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**Agenda Book  
June 18, 2019**

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**Members**

Howard E. Seufer, Jr., Chair  
Eddie J. Canterbury, Vice Chair  
Eddie J. Canterbury, Secretary  
J. Chris Adkins  
Lisa Haddox-Heston  
Janice Olive

Samuel A. Stewart  
Pat J. White  
Mason E. White II  
William H. Alderman II  
Cherri Stroud  
Dianna Toler

Robert E. Gunter, Ed.D  
President

**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  
Board of Governors  
Meeting of June 18, 2019  
6:00 p.m.  
Building C, Room 428 • 2900 Dempsey Branch Road  
Mount Gay, West Virginia**

**AGENDA**

1. Verification of Quorum and Call to Order ..... Mr. Howard Seufer  
Board Chair
2. Special Presentations ..... Chair Seufer
3. Call for Public Comments to the Board of Governors ..... Chair Seufer
4. Introduction of Dean of Student Services ..... Dr. Robert E. Gunter  
President
5. Board of Governors and Administration Self-Assessment Results ..... Mr. Peter G. Markham  
Bowles Rice LLP
6. Classified Staff Council Annual Presentation ..... Ms. Patricia Miller  
Chair, Classified Staff Council
7. Student Services Unit Report ..... Ms. Allyn Sue Barker  
Interim Vice President for Student Services
8. Technology Services Annual Report ..... Mr. Thomas Cook  
Chief Information Officer
9. HLC Focused Visit Progress Report ..... Dr. Deanna Romano  
Vice President for Academic Affairs  
and Accreditation Liaison Officer
10. President’s Report ..... President Gunter
11. Financial Report ..... Mr. Samuel Litteral  
Vice President for Finance and Administration
12. Action Items
  - 12.1 Nominating Committee Report and Election of  
2019-2020 Board Officers ..... p. 39
  - 12.2 Appointment of 2019-2020 Lay Members (2)  
to the Board Agenda Committee ..... p. 40
  - 12.3 Request for Approval of April 16, 2019 Meeting Minutes ..... p. 41
  - 12.4 Request for Approval of Fiscal Year 2019-2020 Institutional Budget ..... p. 53
  - 12.5 Request for Approval of FY 2021-2022 Capital Projects and Expenditures ..... p. 56
  - 12.6 Request for Approval of FY 2021-2025 Capital Projects and Expenditures ..... p. 58

12.7	Request for Approval of Additional 30-day Public Comment	
12.7.1	SCP-1003, <i>Consumer Information</i> (New)	p. 60
12.7.2	SCP-4001, <i>Student Consumer Protection</i> (New)	p. 65
12.8	Request for Approval of Institutional Policies for 30-day Public Comment	
12.8.1	SCP-1725, <i>Private Scholarships</i>	p. 70
12.8.2	SCP-2686, <i>Promotion-in-Rank and Tenure Policy</i> and SCP-2686.A, <i>Promotion-in-Rank and/or Tenure Criteria and Forms</i>	p. 74
12.8.3	SCP-4274, <i>Standards of Progress for Financial Aid Recipients</i> , SCP-4274.A, <i>Financial Assistance Appeal</i> , 4274.B, <i>Letter of Warning</i>	p. 92
12.8.4	SCP-5051, <i>Reduced Tuition and Fee Program for State Residents Age 65 and Older</i>	p. 105
12.8.5	SCP-5065, <i>Awarding of Undergraduate Tuition and Fee Waivers</i> , and SCP-5065.A, <i>Employee Tuition Waiver Application</i>	p. 109
13.	Discussion Items	p. 115
13.1	Student Registration Process	
13.2	Out of State Travel	
13.3	Faculty Turnover	
14.	Informational Items	
14.1	Awarding of Undergraduate Tuition and Fee Waivers Report	p. 117
14.2	Faculty Promotion Decision	p. 119
14.3	2019-2020 Academic Calendar	p. 120
14.4	2019-2020 Holiday Calendar	p. 126
14.5	2019-2021 Governance Day Meeting Calendars	p. 128
14.6	Council Acknowledgment of New Academic Program Implementation and Termination	p. 132
14.7	Chancellor's Approval of Institutional Policies	p. 133
15.	Adjournment	Chair Seufer

# 2019 Annual Presentation to Board of Governors

Southern West Virginia Community and Technical College  
Classified Staff Council

# Classified Staff Council

# Classified Staff Council

- As prescribed in West Virginia Code, §18B-6-6(a), there is established at each state institution of higher education an institutional classified employees advisory council to be known as the staff council.
- Council serve as an Advisory Council to the President
- Represents the Classified Staff interests and concerns to the College community
- The Classified Staff Council submits recommendations to standing committees, administrative unit heads, or directly to the President

# Classified Staff Council

## Classified Staff Elections

- Pursuant to West Virginia Code, §18B-6-4b(1), during the month of April of each odd numbered year, the classified staff assembly elect two classified employees from each of five defined sectors of employment to serve on the Classified Staff Council
- On April 2, 2003, the Classified Staff Council voted to expand its membership to incorporate one classified staff representative from each geographic location - Boone/Lincoln Campus; Logan Campus; Williamson Campus; Wyoming/McDowell Campus
- The Advisory Council of Classified Employees and Board of Governors representatives are elected by the classified staff assembly
- Campus representatives are elected by the individual campus staff
- Classified Staff election where conducted on April 28, 2017



# Classified Staff Council

- The Classified Staff Council is made-up of the following members:
  - Two Administrative/Managerial Sector Representatives
  - Two Professional/Non-Teaching Sector Representatives
  - Two Paraprofessional Sector Representatives
  - Two Secretarial/Clerical Sector Representatives
  - Two Physical Plant/Maintenance Sector Representatives
  - One representative from each geographic location - Boone/Lincoln Campus; Logan Campus; Williamson Campus; and Wyoming/McDowell Campus
  - Advisory Council of Classified Employees Representative
  - Board of Governors Representative
  - Classified Staff Council Chair

# Classified Staff Council

## What Governs the Classified Staff Council

- WV Code 18B-6-6
- Southern Policy SCP-1091
- Robert's Rules of Order

# Classified Staff

# Classified Staff

- Classified Staff are composed of two primary groups
  - Exempt Employees (Salary)
  - Non-exempt Employees (Hourly)
- Classified Staff are paid from various sources, including by not limited to
  - State Appropriations
  - Tuition/Fees
  - Auxiliary Enterprises
  - Grants

# Classified Staff

- In the 2017 Legislative Session HB 2542 passed
- HB 2542 affected Classified Staff in the following:
  - Reduction in Force - Classified Staff
  - Loss of seniority rights for reduction in force
  - Loss of preferred recall in event of reduction in force
  - Loss of bumping rights in event of reduction in force
  - New exempt employees will be hired as Non-Classified
  - Current exempt employees remain Classified unless their position goes through a classification review

# Classified Staff Concerns

# Classified Staff Concerns

- Reduction in Workforce
  - Absorption of lower paygrade duties of eliminated positions without change in paygrade or stipends for the additional duties.
  - Job productivity decreasing because of absorbed duties.
- Need Policy on Progressive Discipline
  - Definition of true “will and pleasure” employees
  - Defined progressive discipline process

# Classified Staff Concerns - Salary

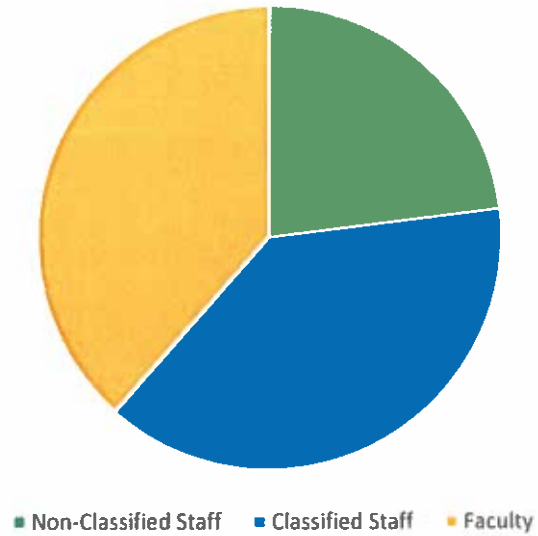
- New Paygrade Scale Uncertainty
  - How do we move up in the quartiles in each paygrade?
  - Some have already reached the maximum quartile for their paygrade due to longevity and across the board raises. Where do they go from here?
  - If the median is market, is there a plan to get us there?



The End

Non-Classified Staff	36	24%
Classified Staff	60	38%
Faculty	60	38%

Southern Employees as of June 4, 2019



Average Years of Service for Classified Staff: 13.22 years

Total Number of Classified Staff Under 15 Years of Service: 34

Total Number of Classified Staff Over 15 Years of Service: 26

Total Number of Classified Staff Over 30 Years of Service: 6

Total Number of Classified Staff Under 5 Years of Service: 20

# **Student Services Unit**

Presentation to Southern West Virginia  
Community and Technical College  
Board of Governors

June 18, 2019

# Unit Supports Mission and Institutional Commitments

## Mission Statement

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

## Institutional Commitments

As a comprehensive community and technical college, Southern is committed to providing:

1. Developmental and pre-college level education for those who lack the necessary academic background for direct entry into college-level courses.
2. Programs of study leading to the associate in arts and the associate in science degrees which can be effectively transferred and applied toward the baccalaureate degree.
3. Programs of study in career and technical fields leading to a skill-set certification, certificate degree and/or the associate in applied science degree for entry into the workforce.
4. Workforce development, continuing education and training programs that support the needs of employees and employers and serve as a mechanism for economic development.
5. **Support services that assist students in achieving their education and training goals.**
6. Community interest programs and activities that promote personal growth and cultural enrichment.

## Student Services Unit's Mission

Student Services helps people improve their lives through education.

## Student Services Unit's Goals

- Increase new student recruitment by 2% per year.
- Increase retention by 2% per year.
- Increase completion rates by 2% per year.
- Increase number of students who have 30+ college credits in one (1) year by 2% per year.

# Roles and Responsibilities of Student Services Leadership Team and Personnel

- Strategic Enrollment Management Plan
- Recruitment Events and Activities
  - College tours, open house events, career fairs, high school visits, etc.
  - Distribute applications for admissions and academic/auxiliary program information
  - Follow-up communication
    - Spiceworks (Helpdesk) tickets
    - Letters
    - Phone Calls
    - Text
- Placement Testing (Accuplacer)
- New Student Orientation Events and Programming
- Career Planning and Development
- Advising
- Registration/Enrollment
  - Enrollment of Dual Credit students

# Roles and Responsibilities of Student Services Leadership Team and Personnel (continued)

- Student Development – Auxiliary services and activities
  - Disability Services
  - Veterans support
  - Student clubs and organizations
  - Student Government
  - Student Leadership – Student Ambassadors, Skills USA, National Student Leadership Society (NSLS), etc.
- Student Retention – Services and Activities
  - Instructional support and tutoring
  - Workshops, study groups, and academic support
  - Early Alert system and intervention
  - Student exceptions/academic standing

# Roles and Responsibilities of Student Services Leadership Team and Personnel (continued)

- Compliance
  - Title IX
  - Student grievances
    - Student complaints
  - Section 504 ADA
  - Civil Rights Review
  - Student Handbook
  - Policies and Procedures
  - Disclosure of information
    - Title IX,
    - General contact information for student services,
    - Constitution and Citizenship Day,
    - Student Right to Know,
    - Clery Act,
    - Facilities and services available to students with disabilities,
    - Drug and alcohol abuse prevention, and
    - Voter registration forms.
- Commencement Coordination



## Accomplishments 2018-2019

- Strategic Enrollment Management Plan completed and approved through Institutional Governance process that included an internal comment period that ended on January 30, 2019. Presented to Board of Governors on February 19, 2019.
  
- Student Success Center Created
  - Learning Studios established – services delivered:
    - Tutoring services; [Fall- 343 (duplicated headcount) attendance; Spring-267 (duplicated headcount)]
    - Workshops on various topics available to students
      - Brown bag sessions [Fall – 15 sessions, 197 students attended (duplicated); Spring – 7 sessions, 89 students attended (duplicated)]
  - Early Alert initiated during Spring 2019
    - Faculty submitted 16 Early Alert tickets
    - Students submitted 136 tickets
    - 63 Students responded to Early Alert (data being analyzed for impact on retention)

# Accomplishments 2018-2019

(continued)

## ➤ Recruitment Activities

- 143 events that were either organized by student services personnel or attended
- 3,793 attendees (duplicated headcount)
- In partnership with RCBI, GEAR Up, student services, and School of Career and Technical Programs a CTE (Career and Technical Education) to CTC (Community and Technical College) Pathways Project developed and implemented
  - High school Career Tech students - campus tour and demonstrations of Southern's technical programs
  - 233 students participated from 9 high schools representing 4 counties (Boone, Logan, Mingo, Wyoming)

# Accomplishments 2018-2019

(continued)

- New Student Orientation (Changes implemented for summer 2019)
  - Highly recommend that all entering students attend a New Student Orientation session
  - Twenty-three sessions scheduled starting June 3<sup>rd</sup>
    - 16 sessions scheduled for June
    - 7 sessions scheduled for July
    - All campuses locations have both day and evening sessions
    - Marketing campaign through web page, Facebook, radio, newspapers, Southern's TV channel, and during high school visits
  - Highly recommended that students sign up to attend one of the sessions
    - Prior to students attending sessions, College personnel can check financial aid status, program major, test scores and group according to program major for program advising
    - Students who walk-in are included in the sessions and receive services

# Accomplishments 2018-2019

(continued)

- **Advising and Registration (Changes implemented for summer/fall 2019)**
  - Moving toward a caseload model for student advising
    - Currently enrolled students (returning students in Summer/Fall) in Career and Technical Programs were assigned to faculty advisors of their appropriate programs. This started in April 2019 for registration of Summer and/or Fall 2019 classes.
    - Arts and Sciences program majors currently assigned to Student Services Specialists
  - Returning students were required to contact advisor to register for classes either through advisor or to receive PIN to register through MySouthern (on-line registration)
    - All currently enrolled students received several emails and text messages relaying the new process for registering for summer/fall classes.
    - Prior to the end of the spring 2019 semester, calls were made to those students who had not registered.
    - On-line registration was turned off on May 9, 2019
  - All students should contact advisor or Student Services Specialist to register
  - Most new students will see a Student Services Specialist during the first semester then introduced to faculty advisor toward end of first 15 credit hours completed
  - Advising Checklist created and is currently being piloted by Student Services Specialists to use with new students.

## Staffing and Staffing Changes 2018-2019

Interim Vice President for Student Services assigned – starting August 22, 2018 (Leadership and supervision of unit for nine months)

- New Dean of Student Services started May 28, 2019
- Leadership Team – 3 full-time positions

Student Services Specialist (professional advisors) 5 full-time positions

- Logan Campus – initially 2 positions – reduced to 1
- Williamson Campus – 2 positions
- Boone/Lincoln Campus – 1 position
- Wyoming Campus – 1 position

Student Services Specialists - Grant Positions (Special Populations) – 5 full-time positions

- TANF – 2 Logan and Williamson
- PRIDE – 1 Williamson/Logan
- GEAR Up – 2 Logan and Williamson



# INFORMATION TECHNOLOGY UPDATE

# Past Year Accomplishments

- ▣ Helpdesk - Password Reset Utility
- ▣ Lab/PC Upgrades
- ▣ Camera Installs
- ▣ Signage
- ▣ Banner
  - Early Alert
  - Dynamic Schedule
  - Skillset identification

# Summer 2019 Completion Goals

- Phone System Upgrade
- New Library System
- BankMobile
- Listserv
- ID System
- Student Printing/Scanning/Copying Enhancement



# 2019-2020 Projects

- Email Moved to the Cloud
- Alert Systems Utilization/Integration
- ICR Utilization/Upgrades – Zoom
- Banner
  - Full Utilization of Recruiting and Admissions Processes
  - Develop New Personnel System to Meet HR/College Needs
  - Action Item Processing
  - CPOS (Course in Program of Study)

# Questions?

## Southern West Virginia Community and Technical College

Committee	<b>President's Activity Report</b>		Date	<b>June 18, 2019</b>
Facilitator	Dr. Bob Gunter		Time	6:00 PM
Location	Southern West Virginia Community and Technical College			
President's Activities				
Ck	Date	Activities	How Participated	
		<b>Staff Meetings</b>		
	April 22, 2019	Classified Staff Council Quarterly Meeting		Attended
	April 26, 2019	Governance Day		Attended
		Faculty Senate		Presented
	May 6, 2019	Vice President Meeting – Deanna Romano		Presided
		Vice President Meeting – Sam Litteral		Presided
		Vice President Meeting – Rita Roberson		Presided
		Vice President Meeting – Tom Cook		Presided
	March 7, 2019	Vice President Meeting – Allyn Sue Barker		Presided
	May 14, 2019	President's Cabinet Meeting		Presided
	May 29, 2019	President's Administrative Retreat		Presided
	May 30, 2019	Vice President Meeting – Rita Roberson		Presided
		Vice President Meeting – Tom Cook		Presided
	June 3, 2019	Vice President Meeting – Deanna Romano		Presided
		Vice President Meeting – Chuck Lopez		Presided
	June 4, 2019	Vice President Meeting – Sam Litteral		Presided
	June 6, 2019	President's Cabinet		Presided
	June 6, 2019	Vice President Meeting – Allyn Sue Barker		Presided

<b>President's Activities</b>			
<b>Ck</b>	<b>Date</b>	<b>Activities</b>	<b>How Participated</b>
	June 12, 2019	Boards of Governors Workshop – Council	Attended
		<b>Other College Meeting(s)</b>	
	April 17, 2019	Institutional Effectiveness Committee	Presided
	April 25, 2019	West Virginia Council for Community and Technical College Education	Attended
	April 25, 2019	Community and Technical College Administrative Council	Attended
	May 2, 2019	Mandatory Commencement Meeting	Presided
	May 9, 2019	Copyright Policy Discussion	Attended
	May 15, 2019	Executive Foundation Board Meeting	Attended
	May 23, 2019	Institutional Effectiveness Committee	Presided
	May 4, 2019	Board of Governors Agenda Meeting	Presented
	June 6, 2019	Grant Initiative for the Appalachian and Delta Region	Participated
*	June 12, 2019	Board of Governors Workshop	Attended
	June 12, 2019	West Virginia Council for Community and Technical College Education	Attended
	June 13, 2019	Community and Technical College Administrative Council	Attended
		<b>College Award Ceremonies/Commencement</b>	
	April 24, 2019	Phi Theta Kappa Induction Ceremony	Attended
	April 25, 2019	Meet the Author/Sticks Launch Party	Attended
	April 27, 2019	National Society of Leadership and Success Induction	Presented
	May 2, 2019	TANF Banquet/Award Ceremony	Presented
	May 9, 2019	Allied Health Awards/Pinning Ceremony	Presented

<b>President's Activities</b>			
<b>Ck</b>	<b>Date</b>	<b>Activities</b>	<b>How Participated</b>
	May 10, 2019	Nursing Awards/Pinning Ceremony	Presented
*	May 11, 2019	Commencement – Williamson Memorial Fieldhouse	Presented
		<b>Community Outreach</b>	
	April 17, 2019	Boone County Joint Administrative Board Meeting	Attended
	April 18, 2019	Wyoming/McDowell Community Listening Meeting	Presided
	April 29, 2019	Boone/Lincoln Community Listening Meeting	Presided
	April 30, 2019	Logan Community Listening Meeting	Presided
*	May 2, 2019	Mingo Central High School – College Decision Day	Presented
	May 7, 2019	Lincoln County Joint Administrative Board Meeting	Attended
	May 9, 2019	Chief Logan Recreation Center Board Meeting	Attended
	May 9, 2019	Williamson Community Listening Meeting	Presided
	May 9, 2019	Tug Valley Chamber of Commerce	Attended
	May 14, 2019	Logan County Chamber of Commerce	Attended
*	May 20, 2019	CEDAR Scholarship Awards Banquet	Presented
	June 3, 2019	New Student Orientation	Presented
*	June 4, 2019	Lincoln County Joint Administrative Board Meeting	Attended
	June 5, 2019	New Student Orientation	Presented
	June 5, 2019	Marshall University Alumni Dinner	Attended
	June 6, 2019	GWCDC Board Meeting	Attended
*	June 8, 2019	Carrie Anne Scott Memorial Scholarship Kayak Float	Attended

	June 17, 2019	New Student Orientation - AM	Presented
	June 17, 2019	New Student Orientation - PM	Presented
		<b>Campus Visits</b>	
	April 17, 2019	Boone/Lincoln Campus Visit	Visit
	April 18, 2019	Wyoming Campus Visit	Visit
	April 24, 2019	Williamson Campus Visit	Visit
	April 30, 2019	Boone/Lincoln Campus Visit	Visit
	May 7, 2019	Boone/Lincoln Campus Visit	Visit
	May 9, 2019	Williamson Campus Visit	Visit
	June 3, 2019	Williamson Campus Visit	Visit
	June 4, 2019	Boone/Lincoln Campus Visit	Visit
<b>Other</b>			
<b>Informational Items/Planned Activities</b>			
<ul style="list-style-type: none"> <li>✓ Recruitment and Outreach Specialist – Target date to fill position is June 24, 2019.</li> <li>✓ Workforce Opportunity for Rural Communities (WORC): A Grant Initiative for the Appalachian and Delta Regions.</li> </ul>			

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** Nomination Committee Report and Election of 2019-2020 Board of Governors Officers

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect the following slate of officers for the fiscal year 2019-2020 as proposed by the Nomination Committee: Lisa Haddox-Heston, Chair; Mason 'Ed' White, Vice Chair; and Eddie Joe Canterbury, Secretary.

