and policies. The Vice President or Director will submit a memorandum to the President requesting authorization for the proposed manual. Requests will include:

3.1.1 title of proposed manual

3.1.2 purpose and outline of manual contents (Attach draft of a proposed preface page.)

3.1.3 planned format

3.1.4 approximate number of pages

3.1.5 distribution

3.1.6 office responsible for issuance

3.1.7 scheduled date of review for revision.

#### **SECTION 4. PROCESSING FOR PUBLICATION**

- 4.1 The authorized originating unit will be responsible for preparing drafts, making corrections, and processing a final copy of the manual.
- 4.2 Reviewers will submit comments or concurrences within an established time limit. Comments will be considered by the originator and issuances will be revised as necessary. When major differences exist, these will be resolved prior to publication according to provisions of the MAP system policy.
- 4.3 Distribution information will be shown in the lower-left corner of signature pages and normally will be in the form of a distribution code or list.
- 4.4 Record case files will be retained by issuing unit.

#### **SECTION 5. FORMAT**

- 5.1 The President's Office will assign numbers to each SAM consisting of identifying prefix "SAM," and a four-digit subject classification number, a decimal point, and a consecutive number if necessary. The number will appear in the upper-right corner of the cover and preface page and may be included on each page, if appropriate.

#### **SECTION 6. CHANGES OR REVISIONS**

- 6.1 Changes or revisions will follow the procedure prescribed for SCP-1000.B, Format for Southern College Policy (SCP).

#### **SECTION 7. COVER**

- 7.1 The cover will carry the manual number in the upper-right corner, the title of the manual, and the name of the originating unit.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 19, 2017**

**ITEM:** Request for Final Approval of SCP-2156, *Drug and Alcohol Policy*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2156, *Drug and Alcohol Policy* for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

**STAFF MEMBER:** R. Stacy Dingess

**BACKGROUND:**

The Vice President for Finance and Administration Unit was charged with the review of SCP- 2156, *Drug and Alcohol Policy*. The purpose of this policy is to provide standards of conduct and clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any activities.

This policy was reviewed and approved by Executive Council on June 7, 2017 and the President's Cabinet on June 15, 2017. Revisions made include referencing SCP-1010, *Use of Alcoholic Beverages on Campus*, updating employee titles in Sections 6 and 7, updating web links referenced in the policy, and including students and classroom performance in Section 4, along with clarification on prohibition of alcohol and illegal drugs on campuses for any event or any person.

At its August 22, 2017 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 September 27, 2017. No comments were received at the end of the comment period. Therefore, the staff recommends that the Board of Governors grant approval of SCP-2156 *Drug and Alcohol 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-2156**

**SUBJECT:** Drug and Alcohol Policy

**REFERENCE:** This policy is written to meet requirements of the Anti-Drug Abuse Act of 1988, the Drug Free Workplace Act of 1988, and in compliance with requirements of the 1989 amendments to the *Drug-Free Schools and Communities Act*, as articulated in the *Education Department General Administrative Regulations (EDGAR) Part 86 (the Drug-Free Schools and Campuses Regulations)*. Part 86 pertains to “Drug and Alcohol Abuse Prevention.” These regulations can be reviewed in the Federal Register, Vol. 55, No. 159, Aug. 16, 1990, pp. 33580-33601, or online. <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>; SCP-1010, *Use of Alcoholic Beverages on Campus*.

**ORIGINATION:** March 31, 1989

**EFFECTIVE:** November 19, 2017

**REVIEWED:** June 7, 2017

### **SECTION 1. PURPOSE**

1.1 Southern West Virginia Community and Technical College recognizes the importance of a safe, efficient and healthy work and educational environment. Being under the influence of any illegal drug or alcohol on campus or at college-sponsored functions poses serious risks to a person’s health and safety, and jeopardizes public trust that has been placed in the institution. In recognition of the serious effects of alcohol and drug abuse on the safety and performance of students and employees, this policy provides standards of conduct and clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. This policy certifies that as an employer who contracts and receives funding from federal agencies, Southern West Virginia Community and Technical College will meet requirements of the law for providing a “drug-free workplace.”

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

2.1 Southern recognizes its employees and students as adults and expects them to obey the law and to take personal responsibility for their conduct. This policy applies to the college community, including faculty, staff, administrators, students, and visitors to the campuses, including contractors, subcontractor, volunteers and service providers.

### **SECTION 3. DEFINITIONS**

3.1 **Illegal Drugs** – Controlled substances defined by any state or federal regulatory body authorized to designate substances as such.

3.2 **Conviction** – A finding of guilt (including a plea or nolo contendere), or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

- 3.3 Contractor – Any department, division, unit, or any person responsible for the performance of work under a contract.

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

- 4.1 Southern West Virginia Community and Technical College will maintain a workplace free of the illegal use of drugs. The unlawful manufacture, distribution, sale, dispensing, possession, or use of illegal drugs, the abuse or improper use of prescribed drugs, and the use of alcohol on Southern West Virginia Community and Technical College property or as a part of any college-sponsored function is prohibited. Reporting to work, class, or any college-sponsored or non-sponsored event and/or function at any college facility or campus under the influence of alcohol or illegal drugs by any person are prohibited.
- 4.2 Legally prescribed medications taken properly are excluded from prohibition and permitted only to the extent that such medications do not adversely affect any person's work ability, job performance, classroom performance, or the safety of others or themselves.
- 4.3 Any person who violates the policy shall be subject to disciplinary action. When reasonable suspicion exists that an independent contractor, volunteer, student, or an employee has reported to work or class under the influence of alcohol, illegal drugs, or is impaired due to abuse or misuse of controlled substances or prescribed medications, the individual may be subject to assessment and disciplinary action, or termination of the service agreement. The College will impose disciplinary sanctions on students and employees consistent with institutional policies, and local, state, or federal laws for violation of the standards of conduct outlined above. All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution. Sanctions may include, but are not limited to a requirement that the person participate in a drug abuse assistance or rehabilitation program. College sanctions will be imposed consistent with procedures used in disciplinary actions for students and employees.

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

- 5.1 None.

#### **SECTION 6. GENERAL PROVISIONS**

- 6.1 Criminal Sanctions:
- 6.1.1 Federal Trafficking Penalties include substantial fines and imprisonment up to life. For the most recent and complete Federal Trafficking Penalties information, visit the Web site of the U. S. Drug Enforcement Administration at: <https://www.dea.gov/druginfo/ftp3.shtml>.
- 6.1.2 West Virginia Law provides penalties dependent upon the classification of the controlled substance, the particular activity involved, and whether multiple convictions are involved. West Virginia Code §60A-4-401 contains penalties for prohibited acts involving scheduled substances. For the most recent and complete West Virginia penalties for prohibited acts involving controlled substances, visit the web site of the West Virginia Legislature at: <http://www.legis.state.wv.us/WVCODE/Code.cfm>.
- 6.2 Dangers of Drug Abuse in the Workplace and Health Risks:
- 6.2.1 Substance abuse and drug dependency are problems of staggering proportions in our society today. They are the leading causes of preventable illness, disability, and death in the United States. Alcohol/chemical dependency is a disease that affects not only individuals, but every component of

the family system, workplace, and the community. Chemical abuse not only includes alcohol and illegal drugs, but also prescription drugs such as tranquilizers, pain killers, sleeping pills, etc.

6.2.2 Drug Abuse in the Workplace: The law requires the institution to make employees aware of the danger of drugs in the workplace.

6.2.2.1 Drugs can make an individual feel able to handle tasks that are too much or too dangerous for him/her. They make one careless and likely to forget important safety steps. They may alter one's sense of time, space, and distance which may result in increased occurrence of accidents at work.

6.2.2.2 Drugs can cause lateness and absenteeism, increasing the workload of others.

6.2.2.3 Drugs can cause crime on the job, including theft of employees personal belongings.

6.2.2.4 Drugs can cause major error in the work performed, risking harm to our students, customers, and in violation of the public trust.

6.2.3 Individual Health Risks:

6.2.3.1 Alcoholism and other drug dependencies are diseases with identifiable symptoms. These symptoms include changes in alcohol/drug tolerance, blackouts (permanent, chemically induced memory loss), denial (refusal to admit that chemical use is a problem), mood swings, behavior changes, and loss of control (inability to stop and/or limit chemical consumption). The disease injures the person economically, socially, physically, psychologically, and spiritually; relationships break down, work performance is impaired, depression often occurs, and behavior often goes against values.

6.2.3.2 Persons who suffer from chemical dependency are victims of a progressive, fatal disease. Alcoholism/addiction affects people of all ages, economic levels, and races. The National Institute on Drug Abuse reports that 97 percent of chemically-dependent people have responsible jobs, a home, and a family.

6.2.3.3 Alcoholism is a disorder that has profound psychological and biological patterns:

6.2.3.3.1 Regular daily intoxication,

6.2.3.3.2 Drinking large amounts of alcohol at specific times, and

6.2.3.3.3 Periods of sobriety interspersed with periods of heavy daily drinking.

6.2.3.3.4 The course of the disorder is usually progressive and physical dependence can develop. If this happens, serious symptoms, sometimes life threatening, can develop when alcohol is withdrawn.

6.2.3.3.5 Short term effects of alcohol use can include depression, gastritis, liver disease, automobile accidents, and domestic violence.

