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**Agenda Book**  
**June 19, 2018**

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**Members**

Howard E. Seufer, Jr., Chair  
J. Chris Adkins  
Eddie J. Canterbury  
Latisha Marcum  
Samuel A. Stewart  
Dr. Mason E. White II

Dr. Pat J. White  
Kevin G. Zachary  
Wilma J. Zigmund  
William H. Alderman II  
Randal Johnson  
Tim Ooten

Robert E. Gunter, Ed.D  
President

**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of June 19, 2018  
6:00 p.m.  
Building C, Room 428 • 2900 Dempsey Branch Road  
Mount Gay, West Virginia**

**AGENDA**

1. Call to Order ..... Mr. Howard E. Seufer  
Board Chair
2. Special Presentations ..... Chair Seufer
3. Introduction of New Board Member ..... Chair Seufer
4. Oath of Office ..... Mr. Samuel Litteral  
Vice President for Finance and Administration
5. Introduction of New Vice President for Institutional Advancement ..... Dr. Robert E. Gunter  
President
6. Call for Public Comments to the Board of Governors ..... Chair Seufer
7. Classified Staff Council Annual Presentation ..... Mr. Chris Gray  
Chair, Classified Staff Council
8. Technology Services Annual Report ..... Mr. Thomas Cook  
Chief Information Officer
9. President’s Report ..... President Gunter
10. Financial Report ..... Mr. Litteral
11. Action Items
  - 11.1 Nominating Committee Report and Election of  
2018-2019 Board Officers ..... p. 16
  - 11.2 Appointment and Election of 2018-2019 Lay Members (2)  
to the Board Agenda Committee ..... p. 17
  - 11.3 Request for Approval of April 17, 2018 Meeting Minutes ..... p. 18
  - 11.4 Request for Approval of Fiscal Year 2018-2019 Institutional Budget ..... p. 29
  - 11.5 Request for Approval of FY 2019-2020 Capital Projects and Expenditures ..... p. 32
  - 11.6 Request for Approval of FY 2020-2024 Capital Projects and Expenditures ..... p. 34
  - 11.7 Action on Institutional Policies for Final Approval
    - 11.7.1 SCP-1435, *Inclement Weather and Emergency Situations* ..... p. 36
    - 11.7.2 SCP-8600, *Board of Governors Operational Guidelines Policy* ..... p. 44

11.8	Request for Approval of Institutional Policies for 30-day Public Comment	
11.8.1	SCP-1091, <i>Classified Staff Constitution</i> .....	p. 57
11.8.2	SCP-7000, <i>E-mail Established as an Official Form of Communication</i> .....	p. 65
11.9	Request for Approval to Terminate Health Information Management, Associate in Applied Science Degree Program .....	p. 69
11.10	Action on Post-Audit Reports Required by Community and Technical College System	
11.10.1	Electromechanical Instrumentation Technology, Certificate .....	p. 79
11.10.2	Strategic Business Integration, Associate in Applied Science .....	p. 108
12.	Informational Items	
12.1	Awarding of Undergraduate Tuition and Fee Waivers Report .....	p. 175
12.2	Faculty Promotion Decision .....	p. 177
12.3	2018-2019 Academic Calendar .....	p. 178
12.4	2018-2019 Holiday Calendar .....	p. 182
13.	Adjournment .....	Chair Seufer

**Southern West Virginia Community and Technical College Board of Governors  
Expectations of Board Members 2018 - 2020**

**Responsibility / Authority**

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

**Expectations of All Board Members:**

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

**Southern West Virginia Community and Technical College**

<b>Committee</b>	<b>President's Activity Report</b>		<b>Date</b>	<b>June 19, 2018</b>
<b>Facilitator</b>	Dr. Bob Gunter		<b>Time</b>	6:00 PM
<b>Location</b>	Southern West Virginia Community and Technical College			
<b>President's Activities</b>				
<b>Ck</b>	<b>Date</b>	<b>Activities</b>	<b>How Participated</b>	
		<b>Staff Meetings</b>		
	April 27, 2018	Governance Day (Williamson Campus)	Attended	
	April 27, 2018	Faculty Senate Meeting	Presented	
	April 27, 2018	Mandatory Performance Appraisal Training	Attended	
	May 7, 2018	Vice President's Meetings	Presided	
	May 8, 2018	President's Cabinet Meeting	Presided	
	May 16, 2018	President's Administrative Retreat	Presided	
	June 6, 2018	Vice President's Meetings	Presided	
	June 13, 2018	President's Cabinet Meeting	Presided	
		<b>Other College Meeting(s)</b>		
	April 18, 2018	2018 Phi Theta Kappa All-West Virginia Academic Team Ceremony	Attended	
	April 23, 2018	JRCERT Introductory Meeting	Attended	
	April 23, 2018	JRCERT Meeting with Administration	Attended	
	April 23, 2018	Interviews for VP for Institutional Advancement	Presided	
	April 24, 2018	JRCERT Exit Summation	Attended	
	April 25, 2018	Check Presentation from Thelma's Café – Spaghetti Dinner Fund Raiser for Foundation	Attended	
	April 25, 2018	New Website Review	Attended	

	April 26, 2018	Enrollment Management Discussion	Attended
	May 2, 2018	Classified Staff Council	Presented
	May 9, 2018	Dr. David Kommer, Dean of Arts and Sciences Interview	Participated
	May 10, 2018	Marshall/Southern Elementary Education Graduation Ceremony	Attended
	May 10, 2018	Allied Health Awards Ceremony	Presented
	May 11, 2018	Commencement Practice	Attended
	May 11, 2018	Nursing Pinning Ceremony	Presented
	May 12, 2018	Commencement	Presented
	May 17, 2018	Welcome and Remarks for TANF Students Banquet	Presented
	May 24, 2018	Mr. Steven Mathew & Mr. Russell Saunders, Dean of Career and Technical Studies Interview	Participated
	May 30, 2018	Organizational Structure for Student Services Discussion	Participated
	June 5, 2018	BOG Agenda Committee Meeting	Attended
	June 7, 2018	Classified Staff Professional Development Day	Attended
<b>Key Points Discussed and Action Items</b>			
<b>Ck</b>	<b>Date</b>	<b>Activities</b>	<b>How Participated</b>
		<b>Chamber of Commerce/Consortium/Association Meetings</b>	
	May 8, 2018	Logan County Chamber of Commerce	Attended
	May 10, 2018	Chief Logan Recreation Center Board Meeting	Attended
	June 14, 2018	Chief Logan Recreation Center Board Meeting	Attended
	June 14, 2018	Tug Valley Chamber of Commerce	Attended
		<b>Campus Visits</b>	
	April 25, 2018	Williamson Campus Visit	Visit
	May 1, 2018	Wyoming Campus Visit	Visit

		<b>Individual(s) Meet/Greet</b>	
	May 10, 2018	William Luckey, President, Lindsey Wilson College	Conference Call
	May 14, 2018	Eddie Curry, COTIGA Development Office – ALA Program	Participated
		<b>Other</b>	
	April 18, 2018	CTACAC (President’s Advisory) Meeting	Attended
	April 19, 2018	WVCCTCE Meeting	Attended
	April 24, 2018	Greater Williamson Community Development Corporation Meeting	Conference Call
	April 25, 2018	Southern Mountains District Consortium Meeting	Presided
	April 26, 2018	GPS Webinar-Review Key Performance Indicators	Attended
	April 30, 2018	Marshall/Dr. Gilbert Partnership Meeting	Attended
	May 1, 2018	Truston’s Wyoming County Facility Ribbon Cutting Ceremony	Attended
	May 2, 2018	Mingo Central College Decision Day	Presented
	May 7, 2018	Boone County BOE Meeting	Presented
	May 9, 2018	Discuss Criteria for New Funding Formula Model	Attended
	May 14, 2018	Alliance for the Economic Development of Southern West Virginia Conference Call	Participated
	May 15, 2018	Scott High School Visit	Participated
	May 30, 2018	Welcome Westside HS Sophomores	Participated
	May 31, 2018	Madison Rotary Club	Speaker
	June 4, 2018	Funding Formula Meeting – Stonewall Jackson Resort	Attended
	June 5, 2018	WV CCTCE Meeting – Stonewall Jackson Resort	Attended
	June 10 – 12, 2018	Community Colleges of Appalachia Summer Conference	Presented

	<b>Informational Items/Planned Activities</b>	
	<ul style="list-style-type: none"><li>✓ Accreditation Commission for Education in Nursing (ACEN) continuing accreditation site visit scheduled for September 18 – 20, 2018.</li><li>✓ 2018 Champions for Southern Telethon - \$6,320 (\$4,700 Paid; \$1,620 Due)</li><li>✓ Dr. David Kommer, Dean for Arts and Sciences.</li><li>✓ Mr. Russell Saunders, Dean for Career and Technical Studies.</li><li>✓ Enrollment Seat Filled Percentages: Summer/Fall.</li><li>✓ Funding Formula Study (Sam Literal, Deanna Romano, Tim Ooten, Will Alderman).</li><li>✓ Cosmetology Instructor Needs</li><li>✓ Lindsey Wilson College – extend relationship to provide bachelor’s and master’s degrees in Social Work.</li><li>✓ Campbellsville University – interest in Tug Valley?</li></ul>	

Presidential Goals Update:

- ✓ 1.2 Work to develop and implement stackable credentials in all career and technical programs.
  - *The Health Care Professional degree has been reconfigured to include stackable credentials. There are eight certificates and skill sets embedded within the degree. Stackable credentials provide students the option of taking one or more to meet their individual needs. Students can sit for national accreditations for six of eight stackable credentials.*
  
- ✓ 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.
  - *Modification of Perkins to provide professional development to faculty to prepare for pilot implementation.*
  - **Moving to a Co-requisite pilot:**
    - *The math and English co-requisite programs are piloting a new delivery model this summer and fall.*
    - *Each will have embedded support within the two-hour, twice a week delivery.*
    - *Differentiated instruction will be used to meet student need.*
    - *Technological support will be provided through the implementation of ALEKS and Grammarly.*
    - *Grammarly is available to everyone on campus to improve written communication. ALEKS is artificial intelligence (AI) which will support students in math.*
    - *ALEKS will identify students' strengths and areas for improvement then design customize resources to move students to the desired outcome. Students have access to ALEKS in and out of class. Individualized, small group, peer to peer, and whole class instruction will be designed and delivered by the instructor to meet the student learning outcomes. One instructor will provide all content in a single course.*
  
- ✓ 1.6 Work with appropriate constituents to develop a College Transition Model: "College Courses at the High School" in our region.
  - *Staff attended meeting with West Virginia University (WVU), Van High School, and West Virginia Department of Education (WV DOE) to work on P-20 curriculum. Additional meetings with Van High School and WV DOE to continue working and curriculum and develop class scheduling sequence.*
  - *Received Boone County Schools Board of Education approval for project.*
  - *Southern is currently offering the following three (3) sections of classes at Van High Schools*
    - *OR 105 Orientation to Technical Programs (two sections)*
    - *IT 134 Basic UAV Flight*
  - *Planning in process for incorporating full schedule into 2018-19 year.*
  - *Master student schedule under development for grades 9-12 for an Associate of Science or Associate of Arts degree along with career choice certification courses.*
  - *Two courses offered as initial P-20 course pilot project to Van High School including a college orientation*

- *class and a drone technology class.*
  - *Ten seniors enrolled for 4 hours' credit and 14 juniors enrolled for 1-hour credit.*
- ✓ **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.**
  - *Working with Coalfield Development to develop partnership agreement for training and academic offerings for participants in their training initiatives for their 33-6-3 model.*
  - *Working with Coalfield's Refresh Appalachia to develop and align new agriculture program with needs of the region.*
  - *Working with MRS Manufacturing to bring new manufacturing process and company (Semplastics) to the area that will result in need for expanded training with new polymers (resulting in potential ARC grant for manufacturing/construction training.*
  - *Meeting with Williamson Healthy Workforce, Healthy Economy grant group to discuss potential projects and funding opportunities.*
  - *Attended Ribbon Cutting for Truston Technologies, Inc. and met with Mr. Eric Jacobs, President and Mr. David Laxton, Fabrication Manager about specialized training opportunities.*
  - *During the 2017-18 academic year, approximately 75 businesses have been served through the Workforce and Community Development unit. These services include required recertification training for the mining industry, various specialized training sessions for manufacturing companies through Southern's partnership with West Virginia University's Manufacturing Extension Partnership, and entrepreneurial workshops and business coaching sessions for budding and existing entrepreneurs in the region. The trainings and services for these businesses have met a need expressed by the business and/or individual through personal contact with them.*
  - *Southern's partnership with the Hatfield McCoy Trail System through an Appalachian Regional Commission POWER grant has established the Entrepreneurial and Business Coaching Center and hired a program administrator, who was the former State Director of the Small Business Development Center and, as a result, has the expertise needed to grow entrepreneurship in the region.*
    - *The administrator is responsible for the development and implementation of an entrepreneurial training, coaching, and technical assistance program, modeled after a proven program being utilized in a rural area, designed to help new and/or existing entrepreneurs and small businesses with overall business plan development, strategies, support, training, mentoring, and other identified needs. This program serves Southern's six counties of Boone, Lincoln, Logan, McDowell, Mingo, and Wyoming, along with Kanawha, Mercer, and Wayne.*
    - *The program administrator spent the first several months on the job traveling throughout the region meeting with small business owners to assess their needs. Workshops were developed and delivered based on those needs. Each participant in these workshops gave feedback identifying other topics that would help them in their business.*



*the financial responsibilities of the Boone County School District and Southern West Virginia Community and Technical College.*

- *Logan County Schools: Provide college credit courses taught by Southern's faculty on local high school campuses. Provide opportunities for high school students to take classes on Southern's campuses through early entry options. Implement the resources of the Transitions Grant to limit the financial responsibilities of the Logan County School District and Southern West Virginia Community and Technical College.*
- ✓ 3.3 Continue developing the Enrollment Management Plan to strategically manage enrollment and best utilize the institution's financial resources for enrollment growth.
  - *Reviewed existing Enrollment Management Plan.*
  - *Established Enrollment Management Teams from across the College.*
  - *Outlined procedures/processes for developing rough draft for review during Southern's April 2018 Governance Day.*
  - *Created template for enrollment management planning to collect strategies from across the institution.*
  - *Developed a OneNote notebook for teams to share information while working on Enrollment Management Plan.*
  - *Working with "Inside Track" to develop a Student Journey Map.*
  - *Key personnel attending Ruffalo Noel Levitz Enrollment Management Conference.*
- ✓ 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.
  - *Participation in Momentum (GPS) Pathway Scale Project:*
    - *Earn 30 credits in the first academic year*
    - *Complete gateway math and English courses*
    - *Earn nine credits in a program path*
  - *Key Elements of Momentum Pathway Strategy:*
    - *"15" to Finish"*
    - *Academic Degree Maps*
    - *Convening the Momentum (GPS) Pathways Leadership Team*
  - **Phase I Reorganization:**
    - *Merge three schools into two – School of Career & Technical Studies and School of Arts & Sciences*
    - *Eliminate chair positions and create dean structure.*
    - *Create program leader descriptions to support programs within the schools.*
    - *Move Registrar's Office to Academics.*
    - *Move Financial Aid's Office to Finance and Administration.*

- *Create Office of Enrollment Management (Admissions & Student Engagement).*
    - *Create Office of Institutional Effectiveness under the President with secondary line to VPAA.*
    - *Develop Institutional Assessment Committee within the Governance structure. Membership includes chair of Academic Assessment Committee (new name), ALO, strategic planning, library, distance education, grants, workforce development, and CIO.*
  - **Phase II Reorganization:**
    - *Create Dean of Students structure under VPAA*
    - *Disability and Adult Services*
    - *Enrollment Management (Admissions & Student Engagement)*
    - *Financial Assistance*
    - *Student Government Associations*
  - **Phase III Reorganization:**
    - *Full implementation of Student Support Center*
    - *Advising Program*
    - *Tutoring Program expanded*
    - *Reorganize Workforce and Community Education Unit*
- ✓ **3.5 Advocate to increase the number of foundation scholarships.**
- *Thelma's Café Spaghetti Dinner Fundraiser contributed over \$500 for Scholarships.*
  - *First Annual Southern Telethon raised over \$6,000 for scholarships*
  - *Met with Mr. Eddie Curry, CONTIGA, and secured a \$50,000 commitment for the continuation of the Appalachian Leadership Academy.*
- ✓ **4.1 Promote documented Southern Successes to State-level decision makers as a means of developing more state support.**
- *Will meet with Dr. Casey Sacks, Associate Chancellor, to discuss redesigned Health Care Professional degree. No one in the state offers the Health Care Professional degree using stackable credentials.*
  - *Submitted letters to Senators Capito and Manchin in regards to supporting the Federal Farm Bill.*
- ✓ **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.**
- *Southern has been submitted as partners in three Appalachian Regional Commission (ARC) grants (Hatfield McCoy Trails, Williamson Broadband, and Marshall University Coalfield Scholars), and the USDA-NIFA grant.*
  - *Work with MRS Manufacturing to bring new manufacturing process and company (Simplistic) to the area that will result in need for expanded training with new polymers (resulting in potential ARC grant for*

*manufacturing/construction training – awaiting Department of Energy results for Semplatics phase 2 funding to finalize polymer. MRS had conducted partnership meetings to bring the need to WV upon completion.*

- *Partner on WV State University USDA-NIFA grant to fund support for Agriculture Extension and develop Southern as a central resource hub. (\$200K for lab equipment)*
  - *Partner on Marshall University-Coalfield Scholars grant to provide student support funding for leadership and tutoring services along with a partnership for curriculum delivery of a leadership curriculum including entrepreneurial skills. (\$150K + for student services support)*
  - *Completed new request for funding to DHHR for TANF continuation. (\$120,000.00)*
  - *Completed new planning guide for Perkins 2019 funding including funding for tutoring, lab modernization, assessment plan development, QM review of online courses, and professional development in technology, advising, assessment, and distance education. (\$279,017.00)*
  - *Reauthorized Professional Development funding for 2018 to support Guided Pathways and Co-requisite education. (\$7542)*
  - *Work with Southern Economic Development Alliance to finalize submission for Energy Efficiency grant which includes training component. (approx. \$150K)*
  - *Work with RCBI and McDowell County Schools for development of WV Advance grant. (\$200K)*
  - *Meetings with Williamson Healthy Workforce, Healthy Economy grant group to discuss potential projects and funding opportunities.*
- ✓ 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.
- *Continued work with Coalfield development and WV Department of Education for partnerships for Agriculture land and equipment usage.*
  - *Work with RCBI to develop and deliver Machinist curriculum.*
  - *Potential partnerships with MRS Manufacturing as listed in 4.2.*
- ✓ 4.4 Explore new methods to conduct fundraising for the Southern Foundation for support of the college as well as for the scholarships.
- *Vice President for Institutional Advancement – Ms. Rita Roberson*
  - *Southern Telethon – inaugural event held on April 29, 2018 raised over \$6,000.*
  - *Planning Alumni Donation Campaign for Summer 2018.*

## ACTION ITEMS

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 19, 2018**

**ITEM:** Nomination Committee Report and Election of 2018-2019 Board Officers

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board Officers for fiscal year 2018-2019 as proposed by the Nomination Committee: Howard Seufer, Jr., Chair; Kevin G. Zachary, Vice Chair; Eddie J. Canterbury, Secretary.

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

**BACKGROUND:**

The Ad Hoc Nomination Committee of the Southern West Virginia Community and Technical College Board of Governors consisting of Wilma J. Zigmond, Chair, Will Alderman, Latisha Marcum, and Kevin Zachary convened at 9:00 a.m. on May 14, 2018, to discuss and bring forth a recommendation for 2018-2019 officers to the full Board at its June 19, 2018 meeting.

Upon a motion duly made by Latisha Marcum and seconded by Will Alderman, the Nomination Committee unanimously concurred to recommend the following individuals for the Board of Governors Officers for fiscal year 2018-2019 effective July 1, 2018.

Chair: Howard E. Seufer, Jr.  
Vice Chair: Kevin G. Zachary  
Secretary: Eddie Joe Canterbury

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 19, 2018**

**ITEM:** Appointment and Election of Lay Members to the 2018-2019 Board of Governors Agenda Committee

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect two lay members to its 2018-2019 Board of Governors Agenda Committee.

**STAFF MEMBER:** Howard E. Seufer  
Board Chair

**BACKGROUND:**

In accordance with SCP-8600.A, *Board of Governors Operational Guidelines*, 4.3.1: “The agenda for all regular meetings shall be established by an Agenda Committee consisting of the Chairperson, Vice Chairperson, Secretary of the Board of Governors, the College President, a Past Chairperson, and one lay Board member elected in June of each year at the Board’s annual organizational meeting. The Agenda Committee shall meet in person or by telephone conference at an established time prior to the commencement of each regular Board meeting for the purpose of establishing an agenda.”

The Board of Governors is to elect two lay members to serve on its Agenda Committee, one of which must be a past chairperson of the governing board.

**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of April 17, 2018  
6:00 p.m.  
2900 Dempsey Branch Road, Room 428, Building C  
Mount Gay, West Virginia and by Teleconference**

**DRAFT MINUTES**

**Board Members Present:** Howard E. Seufer, Chair; J. Chris Adkins, Eddie J. Canterbury, Samuel A. Stewart, Pat J. White, Will Alderman, Faculty Representative; Melissa Deskins, Classified Staff Representative; Randal Johnson, Student Representative

**Board Members Absent:** Latisha Marcum, Mason White, Kevin Zachary, Wilma Zigmond

**College Staff Present:** President Robert Gunter, Samuel Litteral, Allyn Sue Barker, Deanna Romano, Tom Cook, Carol Howerton, Bill Alderman, Russell Saunders, Chuck Puckett, Mandy Lester, Katherine Deskins, Chris Gray, Teri Wells, Stephanie Mounts, Cherri Stroud (student), Emma Baisden (Recorder)

**1. Call to Order**

Chair, Howard Seufer, declared a quorum present and convened the meeting at 6:10 p.m.

**2. Annual Faculty Senate Presentation**

Faculty Senate Chair, Susan Baldwin, informed the group that it is no secret this academic year has been a difficult one. However, after repeated assurances from the new academic vice president, Dr. Romano, the Senate and by extension of the faculty, offered an olive branch and her the opportunity to be the academic advocate and student center champion that she promises to be. In Dr. Romano's spirit of moving forward, Ms. Baldwin highlighted the professional achievements of several of Southern's faculty during the academic year.

At President Gunter's urging, Southern has for the past several years participated in the West Virginia State SkillsUSA competition. This year's contest was recently held in Fairmont, and many Southern students won top recognition in their skills area. Following are the advisor (faculty) participants and the awards they received:

- **Sheridan Taylor** and his Welding Team of four students competed and won gold and bronze medals.
- **Ashley Starkey**, with her team of four Medical Assisting students, brought home three gold medals and one silver medal in that group's competition. Ms. Starkey who will complete her BA in May, also became a certified ECSI First Aid instructor.
- **Irma Colegrove**, and her Cosmetology students competed as well and won a bronze medal. She also reports that several students have passed their Nail Technician boards this year. They have been on several field trips and are now offering their services to the PRIDE seniors.
- **Will Alderman** accompanied two Speech students who won gold medals for excellence in Speech Preparation and Presentation. **Adam Banks** will accompany

**Southern West Virginia Community and Technical College**  
**Board of Governors Minutes**  
**Meeting of April 17, 2018**  
**Page 2 of 10**

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these students to Louisville for the national competition in June. Additionally, Mr. Alderman was promoted to a full professor, elected as the faculty representative to the Board of Governors, and accepted the position of Lead Faculty to the Arts and Sciences.

- **Professor Bill Alderman**, along with **Assistant Professor Russell Saunders** and former longtime Professor Mindy Saunders, participated in the first statewide Dean's Academy in June 2017. Mr. Alderman and Mr. Saunders recently completed a followup to that Academy as well.
- **Chuck Puckett** who recently attended a conference of the West Virginia Academy of Science was elected its Treasurer. He is the only community college representative to this Academy. Mr. Puckett continues to be active in his role as Southern's Advisory Council of Faculty representative.
- **Charles Keeney, PhD**, and coauthor of the HLC Assurance Argument document, has had a busy year. Dr. Keeney was a key note speaker at the WALC Foundation Labor History Symposium in Wheeling, West Virginia. He published an article, "A Culture of Resistance, The 2018 West Virginia teachers' strike in historical perspective" in Lapham's Quarterly. His article, "The Mind Guard System: Mine Wars, Labor and the Politics of Memory in West Virginia" will be featured in the next issue of West Virginia History: A Journal of Regional Studies. For the third year, he is the editor of "In These Hills: The West Virginia Mine Wars Museum Journal." Dr. Keeney is a founding member and current Board member of the West Virginia Mine Wars Museum. He co-authored and was awarded a \$30,000 grant by the National Endowment for the Humanities. Dr. Keeney was reelected to the West Virginia Humanities Council Program Committee. The Committee oversees Humanities Council programs and recommends grants for approval to the board of directors. Due to his expertise in West Virginia history and politics, Dr. Keeney has been interviewed by several national news organizations including the VICE News, The Progressive, and Politico. He has been interviewed and featured on several national and regional radio shows and pod casts including National Public Radio, Inside Appalachia, Ohio Valley Resource, and The Road to Now. He was also a consultant for the TV show, "Anthony Bourdain Parts Unknown." This travel program on CNN will launch its West Virginia episode later this month.
- **Matt Payne**, earned a FAA Part 107 UAV License for commercial drone operation. He completed training to become one of only 220 certified trainers in the U. S. for cell phone tower inspections using drones. He is now instructing 10 Van High School seniors who hope to obtain their license.
- **Tehseen Irfan's** book, "Holy Spirit," was published.
- **Patricia Poole** received QM (Quality Matters) approval of her BU 106, Introduction to Customer Service course for online delivery.
- **Stephanie Mounts** completed a training course through NACCE (National Association for Community College Entrepreneurship) and received an entrepreneurship specialist certification. She volunteered to coordinate and facilitate an IRS approved and monitored volunteer tax preparation program which provided her students will invaluable tax prep training and experience. Her team completed 117 free tax returns, and clients received \$125,888 in federal refunds and \$20,436 in state.
- **Lillie Teeters** is working with students to write and publish "Sticks," Southern's literary

**Southern West Virginia Community and Technical College**  
**Board of Governors Minutes**  
**Meeting of April 17, 2018**  
**Page 3 of 10**

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magazine. Submissions doubled this year and the magazine is twice the size of the 2017 version. The student publication includes poetry, art, fiction, and nonfiction.

- **Tahnee Bryant** became certified through the Council for Adult and Experiential Learning (CAEL) to access student portfolios for college credit.
- **Anitra Ellis**, a Logan High and Southern Nursing graduate and current Instructor, will receive her doctor of nursing practice degree later this year. She accomplished this while working full-time at Southern and full-time at a local hospital as a family nurse practitioner.

Senate Chair Baldwin stated that although Southern has lost several key long-term, highly qualified faculty this year, the remaining faculty members all care about the success of their students, this school, and this region. Having dedicated faculty who are experts in their discipline and are here for the long term, are a treasure trove. Moving forward, let's hope that we utilize this treasure and not needlessly throw it away.

### 3. **Special Presentation**

Chair Seufer honored outgoing Board of Governors member, Melissa J. Deskins (staff representative), with a resolution applauding her outstanding leadership, service, and dedication to the Southern West Virginia Community and Technical College Board of Governors. The resolution was unanimously approved by the Board and will become part of the official meeting minutes (Addendum 1).