**STAFF MEMBER:** Eddie Joe Canterbury, Chair  
Board of Governors Ad Hoc Nomination Committee

**BACKGROUND:**

The Nomination Committee of the Southern West Virginia Community and Technical College Board of Governors consisting of Eddie Joe Canterbury, Chair; Will Alderman, Lisa Haddox-Heston, and Samuel Stewart convened at 9:00 a.m. on May 5, 2019, to discuss and bring forth a recommendation for officers to the full Board at its June 18, 2019 meeting.

Upon a motion duly made by Will Alderman and seconded by Samuel Stewart, the Nomination Committee unanimously concurred and recommends the following individuals for the Board of Governors Officers for fiscal year 2019-2020, effective July 1, 2019.

Chair: Lisa Haddox-Heston  
Vice Chair: Mason 'Ed' White  
Secretary: Eddie Joe Canterbury

Accordingly, it is recommended that the Board of Governors accept the slate of nominations as presented by the Nomination Committee and elect these individuals to begin service effective July 1, 2019.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** Appointment and Election of Lay Members to the 2019-2020 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 2019-2020 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 16, 2019  
6:00 p.m.  
2900 Dempsey Branch Road, Building C, Room 428  
Mount Gay, West Virginia**

**DRAFT MINUTES**

**Board Members Present:** Howard Seufer, Jr., Chair; Eddie J. Canterbury, Vice Chair and Secretary; J. Chris Adkins, Will Alderman, Faculty Representative; Lisa Haddox-Heston, Janice Olive, Samuel Stewart, Cherri Stroud, Student Representative; Dianna Toler, Classified Staff Representative; Pat J. White, Mason 'Ed' White II

**Board Members Absent:** None

**College Staff Present:** Robert Gunter, President; Allyn Sue Barker, Tom Cook, Samuel Litteral, Rita Roberson, Deanna Romano, Patricia Miller, Chris Gray, Darrell Taylor, Adrian May, Stephanie Mounts, David Kommer, Misha Herndon, Shirley Dardi, Russell Saunders, Carol Howerton, Tom Cook, Tim Ooten, Emma Baisden (Recorder)

1. **Call to Order**  
Board of Governors Chair, Howard Seufer, declared a quorum present and convened the meeting at 6:00 p.m.
2. **Expectation of Board Members 2018-2020**  
Chair Seufer acknowledged the inclusion of the *Expectation of Board Members 2018-2020* document approved in March 2018 to be included in all Board Agenda Packets.
3. **Call for Public Comments to the Board of Governors**  
Chair Seufer asked for public sign up for comments to the Board. No signatures for public comment were recorded.
4. **2019 Higher Learning Commission Conference Report**  
Ms. Janice Olive informed Board members that she participated in the annual Higher Learning Commission Conference held in Chicago, IL, April 6-7, 2019. She found the conference to be very student oriented, and learned that student success is determined partially by the climate in which students learn. This conference was important to Ms. Olive because of the focused visit to Southern scheduled for March 2020. Dr. Karen Solomon, Southern's Higher Learning Commission Liaison, impressed two things of importance. One being that an evaluation visit comes so quickly that institutions must stay on top of things, and secondly, the team reviewers assigned to institutions will look for explicit statements that concerns cited have been met. She informed Board members that 61 percent of institutions require some form of monitoring. Some institutions prefer the Standard Pathway over the Open Pathway because it allows for peer interaction. The general tone was that the College is moving in the right direction, and the HLC has received nothing contradictory on what has been done to this point. Ms. Olive thanked President Gunter for allowing her to participate in the conference.

**Southern West Virginia Community and Technical College**  
**Board of Governors Minutes**  
**Meeting of April 16, 2019**  
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**5. Recruitment Efforts Report**

Mr. Darrell Taylor, Director of Enrollment Management and Student Engagement, presented to the Board a list of recruitment events and activities for the 2018-2019 academic year which have been completed or are scheduled to be conducted. Mr. Chris Adkins voiced concerns regarding the list of activities presented as clearly these are not working due to current enrollment statistics, and we cannot continue down this path to attract students. No statistics to measure the effectiveness of the activities were included in the report, therefore, no one can be held accountable for the lack of enrollment. Without students, Southern will not remain the college that it is today, nor be able to maintain the number of campuses that it currently operates. Mr. Taylor stated that an Enrollment Management Plan is now in place and we are systematically trying to put students through the funnel. President Gunter informed the group that he has requested a Recruitment and Outreach Specialist position be placed in the 2019-2020 budget, and he has hired a new Dean of Student Services, Dr. Charles Lopez, who will begin employment at the end of May 2019.

**6. President's Report**

- 6.1 President Gunter informed the group about Senate Bill 1, *West Virginia Invests Grant Initiative*, known as the free community college bill, which passed during the 2019 Legislative Session. The Invests Grant is a "last dollar in" program. This means students use all federal and/or state grant awards first, and then the WV Invests Grant would cover remaining costs for tuition and fees at WV community and technical colleges for eligible programs, as outline by the WV Department of Commerce, to meet workforce needs for West Virginia's employers and increase the local economy. President Gunter will participate in a meeting scheduled for next week to discuss the specifics of the grant.
- 6.2 Senate Bill 673, related to public higher education accountability and planning, repealed the requirements for a statewide higher education master plan, as well as institutional compacts, and the HR Report Card. The Council for Community and Technical College Education retained its authority to set missions and visions for community colleges in West Virginia.
- 6.3 House Bill 2004, providing for a program of instruction in workforce preparedness, no longer requires District Consortia Compacts; only Perkins reports are required.
- 6.4 Southern is a partner institution with the West Virginia Higher Education Policy Commission (HEPC) for the federally funded West Virginia Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) state grant. The grant is housed under the HEPC and will allocate funds to college partners to serve incoming WV GEAR UP first-time freshman through a transition and first-year program. Funds from this grant will allow Southern to hire two full-time positions based at separate campus locations (Logan and Williamson) that will oversee the WV GEAR UP Transition and First-Year Program on campus. The new Student Services Specialists will be placed under the supervision of the Student Success Center Coordinator.
- 6.5 The Vice President for Workforce and Community Development, Allyn Sue Barker, has hired a new Operations Coordinator for the Academy for Mine Training and

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Energy Technology, to begin rebuilding the mine training program.

- 6.6 Southern is engaged in conversations with other county Boards of Education to replicate the Early College Academy for their high school students.
- 6.7 Southern has contracted with Bulldog Creative Services of Huntington, West Virginia, to redesign our website. We should have a new website by the end of June.
- 6.8 College informational packets were mailed to 1,277 high school seniors from the President's Office. By the end of May, a follow-up mailing will be sent to their parents.
- 6.9 The Vice President for Institutional Advancement, Rita Roberson, and President Gunter have initiated community listening sessions at each campus of Southern to solicit input from community members about how the college can better serve its students.
- 6.10 The Enrollment Management Plan is being implemented.
- 6.11 Southern sent 20 students to the 2019 SkillsUSA West Virginia State Leadership and Skills Conference held March 22-23, 2019 at Fairmont State University. Thirteen students returned with medals.
- 6.12 The Higher Learning Commission (HLC) has approved Southern's request to open an additional location at the McDowell County Career and Technical Center in Welch, WV. The HLC has submitted its recommendation to their Institutional Actions Council for final approval at its June meeting.
- 6.13 The second annual *Champions for Southern* Telethon will be held at the Williamson Campus on Sunday, April 14<sup>th</sup> beginning at 2:00 p.m.
- 6.14 President Gunter assured the Board of Governors that enrollment is not something which he takes lightly. He plans to recruit internal people to help with recruitment of students because it must be a total community effort.

## **7. Financial Report**

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated March 31, 2019 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral informed the Board that the institution is in as good of a financial state as it has been in a long time.

## **8. Action Items:**

### **8.1 Appointment of Nomination Ad Hoc Committee for 2019-2020 Officers**

Chair Seuffer appointed the following individuals to serve on the Board's Nomination Committee for the election of officers: Eddie Canterbury, Chair; Will Alderman, Lisa Haddock-Heston, and Samuel Stewart. The Committee will provide a report to the full Board with a recommendation for the 2019-2020 Board officers at its June meeting.

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**8.2 Request for Approval of February 19, 2019 Board Minutes**

**MOTION:** Will Alderman moved to accept the meeting minutes as presented.

**ACTION:** Cherri Stroud seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the minutes approved.

**8.3 Request for Approval of Personnel Salary Increase Proposal for All Regular Employees for FY 2019-2020**

**MOTION:** Cherri Stroud moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors authorize and direct the President of Southern West Virginia Community and Technical College, in conjunction with the Chief Financial Officer, to fund a base salary increase of \$2,370 for eligible employees of Southern West Virginia Community and Technical College as described effective July 6, 2019. Employees will receive the increase on the pay cycle ending August 2, 2019. The estimated cost of this salary increase plus benefits for all full-time faculty personnel is \$164,810.00. The estimated cost of this salary increase plus benefits for all regular full-time classified staff is \$154,003.00. The estimated cost of this salary increase plus benefits for all regular non-classified staff is \$108,071.00. This estimated cost of this salary increase for part-time regular employees is \$3,500.00. The total estimated cost of salary increases for eligible employees plus benefits is \$430,383.00.

**ACTION:** Lisa Haddox-Heston seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

**8.4 Request to Implement New Degree Program, A.A.S., Industrial Technology: Machinist Technology/Computer Numerical Control (CNC)**

**MOTION:** Pat White moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the submission of the new Industrial Technology: Machinist Technology/Computer Numerical Control (CNC) Associate in Applied Science degree program to the Chancellor of the West Virginia Community and Technical College System for implementation effective Fall 2019. This new program implementation is in accordance with the West Virginia Council for Community and Technical College Education, Series 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

**ACTION:** Mason 'Ed' White seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the program approved effective Fall 2019.

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**8.5 Request for Approval to Terminate Salon Management/Cosmetology, Associate in Applied Science Degree Program**

**MOTION:** Janice Olive 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 Salon Management/Cosmetology, 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*.

**ACTION:** Lisa Haddox-Heston seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the program approved for termination at the end of the Spring 2019 semester.

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

**8.6.1 Board of Governors Adult Degree Completion, Associate in Applied Science**

**MOTION:** Cherri Stroud 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 Board of Governors, Adult Degree Completion, Associate in Applied Science, degree 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:** Samuel Stewart seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the resolution approved.

**8.6.2 Health Care Technology, Medical Lab Assistant Option, Certificate**

**MOTION:** Janice Olive 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 Health Care Technology, Medical Laboratory Assistant Option, Certificate 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:** Cherri Stroud seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the resolution approved.

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### **8.6.3 Occupational Development, Associate in Applied Science**

**MOTION:** Eddie Canterbury 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 Occupational Development, A.A.S. degree 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:** Mason 'Ed' White seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the resolution approved.

### **8.6.4 Surgical Technology, 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 Surgical Technology A.A.S. degree 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:** Chris Adkins seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the resolution approved.

## **8.7 Request for Final Approval of Proposed Institutional Policies and Submission to Chancellor**

### **8.7.1 SCP-1435, *Inclement Weather and Emergency Situations***

**MOTION:** Samuel Stewart moved the adoption of the following 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 comment period.

**ACTION:** Lisa Haddox-Heston seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the policy approved.

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**8.7.2 SCP-3620, *Policy Regarding Program Review***

**MOTION:** Mason 'Ed' White moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-3620, *Policy Regarding Program Review*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

**8.7.3 SCP-3637, *General Education Philosophy and Goals***

**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 SCP-3637, *General Education Philosophy and Goals*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

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

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

**8.8.1 SCP-1003, *Consumer Information (New)***

**MOTION:** Cherri Stroud 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-1003, *Consumer Information*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

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

**8.8.2 SCP-4001, *Student Consumer Protection (New)***

**MOTION:** Eddie Canterbury moved the adoption of the following resolution:

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*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4001, *Student Consumer Protection*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

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

**9. Discussion**

**9.1 A lawsuit pending in the Circuit Court of Kanawha County, Corbett and others v. Southern West Virginia Community and Technical College**

Chair Seufer invited a motion to move item 9.1 up to the present time (6:00 p.m.) in order to have a conference call with the College's general counsel regarding this matter.

Pat White motioned for the Board of Governors to move item 9.1 to the present time and to enter an Executive Session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. Samuel Stewart seconded the motion that carried unanimously. Chair Seufer declared the motion adopted. Chair Seufer invited President Gunter, Emma Baisden, Samuel Litteral and Deanna Romano to join the session. The Board of Governors and invited guests moved to Room 442 to meet by conference call with general counsel in an Executive Session at 6:05 p.m. Following the discussion, Mason 'Ed' White moved the Board rise from Executive Session and return to a public session. Will Alderman seconded the motion which was unanimously approved. The Board resumed Open Session at 6:40 p.m. The Board took no votes nor made any decisions during the Executive Session. No action was taken as a result of the Executive Session.

**9.2 2019-2020 Draft Board Meeting Schedule**

Chair Seufer presented the proposed 2019-2020 schedule of meetings for discussion and consideration. It is patterned after the schedule used by the Board in recent years, with meetings occurring on Tuesday evening of the third week. West Virginia Code §18B-2A-2(a) requires Boards of Governors to hold at least six meetings in every fiscal year, including an annual meeting each June for the purpose of electing officers.

**MOTION:** Cherri Stoud moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors adopt the recommended schedule of meetings for fiscal year 2019-2020 as amended to hold one meeting at the Wyoming/McDowell Campus, and with the understanding that additional meetings may be necessary for emergency or time-sensitive issues.

**ACTION:** Pat White seconded the motion. The motion carried and Chair Seufer declared the schedule approved as amended.



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**10. Possible Executive Session Under Authority of WV Code §6-9A-4(b)2A regarding Personnel and Management Issues**

**10.1 Board of Governors Presidential Review Committee Report**

Chair Seufer invited a motion for the Board to enter into Executive Session to discuss the Presidential Review Committee Report. Eddie Canterbury moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. Mason 'Ed' White seconded the motion that carried unanimously. Chair Seufer declared the motion adopted and Board then met in an Executive Session at 8:10 p.m. Following deliberations, Pat White moved the Board rise from Executive Session and reconvene in Open Session at 8:58 p.m. Samuel Stewart seconded the motion which carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

**Actions Emanating from Executive Session:**

Based upon discussions in the Executive Session, the Board reconvened in an Open Session at 9:00 p.m. and took the following actions:

1. Cherri Stroud moved that the Board of Governors adopts the Presidential Review Committee Report of the president's performance as required by Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 5, *Employing and Evaluating Presidents*, and approve the submission of the evaluation document to the Chancellor of the West Virginia Community and Technical College System for action at the next meeting of the West Virginia Council for Community and Technical College Education. Pat White seconded the motion. Voting Aye: Alderman, Canterbury, Heston, Olive, Stewart, Stroud, Toler, M. White, P. White (9). Voting No: Adkins (1); Abstain: None (0). The motion carried with nine (9) members voting in favor and one (1) against. Chair Seufer declared the motion approved.
2. Chair Seufer invited a motion to approve a \$2,370 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. The salary increase proposed is consistent with the salary increases requested for all eligible faculty, classified, and non-classified employees of Southern West Virginia Community and Technical College for 2018-2019. The call for a motion failed due to the lack of a motion.

**10.2 2019-2020 President's Goals**

**MOTION:** Janice Olive made a motion to accept the proposed 2019-2020 Goals for the President of Southern West Virginia Community and Technical College as presented.

**ACTION:** Pat White seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted. The goals are attached

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and made a part of the minutes (Addendum 1).

**11. Information**

**11.1 Commencement**

Southern West Virginia Community and Technical College will hold its 47<sup>th</sup> Commencement Ceremony on Saturday, May 11, 2019, at the Williamson Memorial Field House located at 1703 West Third Avenue in Williamson, WV. The ceremony is scheduled to begin at 10:00 a.m. General Robert H. "Doc" Foglesong will serve as guest speaker.

**12. Adjournment**

There being no further business, Chair Seufer declared the meeting adjourned at 9:05 p.m. The next Board meeting is scheduled for 6:00 p.m. on June 18, 2019 and will be held 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*

# Dr. Robert E. Gunter, President

## Goals for 2019 – 2020

### **1. Increase Enrollment and Student Success**

- 1.1. Support student progress towards graduation, employment and other educational goals through transformative advisement, coordinated support services and effective information systems.
- 1.2. Implement and assess the 2018-2023 Strategic Enrollment Management Plan as it encompasses student recruitment, enrollment, retention, and graduation.
- 1.3. Create a Marketing and Recruitment Task Force by selecting a broad-base group of employees to develop and implement a Marketing Plan that provides a coordinated approach to traditional and non-traditional student recruitment and increasing enrollment through marketing.
- 1.4. Schedule at least 5-10 high school visits in the service district with low college-going rates and low enrollment at Southern.

### **2. Lead the institutional transition to the Standard Pathway for Reaffirmation of Accreditation as determined by the Higher Learning Commission (HLC).**

- 2.1. Respond to specific issues arising from the 2018 Assurance Review Final Report.
- 2.2. Prepare for the HLC Focused Visit scheduled for March 2020 on shared governance, faculty credentials, assessment of student learning, student success, and organizational culture.
- 2.3. Attend Higher Learning Commission Annual Conference.

### **3. Education and Training Offerings**

- 3.1. Provide educational offerings that meet the needs of students and employers and that promote economic, social and cultural development of the region.
- 3.2. Continuously improve and expand academic offerings and instruction in accordance with best practices, assessment data, and the evolving needs of the College's service region.
- 3.3. Review and assess the success of the pilot math and English co-requisite model and fully implement the new delivery model beginning Fall 2019.
- 3.4. Survey businesses, through various methods, to assess their needs and assist in the development of customized training, additional training programs, and/or adjustment of current programs.
- 3.5. Continue to promote strong partnerships with community and employers through speaking engagements, participation on boards, and hosting college events throughout the service district.

