



**Agenda Book
August 20, 2019**

Members

Lisa Haddox-Heston, Chair
Mason 'Ed' White, Vice Chair
Eddie J. Canterbury, Secretary
Stephanie Abraham
J. Chris Adkins
Janice Olive

Howard E. Seufer, Jr.
Samuel A. Stewart
Pat J. White
William H. Alderman
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 August 20, 2019
6:00 p.m.
Room 433 • 1601 Armory Drive
Williamson, West Virginia**

AGENDA

1. Verification of Quorum and Call to Order Dr. Mason 'Ed' White
Board Vice Chair
2. Special Presentation Dr. White
3. Introduction of New Board Members Dr. White
4. Oath of Office Mr. Samuel Litteral
Vice President for Finance and Administration
5. Call for Public Comments to the Board of Governors Dr. White
6. Fall 2019 Enrollment Update Dr. Charles Lopez
Vice President for Student Services
7. Academic Affairs Unit Report Dr. Deanna Romano
Vice President for Academic Affairs
8. HLC Focused Report Update Dr. Romano
9. President's Report President Gunter
10. Financial Report Mr. Litteral
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 - 11.6.3 SCP-4001, *Student Consumer Protection* 45
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SCP-4274.A, *Financial Assistance Appeal*, 4274.B, *Letter of Warning* 50
 - 11.6.5 SCP-5051, *Reduced Tuition and Fee Program for State Residents
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14.	Adjournment	

Southern West Virginia Community and Technical College

Activity	President's Activity Report	Date	August 20, 2019
President	Dr. Bob Gunter	Time	6:00 PM
Institution	Southern West Virginia Community and Technical College		
President's Activities			
	Date	Activities	How Participated
		Staff Meetings	
	August 5, 2019	Annual Evaluation – Deanna Romano	Presided
		Annual Evaluation – Rita Roberson	Presided
		Vice President Meeting – Chuck Lopez	Presided
		Chief Information Officer Meeting – Tom Cook	Presided
	August 6, 2019	Annual Evaluation – Sam Litteral	Presided
		Annual Evaluation – Allyn Sue Barker	Presided
		Annual Evaluation – Emma Baisden	Presided
	August 12, 2019	Faculty Convocation	Attended
	August 13, 2019	President's Cabinet Meeting	Presided
		Other College Meeting(s)	
	June 19 – 20, 2019	Learning and Earning: Pathways to Prosperity Conference	Attended
	July 10, 2019	Appalachian Heritage Day Meeting	Attended
	July 11, 2019	WV Legislative Auditor's Office Questionnaire Meeting	Attended
		Tug Valley Chamber of Commerce	Attended
		RCBI Machining MOU, Williamson/McDowell Meeting	Attended
	July 17, 2019	Institutional Advancement Planning Session	Presided
	July 21 – 24, 2019	National Small College Enrollment Conference	Attended

President's Activities			
	Date	Activities	How Participated
	July 25, 2019	Board of Governors Enrollment/Registration Concerns	Attended
	July 29, 2019	New Board Member Orientation	Presided
	July 30, 2019	RCBI MOU Discussion	Attended
	July 31, 2019	Scheduling and 12-week Classes Discussion	Presided
	August 1, 2019	Fall Course Schedule Discussion	Presided
	August 5, 2019	Potential Drop List Discussion	Presided
		BOG Agenda Committee Meeting	Attended
	August 6, 2019	Jobs & Hope West Virginia Expansion Funding Meeting	Presided
	August 7, 2019	Armory Renovations Discussion	Attended
		Welcome for Boot Camp for New Nursing Students	Attended
	August 13, 2019	WV Higher Education Almanac Discussion	Presided
	August 14, 2019	School of Arts and Sciences Retreat	Attended
	August 20, 2019	Jake Hunt & Vice Chancellor Anthony Hancock Meeting	Attended
		Lunch with Vice Chancellor Anthony Hancock	Attended
		Tour of Logan/Williamson Campus' w/ Vice Chancellor	Attended
		Community Outreach	
	July 11, 2019	Chief Logan Recreation Center Board Meeting	Attended
	July 16, 2019	New Student Orientation - AM	Attended
		New Student Orientation - PM	Attended
	July 20, 2019	2 nd Annual S-Con Gaming Convention	Attended
	August 7, 2019	New Student Success Center Photo Shoot	Attended

President's Activities			
	Date	Activities	How Participated
	August 7, 2019	Logan Regional Primary Care Walk-in Clinic Ribbon Cutting	Attended
	August 13, 2019	Logan Chamber of Commerce Meeting	Attended
		Campus Visits	
	July 11, 2019	Williamson Campus Visit	Visit
	August 14, 2019	Williamson Campus Visit	Visit
Other			
Informational Items/Planned Activities			
	✓ Recruitment and Outreach Specialist – 2 nd Posting		
	✓ Vice President for Student Services (Title change)		

ACTION ITEMS

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 20, 2019**

ITEM: Appointment of the Board of Governors Administrative Review Ad Hoc Committee. *This Resolution is for an informational item only.*

RECOMMENDED RESOLUTION: *RESOLVED*, that the Chair of Southern West Virginia Community and Technical College Board of Governors appoint members to the Administrative Review Ad Hoc Committee.

STAFF MEMBER: Lisa Haddox-Heston, Board Chair

BACKGROUND:

As specified in Section 3.3. of the *Board of Governors Operational Guidelines* (SCP-8600.A), the Board may establish an Ad Hoc Committee for the purpose of assisting the Board to do its job. For an organization to run like a well-oiled machine, the employees must feel valued, appreciated, and free to bring their unique talents and ideas to the table without fear of censure or retribution. I get the sense this has not been the case at Southern in recent years, and it appears that employee morale is low. In view of the fact that communication was cited as being weak in the President's 2019 annual evaluation, and the Higher Learning Commission's mid-cycle review expressed concern regarding communication of which it expects to find improved communication channels across the institution when the visiting team returns to Southern in March 2020 (Criterion 2b), I am appointing Stephanie Abraham, Chris Adkins, Bill Alderman, and Dianna Toler to an Ad Hoc Administrative Review Committee to investigate employee morale. Bill Alderman will serve as Chair, and the Committee will present a report of its findings to the full Board at its October 2019 meeting.

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of June 26, 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, Lisa Haddox-Heston, Janice Olive, Cherri Stroud, Student Representative; Dianna Toler, Classified Staff Representative; Mason 'Ed' White II, and by conference call: Will Alderman, Faculty Representative; Samuel Stewart

Board Members Absent: Pat Joe White

College Staff Present: Allyn Sue Barker, Tom Cook, Will Smith, Samuel Litteral, Rita Roberson, Charles Lopez, Patricia Miller, Chris Gray, Ruby Runyon, Adrian May, Stephanie Mounts, David Kommer, Brandon Kirk, Chris Ward, Emma Baisden (Recorder); and by conference call: Robert Gunter, President; Deanna Romano, Carol Howerton

Others: Angela Lopez

- 1. Call to Order**
Board of Governors Chair, Howard Seufer, declared a quorum present and convened the meeting at 6:00 p.m.
- 2. Special Presentations**
Chair Seufer honored outgoing Board of Governors member's William Alderman II and J. Chris Adkins with resolutions applauding their leadership, service, and dedication to the Southern West Virginia Community and Technical College Board of Governors. The resolutions were unanimously approved by the Board and will become part of the official meeting minutes (Addendums 1 and 2). Mr. Alderman chose not to seek reelection to the Board for a second term. Mr. Bill Alderman is his successor. Mr. Adkins is eligible for reappointment to the Board by Governor Jim Justice. Even though his term expires on June 30, 2019, he may remain a member of the Board until officially replaced.
- 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. Introduction of Dean of Student Services**
President Gunter introduced Dr. Charles Lopez as Southern's new Dean of Student Services. Dr. Lopez began his tenure on May 28, 2019, and came to Southern from Eastern Washington University in Spokane, WA. He will provide leadership for the Student Services Unit including recruitment and retention, tutoring, new student advisement and orientation, student outreach, student government, clubs, and organizations, student development, and the implementation, monitoring, and evaluation of programs and services which supports and promotes student development and success in the comprehensive

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community and technical college environment. Dr. Lopez, his wife Angie, and their children reside in Hewett, WV.

5. 2019 Board of Governors and Administration Self-Assessment Results

Chair Seufer announced that due to the short notice of tonight's meeting, Mr. Peter Markham of BowlesRice, LLP, had prior obligations and was unable to participate. On Mr. Markham's behalf, Chair Seufer presented the highlights of the 2019 survey results to the Board and will provide a hard copy to Board members who would like to have the written results (Addendum 3).

6. Classified Staff Council Annual Presentation

The Classified Staff Council held its annual meeting with the Board of Governors to discuss matters which affect classified employees as prescribed in West Virginia Code §18B-6-6(g). Mr. Chris Gray, Advisory Council of Classified Employees Representative, presented an overview of the Council's purpose, its composition, and how House Bill 2542 which passed in the 2017 Legislative Session affected classified staff. Ms. Patricia Miller, Classified Staff Council Chair, presented the classified staff concerns to the Board, and suggested the development of a policy on progressive discipline which defines the progressive discipline process and the true definition of "will and pleasure" employees. If Southern moves from "classified" to "non-classified" employees, the staff prefers policies similar to Concord University. Following the presentation, Chair Seufer thanked and commended both Ms. Miller and Mr. Gray for their service and dedication to Southern, and for their leadership of the Classified Staff Council.

7. Student Services Unit Report

Ms. Allyn Sue Barker, who served as Interim Vice President for Student Services since August 2018, presented a PowerPoint presentation to Board members highlighting the numerous roles and responsibilities of the Student Services leadership team and personnel. Student Services personnel provide enrollment services, and assist students in making educational decisions, provide avenues for students to participate in student clubs and extracurricular activities for students' academic, social, cultural, and professional growth. Various changes were implemented within the unit during this academic year.

8. Technology Services Annual Report

Chief Information Officer, Tom Cook, presented the annual report for the Office of Information Technology. He informed Board members with the departments accomplishments during this academic year which include the implementation of a new Helpdesk password reset utility yielding a savings of more than \$130,000 to the institution, the installation and/or replacement of more than 100 security cameras, the Early Alert System, and the Dynamic Schedule which provides students with real time course enrollments, to name a few. Mr. Cook also provided Board members with a list of projects that are scheduled for completion during Summer 2019, and projects scheduled for the 2019-2020 academic year.

