



Southern

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE

BOARD OF GOVERNORS

APRIL 15, 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
 ROOM 428 — CENTER FOR ALLIED HEALTH AND TECHNOLOGY
 APRIL 15, 2008
 AGENDA**

1. Call to Order Mr. Kevin Fowler
Board Chair
2. President’s Report President Joanne Tomblin
3. Board of Governors Presidential Review Committee Update Linda Q. Akers
Chair
4. Action Items pp. 2-95
 1. Appointment of Nominating Committee for Board Officers Chair Fowler
 2. Appointment of Board Ceremonial Representatives Chair Fowler
 1. Allied Health Pinning Ceremony
 2. Commencement – Greetings from the Board
 3. GED Commencement Ceremony
 3. Approval of February 19 and March 18, 2008 Meeting Minutes pp. 2-10
 4. Transfer of Real Property to the Local Board of Governors of Southern West Virginia Community and Technical College p. 11
 5. Program Review pp. 12-40
 1. Business Accounting, Associate in Applied Science pp. 12-16
 2. Business Administration, Associate in Applied Science pp. 17-20
 3. Office Administration, Associate in Applied Science pp. 21-24
 4. Office Administration, Certificate pp. 25-28
 5. Three-year Post Audit Review
 1. Dental Hygiene, Associate in Applied Science pp. 29-32
 2. Electrical Engineering Technology, Certificate pp. 33-36
 3. Technical Studies in Applied Technology, Certificate pp. 37-40
 6. Final Approval of Proposed Policies pp. 41-85
 1. SCP-1000, Manuals, Announcements and Policies (MAP) Development System pp. 41-58
 2. SCP-1435, Inclement Weather and Emergency Situation Policy pp. 59-64
 3. SCP-2005, Catastrophic Leave pp. 65-71
 4. SCP-2360, Holidays pp. 72-75
 5. SCP-8600.A, Board of Governors Operational Guidelines pp. 76-85
 7. Approval of Policy for 30-day Public Comment Period
 1. SCP-1725, Private Scholarships pp. 86-89
 8. Approval of Fiscal Year 2008-2009 Institutional Budget pp. 90-94
 9. Approval of Fiscal Year 2008-2009 Salary Increases p. 95
 10. Executive Session under Authority of WV Code §6-9A-4-2b Chair Fowler
5. Adjournment Chair Fowler

**Southern West Virginia Community and Technical College
Board of Governors Meeting of February 19, 2008
Center for Allied Health and Technology, Room 428
2900 Dempsey Branch Road, Mount Gay, West Virginia**

DRAFT

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

Board Members Absent: Wilma Zigmond

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Samuel Litteral, James P. Owens, Allyn Sue Barker, Cathy Smith-Cox, Cindy Crigger, Ron Lemon, Ron Hamilton, Patricia Clay, Pam Alderman, Cindy McCoy, Chris Cobb, Pauline Sturgill, Emma Baisden

Classified Staff: Chris Gray, Patricia Miller, Juanita Topping

1. Call to Order:

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

2. Classified Staff Council Annual Presentation

As prescribed in West Virginia Code §18B-6-4b, the Classified Staff Council held its annual meeting with the Governing Board to discuss matters affecting classified employees. Mr. Chris Gray, Advisory Council of Classified Employees Representative, introduced Classified Staff members present, Patricia Miller and Juanita Topping, then presented a PowerPoint Presentation to the Board on issues of concern which have an impact on classified employees.

3. President's Report:

1. The Appalachian Leadership Academy, Cotiga Chapter, held a press conference and induction ceremony at the Williamson Campus on December 17, 2008. General Robert "Doc" Foglesong, a former resident of Williamson and founder of the leadership program, participated in the ceremony honoring the first members of the Leadership Academy. President Tomblin added that it is only fitting to have a chapter of the academy in his hometown.
2. The Williamson Branch of the NAACP celebrated its 60th birthday on December 1 with a ceremony held at Williamson High School. President Tomblin participated in the event announcing the establishment of the Willene Moore, Woman of Inspiration Scholarship, which will be awarded annually to a Williamson area student.
3. Southern's annual Harmony Week festivities are scheduled for February 25-29, 2008. The Drum Cafe' will again be featured at the culmination luncheon on Friday, February 29th at the Chief Logan Convention Center.
4. The President's High School and Middle School Team will continue this semester. The group is scheduled to visit Tug Valley High School on February 20.
5. The annual Tug Valley Chamber of Commerce and Southern West Virginia Community and Technical College Legislative Luncheon was held at the Williamson Campus on December 13.

6. President Tomblin was a guest speaker at the Eastern West Virginia Community and Technical College Board of Governors December 19 meeting.
7. Governor Manchin presented a good 2009 budget for the Community and Technical College System:
 1. To heal the critical shortage of Nurses and Allied Health personnel, he has proposed a one-time million-dollar fund allocation;
 2. Thirty million dollar allotment to create Technical Program Development Centers in West Virginia;
 3. A 3% salary increase for higher education employees; and
 4. 75-80 million dollars in bonds.
8. The Beckley President's Advisory group is meeting regularly.
9. The new Student Services reorganization places emphasis on adult students.
10. The Major Gifts Campaign has reached 84% of its \$7,000,000 goal; 91% of Southern employees have participated in the campaign.
11. Allyn Sue Barker, Carl Baisden, and President Tomblin met with Governor Manchin and his Chief of Staff regarding funding for the Academy for Mine Training and Energy Technologies.
12. Personnel offices have been moved to the new Center for Allied Health and Technology. A dedication ceremony will be held in September 2008 for the new facility.
13. Community roundtables have been held at the Williamson and Wyoming/McDowell Campuses.
14. Lindsey Wilson College is expected to expand its baccalaureate and master's degree program to the Wyoming/McDowell Campus. The campus has had another enrollment increase this semester.
15. Commencement exercises will be held at the Coalfield Jamboree building in downtown Logan at 10:00 a.m. on May 10th. Mr. Bob Pruett, former head football coach for Marshall University, will serve as guest speaker for the event.

4. Action Items:

1. Approval of Minutes

MOTION: Shelley Huffman moved to accept the November 20, 2007 minutes as presented.

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

2. Approval of The Greater Kanawha Valley Foundation Grant Application

MOTION: James Sheatsley moved the adoption of the following 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 APPALREAD, and

BE IT FURTHER 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.

ACTION: Shelley Huffman seconded the motion. The motion carried unanimously

3. Approval of the Southern West Virginia Community and Technical College Strategic Goals

MOTION: Glenn Yost moved the adoption of the following 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.

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

4. Institutional Policies for Final Approval

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

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 following the public comment period of the aforementioned policy.

ACTION: Shelley Huffman seconded the motion. The motion carried unanimously.

2. SCP-3637, General Education Philosophy and Goals

MOTION: Shelley Huffman moved the adoption of the following 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.

ACTION: Elston Johnson 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 grant final approval the aforementioned policy.

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

4. SCP-2575, Overtime and Compensatory Time

MOTION: Shelley Huffman 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.

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

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

MOTION: Shelley Huffman 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.

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

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

MOTION: Terry Sammons 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 revised policy.

ACTION: Shelley Huffman 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 grant final approval the aforementioned revised policy.

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

8. SCP-2825, Salary Administration

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 revised policy.

ACTION: Shelley Huffman seconded the motion. The motion carried unanimously.

5. Approval of Institutional Policies for 30-day Comment

1. SCP-1000, Manuals, Announcements and Policies (MAP) Development System

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of 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.

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

2. SCP-1435, Inclement Weather and Emergency Situation Policy

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

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

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

3. SCP-2005, Catastrophic Leave

MOTION: Shelley Huffman moved the adoption of the following resolution:

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

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

4. SCP-2360, Holidays

MOTION: Shelley Huffman moved the adoption of the following resolution:

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

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

5. SCP-8600.A, Board of Governors Operational Guidelines

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

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

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

5. Discussion Items:

1. Transfer of property from the West Virginia Higher Education Policy Commission to the Southern West Virginia Community and Technical College

All real property of Southern West Virginia Community and Technical College purchased before the creation of institutional Boards of Governors resides with the West Virginia Higher Education Policy Commission (HEPC). West Virginia Code §18B-1-3e provides for local Boards to request ownership of real property to be transferred to institutional Boards. According to Richard Donovan, Director of Finance and Facilities at the HEPC, most of the other institutions have requested the transfer. The Board of Governors must have title to the property before it may enter a lease agreement. The administration recommended the Board review and discuss the applicability of the specific sections of the West Virginia State Code concerning the ownership of all real property held for the benefit of Southern and under the jurisdiction of the institution's Board of Governors. The Board of Governors requested that Merle Dempsey review and determine ownership of all real property associated with the College and the Board's ability to lease and/or sell any real property that the Board should deem as surplus. Mr. Dempsey will bring a recommendation forward for action at the Board's April 15 meeting.

2. Governor's Proposed Budget to the Legislature

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.

3. 2008 Board of Governors Retreat

The Board discussed several dates in October to hold its annual planning retreat. They will hold the retreat at Stonewall Resort and Conference Center in Roanoke, West

Virginia. Chair Fowler requested that Emma Baisden poll Board members via e-mail to determine their availability for the retreat on either October 16-17 or October 23-24. When a date is determined, notify Board members via e-mail and reserve the facility for the event.

4. Board of Governors Legislative Ad Hoc Committee Report

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. A legislative proposal has been sent forward providing flexibility to allow an increase of tuition to meet institutional needs.

6. Adjournment:

There being no further business, Chair Fowler declared the meeting adjourned at 7:30 p.m.

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

**Southern West Virginia Community and Technical College
Board of Governors Emergency Meeting of March 18, 2008
Center for Allied Health and Technology, Room 428
2900 Dempsey Branch Road, Mount Gay, WV**

DRAFT

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

Board Members Absent: Wilma Zigmond, David Pierce

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Samuel Litteral, Cathy Smith-Cox, Emma Baisden

Guest: Cindy Whitlock-Powers

1. Call to Order

Board Chair, Kevin Fowler, convened an emergency meeting of the Southern West Virginia Community and Technical College Board of Governors at 10:00 A.M. on March 18, 2008 in Room 428 of the Center for Allied Health and Technology and by teleconference.

