



# Southern

SOUTHERN WEST VIRGINIA  
COMMUNITY AND TECHNICAL COLLEGE

## BOARD OF GOVERNORS

---

**AUGUST 18, 2009  
MEETING AGENDA**

---

### Members

Kevin N. Fowler, Chair  
Terry R. Sammons, Vice Chair  
Thomas A. Heywood, Secretary  
Linda Q. Akers  
Shelley T. Huffman  
Jada C. Hunter

George Kostas  
Glenn T. Yost  
Wilma J. Zigmund  
Debbie Dingess  
Kimberly Irick  
George Morrison

Joanne Jaeger Tomblin  
President

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 18, 2009  
ROOM 428 – CENTER FOR ALLIED HEALTH AND TECHNOLOGY**

**AGENDA**

1. Welcome and Call to Order . . . . . Mr. Kevin Fowler  
Board Chair
2. Introduction of New Board Members and Oath of Office . . . . . Mr. Sam Litteral  
Notary
3. Classified Staff Council Presentation . . . . . Ms. Kim Maynard  
Classified Staff Council Chair
4. Board of Governors and Administration Self-Evaluation . . . . . Ms. Beth Walker  
Bowles Rice McDavid Graff & Love
5. President’s Report . . . . . President Joanne Jaeger Tomblin
6. Financial Report . . . . . Mr. Sam Litteral  
Chief Financial Officer
7. Academic Affairs Report
  1. Title III Grant . . . . . Ms. Cathy Smith-Cox
  2. New Career and Technical Programs . . . . . Ms. Pamela Alderman
  3. Dual Credit Courses and Pre-professional Programs . . . . . Dr. Cindy McCoy
8. Action Items . . . . . pp. 1-22
  1. Approval of June 23, 2009 Minutes . . . . . pp. 1-10
  2. Approval of Policies for 30-day Comment
    1. SCP-3214, College Board Advanced Placement Credit . . . . . pp. 11-14
    2. SCP-4634, Student Activities . . . . . pp. 15-17
    3. SCP-7680, Reports for External Use . . . . . pp. 18-19
    4. SCP-7688, Reports for Internal Use . . . . . pp. 20-22
9. Informational Items . . . . . pp. 23-51
  1. SCP-1500, *Philosophy, Vision and Mission of Southern WV Community and Technical College* . . . . . pp. 24-26
  2. Institutional Rulemaking Report . . . . . pp. 27-49
  3. Southern’s Cosmetology/Salon Management Program  
Receives a Makeover, *Logan Banner Article* . . . . . p. 50
  4. Southern Announces a New Mine Management  
Associate Degree Program, *Logan Banner Article* . . . . . p. 51
10. Adjournment . . . . . Chair Fowler

**Southern West Virginia Community and Technical College  
Board of Governors Meeting of June 23, 2009  
Center for Allied Health and Technology - Room 428  
2900 Dempsey Branch Road, Mount Gay, WV**

---

**DRAFT**

**Board Members Present:** Kevin Fowler, George Kostas, Terry Sammons, Glenn Yost, Tom Heywood, Shelley Huffman, Jada Hunter, Mike Baldwin, George Morrison

**Board Members Absent:** Linda Akers, Robert Jude, Wilma Zigmond

**Administrative Staff:** President Joanne Jaeger Tomblin, Sam Litteral, Allyn Sue Barker, Ron Hamilton, Cindy Crigger, Patricia Clay, Pamela Alderman, Cindy McCoy, Cathy Smith-Cox, Darrell Taylor, Prudence Barker, Debbie Dingess, Martha Maynard, Chris Gray, Emma Baisden

**Guests:** Kent Wilson (Intern), Kimberly Irick (Appalachian Leadership Academy)

**1. Call to Order:**

Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:10 p.m.

**2. Special Presentation:**

Chair Fowler honored outgoing Board of Governors members Michael Baldwin and Robert Jude with resolutions thanking them for their faithful service to the Southern West Virginia Community and Technical College Board of Governors (Addendums 1 and 2).

**3. President's Report:**

1. Southern conducted its annual Allied Health Pinning and Commencement Ceremonies at the Coalfield Jamboree Theater in downtown Logan May 15 and 16 respectively. Standing-room only crowds attended these events.
2. The State of West Virginia Board of Professional Surveyors approved Southern's Survey Technology program at its May 19, 2009 meeting. Southern's program graduates are now entitled to take the examination to become licensed surveyors in West Virginia. Pamela Alderman, Katie Smith-Cox, Carol Howerton and Steve Birurakis are to be commended as this has been a two-year process in meeting the requirements of the Board.
3. Beginning Fall 2009, Southern will offer a new A.A.S. degree program in Forensic Psychology and Investigation.
4. President Tomblin held her annual Administrative Planning Retreat on May 21, 2009 at the Logan Convention Center with senior and mid-level management to review Vision 2020 accomplishments and concerns, and to discuss Vision 2020 priorities 2010-2020.
5. The President's Annual Administrative Retreat with senior management was held June 3-5, 2009, at the Inn at Christmas Place in Pigeon Forge, TN. The group reviewed and discussed Vision 2020 accomplishments, concerns, and future priorities. We plan to refine our current Vision Statement for the Board's review at its October 2009 meeting.

6. As a cost-saving measure, our Cosmetology/Salon Management program will be moved during the summer from a rented facility in Boone County to the Logan Campus.
  7. Southern will receive a 2.85% budget cut for fiscal year 2010. Governor Manchin plans to use stimulus funds to backfill institutional budget cuts. Stimulus funds are expected by September.
  8. Southern will receive \$6,000,000 in bold funds to build a new facility at Williamson. We are planning a groundbreaking ceremony for late Spring 2010. Construction of the facility will take approximately two years.
  9. The West Virginia Council for Community and Technical College Education approved Technical Program Development grant awards totaling \$970,000 for Southern for Central Sterile Supply Technician (\$220,000) and Vehicle Maintenance (\$750,000) program's at its May 8, 2009 meeting.
  10. According to the provisions of Senate Bill 373, the High Education Policy Commission (HEPC) and Community and Technical College System (CTC) are to coordinate training opportunities for its members and members of Boards of Governors. All members are to receive training except ex officio and student members. Members are to complete three hours of training in the first six months of service. Members must complete six hours of training within two years of starting service and six hours every two years thereafter. Chairs must certify hours of training annually by July 31. If adequate hours of training are not received, the HEPC or CTC are to notify the Secretary of State that a member is disqualified from further service and ask the Governor or appointing entity to appoint a new member. The HEPC and CTC must report training to LOCEA by September 30 of each year and include in the report card.
  11. President Tomblin provided the Board with the statistics of the 2008 high school graduates in Southern's service district attending college.
- 4. Financial Report**  
Chief Financial Officer, Sam Litteral, provided the financial report dated May 31, 2009 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. These figures reflect the budgeted amount with actual year-to-date totals.
- 5. Action Items:**
1. **Approval of April 21, 2009, Minutes**  
**MOTION:** Shelley Huffman moved to accept the meeting minutes as presented.  
  
**ACTION:** George Kostas seconded the motion. The motion carried unanimously.
  2. **Nominating Committee Report and Election of Officers**  
Mr. Glenn Yost, Nominating Committee Chair, presented the committee's report and proposed recommendation of officers for fiscal year 2009-2010. Chair Fowler

opened the floor for nominations for chair, vice chair, and secretary. There being no additional nominations from the floor, Shelley Huffman moved to close nominations. Jada Hunter seconded the motion. Chair Fowler declared nominations closed.

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board officers for fiscal year 2009-2010 as proposed by the Nominating Committee: Kevin Fowler, Chair; Terry Sammons, Vice Chair; and Tom Heywood, Secretary.

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

**3. Approval of 2009-2010 Board Meeting Schedule**

**MOTION:** Jada Hunter moved the adoption of the following resolution with the understanding that additional meetings may be necessary for emergency or time-sensitive issues:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors adopt the recommended schedule of meetings for fiscal year 2009-2010 as presented.

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

**5. Approval of Fiscal Year 2009-2010 Budget**

**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 filing of the budget for fiscal year 2009-2010, beginning July 1, 2009, with a modification to the format to show federal stimulus funds as a separate line item for tracking purposes.

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

**6. Modification of Expenditures and Capital Projects for 2010-2011**

Mr. Samuel Litteral, Chief Financial Officer, presented a prioritized list of capital projects with related costs for FY 2010-2011 to the Board for review and consideration for approval. In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project Management*, 3.2.2.1, annually, each institution through its Governing Board is to submit a capital budget plan to the West Virginia Higher Education Policy Commission. Submission of the annual capital budget plan will coincide with preparation of the annual budget request to the Department of Administration and the information submitted will be used for Policy Commission reports and priorities. Listing a project in the annual capital budget plan establishes an institution's intent

to actually initiate a particular project from its five-year capital implementation plan during the upcoming fiscal year.

**MOTION:** Tom Heywood moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and the priorities of FY 2011 Capital Projects as reported in the listing.

