



# Southern

SOUTHERN WEST VIRGINIA  
COMMUNITY AND TECHNICAL COLLEGE

## BOARD OF GOVERNORS

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OCTOBER 15-16, 2009  
RETREAT AGENDA

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### 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 OCTOBER 15, 2009  
STONEWALL CONFERENCE CENTER  
PECAN ROOM  
940 RESORT DRIVE, ROANOKE, WV**

**AGENDA**

1. Welcome and Call to Order ..... Mr. Kevin Fowler  
Board Chair
2. President's Report ..... Ms. Joanne Jaeger Tomblin  
President
3. Financial Report ..... Mr. Sam Litteral  
Chief Financial Officer
4. Action Items ..... pp. 3-49
  1. Appointment of Committee on Tuition and Fees ..... Chair Fowler
  2. Approval of August 18, 2009 Minutes ..... pp. 3-6
  3. Final Approval of Proposed Policies ..... pp. 7-18
    1. SCP-3214, College Board Advanced Placement Credit ..... pp. 7-10
    2. SCP-4634, Student Activities ..... pp. 11-13
    3. SCP-7680, Reports for External Use ..... pp. 14-15
    4. SCP-7688, Reports for Internal Use ..... pp. 16-18
  4. Approval of Policies for 30-day Comment ..... pp. 19-49
    1. SCP-2234, Flex Work Schedule ..... pp. 19-23
    2. SCP-4110, Institutional Policy Regarding ACT Requirements ..... pp. 24-26
    3. SCP-4672, Student Class Attendance ..... pp. 27-29
    4. SCP-4748, Southern West Virginia Community and Technical  
College Student Government Constitution ..... pp. 30-39
    5. SCP-4786, Transcript Evaluation ..... pp. 40-45
    6. SCP-4825, Transfer of Student Credit Hours  
from Another Institution ..... pp. 46-49
5. Informational Items
  1. 2+2 Agreement Opportunities ..... pp. 50-51
6. Adjournment ..... Chair Fowler

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

**STONEWALL RESORT AND CONFERENCE CENTER  
940 RESORT DRIVE • ROANOKE, WV 26447  
PECAN ROOM**

**OCTOBER 16, 2009  
AGENDA**

7:00 - 8:00 AM	Breakfast . . . . .	Stillwaters Restaurant
8:00 AM	Welcome and Introduction of Guest Speaker . . . . .	President Tomblin
8:10 - 10:00 AM	<i>Responding to the Academic and Non-academic Needs of Rural Community College Students</i> . . . . .	Dr. Glyna Olson
10:00 - 10:30 AM	Question/Answer Session . . . . .	Dr. Olson
10:30 - 10:45 AM	Break, Refreshments . . . . .	Terrace Foyer
10:45 - 11:15 AM	Review of Southern's Mission and Vision . . . . .	Dr. Merle Dempsey
11:15 - 12:15 PM	Vision 2020 Strategic Action Plans, 2010-2015 . . . . .	President Tomblin
12:15 - 12:30 PM	Implementation Process and Closing Thoughts . . . . .	President Tomblin
12:30 - 1:30 PM	Adjourn/Lunch . . . . .	Stillwaters Restaurant

**Southern West Virginia Community and Technical College  
Board of Governors Meeting of August 18, 2009  
Center for Allied Health and Technology - Room 428  
2900 Dempsey Branch Road, Mount Gay, WV**

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**DRAFT**

**Board Members Present:** Kevin Fowler, Tom Heywood, George Kostas, Linda Akers, Wilma Zigmund, George Morrison, Debbie Dingess, Kimberly Irick

**Board Members Absent:** Terry Sammons, Glenn Yost, Shelley Huffman, Jada Hunter

**Administrative Staff:** President Joanne Jaeger Tomblin, Sam Litteral, Merle Dempsey, Allyn Sue Barker, Ronald Hamilton, Patricia Clay, Pamela Alderman, Cindy McCoy, Cathy Smith-Cox, Darrell Taylor, Elizabeth Walker, Counsel, Emma Baisden

**Guests:** Kimberly Maynard, Classified Staff Council Chair, Teri Wells, Patricia Miller, Chris Gray, Classified Staff Council Members

**1. Call to Order:**

Secretary Thomas Heywood called the meeting of the Southern West Virginia Community and Technical College Board of Governors to order. He declared a quorum was present and convened the meeting at 6:20 p.m.

**2. Introduction of New Board Members and Oath of Office:**

Mr. Samuel Litteral administered the *Oath of Office* to new board members, Debbie Dingess and Kimberly Irick, classified staff and student representatives respectively. Ms. Dingess succeeds R. Michael Baldwin and Ms. Irick succeeds Robert Jude.

Mr. Heywood turned the meeting over to Chair Fowler who joined the meeting at 6:30.

**3. Classified Staff Council Presentation:**

As prescribed in West Virginia Code §18B-6-4b, the Classified Staff Council held its annual meeting with the Governing Board to discuss matters affecting classified employees. Ms. Kimberly Maynard, Classified Staff Council Chair, introduced Council members present, Teri Wells, Patricia Miller and Chris Gray. She then presented issues of concern impacting classified employees and thanked the Board for the opportunity to discuss their concerns.