6.2.3.3.6 Chronic alcohol abuse can produce irreversible changes, including dementia, sexual impotence, cirrhosis of the liver, and heart disease.

6.2.3.3.7 Death can occur either as a complication of one of these chronic problems, or acutely, secondary to alcohol intoxication by poisoning or aspiration of vomits, or as the result of an automobile accident while driving intoxicated.

#### 6.2.3.4 Impact on Family/Friends

6.2.3.4.1 Families are gravely affected by a chemical abusing member. Some of the effects on the family include: feelings of insecurity, guilt, fear, isolation, anger, and resentment. As the chemically dependent person's disease progresses, the effects on the family worsen. As a very direct, physiological consequence, the infants of alcohol and cocaine abusing mothers often have low birth weight and may suffer from malformations and a variety of developmental problems. Children are often the most vulnerable to the effects of chemical dependency. Growing up in families where their developmental needs do not get met, children may face a variety of problems; low self-esteem, inability to trust others, teenage pregnancy, and high risks for chemical use/abuse, dependency.

6.2.3.4.2 The lifestyle of the abuser often affects the economic well-being of their families due to their inability to hold down a job. In some cases, the abuser will steal from relatives, which reduces the family's financial means and stability. In many cases, substance abuse leads to violence at home.

6.2.3.4.3 Chemical dependency is treatable. With an understanding of the disease and its impact on lives, family members and friends can take steps to help reduce enabling behaviors. Very often, the family's intervention with the user and his or her problem is an essential step which encourages the abusing member to seek treatment. Support groups for family members, such as Al-Anon, as well as family therapy can provide needed assistance to families as they grapple with the destructive effects of the user's addiction.

#### 6.2.4 Counseling and Treatment Resources:

6.2.4.1 For students may obtain assistance and information concerning substance abuse and its treatment from the Student Services Specialist's office at each of the College's campuses.

6.2.4.2 Employees may obtain assistance and information from the Human Resources Office.

6.2.4.3 Southern West Virginia Community and Technical College, in providing any list of counseling, treatment, and rehabilitation programs, is in no way affiliated with these agencies. Southern cannot accept liability for any services, treatment, or counseling provided by these agencies or their employees or any acts of misfeasance, nonfeasance, or malfeasance by same. The individual and his/her parents or guardian should conduct checks or reviews of these agencies to determine if they will meet the needs of the individual.

## **SECTION 7. RESPONSIBILITIES**



- 7.1 Because work sites provide day-to-day supervision for persons at the College, supervisors and unit administrators will be required to assume primary responsibility for the enforcement of this policy and to take appropriate personnel action.
- 7.2 As a condition of employment, College employees agree to abide by the terms of this policy and to notify the Director of Human Resources or designee of any criminal drug or alcohol related conviction for violation of a criminal drug or alcohol statute occurring in the workplace no later than five (5) days after the conviction.
- 7.3 After review of the reported incidents and determination of reporting requirements, the appropriate unit administrator will notify the federal granting agency within ten (10) days after receiving notice of a conviction from an employee or otherwise receiving actual notice of such conviction.
- 7.4 The Director of Human Resources is responsible for development and communication of drug and alcohol prevention programs for employees in compliance with the Drug Free Workplace Act of 1988, which includes:
  - 7.4.1 Distribution of this policy to each employee and collection of signed “Drug Awareness Certification Form.” The distribution may be in writing or electronically.
  - 7.4.2 Maintaining a copy of this policy in an accessible location and posting the policy on the institutional web site.
  - 7.4.3 Inclusion of a copy of this policy in every orientation packet for new employees.
- 7.5 The Vice President for Student Services or designee is responsible for development and communication of a drug and alcohol awareness program for students, in compliance with the Drug Free Schools and Communities Act, which includes:
  - 7.5.1 Annual distribution of this policy or information contained herein, to every student taking one or more classes for credit. The distribution may be accomplished by publication of this policy in electronic or printed format in the Student Handbook Section of the College Catalog, and/or the Schedule of Classes.
  - 7.5.2 The Department of Education recommends that the biennial review be conducted in even-numbered years, focusing on the two preceding academic years. Records used for review and report preparation will be retained for a period of three (3) years after the fiscal year in which the record was created. If any litigation, claim, negotiation, audit, review, or other action involving the records has been started before expiration of the three-year period, the records will be retained until completion of the action and resolution of all issues that arise from it, or until the end of the regular three-year period, whichever is later.
  - 7.5.3 The Vice President for Finance and Administration or designee is responsible for ensuring that contractors, subcontractors, or volunteers for services paid by federal grants certify that they maintain a drug free workplace and that they commit to and comply with the terms and conditions of this policy.

## **SECTION 8. CANCELLATION**

- 8.1 None.

## **SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

<hr/>	
<b>Board of Governors Chair</b>	<b>Date</b>
<hr/>	
<b>President</b>	<b>Date</b>

**Attachments:** SCP-2156.A, *Employee Drug Awareness Certification Form*

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

**Revision Notes:** January and July 2007 – Policy revised to comply with federal regulations requiring inclusion of specifics on criminal sanctions and health risks. Other minor changes for clarity were also made.

July 2012 – Policy was reviewed for accuracy and minor modifications were made. Policy was reformatted and revisions reflect changes in position titles and web links.

June 2017 – Policy was reviewed and recommended changes were made. These changes include the reference of SCP-1010, Use of Alcoholic Beverages on Campus, updating employee titles in Sections 6 and 7, updating web links referenced in the policy, and including students and classroom performance in Section 4, along with clarification on prohibition of alcohol and illegal drugs on campuses for any event or any person.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2156.A**

**EMPLOYEE DRUG AWARENESS  
CERTIFICATION FORM**

I, \_\_\_\_\_, certify that I have received a copy of SCP-2156, *Drug and Alcohol Policy*.

I agree to abide by the terms of this policy and I am aware that with any violation of this policy, I will be subject to disciplinary action, up to and including dismissal. I may also be required to participate in a drug-abuse assistance or drug-rehabilitation program.

In addition, I understand that under federal law and as a condition of employment, if I am convicted of any drug or alcohol related criminal offense for a violation occurring in the workplace, I must report this conviction to the Director of Human Resources within five (5) days of the conviction.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN THIS FORM TO HUMAN RESOURCES**

*Revised August 2012  
Revised June 2017*

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 19, 2017**

**ITEM:** Request for Final Approval of SCP-2165, *Educational Release Time for Classified Employees*

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

**STAFF MEMBER:** R. Stacy Dingess

**BACKGROUND:**

The Vice President for Finance and Administration Unit was charged with the review of SCP- 2165, *Educational Release Time for Classified Employees*. The purpose of this policy is to provide a rule for granting and documenting educational release time for the classified employees of Southern West Virginia Community and Technical College.

The review of this policy by the Finance and Administrative Unit resulted in no recommended revisions, therefore, it was advanced to the Executive Council for review on June 7, 2017, and to the President's Cabinet for review on June 15, 2017. No policy revisions were recommended by either group and it was approved as presented.

At its August 22, 2017 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 September 27, 2017. No comments were received at the end of the comment period. Therefore, the staff recommends that the Board of Governors grant approval of SCP-2165 *Educational Release Time for Classified Employees*, 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-2165**

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

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

**ORIGINATION:** February 17, 2004

**EFFECTIVE:** November 19, 2017

**REVIEWED:** June 07, 2017

**SECTION 1. PURPOSE**

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

**SECTION 2. SCOPE AND APPLICABILITY**

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

**SECTION 3. DEFINITIONS**

- 3.1 None.

**SECTION 4. POLICY**

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

**SECTION 5. BACKGROUND OR EXCLUSIONS**

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

**SECTION 6. GENERAL PROVISIONS**

- 6.1 This policy allows a classified employee to take ONE class per semester during work time, PROVIDING that the needs of the department are such that the employee's absence will not disrupt services. Educational release time may be granted for actual in-class time and reasonable travel time to and from class. A combination of flexible work hours, annual leave, and/or educational release time may be provided for travel time.
  - 6.1.1 Courses must be taken through a regionally accredited institution.
  - 6.1.2 Educational release time may be granted for courses that are job related; and/or in pursuit of undergraduate, graduate, or doctoral studies.
  - 6.1.3 The employee must have been employed for six months prior to the beginning of the term in which the course is taken.
  - 6.1.4 During emergency or overtime situations, the employee must work as assigned.
  - 6.1.5 Under no circumstances shall approval and use of educational release time create a situation for regular overtime or compensatory time. If the workload is such that the employee must work additional hours each week due to being in class, the employee must use schedule modification to attend the class and count the additional hours as regular time.
  - 6.1.6 Approval for educational release time to attend Fast Track courses or similarly scheduled classes must be made by the cabinet level administrator. Enrollment by full time employees in courses with these types of schedules put an undue burden on the department and should not be approved unless extenuating circumstances that justify approval exist and are included, in writing, with the application for educational release time.