**ACTION:** Jada Hunter seconded the motion. The motion carried unanimously.

**7. Approval of Modification of Capital Project Priorities and Expenditures for 2011-2015**

Chief Financial Officer, Samuel Litteral, presented a prioritized list of capital projects with related costs for a five-year period to the Board for review and consideration for approval. In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project Management*, 3.2.1.1, each institution through its Governing Board is to submit to the West Virginia Higher Education Policy Commission for approval its five-year capital implementation plan identifying the projects it intends to undertake during this five-year period. This plan is based on the long term development objectives and recommendations in its approved campus development plan.

**MOTION:** Jada Hunter moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification of expenditures and priorities of Capital Projects for FY 2011-FY 2015 as reported in the priority list.

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

**8. Approval of Technology Fee**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve a non-refundable technology fee of \$50.00 per semester. The technology fee applies to each student registered for greater than half-time (7 credit hours or more) per semester for the fiscal year beginning July 1, 2009.

**ACTION:** Tom Heywood seconded the motion. The motion carried unanimously.

**9. Final Approval of Proposed Policies:**

**1. SCP-1091, Classified Staff Council Constitution**

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

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

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

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

**MOTION:** George Morrison moved the adoption of the following resolution:

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

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

**6. Discussion Items:**

**1. Tuition Committee Presentation to the WV Council for Community and Technical College Education**

Mr. Tom Heywood, Chair of the Tuition and Fee Committee, briefed Board members on the tuition and fee increase request presentation given to the West Virginia Council for Community and Technical College Education at its May 7 meeting. Southern's Board of Governors was well represented. No action was taken at that time. On May 8, 2009, the Council approved individual resolutions for the adoption of proposed increases in tuition at West Virginia's community and technical colleges. Southern was granted a tuition increase of \$182 per student, but no technology assessment fee. Mr. Heywood commended the institution for its work on this endeavor and believes this to be a huge milestone for free-standing community and technical colleges.

**2. Bond Funds**

Southern West Virginia Community and Technical College will receive \$6,000,000 in bond funds for construction of a technology facility in Williamson.

**3. Annual Board and Administrator Self-Evaluation**

The annual self-assessment instrument will be distributed to the Board of Governors and administrators electronically to complete and return to Board Counsel by July 1, 2009 for compilation. The results will be presented to the Board at its August 18 meeting.

**4. Board of Governors Retreat Agenda**

Southern's Board of Governors will hold its annual planning retreat on October 16, 2009, at Stonewall Resort and Conference Center in Roanoke, West Virginia. President Tomblin asked Board members to send her topics of interest which would be beneficial to everyone. The Board will also need to review Southern's Mission and Vision Statements during the retreat.

**5. Vision 2020 Revision and Update**

The Major Gifts Campaign is moving into its next phase and priorities need to be revised to reflect accomplishments since July 1, 2004. Because of the economic downturn, raising funds will become more difficult.

**7. Informational Items**

**1. WVCCTCE Institution Tuition Increase**

President Tomblin provided information regarding the tuition increases approved by the West Virginia Community and Technical College Education Council for West Virginia's community and technical college's.

**2. Needs Agenda Technology Acquisition Plan**

This plan was first presented to the Board of Governors at its June 18, 2008 meeting. The Chief Technology Officer provided an update to the Board on the progress of implementing the plan.

**3. Report of Awarding of Undergraduate Tuition and Fee Waivers**

In compliance with Southern College Policy (SCP) 5065, Awarding of Undergraduate Tuition and Fee Waivers, 7.2, the Chief Financial Officer presented the 2008-2009 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. Pursuant to the statute, the report on the awarding of undergraduate tuition and fee waivers is entered into the minutes of the Governing Board.

**4. Programs Added in the Statewide Degree Inventory**

President Tomblin shared a copy of the acknowledgment letter from Dr. Mark Stotler, Assistant Director of Academic Affairs for the Community and Technical College System, regarding the implementation of the A.A.S. in Forensic Psychology and Investigation and the Certificate in Forensic Psychology and Investigation. These programs will be reflected in the statewide degree inventory.

**8. Executive Session**

Glenn Yost moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. Jada Hunter seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, Glenn Yost moved and George Kostas seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session.

**Further Action:**

Based upon discussions in the executive session, the Board reconvened in an open session and the following action was taken:

**1. Approval of Annual Presidential Evaluation**

**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 submission of the written annual presidential evaluation for the President of Southern West Virginia Community and Technical College for the 2008-2009 review period to the Chancellor of the West Virginia Council for Community and Technical College Education.

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

**2. Approval of 2009-2010 Presidential Goals**

**MOTION:** Shelley Huffman moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College as amended for 2009-2010.

**ACTION:** George Kostas seconded the motion. The motion carried unanimously. The goals are attached and made a part of the minutes (Addendum 3).

**9. Adjournment:**

There being no further business, Chair Fowler declared the meeting adjourned at 8:25 p.m. The next Board meeting is scheduled for August 18, 2009.

---

Kevin N. Fowler, Chair

---

Emma L. Baisden  
Assistant to the Board of Governors

**ADDENDUM 1**

**Southern West Virginia Community and Technical College  
Board of Governors Resolution Honoring  
R. Michael Baldwin**

**WHEREAS**, R. Michael Baldwin has served with dedication as the classified staff representative first on the Southern West Virginia Community and Technical College Board of Advisors from July 1, 2000 to June 30, 2001, and then on the Southern West Virginia Community and Technical College Board of Governors from July 1, 2001 to June 30, 2009; and

**WHEREAS**, During this period he consistently represented the interests and concerns of his constituents with enthusiasm and commitment to the Southern West Virginia Community and Technical College Board of Governors;

**THEREFORE, BE IT RESOLVED,**

That the Southern West Virginia Community and Technical College Board of Governors honor R. Michael Baldwin for his record of faithful service and dedication to the Board of Governors, expresses to him its sincere gratitude, and wishes him success in future endeavors; and, be it

**FURTHER RESOLVED**, That this resolution be inscribed upon the minutes of the Board of Governors of Southern West Virginia Community and Technical College this 23rd day of June in the year of 2009.

**ADDENDUM 2**

**Southern West Virginia Community and Technical College  
Board of Governors Resolution Honoring  
Robert Jude**

**WHEREAS**, Robert Jude has served as the student representative to the Southern West Virginia Community and Technical College Board of Governors from July 1, 2008 to June 30, 2009; and

**WHEREAS**, During this period he represented the interests and concerns of the students to the Southern West Virginia Community and Technical College Board of Governors; therefore, be it

**RESOLVED BY THE BOARD OF GOVERNORS:**

That the Board of Governors of Southern West Virginia Community and Technical College wishes to express its sincere thanks and appreciation to Robert Jude for his service to Board and wish him success in future endeavors; and, be it

**FURTHER RESOLVED**, That this resolution be inscribed upon the minutes of the Board of Governors of Southern West Virginia Community and Technical College this 23rd day of June in the year of 2009.

### ADDENDUM 3

**Joanne Jaeger Tomblin**  
**President**  
**Southern West Virginia Community and Technical College**  
**Goals for 2009-2010**

1. Develop plans for the programming and construction of the new Williamson Campus Technology Center in collaboration with stakeholders and oversee successful execution of the plans.
2. Continue leadership development of the College's administration through the *President's Leadership Academy*, and implement the first year of the *President's Future Leaders Academy*.
3. Conduct a series of round table meetings to include all full-time employees throughout the academic year, focusing on the future of the College and its mission and vision by placing more emphasis on communication and sharing in planning and decision making.
4. Continue meetings with the Chief Finance Officer and Executive Vice President on a monthly basis as a monitoring system for the College's budget.
5. Review and revise the "*Vision 2020 Major Gifts Campaign*" goals, and submit the revised plan to the Southern West Virginia Community College Foundation and the Southern West Virginia Community and Technical College Board of Governors for approval by December 2009.
6. Continue current recruitment and retention efforts and develop new strategies and plans to increase student enrollment for both traditional and non-traditional students.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
AUGUST 18, 2009**

**ITEM:** SCP-3214, *College Board Advanced Placement Credit*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3214, *College Board Advanced Placement Credit*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**STAFF MEMBER:** Cathy L. Smith-Cox

**BACKGROUND:**

Academic Affairs has been charged with the review of several academic policies for the 2009-2010 academic year. The first of these, SCP-3214, has been reviewed and no substantive changes made. Minor revisions were made to reflect current course titles, numbering and to add references. The policy was reviewed by the Academic Affairs Management Council and the Executive Council.

Based on the deliberations and recommendations of the aforementioned bodies, Academic Affairs asks that SCP 3214, *College Board Advanced Placement Credit*, be issued for a 30-day public comment.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-3214**

**SUBJECT:** College Board Advanced Placement Credit

**REFERENCE:** Title 133, Legislative Rule, West Virginia Council for Community and Technical College Education, Series 15, *Acceptance of Advanced Placement Credit*.

**ORIGINATION:** September 13, 1993

**EFFECTIVE:** September 13, 1993

**REVIEWED:** July 1, 2009

**SECTION 1. PURPOSE**

1.1 To establish college policy for granting of credit through the College Board of Advanced Placement Program.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This issuance applies to the granting of all credit through the College Board Advanced Placement Program for all college locations.