**4. Board of Governors and Administration Self-Evaluation**

Ms. Elizabeth Walker, Board Counsel, led the Board of Governors and administrators through the results of the annual self-evaluation conducted on an aggregated and anonymous basis. It was requested that a survey question be added about how the administration believes the Board of Governors addresses the needs of the College. Ms. Walker will incorporate this language into next year's questionnaire.

**5. President's Report:**

1. To date Southern has received \$3,413,300 in grant funds for fiscal year 2009-2010.
2. The College is reaching out to serve local veterans and those applying for the Post-9/11 GI Bill benefit which became effective August 1, 2009. The Post-9/11 GI Bill is the most comprehensive education benefit since the original GI Bill was signed into law in 1944. The program provides tuition assistance, a housing allowance, a books and supplies stipend, and the option to transfer these benefits to family members under certain circumstances. Ms. Teri Wells, Veterans Coordinator, is welcoming veterans to campus and providing assistance they may need in understanding and

completing paperwork.

3. President Tomblin informed Board members that Southern's Medical Lab Assistant and EKG graduates attained a 100% passage rate on State Board exams.
4. "Southern's New Adult Program" (SNAP) initiated during the summer to help transition adults into college was very successful and received great reviews from the participants. We have submitted a federal grant proposal to seek funds to help continue and improve the program. President Tomblin complimented Darrell Taylor and Prudence Barker for their work on this project.
5. The Academy for Mine Training and Energy Technologies has delivered 113,370 clock hours of regular training since its inception in 2006. A total of 7,750 duplicated students have received training during the same period. Non-credit enrollment exceeds our credit enrollment. Discussions determined that a long-term strategy to identify non-credit students needs to be developed.
6. Southern has a slight increase in its Fall enrollment (credit courses).
7. Southern co-hosted the Logan County Coal Vendors golf outing held August 14 at the Logan Country Club. This is an annual event held to raise funds for scholarships.
8. The President's Future Leaders Academy will hold its opening ceremony at the Chief Logan Convention Center on August 28. President Tomblin plans to develop an institutional succession plan from the Academy.
9. The Legislature approved one-time funding of \$330,000 to upgrade equipment for science and computer labs.

**6. Financial Report**

Chief Financial Officer, Sam Litteral, provided the financial report dated June 30, 2009 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The figures discussed are strictly cash that can be carried forward to build the institution's contingency fund. It is expected the institution will receive stimulus funds to backfill budget cuts. Chair Fowler requested that Mr. Litteral develop a one-page report which addresses the detail of restricted and unrestricted funds. He would like for the header to read "cash basis."

**7. Academic Affairs Report:**

**1. Title III Grant**

Ms. Cathy Smith-Cox, Vice President for Academic Affairs, informed the Board that the Department of Education approved Southern's application for a Title III grant under the Strengthening Institutions Program. Southern will receive \$2,000,000 over a five-year period beginning October 1, 2009. This project addresses the need for student open learning labs and the integration of multimedia into classroom instruction. The grant is restricted to the Center for Allied Health and Technology. It will provide for the creation of repurposing of the Teaching and Learning Centers on two campuses, training of faculty on the use of multimedia in the classroom, and the purchase of data storage devices. Simulators for classrooms will also be deployed. At the end of the grant cycle, all classrooms in the Center for Allied

Health and Technology will be multimedia equipped and a majority of courses will have multimedia components. Funds are also provided for a Title III Program Coordinator, Administrative Secretary, Sr., and an Information Systems Technician.

**2. New Career and Technical Programs:**

Dean for Career and Technical Programs, Pamela Alderman, informed Board members that \$440,000 in grant funds have been approved for new programs in Mine Management and Central Sterile Supply.

1. The Mine Management program was developed in conjunction with the mining industry to meet a growing demand. The new Associate in Applied Science degree program is designed to educate individuals who will be employed as mid-level managers in the mining industry, both surface and underground. Currently the program has an enrollment of 135 students. The program is being offered in formats to meet the needs of working adults. Both weekend and web courses are available. Plans are to develop bachelor degree opportunities for students.
2. Central Sterile Supply/Sterile Processing, a new certificate program, is being offered as a need from the hospital community. Students will learn how to properly sterilize and package instruments used during surgery and other patient care areas. A central sterile supply technician can work in areas where instruments, supplies, and medical equipment are processed, sterilized or disinfected. This two-semester program is designed for individuals who want a career in an emerging occupation and will expand as healthcare becomes more specialized and the volume of surgery's increase.
3. Globaloria is a social network for learning web-game design and simulation production. Invented by the World Wide Workshop Foundation in the spring of 2006, it seeks to create technology-based educational opportunities through a flexible set of virtual learning networks for students in developing nations, and economically disadvantaged and technologically-underserved communities. Eight students are currently enrolled in Southern's Globaloria program being offered for the first time this fall.
4. The Cosmetology/Salon Management program has moved to the Logan Campus for Fall 2009. Student enrollment is 17 with a cap of 20.
5. The Survey Technology program has been relocated to the Boone Campus this fall. The West Virginia Board of Professional Surveyors has approved the program.