**SECTION 7. RESPONSIBILITIES**

- 7.1 Primary Responsibility
  - 7.1.1 The Office of Human Resources shall have primary responsibility for the implementation and oversight of the provisions of this policy. Employees and supervisors are responsible as follows:
    - 7.1.1.1 Employees – Employees are responsible to make requests for educational release time far enough in advance for proper consideration by the supervisor. The appropriate forms must be completed in detail and submitted to the supervisor in accordance with the time frames specified in this policy. Employees are responsible for compliance with all applicable sections of this policy.
    - 7.1.1.2 Supervisors – Supervisors are responsible for compliance with all applicable sections of this policy.
- 7.2 Procedures:
  - 7.2.1 Requests must be made at least three weeks prior to the beginning of the release time and be made on the appropriate form attached to this policy. Employees are to present the Educational Release Time Request Form to his/her immediate supervisor.
  - 7.2.2 Prior to granting educational release time, the supervisor will consider the number of employees in the department and the number requesting educational release time, to ensure there is no disruption

of services. Supervisors will make recommendation for approval or denial to the Unit administrator within five (5) working days.

7.2.3 Within five (5) working days of receipt, the Unit administrator will approve or deny the request. A copy of the final decision will be returned to the supervisor and the original will be sent to Human Resources.

7.2.4 Upon receipt, the Supervisor will provide a copy of the final decision to the requesting employee.

7.2.5 The employee must present evidence of course completion by presenting the end-of-course grade report to the immediate supervisor. The supervisor will forward the report to Human Resources for inclusion in the personnel file.

7.2.6 In the event the classified employee receives a failing grade (unsatisfactory, “F” or other failure designation), or fails to provide evidence of course completion, the employee will be ineligible for educational release time under the terms of this policy for a period of one calendar year from the date on the end-of-course grade report.

**SECTION 8. CANCELLATION**

8.1 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-2165.A, *Educational Release Time Request for Classified Employees*

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

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

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

June 7, 2017 – Policy reviewed no changes were made.



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

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

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

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

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

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

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

**SUPERVISOR REVIEW:**

Approval     Disapproval

**UNIT ADMINISTRATOR REVIEW:**

Approval     Disapproval

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

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

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

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

*Revised December 2011  
Reviewed June 2017*

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 19, 2017**

**ITEM:** Request for Final Approval of SCP-4000, *Basic Guidelines and Standards for Admissions*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4000, *Basic Guidelines and Standards for Admissions*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

**STAFF MEMBER:** Allyn Sue Barker

**BACKGROUND:**

SCP-4000, *Basic Guidelines and Standards for Admissions*, was reviewed by Student Services management personnel on June 28, 2017 as requested by the Management Council for Academic Affairs and Student Services (MCAS) and Dual Credit Ad Hoc Committee. The policy was approved with changes by the Management Council for Academic Affairs and Student Services (MCAS) at their July 26, 2017, meeting, and reviewed and approved by Executive Council at their August 2, 2017 meeting. The President's Cabinet reviewed and approved the policy at their August 8, 2017 meeting.

At its August 22, 2017 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 September 27, 2017. No comments were received at the end of the comment period. Therefore, the staff recommends that the Board of Governors grant approval of SCP-4000, *Basic Guidelines and Standards for Admissions*, 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-4000**

**SUBJECT:** Basic Guidelines and Standards for Admissions

**REFERENCE:** West Virginia Code §§ 18B-1-1A; 18B-2B-6; 18B-3C-2; 15-1F-10 a, b  
West Virginia Community and Technical College Education, Title 135, Procedural Rule, Series 19, *Guidelines for Offering Early Enrollment Courses for High School Students*;  
West Virginia Community and Technical College Education, Title 135, Procedural Rule, Series 23, *Basic Guidelines and Standards for Admissions at Community and Technical Colleges*

**ORIGINATION:** August 16, 2011

**EFFECTIVE:** November 19, 2017

**REVIEWED:** June 28, 2017

**SECTION 1. PURPOSE**

1.1 The purpose of this policy is to establish basic guidelines and standards for admissions at Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy is applicable to all citizens seeking admission into Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

- 3.1 Regular Students (Degree Seeking Students) - Individuals with a high school diploma or appropriate high school assessment, such as General Education Diploma (GED) or Test Assessing Secondary Completion (TASC), who are seeking a certificate and/or associate degree.
- 3.2 Re-entry Students - Students who interrupt their studies by failing to register and attend classes during a fall or spring term and wish to re-enter the College.
- 3.3 Non-degree Seeking Students - Students who take credit courses for personal enrichment, job improvement, or other reasons and are not seeking a degree or certificate.
- 3.4 Transfer Students - Students who have attended other accredited post-secondary institutions.
- 3.5 Transient Students - Students who are officially enrolled and in good academic standing at other post-secondary institutions and want to enroll for courses at Southern.
- 3.6 Early Entry High School Students - Students still enrolled in high school who may enroll in courses at Southern provided they meet course prerequisites and complete the admission procedures. This includes dual credit students.

- 3.7 Conditional Admission Students - Persons eighteen years of age or older who do not have a high school diploma or appropriate high school assessment, such as General Education Diploma (GED) or Test Assessing Secondary Completion (TASC), may be admitted and enrolled in classes on a conditional basis. Their progress and credit hours earned shall be regularly evaluated.
- 3.8 Home School Students - For purposes of admission to Southern, home school students with appropriate documentation of high school assessment, such as General Education Diploma (GED) or Test Assessing Secondary Completion (TASC) will be admitted as degree seeking students.

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

- 4.1 Southern West Virginia Community and Technical College is an “open admissions” institution and supports the philosophy that residents should have access to higher education opportunities commensurate with their abilities and interests.
- 4.2 Admission to Southern is open to persons age eighteen and older and able to benefit from study at the community college level. This policy provides specific information related to admission requirements for the various classification of students.

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

- 5.1 Admission to Southern does not imply eligibility for, nor guarantee admission to, any specific program of study for which more stringent admission requirements are established.

#### **SECTION 6. GENERAL PROVISIONS**

- 6.1 Those who possess a high school diploma or appropriate high school equivalency assessment, such as GED or TASC, may enroll as certificate degree or associate degree-seeking students.
- 6.2 Other persons may enroll as certificate degree or associate degree-seeking students on an ability to benefit basis, but shall be regularly evaluated to determine whether their performance indicates an ability to continue their studies.
- 6.3 Students seeking transfer admission or readmission to a community and technical college must meet the institution’s basic admission standards.
- 6.4 Early admission standards for high school students enrolling in community colleges are subject to the requirements of Section 135-19-6 of Title 135, Procedural Rule, Series 19, Guidelines for Offering Early Enrollment Courses for High School Students, of the West Virginia Council for Community and Technical College Education.
- 6.5 Copies of high school transcripts, health records and transcripts of previous college work are not required for admission to community colleges, but any student seeking academic credit, a certificate, and/or an associate degree must submit the appropriate high school equivalency assessment, such as GED or TASC\_scores or high school transcripts and/or previous college transcripts.
- 6.6 Participation in certain federal, state, and/or institutional financial aid programs or admission to specific academic programs do require copies of high school transcripts, GED scores and/or prior college work are provided. Individuals are encouraged to check with the appropriate institutional officials to determine the documents required for participation in, or admission to such programs.

- 6.7 Official transcripts must be provided, if a student has earned credits at another institution.
- 6.8 In addition to general institutional admission requirements, certain limited enrollment programs have specific admission requirements. Those applying for admission to these programs must comply with the general admission requirements as well as those of the specific program.
- 6.9 State law provides that any male person who has attained the age of eighteen (18) years of age may not enroll in a state-supported institution of post-secondary education unless he is in compliance with the Military Selective Service Act.
- 6.10 A male person may not receive a loan, grant, scholarship, or other financial assistance for post-secondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act.

## **SECTION 7. RESPONSIBILITIES**

- 7.1 Re-entry students are required to resubmit an admission's application.
  - 7.1.1 Re-entry students are required to resubmit transcripts if he/she has earned additional credits at another institution.
- 7.2 Non-degree seeking students must submit a completed application form for admission.
  - 7.2.1 An official academic transcript from any college attended can be articulated for the purpose of meeting course prerequisite requirements.
  - 7.2.2 If non-degree seeking students want to change their status to regular degree seeking and have attended another college, then they must present an official transcript of all previous college work to the Records Office.
- 7.3 Transfer students may transfer to Southern from other accredited post-secondary institutions and must complete an application for admission.
  - 7.3.1 The transfer student must submit a completed application for admission.
    - 7.3.1.1 Transfer students must present an official transcript of all previous college work to the Records Office.
  - 7.3.2 An evaluation will be made of each transcript, and the student will be notified by the Registrar of those courses transferable and the amount of credit granted/recognized for each.
  - 7.3.3 Students who are receiving federal financial assistance and fails to acknowledge attendance at any college or university in which they have been registered may be subject to disciplinary action.
- 7.4 Transient Students may enroll for courses at Southern provided they submit forms completed by their home college stating the courses to be taken and that the students are in good standing.
  - 7.4.1 The completed transient form must be submitted to the Records Office.
  - 7.4.2 Students receiving financial aid must have a consortium agreement signed by both the home institution and Southern's financial assistance office.