**SECTION 3. DEFINITIONS**

3.1 Advanced Placement is a program of college level courses and exams through which students can acquire college credit while still in high school.

**SECTION 4. POLICY**

4.1 Southern West Virginia Community and Technical College recognizes the examinations of the College Board Advanced Placement Program. A high school student who participates in the Advanced Placement Program and wishes to have his/her examination scores evaluated for credit should have his/her official examination results sent to the Office of Admissions and Records.

4.2 Advanced Placement exams are prepared by the College Board and are graded by readers of the Educational Testing Service, Princeton, New Jersey 08540.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 None.

## SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The college requires a minimum score of three (3) for granting of credit through the Advanced Placement Program. The Advanced Placement tests, required score, course equivalent and credit hours granted are listed below. No credit is granted for scores below 3. Southern grants credit for Advanced Placement examinations as follows:

<u>AP Test</u>	<u>Score Required</u>	<u>Southern Course</u>	<u>Credit</u>
Art (Studio)			
Drawing Portfolio	3	Art 101	3
General Portfolio	3	Art 102	3
Art History	3	Art 275	3
Biology	3	BS <u>Biology</u> 101 & 102	8
Chemistry	3	CH <u>Chemistry</u> 101 & 102	8
Classics			
Latin: Virgil	3	Humanities Elective	3
Latin: Catullus/Horace	3	Humanities Elective	3
Computer Science			
Computer Science A	3	Computer Science Elective	3
Computer Science AB	3	Computer Science Elective	6
(6 unit maximum for both tests)			
Economics			
Microeconomics	3	Economics 242	3
<del>Microeconomics</del>	<del>3</del>	<del>Economics 241</del>	<del>3</del>
<u>Macroeconomics</u>	<u>3</u>	<u>Economics 241</u>	<u>3</u>
English			
English Composition and Literature	3	English 101	3
English Language and Composition	3	English Elective	3
Foreign Language			
French Language	3	French 101 & 102	6
French Literature	3	French 275	6
German Language	3	German 101 & 102	6
Spanish Language	3	Spanish 101 & 102	6
Spanish Literature	3	Spanish 275	6
Government and Politics			
United States	3	Political Science 201	3
Comparative	3	Political Science 275	3
History			

United States	3	History 230 & 231	6
European	3	History 275	6
<b>Mathematics</b>			
Calculus AB	3	Math 131–229	5
Calculus BC	3	Math 230	4
<b>Music</b>			
Theory	3	Music 275	3
<b>Physics</b>			
Physics B	3	Physics 200	4
Physics C Mechanics	3	Physics 275	4
Physics C Elec and Mag	3	Physics 275	4
<b>Psychology</b>			
Intro to Psychology	3	Psychology 201	3

7.2 Courses for which credit is granted shall be listed on the official transcript with (AP) following the official course title. Grades for these courses shall be listed as “CR” and shall not be calculated when determining grade point average. There is no fee for recording of Advanced Placement Credit.

**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**

	<b>Board of Governors Chair</b>	<b>Date</b>
	<b>President</b>	<b>Date</b>

**Attachments:** None

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

**Revision Notes:** July 2009 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in course titles

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 18, 2009**

**ITEM:** SCP-4634, Student Activities

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4634 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

**STAFF MEMBER:** Darrell Taylor

**BACKGROUND:**

Executive Vice President, Merle Dempsey, charged the Student Development and Special Services Unit with review of SCP-4634, Student Activities, and asked they consider its appropriateness as a policy. The policy was reviewed by the Student Development and Special Services Unit in July 2009, and discussed during the Executive Council meeting on August 4, 2009. As a result of this review, the Student Development and Special Services Unit proposes the policy be rescinded and reconstructed as a procedure in the Unit's Procedures Manual. Therefore, the staff recommends this policy for advancement for a 30-day public comment period.



**SUBJECT: Student Activities**

**REFERENCE:**

**1. PURPOSE**

To establish procedure for planning of student activities.

**2. SCOPE AND APPLICABILITY**

All students and employees

**3. DEFINITIONS**

**4. POLICY**

Student Activities are a vital part of the college program at Southern West Virginia Community and Technical College. The Student Activities personnel at the campuses and centers strive to involve students in various activities that promote wholesome social growth in the ecological environment of the college.

**5. BACKGROUND OR EXCLUSIONS**

**6. GENERAL PROVISIONS**

**7. RESPONSIBILITIES AND PROCEDURES**

A. When a club or a student government association desires to sponsor an event on campus at Southern, the following steps will be followed:

1. A student activities form stating all pertinent information relating to the activity must be submitted to the campus Counselor twenty (20) days prior to the activity. The campus Counselor will then notify the Vice President for Student Services as to the circumstances relating to the event.
2. The sponsoring group will need to check with the Director of Purchasing to ascertain if the person or activity is registered to do business with the State of West Virginia. This is necessary if payment by Southern is required.
3. If an off-campus facility is to be used for the activity, a rental agreement for the use of the facility must be submitted to the campus Counselor three (3) weeks prior to the date of the event. A space rental form must then be completed and submitted to the Director of Purchasing to assure payment for the facility. The group renting and using the off-campus facility must assume



responsibility for any damages that may result from the performance of the activity.

- 4. If an event is to be held on campus or at a center, the campus Counselor will assume the responsibility for scheduling the event with the Campus Manager.

B. Any supplies or equipment to be purchased in connection with a student activity must be purchased according to proper procedures as outlined by the College. Proper approval of the purchase must be obtained in advance of the purchase. The following steps should be followed in making a purchase:

- 1. SGA Treasurer will submit a completed purchase requisition and contract, if required, to the Counselor.
- 2. The campus Counselor will submit a purchase request and contract, if required, to the Vice President for Student Services for approval.
- 3. The purchase requisition will be submitted to the Director of Purchasing for processing.
- 4. After approval has been received from the Vice President for Finance, the item/s may be obtained or ordered.

8. CANCELLATION

9. SIGNATURE

---

President

Date

**Attachments**

**Distribution**

**Revision Date**

September 1, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 18, 2009**

**ITEM:** SCP-7680, Reports for External Use

**RECOMMENDED RESOLUTION:** RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-7680 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

**STAFF MEMBER:** Ron Hamilton

**BACKGROUND:**

Mr. Merle Dempsey, Executive Vice President, and members of the Executive Council charged the Technology Unit with review of SCP-7680, Reports for External Use, and to consider its appropriateness as a policy. The policy was distributed for review by the Executive Council on July 22, 2009, and by the Technology Unit in June 2009. As a result of these reviews, the Technology Unit proposes that this policy be rescinded and reconstructed as a procedure in the newly developed Procedures Manual. Therefore, we recommend this policy for advancement for a 30-day comment period.



SUBJECT: Reports for External Use

1. PURPOSE

To establish procedures and guidelines related to the generation of reports for external use.

2. SCOPE AND APPLICABILITY

This policy applies to any employee requesting information from any of Southern's databases for use in reports to external agencies.

3. DEFINITIONS

4. POLICY

- A. The Technology Office shall maintain a data base in order to provide reports to appropriate external bodies.
B. The Technology Office shall either complete and submit the reports or aid other departments to do so when such reports must necessarily come from the institutional data base.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

When it is determined that the Technology Office is responsible for completing or coordinating a report for external use, the request and/or report form should be forwarded immediately to the Chief Technology Officer.

8. CANCELLATION

None. Policy in MAP format 7/27/00.

9. SIGNATURE

President Date

Attachments

Distribution

Revision Date
July 27, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 18, 2009**

**ITEM:** SCP-7688, Reports for Internal Use

**RECOMMENDED RESOLUTION:** RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-7688 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

**STAFF MEMBER:** Ron Hamilton

**BACKGROUND:**

Mr. Merle Dempsey, Executive Vice President, and members of the Executive Council charged the Technology Unit with review of SCP-7688, Reports for Internal Use, and to consider its appropriateness as a policy. The policy was distributed for review by the Executive Council on July 22, 2009, and by the Technology Unit in June 2009. As a result of these reviews, the Technology Unit proposes that this policy be rescinded and reconstructed as a procedure in the newly developed Procedures Manual. Therefore, we recommend this policy for advancement for a 30-day comment period.



**SUBJECT: Reports for Internal Use**

**1. PURPOSE**

To establish procedures for generating reports for internal use.

**2. SCOPE AND APPLICABILITY**

This policy applies to any employee requesting a computer generated report for internal use.

**3. DEFINITIONS**

**4. POLICY**

The Technology Office, specifically Computer Services, shall maintain databases of specified information to meet the record keeping and reporting requirements of the institution.

**5. BACKGROUND OR EXCLUSIONS**

**6. GENERAL PROVISIONS**

**7. RESPONSIBILITIES AND PROCEDURES**

- A. It is the responsibility of the Technology Office to report data that is significant and relevant to the appropriate person(s) within the institution. Information reports may be generated as a matter of routine or at the request of a College employee who needs the information.
- B. The Technology Office staff routinely provide reports concerning registration to all who need such information.
- C. Reports not routinely provided may be requested by filling out a "Data Information Request Form" (available from Computer Services) and forwarding the form to the Chief Technology Officer (CTO).
- D. It is desirable that a two-week prior notice be given so that the programming task can be scheduled appropriately.