#### **4. Employee Development**

- 4.1. Provide resources and opportunities to advance the development of faculty and staff so they excel in their performance and contributions to the College community and their professions.
- 4.2. Continue the development of a culture of assessment throughout the College by implementation of Watermark AMS, VIA, and AQUA assessment tools.

#### **5. State-of-the-art Facilities**

- 5.1. Continue to make safety a priority by providing safe and secure campuses that foster an environment supportive to learning and a sense of security.
- 5.2. Continue ongoing safety training for all employees and students.
- 5.3. Support the development and implementation of a new Technology Plan that provides greater access and improved performance.
- 5.4. Designate faculty, staff, and community to serve on Southern's 50<sup>th</sup> Anniversary Planning Committee.

#### **6. Operational Efficiency and Financial Security**

- 6.1. Continue to provide resources and support for the development and implementation of new protocols to improve operational efficiency.
- 6.2. Review budget monthly with the Vice President for Finance and Administration and adjust spending, purchasing, travel, etc., as necessary.
- 6.3. Oversee campus improvements and renovations to assure projects are completed within budget allotment.
- 6.4. Continue to develop future financial goals that will ensure appropriate resources for the continued growth and purposeful operation of the College.
- 6.5. Continue to organize and launch fundraising events to insure continued funding for the Southern West Virginia Community College Foundation, Inc.
- 6.6. Continue to seek resources and new donors for the final phase of the "Vision 2020 Major Gifts Campaign."
- 6.7. Designate faculty and staff to serve on planning committees for the creation of a Southern Alumni Association.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** Request for Approval of Fiscal Year 2019-2020 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 2019-2020.

**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 2019-2020 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 2019-20

	<u>2018-19</u>	<u>2019-20</u>	<u>Difference</u>
<b>Revenue Sources</b>			
General Revenue (State Funds)	\$ 7,944,214	\$ 8,241,823	\$ 297,609
General Revenue (Mining)	308,247	\$ 308,247	-
Tuition	4,479,250	\$ 4,043,000	(436,250)
Fees	1,126,000	\$ 900,000	(226,000)
Major gifts campaigns	44,000	\$ 44,000	-
Miscellaneous revenue	670,000	\$ 676,000	6,000
Auxiliary enterprises	80,000	\$ 40,000	(40,000)
State grants and contracts	4,015,586	\$ 3,457,769	(557,817)
Private gifts, grants, and contracts	-	\$ -	-
Federal programs	3,403,556	\$ 3,200,000	(203,556)
<b>Total Revenue</b>	<b><u>22,070,853</u></b>	<b><u>20,910,839</u></b>	<b><u>(1,160,014)</u></b>
Carryover from prior years	400,000	\$ 381,980	(18,020)
<b>Total Revenue and Carryover</b>	<b><u>\$ 22,470,853</u></b>	<b><u>\$ 21,292,819</u></b>	<b><u>\$ (1,178,034)</u></b>
<b>Salaries and benefits</b>			
Personal services	8,950,578	\$ 8,627,990	(322,588)
Employee benefits	2,548,561	\$ 2,536,780	(11,781)
	<b><u>11,499,140</u></b>	<b><u>11,164,770</u></b>	<b><u>(334,369)</u></b>
<b>Operating expenses</b>			
Current expenses	6,910,686	7,036,325	125,639
Utilities	829,480	833,180	3,700
Auxiliary non-personnel costs	20,000	20,000	-
Repairs and alterations	107,857	179,700	71,843
Equipment and Building Improvements	2,640,586	1,852,000	(788,586)
<b>Total Operating Expenses</b>	<b><u>10,508,609</u></b>	<b><u>9,921,205</u></b>	<b><u>(587,404)</u></b>
<b>Total expenditures</b>	<b>22,007,748</b>	<b>21,085,975</b>	<b>(921,773)</b>
<b>Total revenues over expenditures</b>	<b><u>\$ 463,106</u></b>	<b><u>\$ 206,844</u></b>	<b><u>\$ (256,261)</u></b>

Southern West Virginia Community and Technical College!  
Proposed Budget for 2019-2020

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Revenue Sources			
General Revenue (State Funds)	8,241,823		\$ 8,241,823
General Revenue (Mining)	-	308,247	\$ 308,247
Tuition	3,933,000	110,000	\$ 4,043,000
Fees	900,000	-	\$ 900,000
Major gifts campaigns	44,000	-	\$ 44,000
Miscellaneous revenue	676,000	-	\$ 676,000
Auxiliary enterprises	40,000	-	\$ 40,000
State grants and contracts	-	3,457,769	\$ 3,457,769
Private gifts, grants, and contracts	-		\$ -
Federal programs	-	\$3,200,000	\$ 3,200,000
	<u>13,834,823</u>	<u>7,076,016</u>	<u>20,910,839</u>
<b>Total Revenue</b>			
	<u>13,834,823</u>	<u>7,076,016</u>	<u>20,910,839</u>
Carryover from prior years	-	\$381,980	381,980
<b>Total Revenue and Carryover</b>	<b>\$ 13,834,823</b>	<b>\$ 7,457,996</b>	<b>\$ 21,292,819</b>
Salaries and benefits			
Personal services	\$8,120,001	507,989	8,627,990
Employee benefits	2,414,739	122,041	2,536,780
	<u>10,534,740</u>	<u>630,030</u>	<u>11,164,770</u>
Operating expenses			
Current expenses	2,234,378	4,801,947	7,036,325
Utilities	771,680	61,500	833,180
Auxiliary non-personnel costs	20,000	-	20,000
Repairs and alterations	121,700	58,000	179,700
Equipment and Building Improvements	139,000	\$1,713,000	1,852,000
<b>Total Operating Expenses</b>	<b><u>3,286,758</u></b>	<b><u>6,634,447</u></b>	<b><u>9,921,205</u></b>
Total expenditures	<b>13,821,498</b>	<b>7,264,477</b>	<b>21,085,975</b>
Total revenues over expenditures	<u><u>13,325</u></u>	<u><u>193,519</u></u>	<u><u>206,844</u></u>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** Request for Approval of Modification of Capital Project Priorities and Expenditures for FY 2020-2021

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2021 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 2021 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 2021

**Annual Capital Budget**

<b>Project Name</b>	<b><u>Currently Submitted</u></b>		<b><u>FY 2021</u></b>	
	<b>Priority</b>	<b>Amount</b>	<b>Priority</b>	<b>Amount</b>
Logan Campus/District Office Renovation	1	\$ 8,612,908	1	\$ 7,093,500
Williamson Campus Renovations	2	\$ 8,058,720	2	\$ 7,039,490
Williamson Armory Purchase and Renovation	3	\$ 3,028,275	3	\$ 2,653,275
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>\$ 772,000</u>
<b>Total</b>		<b>\$ 31,907,303</b>		<b>\$ 27,039,665</b>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** Request for Approval of Modification of Capital Project Priorities and Expenditures for FY 2021-2025

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2021-FY 2025 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 2021 - FY 2025 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 2021 - FY 2025

**5 Year Capital Budget**

<b>Project Name</b>	<b><u>Currently Submitted</u></b>		<b><u>FY 2021 - FY 2025</u></b>	
	<b>Priority</b>	<b>Amount</b>	<b>Priority</b>	<b>Amount</b>
Logan Campus/District Office Renovation	1	\$ 7,594,600	1	\$ 7,093,500
Williamson Campus Renovations	2	\$ 7,913,116	2	\$ 7,039,490
Williamson Armory Purchase and Renovation	3	\$ 3,028,275	3	\$ 2,653,275
Wyoming/McDowell Campus Renovation	4	\$ 831,400	4	\$ 831,400
Boone Campus New Academic Building	5	\$ 8,650,000	5	\$ 8,650,000
Boone Campus Renovation	6	<u>\$ 1,972,000</u>	6	<u>\$ 772,000</u>
<b>Total</b>		<b>\$ 29,989,391</b>		<b>\$ 27,039,665</b>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** SCP-1003, *Consumer Information*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1003, *Consumer Information*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day comment period.

**STAFF MEMBER:** Allyn Sue Barker

**BACKGROUND:**

SCP-1003, *Consumer Information*, is a new policy that was developed to ensure that Southern is in compliance with federal and state guidelines requiring information be disclosed to students, prospective students, employees, and others. The policy was reviewed and changes were recommended by the Management Council for Academic Affairs and Student Services (MCAS) at their February 27, 2019 meeting. MCAS approved the corrected policy as presented by an electronic vote on March 4, 2019. The policy was reviewed and approved as modified by the Executive Council at their March 7, 2019 meeting. The President's Cabinet reviewed and approved the policy at their March 12, 2019 meeting.

At its April 16, 2019 meeting, the Southern West Virginia Community and Technical College Board of Governors authorized release of the proposed policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended May 17, 2019. No comments from constituents were received during this comment period. However, legal counsel reviewed the proposed policy and recommended the addition of language regarding fair consumer practices. Due to significant changes in the policy content, the staff requests that SCP-1003, *Consumer Information*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1003**

**SUBJECT:** Consumer Information

**REFERENCE:** The Higher Education Act of 1965 (HEA), as amended and reauthorized by the Higher Education Opportunity Act of 2008 (HEOA); Federal Education Right to Privacy Act (FERPA); the Violence Against Women Reauthorization Act of 2013 (Clery Act); West Virginia Community and Technical College Education, Title 135, Procedural Rule, Series 20, *Initial Authorization of Degree-Granting Institutions*; Drug Free Schools and Communities Act; Student-Right-To-Know Act; West Virginia Code §18B-1B-7, *Student Mental Health Policies; Suicide Prevention - Jamie's Law*; ~~and~~ Higher Learning Commission (HLC) CRRT.C.10.010, *Recruiting, Admissions, and Related Institutional Practices*, and West Virginia Council for Community and Technical College Education, Title 135, Legislative Rule, Series 52, *Annual Reauthorization of Degree-Granting Institutions*

**ORIGINATION:** January 30, 2019

**EFFECTIVE:**

**REVIEWED:**

**SECTION 1. PURPOSE**

- 1.1 The policy's purpose is to describe consumer information that must be available to students, prospective students, employees, and others, how information will be disclosed, and how complaints can be filed.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to all departments of the College, employees, students, prospective students, and the general public.

**SECTION 3. DEFINITIONS**

- 3.1 None

**SECTION 4. POLICY**

- 4.1 Southern West Virginia Community and Technical College will comply with the federal and state guidelines by providing required information on the College's website and through other means of communication, as specified in the federal and/or state guidelines, to prospective students, current students, employees, and the general public.

- 4.1.1 General disclosure requirements:

- 4.1.1.1 Basic financial aid information.

- 4.1.1.2 General information about the College, such as the honest disclosure to students in the

areas of recruitment, admission, contractual agreements, student financial assistance, obligations to repay student loans, placement assistance and job placement rates, advertising, refund policies, the meaning and recognition of different types of accreditation, the transferability of the institution's credits to other postsecondary institutions, the offering of quality instructional programs, and other appropriate performance measures.

- 4.1.1.3 Availability of employees for information dissemination.
- 4.1.1.4 Description of service and facilities available to students with disabilities.
- 4.1.1.5 Constitution and Citizenship Day.
- 4.1.1.6 The College's retention rate.
- 4.1.1.7 Drug and alcohol abuse prevention information.
- 4.1.1.8 Equity in Athletics Disclosure Act.
- 4.1.1.9 The College's completion or graduation rate and if applicable, its transfer-out rate. (Student-Right-To-Know Act)
- 4.1.1.10 The placement of, and types of employment obtained by graduates of the school's degree or certificate programs. (Student-Right-To-Know Act)
- 4.1.1.11 Clery (Campus Security) Act.
- 4.1.1.12 Family Educational Rights and Privacy Act (FERPA).
- 4.1.1.13 Annual Fire Safety Report.
- 4.1.1.14 Suicide Prevention and Information (Jamie's Law)
- 4.1.1.15 Others, as required.
- 4.1.2 Consumer information will be posted on the College's webpage. Information that is required to be sent directly to students will be communicated through the student's email, which is an official method of communication between the College and students.
- 4.1.3 Complaints can be filed with the appropriate personnel.

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

- 5.1 The following general disclosures are not required by the College:
  - 5.1.1 Equity in Athletics Disclosure Act is not required, because competitive sports programs are not allowed at community and technical colleges in West Virginia as indicated in Title 135, Procedural Rule, Series 36, *Sports Programs at Community and Technical Colleges*.
  - 5.1.2 The types of graduate and professional education in which graduates of the school's four-year degree programs enroll. (Student-Right-To-Know Act)

5.1.3 Annual Fire Safety Report is only required for those colleges that have on-campus housing.

## **SECTION 6. GENERAL PROVISIONS**

6.1 None.

## **SECTION 7. RESPONSIBILITIES**

- 7.1 The Institutional Effectiveness Committee will be responsible for an annual review of consumer information disclosures.
- 7.2 The Office of Institutional Advancement will be responsible for posting the consumer information disclosures on the College's web site and will work with all other responsible units to ensure the information is accurate and posted within the regulated deadlines.
- 7.3 The Finance and Administration Unit will be responsible for disclosing basic financial aid information, campus safety information, and other required general information which includes but is not limited to, tuition and fees, textbooks, refund policy, "shopping sheet" for all students, Title IV funds, and HEA loan information.
- 7.4 The Student Services Unit will be responsible for disclosing Title IX information, general contact information for student services; activities; clubs and curricular and co-curricular support; Constitution and Citizenship Day information; Student Right to Know, Clery Act, facilities and services available to students with disabilities; drug and alcohol abuse prevention; and voter registration forms.
- 7.5 The Academic Affairs Unit will be responsible for disclosing Student-Right-To-Know information; general information about academic programs; admissions; transfer credits; articulation agreements; student records; copyright infringement; gainful employment; and "shopping sheet" for veterans, service members, and/or their family members.
- 7.6 The Chief Information Officer will be responsible for disclosing information about student profiles, use of technology, email communication, and penalties for violations.
- 7.7 When a person believes that a condition exists that is in violation of his or her rights, college policies, rules, standards and procedures, the student has the right to file a complaint. Complaints can be submitted in writing to the Dean of Student Services.

## **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
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**Attachments:** None.

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

**Revision Notes:** New



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** SCP-4001, *Student Consumer Protection*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4001, *Student Consumer Protection*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day comment period.

**STAFF MEMBER:** Allyn Sue Barker

**BACKGROUND:**

SCP-4001, *Student Consumer Protection*, is a new policy that was developed to ensure that Southern is in compliance with the Higher Learning Commission (HLC). The Commission's Board of Trustees adopted the Student Consumer Protection policy at its meeting on November 2-3, 2017. This policy will become effective September 1, 2019, thus allowing institutions time to make any necessary changes in policy or procedures prior to the requirements being effective. SCP-4001, *Student Consumer Protection*, supports the changes needed to be in compliance. The policy was reviewed and changes were recommended by the Management Council for Academic Affairs and Student Services (MCAS) at their February 27, 2019 meeting. MCAS approved by an electronic vote on February 28, 2019, the corrected policy as presented. The policy was reviewed and approved as modified by the Executive Council at their March 7, 2019 meeting. The President's Cabinet reviewed and approved the policy at their March 12, 2019 meeting.

At its April 16, 2019 meeting, the Southern West Virginia Community and Technical College Board of Governors authorized release of the proposed policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended May 17, 2019. No comments from constituents were received during this comment period. However, legal counsel reviewed the proposed policy, SCP-1003, *Consumer Information*, and recommended the addition of language regarding fair consumer practices. Those recommended changes also affect SCP-4001, *Student Consumer Protection*. Due to the significant changes in the policy content, the staff requests that SCP-4001, *Student Consumer Protection*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-4001**

**SUBJECT:** Student Consumer Protection

**REFERENCE:** The Higher Education Act of 1965 (HEA), as amended and reauthorized by the Higher Education Opportunity Act of 2008 (HEOA); Federal Education Right to Privacy Act (FERPA); Higher Learning Commission (HLC) CRRT.C.10.010, *Recruiting, Admissions, and Related Institutional Practices*; SAM-2000.1, *Employee Handbook*; SCP-7720, *Security of Information*; SCP-4356, *Financial Aid Recipient - Change in Enrollment Policy*; ~~and~~ SCP-5050, *Assessment, Payment, and Refund of Tuition and Fees*; and West Virginia Council for Community and Technical College Education, Title 135, Legislative Rule, Series 52, *Annual Reauthorization of Degree-Granting Institutions*.

**ORIGINATION:** January 30, 3019

**EFFECTIVE:**

**REVIEWED:** New

#### **SECTION 1. PURPOSE**

- 1.1 This policy is developed to ensure compliance with federal and state guidelines in order to maintain eligibility for participation in Federal Title IV funding. The policy's purpose is to ensure student consumer protection in marketing, recruiting, admissions, and financial aid process.

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

- 2.1 This policy addresses the ethical and fair consumer practices in marketing, recruiting, admissions, and financial aid process. All college employees and/or related contractors participating in marketing, recruitment, admissions and financial aid are subject to this policy.

#### **SECTION 3. DEFINITIONS**

- 3.1 ~~None:~~ Fair Consumer Practices – Honesty, fairness, and disclosure to students in the areas of recruitment, admission, contractual agreements, student financial assistance, obligations to repay student loans, placement assistance and job placement rates, advertising, refund policies, the meaning and recognition of different types of accreditation, the transferability of the institution's credits to other postsecondary institutions, the offering of quality instructional programs, and other appropriate performance measures.

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

- 4.1 Southern West Virginia Community and Technical College will comply with the federal and state guidelines by treating students ethically, professionally, and respectfully in marketing, recruiting, admissions and financial aid process so that students can make an informed enrollment decision without being subjected to high pressure tactics from the College. This policy, and other policies related to consumer protection, will be accessible and transparent.

- 4.2 All College employees, who have responsibilities in recruitment and admissions of students, will have appropriate education, job titles, and training, overseen by the College, which includes enforcement of the ethical standards set forth in the College's manual, SAM-2000.1, *Employee Handbook*.
- 4.3 The College will not pressure a student to enroll by a specific deadline using a promise of cash or free goods or services outside of the regular process of scholarship monies, institutional discounting, fee waivers, financial aid or other assistance, nor will there be a promise that employment is being directly or indirectly offered or is more likely related to its education or provide any guarantees of employment related to that education.
- 4.4 Students will be given sufficient time, prior to enrolling, to review the institution's policies and procedures, to understand the amount of federal, state, and institutional financial aid the student is eligible to receive, and to learn how many credits, if any, will transfer and whether they will be applied to the major or general education requirements or the process and timeline for evaluation of those credits. The College will not induce or pressure students to enroll.
- 4.5 College employees responsible for recruiting and/or admissions may answer general questions about the student application process for admissions and financial aid, but in no case will the employee complete the application or apply the prospective student's signature to any documents.
- 4.6 All information provided to prospective students in the recruiting and admissions process will be accurate, complete, and up-to-date. This information will be freely shared with all prospective students, thus having no requirements that such students share any contact information with the College.
- 4.7 Any job placement, salary information or other student outcome data publicized as part of the recruiting process are based on all students in a cohort or class who completed the program; completing students are not excluded from the published data because they did not utilize the College's career, advising or other services; an institution will maintain back-up documentation related to any such publicized outcome data and will make that back-up data available to accreditors, the public, or governmental agency upon request. If the College publicizes for recruiting purposes, outcome data based on student survey or other partial information about a cohort or class of students, the College will indicate clearly wherever it publicizes the rate the number of students in the cohort or class and the number of students whose outcome data is included. If job placement or other related data are drawn from an external database, economic forecasting or other source, the College will indicate in conjunction with the publication of data its source and will direct students to the original source of the information where applicable (e.g., Department of Labor website).
- 4.8 The College's data privacy policy, SCP-7720, *Security of Information*, will be prominently posted on the College's website. A student's request to have their name removed from phone, email or other contact lists developed through the recruiting, lead, and/or admissions process will be promptly removed and maintained as outlined in the College's data privacy policy.
- 4.9 No student will be automatically registered for classes. All students have the right and responsibility to register for each academic term in which they are enrolled. Students will have the opportunity to cancel that registration before being assessed tuition and fees for that term, but this should be done prior to the beginning of classes.
- 4.10 Should the College require a student to sign an enrollment agreement, the enrollment agreement will be limited to basic information about a student's course of study, tuition and fees, and other related information and in no case will that agreement include any language limiting that student's ability to: file a complaint with an accrediting or state agency; take legal action in the event that any dispute resolution processes agreed to

by the College and the student is unsuccessful in resolving the dispute to the satisfaction of the parties; or seek to discharge a student loan through remedies available to borrowers under state or federal law. Students will be provided sufficient time, as determined by the situation and any mandates in state law, to review any enrollment agreement and to consult with others as a part of that review process before being required to sign the document or lose an offer of admission and related financial assistance.