- 7.5 Early Entry High School Students may enroll in courses at Southern provided they meet course prerequisites and complete the admission procedures.
- 7.5.1 Early Entry students must complete Southern's Early Entry Application with consent form signed by the high school principal or counselor and parent or legal guardian.
  - 7.5.2 Students must have a 2.5 grade point average unless they are participating in special projects, such as the College Transitions Initiative.
  - 7.5.3 High school students of junior and senior status may enroll for no more than seven (7) credit hours per term. Any exception must be approved by the Vice President for Academic Affairs, or their designee.
  - 7.5.4 Early Entry students must meet course prerequisites before registering.
  - 7.5.5 Exceptions to the minimum requirements require the authorization by the Vice President for Academic Affairs or their designee for any high school students with less than a 2.5 grade point average or seeking to enroll for more than seven credit hours per term.
- 7.6 Conditionally admitted students must pass the appropriate high school equivalency assessment, such as GED or TASC, before being admitted as a regular degree-seeking student.
- 7.6.1 A maximum of twelve (12) credit hours may be taken as a conditionally admitted student.
  - 7.6.2 Conditionally admitted students are generally not eligible to receive any federal or state financial assistance. However, students admitted on an ability to benefit basis may be eligible to participate in Title IV federal financial aid programs.
- 7.7 Home schooled students applying for admission as a regular (degree seeking) student must provide the results of any appropriate high school equivalency assessments, such as GED or TASC score, and other required documentation.
- 7.8 Southern is not certified to admit or enroll international students.

## **SECTION 8. CANCELLATION**

- 8.1 None.

## **SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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

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**President**    **Date**

**Attachments:**            None

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

**Revision Notes:**        August 16, 2011 – Policy originated.

March 7, 2012 – Due to changes in federal financial assistance guidelines, the policy was revised to address the changes with regard to ability to benefit. Other changes were made to clarify other admission requirements.

August 22, 2016 – Due to changes in federal financial assistance guidelines, the policy was revised to address the changes in regard to ability to benefit. Other changes were made to clarify other admission requirements.

June 28, 2017 – A recommendation to change the grade point average (GPA) from 3.0 to 2.5 for Early Entry High School Students was made at the March 15, 2017 dual credit meeting and brought to the Management Council of Academic Affairs and Student Services for discussion at its March 22, 2017 meeting. A poll of other in-state institutions’ GPA requirement for dual credit (early entry high school) students was conducted, which found that Southern’s current 3.0 GPA was the highest among those that responded. As a result, a recommendation was made to adjust Southern’s GPA from 3.0 to 2.5.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 19, 2017**

**ITEM:** Request for Final Approval of SCP-5100, *Disposition and Sale of Surplus / Excess Property*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-5100, *Disposition and Sale of Surplus / Excess Property* for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

**STAFF MEMBER:** R. Stacy Dingess

**BACKGROUND:**

The Vice President for Finance and Administration Unit was charged with the review of SCP-5100, *Disposition and Sale of Surplus / Excess Property*. The purpose of this policy is to establish procedures for informing employees of Southern West Virginia Community and Technical College what conditions must be met for surplus/excess property to be authorized for disposal, redistribution, and sale.

This policy was reviewed by Executive Council on June 7, 2017 and the President's Cabinet on June 15, 2017. This policy was reviewed with no recommended revisions.

At its August 22, 2017 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 September 27, 2017. No comments were received at the end of the comment period. Therefore, the staff recommends that the Board of Governors grant approval of SCP-5100 *Disposition and Sale of Surplus / Excess Property*, 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-5100**

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

**REFERENCE:** West Virginia Council for Community and Technical College Education (Council) and West Virginia Higher Education Policy Commission (HEPC), Joint Procedural Rule, Title 135, Series 30, *Purchasing*.

**ORIGINATION:** February 2005

**EFFECTIVE:** November 19, 2017

**REVIEWED:** June 7, 2017

**SECTION 1. PURPOSE**

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

**SECTION 2. SCOPE AND APPLICABILITY**

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

**SECTION 3. DEFINITIONS**

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

**SECTION 4. POLICY**

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

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

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 This policy is based on provisions of the joint Procedural Rule, Title 135, Series 30, *Purchasing*, of the West Virginia Council for Community and Technical College Education (Council), and West Virginia Higher Education Policy Commission (HEPC). This policy may not apply to property originally acquired by a funding entity other than the College which has restricted the disposition of the property.

**SECTION 6. GENERAL PROVISIONS**

6.1 None.

**SECTION 7. RESPONSIBILITIES**

- 7.1 Sale of all surplus/excess property must meet the following requirements:
  - 7.1.1 Ownership of property must vest with Southern West Virginia Community and Technical College except where a funding entity has demonstrated in writing their intent to retain or transfer title.
  - 7.1.2 Written notification of surplus/excess property must be given by the owning department to the Director of Campus Operations.
- 7.2 Sale will be accomplished in one of the following methods:
  - 7.2.1 Southern West Virginia Community and Technical College may dispose of surplus or obsolete materials, supplies, and equipment by transfer to other governmental agencies or institution, by exchange or trade, or by sale as junk or otherwise.
  - 7.2.2 Auction Sale
  - 7.2.3 Sealed Bid Sale
- 7.3 Sale of surplus/excess property and frequency thereof will be determined based upon one of three above options. Proceeds from the sale of assets funded from special revenues or auxiliary revenues will be returned to the department less administrative cost. Proceeds from the sale of assets funded by other sources of revenue will be deposited into the College’s miscellaneous account.
- 7.4 Southern West Virginia Community and Technical College reserves the right to dispose of surplus or obsolete materials, supplies, and equipment through the surplus property unit of the purchasing Division of the West Virginia Department of Administration with all of the rules and regulations of the Department of Administration being followed.

**SECTION 8. CANCELLATION**

- 8.1 None.

**SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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**Board of Governors Chair                      Date**

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**President    Date**

**Attachments:** None.

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

**Revision Notes:** November 2012 – The policy was reviewed with no recommended revisions, and was reformatted into the current Southern College Policy (SCP) format.

June 2017 – This policy was reviewed with no recommended revisions.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 19, 2017**

**ITEM:** Request for Approval of Revisions to SCP-1435, *Inclement Weather and Emergency Situations*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1435, *Inclement Weather and Emergency Situations*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

**STAFF MEMBER:** R. Stacy Dingess

**BACKGROUND:**

The Vice President for Finance and Administration Unit was charged with the review of SCP-1435, *Inclement Weather and Emergency Situations*. The purpose of this policy is to establish procedures for the cancellation of classes or closures of facilities due to inclement weather or emergency situations for Southern West Virginia Community and Technical College.

This policy was reviewed by Executive Council on August 3, 2017 and the President's Cabinet on August 8, 2017. Revisions reflect changes in titles and management responsibilities. Based on the deliberations of these groups, 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-1435**

**SUBJECT:** Inclement Weather and Emergency Situations

**REFERENCE:** None

**ORIGINATION:** October 1994

**EFFECTIVE:** ~~October 11, 2012~~

**REVIEWED:** ~~August 2012~~ August 2017

**SECTION 1. PURPOSE**

- 1.1 To establish policy and procedures for the cancellation of classes or closure of facilities due to inclement weather or emergency situations for Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 The issuance applies to all classes, facilities, and central administrative units of Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

- 3.1 Class Cancellation – Classes are canceled, however, the College is open for business.
- 3.2 Eligible Employee – Those employees defined by Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, *Employee Leave*, deemed eligible to receive annual and/or sick leave.
- 3.3 Emergency – Adverse weather and/or road conditions, floods, extreme heat or cold with utilities turned off for extended periods of time or if local or state public safety officials declare a state of emergency.
- 3.4 Employee – Faculty, including adjunct, classified staff, and non-classified staff.
- 3.5 College Facility Closure – The College, or one or more campuses or facilities, will be closed for business for the entire day.
- 3.6 Off-Campus Instructional Facility – Locations, not operated by Southern, at which classes are held (i.e., public libraries, high schools, community facilities, vocational schools, etc.).
- 3.7 Adjusted Operating Hours – The College will open for business or classes will begin later than the normal hours of operation or the College will close or classes will be canceled before the end of the regularly scheduled day. Normal hours of operation are from ~~8:00~~ 7:30 a.m. to 9:00 p.m.

