Southern

WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE

Institutional Governance System Handbook
Effective July 1, 2008

a tradition of learning ... a vision of greatness

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SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE INSTITUTIONAL GOVERNANCE SYSTEM STRUCTURE

General Responsibilities and Guiding Principles of Governance

Southern West Virginia Community and Technical College has established a decision-making system based on consultative governance. This system provides for participation by, and consultation with, representative constituents from the College. Constituents of the College include administrators, faculty, classified staff, students, and district residents.

Southern has defined consultative governance as a collaborative process that involves representatives from the College working in a climate of mutual trust and respect. These representatives gather and share information related to significant issues and work toward decisions on those issues in accordance with the mission, vision, purposes, and values of the College. Governance-related interaction among constituent groups provides the balance of stability and change necessary for the advancement of the College.

The following principles guide this governance process:

Disclosure
- Open and constructive participation among constituents.
- A willingness to actively listen to each other.
- Early opportunities for discussion, information sharing, and input on any topic.
- Time for all constituent groups affected by an issue to share information and to state their position(s) on proposed actions.

Responsiveness
- Due consideration and mutual trust of all constituents affected by an issue.
- Timely action and communication on all issues and proposals.
- Ernest efforts by all constituencies to understand divergent perspectives.

Accountability
- Shared integrity and responsibility in all adopted governance policies and procedures.
- Continual monitoring and refinement of governance policies and procedures by representative of the entire College Community.
- Sincere effort to make the governance process work in a timely and effective manner.

Throughout the process of disclosure, responsiveness, and accountability, the constituents recognize that the College administration is ultimately responsible for making decisions regarding issues and concerns advanced by this system of consultative governance.

INSTITUTIONAL BOARD OF GOVERNORS

SECTION 1. PURPOSE
1.1 As prescribed in West Virginia Code, §18B-2A-1, effective the first day of July 2001, the Board of Governors of Southern West Virginia Community and Technical College were officially appointed by the Governor of the State of West Virginia to serve as a representative body of its constituents to set forth policies to govern the best interests of the College in accordance with the statues of West Virginia.

SECTION 2. BOARD PRINCIPLES
2.1 The Board's governance style is intended to encourage diversity of viewpoints and collective rather than individual decision making. Prior to setting policy, the Board will insure that input has been received from a variety of sources to insure representation of constituents and staff and sound decision making principles.

2.2 The Board's focus will be on providing strategic leadership and representing the community it serves rather than administrative detail.

2.3 The role of the Board of Governors is to:
   2.3.1 Establish the Mission, Vision, and Master Plan of the College and set clear written policy direction that is focused on community needs.
   2.3.2 Represent the community by knowing and understanding its needs and seeking a variety of perspectives when setting college policy.
   2.3.3 Define standards for college operations which set forth high quality programs, ensure wise and prudent expenditure of funds and fair and equitable treatment of students and employees.
   2.3.4 Monitor the performance of the College to insure progress toward defined goals and adherence to policies.
   2.3.5 Select, hire and retain the President and to define and monitor the President's performance through periodic evaluations.
   2.3.6 Promote the College in the community and advocate for its interests with government officials and in its fund-raising efforts.
   2.3.7 Create a positive leadership environment which fosters learning and focuses on outcomes.
   2.3.8 Act with integrity, promoting ethical behavior in all college dealings.
   2.3.9 Function as a unit, speaking with one voice which recognizes that the power of Board rests with the whole Board, not individual members.

SECTION 3. GENERAL
3.1 The President is the Chief Executive Officer of the College and the Board's single link with operating the institution. The role of the Board is to provide clear policy direction to the President with respect to the College's Master Plan and Institutional Compact. The role of the President is to carry out the Board's direction and administer the day-to-day operations of the College.

SECTION 4. BOARD DELEGATION OF ADMINISTRATIVE AUTHORITY

4.1 The Board delegates to the President the function of formulating, implementing, directing and evaluating administrative policies and regulations under which the college will operate. These policies and regulations will govern the College and be consistent with Board policy.