### 4. **Introduction of New Board Members**

Chair Seufer informed the group that Governor Jim Justice reappointed Dr. Mason E. White and Mr. Kevin Zachary to the Board of Governors for terms ending June 30, 2021. Both are from the Seventh Senatorial District. He then introduced the following individuals newly appointed to the Board by Governor Justice:

Mr. J. Chris Adkins of Danville, Boone County, West Virginia, for a term ending June 30, 2019. Mr. Adkins is from the Seventh Senatorial District and succeeds Kevin Hill.

Dr. Pat J. White of Man, Logan County, West Virginia, for a term ending June 30, 2021. Dr. White is from the Seventh Senatorial District and succeeds F. Raamie Barker, Jr.

Mr. Eddie J. Canterbury of Logan, Logan County, West Virginia, for a term ending June 30, 2020. Mr. Canterbury is from the Seventh Senatorial District and succeeds Jada Hunter.

Mr. Samuel A. Stewart of Matheny, Wyoming County, West Virginia, for a term ending June 30, 2020. Mr. Stewart is from the Ninth Senatorial District and succeeds Glenn Yost.

### 5. **Oath of Office**

Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to all new Board members.

**Southern West Virginia Community and Technical College**  
**Board of Governors Minutes**  
**Meeting of April 17, 2018**  
**Page 4 of 10**

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

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

**7. President's Report:**

7.1 President Gunter informed new Board members that he provides an update on his goals and activities at each meeting.

7.2 President Gunter invited Ms. Stephanie Tyree, Director of the West Virginia Hub, to serve as guest speaker for Southern's May 12<sup>th</sup> Commencement Ceremony. Ms. Tyree graciously accepted President Gunter's invitation to address the class of 2018. Southern's Commencement Ceremony is scheduled for Saturday, May 12, 2018, beginning at 10:00 a.m. at the Coalfield Jamboree Theater, 308 Main Street, Logan, WV.

7.3 President Gunter and Vice President for Academic Affairs, Dr. Deanna Romano, met with Dr. Karen Soloman, Southern's Higher Learning Commission (HLC) Liaison, during the annual HLC Conference held April 6-10, 2018 in Chicago, IL. They met with Dr. Soloman to request an extension on the development of new guidelines on tested experience and other activities that would count toward faculty credentialing. She did not grant that extension, but is allowing us from this point to work with the faculty to do comparison studies to assure all of the goals and objectives are being met for determining qualified faculty through HLC's criteria for accreditation and assumed practices.

7.4 The Joint Review Committee on Education in Radiologic Technology (JRCERT) continuing accreditation site visit is scheduled for April 22-23, 2018.

7.5 The Accreditation Commission for Education in Nursing (ACEN) continuing accreditation site visit is scheduled for September 18-20, 2018.

7.6 As part of Southern's continuing safety effort, parking stickers will be issued to employees and students to help identify vehicles parked on Southern's campuses. Also, beginning fall 2018, all faculty, staff, and students will be issued identification badges to wear while on campus.

7.7 President Gunter is developing plans to implement a Student Success Center. He continues the reorganization of the Student Services unit to better serve students in the admissions, enrollment, and financial aid process to increase annual headcount and financial aid participation rate.

7.8 President Gunter provided an update to the Board on the progress of completing his Presidential Goals.

7.9 Southern's inaugural Telethon will be held on April 29, 2018 at Southern's Williamson Campus.

**Southern West Virginia Community and Technical College**  
**Board of Governors Minutes**  
**Meeting of April 17, 2018**  
**Page 5 of 10**

---

7.10 At the request of Chair Seufer, President Gunter explained the old math and English co-curricular model for the new Board members.

**8. Financial Report**

Mr. Sam Litteral, Vice President for Finance and Administration, informed Board members that he would present the 2018-2019 budget for approval at the June 19 Board meeting. Mr. Litteral provided the financial report dated March 31, 2018 to the group. He explained to new Board members that the College operates on a fiscal year rather than on a calendar year. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral stated that he plans to cutoff expenditures in the next few weeks so he will be able to get the College through to the end of this fiscal year.

**9. Action Items**

**9.1 Appointment of Ad Hoc Nomination Committee for 2018-19 Officers**

Chair Seufer appointed the following individuals to serve on the Board's Nomination Committee for the election of officers: Wilma Zigmond, Chair; Will Alderman, Latisha Marcum, and Kevin Zachary. The Committee will provide a report to the full Board with a recommendation for the 2018-2019 Board officers at its June meeting.

**9.2 Appointment of Board of Governors Commencement Representative**

Since Ms. Jada Hunter is no longer a Board member, Chair Seufer appointed Ms. Latisha Marcum to bring greetings on behalf of the Board at Commencement on May 12.

**9.3 Approval of *Expectations of Board Members***

Mr. Seufer explained to new Board members that the *Expectations of Board Members* were revised by the Board at its March Retreat. He reviewed the draft document and determined the statements to be accurate. As determined at the March 2015 meeting, the *Expectations* will be incorporated into every Board Agenda Book moving forward.

**MOTION:** Will Alderman moved to approve the *Expectations of Board Members 2018-2020* as presented.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously and Chair Seufer declared the *Expectations* unanimously adopted.

**9.4 Request for Approval of March 5, 2018 Board Minutes**

**MOTION:** Will Alderman moved to accept the March 5, 2018 meeting minutes as presented.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously and Chair Seufer declared the minutes approved.

**Southern West Virginia Community and Technical College**  
**Board of Governors Minutes**  
**Meeting of April 17, 2018**  
**Page 6 of 10**

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**9.5 Request for Approval of 2018-2019 Board Meeting Schedule**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors adopt the recommended schedule of meetings for fiscal year 2018-2019 as presented.

**ACTION:** Randal Johnson seconded the motion. The motion carried and Chair Seufer declared the schedule approved subject to the understanding of having a conversation outside of this meeting to accommodate Mr. Adkins' basketball schedule.

**9.6 Request for Approval of Academic Program Reviews**

**9.6.1 Business Accounting, Associate in Applied Science**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Business Accounting A.A.S. program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted.

**9.6.2 Business Administration, Associate in Applied Science**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Business Administration A.A.S. program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted.

**9.6.3 Office Administration, Associate in Applied Science**

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

**Southern West Virginia Community and Technical College  
Board of Governors Minutes  
Meeting of April 17, 2018  
Page 7 of 10**

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*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the discontinuation of the Office Administration A.A.S. program in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted.

#### **9.6.4 Office Administration, Certificate**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the discontinuation of the Office Administration, Certificate program in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

#### **9.6.5 Paramedic Science, Associate in Applied Science**

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

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

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted.

#### **9.7 Request for Approval to Terminate Management, 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 Management A.A.S. 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*

**Southern West Virginia Community and Technical College  
Board of Governors Minutes  
Meeting of April 17, 2018  
Page 8 of 10**

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*Discontinuance of Existing Programs.*

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

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

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

**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 for the distribution of SCP-2748, *Request for Release Time for Full-Time Faculty*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

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

**9.8.2 SCP-8600, *Board of Governors Operational Guidelines Policy***

**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 for the distribution of SCP-8600, *Board of Governors Operational Guidelines Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted.

**9.9 Request for Approval to Implement New Course and New Flat Fees**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the implementation of new course fees and new flat fees as presented for the 2018-2019 academic year effective July 1, 2018.

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

**9.10 Request for Approval of Personnel Salary Increase Proposal for All Regular Employees for FY 2018-2019**

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

**Southern West Virginia Community and Technical College**  
**Board of Governors Minutes**  
**Meeting of April 17, 2018**  
**Page 9 of 10**

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*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors authorize and direct the President of Southern West Virginia Community and Technical College, in conjunction with the Chief Financial Officer, to fund a 5% increase to the base salary, with a minimum increase of \$2,160, for eligible employees of Southern West Virginia Community and Technical College as described below effective July 7, 2018.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

- 9.11 Request for Approval of Salary Increase for Southern President as Provided in Budget Bill (SB 152/HB 4019)

**MOTION:** Melissa Deskins moved adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve a 5% base salary increase for the President of Southern West Virginia Community and Technical College as provided in the Budget Bill pending approval of the West Virginia Council for Community and Technical College Education.

**ACTION:** Eddie Canterbury seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

- 9.12 **Request for Approval of Institutional Compact Update**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the Southern West Virginia Community and Technical College Institutional Compact Update for academic years 2018-2019 and 2019-2020 as presented, and authorize its submission to the West Virginia Council for Community and Technical College Education for final approval.

**ACTION:** Melissa Deskins seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

**10. Discussion Item**

**10.1 Self-Evaluation Results**

Chair Seufer reviewed the results of the Board of Governors and Administration Self-Evaluations taken during the Board's Retreat in March. The Board's 2019 Self-Evaluation will contain the new *Expectations* approved at today's meeting.

**11. Informational**

- 11.1 Commencement will be begin at 10:00 a.m. on Saturday, May 12, 2018, at the

**Southern West Virginia Community and Technical College**  
**Board of Governors Minutes**  
Meeting of April 17, 2018  
Page 10 of 10

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Coalfield Jamboree, on Main Street, in Logan, West Virginia. President Gunter invited and encouraged all Board members to attend.

**12. Adjournment**

There being no further business, Chair Seufer declared the meeting adjourned at 8:25 p.m. The next Board of Governors business meeting is scheduled for Tuesday, June 19, 2018 beginning at 6:00 p.m. in Room 428, Building C, 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*

**Southern West Virginia Community and Technical College  
Board of Governors Resolution Honoring  
Melissa J. Deskins**

**Addendum 1**

**Whereas**, Melissa J. Deskins was duly elected and has served with great distinction as the Classified Staff Representative to the Southern West Virginia Community and Technical College Board of Governors from March 9, 2017 through April 27, 2018; and

**Whereas**, During this period, Ms. Deskins has given generously of her time and talent in support of Southern West Virginia Community and Technical College, and has provided wise judgement to the deliberations of the Board, bringing to the forefront the classified staff concerns and interests while always maintaining a comprehensive perspective on the advancement of the College as a whole;

**Therefore, Be it Resolved,**

That the Southern West Virginia Community and Technical College Board of Governors hereby expresses its sincere gratitude and appreciation to MELISSA J. DESKINS for her record of outstanding leadership, faithful service, and dedication to this Board; and, be it

**Further Resolved**, That this resolution is inscribed upon the meeting minutes of the Board of Governors of Southern West Virginia Community and Technical College this 17th day of April 2017.

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Howard E. Seufer, Jr., Chair  
Board of Governors

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Dr. Robert E. Gunter, President  
Southern West Virginia Community  
and Technical College

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 19, 2018**

**ITEM:** Request for Approval of Fiscal Year 2018-2019 Institutional Budget

**RECOMMENDED RESOLUTION:** *RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve a final institutional operating budget for Southern West Virginia Community and Technical College the fiscal year 2018-2019.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

This request seeks the Board of Governors' approval of the proposed operating budget for Southern West Virginia Community and Technical College for fiscal year 2018-2019 as presented to the Board. The College is statutorily required to submit operating and capital budgets that have been reviewed and approved by the Southern West Virginia Community and Technical College Board of Governors to the West Virginia Community and Technical College System.

Southern West Virginia Community and Technical College  
Proposed Budget for 2018-19

	<u>2017-18</u>	<u>2018-19</u>	<u>Difference</u>
<b>Revenue Sources</b>			
General Revenue (State Funds)	\$ 7,831,942	\$ 7,944,214	\$ 112,272
General Revenue (Mining)	558,000	\$ 308,247	(249,753)
Tuition	4,193,750	\$ 4,479,250	285,500
Fees	562,400	\$ 1,126,000	563,600
Major gifts campaigns	95,000	\$ 44,000	(51,000)
Miscellaneous revenue	475,000	\$ 670,000	195,000
Auxiliary enterprises	100,000	\$ 80,000	(20,000)
State grants and contracts	2,071,156	\$ 4,015,586	1,944,430
Private gifts, grants, and contracts	-	\$ -	-
Federal programs	3,685,538	\$ 3,403,556	(281,982)
<b>Total Revenue</b>	<b><u>19,572,787</u></b>	<b><u>22,070,853</u></b>	<b><u>2,498,067</u></b>
Carryover from prior years	543,400	\$ 400,000	(143,400)
<b>Total Revenue and Carryover</b>	<b><u>\$ 20,116,187</u></b>	<b><u>\$ 22,470,853</u></b>	<b><u>\$ 2,354,667</u></b>
<b>Salaries and benefits</b>			
Personal services	8,615,231	\$ 8,950,578	335,347
Employee benefits	2,624,570	\$ 2,548,561	(76,009)
	<b><u>11,239,801</u></b>	<b><u>11,499,138</u></b>	<b><u>259,337</u></b>
<b>Operating expenses</b>			
Current expenses	7,077,161	6,910,686	(166,475)
Utilities	886,330	829,480	(56,850)
Auxiliary non-personnel costs	20,000	20,000	-
Repairs and alterations	135,075	107,857	(27,218)
Equipment and Building Improvements	458,019	2,640,586	2,182,567
<b>Total Operating Expenses</b>	<b><u>8,576,585</u></b>	<b><u>10,508,609</u></b>	<b><u>1,932,024</u></b>
Total expenditures	19,816,386	22,007,748	2,191,362
Total revenues over expenditures	<u>\$ 299,801</u>	<u>\$ 463,106</u>	<u>\$ 163,305</u>

Southern West Virginia Community and Technical College  
Proposed Budget for 2018-2019

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Revenue Sources			
General Revenue (State Funds)	\$ 7,944,214		\$ 7,944,214
General Revenue (Mining)	-	308,247	\$ 308,247
Tuition	4,360,500	118,750	\$ 4,479,250
Fees	1,126,000	-	\$ 1,126,000
Major gifts campaigns	44,000	-	\$ 44,000
Miscellaneous revenue	670,000	-	\$ 670,000
Auxiliary enterprises	80,000	-	\$ 80,000
State grants and contracts	-	4,015,586	\$ 4,015,586
Private gifts, grants, and contracts	-		\$ -
Federal programs	-	\$3,403,556	\$ 3,403,556
State scholarship program	-		-
<b>Total Revenue</b>	<b>14,224,714</b>	<b>7,846,139</b>	<b>22,070,853</b>
Carryover from prior years	-	\$400,000	400,000
<b>Total Revenue and Carryover</b>	<b>\$ 14,224,714</b>	<b>\$ 8,246,139</b>	<b>\$ 22,470,853</b>
Salaries and benefits			
Personal services	8,045,511	905,067	8,950,578
Employee benefits	2,320,088	228,473	2,548,561
	<b>10,365,599</b>	<b>1,133,540</b>	<b>11,499,138</b>
Operating expenses			
Current expenses	2,541,737	4,368,949	6,910,686
Utilities	824,680	4,800	829,480
Auxiliary non-personnel costs	20,000	-	20,000
Repairs and alterations	100,000	7,857	107,857
Equipment and Building Improvements	150,000	\$2,490,586	2,640,586
<b>Total Operating Expenses</b>	<b>3,636,417</b>	<b>6,872,192</b>	<b>10,508,609</b>
Total expenditures	<b>14,002,016</b>	<b>8,005,732</b>	<b>22,007,748</b>
Total revenues over expenditures	<b>222,698</b>	<b>240,407</b>	<b>463,106</b>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 19, 2018**

**ITEM:** Request for Approval of Modification of Capital Project Priorities and Expenditures for FY 2019-2020

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

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

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

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

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

**Annual Capital Budget**

<b>Project Name</b>	<b><u>Currently Submitted</u></b>		<b><u>FY 2020</u></b>	
	<b>Priority</b>	<b>Amount</b>	<b>Priority</b>	<b>Amount</b>
Logan Campus/District Office Renovation	1	\$ 8,612,908	1	\$ 6,453,458
Williamson Campus Renovations	2	\$ 8,058,720	2	\$ 7,913,116
Williamson Armory Purchase and Renovation	3	\$ 3,028,275	3	\$ 3,028,275
Wyoming/McDowell Campus Renovation	4	\$ 1,081,400	4	\$ 831,400
Boone Campus New Academic Building	5	\$ 8,650,000	5	\$ 8,650,000
Boone Campus Renovation	5	<u>\$ 2,476,000</u>	6	<u>\$ 1,972,000</u>
<b>Total</b>		<b>\$ 31,907,303</b>		<b>\$ 28,848,249</b>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 19, 2018**

**ITEM:** Request for Approval of Modification of Capital Project Priorities and Expenditures for FY 2020-2024

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2020 - FY 2024 capital projects for Southern West Virginia Community and Technical College.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

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

In compliance with the aforementioned procedural rule, the staff recommends the Board of Governors approve the modification amounts and priorities of FY 2020 - FY 2024 capital projects for Southern West Virginia Community and Technical College as presented.

Southern West Virginia Community and Technical College  
Potential Projects for Bond Funding for FY 2020 - FY 2024

**5 Year Capital Budget**

<b>Project Name</b>	<b><u>Currently Submitted</u></b>		<b><u>FY 2020 - FY 2024</u></b>	
	<b>Priority</b>	<b>Amount</b>	<b>Priority</b>	<b>Amount</b>
Logan Campus/District Office Renovation	1	\$ 8,612,908	1	\$ 6,453,458
Williamson Campus Renovations	2	\$ 8,058,720	2	\$ 7,913,116
Williamson Armory Purchase and Renovation	3	\$ 3,028,275	3	\$ 3,028,275
Wyoming/McDowell Campus Renovation	4	\$ 1,081,400	4	\$ 831,400
Boone Campus New Academic Building	5	\$ 8,650,000	5	\$ 8,650,000
Boone Campus Renovation	6	<u>\$ 2,476,000</u>	6	<u>\$ 1,972,000</u>
<b>Total</b>		<b>\$ 31,907,303</b>		<b>\$ 28,848,249</b>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 19, 2018**

**ITEM:** 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:** Samuel 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 April 5, 2018 and the President's Cabinet on April 11, 2018. Revisions reflect inclusion of Southern ALERTS Emergency Notification System as a means of class cancellations and campus/college closures, and clarification of personnel who are required to report to work during a facility closure.

At its April 17, 2018 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 May 24, 2018. 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:** July 19, 2018

**REVIEWED:** February 2018

**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.

## 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 and web site, send a notification through the Southern ALERTS Emergency Notification System, 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 report to work until the facility is reopened, with the exception of essential employees as defined in SCP-1435.B, Section 2.1. 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 may/may not be canceled if the Center is closed by the Boone County Board of Education. Southern classes scheduled in the Lincoln County High School wing may/may not be 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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<b>Board of Governors Chair</b>	<b>Date</b>
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<b>President</b>	<b>Date</b>
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**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.

February 2018 - Revisions reflect inclusion of Southern ALERTS Emergency Notification System as a means of class cancellations and campus/college closures, and clarification of personnel who are required to report to work during a facility closure.

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

**SUBJECT:** Media Notification List

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

**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><i>Boone and Lincoln Counties:</i></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><i>Logan County:</i></b>	WVOW 1230 (AM) 101.9 (FM)	Logan
<b><i>Mingo County:</i></b>	WVKM 106.7 (FM)	Matewan
	WBTH 1400 (AM)	Williamson
	WXCC 96.5 (FM)	Williamson
<b><i>Wyoming and McDowell Counties:</i></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><i>Pike County, KY:</i></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 JUNE 17, 2018**

**ITEM:** Approval of Revisions to SCP-8600, *Board of Governors Operational Guidelines* and Attachment 8600.A

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-8600, *Board of Governors Operational Guidelines* and Attachment 8600.A to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

**STAFF MEMBER:** President Robert Gunter

**BACKGROUND:**

SCP-8600 states in Section 7 that “It shall be the responsibility of the BOG to periodically review the policy statement on Operational Guidelines to ensure its compliance with West Virginia State Code §18B-2A and to maintain its relevance to the operations of the Board and the mission of the College.” The above referenced policy, along with its official attachment 8600.A, establishes the operational guidelines for the Board of Governors of Southern West Virginia Community and Technical College. The attachment currently includes Section 4.4.3 which addresses the filing of “open meeting notices with the Secretary of State’s office for publication in the *State Register*. The notices are to be filed in a manner to allow each notice to appear in the *State Register* at least five days prior to the date of the regular or special meeting.”

During the 2017 regular session of the State Legislature, West Virginia State Code §6-9A-3(e) was revised to state:

“Each governing body of the executive branch of the state shall electronically file a notice of each meeting with the Secretary of State for publication on the Secretary of State’s website.

(1) Each notice shall state the date, time, place and purpose of the meeting.

(2) Each notice of a special meeting or a regular meeting shall be filed in a manner to allow each notice to appear on the Secretary of State’s website at least five business days prior to the date of the meeting.

(3) When calculating the days, the day of the meeting is not to be counted. If a meeting notice is filed anytime other than during the Secretary of State’s regular business hours, the date of filing will be considered the next business day.”

The existing policy does not contain any language specifically referencing the *State Register*. The policy does state in Section 4 that, “The Operational Guidelines (SCP-8600.A) are hereby attached and are forthwith a part of this policy statement.” The *State Register* is included as Section 4 of the Operational Guidelines.

The policy presented for Board action now contains language revising the filing of open meeting notices with the Secretary of State’s office for publication on the Secretary of State’s website to comply with the new law. All references to the *State Register* have been deleted.

At its April 17, 2018 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 May 24, 2018. No comments were received at the end of the comment period. Therefore, the staff recommends that the Board of Governors grant approval of SCP-8600, *Board of Governors Operational Guidelines* and Attachment 8600.A, 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-8600**

**SUBJECT:** Board of Governors Operational Guidelines Policy

**REFERENCE:** West Virginia Code §18B-2A;  
Title 135, Procedural Rule, West Virginia Council for Community and Technical College  
Education, Series 4, *Rules and Administrative Procedures*

**ORIGINATION:** August 2001

**EFFECTIVE:** July 19, 2018

**REVIEWED:** March 1, 2018

**SECTION 1. PURPOSE**

1.1 To establish the operational guidelines which shall govern the actions of the Board of Governors for Southern West Virginia Community and Technical College in setting forth policies to govern the college.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy is applicable to the members, current and future, of the Board of Governors of Southern West Virginia Community and Technical College as the representative body of its constituents.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. POLICY**

4.1 It is the policy of the Board of Governors (BOG) of Southern West Virginia Community and Technical College to perform the duties and responsibilities assigned to the BOG by the State of West Virginia as described in West Virginia Code §18B-2A. In performing such duties and responsibilities, the BOG, as constituted by its representative membership, shall be directed by the Operational Guidelines approved by the Board on October 18, 2007, and Policy Statements as adopted. The Operational Guidelines are hereby attached and are forthwith a part of this policy statement.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 The Operational Guidelines of the BOG of Southern West Virginia Community and Technical College shall include statements relative to the following topics and any other such categories as the Board shall deem appropriate.

- 6.1.1 General Policies
- 6.1.2 Board Organization

- 6.1.3 Board Operations
- 6.1.4 Meeting Protocol
- 6.1.5 Presidential Relations

**SECTION 7. RESPONSIBILITIES**

7.1 It shall be the responsibility of the Board of Governors to periodically review the policy statement on Operational Guidelines to ensure its compliance with West Virginia Code §18B-2A and to maintain its relevance to the operations of the Board and the mission of the College. This policy and/or Operational Guidelines shall be amended only in accordance with procedures outlined in the Operational Guidelines.

**SECTION 8. CANCELLATION**

8.1 All previous operational guidelines of any previously existing governing or advisory board of Southern West Virginia Community and Technical College are superseded by this policy statement and the attached Operational Guidelines of the Board of Governors as approved October 18, 2007.

**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-8600.A, *Board of Governors Operational Guidelines*

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

**Revision Notes:**        October 18, 2007 – Revised to remove any reference to the Institutional Compact. *Operational Guidelines* were updated to reflect a change in legislation affecting the number of terms the Board of Governors Chair may serve.

September 28, 2012 – Reviewed policy and added Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, *Rules and Administrative Procedures*, to the Reference Section which addresses the process for the adoption, amendment, or repeal of rules and administrative procedures by institutions.

March 1, 2018 – Revised *Operational Guidelines* to remove any reference to the *State Register*, and to reflect a change in legislation regarding the electronic filing of meeting notices with the Secretary of State for publication on the Secretary of State’s website.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS**  
**SCP-8600.A**  
Board of Governors Operational Guidelines

**REFERENCE:** SCP-8600, Board of Governors Operational Guidelines Policy;  
West Virginia Code §18B-2A-4

**ORIGINATION:** August 2001

**EFFECTIVE:** July 19, 2018

**REVIEWED:** March 1, 2018

## **SECTION 1. GENERAL POLICIES**

- 1.1 Purpose – The Board of Governors of Southern West Virginia Community and Technical College is appointed by the Governor of the State of West Virginia and serves as a representative body of its constituents to set forth policies to govern the college in the best interests of the community as a whole and in accordance with the statutes of West Virginia and Federal legislation.
- 1.2 Role of the Board of Governors – The role of the Board of Governors is to:
  - 1.2.1 Establish the Mission, Vision, and Master Plan of the College and set clear written policy direction that is focused on community needs.
  - 1.2.2 Represent the community by knowing and understanding its needs and seeking a variety of perspectives when setting college policy.
  - 1.2.3 Define standards for College operations which set forth high quality programs, ensure wise and prudent expenditure of funds, and fair and equitable treatment of students and employees.
  - 1.2.4 Monitor the performance of the College to insure progress towards defined goals and adherence to policies.
  - 1.2.5 Select, hire and retain the President and to define and monitor the President’s performance through periodic evaluations.
  - 1.2.6 Promote the College in the community and advocate for its interests with government officials and in its fund-raising efforts.
  - 1.2.7 Create a positive leadership environment which fosters learning and focuses on outcomes.
  - 1.2.8 Act with integrity, promoting ethical behavior in all college dealings.
  - 1.2.9 Function as a unit, speaking with one voice which recognizes that the power of Board rests with the whole Board, not individual members.

- 1.3 Role of Individual Board Members – The role of the individual board member is to:
- 1.3.1 Know the community and represent its best interests.
  - 1.3.2 Support the College in its mission.
  - 1.3.3 Understand the College and represent it in a positive manner to all constituent groups.
  - 1.3.4 Adhere to Board of Governors policies and Code of Ethics.
  - 1.3.5 Work as a member of the Board.
  - 1.3.6 Adhere to the Board’s policy making role and recognize the President’s role as Chief Executive Officer.
  - 1.3.7 Avoid conflicts of interest.
  - 1.3.8 Maintain confidentiality.
  - 1.3.9 Speak for the Board only when delegated to do so by the Board.
  - 1.3.10 Refer complaints and problems regarding the College to the President.
  - 1.3.11 Attend and actively participate in Board meetings and work sessions.
  - 1.3.12 Refuse to participate in any action which is not in accordance with Board policy.
- 1.4 Duties and Responsibilities of the Board of Governors (Extracted and summarized from WV Code §18B-2A-4) – The duties and responsibilities of the Board of Governors are as follows:
- 1.4.1 Determine, control, supervise and manage the financial, business and education polices and affairs of Southern West Virginia Community and Technical College.
  - 1.4.2 Establish and amend campus Master Plan for the College including an Institutional Compact.
  - 1.4.3 Develop a ten-year campus development plan in accordance with article West Virginia Code §18B-19-4.
  - 1.4.4 Prescribe specific functions for the College to meet the higher education needs of the service area without unnecessary duplication.
  - 1.4.5 Develop and submit a budget for the College to the West Virginia Council for Community and Technical College Education (Council).
  - 1.4.6 Review all academic programs at least every five years offered at Southern West Virginia Community and Technical College.
  - 1.4.7 Ensure the sequencing of academic programs to ensure program completion in a reasonable time frame and to assure that the needs of non-traditional students are met.
  - 1.4.8 Utilize faculty, students and classified staff in institutional-level planning.