## SECTION 4. POLICY

- 4.1 Policy Responsibility – It is the intent of Southern West Virginia Community and Technical College to close facilities or cancel classes only in extreme emergency situations. Closure may be for the entire institution, one or more campus locations, or for a single facility. The Directors of Campus Operations will monitor travel conditions and will contact the Vice President for Academic Affairs ~~and Student Services~~ to discuss the weather situation. Once a decision is made, the Vice President for Academic Affairs ~~and Student Services~~ is responsible for overseeing and carrying out procedures related to the cancellation of classes and/or closure of facilities.
- 4.1.1 The Vice President for Academic Affairs ~~and Student Services~~ will then contact the Director of Media and inform the individual of the decision to cancel classes and the locations affected. The Director of Media will update the weather line, web site, and contact local media to expedite information to the public.
- 4.2 Campus Responsibility — When these situations occur, the Vice President for Academic Affairs and Student Services, in consultation with the ~~Academic Deans~~ School Chairs, will determine if it will be necessary to cancel or adjust classes, and/or operating hours (Adjusted Operating Hours) or close a facility (College Facility Closure). When these situations occur, students, employees, and the general public are encouraged to call the College’s weather line, visit the web site or listen/watch news media in the county at which their classes/events/meetings are held for cancellation or closure information.
- 4.3 Facility Closure — In the event that facilities are closed, employees of the College do not need to report to work until the facility is reopened. Annual leave must be used per Section 7.2 of this policy. Additionally, public meetings/events/activities scheduled at the facility will be canceled.
- 4.4 Adjusted Operating Hours — In the event hours of operation are adjusted, facilities will remain open for all employees to report to work. Employees are encouraged to use discretionary judgment in their decision to report. Those not reporting must take annual leave. Additionally, public meetings/events/activities scheduled during affected hours will be rescheduled. College employee(s) responsible for scheduling the event must contact the parties affected.
- 4.5 Class Cancellation — In the event classes are canceled, faculty not reporting are expected to submit written plans to their ~~Department Chair~~ School Chair/Program Coordinator for making up lost instructional time per Section 7.1 of this policy. Public meetings/events/activities scheduled during hours affected may or may not be rescheduled. College employee(s) responsible for scheduling the event must contact the parties affected.
- 4.6 Shared Facility — The Boone/Lincoln Campus and the Boone Career and Technical Center are considered separate facilities for the purposes of this policy. The Lincoln Site and the Lincoln County High School are considered separate facilities for the purposes of this policy. Southern classes scheduled in the Boone Career and Technical Center facility are canceled if the Center is closed by the Boone County Board of Education. Southern classes scheduled in the Lincoln County High School wing are canceled if the High School is closed by the Lincoln County Board of Education. Classes scheduled at the Boone/Lincoln Campus and/or Lincoln Site facility may/may not be affected. Persons are asked to listen or watch local news media, call the weather line or visit the web site for details.
- 4.7 Off Campus Facility Closure — In the event that an off-campus instructional facility (i.e. high school or vocational school building) is closed, Southern’s classes in that facility will not be held. The faculty member is required to submit written plans to their ~~Department Chair~~ School Chair for making up lost instructional time per Section 7.1 of this policy.

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

5.1 None.

## **SECTION 6. GENERAL PROVISIONS**

6.1 None.

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

- 7.1 **Loss of Instructional Time** — If cancellations or closures cause the loss of instructional time, faculty members have the responsibility for making up instructional time lost. Faculty are to notify their respective ~~Department Chair~~ School Chair in writing as to when and how instructional time will be made up.
- 7.2 **Employee Absences** — Absences from work by eligible employees due to cancellations or closures called in accordance with this policy, other than a declared emergency by public safety officials, must be charged against accumulated annual leave. Sick leave may not be charged for absences under this policy. In the event that one campus is closed, employees with approval of their supervisors, may be permitted to work at another location.
- 7.3 **Employee Absence Under Declared State of Emergency** — In the event that public safety officials declare a state of emergency, work hours missed during the declared emergency shall be considered regular work time for pay purposes. This time will not be charged to annual leave, nor will there be a requirement that the time be made up. Should any employee be required to work by the president or his/her designee during declared emergency, the time worked shall be compensated according to provisions of Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, Employee Leave.
- 7.4 **Policy Posting** — The Directors of Campus Operations must post information at prominent locations regarding emergency closing and cancellations. Whenever possible, messages regarding adjusted hours, closing, and reopening of facilities will be placed on campus telephone systems.
- 7.5 **Student Notification** — Faculty are to provide this policy information (SCP-1435.A, Media Notification List) to students at the beginning of each semester. Additionally, the information will be published in the College Catalog.

## **SECTION 8. CANCELLATION**

- 8.1 Replaces SCI 1370, “Inclement Weather and Emergency Situation” policy dated December 12, 1996.  
Replaces SCI 1435, “Inclement Weather and Emergency Situation” policy dated October 1994.

## **SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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

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**President**    **Date**

**Attachments:**      SCP-1435.A, Media Notification List , SCP-1435.B, Essential Employee Guidelines

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

**Revision Notes:**      February 2008 - Revisions reflect changes in procedure requirements. Revisions provide clarity and reflect changes in management responsibilities.

                                 August 2012 - Revisions reflect changes in titles and management responsibilities.

August 2017 - Revisions reflect changes in titles and management responsibilities.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1435.A**

**SUBJECT:** Media Notification List

**REFERENCE:** SCP-1435, *Inclement Weather and Emergency Situations*  
SCP-1435.B, *Essential Employee Guidelines*

**SECTION 1. PURPOSE**

1.1 Cancellation or closures may affect only one building, campus, facility, off-campus facility, or the entire institution. Media will be requested to specifically announce the affected location/facility. The following news media will be contacted to announce information on closures or cancellations in affected areas:

<b><i>Boone and Lincoln Counties:</i></b>	WZAC 1450 (AM) 92.5 (FM) WVAF 99.9 (FM) WQBE 950 (AM) 97.5 (FM) KICKS 96.1 (FM) WVFN 88.5 (FM) Public Radio	Madison Charleston Charleston Charleston Charleston
<b><i>Logan County:</i></b>	WVOW 1230 (AM) 101.9 (FM)	Logan
<b><i>Mingo County:</i></b>	WVKM 106.7 (FM) WBTH 1400 (AM) WXCC 96.5 (FM)	Matewan Williamson Williamson
<b><i>Wyoming and McDowell Counties:</i></b>	<del>WPMW 9</del> <u>WKQR 92.7 (FM)</u> WJLS 560 (AM) 99.5 (FM) WHIS 1440 (AM) WHAJ 104 (FM) WWYO 970 (AM) WELC 102.9 (FM) WELC 1150 (AM) WCIR 103.7 (FM)	Mullens Beckley Bluefield Bluefield Pineville Welch Welch Beckley
<b><i>Pike County, KY:</i></b>	WPKE 103.1 (FM) 1240 (AM) WKLW 94.7 (FM) WSIP 98.9 (FM) WDHR 93.1 (FM)	Pikeville, KY Paintsville, KY Paintsville, KY Pikeville, KY
<b><i>Wayne County:</i></b>	<del>WFGH 90.7 (FM)</del>	<del>Fort Gay</del>

The following television stations will be contacted with cancellation or closure information:

WCHS-TV (Ch. 8-ABC)	Charleston
WOWK-TV (Ch. 13-CBS)	Huntington
WSAZ-TV (Ch. 3-NBC)	Huntington
WVVA-TV (Ch. 6-NBC)	Bluefield

*Reviewed and revised August 2012 2017*

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1435.B**

**SUBJECT:** Essential Employee Guidelines

**REFERENCE:** SCP-1435, *Inclement Weather and Emergency Situations*;  
SCP-1435.A, *Media Notification List*

**ORIGINATION:** December 2013

**EFFECTIVE:** ~~April 22, 2014~~

**REVIEWED:** August 2017

1. This guideline is not intended to replace the written emergency response plan outlined in Southern West Virginia Community and Technical College’s “Emergency Plan and Procedures Guide.” This guideline is intended to identify essential employees and provide employee guidance for reporting to work in the event of a declared state of emergency by authorized non-college officials (i.e., the Governor or county emergency services officials, etc.).
2. **Essential Employee Definition**
  - 2.1 Essential employees are defined as the Director of Campus Operations at each location and the Chief Information Officer.
  - 2.2 Directors of Campus Operations are required to report to work during an inclement weather/emergency closure of a campus facility or facilities. The Chief Information Officer may be able to verify information systems operation from a remote location. However, if necessary, he or she is required to report or have support staff report to ensure information systems and/or communication systems are appropriately operational.
  - 2.3 If a Director of Campus Operations is unable to report to work during an inclement weather/emergency closure of a campus facility or facilities, he or she will contact an appropriate staff member to report to work to address the situation at hand.
3. **Inclement Weather/Emergency Compensation**
  - 3.1 Exempt essential employees *required* to work during an inclement weather/emergency closure will be compensated with substitute time off on an hour for hour basis, in addition to regular pay. Non-exempt employees *required* to work during an inclement weather/emergency closure will be compensated for work performed through substitute time off or pay at the rate of one and one-half (1½) times the actual hours worked, in addition to regular pay. In order for substitute time off to be used in lieu of pay, there must be a mutual written agreement between the non-exempt employee and the supervisor. Otherwise, the non-exempt employee must be compensated with pay. If substitute time off is granted for work performed during an inclement weather/emergency closure, the accrued time must be used within six (6) months from the date it is earned.
4. **Treatment of Overtime and Inclement Weather Compensation**
  - 4.1 Inclement weather/emergency compensation is separate from overtime compensation. Both must be applied separately and appropriately. To be eligible for overtime compensation a non-exempt employee must actually work in excess of 40 hours during the work week. Non-exempt employees must be compensated for this time at one and one-half times their regular hourly rate.

This compensation may be in the form of pay or compensatory time.

- 4.2 Exempt employees with actual hours worked in excess of 40 hours within the work week are not entitled to overtime compensation for these hours.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 19, 2017**

**ITEM:** Request for Approval of Revisions to SCP- 2360, *Holidays*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

**STAFF MEMBER:** R. Stacy Dingess

**BACKGROUND:**

The Vice President for Finance and Administration Unit was charged with the review of SCP - 2360 Holidays. The purpose of this policy is to determine holidays that will be observed by the employees of Southern West Virginia Community and Technical College.