At its November 20, 2007 meeting, Southern's Board of Governors approved a request to increase the resident tuition and fees paid by all students by 4.05% as recommended by the Board of Governors Committee on Tuition and Fees. The Committee made this recommendation based on the existing cap of 4.75% on any tuition increase for institutions under the jurisdiction of the West Virginia Council on Community and Technical Education as stated in West Virginia Code. During the most recently completed session of the State Legislature and following the November 20, 2007 Board of Governors meeting, West Virginia Code §18B-10-1(1)(2) was amended and currently reads as follows:

“A governing board of an institution under the jurisdiction of the council may propose a tuition and fee increase of up to four and three quarters percent for undergraduate resident students for any fiscal year except a governing board may propose increases in excess of four and three quarters percent if existing tuition and fees at the institution are below the state average for tuition and fees at institutions under the jurisdiction of the council ...”

Because of this change, the College staff recommends the Board of Governors approve a resolution to amend its November 27, 2007 request for a tuition increase for the 2008-2009 academic year to reflect an \$8.00 per credit hour increase for resident students. If approved, the staff further recommends the request be submitted to the West Virginia Council for Community and Technical College Education for action at its April 25, 2008 meeting.

2. Request to Amend 2008-2009 Tuition and Fees

MOTION: Shelley Huffman moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed revision to the resident tuition and fee increase of \$8.00 per credit hour for the 2008-2009 academic year, effective July 1, 2008.

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

Chair Fowler directed President Tomblin to submit this approval to the West Virginia Council for Community and Technical College Education for action at its April 25, 2008 meeting.

3. Adjournment:

There being no further business, Chair Fowler declared the meeting adjourned at 10:15 A.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 APRIL 15, 2008**

ITEM: Transfer of Real Property to the local Board of Governors of Southern West Virginia Community and Technical College

RECOMMENDED RESOLUTION: *RESOLVED*, That the Board of Governors requests that the West Virginia Higher Education Policy Commission transfer all real property with any improvements currently held for the benefit of Southern West Virginia Community and Technical College and under jurisdiction of the Board of Governors to the local Board pursuant to West Virginia Code §18B-1-3(e).

FURTHER RESOLVED, the Board directs College staff to work with legal counsel to prepare adequate legal descriptions and deeds of transfer for all property to accompany the request and to present them to the West Virginia Higher Education Policy Commission at its next regularly scheduled meeting.

STAFF MEMBER: Merle Dempsey

BACKGROUND:

At the February 19, 2008 meeting, the Board of Governors discussed the possibility of seeking the transfer of title to all real property to the Board from the West Virginia Higher Education Policy Commission (HEPC). After discussion of this topic, the Board requested that Merle Dempsey review and determine ownership of all real property associated with Southern West Virginia Community and Technical College and the Board's ability to lease and/or sell any real property that the Board should deem as surplus.

As a result of this directive, College staff has determined that there are 44 pieces of property under the Board's jurisdiction with ownership held by the HEPC (or one or more predecessors). Staff has prepared an agenda item with an accompanying resolution for the approval of the Board requesting the HEPC transfer to the Board of Governors ownership of all real property and any improvements thereto under the jurisdiction of the Board and held for the benefit of Southern West Virginia Community and Technical College. The resolution presented authorizes the College to submit the request for transfer to the HEPC pursuant to West Virginia Code §18B-1-3(e). The College has engaged the services of Thomas Zamow, Attorney-at-law, to prepare the required legal description and deeds of transfer to accompany the request for transfer.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF APRIL 15, 2008**

Item: Academic Program Review and Continuance
of Existing Academic Programs

Recommended Resolution: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Business Accounting, Associate in Applied Science degree program, in accordance with the provisions of the West Virginia Council for Community and Technical College Education (Community and Technical College System Council) and the West Virginia Higher Education Policy Commission (HEPC), Joint Procedural Rule, Series 10, *Policy Regarding Program Review*.

Staff Member: Dr. Gail Hall

Background:

During the 2007-2008 academic year a program review was conducted by the Department of Business of the Business Accounting Associate in Applied Science degree program. The Department of Business faculty recommend the continuation of the program at the current level of activity without corrective action, but implementing recently approved curricular revisions.

The faculty continuously scrutinize the Unit's programs and revise curriculum and/or courses periodically. During the current academic year, a major review resulted in some changes to the basic curriculum - an increase in General Education to 21 hours with the addition of a Science course. Too, the review included a cleaner delineation of the Social Science requirement and Math choice. Also, they recommended the development of three new Accounting courses (Payroll Accounting, Cost Accounting, and Governmental Accounting) which would become restricted electives.

The Business Accounting program is a viable program that provides a quality education in the service area. There is adequate student interest in the program, with graduates indicating strong satisfaction with the program, and a high rate of job placement. It is expected that enrollment will continue to justify the program's viability and that the demands for employees degreed in Business Accounting will continue to grow for student placement needs.

PROGRAM REVIEW
Southern West Virginia Community and Technical College
Programs Without Specialized Accreditation

Program: Associate in Applied Science — Business Accounting

Institutional Recommendation

The Board of Governors recommends:

- X 1. Continuation of the program at the current level of activity without corrective action;
- 2. Continuation of program with corrective action (specify required action);
- 3. Identification of the program for further development;
- 4. Development of a cooperative program with another institution or sharing courses, facilities, and/or faculty;
- 5. Discontinuance of the program in accordance with provisions of the West Virginia Council for Community and Technical College Education policy on approval and discontinuance of programs.

Rationale for the recommendation:

Rationale is provided in the attached document.

Department Chair

Date

Dean of Career and Technical Programs

Date

Chief Academic Officer

Date

President

Date

Chairman, Board of Governors

Date

PROGRAM REVIEW
Southern West Virginia Community and Technical College
2003 - 2008

Program: A.A.S., Business Accounting

Date: January 2008

Date of Last Review: 2002-2003

Rationale for Recommendation

The Department of Business faculty recommend the continuation of the program at the current level of activity without corrective action, but implementing recently approved curricular revisions.

The faculty continuously scrutinize the Unit's programs and revise curriculum and/or courses periodically. During the current academic year, a major review resulted in some changes to the basic curriculum - an increase in General Education to 21 hours with the addition of a Science course. Too, the improvements included a cleaner delineation of the Social Science requirement and Math choice. Also, they recommended the development of three new Accounting courses (Payroll Accounting, Cost Accounting, and Governmental Accounting) which would become restricted electives.

The Business Accounting program is a viable program that provides a quality education in the service area. There is adequate student interest in the program, with graduates indicating strong satisfaction with the program, and a high rate of job placement. It is expected that enrollment will continue to justify the program's viability and that the demands for employees degreed in Business Accounting will continue to grow for student placement needs.

**Southern West Virginia Community and Technical College
Career and Technical Division, Business Department
Business Accounting, Associate in Applied Science Degree**

Program Review Summary

Program Review Components

A. Adequacy:

- The curriculum adequately meets the required General Education Component;
Business and Accounting courses meet the needs of service area businesses.

- The faculty hold Master's Degrees; the academic rank ranges from Instructor to Full Professor. (Meet the requirements of North Central Association.)

- The entrance requirements for students are consistent with Southern West Virginia Community and Technical College's standards.

- Graduates have been successful in the job market as well as pursuing the next educational level.

Conclusion: The program exceeds the minimum adequacy requirements.

B. Viability

- The number of students graduating from the program is acceptable and is expected to increase/continue through the next assessment period.

- Technology has been incorporated into the courses; four Accounting courses available via WEB delivery system; courses are being delivered at the Beckley Finance Center for mainly IRS employees.

- Articulation agreements are in place for Accounting program with four-year colleges/universities – i.e., West Virginia State University and Franklin.

Conclusion: The program meets the requirements for viability.

C. Necessity

- The Business Accounting program meets both an educational and employment need.

Conclusion: This is a necessary program.

D. Consistency with Mission

- The program supports Southern's Mission and Vision; also, Institutional Compact.

Conclusion: The program is consistent with the Mission of the college.

Recommendation

Continuation of the program at the current level of activity without corrective action.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF APRIL 15, 2008**

Item: Academic Program Review and Continuance
of Existing Academic Programs

Recommended Resolution: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Business Administration, Associate in Applied Science degree program, in accordance with the provisions of the West Virginia Council for Community and Technical College Education (Community and Technical College System Council) and the West Virginia Higher Education Policy Commission (HEPC), Joint Procedural Rule, Series 10, *Policy Regarding Program Review*.

Staff Member: Dr. Gail Hall

Background:

During the 2007-2008 academic year a program review was conducted by the Department of Business of the Business Administration Associate in Applied Science degree program. The Department of Business faculty recommend the continuation of the program at the current level of activity without corrective action, but implementing recently approved curricular revisions.

The faculty continuously scrutinize the Unit's programs and revise curriculum, courses periodically. During 2006-2007, a major revision resulted in the various degree options available with the degree being eliminated and having only the AAS Business Administration degree. Students will still be able to focus on emphasis areas, but the area is not part of the title of the degree awarded.

The Business Administration program is a viable program that provides a quality education in the service area. There is adequate student interest in the program, with graduates indicating strong satisfaction with the program, and a high rate of job placement. It is expected that enrollment will continue to justify the program's viability and that the demands for Business Administration degreed employees will continue to grow for student placement needs.

PROGRAM REVIEW
Southern West Virginia Community and Technical College
Programs Without Specialized Accreditation

Program: **Associate in Applied Science — Business Administration**

Institutional Recommendation

The Board of Governors recommends:

- X 1. Continuation of the program at the current level of activity without corrective action;
- 2. Continuation of program with corrective action (specify required action);
- 3. Identification of the program for further development;
- 4. Development of a cooperative program with another institution or sharing courses, facilities, and/or faculty;
- 5. Discontinuance of the program in accordance with provisions of the West Virginia Council for Community and Technical College Education policy on approval and discontinuance of programs.

Rationale for the recommendation:

Rationale is provided in the attached document.

Department Chair

Date

Dean of Career and Technical Programs

Date

Chief Academic Officer

Date

President

Date

Chairman, Board of Governors

Date

PROGRAM REVIEW
Southern West Virginia Community and Technical College
2003 - 2008

Program: A.A.S., Business Administration

Date: January 2008

Date of Last Review: 2002-2003

Rationale for Recommendation

The Department of Business faculty recommend the continuation of the program at the current level of activity without corrective action, but implementing recently approved curricular revisions.