**3. Dual Credit Courses and Pre-professional Programs:**

Dr. Cindy McCoy, Dean for University Transfer Programs, provided an overview of Southern's dual credit program for high school students and the pre-professional program under development.

1. Dual credit is a comprehensive effort to make college course opportunities available to qualified high school students. It allows the advanced student to obtain college credit prior to high school graduation and offers an alternative to advanced placement courses. Successful completion of an

advanced placement course does not guarantee a student will receive college credit; however, successful completion of a dual credit course does guarantee a student college credit. Dual credit courses are college courses. Because these courses often vary from what would ordinarily be a high school course, it is at the discretion of the high school to determine how this course will be used in relationship to its own curriculum. The West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education govern dual credit courses.

**2. Pre-Professional Programs:**

This program is being designed for students with professional career interests such as medicine, dental, pharmacy, law, etc. The program will offer students guidance in preparing for a variety of professional schools. Students will have the option of completing an associate degree and continue to a baccalaureate program at another institution. Plans are also being developed to establish a Professional Testing Center at the College. Both paper-and-pencil tests and computer-administered standardized tests to address student and community needs for admission tests, workforce development, credentials, and licensure will be administered. Services provided through the Professional Testing Center will be available for Southern students and members of the community. The Center will be located in the new technology facility at the Williamson Campus.

**8. Action Items:**

**1. Approval of June 23, 2009, Minutes**

**MOTION:** Tom Heywood moved to accept the meeting minutes as presented.

**ACTION:** George Kostas seconded the motion. The motion carried unanimously.

**2. Approval of Policies for 30-day Comment**

**1. SCP-3214, College Board Advanced Placement Credit**

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

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

**ACTION:** George Kostas seconded the motion. The motion carried unanimously.

**2. SCP-4634, Student Activities**

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

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

**ACTION:** Wilma Zigmond seconded the motion. The motion carried unanimously.

**3. SCP-7680, Reports for External Use**

**MOTION:** Wilma Zigmond moved the adoption of the following resolution:

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

**ACTION:** George Kostas seconded the motion. The motion carried unanimously.

**4. SCP-7688, Reports for Internal Use**

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

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

**ACTION:** Wilma Zigmond seconded the motion. The motion carried unanimously.

**9. Informational Items:**

**1. SCP-1500, Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College**

This policy is being provided to Board members for review before its annual planning retreat scheduled for October 16, 2009, at Stonewall Resort and Conference Center in Roanoke, West Virginia.

**2. Rulemaking Report**

Chair Fowler provided Board members with a copy of the Institutional Rulemaking Report submitted to the Chancellor for Community and Technical College Education. Pursuant to the requirements of West Virginia Code §18B-1-6, annually a list of institutional rules that are effective on July 1, including the most recent date on which each rule was adopted, amended or repealed by the Board of Governors must be submitted to the Council for Community and Technical College Education.

**3. Logan Banner Articles**



News articles regarding the implementation of the new Mine Management Program and relocation of the Cosmetology/Salon Management Program.

**10. Adjournment:**

There being no further business, Chair Fowler declared the meeting adjourned at 8:25 p.m. upon a motion by Tom Heywood and seconded by Debbie Dingess. The next Board meeting is scheduled for October 15, 2009.

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Kevin N. Fowler, Chair

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Emma L. Baisden  
Assistant to the Board of Governors

DRAFT

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 15, 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 final approval for SCP-3214, *College Board Advanced Placement Credit*, following 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.

At its August 18, 2009 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day public comment period that expired on September 18, 2009. No comments were received at the end of the comment period, therefore, the staff recommends the policy for final approval as presented.

**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 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.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

## SECTION 6. GENERAL PROVISIONS

6.1 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	Biology 101 & 102	8
Chemistry	3	Chemistry 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 (6 unit maximum for both tests)	3	Computer Science Elective	6
Economics			
Microeconomics	3	Economics 242	3
Macroeconomics	3	Economics 241	3
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
Mathematics			

Calculus AB	3	Math 229	5
Calculus BC	3	Math 230	4
Music			
Theory	3	Music 275	3
Physics			
Physics B	3	Physics 200	4
Physics C Mechanics	3	Physics 275	4
Physics C Elec and Mag	3	Physics 275	4
Psychology			
Introduction to Psychology	3	Psychology 201	3

## SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 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 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 OCTOBER 15, 2009**

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

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve rescission of SCP-4634, Student Activities, following the 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 these reviews, the Student Development and Special Services Unit staff propose the policy be rescinded and reconstructed as a procedure in the Unit's Procedures Manual.

At its August 18, 2009 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of the proposed cancellation of SCP-4634, Student Activities, for a 30-day comment period that expired September 17, 2009. No comments were received at the end of the comment period, therefore, the staff recommends the policy for rescission and reconstruction as a procedure.



**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

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President

Date

Attachments

Distribution

Revision Date

September 1, 2000



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 15, 2009**

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

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

At its August 18, 2009 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired September 17, 2009. No comments were received at the end of the comment period, therefore, the staff recommends the policy be rescinded and converted to unit procedures.



