



Southern

**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE**

BOARD OF GOVERNORS

**FEBRUARY 19, 2008
AGENDA**

Members

Kevin N. Fowler, Chair
James R. Sheatsley, Vice Chair
George Kostas, Secretary
Linda Q. Akers
Shelley T. Huffman
Dr. David R. Pierce

Terry R. Sammons
Glenn T. Yost
Wilma J. Zigmund
Michael Baldwin
Elston Johnson
George Morrison

Joanne Jaeger Tomblin
President

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
 BOARD OF GOVERNORS
 MEETING OF FEBRUARY 19, 2008
 ROOM 428 — CENTER FOR ALLIED HEALTH AND TECHNOLOGY**

AGENDA

1. Welcome and Call to Order Mr. Kevin Fowler
Board Chair
2. Classified Staff Council Annual Presentation Mr. Chris Gray
Advisory Council of Classified Employees Representative
3. President’s Report Ms. Joanne Jaeger Tomblin
President
4. Action Items pp. 2-116
 1. Approval of November 20, 2007 Minutes pp. 2-8
 2. Approval of The Greater Kanawha Valley Foundation Grant Application . . . pp. 9-21
 3. Approval of the Southern WV Community and Technical College
Strategic Goals pp. 22-23
 4. Final Approval of Proposed Policies pp. 24-70
 1. SCP-2171, Professional and Educational Requirements for
Faculty pp 24-29
 2. SCP-3637, General Education Philosophy and Goals pp. 30-32
 3. SCP-2156, Drug and Alcohol Policy pp. 33-42
 4. SCP-2575, Overtime and Compensatory Time pp. 43-49
 5. SCP-2580, Part-time Employees: Classified Staff
and Adjunct Faculty pp. 50-53
 6. SCP-2700, Reduction in Work Force, Classified Personnel pp. 54-60
 7. SCP-2701, Reduction in Work Force, Faculty Personnel pp. 61-65
 8. SCP-2825, Salary Administration pp. 66-70
 5. Approval of Policies for 30-day Public Comment Period pp. 71-116
 1. SCP-1000, Manuals, Announcements and Policies (MAP)
Development System pp. 71-89
 2. SCP-1435, Inclement Weather and Emergency Situation Policy pp. 90-95
 3. SCP-2005, Catastrophic Leave pp. 96-102
 4. SCP-2360, Holidays pp. 103-106
 5. SCP-8600.A, Board of Governors Operational Guidelines pp. 107-116
5. Discussion Items pp. 117-120
 1. Transfer of property from the WV Higher Education Policy Commission
to the Southern WV Community and Technical College
Board of Governors p. 117
 2. Governors Proposed Budget to the Legislature p. 118
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 4. Board of Governors Legislative Ad Hoc Committee Report p. 120
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7. Adjournment Chair Fowler

**Southern West Virginia Community and Technical College
Board of Governors Meeting of November 20, 2007
Boone/Lincoln Campus, Room 110
3505 Daniel Boone Parkway, Danville, WV**

DRAFT

Board Members Present: Kevin Fowler, James Sheatsley, Linda Akers, George Kostas, Terry Sammons, David Pierce, Glenn Yost, Michael Baldwin, George Morrison, Elston Johnson

Board Members Absent: Shelley Huffman, Wilma Zigmond

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Samuel Litteral, Cathy Smith-Cox, Cindy Crigger, Ron Lemon, Ron Hamilton, Patricia Clay, Pam Alderman, Cindy McCoy, Emma Baisden

Guests: Tom Heywood, General Counsel, Chris Deweese, Chris Cobb, Patricia Miller

1. Call to Order:

Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:05 p.m.

2. President's Report:

1. *Converge Magazine* featured President Tomblin and First Lady Gayle Manchin as a cover story for its Fall 2007 issue. President Tomblin distributed a copy of the magazine to Board members present.
2. The President's High School Visiting Team will continue visits to local high schools as part of its student recruitment effort. This semester the group has visited Wyoming East, Liberty and Van High Schools. The group will visit Gilbert High School on November 29.
3. Southern's Department of Respiratory Care Technology held an Open House on October 23rd at the Williamson Campus.
4. The Cosmetology/Salon Management Program Open House is scheduled for November 28, 6:00-8:00 p.m. in Madison.
5. West Virginia Higher Education Policy Commission Chancellor, Dr. Brian Noland, visited Southern on October 29. He met with the administration and was provided a tour of the Logan Campus facilities.
6. President Tomblin hosted open community forums at the Williamson and Wyoming Campuses on November 6th and 12th respectively.
7. Community and Technical College presidents met with Nancy Laprade who conducted a study on technical education in West Virginia. She wrote a Vision Plan for West Virginia.
8. Eastern West Virginia Community and Technical College President, Bob Sisk, visited with President Tomblin on November 4th. He invited her to speak to Eastern's Board of Governors at its December 18 meeting.
9. A press conference and induction ceremony is slated for December 17th at the Williamson Camps to admit the first class of Fellows into the Appalachian Leadership Academy. General Robert "Doc" Foglesong is expected to participate.

3. Institutional Priorities Presentation:

Mr. Tom Heywood presented the flip chart notes from the Strategic Planning Retreat held in October to the Board of Governors for review and discussion. Chair Fowler appointed a subcommittee to develop a document on Strategic Goals to bring forward at the February

2008 Board meeting for review and approval. Merle Dempsey will work with Board members to develop this document.

4. Financial Audit:

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the years ended June 30, 2007 and 2006. Suttle and Stalnaker representative, Chris Deweese, discussed details of the accounting firm's findings with respect to financial reporting. Copies of the audited financial statements were provided to the Board for review prior to the meeting. The report is intended solely for the information and use of the College's Governing Board, managements of the College and the West Virginia Council for Community and Technical College Education, and is not intended to be and should not be used by anyone other than these specified parties.

5. Action Items:

1. Approval of Audited Financial Report

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors accept the filing of the audited financial report for the fiscal year ended June 30, 2007.

ACTION: David Pierce seconded the motion. The motion carried unanimously

2. Approval of Minutes

MOTION: Glenn Yost moved to accept the October 18, 2007 minutes as presented.

ACTION: James Sheatsley seconded the motion. The motion carried unanimously.

3. Approval of Proposed Tuition and Fees and Special Course-Related Fee Schedule for 2008-2009

MOTION: George Kostas moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed resident tuition and fee increase of 4.05% and a \$5.00 per course increase to the special course-related fee schedule for the 2008-2009 academic year effective July 1, 2008, AND

BE IT FURTHER RESOLVED, that the tuition and fees be placed at a level to insure that non-resident students pay the full cost of instruction as required by West Virginia Code §18B-10-1.

ACTION: James Sheatsley seconded the motion. The motion carried unanimously

4. Institutional Policies for Final Approval

1. SCP-1481, Naming of Facilities or Organizational Units

MOTION: Mike Baldwin moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policy following a 30-day comment period.

ACTION: David Pierce seconded the motion. The motion carried unanimously

2. SCP-2686, Promotion-in-Rank and Tenure Policy

MOTION: George Kostas moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policy following a 30-day comment period.

ACTION: James Sheatsley seconded the motion. The motion carried unanimously.

3. SCP-3201, Challenging a Course/Credit by Examination

MOTION: Elston Johnson moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policy following a 30-day comment period.

ACTION: James Sheatsley seconded the motion. The motion carried unanimously.

4. SCP-3401, Independent Study

MOTION: Linda Akers moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policy following a 30-day comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

5. SCP-5100, Disposition and Sale of Surplus/Excess Property

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policy following a 30-

day comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously.

6. SCP-8600, Board of Governors Operational Guidelines

MOTION: George Kostas moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policy following a 30-day comment period.

ACTION: James Sheatsley seconded the motion. The motion carried unanimously.

5. Approval of Institutional Policies for 30-day Comment

1. SCP-2171, Professional and Educational Requirements for Faculty

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policy for a 30-day public comment period.

ACTION: Elston Johnson seconded the motion. The motion carried unanimously.

2. SCP-3637, General Education Philosophy and Goals

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policy for a 30-day public comment period.

ACTION: Mike Baldwin seconded the motion. The motion carried unanimously.

3. SCP-2156, Drugs in the Workplace

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policy for a 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

4. SCP-2575, Overtime and Compensatory Time

MOTION: Linda Akers moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policy for a 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

5. SCP-2580, Part-time Employees: Classified Staff and Adjunct Faculty

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policy for a 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

6. SCP-2700, Reduction in Workforce, Classified Personnel

MOTION: Elston Johnson moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policy for a 30-day public comment period.

ACTION: James Sheatsley seconded the motion. The motion carried unanimously.

7. SCP-2701, Reduction in Workforce, Faculty Personnel

MOTION: Elston Johnson moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policy for a 30-day public comment period.

ACTION: James Sheatsley seconded the motion. The motion carried unanimously.

8. SCP-2825, Salary Administration

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policy for a 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

6. Approval of Proposed Presidential Review Timeline

MOTION: George Kostas moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the timeline as presented to conduct the Presidential Review Process February - June 2008.

ACTION: James Sheatsley seconded the motion. The motion carried unanimously.

7. Appointment of Board of Governors Legislative Committee

MOTION: Kevin Fowler moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of a special subcommittee of the Board to meet with legislators, particularly the Senate and House Education and Finance Chairs, to advocate tuition parity between West Virginia's community and technical colleges.

ACTION: Elston Johnson seconded the motion. The motion carried unanimously.

Persons appointed to the subcommittee include Chair Fowler, President Tomblin, Shelley Huffman, Terry Sammons, Elston Johnson, and Merle Dempsey.

6. Discussion Items:

1. Administrator and Faculty Productivity Update

West Virginia State Code §18B-7-7 states that each institution of higher education shall establish a policy requiring faculty and administrator productivity that is ten percent more than the average of similar institutions. This section of state code dictates that faculty productivity be based on the average number of student credit hours produced. Measures for administrative productivity are not prescribed. The Board of Governors of Southern West Virginia Community and Technical College adopted SCP-3245 to comply with the state requirement.

Section 7 of SCP-3245 states that "evaluation of faculty and administrator productivity is the responsibility of the Executive Vice President or his/her designee working in conjunction with the Southern West Virginia Community and Technical College Board of Governors." This section further states that the Executive Vice President will present a productivity report each November to the Board.

Mr. Merle Dempsey, Executive Vice President, provided for review and discussion information currently available to illustrate the productivity of the institution in comparison to our approved peer institutions and, in some areas, other in-state community and technical colleges. The data includes several elements required by

SCP-3245 while sources for all comparative elements have not as yet been identified.

7. Adjournment:

There being no further business, Chair Fowler declared the meeting adjourned at 7:50 p.m.

_____ Kevin N. Fowler	Chair
_____ James R. Sheatsley	Vice Chair
_____ George Kostas	Secretary
_____ Emma L. Baisden	Assistant to the Governing Board

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 19, 2008**

ITEM: Approval of Resolution Supporting Submission of a grant application to The Greater Kanawha Valley Foundation.

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant formal approval for the submission of a grant application to The Greater Kanawha Valley Foundation Office in the amount of \$30,000 to be used to support the APPALREAD, and

FURTHER LET IT BE RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize the President of Southern West Virginia Community and Technical College to act on its behalf to enter into a contractual agreement with The Greater Kanawha Valley Foundation Office to receive and administer grant funds pursuant to the provisions of The Greater Kanawha Valley Foundation, if awarded.

STAFF MEMBER: Pauline Sturgill

BACKGROUND:

Southern West Virginia Community and Technical College (Southern) is requesting \$30,000 in funding from the Greater Kanawha Valley Foundation to fund its Boone County APPALREAD AmeriCorps program. In August 2008, Southern will place 10 AmeriCorps members in elementary schools across Boone County. The AmeriCorps members will serve as reading coaches, providing one-on-one tutoring to over 100 young children, in grades k – 3, who have been identified as “at-risk” in literacy. APPALREAD’s mission is “To provide children and families in southern West Virginia with the literacy skills they need to succeed in life.” APPALREAD is an effective, cost efficient educational resource for communities in southern West Virginia.

APPALREAD is an AmeriCorps program with a strong history of ensuring a brighter future for all America’s youth, engaging the talents and experiences of volunteers to meet community problems, and promoting civic engagement in both K-12 and higher education. APPALREAD was founded on the premise that children, parents, and teachers working together can and will succeed. APPALREAD’s members nurture a strong parent-child relationship around learning, promote a true partnership between parents and schools, and provide a venue for the early detection of potential learning problems. APPALREAD AmeriCorps Members serve in some of the most isolated, impoverished communities in southern West Virginia. We, therefore, request approval of the above resolution.

INFORMATION SHEET

Grant Agency: The Greater Kanawha Valley Foundation

Funding requested: \$30,000

Purpose: To support 10 AmeriCorps members serving in Boone County elementary schools as reading coaches.

Project dates: August 1, 2008 though July 31, 2009

Contact person: Pauline Sturgill, Director

Southern West Virginia Community and Technical College (Southern) is requesting \$30,000 in funding from The Greater Kanawha Valley Foundation in support of its Boone County APPALREAD AmeriCorps program. Southern seeks to break the cycle of illiteracy in the southern coalfields of West Virginia through the establishment of programs that work with “at-risk” children and families holistically, rather than with only the child or just the adult. Southern plans to place 10 AmeriCorps members in elementary schools in Boone County

APPALREAD’s mission is “To help children and families in southern West Virginia gain the literacy skills they need to succeed in life.” APPALREAD is an effective, cost efficient educational resource for communities in southern West Virginia. APPALREAD’s proven model has improved the literacy skills and academic performance of approximately 3,300 young children since its inception in 1997. APPALREAD grows out of a need for children and families to gain the literacy skills they need to thrive in an information age. APPALREAD based its program design on the strengths within the Appalachian culture: strong family ties, close-knit communities, and the resourcefulness of the local people and organizations.

APPALREAD is a unique program for many reasons. APPALREAD serves the child, the family, and the community. Members work one-on-one with children ages 3 – 8 years, who have been identified as “at risk in literacy.” A family is defined as “at risk” when the parent(s) meets one or more of the following criteria: high school dropout(s), became parent(s) as teen(s), are single heads of household, are unemployed, receive government assistance, live in or near poverty, and want a better future for themselves or their children.

APPALREAD provides members with a comprehensive orientation on the AmeriCorps philosophy of national and community service. Members participate in 40 hours of training related to their service placement and an additional 40 hours of training in civic leadership. APPALREAD’s members are expected to recruit 350 volunteers who will engage in member coordinated service projects that promote greater community support for families with young children.

Southern West Virginia Community and Technical College’s APPALREAD program is a true collaborative effort between higher education, local schools, community members, Title I, Boards of Education, adult basic education providers, and the business, faith-based, and nonprofit sector - all working together to anticipate and meet the needs of children and families in southern West Virginia.

Southern West Virginia Community and Technical College (Southern) is requesting \$30,000 in funding from the Greater Kanawha Valley Foundation to fund its Boone County APPALREAD AmeriCorps program. In August 2008, Southern will place 10 AmeriCorps members in elementary schools across Boone County. The AmeriCorps members will serve as reading coaches, providing one-on-one tutoring to over 100 young children, in grades k – 3, who have been identified as “at-risk” in literacy. APPALREAD’s mission is “To provide children and families in southern West Virginia with the literacy skills they need to succeed in life.” APPALREAD is an effective, cost efficient educational resource for communities in southern West Virginia.

APPALREAD is an AmeriCorps program with a strong history of ensuring a brighter future for all America's youth, engaging the talents and experiences of volunteers to meet community problems, and promoting civic engagement in both K-12 and higher education. APPALREAD was founded on the premise that children, parents, and teachers working together can and will succeed. APPALREAD’s members nurture a strong parent-child relationship around learning, promote a true partnership between parents and schools, and provide a venue for the early detection of potential learning problems. APPALREAD AmeriCorps Members serve in some of the most isolated, impoverished communities in southern West Virginia.

APPALREAD grew out of the need for children and families in rural, southern West Virginia to gain the literacy skills they need to thrive in the information age. APPALREAD based its program design on the strengths within the Appalachian culture: close family ties, close-knit communities, and the resourcefulness of local people and organizations. APPALREAD has proven to be particularly successful at reaching isolated families who are not accessing center-based services because of poverty, illiteracy, lack of transportation, childcare, and other obstacles.

APPALREAD was established in 1997 as a grant program within Southern West Virginia Community and Technical College (Southern.). Since 1997, AmeriCorps members serving

under APPALREAD have served 3,379 children, providing 310,525 hours of one-on-one tutoring (an average of 91 hours per student.) Members have completed over 33,554 home visits, serving 3,309 families.

Southern West Virginia Community and Technical College has successfully operated and managed the APPALREAD program for ten years. Each year the program meets and exceeds its objectives, positively affecting the literacy skills of hundreds of young children. Southern is committed to the long-term economic growth of the region. Southern believes its investments are best leveraged through community service programs, like APPALREAD, that work at securing the academic success of a generation of young children while building a foundation from which to draw future leaders.

Problem/Needs Statement

APPALREAD members will serve as reading coaches, spending 30 minutes a day with ten to twelve children in kindergarten through third grade. These are the critical years for a child, as this is when he/she learns to read. Children are identified for the members' services by the principal or Title I teacher. The child must score below the 50th percentile in reading and the child's primary caretaker must be willing to participate in bi-weekly home visits. During the school day, the members are responsible for engaging the children in reading enrichment activities and/or tutoring to increase the child's reading skills. Children must meet two criteria: 1) their literacy skills are behind those of their peers and as a result, they are in danger of being retained, and 2) the child's potential for success would be substantially increased given the one-on-one intervention of the member.

The tutoring and enrichment activities that enrolled students receive will lead to an increase in their reading skills. To meet this outcome, ten AmeriCorps members will each tutor and/or engage 10 students daily, for thirty minutes (100 students annually) in reading enrichment activities or developmentally appropriate activities designed to increase the child's

reading readiness. Each year students enrolled in the program will show an average increase in their reading skills of ten percentile.

Believing that parents play a critical role in their children's education, APPALREAD seeks to support those parents who may not feel sufficiently confident to prepare their children for what they consider "school knowledge." By supporting parents, APPALREAD's primary goal is to increase vulnerable children's success in school and ultimately life.

Members are responsible for home visits, taking fun reading enrichment activities into the home and engaging the child, parents, and siblings in these activities. The purpose of the home visit is to model for the parent(s) how to help their child with homework, how to engage their child in reading activities, and to encourage the parent to become involved in their child's academic success. Home visits will take place approximately twice a month, for one hour, giving the member the opportunity to share with the parent school news, information about their child's progress, and encourage the parent to volunteer in school activities or service projects.

Members are also responsible for coordinating four community service projects annually (Read to Me Day, Martin Luther King Jr. Day, Dr. Suess' Birthday, and a project of their choice).

Children served by APPALREAD reading coaches will show a program wide, average increase in their reading skills of 10 percentile points. APPALREAD utilizes the nationally standardized Test of Early Reading Ability (TERA-3). An outside evaluator will be contracted to conduct the tests and interpret the results. Children are pretested in late September/ early October and are post tested the following May. At the conclusion of the 2004/05 year, children showed a 19-percentile increase in their reading skills. In 2005/06, children showed a 14-percentile increase. APPALREAD attributes this success to the quality of training provided and the close monitoring of members and sites to ensure compliance.

Parents and/or caregivers whose children are served by APPALREAD members will participate in home visits leading to the parents and/or caregivers increasing their own knowledge of the factors that lead to their child's reading readiness. To meet this outcome, 10

Boone County AmeriCorps members will visit the children and their families twice a month, taking reading enrichment activities into the home and modeling for the parent(s) and/or caregiver how to engage their children in similar activities. Annually 90% of the families involved in the program will demonstrate a 10% increase in their knowledge of the factors that lead to reading readiness.

Great stories, challenges and successes are captured each month from members written reports. These reports provide the back up documentation needed to support the members' progress, including hours and volunteers recruited. Monthly reports also contain volunteer sign-in sheets and family involvement logs.

Other evaluation tools used include member pre/post literacy development questionnaires, exit surveys, and monthly reflection activities. Parents whose children are enrolled in the program are also asked to complete exit surveys. Surveys and questionnaires are collected and compiled by APPALREAD's program coordinator. Southern's Director of Community Development reviews and reports on data collected.

APPALREAD's mission is "To help children and families in southern West Virginia gain the literacy skills they need to succeed in life." Five years ago, APPALREAD contracted with a master's level reading teacher to assist in developing a comprehensive curriculum targeting adult learners, based on the No Child Left Behind Act of 2001. Each of the five reading proficiencies (phonemic awareness, phonics instruction, vocabulary acquisition, fluency training, and comprehension strategies) was broken down into a 7-hour workshop. Workshops are delivered over a six-day period, following the members' AmeriCorps orientation. A master's level reading teacher delivers the training.

Members engage in lecture, hands-on activities, group discussions, and homework assignments. At the conclusion of the six days of the training, the members were required to present an activity, in front of the entire class, based on one of the reading strategies learned. Upon completion, Southern West Virginia Community and Technical College (Southern) certifies

members as reading coaches. The results of this high quality, replicable training are reflected in the children's reading skills over the past two years (an increase of 19 percentile in May 2005 and 14 percentile in May 2006.) APPALREAD's efforts to provide quality training to members helps ensure that the reading achievements the children reach over the course of the year are sustained throughout life.