The faculty continuously scrutinize the Unit's programs and revise curriculum, courses periodically. During 2006-2007, a major revision resulted in the various degree options available with the degree being eliminated and having only the AAS Business Administration degree. Students will still be able to focus on emphasis areas, but the area is not part of the title of the degree awarded.

The Business Administration program is a viable program that provides a quality education in the service area. There is adequate student interest in the program, with graduates indicating strong satisfaction with the program, and a high rate of job placement. It is expected that enrollment will continue to justify the program's viability and that the demands for Business Administration degreed employees will continue to grow for student placement needs.

**Southern West Virginia Community and Technical College
Career and Technical Division – Business Department
Business Administration, Associate in Applied Science Degree**

Program Review Summary

Program Review Components

A. Adequacy

- The curriculum adequately meets the required General Education component; Business Courses meet student and service area business needs.
- Program entrance requirements are consistent with Southern's standards.
- Graduates have been successful in job market as well as advancing to next Educational level.
- Business Administration program maintains a valid assessment plan.

Conclusion: The program exceeds the minimum adequacy requirements.

B. Viability

- The number of students enrolled in Business Administration and graduating is acceptable.
- Curriculum delivery system is varied – FastTrack, WEB, Saturday, TV.

Conclusion: The program meets the requirements for viability.

C. Necessity

- The Business Administration program meets both an educational and employment need.

Conclusion: This is a necessary program.

D. Consistency with Mission

- The Business Administration Program supports Southern's mission, vision, and Institutional Compact.

Conclusion: The program is consistent with the Mission of the college.

Recommendation

Continuation of the program at the current level of activity without corrective action.

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of April 15, 2008**

Item: Academic Program Review and Continuance of Existing Academic Programs

Recommended Resolution: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Office Administration Associate in Applied Science degree program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education (Community and Technical College System Council) and the West Virginia Higher Education Policy Commission (HEPC), Joint Procedural Rule, Series 10, *Policy Regarding Program Review*.

Staff Member: Dr. Gail Hall

Background:

During the 2007-2008 academic year a program review was conducted by the Department of Business of the Office Administration Associate in Applied Science degree program. The Department of Business faculty recommend the continuation of the program at the current level of activity with corrective action, implementing recently approved curricular revisions.

The faculty continuously scrutinize the Unit's programs and revise curriculum and/or courses periodically. During the 2006 - 2007 academic year, the faculty adopted a program name change from Office Information Technology to Office Administration and the course descriptors were changed from Secretarial Skills (SE) to Office Administration (OA). The title of the degree was changed to Office Administration (without the name of the area of emphasis) from Office Information Technology - Administrative Option, Legal Option, or Medical Option. Program requirements were further refined during the current academic year: an increase in General Education to 21 hours, elimination of some courses (i.e., OA 120 and OA 121, OA 145), and addition/creation of different focused courses (i.e., Services Marketing, Document Processing Simulation, and Office Management Capstone Course).

It is expected that enrollment will continue to justify the program's viability and that the demand for highly trained office administrative assistants will continue to grow for student placement needs.

PROGRAM REVIEW
Southern West Virginia Community and Technical College
Programs Without Specialized Accreditation

Program: Associate in Applied Science — Office Administration

Institutional Recommendation

The Board of Governors recommends:

- 1. Continuation of the program at the current level of activity without corrective action;
- 2. Continuation of program with corrective action (specify required action);
- 3. Identification of the program for further development;
- 4. Development of a cooperative program with another institution or sharing courses, facilities, and/or faculty;
- 5. Discontinuance of the program in accordance with provisions of the West Virginia Council for Community and Technical College Education policy on approval and discontinuance of programs.

Rationale for the recommendation:

Rationale is provided in the attached document.

<hr/> <p>Department Chair</p>	<hr/> <p>Date</p>
<hr/> <p>Dean of Career and Technical Programs</p>	<hr/> <p>Date</p>
<hr/> <p>Chief Academic Officer</p>	<hr/> <p>Date</p>
<hr/> <p>President</p>	<hr/> <p>Date</p>
<hr/> <p>Chairman, Board of Governors</p>	<hr/> <p>Date</p>

PROGRAM REVIEW
Southern West Virginia Community and Technical College
2003 - 2008

Program: A.A.S., Office Administration

Date: January 2008

Date of Last Review: 2002-2003

Rationale for Recommendation

The Department of Business faculty recommend the continuation of the program at the current level of activity with corrective action, implementing recently approved curricular revisions.

The faculty continuously scrutinize the Unit's programs and revise curriculum and/or courses periodically. During the 2006 - 2007 academic year, the faculty adopted a program name change from Office Information Technology to Office Administration and the course descriptors were changed from Secretarial Skills (SE) to Office Administration (OA). The title of the degree was changed to Office Administration (without the name of the area of emphasis) from Office Information Technology - Administrative Option, Legal Option, or Medical Option. Program requirements were further refined during the current academic year: an increase in General Education to 21 hours, elimination of some courses (i.e., OA 120 and OA 121, OA 145), and addition/creation of different focused courses (i.e., Services Marketing, Document Processing Simulation, and Office Management Capstone Course).

The current OA curriculum is one course shy of being totally available via the WEB delivery system. Efforts will continue to utilize this delivery system to reach all interested individuals in the market area. Office Administration is a viable program which prepares individuals for or enhances their current skills for employment in many sectors of business - general, legal, and medical. (Oftentimes students will attain the desired skills and enter the job market without the degree.) The employer requests for student referral has traditionally exceeded the number graduating.

It is expected that enrollment will continue to justify the program's viability and that the demand for highly trained office administrative assistants will continue to grow for student placement needs.

**Southern West Virginia Community and Technical College
Career and Technical Division, Business Department
Office Administration Associate in Applied Science Degree**

Program Review Summary

Program Review Components

- A. Adequacy
- The curriculum has adequate requirements that meet the needs of education and business; however, since Office Administration is an area of business that is often the only segment encountered by the public, it needs to be current and cutting edge. Programmatic curriculum revisions have been recommended.
 - Program entrance requirements are consistent with Southern's standards.
 - Graduates have been successful in the job market.

Conclusion: The program exceeds the minimum adequacy requirements.

- B. Viability
- Curriculum delivery system is varied; nine of the courses available via WEB.
 - WEB offerings make program enrollment/completion participation open for students throughout the service area.

Conclusion: The program meets the requirements for viability.

- C. Necessity
- The Office Administration program meets both an educational and employment need.
 - BLS and other employment predictors project this programmatic area to be one of substantial growth during the next decade.

Conclusion: This is a necessary program.

- D. Consistency with Mission
- The Office Administration Program supports Southern's mission, vision, and institutional compact.

Conclusion: The program is consistent with the Mission of the college.

Recommendation

Continuation of the program at the current level of activity with corrective action.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF APRIL 15, 2008**

Item: Academic Program Review and Continuance of Existing Academic Programs

Recommended Resolution: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Office Administration certificate program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education (Community and Technical College System Council) and the West Virginia Higher Education Policy Commission (HEPC), Joint Procedural Rule, Series 10, *Policy Regarding Program Review*.

Staff Member: Dr. Gail Hall

Background:

During the 2007-2008 academic year a program review was conducted by the Department of Business of the Office Administration certificate program. The Department of Business faculty recommend the continuation of the program at the current level of activity with corrective action, implementing recently approved curricular revisions.

The faculty continuously scrutinize the Unit's programs and revise curriculum and/or courses periodically. During the 2006 - 2007 academic year, the faculty adopted a program name change from Secretarial Science to Office Administration and the course descriptors were changed from Secretarial Skills (SE) to Office Administration (OA).

In 2007-2008, it was proposed the title of the certificate be changed to Office Administration Specialist from Office Administration. Program requirements were further refined during the current academic year: an decrease in General Education requirements from 12 to 9 hours; refocus of Business core; elimination of some courses (i.e., OA 120 and OA 121), and addition/creation of different focused courses (Services Marketing, Document Processing Simulation, and Office Administration Practicum). The revision also provides a laddering approach to the curriculum. Students will first receive the certificate and if they decide to pursue the degree, will have already completed the first two semesters of the degree program.

PROGRAM REVIEW
Southern West Virginia Community and Technical College
Programs Without Specialized Accreditation

Program: Certificate — Office Administration

Institutional Recommendation

The Board of Governors recommends:

- 1. Continuation of the program at the current level of activity without corrective action;
- 2. Continuation of program with corrective action (specify required action);
- 3. Identification of the program for further development;
- 4. Development of a cooperative program with another institution or sharing courses, facilities, and/or faculty;
- 5. Discontinuance of the program in accordance with provisions of the West Virginia Council for Community and Technical College Education policy on approval and discontinuance of programs.

Rationale for the recommendation:

Rationale is provided in the attached document.

<hr/> <p>Department Chair</p>	<hr/> <p>Date</p>
<hr/> <p>Dean of Career and Technical Programs</p>	<hr/> <p>Date</p>
<hr/> <p>Chief Academic Officer</p>	<hr/> <p>Date</p>
<hr/> <p>President</p>	<hr/> <p>Date</p>
<hr/> <p>Chairman, Board of Governors</p>	<hr/> <p>Date</p>

PROGRAM REVIEW
Southern West Virginia Community and Technical College
2003 - 2008

Program: Certificate, Office Administration

Date: January 2008

Date of Last Review: 2002-2003

Rationale for Recommendation

The Department of Business faculty recommend the continuation of the program at the current level of activity with corrective action, implementing recently approved curricular revisions.

The faculty continuously scrutinize the Unit's programs and revise curriculum and/or courses periodically. During the 2006 - 2007 academic year, the faculty adopted a program name change from Secretarial Science to Office Administration and the course descriptors were changed from Secretarial Skills (SE) to Office Administration (OA).

In 2007-2008, it was proposed the title of the certificate be changed to Office Administration Specialist from Office Administration. Program requirements were further refined during the current academic year: an decrease in General Education requirements from 12 to 9 hours; refocus of Business core; elimination of some courses (i.e., OA 120 and OA 121), and addition/creation of different focused courses (Services Marketing, Document Processing Simulation, and Office Administration Practicum).