- 1.4.9 Administer a system for the management of personnel matters.
- 1.4.10 Administer a system for the hearing of employee grievances.
- 1.4.11 Solicit, utilize or expend voluntary support including financial contributions.
- 1.4.12 Appoint a President or other administrative head of the College.
- 1.4.13 Conduct a written performance appraisal of the President.
- 1.4.14 Submit an annual report to the Council on the performance of the College.
- 1.4.15 Enter into contracts or agreements with other educational institutions and/or share resources.
- 1.4.16 Delegate power and control to the college President.
- 1.4.17 Abide by the existing rules for acceptance of advance placement credit.
- 1.4.18 Establish an efficient system for the financial management and expenditure of special revenue and appropriated state funds.
- 1.4.19 Establish a plan to administer a consistent method of conducting personnel transactions. Not later than July 1, 2012, the Department of Administration shall make available to each governing board the option of using a standardized electronic system for these personnel transactions.
- 1.4.20 Transfer funds for any account appropriated for the College's use.
- 1.4.21 Acquire legal services that are necessary.

## **SECTION 2. BOARD ORGANIZATION**

- 2.1 Organization and Authority – Effective the first day of July 2001, the Board of Governors of Southern West Virginia Community and Technical College are officially appointed by the Governor of the State of West Virginia to serve as a representative body of its constituents to set forth policies to govern the best interests of the college in accordance with the statutes of West Virginia.
- 2.2 Membership of the Board of Governors – The membership of the Board of Governors will consist of twelve persons including the following:
  - 2.2.1 A full time member of the faculty, with the rank of instructor or above, duly elected by the faculty;
  - 2.2.2 A member of the student body in good academic standing, enrolled for college credit and duly elected by the student body;
  - 2.2.3 A member from the institutional classified employees duly elected by the classified employees; and
  - 2.2.4 Nine lay members appointed by the Governor of the State of West Virginia with the advice and consent of the Senate, with no more than five (5) members from the same political party.

- 2.3 Terms of Office
- 2.3.1 Faculty Member – The faculty member will serve for a term of two (2) years beginning in July and may succeed themselves for three terms, not to exceed a total of eight (8) consecutive years.
- 2.3.2 Student Member – The student member will serve a term of one (1) year beginning in July and ending on the thirtieth day of June of each year.
- 2.3.3 Classified Employee – The classified employee member will serve for a term of two (2) years beginning in July and may succeed themselves for three terms, not to exceed a total of eight (8) consecutive years.
- 2.3.4 Lay Members – The lay members of the Board will serve a term of four years each and are eligible to succeed themselves for no more than one additional four-year term. The initial terms of office for lay members of the Board, appointed by the Governor, will be staggered.
- 2.4 Oath of Office – Prior to becoming a member of the Board of Governors, the member is required to take the Oath of Office prescribed by Article IV, Section 5 of the constitution of West Virginia and have the certificate filed with the Secretary of State.
- 2.5 Board Vacancies – The vacancy of an unexpired term of a member of the Board will be filled for the unexpired term within thirty (30) days of the occurrence of the vacancy in the same manner as the original appointment or election.
- 2.6 Disqualification from Board Membership (Extracted and summarized from WV Code §18B-2A-1)
- 2.6.1 A person is ineligible for appointment who is an officer, employee or member of any other board of governors; a member of a board of visitors of any public institution of higher education; an employee of any institution of higher education; an officer or member of any political party executive committee; the holder of any other public office, other than an elected county office, or public employment, other than employment by the county board of education, under the government of this state or any of its political subdivisions; an employee of any affiliated research corporation created pursuant to article twelve of this chapter; an employee of any affiliated foundation organized and operated in support of one or more state institutions of higher education; or a member of the council or commission. This subsection does not prevent the representative from the faculty, classified employees or students from being members of the governing boards.
- 2.6.2 A member of the Board of Governors, appointed by the Governor, may only be removed from membership on the Board in the manner prescribed by law for reasons of official misconduct, incompetence, neglect of duty, or gross immorality.

### **SECTION 3. BOARD OPERATIONS**

- 3.1 Board Principles
- 3.1.1 The Board’s governance style is intended to encourage diversity of viewpoints and collective rather than individual decision making. Prior to setting policy, the Board will insure that input has been received from a variety of sources to insure representation of constituents and staff and sound decision making principles.
- 3.1.2 The Board’s focus will be on providing strategic leadership and representing the community it serves

rather than administrative detail.

- 3.2 Code of Ethics – The Southern West Virginia Community and Technical College Board of Governors Code of Ethics are as follows:
- 3.2.1 To demonstrate that the primary function of the Board is to establish policy by which the college is administered.
  - 3.2.2 To devote time, thought and study to the duties of the members of the Board of Governors to insure effective service.
  - 3.2.3 To work cooperatively with fellow Board members in spite of differences of opinion.
  - 3.2.4 To base decision-making on all available facts and to vote honestly, unswayed by personal bias of any kind, and to uphold the majority decision of the Board.
  - 3.2.5 To act in all college-related contacts including staff, media and citizens, reflecting the fact that there is no individual authority outside of the meetings of the Board.
  - 3.2.6 To refrain from using the Board position to benefit personally or for any other individual.
  - 3.2.7 To comply with the West Virginia Ethics Act in the areas of Confidentiality, Private Gain, Prohibitive Representation, Gifts, Subordinates, Contracts, Purchases and Sales.
- 3.3 Committee Principles
- 3.3.1 The Board will normally function as a committee of the whole without standing committees.
  - 3.3.2 If an Ad Hoc Committee is formed, it will be for the purpose of assisting the Board to do its job, not to advise staff nor help staff do its job.
  - 3.3.3 Board Ad Hoc Committees will normally be established for a specified purpose and a defined time period.
  - 3.3.4 Board committees have no authority over staff nor may they speak on behalf of the Board of Governors unless specifically authorized to do so.
  - 3.3.5 If necessary, Board members may call upon the services of the Chancellor for the West Virginia Council for Community and Technical College Education.
- 3.4 Officers of the Board – The Chairperson, Vice Chairperson, and Secretary will be elected from the lay Board membership in June of each year at the Board’s annual organizational meeting. A member may not serve as Chairperson for more than four consecutive years.
- 3.4.1 Duties of the Chairperson – The duties of the Chairperson are as follows:
    - 3.4.1.1 To preside at all Board meetings in an efficient and effective manner and set the general tone for the meeting through effective leadership.
    - 3.4.1.2 To insure the Board and individual Board members follow the Board’s own rules and policies and those established by legislation.

- 3.4.1.3 To promote deliberation at Board sessions that is open and thorough, but also efficient, timely, orderly and to the point.
  - 3.4.1.4 To insure that all Board members are properly informed of current and pending Board and College issues.
  - 3.4.1.5 To perform the same duty of voting on matters as other Board members.
  - 3.4.1.6 To speak on behalf of the Board of Governors as their designated representative.
  - 3.4.1.7 To appoint or arrange for the election of committees established by the Board.
  - 3.4.1.8 To call emergency meetings as necessary.
  - 3.4.1.9 To call for the evaluation of the President on an annual basis.
  - 3.4.1.10 To call for the self-evaluation of the Board of Governors on an annual basis.
  - 3.4.1.11 To sign all official Board minutes.
  - 3.4.1.12 To perform other duties as may be required by action of the Board.
  - 3.4.1.13 The Chairperson has no authority to direct or supervise the President.
- 3.4.2 Duties of the Vice Chairperson – The duties of the Vice Chairperson are to preside at Board meetings in the absence of the Chairperson or to fulfill the duties of the Chairperson as needed.
- 3.5 New Board Member Orientation – The Board will assist each new Board member to understand the Board of Governors role and responsibilities. The Board will develop and periodically review selected materials to be provided to new Board members to facilitate this process. The new Board member will be invited to meet with the Board Chairperson and the College President to acclimate him/herself to their new responsibilities.
- 3.6 Board of Governors Compensation and Expense Reimbursement – Members of the Board of Governors serve without compensation, but are reimbursed for reasonable and necessary expenses actually incurred in the performance of their official duties. Expenses are reimbursed through College funds allocated for this purpose upon presentation of an itemized statement.
- 3.7 Board of Governors Self Evaluation – The Board of Governors will develop a self evaluation tool to regularly monitor and discuss Board process and performance. The self evaluation tool will include a comparison of Board activities to Board policy as defined in this document.

#### **SECTION 4. MEETING PROTOCOL**

- 4.1 General – The purpose of this protocol is to establish rules by which the date, time, place and agenda of all regularly scheduled meetings and the date, time, place and purpose of all special meetings of the Board of Governors are to be made available in advance to the public and news media. It is also the purpose of this protocol to establish rules for attendance and presentation at any meeting where there is not room enough for all members of the public who wish to attend. This protocol also establishes procedures related to the conduct of all meetings.

- 4.2 Scope – This protocol shall apply to all regular and special meetings of the Board of Governors. This protocol shall also establish procedures to be observed in relation to emergency meetings requiring immediate official action.
- 4.3 Definitions
- 4.3.1 Regular Meeting – The Board of Governors shall establish a regular meeting schedule for the next ensuing fiscal year at its final regular meeting of each fiscal year. The agenda for all regular meetings shall be established by an Agenda Committee consisting of the Chairperson, Vice Chairperson, Secretary of the Board of Governors, Past Chairperson, one lay Board member elected in June of each year at the Board’s annual organizational meeting, and the College President. The Agenda Committee shall meet in person or by telephone conference at an established time prior to the commencement of each regular Board meeting for the purpose of establishing an agenda. However, any member of the Board of Governors may direct that an item be placed upon the agenda of an upcoming regular meeting by communicating such direction to the Chairperson in advance of the publication of the particular agenda, preferably prior to the meeting of the Agenda Committee.
- 4.3.2 Special Meeting – A special meeting of the Board of Governors may be called by the Chairperson or seven (7) members of the Board of Governors. All special meetings must be attended with a statement of purpose. Emergency meetings, requiring immediate official action, shall be considered special meetings. However, the notice requirements for special meetings need not be fully observed in convening emergency meetings.
- 4.4 Pre-Meeting Procedures
- 4.4.1 Notice of Regular Meetings – Notices of all Regular Meetings shall be posted and maintained on a bulletin board that is accessible to the public located in the administrative office of the College on each campus. All such notices shall be posted at least three (3) working days in advance of a scheduled regular meeting. Each such notice shall state the date, time, place and include an agenda of the meeting. If a regular meeting is cancelled or postponed, a notice of such cancellation or postponement shall be posted in the same location as soon as feasible after the cancellation or postponement has been determined. Notice of Regular Meetings may, at the discretion of the President, be published on the Internet.
- 4.4.2 Notice of Special Meetings – Notices of all special meetings shall be posted and maintained on a bulletin board that is accessible to the public located in the administrative office of the College on each campus. All such notices shall be posted at least three (3) working days in advance of a scheduled special meeting. Each such notice shall state the date, time, place and purpose of the meeting. If a special meeting is cancelled or postponed, a notice of such cancellation or postponement shall be posted in the same location as soon as feasible after the cancellation or postponement has been determined. Notice of Special Meetings may, at the discretion of the President, be published on the Internet.
- 4.4.3 In compliance with West Virginia Code §6-9A, the President shall cause notice of all meetings of the Board of Governors to be electronically filed with the Secretary of State for publication on the Secretary of State’s website. Each notice shall state the date, time, place and purpose of the meeting. Each notice shall be filed in a manner to allow each notice to appear on the Secretary of State’s website at least five business days prior to the date of the regular or special meeting. In the event of an emergency requiring immediate official action, the President shall cause an emergency meeting notice to be electronically filed with the Secretary of State, as soon as practicable prior to the

meeting. The emergency meeting notice shall state the date, time, place and purpose of the meeting and the facts and circumstances of the emergency.

- 4.4.4 Notice to Media – The President shall cause advance notice of all regular and special meetings to be provided to the press that regularly cover matters relating to the College. The President shall cause advance notice to be provided to other members of the press upon request. Such notice shall not be required in advance of emergency meetings requiring immediate official action.

#### 4.5 Meeting Procedures

- 4.5.1 Compliance With Open Governmental Proceedings Act – The Chairperson of the Board and each member of the Board shall be familiar with the provision of the Open Governmental Proceeding Act and shall undertake to observe the requirements of the Act in relation to all motions to convene in an executive session. Executive sessions shall not be recorded by mechanical means, however, Board minutes shall identify the statutory authorization for each executive session and shall record the persons in attendance.
- 4.5.2 Presentations – All persons desiring to address the Board regarding an agenda item at a regular meeting or a matter identified within the stated purpose of a special meeting must register prior to the meeting. Persons will not be required to register more than fifteen (15) minutes prior to the time a meeting is scheduled to commence.
- 4.5.3 Reconvening Meeting When Space is Limited – In the event the place where a meeting is initially convened has inadequate space to accommodate members of the public who desire to attend or make presentations to the Board, the Chairperson of the Board may adjourn the meeting and reconvene the meeting at an alternate location on a date and at a time announced at the time of adjournment.
- 4.5.4 Telephone/Electronic Attendance – Members of the Board of Governors may attend and participate at any meeting by means of telephone or video-conference. Telephone or electronic equipment that is used to allow such attendance and participation shall be configured to allow those present, including members of the public, to observe and/or hear the members who are attending and participating by telephone or electronic means.
- 4.5.5 Consideration of Materials by Reference – All documents or materials that are referenced in an agenda or statement of purpose of a special meeting shall be available for public inspection at the meeting where such documents or materials are considered.
- 4.5.6 Parliamentary Procedure – The Board of Governors shall observe *Robert's Rules of Order, New Revised*, as a guide for conducting its business.
- 4.5.7 Voting – Voting may be verbal or by a show of hands. The outcome of all votes shall be announced by the presiding officer, and the recording secretary will record the vote accordingly. Any member may request a roll-call vote immediately following the presiding officer's announcement of the outcome of a vote.
- 4.5.8 Quorum – Seven (7) of the twelve (12) members of the Governing Board shall constitute a quorum. A majority of those members present and eligible to vote shall be required for the passage of all motions.
- 4.5.9 Minutes – Official Board of Governors meeting minutes will be maintained by the College and kept in a permanent and safe condition. The Board Chairperson will sign all official minutes. Copies of

Board minutes will be provided to all Board members, and upon written request to interested parties in compliance with West Virginia statute.

## **SECTION 5. PRESIDENTIAL RELATIONS**

- 5.1 General – The President is the Chief Executive Officer of the College and the Board’s single link with operating the institution. The role of the Board is to provide clear policy direction to the President with respect to the College’s Master Plan and Institutional Compact. The role of the President is to carry out the Board’s direction and administer the day-to-day operations of the College.
- 5.2 Board Delegation of Administrative Authority – The Board delegates to the President the function of formulating, implementing, directing and evaluating administrative policies and regulations under which the College will operate. These policies and regulations will govern the College and be consistent with Board policy.
- 5.3 Presidential Evaluation – The Board of Governors will conduct an annual written evaluation of the President using the following criteria:
- 5.3.1 The President’s job description.
  - 5.3.2 The President’s goals and objectives, established each year in consultation with the Board.
  - 5.3.3 Progress toward the College’s Master Plan.
  - 5.3.4 Adherence to Board policies.
  - 5.3.5 West Virginia Code §18B-1B-6
- 5.4 Presidential Search Process – The Board of Governors is responsible to hire and appoint a President or other administrative head of Southern West Virginia Community and Technical College in compliance with West Virginia Code §18B-1B-6.

## **SECTION 6. REFERENCES**

- 6.1 West Virginia Code §6-9-A; West Virginia Code §18B-2A-1; West Virginia Code §18B-2A-4; West Virginia Code §18B-1B-6.
- 6.2 Carver, John and Miriam Mayhaw. *A New Vision of Board Leadership: Governing the Community College*. Washington, DC. Association of Community College Trustees, 1994.
- 6.3 Smith, Indra, J. *Trusteeship in Community Colleges. A Guide for Effective Governance*. Washington, DC. Association of Community College Trustees, 2000.
- 6.4 The Ethics Act. *A Code of Conduct for Public Servants*. West Virginia Ethics Commission.
- 6.5 Treasure Valley Community College. *Board of Education Policies*. Ontario, Oregon:1998.

*Revised 02/19/2008; Approved Revisions 04/15/2008*

*Revised 09/28/2012 with legislation passed through the 2012 1<sup>st</sup> Special Session*

*Revised 03/01/2018 with legislation passed through the 2017 Regular Session*

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 19, 2018**

**ITEM:** Request for Approval of Revisions to SCP-1091,  
*Classified Staff Council Constitution*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1091, *Classified Staff Council Constitution*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Chris Gray  
Classified Staff Council Chair

**BACKGROUND:**

The *Classified Staff Council Constitution* (SCP-1091) was reviewed by the Classified Staff as a whole. At the April 27, 2018 Classified Staff assembly, revisions proposed to the Constitution by the Classified Staff Council were approved by more than two-thirds of the staff as a whole. Most of the revisions are to provide clarity, and to allow more Classified Staff an opportunity to participate in the Council and take a leadership role.

The policy was reviewed and approved by the Executive Council on May 3, 2018, and by the President's Cabinet on May 8, 2018. Following these reviews, the Classified Staff Council recommends that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1091**

**SUBJECT:** Classified Staff Council Constitution

**REFERENCE:** WV Code §18B-6-6

**ORIGINATION:** November 18, 2003

**EFFECTIVE:** ~~June 19, 2012~~

**REVIEWED:** ~~December 7, 2011~~ March 13, 2018

**SECTION 1. PURPOSE**

1.1 To establish the Classified Staff Council of Southern West Virginia Community and Technical College (~~hereinafter referred to as the Classified Staff Council~~), to identify representation for the Classified Staff Council, and set out election procedures for the same.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy applies to all classified employees of Southern West Virginia Community and Technical College.

~~2.2 All employees who are covered by the West Virginia Higher Education Policy Commission's Job Evaluation Program are eligible to participate/vote in the Classified Staff Council and its activities.~~

**SECTION 3. DEFINITIONS**

3.1 Classified Staff Council — An elected body whose purpose is to represent classified staff, to consider and recommend policy regarding staff welfare, and individual staff suggestions and problems.

3.2 Classified employee - Any regular full-time or regular part-time employee who holds a position that is assigned a particular job title and pay grade in accordance with the personnel classification system.

**SECTION 4. POLICY**

4.1 Functions of the Classified Staff Council shall include, but not be limited to the following:

4.1.1 ~~Represent classified staff interest in working hours; hiring, promotion and salary policies; R~~representation to college and professional organizations; classified staff development; and other issues of concern which may arise involving the classified staff individually or collectively.

~~4.1.2 Set the agenda for all classified staff meetings and all other special purpose meetings of the Classified Staff Council.~~

~~4.1.3 Schedule and conduct elections.~~

- 4.1.42 ~~Review and make recommendations as necessary regarding the annual performance appraisal evaluative process, instruments, etc.~~ institutional policies and procedures.
- 4.1.53 ~~Ensure awareness of concerns~~ Bring concerns and issues of classified staff ~~within the~~ to the attention of the college community, administration, and the Board of Governors.
- 4.1.64 ~~Foster good~~ Stimulate and strengthen morale and employee satisfaction of ~~an informed~~ classified staff.
- 4.1.75 ~~To s~~ Support and foster Southern's effort in accomplishing its the College's mission: and vision.

## 4.2 Membership

- 4.2.1 The Classified Staff Council shall consist of 16 voting members representing the following geographic and primary occupational activity distribution:

- 1—Logan Campus
- 1—Williamson Campus
- 1—Boone/Lincoln Campus
- 1—Wyoming/McDowell Campus
- 1—Advisory Council of Classified Employees Representative
- 1—Classified Staff Council Chairperson
- 2—Administrative / Managerial Sector
- 2—Professional / Non-teaching Sector
- 2—Paraprofessional Sector
- 2—Secretarial / Clerical Sector
- 2—Physical Plant / Maintenance Sector

- 4.2.2 Each must be a member of the classified staff and shall be elected to serve a two-year term, which begins on the first day of July of each odd-numbered year. Members of the Classified Staff Council are eligible to succeed themselves. Resignations must be in writing to the Classified Staff Council Chairperson with copies to each of the other members.
- 4.2.3 ~~Board of Governors representative will serve as an ex-officio, non-voting member.~~ Classified Staff Council members cannot hold more than one position on the Council per term.
- 4.2.4 Board of Governors representative will serve as an ex-officio, non-voting member.
- 4.2.5 Resignations must be in writing to the Classified Staff Council Chair with copies to each of the other members.

## 4.3 Meetings

- 4.3.1 All classified employees shall meet in April of each odd-numbered year- for the purpose of electing members of the Classified Staff Council.
- 4.3.2 Rules of Order – The rules contained in Robert's Rules of Order shall govern the Classified Staff Council unless otherwise stated by this constitution or agreed upon by the Classified Staff Council.

- 4.3.3 The Classified Staff Council shall meet no less than once monthly. Any classified staff member may petition the Classified Staff Council to meet or hear proposals or complaints. At any regular or special meeting, a majority of the elected members shall constitute a quorum. All meetings are open to all Classified Staff.
- 4.3.4 Members of the Classified Staff Council may vote on issues either in person, by electronic means, or by written proxy, ~~if that proxy is~~ The proxy form, SCP 1091.A, must be presented to the Council Chairperson or Secretary Vice Chair prior to the meeting. Proxy votes shall be considered in establishing a quorum. ~~A proxy form shall be developed by the members of the Classified Staff Council.~~
- 4.3.5 The President of the institution shall meet at least quarterly with the Classified Staff Council.
- 4.3.6 The Governing Board shall meet at least annually with the Classified Staff Council.

#### 4.4 Committees

- 4.4.1 ~~Standing:~~ The Classified Staff Council shall have the authority to establish committees and other appointed positions and to establish rules of such committees and positions in accordance with the realms of functioning, membership, and charge.

~~4.4.2 Nominating:~~

~~4.4.3 Program and Entertainment:~~

~~4.4.4 Ad hoc committees shall be appointed by the Chair as the need arises to examine items of particular concern to the Classified Staff Council. Such committees may include any Classified Staff personnel but shall be chaired by a Classified Staff Representative.~~

#### 4.5 Reporting of Council Resolutions and Decisions

- 4.5.1 The Classified Staff Council, through the regular meetings, shall report directly to the Classified Staff body. In areas regarding the welfare of the entire college, the Classified Staff Council through its representative, shall report directly to the President.

#### 4.6 Absenteeism

- 4.6.1 Any Classified Staff Council member who misses three (3) consecutive meetings without notifying the Chairperson or Secretary of their absence and without presenting a proxy will be subject to dismissal from their elected position on the Classified Staff Council, and the individual from the same geographic location and/or primary occupational activity who ranked next highest in the vote tally shall be appointed in their place.

### SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

### SECTION 6. GENERAL PROVISIONS

#### 6.1 Ratification

- 6.1.1 The Classified Staff Council Constitution shall be ratified upon two-thirds approval of Classified

Staff members as defined in 2.1 Scope and Applicability.

## 6.2 Amendments

- 6.2.1 The Classified Staff Council Constitution shall be amended upon two-thirds majority approval of Classified Staff.

## SECTION 7. RESPONSIBILITIES AND PROCEDURES

### 7.1 Nominations

- 7.1.1 During March of each odd-numbered year, ~~ballots will be submitted to the Classified Staff Council Vice-Chair shall contact~~ all classified staff ~~personnel~~ for the purpose of nominating ~~individuals~~ staff for the following positions: ~~of Representative to~~ Advisory Council of Classified Employees Representative, Chairperson to the Classified Staff Council, Classified Staff Representative to the Institutional Board of Governors and other positions to which the classified staff are represented on college councils and committees. The ~~ballots~~ nominations must be returned to the ~~staff representative at each location~~ Vice-Chair in person or by electronic means by 4:00 p.m. on the last working day of the week a predetermined deadline.

- 7.1.2 Those nominated will be contacted by the Vice-Chair ~~Classified Staff Council members, and their willingness to serve if elected. Nominations must be confirmed in writing or email.~~ Upon notification, nominated individuals will be given twenty-four hours in which to confirm/decline their desire to be placed ~~in nomination; on the ballot.~~ Those who do not respond in writing or by email will be omitted from the election ~~ballot nominations.~~

- 7.1.3 Those who are confirmed nominees will be placed on the official election ballot.

### 7.3~~2~~ Election Ballots

- ~~7.3.1~~ 7.3.1 The election ballot will be developed by the ~~Classified Staff Council~~ Vice-Chair from the names of those nominated and confirmed. The ballots will be distributed for a final vote at the classified staff meeting as specified in section 4.3.1. ~~for the positions of Chairperson of Classified Staff Council, Representative to the Advisory Council of Classified Employees, Classified Staff Representative to the Institutional Board of Governors, and any other positions to which staff are represented on college councils and committees.~~

### 7.4~~3~~ Absentee Balloting

- ~~7.4.1~~ 7.4.1 Absentee ballots will be pre-printed. Those who request to vote by absentee ballot must present an approved leave request form or valid reason as determined by the Vice-Chairperson or designee. documentation from the President's Office of the approved absence. The ballot must be returned to the Vice-Chairperson or designee ~~on Friday before the scheduled election~~ by the predetermined deadline.

- ~~7.4.2~~ 7.4.2 Absentee ballots will be opened ~~at a meeting called~~ during the election by the Chairperson of the Classified Staff Council or by the Vice-Chair ~~of the Classified Staff Council before the scheduled election.~~

~~7.4.3~~ ~~Legitimate Excuse~~— Only those classified staff members who have an approved sick/annual leave request, who are required to be away from the institution on college business, or those required to remain on campus to maintain normal office operations will be permitted to vote by absentee ballot.

## 7.24 Election

~~7.2.1~~ Sample ballots listing all classified staff, segregated by geographic location and primary occupational activity, shall be distributed to all classified staff personnel at least two (2) weeks prior to the election. Anyone wishing to have their name stricken from the list or added, in the event it did not appear, must contact the Vice-Chairperson of the Classified Staff Council during the same week.

~~7.2.24.1~~ Actual Ballots will be distributed during the meeting in April inviting each classified staff member to vote for representation for their geographic location and primary occupational activity. Elected members shall take office on July 1, each odd-numbered year of all elected positions.

~~7.2.34.2~~ The individual receiving the highest number of votes in each geographic location and primary occupational activity shall be declared elected, based on the number of representatives allowed as established in section 4.2.

~~7.2.44.3~~ In the event of a change in primary occupational activity, geographic location, resignation, or other unforeseen circumstance that prevents the elected staff member from performing the duties of the position, the individual classified staff member from the same geographic location and/or primary occupational activity who ranked next highest in the vote tally shall be appointed.

## ~~7.5~~ Electronic Nominations and Elections

~~7.5.1~~ Nominations and elections for the position of Representative to the Advisory Council of Classified Employees, Chairperson to the Classified Staff Council, Classified Staff Representative to the Institutional Board of Governors and other positions to which classified staff are represented on college councils or committees may be conducted electronically as deemed appropriate and feasible by the members of the Classified Staff Council.

## 7.6 5 Council Officers

### ~~7.6.15.1~~ 7.6.5.1 Titles

~~7.65.1.1~~ There shall be ~~three~~ two officers of the Classified Staff Council.

~~7.65.1.1.1~~ Chairperson ~~who~~ will be elected at large by the Classified Staff.

~~7.65.1.1.2~~ Vice-Chairperson ~~who~~ will be elected by Council members at the first Classified Staff Council meeting of the Classified Staff Council of the next fiscal year following the Classified Staff Council elections.

~~7.6.1.1.3~~ Secretary ~~who~~ will be elected at the first meeting of the Classified Staff Council.