9. HLC Focused Visit Progress Report

Vice President for Academic Affairs, Dr. Deanna Romano, joined the meeting from New Orleans, Louisiana, via teleconference. She informed Board members that the Higher Learning Commission (HLC) Focused Team is scheduled to visit Southern's campuses on

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March 2-3, 2020. The institution's Focused Report is due to the HLC by January 6, 2020. Vice President Romano will have a draft of the report to President Gunter for review this Summer. She plans to have the final Focused Report uploaded to the HLC by December 1, 2019. The Assurance Team has been working on the criteria that were met with conditions. Dr. Romano will provide a more detailed report to the Board at its August meeting.

10. President's Report

- 10.1 President Gunter, along with Chair Seuffer, Lisa Haddock-Heston, Janice Olive, Dianna Toler, and Pat Joe White, participated in the Institutional Boards of Governors Workshop hosted by the West Virginia Council for Community and Technical College Education at Stonewall Resort and Conference Center in Roanoke, West Virginia on June 12, 2019.
- 10.2 Seventy Mingo Central High School students declared Southern as their first college of choice during the high school's "College Decision Day" held May 2, 2019.
- 10.3 President Gunter and Vice President Rita Roberson participated in the annual Coal Education Development Resource of Southern West Virginia, Inc., (CEDAR) Scholarship Awards Banquet held May 20, 2019 at the Logan Country Club. CEDAR and Southern partners to offer ten (10) scholarships to be used at Southern West Virginia Community and Technical College. Seniors from Mingo, Logan, Boone, McDowell, Wyoming and Wayne counties are invited to participate in this program. These students were awarded \$1,000 each at the annual banquet honoring the students and their parents.
- 10.4 President Gunter and Vice President Deanna Romano participated in the Lincoln County Joint Administrative Board meeting held June 4, 2019 at Southern's Lincoln location in Hamlin, West Virginia.
- 10.5 We have advertised for a Recruitment and Outreach Specialist. The target date to fill the position is June 24, 2019.

11. Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated May 31, 2019 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures.

12. Action Items:

12.1 Nomination Committee Report and Election of 2019-2020 Board Officers

Mr. Eddie Joe Canterbury, Nomination Committee Chair, reported that the committee convened on May 5, 2019 to discuss and bring forth a recommendation for 2019-2020 officers to the full Board at its June meeting. The Committee recommended the following individuals: Chair: Lisa Haddock-Heston; Vice Chair: Mason 'Ed' White; Secretary: Eddie Joe Canterbury. The Board unanimously approved the Nomination Committee's recommendation.

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12.2 Appointment and Election of 2019-2020 Lay Members to the Board Agenda Committee

Chair Seufer appointed Janice Olive to the Board of Governors Agenda Committee. Since Dr. Heston will be the new Board Chair July 1, 2019, Mr. Seufer will serve as the Past Chair on the Agenda Committee.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect lay members Janice Olive and Howard Seufer, Jr. to its 2019-2020 Board of Governors Agenda Committee.

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

The 2019-2020 Board of Governors Agenda Committee members are Lisa Haddox-Heston, Mason 'Ed' White, Eddie Joe Canterbury, Robert Gunter, Janice Olive, and Howard Seufer, Jr.

12.3 Request for Approval of April 16, 2019 Board Minutes

MOTION: Eddie Joe Canterbury moved to accept the meeting minutes as presented.

ACTION: Dianna Toler seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and the minutes approved.

12.4 Request for Approval of Fiscal Year 2019-2020 Institutional Budget

Vice President Litteral presented the proposed budget for fiscal year 2019-2020 to the Board. Following review and discussion, he requested the Board's approval of the proposed operating budget for Southern West Virginia Community and Technical College for fiscal year 2019-2020 as presented.

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

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors approve a final institutional operating budget for Southern West Virginia Community and Technical College the fiscal year 2019-2020.

ACTION: Dianna Toler seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

12.5 Request for Approval of FY 2020-2021 Capital Projects and Expenditures

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

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RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2020-2021 capital projects for Southern West Virginia Community and Technical College.

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

12.6 Request for Approval of FY 2021-2025 Capital Projects and Expenditures

MOTION: Lisa Haddox-Heston moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2021 - FY 2025 capital projects for Southern West Virginia Community and Technical College.

ACTION: Janice Olive seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

12.7 Request for Approval to Release for Additional 30-day Public Comment Period

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

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

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

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

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

MOTION: Lisa Haddox-Heston 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-4001, *Student Consumer Protection*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day comment period.

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

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12.8 Request for Approval of Institutional Policies for 30-day Public Comment Period

12.8.1 SCP-1725, *Private Scholarships*

MOTION: Chris Adkins moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors table action on the rescission of SCP-1725, *Private Scholarships*, until a new policy has been written to establish processes for the receipt and distribution of private scholarships for students.

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

12.8.2 SCP-2686, *Promotion-in-Rank and Tenure Policy* and SCP-2686.A, *Promotion-in-Rank and/or Tenure Criteria and Forms*

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 for the distribution of SCP-2686, *Promotion-in-Rank and Tenure Policy* and SCP-2686.A, *Promotion-in-Rank and/or Tenure Criteria and Forms*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period

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

12.8.3 SCP-4274, *Standards of Progress for Financial Aid Recipients*, SCP-4274.A, *Financial Assistance Appeal*, 4274.B, *Letter of Warning*

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-4274, *Standards of Progress for Financial Aid Recipients*, SCP-4274.A, *Financial Assistance Appeal*, 4274.B, *Letter of Warning*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period

ACTION: Janice Olive seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

12.8.4 SCP-5051, *Reduced Tuition and Fee Program for State Residents Age 65 and Older*

MOTION: Chris Adkins 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-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

ACTION: Janice Olive seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

12.8.5 SCP-5065, *Awarding of Undergraduate Tuition and Fee Waivers*, and SCP-5065.A, *Employee Tuition Waiver Application*

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-5065, *Awarding of Undergraduate Tuition and Fee Waivers*, and SCP-5065.A, *Employee Tuition Waiver Application*, 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.

13. Discussion Items

13.1 Student Registration Process

Dr. White stated that he has had approximately 12 individuals mention to him that the new registration process at this institution is restrictive. He is concerned that this process will hurt Southern's enrollment.

Dr. Lopez responded that students are hurt they register for the wrong class or classes. This new registration process forces students to register for classes which are in their selected majors. Initially, first year students were not going to be able to register for classes without first participating in a New Student Orientation, but that decision was reconsidered and first-time students were permitted to register for classes and then sign up to attend one of the orientation sessions. Second year students have a more defined course load. Dr. Lopez assured Board members that enrollment is being monitored carefully and no significant impact on registration has been observed. Statistics show that enrollment is less than 3 percent below the Headcount/FTE enrollment of this same period in 2018. No students have been turned away from registering for classes.

Mr. Adkins expressed to College personnel that the issues being brought forward should be reviewed and processes considered instead of taking offense. Better communication should be provided to the community; communication is key. Dr. Lopez stated that our processes need to be tweaked to the best interest of our students. An online New Student Orientation course has been created, but has not been officially launched.

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Ms. Cherri Stroud, Student Representative, suggested surveying the students to get their feedback on any problems which may have been encountered during registration. In order to find out student problems, ask the students.

13.2 Out of State Travel

It is the general perception that too much out-of-state travel is being taken by college employees. The Board does not want to condone frivolous travel and would like to know its value to the institution.

13.3 Faculty Turnover

Dr. White reported that perception in the community is that Southern has lost some good faculty who should have been retained. He has received many comments that these faculty members left Southern because they felt devalued. It is his concern that programs will suffer because experienced faculty have resigned and/or retired. The faculty are the backbone of the institution, and he does not like to see our good long-term, experienced faculty leaving the College. Dr. Gunter commented that he has asked the Vice President for Finance and Administration, Sam Litteral, to conduct a comparison of faculty salaries across West Virginia.

14. Informational Items:

14.1 Awarding of Undergraduate Tuition and Fee Waivers Report

In compliance with Southern College Policy (SCP) 5065, *Awarding of Undergraduate Tuition and Fee Waivers*, Section 7.2, the Vice President for Finance and Administration presented the 2018-2019 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. During the 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 26, 2019.

14.2 Report on 2018-2019 Faculty Promotion Decisions

The faculty promotion-in-rank and tenure review process at Southern West Virginia Community and Technical College runs from January 30 through April 30. The process involves faculty file preparation, reviews and recommendations by the Promotion Committee Chair, School Chair, Vice President for Academic Affairs, and final approval by the President. The final step is notification of the Board of Governors of the decisions made as a result of the review process. A list of the faculty who received promotion-in-rank effective Fall 2019 was provided to the Board.

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14.3 2019-2020 Academic Calendar

The 2019-2020 Academic Calendar has been established and approved for Southern West Virginia Community and Technical College. 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, has been posted to Southern's website, and is printed in the 2019-2020 Academic Catalog.

14.4 2019-2020 Holiday Calendar

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. 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.

14.5 2019-2021 Governance Day Meeting Calendars**14.6 Council Acknowledgment of New Academic Program Implementation and Termination**

14.6.1 Implementation: A.A.S. Industrial Technology: Machinist Technology / Computer Numerical Control (CNC), CIP # 23.48.0510

14.6.2 Termination: A.A.S. Salon Management/Cosmetology

14.7 Chancellor's Approval of Institutional Policies: SCP-1435, SCP-3620, SCP-3637**15. Adjournment**

There being no further business, Chair Seufer declared the meeting adjourned at 8:45 p.m. The next Board meeting is scheduled for 6:00 p.m. on August 20, 2019 and will be held in Room 433, Williamson Campus.

Howard E. Seufer, Jr., Chair

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

DRAFT

**Southern West Virginia Community and Technical College
Board of Governors Resolution Honoring
William H. Alderman II**

Addendum 1

WHEREAS, William H. “Will” Alderman II was duly elected and has served with great distinction as the Faculty Representative to the Southern West Virginia Community and Technical College Board of Governors from July 1, 2017 through June 30, 2019; and

WHEREAS, Mr. Alderman has given generously of his time and talent in support of Southern West Virginia Community and Technical College and has provided wise academic judgement to the deliberations of the Board, bringing to the forefront the concerns and interests of the faculty while maintaining a comprehensive perspective on the advancement of the College as a whole; and

WHEREAS, Mr. Alderman has been a strong and consistent advocate for the expanded academic excellence of Southern West Virginia Community and Technical College, and has contributed to its governance while continuing to serve with distinction as a teaching Professor of Speech, and as an academic advisor to students.

