



*Southern*  
West Virginia  
Community and Technical College

***Board of Governors***

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**Agenda Book  
December 12, 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 December 12, 2017  
6:00 p.m.  
Building C, Room 428  
2900 Dempsey Branch Road • Mount Gay, WV**

**AGENDA**

1. Call to Order ..... Mr. Howard Seufer  
Board of Governors Chair
2. Call for Public Comments to the Board of Governors ..... Chair Seufer
3. Co-requisite Developmental English and Math Model Presentation ..... Dr. Casey Sacks  
Vice Chancellor, Community & Technical College System,  
Mr. Samuel Litteral, Vice President for Finance and Administration, and  
Ms. Carol Howerton, Associate Vice President for Academic Affairs
  - 3.1 Financial Impact of Co-requisite Model ..... Mr. Litteral
  - 3.2 Co-requisite Model Enrollment and Completion Statistics ..... Ms. Howerton
  - 3.3 Review and Associated Recommendation About Co-requisite  
Developmental English and Math at Southern ..... Dr. Sacks
4. Financial Audit Presentation ..... Suttle & Stalnaker, PLLC
5. Strategic Planning Update ..... Dr. Tim Coley  
Principal Strategic Consultant, Ellucian
6. President's Report ..... Dr. Robert E. Gunter  
President
7. HLC Assurance Argument Update ..... President Gunter
8. Financial Report ..... Mr. Litteral
9. Board of Governors Retreat Discussion ..... Chair Seufer
10. Action Items:
  - 10.1 Appointment of BOG Tuition and Fees Ad Hoc Committee ..... Chair Seufer
  - 10.2 Request for Approval of October 30, 2017 Board Meeting Minutes ..... 4
  - 10.3 Request for Final Approval by BOG and Submission to Chancellor
    - 10.3.1 SCP-1435, *Inclement Weather and Emergency Situations* ..... 20
    - 10.3.2 SCP-2360, *Holidays* ..... 28
    - 10.3.3 SCP-3100, *Full-time Faculty Responsibilities for  
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    - 10.3.4 SCP-3201, *Challenging a Course/Credit by Examination* ..... 35
    - 10.3.5 SCP-4192, *Administrative Withdrawal and Administrative  
Drop of Students* ..... 43

10.4	Request for Approval to Release for 30-day Public Comment Period	
10.4.1	SCP-1481, <i>Naming of Facilities or Organizational Units</i> . . . . .	46
10.4.2	SCP-5260, <i>Meeting Financial Exigencies</i> . . . . .	50
11.	2017-2018 President's Goals . . . . .	55
	(May entail an Executive Session Under Authority of WV Code §6-9A-4(b)2A regarding Personnel Issues)	
12.	Adjournment . . . . .	Chair Seufer

**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of October 30, 2017  
6:00 p.m.  
2900 Dempsey Branch Road, C-428  
Logan, West Virginia and by Teleconference**

**DRAFT MINUTES**

**Board Members Present:** Howard Seufer, Jr., Chair; Glenn Yost, Vice Chair (by phone); Raamie Barker, Secretary; Will Alderman, Faculty Representative; Melissa Deskins, Classified Staff Representative; Kevin Hill, Jada Hunter, Randal Johnson, Student Representative; Latisha Marcum, Kevin Zachary, Wilma Zigmond

**Board Members Absent:** Mason E. White

**College Staff Present:** Robert Gunter, President; Samuel Litteral, Allyn Sue Barker, Damien Williams, Charles Puckett, Lisa Redmiles, Tim Ooten, Bill Alderman, Russell Saunders, Rebecca Ferris, Carol Howerton, Tom Cook, Susan Baldwin, Beverly Slone, Lillie Teeters, Brandie Davis, Rita Roberson, Chris Gray, Patricia Miller, Anne Cline, Kimberly Hensley, Stephanie Mounts, Joe Nelson, Randy Skeens, Emma Baisden (Recorder)

**Community:** Tanya Gunter, Don Roberson, Heather Thompson

**1. Call to Order**

Board of Governors Chair, Howard Seufer, declared a quorum present and convened the meeting at 6:00 p.m.

**2. Introduction of New Board Member**

Chair Seufer introduced and welcomed the newly elected Student Representative to the Board of Governors, Randal Johnson. Randal lived in Lincoln County, West Virginia until 1989, when his family moved to the Outer Banks of North Carolina. He is a 1994 graduate of Manteo High School in Manteo, NC, and moved back to Lincoln County, WV in 1998. Randal is a student in the Information Technology program at Southern's Logan Campus. He is scheduled to graduate in December 2017 with an Associate in Applied Science degree in Information Technology, and sit for certifications in PC PRO, Network Pro, and Server Pro. Randal and his wife, Delores, reside in Morrisvale, Boone County, West Virginia.

**3. Oath of Office**

Chair Seufer informed Board members that Mr. Johnson had been issued the Oath of Office prior to this evening's Board meeting.

**4. Call for Public Comments to the Board of Governors**

Chair Seufer called for public sign-up for comments to the Board. Four signatures were recorded for comment: Melinda Saunders, Agenda Item 11, President's Performance Evaluation; Lisa Redmiles, Topic not on the meeting agenda - concerning BOG members expired terms; Charles Puckett, Agenda Item 11; Anne Cline, Agenda Item 11, President Gunter's Performance Evaluation.

Chair Seufer called Melinda Saunders to the podium to address the Board.