~~7.5.2~~ A committee Recorder for Classified Staff Council will be assigned by the President's Office.

### ~~7.6.25.3~~ 7.6.25.3 Duties

~~7.6.25.3.1~~ The Chairperson shall perform the following duties:

- ~~7.6.25.3.1.1~~                    Set the agenda for all Classified Staff Council meetings and all other special purpose meetings of the Classified Staff Council.
- ~~7.5.3.1.2~~                    Preside over all Classified Staff Council meetings.
- ~~7.6.25.3.1.23~~                Represent the Classified Staff Council at the College meetings.
- ~~7.6.25.3.2~~    The Vice-Chairperson shall, ~~in the absence or disability of the Chairperson, act in his/her stead. In addition, shall be responsible for conducting elections.~~ perform the following duties:
- ~~7.5.3.2.1~~                    Preside over Classified Staff Council meetings in the absence of the Chair.
- ~~7.5.3.2.2~~                    Schedule and conduct Classified Staff Council elections.
- ~~7.5.3.2.3~~                    Preserve all election records.
- ~~7.6.25.3.3~~    The ~~Secretary~~ Recorder shall perform the following duties:
- ~~7.6.25.3.3.1~~                Preserve a record of the ~~proceedings~~ Classified Staff Council meetings.
- ~~7.6.25.3.3.2~~                Post minutes and other relevant materials ~~in the library~~ to the Classified Staff Council shared drive for the members of the classified staff. Additionally, send the original, signed minutes to the President's Office.
- ~~7.6.2.3.3~~                    ~~Preserve all election records.~~
- ~~7.6.2.3.4~~                    ~~Respond, with consent of the Classified Staff Council, to all correspondence.~~

## **SECTION 8. CANCELLATION**

- 8.1      Supercedes SCI 1672, Classified Staff Council Constitution and SCI 1672.01, Classified Staff Council Constitution Appendix.

## **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:** Policy originated November 18, 2003 to supercede SCI 1672 and SCI 1672.01.

Revisions of December 13, 2006 reflect no substantial changes in procedure or documentation requirements. Revisions were made to coincide with changes in WV Code concerning meetings and membership.

Revisions of March 4, 2009 are to clarify membership representation with no substantial changes in procedures.

Revisions of December 7, 2011 are to allow for proxy voting at meetings, to address issues with excessive absenteeism, and to allow for electronic voting pertaining to nominations and elections.

March 13, 2018 - Revisions reflect minor technical changes, as well as changes in the nomination, election, and voting procedures. Furthermore, the titles of officers and duties of each were clarified.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 19, 2018**

**ITEM:** Request for Approval of Revisions to SCP-7000, *E-mail Established as an Official Form of Communication*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-7000, *E-mail Established as an Official Form of Communication*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

**STAFF MEMBER:** Thomas Cook

**BACKGROUND:**

The Chief Information Officer was charged with the review of SCP-7000, *E-mail Established as an Official Form of Communication*. The purpose of this policy was to establish that Southern West Virginia Community and Technical College (Southern) campus e-mail is an official method of communication between, faculty, staff, and students are delivered and accessible to the intended recipient.

With the implementation of a more robust email distribution system, this policy is being updated to include distribution list usage. To improve communication with many groups and to streamline the management of the lists, there is a need for a better system. With an expanded system, we need to organize the communication process and the maintenance of the distribution lists. Revisions to this policy include the addition of Sections 4.7 and 4.8 pertaining to e-mail distribution lists and authorization to post messages. This policy was reviewed and revisions were approved by the Technology Committee at its meeting on April 27, 2018.

The policy was reviewed and revisions approved by the Executive Council on June 6, 2018, and by the President's Cabinet on June 13, 2018. The staff recommends that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-7000**

**SUBJECT:** E-mail Established as an Official Form of Communication

**REFERENCE:** ~~None~~ SIP-7000.A, E-mail Procedures and Guideline Governing Distribution Lists

**ORIGINATION:** February 3, 2012

**EFFECTIVE:** ~~July 20, 2017~~

**REVIEWED:** ~~March 1, 2017~~ April 27, 2018

**SECTION 1. PURPOSE**

- 1.1 To establish that Southern West Virginia Community and Technical College (Southern) campus e-mail is an official method of communication between, faculty, staff, and students and to ensure that e-mail messages from the College directed to faculty, staff, and students are delivered and accessible to the intended recipient.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This issuance applies to all constituents of Southern for whom a campus e-mail account is provisioned, including but not limited to students, staff, faculty, and external entities.

**SECTION 3. DEFINITIONS**

- 3.1 Campus E-mail Account – an e-mail account provided by the College (associated with a domain name owned and managed by the institution) and assigned for the exclusive use of one individual.
- 3.2 Campus Directory – the address book associated with the faculty/staff e-mail system.

**SECTION 4. POLICY**

- 4.1 Southern will utilize college-issued e-mail accounts to convey college-related, critical, and/or time sensitive information to faculty, staff, and students. In some instances, e-mail communication may be the only means by which particular information is conveyed. Examples include, but are not limited to:
- 4.1.1 Announcement of policy or regulatory changes.
  - 4.1.2 Human Resources or employment-related notifications/deadlines.
  - 4.1.3 Financial Aid or registration notifications/deadlines.
  - 4.1.4 Class or work schedule changes.
  - 4.1.5 Inclement weather advisories/instructions.
  - 4.1.6 Mandatory meeting notifications.
  - 4.1.7 Any other information deemed relevant and/or necessary to the Southern community members.

- 4.2 E-mail messages originating from the College or via automated campus or student information system processes will be sent exclusively to the campus e-mail address.
- 4.3 College e-mail distribution lists will ONLY be used to disseminate information directly related to the business of the College.
- 4.4 Students may configure their campus e-mail account to forward College e-mail to a preferred e-mail address. Faculty and staff are expected to use the College provided e-mail tools and are prohibited from forwarding e-mail indiscriminately to an external e-mail account. All messages contained within the College's e-mail system are the property of the institution.
- 4.5 All official faculty and staff campus accounts will be maintained in the campus directory.
- 4.6 E-mail communication from Southern faculty/staff to students must originate from an official campus account.
- 4.7 Authority to post messages to the e-mail distribution lists is limited to selected individuals in the President's Office, President's Cabinet, Information Technology, Human Resources, or their designee. These individuals and the guidelines for submitting e-mails to a college distribution list are outlined in the e-mail procedure, SIP-7000.A, E-mail Procedures and Guideline Governing Distribution Lists, located on the Southern Intranet Site.
- 4.8 Individuals may not use and build their own lists encompassing entire sectors of the campus community, e.g., all students, all faculty, all staff, etc.

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

- 5.1 None.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 None.

## **SECTION 7. RESPONSIBILITIES**

- 7.1 Technology Services is responsible for the maintenance of the campus directory and campus e-mail system, including the creation of accounts.
- 7.2 College business units must ensure that messages are appropriately addressed to campus e-mail addresses.
- 7.3 Faculty, staff, and students must maintain their campus and/or preferred e-mail address to ensure that they receive their mail.
- 7.4 Faculty, staff, and students are responsible for responding to e-mail notifications sent to their official e-mail account in a timely manner. Missed deadlines or other repercussions resulting from failed e-mail forwarding or poor mailbox maintenance will NOT be excused.

## **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:**        February 3, 2012 – Policy originated.

March 2017 – Policy reviewed with no recommended changes at this time.

April 27, 2018 – Revisions include the addition of Sections 4.7 and 4.8 pertaining to e-mail distribution lists and authorization to post messages.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 19, 2018**

**ITEM:** Request to Discontinue the Health Information Management, Associate in Applied Science Program

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

**STAFF MEMBER:** Russell Saunders

**BACKGROUND:**

A consortium of institutions from the West Virginia Community and Technical College System was awarded a multi-million dollar grant from the U.S. Department of Labor as part of its Trade Adjustment Assistance (TAA) Community College and Career Training program. The College serving as the lead institution, Mountwest Community and Technical College, partnered with both Blue Ridge Community and Technical College and Southern West Virginia Community and Technical College (subrecipients) in a commitment to serving the educational needs of TAA and TAA-like individuals and military service members and veterans. The Health Information Management (HIM) program was implemented in January 2016 through funding from the TAACCCT grant which ended March 2018.

After analyzing the job outlook in our region, current enrollment, program grant outcomes, and accreditation expectations, it was determined the Health Information Management (HIM) program was not sustainable. Nine students graduated in December 2017, and thirteen (13) graduated on May 12, 2018. No additional students are in the program, so a teach-out plan is not needed.

**Students**

Since the program was not continuing and national accreditation was not achieved, Southern entered into a partnership with Mountwest Community and Technical College to allow our 22 graduates to take the national RHIT certification exam. Students must take four online challenge exams and achieve at least 75% or better. If the student meets the competency, Mountwest will transcribe credit, and the student will complete the required capstone course. If the student does not pass one or more of the challenge exams, Mountwest will offer four special topics classes. Once the student successfully passes the exams and/or courses and the capstone, the student will be able to sit for the RHIT national exam. Southern is paying for all expenses for the students to participate in the partnership with Mountwest.

**Faculty**

Three HIM grant faculty positions were affected by this decision. Two positions were reposted internally as Allied Health faculty. Two faculty have accepted the positions and the third faculty

was recently hired by another state behavioral health agency located in Charleston.

**Equipment**

Laboratories and equipment purchased through the program grant will be used by the School of Career and Technical Studies students.

## INSTITUTIONAL GOVERNANCE RECOMMENDATION FORM

RECOMMENDED BY: Russell Saunders

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

1. BACKGROUND:

The TAACCCT 4 HIM program grant funding ended March 2018 and the college has decided not to continue the program due to many factors listed below.

2. STATEMENT OF RECOMMENDATION:

It is recommended that the Health Information Management Program/AAS Degree be terminated after the spring 2018 semester. Nine students graduated in December 2017 and Thirteen students will graduate in May 2018. All enrolled students are expected to complete the program requirements. A teach-out plan is not needed.

3. RATIONALE:

After analyzing the staffing patterns in the region, student enrollment, grant outcomes, and accreditation expectations, it has been determined that the two year AAS HIM program is not sustainable. Additionally, two Medical Coding Pathways (Skill Set & Certificate) have been developed for the AAS Health Care Professional Degree for the fall 2018 semester to support the regions needs in medical coding. +

4. SUPPORTING DATA AND DOCUMENTS:

Furthermore, we will not complete the accreditation process with the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). We are working with Mountwest CTC to identify possible solutions to allow our students to take the RHIT exam under Mountwest CTC's CAHIIM accreditation. +

5. IDENTIFY RESOURCES THAT MAY BE REQUIRED:

Equipment	Two HIM labs/computers/scanners - Logan and Williamson Campus
Financial	
Personnel	3 faculty and several program support staff positions will be eliminated
Space	
Technology	
Other	

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

Three faculty positions will be eliminated along with several program support staff positions.

7.

  
 Signature of Governance Committee Chair or  
 Individual Submitting the Recommendation

4/16/18  
 Date

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

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

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

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

\_\_\_\_\_  
 4/26/2018  
 Date

9. EXECUTIVE COUNCIL'S RECOMMENDATION:

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

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

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

\_\_\_\_\_  
 5/3/2018  
 Date

10. PRESIDENT'S CABINET RECOMMENDATION:

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

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

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

\_\_\_\_\_  
 05/08/2018  
 Date

11. BOARD OF GOVERNORS RECOMMENDATION: (if applicable)

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

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

\_\_\_\_\_

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

\_\_\_\_\_  
 Date

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

**Curriculum and Instruction Request Form  
PROGRAM CHANGE**

Program: Health Information Management AAS Degree

School: Allied Health and Nursing

**Change Requested:**

The Health Information Management Program/AAS Degree will be terminated after the spring 2018 semester.

**Justification for Request:**

The TAACCT 4 HIM program grant ended March 2018 and the college has decided not to continue the program due to many factors. After analyzing the staffing patterns in the region, student enrollment, grant outcomes, and accreditation expectations, it has been determined that the program is not sustainable. Nine students graduated in December 2017 and 13 students will graduate in May 2018. All enrolled students are expected to complete the program requirements, so a teach-out plan is not needed.

Furthermore, we will not complete the accreditation process with the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). We are working with Mountwest CTC to identify possible solutions to allow our students to take the RHIT exam under Mountwest CTC's CAHIIM accreditation.

Two Medical Coding Pathways (Skill Set & Certificate) have been developed for the Health Care Professional Degree in the future.

Recommended by / Date:	<u>Russell Saunders</u> <i>RS</i> 4/9/2018	Approve <del>Disapprove</del>
Chair of School / Date:	<u>Russell Saunders</u> <i>RS</i> 4/9/2018	<del>Disapprove</del> Approve
Curriculum and Instruction / Date:	<i>[Signature]</i> 4/16/18	Disapprove Approve
MCAS / Date:	<u>D. Romano</u> 4/26/2018	Approve Disapprove
President's Cabinet / Date:	<i>[Signature]</i> 05/09/2018	Approve Disapprove
Executive Council / Date:	<u>D. Romano</u> 5/3/2018	Approve Disapprove

## **HIM Program Ending Plan**

### **Program End Reason:**

The Health Information Management program will be closed after analyzing the job market in our region, student enrollment, grant outcomes, and accreditation expectations. It has been determined that the HIM program is not sustainable. Nine students graduated in December 2017 and thirteen students will graduate in May 2018. A teach-out plan is not needed.

We will not be completing the accreditation process with the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), the students will not be able to sit for the Registered Health Information Technician (RHIT) exam. We are working with Mountwest Community and Technical College to formulate a plan. Additionally, we have redesigned the Health Care Professional degree. Medical coding skill set and certificate pathways will be embedded within the Health Care Professional degree for the fall 2018 semester.

### **Health Information Management Student Plan – Mountwest Community and Technical College**

Mountwest Community and Technical College will offer challenge assessment exams for the Southern West Community and Technical College current HIM students and December 2017 HIM graduates in the following four (4) areas.

1. General HIT information including legal aspects (Equivalent to 3 credits) (75%) – Online
2. Specialized HIT information containing, quality improvement, the electronic record and health care statistics. (Equivalent to 3 credits) (75%) – Online
3. ICD-10-CM and ICD-10-PCS coding systems (Equivalent to 3-4 credits) (75%) – Online
4. CPT-4 coding (Equivalent to 3 credits) (75%) – Online
5. HIT 212-Capstone – Online

If a student(s) achieves competency on the above four assessment challenge exam(s) with a “C” 75% or better, this will be transcribed as credit on the students’ Mountwest Community and Technical College transcript. If the Southern student(s) does not pass their challenge exams; Mountwest Community and Technical College will offer the four special topics classes listed above this summer semester and the capstone course during the fall semester which would allow for a December graduation date.

Additionally, students will be required to take the capstone course (HIT 212) to review for the RHIT exam. (2 credits). Students are required to have completed all of the above HIT coursework/challenge exams as a prerequisite of HIT 212.

If a student(s) achieves competency on the above four challenge exams they could take the capstone-HIT 212 this summer semester and graduate in July 2018. All course instruction will be offered online.

Southern will cover all costs to the student one time to facilitate the students transfer to Mountwest Community and Technical College.

This agreement has been verified by the both community and technical colleges and will allow Southern students to be eligible for their RHIT certification exam.

### **Faculty:**

Three HIM grant faculty positions were terminated and notification letters were sent to these individuals. Furthermore, two of these positions have been reposted as Allied Health faculty and a need for an Allied Health Simulation Coordinator.

### **Equipment:**

Laboratories and equipment purchased through the program grant will be used by the School of Allied Health and Nursing program students. Additional technology and equipment in the laboratories will be used by all Southern students.

**Memorandum of Agreement  
BETWEEN  
Mountwest Community & Technical College  
AND  
Southern West Virginia Community & Technical College**

This Agreement is entered into this 4<sup>th</sup> day of JUNE, 2018 by and between Mountwest Community and Technical College (hereinafter referred to as the "MCTC") and Southern West Virginia Community & Technical College (hereinafter referred to as the "SWVCTC").

**Purpose**

The purpose of this Agreement is to establish a relationship between MCTC and SWVCTC that will provide an educational experience for students currently enrolled in the Health Information Technology program at SWVCTC. Students will be given the opportunity to complete and obtain academic credit of required program curriculum from the MCTC nationally accredited Health Information Technology program in order to confer an Associates of Applied Sciences degree from MCTC.

Now, therefore, it is mutually agreed between the parties hereto as follows:

**Term**

The initial term of this Agreement shall be for one year, from June 1, 2018 to May 31, 2019, with the option to renew annually based upon mutual consent, except that either may, at any time, with or without cause, terminate this Agreement by providing the other with sixty (60) days advance written notice. In the event of termination, SWVCTC agrees to pay MCTC for all student costs associated with this Agreement up to the date of termination.

**Terms and Conditions**

**SWVCTC**

1. Will provide a listing of all students eligible to participate under this agreement to the MCTC Allied Health Programs Chair within thirty (30) days of specified term.
2. Will ensure all students eligible to participate under this agreement have completed all MCTC admissions requirements to obtain full admittance as a transfer student, including but not limited to, the completion of application and the submission of all SWVCTC and other applicable academic transcripts within sixty (60) days of specified term.

**MCTC**

1. Will admit eligible students and assign individual MCTC student IDs and email. MyMCTC ([https://rand.wvnet.edu:9780/MCTCPROD/twbkwbis.P\\_ValLogin/](https://rand.wvnet.edu:9780/MCTCPROD/twbkwbis.P_ValLogin/)) will be the main source of communication between the student and MCTC for academics, BlackBoard and student account information.
2. Will evaluate all SWVCTC all other academic credits for scribing as transfer credit to MCTC.

3. Fully admitted students will be given the opportunity to “Test Out” of the following areas of the Health Information Technology curriculum which will be scheduled by the MCTC Allied Health Chair and proctored by an appropriate approved proctor as designated by MCTC.\*

	<b>COURSE</b>	<b>CRED</b>	<b>STUDY GUIDE REFERENCE</b>	<b># of TEST QUESTIONS</b>	
<b><u>GENERAL CURRICULUM</u></b>					
	Health Info Tech I	HIT 201	4	HI 208, 210, 215	50
	Health Info Tech II	HIT 202	4	HI 208, 210, 215	50
<b><u>SPECIALTY CURRICULUM</u></b>					
	Computerized Health Info	HIT 210	3	HI 205, HIT 245	50
	Healthcare Statistics	HIT 206	3	HI 205, HIT 245	50
	ICD-10-CM Diagnostic Coding	HIT 205	3	HI 120, 125	25
	ICD-10-PCS Procedural Coding	HIT 207	3	HI 120, 125	25
	CPT Coding & Reimbursement	HIT 209	3	HI 110, 115, HI 212	50
<b><u>CAPSTONE</u></b>					
	Health Info Tech Seminar**	HIT 212	2		

\*Students with any type of disability MUST provide appropriate documentation prior to sitting for any exam(s).

4. Students MUST obtain a grade of 75% or better on all courses approved by MCTC for “TEST OUT”. Students that do not receive a minimum grade of 75% are required to take the corresponding MCTC course for that area of the curriculum; such courses will be taught by full-time faculty at the adjunct rate of \$700/credit hour plus thirty (30%) percent for administrative overhead.
5. Students that have satisfactorily completed the general and specialty MCTC curriculum noted above MUST take HIT 212 Capstone “Health Info Tech Seminar” whereby they will register for the RHIT\*\* exam.

## **FINANCIAL**

- All tuition and fee costs associated with this Agreement will be established based upon approved MCTC Schedule of Tuition & Fees for the current academic year. If applicable, full-time faculty will be paid at the adjunct faculty rate of \$700/credit hour.
- Should this Agreement renew, an addendum will be issued to amend the per student cost as provided in Exhibit A of this Agreement.
- SWVCTC must submit to the Office of Business Services, Student Accounts by mail or email an executed notice of encumbered funds in order to transfer costs of the program from the student to SWVCTC as a third-party sponsor. The total cost for this Agreement shall be based upon the

per student cost as itemized in Exhibit A of this Agreement.

4. MCTC will invoice SWVCTC for the total cost of all students participating immediately following the "TEST-OUT" scheduled date; and, if applicable, re-invoice for any tuition and fees and course instruction costs required for students that did not satisfactorily complete any or all approved "TEST-OUT" courses.
5. SWVCTC will remit payment to MCTC by IET within thirty (30) days of invoice receipt.

**GENERAL**

1. MCTC shall have full control and authority over all aspects of educational and student services post admission.
2. Nothing in this Agreement shall be construed as establishing a partnership, joint venture or similar relationship between MCTC and SWVCTC. Nothing in this Agreement shall be construed to authorize either to act as agent for the other, and neither shall be liable for the wrongful acts or negligence of the other while performing the duties undertaken pursuant to this Agreement.
3. This agreement shall be governed by the laws of the State of West Virginia.
4. This document constitutes the entire agreement between MCTC and SWVCTC and any prior representations, either oral or written are hereby superseded. This Agreement may not be modified, amended, altered or extended except through a written amendment through mutual consent.

**FOR SOUTHERN WV COMMUNITY & TECHNICAL COLLEGE**

*Russell Saunders*

Program Chair Signature

*6/4/2018*

Date

*R. J. Roberts*

President or Dean Signature

*6/7/18*

Date

*Paul J. [Signature]*

Chief Financial Officer Signature

*6-11-18*

Date

**FOR MOUNTWEST COMMUNITY & TECHNICAL COLLEGE**

Program Chair Signature

Date

President or Dean Signature

Date

Chief Financial Officer Signature

Date



## EXHIBIT A

## PROGRAM COST PER STUDENT, WITH PASSING GRADE OF 75% OR BETTER\*

## TESTING

General Curriculum	8 Credits	\$10/Credit Hour	\$	80.00
Specialty Curriculum	15 Credits	\$10/Credit Hour		150.00
		SUB-TOTAL CURRICULUM	\$	230.00
CAPSTONE - HIT 212	2 Credits	Base Fee w/Program Cost		356.67
		TOTAL CURRICULUM	\$	586.67

## OTHER

RHIT ACCREDITATION EXAM			\$	250.00
APPLICATION FEE				45.00
TRANSFER EVALUATION FEE				20.00
GRADUATION FEE				50.00
ADMINISTRATIVE OVERHEAD				250.00
		TOTAL OTHER	\$	615.00

TOTAL COST PER STUDENT (ROUNDED) \$ 1,202.00

**\*NOTE\***

STUDENTS THAT DO NOT MEET THE MINIMUM GRADING THRESHOLD FOR COURSES APPROVED FOR "TEST-OUT" WILL BE REQUIRED TO REGISTER FOR THE ONLINE DELIVERED CORRESPONDING MCTC COURSE AT A RATE OF \$175/PER CREDIT HOUR PLUS ANY APPLICABLE PROGRAM AND/OR COURSE-LAB FEES PER STUDENT AND INSTRUCTIONAL COST OF \$700/CREDIT HOUR per COURSE. SWVCTC WILL BE BILLED FOR PER STUDENT PROGRAM COSTS AND ANY APPLICABLE COURSE COSTS. SHOULD COURSE ENROLLMENT NOT BE SUFFICIENT TO COVER INSTRUCTOR COSTS, SWVCTC WILL BE BILLED FOR THE FULL COST OF INSTRUCTION.

## EXAMPLE:

HIT 201 Health Info Tech 1 4 Credit Hours

Per Student Cost

Course Cost, \$175/Credit Hour	\$	700.00
Program Cost, \$3.33/Credit Hour		13.32
Course/Lab Fee – Flat Fee		50.00
Total Cost per Student (Rounded)	\$	763.00

-plus-

Per Course Cost

Instructional Cost, \$700/Credit Hour	\$	2,800.00
Administrative Overhead	30%	840.00

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 19, 2018**

**Item:** Post-Audit Review

**Recommended Resolution:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Electromechanical Instrumentation Technology, Certificate program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

**Staff Member:** Bill Alderman

**Background:**

In accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*, programs started under the provisions of the rule must undergo a post-audit review three years after the initial offering of the course of study. The School of Career and Technical Studies conducted a post-audit review of the Electromechanical Instrumentation Technology Certificate program during the 2017 / 2018 academic year.

Based upon the post-audit review, it is recommended that the Electromechanical Instrumentation Technology Certificate program continue with the following corrective actions: 1) develop and design a new marketing plan for the program; 2) potentially develop skill sets to create a laddering effect to improve completion rates through improved advising plans as defined by the advisory committee to meet industry demands; 3) building partnerships through creative, electronic mediums as social media, email, phone calls, and visits to businesses and industries to cultivate a continuance of relationship building which will enhance the advisory committee; 4) improve advising, proper degree declaration, and follow-up information obtainment through a designed advising method to include individual educational plan, covering all certificates and degrees desired.

The post-audit review was presented to the Management Council for Academic Affairs and Student Services, Executive Council, and President's Cabinet and they concur with this recommendation.

## **POST-AUDIT REVIEW**

**For Occupational Programs  
Implemented Under the Provisions of Series 37 of the  
West Virginia Council for Community and Technical College Education**

**Institution:** Southern West Virginia Community and Technical College  
**Program:** Electromechanical Instrumentation Technology, Certificate Degree

November 2017

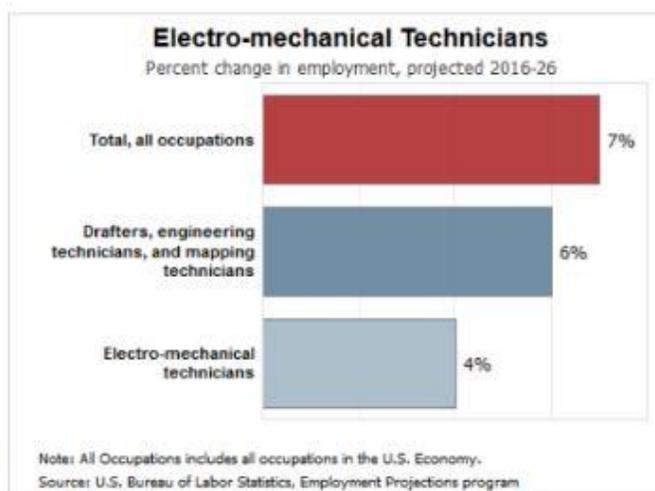
## Job Outlook

[About this section ?](#)

Employment of electro-mechanical technicians is projected to grow 4 percent from 2016 to 2026, slower than the average for all occupations. Many of these technicians are employed in manufacturing industries that are projected to experience employment declines.

Electro-mechanical technicians are generalists in technology, and their broad skill set will help sustain their employment, especially as their skills working with machines wired to computer control systems grow in importance in the manufacturing sector. These technicians may play a role in assisting with the automation of various production processes. For example, technicians may be needed to operate and maintain mechanical sensors that are increasingly used in the automation of manufacturing plants and warehouses.

Demand for electro-mechanical technicians is likely to grow as demand increases for engineers to design and build new equipment in various fields. Consequently, employers will likely seek out electro-mechanical technicians with knowledge of photonics to help implement and maintain automated processes.



### Employment projections data for electro-mechanical technicians, 2016-26

Occupational Title	SOC Code	Employment, 2016	Projected Employment, 2026	Change, 2016-26		Employment by Industry
				Percent	Numeric	
Electro-mechanical technicians	17-3024	13,800	14,300	4	500	<a href="#">xlsx</a>

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

[<- Pay](#)
[State & Area Data ->](#)

#### SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Electro-mechanical Technicians, on the Internet at <https://www.bls.gov/losh/architecture-and-engineering/electro-mechanical-technicians.htm> (visited March 01, 2018).

Summary

What They Do

Work Environment

How to Become One

Pay

Job Outlook

State &amp; Area Data

Similar Occupations

More Info

## How to Become an Electro-mechanical Technician

About this section ?