THEREFORE, BE IT RESOLVED:

That the Southern West Virginia Community and Technical College Board of Governors honors **William H. Alderman II** for his record of outstanding leadership, dedication, and service to this Board; and, be it

FURTHER RESOLVED, That this resolution is inscribed upon the meeting minutes of the Board of Governors of Southern West Virginia Community and Technical College this 26th day of June 2019.

**Southern West Virginia Community and Technical College
Board of Governors Resolution Honoring
J. Chris Adkins**

Addendum 2

WHEREAS, J. Chris Adkins was duly appointed to the Southern West Virginia Community and Technical College Board of Governors by the Governor of West Virginia March 8, 2018; and

WHEREAS, Mr. Adkins has given generously of his time and talent in support of Southern West Virginia Community and Technical College and has provided wise judgement to the deliberations of the Board of Governors while always maintaining a comprehensive perspective on the advancement of the College as a whole; and

THEREFORE, BE IT RESOLVED:

That the Southern West Virginia Community and Technical College Board of Governors hereby expresses its sincere thanks and appreciation to **Mr. J. Chris Adkins** for his record of outstanding leadership, service, and dedication to this Board; and, be it

FURTHER RESOLVED, That this resolution is inscribed upon the meeting minutes of the Board of Governors of Southern West Virginia Community and Technical College this 26th day of June 2019.

PGM OUTLINE – Southern CTC 2019 Self-Evaluation Results

Addendum 3

PGM – lawyer at Bowles Rice in Charleston

Have tallied/reviewed 2019 survey results

Here to present the highlights

1. Administrator Self-Evaluation

a. 14 administrators participated

- i. Group believes it is meeting **strategic goals** (only 1 administrator disagrees)
- ii. All 14 believe they are meeting **personal evaluation goals**
- iii. 12 administrators think **meetings** are efficient/productive
 1. But survey revealed some recommendations for **better meetings**:
 - a. *See* bullets under No. 4
 - b. Examples of pertinent feedback include: Keep meetings short, host at other campuses, assign topics to all participants rather than one individual dominating
- iv. All 14 administrators believe they **work well with the President**
- v. Some disagreement on whether the administrators work well as a **team** (survey results all over the map)
- vi. **New administrator orientation** perhaps could be improved upon (according to 3 administrators)
 1. Unfortunately survey format did not welcome suggestions for improvement, but perhaps that can be a topic for administrators/BOG to discuss
- vii. Administrators believe they receive adequate **support and information** well in advance of, and to prepare for, meetings
- viii. All 14 think they are knowledgeable about college operations; work cooperatively with the President; respect the opinions of their peers.
- ix. 13 administrators think the **BOG** addresses the needs of the college
 - x. Some administrators (3) think the BOG should have focused more on college operations, advancing all programs (such as transfer), and the registration process. The same number of administrators would have liked for the administrators to have spent more time focusing on those topics.

2. Board Member Self-Evaluation

a. 11 board members participated

- i. Substantial agreement that board is meeting its **2018-2020 strategic goals**
 1. Goals include satisfying meeting attendance benchmarks; legal compliance; monitoring financials; developing policies
 - a. But: 2 board members question whether the BOG is adequately protecting against **conflicts of interest**
- ii. Board members believe universally that they are meeting their **individual obligations** of supporting the Board's strategic goals
 - a. Strong belief and agreement among board members that they are open to stakeholder and community input, but use independent judgment in making decisions

- i. Interesting survey response: 6 board members “don’t know” whether those members residing outside of the college’s service area satisfy the goal of establishing at least one opportunity for staff and college reps to interact with the community and promote the college
- b. Mixed bag of responses re whether **meetings** are efficient and productive: 2 strongly disagree; 2 disagree; 4 agree; and 3 strongly agree.
 - i. Some specific **recommendations for better board meetings**:
 - 1. Time for all members to speak on an issue; more discussion (particularly on faculty, student, and community concerns)
 - 2. Better disclosure of information beforehand from chair and president
 - 3. Strict time limitations on presentations
 - 4. Promotion of healthy debate on controversial topics
- c. Divided opinion on whether board works cooperatively with the President
- d. Board member **orientation** could be improved according to 3 members; survey did not solicit specific recommendations, but should going forward
- e. 4 members do not believe they are provided with enough **information** in advance of meetings
 - i. They want more detail on presentation content
 - ii. They want copies of the items to be voted on
 - iii. They want to be made aware of decisions made by administrators (as well as the president)
- f. 3 members do not believe they are knowledgeable about college operations
- g. Survey shows board members believe they have universal respect for members whose opinions differ
- h. Committees and administrators could have handled a few issues better in the previous year. Examples:
 - i. Policies need to be explained better
 - ii. Need full transparency on agenda items
- i. Survey revealed that 5 members think the board should have spent more time considering certain issues, like enrollment, the no confidence vote, and the purchase of Williamson High
- j. Divided opinion re whether college **administrative staff** makes effective **presentations**.
 - i. I gather from the responses that there’s a belief that presentations rambled a bit and were not supported by adequate background information

k. **General recommendations:**

- i. Needs to be more board member participation in Governance Days and campus events
- ii. More facts supporting presentations
- iii. More “listening” to community and faculty feedback

Mindful that you like short presentations, I will bring this one to a close. Any questions?

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 20, 2019**

ITEM: Request for Approval of Annual Institutional Textbook Affordability Report

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

STAFF MEMBER: Samuel Litteral

BACKGROUND:

West Virginia Code §18B-10-14 mandates that each governing board adopt rules governing bookstores and the selection of textbooks and other course materials. SCP-5074, *Selection, Adoption, Use, and Sale of Textbooks and Other Course Materials*, and Title 135, Procedural Rule, Series 51, Bookstores and Textbooks, of the West Virginia Council for Community and Technical College Education, requires annual reporting of deadlines established for faculty to be assigned to courses; the deadline for textbooks and course materials to be selected; the percentage of those deadlines met, and the dates of listing of assigned textbooks and course materials were posted.

Southern's Textbook Affordability Committee consists of representatives from faculty, students, administration, and the campus bookstores. The Committee met as required by policy during the 2018-2019 academic year to discuss affordability issues, initiatives, and textbook selection guidelines and procedures.

The Committee seeks the Board's approval of the institutional annual Textbook Affordability Report which reflects the data from the electronic bookstore (MBS Direct) for submission to the Chancellor for Community and Technical College Education as required by Section 3.1.f of Series 51, Bookstores and Textbooks.

Textbook Affordability Committee Annual Report

Southern's Textbook Affordability Committee consists of representatives from faculty, students, administration, and the campus bookstores. The Textbook Affordability Committee met as required by policy during the 2018-2019 academic year to discuss affordability issues and initiatives and textbook selection guidelines and procedures.

As mandated by Title 135, Series 51, Section 3.1.f., the Textbook Affordability Committee at Southern West Virginia Community and Technical College has:

- established a firm deadline of one week prior to the first day of class for faculty to be assigned to courses.

For the 2018 / 2019 academic year 89.7% of the Fall semester classes were staffed one week prior to the first day of class and 95.6% of classes were staffed one week prior to the first day of class in the Spring semester.

- established a deadline of four weeks prior to the first day of registration for textbooks and course materials to be selected.

All textbooks and course materials for the 2018 / 2019 academic year were selected by the established deadline with the exception of one course. There was a curriculum change that occurred after the textbook list was submitted. The change required adding a textbook to course NU 142 for Spring 2019.

- posted the listing of all selected textbooks and materials as required in Section 3.1.e.

The textbook list was posted on April 15, 2018 for the Fall 2018 semester and on November 6, 2018 for the Spring 2019 semesters.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 20, 2019**

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

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of Robert Gunter to represent the Board of Governors on the Boone County Joint Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Boone County Board of Education; and

FURTHER RESOLVED, Robert Gunter will serve a three-year term ending June 30, 2021. By mutual consent of the Board of Governors and the Boone County Board of Education, Kevin Hill serves as the at-large member and Chair of the Joint Administrative Board.

STAFF MEMBER: Lisa Haddox-Heston, Board Chair

BACKGROUND:

Pursuant to West Virginia Code §18B-3C-11(c), *Shared facilities and resources; memoranda of agreements; and joint administrative boards*, to facilitate the administration, operation, and financing of joint programs in shared facilities of any institution of public higher education and a county board or boards of education, the affected governing boards and county board or boards of education may appoint a joint administrative board consisting of such membership and possessing such delegated authorities as the respective boards consider necessary and prudent for the operation of such shared facilities. Such joint administrative board shall consist of five members to be appointed as follows: The county board of education shall appoint two members; the appropriate governing board shall appoint two members; and one shall be an at-large member, who shall chair the joint administrative board, and shall be appointed by mutual agreement of the respective boards.

According to statute, original appointments by the Board are for staggered term lengths, subsequent appointments are for three-year terms. Members are eligible to succeed themselves for one additional consecutive term.

On March 5, 2018, Southern's Board of Governors appointed Robert Gunter to serve a one-year term ending June 30, 2019, and Deanna Romano to serve a two-year term ending June 30, 2020. on the Boone County Joint Administrative Board. Therefore, it is recommended for the Board to approve Robert Gunter to serve a three-year term ending June 30, 2021. By mutual consent of the Board of Governors and the Boone County Board of Education, Kevin Hill serves as the at-large member and Chair of the Joint Administrative Board.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 20, 2019**

ITEM: Request for Approval of Appointments to the Lincoln County Joint Administrative Board

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of Robert Gunter to represent the Board of Governors on the Lincoln County Joint Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Lincoln County Board of Education; and

FURTHER RESOLVED, Robert Gunter will serve a three-year term ending June 30, 2021. By mutual consent of the Board of Governors and the Lincoln County Board of Education, David Roberts serve as the at-large member and Chair of the Joint Administrative Board.

STAFF: Lisa Haddox-Heston, Board Chair

BACKGROUND:

Pursuant to West Virginia Code §18B-3C-11(c), *Shared facilities and resources; memoranda of agreements; and joint administrative boards (attached)*, to facilitate the administration, operation, and financing of joint programs in shared facilities of any institution of public higher education and a county board or boards of education, the affected governing boards and county board or boards of education may appoint a joint administrative board consisting of such membership and possessing such delegated authorities as the respective boards consider necessary and prudent for the operation of such shared facilities. Such joint administrative board shall consist of five members to be appointed as follows: The county board of education shall appoint two members; the appropriate governing board shall appoint two members; and one shall be an at-large member, who shall chair the joint administrative board, and shall be appointed by mutual agreement of the respective boards.