SECTION 5. MEMBERSHIP (12 Voting Members)

1-9. Lay citizens as appointed by the Governor of the State of West Virginia
10. Full-time Faculty Representative
11. Full-time Classified Employee Representative
12. Full-time Student Representative

INSTITUTIONAL GOVERNANCE SYSTEM PROCEDURES

1. All recommendations for action presented to a standing committee of the College Governance System (e.g., policy/procedure creation, revision, elimination, etc.) must be submitted using the format outlined in the Institutional Governance System Recommendation Form.

2. Recommendations may be submitted by an individual employee, a committee, or another recognized body (staff council, faculty senate, student government, etc.).

3. A request for an item (recommendation) to be placed on a committee agenda must be made in writing (e-mail request will suffice), and received by the committee chair a minimum of five days prior to the committee's scheduled meeting.

4. The individual making the request is expected to make a presentation of the agenda item to the appropriate committee and to present a signed copy of the completed Institutional Governance System Recommendation Form. If accompanying materials are required, a copy of such materials must be provided for all members of the committee unless the documentation is of such size/quantity that copying is cost prohibitive.

5. The committee receiving the recommendation may choose to approve or reject the recommendation or may suggest modification to the recommendation. All official action of the standing committee must be properly documented in the meeting minutes. Written notice of action taken, accompanied by the official recommendation form and accompanying materials, is to be forwarded to the next appropriate level, depending on the nature of the request, within seven working days of the meeting in which the action is taken.

6. Typically, a request for action will be forwarded as follows:

Governance Committee	**Recommendation Forwarded to:**
1. Assessment	Academic Affairs Management Council
2. Curriculum and Instruction	Academic Affairs Management Council
3. Enrollment Management	Executive Council
4. Finance, Facilities and Technology	Executive Council
5. Quality Integrated Services	Executive Council
6. Strategic Planning Review	Executive Council
7. Teaching-Learning Center	Academic Affairs Management Council

7.   Academic Affairs Management Council (AAMC) or Executive Council actions requiring approval of the President shall be presented in writing using the approved Institutional Governance System Recommendation Form and accompanied by any other documentation presented at the lower level(s). The President shall respond in writing to the individual, committee, senate, council, or other recognized group making recommendations within 14 working days of receiving a recommendation.

8.   Recommendations by the Faculty Senate and/or Classified Staff Council may be submitted to a standing committee, administrative unit head, or directly to the President. The President may choose to refer any such recommendations to a standing committee or other appropriate individual(s) for consideration and response.

9.   Recommendations requesting and/or requiring policy action (creating new policy, revision or elimination of existing policy) shall be presented to the Board of Governors for approval only after appropriate review and recommendation for action by standing committees, councils and/or administrative units, and upon recommendation by the President.

INSTITUTIONAL GOVERNANCE SYSTEM RECOMMENDATION FORM

RECOMMENDED BY: _____

CHECK ONE: ☐ Individual ☐ Committee ☐ Council/Senate

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1. STATEMENT OF RECOMMENDATION:

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2. RATIONALE:

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3. BENEFITS (List all constituents who would benefit):

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4. _____

    Signature of Committee Chair or   Date
    Individual Submitting the Recommendation

5.   PRESIDENT'S RECOMMENDATION:

_____

_____

_____

_____

6.   _____
     President's Signature   Date

7.   _____
     Board of Governors Chair Signature   Date

Copied to:
     Submitting Individual, Committee Chairperson, or Council/Senate Chairperson
     Executive Vice President

INSTITUTIONAL GOVERNANCE SYSTEM COMMITTEE STRUCTURE

The College committee structure shall consist of Standing Committees and advisory groups such as Senates/Councils, and Employee Advisory Councils. The President will assign other committees as required on an ad hoc basis.