AmeriCorps members frequently find that they are expected to lead community change, even though they are unprepared and ill equipped. To better support its members efforts, APPALREAD instituted the Rural Leaders program. The West Virginia Development Office has, in the past, provided funding to support the Rural Leaders project. Now in its fourth year, Rural Leaders is a leadership development incubator intended to provide members with the skills, knowledge, and experiences necessary to act as leaders and advocates within their communities. APPALREAD supports the members learning, utilizing the LeadershipPlenty curriculum, a certified program designed by the Pew Center for Civic Change.

Members identify stakeholders, form county teams, and then work over the year to identify a community need that can be met. Teams then plan and implement a community service project that will address the identified need. Southern's Director of Community Development meets with each county team monthly, facilitating discussions, providing technical assistance, and supporting the members' growth.

During 2005/06, member/stakeholder teams implemented six service-learning projects from rural communities. At the conclusion of their projects, members reported a 42% increase in their confidence level as leaders, including how to approach community problems and an understanding of how conflict and tension influence group work. Volunteers worked alongside members to determine what services would be provided, staff activities, raise funds, and coordinate efforts. The partnerships forged through Rural Leaders have helped ensure that members are capable, qualified, and confident to continue as volunteer leaders beyond their term as AmeriCorps members.

APPALREAD serves very resource poor communities in some of the most isolated, rural communities in southern West Virginia. These communities experience extreme poverty, a scarcity of philanthropic and corporate resources, and apathy. APPALREAD and its AmeriCorps members reinforce the “community” of the community college’s mission.

APPALREAD recruits members from the same communities that the members will serve from. APPALREAD members are predominately non-traditional woman who are entering the workforce for the first time. APPALREAD allows its members to enroll in a 3-hour college course during their term of service, allowing the members to become comfortable with course work before their term of service ends. For the past several years, 90% or more of APPALREAD’s graduating members have enrolled in college full time upon exiting the program.

The long-term impact of APPALREAD’s efforts should reach fruition in another generation as not only children served by reading coaches become successful readers, but also as the parents who volunteer and those who step forward to serve as members practice their leadership skills to become active and successful leaders in their communities.

APPALREAD has built its reputation on a foundation of service to others. Every AmeriCorps member who has served under APPALREAD over the past ten years has been responsible for promoting an ethic of service within his or her community. Members have successfully completed hundreds of community service projects. Over 15,000 volunteers have served since the program’s inception, spending approximately 65,000 hours of their time. Volunteers have included educators, parents, community leaders, religious and business leaders, social service and health care providers – all working together to impact children and the families in positive ways.

During the 2005/06 program year, APPALREAD required members to incorporate service-learning into one service project annually, thus engaging those children traditionally served as service providers. Upon completion of the project, the children participated in reflection activities. The positive response members received from the children encouraged

APPALREAD to identify new ways to engage students in service. In the fall of 2006, APPALREAD required all members to incorporate service-learning into every community service project.

The APPALREAD program and its members have utilized volunteers to expand the reach of the program for the past ten years. Members are required to recruit a minimum of 20 volunteers annually. In addition, members must document that their volunteers served a minimum of 200 hours. Members are strongly encouraged to recruit children and youth to serve as volunteers. Family members, especially the members own children, are avid volunteers and frequently request opportunities to “help mom with APPALREAD.” Teachers and parents are the member’s greatest stakeholders. Without their willingness to serve as volunteers, recruit others to serve along side them, and promote community involvement the members would fail miserably.

APPALREAD is a grassroots initiative that has always been and continues to be committed to building partnerships across the region. Southern’s vision, through APPALREAD, is to “raise a generation of college students.” Multi-Cultural Day was piloted five years ago after meeting with Boone County elementary school principals to determine what additional services APPALREAD might provide. The intent of Multicultural Day was to provide children with social and cultural references, exposing them to the norms and mores of foreign countries. A partnership coordinated by APPALREAD between local elementary schools and the Boone County Board of Education meant that first year, 250 third graders traveled the world, engaging in many fun, educational activities, that increased their awareness of diversity issues.

APPALREAD recruits a diverse group of volunteers to increase its own organizational capacity. Southern considers educational programming a critical component in supporting local schools efforts to be inclusive. To provide and maintain quality campus based programming that serves an optimal number of children APPALREAD has forged partnerships with TV networks, museums, hospitals, the NAACP, faith based organizations, libraries, and

businesses. APPALREAD's leadership in the community has led to an increase in the number of children participating in out of classroom educational experiences.

APPALREAD's partnerships with community based organizations e.g. Goodwill Industries have provided a means for members to civically engage persons with disabilities in meeting local needs. Partnerships with faith based organizations e.g. Sheppard of the Mountains, has meant that families served by APPALREAD members have received much needed school supplies and books.

Boone County schools identified for APPALREAD services in the 2008-2009 school year include Jeffrey Spencer Elementary School, Ramage Elementary School, Brookview Elementary School, Ashford Rumble Elementary School, Nellis Elementary School, and Sherman Elementary School. Each principal signs a memorandum of agreement with Southern.

APPALREAD is intentional in ensuring that all of its service activities are not only sustainable, but also replicable. Examples of replicable programs that engage members and volunteers in meaningful service include member training in the five reading proficiencies, APPALREAD's leadership development incubator "Rural Leaders", and its campus based events (Multi-Cultural Day.) Fuller descriptions of each of these programs and how they have been expanded and/or replicated were provided earlier in this proposal. Each of these programs stands independently of AmeriCorps dollars and has clear outcome driven objectives and evaluation systems, complete with work plans and schedules. APPALREAD works closely with its partners to ensure that the services will continue to be provided for years to come.

Community service projects first piloted by APPALREAD members have been integrated into the county's schedule. Special events, like "Multi-Cultural Day" has been sustained through funding from Southern's Foundation and the College. Members who graduate out of APPALREAD after two years continue to volunteer within the school. Many have gone on to college and will soon be teachers in the schools from which they first served.

APPALREAD continuously seeks funding and donations from other sources. The Boone County Commission and the Boone County Foundation will be approached for funding. Funding from the Greater Kanawha Valley Foundation will be used to meet the 15% cash match for each of the 10 Boone County members that are expected to serve during the 2008-2009 school year. The West Virginia Commission for National and Community Service recommended to the Corporation for National and Community Service that APPALREAD be funded for the 2008-2009 school year. The Commission for National and Community Service (AmeriCorps) will pick up 85% of the members total living allowance and benefits. In addition, TGKVF funding will be applied toward member training, community service projects, evaluation, and supplies.

Southern West Virginia Community and Technical College has committed 50% of the program coordinator's time to providing member supervision and compliance oversight, training, including the management, reporting, and evaluation of the APPALREAD program.

BUDGET NARRATIVE

Personnel Expenses

Direct provider salaries: Southern is requesting \$17,100 from TGKVF to meet the 15% match required from the AmeriCorps grant for ten Boone County members living allowances. The West Virginia Commission for National and Community Service will meet the 85% match of \$96,900.

Benefits and payroll taxes: Southern is requesting \$2,768 from TGKVF to meet the 15% match required from the AmeriCorps grant for ten Boone County members payroll taxes and benefits. The West Virginia Commission for National and Community Service will meet the 85% match of \$15,685.

Program Expenses

Supplies: Southern is requesting \$1,000 for supplies. Supplies include member uniforms, personnel handbooks, calendars, tutoring supplies, training manuals, books, copier paper, postage, office supplies, etc.

Printing and copying: Southern is requesting \$182 for printing and copying. Members are mailed *Member Updates* twice a month, with their payroll check. During monthly meetings, APPALREAD provides members with copies of their time logs, monthly report logs, and other written information.

Equipment: APPALREAD leases a copier @ \$3,600 annually. The copier is an in-kind contribution and is needed for the day-to-day management of the program.

Communication (phone, fax, etc.): Southern provides the APPALREAD program coordinator phone, fax, and internet access as an in-kind contribution @ \$60 a month ((\$720 annually).

Evaluation: Southern is requesting \$5,000 to provide pre and post standardized testing of the children enrolled in the program. Southern will use the Test of Early Reading Ability (TERA-3). Ten Boone County members @ \$500 = \$5,000. Testing includes both pre and post tests, plus final reports of both raw data and interpretations.

Rent and utilities: Southern provides the APPALREAD program coordinator office and storage space @ \$500 a month = \$3,000 as an in-kind contribution.

Traveling and training: Southern is requesting \$2,250 to provide members with training in the five reading proficiencies, service learning, and leadership development. Ten days of training @ \$225 a day. Sites budget \$750 per member for mileage reimbursement as an in-kind contribution. Ten members @ \$750 = \$7,500.

Administration: Southern is requesting 5% of total grant funds awarded to be used for administrative overhead. \$30,000 @ 5% = \$1,500.

Other program expenses: Southern is requesting \$200 to provide the AmeriCorps members with criminal background investigations. Ten members @ \$20 = \$200.

Proposed Non-Construction Project Annual Budget			
Name of Organization/Applicant: Southern West Virginia Community and Technical College			
Name of Project: APPALREAD			
Item	Amount requested from funder	Amount provided from other sources	Total line-item amount
I. Personnel Expenses			
Direct provider salary(ies)	\$17,100	\$96,900	114,000
Benefits & payroll taxes (SSI, Medicare, etc.)	\$2,768	\$15,685	\$18,453
II. Program Expenses			
Supplies	\$1,000		\$1,000
Printing & copying	\$182		\$182
Equipment		\$3,600	\$3,600
Materials			
Communication (phone, fax, etc.)		\$720	\$720
Public relations			
Evaluation	\$5,000		\$5,000
Rent & utilities		\$3,000	\$3,000
Traveling & training	\$2,250	\$7,500	\$9,750
Administration	\$1,500		\$1,500
Other program expenses (please list)	\$200		\$200
III. Other Expenses (please list)			
Total Project Budget	\$30,000	\$127,405	\$157,405
	Amt requested from funder	Amount from other sources	Grand Total

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 19, 2008**

ITEM: Approval of the Southern West Virginia Community and Technical College Strategic Goals

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed 2008-2010 Strategic Goal statements, and

BE IT FURTHER RESOLVED, that the Strategic Goals remain effective until June 30, 2010 or until such time when a new Institutional Compact is required by the West Virginia Council for Community and Technical College Education.

STAFF MEMBER: Kevin Fowler

BACKGROUND:

At its November 20, 2007 meeting, the Southern WV Community and Technical College Board of Governors appointed an ad hoc committee to develop the Strategic Goal statements to bring forward at the February 19, 2008 Board meeting for approval.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
DRAFT
Strategic Goals
2008-2010

Strategic planning is creating a vision for the future and managing toward that vision. It is a process for aligning short-term decisions with long-term goals. Southern's strategic plan shapes and guides who we are, what we do, and why we do it, all with a focus on the future. Our strategic plan helps us achieve long-term goals by focusing our energy, by ensuring that we are all working toward the same end, and by allowing us to assess and adjust the College's direction in response to changes. Southern's strategic plan sets forth our reason for being, defines the critical issues, establishes a vision, sets measurable objectives, and, most importantly, prioritizes strategies for achieving our vision.

Strategic Goals

Goal 1: Southern will expand its role in meeting the identified educational and training needs of the district by reviewing existing programs and services as well as developing new academic and entrepreneurial programs.

Desired State: Students receive an educational experience which enables them to achieve work, career and personal success while business, industry and other clients receive quality training and continuing education programs that meet their needs.

Goal 2: Southern will increase the amount of financial assistance available to eligible students from both public and private resources.

Desired State: While at Southern, eligible students, with demonstrated need, receive financial assistance at a level that allows them to reach their stated educational goals.

Goal 3: Southern will increase its visibility at the local, state, regional, national, and international level through effective marketing.

Desired State: Because of its increased visibility, quality programs and services, Southern will be the first choice in the district for education and training.

Goal 4: Southern will improve and maintain its physical facilities at all campus locations and instructional sites through implementation of a comprehensive capital improvement plan.

Desired State: Facilities at all campus locations are of such quality and functionality to enable the institution to fulfill its stated mission, vision, and goals.

As a result of reaching these strategic goals and attaining its desired state, ***Southern will be an integral and active partner in the educational, social, cultural and economic development of the region thereby enhancing the quality of life for the citizens of the district.***

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 19, 2008**

Items: SCP 2171, *Professional and Educational Requirements for Faculty*, and SCP 2171.A, *Faculty Credential Certification Form*

Recommended Resolution: *Resolved*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval following the public comment period of the aforementioned policies.

Staff Member: Cathy Smith-Cox

Background:

Academic Affairs was also charged with review of policies for the 2007-2008 academic year. SCP 2171, *Professional and Educational Requirements for Faculty and Instructional Staff* and SCP 2171.A, *Faculty Credential Certification Form* were reviewed. Revisions were made to exclude references to instructional staff, to update current titles, and to add references. Changes were reviewed by the Dean's Council and the Academic Affairs Management Council. The Executive Council also reviewed the policy at its October meeting.

Based on the deliberations and recommendations of the aforementioned bodies, Academic Affairs asks that SCP 2171, *Professional and Educational Requirements for Faculty and Instructional Staff* and SCP 2171.A, *Faculty Credential Certification Form* be issued for a 30-day public comment period.

At its November 20th meeting, the Board of Governors approved the proposed policies to be sent out for a 30-day comment period that expired on December 20, 2007. No comments were received. It is recommended, therefore, that the Board of Governors adopt the proposed policies as presented.



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number: SCP-2171
Origination: September 1, 2000
Effective: December 9, 2004
Reviewed: September 28, 2007

SUBJECT: Professional and Educational Requirements for Faculty

REFERENCE: NCA Accreditation Handbook; SCP-2250, *Hiring Adjunct Faculty*; Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 45, *Community and Technical College Faculty Instructional Load*; SCP-2171.A, *Faculty Credentials Certification Form*

1. PURPOSE

To establish professional and educational requirements for faculty members of Southern West Virginia Community and Technical College and a system for documenting faculty and instructional staff credentials.

2. SCOPE AND APPLICABILITY

This issuance applies to all full and part-time faculty teaching courses for Southern West Virginia Community and Technical College.

3. DEFINITIONS

- A. Faculty: Those individuals employed with faculty rank whose major responsibility is the delivery of courses of instruction.
- B. Full-time Faculty: Those individuals so designated by the College whose major responsibility is the delivery of courses of instruction.
- C. Adjunct Faculty: Those individuals employed by the College on a part-time basis for the delivery of courses of instruction. Adjunct faculty teaching load will “normally” be limited to a 9 credit hours per semester.

4. POLICY

All full and part-time teaching faculty of Southern West Virginia Community and Technical College will meet the professional and educational requirements of the North Central Association of Colleges and Schools as outlined in this policy statement and will provide the College all required employment and educational/professional credentials.

5. BACKGROUND OR EXCLUSIONS

None

6. GENERAL PROVISIONS

A. PROFESSIONAL AND EDUCATIONAL REQUIREMENTS

1. Minimum Requirements:

The following Southern West Virginia Community and Technical College professional and educational requirements for full and part-time teaching faculty are consistent with the requirements of the Higher Learning Commission of the North Central Association of Schools and Colleges.

- a. Faculty who teach courses at the associate degree level in the general education area will

have a minimum of a master's degree in the field of study in which they teach **OR** a master's degree in a cognate field with a minimum of 18 graduate level hours in a discipline consistent with the teaching assignment.

- b. Faculty who teach courses considered to be in the career/technical associate degree program areas will have a minimum of a bachelor's degree with documented technical competence in the field and/or program area in which they teach.
 - c. Faculty who teach non-degree or certificate occupational courses will have a minimum of an associate's degree and documented technical competence in the field and/or program area in which they teach.
 - d. Faculty who teach in Transitional Studies (remedial) programs will have a master's degree in the subject(s) taught.
 - e. Academic Lab Managers who provide instructional support for programs / courses will hold the appropriate credentials and experience as determined by the program's national accrediting agency and / or the Vice President for Academic Affairs.
2. Exceptions to Minimum Requirements.
- a. In certain exceptional cases, unique experience and demonstrated competency may be substituted for academic preparation. Such exceptions must be justified on an individual basis and approved by the Vice President for Academic Affairs. Documentation of work experience, certifications and other qualifications used as a substitute or supplement to formal academic preparation or required degrees must be maintained in the individual's personnel file.
 - b. Faculty teaching in the career/technical associate degree program areas and not holding a master's degree must show continuous professional growth in their teaching areas leading to a master's degree.
 - c. Faculty members teaching in non-degree or certificate occupational courses and not holding a bachelor's degree must show continuous professional growth in their teaching areas leading to a bachelor's degree or its equivalent.

B. FACULTY /INSTRUCTIONAL STAFF CREDENTIALS CERTIFICATION

1. Each faculty member will furnish the following credentials at time of application: application with resume/vita, and official transcripts. These documents must be on file in the Human Resources Office by the first day of actual employment by the college. Any exceptions must have the approval of the Vice President for Academic Affairs.
2. The Faculty Credentials Certification Form has been designed to ensure all required credentials are part of an employee's official personnel file. The Department Chairperson /Dean will provide a list of all courses the employee is qualified to teach and the degrees and/or special certifications which meet NCA credentialing requirements for teaching these courses. The Department Chairperson /Dean will provide a list of all courses the adjunct faculty member is qualified to teach and the degrees and/or special certifications which meet NCA credentialing requirements for teaching these courses. The Department Chairperson/Dean will furnish the completed form with all documentation to the

Human Resources Office for the employee's official personnel file.

7. RESPONSIBILITIES AND PROCEDURES

A. Full-time Faculty member will:

1. Furnish all employment and teaching credentials for his/her official personnel file.
2. Make continuous progress in their professional growth.
3. If, by approved exception, minimum educational requirements are not met, he/she must enroll immediately in a program designed to achieve the required degree or educational levels.

B. Department Chairperson /Deans will:

1. Complete and sign a Faculty Credentials Certification Form for each faculty member within his/her division and/or program area and ensure personnel files are properly documented. Update as necessary.
2. Ensure educational and professional background of all faculty members in their department, division and/or program area meet the standards established by NCA and this institution. Full-time faculty employed prior to the effective date of this policy and not meeting the minimum educational requirements as stated will be provided institutional assistance through professional development funds and/or tuition waivers to meet minimum requirements within a reasonable period of time.
3. Develop, in consultation with the affected faculty member, a development plan designed to achieve required degree or educational levels for teaching in discipline.
4. Review annually, as part of the performance evaluation, progress made by each faculty member on his/her professional development plan, particularly those teaching under an approved exception.

8. CANCELLATION

This policy cancels and supersedes all other institutional policies or manuals regarding the subject of faculty credentials or educational and professional requirements for full and part-time faculty and specifically, SCI 2122 and applicable sections of West Virginia Administrative Regulations, Southern West Virginia Community College, Chapter 29A-2, Series IV.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle 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. SCP-2171 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-2171.A, Faculty Credentials Certification Form

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: Revisions were made to exclude references to instructional staff, to reflect changes in management responsibilities, and to add references.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number: SCP 2171.A
Origination: September 1, 2000
Effective: December 9, 2004
Reviewed: September 28, 2007

Faculty Credentials Certification Form

Name: _____ Social Security Number: _____

Campus/Division/Program: _____

The following items are required for the faculty member's personnel file.

Required for Personnel File	Date Furnished
Application	
Resume/Vita	
Official Transcripts	

Department Chairpersons /Dean to complete:

Courses for which this faculty member meets NCA credentialing requirements.

Courses	Qualifications (Graduate Hours, Training)

Degrees:

Date Received	Granting Institution	Major	Minor

I have verified the above information to the best of my ability. In addition, I have explained to the employee that all official documents must be in the Human Resources Office prior to his/her first day of actual employment.

SIGNATURES:

 Department Chair Date

 Academic Dean Date

 Vice President for Academic Affairs Date

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 19, 2008**

Item: SCP-3637, General Education Philosophy and Goals

Recommended Resolution: *Resolved*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval following the public comment period of the aforementioned policy.

Staff Member: Cathy Smith-Cox

Background:

Academic Affairs was charged with review of policies for the 2007-2008 academic year. SCP 3637, General Education Philosophy and Goals was reviewed. Reference changes were approved by Executive Council on September 4, 2007. It is therefore recommended that this policy be sent out for a 30 day comment period.

At its November 20th meeting, the Board of Governors approved the proposed policy be sent out for a 30 day comment period that expired on December 20, 2007. No comments were received. It is recommended, therefore, that the Board of Governors adopt the proposed policy as presented.



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number: SCP-3637
Origination: December 19, 1997
Effective: April 19, 2005
Reviewed: August 30, 2007

SUBJECT: General Education Philosophy and Goals

REFERENCE: Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 7, Standards for Degree Designations and General Education Requirements for Community and Technical College Degrees; Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 17, Transferability of Credits and Grades at West Virginia Public Colleges and Universities.