- 4.11 In addition to the College's policy related to return of Title IV funds, SCP-4356, *Financial Aid Recipient - Change in Enrollment Policy*, the College has a refund policy, SCP-5050, *Assessment, Payment, and Refund of Tuition and Fees*, to assure that students receive a refund where appropriate if they withdraw from an academic term or from the College.

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

- 5.1 None

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 None.

## **SECTION 7. RESPONSIBILITIES**

- 7.1 The Student Service Unit/Dean of Student Services will be responsible for ensuring that all College employees, who have responsibilities in recruitment registration and admissions of students, will have appropriate education, job titles, and training, which includes enforcement of the ethical standards, and which prepares them to answer general questions about the student application process for admissions and financial aid.
- 7.2 The Academic Affairs Unit/Vice President for Academic Affairs will be responsible for ensuring all faculty advisors understand students have the right and responsibility to register for each academic term.
- 7.3 The Registrar will be responsible for FERPA regulations training for all employees, annually.
- 7.4 The Finance and Administration Unit/Vice President for Finance and Administration and/or Financial Aid Director will be responsible for disclosing basic financial aid information and describing the rights and responsibilities of students receiving federal student aid. This includes but is not limited to the awarding and disbursing of Title IV funds; tuition and fees; textbooks; the cost of attendance; the refund and return of Title IV funds; student loan information; satisfactory academic progress; and the college work study program.
- 7.5 The Chief Information Officer will be responsible for providing employees and students' access to information and technology for educational purposes. Information will be secured through multi-level authentication and proper disaster recovery methods used to safeguard any potential threats. Technology policies and procedures will be maintained and reviewed on a regular basis to ensure currency of practices and to maintain standards.
- 7.6 The Office of Institutional Advancement/Vice President for Institutional Advancement will be responsible for ensuring that all College employees, who have responsibilities in recruitment of students, will have appropriate education, job titles, and training, which includes enforcement of the ethical standards, and which prepares them to answer general questions about the student application process for admissions and financial aid. They will also be responsible for ensuring that the consumer information is accurately posted on the College's web page and is accessible to students, prospective students, employees, and the general public.

**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:**    New

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** Request for Approval to Rescind SCP-1725, *Private Scholarships*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1725, *Private Scholarships*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period with the recommendation for rescission of the existing policy.

**STAFF MEMBER:** Rita G. Roberson

**BACKGROUND:**

This policy establishes guidelines for the process of the receipt and distribution of private scholarships (that is, those different from Southern Scholarships or the West Virginia Higher Education Grant) established to assist students while they are in attendance at Southern West Virginia Community and Technical College.

SCP-1725, *Private Scholarship*, was reviewed by the Office of Institutional Advancement on April 17, 2019. Minor revisions were made to the policy to provide clarity and reflect changes in position titles and management responsibilities. This policy was taken before the Executive Council for review on May 2, 2019 with a recommendation for approval. Due to the confusion between private scholarship funds and third-party provider scholarship funds, the Executive Council recommended rescission of the policy. At its meeting on May 14, 2019, the President's Cabinet concurred with the Executive Council's recommendation.

Based on the deliberations and recommendations of the aforementioned groups, the staff member requests that the request to rescind SCP-1725, *Private Scholarships*, be approved for advancement to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1725**

**SUBJECT:** Private Scholarships

**REFERENCE:** None

**ORIGINATION:** July 1, 1984

**EFFECTIVE:** ~~December 11, 2012~~

**REVIEWED:** ~~September 25, 2012~~ April 17, 2019

### **SECTION 1. PURPOSE**

- 1.1 All private scholarships (that is, those different ~~than~~ from Southern Scholarships or the West Virginia Higher Education Grant) established to assist students while they are in attendance at Southern West Virginia Community and Technical College shall be handled in a prescribed manner. It is a practice of the College to actively seek out individuals and groups to contribute funds to assist needy, academically talented, or otherwise special students.

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

- 2.1 This policy is applicable to the distribution of private scholarships at Southern West Virginia Community and Technical College and administered through the Southern West Virginia Community College Foundation.

### **SECTION 3. DEFINITIONS**

- 3.1 Private scholarships are funds given to the Southern West Virginia Community College Foundation for the sole purpose of assisting students with their educational expenses at Southern West Virginia Community and Technical College.

### **SECTION 4. POLICY**

- 4.1 This policy establishes guidelines for the process of the receipt and distribution of private scholarships for the students at Southern West Virginia Community and Technical College. The Southern West Virginia Community College Foundation will administer the scholarships through the Office of the Vice President for ~~Development~~ Institutional Advancement in collaboration with the Office of the Director of Student Financial Assistance.

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

- 5.1 Southern Scholarships and West Virginia Higher Education Grant Scholarships are excluded.

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

- 6.1 None.

## SECTION 7. RESPONSIBILITIES

- 7.1 When an individual, group, corporation, civic organization, etc., decides to contribute funds for the specific purpose of providing financial assistance to students of Southern West Virginia Community and Technical College, the following steps shall be taken:
- 7.1.1 The Vice President for ~~Development~~ Institutional Advancement shall be notified immediately by the College contact person. The Vice President for ~~Development~~ Institutional Advancement may delegate responsibility for establishing the scholarship to the Director of Student Financial Assistance.
  - 7.1.2 Arrangements for publicity, if desired by the sponsor, shall be made with the ~~Director of Media~~ Public Relations Specialist.
  - 7.1.3 If a sponsor desires, scholarships may be directed to a certain campus or county.
  - 7.1.4 Non-specific monetary donations for scholarships shall be deposited in the Southern West Virginia Community College Foundation Account for general scholarship awards.
  - 7.1.5 Certain criteria or restrictions for the awards shall be set by the sponsor and/or the Vice President for ~~Development~~ Institutional Advancement and Director of Student Financial Assistance.
  - 7.1.6 The selection of a recipient of the scholarship shall be made by the Southern Foundation Scholarship Committee. This committee may consist of donor designees, the Southern Foundation liaison, the Director of Student Financial Assistance, and the President of the Foundation or his/her designee. The Director of Financial Assistance in conjunction with the Vice President for ~~Development~~ Institutional Advancement shall then have the responsibility of awarding the scholarship and also monitoring the progress of the scholarship recipient.
  - 7.1.7 The scholarship funds, if submitted to the College by a third-party provider, shall be forwarded to the Manager of Business and Auxiliary Services for deposit as revenue for the College, and will be entered on the student's account for credit for the current semester.
  - 7.1.8 At the time of registration, in lieu of payment for tuition (and/or books), the scholarship recipient shall present the award letter to the campus Business Office.
  - 7.1.9 Disbursements for more than tuition, books and supplies, shall be handled on an individual basis by the Director of Student Financial Assistance with oversight by the Vice President for Institutional Advancement.
  - 7.1.10 For cases where the sponsor retains the funds until billed, the student, at the time of registration, presents the award letter to the Campus Business Office. The responsibility of the billing for private scholarships through the Southern Foundation will be completed by the Office of the Vice President for Institutional Advancement.

## SECTION 8. CANCELLATION

- 8.1 None.

## SECTION 9. REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President



or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

## SECTION 10. SIGNATURES

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

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**President**    **Date**

**Attachments:**        None.

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

**Revision Notes:**    March 20, 2008 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

September 25, 2012 – Reviewed policy for accuracy. Minor revisions were made which reflect changes in position titles.

April 17, 2019 – Minor revisions were made to the policy to provide clarity and reflect changes in position titles and management responsibilities.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** Request for Approval of Revisions to SCP-2686, *Promotion-in-Rank and Tenure Policy* and SCP-2686.A, *Promotion-in-Rank and/or Tenure Criteria Forms*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2686, *Promotion-in-Rank and Tenure Policy* and SCP-2686.A, *Promotion-in-Rank and/or Tenure Criteria Forms*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

The purpose of this policy is to establish policy and procedures for making recommendations and/or decisions regarding promotions-in-rank and tenure for full time faculty members of Southern West Virginia Community and Technical College.

This policy was reviewed by the Executive Council on April 4, 2019 and the President's Cabinet on April 10, 2019. Policy revisions reflect changes to the requirements for notifications at each level of the process, and updated administrative changes. Revisions to the forms (SCP-2686.A) reflect major changes in the categories of Promotion and/or Tenure by reorganizing them into Teaching, Scholarship, and Service. Revision also reflect changes to the time line of the promotion and/or tenure process.

Following these reviews, it is recommended that the Board of Governors advance SCP-2686, *Promotion-in-Rank and Tenure Policy* and SCP-2686.A, *Promotion-in-Rank and/or Tenure Criteria Forms*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**ASOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2686**

**SUBJECT:** Promotion-in-Rank and Tenure Policy

**REFERENCE:** Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*; Applicable policies and procedures of the Southern West Virginia Community and Technical College Board of Governors

**ORIGINATION:** August 17, 1984

**EFFECTIVE:** ~~February 18, 2014~~

**REVIEWED:** ~~November 06, 2013~~ February 22, 2019

### SECTION 1. PURPOSE

- 1.1 To establish policy and procedures for making recommendations and/or decisions regarding promotions-in-rank and tenure for full time faculty members of Southern West Virginia Community and Technical College (Southern).

### SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to all full-time faculty members of Southern who hold the faculty rank of an instructor or above. Certain sections of the issuance apply to all full-time faculty while others may be specific to only tenure-track, tenured, or term faculty individually.

### SECTION 3. DEFINITIONS

- 3.1 Terminal Degree - The approved terminal degree is an earned doctorate in a field appropriate to the subject matter taught. It is recognized, however, that certain master's degrees will be accepted as the terminal degree in fields which traditionally do not require or do not offer a doctoral degree. Acceptable degrees include, but are not limited to, the Masters of Fine Arts ~~for studio and performing arts~~.
- 3.2 Tenured Faculty - A tenured faculty member is one who has attained tenure status as determined by Southern.
- 3.3 Tenure-track Faculty - A tenure-track faculty member is one who has been appointed on a full-time basis and designated by Southern as being in a tenure-track position.
- 3.4 Term Faculty - Those faculty members who have been appointed for a specific term as defined by the institution. The appointment may be full time (1.00 FTE or the equivalent, as determined by the institution) or part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenured track or tenured faculty.
- 3.5 Instructional Specialist - Those faculty members who have been appointed minimally on a nine-month basis and an hourly workload. The appointment is for a specified term not to exceed three years. The instructional

specialist is eligible to receive reappointment to additional terms. No number of term appointments shall create any presumption of a right to appointment as a tenure-track or tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities.

#### SECTION 4. POLICY

- 4.1 Policies, procedures and rules of the Board will be adhered to in making any recommendations for promotion-in-rank and/or tenure.
- 4.2 All recommendations for promotion-in-rank and/or tenure will be the result of the process contained in this issuance and within the funds allocated for promotion by the institution.
- 4.3 Promotions-in-rank and/or tenure approved during one academic year will become effective the beginning of the fall semester of the following academic year.
- 4.4 This tenure policy shall not affect persons having tenure under any previous policy of this administration or its governing board.
- 4.5 Tenured faculty shall retain their status until they retire, resign, are terminated for cause, as a result of a financial exigency, or as a result of program reduction or discontinuance.
- 4.6 Failure to be recommended for promotion-in-rank and/or tenure at any step does not preclude an individual's opportunity to be evaluated at the remaining phases. If the final decision by the President is to deny promotion and/or tenure, written appeals may be made to the President within ten working days of such decision.
- 4.7 Persons assigned to full-time or part time administrative or staff duties may be appointed to, or may retain, faculty rank and/or tenure in addition to any administrative or staff title. Administrators shall earn rank and/or tenure as members of an academic discipline at the discretion of the President.
- 4.8 ~~Department Chairs~~ Academic Deans or the Chief Academic Officer, encourage faculty members for promotion and/or tenure within the guidelines of this policy.
- 4.9 Faculty appointed as term faculty are appointed for a specified term, as defined by the institution, and are not eligible for tenure. No number of term appointments shall create any presumption to a right to appointment as tenure-track or tenured faculty.
- 4.10 Tenure and/or promotion will not be granted routinely, automatically or solely for length of service, but shall result from action by the institution; nor shall tenure and/or promotion be denied capriciously.
- 4.11 Full-time, tenure-track faculty who fail to obtain tenure status, within the time frame permitted under the promotion-in-rank and tenure criteria of the institution's policy and receive a terminal contract of employment (letter), shall be ineligible to apply for promotion-in-rank or tenure during the terminal year of employment.
- 4.12 Any appeal of action taken regarding promotion-in-rank and/or tenure will follow approved grievance procedures as outlined in WV Code §6C-2.

## SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 All previous policies, procedures, rules or regulations of any previous governing or advisory board of Southern West Virginia Community and Technical College regarding promotion and/or tenure are superseded by this policy.
- 5.2 This policy sets forth major elements of the institution's policy and criteria regarding promotion-in-rank and tenure. Nothing in this policy may be contrary to the guidelines and principles established by the Council for Community and Technical College Education or the West Virginia State Code.
- 5.3 Faculty having received tenure prior to the implementation of this policy are not affected by its terms or conditions regarding tenure but are subject to its terms regarding future promotion.

## SECTION 6. GENERAL PROVISIONS

- 6.1 Each spring semester, at a date and time determined by the President or his/her designee, the Faculty Assembly shall elect a Promotion and a Tenure Committee. The committees shall consist of ~~four~~ six members ~~each~~, with ~~two~~ three members representing each academic ~~division~~ school and be from different disciplines. Committee members must be members of the Faculty Assembly, have no supervisory roles over full-time faculty, and must not be applying for tenure or promotion during the year in which they serve. ~~Each committee member serving on the tenure committee shall have tenure.~~ Those serving on the Promotion and Tenure Committee must hold the rank of an assistant professor or higher. The Chief Academic Officer or his/her designee will call the first meeting of ~~each~~ the committee at which time a chairperson will be elected from and by the respective committee membership.

## SECTION 7. RESPONSIBILITIES AND PROCEDURES

### 7.1 THE APPLICANT WILL:

- 7.1.1 Complete a portfolio with the necessary application forms and ~~provide the~~ required documentation.
- 7.1.2 Submit ~~one copy of the application and documentation portfolio to the their Department Chairs Dean and one copy of the application and documentation to the Chair of the Promotion or the Tenure Committee.~~
- 7.1.3 Submit any additional documentation as requested by the ~~Department Chairs Dean~~, the Chair of the Promotion ~~or and~~ Tenure Committee, Chief Academic Officer or President during the review process.
- ~~7.1.4 Request a conference at any step to discuss recommendations, if desired.~~

### 7.2 THE ~~DEPARTMENT CHAIR~~ DEAN WILL:

- ~~7.2.1 At their discretion, nominate qualified faculty members for promotion and/or tenure.~~
- 7.2.2~~1~~ Provide access to the appropriate forms and provide other appropriate assistance to the faculty member applying for promotion-in-rank and/or tenure.
- 7.2.3~~2~~ Accept and review faculty ~~packets~~ portfolios to determine that the required materials are included.
- 7.2.4~~3~~ Verify that the minimum criteria for promotion-in-rank and/or tenure are met.
- 7.2.5~~4~~ Inform the applicant within 10 working days of receiving the packet portfolio of any missing material, request additional material, and include the material in the packet portfolio prior to forwarding a written recommendation to ~~the Chief Academic Officer~~ Promotion and/or Tenure Committee.
- 7.2.6~~5~~ In the event of a recommendation for denial, the ~~Department Chairs Deans~~ shall offer the faculty member an opportunity for a conference to discuss the promotion and/or tenure packet information portfolio and the recommendation prior to forwarding recommendations.

- 7.2.76 ~~Submit to the Chief Academic Officer Promotion and/or Tenure Committee all applications and supporting documentation portfolios with a written recommendation to grant or deny promotion and/or tenure with justification.~~
- 7.2.8 ~~Notify the applicant and the Chief Academic Officer, in writing with justification, of the Department Chair's recommendations.~~

7.3 THE INSTITUTIONAL PROMOTION ~~OR~~ AND TENURE COMMITTEE WILL:

- 7.3.1 Evaluate all ~~applications and documentation portfolios~~ submitted by the applicants.
- 7.3.2 Request clarification of any material presented when deemed appropriate by ~~a vote of the respective Committee.~~
- 7.3.3 ~~In the event of a recommendation for denial, the Committee shall offer the applicant an opportunity for conference to discuss the promotion and/or tenure packet information and the recommendation prior to forwarding recommendations.~~
- 7.3.4 Submit to the Chief Academic Officer, the promotion ~~packets~~ portfolios with a written recommendation to grant or deny promotion and/or tenure with justification.
- 7.3.5 ~~Notify the applicant in writing, with accompanying justification, of the Committee's recommendation.~~

7.4 THE CHIEF ACADEMIC OFFICER WILL:

- 7.4.1 ~~At his/her discretion, nominate qualified faculty members for promotion and/or tenure.~~
- 7.4.2~~1~~ Review all ~~applications, documentation portfolios~~ and written recommendations forwarded by the ~~Department Chairs~~ Deans and the Chair of the Promotion ~~or~~ and Tenure Committee.
- 7.4.3 ~~In the event of a recommendation for denial, the Chief Academic Officer shall offer the faculty member an opportunity for a conference to discuss the promotion and/or tenure packet information and the recommendation prior to forwarding recommendations to the President.~~
- 7.4.4~~2~~ Submit to the President, all promotion and/or tenure ~~applications, supporting documentation portfolios~~ and written recommendations to grant or deny promotion-in-rank and/or tenure with justification.
- 7.4.5 ~~Notify the applicant in writing, with accompanying justification, of the Chief Academic Officer's recommendation.~~

7.5 THE PRESIDENT WILL:

- 7.5.1 ~~At his/her discretion, nominate qualified faculty members for promotion and/or tenure.~~
- 7.5.2~~1~~ Make the final decision.
- 7.5.3 ~~In the event of a recommendation for denial, the President shall offer the faculty member an opportunity for a conference to discuss the promotion and/or tenure packet information and the recommendation prior to making the final decision.~~
- 7.5.4 Inform those listed in writing of the decision: Applicant, Chair of Promotion and/or Tenure Committee, ~~Department Chair~~ Deans, Chief Academic Officer, Chief Financial Officer, Human Resources Administrator, and the Southern West Virginia Community and Technical College Board of Governors.
- 7.5.5 Receive and act on any appeal made by applicants regarding promotion and/or tenure decisions.

7.6 THE CHIEF FINANCIAL OFFICER WILL:

- 7.6.1 Include approved promotion-in-rank increases in the operation budget for the next academic year.