SECTION 1. COMMITTEE ASSIGNMENTS
1.1   Committee memberships are for two-year terms with reassignments being made in April of every odd year.
1.2   Committee membership, where possible and appropriate, will be comprised of representatives of the following constituencies:
    1.2.1   Administration as appointed by the President or designee.
    1.2.2   Faculty at-large as elected by the faculty assembly.
    1.2.3   Classified Staff at-large as elected by the classified staff assembly.
    1.2.4   Membership by virtue of constituent position.
    1.2.5   Faculty membership by academic division/program area as elected by same.
    1.2.6   Staff membership by department as elected by same.
    1.2.7   Student membership as appointed by the Vice President for Student Services.
    1.2.8   Board of Governors membership as recommended by the Board of Governors.

1.3   The Classified Staff Council and Faculty Senate's purpose, membership, procedures and meeting schedules shall be in compliance with their Constitutions and West Virginia State Code.

1.4   All other seats not specified will be by election from within the committee. Any membership recommendations or appointments are subject to the approval of the President. Appointments and recommendations will be submitted to the Office of President by May 15th of the odd year, and will become effective at the beginning of the next academic year.

1.5.   Any committee member may request a change in appointment by requesting such in writing to the President.

SECTION 2. FILLING OF COMMITTEE VACANCIES
2.1   Recommendations to fill committee vacancies are to be made to the President. These recommendations are to be made within 15 days of notification of a vacancy during the academic year. Vacancies occurring during the summer or between semesters are to be filled within 15 days of the beginning of the next subsequent semester.

SECTION 3. OFFICERS
3.1   Officers will be elected during the first meeting of each academic year. Each committee shall elect a Chair and Vice Chair. A staff person will be assigned to each governance committee for the purpose of taking minutes. This individual will be one who has the training, expertise and/or experience necessary to record minutes. He/she is not a committee member. This will be a two-year assignment.

STANDING COMMITTEES

There shall be seven standing committees:
1. Assessment
2. Curriculum and Instruction
3. Enrollment Management
4. Finance, Facilities, and Technology
5. Quality Integrated Services
6. Strategic Planning Review
7. Teaching-Learning Center

1.   ASSESSMENT COMMITTEE
The Assessment Committee will submit recommendations to the Academic Affairs Management Council.

SECTION 1.   PURPOSE
1.1   The committee will provide input regarding the assurance of quality and consistent teaching and learning through admissions and exit standards, prerequisite course or test score review, assessment of programs, and evaluation of the success of Southern students. Additionally, this committee will work with other committees to establish and distribute standards for portfolio evaluation. The committee will also be responsible for assuring that state, federal, and college assessment standards are reviewed, evaluated, and communicated to all parties concerned.

SECTION 2.   OFFICERS
2.1   The Chair shall be elected by committee members. He/she shall have been employed by Southern two full years prior to serving as chair. The Vice Chair shall be elected by committee members.

SECTION 3.   MEMBERSHIP
3.1   The committee is comprised of thirteen (13) voting members and three (3) ex-officio non-voting members:
    1-10.   Ten (10) faculty members elected by department faculty. One from each academic department: Allied Health, Business, Criminal Justice, Humanities, Mathematics, Natural Sciences, Nursing, Social Sciences, Technology, and Transitional Studies.
    11.   Past Assessment Committee Chair
    12.   ADA Compliance Officer
    13.   Student Representative (Elected by the Student Government Association)

    Ex-officio Non-voting Members
    1. Vice President for Academic Affairs
    2. Dean, Career and Technical Division
    3. Dean, University Transfer Division

2. CURRICULUM AND INSTRUCTION COMMITTEE
The Curriculum and Instruction Committee will submit recommendations to the Academic Affairs Management Council.

SECTION 1. PURPOSE
1.1   The committee will focus on curricular issues of the College and be responsible for submitting recommendations to the Academic Affairs Management Council. Recommendations pertaining to starting new academic programs or discontinuing existing programs shall be reviewed by the Executive Council prior to presentation to the Board of Governors. Responsibilities of the Curriculum and Instruction Committee include continuous review of curricula to ensure that all new and existing academic programs and/or courses provide quality learning experiences in a coherent manner. The scope of the committee will include curriculum development as well as instructional delivery. The committee will establish procedure, format, and deadlines for curricular changes presented to the committee.