1. PURPOSE

The faculty of Southern West Virginia Community and Technical College dedicate themselves to preparing Southern's graduates for the challenges that lie ahead. The following statement and goals describe Southern's commitment to providing each graduate the skills and knowledge necessary for professional and personal success.

2. SCOPE AND APPLICABILITY

This policy is applicable to all students enrolled in degree or certificate programs at Southern West Virginia Community and Technical College and the faculty who are responsible for instruction.

3. DEFINITIONS

The purpose of general education at Southern West Virginia Community and Technical College is to produce generally educated students who contribute to their communities and country. A generally educated student is, by definition, a life long learner with a common academic canon of knowledge, concepts and attitudes.

4. POLICY

Southern West Virginia Community and Technical College is committed to providing general education to help students develop the qualities and skills associated with college-educated adults. Southern's general education promotes the development of independent, critical, and conceptual thinking skills and those skills necessary for effective communication. Southern's general education provides students with an integrated view of knowledge and prepares them for their role as productive and responsible members of society.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

Students who have completed the general education requirements of an associate degree will have improved in the following:

- A. Critical Thinking Skills
- B. Oral and Written Communications
- C. Mathematical Skills Competencies
- D. Informational and Communication Technology Skills
- E. Scientific Inquiry/Reasoning Skills
- F. A Cultural/Artistic/Global Perspective

7. RESPONSIBILITIES AND PROCEDURES

General education is the responsibility of all who work and learn at Southern West Virginia Community and Technical College. Components of general education are embedded in each curriculum and are measured annually. Southern will maintain a general education core within each program as specified in the state policy.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle 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. SCP-3637 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: References were added to provide clarification.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 19, 2008**

ITEM: SCP-2156, Drug and Alcohol Policy and
SCP-2156.A Employee Drug Awareness Certification
Form

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia
Community and Technical College Board of Governors
grant final approval for this policy.

STAFF MEMBER: Patricia Clay

BACKGROUND:

This policy is written in compliance with the Drug-Free Workplace requirements of the Anti-Drug Abuse Act of 1988 and according to the requirements of the 1989 amendments to the *Drug-Free Schools and Communities Act*, as articulated in the *Education Department General Administrative Regulations (EDGAR) Part 86 (the Drug-Free Schools and Campuses Regulations)*. Part 86 pertains to “Drug and Alcohol Abuse Prevention.”

After additional research of the specific wording of the law, and meeting with the Faculty Senate on November 2, 2007, changes were made to the policy that enable the policy to meet the letter of the law and satisfy the concerns of the faculty. The issue at hand was the required reporting of drug convictions. The law specifically states that employees must report convictions of criminal drug statute violations occurring in the workplace within five calendar days of the conviction. The policy was modified to include the words “occurring in the workplace”. The change was made in Section 7.B. and on the Employee Drug Awareness Certification Form (SCP-2151.A). We have the assurance of the Faculty Senate and the Faculty Representative to the Board of Governors that this change will be supported by the faculty.

At its September 18, 2007 meeting, the Southern West Virginia Community and Technical College Board of Governors declined distribution of the revised policy and instead requested that the Human Resources Administrator meet with employee representative groups to help develop an understanding of the policy.

At its February 20, 2007 meeting, the Southern West Virginia Community and Technical College Board of Governors approved the distribution of this policy for a 30-day comment period that expired March 23, 2007.

Comments were received and the policy was sent to Bowles, Rice, McDavid, Graff & Love for legal review. The attorney addressed the concern voiced in the comment regarding reporting employee convictions to Human Resources, stating: “Drug Free Workplace

requirements are applicable to entities that are recipients of Federal grants. Because most institutions of higher education fall into this category, it is common for Drug-Free Workplace policies to be in place. **The provision that employees report drug related convictions is included with Drug-Free Workplace requirements, but not the Drug-Free Schools and Communities Act.”**

Based upon this information and in view of the fact that Southern West Virginia Community and Technical College is a recipient of federal funds through a variety of sources, it is the opinion of the administration that the policy must include a statement requiring an employee convicted of a drug related crime to report any conviction occurring while the individual is employed by the College to the Human Resources Administrator within five working days of the conviction.

The attorneys from Bowles, Rice, McDavid, Graff & Love provided additional comment regarding other aspects of the policy under review. Based on these recommendations, the administration recommend and the Board approved that the policy be revised to include the necessary changes and that it be resubmitted at the September 2007 Board of Governors meeting for approval of an additional 30-day comment period.

Changes made to the policy based on comment from legal staff include:

- The Drug Free Schools and Communities Act did not require reporting of convictions by students, so that section was removed.
- Re-inserted reference to the Drug Free Workplace Act in the Reference Section.
- Compliance issues were separated by statute and assigned to administrative unit heads under “Responsibilities and Procedures” (Section 7).
- In order to comply with certification requirements of the law, a statement regarding certification was inserted in Section 1 under “Purpose.” The responsibility for certification of vendors or sub-contractors was included Section 7 as part of the Chief Finance Officers’ role.
- Included statements of the responsibility for Human Resources regarding annual distribution to, and acknowledgment of the policy by each employee.
- Included the requirement for the Vice President for Student Services to develop a Drug and Alcohol Awareness Program for students taking one or more classes for credit in compliance with the Edgar recommendations. This section also addresses the biennial reporting requirements for the program and records retention of the documents used to develop the reports.
- Added a new section (6.C.1) that addresses the dangers of drug and alcohol abuse to the workplace.
- Altered wording in Section 4 to specifically state that Southern’s policy is to maintain a drug-free workplace - not just prohibit the use and abuse of drugs and alcohol.
- Clarified that the abuse of prescribed medication is also prohibited.
- Clarified in Section 4.C that management may investigate upon “reasonable suspicion” that an employee or student has reported to the College under the influence of drugs or alcohol.
- Changed the review cycle to 2 years to comply with the Drug Free Schools and

- Communities Act which requires a biennial review and report.
- Finally, an “Employee Drug Awareness Certification Form” was developed and included as Attachment A.

At its November 2007 meeting, this Board approved the final draft of the Drug and Alcohol policy for a second thirty-day comment. At this time, we request that the Board of Governors approve the policy for final distribution.



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number: SCP-2156
Origination: March 31, 1989
Effective: March 31, 1989
Reviewed: November 2007

SUBJECT: Drug and Alcohol Policy

REFERENCE: This policy is written to meet requirements of the Anti-Drug Abuse Act of 1988, the Drug Free Workplace Act of 1988, and in compliance with requirements of the 1989 amendments to the *Drug-Free Schools and Communities Act*, as articulated in the *Education Department General Administrative Regulations (EDGAR) Part 86 (the Drug-Free Schools and Campuses Regulations)*. Part 86 pertains to “Drug and Alcohol Abuse Prevention.” These regulations can be reviewed in the Federal Register, Vol. 55, No. 159, Aug. 16, 1990, pp. 33580-33601, or online at www.ed.gov/policy/fund/reg/edgarReg/edlite-part86a.html.

1. PURPOSE

Southern West Virginia Community and Technical College recognizes the importance of a safe, efficient and healthy work and educational environment. Being under the influence of any illegal drug or alcohol on campus or at college sponsored functions poses serious risks to a person’s health and safety, and jeopardizes public trust that has been placed in the institution. In recognition of the serious effects of alcohol and drug abuse on the safety and performance of students and employees, this policy provides standards of conduct and clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. This policy certifies that as an employer who contracts and receives funding from federal agencies, Southern West Virginia Community and Technical College will meet requirements of the law for providing a “drug-free workplace.”

2. SCOPE AND APPLICABILITY

Southern recognizes its employees and students as being adults and expects them to obey the law and to take personal responsibility for their conduct. This policy applies to the college community, including faculty, staff, administrators, students, and visitors to the campuses, including contractors, sub-contractors, volunteers and service providers.

3. DEFINITIONS

“Illegal drugs” means controlled substances defined by any state or federal regulatory body authorized to designate substances as such.

“Conviction” means a finding of guilt, (including a plea or nolo contendere) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

“Contractor” means any department, division, unit, or any person responsible for the performance of work under a contract.

4. POLICY

- A. Southern West Virginia Community and Technical College will maintain a workplace free of the illegal use of drugs. The unlawful manufacture, distribution, sale, dispensing, possession, or use of illegal drugs, the abuse or improper use of prescribed drugs, and the use of alcohol on Southern West Virginia Community and Technical College property or as a part of any college sponsored function is prohibited. Reporting to work, class, or any college sponsored function under the influence of alcohol or illegal drugs is prohibited.
- B. Legally prescribed medications taken properly are excluded from prohibition and permitted only to the extent that such medications do not adversely affect a person's work ability, job performance, or the safety of others.
- C. Any person who violates the policy shall be subject to disciplinary action. When reasonable suspicion exists that an independent contractor, volunteer, or employee has reported to work under the influence of alcohol, illegal drugs, or is impaired due to abuse or misuse of controlled substances or prescribed medications, the individual may be subject to assessment and disciplinary action, or termination of the service agreement. The College will impose disciplinary sanctions on students and employees consistent with institutional policies, and local, state, or federal laws for violation of the standards of conduct outlined above. All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution. Sanctions may include, but are not limited to a requirement that the person participate in a drug abuse assistance or rehabilitation program. College sanctions will be imposed consistent with procedures used in disciplinary actions for students and employees.

5. BACKGROUND OR EXCLUSIONS

None

6. GENERAL PROVISIONS

- A. Criminal Sanctions:
 - 1. Federal Trafficking Penalties include substantial fines and imprisonment up to life. For the most recent and complete Federal Trafficking Penalties information, visit the Web site of the U. S. Drug Enforcement Administration at www.dea.gov/agency/penalties.htm.
 - 2. West Virginia Law provides penalties dependent upon the classification of the controlled substance, the particular activity involved, and whether multiple convictions are involved. West Virginia Code §60A-4-401 contains penalties for prohibited acts involving scheduled substances. For the most recent and complete West Virginia penalties for prohibited acts involving controlled substances, visit the Web site of the West Virginia Legislature at <http://www.legis.state.wv.us/>.
- B. Dangers of Drug Abuse in the Workplace and Health Risks:

Substance abuse and drug dependency are problems of staggering proportions in our society today. They are the leading causes of preventable illness, disability, and death in the United States. Alcohol/chemical dependency is a disease that affects not only individuals, but every component of the family system, workplace, and the community. Chemical abuse not only includes alcohol and illegal drugs, but also prescription drugs such as tranquilizers, pain killers, sleeping pills, etc.

1. Drug Abuse in the Workplace:

The law requires the institution to make employees aware of the danger of drugs in the workplace.

- a. Drugs can make an individual feel able to handle tasks that are too much or too dangerous for him/her. They make one careless and likely to forget important safety steps. They may alter one's sense of time, space, and distance which may result in increased occurrence of accidents at work.
- b. Drugs can cause lateness and absenteeism, increasing the workload of others.
- c. Drugs can cause crime on the job, including theft of employee personal belongings.
- d. Drugs can cause major error in the work performed, risking harm to our students, customers, and in violation of the public trust.

2. Individual Health Risks:

- a. Alcoholism and other drug dependencies are diseases with identifiable symptoms. These symptoms include changes in alcohol/drug tolerance, blackouts (permanent, chemically induced memory loss), denial (refusal to admit that chemical use is a problem), mood swings, behavior changes, and loss of control (inability to stop and/or limit chemical consumption). The disease injures the person economically, socially, physically, psychologically, and spiritually; relationships break down, work performance is impaired, depression often occurs, and behavior often goes against values.
- b. Persons who suffer from chemical dependency are victims of a progressive, fatal disease. Alcoholism/addiction affects people of all ages, economic levels, and races. The National Institute on Drug Abuse reports that ninety-seven percent of chemically-dependent people have responsible jobs, a home, and a family.
- c. Alcoholism is a disorder that has profound psychological and biological patterns: 1.) Regular daily intoxication, 2.) Drinking large amounts of alcohol at specific times, and 3.) Periods of sobriety interspersed with periods of heavy daily drinking. The course of the disorder is usually progressive and physical dependence can develop. If this happens, serious symptoms, sometimes life threatening, can develop when alcohol is withdrawn. Short term effects of alcohol use can include depression, gastritis, liver disease and automobile accidents, and domestic violence. Chronic alcohol abuse can produce irreversible changes, including dementia, sexual impotence, cirrhosis of the liver, and heart disease. Death can occur either as a complication of one of these chronic problems, or acutely, secondary to alcohol intoxication by poisoning or aspiration of vomitus or as the result of an automobile accident while driving intoxicated.

3. Impact on Family/Friends

- a. Families are gravely affected by a chemical abusing member. Some of the effects on the family include: feelings of insecurity, guilt, fear, isolation, anger, and resentment. As the chemically dependent person's disease progresses, the effects on the family worsen. As a very direct, physiological consequence, the infants of alcohol and cocaine abusing mothers often have low birth weight and may suffer

from malformations and a variety of developmental problems. Children are often the most vulnerable to the effects of chemical dependency. Growing up in families where their developmental needs do not get met, children may face a variety of problems; low self-esteem, inability to trust others, teenage pregnancy, and high risks for chemical use/abuse, dependency.

- b. The lifestyle of the abuser often affects the economic well-being of their families due to their inability to hold down a job. In some cases, the abuser will steal from relatives, which reduces the family's financial means and stability. In many cases, substance abuse leads to violence at home.
- c. Chemical dependency is treatable. With an understanding of the disease and its impact on lives, family members and friends can take steps to help reduce enabling behaviors. Very often, the family's intervention with the user and his or her problem is an essential step which encourages the abusing member to seek treatment. Support groups for family members, such as Al-Anon, as well as family therapy can provide needed assistance to families as they grapple with the destructive effects of the user's addiction.

C. Counseling and Treatment Resources:

- 1. For students, assistance and information concerning substance abuse and its treatment may be obtained from the counselors' offices at each of the college's campuses.
- 2. Employees may obtain assistance and information from the Human Resources Office.
- 3. Southern West Virginia Community and Technical College, in providing any list of counseling, treatment, and rehabilitation programs, is in no way affiliated with these agencies. Southern cannot accept liability for any services, treatment, or counseling provided by these agencies or their employees or any acts of misfeasance, nonfeasance, or malfeasance by same. The individual and his/her parents or guardian should conduct checks or reviews of these agencies to determine if they will meet the needs of the individual.

7. RESPONSIBILITIES AND PROCEDURES

- A. Because work sites provide day-to-day supervision for persons at the College, supervisors and unit administrators will be required to assume primary responsibility for the enforcement of this policy and to take appropriate personnel action.
- B. As a condition of employment, college employees agree to abide by the terms of this policy and to notify the Human Resources Administrator or designee of any criminal drug or alcohol related conviction for violation of a criminal drug or alcohol statute occurring in the workplace no later than five (5) days after the conviction.
- C. After review of the reported incidents and determination of reporting requirements, the appropriate unit administrator will notify the federal granting agency within ten (10) days after receiving notice of a conviction from an employee or otherwise receiving actual notice of such conviction.
- D. The Human Resources Administrator is responsible for development and communication of drug and alcohol prevention programs for employees in compliance with the Drug Free Workplace Act of 1988, which includes:

1. Distribution of this policy to each employee and collection of signed “Drug Awareness Certification Form.” The distribution may be in writing or electronically.
 2. Maintaining a copy of this policy in an accessible location and posting the policy on the institutional web site.
 3. Inclusion of a copy of this policy in every orientation packet for new employees.
- E. The Vice President of Student Services is responsible for development and communication of a drug and alcohol awareness program for students, in compliance with the Drug Free Schools and Communities Act, which includes:
1. Annual distribution of this policy or information contained herein, to every student taking one or more classes for credit. The distribution may be accomplished by publication of this policy in electronic or printed format in the Student Handbook section of the College Catalog, the Student Planning Calendar, and/or the Schedule of Classes.
 2. A biennial review of the program’s effectiveness and the consistency of the enforcement of sanctions. The Department of Education recommends that the biennial review be conducted in even-numbered years, focusing on the two preceding academic years. Records used for review and report preparation will be retained for a period of three years after the fiscal year in which the record was created. If any litigation, claim, negotiation, audit, review, or other action involving the records has been started before expiration of the three-year period, the records will be retained until completion of the action and resolution of all issues that arise from it, or until the end of the regular three year period, whichever is later.
- F. The Chief Financial Officer is responsible for ensuring that contractors, sub-contractors, or volunteers for services paid by federal grants certify that they maintain a drug free workplace and that they commit to and comply with the terms and conditions of this policy.

8. CANCELLATION

None

9. REVIEW STATEMENT

This policy shall be reviewed on a two year cycle 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. SCP-2156 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURES

Board of Governors Chair	Date
President	Date

Attachments: SCP-2156.A, Employee Drug Awareness Certification Form

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: January and July 2007 — Policy revised to comply with federal regulations requiring inclusion of specifics on criminal sanctions and health risks. Other minor changes for clarity were also made.



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number: SCP-2156.A
Origination: March 31, 1989
Effective: March 31, 1989
Reviewed: November 2007

**EMPLOYEE DRUG AWARENESS
CERTIFICATION FORM**

I, _____, certify that I have received a copy of SCP-2156, Drug and Alcohol Policy.

I agree to abide by the terms of this policy and I am aware that with any violation of this policy, I will be subject to disciplinary action, up to and including dismissal. I may also be required to participate in a drug-abuse assistance or drug-rehabilitation program.

In addition, I understand that under federal law and as a condition of employment, if I am convicted of any drug or alcohol related criminal offense for a violation occurring in the workplace, I must report this conviction to the Human Resources Administrator within five days of the conviction.

Name (Print)

Signature

Date

RETURN THIS FORM TO HUMAN RESOURCES

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF February 19, 2008**

ITEM: SCP-2575 Overtime and Compensatory Time and
SCP-2575.A Request to Work Additional Hours Form

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia
Community and Technical College Board of Governors
grant final approval of the aforementioned policy.

STAFF MEMBER: Patricia Clay, Human Resources Administrator

BACKGROUND:

This policy was originally created in February 2004 in compliance with mandates from the Higher Education Policy Commission, West Virginia Council for Community and Technical College Education, and West Virginia Code.

No substantial changes have been made to the policy. Changes were made in titles to reflect the current administrative structure.

This policy has been reviewed by the Human Resources Administrator with advice and input from the HR staff and the Executive Council prior to submission to this Board.

At the November 2007 meeting, this policy was approved for a thirty day comment. No comments were received during the comment period. At this time final approval is recommended.



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number:	SCP-2575
Origination:	February 17, 2004
Effective:	February 17, 2004
Reviewed:	October 2007

SUBJECT: Overtime and Compensatory Time

**REFERENCE: Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 39, *Classified Employees*
Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 8, *Personnel Administration*
WV Code §18B-7-11, “Compensatory time off in lieu of overtime; written agreement; other conditions”
Fair Labor Standards Act of 1938, 29 U.S.C. §§201 to 219**

1. PURPOSE

The purpose of this policy is to develop an approval process and procedure for requesting and using compensatory time and overtime at Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

This policy shall apply to all non-exempt employees and to exempt employees who are eligible for compensatory time according to Title 133, Procedural Rule, Higher Education Policy Commission, Series 8, *Personnel Administration*, Section 5.3.

3. DEFINITIONS

- A. **Non-Exempt Employee:** Those employees who are covered by the overtime provisions of the Fair Labor Standards Act (FLSA).
- B. **Exempt Employee:** Those employees who are not covered by the Fair Labor Standards Act for overtime purposes.
- C. **Workweek:** A regularly recurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four (24) hour periods. It begins on Sunday at 12:01 a.m. and ends on the following Saturday at 12:00 midnight. The president or president’s designee may establish a workweek different from this provided that record keeping requirements are met as set forth in relevant law. A work schedule of thirty-seven and one-half (37.5) hours will be established within a workweek. Lunch periods are unpaid and are typically one (1) hour in duration.
- D. **Overtime:** Overtime is typically referred to as payment for time worked in excess of 40 hours per workweek. Only actual hours worked are included in calculating overtime. Pay which is received for holidays, annual leave, sick leave, or work release time is not counted as working hours for purposes of overtime. Overtime is calculated at one and one-half times the regular rate of total pay (including increment pay). Overtime for hours worked between 37.5 hours per week and 40 hours per week are paid at the employee’s regular base hourly rate. Overtime work must be approved in advance and requests to work overtime are made using the appropriate form.

- E. **Compensatory Time:** Time taken off work in lieu of receiving payment in the form of overtime pay. Compensatory hours are calculated at one and one-half times the hours actually worked in excess of 40. Hours worked between 37.5 and 40 hours per week are compensated on an hour for hour basis. Compensatory time must be requested and approved in advance. Use of compensatory time must also be requested and approved in advance.

4. **POLICY**

It shall be the policy of the Board of Governors to allow employees of Southern West Virginia Community and Technical College to receive compensatory time in lieu of overtime to the extent authorized by federal and state law and by procedural rule of the West Virginia Council for Community and Technical College Education. An employee may not work overtime unless approved in advance per this policy. A written agreement between the employee and the institution shall be completed when the employee chooses compensatory time off in lieu of overtime pay. The written agreement may be modified at the request of either the employee or employer at any time but under no circumstances shall a change in the agreement deny the employee compensatory time heretofore acquired.