According to the statute, initial appointments by the Board are to be one and two-year staggered term lengths, subsequent appointments are for three-year terms. Members are eligible to succeed themselves for one additional consecutive term.

On March 5, 2018, Southern's Board of Governors appointed Robert Gunter to serve a one-year term ending June 30, 2019, and Deanna Romano to serve a two-year term ending June 30, 2020. on the Lincoln County Joint Administrative Board. Therefore, it is recommended for the Board to approve Robert Gunter to serve a three-year term ending June 30, 2021. By mutual consent of the Board of Governors and the Boone County Board of Education, David Roberts serves as the at-large member and Chair of the Joint Administrative Board.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 20, 2019**

ITEM: SCP-1003, *Consumer Information*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1003, *Consumer Information*, for submission to the Chancellor for Community and Technical College Education for final approval following an additional 30-day public 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 approved as recommended by the Management Council for Academic Affairs and Student Services (MCAS) at its March 4, 2019 meeting. The policy was reviewed and approved as modified by the Executive Council at its March 7, 2019 meeting. The President's Cabinet reviewed and approved the policy at its 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 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. Legal council reviewed the policy and recommended additional changes. Due to these significant changes, the staff requested that the Southern West Virginia Community and Technical College Board of Governors grant approval for 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. Approval was granted. No comments were received at the end of the comment period. Although there were no comments received, changes were made to Section 7: Responsibilities due to an organizational change made by Dr. Robert Gunter on July 25, 2019. The changes do not affect the overall policy. Therefore, the staff recommends that the Board of Governors grant approval of SCP-1003, *Consumer Information* as presented for submission to the Chancellor for Community and Technical College Education for final approval following the 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*; 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: September 20, 2019

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 campus safety information, and other required general information which includes, but is not limited to tuition and fees, textbooks, and refund policy.
- 7.4 The Student Services Unit will be responsible for disclosing basic financial aid information, "shopping sheet" for all students, Title IV funds, and HEA loan information; 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 information, Clery Act, facilities and services available to students with disabilities; student records; gainful employment; drug and alcohol abuse prevention; voter registration forms; and "shopping sheet" for veterans, service members, and/or their family members.
- 7.5 The Academic Affairs Unit will be responsible for disclosing general information about academic programs; admissions; transfer credits; articulation agreements; and copyright infringement.
- 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 Vice President for 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

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: Originated - January 30, 2019

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 20, 2019**

ITEM: 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 of SCP-2686, *Promotion-in-Rank and Tenure Policy* and SCP-2686.A, *Promotion-in-Rank and/or Tenure Criteria Forms*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Vice President for Finance and Administration Unit was charged with the review of SCP- 2686, *Promotion-in-Rank and Tenure Policy*. 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 Executive Council on April 04, 2019 and the President's Cabinet on April 10, 2019. 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/or Tenure by reorganizing them into Teaching, Scholarship, and Service; revisions reflect changes to the time line of the promotion and/or tenure process.

At its June 26, 2019 meeting the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended July 27, 2019. No comments were received at the end of the comment period. Therefore the staff recommends that the Board of Governors grant approval of SCP- 2686, *Promotion-in-Rank and Tenure Policy* and *it's attachments*, as presented to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

**SOUTHERN 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 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: September 20, 2019

REVIEWED: 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 faculty rank of 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.
- 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 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 Academic Heads 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 six members with three members representing each academic 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. Those serving on the Promotion and Tenure Committee must hold the rank of assistant professor or higher. The Chief Academic Officer or his/her designee will call the first meeting of the committee at which time a chairperson will be elected from and by the respective committee membership.

SECTION 7. RESPONSIBILITIES

7.1 THE APPLICANT WILL:

- 7.1.1. Complete a portfolio with the necessary application forms and required documentation.
- 7.1.2. Submit portfolio to their Dean.
- 7.1.3. Submit any additional documentation as requested by the Dean, the Chair of the Promotion and Tenure Committee, Chief Academic Officer or President during the review process.

7.2 THE DEAN WILL:

- 7.2.1. Provide access to the appropriate forms and provide other appropriate assistance to faculty member applying for promotion-in-rank and/or tenure.
- 7.2.2. Accept and review faculty portfolios to determine that the required materials are included.
- 7.2.3. Verify that the minimum criteria for promotion-in-rank and/or tenure are met.
- 7.2.4. Inform the applicant within 10 working days of receiving the portfolio of any missing material, request additional material, and include the material in the portfolio prior to forwarding a written recommendation to the Promotion and Tenure Committee.
- 7.2.5. In the event of a recommendation for denial, the Deans shall offer the faculty member an opportunity for a conference to discuss the promotion and/or tenure portfolio and the recommendation prior to forwarding recommendations.
- 7.2.6. Submit to the Promotion and Tenure Committee all portfolios with a written recommendation to grant or deny promotion and/or tenure with justification.

7.3 THE INSTITUTIONAL PROMOTION AND TENURE COMMITTEE WILL:

- 7.3.1. Evaluate all portfolios submitted by the applicants.
- 7.3.2. Request clarification of any material presented when deemed appropriate by the respective Committee.
- 7.3.3. Submit to the Chief Academic Officer, the promotion portfolios with a written recommendation to grant or deny promotion and/or tenure with justification.

7.4 THE CHIEF ACADEMIC OFFICER WILL:

- 7.4.1 Review all portfolios and written recommendations forwarded by the Deans and the Chair of the Promotion and Tenure Committee.
- 7.4.2 Submit to the President, all promotion and/or tenure portfolios and written recommendations to grant or deny promotion-in-rank and/or tenure with justification.

7.5 THE PRESIDENT WILL:

- 7.5.1 Make the final decision.
- 7.5.2 Inform those listed in writing of the decision: Applicant, Chair of Promotion and Tenure Committee, 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 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

	Date
Board of Governors Chair	
	Date
President	

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; changes in the requirements for notifications at each level of the process; and updated administrative changes. Revisions to SCP-2686.A reflect major changes in the categories of Promotion and/or Tenure by reorganizing them into Teaching, Scholarship, and Service; and 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: September 20, 2019

REVIEWED: 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 Head, with evidence provided by Human Resources Director or his/her designee, to ensure that this requirement has been met.

2.2 Classroom Performance

The applicant will demonstrate excellence in teaching as reflected in the supervisor's annual evaluations, classroom evaluations by 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.

2.5 Service

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. Contents of Promotion and/or Tenure Portfolio

3.1 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.

3.2 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.

3.3 Additional Documentation

Documentation of 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 Academic Dean, 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.

4. **Timetable for Processing Promotions-in-Rank/Tenure**

September 15	Chief Academic Officer calls the first meeting of the Promotion or Tenure Committee.
October 1	Applicant submits the portfolio to their Academic Dean.
November 1	Academic Dean submit portfolios along with a written recommendation with justification to the Promotion and Tenure committee.
December 1	Chair of the Promotion and Tenure Committee submit portfolios along with a written recommendation with justification to the Chief Academic Officer.
January 15	Chief Academic Officer submits portfolios and recommendations to the President.
February 28	President makes final decision regarding faculty application for promotion-in-rank and/or tenure and informs the following in writing: <ol style="list-style-type: none"> 1. Applicant 2. Chief Academic Officer 3. Academic Dean 4. Chair, Promotion or 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: _____

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

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 20, 2019**

ITEM: SCP-4001, *Student Consumer Protection*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-4001, *Student Consumer Protection*, for submission to the Chancellor for Community and Technical College Education for final approval following an additional 30-day public 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 be 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 approved as recommended by the Management Council for Academic Affairs and Student Services (MCAS) at their March 4, 2019 meeting. 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 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. Legal council reviewed SCP-1003, *Consumer Information* policy and recommended additional changes to that policy. Those recommended changes also impacted SCP-4001, *Student Consumer Protection*. Due to these significant changes, the staff requested 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. Approval was granted. No comments were received at the end of the additional comment period. Although no comments were received, changes were made to Section 7: Responsibilities due to an organizational change made by Dr. Robert Gunter on July 25, 2019. The changes do not impact the overall policy. Therefore, the staff recommends that the Board of Governors grant approval of SCP-4001, *Student Consumer Protection* as presented for submission to the Chancellor for Community and Technical College Education for final approval following the 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, 2019

EFFECTIVE: September 20, 2019

REVIEWED:

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 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/Vice President for Student Services will be responsible for ensuring that all College employees, who have responsibilities in 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. The Director of Financial Assistance and/or Vice President for Student Services 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; the cost of attendance; the refund and return of Title IV funds; student loan information; satisfactory academic progress; and the college work study program.
- 7.2 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 will be responsible for disclosing campus safety information, and other required general information which includes, but is not limited to, tuition and fees; textbooks; and refund policy.
- 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

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: Originated - January 30, 2019

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 20, 2019**

ITEM: SCP- 4274, *Satisfactory Academic Progress for Financial Aid 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 of the aforementioned policy and forms for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

STAFF MEMBER: Charles Lopez

BACKGROUND:

The purpose of SCP-4274, *Satisfactory Academic Progress for Financial Aid Recipients*, is to set forth the satisfactory academic progress standards for eligible students to receive financial assistance at Southern West Virginia Community and Technical College.

This policy was reviewed by Executive Council on April 4, 2019 and the President's Cabinet on April 10, 2019. Revisions reflect changes in procedure and documentation, and also provide clarification.