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 OCTOBER 15, 2009**

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

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policy following the 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 proposed that this policy be rescinded and reconstructed as a procedure.

At its August 18, 2009 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired September 17, 2009. No comments were received at the end of the comment period, therefore, the staff recommends the policy be rescinded and converted to unit procedures.



**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**

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President

Date

**Attachments**

**Distribution**

**Revision Date**

September 1, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 15, 2009**

**ITEM:** SCP-2234, Flex Work Schedule

**RECOMMENDED RESOLUTION:** *RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

**STAFF MEMBER:** Patricia Clay

**BACKGROUND:**

This policy was originally created in June, 1987 and was converted to the MAP system format in September 2000 without change.

A policy discouraging temporary, nonemergency, institutionally-imposed changes in an employee's work schedule and requiring institutions to consider feasible and innovative ways to most efficiently utilize the institution's classified employees is required for compliance with WV Code 18B-7-9. That section of the code specifically requires institutions to consider such innovations as "flexibility in employee scheduling, job-sharing and four-day work weeks." Additionally, Procedural Rule, Series 39 on "Classified Employees" of the West Virginia Council for Community and Technical College Education requires each institution to establish a policy addressing requirements of 18B-7-9 and incorporating a 15-day notice of schedule changes for classified employees. The proposed policy includes these provisions.

This policy has undergone major revision. The original policy was restricted to specific start and end times for employees working summer months only. The revisions reflect the current operations and options for work schedules for today's institution. The new proposed title, *Work Schedules*, better reflects the content of the policy.

This policy was revised by the Human Resources Administrator with advice and input from the Human Resources staff, the Executive Council, and the President prior to submission to this Board.

At this time the staff recommends that this policy be distributed for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2234**

**SUBJECT:** Flex Work Schedules

**REFERENCE:** West Virginia Code Chapter 18B-7-9 on "Employment Innovations"; Title 135 Procedural Rule of the Council for Community and Technical College Education, Series 39 on "Classified Employees."

**ORIGINATION:** June 1, 1987

**EFFECTIVE:** June 1, 1987

**REVIEWED:** September 1, 2000 23, 2009

### **SECTION 1. PURPOSE**

1.1 The college recognizes the importance of a philosophy of flexibility within the workplace that can assist in meeting the needs of both the individual and the institution. The purpose of this policy is to provide an option for flexible work schedules during the summer months for twelve month employees establish standards for determining alternative work schedules which accommodate both the business needs of the college and, as feasible, personal needs of employees.

### **SECTION 2. SCOPE AND APPLICABILITY**

2.1 All twelve month classified and nonclassified employees.

### **SECTION 3. DEFINITIONS**

3.1 Workweek: Workweek is defined in SCP-2575 "Overtime and Compensatory Time" policy as "A regularly recurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four(24) hour periods. It begins on Sunday at 12:01 a.m. and ends on the following Saturday at 12:00 midnight. The president or president's designee may establish a workweek different from this provided that record keeping requirements are met as set forth in relevant law. A work schedule of thirty-seven and one -half (37.5) hours will be established within a workweek."

3.2 Regular Five Day Workweek: The historically standard workweek of the institution consisting of a 37.5 hour workweek containing five work days of 7.5 hours each day.

3.3 Flex Schedule: A workweek schedule composed of 37.5 hours with a designated core work period each day requiring staffing, but with departmental employees staggering start and quit times. Along with staggered start and quit times, a flex schedule typically requires the employee take shorter lunch periods; the combination of which results in earlier quit times each day and/or shorter work days on Monday or Friday each week.

3.4 Compressed Work Week Schedule: A workweek schedule where employees work more than 7.5 hours per day and less than five days per week. A compressed work week still requires the employee to work the total hours consistent with his/her full time equivalency (FTE).

- 3.5 Telecommuting: An agreed-upon work arrangement in which employees work at remote locations, usually at home, using computers and other telecommunications equipment to carry out their responsibilities. Telecommuting is a limited option available only by approval of the president.
- 3.6 Job Sharing: A job in which two or more people share a job in which they are equally accountable. Job sharing will affect compensation of persons sharing the job.

**SECTION 4. POLICY**

- 4.1 Summer flexible work schedules may be offered by the President on a year to year basis. It shall be the policy of the Board of Governors to maintain reasonable continuity in working schedules and conditions for employees and to consider feasible and innovative ways to most efficiently utilize classified employees, such as flexibility in employee scheduling, job-sharing and four-day or other compressed work weeks.
- 4.2 Temporary, non-emergency changes in individual employee work schedules are discouraged. Temporary changes in individual work schedules should be done only in emergency situations or when operational needs demand a temporary modification in working schedules. Temporary changes in work schedules must be communicated directly to the affected employees. Where possible, the employee shall be provided a fifteen (15) calendar day notice of such changes.
- 4.3 Permanent changes in individual employee work schedules due to operational needs must be communicated directly to the affected employees. The supervisor shall provide the employee with a fifteen (15) calendar day notice of such changes and send a copy of the notice to Human Resources.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 Examples of possible schedules for a 37.5 hour work week: Faculty work schedules are not covered by this policy.