5. **BACKGROUND OR EXCLUSIONS**

Exempt employees are not eligible for compensatory or over time pay. HOWEVER, when an exempt employee is required to work on any designated institutional holiday, that employee shall be given substitute time off on an hour-for-hour worked basis. (See Title 133, Procedural Rule Series 8, Section 5.3).

6. **GENERAL PROVISIONS**

- A. **Work Hours Beyond 37.5 Per Week:** If it is essential that a non-exempt employee work more than 37.5 hours per week, the extra work must be requested and approved in advance by the immediate supervisor and the cabinet level administrator. The employee and immediate supervisor must mutually agree upon the method of compensation, choosing between the options of receiving monetary payment for extra hours worked, or receiving compensatory time off in lieu of pay. Depending upon the agreed upon method of compensation, the approval process is as follows:
 - 1. Requests to work extra hours in exchange for monetary payment must be approved by the Chief Financial Officer.
 - 2. Requests to work extra hours in exchange for compensatory time off must be approved by the immediate supervisor.
- B. **Maximum Accumulation:** An employee of Southern West Virginia Community and Technical College may accumulate a maximum of 37.5 hours of compensatory time with the supervisor's approval. Any hours beyond this must be approved by the Executive Vice President.
- C. **Public Safety, Seasonal, or Emergency Workers:** Employees in these categories may accumulate up to 75 hours and shall be paid for all hours worked above the maximum accrual.
- D. **Time Frame for Use of Compensatory Time:** Accrued compensatory time must be used by the employee prior to using annual leave. Compensatory time must be used within one year of accrual. The use of compensatory time off must be requested in advance. Approval of the request shall be contingent upon whether it will unduly disrupt the operation of the institutional department. When compensatory accrual reaches 37.5 hours, the supervisor must schedule the time off within thirty days.

E. **Payment at Termination or Resignation:** Any unused compensatory time shall be paid to the employee at the final regular rate of pay received by such employee or at the average regular rate received by the employee during the last three years of employment, whichever is higher.

F. **Compensatory/Over Time for Holiday Work:**

1. **Non-Exempt Employee:** When a non-exempt employee is required to work on any designated institutional holiday, that employee shall receive regular pay for that holiday, plus substitute time off or additional pay at the rate of one and one-half (1½) times the number of hours actually worked.
2. **Exempt Employee:** When an exempt employee is required to work on any designated institutional holiday, that employee shall be given substitute time off on an hour-for-hour worked basis.

7. RESPONSIBILITIES AND PROCEDURES

A. **Primary Responsibility:** The Office of Human Resources shall have primary responsibility for the implementation and oversight of the provisions of this policy. Employees and supervisors are responsible as follows:

1. **Employees:** Non-exempt employees may not work hours beyond his/her regular schedule unless requested to by his/her immediate supervisor, or without an approved request to work additional hours.
2. **Supervisors:** Supervisors are responsible for compliance with all sections of this policy. He/she is responsible to make sure his/her employees do not work beyond their regularly scheduled work hours per week. Should an employee be required to work additional hours, the supervisor is responsible for ensuring the appropriate request and approvals are properly completed. Supervisors are responsible for monitoring employee compensatory and overtime accruals to avoid the accumulation of unfunded liability for compensation owed to employees.

B. **Procedures for requesting Overtime or Compensatory Time:** The following procedures will be followed for administering overtime and compensatory time provisions of this policy.

1. The "Request to Work Additional Hours" must be completed by either the employee or the supervisor. The employee and supervisor must mutually agree upon the method of compensation for the additional hours to be worked. Options are either monetary pay, compensatory time off, or schedule adjustment.
2. Should an employee not wish to work for compensatory time off or be compensated with a schedule adjustment, the supervisor has the options to inquire if other employees would be interested in performing the work, delay the task until the next workday, or to request approval to pay overtime. The supervisor can request and even suggest the employee work for compensatory time off in lieu of overtime pay.
3. **Schedule Adjustment:** The supervisor and employee may agree to temporarily adjust the employee's work schedule in order to avoid the accumulation of compensatory time or overtime. Schedule adjustments must be made within the same work week.

4. Supervisor will consult with the Chief Financial Officer regarding the need and available budget for the extra work. Supervisors are reminded that although payment is not in dollars, compensatory time has associated costs to the institution. The Chief Financial Officer must provide signature approval for all "Request to Work Additional Hours" where monetary pay is the chosen method of compensation.
5. Approval is required from supervisor and cabinet level administrator regarding the need prior to having the work performed.
6. The original "Request to Work Additional Hours" will be sent to Human Resources immediately after approval.
7. As a general rule, a separate Request to Work Additional Hours is required for each day an employee is requested to work in excess of the normal work day. An exception might be when the supervisor knows beforehand that the tasks will take several days during the workweek to complete and that a certain number of hours will be required. Multiple day requirements for overtime or compensatory time should be indicated as such on the form.
8. If overtime pay is agreed upon as the method of compensation, the employee will include the additional hours worked on his/her time card at the end of the applicable pay period. A copy of the approved "Request to Work Additional Hours" will be submitted with the time card.
9. Payroll will calculate the amount of pay and will add the additional wages to the employees next available payroll.
10. If compensatory time is agreed upon as the method of compensation, the employee will turn in a time card at the end of the month showing the additional hours worked. Compensatory hours worked are to be indicated with the code "C" for "comp time." A copy of the approved "Request to Work Additional Hours" will be submitted with the time card.
11. The employee must make a request for approval to use accrued compensatory time to the supervisor prior to taking compensatory time off. Approval is contingent upon the needs of the department or institution. Accrued compensatory time must be used prior to using annual leave and must be used within one year of date earned.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle 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. SCP- 2575 is scheduled for review during the 2010-2011 academic year.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF February 19, 2008**

ITEM: SCP-2580 Part-time Employees: Classified Staff and Adjunct Faculty

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the policy.

STAFF MEMBER: Patricia Clay, Human Resources Administrator

BACKGROUND:

This policy was originally created in June 2004 in compliance with mandates from the Higher Education Policy Commission, West Virginia Council for Community and Technical College Education, and West Virginia Code.

No substantial changes have been made to the policy. Changes were made in titles to reflect the current administrative structure.

This policy has been reviewed by the Human Resources Administrator with advice and input from the HR staff and the Executive Council prior to submission to this Board.

At its November 2007 meeting this policy was approved and later distributed for a thirty day comment period. No comments were received. At this time, it is recommended that the policy be approved as final.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-2580
Origination:	June 15, 2004
Effective:	June 15, 2004
Reviewed:	October 29, 2007

SUBJECT: Part-time Employees: Classified Staff and Adjunct Faculty

**REFERENCE: West Virginia Code §18B-7-6(a)(b)
Title 135, Procedural Rule, West Virginia Council for Community and
Technical College Education, Series 39, *Classified Employees*
Title 133, Procedural Rule, West Virginia Council for Community and
Technical College Education, Series 9, *Academic Freedom, Professional
Responsibility, Promotion, and Tenure***

1. PURPOSE

To establish a policy regarding the role of part-time classified and part-time faculty (adjunct) employees.

2. SCOPE AND APPLICABILITY

The policy applies to all part-time classified staff and part-time faculty employees.

3. DEFINITIONS

A. Part-time Classified Employee: Non-faculty employees whose status is defined in Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 39, *Classified Employees*, Section 2.1, 2.2, and 2.3.

B. Adjunct Faculty: Part-time non-tenure track faculty who do not meet the definitions of full-time, temporary, or term appointment faculty as defined in Title 133, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*

4. POLICY

Southern West Virginia Community and Technical College shall employ sufficient numbers of classified, non-classified, and faculty employees as deemed necessary by the President, to maintain services and meet the goals and commitments of the institution as outlined in strategic planning documents. Part-time employees, whether classified staff or faculty, shall be used to supplement, not supplant, the need for sufficient numbers of employees necessary for administrative support and delivery of academic instruction.

5. BACKGROUND OR EXCLUSIONS

Southern West Virginia Community and Technical College recognizes that workloads fluctuate through the fiscal year. Workload fluctuations are non-predictable and may be imposed upon the institution from external forces. In order to maintain fiscally sound practices and effective operation of the institution, both academic and administrative, the necessity for employment of individuals on a part time basis is imperative.

6. GENERAL PROVISIONS

A. Part-time Classified Employees:

1. Southern West Virginia Community and Technical College shall not hire part-time classified employees solely to avoid the payment of benefits, nor in lieu of full-time classified employees.
2. All qualified classified employees with nine-month or ten-month appointments shall be provided opportunity to accept part-time or full-time summer employment before new persons are hired for the part-time or full-time summer employment.

B. Adjunct Faculty:

1. The institution shall employ a sufficient number of full-time faculty to maintain an effective shared governance process in the management of academic programs, student advisement, and scholarship.
2. The hiring of a reasonable number of adjunct faculty is required for the effective and efficient delivery of instruction.
3. It is recognized that hiring qualified adjunct faculty
 - a. Allows the institution the flexibility to deliver course offerings that meet programmatic needs at a manageable cost.
 - b. Brings to the instructional faculty specific and unique credentials or experiences that may not be obtained through the employment of a full-time individual.
 - c. Enables the institution to expand course offerings to meet the immediate demands of student enrollment.

7. RESPONSIBILITIES AND PROCEDURES

- A. The President and academic administration are responsible for maintaining a reasonable and appropriate balance between the number of full-time and adjunct faculty.
- B. The President and Human Resources Department are responsible for policy administration regarding the establishment of part-time positions and hiring of part-time personnel.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle 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. SCP-2580 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: October 2007 - No substantial changes in procedure or documentation requirements. Review and revision statements added to policy.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF February 19, 2008**

- ITEMS:**
1. SCP-2700 Reduction in Work Force - Classified Personnel
 2. SCP-2701 Reduction in Work Force - Faculty Personnel

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned revised policies.

STAFF MEMBER: Patricia Clay, Human Resources Administrator

BACKGROUND:

These policies were originally created in 2004 after extensive employee involvement and research regarding reduction in force issues.

No substantial changes have been made to either policy. Changes were made in titles and the name of the Grievance Board.

These policies have been reviewed by the Human Resources Administrator with advice and input from the HR staff and the Executive Council prior to submission to this Board.

At the November 2007 meeting of the Board, these policies were approved for a 30 day comment period. Having received no comments, we recommend final of SCP-2700 and SCP-2701.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-2700
Origination:	April 20, 2004
Effective:	April 20, 2004
Reviewed:	October 2007

SUBJECT: **Reduction in Work Force—Classified Personnel**

REFERENCE: **West Virginia Code §18B -7-1**
SCP-5260, Meeting Financial Exigency
Title 133, West Virginia Council for Community and Technical College Education,
Series 8, Personnel Administration

1. P U R P O S E

The purpose of this policy is to establish uniform procedures that will provide a means to address required reductions in work force within the ranks of classified personnel in a fair and orderly manner.

2. S C O P E A N D A P P L I C A B I L I T Y

This policy shall apply to full-time classified employees and any full-time classified employee who is involuntarily transferred to a non-classified position for which the employee did not apply or whose position designation is involuntarily changed to non-classified without transfer to a different position. Nothing within this policy shall be construed to limit or control the authority of the President or Board of Governors to undertake personnel actions outside the context of a financial exigency.

3. D E F I N I T I O N S

A. Full-Time Regular Employee (FTR): Any employee in a classified position created to last a minimum of nine months of a twelve-month period and in which such employee is expected to work no less than 1,040 hours during said period. The full-time equivalent (FTE) of such a position must be reported at no less than .53 FTE. Personnel who fail to meet the work threshold for designation as full-time classified personnel shall hold no seniority and will be considered “at-will” employees.

B. Classification: The terms “classification,” “by classification,” or “equivalent classification” used in this policy and in West Virginia Code §18B-7-1 are interpreted to mean “pay grade,” “by pay grade” or “equivalent pay grade.”

C. Job Qualifications: Job qualifications refer to the requirements an incumbent or candidate for a particular position must possess. The specific job qualifications are outlined in the Position Information Questionnaire (PIQ) under Section IV. Job qualifications in the PIQ are the specific education or knowledge requirements; licensures; certifications; special knowledge, skills, and abilities (KSAs); and experience requirements a candidate for the position must possess in order to be able to adequately perform the job.

D. Seniority: For purposes of reduction in force, “seniority” means uninterrupted service in the higher education system. Uninterrupted service means the continuous period of time that an employee is in payroll status—i.e., being paid for time worked regardless of when the payment occurs. Therefore, persons on unpaid leaves of absence (regardless of the reason) do not accrue seniority service for

purposes of reduction in force. An employee hired at Southern who previously worked at another institution under the jurisdiction of the Higher Education Policy Commission must have no break in service between the two institutions in order to have the previous institutional service counted toward seniority calculations for reduction in force purposes at Southern.

4. **POLICY**

It shall be the policy of the Board of Governors to undertake reductions in the workforce of classified personnel in a consistent and fair manner. The continuation of services, following a reduction in workforce in the ranks of classified personnel with appropriately trained and qualified personnel, shall be afforded primary consideration in all decisions related to elimination of positions and the reassignment of affected classified personnel.

5. **BACKGROUND OR EXCLUSIONS**

Part-time regular, casual and/or temporary classified employees are not covered under the provisions of this policy.

6. **GENERAL PROVISIONS**

A. Calculation of Seniority: Seniority accumulation for regular full-time employment begins on the date the employee enters upon regular full-time employment duties and continues until such regular full-time employment is severed with the College. Part-time service performed prior to becoming a full-time regular employee will not be counted in the seniority calculation. Only full-time, benefit eligible service will be counted. Additional seniority shall be given for full time service in the state's system of higher education, provided however, an entitlement to credit for service credited at another institution of higher education requires an uninterrupted transition to service at Southern. Such additional seniority shall be applied to adjust the total months of service. Employees shall accrue seniority while on sick leave, while receiving temporary total disability benefits under the workers' compensation system, while on approved military leave, or on any authorized paid leave. Employees shall not accrue seniority during periods of disciplinary suspension without pay or unauthorized absences. Any loss of seniority occasioned by disciplinary suspension or unauthorized absences shall result in an adjustment to an employee's total months of service for seniority purposes.

1. An employee who voluntarily terminates service through resignation or who is terminated for cause shall permanently lose all accumulated seniority. An employee who is subject to a reduction-in-force shall, upon re-employment, receive credit for previously accumulated seniority, but shall not accumulate seniority during the period of absence prior to re-employment.
2. If two or more employees accumulate identical seniority, the priority shall be determined by a random selection established by the employees and approved by the Office of Human Resources. Priority shall be established anew in the context of each personnel decision where a tie in seniority must be broken.

B. Correction of Erroneous Total Months of Seniority: Notification of total months of service shall be included in the employee's annual Notice of Classified Staff Title and Salary. It shall be the responsibility of all classified personnel to validate the correctness of their total months of service and adjustments thereto. An employee who fails to correct erroneous total months of service and who is subject to adverse personnel action by virtue of erroneous seniority shall be prohibited from raising the error in the context of the adverse personnel action. However, an employee's erroneous

seniority shall be corrected for all purposes other than the adverse personnel action in question.

- C. Specific Qualifications or Training:** Any specific qualifications or training associated with a classified position shall be set forth in the Position Information Questionnaire (PIQ). If specific qualifications or training are set forth in the PIQ, such positions shall only be available to more senior employees whose positions have been eliminated if such more senior employees hold such specific qualifications or have acquired such training. Upon approval of this policy, the Office of Human Resources shall conduct a review of all classified employee PIQs for the purpose of recommending the inclusion of specific qualifications or training. Specific qualifications and training shall be reviewed annually in the context of Position Information Questionnaire reviews. Any significant changes recommended by supervisors or by the Office of Human Resources shall be submitted to the President for approval. The lack of qualifications or training by a more senior employee whose position has been eliminated shall be regarded as conclusive evidence that the more senior employee cannot perform the duties and responsibilities of a position where such specific qualifications or training is included in the PIQ.
- D. President's Authority and/or Recommendation:** The President may eliminate classified positions without prior recommendation to the Board of Governors for reasons other than financial exigency. These reasons may include but are not limited to lack of funds, expirations of special grants or revenue streams, lack of work, material changes in duties, or changes in organization. In the event of a declaration of financial exigency by the Board of Governors, the President shall eliminate part-time and non-critical vacant positions prior to recommending the elimination of positions held by regular full-time classified personnel.
- E. Action by the Board of Governors:** Upon receipt of a recommendation by the President, the Board of Governors may eliminate classified positions.
- F. Affected Personnel:** Personnel who are serving in positions that have been designated for elimination shall be considered for reassignment based upon their seniority, classification and any relevant specific qualifications or training they may possess. Once positions have been designated for elimination, the affected employees must update their record of credentials and specific qualifications and training within a reasonable time frame as determined by the Office of Human Resources.
- G. Consideration of FTE Status:** FTE status shall be considered in evaluating the suitability of positions for reassignment. Notwithstanding the fact that employees with FTEs between .53 and 1.0 are considered full-time, vacancies and other potential positions for reassignment must be no less than .20 of the affected employees' FTE status to be considered suitable. However, if there are no suitable vacancies or other available suitable positions held by employees with less seniority, an employee may be reassigned to a position that would otherwise be considered non-suitable for reason of FTE disparity.
- H. Process for Reassignment of Affected Personnel:** The following process shall be observed for determination of reassignment of affected personnel:

 - 1. Priority One:** Qualified affected employees will be transferred to current vacant positions, without regard to seniority, in order to avoid a layoff situation by the institution. Attempts will be made to transfer affected employees to vacancies in the same classification. If a vacancy does not exist in the same classification, attempts will be made to transfer employees to vacant positions in lower classifications.

2. **Priority Two:** In the event that a layoff situation has not been avoided through application of priority one, qualified affected employees will be transferred to other positions within the same classification, displacing the least senior employees in that classification.
3. **Priority Three:** After exhaustion of available positions in the same classification, qualified affected employees will be transferred to other positions in a lower classification, displacing the least senior employees in that classification.
4. **Priority Four:** Transfer to a part-time vacancy within the same classification.
5. **Priority Five:** Transfer to a position held by a part-time employee within the same classification.
6. **Priority Six:** Transfer to a position held by a part-time employee in a lower classification.

I. Application of Seniority in Reassignment Determinations: If the employee holding a position that has been identified for elimination has more seniority than other employee(s) within the employee's classification, the employee shall displace the least senior employee within the classification who holds a position for which the more senior employee qualifies. Provided, that the PIQ for the position held by the less senior employee(s) within classification does not contain specific qualifications or training. In the event a PIQ for positions held by less senior employees contain specific qualifications or training, the positions will only be available to more senior employees if the more senior employees hold such specific qualifications or have acquired such training. If an employee refuses reassignment to a position in an equivalent classification, the employee forfeits all rights of recall.

1. If there are no positions within classification, lower classification (in rank order) shall be considered as potential assignments in the same manner as described in the foregoing paragraphs, provided, an employee may elect not to accept reassignment to a lower classification and be placed on the recall list.
2. Employees who have been displaced by a more senior employee whose position had been eliminated shall have the same rights to reassignment as described in the foregoing paragraphs.
3. If more than one position in a particular classification is eliminated, reassignments shall be considered in order beginning with the most senior affected employee.

J. Preferred Recall List: All employees who lack sufficient seniority to retain employment in a reduction in work force or who have been displaced as a result of the elimination of their positions and who elect to refuse reassignments to lower classifications, shall be placed in a preferred recall list. Employees on the preferred recall list shall be recalled to any position opening by the institution within the classification in which the employee had previously been employed or to any position in a lower classification for which the employee is qualified on the basis of seniority. An employee on the preferred recall list shall not forfeit the right to recall if compelling reasons, as defined by the President, require the employee to refuse an offer of re-employment.

1. The Office of Human Resources shall notify all employees on the preferred recall list of all position openings that exist from time to time. The notice shall be sent by certified mail to the last known address of the employee. It is the responsibility of the employee on the recall list to notify the Office of Human Resources of any change in address in order to retain recall

status.

2. An employee's listing shall remain active for a period of one year. However, employees must annually request in writing that their listing be renewed for the successive year. An employee who fails to renew listing on the recall list prior to the anniversary date of placement on the list or last renewal shall be removed from the list.
3. No position openings shall be filled by the institution, whether temporary or permanent, until all employees on the preferred recall list have been properly notified of existing vacancies and have been given an opportunity to accept re-employment.

7. RESPONSIBILITIES AND PROCEDURES

The Office of Human Resources shall have primary responsibility for the implementation of the provisions of this policy.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle 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. SCP-2700 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)

Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: October 2007 — Revisions reflect no substantial changes in procedure or documentation requirements. Policy Format change.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-2701
Origination:	February 17, 2004
Effective:	February 17, 2004
Reviewed:	October 29, 2007

SUBJECT: Reduction in Work Force—Faculty Personnel

**REFERENCE: SCP-2218, *Evaluation Process for Full-Time Faculty*
SCP-3620, *Policy Regarding Program Review*
SCP-3650, *Program Reduction or Elimination*
SCP-5260, *Meeting Financial Exigency***

1. PURPOSE

The purpose of this policy is to establish uniform procedures that will provide a means to address reduction-in-force within the ranks of faculty personnel in response to a Financial Exigency.