SECTION 2. OFFICERS
2.1   The Chair shall be elected by committee members. He/she shall have been employed by Southern as a faculty member for two full years prior to serving as chair. The Vice Chair shall be elected by committee members.

SECTION 3. MEMBERSHIP
3.1   The committee is comprised of twelve (12) voting members and four (4) ex-officio non-voting members:
   1-10.   Ten (10) faculty members elected by department faculty. One from each academic department: Allied Health, Business, Criminal Justice, Humanities, Mathematics, Natural Sciences, Nursing, Social Sciences, Technology, and Transitional Studies.
   11.   Registrar
   12.   Instructional Technologist

   Ex-officio Non-voting Members
   1. Vice President for Academic Affairs
   2. Dean, Career and Technical Division
   3. Dean, University Transfer Division
   4. Director, Off-campus Instruction

3. **ENROLLMENT MANAGEMENT COMMITTEE**
    The Enrollment Management Committee will submit policy recommendations to the Academic Affairs Management Council or Executive Council depending upon specific action requested.

SECTION 1.   PURPOSE
1.1   To make recommendations on a college wide uniform effort addressing the areas of recruitment, registration, orientation, retention, marketing, college success, and career services. The committee focuses on individuals throughout the service district as potential, current and previously served customers.

SECTION 2.   OFFICERS
2.1   The Chair shall be elected by committee members. He/she shall have been employed by Southern for two full years prior to serving as chair. The Vice Chair shall be elected by committee members.

SECTION 3.   MEMBERSHIP – To be determined

4. FINANCE, FACILITIES, AND TECHNOLOGY COMMITTEE

The Finance, Facilities and Technology Committee will submit recommendations to the Executive Council.

SECTION 1. PURPOSE

1.1 The committee will be responsible for submitting recommendations to the Executive Council in planning for the acquisition, allocation, maintenance, alterations to and use of the physical and financial resources of the College, including but not limited to, buildings, grounds, equipment, computers, and other technology for the college-owned or operated locations.

SECTION 2. OFFICERS

2.1 The Chair shall be elected by committee members. He/she shall have been employed by Southern for two full years prior to serving as chair. The Vice Chair shall be elected by committee members.

SECTION 3. MEMBERSHIP

3.1 The committee is comprised of eighteen (18) voting members and nine (9) ex-officio non-voting members:

1-4.   Two faculty members elected from each academic division
5-8.   Directors of Campus Operations – Boone, Logan, Williamson, and Wyoming
9-10.   Business Managers – Logan and Williamson
11.   Lead Maintenance Representative
12.   Enrollment Management/Student Development Representative
13.   Associate Controller
14.   ADA Compliance Officer
15.   Instructional Technologist
16.   Web and Graphic Designer
17.   Media and TV Program Coordinator
18.   Director of Media Support/Learning

Ex-officio Non-voting Members
1. Executive Vice President
2. Chief Financial Officer
3. Chief Technology Officer
4. Vice President for Academic Affairs
5. Vice President for Communications
6. Vice President for Development
7. Vice President, Economic, Community and Workforce Development
8. Vice President, Enrollment Management / Student Development
9. Human Resources Administrator

5.   QUALITY INTEGRATED SERVICES COMMITTEE
The Quality Integrated Services Committee will submit recommendations to the appropriate administrative unit and/or the Executive Council.

SECTION 1.   PURPOSE
1.1   The committee is charged with continuous review of processes and services to be delivered to students and other customers of the College. The committee provides recommendations to any unit responsible for delivery of such services for the purpose of improving the quality, efficiency and effectiveness of such processes and services. The committee will conduct a regular review and evaluation of services including but not limited to assessment and collection of tuition and fees, refunds, bookstore services, food services, recruitment efforts, admissions, registration processes, financial aid, technology support, and the availability and access to various technologies needed to enhance the delivery, effectiveness and efficiency of these services.