The OA component (as well as some of the other recommended required courses) of the current Office Administration certificate curriculum is totally available via the WEB delivery system. Efforts will continue to utilize this delivery system to reach all interested individuals in the market area. Office Administration is a viable certificate program which prepares individuals for or enhances their current skills for employment in the office environment in many sectors of business. (Oftentimes students will attain the desired skills and enter the job market without the degree.) The employer requests for student referral has traditionally exceeded the number graduating.

It is expected that enrollment will continue to justify the program's viability and that the demand for well trained office administrative assistants will continue to grow for student placement needs.

**Southern West Virginia Community and Technical College
Career and Technical Division - Business Department
Office Administration Certificate**

Program Review Summary

Program Review Components

A. Adequacy

- The curriculum requirements are sufficient for business demands
- Entrance abilities for the students are those mandated by the college
- Placement of graduates has been exceptional
Advisory committee is actively involved in the program
- The assessment system ensures that the student has attained the proper learning and competency abilities.

Conclusion: The program meets and exceeds the minimum adequacy requirements.

B. Viability

- Curriculum revisions/delivery system variations indicate future students seeking the certificate will remain acceptable
- Number of graduates is acceptable.

Conclusion: The program meets the requirements for viability.

C. Necessity

- Student employment rate is greater than minimal.

Conclusion: This is a necessary program.

D. Consistency with Mission

- The program does support the mission and vision of Southern
- The program and/or core courses support Southern's Compact
- Core courses impact other programs.

Conclusion: The program is consistent with the Mission of the college.

Recommendation

Continuation of the program at the current level of activity with corrective action, implementing recently approved curricular revisions.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF APRIL 15, 2008**

Item: Post Audit Review and Continuance of Existing Academic Programs

Recommended Resolution: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve continuation of the Dental Hygiene, Associate in Applied Science degree program, as recommended by the post audit review in accordance with the provisions of the West Virginia Council for Community and Technical College Education (Community and Technical College System Council) Title 135, Procedural Rule, Series 37, Increased Flexibility for Community and Technical Colleges.

Staff Member: Dr. Lisa Haddox-Heston

Background:

In compliance with Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*, programs started under the provisions of the rule must undergo a post audit review three years after the initial offering of the course of study. The study was undertaken by the Department of Allied Health and the faculty of the Dental Hygiene program during the 2007-2008 academic year for the Associate in Applied Science degree program in Dental Hygiene. The faculty recommend that the Dental Hygiene Associate in Applied Science degree program continue. The program is strong and had a 100% pass rate for the first graduating class. There is also a continuing need for certified dental hygienist in the workforce.

POST AUDIT REVIEW
Southern West Virginia Community and Technical College

Program: Associate in Applied Science — Dental Hygiene

Institutional Recommendation

The Board of Governors recommends:

- X 1. Continuation of the program at the current level of activity without corrective action;
- 2. Continuation of program with corrective action (specify required action);
- 3. Identification of the program for further development;
- 4. Development of a cooperative program with another institution or sharing courses, facilities, and/or faculty;
- 5. Discontinuance of the program in accordance with provisions of the West Virginia Council for Community and Technical College Education policy on approval and discontinuance of programs.

Rationale for the recommendation:

Rationale is provided in the Post Audit Review Summary.

Department Chair

Date

Dean of Career and Technical Programs

Date

Chief Academic Officer

Date

President

Date

Chairman, Board of Governors

Date

Southern West Virginia Community and Technical College
Division of Allied Health
Associate in Applied Science Degree in Dental Hygiene
Program Post Audit Review Summary

Program Post Audit Review Components

- A. Goals and Objectives – Goals and objectives are congruent with the college’s goals and the competencies for the dental hygiene graduate adopted by the 2003 Congress of the American Dental Education Association.
- B. Assessment – Assessment is obtained through objective examinations for didactic portions of the curriculum and clinical competencies for the clinical portion of the curriculum. Process evaluations are used to assess lab skills. Additionally, students must pass the National Board Examination for Dental Hygiene, a regional clinical examination, and the dental law examination of the state(s) in which they choose to practice. The first class to graduate successfully passed all required examinations.
- C. Curriculum – The curriculum is a combination of didactic courses, lab courses, and clinic experience.
- D. Faculty – There are two full-time faculty, both of whom teach didactic courses and clinic fifteen hours/week. There is a part-time clinical instructor in clinic fifteen hours/week.
- E. Enrollment and Graduates – There are currently seven graduates and eleven second-year students.
- F. Financial – The first year of the program was funded largely through grant money and donations; the subsequent years have been funded through college funding and donations; and, the coming year will be funded through grant money, college funding, and donations.
- G. Advisory Committee – There is an advisory committee consisting of area dentists, hygienists, two faculty members of WVU Tech’s Dental Hygiene Program, and members of the community.
- H. Accreditation – The program is accredited through the American Dental Association Commission on Dental Accreditation.

Recommendation:

The program should be approved to continue.

**Southern West Virginia Community and Technical College
Division of Allied Health
Associate in Applied Science Degree in Dental Hygiene
Post Audit Review Recommendation**

The Associate in Applied Science degree program should be approved to continue. The program is accredited, has a short history of success and has proved to have viable enrollment.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF APRIL 15, 2008**

Item: Post Audit Review and Continuance of Existing Academic Programs

Recommended Resolution: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve continuation of the Electrical Engineering Technology Certificate program with follow-up as recommended by the post audit review in accordance with the provisions of the West Virginia Council for Community and Technical College Education (Community and Technical College System Council) Title 135, Procedural Rule, Series 37, Increased Flexibility for Community and Technical Colleges

Staff Member: Carol Howerton

Background:

In compliance with Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*, programs started under the provisions of the rule must undergo a post audit review three years after the initial offering of the course of study. The study was undertaken by the Department of Technology during the 2007-2008 academic year for the Certificate program in Electrical Engineering Technology. They recommend the program be approved to continue with a follow-up report. The curriculum has been revised to make it easier to track and graduate students. The weaknesses found in the review are the result of past faculty turnover and should be resolved with the hiring of a new faculty member. A follow-up report regarding enrollment, faculty, and graduation data is to be submitted next year according to the timeline established in SCP-3620, Policy Regarding Program Review.

POST AUDIT REVIEW
Southern West Virginia Community and Technical College

Program: Certificate — Electrical Engineering Technology

Institutional Recommendation

The Board of Governors recommends:

- 1. Continuation of the program at the current level of activity without corrective action;
- 2. Continuation of program with corrective action (specify required action);
- 3. Identification of the program for further development;
- 4. Development of a cooperative program with another institution or sharing courses, facilities, and/or faculty;
- 5. Discontinuance of the program in accordance with provisions of the West Virginia Council for Community and Technical College Education policy on approval and discontinuance of programs.

Rationale for the recommendation:

Rationale is provided in the Post Audit Review Summary.

Department Chair

Date

Dean of Career and Technical Programs

Date

Chief Academic Officer

Date

President

Date

Chairman, Board of Governors

Date

**Southern West Virginia Community and Technical College
Career and Technical Division - Department of Technology and Engineering
Electrical Engineering Technology - Certificate Program
Post Audit Review Summary**

Program Post Audit Review Components

A. Goals and Objectives of Program

- Has established goals and objectives
- Provides a seamless path to an associate degree program

Conclusion: Program has adequate and appropriate goals.

B. Assessment

- Has acceptable assessment plan
- Does not have any assessment data due to faculty turnover

Conclusion: Program does not have a full assessment plan but needs implemented.

C. Curriculum

- Meets the state requirements
- Provides a variety of skilled job pathways
- Meets industry needs

Conclusion: Program has acceptable curricula.

D. Faculty

- Problems associated with significant faculty turnover
- Finding qualified and quality faculty for the given salary has been an issue

Conclusion: The program lacks faculty stability.

E. Enrollment and Graduates

- Enrollment numbers are not tracked properly
- Curriculum currently revised to better track students and provides seamless transition to A.A.S. program

Conclusion: Enrollment and graduates are acceptable under the circumstances and should increase in the upcoming years with the new curriculum sequence.

F. Financial

- The program does not have any associated cost beyond that already covered by the Associate degree program
- Upgrades to equipment provided through grant funds

Conclusion: The financial aspects of the program are acceptable.

G. Advisory Committee

- Has limited formal advisory input

Conclusion: The program needs to increase advisory member input.

H. Accreditation

- There is no accreditation associated with this program.

Recommendations:

The program should be approved to continue. The curriculum has been revised to make it easier to track and graduate students. The weaknesses are the result of past faculty turnover and should be resolved with a new faculty member.

**Southern West Virginia Community and Technical College
Career and Technical Division - Department of Technology and Engineering
Electrical Engineering Technology - Certificate Program
Post Audit Review Recommendation**

The Electrical Engineering Technology - Certificate Program should be approved to continue. A follow-up report will be required in accordance with the program review timeline as specified in SCP-3620, Policy Regarding Program Review.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF APRIL 15, 2008**

Item: Post Audit Review and Continuance of Existing Academic Programs

Recommended Resolution: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve continuation of the Technical Studies in Applied Technology Certificate program as recommended by the post audit review in accordance with the provisions of the West Virginia Council for Community and Technical College Education (Community and Technical College System Council) Title 135, Procedural Rule, Series 37, Increased Flexibility for Community and Technical Colleges.

Staff Member: Carol Howerton

Background:

In compliance with Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*, programs started under the provisions of the rule must undergo a post audit review three years after the initial offering of the course of study. The study was undertaken by the Department of Technology during the 2007-2008 academic year for the Certificate program in Technical Studies in Applied Technology. It is recommended that the program should be approved to continue. The program is of no cost to the institution and designed for matriculation of students from area career and technical programs.

POST AUDIT REVIEW
Southern West Virginia Community and Technical College

Program: Certificate — Technical Studies in Applied Technology

Institutional Recommendation

The Board of Governors recommends:

- X 1. Continuation of the program at the current level of activity without corrective action;
- 2. Continuation of program with corrective action (specify required action);
- 3. Identification of the program for further development;
- 4. Development of a cooperative program with another institution or sharing courses, facilities, and/or faculty;
- 5. Discontinuance of the program in accordance with provisions of the West Virginia Council for Community and Technical College Education policy on approval and discontinuance of programs.

Rationale for the recommendation:

Rationale is provided in the Post Audit Review Summary.