This policy was reviewed by Executive Council on September 07, 2017 and the President's Cabinet on September 12, 2017. This policy was reviewed and no recommended revisions were made. Following these reviews, 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-2360**

**SUBJECT:** Holidays

**REFERENCE:** West Virginia Code §2-2-1. Legal Holidays; 135CSR14 (Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 14, Holidays)

**ORIGINATION:** January 31, 2003

**EFFECTIVE:** ~~October 11, 2012~~

**REVIEWED:** ~~July 2012~~ September 2017

**SECTION 1. PURPOSE**

1.1 The purpose of this policy is to determine holidays that will be observed by the employees of Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy is limited in scope and applicable to the employees of Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. POLICY**

4.1 It is the policy of Southern West Virginia Community and Technical College to afford its employees appropriate opportunities for holiday observances in accordance with West Virginia Council for Community and Technical College Education requirements.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 Full Holidays – In accordance with the West Virginia Council for Community and Technical College Education requirements, the number of holidays shall be twelve, plus additional days for any statewide, primary or general election.

6.1.1 Designated Holidays – Six designated holidays — New Year’s Day, Martin Luther King, Jr.’s Birthday, Independence Day, Labor Day, Thanksgiving Day and Christmas Day — shall be observed by the employees of Southern West Virginia Community and Technical College in accordance with the West Virginia Council for Community and Technical College Education requirements.

6.1.2 Alternate Schedule Holidays – Six holidays — Lincoln’s Birthday, President’s Day, Memorial Day, West Virginia Day, Columbus Day, and Veterans’ Day — may be scheduled by the President on alternate dates from the date on which the holiday occurs.

6.2 Elections Holidays – Any scheduled work day on which a general, primary or special election is held is a holiday and shall be considered an alternate schedule holiday by the institution. Elections held on days the College is closed will not be designated as a holiday.

6.3 Additional Holidays Proclaimed by a Duly Constituted Authority – All holidays proclaimed by the President of the United States, the Governor of the State of West Virginia or other duly constituted authority shall be observed by the employees of Southern West Virginia Community and Technical College. However, the President may designate alternative dates that such additional holidays are to be observed if the operational needs of the institution require such an adjustment.

6.4 Half-Holidays – One-half day preceding Christmas or New Year’s Day shall be designated and observed as a holiday by the employees of Southern West Virginia Community and Technical College when either such holiday falls on a Tuesday, Wednesday, Thursday, or Friday.

6.5 Reporting and Publication – The President shall submit a holiday schedule to the Chancellor prior to June 30 of each year. The President shall post a list of holidays to be observed in the upcoming fiscal year at appropriate campus locations and shall cause further publication of the holiday schedule as is deemed appropriate.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

7.1 The President 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**

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

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**President** **Date**

**Attachments:** None.

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

**Revision Notes:** March 2008 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions reflect change in governance to Community and Technical College System. Policy was reformatted.

July 2012 — One revision was made 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.

September 2017 - This policy was reviewed with no recommended revisions.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 19, 2017**

**ITEM:** Request for Approval of Revisions to SCP-3100, *Full-time Faculty Responsibilities for Academic Advising of Students*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution 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:** Carol A. Howerton

**BACKGROUND:**

SCP-3100, *Full-time Faculty Responsibilities for Academic Advising of Students*, was reviewed and approved by the Management Council for Academic Affairs and Student Services (MCAS) at their August 22, 2017, meeting, and by Executive Council and President's Cabinet in September 2017.

Revisions reflect no substantial changes in the policy. Revisions reflect changes in titles of academic personnel.

Based on the above deliberations and recommendations, the staff member requests that SCP-3100, *Full-time Faculty Responsibilities for Academic Advising of Students*, be advanced 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-3100**

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

**REFERENCE:** None

**ORIGINATION:** April 15, 1985

**EFFECTIVE:** April 18, 1985

**REVIEWED:** ~~September 12, 2011~~ August 2017

**SECTION 1. PURPOSE**

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

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 All full-time faculty members.

**SECTION 3. DEFINITIONS**

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

**SECTION 4. POLICY**

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

**SECTION 5. BACKGROUND OR EXCLUSIONS**

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

**SECTION 6. GENERAL PROVISIONS**

6.1 None.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

7.1 The advising system shall be the responsibility of the School Chairs of Arts and Sciences, Career and Technical Studies, and Allied Health and Nursing ~~Deans of Career and Technical Programs and University Transfer Programs~~ or designees.

- 7.2 Faculty members shall be assigned advising duties by the ~~Department~~ School Chairperson or designee.
- 7.3 An adequate number of full-time faculty shall be available for academic advising of students during scheduled office hours throughout each academic term and during regular registration periods prior to the beginning of each academic term. The ~~Department~~ School Chairperson or designee will assign full-time faculty to duties during general registration for academic advisement of students.
- 7.4 The ~~Department~~ School Chairperson or designee has the responsibility to see that faculty members within the ~~division~~ School comply with this policy.

**SECTION 8. CANCELLATION**

- 8.1 None.

**SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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**Board of Governors Chair                      Date**

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**President    Date**

**Attachments:**            None

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

**Revision Notes:**        September 2011 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. The policy was formatted into the new policy template.

August 2017 — Revisions reflect no substantial changes in procedure or documentation. Revisions reflect changes in titles of academic personnel.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 19, 2017**

**ITEM:** Request for approval of revisions to SCP-3201, *Challenging a Course/Credit By Examination*, SCP-3201.A, *Challenge Examination Request Form*, and SCP-3201.B, *Challenge Examination Results Form*.

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

**STAFF MEMBER:** Carol A. Howerton

**BACKGROUND:**

SCP-3201, *Challenging a Course/Credit By Examination*, SCP-3201.A, *Challenge Examination Request Form*, SCP-3201.B, *Challenge Examination Results Form*, were reviewed and approved by the Management Council for Academic Affairs and Student Services (MCAS) at their August 22, 2017, meeting, and by Executive Council and President's Cabinet in September 2017.

Revisions reflect no substantial changes in the policy or policy attachments. Revisions provide clarity and reflect the academic unit reorganization changes effective May 15, 2017.

Based on the above deliberations and recommendations, the staff member requests that SCP-3201, *Challenging a Course/Credit By Examination*, and its attachment be advanced 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-3201**

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

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

**ORIGINATION:** July 1, 1986

**EFFECTIVE:** February 19, 2013

**REVIEWED:** ~~October 2012~~ August 2017

**SECTION 1. PURPOSE**

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

**SECTION 2. SCOPE AND APPLICABILITY**

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

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. POLICY**

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

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

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

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

4.5 No student may challenge a course more than once.

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

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

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

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

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

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 None.

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

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

- 7.6 The student will be responsible for contacting the appropriate faculty member for scheduling the challenge exam. The student must contact the appropriate faculty member by the end of the fifth week of the semester in which the student plans to take the challenge exam.
- 7.7 Upon contact initiated by the student, the faculty member assigned to complete the challenge examination request will be responsible for writing, scheduling, administering, and grading the challenge examination prior to the course withdrawal deadline during the semester in which the challenge examination request is submitted.
- 7.8 The faculty member is responsible for completing Part B of the Challenge Examination Results Form, SCP3201.B, and forwarding the form to the ~~Department~~ School Chair.
- 7.9 The ~~Department~~ School Chair is responsible for obtaining the post-evaluation required signatures and forwarding the challenge examination results form, SCP-3201.B, to the Office of Admissions and Records.
- 7.10 The Office of Admissions and Records is responsible for updating the student’s transcript and academic history to reflect the information provided by the Challenge Examination Results Form, SCP-3201.B. The academic history update should include providing a record of the challenge examination score and whether or not credit was granted on the test score information screen in BANNER.
- 7.11 Vice President for Finance and Administration will be responsible for setting the fee for administering a challenge exam.

**SECTION 8. CANCELLATION**

- 8.1 Replaces *SCP 3201, Challenge Exam for Credit, (Effective July 1, 1986, Revised September 1, 2000; Effective June 24, 2002, Revised February 15, 2002).*

**SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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

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

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

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

August 2017 — Revisions provide clarity and reflect a change from Department to School. SCP-3201.A and SCP-3201.B were also revised.

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

**SUBJECT:** Challenge Examination Request Form

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

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

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

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

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

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

If currently enrolled in course, so indicate:  Yes  No

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

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

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

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

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

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

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



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

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

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

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

**SUBJECT:** Challenge Examination Results Form

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

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

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

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

~~Department~~ School Chair \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 19, 2017**

**ITEM:** Request for Approval of Revisions to SCP-4192, *Administrative Withdrawal and Administrative Drop of Students*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4192, *Administrative Withdrawal and Administrative Drop of Students*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**STAFF MEMBER:** Allyn Sue Barker / Damien Williams

**BACKGROUND:**

SCP-4192, *Administrative Withdrawal and Administrative Drop of Students*, was reviewed by Student Services management personnel on August 2, 2017. The policy was approved with changes by the Management Council for Academic Affairs and Student Services (MCAS) at their August 22, 2017, meeting, and reviewed and approved with changes by Executive Council at their September 7, 2017 meeting. The President's Cabinet reviewed and approved the policy at their September 12, 2017 meeting.

The staff requests that SCP-4192, *Administrative Withdrawal and Administrative Drop of Students*, be advanced 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-4192**

**SUBJECT:** Administrative Withdrawal and Administrative Drop of Students

**REFERENCE:** Southern West Virginia Community and Technical College Course Catalog; SCP 5050, Assessment, Payment, and Refund of Tuition and Fees.