**SECTION 8. CANCELLATION**

8.1 SCI 2321.

## 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-2686.A, *Promotion-in-Rank and/or Tenure Criteria and Forms*

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

**Revision Notes:** November 06, 2013 — Revisions reflect no substantial changes in procedure or documentation requirements.

February 22, 2019 — Revisions to SCP-2686 reflect changes in procedure requirements to a straight linear process; revisions reflect changes to requirements for notifications at each level of the process; revisions reflect updated administrative changes; revisions to SCP-2686.A reflect major changes in the categories of Promotion and Tenure by reorganizing them into Teaching, Scholarship, and Service; revisions reflect changes to the time line of the promotion and/or tenure process.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2686.A**

**SUBJECT:** Promotion-in-Rank and/or Tenure Criteria and Forms

**REFERENCE:** Title 135, Procedural Rule, West Virginia Council for Community and Technical Colleges Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*; Applicable policies and procedures of the Southern West Virginia Community and Technical College Board of Governors

**ORIGINATION:** August 17, 1984

**EFFECTIVE:** ~~February 18, 2014~~

**REVIEWED:** ~~November 5, 2013~~ February 22, 2019

**1. Tenure Criteria**

Within the institution, tenure shall be earned by full-time academic tenure-track personnel with respect to academic rank only. When a full-time faculty member is appointed on other than a term, non-tenure track or tenured basis, the appointment shall be tenure-track.

Tenure criteria shall include excellence in teaching; professional and scholarly activity recognition; accessibility to students; adherence to professional standards of conduct; effective service to the institution, division, department and discipline; significant service to the community; experiences in higher education particularly at Southern; evidence of continuous professional growth; possession of appropriate degrees, special competence and/or certification/licenses appropriate to the teaching field.

When applying for tenure, the limitation of submitting materials since last promotion does not apply. The application for tenure should include documentation for all work completed since initial appointment at Southern.

At the instructor level, tenure-track faculty members shall be appointed on a year-to-year basis and shall not be eligible for tenure.

During the tenure-track period, contracts shall be issued on a year-to-year basis, and appointments may be terminated at the end of the contract year. During said tenure-track period, notices of non-reappointment may be issued for any reason that is not arbitrary, capricious or without factual basis.

An Instructor shall be eligible to apply for both tenure and promotion in the same year. However, in addition to meeting other criteria such as that stated above, tenure shall be contingent upon the promotion to the rank of Assistant Professor.

Tenure shall not be granted automatically, or solely on the basis of promotion or length of service, but it shall result from action by the institution as represented by its President.

The maximum period of tenure-track status shall not exceed seven years. Prior to completing the sixth year of a tenure-track appointment, any non-tenured faculty member shall be given written notice of tenure or shall be offered a one-year written terminal contract of employment. All faculty hired on a tenure-track must either be awarded tenure or given a terminal contract no later than the end of the sixth year of full-time service.



Faculty receiving a one-year written terminal contract of employment shall not be eligible to apply for promotion or tenure during the terminal year of employment.

Faculty members initially appointed at the rank of Assistant Professor or higher, may be granted tenure upon appointment or, at the discretion of the institution, may be required to serve a probationary period not to exceed the maximum seven years. A faculty member may be granted tenure before his/her sixth year of service, however, the faculty member must meet all other eligibility criteria as set forth in this policy.

## 2. Promotion-in-Rank Criteria

Promotion-in-rank should recognize exemplary performance for a faculty member and provide the opportunity to assess a faculty member's growth and performance since the initial hire or since the last promotion. Faculty members are expected to contribute to the mission of Southern West Virginia Community and Technical College. Inasmuch, faculty members are hired with varying backgrounds and standards based on specific intended roles and should not be judged for promotion-in-rank accordingly.

The criteria listed below are minimum standards for submission of applications for promotion-in-rank. Meeting minimum standards does not guarantee promotion. There shall be evidence presented by the applicant that addresses each of the criterion and demonstrates a continuous and consistent commitment to the teaching profession, to students, to the mission and goals of the of the institution, to the community at large and to his/her own professional growth. All degrees required for promotion-in-rank must be from accredited colleges or universities. All college credit must be in-field or in a related/approved field. All criteria must be completed prior to the submission of an application, with the exception of length of time in rank. Since promotions are effective beginning the fall semester of the following academic year, application for promotion may be made during the year in which the candidate will complete time requirements.

### 2.1 Years of Service

A minimum of four years of continuous service at the current rank at Southern West Virginia Community and Technical College must be completed prior to the effective date of promotion. Since promotions are effective at the beginning of the fall semester following their approval, application for promotion to the next rank may be made in the fourth year of service. Faculty hired mid-year will be eligible for promotion in the fifth year of service, such that four full years of service will be completed prior to the promotion taking effect. Years of service will be verified by the Academic Dean, with evidence provided by the Human Resources Director or his/her designee, to ensure that this requirement has been met.

### ~~2.2 Professional Preparation:~~

~~Faculty members are expected to undertake a continuing program of professional preparation and growth germane to their assignments. Professional growth and development activities include graduate studies, formal training programs, and participation in workshops, seminars, and/or conferences that are education and/or training in nature and specifically related to their field. Workshops, seminars and conferences must be pre-approved by the Chief Academic Officer prior to usage toward promotion.~~

~~Promotion to the next rank requires one of the following professional preparation options:~~

~~**2.2.1** A minimum of six graduate hours in field or an alternate pre-approved field should be completed for promotion to the rank of assistant professor. Twelve graduate hours in field or in an alternate pre-approved field should be completed for promotion to the rank of associate professor. In order to receive the full rank of professor, one should complete a total of 18 additional graduate hours in field or in a pre-approved documented alternate field~~

~~above their Masters Degree.~~

- ~~2.2.2 A minimum of two professional certification and/or licensure training courses or self study leading to certification linked to field of study as pre-approved and documented by the Chief Academic Officer since the last promotion or initial hire.~~
- ~~2.2.3 Sixty hours (60) of Continuing Education specific to the field of study (or teaching methodologies/technologies) must be approved by the Chief Academic Officer and documented. Documentation of contact hours must be included in the applicant's promotion packet or evaluation by the Chief Academic Officer.~~
- ~~2.2.4 Promotion to the rank of professor requires the minimum of a Master's Degree + 18 additional graduate hours, or a Master's Degree + in addition to documented field-appropriate certifications or licensures, as pre-approved by the Chief Academic Officer.~~

### 2.3.2 Classroom Performance

The applicant will demonstrate excellence in teaching as reflected in the supervisor's annual evaluations, classroom evaluations by ~~department chairs or~~ Academic deans, peer reviews, student evaluations and/or letters from former students.

### 2.3 Teaching

Promotion and/or tenure requires evidence of consistently competent teaching. Teaching is defined as responsibilities directly related to the instruction of students, including classroom instruction, supervision, and facilitation of capstone experiences. Evidence of the level of quality of instruction includes personal reflections about teaching, student evaluations (including a statistical analysis of performance), peer evaluations, curriculum/program/course/materials development.

Required items:

2.3.1 Reflections on Teaching: Reflections regarding instruction and supervision should be included in this section. Address any pattern of poor student evaluations on individual items or as a whole. Also address strengths and weaknesses and changes made to courses. Evidence should indicate growth in teaching and should outline goals for continued improvement.

Evidence of teaching may include the following:

2.3.2 Student Evaluations: Student evaluations must be presented in course in reverse chronological order (most current first). A summary/reflection of student evaluations for all courses taught or supervisory assignments, supported by statistical data, must be included. A simple percentage of ratings are adequate; additional statistical analyses should be explained. A typed summary sheet of all written student comments should be included and identified by course. It is required that all courses, including summer courses, be included. Any omission of evaluations should be thoroughly explained.

2.3.3 Curriculum/Program Development: Include explanations of participation in departmental curriculum and program development, individually or as part of a program team. This category pertains to significant changes to courses and goes beyond typical course adjustments from semester to semester. Include syllabi and/or course outlines demonstrating

### Curriculum/Program Development.

- 2.3.4 Creative Instructional Activities: The candidate should explain unique or original activities developed for instruction and how these improved instruction and enriched course content.
- 2.3.5 Courses Taught: Include a list of all courses taught for all academic years prior to the initial portfolio submission. When applying for promotion to Associate or Full Professor, only include courses taught since the previous promotion. The number of course preparations, load differentiation, and off-campus courses should be noted.
- 2.3.6 Other Evidence: Additional support of teaching may be included, e.g. awards or other recognition.

## **2.4 Scholarship**

Promotion and/or tenure requires evidence of an established pattern of scholarly effort. A flurry of scholarship immediately prior to application for promotion and tenure, without previous evidence, is not considered an established pattern.

It should be noted that scholarly involvement contributes to one's profession on a state, regional, national or international level, and advances the mission and goals of the college. Scholarship may be viewed broadly and goes well beyond the traditional forms of publication and presentation. Collaborative research and publication with colleagues and/or students are valued and encouraged. State and local presentations and publications are also of value.

This section should include an annotation for each publication and presentation. Explain the nature of the publication/organization, including difficulty of acceptance and intended audience.

Required items:

- 2.4.1 Reflection on Scholarship: Provide a reflection of scholarly contributions. This should include a discussion of all applicable categories addressed in this section and a discussion of how scholarship has contributed to personal and professional growth.

Evidence of scholarship include the following:

- 2.4.2 Juried, Solicited, and Non-juried Publications: A copy of publications or submitted manuscripts should be included only for years since last promotion. The department supports collaborative research and publications as well as individual efforts. In the case of a co-authored publication, explain your contribution. For promotion or tenure, juried publications are preferred. The onus is on the candidate to explain the publication's academic credibility; at a minimum this should include the nature of the publication, acceptance rate, and integrity of the publishing venue. Notation should also be made for any payment made to publishers for publishing a manuscript.

A copy of solicited publications or manuscripts should be included only for years since last promotion. Notation should also be made for any payment made to publishers for publishing a solicited manuscript. The circumstances surrounding the invitation for solicited publications must be explained in terms of reason of the selection of the candidate to contribute work, review process, and alignment with the individual's scholarship.

The candidate may choose to include non-juried publications as evidence of scholarship since last promotion. Non-juried publications are manuscripts selected for publication without having gone through a blind review process. These are considered to be of less rigor than juried publications. Notation should be made for any payment made to publishers for publishing a non-juried manuscript.

2.4.3 Presentations at Professional or Scholarly Events: Include evidence of presentations, such as acceptance letters or relevant program pages. If a scholarly manuscript was a component of the conference presentation, the paper should be included. Provide a description of the nature of the conference and a statement delineating your role in the presentation if it involved multiple presenters.

2.4.4 Continued Professional Growth and Development: Include a listing of licenses, endorsements, certifications, conferences, professional meetings, workshops attended, and course work taken.

2.4.5 Research Related to One's Discipline: Include an explanation of on-going research activity, especially if it has not been presented in the above-mentioned formats. Research often requires a lengthy time commitment before it results in publishable material. If this is the case, explain the time used for the research. This could be accomplished, for example, via a time line that indicates the involved nature of the research.

2.4.6 Other Evidence in Support of Scholarly Activity: Consultation that leads to scholarship or grant-writing that requires scholarship may be included. The candidate must make a case as to how this work qualifies as scholarship. Provide a full explanation of your contribution to the project.

## **2.4.5 Service**

~~The applicant must demonstrate outstanding achievement in at least three of the categories of service described in Section 3.~~

Service is defined as contributions to the profession, institution, school, students, and the community. Explain your contributions. Include evidence of leadership roles that have directly benefited the college. The candidate should take care to collect evidence or artifacts to include in the portfolio to document service.

Required Items:

2.5.1 Reflection on Service: Provide a reflection of how service has contributed to the categories addressed in this section. In addition, reflect on how appropriate service has contributed to professional and personal growth.

Evidence of service include the following

2.5.2 Professional Membership and Service: List professional memberships and dates of membership. An explanation of the appropriateness of the memberships and value to professional development should be included. Specific roles in these organizations should be explained, especially participation on a significant committee or leadership responsibilities.

2.5.3 Service to the College: Southern operates under a shared governance model that requires the

contributions of administration and faculty to accomplish college-wide goals. Service to the institution is therefore both a responsibility and a privilege. List institution-wide committee participation or other contributions, including dates of service and an explanation of your role.

2.5.4 Service to the School and/or Department: List developments of innovations and special projects. Include work with program teams, curriculum assessment and development, and participation in department meetings, online discussions and document reviews. Evidence of service can also include advising, admissions, and recruitment events.

2.5.5 Community/Professional Service: Provide information regarding service beyond the college community. Specifically discuss how this service relates to the college community. This may include workshops, consultation, and presentations conducted for professional organizations, school districts, or civic groups. Explain your role in any other significant community service.

### ~~3. Service Categories~~

#### ~~3.1 Instructional and Curriculum Development~~

~~This category includes, but is not limited to, development of new courses and/or programs; implementation of innovative teaching techniques including effective use of technology for delivery and/or enhancement of courses or programs and significant changes to existing courses.~~

#### ~~3.2 Professional Growth~~

~~This category includes, but is not limited to, attendance at pre-approved courses and/or workshops relevant to the discipline taught, acquiring an advanced degree in a discipline that meets institutional needs, membership and active participation in professional organizations, attendance and presentation at professional meetings, professional certifications, pre-approved independent study for advancement of academic understanding, professional awards, honors and other notable recognition, and other scholarly activity. Documentation of such activities should be included in the applicant's packet for verification.~~

#### ~~3.3 Service to the College~~

~~This category includes, but is not limited to, active membership on college committees; development of policies and procedures, contributions to institutional self-studies; Compact and Master Plan development and implementation; participation in special projects that meet institutional priorities such as student recruitment and or retention; service on screening committees, grievance hearing committees; student-teacher interaction outside the classroom including sponsoring student organizations, active participation in student activities and other ad-hoc committees. Active participation, memberships, and contributions must be documented e.g. letters from committee chairs, the President, Chief Academic Officer, Dean, peers and is to be included in the application packet for verification.~~

#### ~~3.4 Service to the Profession~~

~~This category includes, but it not limited to, service on accreditation teams, editing and/or reviewing manuscripts, and service on academic committees outside Southern West Virginia Community and Technical College. Active participation must be documented, e.g. letters from~~

~~chairs of accreditation teams, publishers, and/or the Chancellor and should be included in the application packet for verification.~~

### ~~3.5 Service to the Community~~

~~This category includes, but is not limited to, activity in civic organizations, membership on boards of community organizations, sponsorship of activity within the faculty member's expertise for community benefit, serving as resource person for community groups, and participation in special performances, exhibits or presentations open to or for the benefit of the community. Active participation and contributions must be documented by appropriate community representatives and included in the application packet for verification.~~

### ~~3.6 Research and Publication~~

~~This category includes, but is not limited to, publication of original research, reviews of literature, artistic presentations, and any other articles in books and/or periodicals. Scholarly research, publications, presentations, and/or other such evidence must be included in the application packet for verification.~~

## 4. Contents of Promotion and/or Tenure Packet Portfolio

### 4.1 Promotion and/or Tenure Application

A completed application for Promotion and/or Tenure will provide identifying data regarding the applicant applying for promotion and/or tenure.

### 4.2 Statement of Rationale

The statement of rationale shall be a narrative summary of the applicant's accomplishments which are being used to justify tenure or promotion. The narrative must contain reflections on Teaching, Scholarship, and Service.

### 4.3 Additional Documentation

Documentation ~~for of~~ years of service, professional preparation, classroom performance, teaching, scholarship, and service is required and should be included in this section. Examples would include supervisor evaluations completed by those other than the applicant's current ~~department chair~~ Academic Head, transcripts of course work completed since the applicant's initial appointment, and other items sufficient to document that each criterion has been met and to adequately demonstrate a continuous and consistent commitment to the profession as stated in the introductory paragraph of the promotion-in-rank criteria section.

## 5. Timetable for Processing Promotions-in-Rank/Tenure

January 15 September 15

Chief Academic Officer calls the first meeting of the Promotion ~~or and~~ Tenure Committee.

January 30 October 1

Applicant submits ~~one copy of the application and supporting documentation packet portfolio~~ to the ~~their~~ Department Chair Academic Dean and one copy to the Chair of the Promotion or Tenure Committee

~~February 28~~ November 1      ~~Department Chair Academic Dean and Chair of Promotion or Tenure Committee~~ submit ~~applications~~ portfolios along with a written recommendation with justification to the ~~Chief Academic Officer~~ Promotion and/or Tenure Committee.

December 1      Chair of the Promotion or and Tenure Committee submit portfolios along with a written recommendation with justification to the Chief Academic Officer.

~~March 30~~ January 15      Chief Academic Officer submits ~~packets~~ portfolios and recommendations to the President.

~~April 30~~ February 28      President makes final decision regarding faculty application for promotion-in-rank and/or tenure and informs the following in writing:

1. Applicant
2. Chief Academic Officer
3. ~~Department Chair~~ Academic Dean
4. Chair, Promotion ~~or~~ and Tenure Committee
5. Chief Financial Officer
6. Human Resources Director
7. Board of Governors Chair

**Southern West Virginia Community and Technical College  
Application for Promotion and/or Tenure**

**Section 1.**

Name of Candidate: \_\_\_\_\_

Applying For:     Promotion     Tenure  
(check all that apply)

Date of Initial Appointment: \_\_\_\_\_

Rank at time of Initial Appointment: \_\_\_\_\_

Present Rank: \_\_\_\_\_

Date of last Promotion: \_\_\_\_\_  
(if applicable)

Rank Applying for: \_\_\_\_\_

Total years completed as a full-time faculty member at Southern West Virginia Community and Technical College: \_\_\_\_\_

Current highest degree held: \_\_\_\_\_ Date conferred: \_\_\_\_\_

Graduate semester hours completed since receipt of current highest degree: \_\_\_\_\_

~~Department~~School : \_\_\_\_\_ Campus: \_\_\_\_\_

This is to certify I am a candidate for promotion-in-rank and/or tenure at Southern West Virginia Community and Technical College. The enclosed data and data in my personal file may be used for purposes of professional evaluation by reviewing bodies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Section 2. (For Department Chair Use)**

**2.1 Instructions:**

- 2.1.1 The individual completing each procedural phase places an "X" on the appropriate lines.
- ~~2.1.2 The same individual signs and dates the form.~~
- ~~2.1.3 The same individual delivers this form and appropriate materials to the next phase.~~

<b>2.2 Department Chair Academic Head</b>	<b>Yes</b>	<b>No</b>
<del>2.2.1</del> Minimum qualifications are met	<del>_____</del>	<del>_____</del>
<del>2.2.2</del> Additional documentation requested	<del>_____</del>	<del>_____</del>
<del>2.2.3</del> Conference held	<del>_____</del>	<del>_____</del>
<del>2.2.4</del> Recommended for tenure	<del>_____</del>	<del>_____</del>
<del>2.2.5</del> Recommended for promotion	<del>_____</del>	<del>_____</del>

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

<b>2.23 Chair, Promotion or Tenure Committee</b>	<b>Yes</b>	<b>No</b>
<del>2.2.3.1</del> Minimum qualifications are met	<del>_____</del>	<del>_____</del>
<del>2.2.3.2</del> Additional documentation requested	<del>_____</del>	<del>_____</del>
<del>2.2.3.3</del> Conference held	<del>_____</del>	<del>_____</del>
<del>2.2.3.4.3</del> Recommended for tenure	<del>_____</del>	<del>_____</del>
<del>2.2.3.5.4</del> Recommended for promotion	<del>_____</del>	<del>_____</del>