Ms. Melinda Saunders offered written comments for consideration by the Board and entry into the record for President Gunter's evaluation (Addendum 1). "From the level of interest expressed today, it should be obvious this is widely considered an issue critical to the future success of Southern. I have tried very hard to address my written comments to identified elements of the President's job description supported by specific incidents of conduct, behaviors and outcomes I believe to be reflective of his performance in those areas. What I have chosen not to address in my comments is the near toxic atmosphere that currently exists between the tight circle of President Gunter's administration and the remainder of the Southern community. This atmosphere infects with distrust every interaction between the President and the rest of the College. The most recent effort to conduct his evaluation meeting with less than the required legal notice brings to mind. I find it unnecessary and even burdensome to offer other specific examples of this atmosphere because it so pervasive within the College, uh, that an ever lengthening roster of names attests to its existence. Dr. Teachman, Dr. Dilbeck, and if President Gunter's statements are to be believed, me. Despite no formal or informal discipline or criticisms of my work performance of any kind. Despite my long history of selfless service to the College on matters far exceeding those confined within the four corners of my job description. Despite my fruitless efforts to compel compliance by this administration with some very basic procedural due processes that have long existed for the protection of the workforce, President Gunter has made his intention known to terminate my employment in the event that his contract is renewed. I have chosen to limit my comments regarding President Gunter to specific staple of conduct reflective in his substandard and ineffectual performance under distinct and identified elements of his job description. Neither Dr. Teachman nor Dr. Dilbeck received similar courtesy from President Gunter. I have no doubt he will be no more generous or fair with me, but I have too much invested to give up without a fight. My experience has not been unique. Thank you for your consideration."

Chair Seufer called Lisa Redmiles to the podium to address the Board. "Thank you for letting me speak. What I wanted to speak about is the fact that it has been brought to my attention that three of the Board members have not had renewed, their terms have expired, and their terms have not been renewed, and that one Board member is on her, has past her, has exceeded two consecutive terms which is, uh, is against the state, state standards or protocol. And I ask the question, are you going to notify the Governor that three Board members terms have expired?"

Charles Puckett was called to the podium to address the Board. "I would like to talk about, uh, we have our agenda of faculty accolades and accolades of our faculty, of what we have done, is we've, our faculty have built the best co-requisite model of developmental education, and numbers put this up are currently having 58% as the latest numbers has developmental students passing a first level math class and traditionally it hung around 16% so we are encouraging and do well for our students. And we hear advice that our President wants to dismantle this particular system, something that is working for our students and it's brought our retention rate of our College which the most recent report I have is 56% which is greater than any community and technical college they have in West Virginia. That is quoting the West Virginia Report Card. My most recent one is the year of 2016. Our co-requisite model I do think that builds retention and I think that is getting us a higher rate of

degrees actually granted by our College. And that comes down to the confidence of our faculty and I don't understand why you would want to take apart something that works."

Chair Seufer called Anne Cline to the podium to address the Board. "Thank you for letting me speak. I am the current chair of the Assessment Committee here at Southern, and I am addressing Dr. Gunter's performance review. I believe his primary duty to this institution is to maintain Southern as an accredited institution going forward. I believe that he has put us on a path to jeopardize future accreditation processes, and I don't believe that he has addressed the concerns of this in his communications with us adequately. We were not concerned with the 2017 Assurance Argument of which many of us participated in. We're afraid for the future accreditation processes leading up to our main visit. There are issues involving discrepancies in policy, the possible misuse of policies, it is not transparent and it does not contribute to the favorable environment of the College as a whole including the dismissal of anonymous comments as part of this review process. I have seen a comparison of President Tomblin's 2012 review process and Dr. Gunter's and the tone and the wording and the, uh, nature of it is vastly different. And these concerns are not being addressed properly or satisfactorily. We simply wish to be heard. There is a lack of trust overall. Thank you."

**5. Academic Accolades**

Ms. Susan Baldwin, Faculty Senate Chair, provided the following remarks to the Board.

"This time last year I would have never dreamed that would be in the situation that we find ourselves in tonight. We had just hired our new academic vice president who we had complete confidence in and although we were shocked and saddened that our long time friends and colleagues were leaving us, we were excited to be in the process of hiring new academic chairs. We had finalized our academic pathway models for students' easy transfer to four-year schools, had established a relationship with the University of Pikeville where our students were guaranteed entrance into their optometry school which offers a prescribed curriculum, our co-curricular model was gathering more and more statewide recognition because of its continuing successes, our tutoring center was a rousing success competently serving students on every campus, our faculty teams were meeting independently to ensure that delivery and content were consistent across the board, and that our HLC assessment efforts were embedded in each course. Our courses were seamlessly transferring to other schools at a higher rate than any other community and technical college, except for Pierpont. Our allied health programs continue to have unparalleled successes, and our career and technical programs were on an upswing. We were quickly and competently heading in a positive direction. However, upon return from Summer, the climate changed and it was obvious that our new academic vice president and the new Chair for Arts and Sciences were no longer in favor of the administration. In order to show our support, the faculty assembly voted to then extend a full vote of confidence to our AVP and three new Chairs. We were not allowed to present this vote to the Board, and ultimately, our second academic vice president in as many years, was fired. Even in turmoil though, our faculty continue to excel. Although it had become obvious our co-curricular math model, not the identical English one, was not an administration favorite. Chair Saunders was invited to, uh, by the Chancellor's Office and others no fewer than a half dozen times to present our model to others across the state as a positive example. Recently, we were informed that our co-requisite College Algebra course was one of only

two in the entire state approved for full transfer to a four-year school to be used as an actual prerequisite course as opposed to a general transfer one.

Now, with regards to our math model, as a lifelong fearer and yet hater of math, I understand the angst. I understand when people, especially those around my age, old, say that I am successful and all I know is basic math. That's all anyone needs. That may be true for us old folks because we truly do understand basic math. Many of today's students do not have that luxury. For example, I have had to show students how to use a ruler. Many cannot take a list of decimals and properly arrange them from least to greatest. Many do not know their multiplication facts, and while some know that  $7 \times 5$  is 35, they cannot reason that  $35/7$  is 5. They do not know that -1 on the number line is greater than -50. They have no concept of place values. They cannot multiply or divide multi-digit numbers without a calculator. They cannot do standard decimal operations without a calculator. They cannot perform fraction operations without a calculator. They cannot find simple percentages. They cannot understand that  $\frac{1}{2}$ ,  $\frac{5}{10}$ , and 50% are the same quantity. They cannot make change. The list goes on. As you can see, we are not reinventing the wheel, or expecting our students to learn anything other than these basic math skills. We are using this model to try to make sure these students have a greater chance of passing college level math courses within the first year as opposed to what happened in previous models. Are we 100% successful? Absolutely not. However, we are brazing the gap faster than any of the others in this state in the same situation. One of the members of this administration recently mentioned that since people fail our math courses, it must be the fault of the instruction. Which instructors? The ones who had 13 years to teach these students' basic math skills, or the ones who had 15 weeks? Blaming the failures of our system on any one teacher or set of teachers is counterproductive. This model is working and is an example of how we are striving to fulfill Statements 1 and 2 of Southern's Mission Statement. Statement 1 states that we will provide developmental and pre-college level education for those who lack the necessary academic background for direct entry into college-level courses. And Statement 2 states that we will provide programs of study leading to the associate in arts and the associate in science degrees which can be effectively transferred and applied toward the baccalaureate degree. If these statements are no longer a priority of this institution, shame on us. I hope that all of us here tonight can remember who we are here for, our students and our community. Southern is it. We are all we have. Thank you."