**ORIGINATION:** September 1, 2000

**EFFECTIVE:** ~~August 20, 2013~~

**REVIEWED:** ~~March-May 2013~~ August 2, 2017

**SECTION 1. PURPOSE**

- 1.1 To establish and communicate the policy regulating the administrative withdrawal and administrative drop processes.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This issuance applies to all students registered in academic credit-based courses.

**SECTION 3. DEFINITIONS**

- 3.1 Administrative Withdrawal – A decision by the College to withdraw a student from an academic credit-based course or courses for emergency reasons; or disciplinary reasons.
- 3.2 Administrative Drop – A decision by the College to withdraw a student from an academic credit-based course or courses for nonpayment of tuition or fees; or for being verified as non-attendance.

**SECTION 4. POLICY**

- 4.1 Under specific circumstances outlined in the policy, the College will administratively withdraw or drop students from courses for which they have registered.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 None.

**SECTION 6. GENERAL PROVISIONS**

- 6.1 The College retains the right to withdraw a student from a course for emergencies or as a result of disciplinary action under the institution's policies and procedures regarding student conduct, in most cases resulting in a grade of "W". In cases involving administrative withdrawal for disciplinary reasons, faculty and administration will determine the appropriate grade in each instance.

6.2 The College will administratively drop a registered student who has registered but for the following reasons: failed to pay the required tuition and fees or has not made arrangements for payment by the required date; or is verified as non-attending in all registered courses by faculty. After a student has been dropped from a all registered courses for nonpayment; or non-attendance, no record shall exist that the student had been registered in a course: and no grade will be assigned.

## SECTION 7. RESPONSIBILITIES

- 7.1 ~~Faculty and Administration~~ are is responsible for approving all administratively withdrawals of students for emergency and disciplinary reasons.
- 7.2 The Business Offices are responsible for administratively dropping students for nonpayment of tuition or fees.
- 7.3 ~~All~~ Administrative withdrawals and administrative drops for non-attendance are completed under the auspices of the Registrar.

## SECTION 8. CANCELLATION

8.1 None.

## SECTION 9. REVIEW STATEMENT

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

## SECTION 10. SIGNATURES

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

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**President**    **Date**

**Attachments:**                      None.

**Distribution:**                      Board of Governors (12 members)  
[www.southernwv.edu](http://www.southernwv.edu)

**Revision Notes:**                      July 2011 – Revisions reflect no changes in procedure or documentation requirements but provide clarity and reflect grammatical changes.

October 2006 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect grammatical and technical changes.  
August 2017 - Revisions added withdrawal for non-attendance which reflects minor changes in procedure or documentation requirements. Revisions provide clarity and also reflect grammatical and technical changes.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 19, 2017**

**ITEM:** Request for Approval of the Discontinuance of the Homeland Security and Emergency Service Associate in Applied Science Degree Program

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of the discontinuance of the Homeland Security and Emergency Services, Associate in Applied Science Degree Program, in accordance with the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*.

**STAFF MEMBER:** Bill Alderman, Chair  
School of Career and Technical Studies

**BACKGROUND:**

After conducting a continuing analysis and in accordance with the West Virginia Council for Community and Technical College Education Title 135 Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*, the Vice President for Academic Affairs, Chair of the School of Career and Technical Studies, and school faculty recommends the discontinuance of the Homeland Security and Emergency Service Associate in Applied Science degree program.

The justification for the termination is based on low demand and enrollment in the program. The program is no longer listed in the college catalog, no longer accepts students, and no longer has an active program code. There are no students registered in the program and no declared majors. The remaining student in the program teach-out graduated in May 2017. Further, there are no dedicated faculty or space assigned to this program. No equipment was purchased specifically for the program. Accordingly, the staff respectfully requests that the Board of Governors grant approval for the discontinuance of the Homeland Security and Emergency Service Associate in Applied Science degree program.

The recommendation was reviewed and approved by the Management Council for Academic Affairs and Student Service at their July 26, 2017, meeting and by Executive Council and President's Cabinet in August 2017.

## INSTITUTIONAL GOVERNANCE RECOMMENDATION FORM

RECOMMENDED BY: Bill Alderman

CHECK ONE:  Individual     Committee     Council/Senate  
 CHECK ONE:  Policy Recommendation     Non-Policy Recommendation

**1. BACKGROUND:**

The Post-audit review of this program presented to the BOG during the April 16, 2013 meeting resolved that this program continue with corrective action (increased marketing and faculty training for technological methodologies of deliveries); however, this has proven to be costly, inefficient, and a loss for the institution.

**2. STATEMENT OF RECOMMENDATION:**

It is recommended that the Homeland Security and Emergency Service AAS program be discontinued. Teach-out plans will be developed for any student who currently has this degree declared as a major.

**3. RATIONALE:**

Consultations with several in-field professionals led to the decision to discontinue. No evidence was presented that supports a need. The ratio of students (very low)/on-line trained faculty (proportionately high compared to low enrollments) presents a bottom-line loss for the institution.

**4. SUPPORTING DATA AND DOCUMENTS:**

Please refer to the supported narrative and attachments. The attachments provide specific data and ratios supporting lack of enrollment and loss for the institution based on these ratios.

**5. IDENTIFY RESOURCES THAT MAY BE REQUIRED:**

Equipment	N/A
Financial	N/A
Personnel	N/A
Space	N/A
Technology	N/A
Other	N/A

**6. DESCRIBE IMPACT ON OTHER COLLEGE ENTITIES: (Briefly describe how the adoption of the recommendation could impact specific departments and/or groups within the College, or how adoption would impact other policies and/or procedures).**

With low enrollment and low graduation completions, there is not an effect upon any other department, program, or personnel. All support courses that were in this program are standard general education courses for most other programs. These courses historically have high enrollments due to their requirement in most other programs.

7.  7/17/2017  
 Signature of Governance Committee Chair or Individual Submitting the Recommendation      Date

8. MANAGEMENT COUNCIL FOR ACADEMIC AFFAIRS AND STUDENT SERVICES  
RECOMMENDATION: (if applicable)

- Approved as Recommended     Approved as Modified  
 Denied Recommendation     Returned to Committee/Individual for Revision

Explanation for Denial or Return: \_\_\_\_\_

\_\_\_\_\_  
*Jack Dilbeck*    7/26/2017  
Chair's Signature    Date

9. EXECUTIVE COUNCIL'S RECOMMENDATION:

- Approved as Recommended     Approved as Modified  
 Denied Recommendation     Returned to Committee/Individual for Revision

Explanation for Denial or Return: \_\_\_\_\_

\_\_\_\_\_  
*Jack Dilbeck*    8/3/17  
Chair's Signature    Date

10. PRESIDENT'S CABINET RECOMMENDATION:

- Approved as Recommended     Approved as Modified  
 Denied Recommendation     Returned to Committee/Individual for Revision

Explanation for Denial or Return: \_\_\_\_\_

\_\_\_\_\_  
*Robert Denton*    8/3/17  
Chair's Signature    Date

11. BOARD OF GOVERNORS RECOMMENDATION: (if applicable)

- Approved as Recommended     Approved as Modified  
 Denied Recommendation     Returned to Committee/Individual for Revision

Explanation for Denial or Return: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Chair's Signature    Date

Final Decision Copied to:  
Submitting Individual, Committee Chairperson, or Council/Senate Chairperson

Effective 07-01-2016



## **AAS Homeland Security and Emergency Service Program Termination Summary**

### **Section 9/Series 11, prepared July 17, 2017**

It was determined that Southern West Virginia Community and Technical College's AAS Homeland Security and Emergency Service Program be terminated April 23, 2015; however, official actions to conclude this proposal did not occur. Upon review and discussions with administration, a definitive resolution to close the program was made in May 2017.

Primary research with several in-field professionals also led to a discontinuance recommendation. No evidence presented supports sustainability for this program as a standalone course of study. Additionally, the data supplied verifies the lack of practicability. The ratio of students (very low)/on-line trained faculty (proportionately high compared to low enrollments) presents a bottom-line cost for the institution, with the costs outweighing the benefits. The program has been removed from the college catalog.

However, based on comments and recommendations from in-field professionals, a Homeland Security option was added to the Criminal Justice AAS program beginning in academic year 2015 / 2016. Courses required to complete the Homeland Security option under the Criminal Justice AAS program are: EM 230, Emergency Medical Leadership Skills, HM 101, Introduction to Homeland Security, HM 103, Integrated Incident Command Systems, HM 104, Command Operations, Planning, and Logistics, and HM 205, Public Health. Based on student academic needs, these Homeland Security courses will continue to appear on the schedule of classes as necessary.

Homeland Security and Emergency Service is not grant-funded. Funding for the program has been provided by the institution. The FY 2015 Budget had a beginning and ending balance of \$2,325.00; the FY 2016 Budget had a beginning balance of \$870.00 - \$544.54 spent = \$325.46 ending balance; the FY 2017 had a beginning and ending balance of \$783.00; and the FY 2018 has a beginning balance of \$780.00 (Attachment 1). Cost of adjunct pay in comparison with enrollment per course is insufficient to sustain continuance (Attachments 2 and 3).