E. The Chief Technology Officer (CTO) shall keep copies of all reports submitted from the Technology Office for a reasonable period of time.

F. **CANCELLATION**

None. Policy in MAP format 7/27/00.

G. **SIGNATURE**

---

President

Date

**Attachments**

**Distribution**

**Revision Date**

September 1, 2000

**Southern West Virginia Community and Technical College  
Board of Governors Meeting of June 23, 2009  
Agenda Items for Information**

Informational Items ..... pp. 23-51

1. SCP-1500, *Philosophy, Vision and Mission of Southern WV Community and Technical College* ..... pp. 24-26
2. Institutional Rulemaking Report ..... pp. 27-49
3. Southern's Cosmetology/Salon Management Program Receives a Makeover, *Logan Banner Article* ..... p. 50
4. Southern Announces a New Mine Management Associate Degree Program, *Logan Banner Article* ..... p. 51



**SUBJECT:**                   **Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College**

**REFERENCE:**           **Strategic Plan; Higher Education Policy Commission, Procedure #25 “Mission and Implementation of Mission”**

**1.        PURPOSE**

To formally establish and communicate the philosophy, vision, and mission of the institution.

**2.        SCOPE AND APPLICABILITY**

All college constituencies.

**3.        DEFINITIONS**

**4.        POLICY**

The philosophy and mission of Southern WV Community & Technical College is generally consistent with similar institutions. However the philosophy and mission statement is reviewed and revised from time to time; therefore it reflects the hopes and aspirations of the citizens in the service area as well as College constituents. The College Board of Advisors/Governors and members of program advisory committees as well as, College faculty, students, staff and administration have all contributed to defining the philosophy and mission of the College. Southern’s Strategic Planning Committee implemented the following vision and mission statement in 1998.

**A.        **Vision Statement****

Southern WV Community & Technical College will be the higher education leader in WV and the region. Southern will provide the leadership necessary to help WV grow and prosper into the twenty-first century.

Southern will be the hub around which all education and training/retraining efforts will turn. The College will act as the catalyst for economic development and change in the region. Southern will establish pro-active partnerships which include education, business, industry, labor, government, and community and cultural organizations, as well as other leaders to achieve regional goals.

Southern will become a model of academic excellence, scholarship, creativity, innovation, and cooperation impacting the educational opportunities and economic growth of the region.



**B. Mission Statement**

Southern WV Community & Technical College is a comprehensive community college located in a rural environment. The College strives to fulfill current and future higher educational and vocational/technical needs of Southern WV, its service area, and beyond. Our College emphasizes student-oriented, transferable learning, enabling students to achieve work, career, and personal success.

Our College provides high quality, affordable, student-friendly, and easily accessible educational services. We are highly effective and flexible in responding to state and community demands, and in adapting to a global socio-economic system.

**5. BACKGROUND OR EXCLUSIONS**

**Philosophy Statement:**

We believe that all citizens have a right to develop their abilities in accordance with their own chosen goals, and that the college provides the means through which this development may take place. The emphasis of the college is upon people. We believe in people – in their dignity, in their worth as individuals, and in their development.

All students in the College are encouraged to take pride in their heritage and, at the same time, to develop an awareness and appreciation of differences that result from our complex society. What distinguishes today's society from previous history is that constant and rapid change is the rule rather than the exception; and because of changing social and economic conditions, we are committed to the comprehensive approach to higher education, which emphasizes the changing of programs and services to assist our students in living effective and satisfying lives.

Southern is deeply committed to providing quality and accessible educational services throughout the area and will, within the resources available, attempt to carry out the mission as effectively as possible.

**6. GENERAL PROVISIONS**

Vision and mission statements were developed by the strategic planning committee which comprises membership from across the institution representing every college constituency. As part of the College's Strategic Plan, the statements are reviewed and approved by the institutional Board of Advisors/Governors, the WV Higher Education Policy Commission, and the Legislative Oversight Committee on Education Accountability.

**7. RESPONSIBILITIES AND PROCEDURES**

Employees are expected to understand the philosophy and support the vision and mission of the College. The vision and mission statements will be reviewed annually by the Strategic Planning Committee.



8. CANCELLATION

Chapter 29A-2, Series I, Policy Statement on Philosophy and Mission, Effective 7/1/1984.

9. SIGNATURE

---

President

Date

**Attachments**

**Distribution**

All Employees

**Revision Date**

August 21, 2000

## Board of Governors

July 8, 2009

**Mr. Kevin N. Fowler**  
*Chair*

**Mr. Terry R. Sammons**  
*Vice Chair*

**Mr. Thomas A. Heywood**  
*Secretary*

**Ms. Linda Q. Akers**

**Ms. Shelley T. Huffman**

**Ms. Jada C. Hunter**

**Mr. George Kostas**

**Mr. Glenn T. Yost**

**Ms. Wilma J. Zigmond**

**Ms. Debbie C. Dingess**  
*Classified Staff Representative*

**Mr. George Morrison**  
*Faculty Representative*

**Ms. Kimberly Irick**  
*Student Representative*

**Ms. Joanne Jaeger Tomblin**  
*President*

Mr. James Skidmore, Chancellor  
West Virginia Council for Community  
and Technical College Education  
1018 Kanawha Boulevard East, Suite 700  
Charleston, WV 25301

Dear Chancellor Skidmore:

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

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

  
\_\_\_\_\_  
Kevin N. Fowler, Chair  
Southern West Virginia Community and  
Technical College Board of Governors

July 8, 2009  
Date

KNF:elb

Attachment: 2009 Institutional Rulemaking Report

cc: Joanne Jaeger Tomblin, President  
Merle Dempsey, Executive Vice President

**Southern West Virginia Community and Technical College  
Board of Governors  
Institutional Rulemaking Report  
Southern College Policies (SCP) Effective as of July 1, 2009**

SCP Number	Policy Name	Effective Date	Date of Latest Action
<b>1000</b>	<b>GENERAL</b>		
1000	Manuals, Announcements, and Polices (MAP) Development System	06/24/02	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. Amended 01/24/08 - Revised policy review cycle from every 3 years to a review on a regular basis with a time frame for review of each policy to be determined by the President or President's designee. 02/21/06. Replaced SCP-1467.
1000.A	Attachment A — Classification Table	04/06/99	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06. Technical revisions.
1000.B	Attachment B — Format for Southern College Policy (SCP)	04/06/99	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. Amended 01/24/08 - Revised paragraph numbering system to incorporate a legal numbering system. 02/21/06. Technical revisions.
1000.C	Attachment C — Format for Southern Administrative Announcements (SAA)	04/06/99	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments 02/19/08 - Board released for 30-day public comment period expiring 03/20/08 02/21/06. Technical revisions.
1000.D	Attachment D — Format for Southern Administrative Manuals (SAMs)	04/06/99	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06. Technical revisions.
1010	Use of Alcoholic Beverages on Campus	02/21/03	Reviewed 09/20/2005

<b>SCP Number</b>	<b>Policy Name</b>	<b>Effective Date</b>	<b>Date of Latest Action</b>
1040	Use of College Bulletin Boards, Directories, and Information Dispensing Equipment	02/01/05	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/05/08 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended cancellation and reconstruction as a procedure. 07/27/00 - Policy amended.
1091	Classified Staff Council Constitution	11/18/03	06/23/2009 - BOG granted final approval. 05/22/2009 - Received no comments. 04/22/09 - Board released for 30-day public comment period expiring 05/22/2009. 03/04/2009 - Revisions clarify membership representation with no substantial changes in procedures. 12/13/2006 - Technical revisions. 11/28/2003 - Originated to supercede SCI 1672 and SCI 1672.01.
1153	Consumer Complaint Procedures	04/03/95	12/09/08 - BOG granted final approval. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. Amended 08/08 - Revisions reflect no substantial changes in procedure or reporting requirements. The policy and attachment were revised to reflect the institution's current organizational structure. 09/01/2000 - Amended.
1153.A	Consumer Complaint Form	04/03/95	12/09/08 - BOG granted final approval. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/08 Amended - Revisions reflect the institution's current organizational structure. 09/01/2000 - Amended.
1160	Diversity Philosophy	08/20/98	Amended 09/01/00
1167	Emergency Procedures	01/01/85	02/17/09 - BOG rescinded this policy and approved its reconstruction as a procedure. 01/120/09 - Received no comments. 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. 08/20/00 - Amended.

