

**Southern West Virginia Community and Technical College
Classified Staff Council
September 24, 2020
2:00pm
Microsoft Office Teams
Special Meeting Minutes**

Members Present: Patricia Miller, Classified Staff Chair; Ruby Runyon, Secretarial/Clerical/Office Representative; Kim Maynard, Executive Administrative/Managerial Representative; James Parker, Boone/Lincoln Campus Representative; Patty Brooks, Wyoming Campus Representative; Carol Jobe, Technical Paraprofessional Representative; Beverly McDonald, Professional/Non-Faculty Representative; Jackie Whitley, Professional/Non-Faculty Representative; Rhonda Collins, Williamson Campus Representative; Jennifer Dove, Vice Chair, Secretarial/Clerical/Office Representative; Danny White, Service/Craft Maintenance Representative.

Members Absent: Scott Prichard, Service/Craft Maintenance Representative; Lee Stroud, Technical Paraprofessional Representative; Cheryl Elliott Hicks, Logan Campus Representative;

Ex-Officio Members: Chris Gray, ACCE Representative
Dianna Toler, BOG Representative (Absent)

Staff Present: Donna Lafferty

1. Verification of Quorum and Call to Order

Chair Miller called the special meeting to order at 2:05 p.m. Chair Miller scheduled the meeting to discuss Southern West Virginia Community and Technical College's Holiday Schedule and revision of SCP-2360-Holidays.

2. Purposed Holiday Calendar

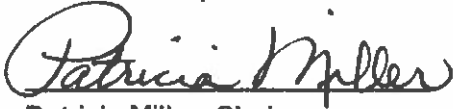
Chair Miller opened the floor for discussion concerning the 2021-2022 Holiday Schedule. After some revision, Chris Gray made a motion to accept the 2021-2022 Holiday Schedule as presented. Patty Brooks seconded the motion and all were in favor. Chair Miller will send to Emma Baisden.

3. SCP-2360-Holidays

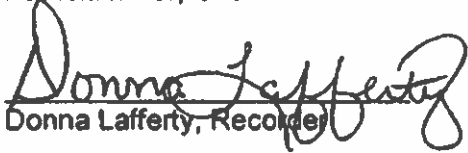
Due to a change in West Virginia State Code §2-2-1 - Legal Holidays, Chris Gray revised Southern's Holiday Policy to reflect the changes made by the West Virginia Legislature. Chair Miller opened the floor for discussion. After some discussion, Chris Gray motioned to accept the revised policy and to send the policy directly to President Alderman's office. Patty Brooks seconded that motion and all were in favor.

4. Adjournment

There being no further business, Chair Miller asked for a motion to adjourn. Kim Maynard made a motion to adjourn, and Chris Gray seconded the motion. The meeting adjourned at 2:36pm.



Patricia Miller, Chair



Donna Lafferty, Recorder

FY 2022 (TENTATIVE)
July 2021 - June 2022 (United States)

4th of July must be observed on Monday

Observances/Non Year's Start & Observed on Friday

Flex on Mondays
 Dec 20th / Dec 27th

Changes for Self policy / W/Code
 timeanddate.com

July 2021

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August 2021

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31					

September 2021

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October 2021

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November 2021

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31					

December 2021

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January 2022

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February 2022

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March 2022

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April 2022

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May 2022

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June 2022

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(1) PRIMARY ELECTION

6 - Special
 6 - Alternates

NOTE: No Additional 1/2 days
 Christmas / New Year's
 Holidays are on Saturdays

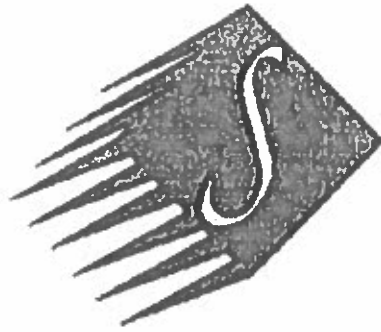
Additional Days to
 Spring Break

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0:1 0:9 0:16 0:23 0:30

0:3 0:16 0:22 0:30

0:7 0:14 0:20 0:28



Memorandum

To: Dr. Pamela Alderman, President

From: Patricia Miller, Chair, Classified Staff Council

Date: September 24, 2020

Subject: Holiday Schedule FY 2021/2022

At the September 24, 2020 meeting of the Classified Staff Council, we voted to recommend the attached Holiday Schedule for Southern West Virginia Community and Technical College for fiscal year 2021/2022.

WV State Code and Procedural Rule Series 14 requires that we observe specified holidays on the day designated. Independence Day (July 4th) will be observe by state agencies on Monday, July 5th, 2021 as per policy. Christmas Day (2021) and New Year's Day (2022) fall on Fridays. Therefore, in order to observe these holidays, we recommend moving our flex day from Friday to Monday in the weeks that these holidays fall. This has been done in the past and would prevent employees from using two days of their accumulated leave during the Christmas Break. We would then be designating December 21, 22, 23, 28, 29, and 30 (our six alternate days) to be set aside for the 2022 Christmas Break. We suggest Monday, May 30th, 2022 for Memorial Day holiday.