At its June 26, 2019 meeting the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended July 27, 2019. No comments were received at the end of the comment period. Therefore the staff recommends that the Board of Governors grant approval of SCP-4274, *Satisfactory Academic Progress for Financial Aid Recipients and its attachments*, as presented to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4274**

SUBJECT: Satisfactory Academic Progress for Financial Aid Recipients

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

ORIGINATION: January 1, 1984

EFFECTIVE: September 20, 2019

REVIEWED: 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 receive financial assistance at Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all eligible students who receive assistance through federal, state, and institutional Financial 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 Satisfactory Academic Progress (SAP) – Students who receive financial assistance must complete at least 67% of the total cumulative credit hours attempted and maintain a minimum cumulative grade point average of 2.00.
- 3.2 Financial Aid Warning Status – Financial Aid Warning status is assigned to students 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 Aid Probationary Status – Financial Aid Probationary status is assigned to students who 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 along with an educational plan to the Financial Assistance Office.
- 3.4 Financial 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 courses and have met SAP for the semester, but still failed to meet the cumulative SAP requirements.
- 3.5 Financial 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 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, must maintain an overall 2.00 cumulative grade point average and complete at least 67% of all hours attempted, including hours transferred from other institutions.
- 4.1.2 Financial Aid recipients who fail to meet Satisfactory Academic Progress will be notified in writing they have been placed on Financial Aid 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 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 Aid Probationary Status for the next enrollment period.
- 4.1.4 Students who do not meet Satisfactory Academic Progress that fail or withdraw from a class may no longer be eligible to receive financial assistance. These students may be placed on Financial Aid Suspension Status.
- 4.1.5 Financial Aid Suspension Status continues until the student meets Satisfactory Academic Progress.
- 4.2 Program Completion
- 4.2.1 Students who receive financial assistance 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 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 present a written SAP appeal along with an educational plan to the Financial Aid Office.
- 4.2.3 A committee composed of the Registrar and the 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

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-4274.A, *Satisfactory Academic Progress 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
BOARD OF GOVERNORS
SCP-4274.A**

_____ **Satisfactory Academic Progress (SAP)
Financial Assistance Appeal**

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.  <i>(Do not complete Section E: Improvement Plan).</i>
	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**

	GPA Range	Tutoring Required (per week)	Required Boost Sessions / Brown Bag Lunches (per semester)	Required Student Services Specialist Visit
	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

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

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.

Completion Checklist	
	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 AUGUST 20, 2019**

ITEM: 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 of SCP-5051, *Reduced Tuition and Fee Program for State Residents Age 65 and Older* for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Vice President for Finance and Administration Unit was charged with the review of SCP- 5051, Reduced Tuition and Fee Program for State Residents Age 65 and Older. 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 by Executive Council on May 2, 2019 and the President’s Cabinet on May 14, 2019. It was recommended that this policy be moved forward as is with no recommended changes.

At its June 26, 2019 meeting the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy to Southern’s constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended July 27, 2019. No comments were received at the end of the comment period. Therefore the staff recommends that the Board of Governors grant approval of SCP- 5051, *Reduced Tuition and Fee Program for State Residents Age 65 and Older*, as presented to the Chancellor for Community and Technical College Education for final approval following the required 30-day 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: West Virginia Code §18B-10-7a

ORIGINATION: December 2, 2004

EFFECTIVE: September 20, 2019

REVIEWED: 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

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: 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 through the governance process and the policy is recommended for continuation without revision.

September 4, 2013 - SCP-5051 was reviewed through the governance process and the policy is recommended for continuation without revision.

May 2, 2019 - SCP-5051 was reviewed through the governance process and the policy is recommended for continuation without revision.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 20, 2019**

ITEM: 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 aforementioned policy for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

STAFF MEMBER: 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 attachments were reviewed and approved as presented on May 2, 2019, by the Executive Council and on May 14, 2019, by the President's Cabinet.

At its June 26, 2019 meeting the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy and its attachments to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended July 27, 2019. No comments were received at the end of the comment period. Therefore the staff recommends that the Board of Governors grant approval of SCP-5065, *Awarding of Undergraduate Tuition and Fee Waivers* and its attachments as presented to the Chancellor for Community and Technical College Education for final approval following the required 30-day 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: September 20, 2019

REVIEWED: 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

Board of Governors Chair	Date
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President	Date
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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: If enrollment in an academic course conflicts with the regular working hours of an 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 for complete information.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 20, 2019**

ITEM: Request for Approval of Revisions to SCP-1215, *Use of Institutional Facilities* and SCP-1215.A, *College Facility Use Agreement*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1215, *Use of Institutional Facilities* and SCP-1215.A, *College Facility Use Agreement* to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The purpose of this policy is to identify the procedures and requirements for using the institutional facilities of Southern West Virginia Community and Technical College.

This policy was reviewed by Executive Council on June 11, 2019 and the President's Cabinet on August 13, 2019. Revisions reflect minor changes and a signature line for the Vice President for Finance and Administration was added to SCP-1215.A, *College Facility Use Agreement*. Following these reviews, it is recommended that the Board of Governors advance this policy and form 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-1215**

SUBJECT: Use of Institutional Facilities

REFERENCE: None

ORIGINATION: January 1, 1985

EFFECTIVE: ~~November 9, 2014~~

REVIEWED: ~~May 07, 2014~~ June 6, 2019

SECTION 1. PURPOSE

1.1 To identify the procedures and requirements for using the institutional facilities.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy governs the use of institutional facilities by persons or groups.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 Facilities of Southern West Virginia Community and Technical College are intended for use in the conduct of educational programs. As such, first priority for the use of facilities will be given to the academic, administrative and student functions at each campus.

4.2 In its many aspects of service to the public, the board also recognizes the need and permits the use of facilities which may provide benefits otherwise not available in the community. ~~Each campus will be responsible for setting procedures governing the community use of the facilities.~~

4.3 Southern West Virginia Community and Technical College declares it's commitment to providing equal opportunities and equal access to college facilities.

4.4 To adequately protect the institution, individuals are to work with the Director of Campus Operations and complete the *College Facility Use Agreement (SCP-1215.A)*.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 The Vice President for Finance and Administration for Southern West Virginia Community and Technical College is responsible for administration of this policy.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-1215.A, *College Facility Use Agreement*

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

Revision Notes: January 2010 — Revisions reflect changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

May 2014 - Revisions provide clarity and reflect changes in administrative titles. The attachment, SCP-1215. A, *College Facility Use Agreement*, was also developed.

June 2019 - Revisions reflect minor changes and a signature line for the Vice President for Finance and Administration was added to SCP-1215.A, *College Facility Use Agreement*.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1215.A**

SUBJECT: College Facility Use Agreement

REFERENCE: SCP-1215, *Use of Institutional Facilities*

ORIGINATION: May 7, 2014

EFFECTIVE: ~~November 9, 2014~~

SECTION 1. GENERAL POLICY COVERING THE USE OF THE FACILITIES

- 1.1 The parties of this agreement are Southern West Virginia Community and Technical College acting under specific authority granted by its Board of Governors to contract for the use of the facility identified under Section 8 of this agreement, hereinafter referred to as the college. The organization contracting to use the College facilities, hereinafter referred to as the Lessee.
- 1.2 Before a College facility may be used, the College Facility Use Agreement (SCP-1215.A) must be completed and signed. All information must be received 10 working days prior to the date of intended use.
- 1.3 The buildings and grounds of the College are primarily for educational purposes. No other use shall be permitted to interfere with the primary purpose for which these facilities are intended. Facilities shall not be made available for any use which might result in any undue damage or wear. The College reserves the right to reject any application for use of its facilities.
- 1.4 Every possible opportunity will be provided for the use of the College facilities by citizens of our service area, provided that the purpose of the event is in harmony with public interest and welfare, and subject to the laws of the state of West Virginia and the policies of the College. Any use to the contrary shall be grounds for immediate cancellation of the agreement.
- 1.5 The College reserves the right to prohibit the use of its facilities by groups or activities which are secret, of a private nature, or which restrict membership or attendance, in a manner inconsistent with the public and nondiscriminatory character of the College set forth in its written policies and commitments.
- 1.6 The College Facility Use Agreement shall not be entered into for any use that, in the judgment of the College, may be in any way prejudicial to the best interest of the College or the education program, or satisfactory sponsorship or adequate adult supervision is not provided.

SECTION 2. LICENSEE'S RESPONSIBILITY

- 2.1 Those wishing to use the College facilities must complete the College Facility Use Agreement form and submit it to the appropriate Director of Campus Operations at the corresponding scheduling office listed below. The Lessee shall accept responsibility for any damage to the College's property. Completion of the College Facility Use Agreement shall constitute acceptance by the Lessee of the responsibilities stated herein and willingness to comply with all rules and regulations regarding the use of College facilities as prescribed by the College. If the use of the facility is not as represented on the College Facility Use Agreement form, an additional charge may be made. In the event of property damage, the Lessee shall accept and pay the College's estimate of the amount of damage. The College may require posting a bond.
- 2.2 The lessee is responsible for the safety and security of all minors participating in the Lessee's use of College facilities. The lessee shall closely supervise all minors and establish appropriate security procedures to ensure the safety and security of all minors. Adult leaders of using organizations shall remain with their groups during all activities, and be responsible for the conduct of their groups.

SECTION 3. RESTRICTIONS

- 3.1 No decorations or the application of materials to walls, ceilings, or floors shall be permitted which will mar, deface, or injure these surfaces. The Lessee is required to arrange for the disposal of decorations, materials, equipment, furnishings or rubbish left after the use of College facilities; otherwise, the Lessee will be billed for any expense involved.
- 3.2 The College prohibits the use of drugs, or other controlled substances, or any other condition which is objectionable in the judgment of the College. Smoking and the use of tobacco products, including the use of smokeless cigarettes, is prohibited ~~in~~ on all College ~~buildings~~ property. The use of alcoholic beverages is also prohibited in and on College property.
- 3.3 Games of chance and lotteries shall not be permitted except as prescribed by law and with prior approval of the College.
- 3.4 Keys to buildings or facilities shall not be issued or lent on any occasion to the Lessee. Doors will be opened by authorized College personnel.
- 3.5 College owned equipment shall not be removed from the buildings. Charges for equipment rental and operation may be required.
- 3.6 All shifting of furniture and equipment shall be done under the supervision of an appropriate College employee.
- 3.7 Any and all products that the Lessee wishes to sell, in the event it is not provided by the College, must be approved by the College in advance.
- 3.8 The College may have a food service vendor on the site that is the sole provider of food services provided at the College. The vendor will have first right of refusal prior to an outside vendor being brought on the College property.

SECTION 4. NON-ASSIGNMENT AND CANCELLATION

- 4.1 The *College Facility Use Agreement* shall be non-assignable. Only the Lessee as named in the *College Facility Use Agreement* shall use the facilities.
- 4.2 The College reserves the right to cancel the agreement at any time and to refund any payment made to the College for the use of the College facilities and equipment when it deems such action advisable and in the best interests of the College.
- 4.3 Facilities contracted by non-college groups may be canceled for scheduling or priority College events.
- 4.4 The College reserves the right to cancel the agreement if payment is not received from the Lessee on or before the scheduled event.
- 4.5 The College reserves the right to refund or retain all or part of any payment made to the College for cancellations of the agreement by the Lessee.