## 6. President's Report

6.1 President Gunter informed Board members that Mr. Randy Skeens, Director of Logan Campus Operations, would retire on November 1, 2017. He recognized Mr. Skeens for his longevity and dedicated service to Southern.

6.2 Through the work of many individuals, the Assurance Argument was pulled together submitted for review by its due date of October 2, 2017. The Higher Learning Commission assigned a team of three individuals to review Southern's document and the evidence provided in its support. President Gunter was contacted by Dr. Jonah Rice, Assurance Argument Review Team Chair, with a request for clarification and additional documentation. These requests are intended to give Southern the opportunity to demonstrate compliance and alleviate any team questions regarding our Assurance Argument since the last team on-site visit 48 months ago.

- 6.3 Dr. Casey Sacks, Community and Technical College System Vice Chancellor, is in the process of reviewing Southern's co-requisite model. She will prepare and present a full report to the Board of Governors at its December 12, 2017 meeting.
- 6.4 The Logan Campus Student Services area renovation project is approximately 99% complete. President Gunter has charged Ms. Rita Roberson, Williamson Campus Director of Operations, with the renovation of the basketball court to begin intramural sports. Bids have been released for the heating and cooling system in Building B, Logan Campus.
- 6.5 President Gunter called on Ms. Carol Howerton, Associate Vice President for Academic Affairs, to provide an update on grants and significant activities. He asked Mr. Bill Alderman, Chair for the School of Career and Technical Studies, to provide the Board with an update on our community college entrepreneur partnerships.

**7. Financial Report**

Vice President for Finance and Administration, Samuel Litteral, provided the financial report dated September 30, 2017 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures for the period. Mr. Litteral informed Board members that revenues are above 25%. Twenty percent of state appropriations are received within the first three months of the fiscal year which began July 1, 2017. Vice President Litteral informed the group that his office has completed and submitted Southern's financial audit, and he received e-mail confirmation from Dr. Ed Magee, Vice Chancellor for Finance for the West Virginia Higher Education Policy Commission, that all higher education institutions completed and submitted their financial audits by the due date. Mr. Litteral stated that Southern employees should see a 3% increase on their November 10<sup>th</sup> paychecks.

**8. Workforce and Community Development Office Report**

Ms. Allyn Sue Barker, Vice President for Workforce and Community Development, presented a PowerPoint presentation to Board members highlighting activities, actions, and projects of the Unit. The Community and Workforce Development Unit consists of three departments – Academy for Mine Training and Energy Technologies; Community and Leadership Development; and Workforce and Continuing Education. The Unit is committed to supporting the needs of employees and employers. It serves as a mechanism for economic development in the region by offering continuing education, non-academic credit courses, customized training programs to expand and upgrade workplace skills, and to provide community interest programs and activities which promote personal growth and cultural enrichment. Vice President Barker provided Board members with Workforce Development data for FY2013 - FY2017, and the 2017-2018 Unit Goals.

**9. Action Items:**

**9.1 Request for Approval of August 22, 2017 Board Meeting Minutes**

**MOTION:** Wilma Zigmond moved to accept the meeting minutes as presented.

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



**9.2 Request for Final Approval by Board of Governors and Submission to Chancellor**

**9.2.1 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 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.

**ACTION:** Wilma Zigmond seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the policy approved.

**9.2.2 SCP-2156, *Drug and Alcohol Policy***

This policy pertains to the misuse of drugs or alcohol on the premises of Southern, not brewing for academic use.

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-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.

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

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

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-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.

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

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

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-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.

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

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

**MOTION:** Randal Johnson moved the adoption of the following 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.

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

**9.3 Request for Approval to Release for 30-day Public Comment Period**

**9.3.1 SCP-1435, *Inclement Weather and Emergency Situations***

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-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.

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

**9.3.2 SCP-2360, *Holidays***

**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 the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

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

**9.3.3 SCP-3100, *Full-time Faculty Responsibilities for Academic Advising of Students***

**MOTION:** Latisha Marcum moved the adoption of the following resolution:

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

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

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

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

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

**ACTION:** Randal Johnson seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

**9.3.5 SCP-4192, *Administrative Withdrawal and Administrative Drop of Students***

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-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.

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

**9.4 Request for Approval to Discontinue the Homeland Security and Emergency Service Associate in Applied Science Degree Program**

**MOTION:** Will Alderman 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 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*.

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

**10. Vice President for Academic Affairs Vacancy (Possible Executive Session Under the Authority of WV Code §6-9A-4(b)2A)**

Wilma Zigmond moved that the Board of Governors enters an Executive Session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. Melissa Deskins seconded the motion that carried unanimously. Chair Seufer declared the motion adopted and Board then met in an Executive Session at 7:29 p.m. Following the discussion, at 8:06 p.m., Jada Hunter moved the Board rise from Executive Session. Wilma Zigmond seconded the motion which was unanimously approved. The Board took no votes nor made any decisions during the Executive Session. No action was taken as a result of the Executive Session.

Chair Seufer called for a 5-minute recess of the Board at 8:07 p.m. Chair Seufer called the Board back to order at 8:15 p.m.