<del>5.1.1</del>	<del>8:00 - 4:30</del>	<del>M-F with 1 hour lunch daily</del>
<del>5.1.2</del>	<del>8:00 - 4:00</del>	<del>M-F with ½ hour lunch daily</del>
<del>5.1.3</del>	<del>8:00 - 5:00</del>	<del>M-Th with ½ hour lunch daily and</del>
	<del>8:00 - 11:00</del>	<del>F</del>
<del>5.1.4</del>	<del>1:00 - 5:00</del>	<del>M</del>
	<del>8:00 - 5:00</del>	<del>T- Th with ½ hour lunch daily, and</del>
	<del>8:00 - 4:30</del>	<del>F with ½ hour lunch</del>

**SECTION 6. GENERAL PROVISIONS**

- 6.1 Summer flex hours will begin on the first Monday following Memorial Day and conclude the last Friday in July. The Board of Governors recognizes the many benefits of alternative work schedules to the institution and the employee. However, all relevant institutional policy, state and federal law, payroll, human resources, information technology, and risk management considerations must be addressed when developing or revising a recommended alternative work schedule for the institution, a department, or an employee. Overtime and compensatory time rules apply to alternative schedules.
- 6.2 The President shall establish an institutional work week schedule with operating hours necessary to provide the level and quality of service to support the institution’s mission and goals.



- 6.3 Any alternative work schedule established shall not sacrifice service or quality and should not increase costs.
- 6.4 The President reserves the right to end or modify alternative work schedule arrangements at any time for any reason and will provide employees at least a fifteen (15) calendar day notice of such schedule modification.
- ~~6.5 All offices must remain open from 8:00 a.m. through 4:30 p.m., Monday through Friday except for holidays.~~
- ~~6.6 All offices must be staffed by at least one regular employee between 8:00 a.m. and 4:30 p.m.~~
- ~~6.7 All schedules must provide a 37.5 hour work week.~~

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 ~~Switchboards and telephone service will be open from 8:00 a.m. to 4:30 p.m. at all locations.~~
- 7.2 Unit and department supervisors will assure employee alternative work schedules include total work hours per week consistent with employee full time equivalency (FTE).
- 7.3 Unit and department supervisors will assure time reports reflect the exact number of hours worked or taken as leave each day.
- 7.4 ~~Office coverage schedules must be planned in advance in consultation with and approved by area supervisors. Once a schedule is approved, it will remain in effect for the flex schedule term unless there is sufficient need demonstrated for a change.~~
- 7.5 ~~Campus Managers/Directors must approve work schedules at their respective campus locations. Individual changes to the established institutional work week schedule must be made in writing and be approved by the supervisor, unit head and executive vice president. The final approved schedule shall be sent to Human Resources.~~
- 7.6 When a holiday falls on an employee's regular scheduled day off, the unit or department supervisor will assure the employee is given another day off during that work week if possible. If not possible, the day off must be scheduled before the end of the pay period.
- ~~7.7 At each campus location and the district office, half of the work force will lunch from 12:00 to 12:30 p.m. and half lunch from 12:30 to 1:00 p.m. Employees who work their regular schedule during summer flex term may continue one hour lunch periods. Supervisors are responsible to ensure schedules provide appropriate office coverage during lunch periods.~~

**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**

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<b>Board of Governors Chair</b>	<b>Date</b>
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<b>President</b>	<b>Date</b>
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**Attachments:** None

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

**Revision Notes:** September 2000 - reformatted to SCP format.

September 2009 - The policy was extensively rewritten to reflect requirements of WV Code, WV Council for Community and Technical College Education policy, and the various work arrangements in place at Southern. The name of the policy was changed from "Flex Work Schedule" to "Work Schedules."

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 15, 2009**

**ITEM:** SCP- 4110, Institutional Policy Regarding ACT Requirements

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4110 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

**STAFF MEMBER:** Prudence Barker

**BACKGROUND:**

This policy was scheduled for review this year by the Enrollment Services Unit. Since the September 1, 2000 revision of this policy, the West Virginia Community and Technical College Education Procedural Rule, Title 135, Series 23, Standards and Procedures for Undergraduate Admissions at Community and Technical Colleges, effective February 11, 2005, eliminated the requirement of ACT scores for admission into community and technical colleges. The ACT scores are used only for determining placement of entering freshman in the first credit courses in English and mathematics.

The Enrollment Services Unit reviewed the policy in July 2009 and presented it to the Executive Council for discussion on September 1, 2009.

After this review, the Enrollment Services Unit proposes the policy to be rescinded and reconstructed as a course assessment procedure in the Unit's Procedures Manual and recommend that the aforementioned revised policy be advanced for a 30-day public comment period.



**SUBJECT: Institutional Policy Regarding Act Requirements**

**REFERENCE: Higher Education Policy Commission Procedure No. 5.**

**1. PURPOSE**

For admissions and placement purposes, degree-seeking students are required to submit scores from an approved standardized admissions examination. The preferred examination is the American College Testing (ACT) Assessment Program.

**2. SCOPE AND APPLICABILITY**

All students seeking admission to Southern.