SECTION 5. COLLEGE PERSONNEL REQUIRED

- 5.1 The College reserves the right to require that an appropriate College staff member be present at any meeting or event held on College facilities.
- 5.2 An authorized member of the College staff shall be available on campus at all times when the College facilities are in use by any group. The staff member should be contacted to correct problems in the operation of any facility in use. The staff member will be alert to discover any damage or misuse of the premises and will report same immediately to the Lessee and the College.
- 5.3 When the use of special facilities makes it necessary that supervision be provided, a College employed supervisor shall be assigned as required by the College.
- 5.4 The College reserves the right to require a security officer to be present at any scheduled event at the expense of the Lessee.

SECTION 6. USE FEE

- 6.1 The use fee depends on the purpose of the meeting/event and the nature of the group using the facility.
- 6.2 Additional charges may be added to include supervision and/or security staff, above-normal or overtime custodial help when required, above normal set-up costs, hauling or handling equipment, use of projectors or other equipment, equipment operators, repairs and damage, or other costs as determined by the College. Such services will be paid by the Lessee at the current established rate, including overtime.
- 6.3 All charges shall be paid to the appropriate College Cashier's Office. All facility and service charges shall be paid in advance. Additional charges for damages shall be billed directly to the Lessee. College employees are paid directly by the College not the Lessee.

SECTION 7. RELEASE OF CLAIMS/HOLDS HARMLESS

- 7.1 The Lessee agrees that, in consideration of the permission granted to the Lessee and the minimal fee charged by the College for the use of its facilities, to the fullest extent permitted by the law the Lessee hereby and forever releases the College and its agents, employees or officers from all debts, claims, demands, damages, actions, and causes of action whatsoever, which they may have or may hereafter have, as a result of their use of said facility.
- 7.2 The Lessee must agree, to the fullest extent permitted by law, to protect, indemnify, and hold harmless the College, its Board of Governors, its agents, employees, and officers from any claims, demands, actions, damages, or causes of action directly or indirectly arising out of the use of the facilities or premises contemplated by this application.
- 7.3 The Lessee further agrees, if required, to attach to this document a certificate of insurance for liability and property damage which names Southern West Virginia Community and Technical College as an additional insured during Lessee's use of College facilities.

SECTION 8. RENTAL/LEASE AGREEMENT

THIS Agreement made this _____ day of _____ in the year _____ between the _____ Campus of Southern West Virginia Community and Technical College (Lessor), and _____ (Lessee).

The purpose of this agreement is to provide floor space for a _____ sponsored by _____ . The facility/facilities covered by this Agreement will be _____, or classrooms _____ on the _____ Campus of Southern West Virginia Community and Technical College for the following date(s) _____ during the following time period: _____ .

It is understood that the Lessee will pay the sum of _____ dollars for said purpose and use. This fee must be paid on or before the day of the event. The sum shall be paid in full by _____. Failure to pay in full shall result in cancellation of a said event. Any cost incurred by the College as a result of a cancellation shall be the financial responsibility of the Lessee. All payments must be made by check or money order **Payable to Southern West Virginia Community and Technical College**. Payment must be made prior to the use of the facility. The undersigned have read and understand the terms of the rental/lease agreement and by their signatures agree to abide by said terms and conditions.

SECTION 9. SIGNATURES

_____	_____
<i>Name Printed</i>	<i>Signature of Lessee</i>
_____	_____
<i>Name Printed</i>	<i>Signature of Campus Director</i>
_____	_____
<i>Name Printed</i>	<i>Vice President for Finance and Administration</i>
_____	_____
<i>Name of Organization</i>	<i>Campus/Location</i>
_____	_____
<i>Contact Phone Number</i>	<i>Contact Phone Number</i>
_____	_____
<i>Date</i>	<i>Date</i>

DISCUSSION ITEMS

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 20, 2019**

ITEMS FOR DISCUSSION ONLY:

- Student Registration Process Dr. Lopez
- Faith Based Counseling Proposal Dr. Lopez

INFORMATIONAL ITEMS

Board of Governors

July 25, 2019

Dr. Lisa Haddox-Heston
Chair

Ms. Stephanie Abraham

Mr. J. Chris Adkins

Mr. Eddie J. Canterbury

Ms. Janice N. Olive

Mr. Howard E. Seuffer, Jr.

Mr. Samuel A. Stewart

Dr. Pat J. White

Dr. Mason E. White II

Mr. William 'Bill' Alderman
Faculty Representative

Ms. Cherri Stroud
Student Representative

Ms. Dianna Toler
Classified Staff Representative

Dr. Robert E. Gunter
President

Dr. Sarah Armstrong Tucker, Chancellor
Community and Technical College System
of West Virginia
1018 Kanawha Boulevard, East, Suite 700
Charleston, West Virginia 25301

Dear Chancellor Tucker:

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

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

Lisa Haddox-Heston, D.D.S., Chair

Lisa Haddox-Heston, D.D.S., Chair
Southern West Virginia Community and
Technical College Board of Governors

7/25/2019
Date

LHH:elb

Attachment: 2019 BOG Institutional Rulemaking Report

cc: Dr. Robert E. Gunter, President

**Southern West Virginia Community and Technical College
Board of Governors Rulemaking Report
Institutional Policies in Effect on July 1, 2019
West Virginia Code §18B-1-6**

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
1000	GENERAL					
1000	Manuals, Announcements, and Policies (MAP) Development System	11/30/2017	10/30/2017	07/2017 09/2012 01/24/2008	Replaced SCP-1467 01/24/2008	04/06/1999
1000.A	Classification Table	11/30/2017	10/30/2017	09/19/2012 02/21/06		04/06/1999
1000.B	Format for Southern College Policy (SCP)	11/30/2017	10/30/2017	09/19/2012 01/24/08 02/21/06		04/06/1999
1000.C	Format for Southern Administrative Announcements (SAA)	11/30/2017	10/30/2017	09/19/2012 02/21/06		04/06/1999
1000.D	Format for Southern Administrative Manuals (SAM)	11/30/2017	10/30/2017	09/19/2012 02/21/06		04/06/1999
1001	Records Retention Policy	07/21/2016	06/21/2016	04/19/2016		04/19/2011
1001.A	General Records Retention Schedule	07/21/2016	06/21/2016			02/2016
1002	Official College Spokesperson and Media Releases	01/11/2019	12/11/2018	08/30/2018		04/22/2014
1010	Use of Alcoholic Beverages on Campus	11/13/2016	10/13/2016	03/2016 08/17/2010 08/20/2000		01/21/2013
1040	Use of College Bulletin Boards, Directories, and Information Dispensing Equipment	12/09/2008		07/27/2000	12/09/2008 Reconstruct as a procedure.	02/01/1985
1091	Classified Staff Council Constitution	11/01/2018	08/21/2018	03/2018 12/2011 03/04/2009 12/13/2006		11/18/2003 (Originated to supercede SCI 1672 and SCI 1672.01)
1153	Consumer Complaint Procedures	12/10/2013		08/2008 09/01/2000	12/10/2013 Reconstruct as a procedure.	04/03/1995

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
1153.A	Consumer Complaint Form	12/10/2013		08/08 09/01/2000	12/10/2013	04/03/1995
1160	Diversity Philosophy	11/08/2015	10/8/2015	08/18/2015 08/17/2010 09/01/2000		08/20/1998
1167	Emergency Procedures	02/17/2009		08/20/2000	02/17/2009 Reconstruct as a procedure.	01/01/1985
1180	Equipment Loans	12/09/2008		09/01/2000	12/09/08 Reconstruct as a procedure.	07/01/1984
1180.A	Contract of Equipment Loan	12/09/2008		09/01/2000	12/09/2008	07/01/1984
1215	Use of Institutional Facilities	11/09/2014	10/09/2014	05/07/2014 03/02/2010 09/01/2000		01/01/1985
1215.A	College Facility Use Agreement	11/09/2014	10/09/2014			05/07/2014
1230	Firearms, Weapons, and Explosives Policy	09/16/2016	08/16/2016			05/24/2016
1233	First Aid	02/17/2009		08/20/2000	02/17/2009 Reconstruct as a procedure.	03/01/1985
1375	Reports of Accidents/Incidents	03/16/2016	02/16/2016	11/04/2015 12/09/2008 09/01/2000		01/28/1991
1375.A	Accident / Incident Report Form	03/16/2016	02/16/2016	11/04/2015 02/17/200912/ 09/2008 09/01/2000		01/28/1991
1375.B	Monthly Report of Accidents / Incidents	03/16/2016	02/16/2016	11/04/2015		12/2013
1400	Guest Speakers, Lecturers, Performers, and Organized Groups	07/24/2015	06/24/2015	02/26/2015 12/09/2014		06/17/2014
1400.A	Request for Approval of External Guest Speakers, Lecturers, Performers, and Organized Groups	07/24/2015	06/24/2015			06/17/2014

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
1435	Incident Weather and Emergency Situations	05/16/2019	04/16/2019	11/2018 02/2018 08/2017 08/2012 02/2008 11/2002		10/1994
1435.A	Media Notification List	05/16/2019	04/16/2019	11/2018 08/2017 02/2008 11/2002		10/1994
1435.B	Essential Employee Guidelines	05/16/2019	04/16/2019	11/2018 08/2017		12/2013
1467	MAP Development System	02/21/2006	02/21/2006	10/20/2005 04/05/200208/ 21/2000 10/1998	Assigned new classification number, SCP-1000 02/21/2006	10/1994
1481	Naming of Facilities or Organizational Units	04/05/2018	03/05/2018	10/25/2017 09/19/2012 09/04/2007	Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/2001	12/2004
1500	Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College	11/08/2015	10/8/2015	07/2015 09/2010 07/27/2000		07/01/1984
1625	Publications and Productions	12/09/2008		09/01/2000	12/09/2008 Reconstruct as a procedure.	07/01/1984
1725	Private Scholarships	12/11/2012	10/11/2012	09/25/2012 03/20/2008 09/01/2000		07/01/1984
1735	Solicitation Policy	03/21/2017	02/21/2017	09/28/2016 07/2011 01/2007		05/20/2004
1735.A	On Campus Solicitation Request Form	03/21/2017	09/2016	07/2011		01/02/2007