**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)**

**12. President's Contract and Salary (Possible Executive Session Under the Authority of WV Code §6-9A-4(b)2A)**

Chair Seufer stated he would entertain a motion for the Board to enter into Executive Session to discuss agenda items 11 and 12. Wilma Zigmond moved that the Boards of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. Melissa Deskins seconded the motion that carried unanimously. Chair Seufer declared the motion adopted and Board then met in an Executive Session at 8:16 p.m. Following deliberations, Kevin Hill moved the Board rise from Executive Session and reconvene in Open Session at 9:52 p.m. Wilma Zigmond seconded the motion which carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

**Actions Emanating from Executive Session:**

Based upon discussions in the Executive Session, the Board reconvened in an open session at 9:54 p.m. and took the following actions:

1. Wilma Zigmond moved that the Board of Governors adopts the report of the Presidential Review Committee. Kevin Hill seconded the motion. Voting Aye: Barker, Deskins, Hill, Hunter, Johnson, Marcum, Yost, Zachary, Zigmond (9). Voting No: Alderman (1); Abstain: None (0). The motion carried with nine (9) members voting in favor and one

- (1) against. Chair Seufer declared the motion approved.
2. Jada Hunter moved that the Board of Governors approves a 4.5-year contract for Dr. Gunter to take effect upon the expiration of his current contract on December 31. Melissa Deskins seconded the motion. Chair Seufer stated that it was midyear at the time of President Gunter's initial hire. The Board was advised by the Chancellor for Community and Technical College Education that upon renewal, a new contract should end on June 30. The 4.5-year contract is to place President Gunter on the same schedule as all other community and technical college presidents. Voting Aye: Barker, Deskins, Hill, Hunter, Johnson, Marcum, Yost, Zachary, Zigmond (9). Voting No: Alderman (1); Abstain: None (0). The motion carried with nine (9) members voting in favor and one (1) against. Chair Seufer declared the motion approved.
  3. Kevin Zachary motioned for the terms and conditions of Dr. Gunter's new contract be the same as in his current contract, including his annual transportation allowance, except that his base salary be set at \$157,864. Latisha Marcum seconded the motion. Voting Aye: Barker, Deskins, Hill, Hunter, Johnson, Marcum, Yost, Zachary, Zigmond (9). Voting No: Alderman (1); Abstain: None (0). The motion carried with nine (9) members voting in favor and one (1) against. Chair Seufer declared the motion approved.
  4. Wilma Zigmond motioned that the Board of Governors Chair is authorized to submit to the Chancellor and Chair of the West Virginia Council for Community and Technical College Education the Presidential Review Report, and the contract terms for Dr. Gunter's new contract, that were approved by the Board at this meeting. Melissa Deskins seconded the motion. Voting Aye: Barker, Deskins, Hill, Hunter, Johnson, Marcum, Yost, Zachary, Zigmond (9). Voting No: Alderman (1); Abstain: None (0). The motion carried with nine (9) members voting in favor and one (1) against. Chair Seufer declared the motion approved.
  5. Wilma Zigmond motioned that the Board of Governors Chair is authorized to execute on behalf of the College a contract with Dr. Gunter that reflects the action the Board has just taken, or such other terms as may be ordered by the West Virginia Council for Community and Technical College Education. Melissa Deskins seconded the motion. Voting Aye: Barker, Deskins, Hill, Hunter, Johnson, Marcum, Yost, Zachary, Zigmond (9). Voting No: Alderman (1); Abstain: None (0). The motion carried with nine (9) members voting in favor and one (1) against. Chair Seufer declared the motion approved.
- 13. Adjournment**  
There being no further business, Raamie Barker made a motion to adjourn the meeting. Glenn Yost seconded the motion. The motion carried and the meeting adjourned at 10:00 p.m. The next Board meeting is scheduled for 6:00 p.m. on December 12, 2017 and will be held in Building C, Room 428, at Southern's Logan Campus.

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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*

## Addendum 1

Melinda Saunders  
Chair for the School of Arts and Sciences  
Southern West Virginia Community and Technical College  
9-14-2017

Mr. Howard E. Seufer, Jr., Chair  
Board of Governors Presidential Review Committee  
P.O. Box 2900  
Mt. Gay, WV 25637

Dear Mr. Howard E. Seufer, Jr., Chair  
Board of Governors Presidential Review Committee:

In response to the solicitation for written comments concerning the initial evaluation of President Robert Gunter's leadership as evaluated on the President's goals as approved by the Board of Governors, I submit the following:

**1.1 Assess and adhere to Southern's commitment toward student success by actively engaging the institutional mission to provided accessible., affordable, quality education and training.**

Fall 2018 semester courses in my area of responsibility opened in chaos due to last-minute, previously unannounced changed in long-standing policies. On the second day of the first week of the semester, I was informed through a series of emails from President Gunter, Sam Litteral, and Carol Howerton that part-time personnel who were employed as part-time tutors and part-time instructors would not be permitted to hold both roles. I was instructed by President Gunter and Sam Litteral to choose which role each employee would be allowed to have and communicate my plan by the end of the day. This was a departure from procedure from the previous semester and created significant problems for administration. In the past, two employees have held both roles. The lack of timely notification resulted in an inability to effectively to serve our students. The absence of any coherent explanation for the change in policy also may have had an effect on the employees. Multiple sections of math courses were covered by different instructors at each meeting during the first two weeks of the semester. This is only one example of a failure to communicate a change in previously acceptable procedures for staffing that has directly impacted the institution's mission to provide quality education to the students.

That same week, President Gunter also informed me that, because her job isn't to teach but to tutor, the program coordinator of the learning lab would not be allowed to follow the alternate work schedule which has historically allowed her to teach a class prior to the start of her work day. This arrangement to benefit both the program coordinator and our students had been approved previously and its elimination directly impacts the ability of the learning lab to meet the needs of students. No notice or explanation was given prior to the start of the semester that would have allowed for time to discuss the issue and consider alternate staffing solutions. While it is certainly within the President's province to make these kinds of staffing adjustments, I address this issue to point out it is the lack of timely communication and the total absence of any explanation for a change in procedure that negatively impacted the ability to provide accessible and quality education to students.