Electro-mechanical technicians typically need either an associate's degree or a postsecondary certificate.

### Education

Associate's degree programs and postsecondary certificates for electro-mechanical technicians are offered at vocational-technical schools and community colleges. Vocational-technical schools include postsecondary public institutions that serve local students and emphasize teaching the skills needed by local employers. Community colleges offer programs similar to those in technical institutes, but they may include more theory-based and liberal arts coursework.

[ABET](#) accredits associate's and higher degree programs. Most associate's degree programs that are accredited by ABET include at least college algebra and trigonometry, as well as basic science courses.

In community college programs, prospective electro-mechanical technicians can concentrate in fields such as the following:

- Electro-mechanics/mechatronics
- Industrial maintenance
- Process control

Earning an associate's degree in electronic or mechanical technology facilitates entry into bachelor's degree programs in electrical engineering and mechanical engineering. For more information, see the profiles on [electrical and electronics engineers](#) and [mechanical engineers](#).

Training in mechatronics provides an understanding of four key systems on which this occupation works: mechanical systems, electronic systems, control systems, and computer systems.

### Important Qualities

**Detail oriented.** Electro-mechanical technicians must make and keep the precise, accurate measurements that mechanical engineers need.

**Dexterity.** Electro-mechanical technicians must use hand tools and soldering irons on small circuitry and electronic parts to create detailed electronic components by hand.

**Interpersonal skills.** Electro-mechanical technicians must take instruction and offer advice when needed. In addition, they often need to coordinate their work with that of others.

**Logical-thinking skills.** To carry out engineers' designs, inspect designs for quality control, and assemble prototypes, electro-mechanical technicians must read instructions and follow a logical sequence or a specific set of rules.

**Math skills.** Electro-mechanical technicians use math for analysis, design, and troubleshooting in their work.

**Mechanical skills.** Electro-mechanical technicians apply the theory and instructions of engineers by creating or building new components for industrial machinery or equipment. They must be adept at operating machinery, including drill presses, grinders, and engine lathes.

**Writing skills.** Electro-mechanical technicians must write reports that cover onsite construction, the results of testing, or problems they find when carrying out designs. Their writing must be clear and well organized so that the engineers they work with can understand the reports.

### Licenses, Certifications, and Registrations

Electro-mechanical technicians can gain certification as a way to demonstrate professional competence.

The [International Society of Automation](#) offers certification as a Certified Control Systems Technician. This requires, at a minimum, 5 years of experience on the job, or 3 years of work experience if the technician has completed 2 years of postsecondary education.

The [National Institute for Certification in Engineering Technologies](#) (NICET) offers certification in electrical power testing, industrial instrumentation, and other specialties.



Electro-mechanical technicians typically need either an associate's degree or a postsecondary certificate.

[<- Work Environment](#)
[Pay ->](#)

#### SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Electro-mechanical Technicians, on the Internet at <https://www.bls.gov/ooh/architecture-and-engineering/electro-mechanical-technicians.htm> (visited March 01, 2018).

**POST-AUDIT REVIEW**  
**Southern West Virginia Community and Technical College**

**Institution:** Southern West Virginia Community and Technical College  
**Program:** Electromechanical Instrumentation Technology, Certificate Degree

**I. Introduction**

The Electromechanical Instrumentation Technology Program prepares students for industrial automation in applications (engineering) positions, as well as service (maintenance) type positions by providing knowledge and hands-on experience in electricity, mechanical power, sensors, control systems, instrumentation and programmable controllers-components that are used in a wide variety of industrial automation systems, machines, and equipment.

This program is designed for those who are interested in the oil and gas industry, plant maintenance, machine set-up and installation, and troubleshooting of modern computer controlled machines. Electromechanical Instrumentation jobs are found in the manufacturing, energy, medical, electronics, agriculture, biotechnology, and automotive industries.

Southern West Virginia Community and Technical College currently offers a certificate in Electromechanical Instrumentation Technology originally implemented through a Rapid Response Workforce Development grant awarded in 2015. Equipment that was already housed in the Flex Lab of the Applied Technology Center on the Williamson Campus is utilized for the Electromechanical Technology Certificate Program.

Electromechanical Instrumentation Technology is a sub-program of Industrial Technology, Mechatronics Option, with eleven credit hours differentiating the two. EMI provides enhanced skills in areas of electrical schematics, as well as basic and advanced instrumentation and control which can help provide jobs in areas of instrumentation and programmable controllers specific to industry such as natural gas. Combined with the same faculty teaching both programs, there is no additional cost for this program, allowing students the opportunity to obtain multiple certifications concurrently.

The program is aligned with respective programs at Bridge Valley Community and Technical College and New River Technical College. All three colleges are offering the same courses and utilizing the same course textbooks. Initially, the 30-hour curriculum was delivered in two eight-week terms, allowing the successful student to graduate in one semester, instead of the traditional two-semester format (See Appendix I). The program was first offered in the fall of 2015.

The Electromechanical Instrumentation Technology Program is available on the Williamson Campus. The general education component for this program can be taken at any of Southern's campuses through traditional or online formats.

## **II. Goals and Objectives**

The Electromechanical Instrumentation Technology Program was developed and implemented to provide advanced training in automated applications combining electrical, mechanical, and programmable logic controls to dislocated workers, as well as new students desiring to enter this growing technical field of studies. This program serves a definite need at Southern and for industries.

The electromechanical instrumentation program has the following main goals:

1. To prepare students for entry-level service (technician) positions.
2. To provide skill set enhancement to individuals who are presently performing electrical, mechanical, and/or control systems tasks.

A West Virginia Advance "Rapid Response Workforce Development" grant, awarded in 2015, funded this program. It was initially designed as a fast-track opportunity that would benefit displaced workers and potential new workers by providing an opportunity to learn new skills, hence retraining those individuals, providing employable skills in high-demand areas of concentrations. During this time, a cyclical downturn of the coal industry had precipitated this reactive implementation through the development of the grant to provide and serve communities affected through partnerships within the Community and Technical College System. However, a recent upturn in the coal industry, combined with projected natural gas instrumentation technology, provides promise of high-demand positions requiring the skills earned within completion of this program.

## **III. Assessment**

- A. Assessment of the Electromechanical Instrumentation program occurs primarily at the course level. Theoretical, practical, hands-on applications are taught, applied, and assessed. In addition, Electromechanical Instrumentation Technology is part of the college's assessment program. Program goals are evaluated regularly.
- B. The program focuses training in the areas of electrical, mechanical, and hydraulic systems. The courses are delivered face-to-face and the majority of courses have laboratory components, allowing the instructor to assess the student's ability to apply their knowledge by utilizing the designated trainers and accurately following the step-by-step procedures and graphics for the learning modules throughout each course in order to measure each student's performance and understanding of specific lessons.

This program is not intended to prepare students for a baccalaureate program, but rather to prepare them for employment through preparing students for entry-level service (technician) positions and providing skill set enhancement to those individuals presently performing electrical, mechanical, and/or control systems tasks. The graduate will be able to utilize automated/programmable controllers and hands-on hydraulic/fluid powered systems as they relate to industrial and engineering applications. One student successfully completed the courses, but did not apply for graduation. He was employed immediately following completion of all course work that required the skills provided by his new education as a Combustion Turbine Technician with NAES Corporation, an East Kentucky Power Cooperative.

The 16-week program faced many recruitment challenges, such as:

- Intensive learning structure, 8:00 AM-4:30 PM Monday-Thursday, required full time attendance during the workday. Potential students reported that the schedule would prevent them from getting children off to school or picking them up from school and/or working part-time.
- Meeting condensed course goals and objectives; students who were returning to an educational environment were reluctant to dive into a fast-track program.
- Students had to be college level math and English ready. The co-curricular model for remedial instruction for the courses, English Composition I, EN 101 and Technical Math, MT 124, could not be formatted to the 16-week schedule. (The majority of the College's non-traditional and new student population require remedial education).

Although one student successfully completed the program in the spring term of 2016, intense recruitment efforts for a new cohort of students was unsuccessful. In response, the program was redesigned to a traditional format, which would allow students to complete the certificate degree in two semesters. This format increased enrollment to students who required remedial math and English, and those who could not attend full-time. Successful results of this change were evident in the spring of 2017, when five students who all required remedial mathematics, earned their EMI Certificate Degree. It is anticipated that the program will continue to have increased graduate rates because most students who seek an Associate of Science Degree in Mechatronics Technology, want to earn this certificate degree in order to increase their career opportunities and improve their professional skill set. To date, zero students have declared EMI as a major, but that is generally because the students who pursue this degree have declared Mechatronics AAS as their major.

- C. The quality of the program was assessed and it was determined that in

order to be in compliance with the Department of Education Gainful Employment's criteria for approved certificates, the courses required for the program must be accepted into an associate degree program. It was determined that 29 of 30 hours for the Electromechanical Instrumentation Program were accepted into Mechatronics Technology; however, 1 hour- CS 103, Introduction to Applications, was not accepted. By changing the CS 103 requirement to CS 102, Computer Literacy, acceptance of all hours required for the EMI certificate into the Mechatronics Associate Degree Program was ensured. This change required the course MX 130, Fluid Power I, to be removed as a course requirement in order to keep the credit hours at 30 for a certificate degree.

#### **IV. Curriculum**

- A. The Electromechanical Instrumentation Certificate degree consists of 30 total credit hours. Nine of those hours are general education/support classes. There are no elective options within the curriculum. Graduates must successfully complete all courses within the curriculum.

Southern has an open-door admission policy. Any person with a high school diploma or GED may take classes at Southern. All entering students will use ACT scores or take a placement test to be placed in the proper math and English courses. Use of the co-curricular model helps students to complete the certificate program on time (two semesters).

Upon successful completion of the certificate requirements, students will have the necessary knowledge and skills to perform successfully in entry-level positions in the industry that require some education and training beyond high school vocational training.

- B. Appendix I shows the program curriculum. Appendix IV lists the course descriptions for each of the program's major courses.
- C. While general education courses have the option to be taken online, all general education classes can be taken face-to-face. All specialization courses for EMI are taken face-to-face.

#### **V. Faculty**

A mixture of full-time and part-time, tenured and non-tenured faculty teaches the general education courses. The college maintains appropriate standards for faculty teaching transfer courses for the general education courses. Three full-time, non-tenured faculty have taught the program's major courses during the review period. All faculty are well-qualified to teach their respected discipline. Their faculty data sheets can be found in Appendix II.

## VI. Enrollment and Graduates

There have been zero program majors since the inception of the program in the fall of 2015. See Appendix III for program major and graduate total data.

There is interest in program completion, but it comes from students who are currently seeking an Associate of Applied Science or Certificate degree in Mechatronics Technology. The EMI Certificate degree offers students a dual certification within the Industrial Technology, Mechatronics Option certificate program by successfully completing the required additional hours.

The five students who graduated in the spring of 2017 with an EMI certificate degree were not declared majors. Graduate follow-up reports are informal, as not all surveys have been returned at this time. Some of the information below has been provided by advisor/graduate follow-up conversations.

Year Graduated	Follow-up Survey Responses	Working	Position Title	Salary	College Enrolled
Spring 2017	5 Sent 3 Received	3	Cashier Laborer Merchandiser	NA	1*

\*One student is currently enrolled at Morehead State University in the pursuit of a Bachelor of Science in Engineering Management Degree.

## VII. Financial

- A. The program initially was funded by a WV Advance Rapid Response Workforce Development Grant. The college was awarded \$286,451 (2015-2017) for program implementation. The purchase of equipment, instructional specialist salary expenses, and the purchase of promotional materials were the initial primary expenditures. The full-time instructional specialist faculty salary was paid from this grant's fund until the salary line was exhausted. Another grant award, combined with institutional support have covered his full-time faculty employment expense since that time (January 2017).

- B. Continual expenses include full-time faculty salary, educational resources, safety equipment/supplies, and training equipment upkeep/repair. Other associate and certificate degree programs share the classes within this program. EMI comes at no additional expense or space requirement to the college.

## **VIII. Advisory Committee**

The following personnel participated in advisory committee meetings during the review period:

Levi Durfee-Bulldog Creative Services  
Tadd Fortner-Bulldog Creative Services  
Justin Kirk-Thornhill Automotive Group  
Steve Williamson-Wright Concrete  
Randy Curry-Southern Equipment

The members who were invited from the businesses relative to the EMI program did not attend the meeting in 2016 or 2017. The regional loss of the coal industry had a negative impact on the advisory committee. Many businesses in the area that employed electricians, technicians, mechanics, etc., had closed or suffered from cyclical employment reductions. Those that have managed to stay in business, are often short-staffed and have reported not being able to afford the time out of the office/off the job-site, as in previous years, to attend advisory meetings.

## **IX. Accreditation**

There is no special accreditation information for this program.

**Appendix I  
Curriculum (Initial Design 2015-2016)**

**ELECTRO-MECHANICAL INSTRUMENTATION CERTIFICATE**

Courses	Description	Credit Hours
CS 103	Introduction to Applications	1
EN 101	English Composition I	3
EN 101A	English Composition I	Supplement
EG 103	Electrical Calculations	3
EG 105	Industrial safety	1
EG 107	Introduction to Circuits with Lab	4
EG 123	Electrical Schematics	3
MT 124	Technical Math	3
MT 124A	Technical Math, Enhanced	Supplement
MX 120	Mechanical Power I with Lab	2
MX 130	Fluid Power with Lab	2
MX 180	Programmable Controller Fundamentals	1
MX 184	Programmable Controller HMIs	1
MX 186	Programmable Logic Controller Applications	1
MX 250	Basic Instrumentation and Control	2
MX 254	Advanced Instrumentation and Control with Lab	3
<b>TOTAL CREDIT HOURS REQUIRED</b>		<b>30</b>

## Curriculum (Redesign 2016-2017)

### ELECTRO-MECHANICAL INSTRUMENTATION CERTIFICATE

Courses	Description	Credit Hours
CS 102	Computer Literacy	3
EN 101	English Composition I	3
EN 101A	English Composition I	Supplement
EG 103	Electrical Calculations	3
EG 105	Industrial safety	1
EG 107	Introduction to Circuits with Lab	4
EG 123	Electrical Schematics	3
MT 124	Technical Math	3
MT 124A	Technical Math, Enhanced	Supplement
MX 120	Mechanical Power I with Lab	2
MX 180	Programmable Controller Fundamentals	1
MX 184	Programmable Controller HMIs	1
MX 186	Programmable Logic Controller Applications	1
MX 250	Basic Instrumentation and Control	2
MX 254	Advanced Instrumentation and Control with Lab	3
<b>TOTAL CREDIT HOURS REQUIRED</b>		<b>30</b>

**Appendix II  
Faculty Data**

**FACULTY DATA SHEET**  
(No more than **TWO** pages per faculty member)

Name Robert Bryant Rank N/A

Check one: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Adjunct X

Highest Degree Earned: Associate of Applied Science

Date Degree Received: April 2000

Conferred by: Everest Institute

Area of Specialization: Electronics and Computer Engineering Technology

Professional registration/licensure: \_\_\_\_\_

Years of employment at present institution: 1

Years of employment in higher education: 1

Years of related experience outside higher education: 17

Non-teaching experience: 17

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

<b>Year/Semester</b>	<b>Course Number &amp; Title</b>	<b>Enrollment</b>
Spring 2017	EG 123 Electrical Schematics	11

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET**  
(No more than **TWO** pages per faculty member)

Name John Evans Rank Instructional Specialist

Check one: Full-time  Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_

Highest Degree Earned: Bachelor of Science  
Date Degree Received: August 1974  
Conferred by: West Virginia Institute of Technology  
Area of Specialization: Electrical Engineering

Professional registration/licensure: Certified Electrical Engineer  
Years of employment at present institution: 2.5  
Years of employment in higher education: 2.5  
Years of related experience outside higher education: 41  
Non-teaching experience: 41

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

<u>Year/Semester</u>	<u>Course Number &amp; Title</u>	<u>Enrollment</u>
Fall 2015	EG 103-Electrical Calculations	1
Fall 2015	EG 107-Introduction to Circuits	1
Fall 2015	EG 105-Industrial Safety	1
Fall 2015	EG 123-Electrical Schematics	1
Fall 2015	MX 120-Mechanical Power I	1
Fall 2015	MX 250-Basic Instrumentation	1
Spring 2016	EG 103-Electrical Calculations	14
Spring 2016	MX 120-Mechanical Power I	16
Spring 2016	MX 130-Mechanical Power II	2
Spring 2016	MX 180-PLC Fundamentals	15
Spring 2016	MX 184-PLC Interfacing and HMIS	15
Spring 2016	MX 186-PLC Applications	15
Spring 2016	MX 250-Basic Instrumentation and Control	8
Spring 2016	MX 254-Adv. Instrumentation and Control	7

Summer 2016	MX 140-Manufacturing Processes I	6
Summer 2016	TS 275-Special Topics, Control Loop Tuning & Instrumentation	1
Fall 2016	EG 103-Electrical Calculations	33
Fall 2016	EG 105-Industrial Safety	36
Fall 2016	EG 123-Electrical Schematics	6
Fall 2016	MX 120-Mechanical Power I	7
Fall 2016	MX 230-Fluid Power II	7
Fall 2016	MX 250-Basic Instrumentation & Control	12
Fall 2016	OR 105-Orientation to Technical Programs	8
Spring 2017	MX 110-Introduction to Mechatronics	6
Spring 2017	MX 120-Mechanical Power I	5
Spring 2017	MX 130-Fluid Power I	10
Spring 2017	MX 140-Manufacturing Processes I	5
Spring 2017	MX 190-Industrial Robotics	6
Spring 2017	MX 254-Advanced Instrumentation and Control	7
Spring 2017	MX 256-Control Loop Tuning & Wireless Communication	5
Spring 2017	MX 298-Mechatronics System Design Capstone Course	7

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET***(No more than TWO pages per faculty member)*Name Sivy Farhi Rank InstructorCheck one: Full-time  Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_Highest Degree Earned: Master of ScienceDate Degree Received: 1969Conferred by: University of Southern CaliforniaArea of Specialization: Electrical EngineeringProfessional registration/licensure: Professional EngineerYears of employment at present institution: 1Years of employment in higher education: 14Years of related experience outside higher education: 30+Non-teaching experience: 30+

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

<u>Year/Semester</u>	<u>Course Number &amp; Title</u>	<u>Enrollment</u>
Fall 2015	EG 103-Electrical Calculations	19
Fall 2015	EG 107-Introduction to Circuits	15
Fall 2015	EG 214-Electrical Control Systems	16
Fall 2015	EG 181-Analog Electronics	15
Spring 2016	EG 123-Electrical Schematics	24
Spring 2016	EG 171-Circuit Analysis I	11
Spring 2016	EG 220-Machines and Power Systems	9
Spring 2016	EG 296-Program Logic Control	13
Spring 2016	EG 297-National Electric Code	18

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET**  
(No more than **TWO** pages per faculty member)

Name Minness Justice Rank N/A

Check one: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Adjunct X

Highest Degree Earned: \_\_\_\_\_

Date Degree Received: \_\_\_\_\_

Conferred by: \_\_\_\_\_

Area of Specialization: \_\_\_\_\_

Professional registration/licensure: \_\_\_\_\_

Years of employment at present institution: \_\_\_\_\_

Years of employment in higher education: \_\_\_\_\_

Years of related experience outside higher education: \_\_\_\_\_

Non-teaching experience: 25+

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Fall 2016	EG 107 Introduction to Circuits	19
Spring 2017	EG 123 Electrical Schematics	9

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET**  
(No more than **TWO** pages per faculty member)

Name William Moseley Rank Instructor

Check one: Full-time  Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_

Highest Degree Earned: Bachelor of Science  
Date Degree Received: May 1973  
Conferred by: West Virginia Institute of Technology  
Area of Specialization: Electrical Engineering

Professional registration/licensure: \_\_\_\_\_  
Years of employment at present institution: 9  
Years of employment in higher education: 9  
Years of related experience outside higher education: 33  
Non-teaching experience: 30

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

<u>Year/Semester</u>	<u>Course Number &amp; Title</u>	<u>Enrollment</u>
Spring 2013	EG 297-National Electric Code	9
Fall 2013	EG 103-Electrical Calculations	15
Fall 2013	EG 105-Industrial Safety	15
Fall 2013	EG 107-Introduction to Circuits	16
Fall 2013	EG 181-Analog Electronics	9
Fall 2013	EG 220-Machines and Power Systems	9
Fall 2013	EG 296-Program Logic Control	10
Fall 2013	EG 297-National Electric Code	11
Spring 2014	EG 123-Electrical Schematics	14
Spring 2014	EG 171-Circuit Analysis I	11
Spring 2014	EG 172-Circuit Analysis II	10
Fall 2014	EG 103-Electrical Calculations	27
Fall 2014	EG 105-Industrial Safety	24
Fall 2014	EG 107-Introduction to Circuits	22

Fall 2014	EG 214-Electrical Control Systems	10
Fall 2014	EG 296-Program Logic Control	10
Fall 2014	EG 297-National Electric Code	2
Spring 2015	EG 123-Electrical Schematics	22
Spring 2015	EG 171-Circuit Analysis I	20
Spring 2015	EG 220-Machines and Power Systems	8
Spring 2015	EG 275-Special Topics, Intro to Residential Wiring	3
Spring 2015	EG 275-Special Topics, Commercial Wiring	16
Spring 2015	EG 297-National Electric Code	16
Summer 2015	EG 275-Special Topics, Intro to Residential Wiring	3
Fall 2016	EG 107-Introduction to Circuits	11
Fall 2016	EG 172-Circuit Analysis II	8
Fall 2016	EG 298-Electrical Engineering Technology Capstone Course	4
Spring 2017	OR 105-Orientation to Technical Programs	13
Spring 2017	EG 171-Circuit Analysis I	13
Spring 2017	EG 172-Circuit Analysis II	9
Spring 2017	EG 220-Machines and Power Systems	4
Spring 2017	EG 290-Digital Electronics	3
Spring 2017	MX 180-PLC Fundamentals	7
Spring 2017	MX 184-PLC Interfacing and HMIS	7
Spring 2017	MX 186-PLC Applications	7

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET**  
(No more than **TWO** pages per faculty member)

Name Steven White Rank Instructional Specialist

Check one: Full-time  Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_

Highest Degree Earned: Master's Degree  
Date Degree Received: May 2006  
Conferred by: University of Fayetteville Arkansas  
Area of Specialization: Operations Management, Safety Management

Professional registration/licensure: Yes  
Years of employment at present institution: 5  
Years of employment in higher education: 11  
Years of related experience outside higher education: 33  
Non-teaching experience: 22

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

<u>Year/Semester</u>	<u>Course Number &amp; Title</u>	<u>Enrollment</u>
Spring 2013	CS 102-Computer Literacy	19
Spring 2013	DR 204-Computer Aided Design and Drafting I	7
Spring 2013	EG 123-Electrical Schematics	14
Fall 2014	DR 204-Computer Aided Design and Drafting I	11
Fall 2014	EG 123-Electrical Schematics	5
Spring 2015	EG 105-Industrial Safety	5
Spring 2015	MX 110-Introduction to Mechatronics	5
Spring 2015	MX 120-Mechanical Power I	3
Spring 2015	MX 130-Fluid Power I	2
Spring 2015	MX 180-PLC Fundamentals	2
Spring 2015	MX 186-PLC Applications	2
Spring 2015	ST 110-Industrial Safety and Risk Management	5
Summer 2015	DR 204-Computer Aided Design and Drafting I	3
Fall 2015	OR 105-Orientation to Technical Programs	8

Fall 2015	OR 105-Orientation to Technical Programs	27
Fall 2015	EG 103-Electrical Calculations	19
Fall 2015	EG 105-Industrial Safety	9
Fall 2015	EG 107-Introduction to Circuits	17
Fall 2015	MX 110-Introduction to Mechatronics	5
Fall 2015	MX 130-Fluid Power I	5
Fall 2015	MX 220-Mechanical Power II	2
Spring 2016	EG 105-Industrial Safety	13
Spring 2016	EG 107-Introduction to Circuits	13
Spring 2016	MX 110-Introduction to Mechatronics	19
Spring 2016	MX 130-Fluid Power I	36
Spring 2016	MX 190-Industrial Robotics	14
Spring 2016	MX 230-Fluid Power II	12
Spring 2016	TS 275-Special Topics, Mechatronics Capstone Course	2
Fall 2016	DR 204-Computer Aided Design and Drafting I	14
Fall 2016	EG 171-Circuit Analysis I	7
Fall 2016	EG 214-Electrical Control Systems	21
Fall 2016	MX 220-Mechanical Power II	8
Fall 2016	MX 298-System Design-Mechatronics Program Capstone Course	3

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

### Appendix III Enrollment and Graduates

Degree Rates - Electromechanical Instrumentation (119)					
	12/13	13/14	14/15	15/16	16/17
Distinct Graduates					5
Degree Conferred Count					9
Avg Enrolled Regular Terms to Graduation					4
Avg Enrolled Terms to Graduation					4.6
Avg Final GPA for Degree					3.2
Avg Credits Attempted for Degree					73
Avg Total Credits for Degree					63
Avg Transfer Credits for Degree					33.5
Avg Age at Degree					28.6

Source: Blackboard Analytics: Degree Rates Report

Generated By: Carol Howerton

Distinct Graduates, Degree Conferred Count, Avg Enrolled Regular Terms to Graduation, Avg Enrolled Terms to Graduation, Avg Final GPA for Degree, Avg Credits Attempted for Degree, Avg Total Credits for Degree, Avg Transfer Credits for Degree and Avg Age at Degree by Term (Term) on columns sub-setted by Certificate, Electromechanical Instr (119) and Southern WV Community College

## Course Enrollment

EMI - All Course Enrollment by Subject										
	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
<b>General Education Support Courses</b>										
CS.102 (Computer Literacy)	291	234	233	198	227	191	201	184	198	150
EN.101 (~English Composition I)	378	256	382	278	406	249	307	104	238	88
EN.101A (~English Composition I)							226	115	249	73
MT.124 (Technical Math)	28	20	17	16	13	13	18	11	7	8
MT.124A (Technical Math, Enhanced)					30	27	42	27	17	11
<b>Major Courses</b>										
EG.103 (Electrical Calculations)	18		17		27	3	39	14	33	
EG.105 (Industrial Safety)	17		18		24	5	30	13	37	
EG.107 (Introduction to Circuits)	18		17		22	4	33	13	35	
EG.123 (Electrical Schematics)		14		14	5	22	1	24	6	20
MX.120 (Mechanical Power I)						3	1	16	7	5
MX.180 (PLC Fundamentals)						2		15		7
MX.184 (PLC Interfacing and HMIS)						2		15		7
MX.186 (PLC Applications)						2		15		7
MX.250 (Basic Instrument. and Control)							1	8	12	
MX.254 (Adv. Instrument. and Control)								7		7

Source: Blackboard Analytics - Registration by Class Report

Generated By: Carol Howerton

Distinct Enrolled Students by Term (Term) on columns; and Course By Subject (Course) on rows

**Appendix IV  
Course Descriptions**

## **Engineering**

### **EG 101 Engineering I**

3 Credit Hours

This course is an orientation to engineering disciplines, academic success strategies, engineering design process and team projects, use of computers in problem-solving, technical report writing, presentation techniques, and internet applications.

### **EG 102 Engineering II**

3 Credit Hours

Prerequisite: EG 101.

This course provides for the use of computers as a tool for analysis, design, and simulation of engineering applications through software packages such as MATLAB and high-level programming languages such as C.

### **EG 103 Electrical Calculations**

3 Credit Hours

Prerequisite: MT 095 or higher or minimum acceptable test scores for placement in college-level math.