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
1750	Tobacco and Smoke-free Campus Policy	07/01/2017	08/16/2016	04/12/2016 11/2015 11/2010 09/01/2000	Repealed SCI-1375 09/01/2000	01/01/1988
2000	HUMAN RESOURCES					
2000	Elimination of Faculty Positions Due to Program Reduction or Elimination	01/13/2017	12/13/2016	07/2011 01/2011 09/01/2000	Replaced SCP-3650, Program Reduction or Elimination 10/13/2011 Repealed SCI-1542 09/01/2000	09/01/1985
2005	Catastrophic Leave	03/02/2010	03/02/2010	01/2008	03/02/2010 Reconstruct as a procedure.	02/15/2005
2005.A	Catastrophic Leave Request Form	03/02/2010	03/02/2010	03/2008	03/02/2010	02/15/2005
2005.B	Catastrophic Leave Donation Form	03/02/2010	03/02/2010	03/2008	03/02/2010	02/15/2005
2006	Employee Leave	07/24/2015	06/24/2015	11/05/2014		11/16/2009
2125	College-wide Employee / Personnel Policy	08/20/2013		09/01/2000	08/20/2013 Replaced with SAM-2000.1 Employee Handbook	07/01/1984
2156	Drug and Alcohol Policy	11/30/2017	10/30/2017	06/07/2017 07/2012 07/2007 01/2007 09/01/2000		03/31/1989
2156.A	Employee Drug Awareness Clarification Form	11/30/2017	10/30/2017	06/07/2017 07/2012 09/01/2000		03/31/1989
2165	Educational Release Time Policy	11/30/2017	6/7/2017	12/2012 12/2011 08/31/2006		02/17/2004

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
2165.A	Educational Release Time Request	11/30/2017	10/30/2017	06/2017 12/2011		02/17/2004
2171	Professional and Educational Requirements for Faculty	09/16/2016	08/16/2016	03/02/2016 12/11/2012 09/28/2007 05/2004	Repealed SCI-2122 05/2004	09/01/2000
2171.A	Faculty Credentials Certification Form	09/16/2016	08/16/2016	03/2016 11/2012		09/01/2000
2202	Personnel Assessment, Philosophy, and Practice Statement	05/19/2016	04/19/2016	01/06/2016 07/2010 08/21/2000		07/08/1987
2218	Evaluation Process for Full-time Faculty	01/13/2017	12/13/2016	11/2011 04/2006 09/01/2000		08/17/1984
2218.A	Supervisor's Evaluation of Faculty Member	01/13/2017	12/13/2016	11/2011 04/2006 09/01/2000		08/17/1984
2220	Course Feedback Policy	12/09/2008		04/2003	12/09/2008 Reconstruct as a procedure.	09/2000
2220.A	Course Feedback Form	12/09/2008		04/2003	12/09/2008	09/2000
2226	Faculty Incentive Pay Plan	07/21/2016	06/21/2016	05/03/2016 04/19/2011 11/11/2008 09/16/2008 09/06/2005		04/01/2001
2226.A	Faculty Merit Pay Program Criteria and Application Deadline	07/21/2016	06/21/2016			08/01/2001
2226.B	Faculty Incentive Pay Program Agreement Form	07/21/2016	06/21/2016			03/2011
2234	Work Schedules	05/21/2015	04/21/2015	12/2014 09/2009 09/01/2000		06/01/1987
2250	Hiring Adjunct Faculty	05/18/2017	04/18/2017	12/07/2016 01/05/2007 09/01/2000		11/01/1984

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
2254	Hiring Process	04/24/2007		09/01/2000	04/24/2007	09/2000
2360	Holidays	01/12/2018	12/12/2017	09/2017 07/2012 03/2008		11/19/2002
2375	Home Campus Assignment and Campus Requirements for Faculty	03/21/2017	02/21/2017	11/2016 11/2011 12/08/2005 09/01/2000		07/01/1985
2406	Illness of the Faculty Member, Responsibilities for Meeting Affected Classes, and Leave Request Due to Illness	03/02/2010		09/01/2000	03/02/2010 Reconstruct as a unit procedure.	01/01/1985
2406.A	Faculty Absence Request / Report	03/02/2010		09/01/2000	03/02/2010	01/01/1985
2484	Medical Leave of Absence	03/02/2010		09/01/2000	03/02/2010	01/01/1985
2484.A	Request for Medical Leave of Absence	03/02/2010		01/03/2006	03/02/2010	01/01/1985
2484.B	Treating Licensed Physician Statement - Medical Leave Verification	03/02/2010			03/02/2010	01/01/1985
2484.C	Return to Work Authorization Medical Release Form	03/02/2010			03/02/2010	01/01/1985
2562	External Professional Activities of Faculty and Other Professional Staff	03/19/2019	02/19/2019	11/01/2018 11/06/2013 09/2008 03/2008 09/01/2000		11/01/1984
2562.A	External Professional Activities for Pay Report Form	03/19/2019	02/19/2019	10/2018 09/2008		11/01/1984
2575	Overtime and Compensatory Time	03/19/2019	02/19/2019	11/1/2018 08/2012 10/2007 10/21/2003		02/17/2004
2575.A	Request to Work Additional Hours	03/19/2019	02/19/2019	11/01/2018 10/04/2012		02/17/2004
2580	Part-time Employees: Classified Staff and Adjunct Faculty	02/19/2013	02/19/2013	11/06/2012 10/2007		06/15/2004

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
2593	Payments to Employees for Contracted Services (Other Than Regular Employment)	05/19/2016	04/19/2016	01/26/2016 09/2010 09/01/2000		04/22/1998
2593.A	Payment to Individuals for Services Form	04/19/2016	04/19/2016	01/06/2016 09/2010		04/22/1998
2624	Employee Development	01/28/1991	04/22/2014	12/04/2013 08/2008 09/01/2000	Repealed SCI-1623 09/01/2000	07/01/1986
2624.A	Funding Request Form (Staff)	01/28/1991			12/09/2008	07/01/1986
2624.B	Presentation Request Form	01/28/1991			12/09/2008	07/01/1986
2624.C	Funding Request Form (Faculty)	01/28/1991			12/09/2008	07/01/1986
2686	Promotion-in-Rank and Tenure Policy	02/18/2014	02/18/2014 06/26/2019 BOG released for 30-day comment period ending 07/27/2019.	02/22/2019 11/06/2013 07/31/2007 10/01/2001	Repealed SCI-2321 10/01/2001	08/17/1984
2686.A	Promotion-in-Rank and/or Tenure Criteria and Forms	02/18/2014	02/18/2014 06/26/2019 BOG released for 30-day comment period ending 07/27/2019.	02/22/2019 11/06/2013 02/06/2009 07/31/2007 10/01/2001		08/17/1984
2700	Reduction in Workforce – Classified Personnel	12/11/2012	12/11/2012	10/2012 10/2007 02/17/2004		10/21/2003
2701	Reduction in Workforce – Faculty Personnel	03/17/2015	02/17/2015	09/24/2014 12/2012 10/2007		10/21/2003
2748	Request for Release Time for Full-time Faculty	07/20/2017	06/20/2017	03/01/2017 12/2011 08/2006 09/01/2000	Repealed SCI-2420 09/01/2000	01/28/1991

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2748.A	Release Time Request Form for Full-time Faculty	07/20/2017	06/20/2017	04/2017 06/2006 04/2004		01/28/1991
2810	Sabbatical Leave for Full-Time Faculty	03/16/2016	02/16/2016	11/04/2015 11/02/2010 02/2006 09/2002	Repealed SCI-2411 09/2002	08/1992
2810.A	Sabbatical Leave Request Form	03/16/2016	02/16/2016	11/04/2015 02/2006		08/1992
2810.B	Sabbatical Leave Promissory Note	03/16/2016	02/16/2016	02/2006		10/2002
2825	Salary Administration	05/19/2016	04/19/2016	01/06/2016 03/2015 10/2007		12/2004
2843	Discrimination, Harassment, Sexual Harassment, Sexual and Domestic Misconduct, Stalking, and Retaliation Policy	07/20/2017	06/20/2015	03/10/2014 12/04/2013 01/2011		06/01/1984
2875	Workload Requirements for Full-time Faculty	03/21/2017	02/21/2017	11/2016 12/2014 11/2009 09/01/2000		04/15/1985
2875.A	Class Load Formula Matrix (Summer)	03/02/2010	03/02/2010	09/01/2000	11/2009	04/15/1985
2875.B	Class Load Formula Matrix (Fall and Spring)	03/02/2010	03/02/2010	09/01/2000	11/2009	04/15/1985
3000	ACADEMIC AFFAIRS					
3000	Distance Learning	03/19/2019	02/19/2019	09/28/2018 08/2016		02/07/2012
3100	Faculty Responsibilities for Academic Advising of Students	01/12/2018	12/12/2017	08/2017 09/2011 01/05/2007 10/21/2004		04/15/1985
3160	Course Syllabus	12/09/2008	12/09/2008	09/20/2005 07/1993	12/09/2008 Reconstruct as a procedure.	06/01/1984
3160.A	Course Syllabus Format	12/09/2008	12/09/2008	09/20/2005		06/01/1984

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3165	Adding Courses to the Curriculum and Revising Existing Courses	12/09/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	06/01/1984
3170	Deleting Courses from the Curriculum	12/09/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	06/01/1984
3188	College Level Exam Program (CLEP)	10/14/2010	10/14/2010	09/20/2005	10/14/2010 Reconstruct as a procedure.	10/01/1985
3200	Awarding College Credit for Prior Learning	11/13/2016	10/13/2016			01/08/2016
3201	Challenging a Course/Credit by Examination	01/12/2018	12/12/2017	08/2017 10/2012 08/2007 10/27/2004 02/15/2002 09/01/2000		07/01/1986
3201.A	Challenge Examination Request Form	01/12/2018	12/12/2017	08/2017 10/2012 08/2007 09/01/2000		07/01/1986
3201.B	Challenge Examination Results Form	01/12/2018	12/12/2017	08/2017		10/2012
3214	College Board Advanced Placement Credit	11/15/2018	10/15/2018	03/2018 10/2013 07/2009 09/01/2000		09/13/1993
3227	Credit Based on Experience	10/14/2010	10/14/2010	09/20/2005	10/14/2010 Reconstruct as a procedure.	12/19/1984
3227.A	Portfolio Evaluation Form	10/14/2010	10/14/2010	09/20/2005	10/14/2010	12/19/1984
3240	Assignment of Credit/Non Credit Courses	12/09/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	06/01/1986
3245	Faculty and Administrative Productivity	12/08/2015	12/08/2015	11/2010	12/08/2015	10/20/2005