2. SCOPE AND APPLICABILITY

This policy shall apply to all full-time faculty employees.

3. DEFINITIONS

Seniority: Number of full-time years of teaching experience earned at Southern. Excludes adjunct teaching experience and administrative experience regardless of the faculty rank held during administrative assignment.

4. POLICY

It shall be the policy of the Board of Governors to undertake reductions in the workforce of faculty personnel in a consistent and fair manner. Following the declaration of a Financial Exigency, the president shall undertake program reviews to consider any other pertinent program data. The President may recommend to the Board of Governors the elimination or reduction of programs deemed appropriate and in the best interest of the College. The primary consideration in any resulting decision to eliminate positions and reassignment of affected faculty personnel will be the preservation of the quality and effectiveness of the College's programs. Consequently, those faculty members who are deemed to be of key importance to the specific program will be retained in preference to other faculty members, whatever their status.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

A. Basis For Elimination of Faculty Positions: Recommendations by the President to the Board of Governors concerning the elimination of any faculty position will be made on the basis of need within each discipline, as defined by the president after consultation with the chief academic officer, the deans and department chairs.

B. Elimination of Positions With Equal Rank in Same Discipline: In the event all other factors are considered to be equal and a choice must be made concerning the elimination of the position of one of two or more faculty members holding the same rank and teaching the same discipline, the faculty member with the greater seniority will be retained. Also, in the event of a conflict between rank and seniority, such as when an assistant professor has substantially more seniority than his or her equally qualified counterpart who is an associate professor, the department chair, dean and the chief academic officer will jointly review the annual evaluations of both faculty members for the previous three years, as well as any other relevant data, and make a recommendation to the president concerning which of the positions better serves the vital interests of the College.

C. Order for Elimination of Faculty Positions: Non-tenured faculty members, within the discipline to be reduced, will be terminated prior to the termination of the employment of tenured faculty members. Employment terminations of faculty members will generally follow the order specified below unless there is an identified need to retain faculty members who are deemed to be of key importance to a particular program:

Non-Tenured:

1. Adjunct Faculty
2. Lecturer and Temporary Faculty
3. Instructor
4. Assistant Professor
5. Associate Professor
6. Professor

Tenured:

1. Assistant Professor
2. Associate Professor
3. Professor

D. President's Recommendation: In addition to recommendations made in response to a Financial Exigency, the President may recommend the termination of the employment of faculty members to the Board of Governors at any time for reason of lack of funds, lack of work, reduction in enrollment or abolition of position. Recommendations of the President to the Board of governors relative to the termination of the employment of faculty members shall not be made until affected faculty members have been afforded a hearing as provided herein.

E. Notice and Hearing For Tenured Faculty Members: The President shall provide written notice to any full-time tenured faculty member of the intent to recommend termination of employment based upon a reduction-in-force. The notice shall contain a description of the reasons for the intended recommendation. The President must make every effort to give as much notice as is practical in light of the financial exigency to each affected faculty member in advance of the effective date of the layoff. Yet, the legislative appropriation process and the subsequent analysis needed before the Board of Governors declares a Financial Exigency and receives, considers and approves implementing programs may allow little time for formal notice to the employees who are to be laid off. Upon receipt of such notice, the affected faculty member may request a hearing to be conducted by the President or his or her designee. A request for a hearing must be made within five (5) calendar (**working**) days of a notice of recommended termination. Among the issues to be considered by the President or designee are:

1. Adherence to the policy relating to Financial Exigency.

2. Material deviations from procedural requirements.
 3. Actions that violated the principles of academic freedom or that violated established law related to race, national origin, religion, age, disability, veteran's status or gender in the dismissal of a faculty member.
 4. The burden of proof in termination proceedings rests with the faculty member. The Board's declaration of Financial Exigency is judgmental or discretionary and is not subject to contest by any faculty member.
 5. The hearing shall be recorded by mechanical means. However, the strict rules of evidence shall not be applied.
 6. Following the hearing, the President or designee, shall prepare a written decision upon any matters raised by a faculty member who has requested a hearing. The decision shall contain a description of the concerns raised by the faculty member and a response thereto. A copy of the decision shall accompany any subsequent recommendation made by the President to the Board of Governors.
 7. Use of the appeal procedure does not delay the effective date of employment termination.
- F. Non-Tenured Faculty Members:** In most instances, a reduction-in-force of faculty members under fixed-term appointments will be accomplished by non-reappointment rather than by layoff during the term of employment. Non-renewal under these circumstances does not entitle a faculty member to notice and hearing under the terms of this policy. In the event a faculty member serving under a fixed-term appointment is recommended for employment termination during the term of employment because of a reduction-in-force under a Financial Exigency, that faculty member shall be entitled to use the appeal procedure described in paragraph E.
- G. Action by the Board of Governors:** Upon receipt of a recommendation by the President, the Board of Governors may terminate the employment of a faculty member. No separate hearing shall be afforded to affected faculty members by the Board of Governors. The affected faculty member shall be provided with written notice of the action taken by the Board of Governors and shall also be provided with a copy of the instructions and form for filing an appeal with the West Virginia Public Employees Grievance Board.
- H. Refusal of Transfer:** If the employment of an instructor whose position is deemed vital to a particular campus (as determined within the sole discretion of the President) is terminated on the basis of rank, his or her position will be offered to the instructor with the greatest seniority within the relevant discipline from another campus. Should that instructor decline to accept the vacant position, and no other qualified instructor from the other campuses will volunteer to accept the position, the employment of the instructor with the least seniority refusing the transfer will be terminated and the position deemed vital to a particular campus will be posted.
- I. New Faculty Positions:** New positions will not be created while a Financial Exigency is in effect unless a serious disruption in the functioning of the College would otherwise result, as determined within the sole discretion of the President. New academic programs or faculty positions may be created only when it can be demonstrated that these programs or positions will help the College extricate itself from Financial Exigency. Priority for filling these positions will be given to existing, qualified faculty.

- J. Re-employment Following Exigency-based Termination:** Notwithstanding any other recall rights contained in the policy, in the case of the termination of the employment of a tenured faculty member occupying a permanent faculty position, the position concerned may not be filled by replacement within a period of two years from the effective date of the termination of employment unless the faculty member has been offered a return to employment in that position and has not accepted the offer within 30 calendar days after the offer is extended.
- K. Termination of Exigency:** The termination of a Financial Exigency will not imply that employment terminations that were made during a period of declared Financial Exigency are automatically withdrawn or otherwise invalid.
- L. Process for Re-employment of Affected Personnel:** The following process shall be observed for determination of recall and reassignment of affected faculty members following the termination of a Financial Exigency: When filling academic positions, the highest ranking qualified tenured faculty member whose employment has been terminated as part of a Financial Exigency reduction-in-force (and who had not been employed in an academic position elsewhere) shall be offered the position. If the position is refused, it shall be offered to other similarly affected faculty members in rank order. Any refusal of employment by a faculty member shall extinguish any further rights to recall. However, a refusal to accept a position shall not preclude a faculty member from making application for other posted position openings. The Office of Human Resources shall notify faculty members whose employment has been terminated of position openings in accordance with the terms of this policy. The notice shall be sent by certified mail to the last known address of the employee. It is the responsibility of the employee on the recall list to notify the Office of Human Resources of any change in address in order to retain recall status.
- M. Assumption of Responsibilities:** The duties of a faculty member terminated under the provisions of this policy will be assumed by his/her remaining colleagues in so far as is feasible. A terminated faculty member's duties will in no circumstances be assumed by adjunct instructors.
- N. Rights of Returning Tenured Faculty Members:** A tenured faculty member who has been terminated and who accepts re-employment with the College under the terms of this policy will resume tenure and the rank held at the time of employment termination, be paid a salary commensurate with the rank and length of previous service, be credited with any sick leave accrued as of the date of employment termination and be credited with any annual leave accrued as of the date of employment termination for which payment has not been made.

7. RESPONSIBILITIES AND PROCEDURES

The President and Chief Academic Officer shall have primary responsibility for making recommendations to the Board of Governors regarding elimination of faculty positions.

The Office of Human Resources shall have primary responsibility for the implementation of the provisions of this policy.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle 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. SCP-2701 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: October 2007 — Revisions reflect no substantial changes in procedure or documentation requirements. Changes were made in titles to reflect current organizational structure and renaming by the Legislature of the West Virginia State and Education Employees Grievance Board.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF February 19, 2008**

ITEM: SCP-2825 Salary Administration

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the revised policy.

STAFF MEMBER: Patricia Clay, Human Resources Administrator

BACKGROUND:

This policy was originally created and implemented in April 2005.in compliance with mandates from the Higher Education Policy Commission, West Virginia Council for Community and Technical College Education, and West Virginia Code.

One substantial change has been made to the policy. Section 6, B. 2. was revised to reflect the development, approval, and implementation of the Faculty Compensation Program. A new paragraph was inserted as #3 in this section to allow flexibility in compensation practices.

This policy has been reviewed by the Human Resources Administrator with advice and input from the HR staff and the Executive Council prior to submission to this Board.

This policy was approved for a thirty day comment period in the November 2007 meeting of this Board. No comments were received during the comment period. At this time we recommend final approval of the revised policy.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-2825
Origination:	December 2004
Effective:	April 19, 2005
Reviewed:	October 29, 2007

SUBJECT: **Salary Administration**

REFERENCE: **West Virginia Code §18B-8-3, §18B-8-3(a), and §18B-9-4(b)**
West Virginia Council for Community and Technical College Education (Community and Technical College System Council), and West Virginia Higher Education Policy Commission (HEPC) Joint Procedural Rule, Series 8, *Personnel Administration*

1. P U R P O S E

The purpose of this policy is to establish guidelines for salary administration which enables the College to maintain a fair and equitable compensation program and to attract, retain, and reward highly qualified employees.

2. S C O P E A N D A P P L I C A B I L I T Y

This issuance applies to non-classified employees, (with the exception of the President), full-time faculty, and classified staff.

3. D E F I N I T I O N S

- A. Non-classified Employee** — An employee so designated by the president who is responsible for policy formation at the department or institutional level or reports directly to the president of the institution or is in a position considered critical to the institution by the president.
- B. Full-time Faculty** — An individual employed on a full-time year to year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.
- C. Classified Employee** — An employee in a position covered under the classification program set out by Procedural Rule, Series 8, *Personnel Administration*.

4. P O L I C Y

The President shall prepare an annual budget presentation for approval by the Board of Governors (BOG). As part of this presentation, the President shall include any plans for awarding of salary increases for all employees other than the President. The President's recommendation for salary increases to the Board of Governors will incorporate compensation methods deemed appropriate to accomplish the salary goals of the College and may address issues such as market/peer competitiveness, performance, and equity adjustments, or other common compensation practices necessary to maintain a fair and equitable compensation program.

The salary and other compensation for the President shall be developed and approved by the Board of Governors in compliance with guidelines of the West Virginia Community and Technical College Council.

Plans for salary increases for all employees of Southern West Virginia Community and Technical College

effective on or after the date of the adoption of this policy shall contain a merit factor. All salary increases shall be contingent upon the availability of funding and are not considered to be automatic based upon any salary schedule adopted or in effect.

5. BACKGROUND OR EXCLUSIONS

In so much as they shall apply, entry level salaries and any salary increases awarded shall be in compliance with WV Code and supportive of the goals and strategies of the institutional Compact.

6. GENERAL PROVISIONS

As funding is provided for salary adjustments, those funds will be allocated equitably consistent with the purpose for which the funds are being provided. Salary increases may be provided only when funding is available. Salary increases shall be provided using one or more of the following criteria. The criteria are not to be considered as sequential and may be applied concurrently for any employee category.

A. Non-classified:

1. Salary increases may be provided as proposed by the President and determined by the Board of Governors.
2. Merit-based salary increases may be provided based on results derived from the approved performance appraisal system which provides a fair and equitable basis for measuring performance levels based upon reasonable performance standards.

B. Faculty:

1. Promotion in rank — a 10% salary increase on the existing base salary, not to include any stipend or supplemental contract pay, shall be awarded to a faculty member who is promoted in rank based upon meeting the criteria for such promotion as outlined in SCP-2686, *Promotion in Rank and Tenure Policy*.
2. Salaries are largely governed by a Faculty Compensation Program and a salary schedule approved by the Board of Governors. The first priority for funding salaries for faculty employees shall be to ensure salary levels are at the entry level step in rank on the salary schedule. Salary monies will be applied to funding the salary schedule proportionately for all faculty employees based upon the individual employee's step placement and rank.
3. Other salary increases may be provided as proposed by the President and determined by the Board of Governors.
4. Merit-based salary increases may be provided based on results derived from the approved faculty evaluation process which provides a fair and equitable basis for measuring performance levels based upon reasonable performance standards. Any faculty evaluation process adopted shall be developed in collaboration with the faculty and approved by the President.

C. Classified Employees:

1. Salaries are largely governed by a classification system and a legislatively approved salary schedule. The first priority for funding salaries for classified employees shall be to ensure

salary levels are at the Zero step on the salary schedule. Salary monies will be applied to funding the salary schedule proportionately for all classified employees based upon the individual employee's pay grade and years of service.

2. Other salary increases may be provided as proposed by the President and determined by the Board of Governors.
3. Merit-based salary increases may be provided based on results derived from the approved performance appraisal system which provides a fair and equitable basis for measuring performance levels based upon reasonable performance standards. Any performance appraisal system adopted shall be developed in collaboration with the classified staff and approved by the President.

7. RESPONSIBILITIES AND PROCEDURES

The authority for developing a performance appraisal system to be applied in awarding merit-based salary increases is delegated to the President by the Board of Governors.

8. CANCELLATION

This policy supersedes any prior policy or reference to salary issues of Southern West Virginia Community and Technical College.

9. REVIEW STATEMENT

This policy shall be reviewed on a three- year cycle 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. SCP-2825 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services

Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: October 2007 — Revisions incorporate the BOG approved Faculty Compensation Program and Salary Schedule as a means to provide salary increases for faculty.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 19, 2008**

ITEM: SCP-1000, Manuals, Announcements and Policies (MAP)
Development System
SCP-1000.A, Attachment A — Classification Table
SCP-1000.B, Attachment B — Format for Southern
College Policy (SCP)
SCP-1000.C, Attachment C — Format for Southern
Administrative Announcement (SAA)
SCP-1000.D, Attachment D — Format for Southern
Administrative Manuals (SAM's)

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy (with attachments) to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

STAFF MEMBER: Merle Dempsey

BACKGROUND:

SCP-1000, which establishes the process for adoption, amendment or repeal of rules, guidelines, administrative procedures and policy statements by the Board of Governors of Southern West Virginia Community and Technical College that have an institution-wide effect or affect the rights, privileges, or interests of employees, students, or citizens, was developed in accordance with WVA Code §18B-1-6 and Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, Rules and Administrative Procedures.

The revised policy changes the policy review cycle from every three years to a review on a regular basis with a time frame for review of each policy to be determined by the President or President's designee.

The paragraph numbering system for Southern College Policies as outlined in SCP 1000.B, Attachment B — Format for Southern College Policy (SCP), was revised to incorporate a legal numbering system rather than the current mix of numbers and letters.

The policy and all attachments have been reformatted with the new logo and document footer.

It is recommended that the aforementioned revised policy (with attachments) be advanced for a thirty-day comment period.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

**Number: SCP-1000
Origination: April 6, 1999
Effective: June 24, 2002
Reviewed: January 24, 2008**

SUBJECT: Manuals, Announcements and Policies (MAP) Development System

**REFERENCE: West Virginia Code §18B-1-6(c)(3)
 Title 135, Procedural Rule, West Virginia Council for Community and Technical
 College Education, Series 4, Rules and Administrative Procedures**

1. PURPOSE

To meet the requirements of Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education (the Council), Series 4, Rules and Administrative Procedures.

2. SCOPE AND APPLICABILITY

This policy establishes the process for adoption, amendment or repeal of rules, guidelines, administrative procedures and policy statements by the Board of Governors (the “Board”) of Southern West Virginia Community and Technical College (the “College”) that have an institution-wide effect or affects the rights, privileges or interests of employees, students or citizens.

3. DEFINITIONS

- A. Rule — Any regulation, guideline, directive, standard, statement of policy or interpretation of general application and future effect that also has institution-wide effect or affects the rights, privileges or interests of employees, students or citizens. The following are not rules:
 - 1. Regulations, guidelines or policies established for individual units, divisions, departments or schools of the institution that deal solely with the internal management or responsibilities of a unit, division, department or school; or
 - 2. Academic curricular policies that do not constitute a mission change for the institution.
- B. Administrative Procedure — Any regulation, guideline, directive, standard or statement of policy or interpretation of future effect that does not qualify as a “rule.”
- C. Issuances — Documents developed and distributed as: official rules, guidelines and policy statements that establish the policies, responsibilities and general procedures governing Southern; or announcements, manuals and other resources that provide information to the Southern community.
- D. Unit — Area of the organization directed by members of the President’s Cabinet, such as the President’s Office, Academic Affairs, Student Services, Finance, Human Resources, Economic and Community Development, and Technology.

- E. Department — Area of the organization directed by a Director/Manager who reports to a member of the President’s Cabinet.
- F. Program — Area of the organization within a department or unit developed to deal with all aspects of a particular function.

4. POLICY

- A. It is the policy of the College to comply with the mandates of Series 4 of the Rules and Administrative Procedures of the West Virginia Council for Community and Technical College Education (the “Council”). To the extent that the Council should revise Series 4 or promulgate any rule inconsistent with this policy, the Council rule would supersede this policy.
- B. Administrative issuances of general college-wide interest will be documented as part of Southern’s MAP System.
- C. Issuances will be clear, concise and to the point on matters of college-wide effect which:
 - 1. Establish or define rules, guidelines or policy statements;
 - 2. Publish program and institutional administrative decisions;
 - 3. Effect formal delegation of authority;
 - 4. Assign functional or operational responsibility and establish organizational structure; or
 - 5. Provide relevant information for college-wide distribution.

5. BACKGROUND OR EXCLUSIONS

- A. The following types of issuances will be used.
 - 1. SIP (Southern Interim Policy) will be used to publish interim, temporary, or emergency rules, guidelines and policy statements which shall be effective until an SCP (Southern College Policy) is developed and approved.
 - 2. SCP (Southern College Policy) will be used to publish rules, guidelines and policy statements, which may include delegation of authority, program or institutional administrative decisions, general guidelines or procedures, and other college administrative information with an institution-wide effect.
 - 3. SAA (Southern Administrative Announcement) will be used primarily to disseminate information of a temporary or one-time nature and may be used to announce the provisions of new or revised SIP, SCP or SAM (Southern Administrative Manual).
 - 4. SAM (Southern Administrative Manual) will be used when there is a need to issue a large volume of specialized material or of procedural information of a continuing nature, or when there is a need to group together a number of administrative issuances in the same subject area for ease of reference and referral.

- B. The following are not rules with institution-wide effect and, therefore, are not part of the MAP System and are not subject to the provisions of Title 135, Series 4.
1. Issuances of individual units, divisions, departments or programs which deal solely with the internal management or responsibilities of a single unit, division, department or program. However, such issuances may be used within Southern for internal instructions or procedures governing unit, department or program operations. The department's cabinet-level administrator will determine signature authority of these issuances. In all cases, such internal issuances will be developed in compliance with the MAP System.
 2. Academic curricular policies that do not constitute a mission change for the institution.
 3. Day-to-day correspondence.
 4. Specific case or transaction documents and their supporting papers.
 5. Specific task/project assignments, operational directives or approved documents.
 6. Technical documentation such as specifications, drawings, maps, part lists, and scientific and technical reports of projects.
 7. Brochures or pamphlets approved by the administration for informational release to the general public.
 8. Periodic advisory or informational material of short-term value.

6. GENERAL PROVISIONS

- A. Any individual, group, program, department or unit recognizing a need for the adoption, amendment, repeal or distribution of an issuance may propose such through the appropriate governance committee or department head in accordance with the provisions of this policy and in compliance with Southern's governance process.
- B. Any major differences arising during the MAP development process which cannot be resolved will be referred to the President or the President's designee for decision.
- C. The numbering of Southern's issuances will be consistent with the Subject Classification Table for Southern's MAP System (Attachment A). Numbering details and general format for issuances are included as Attachments B, C and D.
- D. Changes to an existing policy must be indicated using the strikeout appearance for deletions and underline for revisions and/or modifications. These appearance enhancements will be removed after final approval.
- E. ~~All p~~Policies shall be reviewed on a ~~three-year cycle~~ regular basis with a time frame for review of each policy to be determined by the President or the President's designee. Upon such review the President or the President's designee may recommend that the policy be amended or repealed.

7. RESPONSIBILITIES AND PROCEDURES

A. Generally

1. The cabinet-level administrators and/or their designees are responsible for coordinating with the Executive Vice President for the development of new or review of existing policies to insure compliance with applicable laws, rules and regulations; to avoid duplication or overlap of existing issuances; and to retain documentation case files of administrative issuances falling within their respective areas of responsibility.
2. The cabinet-level administrators and/or their designees responsible for oversight of an approved policy will establish an internal system for periodic review, revision and/or cancellation. The last review date will be printed on the issuance prior to approval.
3. The President's Office will be responsible for operational management of the MAP System which will include draft, revision or assistance with revision of policies; adherence to format and to good editorial standards; maintenance of master reference files of all issuances; assignment of numbers; preparation of current indices; updates of technical changes (e.g., position titles); and distribution of issuances.