SCP Number	Policy Name	Effective Date	Date of Latest Action
1180	Equipment Loans	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/05/08 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
1180.A	Contract of Equipment Loan	07/01/84	12/09/08 - Form repealed with rescission of SCP-1180.
1215	Use of Institutional Facilities	05/01/85	Amended 09/01/00
1233	First Aid	03/01/85	02/17/09 - BOG rescinded this policy and approved its reconstruction as a procedure. 01/120/09 - Received no comments. 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. 08/20/00 - Amended.
1375	Reports of Accidents/Incidents	01/28/91	02/17/09 - BOG granted final approval. 01/120/09 - Received no comments. 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. Amended 09/01/00
1375.A	Accident / Incident Report Form		02/17/09 - Amended. 09/01/00 - Amended.
1375.B	Monthly Report of Accidents/Incidents		02/17/09 - Amended. 09/01/00 - Amended.
1435	Inclement Weather and Emergency Situations	01/21/03	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. Amended 02/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 11/02 - Replaced SCI-1370, Inclement Weather and Emergency Situation, Effective 12/12/96; and SCI-1435, Inclement Weather and Emergency Situation, Effective 10/94.
1435.A	Attachment A — Media Notification List	01/21/03	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. Amended 02/08 Amended 11/02

SCP Number	Policy Name	Effective Date	Date of Latest Action
1467	MAP Development System	06/24/02	Repealed 02/21/06. Assigned a new classification number, SCP-1000. Reviewed 10/20/05 – Major revisions required to comply with Series 4. Reassigned classification number of SCP-1000. Comment Period Expires 11/22/05 Amended 04/05/02
1481	Naming of Facilities or Organizational Units	02/15/05	11/20/2007 Board granted final approval with no revisions. 11/18/2007 Received no comments. 10/18/2007 Board released for 30-day public comment period expiring 11/18/2007. Reviewed 09/04/2007 – Recommended continuation with no revisions. Reviewed 12/09/04: Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/01.
1500	Philosophy, Vision and Mission of Southern West Virginia Community and Technical College	07/01/84	07/27/00 - Policy amended. Repealed Chapter 29A-2, Series 1, Policy Statement on Philosophy and Mission, Effective 07/01/84
1625	Publications and Productions	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/05/08 - Policy was reviewed by the Executive Council and Communications Unit. Both groups recommended cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
1725	Private Scholarships	07/01/84	06/17/08 - BOG granted final approval. 05/22/08 - Received no comments. 04/15/08 - Board released for 30-day public comment period expiring 05/22/08. Amended 03/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 09/01/00
1735	Solicitation Policy	06/15/04	04/24/2007 BOG granted final approval. 01/2007 – Revised the policy to include clarification and develop a more formalized method for solicitation requests. SCP-1735.A, On Campus Solicitation Request Form developed. Originated 05/20/04
1735.A	On Campus Solicitation Request Form	04/24/2007	Originated 01/02/2007
1750	Tobacco Usage	01/01/88	Amended 09/01/00 Repealed SCI-1375

SCP Number	Policy Name	Effective Date	Date of Latest Action
<b>2000</b>	<b>HUMAN RESOURCES</b>		
2005	Catastrophic Leave	04/19/05	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 01/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Originated 02/15/05
2005.A	Catastrophic Leave Request Form	04/19/05	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 01/2008 - Reviewed Originated 02/15/05
2005.B	Catastrophic Leave Donation Form	04/19/05	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 01/2008 - Reviewed Originated 02/15/05
2125	College-wide Employee/Personnel Policy	07/01/84	Amended 09/01/00
2156	Drugs and Alcohol Policy	03/31/1989	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG Released for additional 30-day public comment period expiring 01/04/2008. 09/18/2007 – BOG deferred action until the administration conducts a meeting with the faculty to review and discuss the provisions of the revised draft. 07/2007 – The draft policy was revised to comply with federal regulations requiring inclusion of specifics on criminal sanctions and health risks. Other minor changes were made for clarity. 03/23/2007 – Comments were received and the policy was sent to Bowles, Rice, McDavid, Graff & Love for legal review. 02/20/2007 – BOG released draft policy for 30-day public comment period expiring 03/23/2007. 04/24/2007 - Currently under revision. Amended 09/01/00
2156.A	Employee Drug Awareness Clarification Form	03/31/1989	02/19/2008 - BOG granted final approval. Amended 09/01/00

<b>SCP Number</b>	<b>Policy Name</b>	<b>Effective Date</b>	<b>Date of Latest Action</b>
2165	Educational Release Time Policy	02/17/04	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - No comments received. 08/31/06 – Clarifications made to policy. 2 <sup>nd</sup> 30-day comment period expired 11/22/03
2165.A	Educational Release Time Request	02/17/04	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - No comments received. 08/31/06 – Technical revision of form. 2 <sup>nd</sup> 30-day Comment Period Expired 11/22/03
2171	Professional and Educational Requirements for Faculty	12/09/04	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references. Amended 05/04 Repealed SCI-2122
2171.A	Faculty Credentials Certification Form	12/09/04	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references. Amended 05/04 Repealed SCI-2122
2202	Personnel Assessment, Philosophy, and Practice Statement	07/01/87	Amended 08/21/00
2218	Evaluation Process for Full-Time Faculty	08/17/84	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment. 04/06 – Revisions reflect changes to better serve institutional needs. Amended 09/01/00
2218.A	Supervisor's Evaluation of Faculty Member	08/17/84	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment. 04/06 – Revisions reflect changes to better serve institutional needs. Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
2220	Course Feedback Policy	06/17/03	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 04/03 - Policy amended.
2220.A	Course Feedback Form	06/17/03	12/09/08 - Form repealed with rescission of SCP-2220. 04/03 - Form amended.
2226	Faculty Incentive Pay Plan	10/16/01	12/09/08 - BOG granted final approval. 11/19/08 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment. 11/11/08 - Technical revisions made to this policy. 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01. Originated 04/01/01
2226.A	Faculty Merit Pay Program Criteria and Application Deadline	10/16/01	12/09/08 - BOG granted final approval. 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01 Originated 08/01
2234	Flex Work Schedule	06/01/87	Amended 09/01/00
2250	Hiring Adjunct Faculty	11/01/84	01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. Amended 09/01/00 Originated 11/01/1984.
2254	Hiring Process	09/01/00	04/24/2007 - Policy repealed by BOG. Amended 09/01/00 Repealed WV Administrative Regulations, SWVCTC: Procedures for Hiring Full-time Employees Effective 01/15/85

SCP Number	Policy Name	Effective Date	Date of Latest Action
2360	Holidays	01/21/03	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 01/08 - Policy reviewed; No substantial changes. Comment Period Expired 12/20/02 Originated 11/02
2375	Home Campus Assignment and Campus Requirements for Faculty	07/01/85	12/00/05 Technical Revision Amended 09/01/00
2406	Illness of the Faculty Member, Responsibilities for Meeting Affected Classes, and Leave Request Due to Illness	01/01/85	Amended 09/01/00
2406.A	Faculty Absence Request / Report	01/01/85	Amended 09/01/00
2484	Medical Leave of Absence	09/01/00	
2484.A	Request for Medical Leave of Absence	09/01/00	Revised 01/03/06
2484.B	Treating Licensed Physician Statement - Medical Leave Verification	09/01/00	
2484.A	Return to Work Authorization - Medical Release Form	09/01/00	
2562	External Professional Activities of Faculty and Other Professional Staff	11/01/84	12/09/08 - BOG granted final approval. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 09/08 - Revisions reflect no substantial changes in procedure or documentation requirements. Coverage was expanded to include full-time exempt professional employees. Definitions were revised to provide clarity. Amended 03/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 09/01/00
2562.A	External Professional Activities for Pay Report Form	11/01/84	09/08 - Modified to indicate the specific outside employment activity. Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
2575	Overtime and Compensatory Time	02/17/04	<p>02/19/2008 - BOG granted final approval.</p> <p>01/04/2008 - No comments received.</p> <p>11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008.</p> <p>10/2007 – Revised policy to provide clarity and reflect changes in management responsibilities.</p> <p>02/17/2004 - BOG grants final approval of policy.</p> <p>10/21/2003 – Significant revisions were made to the draft policy. The BOG approved amendments and released the policy for a 2<sup>nd</sup> 30-day public comment period expiring 11/22/2003.</p> <p>10/16/2003 – Comments were received and responses provided for each issue raised.</p> <p>09/16/2003 – BOG released for 30-day public comment period expiring 10/16/2003.</p> <p>Originated 09/2003.</p>
2575.A	Request to Work Additional Hours	02/17/04	<p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008.</p> <p>02/17/2004 - BOG grants final approval.</p> <p>Originated 09/2003</p>
2580	Part-time Employees: Classified Staff and Adjunct Faculty	06/15/04	<p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008.</p> <p>10/2007 – Revised policy to provide clarity and reflect changes in management responsibilities.</p> <p>06/15/2004 – BOG grants final approval.</p> <p>05/20/2004 – Received no comments.</p> <p>04-21-2004 – Released for 30-day public comment period expiring 05/20/2004.</p> <p>Originated 04/04</p>
2593	Payments to Employees for Contracted Services (Other Than Regular Employment)	04/22/98	Amended 09/01/00
2593.A	Payments for Services Form	04/22/98	Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
2624	Employee Development	01/28/1991	<p>12/09/08 - BOG granted final approval.</p> <p>10/10/08 - Received no comments.</p> <p>09/09/08 - Board released for 30-day public comment period expiring 10/10/08.</p> <p>08/2008 - Substantial changes were made to this policy. Procedural items were deleted. The policy was revised to communicate the philosophical support for employee development. The policy title was changed from "Professional Development" to "Employee Development."</p> <p>09/01/00 Amended and placed in new SCP format.</p> <p>Repealed SCI-1623, Personnel Development, Effective 01/28/91</p>
2624.A	Funding Request Form (Staff)	01/28/1991	<p>12/09/08 - Form repealed with passage of SCP-2624, Employee Development.</p> <p>09/01/00 - Policy amended.</p>
2624.B	Presentation Request Form	01/28/1991	<p>12/09/08 - Form repealed with passage of SCP-2624, Employee Development.</p> <p>09/01/00 - Policy amended.</p>
2624.C	Funding Request Form (Faculty)	01/28/1991	<p>12/09/08 - Form repealed with passage of SCP-2624, Employee Development.</p> <p>09/01/00 - Policy amended.</p>
2686	Promotion-in-Rank and Tenure Policy	11/27/2001	<p>06/23/2009 - BOG granted final approval.</p> <p>05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes.</p> <p>04/22/09 - Board released for 30-day public comment period expiring 05/22/2009.</p> <p>02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements.</p> <p>11/20/2007 – Board granted final approval with recommended revision.</p> <p>11/17/2007 – Two comments received; Revised policy to reflect recommended changes to the WV Code, reference to the WV Council, and grammatical errors. Clarification was provided on the number of graduate hours since last promotion.</p> <p>10/18/2007 – BOG released draft for 30-day public comment expiring 11/17/2007.</p> <p>07/31/2007 – AAMC and Faculty Senate revised draft to provide clarify and reflect changes in management responsibilities.</p> <p>01/2006 – Reviewed and revised by Faculty Senate - advanced draft to Academic Affairs Management Council for review and approval.</p> <p>Amended 10/01/01 Repealed SCI-2321</p>