This course introduces the necessary mathematics for electricians including: fractions, percentages, mixed numbers, ratio and proportion, signed numbers, basic trig functions, metric units, basic conversions, complex numbers, octal, binary and hex number systems, solving equations, formula manipulations, exponents, scientific notation and other concepts essential to electrical computation.

### **EG 105 Industrial Safety**

1 Credit Hour

This course is designed as an introduction to general safe workplace practices. Topics include ergonomics, lifting, handling tools and operating machines, safety apparel, and warning signs/symbols.

**EG 107 Introduction to Circuits**

4 Credit Hours

Prerequisite/Co-requisite: EG 103 and MT 124 or MT 124A or a score of 23 or higher on the math component of the ACT.

This course is an introductory course to electricity. Students will be introduced to both AC and DC motors and concepts including voltage and power, measurement inductors, capacitors, AC circuits, oscilloscopes, electron theory, meter reading, Ohm's law, series and parallel circuits, and Kirchoff's voltage law.

**EG 123 Electrical Schematics (formerly DR 203)**

3 Credit Hours

Introduction to electrical and electronic schematics, and other diagrammatic drawing using standard symbols, notations and other standard practices related to electrical and electronic industries.

## **Mechatronics**

### **MX 120 Mechanical Power I**

2 Credit Hours

Mechanical Power I is a comprehensive introduction to fundamentals of industrial mechanical concepts, principles, and equipment. The course covers safety, lubrication, bearing installation and removal, proper installation and adjustment of belt and chain drives, as well as coupling and shaft alignment.

### **MX 180 PLC Fundamentals**

1 Credit Hour

Prerequisite: EG 103 and EG 107.

Co-requisite: MX 184 and MX 186.

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include: relay logic, PLC architectures, addressing, data types, ladder logic programming, seals, latches, counters, and timers. Concentration on industrial applications and standard programming practices.

### **MX 184 PLC Interfacing and HMIS**

1 Credit Hour

Prerequisite: EG 103 and EG 107.

Co-requisite: MX 180 and MX 186.

An introduction to hardware interfacing, HMI design and HMI programming. Topics include: digital, analog, PLC system design and documentation, HMI design practices, HMI programming fundamentals and fault reporting.

### **MX 186 PLC Applications**

1 Credit Hour

Prerequisite: EG 103 and EG 107.

Co-requisite: MX 180 and MX 184.

Advanced topics in industrial automation. Topics include: state machine design, implementation and troubleshooting, distributed I/O systems, and automation system design and troubleshooting.

### **MX 250 Basic Instrumentation and Control**

2 Credit Hours

This course provides basic process fundamentals: introduction to process and energy technology, fundamentals related to all process industries, as well as common industrial components and equipment. Study of common process technology systems such as electrical power generation, electrical and natural gas distribution and typical manufacturing processes are considered.

### **MX 254 Advanced Instrumentation and Control**

2 Credit Hours

Prerequisite: MX 250.

This course provides basic knowledge of the instrumentation Process and Control. Analysis of potentiometric operation and calibration as well as procedures and methods of installation, troubleshooting techniques of automatic control systems.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 19, 2018**

**ITEM:** Post-Audit Review

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the discontinuance of the Strategic Business Integration, Associate in Applied Science degree program in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

**STAFF MEMBER:** Bill Alderman

**BACKGROUND:**

In accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*, programs started under the provisions of the rule must undergo a post-audit review three years after the initial offering of the course of study. The School of Career and Technical Studies conducted a post-audit review of the Strategic Business Integration A.A.S. program during the 2017 / 2018 academic year.

Based upon the post-audit review, it is recommended that the Strategic Business Integration A.A.S. program be discontinued.

The program has produced only one graduate during the reporting period. The School of Career and Technical Studies is reviewing all of Southern's business programs with the aim of streamlining offerings and removing duplication.

The post-audit review was presented to the Management Council for Academic Affairs and Student Services, Executive Council, and President's Cabinet and they concur with this recommendation.

## **POST-AUDIT REVIEW**

**For Occupational Programs  
Implemented Under the Provisions of Series 37 of the  
West Virginia Council for Community and Technical College Education**

**Institution:** Southern West Virginia Community and Technical College  
**Program:** Strategic Business Integration, Associate of Applied Science

November 2017

**POST-AUDIT REVIEW**  
**Southern West Virginia Community and Technical College**

**Institution:** Southern West Virginia Community and Technical College  
**Program:** Strategic Business Integration, Associate of Applied Science Degree

**I. Introduction**

The Strategic Business Integration Program is designed to provide an overall education in the business environment with a strategic blend of marketing specific industry needs and applied technology integrated across the common business core curriculum. The program has the option of an emphasis in Business Accounting, Business Administration, Energy Management, Entrepreneurial, and Small Business Management, or Healthcare Leadership. This degree program will provide the entry-level skills for the workplace environment or the ability to transfer into a Bachelors-level program.

**II. Goals and Objectives**

The program was designed so that students would take the same core courses during the first and second terms, then in the second year of the program, they would move into the course emphasis options, depending on their particular career focus.

**III. Assessment**

- A. Traditional course examinations and web-based assignments were the only assessment measures.
- B. The Strategic Business Integration Program has the following goals:
  - 1. The program provides for those individuals seeking entry-level and mid-level managerial positions within the industry.
  - 2. Students will demonstrate mastery of theoretical principles and practical methodologies associated within their declared option.
  - 3. Students will demonstrate skills in critical thinking, financial evaluations of operations, and regulatory agencies as applicable.
  - 4. Students will demonstrate knowledge and understanding of planning, organizing, direction, and leadership for business organizations for private and public sectors, as well as business ownership where applicable.

Instructors will evaluate success of achieving goals through various methods including: exams, quizzes, discussion boards, and various assignments relative to course material that is applicable to the specified option. The purpose of evaluation methods allow faculty to measure competency levels weekly throughout the course terms and program. Weekly assignments and quizzes allow faculty to measure progress

pertaining to course objectives. Results of evaluation helps to determine areas of proficiency and/or deficiency, providing faculty with areas to more effectively target for improvements.

- C. The program produced only one program major/graduate. Graduate could not be reached for follow-up survey.

#### **IV. Curriculum**

- A. The curriculum for the Strategic Business Integration Associate in Applied Science degree program currently consists of 60 credit hours. The current program includes 18 hours in a general education core and 42 hours in program specific major/option courses. Both general education courses and major/option courses are delivered in a variety of methods, including interactive video and online formats. The Strategic Business Integration program is available on all campus locations through interactive video and online formats. Curricular requirements were designed so that students would take the same core courses during the first and second terms, then in the second year of the program, they would move into the course emphasis options, depending on their particular career focus. Fifteen credit hour semester schedules are available.
- B. See Appendix I for full curriculum details. Note, the program has several courses replicating other Business Departmental programs: Business Accounting, Business Administration, Management, and Office Administration are sharing these similarities. Additionally, students declaring University Transfer with the intent of pursuing degrees in Business Accounting, Business Administration, and Business Management also share these similarities.
- C. Interactive video, live instruction, and online formats. During this review period, the majority of these courses within this program curriculum were offered off-campus or by distance delivery.

#### **V. Faculty**

The Strategic Business Integration program uses both full-time faculty and qualified adjunct faculty within each discipline to teach both general education and major/option courses. During the reporting period for this Post-Audit, program faculty were housed in the Division of Allied Health and Business, and under the direction of a former Division Head. The program maintains five full-time faculty positions and thirteen adjunct faculty. Their names and qualifications are listed within the Faculty Data sheets located in Appendix II.

#### **VI. Enrollment and Graduates**

- A. Program had only 1 declared major/graduate during this reporting period. Appendix III.
- B. There is no data or survey information available for this graduate. Graduate

follow-up surveys were mailed out approximately six months post-graduation. Telephone and alternate e-mail attempts were made. All attempts resulted in futility.

C. N/A.

## **VII. Financial**

- A. The Strategic Business Integration program does not receive an annual budget allocated to its program; however, the program is authorized to utilize funding appropriated for all business programs. As such, resources have been minimal. Although limited, the financial support has been adequate to cover necessities for the program. This program does not require any dedicated labs or facilities. The program utilizes existing classrooms and computer labs for delivery of curriculum. (See Appendix IV).
- B. Funding is available via the General Operating Fund for all business programs.

## **VIII. Advisory Committee**

The Career and Technical Programs are tailored to identify and meet the workforce needs of businesses and industries within the communities. During this reporting period, the Division of Career and Technical Programs, which housed the Department of Allied Health and the Department of Business, had a joint advisory committee of both departments which met annually each spring. Advisory committee members and faculty from both departments met to discuss programs, outcomes, and needs within their fields. The dialogue between members of the advisory committee and faculty within both departments was positive.

## **IX. Accreditation**

This program does not have any specialized accreditation.

## **Appendix I Curriculum**

## Instructional Programs

### Strategic Business Integration

Associate in Applied Science

60 Credit Hours

#### Purpose

The Strategic Business Integration Program is designed to provide an overall education in the business environment with a strategic blend of market specific industry needs and applied technology integrated across the common business core curriculum. The program has the option of an emphasis in Business Accounting, Business Administration, Energy Management, Entrepreneurial and Small Business Management, or Healthcare Leadership. This degree program will provide the entry-level skills for the workplace environment or the ability to transfer into a Bachelors-level program.

The full Strategic Business Integration Program is available at all campus locations.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
AC 111	Principles of Accounting I	3
AC 112	Principles of Accounting II	3
BU 100	Introduction to Business	3
BU 106	Introduction to Customer Service	3
BU 115	Business Mathematical Applications	3
BU 120	Business Software Applications	3
CS 102	Computer Literacy	3
EN 101 or EN 101A	English Composition I	3
SP 103	Speech Fundamentals	3
	Humanities Elective	3

Students are required to choose one of the following options to complete the degree:

#### Business Accounting Option

Dept/No.	Title	Credit Hours
<b>Major Courses</b>		
AC 211	Intermediate Accounting I	3
AC 212	Intermediate Accounting II	3
AC 248	Income Tax Accounting	3
AC 249	Managerial Accounting	3
AC 250	Computerized Accounting	3
BU 207	Business Law	3
BU 230	Business Statistics	3
BU 280	The Business Professional (Capstone)	3
EC 241	Principles of Economics I	3
SO 215	Human Relations	3

## Instructional Programs

**Business Administration Option**

<b>Dept/No.</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Major Courses</b>		
BU 207	Business Law	3
BU 230	Business Statistics	3
BU 280	The Business Professional (Capstone)	3
EC 241	Principles of Economics I	3
EC 242	Principles of Economics II	3
FN 231	Principles of Finance	3
MG 260	Principles of Management	3
MG 269	Effective Leadership	3
MK 270	Principles of Marketing	3
SO 215	Human Relations	3

**Energy Management Option**

<b>Dept/No.</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Major Courses</b>		
BU 207	Business Law	3
BU 230	Business Statistics	3
BU 280	The Business Professional (Capstone)	3
EC 241	Principles of Economics I	3
EC 270	World Economics in the Energy Sector	3
MG 260	Principles of Management	3
MG 266	Project Management	3
MG 268	Collective Bargaining and Labor Relations	3
MG 269	Effective Leadership	3
MN 215	Environmental Aspects of Mining	3

**Entrepreneurship and Small Business Management Option**

<b>Dept/No.</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Major Courses</b>		
BU 207	Business Law	3
BU 230	Business Statistics	3
BU 280	The Business Professional (Capstone)	3
EC 241	Principles of Economics I	3
MG 250	Financing and Venture Capital	3
MG 252	Valuation of New Business Ventures	3
MG 260	Principles of Management	3
MG 262	Entrepreneurship / Small Business Management	3
MK 270	Principles of Marketing	3
SO 215	Human Relations	3

**Instructional Programs****Health Care Leadership Option**

<b>Dept/No.</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Major Courses</b>		
AH 220	Trends in Healthcare	3
AH 285	Healthcare Leadership	3
BU 207	Business Law	3
BU 230	Business Statistics	3
BU 280	The Business Professional (Capstone)	3
EC 241	Principles of Economics I	3
MG 254	Management of Healthcare Facilities	3
MG 260	Principles of Management	3
MG 268	Collective Bargaining and Labor Relations	3
MG 269	Effective Leadership	3

A program course sequence is available at <http://www.southernwv.edu/programs/strategic-business-integration>

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Instructional Programs

### Strategic Business Integration

Associate in Applied Science

60 Credit Hours

#### Purpose

The Strategic Business Integration Program is designed to provide an overall education in the business environment with a strategic blend of market specific industry needs and applied technology integrated across the common business core curriculum. The program has the option of an emphasis in Business Accounting, Business Administration, Energy Management, Entrepreneurial and Small Business Management, or Healthcare Leadership. This degree program will provide the entry-level skills for the workplace environment or the ability to transfer into a Bachelors-level program.

The full Strategic Business Integration Program is available at all campus locations.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
AC 111	Principles of Accounting I	3
AC 112	Principles of Accounting II	3
BU 100	Introduction to Business	3
BU 106	Introduction to Customer Service	3
BU 115	Business Mathematical Applications	3
BU 120	Business Software Applications	3
CS 102	Computer Literacy	3
EN 101 or EN 101A	~English Composition I	3
SP 103	~Speech Fundamentals	3
	Humanities Elective	3

Students are required to choose one of the following options to complete the degree:

#### Business Accounting Option

Dept/No.	Title	Credit Hours
<b>Major Courses</b>		
AC 211	Intermediate Accounting I	3
AC 212	Intermediate Accounting II	3
AC 248	Income Tax Accounting	3
AC 249	Managerial Accounting	3
AC 250	Computerized Accounting	3
BU 207	Business Law	3
BU 230	Business Statistics	3
BU 280	The Business Professional (Capstone)	3
EC 241	~Principles of Economics I	3
SO 215	~Human Relations	3

## Instructional Programs

**Business Administration Option**

<b>Dept/No.</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Major Courses</b>		
BU 207	Business Law	3
BU 230	Business Statistics	3
BU 280	The Business Professional (Capstone)	3
EC 241	~Principles of Economics I	3
EC 242	~Principles of Economics II	3
FN 231	Principles of Finance	3
MG 260	Principles of Management	3
MG 269	Effective Leadership	3
MK 270	Principles of Marketing	3
SO 215	~Human Relations	3

**Energy Management Option**

<b>Dept/No.</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Major Courses</b>		
BU 207	Business Law	3
BU 230	Business Statistics	3
BU 280	The Business Professional (Capstone)	3
EC 241	~Principles of Economics I	3
EC 270	World Economics in the Energy Sector	3
MG 260	Principles of Management	3
MG 266	Project Management	3
MG 268	Collective Bargaining and Labor Relations	3
MG 269	Effective Leadership	3
MN 215	Environmental Aspects of Mining	3

**Entrepreneurship and Small Business Management Option**

<b>Dept/No.</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Major Courses</b>		
BU 207	Business Law	3
BU 230	Business Statistics	3
BU 280	The Business Professional (Capstone)	3
EC 241	~Principles of Economics I	3
MG 250	Financing and Venture Capital	3
MG 252	Valuation of New Business Ventures	3
MG 260	Principles of Management	3
MG 262	Entrepreneurship / Small Business Management	3
MK 270	Principles of Marketing	3
SO 215	~Human Relations	3

## Instructional Programs

### Health Care Leadership Option

Dept/No.	Title	Credit Hours
<b>Major Courses</b>		
AH 220	Trends in Healthcare	3
AH 285	Healthcare Leadership	3
BU 207	Business Law	3
BU 230	Business Statistics	3
BU 280	The Business Professional (Capstone)	3
EC 241	~Principles of Economics I	3
MG 254	Management of Healthcare Facilities	3
MG 260	Principles of Management	3
MG 268	Collective Bargaining and Labor Relations	3
MG 269	Effective Leadership	3

~ Designates courses on the statewide Core Coursework Transfer Agreement.

A program course sequence is available at <http://www.southernwv.edu/programs/strategic-business-integration>

Chair: 304.896.7381

Administrative Secretary: 304.236.7619

## **Appendix II Faculty Data**

**FACULTY DATA SHEET***(No more than **TWO** pages per faculty member)*Name William Alderman Rank ProfessorCheck one: Full-time  Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_Highest Degree Earned: Master of Arts  
Date Degree Received: May 9, 1999  
Conferred by: Regent University Graduate School of Business  
Area of Specialization: ManagementProfessional registration/licensure: WV State Mine Foreman/Superintendent  
SM-1478-82  
WV State Surface Mine Certification SM-  
1478-81  
WV State Certified Blasting  
Foreman/Blaster  
WV State Certified Slurry Impoundment  
InspectorYears of employment at present institution: 17 +Years of employment in higher education: 17 +Years of related experience outside higher education: 26Non-teaching experience: 26

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Fall 2013	AC 250 Computerized Accounting	9
Fall 2013	MG 260 Principles of Management	9
Fall 2013	EC 270 World Economy & Energy Sector	14
Fall 2013	FN 210 Finance for the Non-Financial Manager	14
Fall 2013	MG 273 Organizational Behavior & Communications	18
Fall 2013	MG 264 Supervision	22
Fall 2013	BU 115 Business Mathematical Applications	37
Fall 2013	MG 268 Labor Relations	6
Spring 2014	MK 270 Principles of Marketing	7
Spring 2014	MG 274 Project Evaluation	8
Spring 2014	MG 266 Project Management	8
Spring 2014	MG 272 Industrial Leadership	10
Spring 2014	MG 275 Special Topics in Management	11
Spring 2014	MK 270 Principles of Marketing	25
Spring 2014	BU 115 Business Mathematical Applications	25
Spring 2014	MG 264 Supervision	27
Spring 2014	MG 262 Small Business Management	30

Fall 2014	MK 270 Principles of Marketing	16
Fall 2014	FN 210 Finance for the Non-Financial Manager	10
Fall 2014	MG 268 Labor Relations	10
Fall 2014	MG 273 Organizational Behavior & Communications	10
Fall 2014	EC 270 World Economy & Energy Sector	14
Fall 2014	MG 264 Supervision	18
Fall 2014	BU 115 Business Mathematical Applications	39
Spring 2015	MG 274 Project Evaluation	5
Spring 2015	MG 266 Project Management	10
Spring 2015	MG 272 Industrial Leadership	14
Spring 2015	MG 269 Effective Leadership	21
Spring 2015	BU 115 Business Mathematical Applications	48
Spring 2015	MG 262 Entrepreneur & Small Business Mgmt.	25
Fall 2015	FN 210 Finance for the Non-Financial Manager	15
Fall 2015	BU 115 Business Mathematical Applications	48
Fall 2015	MG 262 Entrepreneur & Small Business Mgmt.	26
Fall 2015	MG 261 Human Resource Management	27
Fall 2015	BU 205 Communications in Business	30
Fall 2015	MG 260 Principles in Management	30
Fall 2015	BU 100 Introduction to Business	34
Spring 2016	BU 205 Communications in Business	28
Spring 2016	MG 269 Effective Leadership	30
Spring 2016	MG 264 Supervision	34
Spring 2016	EC 241 Principles of Economics I	72
Spring 2016	MG 260 Principles of Management	26
Spring 2016	MG 262 Small Business Management	26
Spring 2016	BU 115 Business Mathematical Applications	40
Fall 2016	FN 231 Principles of Finance	18
Fall 2016	MK 270 Principles of Marketing	20
Fall 2016	MG 261 Human Resource Management	25
Fall 2016	EC 241 Principles of Economics I	64
Fall 2016	BU 205 Communications in Business	31
Fall 2016	MG 262 Entrepreneur & Small Business Mgmt.	33
Fall 2016	MG 260 Principles in Management	34
Fall 2016	BU 115 Business Mathematical Applications	41
Fall 2016	BU 100 Introduction to Business	48
Spring 2017	BU 100 Introduction to Business	55
Spring 2017	MG 261 Human Resources Management	14
Spring 2017	MG 260 Principles of Management	21
Spring 2017	BU 205 Communications in Business	25
Spring 2017	EC 242 Principles in Economics II	59
Spring 2017	MK 270 Principles of Marketing	27
Spring 2017	MG 262 Entrepreneur and Small Business Mgmt	28
Spring 2017	MG 269 Effective Leadership	33
Spring 2017	BU 115 Business Mathematical Applications	50

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET**  
(No more than **TWO** pages per faculty member)

Name Elizabeth Baldwin Rank N/A

Check one: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Adjunct X

Highest Degree Earned: MA Secondary Education

Date Degree Received: December 2009

Conferred by: Marshall University

Area of Specialization: Secondary Education

Professional registration/licensure: \_\_\_\_\_

Years of employment at present institution: \_\_\_\_\_

Years of employment in higher education: \_\_\_\_\_

Years of related experience outside higher education: \_\_\_\_\_

Non-teaching experience: \_\_\_\_\_

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

<b>Year/Semester</b>	<b>Course Number &amp; Title</b>	<b>Enrollment</b>
Spring 2015	AH 285 Health Care Leadership and Management	20

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET**  
(No more than **TWO** pages per faculty member)

Name Perry Blankenship Rank N/A

Check one: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Adjunct X

Highest Degree Earned: MBA, MA  
Date Degree Received: September 2005  
Conferred by: Liberty University  
Area of Specialization: Business Administration

Professional registration/licensure: \_\_\_\_\_  
Years of employment at present institution: \_\_\_\_\_  
Years of employment in higher education: \_\_\_\_\_  
Years of related experience outside higher education: \_\_\_\_\_  
Non-teaching experience: \_\_\_\_\_

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

<b>Year/Semester</b>	<b>Course Number &amp; Title</b>	<b>Enrollment</b>
Spring 2016	EC 242 Principles in Economics II	6
Fall 2016	EC 241 Principles in Economics I	6

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET***(No more than **TWO** pages per faculty member)*Name Andrea Brown Rank Associate ProfessorCheck one: Full-time  Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_Highest Degree Earned: B.S.Date Degree Received: 2005Conferred by: Mountain State UniversityArea of Specialization: Nursing

Professional registration/licensure: \_\_\_\_\_

Years of employment at present institution: \_\_\_\_\_

Years of employment in higher education: \_\_\_\_\_

Years of related experience outside higher education: \_\_\_\_\_

Non-teaching experience: \_\_\_\_\_

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

<b>Year/Semester</b>	<b>Course Number &amp; Title</b>	<b>Enrollment</b>
Fall 2014	AH 108 Medical Terminology	7
Fall 2016	AH 108 Medical Terminology	25
Fall 2016	AH 108 Medical Terminology	28
Fall 2016	AH 108 Medical Terminology	28
Spring 2017	AH 108 Medical Terminology	7
Spring 2017	AH 108 Medical Terminology	23
Spring 2017	AH 108 Medical Terminology	30

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET***(No more than **TWO** pages per faculty member)*Name Joshua D. Butcher Rank N/ACheck one: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Adjunct XHighest Degree Earned: Juris DoctorDate Degree Received: June 2006Conferred by: West Virginia University College of LawArea of Specialization: Law

Professional registration/licensure: \_\_\_\_\_

Years of employment at present institution: \_\_\_\_\_

Years of employment in higher education: \_\_\_\_\_

Years of related experience outside higher education: 9Non-teaching experience: Attorney

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

<b>Year/Semester</b>	<b>Course Number &amp; Title</b>	<b>Enrollment</b>
Fall 2013	BU 207 Business Law	15
Fall 2015	BU 207 Business Law	20
Spring 2016	BU 207 Business Law	13

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET***(No more than **TWO** pages per faculty member)*Name Tahnee I. Bryant Rank InstructorCheck one: Full-time  Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_Highest Degree Earned: Master of ArtsDate Degree Received: December 2014Conferred by: Marshall UniversityArea of Specialization: Leadership

Professional registration/licensure: \_\_\_\_\_

Years of employment at present institution: 2.75Years of employment in higher education: 2.75Years of related experience outside higher education: 23

Non-teaching experience: \_\_\_\_\_

Year/Semester	Course Number & Title	Enrollment
Spring 2015	AH 285 Health Care Leadership & Management	20
Fall 2015	AH 285 Health Care Leadership & Management	17
Fall 2016	AH 285 Health Care Leadership & Management	50
Spring 2017	AH 285 Health Care Leadership & Management	5

(b). If degree is not in area of current assignment, explain.

As Chief Finance and Medicaid Waiver Compliance Officer, provided leadership and cost effective management of the LMAMH's human and financial resources. Provided leadership for the agency's Intellectual/Developmental Disability (IDD) Waiver Program. The IDD Waiver Program generates over \$3 million in revenue for the agency annually. As Medicaid Waiver Compliance Officer, supervised an average of 121 individuals. Responsible for overseeing all ongoing activities related to the development, implementation, maintenance of, and adherence to the organization's policies and procedures covering compliance, privacy of, and access to, patient health information in compliance with federal and state laws and the healthcare organization's compliance and information privacy practices. Additionally, responsible for supervising the quality of accounting, monitoring of internal controls, counter-signing on expenses and commitments, and financial reporting of the organization. This position lead staff in adhering to Best Practices and sound fiscal and legal procedures and methodologies at all times.

HIPAA (staff training, privacy officer duties)

- Documentation Improvement (content, timeliness, and accuracy, created physician queries)
- Revenue Cycle (monitored accts for unbilled/uncoded, unbundling or upcoding)
- Compliance (investigated fraud and abuse, certification, licensure, and updating HIM policies and procedures)
- Data Analysis (discharge, treatment, and revenue statistics)
- Information Technology (created data dictionaries and maintained database for state reporting, participated in EHR selection)

- Coding and Auditing (assigned diagnostic and procedure codes on Medicaid accounts, monthly coding audits)

(c). Identify your professional development activities during the past five years.

### **Higher Education Conferences**

- WVHIMA State Conference April 19 – 21, 2017.
- Assembly On Education Conference/American Health Information Management Association (AHIMA) July 15 – 22, 2015
- Quality Matters Conference October 31 – November 2, 2015
- CAE Healthcare HPSN World 2016 Conference February 16-18, 2016
- WVCCA/WVADE Joint Annual Conference, November 12-13, 2015

### **Faculty Certifications**

- Quality Matters: Independent Improving Your Online Course (IYOC)
- Quality Matters: Applying the Quality Matters Rubric (APPQMR)
- Quality Matters: Connection Learning Objectives and Assessments (ST 2/3)
- Mental Health First Aid USA through the National Council for Behavioral Health (Expiration 10-12-19)
- Council for Adult and Experiential Learning (CAEL) Prior Learning Assessment/Faculty Assessor awarded August 27, 2017.