**3. DEFINITIONS**

Degree-seeking: For purposes of this policy, degree-seeking refers to any student, full or part time who is enrolled in or plans to apply for any of Southern's associate (A.S., A.A., or A. A. S.) degrees or certificates.

**4. POLICY**

- A. The requirements for ACT scores shall be waived for all students who have graduated from high school or received a GED diploma more than five years prior to seeking admission to Southern West Virginia Community and Technical College.
- B. Students who submit SAT-1 scores for admission purposes will not be required to sit for the ACT. Southern will convert SAT-1 scores to ACT equivalents by using a conversion table.

**5. BACKGROUND OR EXCLUSIONS**

**6. GENERAL PROVISIONS**

**7. RESPONSIBILITIES AND PROCEDURES**

- A. It shall be the responsibility of the degree-seeking student to make arrangement for either taking the ACT Assessment or having the scores sent to the Student Records Office.



- B. Students shall have one semester to complete the ACT test and have scores on file in the Student Records Office; they shall not be permitted to register for any following semesters until this requirement has been met.
- C. To provide a mechanism to assure those students that are ineligible to re-enroll an opportunity to take the ACT Assessment, the Student Services Department shall schedule a residual ACT test prior to the beginning of the Fall and Spring registration sessions. A fee similar to that charged for the National Test will be assessed.

8. **CANCELLATION**

9. **SIGNATURE**

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President

Date

**Attachments**

**Distribution**

**Revision Date**  
September 1, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 15, 2009**

**ITEM:** SCP-4672, *Student Class Attendance*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4672, *Student Class Attendance*, 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. SCP-4672, was reviewed by the Academic Affairs Management Council, Student Services staff, and the Executive Council. These entities have determined that the contents of the policy reflect a procedure rather than a policy. It is the recommendation of each of these bodies that SCP-4672 be canceled and included instead in both the Academic Affairs and Student Services Procedures manuals.

Based on the deliberations and recommendations of the aforementioned bodies, staff requests that SCP 4672, *Student Class Attendance*, be issued for a 30-day public comment.



**SUBJECT:** Student Class Attendance

**REFERENCE:**

**1. PURPOSE**

To set institutional standard regarding how classroom absences are to be considered by instructors.

**2. SCOPE AND APPLICABILITY**

All students.

**3. DEFINITIONS**

Institutional absences include those which result from participation in an activity sponsored by the College such as a field trip or similar class activity.

**4. POLICY**

The class attendance policy is determined by each instructor and plainly stated to each student in the course syllabus.

**5. BACKGROUND OR EXCLUSIONS**

**6. GENERAL PROVISIONS**

Regular class attendance is necessary for successful academic work.

**7. RESPONSIBILITIES AND PROCEDURES**

- A. Absences such as those due to illness, death in the family, or similar reasons, must be reported to the instructor. The instructor shall provide an opportunity for the student to make up work missed.
- B. Institution absences are to be approved by the Vice President for Academic Affairs and honored by each instructor. Students absent for such reasons should not be penalized but are expected to make up their work.
- C. It is the responsibility of the student to provide a proper explanation to the instructor for class absences and to make up missed work.



8. CANCELLATION

9. SIGNATURE

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President

Date

Attachments

Distribution

Revision Date

September 1, 2000



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 15, 2009**

**ITEM:** SCP-4748, Student Government Constitution

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4748 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 a working document within the Student Government Association.

**STAFF MEMBER:** Darrell Taylor

**BACKGROUND:**

Executive Vice President, Merle Dempsey, charged the Student Development and Special Services Unit with review of SCP-4748, Student Government Constitution, and asked they consider its appropriateness as a policy. The policy was reviewed by the Student Development and Special Services Unit in August 2009, and discussed during the Executive Council meeting on September 1, 2009. As a result of this review, the Student Development and Special Services Unit proposes the policy be rescinded and converted to a working document within the Student Government Association. Therefore, the staff recommends this policy for advancement for a 30-day public comment period.



**SUBJECT: Southern West Virginia Community And Technical College  
Student Government Constitution**

**REFERENCE:**

Preamble

We, the students of Southern West Virginia Community and Technical College, in order to promote the development of ideas, character, and knowledge, to provide for the academic and general welfare of all individuals embodied by this institution, and to promote the integrity of this institution and its representatives with respect to the student, faculty, and staff, and with the further realization that an effective and responsible Student Government Association and its participation in the governance of this institution can best accomplish these aims, do hereby adopt this constitution.

Name

The name of this organization shall be the Student Government Association (SGA) of Southern West Virginia Community and Technical College.

**1. PURPOSE**

- A. To furnish an elected body of students to represent the opinions and wishes of the student body.
- B. To help coordinate and maintain a well balanced academic, social, civic, cultural, and intramural program for the student body.
  1. By making responsible recommendations concerning proposed student activities in compliance with the goals and policies of the Board of Directors of the State College System, Southern West Virginia Community and Technical College, College President, Vice President for Student Services, and the SGA advisor.
  2. By making responsible recommendations concerning the implementation of all SGA-approved student activities.
  3. By making responsible recommendations in matters of difference between student organizations and the faculty and/or administration concerning student activities.
- C. All recommendations must be in compliance with institutional and Board of Directors of the State College System policies.