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3250	Final Examinations	12/19/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	06/01/1984
3401	Independent Study	12/09/2008	12/09/2008	08/2007 09/01/2000	12/09/2008 Reconstruct as a procedure.	07/01/1984
3401.A	Independent Study Request Form	12/09/2008	12/09/2008		12/09/2008	08/2007
3401.B	Independent Study Contract	12/09/2008	12/09/2008		12/09/2008	08/2007
3479	Mid-Term Grade Reports	03/02/2010	03/02	09/01/2000	03/02/2010	09/1991
3479.A	Mid-Term Grade Report Form	03/02/2010	03/02/2010	09/01/2000	03/02/2010	09/1991
3551	Meeting Scheduled Classes	02/21/2012	02/21/2012	01/05/2007 04/28/2005	02/21/2012 Reconstruct as a procedure.	01/01/1985
3600	Faculty Office and Class Schedule	02/15/2011	02/15/2011	09/01/2000	02/15/2011 Reconstruct as a procedure.	07/01/1984
3600.A	Faculty Office and Class Schedule Form	02/15/2011	02/15/2011	09/01/2000	02/15/2011	07/01/1984
3620	Policy Regarding Program Review	05/16/2019	04/16/2019	11/2018 02/28/2014 09/2008		10/08/2001
3625	General Studies (University Parallel) Program Evaluation Model Policy	01/09/2015	12/09/2014	08/27/2014 01/2010 09/01/2000		09/01/1985
3625.A	General Studies (University Parallel) Program Evaluation Model	02/09/2015	12/09/2014		12/09/2014 Reconstruct as a procedure.	
3637	General Education Philosophy and Goals	05/16/2019	04/16/2019	11/2018 11/2012 08/30/2007 01/2005		12/19/1997

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3650	Program Reduction or Elimination	10/13/2011	10/13/2011	01/2011 09/01/20000 2/1993	10/13/2011 Policy re-titled and assigned new classification number, SCP-2000. Repealed SCI-1542	09/01/1985
3670	Public School Service Program	03/16/2016	02/16/2016	10/2015 01/2011		09/20/2005
3670.A	Public School Service Form	03/16/2016	02/16/2016	10/2015		09/20/2005
3693	Instructional Schedule Development	04/17/2012	04/17/2012	09/23/2005 09/01/2000	04/17/2012 Reconstruct as a procedure. 09/01/2000 Repealed SCI-1271	07/01/1984
3705	Student Academic Rights	04/18/2006	04/18/2006	03/06/2003	04/18/2006	02/15/2002
3736	Student Standards of Academic Progress	11/15/2018	10/15/2018	03/2018 02/28/2014 09/01/2000		11/01/1984
3780	Textbook Selection Policy	03/02/2010	03/02/2010	11/16/2001 09/01/2000	03/02/2010	07/01/1986
4000	STUDENT SERVICES					
4000	Basic Admissions Guidelines	11/30/2017	10/30/2017	06/28/2017 08/22/2016 03/07/2012		08/16/2011
4110	Institutional Policy Regarding ACT Requirements	12/08/2009	12/08/2009	09/01/2000	12/08/2009 Reconstruct as a procedure.	12/01/1984
4151	Regarding the College Catalog as Academic Standards and Expectation from Students	01/08/2016	12/08/2015	08/26/2015 09/23/2010 02/21/2006		06/09/1987

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4192	Administrative Withdrawal and Administrative Drop of Students	01/12/2018	12/12/2017	08/02/2017 07/2011 10/2006 05/19/2004		09/01/2000
4233	Deans's List of Students; Graduation with Honors Status	03/16/2016	02/16/2016	09/2015 12/2010 09/01/2000		07/01/1985
4274	Standards of Progress for Federal Financial Assistance Recipients	05/19/2016	04/19/2016 06/26/2019 BOG released for 30-day comment period ending 07/27/2019.	02/2019 12/2015 04/2011 10/2006 09/01/2000		01/01/1984
4274.A	Financial Assistance Appeal	05/19/2016	04/19/2016 06/26/2019 BOG released for 30-day comment period ending 07/27/2019.	02/2019 12/2015 04/2011 10/2006 09/01/2000		01/01/1984
4274.B	Letter of Warning		06/26/2019 BOG released for 30-day comment period ending 07/27/2019.			02/2019
4356	Financial Aid Recipient - Change in Enrollment Status	09/16/2016	08/16/2016	12/2015 04/2011 10/2006 09/01/2000		01/01/1985
4385	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/21/2006	02/21/2006		02/21/2006 Assigned new classification number, SCP-5051.	12/02/2004
4397	Student Grades and Related Concerns	09/20/2005	09/20/2005	09/01/2000	09/20/2005	01/15/1985
4398	Student Grades and Grade Point Average Requirements for Graduation	01/11/2019	12/11/2018	05/02/2018 10/7/2013 09/2008 09/20/2005		11/20/2002

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4520	Submitting Student Grades by the Faculty to the College's Student Records Office Authority for Changing Grades	09/20/2005	09/20/2005	09/01/2000	09/20/2005	01/01/1985
4520.A	Grade Sheet	09/20/2005	09/20/2005	09/01/2000	09/20/2005	01/01/1985
4558	Administration of Credit Course Registration Procedures	11/28/2006	11/28/2006	09/01/2000	11/28/2006	11/01/1984
4634	Student Activities	10/15/2009	10/15/2009	09/01/2000	10/15/2009 Reconstruct as a procedure.	07/01/1984
4672	Student Class Attendance	12/08/2009	12/08/2009	09/01/2000	12/08/2009 Reconstruct as a procedure.	07/01/1984
4710	Academic Dishonesty	05/18/2017	04/18/2017	10/2016 11/2011 05/2006		07/01/1984
4748	Southern West Virginia Community and Technical College Student Government Constitution	12/08/2009	12/08/2009		12/08/2009 Reconstruct as a procedure	07/01/1985
4770	Student Rights and Responsibilities	05/19/2016	04/19/2016	09/20/2005	09/20/2005	09/01/2000
4786	Transfer Student Requirements and Credit Evaluation	07/24/2015	06/24/2015	10/2014 09/01/2009 09/01/2000		07/01/1984
4825	Transfer of Student Credit Hours from Another Institution	12/08/2009	12/08/2009	09/20/2005	12/08/2009 Reconstruct as a procedure.	03/01/1985
5000	FINANCE					
5050	Assessment, Payment, and Refund of Tuition and Fees	05/19/2016	04/19/2016	01/2016 11/2015 06/2011 01/11/2011		01/15/2002
5051	Reduced Tuition and Fee Program for State Residents Age 65 and Older	12/10/2013	12/10/2013 06/26/2019 BOG released for 30-day comment period ending 07/27/2019.	09/04/2013 08/05/2008 12/09/2005		12/02/2004

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
5065	Awarding of Undergraduate Tuition and Fee Waivers	07/17/2014	06/17/2014 06/26/2019 BOG released for 30-day comment period ending 07/27/2019.	05/02/2019 02/24/2014 12/04/2013 08/2008 08/2006 02/21/06		01/15/2002
5065.A	Employee Tuition Waiver Application	07/17/2014	06/17/2014 06/26/2019 BOG released for 30-day comment period ending 07/27/2019.	05/02/2019 02/24/2014		12/2012
5066	Third-Party Tuition and Fee Waivers	01/09/2015	12/09/2015	09/03/2014 06/2010		03/2010
5074	Selection, Adoption and Sale of Textbooks and Other Course Materials	05/21/2015	04/21/2015	12/03/2014		06/2010
5075	Bookstore Textbook Procedures	03/02/2010	03/02/2010	09/01/2000	03/02/2010	07/01/1984
5100	Disposition of Sale of Surplus/ Excess Property	11/30/2017	10/30/2017	06/2017		02/2005
5260	Meeting Financial Exigencies	04/05/2018	03/05/2018	11/02/2017 04/2013 07/2011 10/2003		05/27/1988
5525	Maintenance Work Order Request System	04/19/2011	04/19/2011	09/01/2000	04/19/2011 Reconstruct to a procedure.	07/01/1984
5620	Traffic and Vehicle Speed, Flow, and Parking Regulations Policy	07/21/2016	06/21/2016	09/2010 09/01/2000		02/01/1989
5620.A	Decal Log	02/15/2011	02/15/2011	09/01/2000	02/15/2011	02/01/1989
5780	Travel Regulations	02/18/2014	02/18/2014	11/2013 12/2011 02/25/2004		09/2002
5830	Use of Southern West Virginia Community and Technical College Vehicles	05/19/2016	04/19/2016	01/2016 01/2010 09/01/2000		01/28/1991

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6000	ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT					
6125	Contractual Training for Workforce Development	12/09/2008	12/09/2008	07/2001	12/09/2008 Reconstruct as a procedure.	07/01/1999
7000	TECHNOLOGY					
7000	Email Established as an Official Form of Communication	09/21/2018	08/21/2018	04/27/2018		02/03/2012
7125	Information Technology Acceptable Usage	07/24/2015	06/24/2015	09/2014 02/2009 09/01/2000		07/07/1997
7680	Reports for External Use	10/15/2009	10/15/2009	07/27/2000	10/15/2009 Reconstruct as a procedure.	05/01/1985
7688	Reports for Internal Use	10/15/2009	10/15/2009	07/27/2000	10/15/2009 Reconstruct as a procedure.	05/01/1985
7712	Requests for Media Service and Television Agreements	12/09/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	05/01/1985
7720	Security of Management Information Technology	07/24/2015	06/24/2015	09/2014 02/2009 09/01/2000		05/01/1988
8000	BOARD OF GOVERNORS					
8600	Board of Governors Operational Guidelines Policy	07/19/2018	06/19/2018	03/01/2018 09/28/2012 10/18/2007		08/2001
8600.A	Board of Governors Operational Guidelines	07/19/2018	06/19/2018	03/01/2018 10/20/2013 09/28/2012 02/19/2008 09/2007 06/10/2002		08/2001
8601	Emergency Presidential Succession Plan	09/18/2014	08/19/2014			06/17/2014