The Post-audit review of this program presented to the BOG during the April 16, 2013 meeting resolved that this program continue with corrective action (increased marketing and faculty training for technological methodologies of deliveries); however, this has proven to be costly, inefficient, and a loss for the institution. Quality Matters certification requirements, Blackboard training and maintenance, as well as ICR occupancy presents a high cost with the low student/graduation ratio. Augmented marketing strategies produced no evidence supporting

improvements for the program, with only 3 students declaring Homeland Security and Emergency Services Program as their major. This number held constant from 201402 through 201601 (Attachment 4).

A specific plan of advising was created to complete those students remaining in the standalone program, with the final graduate finishing in the 201702 term with course substitutions and LEAP credit. Low enrollment and low graduation rates are also determinants of this recommendation. The program produced only 3 graduates from 201401-201702 (Attachment 5).

There was no full-time faculty apportioned for this program. This program was a standalone program with various adjuncts teaching program specific courses (Attachment 3). No equipment was purchased for this program. This program was eliminated from the 2016 / 2017 catalog and will not be listed in the 2017 / 2018 catalog.



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William H. Alderman

Professor/Chair for the Schools of Career and Technical Studies

Southern West Virginia Community and Technical College

Williamson Campus

Applied Industrial Technology Building, Office 103

304.896.7381 (Office)

Bill.Alderman@southernwv.edu

**Homeland Security General Operating  
Budget FY 2015-FY 2018  
Attachment 1**

<b>Fiscal Yr</b>	<b>Total Operating Budget</b>	<b>Expended</b>
2015	\$2,325.00	\$0.00
2016	\$870.00	\$544.54
2017	\$783.00	\$0.00
2018	\$780.00	

**Homeland Security and Emergency Service Course History  
Attachment 2**

<u>Term</u>	<u>CRN</u>	<u>Subject</u>	<u>Course</u>	<u>Schedule Type</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Campus</u>	<u>Max Enroll</u>	<u>Enrollment</u>	<u>Instructor</u>	<u>Term</u>
<u>201401</u>	650	HM	104	Internet, Asynchronous 100%	Comm. Op. Planning & Logistics	4	All Online Courses	30	0	Bradley, David	Full Term
	651	HM	203	Internet, Asynchronous 100%	Intro to Intelligence Research	3	All Online Courses	30	10	Griffith, Jessica	Full Term
	815	HM	205	Internet, Asynchronous 100%	Public Health Issues	2	Logan Campus	10	1		2nd Half Term
										<b>Duplicate Headcount:</b>	<b>11</b>
<u>201402</u>	639	HM	101	Internet, Asynchronous 100%	Introduction to Homeland Sec.	3	All Online Courses	25	10	Bradley, David	Full Term
	637	HM	102	Internet, Asynchronous 100%	History of Terrorism	3	All Online Courses	25	10	Thomas, John	Full Term
	564	HM	103	Internet, Asynchronous 100%	Integrated Incident Comm. Sys.	4	All Online Courses	30	9	Bradley, David	Full Term
	565	HM	104	Internet, Asynchronous 100%	Comm. Op. Planning & Logistics	4	All Online Courses	30	0		Full Term
	566	HM	106	Interactive Video 100%	Tech. of Counterterrorism	3	Logan Campus	15	0		Full Term
	638	HM	205	Internet, Asynchronous 100%	Public Health Issues	2	All Online Courses	15	7	Lemmon, David	Full Term
										<b>Duplicate Headcount:</b>	<b>36</b>
<u>201403</u>	None										
<u>201501</u>	546	HM	104	Internet, Asynchronous 100%	Comm. Op. Planning & Logistics	4	All Online Courses	20	3	Bradley, David	Full Term
	547	HM	106	Internet, Asynchronous 100%	Tech. of Counterterrorism	3	All Online Courses	20	0	Lemmon, David	Full Term
	548	HM	203	Internet, Asynchronous 100%	Intro to Intelligence Research	3	All Online Courses	20	0	Griffith, Jessica	Full Term
										<b>Duplicate Headcount:</b>	<b>3</b>
<u>201502</u>	271	HM	101	Internet, Asynchronous 100%	Introduction to Homeland Sec.	3	All Online Courses	25	10	Bradley, David	Full Term
	272	HM	102	Internet, Asynchronous 100%	History of Terrorism	3	All Online Courses	25	10	Bradley, David	Full Term
										<b>Duplicate Headcount:</b>	<b>20</b>
<u>201503</u>	None										
<u>201601</u>	587	HM	205	Internet, Asynchronous 100%	Public Health Issues	3	All Online Courses	25	6	Bradley, David	Full Term
										<b>Duplicate Headcount:</b>	<b>6</b>
<u>201602</u>	154	HM	103	Internet, Asynchronous 100%	Integrated Incident Comm. Sys.	4	All Online Courses	30	0	Bradley, David	Full Term
	155	HM	104	Internet, Asynchronous 100%	Comm. Op. Planning & Logistics	4	All Online Courses	30	0	Bradley, David	Full Term
										<b>Duplicate Headcount:</b>	<b>0</b>
<u>201603</u>	None										
<u>201701</u>	139	HM	101	Internet, Asynchronous 100%	Introduction to Homeland Sec.	3	All Online Courses	25	9	Bradley, David	Full Term
	524	HM	103	Independent Study	Integrated Incident Comm. Sys.	4	All Online Courses	1	1	Bradley, David	Full Term
	525	HM	104	Independent Study	Comm. Op. Planning & Logistics	4	All Online Courses	1	1	Bradley, David	Full Term
	140	HM	205	Internet, Asynchronous 100%	Public Health Issues	3	All Online Courses	25	5	Bradley, David	Full Term
										<b>Duplicate Headcount:</b>	<b>16</b>
<u>201702</u>	639	HM	203	Independent Study	Intro to Intelligence Research	3	All Online Courses	1	1	Bradley, David	Full Term
										<b>Duplicate Headcount:</b>	<b>1</b>
<u>201703</u>	None										



**Homeland Security and Emergency Service Adjunct Faculty Expenses  
Attachment 3**

Term	Instructor Name	Course	CRN	Course Name	Course		Instructor Salary		
					Enrollment	Credit Hours			
201401	David, Bradley	HM 203	651	Intro to Intelligence Research	10	3	\$1,275.00	FY 2014	\$6,875.00
201401	Griffith, Jessica	HM 205	815	Public Health Issues	1	2	\$800.00	FY 2015	\$4,000.00
201402	Bradley, David	HM 101	639	Introduction to Homeland Sec.	10	3	\$1,200.00	FY 2016	\$1,200.00
201402	Thomas, John	HM 102	637	History of Terrorism	10	3	\$1,200.00	FY 2017	\$6,800.00
201402	Bradley, David	HM 103	564	Integrated Incident Comm. Sys.	9	4	\$1,600.00	<b>Total:</b>	<b>\$18,875.00</b>
201402	Lemmon, David	HM 205	638	Public Health Issues	7	2	\$800.00		
201501	Bradley, David	HM 104	546	Comm. Op. Planning & Logistics	3	4	\$1,600.00		
201502	Bradley, David	HM 101	271	Introduction to Homeland Sec.	10	3	\$1,200.00		
201502	Bradley, David	HM 102	272	History of Terrorism	10	3	\$1,200.00		
201601	Bradley, David	HM 205	587	Public Health Issues	6	3	\$1,200.00		
201701	Bradley, David	HM 101	139	Introduction to Homeland Sec.	9	3	\$1,200.00		
201701	Bradley, David	HM 103	524	Integrated Incident Comm. Sys.	1	4	\$1,600.00		
201701	Bradley, David	HM 104	525	Comm. Op. Planning & Logistics	1	4	\$1,600.00		
201701	Bradley, David	HM 205	140	Public Health Issues	5	3	\$1,200.00		
201702	Bradley, David	HM 203	639	Intro to Intelligence Research	1	3	\$1,200.00		
							<b>\$18,875.00</b>		

**Homeland Security and  
Emergency Service AAS Majors  
Attachment 4**

<u>Term</u>	<u>Campus/Major Count</u>	<u>Total</u>
201301	Logan: 4; Williamson: 1	5
201302	Logan: 3	3
201401	Boone/Linc: 1 Logan: 4	5
201402	Boone/Linc: 1 Logan: 2	3
201501	Boone/Linc: 2 Logan: 1	3
201502	Boone/Linc: 2 Logan: 1	3
201601	Boone/Linc: 2 (D. Jones and J. Lovejoy) Logan: 1 (M. Addair)	3
201602	Boone/Linc: 1 (J. Lovejoy) Logan: 1 (M. Addair)	2
201701	Boone/Linc: 1 (J. Lovejoy)	1
201702	Boone/Linc: 1 (J. Lovejoy)	1

Program teachout for M. Addair, D. Jones, and J. Lovejoy complete effective May 2017.

See Attachment 5 for graduate information.

**Homeland Security and Emergency Service Graduates  
Attachment 5**

<b>Graduation Term</b>	<b>Degree</b>	<b>S#</b>	<b>Student</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
201601	AAS	S00116678	David Jones	3419 Camp Creek Rd.	Julian	WV	25529
201602	AAS	S00115523	Mary Addair	PO Box 362	Avondale	WV	24811
201702	AAS	S00075188	Justin Lovejoy	22 Unity Place	Branchland	WV	25506