### **Other Faculty Related Trainings/Certificates**

- Quality Matters Peer Reviewer
- CAEL Prior Learning Portfolio Assessment/Faculty Assessor Allied Health and Health Informatics
- HIPAA Individual Right of Access
- Medicaid Compliance for Electronic Records
- Learning is Not a Spectator Sport/Active Learning – Quality Matters Mt. West Pro Evaluators LLC; 11-12-16 Dr. Roxann Humbert
- Kognito – Veterans on Campus April 26, 2016
- Kognito- At-Risk for University and College Faculty October 19, 2015
- Elsevier – CDI Issues Related to ICD-10CM Mental and Behavioral Health Codes May 19, 2016
- SWVCTC- General Education Assessment Workshop October 16, 2015
- SWVCTC- Assessment in the Classroom October 28, 2016

### **Committee Memberships:**

- SWVCTC Math Scoring Team
- SWVCTC English Scoring Team
- Distance Education Committee

**FACULTY DATA SHEET**  
(No more than **TWO** pages per faculty member)

Name Dwayne Combs Rank N/A

Check one: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Adjunct X

Highest Degree Earned: \_\_\_\_\_  
Date Degree Received: \_\_\_\_\_  
Conferred by: \_\_\_\_\_  
Area of Specialization: \_\_\_\_\_

Professional registration/licensure: \_\_\_\_\_  
Years of employment at present institution: \_\_\_\_\_  
Years of employment in higher education: \_\_\_\_\_  
Years of related experience outside higher education: \_\_\_\_\_  
Non-teaching experience: \_\_\_\_\_

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Spring 2015	MK 270 Principles of Marketing	9
Spring 2015	MG 264 Supervision	15
Spring 2015	MG 260 Principles of Management	19
Fall 2015	MG 268 Collective Bargaining & Labor Relations	2
Fall 2015	EC 270 World Econ.& Energy Sector	4
Fall 2015	MG 264 Supervision	9
Fall 2015	MG 266 Project Management	6

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET**  
(No more than **TWO** pages per faculty member)

Name Hattie Evans Rank N/A

Check one: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Adjunct X

Highest Degree Earned: \_\_\_\_\_  
Date Degree Received: \_\_\_\_\_  
Conferred by: \_\_\_\_\_  
Area of Specialization: \_\_\_\_\_

Professional registration/licensure: \_\_\_\_\_  
Years of employment at present institution: \_\_\_\_\_  
Years of employment in higher education: \_\_\_\_\_  
Years of related experience outside higher education: \_\_\_\_\_  
Non-teaching experience: \_\_\_\_\_

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Spring 2015	SO 215 Human Relations	5

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET***(No more than TWO pages per faculty member)*Name Gordon Hensley Rank Assistant ProfessorCheck one: Full-time  Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_Highest Degree Earned: M.B.A.  
Date Degree Received: May 2000  
Conferred by: Morehead State University  
Area of Specialization: \_\_\_\_\_

Professional registration/licensure: \_\_\_\_\_

Years of employment at present institution: 14Years of employment in higher education: 14Years of related experience outside higher education: 2

Non-teaching experience: \_\_\_\_\_

Year/Semester	Course Number & Title	Enrollment
Fall 2013	AC 111 Principles of Accounting I	45
Fall 2013	AC 112 Principles of Accounting II	4
Fall 2013	AC 211 Intermediate Accounting I	7
Fall 2013	AC 248 Income Tax Accounting	15
Fall 2013	AC 265 Payroll Accounting	1
Fall 2013	BU 115 Business Mathematical Applications	14
Spring 2014	AC 111 Principles of Accounting I	10
Spring 2014	AC 112 Principles of Accounting II	27
Spring 2014	AC 265 Payroll Accounting	23
Spring 2014	BU 207 Business Law	61
Fall 2014	AC 111 Principles of Accounting I	53
Fall 2014	AC 112 Principles of Accounting II	7
Fall 2014	AC 211 Intermediate Accounting I	21
Fall 2014	AC 248 Income Tax Accounting	17
Fall 2014	AC 265 Payroll Accounting	1
Spring 2015	AC 111 Principles of Accounting I	22
Spring 2015	AC 112 Principles of Accounting II	29
Spring 2015	AC 211 Intermediate Accounting I	1
Spring 2015	AC 212 Intermediate Accounting II	16
Spring 2015	AC 265 Payroll Accounting	27
Spring 2015	BU 207 Business Law	26
Fall 2015	AC 111 Principles of Accounting I	19
Fall 2015	AC 112 Principles of Accounting II	14
Fall 2015	AC 211 Intermediate Accounting I	17
Fall 2015	AC 248 Income Tax Accounting	22
Fall 2015	AC 250 Computerized Accounting	24
Spring 2016	AC 112 Principles of Accounting II	13
Spring 2016	AC 212 Intermediate Accounting II	17
Spring 2016	AC 249 Managerial Accounting	20
Spring 2016	AC 250 Computerized Accounting	10

Spring 2016	AC 265 Payroll Accounting	30
Spring 2016	BU 207 Business Law	30
Fall 2016	AC 111 Principles of Accounting I	30
Fall 2016	AC 112 Principles of Accounting II	9
Fall 2016	AC 211 Intermediate Accounting I	12
Fall 2016	AC 248 Income Tax Accounting	11
Fall 2016	AC 250 Computerized Accounting	12
Fall 2016	BU 207 Business Law	27
Spring 2017	AC 112 Principles of Accounting II	20
Spring 2017	AC 212 Intermediate Accounting II	11
Spring 2017	AC 249 Managerial Accounting	12
Spring 2017	AC 250 Computerized Accounting	10
Spring 2017	AC 265 Payroll Accounting	31
Spring 2017	BU 207 Business Law	31

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

Completed Quality Matters Training.

**FACULTY DATA SHEET***(No more than TWO pages per faculty member)*Name Belvai Kudva Rank ProfessorCheck one: Full-time  Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_Highest Degree Earned: M.B.A.Date Degree Received: 1982Conferred by: University of ConnecticutArea of Specialization: Business

Professional registration/licensure: \_\_\_\_\_

Years of employment at present institution: \_\_\_\_\_

Years of employment in higher education: \_\_\_\_\_

Years of related experience outside higher education: \_\_\_\_\_

Non-teaching experience: \_\_\_\_\_

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

<b>Year/Semester</b>	<b>Course Number &amp; Title</b>	<b>Enrollment</b>
Fall 2013	EC 241 Principles of Economics I	37
Fall 2013	BU 115 Business Mathematical Applications	23
Fall 2013	BU 230 Business Statistics	13
Fall 2013	FN 231 Principles of Finance	18
Spring 2014	BU 230 Business Statistics	12
Spring 2014	EC 241 Principles of Economics I	25
Spring 2014	EC 242 Principles of Economics II	26
Spring 2014	FN 231 Principles of Finance	2
Spring 2014	BU 115 Business Mathematical Applications	26
Fall 2014	EC 242 Principles of Economics II	22
Fall 2014	EC 241 Principles of Economics I	24
Fall 2014	FN 231 Principles of Finance	5
Fall 2014	BU 115 Business Mathematical Applications	24
Fall 2014	BU 230 Business Statistics	21
Spring 2015	BU 230 Business Statistics	12
Spring 2015	EC 242 Principles of Economics II	24
Spring 2015	BU 115 Business Mathematical Applications	18
Spring 2015	MG 260 Principles of Management	10
Spring 2015	EC 241 Principles of Economics	22

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET***(No more than **TWO** pages per faculty member)*Name Cynthia Lowes Rank Associate ProfessorCheck one: Full-time  Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_Highest Degree Earned: Bachelor's DegreeDate Degree Received: August 2008Conferred by: West Virginia UniversityArea of Specialization: NursingProfessional registration/licensure: WV RN BoardYears of employment at present institution: 14Years of employment in higher education: 14Years of related experience outside higher education: 3Non-teaching experience: 3

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

<b>Year/Semester</b>	<b>Course Number &amp; Title</b>	<b>Enrollment</b>
Spring 2014	AH 108 Medical Terminology	62
Fall 2014	AH 108 Medical Terminology	63
Spring 2015	AH 108 Medical Terminology	70
Fall 2015	AH 108 Medical Terminology	13

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET***(No more than **TWO** pages per faculty member)*Name Meloney McRoberts Rank Assistant ProfessorCheck one: Full-time  Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_Highest Degree Earned: Associate of Applied ScienceDate Degree Received: May 2001Conferred by: Southern West Virginia Community and Technical CollegeArea of Specialization: Surgical TechnologyProfessional registration/licensure: Certified Surgical TechnicianYears of employment at present institution: 12Years of employment in higher education: 12Years of related experience outside higher education: 3Non-teaching experience: 3

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

<b>Year/Semester</b>	<b>Course Number &amp; Title</b>	<b>Enrollment</b>
Spring 2017	AH 285 Health Care Leadership & Management	48

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET**  
(No more than **TWO** pages per faculty member)

Name Stephanie Mounts Rank Instructor

Check one: Full-time  Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_

Highest Degree Earned: MBA  
Date Degree Received: 2013  
Conferred by: Western Governors University  
Area of Specialization: Management and Strategy

Professional registration/licensure: \_\_\_\_\_  
Years of employment at present institution: 6  
Years of employment in higher education: 6  
Years of related experience outside higher education: 10  
Non-teaching experience: 3

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Spring 2014	MK 272 Retailing	23
Fall 2014	BU 100 Introduction to Business	23
Fall 2014	MG 261 Human Resource Management	19
Fall 2014	MG 262 Entrepreneurship & Small Business Mgmt.	18
Spring 2015	MG 260 Principles of Management	25
Spring 2015	MK 272 Retailing	23
Fall 2015	BU 100 Introduction to Business	16
Fall 2015	BU 230 Business Statistics	17
Fall 2015	EC 242 Principles of Economics II	19
Fall 2015	FN 231 Principles of Finance	16
Fall 2015	MG 266 Project Management	5
Spring 2016	BU 230 Business Statistics	1
Spring 2016	EC 242 Principles of Economics II	21
Spring 2016	FN 231 Principles of Finance	7
Spring 2016	MK 270 Principles of Marketing	23
Spring 2016	MK 272 Retailing	28
Fall 2016	AC 111 Principles of Accounting	7
Fall 2016	BU 205 Communications in Business	11
Fall 2016	BU 230 Business Statistics	9
Fall 2016	FN 231 Principles of Finance	7
Fall 2016	MG 261 Human Resource Management	8
Fall 2016	MG 264 Supervision	16
Fall 2016	EC 242 Principles of Economics II	5
Spring 2017	AC 112 Principles of Accounting II	4

Spring 2017	BU 205 Communications in Business	9
Spring 2017	BU 230 Business Statistics	12
Spring 2017	EC 242 Principles of Economics II	12
Spring 2017	MG 260 Principles of Management	11
Spring 2017	MG 264 Supervision	19
Spring 2017	MK 272 Retailing	15
Spring 2017	FN 231 Principles of Finance	3

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET**  
(No more than **TWO** pages per faculty member)

Name Tim Owens Rank N/A

Check one: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Adjunct X

Highest Degree Earned: \_\_\_\_\_  
Date Degree Received: \_\_\_\_\_  
Conferred by: \_\_\_\_\_  
Area of Specialization: \_\_\_\_\_

Professional registration/licensure: \_\_\_\_\_  
Years of employment at present institution: \_\_\_\_\_  
Years of employment in higher education: \_\_\_\_\_  
Years of related experience outside higher education: \_\_\_\_\_  
Non-teaching experience: \_\_\_\_\_

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Fall 2015	MN 215 Environmental Aspects of Mining	2

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET**  
(No more than **TWO** pages per faculty member)

Name Rita Roberson Rank N/A

Check one: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Adjunct X

Highest Degree Earned: M.A.

Date Degree Received: 1997

Conferred by: Marshall University

Area of Specialization: Counseling

Professional registration/licensure: \_\_\_\_\_

Years of employment at present institution: 33

Years of employment in higher education: 33

Years of related experience outside higher education: \_\_\_\_\_

Non-teaching experience: \_\_\_\_\_

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Fall 2015	SO 215 Human Relations	10

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET***(No more than **TWO** pages per faculty member)*Name Judith Runyon Rank N/ACheck one: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Adjunct X

Highest Degree Earned: \_\_\_\_\_

Date Degree Received: \_\_\_\_\_

Conferred by: \_\_\_\_\_

Area of Specialization: \_\_\_\_\_

Professional registration/licensure: \_\_\_\_\_

Years of employment at present institution: \_\_\_\_\_

Years of employment in higher education: \_\_\_\_\_

Years of related experience outside higher education: \_\_\_\_\_

Non-teaching experience: \_\_\_\_\_

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

<b>Year/Semester</b>	<b>Course Number &amp; Title</b>	<b>Enrollment</b>
Spring 2015	BU 205 Communications in Business	26
Fall 2015	BU 205 Communications in Business	19
Spring 2016	BU 205 Communications in Business	9

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET**  
(No more than **TWO** pages per faculty member)

Name Doug Spaulding Rank N/A

Check one: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Adjunct X

Highest Degree Earned: \_\_\_\_\_  
Date Degree Received: \_\_\_\_\_  
Conferred by: \_\_\_\_\_  
Area of Specialization: \_\_\_\_\_

Professional registration/licensure: \_\_\_\_\_  
Years of employment at present institution: \_\_\_\_\_  
Years of employment in higher education: \_\_\_\_\_  
Years of related experience outside higher education: \_\_\_\_\_  
Non-teaching experience: \_\_\_\_\_

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Fall 2015	MG 101 Intro to Mgmt.	8
Spring 2016	AC 111 Principles of Accounting	18
Spring 2016	MG 260 Principles of Management	13

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**FACULTY DATA SHEET**  
(No more than **TWO** pages per faculty member)

Name Thaddeus Stupi Rank Professor

Check one: Full-time  Part-time  Adjunct

Highest Degree Earned: MBA  
Date Degree Received: August 1976  
Conferred by: Arizona State University  
Area of Specialization: Business Administration

Professional registration/licensure: NA  
Years of employment at present institution: 21  
Years of employment in higher education: 33  
Years of related experience outside higher education: 8  
Non-teaching experience: Accountant and Financial Sales Representative

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Fall 2012	AC 111 Principles of Accounting I	14
Fall 2012	AC 211 Intermediate Accounting II	5
Fall 2012	AC 248 Income Tax Accounting	6
Fall 2012	AC 265 Payroll Accounting	9
Fall 2012	BU 100 Introduction to Business	7
Fall 2012	EC 241 Principles of Economics	7
Fall 2012	FN 232 Personal Finance	20
Spring 2013	AC 111 Principles of Accounting I	10
Spring 2013	AC 112 Principles of Accounting II	1
Spring 2013	AC 250 Computerized Accounting	9
Spring 2013	AC 265 Payroll Accounting	6
Spring 2013	BU 115 Business Mathematical Applications	9
Spring 2013	EC 242 Principles in Economics II	10
Spring 2013	MG 261 Human Resources Management	12
Spring 2013	MK 270 Principles in Marketing	11
Fall 2013	BU 100 Introduction to Business	62
Fall 2013	AC 111 Principles of Accounting I	13
Spring 2014	AC 112 Principles of Accounting II	4
Spring 2014	AC 211 Intermediate Accounting I	2
Spring 2014	AC 212 Intermediate Accounting II	6
Spring 2014	AC 250 Computerized Accounting	15
Spring 2014	AC 265 Payroll Accounting	8
Spring 2014	EC 242 Principles in Economics II	4

Spring 2014	MG 260 Principles of Management	11
Fall 2014	AC 111 Principles of Accounting I	9
Fall 2014	BU 100 Introduction to Business	6
Fall 2014	BU 115 Business Mathematical Applications	19
Fall 2014	EC 241 Principles of Economics	7
Spring 2015	AC 112 Principles of Accounting II	9
Spring 2015	AC 249 Managerial Accounting	8
Spring 2015	AC 250 Computerized Accounting	6
Spring 2015	EC 242 Principles in Economics II	9
Spring 2015	FN 231 Principles of Finance	3
Spring 2015	FN 232 Personal Finance	16
Fall 2015	AC 111 Principles of Accounting I	19
Fall 2015	BU 115 Business Mathematical Applications	18
Fall 2015	BU 230 Business Statistics	12
Fall 2015	EC 241 Principles of Economics	6
Fall 2015	FN 231 Principles of Finance	8
Fall 2015	MG 254 Mgmt. of HealthCare Fac. & Sys.	2
Spring 2016	AC 112 Principles of Accounting II	11
Spring 2016	AC 249 Managerial Accounting	4
Spring 2016	AC 250 Computerized Accounting	1
Spring 2016	AC 265 Payroll Accounting	4
Spring 2016	BU 230 Business Statistics	12
Spring 2016	EC 242 Principles in Economics II	5
Spring 2016	FN 232 Personal Finance	10
Fall 2016	AC 111 Principles of Accounting I	16
Fall 2016	AC 248 Income Tax Accounting	5
Fall 2016	BU 115 Business Mathematical Applications	29
Fall 2016	BU 230 Business Statistics	5
Spring 2017	AC 112 Principles of Accounting II	8
Spring 2017	AC 249 Managerial Accounting	5
Spring 2017	AC 250 Computerized Accounting	8
Spring 2017	AC 265 Payroll Accounting	5
Spring 2017	BU 115 Business Mathematical Applications	3
Spring 2017	BU 230 Business Statistics	1
Spring 2017	FN 231 Principles of Finance	4

- (b). If degree is not in area of current assignment, explain.
- (c). Identify your professional development activities during the past five years.

**Appendix III  
Enrollment and Graduates**

Enrollment by Major - Strategic Business Integration (546)						
	Distinct Students	First Term In Major Count	Returned Next Term	Retention % (Next Term)	Returned Next Year	Retention % (Next Year)
12/13						
Fall 2012						
Spring 2013						
13/14						
Fall 2013						
Spring 2014						
14/15						
Fall 2014						
Spring 2015						
15/16						
Fall 2015						
Spring 2016						
16/17	1	1				
Fall 2016						
Spring 2017	1	1				
Grand Totals	1	1				

Source: Blackboard Analytics : Enrollment by Major Report

Generated By: Carol Howerton

Distinct Students, First Term In Major Count, Returned Next Term, Retention % (Next Term), Returned Next Year and Retention % (Next Year) by Term (Term) on rows sub-setted by Strategic Bus Integration-AAS (546) and Enrolled

SBI Course Enrollment by Subject - Core Courses										
SBI Support Courses	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
AC.111 (Principles of Accounting I)	72	16	59	10	62	33	55	44	54	
AC.112 (Principles of Accounting II)		41	4	30	7	38	14	24	10	32
BU.100 (Introduction to Business)	96		126		91	25	83	33	95	56
BU.106 (Intro to Customer Service)								17	4	15
BU.115 (Business Mathematical App.)	64	88	87	76	82	72	78	77	71	54
BU.120 (Business Software Applications)	41	44	57	39	30	21	29	30	21	28
CS.102 (Computer Literacy)	291	234	233	198	227	191	201	184	198	150
EN.101 (~English Composition I)	378	256	382	278	406	249	307	104	238	88
EN.101A (~English Composition I)							226	115	249	73
SP.103 (~Speech Fundamentals)	219	254	219	193	218	215	235	246	211	209

Source: Blackboard Analytics - Registration by Class Report

Generated By: Carol Howerton

Distinct Enrolled Students by Term (Term) on columns; and Course By Subject (Course) on rows

SBI Course Enrollment by Subject - Business Accounting Option										
SBI - Business Accounting Option	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
AC.211 (Intermediate Accounting I)	20		7	2	21	1	17		12	
AC.212 (Intermediate Accounting II)		12		9		16		17		11
AC.248 (Income Tax Accounting)	23		15		17		22		16	
AC.249 (Managerial Accounting)	9	9		16		8		24		17
AC.250 (Computerized Accounting)	9	9	11	15	16	6	24	11	12	18
BU.207 (Business Law)	31	33	15	61	6	26	20	43	27	31
BU.230 (Business Statistics)	20	33	13	13	21	12	23	13	15	13
EC.241 (~Principles of Economics I)	73	2	43	27	42	22	34	72	90	
SO.215 (~Human Relations)	11				20	5	10			

Source: Blackboard Analytics - Registration by Class Report

Generated By: Carol Howerton

Distinct Enrolled Students by Term (Term) on columns; and Course By Subject (Course) on rows

Course Enrollment by Subject - Business Administration Option										
SBI - Business Administration Option	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
BU.207 (Business Law)	31	33	15	61	6	26	20	43	27	31
BU.230 (Business Statistics)	20	33	13	13	21	12	23	13	15	13
EC.241 (~Principles of Economics I)	73	2	43	27	42	22	34	72	90	
EC.242 (~Principles of Economics II)		74	10	30	22	33	19	38	5	72
FN.231 (Principles of Finance)	8	10	23	2	5	3	20	7	25	7
MG.260 (Principles of Management)	34	31	9	41	22	54	30	49	36	32
MG.269 (Effective Leadership)						21		30		33
MK.270 (Principles of Marketing)	21	30		24	16	9		23	20	27
SO.215 (~Human Relations)	11				20	5	10			

Source: Blackboard Analytics - Registration by Class Report

Generated By: Carol Howerton

Distinct Enrolled Students by Term (Term) on columns; and Course By Subject (Course) on rows

Course Enrollment by Subject - Energy Management Option										
Energy Management Option	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
BU.207 (Business Law)	31	33	15	61	6	26	20	43	27	31
BU.230 (Business Statistics)	20	33	13	13	21	12	23	13	15	13
EC.241 (~Principles of Economics I)	73	2	43	27	42	22	34	72	90	
EC.270 (World Econ. & Energy Sector)	31		14		14		4			
MG.260 (Principles of Management)	34	31	9	41	22	54	30	49	36	32
MG.266 (Project Management)		21		8		10	5	6		
MG.268 (Coll. Bargain. & Labor Rel.)	22		6		10		2			
MG.269 (Effective Leadership)						21		30		33
MN.215 (Environmental Aspects Mining)	11				9		2			

Source: Blackboard Analytics - Registration by Class Report

Generated By: Carol Howerton

Distinct Enrolled Students by Term (Term) on columns; and Course By Subject (Course) on rows

Course Enrollment by Subject - Entrepreneurship and Small Business Management Option										
	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
BU.207 (Business Law)	31	33	15	61	6	26	20	43	27	31
BU.230 (Business Statistics)	20	33	13	13	21	12	23	13	15	13
EC.241 (~Principles of Economics I)	73	2	43	27	42	22	34	72	90	
MG.250 (Financing & Venture Capital)										
MG.252 (Val. of New Business Ventures)										
MG.260 (Principles of Management)	34	31	9	41	22	54	30	49	36	32
MG.262 (Entrepren. & Small Bus Mgmt.)	1	45	21	30	23	25	26	36	33	28
MK.270 (Principles of Marketing)	21	30		24	16	9		23	20	27
SO.215 (~Human Relations)	11				20	5	10			

Source: Blackboard Analytics - Registration by Class Report

Generated By: Carol Howerton

Distinct Enrolled Students by Term (Term) on columns; and Course By Subject (Course) on rows

Course Enrollment by Subject - Health Care Leadership Option										
	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
AH.220 (Trends in Health Care)	29	61	15	15	13	17	8	33	18	8
AH.285 (Hlth Care Leadership & Mgmt.)		7	12	13	29	40	17	65	51	54
BU.207 (Business Law)	31	33	15	61	6	26	20	43	27	31
BU.230 (Business Statistics)	20	33	13	13	21	12	23	13	15	13
EC.241 (~Principles of Economics I)	73	2	43	27	42	22	34	72	90	
MG.254 (Mgmt. of HealthCare Fac. & Sys)							2			
MG.260 (Principles of Management)	34	31	9	41	22	54	30	49	36	32
MG.268 (Coll. Bargain. & Labor Rel.)	22		6		10		2			
MG.269 (Effective Leadership)						21		30		33

Source: Blackboard Analytics - Registration by Class Report

Generated By: Carol Howerton

Distinct Enrolled Students by Term (Term) on columns; and Course By Subject (Course) on rows

**Appendix IV  
Course Descriptions**

## Academic Course Descriptions

### Accounting

#### **AC 111 Principles of Accounting**

1 3 Credit Hours

This principles course covers the theory of debits and credits; accounting theory and methods will be used to record and report financial information for services and merchandising businesses. Topics include steps in the accounting cycle, preparation and use of basic financial statements, inventory methods and depreciation methods. Accounting for both single proprietorships and partnerships is introduced.

#### **AC 112 Principles of Accounting II**

3 Credit Hours

Prerequisite: AC 111.

This course is an introduction to principles and procedures in accounting for a corporation and manufacturing-type businesses. Topics include preparation of the statement of cash flows, financial statement analysis, introduction to managerial accounting and methods used to report and analyze financial performance to decision makers internal to the firms, cost accounting, budgeting, standard cost systems, break even analysis, and ratio analysis.

#### **AC 211 Intermediate Accounting I**

3 Credit Hours

Prerequisite: AC 112.

A study of generally accepted accounting principles (GAAP) dealing with the application of accounting theory, standards, and procedures to accounting problems. Topics include conceptual framework, statements of: income, retained earnings, financial position and cash flow, time value of money, and current/fixed assets.

#### **AC 212 Intermediate Accounting II**

3 Credit Hours

Prerequisite: AC 112.

Continued application of accounting theory, standards, and procedures for accounting problems. Topics include current/long-term liabilities, stockholder's equity, investments, revenue recognition, income taxes, post-retirement benefits, leases, changes and error analysis, and full disclosure in financial reporting. This course is the capstone course for

the Business Accounting Program.

### **AC 248 Income Tax Accounting**

3 Credit Hours

A study of individual income tax law as outlined on the 1040. Topics include all sources of income, adjustments to income, standard and itemized deductions, exemptions, tax and credits, other taxes, and payments.

### **AC 249 Managerial Accounting**

3 Credit Hours

Prerequisite: AC 111.

This course is a study of how accounting data can be interpreted and used by management in planning and controlling business activities of the firm. The uses of accounting data by investors, quantitative methods, and organizational behavior are also considered. Detailed emphasis is placed on budgeting, break even analysis, capital investment decisions, job order and process cost systems, and inventory valuation.

### **AC 250 Computerized Accounting**

3 Credit Hours

Prerequisite: AC 111 or OA 101 and any CS course.

This course presents hands-on training using Peachtree Complete Accounting. Topics covered include: vendor transactions, customer transactions, inventory, internal control, payroll, account reconciliation, job cost, financial statements, and the closing process. Students will complete projects involving various businesses.

### **AC 255 Governmental Accounting**

3 Credit Hours

Applications of fund accounting principles are applied to governmental and non-profit entries. Students learn skills necessary to understand the organization, accounting function, auditing, and financial reporting practices of governmental and non-profit organizations. Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) requirements are taught.

### **AC 260 Accounting Capstone/Internship**

3 Credit Hours

Prerequisite: All courses pertinent to the Business Accounting Degree Program. Student must also be an Associate in Applied Science Business Accounting program candidate for graduation.

The capstone guides the student in dealing with ethics, internal control, fraud and financial

statement analysis in the accounting environment which will require the student to confront and resolve accounting problems by integrating and applying skills and techniques acquired from previous courses. It will prepare students in developing a personal code of ethics by exploring ethical dilemmas and pressures they will face as accountants. The course will help the student understand financial statement analysis and the relation to fraud and fraud detection. It will prepare students for the ACAT Comprehensive Examination for Accreditation in Accountancy. The internship presents an opportunity for on-the-job training and instruction in an accounting oriented work site. Student assignments are made consistent with vocational objectives.

### **AC 265 Payroll Accounting**

3 Credit Hours

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages, calculating social security income and unemployment taxes, preparing appropriate payroll tax forms; and journalizing/posting transactions including posting transactions including payroll registers. Acquired knowledge will be applied to practical payroll situations. A comprehensive software and practice set requires students to perform payroll functions for a small business. After completing this course, a student will be qualified to take the Payroll Certification (FPC), which is given by the American Payroll Association.

### **AC 275 Special Topics in Accounting I**

1-3 Credit Hours

Prerequisite: Permission of the Division Head.Business.

## **Business**

### **BU 100 Introduction to Business**

3 Credit Hours

This course surveys the field of business, emphasizing the functions and structure of private business enterprise, and the roles of management, accounting, finance, and marketing in the enterprise. Duplicate credit for BU 101 is not permitted.

### **BU 106 Introduction to Customer Service**

3 Credit Hours

This course is designed to provide individuals interested in a technical customer support career with the knowledge and skills to be successful in that field. This course will introduce the business, technical, and interpersonal skills needed to provide customer support. Students will gain a better understanding of the various careers in the customer support industry and the knowledge and skill sets needed to enter and advance in those careers.

### **BU 107 Advanced Customer Service**

3 Credit Hours

Prerequisite: BU 106.