D. School Colors

1. The official colors of Southern shall be magenta and teal.

2. **SCOPE AND APPLICABILITY**

3. **DEFINITIONS**

4. **POLICY**

5. **BACKGROUND OR EXCLUSIONS**

6. **GENERAL PROVISIONS**

7. **RESPONSIBILITIES AND PROCEDURES**

A. Officers

1. Elected Officers: President, Vice-President, Secretary, and Treasurer.
2. Appointed Officers: Sergeant-at-Arms, Chaplain, and Parliamentarian.

Other officers may be appointed by each individual campus SGA president as deemed necessary, with the approval of the SGA advisor, campus dean, and SGA members.

3. Representatives: Sophomore and Freshman.

The number of representatives elected shall be a total of one representative per 100 students enrolled on campus, divided equally between sophomore and freshmen.

4. Qualifications

- a. President - Must be a full-time student of sophomore standing when the term of



office begins and have a 2.5 cumulative GPA or better. The student must have completed at least 30 and no more than 90 hours at the end of the semester in which they are elected.

- b. Vice-President - Same as president.
- c. Secretary and Treasurer - Must be a full-time student of sophomore or freshman standing with a 2.0 or better cumulative GPA. Entering freshmen with no prior college credits must have a 2.0 or better high school cumulative GPA or passing GED score.
- d. Representatives - May be a full-time or part-time student with at least six semester hours with a cumulative GPA of 2.0 or better. Entering freshmen with no prior college credits must have a 2.0 or better high school cumulative GPA or passing GED score.
- e. All of the above SGA members must maintain a 2.0 cumulative GPA throughout their term of office in order to maintain their position.

There are two additional offices to be filled during SGA elections. Those two being the student representative to the college board of advisors and the college representative to the Advisory Council of Students. Their qualifications are the same qualifications necessary for the position of SGA president.

#### 5. Duties

- a. The president shall be the official representative of the student body in affairs pertaining to their respective campus, shall appoint all committees and their respective chairmen, shall confer with the SGA advisor on a regular basis, and shall regularly preside at all meetings and perform such other duties as pertain to the position.
- b. The vice-president shall assume all responsibilities and powers of the office of president and become the president should a vacancy occur, shall assist in preparing the agenda of all matters to come before the SGA at regular meetings, and shall serve as public relations person for the campus SGA.
- c. The secretary shall record and read the minutes of all meetings, shall record members present and absent at each meeting, and perform other duties as assigned by the president. The secretary shall provide an official copy of the minutes of each meeting to the SGA advisor, College President, VP for Student



Services, SGA president, and campus library. The secretary shall assist in the timely completion and proper retention of all official SGA records. Should a vacancy occur in the offices of president and vice-president at the same time, the secretary shall preside over meetings until the SGA elects one of its sophomore representatives to fulfill the unexpired term of office.

matters

- d. The treasurer shall keep all records and accounts pertaining to the financial matters of the SGA by keeping a ledger and updating it weekly during the semester, shall assist in the timely completion of all official paperwork on file, and shall give a financial report at each meeting.
- e. The parliamentarian shall observe and protect the normal use of parliamentary procedure, and shall instruct any person who has been called out of order three times in one meeting to leave the meeting.
- f. It shall be the privilege of the chaplain to open and close each SGA meeting and other activities with a prayer.
- g. The sergeant-at-arms shall maintain order and decorum at all SGA meetings and shall assist with security matters at SGA events.
- h. The freshmen and sophomore representatives are required to attend all regularly scheduled meetings of the SGA and shall assist with the planning and implementation of all SGA activities.
- i. The committee chairman shall see that committee functions are carried out and shall make a report at each SGA meeting.

**B. Election of Officers**

- 1. Each candidate must submit an official petition before he/she will be eligible to run for office. The petition shall include the name of the student, office for which he/she is a candidate, and the signatures of the prescribed number of Southern West Virginia Community and Technical College students enrolled at the time of the petitioning.
- 2. A total of 50 signatures of currently enrolled students is required for petitions endorsing candidates for elected officers at campuses with an enrollment of 400 or more. Otherwise, at least 25 signatures are required.
- 3. The candidates for student representatives are required to submit petitions bearing 30



signatures for campuses with an enrollment of 400 or more. Otherwise, at least 15 signatures are required.

4. No campaign literature will be distributed or posted without the prior consent and approval of the campus office responsible for building and grounds as well as the SGA advisor when the petition for office is turned in to the SGA advisor on or before the stated deadline. Any campaign activities which would reflect unfavorably upon Southern, the student body, or the administration thereof shall result in the candidate's petition being declared void and his/her being declared ineligible for that SGA office by the V.P. for Student Services or his/her designee for a period of one year. The SGA shall have the power to challenge, but not make the final decision, on whether or not a platform and the person's eligibility is void or not.
5. The V.P. for Student Services or SGA advisor shall inform the candidates of official duties and the official election procedures before they file petitions of election.
6. The term of office for all SGA members is from 1 May to 30 April of the following year, as defined by state statute and/or institutional policy.