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

<b>2.34 Chief Academic Officer Vice President of Academic Affairs</b>	<b>Yes</b>	<b>No</b>
<del>2.3.4.1</del> Minimum qualifications are met	<del>_____</del>	<del>_____</del>
<del>2.3.4.2</del> Additional documentation requested	<del>_____</del>	<del>_____</del>
<del>2.3.3</del> Conference held	<del>_____</del>	<del>_____</del>
<del>2.3.4.4.3</del> Recommended for tenure	<del>_____</del>	<del>_____</del>
<del>2.3.4.5.4</del> Recommended for promotion	<del>_____</del>	<del>_____</del>

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

<b>2.45 College President</b>	<b>Yes</b>	<b>No</b>
<del>2.4.5.1</del> Minimum qualifications are met	<del>_____</del>	<del>_____</del>
<del>2.4.5.2</del> Recommended for tenure	<del>_____</del>	<del>_____</del>
<del>2.4.5.3</del> Recommended for promotion	<del>_____</del>	<del>_____</del>

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

cc: ~~Applicant~~  
~~Chief Academic Officer Vice President of Academic Affairs~~  
~~Department Chair Academic Head~~  
~~Chair, Promotion or Tenure Committee~~  
~~Chief Financial Officer~~  
~~Human Resources Director~~  
~~Board of Governors Chair~~

**Section 2. (For Promotion or Tenure Committee Use)****2.1 Instructions:**

- ~~2.1.1 The individual completing each procedural phase places an "X" on the appropriate lines.~~  
~~2.1.2 The same individual signs and dates the form.~~  
~~2.1.3 The same individual delivers this form and appropriate materials to the next phase.~~

**2.2 Chair, Promotion or Tenure Committee** ~~Yes~~ ~~No~~

- |                  |   |                  |                  |
|------------------|---|------------------|------------------|
| <del>2.2.1</del> | <del>Minimum qualifications are met</del>     | <del>_____</del> | <del>_____</del> |
| <del>2.2.2</del> | <del>Additional documentation requested</del> | <del>_____</del> | <del>_____</del> |
| <del>2.2.3</del> | <del>Conference held</del>                    | <del>_____</del> | <del>_____</del> |
| <del>2.2.4</del> | <del>Recommended for tenure</del>             | <del>_____</del> | <del>_____</del> |
| <del>2.2.5</del> | <del>Recommended for promotion</del>          | <del>_____</del> | <del>_____</del> |

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~Signature~~ ~~\_\_\_\_\_~~ ~~Date~~ ~~\_\_\_\_\_~~

**2.3 Chief Academic Officer** ~~Yes~~ ~~No~~

- |                  |   |                  |                  |
|------------------|---|------------------|------------------|
| <del>2.3.1</del> | <del>Minimum qualifications are met</del>     | <del>_____</del> | <del>_____</del> |
| <del>2.3.2</del> | <del>Additional documentation requested</del> | <del>_____</del> | <del>_____</del> |
| <del>2.3.3</del> | <del>Conference held</del>                    | <del>_____</del> | <del>_____</del> |
| <del>2.3.4</del> | <del>Recommended for tenure</del>             | <del>_____</del> | <del>_____</del> |
| <del>2.3.5</del> | <del>Recommended for promotion</del>          | <del>_____</del> | <del>_____</del> |

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~Signature~~ ~~\_\_\_\_\_~~ ~~Date~~ ~~\_\_\_\_\_~~

**2.4 College President** ~~Yes~~ ~~No~~

- |                  |   |                  |                  |
|------------------|---|------------------|------------------|
| <del>2.4.1</del> | <del>Minimum qualifications are met</del> | <del>_____</del> | <del>_____</del> |
| <del>2.4.2</del> | <del>Recommended for tenure</del>         | <del>_____</del> | <del>_____</del> |
| <del>2.4.3</del> | <del>Recommended for promotion</del>      | <del>_____</del> | <del>_____</del> |

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~Signature~~ ~~\_\_\_\_\_~~ ~~Date~~ ~~\_\_\_\_\_~~

cc: ~~Applicant~~  
~~Chief Academic Officer~~  
~~Department Chair~~  
~~Chair, Promotion or Tenure Committee~~  
~~Chief Financial Officer~~  
~~Human Resources Director~~  
~~Board of Governors Chair~~

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** Request for Approval of Revisions to SCP-4274, *Standards of Progress for Financial Assistant Recipients*, SCP-4274.A, *Financial Assistance Appeal*, and SCP-4274.B, *Letter of Warning*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4274, *Standards of Progress for Financial Assistant Recipients*, SCP-4274.A, *Financial Assistance Appeal*, and SCP-4274.B, *Letter of Warning*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

The purpose of this policy is to set forth the satisfactory academic progress standards for eligible students to receive financial assistance at Southern West Virginia Community and Technical College.

In February 2019, the Office of Student Financial Assistance reviewed the policy for accuracy. Revisions were made to provide clarity and reflect changes in procedure and documentation requirements. The *Letter of Warning* (SCP-4274.B) was added as an attachment to the policy. The title was changed from *Standards of Progress for Financial Assistance Recipients* to *Satisfactory Academic Progress for Financial Aid Recipients*.

This policy was reviewed and approved by Executive Council on April 4, 2019 and the President's Cabinet on April 10, 2019. Following these reviews, it is recommended that the Board of Governors advance this policy and its forms 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-4274**

**SUBJECT:** ~~Standards of Satisfactory Academic~~ Progress for Financial ~~Assistance Aid~~ Recipients

**REFERENCE:** Title IV, Higher Education Act of 1965 (as amended)

**ORIGINATION:** January 1, 1984

**EFFECTIVE:** ~~May 19, 2016~~

**REVIEWED:** ~~December 2015~~ February 2019

### SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to set forth the satisfactory academic progress standards for eligible students to ~~continue to receive~~ financial assistance at Southern West Virginia Community and Technical College.

### SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This ~~issuance policy~~ applies to all eligible students who receive assistance through federal, state, and institutional Financial assistance Aid programs.
- 2.2 To be eligible for federal, state, and institutional aid, students must meet both quantitative (time-based), and qualitative (grade-based) standards.

### SECTION 3. DEFINITIONS

- 3.1 ~~Standards of Satisfactory Academic Progress (SAP)~~ – Students who receive financial assistance ~~through one or more financial assistance programs~~ must complete at least ~~65%~~ 67% of the ~~courses for which they have registered~~ total cumulative credit hours attempted and ~~must achieve a minimum~~ maintain a minimum cumulative grade point average of 2.00.
- 3.2 ~~Financial Assistance Aid Warning Status~~ – ~~The Financial Assistance Aid Warning Sstatus~~ is assigned to students ~~the first time they fail to meet the standards of Academic Progress who do not meet the minimum SAP requirements after an official evaluation~~ at the end of a semester. Students may continue to receive financial aid during the warning period, but must sign and submit a probation request (letter of warning) to the financial aid office.
- 3.3 ~~Financial Assistance Aid Probationary Status~~ – ~~The Financial Assistance Aid Probationary Sstatus~~ is assigned to students who ~~fail to meet the standards of academic progress adopted by the institution~~ do not meet the minimum SAP requirements after having been on a financial assistance warning status. To be granted financial assistance probationary status, a student must present a written SAP appeal ~~and an educational plan~~ to the Financial Assistance Office.
- 3.4 ~~Financial Assistance Aid Provisional Status~~ – ~~Financial Aid Probationary status~~ is ~~A~~ one-semester time period commonly referred to as extended probationary status granted to students who successfully complete ~~all courses and have met SAP for the probationary period semester~~ but still failed to meet the cumulative SAP requirements. Standard of satisfactory academic progress. Is referred to as the financial assistance provisional

status.

- 3.5 Financial Assistance Aid Suspension Status – This status is assigned to students who are no longer eligible for financial assistance due to their failure to meet the Standards of Academic Progress after a probationary provisionary status period.

## SECTION 4. POLICY

- 4.1 Cumulative Grade Point Average (Qualitative Measure) and Hours Attempted (Quantitative Measure)
- 4.1.1 To be eligible for federal, state, and institutional aid, students who receive financial assistance must maintain an overall 2.00 cumulative grade point average and complete at least 65% 67% of all hours attempted, including hours transferred from other institutions.
- 4.1.2 Financial ~~assistance~~ Aid recipients who fail to meet ~~the Standards of Satisfactory~~ Academic Progress will be notified in writing ~~that they are on~~ Financial Assistance Warning Status. An appeal for probationary status must be signed and received in the Financial Assistance Office.
- 4.1.3 Students who are placed on Financial ~~Assistance~~ Aid Probationary Status who complete all of the hours for which they enroll, with a grade of “D” or above, but have not maintained an overall grade point average of 2.00, may continue on Financial ~~Assistance~~ Aid Probationary Status for the next enrollment period.
- 4.1.4 Students who do not meet ~~the Standards of Satisfactory~~ Academic Progress ~~who that fail or who~~ withdraw from a class ~~will~~ may no longer be eligible to receive financial assistance. These students ~~will~~ may be placed on Financial ~~Assistance~~ Aid Suspension Status.
- 4.1.5 Financial ~~Assistance~~ Aid Suspension Status continues until students meet ~~the minimum Standards of Satisfactory~~ Academic Progress.
- 4.2 Program Completion
- 4.2.1 Students who receive financial assistance will be permitted to attempt no more than 150% of the hours required for graduation in their particular program of study must complete their degree within a certain amount of time. Students must complete the requirements for an eligible program of study within a time frame not to exceed 150% of the published program length. For example, if an academic program is 60 credit hours, the maximum credit hours that are eligible for is 90 (60 \* 150% = 90). At the end of each semester, students’ progress toward their degree will be reviewed. All course work attempted will be considered in the calculation for meeting program completion requirements, including hours transferred from other institutions.
- 4.2.2 Students who are unable to complete a degree or a certificate in the allotted length of time may request an appeal for additional hours. Students must ~~submit in writing an appeal form stating the circumstances that prevent the completion of their hours along with an educational plan~~ present a written SAP appeal along with an educational plan to the Financial Aid Office.
- 4.2.3 A committee composed of the Registrar, ~~The Director of Enrollment Management and Student Engagement, and the Director of Student Financial Assistance~~ Financial Aid Counselor, will review all appeals.

## SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None

## SECTION 6. GENERAL PROVISIONS

6.1 None

## SECTION 7. RESPONSIBILITIES

7.1 The Financial Assistance Office is responsible for this policy.

## SECTION 8. CANCELLATION

8.1 None.

## SECTION 9. REVIEW STATEMENT

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

## SECTION 10. SIGNATURES

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

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**President**    **Date**

**Attachments:**      SCP-4274.A, Financial Assistance Appeal  
SCP-4274.B, Letter of Warning

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

**Revision Notes:**      April 2011 – Revisions reflect changes in procedure and documentation to meet July 1, 2011, Title IV requirements.

December 2015 – Revisions reflect changes in procedure and documentation to meet July 1, 2015 Title IV requirements. The Financial Assistance Appeal form was added as a policy attachment.

February 2019 - Revisions provide clarity and reflect changes in procedure and documentation requirements. The Letter of Warning (SCP-4274.B) was added as an attachment to the policy. The title was changed from Standards of Progress for Financial Assistance Recipients to Satisfactory Academic Progress for Financial Aid Recipients.

**Southern West Virginia Community and Technical College**  
**SCP-4274.A, Financial Assistance Appeal**

Please complete this form and submit all corresponding documentation (Letter of Reasoning and Education Plan completed by the advisor) to the Office of Financial Assistance:

Semester: \_\_\_\_\_

Year: \_\_\_\_\_

Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Basis of Appeal (mark all that apply):

- Death of relative  Exceeded 90 hour limit
- An injury or illness  Suspended from Financial Assistance
- Other (explain below)

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Educational Goals:

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- If approved, I understand that I will not be able to withdraw or fail any class that I chose to take that follows my education plan, I will not be eligible for any financial assistance. I understand it is my responsibility to obtain all required information before submitting the appeal form.
- Federal regulations allow students to receive federal assistance up to 150% of my required degree. I understand extensions will be granted on a case-by-case basis.
- By signing this application, I am stating that I understand the requirements and responsibilities in requesting additional hours for graduation. Also, I understand that if I was suspended from financial assistance this appeal (if approved) will allow me to continue with financial assistance if I keep the requirements of this appeal.

---

 Student Signature

---

 Date



Advisor's Use Only

Current Major: \_\_\_\_\_

~~Does the student currently have a degree?  YES  NO~~

~~If yes, what degree?: \_\_\_\_\_~~

~~Current Hours Attempted \_\_\_\_\_ Completed \_\_\_\_\_ GPA \_\_\_\_\_~~

~~\_\_\_\_\_  
Advisor Signature \_\_\_\_\_ Date~~

~~Office of Financial Assistance Use Only~~

~~Application complete?  YES  NO~~

~~All documentation attached?  YES  NO  
(Appeal Form, Letter of Reasoning, Education Plan)~~

~~Decision:  Approved  Declined~~

~~Reason for decision:~~

~~\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_~~

~~\_\_\_\_\_  
Director of Financial Assistance \_\_\_\_\_ Date~~

~~Student Notified:  Email  RHACOMM~~

~~\_\_\_\_\_  
Financial Assistance Staff Initials \_\_\_\_\_ Date~~

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS**  
**SCP-4274.A**  
**Financial Assistance Appeal**

**REFERENCE:** SCP-4274, *Standards of Progress for Financial Assistance Recipients*  
 SCP-4274.B, *Letter of Warning*

\_\_\_\_\_ **Satisfactory Academic Progress (SAP)**  
 Academic Year

Student Information	
Student Name:	
Student ID:	Date of Birth:
Student Email:	Student Phone Number:
Student Address:	

In order to receive financial aid administered by Southern West Virginia Community and Technical College, you must be making satisfactory academic progress (SAP) toward completion of an eligible degree. For this reason, your SAP for financial aid is calculated each semester to verify that you have met all Federal SAP standards. SAP is measured using the following standards: cumulative grade point average (GPA) of 2.0, degree completion within the maximum time frame of 150% of the credits for completion of a student's program, completion of 67% or more of all attempted credit hours. Federal regulations require that academic progress be evaluated both quantitatively and qualitatively.

***Section A: Instructions***

***Due to the length of the appeal, please be careful to read ALL instructions in each section. Complete this packet to appeal your Financial Aid Suspension. Incomplete appeals will not be reviewed.***

Complete the FAFSA	Attach personal statement	Attach a copy of your current class schedule
Complete the Appeal process	Academic advisor visit	Don't Forget!!! Attach all documentation
Attach SUBMITTED course substitution forms	Sign and date all required boxes	Submit to a Financial Aid Representative


- A. **IF YOU DID NOT MEET THE PROGRESS REQUIREMENTS** because you had unusual circumstances, you may file an appeal with our office. You will need to demonstrate the unusual circumstances beyond your control. These circumstances should be one time occurrences that are not likely to be repeated.
- B. **READ THE INSTRUCTIONS CAREFULLY.** All forms and documentation must be submitted by the respective deadline. Incomplete appeals will not be reviewed. Appeals received after the deadline will be considered for the next semester.
- C. **PROCESSING TIME WILL VARY.** Appeals are reviewed within 15 business days of receipt of Final GRADES for current semester of submission. Once a decision has been made, you will be notified in writing to your Southern email account.
- D. **TIMING OF YOUR APPEAL FILING IS IMPORTANT.** If you file late, you must pay your own tuition by the tuition due date or you will be dropped from your courses for nonpayment. Do not rely on the success of your appeal for tuition payment. You must attend all of your classes while awaiting your appeal decision but, be aware that if your appeal is denied you will be responsible for paying all charges from your own resources.
- E. **AN APPEAL DOES NOT GUARANTEE A FULL AWARD.** If you did not meet the academic progress requirements, you have lost your financial aid eligibility which may include all of the aid that was offered to you for the remainder of the academic year. If your eligibility is reinstated through an appeal, we will award you with the funds we currently have available.
- F. **IF YOUR APPEAL IS DENIED,** your current or future offer of aid is subject to cancellation, and no aid (grants or loans) can be paid to you.

### Section B: Extenuating Circumstance & Required Documentation

**Please be sure to include appropriate documentation for your extenuating circumstance. Appeals may not be considered complete until documentation is attached**

In this section you will select from the list below the extenuating circumstance that caused your financial aid suspension. Please make sure you attach required supporting documentation. Only completed appeals with documented extenuating circumstances will be reviewed by the Financial Aid Office. Be sure to add your name and student id number to all forms of documentation submitted.

I wish to appeal the suspension of my financial aid for the reason(s) indicated below:

	MEDICAL: If a personal medical problem contributed to your failure to maintain SAP, attach documentation that includes treatment dates from a medical professional from whom you have received treatment.
	DEATH/ILLNESS: If the death or illness of an immediate family member contributed to your lack of SAP, please attach appropriate copies of medical records, death certificate, obituary, etc.
	DIVORCE OR MARRIAGE SEPARATION: Provide a letter from your or your parent's attorney on the law firm's letterhead or copy of divorce decree.
	DISASTERS: If events such as fire, flood, earthquake, earth tremors, etc. have occurred you must provide insurance claims or other documentation verifying the date of the disaster.
	SIGNIFICANT TRAUMA THAT IMPAIRED YOUR EMOTIONAL AND/OR PHYSICAL HEALTH: Provide a detailed explain regarding the specific circumstances of your condition. Include dates and what you have done to overcome your condition. Attach supporting documentation from a third party; physician, social worker, counselor, police, attorney, etc. Explain how the situation has changed to such an extent that it will not impair your future academic performance.
	WORK RELATED DIFFICULTIES: If the loss or change in employment impaired your performance you must provide a letter from employer that verifies the dates and duration of the occurrence. The statement should specifically address work related difficulties and timeframes for which difficulty existed and how the work situation has changed to such an extent that it should not significantly impair future academic performance.
	MAXIMUM CREDIT HOURS: Federal regulations allow students to receive federal assistance up to 150% of credits for completion of student's program or 90 attempted credit hours. Please clearly state the circumstances (not listed above) in your appeal.  <b>(Do not complete Section E: Improvement Plan).</b>
	OTHER CIRCUMSTANCES: Please clearly state the circumstances (not listed above) in your appeal letter and provide appropriate documentation. Explain how the situation has changed to such an extent that it will not impair your future academic performance. Attach a separate letter if this box is checked.

**Note: Circumstances related to the typical adjustment to college life, such as working while attending school, financial issues related to paying bills, and/or car maintenance/travel to campus, are not considered as extenuating for purposes of appealing.**

**Section C: My Academic Progress**

*In this section, you will verify your academic progress and select the required services that you will have to complete.*

Current Major:	Anticipated Graduation Date:
Credit hours that I need to graduate:	My Current GPA is
Credit hours that I have attempted:	What should my GPA be according to SAP?
Credit hours that I have completed:	
My completion rate is:	What should my completion be according to SAP?

**To calculate your completion rate, you take credit hours completed divide by credit hours attempted. Example: 20 credit hours completed divided by 62 credit hours attempted would be 0.32 or 32% completion rate.**

*Please note:*

Attempted hours are considered all credit hours in which you are enrolled. All credit hours attempted at Southern West Virginia Community and Technical College, including repeated courses with a grade of "F", "W", "I" and all transfer hours that were pursued at a previous institution will be counted in the determination of hours attempted.