This course, the second part, continues to provide individuals interested in a technical customer support career with the knowledge and skills needed to be successful in that field. This course will focus on building and maintaining customer relationships with an emphasis on the knowledge and skill sets needed to enter and advance in those career arenas.

### **BU 115 Business Mathematical Applications**

3 Credit Hours

This course is designed for students planning a career in a business field and focuses specifically on applications in these fields. Students will develop problem-solving skills through the study and application of equations and formulas, including the concepts of ratio and proportion, financial statements, statistics of frequency distribution and graphs, all basics of depreciation, payroll, taxes and insurance, annuities, stocks and bonds, bank reconciliation, pricing, and inventory.

### **BU 120 Business Software Applications**

3 Credit Hours

Prerequisite: Keyboarding proficiency.

This course covers the essential software applications that an end-user would use in a

typical business environment. Students will learn how to apply the use of Word, PowerPoint, Excel, and Access within a business setting. Students will create business documents with Word, presentations with PowerPoint, prepare Excel worksheets using business scenarios, and construct databases using Access. Real- world projects will be presented which will enable the student to integrate what they have learned and use it in a meaningful way in the business world.

### **BU 205 Communications in Business**

3 Credit Hours

Prerequisite: EN 101.

This course emphasizes the principles to be applied in composing effective business correspondence, writing business reports, making oral presentations, and conducting meetings.

### **BU 207 Business Law**

3 Credit Hours

This course is an introduction to common law and Uniform Commercial Code. Topics covered include contracts, sales, bailments, common carriers, personal and real property, insurance, agencies, employment, negotiable and other credit instruments, partnerships, corporations, and bankruptcy. Duplicate credit for BU 209 is not permitted.

### **BU 230 Business Statistics**

3 Credit Hours

Prerequisite: EN 090, MT 090, MT 095, and MT 096 or minimum acceptable test scores for placement in college-level English and math. The course is designed to present statistical techniques and apply them to decisions, analysis, and forecasts. Stressed are the methods of collection, description, and summarization of the data as well as analysis and induction from the data.

### **BU 275 Special Topics in Business**

1-3 Credit Hours

This course presents classes in Business which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individualized instruction, and/or research in an area related to Business.

### **BU 280 The Business Professional (Capstone)**

3 Credit Hours

Prerequisite: BU 100 and must be in the final academic term of the Strategic Business

Integration program.

This course will provide a comprehensive survey of the areas of business and presents business processes that are common to most enterprises through a hands-on, interactive business experience. This experience simulates the management decision process, finance management and decision making, the cause and effect relationship between functional areas of a business, satisfying customer demands, and competitive analysis.

### **BU 291 Business Administration Internship**

3 Credit Hours

Students will be assigned to a business entity according to their vocational objectives in order to gain practical hands-on experience. They will be under the direction of an academic and work-site manager/supervisor who will coordinate their activities.

## **Economics**

### **EC 241 ~Principles of Economics I**

3 Credit Hours

This course presents and analyzes macroeconomic principles as to their applicability to problems of public policy. Macroeconomics is concerned with aggregates or the economy as a whole. Two major divisions of the course are: the study of theories related to economic growth, income, employment and inflation and the study of monetary theory. Economics avoids value judgments while it tries to establish scientific statements about economic behavior. Effective economic policies are developed using scientific-based analysis and critical thinking. This course can stand alone or in conjunction with Principles of Economics II, Microeconomics.

### **EC 242 ~Principles of Economics II**

3 Credit Hours

This course presents and analyzes microeconomic principles as to their applicability to problems of public policy. Microeconomics is the study of the economic activities of individual consumers and producers or groups of consumers and groups of producers known as markets. The emphasis is placed on the roles played by consumers and producers in the society. Economics avoids value judgments while it tries to establish scientific statements about economic behavior. Effective economic theories are developed using scientific-based analysis and critical thinking. This course can stand alone or in conjunction with Principles of Economics I, Macroeconomics.

### **EC 270 World Economics and the Energy Sector**

3 Credit Hours

This course examines the global context in which the United States economy functions. Students will explore the economic growth, current domestic and international challenges resulting from a global marketplace, proliferation of information and technology, persistence of underdevelopment, different economic systems, and the interdependence of nations in energy production. This course provides an analysis of the impact on the energy sector related to demand/supply, pricing, competitive behavior, transportation, inter-fuel competition, international relations, technical change, and external factors in the coal, oil, natural gas, and nuclear power industry.

### **EC 275 Special Topics in Economics**

1-3 Credit Hours

Prerequisite: Permission of Division Head.

This course presents classes in Economics which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individualized instruction, and/or research in an area related to Economics.

## **Entrepreneurship**

### **EP 101 Introduction to Entrepreneurship**

3 Credit Hours

This course will introduce the student to the exciting world of business ownership. Students will explore the many dimensions of new venture creation, growth, innovation, and the formation of new businesses. Opportunities, as well as challenges, associated with building a business, along with the steps to bring a vision to reality in the world of business. Real life experiences from local entrepreneurs and case studies will be presented.

### **EP 105 Social and Cultural Aspects of Entrepreneurship**

3 Credit Hours

Entrepreneurship has become one of the fastest growing segments for business worldwide. Social entrepreneurship encompasses a wide range of activities which includes: individuals devoted to making a difference, business ventures with a social purpose dedicated to adding for-profit motivations to the nonprofit sector, philanthropists supporting venture capital 'investment' portfolios, and nonprofit organizations that are reinventing themselves by drawing on lessons learned from the business world. This course explores entrepreneurship as a mechanism for social change, economic development, and community wealth creation. The students will learn the concepts and practices of social entrepreneurship through reading and project assignments, class discussions, case studies, and guest speakers. An overview of issues and challenges in contemporary global, social, and cultural entrepreneurship will be presented. Social entrepreneurship, as well as business applications, will be explored within a global perspective.

## **Finance**

### **FN 210 Finance for the Nonfinancial Manager**

3 Credit Hours

This course is designed to provide students who aspire to be managers and executives, in non-financial positions, with a practical understanding of finance. Students will be empowered to effectively communicate with accounting and finance people and to better understand the financial aspects of business decisions. An understanding of budgeting and corporate financial planning, working capital management, growth, capital, and profitability considerations, discounted cash-flow and capital costs, principles of valuation and value creation, measures of performance including ROE, RONA, and EVA, cost consideration, financial ratio analysis, and key performance measures will be the focus of the course.

### **FN 225 Real Estate I**

3 Credit Hours

This course introduces the student to the terminology, concepts, and practices in the area of real estate law, real estate finance, real estate appraisal, and West Virginia license law.

### **FN 226 Real Estate II**

3 Credit Hours

This course is a continuation of Real Estate I with emphasis in real estate law, real estate finance, real estate appraisal, West Virginia license law, and environmental issues in the real estate transaction.

### **FN 231 Principles of Finance**

3 Credit Hours

Prerequisite: AC 112.

This course is an introduction to financial management. The topics discussed will include cash flow analysis, financial statement analysis, time value of money, budgeting and variance analysis, financial markets, long-term financing, capital budgeting, and short-term financial management. This course is the capstone course for the Business Administration Program.

### **FN 232 Personal Finance**

3 Credit Hours

The main concern of this course is to educate and assist the student in the management of their personal finances. Topics include: Personal budgeting and tax planning, consumer credit, insuring your resources, fundamentals of personal investing, retirement, and estate planning.

## **Management**

### **MG 101 Introduction to Management**

3 Credit Hours

This course surveys general management principles which provides an understanding of the basic knowledge and skill-set required for being an informed employee, an effective team members, and a successful manager in the contemporary work environment. Critical management skills involved in planning, structuring, controlling, and leading an organization will be presented. Students will be provided a framework for understanding issues involved in both managing and being managed. The course is taught using a "systems" approach related to organizations, examining organizations as part of a context, including, but not limited to, environment, strategy, structure, culture, tasks, people, and outputs, will be covered.

### **MG 240 Managing New and/or Growing Business Ventures**

3 Credit Hours

Small and medium businesses are the backbone of the modern economy by creating wealth and jobs. In this course, students learn how to plan and manage the various activities essential for effectively running a small business and how to recognize and avoid the common mistakes made by small business managers. This course offers an overview of running a small business including a discussion of leadership, strategy, marketing, finance, operations, human resources, supplier management, facilities, banking, legal and regulatory considerations. These topics are integrated and presented in the context of a small business environment. A combination of business case examples and text will be used to supplement lectures, student project work, and guest speakers.

### **MG 242 Personnel Strategy and Law**

3 Credit Hours

In this course the student will learn why employees behave in certain situations. The student will develop a strategic plan using staffing patterns, professional development, seminars, leadership development, and rewards systems designed to promote and encourage positive behavior of employees. Personnel laws and issues will be studied. These include the Civil Rights Act of 1964 and 1991, FLSA, ADA, FMLA, ERISA, immigration laws, affirmative action, gender and racial/ethnic equity, and sexual harassment.

**MG 250 Financing and Venture Capital**

3 Credit Hours

In this course the student will examine the financing and valuation of new ventures from the perspective of entrepreneurs and venture capitalists. Aspects of financial thinking, tools, and techniques relevant for seeing new venture financing will be presented. Financing problems which impact new and/or established small businesses related to financial planning, valuing, and raising capital will be discussed. This course is designed for the new or experienced entrepreneur, or anyone interested in starting a business, a company, exploring venture capital, or a private equity firm.

**MG 252 Valuation of New Business Ventures**

3 Credit Hours

In this course virtual company teams are formed to plan the design, assembly, marketing, and distribution of new innovative products. A business plan will be formed by each virtual company team. Company teams will develop business processes and procedures for launching the product which includes: product identification, product description, product design, market analysis, plan to launch the product, implementation of the business plan, and documentation of the evolution of the project.

**MG 254 Management of Health Care Facilities and Systems**

3 Credit Hours

In this course the student will learn the organization structure, function, delivery, and financing of health care systems in the United States. Student will explore health care policies and the impact on the health care industry. Medical ethics, as well as ethical issues and dilemmas, will be presented.

**MG 256 Effective Decision-Making for Managers**

3 Credit Hours

The student will learn investigative analytical techniques used to assess key factors in the change process and how these relate to effective planning and problem solving.

**MG 258 Ethical Issues in Management**

3 Credit Hours

This course studies the nature of ethical leadership based on the principles and behaviors of great leaders. The leader's values, beliefs, and how both affect decision-making are explored. The student will learn how to apply social responsibility concepts as they assess institutions and organizations in the real world.

**MG 260 Principles of Management**

3 Credit Hours

This course is structured around contributions of the classical, behavioral, and management science schools of management under the functions of planning, organizing, leading, and controlling. Emphasis is placed on the manager's role in creating and maintaining a work environment leading to effective and efficient operations.

### **MG 261 Human Resources Management**

3 Credit Hours

This course provides the introductions to the strategic planning and implementation of human resources management functions and roles in an effective business/organization enterprise. Topics include staffing, appraisal, awards, current events, and laws affecting the management of the human factor of production.

### **MG 262 Entrepreneurial and Small Business Management**

3 Credit Hours

Small and medium businesses are the backbone of the modern economy by creating wealth and jobs. In this course, students learn how to plan and manage the various activities essential for effectively running a small business and how to recognize and avoid the common mistakes made by small business managers. Students will learn the process of starting a new business venture and learn how to apply the concepts and skills to successfully maintain an existing business. This course offers an overview of running a small business including a discussion of leadership, strategy, marketing, finance, operations, human resources, supplier management, facilities, banking, legal, and regulatory considerations. These topics are integrated and presented in the context of a small business environment. Students will develop a business plan, bringing an idea to fruition as a successful entrepreneur. A combination of business case examples and text will be used to supplement lectures, student project work, and guest speakers.

### **MG 264 Supervision**

3 Credit Hours

This course provides skill-based information covering supervisory principles, theories, human relation techniques and decision-making skills that are required to manage a workforce to profitable results.

### **MG 266 Project Management**

3 Credit Hours

This course centers on a specialized field of management that is useful for planning and managing complex work efforts. The project management process is a systematic approach that is comprised of four phases: concept, planning, implementation, and closedown. Students will be introduced to the classical foundations of project

management and the world of real life project problems. Topics presented in this course includes work breakdown structure, earned value, PERT/CPM/Gantt charts, scheduling charts, scope control, cost control, change control, and resource planning. Upon completion of this course, students will understand the basic concepts and critical factors of initiating, planning, organizing, controlling, and running a project. Information will be provided to the student regarding the requirements to sit for the PMP Exam of the Project Management Institute in order to become Professional Project Managers.

**MG 268 Collective Bargaining and Labor Relations**

3 Credit Hours

This course surveys both historical and legal frameworks of the labor movement in the United States and West Virginia. An analysis of traditional labor laws, NLRB law, state laws, and the impact of court decisions related to management will be presented. The student will learn historical perspective of the origins which impact union organizing, causes, and goals of the labor movements, union structure and behavior, and the impact on production. An introduction to the principles, practice, and processes of negotiations as requisite management skill for front-line supervisors, subordinates, peers, clients, and customers will be presented. Discussions will be presented regarding the preparation and planning for negotiation, the strategies and tactics of negotiation, issues regarding both distributive and integrative bargaining, and ethics in negotiation. Upon completion of this course the students will have an in-depth understanding of collective bargaining concepts applicable in today's commercial enterprise. The role of the manager related to strikes, labor negotiations, administration and enforcement of labor contracts, the grievance process, and arbitration will be explored. Labor and management approaches to solving employment disputes, avoiding grievances, and applying collective bargaining contracts in the work setting, labor rules and regulations, and means to implement new standards in the workplace will be discussed. Effects of laws on individuals, employees, the industry, the community, and the nation will be presented.

**MG 269 Effective Leadership**

3 Credit Hours

This course is designed to help prospective and practicing leaders improve their ability to establish and maintain positive interpersonal relationships with their constituents, as well as examine their own potential personal change.

**MG 272 Industrial Leadership**

3 Credit Hours

This course focuses on leadership, human resources management and ethical decision-making in an industrial setting. Leadership styles, organizational patterns, values, and skills for empowerment of individuals as they confront organizational challenges will be discussed. A primary focus will be on identifying emerging leaders, assuming responsibility within the organization, and empowerment to become a leader in the

workplace. Students will analyze current management theories and styles including, but not limited to, Six Sigma, Total Quality Management and Steven Covey's Seven Habits of Effective Leadership. Development of leadership skills related to an in-depth understanding of regulation in the industry, ethics at the individual and organizational level, setting objectives in the workplace, planning, influencing and motivating others, and managing for results is the expected outcome of the course.

### **MG 273 Organizational Behavior and Communication**

3 Credit Hours

In relation to the behavioral sciences, students will be expected to analyze business management problems in the areas of motivation, leadership, morale, communication, control, and ethics. The focus of this course will be on the effective use of human capital through understanding of motivation and behavior patterns, conflict management and resolution, group functioning and process, decision making, and the importance of recognizing and managing change. Consideration will be given to the interaction of individual values, attitudes, needs, abilities and traits, and motivation within teams and organizations.

### **MG 274 Project Evaluation**

3 Credit Hours

This is a capstone course designed to assess the student's ability to identify, plan, implement, and evaluate projects. Students will be expected to demonstrate an understanding of methods, tools, and techniques used to plan, communicate, manage and control projects, resolve problems, and communicate results to upper level management. Assessment of the student's ability to work in teams to create and complete a major project for an actual industry is the major objective of the course.

### **MG 275 Special Topics in Management**

1-3 Credit Hours

Prerequisite: Permission of the Division Head.

This course presents classes in Management which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individualized instruction, and/or research in an area related to Management. Marketing

### **MK 267 E-Commerce and Marketing for a Global Society**

3 Credit Hours

This course will explore e-commerce and marketing issues such as internet infrastructure, strategy formulation and implementation, technology concepts, public

policy issues, and capital infrastructure and the effects on business decisions. Students will be exposed to the objectives, challenges, and requirements for effective, results-oriented marketing activities and sales efforts for the entrepreneur/ new venture. Key topics include the selection, design, and budgeting of entrepreneurial marketing and advertising programs, along with effective selling, customer acquisition, and service/retention efforts.

### **MK 270 Principles of Marketing**

3 Credit Hours

This course examines the development of the institution, channels of distribution, functions, federal regulations and economics of marketing.

### **MK 271 Advertising and Sales Promotion**

3 Credit Hours

This course presents the decision process and the variables necessary to fully implement a program for delivering information about the product offerings of the firm as well as methods of encouraging the sale of the firm's products through the channels of distribution and to the final customers.

### **MK 272 Retailing**

3 Credit Hours

This course analyzes the principles of retailing from the marketing perspective. The topics discussed will include the different types of retail businesses (including the Internet), decision making (including store planning and location), personnel management, purchasing, merchandising, promotion, customer service, and more.

### **MK 273 Salesmanship**

3 Credit Hours

Prerequisite: MK 270.

This course particularly involves the personal communications in the buyer-seller dyad. The course approach will closely examine the stages of the selling process: prospecting, approach, presentation, answer questions/objections, close, and follow-up.

### **MK 274 Services Marketing**

3 Credit Hours

This course places special emphasis on understanding the customer from the services and nonprofit perspectives. The topics discussed will include the nature of services, with respect to pricing, distributing, promoting, and service quality.

**MK 275 Special Topics in Marketing**

3 Credit Hours

Prerequisite: Permission of the Division Head.

This course presents classes in Marketing which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Marketing.

**MK 277 Hospitality Marketing**

3 Credit Hours

Prerequisite: MK 274.

This course covers the theories and knowledge in marketing with a total emphasis on applications in hospitality management.

**Appendix V**  
**Program Budget**

Oracle Fusion Middleware Forms Services: Open > FGIBDST [Q]

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.5 (SOCPROD)

**Chart:** 2  
**Fiscal Year:** 18  
**Index:**

Query Specific Account  
 Include Revenue Accounts  
**Commit Type:** Both

**Organization:** 3130 Business  
**Fund:** 4680 General Operating Fund  
**Program:** 10 Instruction  
**Account:**  
**Account Type:**  
**Activity:**  
**Location:**

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
61H286	L	Personal Services Faculty	0.00	14,553.72	0.00	-14,553.72
622330	L	FICA EMPLOYER SHARE	0.00	902.33	0.00	-902.33
622331	L	MEDICARE EMPLOYER SHARE	0.00	211.03	0.00	-211.03
62H111	L	Workers Compensation	0.00	450.00	0.00	-450.00
62H113	L	Pension and Retirement	0.00	873.24	0.00	-873.24
79H116	E	Office Expense	1,000.00	969.92	0.00	30.08
79H127	E	Travel Employee	1,350.00	530.62	0.00	819.38
79H159	E	Postage	0.00	41.02	0.00	-41.02
79H161	E	Supplies-Computer	300.00	0.00	0.00	300.00
<b>Net Total:</b>			-2,650.00	-18,531.88	0.00	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List

Record: 1/9 | ... | <OSC> 1/30

# INFORMATIONAL ITEMS

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 19, 2018**

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

**RECOMMENDED RESOLUTION:** For Information Only

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

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

During the 2017-2018 fiscal year, Southern awarded a total of \$321,033.50 in undergraduate waivers to a total of 91 students. In compliance with West Virginia Code §18B-10-5 and the Southern West Virginia Community and Technical College Board of Governors Policy, SCP-5065, *Awarding of Undergraduate Tuition and Fee Waivers*, this report regarding the tuition and fee waiver awards for fiscal year 2017-2018 will be entered into the minutes of the Board of Governors meeting of June 19, 2018.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 19, 2018**

**ITEM:** Report on 2017-2018 Faculty Promotion Decision

**RECOMMENDED RESOLUTION:** For Information Only

**STAFF MEMBER:** President Robert Gunter

**BACKGROUND:**

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

**Promotion Awarded:**

Stacy N. Hatfield	Associate Professor to Professor
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**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 19, 2018**

**ITEM:** 2018-2019 Academic Calendar

**RECOMMENDED RESOLUTION:** For Information Only

**STAFF MEMBER:** President Robert Gunter

**BACKGROUND:**

The 2018-2019 Academic Calendar has been established and approved for Southern West Virginia Community and Technical College, a copy of which is attached for informational purposes. The calendar was developed by a subgroup of the Management Council for Academic Affairs and Students Services with representation from student services, finance, and administration. The academic calendar balances the needs of the units and of the institution, and all users will be able to plan for the processes necessary to drive the academic and support activities of the College. The 2018-2019 Academic Calendar has been announced college-wide and will be posted to the website and printed in the 2018-2019 Academic Catalog.

April 17	Summer and Fall priority registration for Veterans and students currently served by the Office of Disability Services begins. Continuous registration during regular business hours with online registration available 24 hours per day. Returning students may register online or see their assigned advisor if assistance is needed.
April 18	Summer and Fall registration for all students begins. Continuous registration during regular business hours with online registration available 24 hours per day. Returning students may register online or see their assigned advisor if assistance is needed.
July 16	Financial aid completion deadline for Fall 2018 Semester (full-term 16-week classes).
After July 16	Financial aid processing will continue, but students who submit required documentation after this date are not guaranteed their financial aid will be processed in time to avoid being dropped for nonpayment. Students who submit required documentation after this date may be able to register for alternate term (12-week/2nd 8 week) classes.
July 23 - 26	No Registration This Week (No online registration from July 19 at 5:00 PM through July 29, 2018).
July 30	Registration for Fall 2018 opens again.
August 6	Academic Affairs Convocation
August 6 - 9	Final Registration for full-term 16-week classes.
After August 7	Students may register for alternate term (12-week/2nd 8 week) classes through the last business day prior to the start of the class. Late registration fees do not apply to alternate term classes.
August 9	Last day to register for full-term 16-week classes.
August 13	Full-term 16-week classes begin.
August 13 - 14	Schedule adjustment for currently enrolled students ONLY (no new registrations/schedules for full-term 16-week classes). After August 14, students with financial aid must see the Office of Financial Assistance before making any schedule changes.
September 3	College Closed - Labor Day Holiday.
September 4	Classes Resume.
September 6	Last day to register for alternate term 12-week classes.
September 10	Alternate term 12-week classes begin.
October 1 - 5	Mid-term Exams Week
October 4	Last day to register for alternate 2nd 8-week term classes.
October 8	Alternate term 2nd 8-week classes begin.
October 8	Mid-term grade reports due.
November 5	Last day to withdraw with a grade of "W" from full-term 16-week classes.
November 6	Spring priority registration for Veterans and students currently served by the Office of Disability Services begins. Continuous registration during regular business hours with online registration available 24 hours per day. Returning students may register online or see their assigned advisor if assistance is needed.
November 7	Spring registration for all students begins. Continuous registration during regular business hours with online registration available 24 hours per day. Returning students may register online or see their assigned advisor if assistance is needed.
November 18 - 25	No Classes - Thanksgiving Break.
November 26	Classes Resume.
December 3	Financial aid priority completion deadline for Spring 2019 Semester.
After December 3	Financial aid processing will continue, but students who submit required documentation after this date are not guaranteed their financial aid will be processed in time to avoid being dropped for nonpayment. Students who submit required documentation after this date may be able to register for alternative term classes.
December 3 - 7	Final Exams Week.
December 10	Final grades due to the Records Office by noon.

Southern will be closed for holiday break beginning Friday, December 14, 2018, through Tuesday, January 1, 2019. Southern will reopen for business Wednesday, January 2, 2019.

December 3	Financial aid priority completion deadline for Spring 2019 Semester.
January 7 - 10	Final Registration for full-term 16-week classes.
After January 8	Students may register for alternate term (12-week/2nd 8 week) classes through the last business day prior to the start of the class. Late registration fees do not apply to alternative term classes.
January 10	Last day to register for full-term 16-week classes.
January 14	Full-term 16-week classes begin.
January 14 - 15	Schedule adjustment for currently enrolled students ONLY (no new registrations/schedules for full-term 16-week classes). After January 15, students with financial aid must see the Office of Financial Assistance before making any schedule changes.
January 21	College Closed - Martin Luther King, Jr. Holiday.
February 11	Alternate term 12-week classes begin.
March 4 - 8	Mid-term Exams Week.
March 11	Mid-term grade reports due.
March 11	Alternate term 2nd 8-week classes begin.
March 24 - 31	No Classes - Spring Break.
April 1	Classes Resume.
April 15	Last day to withdraw with a grade of "W" from full-term 16-week classes.
April 16	Summer and Fall priority registration for Veterans and students currently served by the Office of Disability Services begins. Continuous registration during regular business hours with online registration available 24 hours per day. Returning students may register online or see their assigned advisor if they need assistance.
April 17	Summer and Fall registration for all students begins. Continuous registration during regular business hours with online registration available 24 hours per day. Returning students may register online or see their assigned advisor if assistance is needed.
April 22 - 25	Assessment Showcase Week. Classes will meet as regularly scheduled.
May 6 - 10	Final Exams Week.
May 11	Commencement - 10:00 AM.
May 13	Final grades due to the Records Office by noon.

May 29	Full-term classes begin.
After May 29	Students may register for alternative term classes through the last business day prior to the start of the class. Late registration fees do not apply to alternative term classes.
June 28	Mid-term grade reports due for full-term classes.
July 4	College Closed - Independence Day Holiday.
July 22	Last day to withdraw with a grade of "W" from full-term classes.
July 23	Final exam day for Tuesday/Thursday classes.
July 24	Final exam day for Monday/Wednesday classes.
July 25	Final grades due to the Records Office by noon.

First Four Week Part of Term

May 29	Classes begin.
June 12	Mid-term grade reports due.
June 17	Last day to withdraw with a grade of "W".
June 25	Final Exam Day.
June 26	Final grades due to the Records Office by 8:00 AM.

Second Four Week Part of Term

June 26	Classes begin.
July 4	College Closed - Independence Day Holiday.
July 11	Mid-term grade reports due.
July 16	Last day to withdraw with a grade of "W".
July 24	Final Exam Day.
July 25	Final grades due to the Records Office by noon.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 19, 2018**

**ITEM:** 2018-2019 Holiday Calendar

**RECOMMENDED RESOLUTION:** For Information Only

**STAFF MEMBER:** President Robert Gunter

**BACKGROUND:**

As authorized by Board of Governors policy SCP-2360, *Holidays*, a holiday schedule for 2018-2019 has been established and approved for Southern West Virginia Community and Technical College, a copy of which is attached. The holiday schedule has been aligned with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 14, *Holidays*, Southern's 2018-2019 academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia Code. The 2018-2019 Holiday Calendar has been announced college-wide and submitted to the Chancellor for Community and Technical College Education.



**Southern West Virginia Community and Technical College**  
**Holiday Schedule**  
**Fiscal Year 2018-2019**

Wednesday, July 4, 2018	* Independence Day
Monday, September 3, 2018	* Labor Day
Thursday, November 22, 2018	* Thanksgiving Day
Tuesday, December 18, 2018	Alternate
Wednesday, December 19, 2018	Alternate
Thursday, December 20, 2018	Alternate
Monday, December 24, 2018	Alternate
Tuesday, December 25, 2018	* Christmas Day
Wednesday, December 26, 2018	Alternate
Thursday, December 27, 2018	Alternate
Monday, December 31, 2018	Alternate
Tuesday, January 1, 2019	* New Year's Day
Monday, January 21, 2019	* Martin Luther King Jr. Day
Monday, May 27, 2019	Memorial Day

*\*As designated by West Virginia Code 2-2-1, Procedural Rule Series 14 Holidays, and Southern Policy SCP-2360 Holidays*

*For the purpose of taking into consideration Southern's academic calendar, holidays indicated as "Alternate" are in lieu of the Year 2018 Columbus Day, Veteran's Day, General Election Day and Year 2019 President's Day, Lincoln's Birthday, West Virginia Day, and Memorial Day.*