B. Adoption, Amendment or Repeal of Rules, Guidelines or Policy Statements Subject to the MAP System

1. The procedures set forth in this section (7.B) shall apply to the adoption, amendment or repeal of any rule, guideline or policy statement by the President or the Board with institution-wide effect. These procedures shall not apply to policies, guidelines or directives established for individual units, departments or programs of Southern which deal solely with the internal management or responsibilities of that unit, department or program, or to academic curriculum policies that do not constitute a mission change.
2. Unless otherwise provided in this policy, no rule, guideline or policy statement with institution-wide effect shall be adopted, amended or repealed by the President or the Board without the provisions in this section being met.
3. The President or the Board may, without following the procedures in this section, make editorial, non-substantive changes in rules, guidelines or policy statements transferred to Southern's jurisdiction by the Higher Education Policy Commission or the Council to reflect the effect of the transfer.
4. If the President or the Board determines that a rule, guideline or policy statement should be adopted, amended or repealed concerning a subject matter under the Board's jurisdiction that is not otherwise excluded by this policy, the President or the President's designee shall notify the Chancellor, those persons representing student, faculty and classified employees at Southern, and other interested parties and shall solicit comments and suggestions regarding the determination.

5. Any rule, guideline or policy statement subsequently drafted and considered for adoption will be circulated in draft form by the President or the President's designee to the same parties listed in part four of this section for a period of not less than thirty calendar days with a date noted when comments on the draft are to be returned to the President or the President's designee.
6. If no written comments are received during the comment period, the Board may proceed to adoption, amendment or repeal of the rule, guideline or policy statement. If written comments are received during the comment period, the Board may amend the proposed policy and proceed with adoption or may choose to submit the policy for an additional 30-day comment period.
7. A final draft of the rule, guideline or policy statement shall be sent by the President or the President's designee to the parties listed in part four of this section with an explanation of any changes and a summary of comments received.
8. Except as otherwise provided, the adoption, amendment or repeal of any rule, guideline or policy statement shall not be effective until approved by the Chancellor.
9. In the case of an emergency, the President or the Board may adopt, amend or repeal a rule, guideline or policy statement without first following the procedures set out in this policy.
 - a. For the purpose of this section, an emergency exists when the adoption, amendment or repeal of a rule, guideline or policy statement is necessary for the immediate preservation of the public peace, health, safety or welfare, or is necessary to comply with a time limitation established by state or federal law or regulation or a directive or rule of the Council, or to prevent substantial harm to the public interest, or to deal with a financial exigency.
 - b. The facts constituting an emergency shall be communicated in writing in advance to the Chancellor, who may disapprove the action of the President or the Board if the Chancellor disagrees that an emergency existed.
 - c. Any adoption, amendment or repeal of a rule, guideline or policy statement under the emergency procedure shall remain in effect no longer than three months and shall expire unless the President or the Board has completed final approval under the normal process set out in this section.
10. Upon request by affected constituencies, individuals or parties, the Board may schedule a public hearing regarding adoption, amendment or repeal of a rule, guideline or policy statement.
11. The following locations are designated as the places where all proposed and approved rules, guidelines and policy statements can be accessed by the public at no cost:
 - a. The Human Resources Office;
 - b. The President's Office;

- c. The offices of each Campus Manager; and
- d. The library on each campus.

The President or the President’s designee may designate new locations so long as at least one location is designated on each of Southern’s campuses and those locations are made known to the public.

- 12. All proposed and approved rules, guidelines and policy statements shall also be posted on Southern’s web site, to the extent technically and financially feasible, as part of the MAP System.
- 13. Signature authority for all issuances rests with the President.

8. CANCELLATION

SCP-1467.

9. REVIEW STATEMENT

This policy shall be reviewed on a ~~three year cycle~~ 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. ~~SCP-1000 is scheduled for review during the 2008-2009 academic year.~~

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

- Attachments:**
- Attachment A — ~~Subject~~ Classification Table
 - Attachment B — Format for Southern College Policy (SCP)
 - Attachment C — Format for Southern Administrative Announcement (SAA)
 - Attachment D — Procedures for Southern Administrative Manuals (SAM’s)

- Distribution:**
- Board of Governors (12 members)
 - Office of the President
 - Office of the Executive Vice President
 - Office of the Vice President for Academic Affairs
 - Office of the Chief Financial Officer
 - Office of the Vice President for Economic, Workforce and Community Development
 - Office of the Vice President for Student Services

Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Directors of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: January 2008 — Revision reflects a change in the policy review cycle. Policy was reformatted with the new logo and the updated policy format structure.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number: SCP-1000.A
Origination: April 6, 1999
Effective: April 6, 1999
Reviewed: January 24, 2008

SUBJECT: Attachment A — Classification Table

REFERENCE: SCP-1000, MAP Development System

1000 GENERAL

Policies related to general administrative issues, such as: MAP Development System, Governance, History, Vision, Mission, Goals, Strategic Planning, Naming Rooms / Buildings, Tobacco Use, Solicitation, Records/Documents, Retention/Security/Control, Weapons/Firearms, Safety, Public Relations, Institutional Publications, Marketing, Fundraising, etc.

2000 HUMAN RESOURCES

Policies relating to Human Resource issues and terms or conditions of employment such as: Employee Relations, Employment and Hiring Policies, Benefits, Attendance and Leave, Sabbatical, Professional Development, Performance Appraisal, Hiring Practices, Promotion, Tenure, Discipline, Workloads, Sexual Harassment, AA/EEO, ADA, etc.

3000 ACADEMIC AFFAIRS

Policies relating to academic areas regardless of particular division or program, and/or academic services/issues such as: School-to-Work/Tech Prep, Academic Programs, Delivery of Instruction via Interactive/Distance Learning, Libraries, Developmental Education, Institutional and Student Assessment, Accreditation, Academic Freedom, etc

4000 STUDENT SERVICES

Policies relating to services provided to/for students, such as: Student Conduct, Activities, Student Government A, Grievances, Grade Appeals, FERPA, Financial Aid, Recruitment, Enrollment Management, Admissions, Records, Counseling, Registration, Career Planning and Placement, etc.

5000 FINANCE

Policies relating to financial issues and physical plant, such as: Accounting, Budget Planning, Bookstores, Business Offices, Facilities/Physical Plant, Automotive Usage, Travel, Purchasing, Payables, Food Services, etc.

6000 ECONOMIC, WORKFORCE, AND COMMUNITY DEVELOPMENT

Policies relating to economic, workforce and community development, and external relations, such as: Economic Development, Continuing Education, Small Business Development Center, Workforce Training and Development, etc.

7000 TECHNOLOGY SERVICES

Policies relating to Computer Center/Services, Instructional Technologies, Interactive / Distance Learning Technologies, Educational Media/Television Services, Student Computer Labs, Telephone Services/Equipment, Internet, Web Technology, etc.

8000 BOARD OF GOVERNORS

Policies relating to general operations of Southern West Virginia Community and Technical College: General, Human Resources, Academic Affairs, Student Services, Finance, Economic and Community Development, and Technology Services.



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number:	SCP-1000.B
Origination:	April 6, 1999
Effective:	April 6, 1999
Reviewed:	January 24, 2008

SUBJECT: Attachment B — Format for Southern College Policy (SCP)

REFERENCE: SCP-1000, MAP Development System

1. PURPOSE

To establish the format and procedures for publication of Southern College Policy (SCP).

2. SCOPE AND APPLICABILITY

Southern College Policy (SCP) will be used to publish policy statements, delegation of authority, program or institutional administrative decisions; general guidelines or procedures; and other college administrative information of a continuing nature.

3. DEFINITIONS

The President's Office will assign a number to each college policy. The number will consist of the identifying prefix (SCP), and a four-digit subject classification number. The number will be assigned prior to printing and will appear in the upper-right-corner of each page of the policy be centered immediately under the heading on the first page. Any forms necessary for full understanding of a policy or fulfillment of its requirements shall be included as attachments to the policy and shall contain the policy number followed by a decimal point and a consecutive letter of the alphabet as required.

4. POLICY

A. General

This attachment illustrates the standard layout and paragraphing for all Southern College Policies in this manual. Standard sections within each policy include Purpose; Scope and Applicability; Definitions; Policy; Background or Exclusions; General Provisions; Responsibilities and Procedures; Cancellations; Review Statement; Signatures. The first page must use the standard Southern College Policy format. Each subsequent page of a policy will include a ~~header footer~~ showing the policy number, ~~origination, effective, and review dates in the upper-right-corner~~ policy name, and page number. Policies will use a page size of 8½ x 11 inches, 0.75 inch margins on all sides, Times New Roman font face, and 11 point font size.

B. Content

Southern College Policies must include the following headings. If the heading does not apply, indicate so by inserting "Non applicable" under the heading.

SUBJECT: Title of the policy

REFERENCE: References will be used only when they improve understanding or when they cite higher directives that require or govern the policy.

ORIGINATION: The date the policy originated.

EFFECTIVE: The date the policy became effective.

REVIEWED: The date the policy was last reviewed.

1. PURPOSE

Broad-based description of the primary reason for the policy. Why this policy is written.

2. SCOPE AND APPLICABILITY

Departments, people, or items affected.

3. DEFINITIONS

Used to give specific meaning to a word, term, or phrase as used in the policy.

4. POLICY

Guideline statements for specific subjects. What the policy does. List the specific points.

5. BACKGROUND OR EXCLUSIONS

If needed for understanding.

6. GENERAL PROVISIONS

Includes information required for clarity that will not fit under other headings.

7. RESPONSIBILITIES AND PROCEDURES

Specifies who does what, when, how, and where. Separation of these headings may be necessary for clarity. Reference may be made to the College catalog, employee and/or student manuals or similar documents for specific responsibility or procedures.

8. CANCELLATION

Any previous policy being superseded.

9. REVIEW STATEMENT

All policies shall be reviewed on a ~~three-year cycle~~ regular basis with a time frame for review to be determined by the President or President's designee. Upon such review, the President or the President's designee may recommend that the policy be amended or repealed. ~~Insert SCP number (i.e., SCP-1000) is scheduled for review during the, insert next three-year cycle (i.e., 2008-2009), academic year.~~

10. SIGNATURES

Provide the following flush right signature lines four lines below the final paragraph on the last page.

Board of Governors Chair	Date
President	Date

11. ATTACHMENTS

Official Summary Sheet(s), Form(s), and “/or example” attachments, etc., when necessary, two lines below last signature line.

12. DISTRIBUTION

Will be shown in the lower-left corner, two lines below attachments notation.

13. REVISION NOTES

These notes identify changes made to the policy to better describe or clarify the policy provisions, changes in management responsibilities and/or titles, and to correct grammatical or typographical errors.

C. Paragraphing

~~Major paragraph headings will use arabic numbers, upper-case letters, and will be bold. Headings for subparagraphs will be capitalized, and will follow the numbering and lettering pattern below:~~

A legal numbering system will be used for paragraphs. Major paragraph heading will be bold. Headings for subparagraphs will be capitalized and will follow the numbering system below:

1. MAJOR PARAGRAPH

~~A. First Subparagraph~~

1.1 First Subparagraph

~~1. Second subparagraph~~

1.1.1 Second subparagraph

~~a. Third subparagraph~~

~~(1) Fourth subparagraph~~

~~(a) Fifth subparagraph~~

D. Margins

Use a margin of 0.75 inches left, right, top, bottom.

E. Page Numbering Format

Page numbers must be formatted to show the current page and the total number of pages in the policy. Example format: "Page 2 of 5." The position of page numbers ~~are at the bottom center of every page~~ is within the footer at the right-hand margin of every page.

F. Font Face and Size

The font face must be "Times New Roman" and the Font size should be 11 points.

5. CORRECTIONS OR REVISIONS

A. Corrections

Corrections will be processed for publication by the President's Office. "Corrections" differ from "revisions" in that corrections serve to correct policy details, clarify wording, correct titles, department names, etc.; not revise policy intent.

B. Revisions

Revisions will be made when a substantial change is required and will be assigned the same subject and number as the basic policy. The new date of issue will be used and revisions will be processed in the same manner as the original instruction.

C. Cancellation

Revised policies will replace and supercede existing policies

6. FILING

Southern administrative issuances will be filed in accordance with ~~Subject~~ the Classification Table (MAP Development System SCP-1000.A). SCP's containing the original signature will be maintained in the Human Resources Department.

7. PROCESSING FOR PUBLICATION

A. Recommending Individual, Group, and/or Unit will:

1. Coordinate proposed issuances with other offices affected by the policy.
2. Research existing policies to reduce duplication, redundancy, and omissions.
3. Follow policy format and prepare a printed hard copy for the President's Office using appropriate word processing software.

B. The President's Office will:

1. Assure proper format and coordination, assign policy numbers, have policy signed, reproduced and distributed.
2. Maintain and issue a current index of Southern's administrative issuances.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-1000.C
Origination:	April 6, 1999
Effective:	April 6, 1999
Reviewed:	January 24, 2008

SUBJECT: **Attachment C — Format for Southern Administrative Announcements (SAA)**

REFERENCE: **SCP-1000, MAP Development System**

1. PURPOSE

To establish the format and procedures for publication of Southern Administrative Announcements (SAA).

2. SCOPE AND APPLICABILITY

Southern Administrative Announcement (SAA) will be used primarily to disseminate information of a temporary or one-time nature and may be used to announce the provisions of new or revised SIPs, SCPs or SAMs.

3. DEFINITIONS

Southern Administrative Announcement numbers will consist of the prefix “SAA” and a four-digit subject classification number. Administrative Announcements will also carry a control number, consisting of consecutive numbers beginning the first of each fiscal year with number 1 (1-9899, 2-9899, etc.). The President’s Office will assign the control number. The number will be assigned prior to printing and will appear in the upper-right-corner of each page of the announcement.

4. POLICY

An expiration date will be shown in the appropriate block. Normally, expiration dates will be within six months to one year from date of issue; however, this date can be later depending upon the purpose of the announcement.

5. BACKGROUND OR EXCLUSIONS

The SAA will be in a memorandum format on Southern letterhead with the phrase “SOUTHERN ADMINISTRATIVE ANNOUNCEMENT” at the top of the page, second and succeeding pages will be on plain bond with a header showing announcement number and date.

6. GENERAL PROVISIONS

When a substantial change to an announcement is required, such information will be issued as a new announcement, with a new expiration date. The new announcement will be assigned a subject title and new number as appropriate.

7. RESPONSIBILITIES AND PROCEDURES

Southern Administrative Announcements will be prepared by the President or his/her designee. SAAs will be coordinated, and distributed in the same manner as Southern College Policies.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-1000.D
Origination:	April 6, 1999
Effective:	April 6, 1999
Reviewed:	January 24, 2008

SUBJECT: **Attachment D — Format for Southern Administrative Manuals (SAM's)**

REFERENCE: **SCP-1000, MAP Development System**

1. PURPOSE

To establish the format and procedures for publication of Southern Administrative Manuals (SAM).

2. SCOPE AND APPLICABILITY

Southern Administrative Manuals (SAM) will be used to issue a large amount of specialized subject matter, procedural information of a continuing nature which is best published in manual form, or to group, for ease of reference, a number of issuances in the same subject matter area.

3. DEFINITIONS

Manuals must be approved by the vice president of originating unit and the Executive Vice President. The vice-president, dean or director of the requesting unit is responsible for ensuring the proposed manual complies with current applicable federal, state, board, and institutional rules and policies. The vice-president, dean, or director will submit a memorandum to the President, through the Executive Vice President, requesting authorization for the proposed manual. Requests will include:

- A. title of proposed manual
- B. purpose and outline of manual contents (Attach draft of a proposed preface page.)
- C. planned format
- D. approximate number of pages
- E. distribution
- F. office responsible for issuance
- G. scheduled date of review for revision.

4. PROCESSING FOR PUBLICATIONS

- A. The authorized originating unit will be responsible for preparing drafts, making corrections, and processing a final copy of the manual.

- B. Reviewers will submit comments or concurrences within an established time limit. Comments will be considered by the originator and issuances will be revised as necessary. When major differences exist, these will be resolved prior to publication according to provisions of the MAP system policy.
- C. Distribution information will be shown in the lower-left corner of signature pages and normally will be in the form of a distribution code or list.
- D. Record case files will be retained by issuing unit.

5. FORMAT

The President's Office will assign numbers to each SAM consisting of identifying prefix "SAM," and a four-digit subject classification number, a decimal point, and a consecutive number if necessary. The number will appear in the upper-right corner of the cover and preface page and may be included on each page, if appropriate.

6. CHANGES OR REVISIONS

Changes or revisions will follow the procedure prescribed for Attachment B — Format for Southern College Policy (SCP).

7. COVER

The cover will carry the manual number in the upper-right corner, the title of the manual, and the name of the originating unit.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF February 19, 2008**

ITEM: SCP-1435, Inclement Weather and Emergency Situations

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the chancellor for Community and Technical College Education for a thirty-day comment period.

STAFF MEMBER: Cindy Crigger, Vice President for Communications

BACKGROUND:

This policy was reviewed and revised by the Vice President for Communications with advice and consultation from the Executive Vice President. Revisions reflect changes in procedure requirements and provide clarity in management responsibilities. It is recommended that the Board advance this policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-1435
Origination:	October 1994
Effective:	January 2003
Reviewed	February 2008

SUBJECT: Inclement Weather and Emergency Situations Policy

REFERENCE:

1. PURPOSE

To establish policy and procedures for the cancellation of classes or closure of facilities due to inclement weather or emergency situations for Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

The issuance applies to all classes, facilities, and central administrative units of Southern West Virginia Community and Technical College.

3. DEFINITIONS

- A. Class Cancellation: Classes are canceled. However, the College is open for business.
- B. Eligible Employee: Those employees defined by HEPC Series 38- Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, Employee Leave deemed eligible to receive annual and/or sick leave.
- C. Emergency: Adverse weather and/or road conditions, floods, extreme heat or cold with utilities turned off for extended periods of time or if local or state public safety officials declare a state of emergency.
- D. Employee: Faculty, including adjunct, classified staff, and non-classified staff.
- E. College Facility Closure: The college, or one or more campuses or facilities, will be closed for business for the entire day.
- F. Off Campus Instructional Facility: Locations, not operated by Southern, at which classes are held, (i.e. public libraries, high schools, community facilities, vocational schools, etc.).
- G. Adjusted Operating Hours: The college will open for business or classes will begin later than the normal hours of operation or college will close or classes will be canceled before the end of the regularly scheduled day. Normal hours of operation are from 8:00 a.m. to 9:00 p.m.

4. POLICY

- a. Policy Responsibility - It is the intent of Southern West Virginia Community and Technical College to close facilities or cancel classes only in extreme emergency situations. Closure may be for the entire institution, one or more campus locations, or for a single facility. ~~The Director/Information Office or his/her designee is responsible for overseeing and carrying out procedures related to the cancellation of classes and/or closure of facilities, and is responsible for contacting the appropriate news media. The Director/Information Office may ask Campus Managers and/or Directors to contact local media to expedite information to the public.~~ The Director of Campus Operations will monitor travel conditions and will contact the Vice President for Academic Affairs to discuss the weather situation. Once a decision is made, the Vice President for Academic Affairs is responsible for overseeing and carrying out procedures related to the cancellation of classes and/or closure of facilities.

The Vice President for Academic Affairs will then contact the Vice President of Communications and inform the individual of the decision to cancel classes and the locations effected. The Communications Unit will update the weather line, web site and contact local media to expedite information to the public.

- b. Campus Responsibility - When these situations occur, the Executive Vice President, in consultation with the ~~Director/Information Office~~ Vice President for Academic Affairs, will determine if it will be necessary to cancel or adjust classes, and/or operating hours (Adjusted Operating Hours) or close a facility (College Facility Closure). ~~The Director/Information Office is~~ Directors of Campus Operations are responsible for informing the facilities manager at their respective campuses. When these situations occur, students, employees, and the general public are encouraged to call the facility College's weather line, visit the web site or listen/watch news media in the county at which their classes/events/meetings are held for cancellation or closure information.
- c. Facility Closure - In the event that facilities are closed, employees of the college do not need to report to work until the facility is reopened. Annual leave must be used per Section 6B of this policy. Additionally, public meetings/events/activities scheduled at the facility will be canceled.
- d. Adjusted Operating Hours - In the event hours of operation are adjusted, facilities will remain open for all employees to report to work. Employees are encouraged to use discretionary judgment in their decision to report. Those not reporting must take annual leave. Additionally, public meetings/events/activities scheduled during affected hours will be rescheduled. College employee(s) responsible for scheduling the event must contact the parties affected.
- e. Class Cancellation - In the event classes are canceled, faculty not reporting are expected to submit written plans to their Division Chair for making up lost instructional time per Section 6A of this policy. Public meetings/events/activities scheduled during affected hours may or may not be rescheduled. College employee(s) responsible for scheduling the event must contact the parties affected.
- f. Shared Facility - The Boone/Lincoln Campus and the Boone Career and Technical Center are considered separate facilities for the purposes of this policy. Southern classes scheduled in the Boone Career and Technical Center facility are canceled if the Center is closed by the Boone County Board of Education. Classes scheduled at the Boone/Lincoln Campus facility may/may not be affected. Persons are asked to listen or watch local news media, call the weather line or visit the web site for details.
- g. Off Campus Facility Closure - In the event that an off-campus instructional facility (i.e. high school or vocational school building) is closed, Southern's classes in that facility will not be held. The faculty

member is required to submit written plans to their Division Chair for making up lost instructional time per Section 6A of this policy.