Over the past two years, turnover of faculty in the School of Arts and Sciences has been hovering around 20% for each academic year. It seems securing quality, credentialed personnel has become increasingly challenging under President Gunter's administration. As one example, the English faculty position at Wyoming Campus remained unstaffed until the start of week three of classes. Three successive candidates declined the offer of the position during the week prior to the start of class. Candidates for the position who declined cited the refusal of any negotiation on the base salary offering of \$31,533 for this position. I have asked human resources to test this salary range against the market of CTC's against which we compete; unfortunately, human resource personnel have not responded to my requests for this information. With no information on how this salary relates to other positions at Southern or the other CTCs with which we compete for talent, we have no leverage to negotiate to fill these positions. The ability to secure highly credentialed faculty in a timely manner in for the School of Arts and Sciences seems to have declined dramatically over the past two years.

**1.1.4 Establish a campus atmosphere that provides for the development of the individual in a supportive atmosphere.**

At times and for no apparent reason, President Gunter's approach has seemed dictatorial and unreasonably unsupportive. When one of Southern's full-time faculty resigned to accept a position out of state, she agreed to continue serving Southern as a part-time faculty assigned to teach two online courses. She asked three separate individuals in her chain of command and with authority over the issue if she could continue to use her Southern-issued laptop for a couple of weeks while she continued her part-time work and until she assumed her duties at her new institution. She received specific approval from



each person since Southern had regularly allowed part-time faculty to use a loaner laptop. On the second day of the first week of class, I received an email from Dr. Gunter directing me to collect the laptop from the part-time faculty and return it to the institution by the end of the week (Thursday). Subsequent emails included, "Wasn't asking for conditions or past errors. I didn't leave my request as a maybe...the process was done incorrectly and I want the computer back at Southern as quickly as possible." Despite the consistency with past practice and the obvious benefit to Southern in this part-time employee retaining temporary use of the computer, President's Gunter's manner of communication was dictatorial and unsupported by reasons rather than supportive or collegial.

**1.1.7 Promote curricular development and change, including academic degree programs, workforce development and non-credit community and continuing education, as well as essential learner support services, in response to the needs and interest of students, employers, and citizens within the College district.**

**1.1.4 Establish a campus atmosphere that provides for the development of the individual in a supportive environment.**

President Gunter reassigned the personnel associated with the learning lab (tutoring center) from the School of Arts and Sciences to the Student Services unit without adequate consideration of the impact of that reorganization or sufficient preparation for a smooth transition. Notice of the change was communicated through carbon copy of the memorandum notifying learning lab personnel of the change. The notice was sent only through hard copy on the morning of **August 29, 2017**. The effective date of the change was **August 30, 2017**. My area of responsibility has included supervision of tutoring center/learning lab activities and personnel since its inception at the start of the TAACCCT3 grant three years ago through the grant's conclusion and subsequent support through institutional and Perkins funding; I am professionally and personally invested in the continued success of this particular project. With no advance notice, discussion or planning for the transition, I have observed and been told of problems that could have been easily avoided. This lack of communication and ability to provide input into changes in the governance structure demonstratives a lack of commitment to 1.1.4 and 1.1.7.

**2.8 Assure organization changes are reflected in the Governance and Strategic Planning process.**

**1.1.4 Establish a campus atmosphere that provides for the development of the individual in a supportive atmosphere**

President Gunter positions directed that we create two new positions to be designated as Academic Coordinators throughout the reorganization of the academic unit. The creation of those positions followed a standard protocol and approval was granted by signature on the request to advertise by the Chair, Vice President of Academics, Vice President of Finance, and President Gunter himself.

Candidates applied, were interviewed by committee, and a recommendation to hire was submitted to the President for each position. The appointment letters extended to the proposed candidates, however, reflected job titles (Lead Faculty) different from the position advertised (Academic Coordinators). After the candidates declined the position (presumably, because they were not the positions advertised), the jobs were reposted with the same job description but now under the job title of Lead Faculty. The only signatory on the request to re-advertise was that of President Gunter. The position of lead faculty for the Associate in Sciences remains vacant. The governance structure is currently in error as it includes the position "Lead Faculty of Arts Faculty" and includes "Humanities Faculty" only. The vacant position of "Lead Faculty of Science Faculty" includes science faculty only. This failure to honor the formality of the process by President Gunter has created confusion, disorganization and is inconsistent with a reasoned Governance and Strategic Planning process.

**1.1.4 Establish a campus atmosphere that provides for the development of the individual in a supportive atmosphere.**

A specific example concerning the President's performance in this area is demonstrated by the manner in which the hiring process for the Boone Campus secretarial position provides was conducted. A screening and interview committee was selected by the supervisor of the position and human resources personnel. At the conclusion of the process, a candidate was unanimously recommended for the position. Upon submission of the committee's recommendation, the chair of the committee was contacted by the administrative assistant to the Vice President of Finance and informed that the candidate recommended was an unacceptable choice. The reason given as communicated by the committee chair to the committee members was that it was unacceptable to have relatives working in the same office complex. The position was re-advertised, the screening and interview committee reconvened, recommended that three of the applicants be granted interviews. The candidate recommended for the position from the first search was among the applicants recommended for interview. The chair sent the committee's recommendations to human resources. He was subsequently informed that the hiring process for the position was being put on hold and that he would receive additional information in the future. My understanding of the ant-nepotism rules followed by the institution is that an employee may not be supervised by a

Mr. Howard E. Seufer, Jr., Chair  
Board of Governors Presidential Review Committee  
9-14-2017  
Page 5

relative but that relatives may, and often have, historically worked in the same unit within the college.

Thank you for the opportunity to provide comments relevant to the review process.

Respectfully,

Melinda Saunders  
Professor of Mathematics  
Chair for the School of Arts and Sciences  
[Mindy.Saunders@southernwv.edu](mailto:Mindy.Saunders@southernwv.edu)  
304-896-7364

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF DECEMBER 12, 2017**

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

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1435, *Inclement Weather and Emergency Situations*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

**STAFF MEMBER:** Sam Litteral

**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 policy and 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.

At its October 30, 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 December 2, 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-1435, *Inclement Weather and Emergency Situations*, 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-1435**

**SUBJECT:** Inclement Weather and Emergency Situations

**REFERENCE:** Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, *Employee Leave*

**ORIGINATION:** October 1994

**EFFECTIVE:** January 12, 2018

**REVIEWED:** 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 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 to discuss the weather situation. Once a decision is made, the Vice President for Academic Affairs 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 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, in consultation with the 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 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 Location 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 Location 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 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. The faculty are to notify their respective 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 a 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 provide clarity and reflect changes in management responsibilities and procedure requirements.