SCP Number	Policy Name	Effective Date	Date of Latest Action
2686.A	Promotion-in-Rank and/or Tenure Criteria and Forms	11/27/2001	<p>06/23/2009 - BOG granted final approval.</p> <p>05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes.</p> <p>04/22/09 - Board released for 30-day public comment period expiring 05/22/2009.</p> <p>02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements.</p> <p>11/20/2007 – Board granted final approval.</p> <p>07/31/2007 AAMC and Faculty Senate streamlined the form. Amended 10/01/2001; Repealed SCI-2321</p>
2700	Reduction in Workforce—Classified Personnel	04/20/2004	<p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008.</p> <p>10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements.</p> <p>04/20/2004 – BOG granted final approval.</p> <p>03/23/04 – No comments received.</p> <p>02/17/2004 – Due to comments received, significant revisions were made to draft policy. BOG approved amendments and released draft for an additional 30-day comment period expiring 03/23/2004.</p> <p>11/22/2003 – Comments received and responses provided for each issue raised.</p> <p>10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003.</p> <p>Originated 10/21/2003</p>
2701	Reduction in Workforce—Faculty Personnel	04/20/2004	<p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008.</p> <p>10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements.</p> <p>04/20/2004 – BOG granted final approval 11/22/2003 – Received no comments.</p> <p>10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003.</p> <p>Originated 10/21/2003</p>

SCP Number	Policy Name	Effective Date	Date of Latest Action
2748	Request for Release Time for Full-time Faculty	12/09/04	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; no adjustment was made based on comment. 08/06 – Revisions provide clarity and reflect changes in management responsibilities. Amended 09/01/00 Amended 04/2004; Repealed SCI-2420
2748.A	Release Time Request Form for Full-time Faculty	12/09/04	Form streamlined 06/2006 Amended 04/2004
2810	Sabbatical Leave for Full-Time Faculty	10/15/02	04/18/06 - BOG granted final approval of amended policy. 02/21/06 Released for 30-day comment--expires 03/24/06. 02/06 Amended to clarify responsibilities and application requirements. Amended 09/02 - Repealed SCP-2810, Sabbatical Leave for Full-time Faculty, Effective 08/92 and SCI-2411
2810.A	Sabbatical Leave Request Form	10/15/02	04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment--expires 03/24/06. Amended 02/06. Amended 09/02
2810.B	Sabbatical Leave Promissory Note	10/15/02	04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment--expires 03/24/06. 02/06 Revised Form. Originated 10/02
2825	Salary Administration	04/19/05	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to incorporate the institutional Faculty Compensation Program and Salary Schedule. 04/19/2005 – BOG granted final approval. 03/18/2005 – No additional comments. 02/15/2005 – Due to substantive changes made to the existing draft policy, comment period extended for an additional 30 days expiring 03/18/2005. 02/14/2005 – Six comments received. 03/18/05 01/14/2005 – Comment period extended for additional 30-days (expiring 02/14/2005) due to Christmas and New Year's holidays, and the short time frame the institution had to develop the draft policy. 12/09/2004 – Released for a 30-day public comment period expiring 01/10/2005. Originated 12/04

<b>SCP Number</b>	<b>Policy Name</b>	<b>Effective Date</b>	<b>Date of Latest Action</b>
2843	Sexual Harassment Policy	09/12/02	04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day Comment-expired 03/24/06. 01/20/06 Amended Amended 05/17/02; Repealed College-wide Employee Personnel Policy Series II, 1984, Section 12; Sexual Harassment of Students Series VI, 1987, Section 1-2; SCP-2843, Harassment Policy, 09/01/00
2875	Workload Requirements for Full-time Faculty	01/28/1991	Amended 09/01/00
2875.A	Class Load Formula Matrix (Summer)	01/28/1991	Amended 09/01/00
2875.B	Class Load Formula Matrix (Fall and Spring)	01/28/1991	Amended 09/01/00
<b>3000</b>	<b>ACADEMIC AFFAIRS</b>		
3100	Faculty Responsibilities for Academic Advising of Students	04/18/1985	01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. 10/21/2004 – Policy amended.
3160	Course Syllabus	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 11/29/05 - BOG granted final approval of amended policy. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. Repealed Chapter 29A-2 Series I, Course Syllabus, Effective 07/01/81; References to course syllabi in SM-1275.1c, Faculty Handbook, Effective 08/20/90, Revised 07/93; Adjunct Faculty Handbook, Effective 01/97, pp. 13-14.
3160.A	Course Syllabus Format	07/01/84	12/09/08 - Form repealed with the rescission of SCP-3160. 09/20/05 - Form amended.
3165	Adding Courses to the Curriculum and Revising Existing Courses	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended. Repealed WV Administrative Regulations, SWVCTC, Chapter 29A-2, Series I, Revising Courses, Effective 07/01/84.

SCP Number	Policy Name	Effective Date	Date of Latest Action
3170	Deleting Courses from the Curriculum	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
3188	College Level Exam Program (CLEP)	11/01/85	11/29/05 - BOG granted final approval of amended policy. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.
3201	Challenging a Course/Credit by Examination	02/15/05	11/20/2007 – Board granted final approval of revised policy. 10/18/2007 - Received one comment regarding the dates of withdrawal. Clarification was provided to the individual; no change to the draft policy was warranted. 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007. 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. Amended 10/27/04 Replaces SCP-3201, Challenge Exam For Credit, Effective 07/01/86, Revised 09/01/00; Effective 06/24/02, Revised 02/15/02.
3201.A	Challenge Examination Form	02/15/05	11/20/2007 – Board granted final approval. 08/2007 – Streamlined form 10/27/2004 – Amended policy
3214	College Board Advanced Placement Credit	09/13/93	Amended 09/01/00
3227	Credit Based on Experience	01/01/85	11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Comment Period Expired 09/20/05 - Amended policy
3227.A	Portfolio Evaluation Form	01/01/85	09/20/05 - Reviewed
3240	Assignment of Credit/Non-Credit Courses	07/01/86	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
3245	Faculty and Administrative Productivity	02/21/06	Originated 10/20/05

SCP Number	Policy Name	Effective Date	Date of Latest Action
3250	Final Examinations	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
3401	Independent Study	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 11/20/2007 – Board granted final approval of revised policy. 10/18/2007 - Received no comments. 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007. 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. Independent Study forms SCP-3401.A and SCP-3401.B were added to the policy. Amended 09/01/00
3401.A	Independent Study Request Form	07/01/1984	12/09/2008 - Repealed with the rescission of SCP-3401. 08/2007 - Revisions reflect changes in management responsibilities.
3401.B	Independent Study Contract	07/01/1984	12/09/2008 - Repealed with the rescission of SCP-3401. 08/2007 - Reviewed and revised to create a standard learning contract to be used in conjunction with the independent study.
3479	Mid-Term Grade Reports	09/23/91	Amended 09/01/00
3479.A	Mid-Term Grade Report Form	09/23/91	Amended 09/01/00
3551	Meeting Scheduled Classes	01/1985	Amended 01/2007 - Revisions reflect no substantial changes in procedure or documentation requirements; provide clarity and reflect current practice. Amended 04/28/2005
3600	Faculty Office and Class Schedule	07/01/84	Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
3600.A	Faculty Office and Class Schedule Form	07/01/84	Amended 09/01/00
3620	Policy Regarding Program Review	11/27/01	12/09/08 - BOG granted final approval. 11/19/08 - Received no comments. 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Comment Period Expired 11/16/02 Originated 10/08/01
3625	General Studies (University Parallel) Program Evaluation Model Policy	09/01/85	09/01/00
3625.A	General Studies (University Parallel) Program Evaluation Model	09/01/85	09/01/00
3637	General Education Philosophy and Goals	04/19/05	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 08/30/2007 - Reviewed and revised to include references to provide clarity. Amended 01/05
3650	Program Reduction or Elimination	09/01/85	Amended 09/01/00 Repealed SCI-1542
3670	Public School Service Program	11/29/05	Originated 09/20/05
3670.A	Public School Service Form	11/29/05	Originated 09/20/05
3693	Instructional Schedule Development	07/01/84	11/28/06 - BOG granted final approval. 10/19/06 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 – No comments were received. Technical revision 09/23/2005. 09/01/00 Amended policy; Repealed SCI-1271 effective date of 08/30/93
3705	Student Academic Rights	04/15/02	04/18/06 BOG Repealed policy. 02/21/06 Released for 30-day comment-expires 03/24/06. Technical revision 03/06/03 Originated 02/02
3736	Student Standards of Academic Progress	11/01/84	09/01/00