5. BACKGROUND OR EXCLUSIONS

None.

6. RESPONSIBILITIES AND PROCEDURES

- a. Loss of Instructional Time - If cancellations or closures cause the loss of instructional time, faculty members have the responsibility for making up instructional time lost. Faculty are to notify their respective Division Chair in writing as to when and how instructional time will be made up.
- b. Employee Absences - Absences from work by eligible employees due to cancellations or closures called in accordance with this policy, other than a declared emergency by public safety officials, must be charged against accumulated annual leave. Sick leave may not be charged for absences under this policy. In the event that one campus is closed, employees with approval of their supervisors, may be permitted to work at another location.
- c. Employee Absence Under Declared State of Emergency - In the event that public safety officials declare a state of emergency, work hours missed during the declared emergency shall be considered regular work time for pay purposes. This time will not be charged to annual leave, nor will there be a requirement that the time be made up. Should any employee be required to work by the president or his/her designee during declared emergency, the time worked shall be compensated according to provisions of HEPC Series 8 Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, Employee Leave.
- d. Policy Posting - ~~The Campus Managers and Directors~~ Directors of Campus Operations must post information at prominent locations regarding emergency closing and cancellations. Whenever possible, messages regarding adjusted hours, closing, and reopening of facilities will be placed on campus telephone systems.
- e. Student Notification - Faculty are to provide this policy information (SCP-1435.A, Media Notification List – Attachment A) to students at the beginning of each semester. Additionally, the information will be published in the College Catalog and Schedule of Classes.

7. CANCELLATION

Replaces SCI 1370, “Inclement Weather and Emergency Situation” policy dated December 12, 1996.

Replaces SCI 1435, “Inclement Weather and Emergency Situation” policy dated October 1994.

8. REVIEW STATEMENT

This policy shall be reviewed on a five-year cycle 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. SCP-1435 is scheduled for review during the 2012-2013 academic year.

9. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachment: SCP-1435.A, Media Notification List

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: February 2008 — Revisions reflect changes in procedure requirements. Revisions provide clarity and reflect changes in management responsibilities.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

**Number: SCP-1435.A
Effective: January 2003
Revised: November 2002**

**Inclement Weather and Emergency Situation
Policy**

SUBJECT: Attachment A – Media Notification List

REFERENCE: SCP-1435, Inclement Weather and Emergency Situations

MEDIA NOTIFICATION

Cancellation or closures may affect only one building, campus, facility, off-campus facility, or the entire institution. Media will be requested to specifically announce the affected location/facility. The following news media will be contacted to announce information on closures or cancellations in affected areas:

- Boone and Lincoln Counties:
 - WZAC 1450 (AM) 92.5 (FM) -Madison
 - WVAF 99.9 (FM) -Charleston
 - WQBE 950 (AM) 97.5 (FM) -Charleston
 - KICKS 96.1 (FM) -Charleston
 - WVFN 88.5 (FM) Public Radio -Charleston

- Logan County:
 - WVOW 1230 (AM) 101.9 (FM) -Logan

- Mingo County:
 - WVKM 106.7 (FM) -Matewan
 - WBTH 1400 (AM) -Williamson
 - WXCC 96.5 (FM) -Williamson

- Wyoming and McDowell Counties:
 - WPMW 92.7 (FM) -Mullens
 - WJLS 560 (AM) 99.5 (FM) -Beckley
 - WHIS 1440 (AM) -Bluefield
 - WHAJ 104 (FM) -Bluefield
 - WWYO 970 (AM) -Pineville
 - WELC 102.9 (FM) -Welch
 - WELC 1150 (AM) -Welch
 - WCIR 103.7 (FM) -Beckley

- Pike County, KY:
 - WPKE 103.1 (FM)1240 (AM) -Pikeville, KY
 - WKLW 94.7 (FM) -Paintsville, KY
 - WSIP 98.9 (FM) -Paintsville, KY
 - WDHR 93.1 (FM) -Pikeville, KY

- Wayne County:
 - WFGH 90.7 (FM) -Fort Gay

The following television stations will be contacted with cancellation or closure information:

- WCHS-TV (Ch. 8-ABC) -Charleston
- WOWK-TV (Ch. 13-CBS) -Huntington
- WSAZ-TV (Ch. 3-NBC) -Huntington
- WVVA-TV (Ch. 6-NBC) -Bluefield

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF February 19, 2008**

ITEM: SCP-2005 Catastrophic Leave
SCP -2005.A Catastrophic Leave Request Form
SCP-2005.B Catastrophic Leave Donation Form

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the chancellor for Community and Technical College Education for a thirty-day comment period.

STAFF MEMBER: Patricia Clay, Human Resources Administrator

BACKGROUND:

This policy was originally created in February 2005 in compliance with mandates from the Higher Education Policy Commission, West Virginia Council for Community and Technical College Education, and West Virginia Code.

No substantial changes have been made to the policy. The policy was reformatted with the new logo.

This policy has been reviewed by the Human Resources Administrator with advice and input from the HR staff and the Executive Council prior to submission to this Board.

At this time it is recommended that this policy be distributed for a 30 day comment period.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-2005
Origination:	February 15, 2005
Effective:	April 19, 2005
Reviewed:	January 2008

SUBJECT: **Catastrophic Leave**

REFERENCE: **West Virginia Code, §18B-9-10**
West Virginia Council for Community and Technical College Education (Community and Technical College System Council), and West Virginia Higher Education Policy Commission (HEPC), Title 133, Joint Procedural Rule, Series 38, *Employee Leave*

1. PURPOSE

Southern West Virginia Community and Technical College complies with the State Catastrophic Leave Act outlined in WV Code §18B-9-10. This act allows for the establishment of a procedure for direct transfer of sick or annual leave to an employee who has requested and been approved to receive leave donations due to a catastrophic illness or injury. The purpose of this policy is to provide catastrophic leave to eligible employees of Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

This policy shall apply to all full time classified, non-classified employees, and faculty who are eligible to accrue sick and annual leave.

3. DEFINITIONS

- A. **Catastrophic Illness or Injury** - An illness or injury that is expected to incapacitate the employee and create a financial hardship because the employee has exhausted all sick and annual leave and other paid time off. Catastrophic illness or injury also includes an incapacitated immediate family member if this results in the employee being required to take time off from work to care for the family member and the employee has exhausted all leave and other paid time off.**
- B. **Immediate Family Member** - An employee's father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, step children, or others considered to be members of the household and living under the same roof.**
- C. **Leave Donor** - A Southern West Virginia Community and Technical College employee who is actively employed at Southern and who is donating his or her own accumulated sick or annual leave days to another Southern employee.**

4. POLICY

It shall be the policy of the Board of Governors to allow eligible employees of Southern West Virginia Community and Technical College who are facing qualifying medical situations and have exhausted their leave accruals to maintain their income for a limited period of time by requesting and, upon approval, receiving catastrophic leave donations from co-workers.

5. BACKGROUND OR EXCLUSIONS

Faculty employees with less than a 12-month appointment are not eligible to receive catastrophic leave.

6. GENERAL PROVISIONS

- A.** The catastrophic leave direct transfer program provides for sick and annual leave to be donated on an individual basis at the request of the employee upon appropriate medical verification that the individual is unable to work due to the catastrophic illness or injury as determined by the president or her/his designee.
- B.** An employee receiving the transfer of leave shall have any time which is donated credited to such employee's leave record in one-day increments and reflected as a day-for-day addition to the leave balance of the receiving employee. The leave record of the donating employee shall have the donated leave reflected as a day-for-day reduction of the leave balance.
- C.** The president or her/his designee may approve catastrophic leave for periods of less than twelve (12) months in duration pending re-evaluation of the medical condition by the treating licensed physician. However, use of any donated leave may not exceed a maximum of twelve (12) continuous calendar months for any one catastrophic illness or injury.
- D.** A recipient's approved catastrophic leave shall run concurrently with other leaves of absence as appropriate including, but not limited to, any leave taken under the provisions of the Family Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA). No provision in this policy shall supersede the requirements of the FMLA or the ADA.
- E.** The total amount of leave received by transfer may not exceed an amount sufficient to ensure the continuance of regular compensation and shall not be used to extend insurance coverage pursuant to Section 13, Article 16, Chapter 5 of the West Virginia Code, which relates to insurance coverage for state employees.
- F.** The employee receiving donations of leave shall use any leave personally accrued on a monthly basis prior to receiving additional donated leave.
- G.** Catastrophic leave payments to an employee will be terminated upon approval of other wage replacement or annuity benefits, whether the premiums were paid by the employee or the employer (i.e., long or short term disability payment, Social Security Disability payments, etc.). Thus, an employee may not receive catastrophic leave payments in addition to other benefits which provide monetary payments to the employee.
- H.** Employees are not required to donate leave to another employee. Any leave donated, but not used, shall be returned to the donor employee.
- I.** Direct transfer of leave may be inter-institutional. The president or her/his designee shall notify in writing other institutional presidents requesting that the institution consider the transfer of leave by either the direct transfer method or from the institution's leave bank. Upon approval of the receiving president, transfer leave will be made through the Human Resources Department.

7. RESPONSIBILITIES AND PROCEDURES

- A. **Primary Responsibility** - The Office of Human Resources shall have primary responsibility for the implementation and oversight of the provisions of this policy. Employees and supervisors are responsible as follows:
- 1. Employees:** Employees considering donating leave days should understand that she/he is relinquishing rights to use such leave for personal reasons or at retirement – i.e., for extension of insurance coverages, or service “credits”. The employee receiving donated leave should make every effort to return to work at the earliest date possible. Employees are responsible to report any changes affecting her/his leave status during the approved period of catastrophic leave.
 - 2. Supervisors:** Supervisors are responsible for compliance with all sections of this policy. Supervisors who have an employee in her/his department facing a qualifying medical situation are to inform the Benefits Services Office of Human Resources as soon as it is suspected that the employee’s situation may cause him/her to exhaust accrued leave.
- B. **Procedures for Requesting Catastrophic Leave** - An employee who is facing a qualifying medical situation and is close to exhausting her/his accrued leave balances must contact the Benefit Services Office of Human Resources.
- 1. Application for Catastrophic Leave** - Employees requesting catastrophic leave must make application for a Medical Leave of Absence by completing the “*Request for Medical Leave of Absence*” form (SCP-2484.A) and having the treating physician complete the “*Treating Licensed Physician Statement / Medical Leave Verification*” form (SCP-2484.B). In addition the employee must complete the “*Catastrophic Leave Employee Request Form*” (SCP-2005.A). The employee must submit the three documents to the Benefit Services Office of Human Resources. Upon verification and approval of the application, Human Resources will announce to all employees that donations of catastrophic leave are being accepted for the qualifying employee. A copy of the “*Catastrophic Leave Employee Donation Form*” (SCP-2005.B) will accompany the announcement. No medical or confidential information regarding the qualifying employee will be included in the announcement.
 - 2. Donation of Leave** - Employees who desire to donate leave to an approved individual may do so by completing the “*Catastrophic Leave Employee Donation Form*” (SCP-2005.B) and submitting the form to the Human Resources Department.

8. CANCELLATION

No preceding policy is canceled by this new policy. This policy shall be reviewed on a three-year cycle 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.

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle 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. SCP- 2005 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments:

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: January 2008— Revisions reflect no substantial changes in procedure or documentation requirements. Policy was reformatted with the new logo.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number: SCP-2005.A
Origination: February 15, 2005
Effective: April 19, 2005
Reviewed: January 2008

SUBJECT: Catastrophic Leave Request Form

REFERENCE: SCP-2005, Catastrophic Leave

I. To Be Completed by Employee:

Pursuant to Article 9, Chapter 18-b of the West Virginia Code, Catastrophic Leave of Absence is requested for the purpose of caring for _____.
[Self or name/relationship of incapacitated family member]

Signature Date

NOTE: THIS REQUEST MUST BE ACCOMPANIED BY A "REQUEST FOR MEDICAL LEAVE" (SCP-2484.A) AND A "TREATING LICENSED PHYSICIAN STATEMENT MEDICAL LEAVE VERIFICATION" (SCP-2484.B).

II. To Be Completed by Human Resources Department:

I have reviewed all leave records of the above named employee and verify the exhaustion of all personal accrued and unused sick/annual leave and/or all other paid time off as of

Date Time

Signature Date

III. Verification by President or Designee:

Catastrophic Leave of Absence for this employee is:

APPROVED DENIED

Signature Date



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number: SCP-2005.B
Origination: February 15, 2005
Effective: April 19, 2005
Reviewed: January 2008

SUBJECT: Catastrophic Leave Donation Form

REFERENCE: SCP-2005 Catastrophic Leave

I. DONOR INFORMATION

Name: _____

SSN: _____

Job Title: _____

Department, Division, Branch/Office _____

(if employed with another agency within WVHE)

I wish to donate _____ SICK LEAVE DAY(s)

I wish to donate _____ ANNUAL LEAVE DAY(s)

II. RECIPIENT INFORMATION (need only recipient Name unless donation is between agencies).

Name: _____

SSN: _____

Job Title: _____

Department, Division, Branch/Office _____

(if employed with another agency within WVHE)

I certify that this is a voluntary donation of my accrued and unused sick and/or annual leave. Also, I understand that this donation will cause the reduction of my leave balance(s) as designated above.

Donor Signature _____

Date _____

THIS BOX RESERVED FOR HUMAN RESOURCES FILE MAINTENANCE

TOTAL DAYS DONATED THIS FORM _____

C H A R G E D T O D O N O R

MTH YR TYPE AMOUNT

FORM DISTRIBUTION:

Recipient File - original

Send to Donor - copy

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF February 19, 2008**

ITEM: SCP-2360, Holidays

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the chancellor for Community and Technical College Education for a thirty-day comment period.

STAFF MEMBER: Patricia Clay, Human Resources Administrator

BACKGROUND:

This policy was originally created in January 2003 in compliance with mandates from the Higher Education Policy Commission, West Virginia Council for Community and Technical College Education, and West Virginia Code.

No substantial changes have been made to the policy. The policy was reformatted with the new logo and the name of the Community and Technical College Council was appropriately changed.

This policy has been reviewed by the Human Resources Administrator with advice and input from the HR staff and the Executive Council prior to submission to this Board.

At this time it is recommended that this policy be distributed for a 30 day comment period.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number: SCP-2360
Origination: January 31, 2003
Effective: January 31, 2003
Reviewed: January 2008

SUBJECT: Holidays

REFERENCE: West Virginia Code § 18B-1-3; 2-2-1. Legal Holidays; 133 CSR 14 (Title 133, Procedural Rule, West Virginia Higher Education Policy Commission, Series 14 - Holidays)

1. PURPOSE

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

2. SCOPE AND APPLICABILITY

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

3. DEFINITIONS

None.

4. POLICY

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

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

A. Full Holidays: In accordance with the West Virginia Higher Education Policy Commission requirements, the number of holidays shall be twelve, plus additional days for any statewide, primary or general election.

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 the West Virginia Higher Education Policy Commission requirements.

2. Alternate Schedule Holidays: Six holidays — Lincoln’s Birthday, Washington’s Birthday,

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.

- B. **Elections Holidays:** Any 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.
- C. **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.
- D. **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.
- E. **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.

7. RESPONSIBILITIES AND PROCEDURES

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

8. CANCELLATION

~~This policy shall be reviewed on a three-year cycle 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. None.~~

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle 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. SCP- 2360 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments:

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: October 2007 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions reflect change in governance to Community and Technical College System.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 19, 2008**

ITEM: Review of SCP-8600.A, Southern West Virginia Community and Technical College Board of Governors Operational Guidelines

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern WV Community and Technical College Board of Governors grant approval for the distribution of the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

STAFF MEMBER: Joanne Tomblin

BACKGROUND:

SCP-8600.A states in Section 4.3.1 that "The agenda for all regular meetings shall be established by an Agenda Committee consisting of the Chairperson, Vice Chairperson and the Secretary of the Board of Governors and the President." Due to the busy schedules of committee members, forming a quorum for recent meetings has been difficult. By adding the past chairperson and one Board lay member to the committee membership would ensure a quorum for future Agenda Committee meetings. It is therefore recommended that the Board adopt the resolution as stated above to submit the revised policy for the required 30-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-8600.A**

SUBJECT: Southern West Virginia Community and Technical College Board of Governors
Operational Guidelines

REFERENCE: SCP-8600, Board of Governors Operational Guidelines Policy

ORIGINATION: August 2001

EFFECTIVE: August 21, 2001

REVIEWED: October 18, 2007

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SECTION 1. GENERAL POLICIES

1.1 Purpose

The Board of Governors of Southern West Virginia Community and Technical College is appointed by the Governor of the State of West Virginia and serves as a representative body of its constituents to set forth policies to govern the college in the best interests of the community as a whole and in accordance with the statutes of West Virginia and Federal legislation.

1.2 Role of the Board of Governors

The role of the Board of Governors is to:

1. Establish the Mission, Vision and Master Plan of the College and set clear written policy direction that is focused on community needs.
2. Represent the community by knowing and understanding its needs and seeking a variety of perspectives when setting college policy.
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.
4. Monitor the performance of the college to insure progress towards defined goals and adherence to policies.
5. Select, hire and retain the President and to define and monitor the President's performance through periodic evaluations.
6. Promote the college in the community and advocate for its interests with government officials and in its fund-raising efforts.
7. Create a positive leadership environment which fosters learning and focuses on outcomes.
8. Act with integrity, promoting ethical behavior in all college dealings.
9. Function as a unit, speaking with one voice which recognizes that the power of Board rests with the whole Board, not individual members.

1.3 Role of Individual Board Members

The role of the individual board member is to:

1. Know the community and represent its best interests.
2. Support the college in its mission.
3. Understand the college and represent it in a positive manner to all constituent groups.
4. Adhere to Board of Governors policies and Code of Ethics.
5. Work as a member of the Board as unit.
6. Adhere to the Board's policy making role and recognize the President's role as Chief Executive Officer.
7. Avoid conflicts of interest.
8. Maintain confidentiality.
9. Speak for the Board only when delegated to do so by the Board.
10. Refer complaints and problems regarding the college to the President.
11. Attend and actively participate in board meetings and work sessions.

12. Refuse to participate in any action which is not in accordance with board policy.

1.4 Duties and Responsibilities of the Board of Governors

(Extracted and summarized from Legislation WV Code §18-2A-4 pages 82-90)

The duties and responsibilities of the Board of Governors are as follows:

1. Determine, control, supervise and manage the financial, business and education polices of Southern West Virginia Community and Technical College.
2. Establish and amend campus Master Plan for the college including an Institutional Compact.
3. Prescribe specific functions for the college to meet the higher education needs of the service area without unnecessary duplication.
4. Develop and submit a budget for the college to the Council.
5. Review all academic programs at least every five years.
6. Ensure the sequencing of academic programs to ensure program completion in a reasonable timeframe and to assure that the needs of non-traditional students are met.
7. Utilize faculty, students and classified staff in institutional level planning.
8. Administer a system for the management of personnel matters.
9. Administer a system for the hearing of employee grievances.
10. Solicit, utilize or expend voluntary support including financial contributions.
11. Appoint a President or other administrative head of the college.
12. Conduct a written performance appraisal of the President.
13. Submit an annual report to the Council on the performance of the College.
14. Enter into contracts or agreements with other educational institutions and or share resources.
15. Delegate power and control to the college President.
16. Abide by the existing rules for acceptance of advance placement credit.
17. Establish an efficient system for the financial management and expenditure of special revenue and appropriated state funds.
18. Establish a plan to administer a consistent method of conducting personnel transactions.
19. Transfer funds for any account appropriated for the college's use.
20. Acquire legal services.

SECTION 2. BOARD ORGANIZATION

2.1 Organization and Authority

Effective the first day of July, 2001 the Board of Governors of Southern West Virginia Community and Technical College are officially appointed by the Governor of the State of West Virginia to serve as a representative body of its constituents to set forth policies to govern the best interests of the college in accordance with the statues of West Virginia.

2.2 Membership of the Board of Governors

The membership of the Board of Governors will consist of twelve persons including the following:

1. A full time member of the faculty, with the rank of instructor or above, duly elected by the faculty;
2. A member of the student body in good academic standing, enrolled for college credit and duly elected by the student body;
3. A member from the institutional classified employees duly elected by the classified employees;
4. Nine lay members appointed by the governor with the advice and consent of the Senate, with no more than five (5) from the same political party.

2.3 Terms of Office

2.3.1. Faculty Members

The Faculty member will serve for a term of two (2) years beginning in July and may succeed themselves for three terms, not to exceed a total of eight (8) consecutive years.