SECTION 2.   OFFICERS
2.1   The Chair shall be elected by committee members. He/she shall have been employed by Southern for two full years prior to serving as chair. The Vice Chair shall be elected by committee members.

SECTION 3.   MEMBERSHIP
3.1   The committee is comprised of seventeen (17) voting members and eight (8) ex-officio non-voting members:
    1-4.   Directors of Campus Operations – Boone, Logan, Williamson, and Wyoming
    5-8.   Student Program Advisors – Boone, Logan, Williamson, and Wyoming
    9-10.   Business Managers – Logan and Williamson
    11.   Dean of Enrollment Services/Registrar
    12.   Dean of Student Development/Special Services
    13.   Director, Student Financial Assistance
    14.   Student Records Assistant
    15.   Technology Services Representative
    16.   Workforce Development Representative
    17.   Student Services Specialist

    Ex-officio Non-voting Members
    1. Chief Financial Officer
    2. Chief Technology Officer
    3. Vice President for Academic Affairs
    4. Vice President for Communications
    5. Vice President for Development
    6. Vice President, Economic, Community and Workforce Development
    7. Vice President, Enrollment Management / Student Development
    8. Human Resources Administrator

6.   STRATEGIC PLANNING REVIEW COMMITTEE
The Strategic Planning Review Committee submits policy recommendations to the Executive Council.

SECTION 1.   PURPOSE
1.1   The strategic planning process at Southern is a comprehensive, integrative and inclusive mechanism to develop a "living" document for addressing institutional strategic development.

1.2   The Strategic Planning Review Committee is charged with continuous oversight of the Institutional Strategic Plan and to assure that appropriate communication, feedback, and involvement is shared by the college community.

1.3   Any individual or group is encouraged to actively participate in the strategic planning process and to make recommendations for change or modification of the plan by submitting them in writing to the Strategic Planning Review Committee.

SECTION 2.   OFFICERS
2.1   The Chair and Vice Chair shall be elected by the committee members.

SECTION 3.   MEMBERSHIP
3.1   The committee is comprised of fourteen (14) voting members:
   1-2.   Administrators (appointed by the President)
   3-6.   One faculty member from each campus (appointed by the Vice President for Academic Affairs
   7-11.   One staff member from each campus/district office (elected)
   12.   Classified Staff Council Chair
   13.   Faculty Senate Chair
   14.   Student Representative

7.   TEACHING/LEARNING CENTER COMMITTEE
The Teaching/Learning Center Committee submits policy recommendations to the Academic Affairs Management Council (AAMC).

SECTION 1.   PURPOSE
1.1   The committee will provide oversight of the Teaching/Learning Centers (TLC) and make recommendations for the Centers. The committee shall also provide input to other institutional governance committees and units regarding policies and procedures that promote teaching and learning. The committee shall serve as the professional development committee for faculty.

SECTION 2.   OFFICERS
2.1   The Chair and Vice Chair shall be elected by the committee members. Officers shall be faculty members who have been employed by Southern for at least two years. Officers shall serve a term of two years.

SECTION 3.   MEMBERSHIP
3.1   The committee is comprised of ten (10) voting members and two (2) ex-officio non-voting members:
1-10.   One faculty member elected from each of the ten academic departments.

Ex-officio Non-voting Members
1.   Vice President for Academic Affairs
2.   Instructional Technologist

Councils/Senates

1.   **CLASSIFIED STAFF COUNCIL**
      The Classified Staff Council submits recommendations to standing committees, administrative unit heads, or directly to the President.

SECTION 1.   PURPOSE

1.1   As prescribed in West Virginia Code, §18B-6-4b, effective April 1, 2003, there is established at each state institution of higher education an institutional classified employees advisory council to be known as the staff council.

SECTION 2.   OFFICERS

2.1   The Chair is elected at large by the classified staff assembly. The Vice Chair and Secretary are elected by the Classified Staff Council membership.