<b>SCP Number</b>	<b>Policy Name</b>	<b>Effective Date</b>	<b>Date of Latest Action</b>
3780	Textbook Selection Policy	06/24/02	Amended 11/16/02 Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00.
<b>4000</b>	<b>STUDENT SERVICES</b>		
4110	Institutional Policy Regarding ACT Requirements	12/01/84	09/01/00
4151	Academic Expectations from Students	07/01/97	04/18/06 - BOG granted final approval of amended policy. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Amended to incorporate relevant information from SCP-3705, Student Academic Rights (cancelled 04/18/05) into SCP-4151 and revised this policy to meet the needs of the institution and its students. 09/01/00
4192	Administrative Withdrawal of Students	12/09/04	11/28/2006 - BOG granted final approval. 10/19/2006 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 – No comments were received. Grammatical and technical revisions 10/2006. Policy amended 05/19/2004.
4233	Deans's List of Students; Graduation with Honors Status	07/01/85	Revised 09/01/2000
4274	Standards of Progress for Federal Financial Aid Recipients	01/01/84	11/28/2006 - BOG granted final approval. 10/19/2006 Released for 30-day comment--expired 11/21/2006 - One comment received; policy adjusted based on comment. 10/2006 – Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000
4356	Financial Aid Recipient - Change in Enrollment Status	01/01/85	11/28/2006 - BOG granted final approval. 10/19/2006 Released for 30-day comment--expired 11/21/2006 - No substantive comments received. 10/2006 – Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000

SCP Number	Policy Name	Effective Date	Date of Latest Action
4385	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/05	Repealed 02/21/06. Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051. Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05 Originated 12/02/04
4398	Student Grades and Grade Point Average Requirements for Graduation	01/21/03	12/09/08 - BOG granted final approval. 11/19/08 - Received no comments. 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. 10/21/05 - Comment Period Expired 09/20/05 - Amended and repealed SCP-4397, Student Grades and Related Concerns, Effective 09/01/00 and SCP-4520, Submitting Student Grades by the Faculty to the College's Student Records Office and Authority for Changing Student Grades, Effective 09/01/00; SCP-4520.A, Final Grade Report Form, Effective 09/01/00.
4558	Administration of Credit Course Registration Procedures	11/01/84	11/28/2006 - BOG rescinded SCP-4558. 10/19/2006 - BOG reviewed policy and approved for 30-day comment period expiring 11/21/2006 – No comments were received. 10/2006 – Policy reviewed by Academic Affairs and Student Services Units. Group deemed the document does not meet the criteria for a policy, but is a statement of procedures and rules. Recommended cancellation. Amended policy 09/01/2000
4634	Student Activities	07/01/84	09/01/2000
4672	Student Class Attendance	07/01/84	09/01/2000
4710	Academic Dishonesty	07/01/84	05/06 Technical Revision 09/01/2000
4748	Southern West Virginia Community and Technical College Student Government Constitution	07/01/85	09/01/2000
4770	Student Rights and Responsibilities	04/16/02	Reviewed 09/20/05
4786	Transcript Evaluation	07/01/84	09/01/2000
4825	Transfer of Student Credit Hours from Another Institution	03/01/85	Comment Period Expired 10/21/05 Amended 09/20/05 to include additional language in Sections 3 and 6 of this policy.

SCP Number	Policy Name	Effective Date	Date of Latest Action
5000	FINANCE		
5050	Assessment, Payment and Refund of Fees	02/19/02	Comment Period Expired 02/15/02 Originated 01/02
5051	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/05	12/09/08 - BOG granted final approval. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/08 - Reviewed by the Executive Council and recommended its continuation without revision. 12/09/05 - Policy amended. 02/21/05 - Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051. Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05 Originated 12/02/04
5065	Awarding of Undergraduate Tuition and Fee Waivers	02/19/02	12/09/08 - BOG granted final approval. 10/10/08 - Received one comment correcting the specific section of the WV State Code cited in the definitions section. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. Amended 08/08 - Revisions reflect significant changes in state code pertaining to undergraduate tuition and fee waivers. 09/01/2000 - Amended. 02/21/06. Revised policy to comply with WV Code §18B-10-5, - 7, 7b. Comment Period Expired 02/15/02 Originated 01/02
5075	Bookstore Textbook Procedures	07/01/84	09/01/00 Replaced <i>Textbook Policy Procedures</i> , Effective 01/17/97
5100	Disposition of Sale of Surplus/Excess Property	04/19/05	11/20/2007 – Board granted final approval of revised policy. 11/17/2007 - Received no comments. 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. 09/02/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 04/19/2005 BOG grants final approval. 03/18/2005 Received no comments. 02/15/2005 BOG released draft policy for 30-day public comment expiring 03/18/05. Originated 02/05
5260	Meeting Financial Exigencies	02/17/04	11/06 Policy Reviewed-No changes were made. Comment Period Expired 11/22/03 Amended 10/03 Originated 05/27/88

<b>SCP Number</b>	<b>Policy Name</b>	<b>Effective Date</b>	<b>Date of Latest Action</b>
5525	Maintenance Work Order Request System	07/01/84	Amended 09/01/00 Replaced the <i>Maintenance Work Order Request System, Effective 07/01/84, in Chapter 29A-2, Series I of Southern's Administrative Regulations</i>
5620	Parking Regulations	02/01/89	Amended 09/01/00 Replaced Parking Policy, Effective 02/01/89 and Parking Policy, Effective 09/02/97.
5620.A	Parking Decal Log	02/01/89	Amended 09/01/00
5780	Travel Regulations Policy	10/15/02	11/2006 Policy Review—No changes were made. Comment Period Expired 05/20/04 Amended 02/25/04 Originated 09/02
5830	Use of Southern West Virginia Community and Technical College System Vehicles	01/28/91	Amended 09/01/00 Repealed SCI-1381, Use of Southern System Vehicles, Effective 01/28/91; State Vehicle Requisition Policy, Effective 12/09/07; Use of Southern Vehicles Policy, Effective 02/01/99.
<b>6000</b>	<b>ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT</b>		
6125	Contractual Training for Workforce Development	07/01/99	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 11/19/08 - Received no comments. 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 08/08 - Policy was reviewed by the Executive Council and Workforce Development Unit. Both groups recommended its cancellation and reconstruction as a procedure. 07/01 - Policy amended.
<b>7000</b>	<b>TECHNOLOGY</b>		
7125	Information Technology Acceptable Usage	07/07/97	04/21/09 - BOG granted final approval. 03/19/09 - Received no comments. 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009. 02/2009 - Revised to reflect up-to-date terms and current acceptable usage. Amended 09/01/00
7680	Reports for External Use	05/01/85	Amended 07/27/00
7688	Reports for Internal Use	05/01/85	Amended 07/27/00

<b>SCP Number</b>	<b>Policy Name</b>	<b>Effective Date</b>	<b>Date of Latest Action</b>
7712	Requests for Media Service and Television Agreements	05/01/85	<p>12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure.</p> <p>10/10/08 - Received no comments.</p> <p>09/09/08 - Board released for 30-day public comment period expiring 10/10/08.</p> <p>08/08 - Policy was reviewed by the Executive Council and Communications Unit. Both groups recommended its cancellation and reconstruction as a procedure.</p> <p>09/01/00 - Policy amended.</p>
7720	Security of Management Information Technology	05/01/88	<p>04/21/09 - BOG granted final approval.</p> <p>03/19/09 - Received no comments.</p> <p>02/17/09 - Board released for 30-day public comment period expiring 03/19/2009.</p> <p>02/2009 - Revised to include all forms of technology and to meet the standards of the payment card industry.</p> <p>Amended 09/01/00</p>
<b>8000</b>	<b>BOARD OF GOVERNORS</b>		
8600	Board of Governors Operational Guidelines Policy	08/21/01	<p>11/20/2007 – Board granted final approval of revised policy and operational guidelines.</p> <p>11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations.</p> <p>10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2<sup>nd</sup> time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007.</p> <p>09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting.</p> <p>09/2007 – Reviewed and revised policy to remove reference to the Institutional Compact.</p> <p>08/21/2001 – All previous operational guidelines of any previously existing governing or advisory board of Southern West Virginia Community and Technical College are superseded by this policy statement and the attached Operational Guidelines (SCP-8600.A) of the Board of Governors approved 08/21/01.</p>

SCP Number	Policy Name	Effective Date	Date of Latest Action
8600.A	Board of Governors Operational Guidelines	06/24/02	<p>04/15/08 - BOG granted final approval.</p> <p>03/20/08 - Received no comments.</p> <p>02/19/08 - Board released for 30-day public comment period expiring 03/20/08.</p> <p>02/08 - Amended Section 4.3.1 to include past BOG chair and one lay member to the Agenda Committee membership</p> <p>11/20/2007 – Board granted final approval of revised policy and operational guidelines.</p> <p>11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations.</p> <p>10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2<sup>nd</sup> time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007.</p> <p>09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting.</p> <p>09/2007 – Reviewed and revised guidelines to remove reference to the Institutional Compact.</p> <p>06/10/02 Amended guidelines.</p>

# Southern's Cosmetology/Salon Management Program receives a makeover

## Banner Staff Report

**MUD FORK** — The Cosmetology and Salon Management program at Southern West Virginia Community and Technical College received its own makeover when the cosmetology school moved to its new location at the Logan Campus.