Department Chair

Date

Dean of Career and Technical Programs

Date

Chief Academic Officer

Date

President

Date

Chairman, Board of Governors

Date

**Southern West Virginia Community and Technical College
Career and Technical Division - Department of Technology and Engineering
Technical Studies in Applied Technology - Certificate Program
Post Audit Review Summary**

Program Post Audit Review Components

A. Goals and Objectives of Program

- Offers an opportunity for educational advancement in specialty areas that the college cannot provide the initial training.
- Cooperative program among all the local vocational/career centers and the college.

Conclusion: Program has adequate and appropriate goals.

B. Assessment

- Assessment is limited since no faculty are assigned to the program and majority of courses are delivered by third party provider.
- Program relies on assessment from other programs such as Business or Electrical Engineering.

Conclusion: Program does not have a full assessment plan but does have some assessment activities through other program and is acceptable.

C. Curriculum

- Meets the state requirements
- Provides a variety of skilled job pathways
- Allows students to progress seamlessly to an associate degree

Conclusion: Program has acceptable curricula.

D. Faculty

- There are no faculty assigned to the program

Conclusion: The program lacks faculty assignments.

E. Enrollment and Graduates

- Enrollment numbers are not tracked properly
- Trucking enrollment inflates true major numbers

Conclusion: Enrollment and graduates are acceptable under the circumstances.

F. Financial

- The program does not have any associated cost

Conclusion: The financial aspects of the program are acceptable.

G. Advisory Committee

- Utilizes the Tech Prep Consortium as advisory
- Includes directors of each of the local career centers or their designees

Conclusion: The program has adequate advisory committee input.

H. Accreditation

- There is no accreditation associated with this program.

Recommendations:

The program should be approved to continue. The program is of no cost to the institution and designed for matriculation of students from area career and technical programs.

**Southern West Virginia Community and Technical College
Career and Technical Division - Department of Technology and Engineering
Technical Studies in Applied Technology - Certificate Program
Post Audit Review Recommendation**

The Technical Studies in Applied Technology - Certificate Program should be approved to continue.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF APRIL 15, 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 final approval of the aforementioned policies following the 30-day public 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.

At its February 19, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of these policies for a 30-day comment period that expired March 20, 2008. No comments were received at the end of the comment period, therefore, the staff recommends the policies for approval as presented.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1000**

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

ORIGINATION: April 6, 1999

EFFECTIVE: June 24, 2002

REVIEWED: January 24, 2008

SECTION 1. PURPOSE

- 1.1 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.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 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.

SECTION 3. DEFINITIONS

- 3.1 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:
- 3.1.1 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
 - 3.1.2 Academic curricular policies that do not constitute a mission change for the institution.
- 3.2 Administrative Procedure — Any regulation, guideline, directive, standard or statement of policy or interpretation of future effect that does not qualify as a “rule.”
- 3.3 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.

- 3.4 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.
- 3.5 Department — Area of the organization directed by a Director/Manager who reports to a member of the President’s Cabinet.
- 3.6 Program — Area of the organization within a department or unit developed to deal with all aspects of a particular function.

SECTION 4. POLICY

- 4.1 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.
- 4.2 Administrative issuances of general college-wide interest will be documented as part of Southern’s MAP System.
- 4.3 Issuances will be clear, concise and to the point on matters of college-wide effect which:
 - 4.3.1 Establish or define rules, guidelines or policy statements;
 - 4.3.2 Publish program and institutional administrative decisions;
 - 4.3.3 Effect formal delegation of authority;
 - 4.3.4 Assign functional or operational responsibility and establish organizational structure; or
 - 4.3.5 Provide relevant information for college-wide distribution.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 The following types of issuances will be used.
 - 5.1.1 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.
 - 5.1.2 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.
 - 5.1.3 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).

5.1.4 SAM (Southern Administrative Manual) will be used when there is a need to issue a large volume of specialized material or 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.

5.2 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.

5.2.1 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.

5.2.2 Academic curricular policies that do not constitute a mission change for the institution.

5.2.3 Day-to-day correspondence.

5.2.4 Specific case or transaction documents and their supporting papers.

5.2.5 Specific task/project assignments, operational directives or approved documents.

5.2.6 Technical documentation such as specifications, drawings, maps, part lists, and scientific and technical reports of projects.

5.2.7 Brochures or pamphlets approved by the administration for informational release to the general public.

5.2.8 Periodic advisory or informational material of short-term value.

SECTION 6. GENERAL PROVISIONS

6.1 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.

6.2 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.

6.3 The numbering of Southern's issuances will be consistent with the Classification Table for Southern's MAP System (Attachment A). Numbering details and general format for issuances are included as Attachments B, C and D.

6.4 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.

- 6.5 Policies shall be reviewed on a 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.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Generally

- 7.1.1 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.
- 7.1.2 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.
- 7.1.3 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.

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

- 7.2.1 The procedures set forth in this section (7.2) 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.
- 7.2.2 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.
- 7.2.3 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.
- 7.2.4 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.

- 7.2.5 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.
- 7.2.6 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.
- 7.2.7 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.
- 7.2.8 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.
- 7.2.9 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.
- 7.2.9.1 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.
- 7.2.9.2 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.
- 7.2.9.3 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.
- 7.2.10 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.
- 7.2.11 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:
- 7.2.11.1 The Human Resources Office;
- 7.2.11.2 The President's Office;
- 7.2.11.3 The offices of each Director of Campus Operations; and
- 7.2.11.4 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.

7.2.12 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.

7.2.13 Signature authority for all issuances rests with the President.

SECTION 8. CANCELLATION

8.1 SCP-1467.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: Attachment A - 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 Dean (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 — Revision reflects a change in the policy review cycle. Policy was reformatted into the new policy format.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1000.A**

SUBJECT: Attachment A – Classification Table

REFERENCE: SCP-1000, MAP Development System

ORIGINATION: April 6, 1999

EFFECTIVE: April 6, 1999

REVIEWED: January 24, 2008

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
SCP-1000.B**

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

REFERENCE: SCP-1000, MAP Development System

ORIGINATION: April 6, 1999

EFFECTIVE: April 6, 1999

REVIEWED: January 24, 2008

SECTION 1. PURPOSE

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

SECTION 2. DEFINITION

2.1 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.

SECTION 3. NUMBERING

3.1 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 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.

SECTION 4. STANDARD FORMAT

4.1 General

4.1.1 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 footer showing the policy number, 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.

4.2 Content

- 4.2.1 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.

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

Departments, people, or items affected.

SECTION 3. DEFINITIONS

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

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

If needed for understanding.

SECTION 6. GENERAL PROVISIONS

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

SECTION 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.

SECTION 8. CANCELLATION

Any previous policy being superseded.

SECTION 9. REVIEW STATEMENT

All policies shall be reviewed on a 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.

SECTION 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**

SECTION 11. ATTACHMENTS

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

SECTION 12. DISTRIBUTION

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

SECTION 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.

4.3 Paragraphing

4.3.1 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:

SECTION 1. MAJOR PARAGRAPH

1.1 First Subparagraph

1.1.1 Second subparagraph

4.4 Margins

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

4.5 Page Numbering Format

4.5.1 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 is within the footer at the right-hand margin of every page.

4.6 Font Face and Size

4.6.1 The font face must be “Times New Roman” and the font size should be 11 points.

SECTION 5. CORRECTIONS OR REVISIONS

5.1 Corrections

5.1.1 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.

5.2 Revisions

5.2.1 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.

5.3 Cancellation

5.3.1 Revised policies will replace and supercede existing policies.

SECTION 6. FILING

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

SECTION 7. PROCESSING FOR PUBLICATION

7.1 Recommending Individual, Group, and/or Unit will:

7.1.1 Coordinate proposed issuances with other offices affected by the policy.

7.1.2 Research existing policies to reduce duplication, redundancy, and omissions.

7.1.3 Follow policy format and prepare a printed hard copy for the President’s Office using appropriate word processing software.

7.2 The President’s Office will:

7.2.1 Assure proper format and coordination, assign policy numbers, have policy signed, reproduced and distributed.

7.2.2 Maintain and issue a current index of Southern’s administrative issuances.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1000.C**

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

REFERENCE: SCP-1000, MAP Development System

ORIGINATION: April 6, 1999

EFFECTIVE: April 6, 1999

REVIEWED: January 24, 2008

SECTION 1. PURPOSE

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

SECTION 2. DEFINITION

2.1 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.

SECTION 3. NUMBERING

3.1 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.

SECTION 4. EXPIRATION DATE

4.1 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.

SECTION 5. FORMAT

5.1 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.

SECTION 6. CHANGES OR REVISIONS

- 6.1 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.

SECTION 7. PROCESSING FOR PUBLICATION

- 7.1 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.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1000.D**

SUBJECT: Attachment D – Format for Southern Administrative Manuals (SAM’s)

REFERENCE: SCP-1000, MAP Development System

ORIGINATION: April 6, 1999

EFFECTIVE: April 6, 1999

REVIEWED: January 24, 2008

SECTION 1. PURPOSE

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

SECTION 2. DEFINITION

2.1 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.

SECTION 3. AUTHORIZATION

3.1 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:

3.1.1 title of proposed manual

3.1.2 purpose and outline of manual contents (Attach draft of a proposed preface page.)

3.1.3 planned format

3.1.4 approximate number of pages

3.1.5 distribution

3.1.6 office responsible for issuance

3.1.7 scheduled date of review for revision.

SECTION 4. PROCESSING FOR PUBLICATION

- 4.1 The authorized originating unit will be responsible for preparing drafts, making corrections, and processing a final copy of the manual.
- 4.2 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.
- 4.3 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.
- 4.4 Record case files will be retained by issuing unit.

SECTION 5. FORMAT

- 5.1 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.

SECTION 6. CHANGES OR REVISIONS

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

SECTION 7. COVER

- 7.1 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 April 15, 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 final approval of the aforementioned policy as presented following the 30-day public comment period.

STAFF MEMBER: Cindy Crigger

BACKGROUND:

This policy establishes the 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. The policy applies to all facilities and organizational units owned by or under the direction of Southern.

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.

At its February 19, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired March 20, 2008. No comments were received at the end of the comment period, therefore, the staff recommends the policy for approval as presented.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1435**

SUBJECT: Inclement Weather and Emergency Situations

REFERENCE:

ORIGINATION: October 1994

EFFECTIVE: January 2003

REVIEWED: February 2008

SECTION 1. PURPOSE

- 1.1 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.