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

                                 August 2017 - Revisions reflect changes in position titles and management responsibilities. Added Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, *Employee Leave*, to the Reference Section of this policy.



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

**SUBJECT:** Media Notification List

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

**EFFECTIVE:** January 12, 2018

**REVIEWED:** August 2017

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

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

**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:** January 12, 2018

**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 DECEMBER 12, 2017**

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

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-2360, *Holidays*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

**STAFF MEMBER:** Sam Litteral

**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 which will be observed by the employees of Southern West Virginia Community and Technical College.

This policy was reviewed by Executive Council on September 7, 2017 and the President's Cabinet on September 12, 2017. Following review of this policy, no revisions were made.

At its October 30, 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 December 2, 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-2360, *Holidays*, 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-2360**

**SUBJECT:** Holidays

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

**ORIGINATION:** January 31, 2003

**EFFECTIVE:** January 12, 2018

**REVIEWED:** 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**

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 DECEMBER 12, 2017**

**ITEM:** Request for Final Approval of 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 of SCP-3100, *Full-time Faculty Responsibilities for Academic Advising of Students*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

**STAFF MEMBER:** Carol 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 changes in titles of academic personnel and no substantial changes in the policy.

Based on the above deliberations and recommendations, the staff requested 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.

At its October 30, 2017, meeting the Southern West Virginia Community and Technical College Board of Governors authorized release of the policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The public comment period ended December 2, 2017, and no comments were received. Therefore, the staff recommends that the Board of Governors grant approval of SCP-3100, *Full-time Faculty Responsibilities for Academic Advising of Students*, 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-3100**

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

**REFERENCE:** None

**ORIGINATION:** April 15, 1985

**EFFECTIVE:** January 12, 2018

**REVIEWED:** 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 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.

- 7.2 Faculty members shall be assigned advising duties by the School Chair 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 School Chair or designee will assign full-time faculty to duties during general registration for academic advisement of students.
- 7.4 The School Chair or designee has the responsibility to see that faculty members within the 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**

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

**Attachments:** None

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

**Revision Notes:** September 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 DECEMBER 12, 2017**

**ITEM:** Request for Final Approval of 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 of SCP-3201, *Challenging a Course/Credit By Examination*, SCP-3201.A, *Challenge Examination Request Form*, and SCP-3201.B, *Challenge Examination Results Form*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

**STAFF MEMBER:** Carol 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 its August 22, 2017, meeting, and by the 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 requested that SCP-3201, *Challenging a Course/Credit By Examination*, SCP-3201.A, *Challenge Examination Request Form*, SCP-3201.B, *Challenge Examination Results Form*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

At its October 30, 2017, meeting the Southern West Virginia Community and Technical College Board of Governors authorized release of the policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The public comment period ended December 2, 2017, and no comments were received. Therefore, the staff member recommends that the Board of Governors grant approval of SCP-3201, *Challenging a Course/Credit By Examination*, SCP-3201.A, *Challenge Examination Request Form*, SCP-3201.B, *Challenge Examination Results Form*, 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-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:** January 12, 2018

**REVIEWED:** 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 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 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 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 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 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 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 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 School Chair will assign faculty to write, administer, and grade the challenge exam. (SCP- 3201.A).

- 7.5 The 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 School Chair.
- 7.9 The 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**

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**Board of Governors Chair                      Date**

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**President    Date**

**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*  
**EFFECTIVE:** January 12, 2018  
**REVIEWED:** August 2017

**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 SCHOOL CHAIR**

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: \_\_\_\_\_  
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 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*  
**EFFECTIVE:** January 12, 2018  
**REVIEWED:** August 2017

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

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

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

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: \_\_\_\_\_  
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 DECEMBER 12, 2017**

**ITEM:** Request for Final Approval of 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 final approval of SCP-4192, *Administrative Withdrawal and Administrative Drop of Students*, for submission to the Chancellor for Community and Technical College Education following 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 its August 22, 2017, meeting, and reviewed and approved with changes by the Executive Council at their September 7, 2017 meeting. The President's Cabinet reviewed and approved the policy at their September 12, 2017 meeting.

At its October 30, 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 December 2, 2017. No comments were received at the end of the comment period. Therefore, the staff recommend that the Board of Governors grant approval of SCP-4192, *Administrative Withdrawal and Administrative Drop of Students*, 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-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:** January 12, 2018

**REVIEWED:** 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 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 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 Administration is responsible for approving all administrative 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 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

**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 DECEMBER 12, 2017**

**ITEM:** Request to Release for 30-day Comment SCP-1481, *Naming of Facilities or Organizational Units*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1481, *Naming of Facilities or Organizational Units*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Robert E. Gunter

**BACKGROUND:**

SCP-1481, *Naming of Facilities or Organizational Units*, establishes policy for the naming of any facility or organizational unit at Southern West Virginia Community and Technical College for an individual or organization. The policy applies to all facilities and organizational units owned by or under the direction of Southern.

This policy was reviewed and approved by the Executive Council on November 2, 2017 and the President's Cabinet on November 14, 2017. Following review, both bodies recommended the policy for continuation with no revisions.

Based upon the deliberations of the aforementioned bodies, the staff recommends that the Board of Governors advance SCP-1481, *Naming of Facilities or Organizational Units*, as presented 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-1481**

**SUBJECT:** Naming of Facilities or Organizational Units  
**REFERENCE:** West Virginia Code §18B-1-3(h) (Supp. 2001)  
**ORIGINATION:** December 2004  
**EFFECTIVE:** ~~December 11, 2012~~  
**REVIEWED:** ~~September 19, 2012~~ October 25, 2017

**SECTION 1. PURPOSE**

1.1 To establish policy for the naming of any facility or organizational unit at Southern West Virginia Community and Technical College (the College) for an individual or organization.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This issuance applies to all facilities and organizational units owned by or under the direction of the College.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. POLICY**

4.1 Approval by the Board of Governors (BOG) is required for the naming or renaming of any facility or organizational unit of the College.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 A building or organizational unit may be named for an individual or organization based upon the following conditions and considerations:

6.1.1 No facility or organizational unit shall be named for an individual who is currently serving on the BOG or who is currently employed or has been employed by the College during the immediately preceding three academic years.