2.3.2 Students

The Student member will serve a term of one (1) year beginning in July and ending on the thirtieth day of June of each year.

2.3.3. Classified Employees

The Classified staff member will serve for a term of two (2) years beginning in July and may succeed themselves for three terms, not to exceed a total of eight (8) consecutive years.

2.3.4. Lay Members

The lay members of the Board will serve a term of four years each and are eligible to succeed themselves for no more than one additional term. The initial terms of office for lay members of the Board, appointed by the Governor, will be staggered.

2.4 Oath of Office

Prior to becoming a member of the Board of Governors, an appointed or elected member is required to take the oath of office prescribed by Section five, Article IV of the constitution of West Virginia and have the certificate filed with the Secretary of State.

2.5 Board Vacancies

The vacancy of an unexpired term of a member of the Board will be filled for the unexpired term within thirty days of the occurrence of the vacancy in the same manner as the original appointment or election.

2.6 Disqualification from Board Membership

A person is ineligible for appointment to the Board of Governors who is an officer, employee or member of any other Board of Governors, a member of an institutional board of advisors of any public institution of higher education, an employee of any institution of higher education, an officer or member of any political party executive committee, the holder of any other public office or public employment under the government of West Virginia.

A member of the Board of Governors, appointed by the Governor, may only be removed from membership on the Board in the manner prescribed by law for reasons of official misconduct, incompetence, neglect of duty or gross immorality.

SECTION 3. BOARD OPERATIONS

3.1 Board Principles

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.

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

3.2 Code of Ethics

The Southern West Virginia Community and Technical College Board of Governors Code of Ethics is as follows:

1. To demonstrate that the primary function of the Board is to establish policy by which the college is administered.
2. To devote time, thought and study to the duties of the member of the Board of Governors to insure effective service.
3. To work cooperatively with fellow board members in spite of differences of opinion.
4. To base decision making on all available facts and to vote honestly, unswayed by personal bias of any kind and to uphold the majority decision of the Board.
5. To act in all college related contacts including staff, media and citizens, reflecting the fact that there is no individual authority outside of the meetings of the Board.
6. To refrain from using the Board position to benefit personally or for any other individual.
7. To comply with the West Virginia Ethics Act in the areas of Confidentiality, Private Gain, Prohibitive Representation, Gifts, Subordinates, Contracts, Purchases and Sales.

3.3 Committee Principles

1. The Board will normally function as a committee of the whole without standing committees.
2. If an Ad Hoc Committee is formed it will be for the purpose of assisting the Board to do its job, not to advise staff nor help staff do its job.
3. Board Ad Hoc Committees will normally be established for a specified purpose and a defined time period.
4. Board committees have no authority over staff nor may they speak on behalf of the Board of Governors unless specifically authorized to do so.
5. If necessary, Board members may call upon the services of the Chancellor of the Council for Community and Technical College Education.

3.4 Officers of the Board

The Chairperson, ~~and~~ Vice-Chairperson, and Secretary will be elected from the lay Board membership in June of each year at the Board's annual organizational meeting. A member may not serve as chairperson for more than four consecutive years.

3.4.1 Duties of Chairperson

The duties of the Chairperson are as follows:

1. To preside at all board meetings in an efficient and effective manner and set the general tone for the meeting through effective leadership.
2. To insure the Board and individual board members follow the Board's own rules and policies and those established by legislation.
3. To promote deliberation at board sessions that is open and thorough, but also efficient, timely, orderly and to the point.
4. To insure that all board members are properly informed of current and pending Board and college issues.
5. To perform the same duty of voting on matters as other board members.
6. To speak on behalf of the Board of Governors as their designated representative.
7. To appoint or arrange for the election of committees established by the Board.
8. To call emergency meetings as necessary.
9. To call for the evaluation of the President on an annual basis.
10. To call for the self-evaluation of the Board of Governors on an annual basis.

11. To sign all official Board minutes.
12. To perform other duties as may be required by action of the Board.
13. The Chairperson has no authority to direct or supervise the President.

3.4.2 Duties of Vice-Chairperson

The duties of the Vice-Chairperson are to preside at board meetings in the absence of the Chairperson or to fulfill the duties of the Chairperson as needed.

3.5 New Member Orientation

The Board will assist each new board member to understand the Board of Governors role and responsibilities. The Board will develop and periodically review selected materials to be provided to new board members to facilitate this process. The new board member will be invited to meet with the Board Chairperson and the College President to acclimate him/her to their new responsibilities.

3.6 Board of Governors Compensation and Expense Reimbursement

Members of the Board of Governors serve without compensation but are reimbursed for reasonable and necessary expenses actually incurred in the performance of their official duties. Expenses are reimbursed through college funds allocated for this purpose upon presentation of an itemized statement.

3.7 Board of Governors Self Evaluation

The Board of Governors will develop a self evaluation tool to regularly monitor and discuss board process and performance. The self evaluation tool will include a comparison of board activities to board policy as defined in this document.

SECTION 4. MEETING PROTOCOL

4.1 General

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

4.2 Scope

This protocol shall apply to all regular and special meetings of the Board of Governors. This protocol shall also establish procedures to be observed in relation to emergency meetings requiring immediate official action.

4.3 Definitions

4.3.1 Regular Meeting: The Board of Governors shall establish a regular meeting schedule for the next ensuing calendar year at its final regular meeting of each ~~calendar~~ fiscal year. The agenda for all regular meetings shall be established by an Agenda Committee consisting of the Chairperson, Vice Chairperson, Secretary of the Board of Governors, Past Chairperson, one lay Board member elected in June of each year at the Board's annual organizational meeting, and the President. The Agenda Committee shall meet in person or by telephone conference at a mutually agreeable time prior to the commencement of each regular meeting for the purpose of establishing an agenda. However, any member of the Board of Governors may direct that an item be placed upon the agenda of an upcoming regular meeting by communicating such direction to the Chairperson in advance of the publication of the particular agenda, preferably prior to the meeting of the Agenda Committee.

4.3.2 Special Meeting: A Special Meeting of the Board of Governors may be called by the Chairperson or seven (7) members of the Board of Governors. All Special Meetings must be attended with a statement of purpose. Emergency Meetings, requiring immediate official action, shall be considered Special Meetings. However, the notice requirements for Special Meetings need not be fully observed in convening Emergency Meetings.

4.4 Pre-Meeting Procedures

- 4.4.1 Notice of Regular Meetings:** Notices of all Regular Meetings shall be posted and maintained on a bulletin board that is accessible to the public located in the administrative office of the College on ~~the Logan Campus~~ each campus. All such notices shall be posted at least three (3) working days in advance of a scheduled Regular Meeting. Each such notice shall state the date, time, place and include an agenda of the meeting. If a Regular Meeting is cancelled or postponed, a notice of such cancellation or postponement shall be posted in the same location as soon as feasible after the cancellation or postponement has been determined. Notice of Regular Meetings may, at the discretion of the President, be published on the Internet or posted at other campus locations.
- 4.4.2 Notice of Special Meetings:** Notices of all Special Meetings shall be posted and maintained on a bulletin board that is accessible to the public located in the administrative office of the College on the Logan Campus. All such notices shall be posted at least three (3) working days in advance of a scheduled Special Meeting. Each such notice shall state the date, time, place and purpose of the meeting. If a Special Meeting is cancelled or postponed, a notice of such cancellation or postponement shall be posted in the same location as soon as feasible after the cancellation or postponement has been determined. Notice of Special Meetings may, at the discretion of the President, be published on the Internet or posted at other campus locations.
- 4.4.3 State Register:** In compliance with West Virginia Code §6-9A, the President shall cause notice of all meetings of Board of Governors to be filed with the Secretary of State for publication in the *State Register*. Each notice shall state the date, time, place and purpose of the meeting. Each notice shall be filed in a manner to allow each notice to appear in the *State Register* at least five days prior to the date of the meeting. In the event of an emergency requiring immediate official action, the President shall cause to be filed an emergency meeting notice prior to the meeting. The emergency meeting notice shall state the date, time, place and purpose of the meeting and the facts and circumstances of the emergency.
- 4.4.4 Notice to Media:** The President shall cause advance notice of all Regular and Special Meetings to be provided to the press that regularly cover matters relating to the College. The President shall cause advance notice to be provided to other members of the press upon request. Such notice shall not be required in advance of emergency meetings requiring immediate official action.

4.5 Meeting Procedures

- 4.5.1 Compliance With Open Governmental Proceedings Act:** The Chairperson of the Board and each member of the Board shall be familiar with the provision of the Open Governmental Proceeding Act and shall undertake to observe the requirements of the Act in relation to all motions to convene in executive session. Executive sessions shall not be recorded by mechanical means, however, Board minutes shall identify the statutory authorization for each executive session and shall record the persons in attendance.
- 4.5.2 Presentations:** All persons desiring to address the Board regarding an agenda item at a Regular Meeting or a matter identified within the stated purpose of a Special Meeting must register prior to the meeting. Persons will not be required to register more than fifteen (15) minutes prior to the time a meeting is scheduled to commence.
- 4.5.3 Reconvening Meeting When Space is Limited:** In the event the place where a meeting is initially convened has inadequate space to accommodate members of the public who desire to attend or make presentations to the Board, the Chairperson of the Board may adjourn the meeting and reconvene the meeting at an alternate location on a date and at a time announced at the time of adjournment.
- 4.5.4 Telephone/Electronic Attendance:** Members of the Board of Governors may attend and participate at any meeting by means of telephone or video-conference. Telephone or electronic equipment that is used to allow such attendance and participation shall be configured to allow those present, including members of the public, to observe and/or hear the members who are attending and participating by telephone or electronic means.
- 4.5.5 Consideration of Materials by Reference:** All documents or materials that are referenced in an agenda or statement of purpose of a Special Meeting shall be available for public inspection at the meeting where such documents or materials are considered.

- 4.5.6 Parliamentary Procedure:** The Board of Governors shall observe *Robert's Rules of Order, New Revised*, as a guide for conducting its business.
- 4.5.7 Voting:** Voting may be verbal or by a show of hands. The outcome of all votes shall be announced by the presiding officer, and the recording secretary will record the vote accordingly. Any member may request a roll-call vote immediately following the presiding officer's announcement of outcome of a vote.
- 4.5.8 Quorum:** Seven (7) of the twelve (12) members of the Governing Board shall constitute a quorum. A majority of those members present and eligible to vote shall be required for the passage of all motions.
- 4.5.9 Minutes:** Official Board minutes will be maintained by the College and kept in a permanent and safe condition. The Board Chairperson will sign all official minutes. Copies of Board minutes will be provided to all Board members and upon written request to interested parties in compliance with West Virginia statute.

SECTION 5. PRESIDENTIAL RELATIONS

5.1 General

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

5.2 Board Delegation of Administrative Authority

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

5.3 Presidential Evaluation

The Board of Governors will conduct an annual written evaluation of the President using the following criteria:

1. The President's job description.
2. The President's goals and objectives, established each year in consultation with the Board.
3. Progress toward the Master Plan.
4. Adherence to Board policies.
5. WV Code §18B-1B-6

5.4 Presidential Search Process

The Board of Governors is responsible to hire and appoint a President or other administrative head of Southern West Virginia Community and Technical College in compliance with WV Code §18B-1B-6.

References: West Virginia Code §18B-2A

Carver, John and Miriam Mayhew. *A New Vision of Board Leadership: Governing the Community College*. Washington, DC. Association of Community College Trustees, 1994.

Smith, Cindra, J. *Trusteeship in Community Colleges. A Guide for Effective Governance*. Washington, DC. Association of Community College Trustees, 2000.

The Ethics Act. A Code of Conduct for Public Servants. West Virginia Ethics Commission.

Treasure Valley Community College. *Board of Education Policies*. Ontario, Oregon:1998.

Approved November 20, 2007

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 19, 2008**

Item: Transfer of Property from the WV Higher Education Policy Commission to the Southern WV Community and Technical College Board of Governors

Recommended Resolution: For Discussion Only

Staff Member: Merle Dempsey

Background:

The administration recommends the Board review and discuss the applicability of the specific sections of the West Virginia State Code pertaining to the ownership of all real property held for the benefit of Southern West Virginia Community and Technical College and under the jurisdiction of the institution's Board of Governors. This discussion should include the topic of whether the Board desires to seek the transfer of title to all real property to the Board from the Higher Education Policy Commission (HEPC) and the Board's ability to lease and/or sell any real property that the Board should deem as surplus. College staff will provide information obtained from legal representation, both from Bowles Rice and the Attorney General's staff assigned to the West Virginia Council for Community and Technical College Education and the HEPC as well as from the Interim Co-Director of Finance and Facilities for the Commission and Council.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 19, 2008**

Item: Governor's Proposed Budget to the Legislature

Recommended Resolution: For Discussion Only

Staff Member: Joanne Tomblin

Background:

On January 9, 2008, Governor Manchin presented the budget for fiscal year ending June 30, 2009 to members of the State Legislature. It contains a plan for proposed expenditures and estimated revenue for the fiscal year.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 19, 2008**

Item: 2008 Board of Governors Retreat

Recommended Resolution: For Discussion Only

Staff Member: Joanne Tomblin

Background:

Discuss dates and location for the annual Board of Governors planning retreat.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 19, 2008**

Item: Board of Governors Legislative Ad Hoc Committee Report

Recommended Resolution: For Discussion Only

Staff Member: Kevin Fowler

Background:

The Southern West Virginia Community and Technical College Board of Governors Legislative Ad Hoc Committee met with key legislators on February 11, 2008 to advocate tuition parity between West Virginia's community and technical colleges.

You may have seen newspaper accounts regarding the Kanawha County Board of Education and their belief that members of the Board could not ask questions of staff or visitors at meetings unless those questions or subjects had been listed on the meeting agenda. The Ethics Commission has issued the attached opinion that states Board members may ask questions at their meetings even if the subject was not on the agenda. However, the Commission states that a Board may not begin deliberations on the subject raised if it was not on the agenda. They may ask questions, discuss what data or documentation might be needed, and whether an issue should be placed on the agenda for a future meeting.

Bruce Ray Walker
General Counsel
West Virginia Higher Education
Policy Commission
Suite 700
1018 Kanawha Blvd., East
Charleston, WV 25301
304-558-0695
304-558-4820(fax)

OMAO 2007-12.pdf

OPEN MEETINGS ADVISORY OPINION NO. 2007-12

Issued On December 6, 2007 By The

WEST VIRGINIA ETHICS COMMISSION COMMITTEE ON OPEN GOVERNMENTAL MEETINGS

OPINION SOUGHT

Jim Crawford, President of the Kanawha County Board of Education (Board), seeks guidance on Board Members asking questions of the Superintendent, Board staff, and citizens.

FACTS RELIED UPON BY THE COMMITTEE

During its regular meetings, the Board permits citizens to address the Board within time limits that are established by policy. This opportunity for public input is ordinarily listed on the meeting agenda as "Delegations." From time to time, Board Members may have questions for one or more persons who participate in this public comment period.

The Board also has an item on its agenda labeled as "Questions/Answers." This portion of the meeting provides an opportunity for any Board Member to ask questions of the Superintendent and staff regarding any matter related to the operation of the school system. This question and answer period was previously the subject of Open Meetings Advisory Opinion 2004-16, issued to the Kanawha County Board of Education on January 6, 2005.

The Board President wants to verify that Board Members may ask questions of delegations and the staff regarding matters that are not otherwise listed on the meeting agenda without violating the Open Meetings Act. In particular, he seeks guidance on the limits of any resulting dialogue between the Board Members and the person responding to questions, as well as any discussion that may ensue among the Board Members themselves.

CODE PROVISIONS RELIED UPON BY THE COMMITTEE

W. Va. Code 6-9A-2(4) provides, in pertinent part:

"Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means. The term meeting does not include:

(D) General discussions among members of a governing body on issues of interest to the public when held in a planned or unplanned social, educational, training, informal, ceremonial or similar setting, without intent to conduct public business even if a quorum is present and public business is discussed but there is no intention for the discussion to lead to an official action; or

(E) Discussions by members of a governing body on logistical and procedural methods to schedule and regulate a meeting.

W. Va. Code 6-9A-3 provides, in pertinent part:

Each governing body shall promulgate rules by which the date, time, place and agenda of all regularly scheduled meetings and the date, time, place and purpose of all special meetings are made available, in advance, to the public and news media, except in the event of an emergency requiring immediate official action.

ADVISORY OPINION

The Open Meetings Act generally requires that government business be conducted in the "sunshine" during an open meeting where the actions of public officials serving on a governing body of a public agency may be observed by the public and the media. In 1999, the Act was amended to require that a meeting agenda be made available in advance of each regular meeting. This agenda should list each matter requiring official action which the governing body expects to address in the course of a particular meeting.

Accordingly, each item requiring official action should be described in the agenda in a manner that makes the public aware of the particular matters that may be dealt with in the course of the meeting. For example, where the agenda contains an item such as "review employee drug testing policy" or "consider employee drug testing," the Board Members may ask specific and probing questions of the School Superintendent and staff, as well as those persons who speak during the "delegations" portion of the meeting, either for or against employee drug testing. Further, the Members may publicly discuss among themselves the merits of the proposed policy, and make a decision to approve, disapprove or amend the policy.

A different situation arises where the meeting agenda makes no mention of employee drug testing and only lists "delegations" and "questions/answers." In this setting, a member of the public who has signed up to speak during the "delegation" portion of the meeting, may ask the Board to adopt a policy testing all employees for illegal drugs. In a similar vein, during the question and answer portion of the meeting, a Board Member may ask the Superintendent whether employees are being tested for illegal drugs. As this Committee stated in Open Meetings Advisory Opinion 2004-16, the Open Meetings Act does not prohibit Board Members from asking questions of the Superintendent and his or her staff in order to obtain information regarding matters within the scope of the school system's operations.

This same general rule applies to Board Members asking questions of citizens, employees or representatives who speak during a public comment period. In certain instances, further questioning may be needed so that the Board Members are able to understand or clarify the speaker's position or otherwise discern the speaker's concerns.

Although the Board Members may ask questions of citizens, the Superintendent, or Board staff, if the questioning involves a subject which is not on the agenda, the Board members are not permitted to deliberate among themselves toward a decision on that matter. Board Members may discuss purely logistical issues such as whether a particular matter which has been raised during a question period requires official action, if it should be placed on the agenda for a future meeting, and when to schedule a meeting. The Board may also discuss what data or documentation needs to be provided by staff or other meeting participants at a future meeting.

Consequently, each member of the governing body must exercise due care to insure that asking questions of staff or speakers does not transition from the domain of obtaining relevant information into a dialogue among the members regarding the merits of a matter on which the Board may reasonably expect to take official action. As the presiding official, the Board President has primary responsibility to maintain the order of business, including insuring that meeting participants do not inadvertently stray into deliberation toward a decision on a matter that is not properly on the agenda for that meeting.

Nothing in this opinion is intended to limit the discretion of any governing body, in the interest of conducting an efficient and effective meeting, from adopting reasonable procedural rules for its members governing such matters as the amount of time expended on asking questions of persons who appear to speak during a public comment period.

This advisory opinion is limited to questions arising under the Open Governmental Proceedings Act, W. Va. Code §§ 6-9A-1, *et seq.*, and does not purport to interpret other laws or rules. Pursuant to W. Va. Code § 6-9A-11, a governing body or member thereof that acts in good faith reliance on this advisory opinion has an absolute defense to any civil suit or criminal prosecution for any action taken based upon this opinion, so long as the underlying facts and circumstances surrounding the action are the same or substantially the same as those being addressed in this opinion, unless and until it is amended or revoked.



James E. Shepherd II, Chairman



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- The importance of debates: Handling difficult and controversial issues
- **Team Building: Understanding the important role of the executive committee and the chairs of the board's committees.**

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Harmony Multi-cultural Events at Southern WV Community and Technical College

Note: Subject to updates and / or changes. 1/23/08

February 2008

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4

4:00 pm- Live Radio Remote at Williamson Public Library; 5:00 pm-Meeting to Kick off Black History Month

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5:00 pm-Williamson Public Library Meeting

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3:00 pm-Logan Street Baptist Church; Harmony Week Kick Off / Candlelight Vigil; President Joanne Tomblin, remarks; Mr. Hale, NAACP Executive Director, Keynote Speaker

18

5:00 pm-Meeting at Williamson Public Library.

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5:00 pm-Meeting at Williamson Public Library.

6:00 pm-Ilene Evans, and Rev. Gerald Dotson, speakers at Candlelight Vigil at Holy Trinity Episcopal Church in Logan.

26

Visit two Mingo county schools with Ilene Evans and others in am and pm; Rita Roberson to coordinate.

27

am and pm- Ilene Evans at Madison Civic Center; APPALREAD to help coordinate.

Ostenaco - Cherokee Indian warrior, Boone

28

am/pm-Ilene Evans-Man Middle School and Chapmanville Middle School; Randy to coordinate.

Rev. Audie Murphy-Discuss Health Science Technology Academy (HSTA) Program to 8th grade students

29

10:00 am-"Drum Café" at Chief Logan Convention Center 11:30 am-Luncheon (500 tickets available)