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

- 3.1 Class Cancellation — Classes are canceled. However, the College is open for business.
- 3.2 Eligible Employee — Those employees defined by 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.
- 3.3 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.
- 3.4 Employee — Faculty, including adjunct, classified staff, and non-classified staff.
- 3.5 College Facility Closure — The College, or one or more campuses or facilities, will be closed for business for the entire day.
- 3.6 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.).
- 3.7 Adjusted Operating Hours — The College will open for business or classes will begin later than the normal hours of operation or the 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.

SECTION 4. POLICY

- 4.1 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 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.
- 4.1.1 The Vice President for Academic Affairs will then contact the Vice President for 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.
- 4.2 Campus Responsibility — When these situations occur, the Executive Vice President, in consultation with the 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 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 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.
- 4.3 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 7.2 of this policy. Additionally, public meetings/events/activities scheduled at the facility will be canceled.
- 4.4 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.
- 4.5 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 7.1 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.
- 4.6 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.
- 4.7 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 7.1 of this policy.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 **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.
- 7.2 **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.
- 7.3 **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 Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, Employee Leave.
- 7.4 **Policy Posting** — The 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.
- 7.5 **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.

SECTION 8. CANCELLATION

- 8.1 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.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-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 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 Dean (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 reflect changes in procedure requirements. Revisions provide clarity and reflect changes in management responsibilities.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1435.A**

SUBJECT: Attachment A – Media Notification List

REFERENCE: SCP-1435, Inclement Weather and Emergency Situations

SECTION 1. PURPOSE

1.1 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:

<i>Boone and Lincoln Counties:</i>	WZAC 1450 (AM) 92.5 (FM) WVAF 99.9 (FM) WQBE 950 (AM) 97.5 (FM) KICKS 96.1 (FM) WVPN 88.5 (FM) Public Radio	Madison Charleston Charleston Charleston Charleston
<i>Logan County:</i>	WVOW 1230 (AM) 101.9 (FM)	Logan
<i>Mingo County:</i>	WVKM 106.7 (FM) WBTH 1400 (AM) WXCC 96.5 (FM)	Matewan Williamson Williamson
<i>Wyoming and McDowell Counties:</i>	WPMW 9 WJLS 560 (AM) 99.5 (FM) WHIS 1440 (AM) WHAJ 104 (FM) WWYO 970 (AM) WELC 102.9 (FM) WELC 1150 (AM) WCIR 103.7 (FM)	Mullens Beckley Bluefield Bluefield Pineville Welch Welch Beckley
<i>Pike County, KY:</i>	WPKE 103.1 (FM)1240 (AM) WKLW 94.7 (FM) WSIP 98.9 (FM) WDHR 93.1 (FM)	Pikeville, KY Paintsville, KY Paintsville, KY Pikeville, KY
<i>Wayne County:</i>	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

Revised March 2008

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF April 15, 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 final approval of the aforementioned policy.

STAFF MEMBER: Patricia Clay

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 its February 2008 meeting this policy was approved for a thirty day comment. No comments were received.

At this time it is recommended that the Board grant final approval of the policy regarding Catastrophic Leave, SCP 2005.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2005**

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 135, Procedural Rule, Series 38, *Employee Leave*

ORIGINATION: February 15, 2005

EFFECTIVE: April 19, 2005

REVIEWED: February 2008

SECTION 1. PURPOSE

1.1 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.

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

3.1 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.

3.2 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.

3.3 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.

SECTION 4. POLICY

- 4.1 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.

SECTION 5. BACKGROUND OR EXCLUSIONS

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

SECTION 6. GENERAL PROVISIONS

- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 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.
- 6.6 The employee receiving donations of leave shall use any leave personally accrued on a monthly basis prior to receiving additional donated leave.
- 6.7 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.
- 6.8 Employees are not required to donate leave to another employee. Any leave donated, but not used, shall be returned to the donor employee.
- 6.9 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.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 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:
- 7.1.1 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.
 - 7.1.2 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.
- 7.2 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.
- 7.2.1 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.
 - 7.2.2 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.

SECTION 8. CANCELLATION

- 8.1 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.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP 2005.A, Catastrophic Leave Request Form
 SCP 2005.B, Catastrophic Leave Donation 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 Dean (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/February 2008 — Revisions reflect no substantial changes in procedure or documentation requirements. Policy was reformatted.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2005.A

CATASTROPHIC LEAVE REQUEST FORM

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
SCP-2005.B**

CATASTROPHIC LEAVE DONATION FORM

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 April 15, 2008**

ITEM: SCP-2360, Holidays

RECOMMENDED 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.

STAFF MEMBER: Patricia Clay

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 the February 2008 meeting, it was approved and the policy was distributed for a 30 day comment period. No comments were received. At this time, we recommend final approval of policy on Holidays, SCP-2360.

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

SUBJECT: Holidays

REFERENCE: West Virginia Code §2-2-1. Legal Holidays; 135CSR14 (Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 14, Holidays)

ORIGINATION: January 31, 2003

EFFECTIVE: January 31, 2003

REVIEWED: March 2008

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

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

6.1.1 Designated Holidays – Six designated holidays — New Year’s Day, Martin Luther King, Jr.’s Birthday, Independence Day, Labor Day, Thanksgiving Day and Christmas Day — shall be observed by the employees of Southern West Virginia Community and Technical College in accordance with the West Virginia Higher Education Policy Commission requirements.

6.1.2 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.

6.2 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.

6.3 Additional Holidays Proclaimed by a Duly Constituted Authority – All holidays proclaimed by the President of the United States, the Governor of the State of West Virginia or other duly constituted authority shall be observed by the employees of Southern West Virginia Community and Technical College. However, the President may designate alternative dates that such additional holidays are to be observed if the operational needs of the institution require such an adjustment.

6.4 Half-Holidays – One-half day preceding Christmas or New Year’s Day shall be designated and observed as a holiday by the employees of Southern West Virginia Community and Technical College when either such holiday falls on a Tuesday, Wednesday, Thursday, or Friday.

6.5 Reporting and Publication – The President shall submit a holiday schedule to the Chancellor prior to June 30 of each year. The President shall post a list of holidays to be observed in the upcoming fiscal year at appropriate campus locations and shall cause further publication of the holiday schedule as is deemed appropriate.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

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

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair Date

President Date

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 Dean (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 reflect no substantial changes in procedure or documentation requirements. Revisions reflect change in governance to Community and Technical College System. Policy was reformatted.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF APRIL 15, 2008**

ITEM: SCP-8600.A, Board of Governors Operational Guidelines

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern WV Community and Technical College Board of Governors grant final approval of SCP-8600.A, Board of Governors Operational Guidelines as presented following the 30-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, 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.

At its February 19, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of these guidelines for a 30-day comment period that expired March 20, 2008. No comments were received at the end of the comment period, therefore, the staff recommends the guidelines for approval as presented.

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

SUBJECT: Board of Governors Operational Guidelines

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

ORIGINATION: August 2001

EFFECTIVE: August 21, 2001

REVIEWED: February 19, 2008

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:
- 1.2.1 Establish the Mission, Vision, and Master Plan of the College and set clear written policy direction that is focused on community needs.
 - 1.2.2 Represent the community by knowing and understanding its needs and seeking a variety of perspectives when setting college policy.
 - 1.2.3 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.
 - 1.2.4 Monitor the performance of the College to insure progress towards defined goals and adherence to policies.
 - 1.2.5 Select, hire and retain the President and to define and monitor the President’s performance through periodic evaluations.
 - 1.2.6 Promote the College in the community and advocate for its interests with government officials and in its fund-raising efforts.
 - 1.2.7 Create a positive leadership environment which fosters learning and focuses on outcomes.
 - 1.2.8 Act with integrity, promoting ethical behavior in all college dealings.
 - 1.2.9 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:

- 1.3.1 Know the community and represent its best interests.
 - 1.3.2 Support the College in its mission.
 - 1.3.3 Understand the College and represent it in a positive manner to all constituent groups.
 - 1.3.4 Adhere to Board of Governors policies and Code of Ethics.
 - 1.3.5 Work as a member of the Board.
 - 1.3.6 Adhere to the Board's policy making role and recognize the President's role as Chief Executive Officer.
 - 1.3.7 Avoid conflicts of interest.
 - 1.3.8 Maintain confidentiality.
 - 1.3.9 Speak for the Board only when delegated to do so by the Board.
 - 1.3.10 Refer complaints and problems regarding the College to the President.
 - 1.3.11 Attend and actively participate in Board meetings and work sessions.
 - 1.3.12 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 WV Code §18-2A-4)
– The duties and responsibilities of the Board of Governors are as follows:
- 1.4.1 Determine, control, supervise and manage the financial, business and education polices of Southern West Virginia Community and Technical College.
 - 1.4.2 Establish and amend campus Master Plan for the College including an Institutional Compact.
 - 1.4.3 Prescribe specific functions for the college to meet the higher education needs of the service area without unnecessary duplication.
 - 1.4.4 Develop and submit a budget for the College to the West Virginia Council for Community and Technical College Education (Council).
 - 1.4.5 Review all academic programs at least every five years.
 - 1.4.6 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.
 - 1.4.7 Utilize faculty, students and classified staff in institutional level planning.
 - 1.4.8 Administer a system for the management of personnel matters.
 - 1.4.9 Administer a system for the hearing of employee grievances.