SECTION 3.   MEMBERSHIP

3.1   The Council is comprised of seventeen (17) voting members:
      1-2.   Administrative/Managerial Sector Representatives
      3-4.   Professional/non-teaching Sector Representatives
      5-6.   Paraprofessional Sector Representatives
      7-8.   Secretarial/Clerical Sector Representatives
      9-10.   Physical Plant/Maintenance Sector Representatives
      11.   Classified Staff Council Chair
      12.   Boone/Lincoln Campus Representative
      13.   District Office Representative
      14.   Logan Campus Representative
      15.   Williamson Campus Representative
      16.   Wyoming/McDowell Campus Representative
      17.   Advisory Council of Classified Employees Representative (Ex-officio, voting)

3.2   Pursuant to West Virginia Code, §18B-6-4b(1), during the month of April of each odd-numbered year, the classified staff assembly elect two classified employees from each of five defined sectors of employment — administrative/managerial; professional/non-teaching; paraprofessional; secretarial/clerical; physical plant/maintenance — to serve on the Classified Staff Council.

3.3   On April 2, 2003, the Classified Staff Council of Southern West Virginia Community and Technical College voted to expand its membership to incorporate one classified staff representative from each geographic location — Boone/Lincoln; District Office; Logan Campus; Logan Downtown Annex; Williamson; Wyoming/McDowell.

3.4   The Advisory Council of Classified Employees and Board of Governors representatives are elected by the classified staff assembly. Campus representatives are elected by the individual campus staff. Terms are for two years and members of the Council are eligible to succeed themselves.

2. FACULTY SENATE

The Faculty Senate submits policy recommendations to standing committees, administrative unit heads, or directly to the President.

SECTION 1. PURPOSE

1.1 The Faculty Senate will act on issues as stated in the Faculty Constitution along with any other issues as directed by the administration and the governance structure.

1.2 The Faculty Senate may review and recommend to the Executive Council all policy and procedures submitted from the governance structure.

1.3 The Faculty Senate may review faculty policy and procedures with the President and the Vice President for Academic Affairs.

SECTION 2. OFFICERS

2.1 The Chair, Vice Chair and Secretary as elected by the Senate membership.

SECTION 3. MEMBERSHIP

3.1 The Faculty Senate is comprised of ten (10) voting members:
  1-3. Three faculty representatives from the Williamson Campus
  4-6. Three faculty representatives from the Logan Campus
  7. One faculty representative from the Boone Campus
  8. One faculty representative from the Wyoming Campus
  9. Advisory Council of Faculty Representative (Ex-officio, voting)
  10. Board of Governors Representative (Ex-officio, voting)

3.2 The Advisory Council of Faculty and Board of Governors representatives are elected by the faculty assembly. Campus representatives are elected by the individual campus faculty. Terms are two years, rotating depending upon campus location.

ADVISORY COMMITTEES

There are two groups which shall serve college-wide as advisory committees to the President. They are the Financial Exigency and Student Government Associations.

1.   FINANCIAL EXIGENCY
The Financial Exigency Committee makes recommendations to the President.

SECTION 1.   PURPOSE
1.1   To establish policy and procedures for financial exigency at Southern West Virginia Community and Technical College.

SECTION 2.   OFFICER
2.1   The Chair is a member of the Board of Governors and is elected by the Board membership.

SECTION 3.   MEMBERSHIP
3.1   The committee is comprised of nine (9) voting members and one (1) non-voting member:
   1.   Elected Board of Governors Member (Chair, non-voting)
   2.   Elected Student Government Representative
   3-4.   Elected Classified Staff Members
   5-6.   Elected Faculty Members
   7.   Chief Financial Officer
   8.   Appointed Administrator
   9.   Advisory Council of Classified Employees Representative
   10.   Advisory Council of Faculty Representative

2.   STUDENT GOVERNMENT ASSOCIATIONS

SECTION 1.   PURPOSE
1.1   Each campus shall have a duly elected Student Government Association to represent the students of that campus regarding pertinent issues. Each campus Student Government Association shall also serve in an advisory capacity to the President.