6.1.2 An individual or organization for whom a facility or organizational unit is to be named must meet one or more of the following criteria:

6.1.2.1 Former governing board members who have rendered distinguished service or made an

outstanding contribution to the success and reputation of the College;

- 6.1.2.2 A citizen or organization who/which has made a substantial monetary or personal service contribution to the College.

## **SECTION 7. RESPONSIBILITIES**

- 7.1 The President and BOG shall establish and review the levels of monetary contribution required for the naming of any facility or organizational unit of the College. The current levels of monetary contribution required shall be maintained in the office of the President of the College.
- 7.2 A formal written request for the naming of any facility or organizational unit of the College shall be submitted to the President. The written request shall be accompanied by a brief biography of the individual or organization for whom/which the request is being made along with specific justification for the request.
- 7.3 The President shall review the request and related materials using the criteria stated in Section 6 of this policy.
- 7.4 If satisfied that the criteria are met, the President shall forward the request along with his/her recommendation for naming a facility or organizational unit to the BOG for its final approval. If the President determines the individual does not meet the criteria as stated in Section 6 of this policy, (s)he shall inform the individual(s) making the request and the BOG in writing.
- 7.5 The BOG has final approval for the naming of any facility and/or organizational unit of the College.
- 7.6 When a facility or organizational unit of the College has been named for an individual or organization, that name shall not be moved from one building or organizational unit to another.
- 7.7 When a building is razed or an organizational unit is eliminated any existing name will no longer be used.
- 7.8 The BOG, upon a majority vote of the members, may remove a name given when the majority of members through its vote deem that the individual or organization for whom/which the facility or organizational unit is named brings reproach upon the institution.

## **SECTION 8. CANCELLATION**

- 8.1 SCP-1480, *Naming and Renaming of Buildings and Organizational Units*, effective November 27, 2001.

## **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 4, 2007 – This policy was reviewed by Executive Council and Council recommended that the policy be continued with no revisions.

September 19, 2012 – The policy was reviewed for accuracy and modifications were made to provide clarity and responsibility. Section 7 was renumbered and the term “procedures” was removed from the section title. Removed the term “procedures” from throughout the policy. The policy was reformatted to the new SCP format.

October 25, 2017 – The policy was reviewed for accuracy. No revisions are recommended.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF DECEMBER 12, 2017**

**ITEM:** Request for Approval of Revisions to SCP-5260, *Meeting Financial Exigencies*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-5260, *Meeting Financial Exigencies*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**STAFF MEMBER:** Sam Litteral

**BACKGROUND:**

The Finance and Administration Unit management personnel reviewed and approved revisions to SCP-5260, *Meeting Financial Exigencies*. Revisions reflect no substantial change in procedure or documentation requirements. The title of SCP -2701, *Reduction in Workforce Due to Financial Exigency: Faculty Personnel*, was corrected in the Reference Section.

The purpose of this policy is to establish a manner in which financial exigencies are defined and determined by the Board of Governors and to outline the planning process for meeting financial exigencies.

The policy was reviewed and approved by the Executive Council on November 2, 2017 and the President's Cabinet on November 14, 2017. No further modifications were recommended. 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-5260**

**SUBJECT:** Meeting Financial Exigencies

**REFERENCE:** West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*. SCP-2701, *Reduction in Workforce Due to Financial Exigency: Faculty Personnel*.

**ORIGINATION:** May 27, 1988

**EFFECTIVE:** ~~June 18, 2013~~

**REVIEWED:** ~~April 10, 2012~~ November 2, 2017

**SECTION 1. PURPOSE**

1.1 The purpose of this policy is to establish a manner in which financial exigencies are defined and determined by the Board of Governors and to outline the planning process for meeting financial exigencies.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy shall apply on a college-wide basis.

**SECTION 3. DEFINITIONS**

3.1 Financial Exigency – A circumstance arising from an immediate need to react to the lack of financial resources required to sustain current levels of educational services and programs.

**SECTION 4. POLICY**

4.1 It shall be the policy of the Board of Governors to obtain the full benefit of planning and deliberation prior to the implementation of measures determined to be necessary to react to a financial exigency.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 Financial Exigency/Committee Duties and Responsibilities

6.1.1 A Financial Exigency Committee will review and advise the President on all institution-wide actions deemed as necessary responses to a financial exigency. The major responsibilities of this committee shall be:

6.1.1.1 Making initial recommendations and advising the Faculty Senate and Classified Staff Council regarding institution-wide responses to a financial exigency;

6.1.1.2 Reviewing the responses and further recommendations of the Faculty Senate and Classified

Staff Council regarding the Committee's initial recommendations; and

6.1.1.3 Making final recommendations to the President regarding institution-wide responses to a financial exigency.

6.2 Committee Membership – The Committee shall be comprised of the following thirteen (13) persons:

6.2.1 One elected Lay Board of Governors Member (non-voting Chairperson)

6.2.2 One elected Student Government Association Representative

6.2.3 Two elected Classified Staff Members

6.2.4 Two elected Faculty Members

6.2.5 Two Administrators appointed by the President

6.2.6 Chief Fiscal Officer

6.2.7 Advisory Council of Classified Employees Representative

6.2.8 Classified Staff Council Chair

6.2.9 Faculty Senate Chair, and

6.2.10 Advisory Council of Faculty Representative.

6.3 Committee Members Terms of Service – Each member of the Committee shall serve for a full fiscal year, i.e., from July 1 of one calendar year through June 30 of the following calendar year. All elected members of the Committee shall be chosen at their respective group's final meeting for the fiscal year.

6.4 Financial Exigency Procedure

6.4.1 The President may request the Board of Governors to declare a financial exigency at any time it is believed that a bona fide financial exigency exists.

6.4.2 The Board of Governors may declare a condition of a financial exigency for a period not to exceed two years, unless extended by subsequent action of the Board.