- 1.4.10 Solicit, utilize or expend voluntary support including financial contributions.
- 1.4.11 Appoint a President or other administrative head of the College.
- 1.4.12 Conduct a written performance appraisal of the President.
- 1.4.13 Submit an annual report to the Council on the performance of the College.
- 1.4.14 Enter into contracts or agreements with other educational institutions and/or share resources.
- 1.4.15 Delegate power and control to the college President.
- 1.4.16 Abide by the existing rules for acceptance of advance placement credit.
- 1.4.17 Establish an efficient system for the financial management and expenditure of special revenue and appropriated state funds.
- 1.4.18 Establish a plan to administer a consistent method of conducting personnel transactions.
- 1.4.19 Transfer funds for any account appropriated for the College's use.
- 1.4.20 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 statutes 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:
 - 2.2.1 A full time member of the faculty, with the rank of instructor or above, duly elected by the faculty;
 - 2.2.2 A member of the student body in good academic standing, enrolled for college credit and duly elected by the student body;
 - 2.2.3 A member from the institutional classified employees duly elected by the classified employees; and
 - 2.2.4 Nine lay members appointed by the Governor of the State of West Virginia with the advice and consent of the Senate, with no more than five (5) members from the same political party.
- 2.3 Terms of Office
 - 2.3.1 Faculty Member – 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 Student Member – 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 Employee – The classified employee 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 four-year 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 Article IV, Section 5 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 (30) days of the occurrence of the vacancy in the same manner as the original appointment or election.
- 2.6 Disqualification from Board Membership
 - 2.6.1 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.
 - 2.6.2 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
 - 3.1.1 The Board’s governance style is intended to encourage diversity of viewpoints and collective rather than individual decision making. Prior to setting policy, the Board will insure that input has been received from a variety of sources to insure representation of constituents and staff and sound decision making principles.
 - 3.1.2 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 are as follows:
 - 3.2.1 To demonstrate that the primary function of the Board is to establish policy by which the college is administered.
 - 3.2.2 To devote time, thought and study to the duties of the members of the Board of Governors to insure effective service.
 - 3.2.3 To work cooperatively with fellow Board members in spite of differences of opinion.
 - 3.2.4 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.

- 3.2.5 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.
- 3.2.6 To refrain from using the Board position to benefit personally or for any other individual.
- 3.2.7 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

- 3.3.1 The Board will normally function as a committee of the whole without standing committees.
- 3.3.2 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.
- 3.3.3 Board Ad Hoc Committees will normally be established for a specified purpose and a defined time period.
- 3.3.4 Board committees have no authority over staff nor may they speak on behalf of the Board of Governors unless specifically authorized to do so.
- 3.3.5 If necessary, Board members may call upon the services of the Chancellor for the West Virginia Council for Community and Technical College Education.

3.4 Officers of the Board – The Chairperson, 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 the Chairperson – The duties of the Chairperson are as follows:

- 3.4.1.1 To preside at all Board meetings in an efficient and effective manner and set the general tone for the meeting through effective leadership.
- 3.4.1.2 To insure the Board and individual Board members follow the Board’s own rules and policies and those established by legislation.
- 3.4.1.3 To promote deliberation at Board sessions that is open and thorough, but also efficient, timely, orderly and to the point.
- 3.4.1.4 To insure that all Board members are properly informed of current and pending Board and College issues.
- 3.4.1.5 To perform the same duty of voting on matters as other Board members.
- 3.4.1.6 To speak on behalf of the Board of Governors as their designated representative.
- 3.4.1.7 To appoint or arrange for the election of committees established by the Board.
- 3.4.1.8 To call emergency meetings as necessary.

- 3.4.1.9 To call for the evaluation of the President on an annual basis.
 - 3.4.1.10 To call for the self-evaluation of the Board of Governors on an annual basis.
 - 3.4.1.11 To sign all official Board minutes.
 - 3.4.1.12 To perform other duties as may be required by action of the Board.
 - 3.4.1.13 The Chairperson has no authority to direct or supervise the President.
- 3.4.2 Duties of the 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 Board 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/herself 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 fiscal year at its final regular meeting of each 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 College President. The Agenda Committee shall meet in person or by telephone conference at an established time prior to the commencement of each regular Board meeting for the purpose of establishing an agenda.

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 state 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 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.

- 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 each 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.

- 4.4.3 *State Register* – In compliance with West Virginia Code §6-9A, the President shall cause notice of all meetings of the 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 regular or special meeting. In the event of an emergency requiring immediate official action, the President shall cause an emergency meeting notice to be filed 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. Emergency meeting notices are exempt from the *State Register* publication deadlines, provided there is an “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 an 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 the 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 of Governors meeting 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 Office 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:
 - 5.3.1 The President’s job description.
 - 5.3.2 The President’s goals and objectives, established each year in consultation with the Board.
 - 5.3.3 Progress toward the College’s Master Plan.
 - 5.3.4 Adherence to Board policies.
 - 5.3.5 West Virginia 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 West Virginia Code §18B-1B-6.

SECTION 6. REFERENCES

- 6.1 West Virginia Code §6-9-A; West Virginia Code §18B-2A-4; West Virginia Code §18B-1B-6.
- 6.2 Carver, John and Miriam Mayhew. *A New Vision of Board Leadership: Governing the Community College*. Washington, DC. Association of Community College Trustees, 1994.
- 6.3 Smith, Cindra, J. *Trusteeship in Community Colleges. A Guide for Effective Governance*. Washington, DC. Association of Community College Trustees, 2000.
- 6.4 The Ethics Act. *A Code of Conduct for Public Servants*. West Virginia Ethics Commission.
- 6.5 Treasure Valley Community College. *Board of Education Policies*. Ontario, Oregon:1998.

Revised 02/19/2008
Approved 04/15/2008

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF APRIL 15, 2008**

Item: SCP-1725, Private Scholarships

Recommended Resolution: *RESOLVED*, That the Southern WV 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 30-day comment period.

Staff Member: Ronald E. Lemon

Background:

This policy was reviewed and revised by the Vice President for Development. 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.

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

SUBJECT: Private Scholarships

REFERENCE:

ORIGINATION: July 1, 1984

EFFECTIVE: July 1, 1984

REVIEWED: March 20, 2008

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 Office of Student Financial Assistance, Campus Business Offices, and Vice President for Development Office.

SECTION 3. DEFINITIONS

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

SECTION 4. POLICY

- 4.1 Guidelines for the distribution of private scholarships at Southern West Virginia Community and Technical College through the Southern West Virginia Community College Foundation.

SECTION 5. BACKGROUND OR EXCLUSIONS

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

SECTION 6. GENERAL PROVISIONS

- 6.1 Non applicable.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 When an individual, group, corporation, civic organization, etc., decides to contribute funds for the specific purpose of providing financial assistance to students of Southern West Virginia Community and Technical College, the following steps shall be taken:
- 7.1.1. ~~The Director of Resource Development Vice President for Development~~ shall be notified immediately by the College contact person. ~~The Director of Resource Development Vice President for Development~~ may delegate responsibility for establishing the scholarship to the ~~Financial Aid Manager~~ Director of Student Assistance.
 - 7.1.2. Arrangements for publicity, if desired by the sponsor, shall be made with the ~~Director of Information~~ Vice President for Communications Office.
 - 7.1.3. If a sponsor desires scholarships may be directed to a certain campus or county.
 - 7.1.4. Non-specific monetary donations for scholarships shall be deposited in the Southern West Virginia Community College Foundation Account for general scholarship awards.
 - 7.1.5. ~~If the monetary donation is sufficient to support a separate scholarship, certain restrictions shall be placed upon the award.~~ Criteria ~~Certain criteria or restrictions~~ for the awards shall be set by the sponsor and/or the ~~Financial Aid Manager Vice President for Development and Director of Student Assistance~~. The sponsor may set some or all of the restrictions. However, it is the responsibility of the ~~Financial Aid Manager~~ to formalize the restrictions by completing the Private Scholarship form. A copy of this form, for each scholarship, shall be filed with the ~~Financial Aid Department, Director of Resource Development, Vice President of Finance, and Office of the President~~. Once established, the restrictions shall remain firm until changed by the sponsor or the ~~Financial Aid Manager~~.
 - 7.1.6. The selection of a recipient of the scholarship shall be made by the ~~Financial Aid Manager or his/her designee~~ Southern Foundation Scholarship Committee. ~~Oversight of the selection process is the responsibility of the Director of Resource Development.~~ This committee may consist of donor designees, the Southern Foundation liaison, the Director of Student Assistance, and the President of the Foundation or his/her designee. The ~~Financial Aid Department~~ Director of Financial Assistance in conjunction with the Vice President for Development shall then have the responsibility of awarding the scholarship and also monitoring the progress of the scholarship recipient.
 - 7.1.7. The scholarship funds, if submitted to the College by the sponsor, shall be immediately forwarded to the ~~Vice President of Finance, who shall deposit them in the Gifts and Grants account. This account shall draw interest and each scholarship fund within the account shall receive its proportional share of the accumulated interest.~~ a third-party provider shall be forwarded to the Campus Business Office for deposit as revenue for the College and will be entered on the student's account for credit for the current semester.
 - 7.1.8. At the time of registration, in lieu of payment for tuition (and/or books), the scholarship recipient shall present the award letter to the Business Office ~~and the College store (if the scholarship includes books, etc.).~~
 - 7.1.9. Disbursements for more than tuition, books and supplies, shall be handled on an individual basis by the ~~Financial Aid Counselors~~ Director of Student Assistance with oversight by the Vice President for Development.
 - 7.1.10. For cases where the sponsor retains the funds until billed, the student, at the time of registration, presents the award letter to the Business Office, ~~who will bill the sponsor.~~ The responsibility of the

billing for private scholarships through the Southern Foundation will be completed by the Office of Vice President for Development.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
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 Dean (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 reflect changes in procedure or documentation requirements and provide clarity in management responsibilities.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF APRIL 15, 2008**

ITEM: Approval of Fiscal Year 2008-2009 Budget.

RECOMMENDED RESOLUTION: *RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors accept the filing of the budget for fiscal year 2008-2009, beginning July 1, 2008.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

Southern West Virginia Community and Technical College is requesting that the Board of Governors approve the budget proposal for FY 2009.