 **Do not complete this section if your credit hours exceed 90 and you are requesting additional hours. Please select the appropriate box according to your current GPA**

**Section D. Improvement Plan****Required Sessions**

	<b>GPA Range</b>	<b>Tutoring Required (per week)</b>	<b>Required Boost Sessions / Brown Bag Lunches (per semester)</b>	<b>Required Student Services Specialist Visit</b>
	1.75 – 2.00	1 Hour	1 Boost Session	Monthly Meeting
	1.50 – 1.74	2 Hours	2 Boost Session	Monthly Meeting
	1.00 – 1.49	3 Hours	3 Boost Session	Monthly Meeting
	0.00 – 0.99	4 Hours	4 Boost Session	Monthly Meeting

**Optional Services**

<b>Request assistance from Academic Affairs:</b> 1. Academic Advisor 2. Professors <b>School Official Signature:</b>	<b>Request assistance from Student Services:</b> 1. Career Services 2. Counseling Services <b>School Official Signature:</b>
<b>Other Recommendations:</b> 1. 2. <b>School Official Signature:</b>	<b>Request Assistance from the Registrar:</b> 1. D/F Repeat 2. Course Transfer Information <b>School Official Signature:</b>
<b>Notes/Comments:</b>	

### Section E: My Academic Plan

*This section lists the plan and strategies that will help increase your SAP record and get you back on track. Please be sure to complete the entire section as you meet with the school official for that strategy.*

Develop a plan of coursework that includes the classes the student must complete to ensure SAP will be met within the timeframe provided. The number of semesters required depends on the student's situation. **Federal and state regulations will allow pay for courses that are in your program study; so therefore, DO NOT take classes that are not required to graduate.**

<i>First Year</i>					
<i>Semester</i>			<i>Semester</i>		
<i>Year</i>			<i>Year</i>		
<i>Course No.</i>	<i>Course Title</i>	<i>Hours</i>	<i>Course No.</i>	<i>Course Title</i>	<i>Hours</i>

<i>Second year</i>					
<i>Semester</i>			<i>Semester</i>		
<i>Year</i>			<i>Year</i>		
<i>Course No.</i>	<i>Course Title</i>	<i>Hours</i>	<i>Course No.</i>	<i>Course Title</i>	<i>Hours</i>

**ATTENTION ADVISORS** – A student's appeal will only be considered with the submission of a completed academic plan developed by the student and academic advisor. The plan must demonstrate necessary coursework to achieve the minimum Satisfactory Academic Progress (SAP) standards. At the end of each semester, the student's academic record will be reviewed to ensure the plan is being accomplished.

### Agreement and Understanding

By signing below, I am certifying that I have met with my Academic Advisor. We have discussed all of my options and that my academic advisor has given me the classes that I will need to graduate as listed in my program of study. I also understand, that if I chose to take courses outside my program that it may affect the outcome of this appeal.

I am aware that falsified documentation will result in an immediate denial of my appeal.

**Student Signature:**

**Date:**

**Advisor Signature:**

**Date:**

**Section F: Student Certification**

I understand that appeal decisions are made on a case-by-case basis. I understand the submission of this form does not constitute an approval of my appeal and that I must still make payment arrangements.

I understand if my appeal is:

- DENIED, I will not receive financial aid and will make alternative payment arrangements. By signing below, I understand that decisions are processed on a case-by-case basis and the Financial Aid Office may deny any SAP appeal. I also understand that the decision of the appeal is final. I understand that in order to regain my financial aid eligibility I must meet the federal SAP requirements without the assistance of financial aid.
- APPROVED, I will be granted aid on a probationary status. By signing below, I understand that in order to continue my eligibility I will be expected to meet all SAP requirements. I will maintain a semester GPA of at least 2.0 and not withdraw or fail to receive credits for classes enrolled. I will only enroll in hours that are recognized as required courses towards graduation.

I understand that if my SAP appeal is approved, I must meet the requirements listed above. If I do NOT maintain these requirements, I will lose eligibility for financial assistance. If a student continues to take classes after not maintaining SAP standards, they must do so without federal or state financial assistance.

**Agreement and Understanding**

By signing below, I am certifying that I have read the information listed above and that I understand the conditions required in order for my financial aid appeal to be granted. I also understand that failure to complete these requirements may result in the loss of my financial aid.

I hereby certify that all information contained in this appeal, including the personal statement and documentation, is true and complete to the best of my knowledge.

I am aware that falsified documentation will result in an immediate denial of my appeal.

**Student Signature:**

**Date of Submission:**

***As you sign this document and prepare to submit it to Financial Aid, please use the following check list to ensure you have all required documentation.***

<b>Completion Checklist</b>	
	The following requirements must be submitted to the Financial Aid Office for your appeal to be reviewed.
	1. I have completed Appeal Form.
	2. I have attached a signed, formal, personal statement explaining your extenuating circumstances.
	3. I have attached supporting documentation that supports your extenuating circumstances.
	4. I have attached a course schedule and any submitted substitution forms.
	5. I have attached an academic plan completed and signed by your Academic Advisor.

<i>For Office Use Only</i>		
Decision                    APPROVED                    DENIED		
Justification		
Signature		Date
Student Notified:	Emailed	RHACOMM
FA Staff Initials		Date

**BOARD OF GOVERNORS**

**SCP-4274.B**

**Letter of Warning**

**REFERENCE:** SCP-4274, *Standards of Progress for Financial Assistance Recipients*  
 SCP-4274.A, *Financial Assistance Appeal*

Office of Financial Assistance  
 P. O. Box 2900  
 Mount Gay, WV 25637  
 (304) 896 7060  
 Financialaid@southernwv.edu

Student Information	
Student Name:	Date of Birth:
Student ID:	Student Phone Number:
Student Email:	
Student Address:	

According to Federal regulations and the policy of Southern West Virginia Community and Technical College, students who receive financial assistance are required to meet Satisfactory Academic Progress (SAP). To maintain SAP, a student must complete 67 percent or greater of all attempted credit hours, and maintain a minimum overall grade point average of 2.0. Students not meeting the standards of progress will be placed on a financial aid warning status.

While on a warning status, students will receive a semester of financial assistance. During this semester a student must complete, and pass all classes for which they are enrolled. Withdrawing or failing classes during the warning status could lead to a loss of financial aid eligibility for future semesters.

The financial aid office has determined that you are not meeting the standards of academic progress and you have been placed on a financial aid warning status for the current semester. Please complete the following letter of explanation as to why you are not meeting satisfactory academic progress.

If you have any questions, please contact us at (304) 896-7060 or e-mail financialaid@southernwv.edu

Letter of Explanation

Agreement and Understanding	
By signing this form, you certify that all of the information reported on this form is true and accurate to the best of your knowledge.	
Student Signature:	Date:



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** Request for Approval of Revisions to SCP-5051, *Reduced Tuition and Fee Program for State Residents Age 65 and Older*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-5051, *Reduced Tuition and Fee Program for State Residents Age 65 and Older*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

The purpose of this policy is to establish a reduced tuition and fee program for residents of West Virginia who are 65 years of age or older to attend college courses on a space-available basis at Southern West Virginia Community and Technical College. The policy includes an option for those who attend undergraduate courses on a "non credit" basis and an option for individuals who wish to attend undergraduate courses for academic credit.

This policy was reviewed for accuracy by the Office of Finance and Administration and no revisions are necessary at this time. The policy was reviewed and approved as presented on May 2, 2019, by the Executive Council and on May 14, 2019, by the President's Cabinet. Based on the deliberations and recommendations of these groups, it is recommended that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-5051**

**SUBJECT:** Reduced Tuition and Fee Program for State Residents Age 65 and Older

**REFERENCE:** WV Code §18B-10-7a

**ORIGINATION:** December 2, 2004

**EFFECTIVE:** December 10, 2013

**REVIEWED:** ~~September 4, 2013~~ May 2, 2019

**SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to establish a reduced tuition and fee program for residents of West Virginia who are 65 years of age or older to attend college courses on a space-available basis at Southern West Virginia Community and Technical College. The policy includes an option for those who attend undergraduate courses on a ‘no credit’ basis and an option for individuals who wish to attend undergraduate courses for academic credit.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This issuance applies to all residents of the State of West Virginia age 65 and older.

**SECTION 3. DEFINITIONS**

- 3.1 None.

**SECTION 4. POLICY**

- 4.1 A resident of the State of West Virginia who is age 65 or older will be permitted to register for courses under either of the two options available through this program provided that classroom space [a seat or workstation] is available and with the consent of the specific course instructor.
- 4.2 The college shall develop guidelines for West Virginia residents who are 65 years of age and older to take courses that are consistent with the provisions of State Code and shall be published in the College catalog and other appropriate publications.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 The West Virginia Code, as cited above, provides that all institutions of higher education establish a policy for citizens age 65 and older to attend courses at a reduced tuition and fee level. The Code further states that the policy include options for attending on a non-credit basis; that each participant under this program be
- 5.1.1 a resident of West Virginia,
- 5.1.2 65 years of age or older, and

5.1.3 classroom space is available.

5.2 Further, the West Virginia Code limits the total tuition and fees charged for participation in each non-credit course or class, excluding laboratory and parking fees, to not exceed \$50 and participation in academic credit courses may not exceed 50% of the normal rates charged to state residents: provided that after July 1, 2004 the governing boards may change the maximum fee.

## **SECTION 6. GENERAL PROVISIONS**

6.1 A participant registered for a course under either of the two options of this program will be subject to the College's programmatic and financial guidelines applicable to this program.

6.2 A participant will also be subject to the rules, regulations, procedures, and requirements of the College, including course prerequisites, applicable to each course.

6.3 The following standards apply to the specific options available through this program:

6.3.1 No Credit Option – The total tuition and fees charged for each course under the no credit option, excluding laboratory fees, may not exceed \$50. The maximum tuition and fees to be charged under this option are subject to change upon approval of the Board of Governors.

6.3.2 Credit Option: – The total tuition and fees charged for each course under the credit option shall not exceed 50% of the normal rates charged to state residents.

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

7.1 The authority for developing a method of establishing priority for allowing a participant to register for and attend specific courses under the terms of this policy are delegated to the President or his/her designee.

7.2 The President or his/her designee will determine any special fees, such as laboratory fees, that all participants must pay.

7.3 The College, through appropriate channels, shall report on participation in this program to the Council for Community and Technical College Education or other state-level agencies.

## **SECTION 8. CANCELLATION**

8.1 Replaced SCP-4385, Reduced Tuition and Fee Program for State Residents Age 65 and Older. On December 9, 2005, responsibility of SCP-4385 was transferred from the Student Services Unit to the Finance Unit and assigned a new classification number, SCP-5051.

## **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:** None.

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

**Revision Notes:** December 9, 2005 – Responsibility of SCP-4385 was transferred from the Student Services Unit to the Finance Unit and assigned a new classification number, SCP-5051.

August 5, 2008 – SCP-5051 was reviewed by the Executive Council and recommended its continuation without revision.

September 4, 2013 – SCP-5051 was reviewed by the Executive Council and recommended its continuation without revision.

May 2, 2019 – Policy was reviewed for accuracy. Recommended for continuation without revision.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** Request for Approval of Revisions to SCP-5065, *Awarding of Undergraduate Tuition and Fee Waivers* and SCP-5065.A, *Employee Tuition Application*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-5065, *Awarding of Undergraduate Tuition and Fee Waivers* and SCP-5065.A, *Employee Tuition Application*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

The purpose of this policy is establishing policy relating to the awarding of undergraduate tuition and fee waivers as provided for in West Virginia State Code.

This policy was reviewed for accuracy by the Office of Finance and Administration. Revisions reflect the addition of West Virginia Code §18B-10-7b and §30-29-1 to the Reference Section of the policy. Minor revisions were made to the *Employee Tuition Waiver Application* (SCP-5065.A). The policy and its attachment were reviewed and approved as presented on May 2, 2019, by the Executive Council and on May 14, 2019, by the President's Cabinet. Based on the deliberations and recommendations of these groups, it is recommended that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-5065**

**SUBJECT:** Awarding of Undergraduate Tuition and Fee Waivers

**REFERENCE:** West Virginia Code §18B-10-6, §18B-10-7, §18B-10-7b, §30-29-1  
SCP-2165, *Educational Release Time for Classified Employees*

**ORIGINATION:** January 15, 2002

**EFFECTIVE:** ~~July 17, 2014~~

**REVIEWED:** ~~February 24, 2014~~ May 2, 2019

**SECTION 1. PURPOSE**

- 1.1 To establish policy relating to the awarding of undergraduate tuition and fee waivers as provided for in West Virginia State Code.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to the awarding of all categories of undergraduate tuition and fee waivers as provided for in West Virginia State Code at Southern West Virginia Community and Technical College (College).

**SECTION 3. DEFINITIONS**

- 3.1 Undergraduate Tuition and Fee Waivers for Employees, Spouses and Dependent Children – waivers an institution may, but is not required to grant, to eligible employees and covered dependents.
- 3.2 Eligible Employee – includes any regular, benefits an eligible member of the classified staff, full-time faculty, and full-time non-classified employees of Southern West Virginia Community and Technical College.
- 3.3 Covered Dependent – includes the employee’s current spouse and children.
- 3.4 Children – the natural or legally adopted child or children of the employee or his/her spouse who has a high school diploma or GED, are not married, and is less than 24 years of age on the first day of classes of the term for which he/she wishes to register for which the tuition waiver is provided.
- 3.5 Family of Active Military Personnel Killed Waiver – tuition and fee waivers authorized by West Virginia Code §18B-10-7 and made available on a space available basis for spouses and children of West Virginia residents on active military duty killed in the line of duty, and spouses and children of National Guard and Reserve members killed in the line of duty in a duty status other than federal active duty.
- 3.6 Family of Officers and Firefighters Fee Waiver – tuition and fee waivers authorized by West Virginia Code §18B-10-7 and made available to the children and spouse of a law-enforcement officer as defined in West Virginia Code §30-29-1, a correctional officer at a state penal institution, a parole officer, probation officer, natural resources police officer, registered firefighter where such officer or firefighter was killed in the line of duty while employed by the state or any political subdivision thereof, or such firefighter was killed in the line of duty while acting as a member of a volunteer fire department serving a political subdivision of this

state.

- 3.7 Students in Foster Care Waiver – tuition and fee waivers authorized by West Virginia Code §18B-10-7b and made available to any high school graduate or student who passes the GED examination while in the custody of the state department of health and human resources. The student must be in foster care or other residential care for at least one year prior to the waiver award. If the foster care or other residential care is provided in another state, the student must first be returned to West Virginia for waiver award eligibility. To be eligible for a waiver award, a student must first:
- 3.7.1 Apply to and be accepted to the College; and
  - 3.7.2 Apply for other financial assistance, other than student loans, in compliance with federal financial aid rules, including the federal Pell grant; and
  - 3.7.3 The initial tuition and fee waiver must be awarded within two years of graduation from high school or passing the GED examination.

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

- 4.1 It is the policy of this institution to award any and all undergraduate tuition and fee waivers as authorized by, and in compliance with, the applicable sections of the West Virginia Code institutional procedures.

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

- 5.1 Pursuant to the statute, no student may hold an undergraduate tuition and fee waiver for more than eight (8) semesters. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one (1) semester for purposes of awarding the undergraduate tuition and fee waivers.
- 5.2 The maximum number of semester hours for each waiver that is divided for less than full-time awards is thirty (30) for the full year, or fifteen (15) per semester. Some full-time waiver recipients may elect to take only (12) semester hours during a semester, rather than fifteen (15) or more they might pursue with a waiver. “Unused hours” from full-time recipients may be used for the purpose of making additional awards until all available hours for each full waiver is utilized. However, this institution may not award portions of hours (e.g., if a student withdraws from school after using 1.6 hours of her waiver award, this institution must consider it as having used two (2) hours of the waiver award unless the student pays the tuition and fees originally covered by the waiver.
- 5.3 Recipients of any and all waivers provided under the terms and conditions stated in this policy must possess the minimum qualifications for attendance as required of all other students.

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

- 6.1 Awards made under the undergraduate tuition and fee waiver program shall provide for the waiver of tuition only. This institution shall have discretionary authority to waive one or more of the other component parts of the college fees such as the activity and/or special fees assessed to students in designated academic fields.
- 6.2 This institution shall give priority consideration in the awarding of the undergraduate tuition and fee waivers to students who are West Virginia residents.
- 6.3 This institution may choose to award a substantial portion of its undergraduate tuition and fee waivers to students who possess various kinds of special abilities and aptitudes, including general academic ability and academic ability in a special field. However, in instances where there are more financially needy applicants than can be assisted through the available need-based student aid programs, the institution shall give strong consideration in the awarding of the undergraduate tuition and fee waivers to students with demonstrated

financial need.

- 6.4 Recipients of any waivers provided under the Active Military Personnel Killed Waiver, Family of Officers and Firefighters Fee Waiver, and the students in Foster Care Waiver, may attend undergraduate courses pending the availability of classroom space, without charge for tuition. The institution shall require the recipient of any waiver to pay any and all special course related fees, including any laboratory fees, if such fees are required of all other students taking the particular course.

## SECTION 7. RESPONSIBILITIES

- 7.1 The award of all undergraduate tuition and fee waivers authorized by West Virginia State Code or institutional policy shall be determined by this institution's Office of Student Financial Assistance. Eligibility standards for each waiver program shall be documented by the applicant as required by the Office of Student Financial Assistance.
- 7.2 The office of Student Financial Assistance shall submit a summary report to the Vice President of Finance and Administration on or before May 15 of each academic/fiscal year. The Vice President of Finance and Administration shall present to the Board of Governor's 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 sessions as appropriate. Pursuant to the statute, the report on the awarding of undergraduate tuition and fee waivers shall be entered in the minutes of the meeting of the Board.
- 7.3 Each award recipient shall be listed and a permanent hometown address provided. The number of semesters or semester hours the award is covering in the current year will be listed. Both new and renewal recipients must be included.
- 7.4 A number shall be assigned to each full waiver granted. In instances where two or more students receive help through a single waiver, only one number should be assigned to the waiver with the individual students being designated as A, B, C, etc.
- 7.5 Each waiver recipient shall be listed within the single category which reflects the primary reason that a tuition and fee waiver was awarded to that student. All recipients shall be listed within one of the following categories (including all full and partial waivers awarded in each category):
- 7.5.1 Demonstrated financial need (requires establishment through a recognized need analysis process that a student's and the family's resources are insufficient to meet college expenses).
  - 7.5.2 General academic ability.
  - 7.5.3 Academic ability in a specific field.
  - 7.5.4 Other (specify): As defined in Section 3.
- 7.6 An "Inventory of Institutional Undergraduate Tuition and Fee Waivers" must accompany each fee waiver report. This inventory is a cumulative summary of the report and must agree with the total number of waiver equivalents awarded.
- 7.7 The Office of Student Financial Assistance is responsible for ensuring institutional compliance with all laws, rules, and regulations applicable to undergraduate tuition and fee waivers.



**SECTION 8. CANCELLATION**

8.1 SAA-2000, C#1-0708, Tuition Waiver Program for Employees, Spouses, and Dependent Children.

**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-5065.A, *Employee Tuition Waiver Application*

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

**Revision Notes:** August 2006 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

December 4, 2013 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity, are grammatical in nature, and reflect changes in job titles.

February 24, 2014 - Revisions reflect changes in tuition and fee waiver limits. Statutory caps on waivers have been removed.

May 2, 2019 - West Virginia Code §18B-10-7b and §30-29-1 were added to the Reference Section. SCP-5065.A, *Employee Tuition Waiver Application*, was revised.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS**  
**SCP-5065.A**  
**Employee Tuition Waiver Application**

**REFERENCE:** SCP-5065, *Awarding of Undergraduate Tuition and Fee Waivers*;  
 SCP-2165, *Educational Release Time for Classified Employees*

**Instructions to Employee:** All full-time regular, benefits eligible employees seeking an Employee Tuition Waiver for themselves or eligible dependent(s) as defined by SCP-5065, must complete this form and submit it to the Office of Student Financial Assistance prior to the beginning of the semester. A separate form must be completed and filed for each eligible individual. A new form must be completed and filed each semester for which a tuition waiver is requested. Student fees (i.e., course lab fees, wellness fee, etc.) are not covered by this waiver and must be paid by the student by the due date for the term in which the student is enrolled. Employees should assure that the dependent for whom they are requesting tuition benefits has (1) completed high school or earned a GED, is not married, and is less than 24 years of age on the first day of classes of the term for which he/she wishes to register for which the tuition waiver is provided; and (2) completed an admissions application to Southern.