The schedule takes into consideration Title 133 Procedural Rule of the WV Higher Education Policy Commission Series 14 Holidays, Title 135 Procedural Rule of the WV Council for Community & Technical College Education Series 14 Holidays, Southern's four-day week schedule, the State of WV Holiday Schedule and the WV State Code.

Thank you for your consideration of this request.

Southern West Virginia Community and Technical College
Holiday Schedule
Fiscal Year 2021-2022

Monday, July 5, 2021	* Independence Day
Monday, September 6, 2021	* Labor Day
Thursday, November 25, 2021	* Thanksgiving Day
Tuesday, December 21, 2021	Alternate (in lieu of Veteran's Day)
Wednesday, December 22, 2021	Alternate (in lieu of WV Day)
Thursday, December 23, 2021	Alternate (in lieu of Lincoln's Birthday)
Friday, December 24, 2021	* Christmas Day
Tuesday, December 28, 2021	Alternate (in lieu of President's Day)
Wednesday, December 29, 2021	Alternate (in lieu of Columbus Day)
Thursday, December 30, 2021	Alternate (in lieu of Election Day)
Thursday, December 31, 2021	*New Year's Day
Monday, January 17, 2022	* Martin Luther King Jr. Day
Monday, May 30, 2022	Memorial Day

***As designated by West Virginia Code § 2-2-1 and Procedural Rule Series 14-Holidays § 3.1**

For the purpose of taking into consideration Southern's academic calendar, holidays indicated as "Alternate" are in lieu of the Year 2021 Columbus Day, Veteran's Day, Election Day, and Year 2022 President's Day, Lincoln's Birthday, and West Virginia Day.

D
Policy
to be Revised.
9/24/2020

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2360**

SUBJECT: Holidays

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

ORIGINATION: January 31, 2003

EFFECTIVE: January 12, 2018

REVIEWED: September 2017

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to determine holidays that will be observed by the employees of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is limited in scope and applicable to the employees of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

- 4.1 It is the policy of Southern West Virginia Community and Technical College to afford its employees appropriate opportunities for holiday observances in accordance with West Virginia Council for Community and Technical College Education requirements.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 **Full Holidays** - In accordance with the West Virginia Council for Community and Technical College Education requirements, the number of holidays shall be twelve, plus additional days for any statewide, primary or general election.

- 6.1.1 **Designated Holidays** - Six designated holidays - New Year's Day, Martin Luther King, Jr.'s Birthday, Independence Day, Labor Day, Thanksgiving Day and Christmas Day - shall be observed by the employees of Southern West Virginia Community and Technical College in accordance with

2)
1/24/2020

the West Virginia Council for Community and Technical College Education requirements.

- 6.1.2 **Alternate Schedule Holidays – Six holidays – Lincoln’s Birthday, President’s Day, Memorial Day, West Virginia Day, Columbus Day, and Veterans’ Day – may be scheduled by the President on alternate dates from the date on which the holiday occurs.**
- 6.2 **Elections Holidays – Any scheduled work day on which a general, primary or special election is held is a holiday and shall be considered an alternate schedule holiday by the institution. Elections held on days the College is closed will not be designated as a holiday.**
- 6.3 **Additional Holidays Proclaimed by a Duly Constituted Authority – All holidays proclaimed by the President of the United States, the Governor of the State of West Virginia or other duly constituted authority shall be observed by the employees of Southern West Virginia Community and Technical College. However, the President may designate alternative dates that such additional holidays are to be observed if the operational needs of the institution require such an adjustment.**
- 6.4 **Half-Holidays – One-half day preceding Christmas or New Year’s Day shall be designated and observed as a holiday by the employees of Southern West Virginia Community and Technical College when either such holiday falls on a Tuesday, Wednesday, Thursday, or Friday.**
- 6.5 **Reporting and Publication – The President shall submit a holiday schedule to the Chancellor prior to June 30 of each year. The President shall post a list of holidays to be observed in the upcoming fiscal year at appropriate campus locations and shall cause further publication of the holiday schedule as is deemed appropriate.**

SECTION 7. RESPONSIBILITIES

- 7.1 **The President shall cause the terms of this policy to be observed.**

SECTION 8. CANCELLATION

- 8.1 **None.**

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair

Date

President

Date

③
7/24/2020

Attachments: None.

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

Revision Notes: March 2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions reflect change in governance to Community and Technical College System. Policy was reformatted.

July 2012 - One revision was made to clarify that election days will be observed as holidays when they fall on a regularly scheduled workday. Elections held on days the College is closed will not be designated as a holiday.

September 2017 - This policy was reviewed with no recommended revisions.