Southern West Virginia Community and Technical College
Proposed Budget for 2008-09

	2007-08	2008-09	Difference
Revenue Sources			
General Revenue (State Funds)	\$ 8,386,234	\$ 8,633,197	\$ 246,963
General Revenue (Mining)	-	730,000	\$ 730,000
Tuition	2,930,173	3,082,037	\$ 151,864
Fees	104,000	225,000	\$ 121,000
Foundation endowment yield	-	-	\$ -
Major gifts campaigns	96,000	145,000	\$ 49,000
Miscellaneous revenue	540,000	612,000	\$ 72,000
Auxiliary enterprises	1,177,580	1,078,565	\$ (99,015)
State grants and contracts	3,340,575	2,442,555	\$ (898,020)
Private gifts, grants, and contracts	110,000	-	\$ (110,000)
Federal programs	2,228,858	2,636,860	\$ 408,002
State scholarship program	-	-	-
Carryover from prior years	765,000	890,000	125,000
Total Revenue	19,678,420	20,475,214	796,794
Salaries and benefits			
Personal services	9,342,837	8,739,968	(602,869)
Employee benefits	2,772,359	2,602,493	(169,866)
	12,115,196	11,342,461	(772,735)
Operating expenses			
Current expenses	5,523,503	6,403,640	880,137
Utilities	578,599	588,374	9,775
Auxiliary non-personnel costs	785,568	801,703	16,135
Repairs and alterations	144,167	142,767	(1,400)
Equipment	502,330	935,115	432,785
Contingency	-	-	-
	7,534,167	8,871,599	1,337,432
Total expenditures	19,649,363	20,214,060	564,697
Total revenues over expenditures	\$ 29,057	\$ 261,154	\$ 232,097

Summary of cash carryover

Amount carried forward from prior year	2,017,168	1,281,225	
Amount used to balance budget	(765,000)	(890,000)	
Each year's surplus	29,057	261,154	
Amount to carry forward to next year	1,281,225	652,379	

Southern West Virginia Community and Technical College
Proposed Budget for 2008-09

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Revenue Sources			
General Revenue (State Funds)	\$ 8,633,197		\$ 8,633,197
General Revenue (Mining)	730,000	-	\$ 730,000
Tuition	3,082,037		\$ 3,082,037
Fees	225,000		\$ 225,000
Foundation endowment yield	-	-	\$ -
Major gifts campaigns	145,000		\$ 145,000
Miscellaneous revenue	612,000		\$ 612,000
Auxiliary enterprises	1,078,565		\$ 1,078,565
State grants and contracts	-	2,442,555	\$ 2,442,555
Private gifts, grants, and contracts	-		\$ -
Federal programs	-	2,636,860	\$ 2,636,860
State scholarship program	-		\$ -
Carryover from prior years	40,000	850,000	\$ 890,000
Total Revenue	14,545,799	5,929,415	20,475,214
Salaries and benefits			
Personal services	8,081,512	658,456	8,739,968
Employee benefits	2,381,979	220,514	2,602,493
	10,463,491	878,970	11,342,461
Operating expenses			
Current expenses	2,291,998	4,111,642	6,403,640
Utilities	588,374	-	588,374
Auxiliary non-personnel costs	801,703	-	801,703
Repairs and alterations	142,767	-	142,767
Equipment	202,280	732,835	935,115
Contingency	-	-	-
	4,027,122	4,844,477	8,871,599
Total expenditures	14,490,613	5,723,447	20,214,060
Total revenues over expenditures	\$ 55,186	\$ 205,968	\$ 261,154

Summary of cash carryover

Amount carried forward from prior year	40,000	1,241,225	1,281,225
Amount used to balance budget	(40,000)	(850,000)	(890,000)
Each year's surplus	55,186	205,968	261,154
Amount to carry forward to next year	55,186	597,193	652,379

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
UPDATE OF CAMPUS MASTER PLAN (CMP)
Revised April, 2008**

	<u>Phase I & II Master Plan</u>	<u>Completed Projects</u>	<u>Additional Costs</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
<u>Wyoming/McDowell Campus</u>								
Renovate classrooms, snackbar, offices, etc	561,600	(279,100)			282,500			
Provide signs & install an intercom.	39,900				39,900			
Completion of projects	88,000						88,000	
Landscape & provide adequate drainage along entry road	180,000	(16,000)			164,000			
Install more lighting for parking area & improve landscaping	120,000				120,000			
Install emergency call boxes.	80,511					80,511		
Completion of projects	26,837						26,837	
Various repairs	283,152							283,152
Campus Total	1,380,000	(295,100)	-	-	606,400	80,511	114,837	283,152
<u>Boone/Lincoln Campus</u>								
Enlarge bookstore, create student space, & a new science lab	1,110,230	-			1,110,230			
Renovate admin. area, install intercom, upgrade HVAC system	939,694	-			939,694			
Completion of projects	30,876	-					30,876	
Upgrade landscaping, provide new fencing and signage.	135,680	-			135,680			
Install more lighting for parking area & improve landscaping	135,680	-			135,680			
Install emergency call boxes.	50,880	-				50,880		
Completion of projects	16,960	-					16,960	
Various repairs	75,000	-						75,000
Boone Campus Total	2,495,000	-	-	-	2,321,284	50,880	47,836	75,000
Lincoln County Site (not in 2004 CMP)	1,500,000	(1,500,000)						
Boone/Lincoln Total	3,995,000	(1,500,000)	-	-	2,321,284	50,880	47,836	75,000
<u>Logan Campus, District Office & Annex</u>								
Build and equip Technology and Allied Health Building	6,575,532	(6,575,532)	(4,021,074)					
Build & renovate classroom space & television studio	1,432,900	-			1,432,900			
Annex payoff		(141,000)						
Install intercom system in classrooms.	103,310	-				103,310		
Completion of projects	143,258	-					143,258	
Purchase property and cost to re-route Dempsey Branch Rd.	600,000	(1,150,000)						
Repair parking lots and install a traffic light	600,000	-			600,000			
Install additional outdoor lighting & emergency call boxes	225,000	-				225,000		
Completion of projects	75,000	-					75,000	
Various repairs	200,000	(182,000)						18,000
Campus Total	9,955,000	(8,048,532)	(4,021,074)	-	2,032,900	328,310	218,258	18,000
<u>Williamson Campus (Phase III added for Armory)</u>								
Install new HVAC unit		(865,000)						
Install new elevator		(192,000)						
Purchase & renovate Armory Building and provide signs	1,451,930	-				1,451,930		
Upgrade restrooms, classrooms, & furniture in faculty offices	1,828,514	-			1,828,514			
Upgrade signage, landscape, improve parking lots, and	400,000	-			400,000			
Install emergency call boxes	100,000	-			100,000			
Completion of projects	41,486	-					41,486	
Various Repairs	150,000	(146,500)						3,500
Campus Total	3,971,930	(1,203,500)	-	-	2,328,514	1,451,930	41,486	3,500
College Totals	19,301,930	(11,047,132)	(4,021,074)	-	7,289,098	1,911,631	422,417	379,652
Lottery bond funds	9,600,000	(7,704,660)	(1,556,000)	(339,340)				
Additional Funds	1,800,000			(1,800,000)				
Funding requested from state appropriations and bonds, private sources, and federal government resources	7,901,930			(2,139,340)	7,289,098	1,911,631	422,417	379,652

Southern West Virginia Community and Technical College
Five Year Financial Plan

	Approved Budget 2007-08	Projected Budget 2008-09	Projected Budget 2009-10	Projected Budget 2010-11	Projected Budget 2011-12	Projected Budget 2012-13
Revenue Sources						
General Revenue (State Funds)	\$ 8,386,234	\$ 8,633,197	\$ 8,633,197	\$ 8,633,197	\$ 8,633,197	\$ 8,633,197
General Revenue (Mining)	0	730,000	730,000	730,000	730,000	730,000
Tuition	2,930,173	3,082,037	3,267,446	3,498,228	3,743,563	4,004,312
Fees	104,000	225,000	229,500	234,090	238,772	243,547
Foundation endowment yield	0	0	12,475	14,621	16,346	18,080
Major gifts campaigns	96,000	145,000	125,000	125,000	125,000	125,000
Miscellaneous revenue	540,000	612,000	578,120	583,901	589,740	595,638
Auxiliary enterprises	1,177,580	1,078,565	1,100,136	1,122,139	1,144,582	1,167,473
State grants and contracts	3,340,575	2,442,555	2,515,832	2,591,307	2,669,046	2,749,117
Private gifts, grants, and contracts	110,000	0	0	0	0	0
Federal programs	2,228,858	2,636,860	2,702,782	2,770,351	2,770,351	2,770,351
State scholarship program	0	0	0	0	0	0
Carryover from prior years	765,000	890,000	400,000	100,000	0	0
Total Revenue	19,678,420	20,475,214	20,294,487	20,402,835	20,660,597	21,036,716
Salaries and benefits						
Personal services	9,342,837	8,739,968	8,783,668	8,827,586	8,871,724	8,916,083
Employee benefits	2,772,359	2,602,493	2,635,100	2,648,276	2,661,517	2,674,825
	12,115,196	11,342,461	11,418,768	11,475,862	11,533,241	11,590,908
Operating expenses						
Current expenses	5,523,503	6,403,640	6,467,676	6,532,353	6,597,677	6,663,653
Utilities	578,599	588,374	594,258	600,200	606,202	612,264
Auxiliary non-personnel costs	785,568	801,703	809,720	817,817	825,995	834,255
Repairs and alterations	144,167	142,767	144,195	145,637	147,093	148,564
Equipment	502,330	935,115	794,848	794,848	794,848	794,848
Contingency	0	0	0	0	0	0
	7,534,168	8,871,599	8,810,697	8,890,855	8,971,815	9,053,585
Total expenditures	19,649,363	20,214,060	20,229,465	20,366,717	20,505,056	20,644,492
Total revenues over expenditures	\$ 29,057	\$ 261,154	\$ 65,023	\$ 36,118	\$ 155,540	\$ 392,223
	-	-	-	-	-	-
Summary of cash carryover						
Amount carried forward from prior year	2,017,168	1,281,225	652,379	317,402	253,519	409,059
Amount used to balance budget	(765,000)	(890,000)	(400,000)	(100,000)	-	-
Each year's surplus	29,057	261,154	65,023	36,118	155,540	392,223
Amount to carry forward to next year	1,281,225	652,379	317,402	253,519	409,059	801,283

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF April 15, 2008**

ITEM: Approval of Salary Increases for FY 2009

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of the recommended salary increases for faculty, classified and non-classified employees for Fiscal Year 2009.

STAFF MEMBER: Sam Litteral

BACKGROUND:

Salary increase budgets were calculated in compliance with the mandate of the Governor's Budget Bill for FY 2009 and are in compliance with Southern West Virginia Community and Technical College Policy, *SCP-2825, Salary Administration*. These calculations result in an average base salary increase for faculty of 3.24%, 2.93% for classified staff, and 2.84% for non-classified staff. Each employee shall receive a minimum of \$700 per FTE.