6.4.3 Within seven working days after the Board of Governors declares a condition of a financial exigency, the Financial Exigency Committee shall submit in writing its initial recommendation to the Faculty Senate and the Classified Council.

6.4.4 Within seven working days after receiving the initial recommendation of the Financial Exigency Committee, the Faculty Senate and Classified Staff Council may submit their recommendations in writing to the Financial Exigency Committee.

6.4.5 Within five working days after the deadline for receiving the recommendations of the Faculty Senate and Classified Staff Council, the Financial Exigency Committee shall submit its final recommendation in writing to the President.

6.4.6 Within seven working days after receiving the final recommendations of the Financial Exigency Committee, the President shall submit recommendations in writing to the Board of Governors for its review and approval.

6.5 Financial Exigency Actions

6.5.1 When the Board of Governors declare a condition of a financial exigency, the Financial Exigency Committee shall review and recommend the financial effects of the following prioritized actions before making any recommendations regarding personnel reduction:

6.5.1.1 Delaying implementation of new programs;

- 6.5.1.2 Freezing all vacant positions;
- 6.5.1.3 Cutting all new and, where feasible replacement equipment funds;
- 6.5.1.4 Reducing extracurricular activities and events; and
- 6.5.1.5 Utilizing all feasible current expense cuts in the following areas in priority order:
  - 6.5.1.5.1 travel
  - 6.5.1.5.2 printing
  - 6.5.1.5.3 office supplies
  - 6.5.1.5.4 educational supplies
  - 6.5.1.5.5 reducing repair and alteration funds
  - 6.5.1.5.6 reducing unrestricted student aid funds, and
  - 6.5.1.5.7 reducing work-week and times of college operations through voluntary and, where necessary, mandatory furloughs.

6.5.2 Furlough – Voluntary and mandatory furloughs shall be considered. Vacation and sick leave days may not be used to offset salary cutbacks. Options may include a one day per week cut in pay. Previous and recent cuts in any area of the college should be considered in making recommendations to prevent disproportionate cuts.

6.5.3 Reductions in Workforce – After exhausting all possible financial benefits and savings from the above actions, the Committee may recommend that the President consider and recommend reductions in personnel. The President shall consider any Committee recommendations and shall make any personnel recommendations in accordance with the pertinent policies of the Board of Governors. A recommendation from the Committee is not required to enable the President to independently recommend reductions in personnel.

**SECTION 7. RESPONSIBILITIES**

7.1 The President has primary responsibility for the implementation of the provisions of this policy.

**SECTION 8. CANCELLATION**

8.1 None.

**SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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

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**President** **Date**

**Attachments:** None.

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

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

April 2013 – Policy was revised to expand the committee membership to include the Classified Staff Council Chair, the Faculty Senate Chair, and one additional administrator. Also, in Section 6.5.5 Utilizing all feasible current expense cuts in the following areas in priority order – telephone and utilities were removed from the list of expenses to eliminate.

November 2017 – Revisions reflect no substantial change in procedure or documentation requirements. The title of SCP-2701 was revised to accurately reference the policy.

Presidential Goals for  
2017 -2018

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Robert E. Gunter, Ed.D.  
President

Southern West Virginia Community  
and Technical College

September 18, 2017

**Goal 1: Improve the success of students by increasing college completion.**

- 1.1 Improving tutoring program by developing a Student Success Center model within Student Services to provide tutoring in basic skills, English and math, on all campuses during each semester.
- 1.2 Work to develop and implement stackable credentials in all career and technical programs.
- 1.3 Improve, streamline, and simplify the application and approval process and procedures of awarding degrees in order to break down the barriers to degree completion and graduation.
- 1.4 Develop and implement a process to identify students who complete credit-bearing skill sets and granting them a formal completion of skill set credential.
- 1.5 Review and revise the math and English co-curricular model as it applies to other courses offered by the college to reflect a delivery for developmental and college-level math and English to support success in college level courses.
- 1.6 Work with appropriate constituents to develop a College Transition Model: “College Courses at the High School” in our region.
- 1.7 Develop and implement more effective advising strategies and practices involving more active and intrusive advising of students throughout their programs in order to support student retention.

**Goal 2: Provide strategies for meeting the workforce demands of employers and enhancing economic development efforts in West Virginia.**

- 2.1 Strategically target funding for the development of programs that meet documented workforce needs.
- 2.2 Work with area business/industry partners to host regional business services/support meetings and/or workshops.
- 2.3 Work with faculty/staff and external credentialing agencies to ensure that eighty percent of all Career and Technical Programs will include an industry recognized credential upon completion.
- 2.4 Conduct personal visits to employers’ businesses and survey their needs to assist in development of customized training, additional training programs, and/or adjustments to current programs.
- 2.5 Work with newly identified business/industry partners, the American Association of Community Colleges, and Community Colleges of Appalachia to incorporate action steps identified in the Industry-Informed Infrastructure (I3) project meeting across Career and Technical Programs.



- 2.6 Add content, as appropriate, to career technical programs in entrepreneurship to enhance student awareness of business needs and concerns.

**Goal 3: Provide access to affordable community and technical college education.**

- 3.1 Continue to develop and implement online courses strategically to improve ability of students at a distance to access and complete specific course requirements in specific programs.
- 3.2 Increase course offerings at local high schools on evenings and weekends to make course more accessible and increase enrollment.
- 3.3 Continue developing the Enrollment Management Plan to strategically manage enrollment and best utilize the institution's financial resources for enrollment growth.
- 3.4 Continue to reorganize Student Services to better serve students in the admissions, enrollment, and financial aid process to increase annual unduplicated headcount and student financial aid participation rate.
- 3.5 Advocate to increase in the number and amount of foundation scholarships.

**Goal 4: Ensure fiscal stability to effectively deliver comprehensive community and technical college education.**

- 4.1 Promote documented Southern successes to state-level decision makers as a means of developing more state support.
- 4.2 Search out and apply for new federal, state and private grants that can support academic programming appropriate to the needs of the college.
- 4.3 Develop partnerships with business and industry that can enable leveraging of resources with the private sector through sharing of people, equipment, materials, and/or facilities.
- 4.4 Explore new methods to conduct fundraising for the Southern Foundation for support of the college as well as for the scholarships.