Semester and year waiver will be applied :  Fall  Spring  Summer 20 \_\_\_\_ (year)

**Student Name** (If waiver is for eligible dependent, employee information is also required) \_\_\_\_\_

Student ID Number or SSN \_\_\_\_\_

Relationship to Employee:  Self  Spouse  Dependent Child

\_\_\_\_\_ High School/GED Graduation Date

Does applicant hold a college degree?  Yes  No If yes, highest degree held:  Associate  Bachelors  Masters or above

**Employee Name** (If student is eligible dependent) \_\_\_\_\_

Employee ID Number \_\_\_\_\_

CRN	Dept.	CRS No.	Section	Course Title	Days	Time	CR.

**Enrollment in Course Conflicts with Regular Work Hours** (~~Classified Employees Only~~): If enrollment in an academic course conflicts with the regular working hours of a classified employee, the supervisor's prior approval is required as specified in SCP-2165. *This must be obtained before the employee submits this form or registers for the course.*

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Unit Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

I certify that I am eligible for this tuition waiver for myself and/or eligible dependent(s), and that I may be subject to loss of benefit for providing false information.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Verification of eligibility for tuition waiver:  Approved  Denied Verification Completed by \_\_\_\_\_ Date \_\_\_\_\_

**COURSE REGISTRATION:** Completing this form does not enroll the applicant in the desired course(s). Enrollment is the applicant's responsibility. See the registration website at [www.southernwv.edu](http://www.southernwv.edu) for complete information.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** Student Registration Process  
Out of State Travel  
Faculty Turnover

**RECOMMENDED RESOLUTION:** For Discussion Only

**STAFF MEMBER:** Mason 'Ed' White

**BACKGROUND:**

This items above are presented for Board discussion.

# INFORMATIONAL ITEMS

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** Reporting 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 2018-2019 fiscal year, Southern awarded a total of \$246,752.00 in undergraduate waivers to a total of 67 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 2018-2019 will be entered into the minutes of the Board of Governors meeting of June 18, 2019.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** Report on 2018-2019 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 annually 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 final approval by the President. The following promotions-in-rank were approved and are effective beginning the Fall 2019 semester. The final step is notification of the Board of Governors of the decisions made as a result of the review process.

**Promotion Awarded:**

Shirley Dardi	Associate Professor to Professor
Heather M. Drake	Instructor to Assistant Professor
Erica R. Farley	Instructor to Assistant Professor
Brandon R. Kirk	Assistant Professor to Associate Professor
Tricia A. Lowe	Instructor to Assistant Professor
William W. Mosley, Jr.	Instructor to Assistant Professor
Stephanie A. Mounts	Instructor to Assistant Professor
Debra K. Mullins	Associate Professor to Professor
Ashley L. Starkey	Instructor to Assistant Professor
Christopher G. Ward	Instructor to Assistant Professor

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** 2019-2020 Academic Calendar

**RECOMMENDED RESOLUTION:** For Information Only

**STAFF MEMBER:** President Robert Gunter

**BACKGROUND:**

The 2019-2020 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 2019-2020 Academic Calendar has been announced college-wide and will be posted to the website and printed in the 2019-2020 Academic Catalog.



**Fall 2019**

April 16	Summer and Fall priority registration for Veterans and students currently served by the Office of Disability Services
April 17	Summer and Fall registration for all students begins
May 9	Online registration for the Fall 2019 term closes. Students may register on campus or by contacting a Student Services Specialist at 304.896.7100.
July 15	Financial aid completion deadline for the Fall 2019 term (full-term 16-week classes)
After July 15	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 / 2 <sup>nd</sup> 8-week) classes.
August 5 - 8	No registration
August 12	Academic Affairs Convocation
August 13 - 14	Final registration for full-term 16-week classes
August 14	Last day to register for full-term 16-week classes
After August 14	Students may register only for alternate term (12-week / 2 <sup>nd</sup> 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 19	Full-term 16-week classes begin
August 19	Alternate term 1 <sup>st</sup> 8-week term classes begin
August 19 - 20	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for 1 <sup>st</sup> 8-week term classes)
August 19 - 22	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for full-term 16-week classes)
September 2	College closed - Labor Day Holiday
September 3	Classes resume
September 12	Last day to register for alternate term 12-week classes
September 16	Alternate term 12-week classes begin
September 16 - 17	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for 12-week term classes)

September 23	Last day to withdraw with a grade of "W" from 1 <sup>st</sup> 8-week term classes (5 weeks complete)
October 7 - 10	Mid-term exam week for full-term 16-week classes
October 10	Last day to register for alternate term 2 <sup>nd</sup> 8-week term classes
October 14	Alternate term 2 <sup>nd</sup> 8-week term classes begin
October 14 - 15	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for 2 <sup>nd</sup> 8-week term classes).
October 14	Mid-term grade reports due for full-term 16-week classes
November 4	Last day to withdraw with a grade of "W" from full-term classes (11 weeks complete)
November 5	Spring priority registration for Veterans and students currently served by the Office of Disability Services
November 6	Spring registration for all students begins
November 11	Last day to withdraw with a grade of "W" from 12-week term classes (8 weeks complete)
November 18	Last day to withdraw with a grade of "W" from 2 <sup>nd</sup> 8-week term classes (5 weeks complete)
November 24 - December 1	Thanksgiving Break - no classes
November 27 - December 1	College closed - Thanksgiving Holiday
December 2	Classes resume
December 2	Financial aid priority completion deadline for the Spring 2020 term
After December 2	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 / 2 <sup>nd</sup> 8-week) classes.
December 9 - 12	Final exam week
December 16	Final grades due to the Records Office by noon

Southern will be closed for holiday break beginning Friday, December 20, 2019, through Sunday, January 5, 2020.

Southern will re-open for business Monday, January 6, 2020, at 8:00 a.m.

**Spring 2020**

December 2, 2019	Financial aid priority completion deadline for the Spring 2020 term
January 5	Online registration for the Spring 2020 term closes. Students may register on campus or by contacting a Student Services Specialist at 304.896.7100.
January 13 - 15	Final registration for full-term 16-week classes
January 15	Last day to register for full-term 16-week classes
After January 15	Students may register only for alternate term (12-week / 2 <sup>nd</sup> 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.
January 20	College closed - Martin Luther King, Jr. Holiday
January 21	Full-term 16-week classes begin
January 21	Alternate term 1 <sup>st</sup> 8-week term classes begin
January 21 - 22	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for 1 <sup>st</sup> 8-week term classes)
January 21 - 23	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for full-term 16-week classes)
February 13	Last day to register for alternate term 12-week classes
February 17	Alternate term 12-week classes begin
February 24	Last day to withdraw with a grade of "W" from 1 <sup>st</sup> 8-week term classes (5 weeks complete)
March 9 - 12	Mid-term exam week for full-term 16-week classes
March 15 - 22	Spring Break - no classes
March 16	Mid-term grade reports due
March 19	Last day to register for alternate term 2 <sup>nd</sup> 8-week term classes
March 23	Classes resume
March 23	Alternate term 2 <sup>nd</sup> 8-week term classes begin
March 23 - 24	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for 2 <sup>nd</sup> 8-week term classes).
April 13	Last day to withdraw with a grade of "W" from full-term classes (11 weeks complete)

April 14	Summer and Fall priority registration for Veterans and students currently served by the Office of Disability Services
April 15	Summer and Fall registration for all students begins
April 20	Last day to withdraw with a grade of "W" from 12-week term classes (8 weeks complete)
April 27	Last day to withdraw with a grade of "W" from 2 <sup>nd</sup> 8-week term classes (5 weeks complete)
April 27 - 30	Assessment Showcase week. Classes will meet as regularly scheduled.
May 4	Financial aid priority completion deadline for the Summer 2020 term
After May 4	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 (5-week) classes.
May 11 - 14	Final exams week
May 16	Commencement - 10:00 AM.
May 18	Final grades due to the Records Office by noon

**Summer 2020**

May 26	Full-term classes begin
After May 26	Students may register for alternate term classes through the last business day prior to the start of the class. Late registration fees do not apply to alternate term classes.
May 26 - 27	Schedule adjustment for currently enrolled students ONLY. No new registrations.
June 29	Mid-term grade reports due
July 2	College closed - Independence Day Holiday
July 9	Last day to withdraw with a grade of "W" from full-term classes (7 weeks complete)
July 31	Final grades due to the Records Office by noon
First 5-week Part-of-Term	
May 26	Classes begin
May 26 - 27	Schedule adjustment for currently enrolled students ONLY. No new registrations.
June 15	Mid-term grade reports due
June 18	Last day to withdraw with a grade of "W" (4 weeks complete)
June 26	Final grades due to the Records Office by noon
Second 5-week Part-of-Term	
June 29	Classes begin
June 29 - 30	Schedule adjustment for currently enrolled students ONLY. No new registrations.
July 2	College closed - Independence Day Holiday
July 13	Mid-term grade reports due
July 23	Last day to withdraw with a grade of "W" (4 weeks complete)
July 31	Final grades due to the Records Office by noon

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 18, 2019**

**ITEM:** 2019-2020 Holiday Calendar

**RECOMMENDED RESOLUTION:** For Information Only

**STAFF MEMBER:** Robert E. Gunter

**BACKGROUND:**

As authorized by Board of Governors policy SCP-2360, *Holidays*, a holiday schedule for 2019-2020 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 2019-2020 academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia Code. The 2019-2020 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 2019-2020**

Thursday, July 4, 2019	* Independence Day
Monday, September 2, 2019	* Labor Day
Wednesday, November 27, 2019	Alternate
Thursday, November 28, 2019	* Thanksgiving Day
Monday, December 23, 2019	Alternate
Tuesday, December 24, 2019	½ Holiday, ½ Alternate
Wednesday, December 25, 2019	* Christmas Day
Thursday, December 26, 2019	Alternate
Monday, December 30, 2019	Alternate
Tuesday, December 31, 2019	½ Holiday, ½ Alternate
Wednesday, January 1, 2020	* New Year's Day
Thursday, January 2, 2020	Alternate (In place of Election Day)
Monday, January 20, 2020	* Martin Luther King, Jr. Day
Monday, May 25, 2020	Alternate (Memorial Day)

\*As designated by West Virginia Code §2-2-1; West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 14, *Holidays*, 2.1, 3.1 and 4.1; and Southern College Policy, *SCP-2360, Holidays*, Section 6.

*For the purpose of taking into consideration Southern's academic calendar, holidays indicated as "Alternate" are in lieu of the Year 2019 Columbus Day, Veteran's Day, and Year 2020 President's Day, Lincoln's Birthday, Primary Election Day, Memorial Day, and West Virginia Day.*

## 2019-2020 Governance Day Meeting Calendar

1.	All employees work a traditional 5-day work schedule during the weeks that Governance Day occurs.
2.	Each employee works his/her scheduled hours as determined by the immediate supervisor Monday through Thursday, and all employees will report from 8:00 A.M. to 4:30 P.M. on the Friday of the week of Governance Day.
3.	Schedules shall be adjusted for any employee who has work hours required on Saturday or Sunday.
4.	An employee not involved in one of the committee meetings scheduled during the morning hours of Governance Day are expected to report to his/her home campus at 8:00 A.M.. Employees not involved in a governance committee shall be provided with sufficient travel time to allow for arrival at the Logan Campus by 12:00 Noon on each Governance Day.
5.	In accordance with SAA-1000, C#-1213, Governance Day Scheduling and Cancellation, All full-time employees who have emergencies and are unable to participate in "All Governance Day" sessions must seek permission from the President of Southern West Virginia Community and Technical College to be excused, and send a copy of the request to his/her immediate supervisor. Full-time classified and non-classified employees who are excused from Governance Day activities by the President are required to charge absences from work to annual or sick leave as appropriate. A Leave Request must be completed and approved by the immediate supervisor.

<b>Friday, September 13, 2019</b>	
8:00 A.M. - 9:15 A.M.	Curriculum and Instruction Committee Facilities and Safety Committee Student Government Association Advisory Committee
9:30 A.M. - 10:45 A.M.	Distance Education Committee Faculty Senate Student Success Committee
11:00 A.M. - 12:15 P.M.	Academic Assessment Committee Strategic Planning and Financial Review Committee
1:15 P.M. - 3:00 P.M.	Introduction of New Employees General Meeting Professional Development / Training / Other
<b>Friday, November 8, 2019</b>	
8:00 A.M. - 9:15 A.M.	Distance Education Committee Faculty Senate Student Success Committee
9:30 A.M. - 10:45 A.M.	Academic Assessment Committee Strategic Planning and Financial Review Committee
11:00 A.M. - 12:15 P.M.	Curriculum and Instruction Committee Facilities and Safety Committee Student Government Association Advisory Committee
1:15 P.M. - 3:00 P.M.	General Meeting Professional Development / Training / Other



## 2019-2020 Governance Day Meeting Calendar

<b>Friday, February 28, 2020</b>	
8:00 A.M. - 9:15 A.M.	Academic Assessment Committee Strategic Planning and Financial Review Committee
9:30 A.M. - 10:45 A.M.	Curriculum and Instruction Committee Facilities and Safety Committee Student Government Association Advisory Committee
11:00 A.M. - 12:15 P.M.	Distance Education Committee Faculty Senate Student Success Committee
1:15 P.M. - 3:00 P.M.	Introduction of New Employees General Meeting Professional Development / Training / Other
<b>Friday, April 24, 2020</b>	
8:00 A.M. - 9:15 A.M.	Curriculum and Instruction Committee Facilities and Safety Committee Student Government Association Advisory Committee
9:30 A.M. - 10:45 A.M.	Distance Education Committee Faculty Senate Student Success Committee
11:00 A.M. - 12:15 P.M.	Academic Assessment Committee Strategic Planning and Financial Review Committee
1:15 P.M. - 3:00 P.M.	Employee Recognition General Meeting Elections as need for: <ul style="list-style-type: none"> <li>• Faculty Senate</li> <li>• Shared Governance Committee Representatives</li> </ul>

## 2020 - 2021 Governance Day Meeting Calendar

1.	All employees work a traditional 5-day work schedule during the weeks that Governance Day occurs.
2.	Each employee works his/her scheduled hours as determined by the immediate supervisor Monday through Thursday, and all employees will report from 8:00 A.M. to 4:30 P.M. on the Friday of the week of Governance Day.
3.	Schedules shall be adjusted for any employee who has work hours required on Saturday or Sunday.
4.	An employee not involved in one of the committee meetings scheduled during the morning hours of Governance Day are expected to report to his/her home campus at 8:00 A.M.. Employees not involved in a governance committee shall be provided with sufficient travel time to allow for arrival at the Logan Campus by 12:00 Noon on each Governance Day.
5.	In accordance with SAA-1000, C#-1213, Governance Day Scheduling and Cancellation, All full-time employees who have emergencies and are unable to participate in "All Governance Day" sessions must seek permission from the President of Southern West Virginia Community and Technical College to be excused, and send a copy of the request to his/her immediate supervisor. Full-time classified and non-classified employees who are excused from Governance Day activities by the President are required to charge absences from work to annual or sick leave as appropriate. A Leave Request must be completed and approved by the immediate supervisor.

<b>Friday, September 18, 2020</b>	
8:00 A.M. - 9:15 A.M.	Distance Education Committee Faculty Senate Student Success Committee
9:30 A.M. - 10:45 P.M.	Academic Assessment Committee Strategic Planning and Financial Review Committee
11:00 A.M. - 12:15 P.M.	Curriculum and Instruction Committee Facilities and Safety Committee Student Government Association Advisory Committee
1:15 P.M. - 3:00 P.M.	Introduction of New Employees General Meeting Professional Development / Training / Other
<b>Friday, November 13, 2020</b>	
8:00 A.M. - 9:15 A.M.	Academic Assessment Committee Strategic Planning and Financial Review Committee
9:30 A.M. - 10:45 A.M.	Curriculum and Instruction Committee Facilities and Safety Committee Student Government Association Advisory Committee
11:00 A.M. - 12:15 P.M.	Distance Education Committee Faculty Senate Student Success Committee
1:15 P.M. - 3:00 P.M.	General Meeting Professional Development / Training / Other

## 2020 - 2021 Governance Day Meeting Calendar

<b>Friday, February 26, 2021</b>	
8:00 A.M. - 9:15 A.M.	Curriculum and Instruction Committee Facilities and Safety Committee Student Government Association Advisory Committee
9:30 A.M. - 10:45 A.M.	Distance Education Committee Faculty Senate Student Success Committee
11:00 A.M. - 12:15 P.M.	Academic Assessment Committee Strategic Planning and Financial Review Committee
1:15 P.M. - 3:00 P.M.	Introduction of New Employees General Meeting Professional Development / Training / Other
<b>Friday, April 30, 2021</b>	
8:00 A.M. - 9:15 A.M.	Distance Education Committee Faculty Senate Student Success Committee
9:30 A.M. - 10:45 A.M.	Academic Assessment Committee Strategic Planning and Financial Review Committee
11:00 A.M. - 12:15 P.M.	Curriculum and Instruction Committee Facilities and Safety Committee Student Government Association Advisory Committee
1:15 P.M. - 3:00 P.M.	Employee Recognition General Meeting Elections as need for: <ul style="list-style-type: none"> <li>• Advisory Council of Faculty</li> <li>• Advisory Council of Classified Staff</li> <li>• Board of Governors Representatives</li> <li>• Classified Staff Council, Chair</li> <li>• Shared Governance Committee Representatives</li> </ul>

APR 25 2019

OFFICE OF  
THE PRESIDENT

April 22, 2019

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

Dear President Gunter:

This letter is to acknowledge implementation of the following program at Southern West Virginia Community and Technical College:

*AAS Industrial Technology: Machinist Technology/Computer Numerical Control CIP #: 23.48.0510*

Under the provisions of Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*, occupational programs do not require approval by the Council for Community and Technical College Education. The policy does provide that programs "shall be reviewed via a post-approval audit three years after the initial approval was received." The post-audit review of this program should be completed by August 2022.

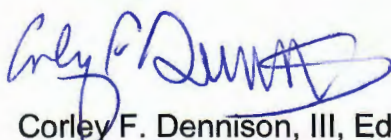
This letter also acknowledges the termination of the AAS Salon Management Cosmetology program.

This will be reflected in the statewide degree inventory.

The U.S. Department of Education has placed the state of West Virginia on Heightened Cash Monitoring and on Program Participation Agreement (Provisional Approval) or PPA. Institutions may not add or terminate any degree programs without specific approval from the U.S. Department of Education. Forward a copy of this letter along with your institutional reauthorization letter before implementing these programs.

Contact me if you have any questions.

Sincerely,



Corley F. Dennison, III, Ed.D.  
Vice Chancellor for Academic Affairs

cc: Dr. Mark Stotler, Director of Academic Programming

cc: Deanna Romang, VP Academic Affairs  
Russell Saunders, Dean, C+T Studies  
Stella Estep, Director, Fin. Asst.  
Teri Wells, Registrar  
Allyn Sue Barker, Int. VP Student Services  
Charles Lopez, Dean of Student Services



WEST VIRGINIA  
COMMUNITY & TECHNICAL  
COLLEGE SYSTEM

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**JUN 05 2019**

**OFFICE OF  
THE PRESIDENT**

May 31, 2019

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

Dear President Gunter:

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

SCP-1435	Inclement Weather and Emergency Situations
SCP-3620	Policy Regarding Program Review
SCP-3637	General Education Philosophy and Goals

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

Sincerely,

Dr. Sarah Armstrong Tucker  
Chancellor

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