The program, which was launched two years ago in Boone County, was designed with flexibility in mind, allowing Southern to provide training in other areas of its service region, including Logan and Mingo counties. The first class of 10 cosmetology students graduated in May 2009.

Southern's program is the only one in the state of West Virginia where graduates can earn an associate's degree while also receiving business management training. The program curriculum includes training in the art, science and business of cosmetology. Applications are currently being accepted for the upcoming fall semester.

The cosmetology program's new location offers a salon atmosphere where students will perform services under the supervision of a licensed cosmetology instructor. Being located at the college's Logan Campus, will provide students with increased opportunities to serve customers in state-of-the-art lab areas while observing instructors during lessons.

"Our new location is very professional," said Joan Thompson, instructor/coordinator of Southern's Cosmetology/Salon Management program. "It looks more like an upscale beauty salon than a school. Another benefit is our busier location will help prepare our students to work in the faster-paced environment they will experience when they begin their careers as cosmetologists."

The Cosmetology program teaches students the art of hair, skin and nail care through traditional classroom



Photo/Submitted

**S tudent works on hair styling at the newly remodeled Southern Cosmetology/Salon at Mud Fork.**

instruction and hands-on training. Students are taught in a full-service, salon-like environment where they practice hair care and styling, nail care and skincare techniques. Students practice on mannequins, but also have the opportunity to practice their skills on real clients. Salon services are provided at a very reasonable cost.

Southern's President Joanne Jaeger Tomblin said, "Southern's program is the best kept secret and the services are very affordable. Our cosmetology students graduate with critical thinking skills and job opportunities, plus they receive exceptional training in the process."

President Tomblin is a strong advocate for education focused on career technical training, and says "even with a downturn in the economy, Cosmetology is a stable field with a high demand. Our program is excellent and attracts students of various

ages and backgrounds. We are proud of our quality program and our commitment to students."

The cosmetology program is perfect for people looking for a career makeover during challenging economic times.

According to the U.S. Bureau of Labor Statistics, the job outlook for personal appearance workers is expected to grow by 14 percent from 2006 to 2016, with some specialties seeing even more growth. Employment of manicurists and pedicurists is expected to grow 28 percent and the need for skin care specialists is expected to grow 34 percent.

For a Cosmetology/Salon Management program application or more information, contact Joan Thompson at 304-896-7372 or email her at joant@southern.wvnet.edu.

Southern West Virginia Community and Technical College offers several degree and certificate programs, including Allied Health,

Business Administration, Criminal Justice, Information Technology, Mine Management, Survey Technology and many more. Southern operates four campuses and two sites located in Boone, Logan, Lincoln, Mingo, Raleigh and Wyoming counties. Kentucky students residing in Pike, Martin, Boyd and Lawrence counties are eligible for in-state tuition rates. The college's website is [www.southern-wv.edu](http://www.southern-wv.edu) and the toll free number is 1-866-798-2821.

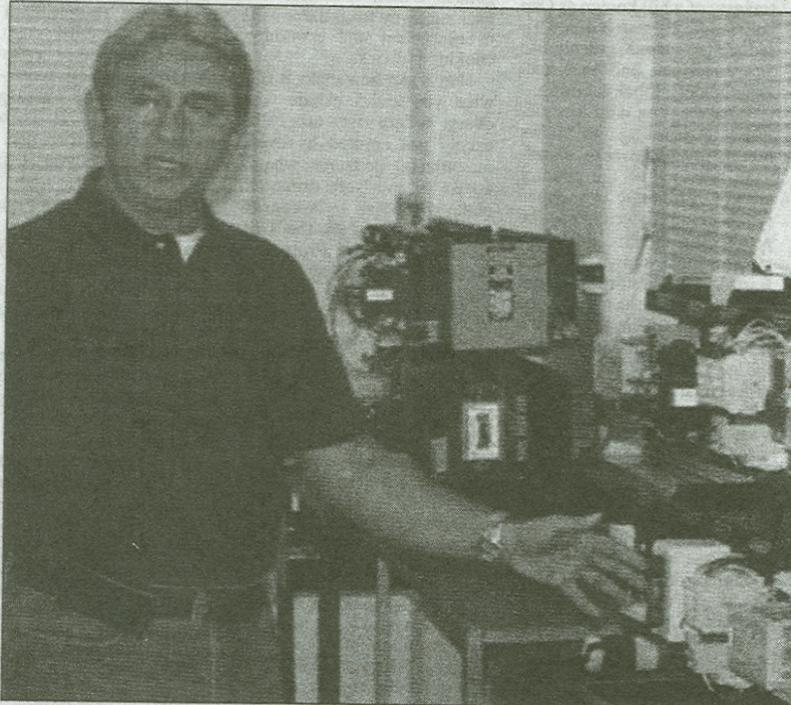
## Chapmanville Summer F&est

July 24-25

Friday-Saturday

• CHAPMANVILLE — The Town of Chapmanville will host Summerfest at the municipal building from 10 a.m.-dusk and the Second Annual Kevin Ball ballgame at the CRHS ballfield at 1 p.m. Vendors who want a booth can call Sally Stollings at 304-855-8855.

## Southern announces new Mine Management associate degree program



Photo/Submitted

Assistant Professor Bill Alderman, coordinator for the Mine Management program at Southern West Virginia Community and Technical College, is pictured inside an electrical engineering classroom based at the Logan campus.

### Banner Staff Report

MUD FORK — Southern West Virginia Community and Technical College has announced a new associate degree in Mine Management for Fall 2009. This program is designed to educate individuals who will be employed as mid-level managers in the coal industry, both surface and underground. A degree in Mine Management will provide graduates with a diverse range of opportunities which include a high salary, career progression, and the ability to be employed in a global profession.

Mining of coal encompasses a wide range of activities involving technology, people, equipment, financial resources, community, and state and local governments. According to Southern's Coordinator for the Mine Management program, Bill Alderman, theoretical principles and practical methodologies associated with mine management, planning, finance, evaluation and law are incorporated throughout the program. The implementation of an associate degree program was developed in response to the mining industry's future employment needs.

"With the need to replace retiring workers and existing personnel through attrition, the industry has a promising future with a better than average employment growth," Alderman said.

"Only fourteen post secondary level mining programs exist in the United States."

Alderman explained that students will be able to take classes in various modes of delivery, including online classes, pod-cast, web enhanced (web-cam), a combination of web-cam/live meetings, and finally, weekend courses. Weekends courses generally are offered Friday evenings from 5 p.m. to 9 p.m. and Saturday from 9 a.m. to 5 p.m. The class is completed in only four weekends.

Admission criteria includes being eligible to enter college level English and math. Students enrolled in the Mine Management degree program will be required to successfully complete the following courses:

- Communications in Business
- Computer Literacy
- World Economics and the Energy Sector
- English Composition I
- Finance for The Non-Financial Manager
- Geology
- History Of Mining
- Technical Math
- Introduction To College
- General Psychology
- Principles Of Management
- Human Resource Management
- Supervision
- Project Management
- Labor Relations
- Industrial Leadership

- Organizational Behavior and Communications
- Project Evaluation
- Mine Law And Safety
- Introduction To Mine Management
- Environmental Aspects Of Mining
- Advanced Mine Management And Planning
- Introduction To Surveying

Southern's new Mine Management degree program curriculum focuses on the business operations of the mining industry and upon course study completion, graduates will receive an academic associate degree.

For more information contact Coordinator Bill Alderman at 304-896-7381 or email him at [billa@southern.wvnet.edu](mailto:billa@southern.wvnet.edu). His office is located at the Logan campus. Southern West Virginia Community and Technical College offers several degree and certificate programs, including Allied Health, Business Administration, Criminal Justice, Information Technology, Mine Management, Survey Technology and many more. Southern operates four campuses and two sites located in Boone, Logan, Lincoln, Mingo, Raleigh and Wyoming counties. Kentucky students residing in Pike, Martin, Boyd and Lawrence counties are eligible for in-state tuition rates. The college's website is [www.southern-wv.edu](http://www.southern-wv.edu) and the toll free number is 1-866-798-2821.