C. Vacancies

1. Representatives: When a vacancy occurs through resignation, impeachment, expulsion, or ineligibility, the SGA president shall appoint an alternate to fill the unexpired term of vacancy. All alternates shall be approved by the SGA in a majority vote.
2. Officers
  - a. President: Should a vacancy occur in this office, the vice-president shall forfeit his/her powers to assume the office of president.
  - b. Vice-President: Should a vacancy occur in this office, the SGA shall elect one of its sophomore members to fulfill the unexpired term of office.
  - c. Secretary: Should a vacancy occur in this office, the SGA shall elect one of its members to for fulfill the unexpired term of office.
  - d. Treasurer: Should a vacancy occur in this office, the SGA shall elect one of its members to fulfill the unexpired term of office.
  - e. Appointed Officers: Should a vacancy occur in one of these positions, the SGA president shall appoint an SGA member to fulfill the unexpired term of office.



- f. President and Vice-President simultaneously: The secretary shall preside over SGA meetings until a president is elected. The secretary shall appoint an SGA member to take minutes until said election occurs. The SGA shall elect one of its sophomore representatives to fulfill the unexpired term of office.

D. Meetings

1. There shall be a minimum of one regular meeting of the SGA per month during the Fall and Spring semesters.
2. These meetings shall be open to the student body, faculty, staff, and administration, with the president of the SGA recognizing said persons.
3. The SGA shall hear requests made by any student organization, student, or group of students, employee, or member of the administration and make appropriate recommendations. For the sake of the agenda preparation and other purposes, all requests to be heard must be presented to an SGA member or the advisor at least 24 hours prior to the announced meeting.
4. At the beginning of each semester, each SGA member must submit his/her schedule to the SGA secretary and advisor. Meetings shall be arranged based on these schedules and the recommendations of the SGA members. When a scheduled meeting time is decided, it shall be posted for notification of the student body for at least two school days.
5. Special meetings may be called by the SGA president, or upon request of the SGA advisor or a majority of SGA members. The SGA advisor shall have at least two days' notice of special meetings.
6. A majority of the SGA membership shall constitute a quorum to conduct official business during a properly called SGA meeting.
7. Each member of the SGA shall have one vote except the presiding officer, who may vote only to break a tie. Appointed officers do not have a vote during official SGA meetings.
8. Any member missing two consecutive meetings or a total of three meetings in one semester without a valid excuse as determined by the SGA in consultation with the SGA advisor or campus dean will be subject to impeachment proceedings.

E. Parliamentary Authority



1. Parliamentary authority shall be based on Robert's Rules of Order. This book should be present at all SGA meetings.
2. Any member of the SGA may be impeached by two-thirds vote of the total student government membership. Such vote will be taken by secret ballot after consideration of a written charge. Impeachment proceedings may be instituted by one-third membership of the SGA. A final vote on the charge may not be called until at least one week after proceedings are instituted.
3. Impeachment proceedings shall consist of notification of charges in writing to the member considered for impeachment. The member being considered for impeachment then has a maximum of one week to prepare a statement or tender a resignation. (Any resignations are final, and those who resign may not be reinstated on the SGA that year.) After this designated time period, a final vote for impeachment may be called.

F. Committees

1. Special committees may be appointed by the SGA president or SGA advisor, advisor, or campus dean as needed and shall serve at the will of the aforementioned persons.
2. The committee shall consist of representatives from the freshman and sophomore classes.

G. Advisor

1. The Student Services Advisor to the SGA shall be appointed by the V.P. of Student Services or College President. This appointment is made in writing.
2. The SGA advisor must be notified of all SGA meetings at least two class days in advance.
3. The Student Services advisor shall represent the administration and faculty of the college. The advisor will interpret administrative policies.
4. All activities of the student body are subject to the approval of the VP of Student Services and the SGA.

H. Major Functions

1. All activities shall be under the supervision of the SGA advisor.
  - a. Dates shall be determined by the SGA and the campus offices responsible for





buildings and grounds.

- b All recommendations and plans for activities must be submitted to the SGA advisor no less than 20 days prior to the event for approval, unless other arrangements are made.

2. Scheduling Events.

- a. No social event may be scheduled on the weekend prior to, or during the week of, mid-term and final exams.
- b. All social functions shall end no later than 1:00 a.m. with the exception of one event per semester which may end no later than 2:00 a.m. This event must be designated in writing at least 30 days in advance of the proposed event to the campus office in charge of buildings and grounds by the SGA president.
- c. The SGA and the college administration does not permit drugs or alcoholic beverages at any events sponsored by the SGA. Other policies are also enforced by the SGA during these activities. This includes, but is not limited to, the Tobacco Usage policy and the Parking policy.

I. Amendments

A proposed amendment to this constitution must be submitted in writing by a student with a petition containing at least 50 student signatures supporting the proposed amendment. If approved by two-thirds vote of a campus SGA, the amendment will be referred by the SGA advisor to the V.P. for Student Services, college council, and the College President. Such a proposed amendment must be approved by two-thirds vote of each campus SGA. It shall then be posted not less than 10 days before being voted on by the entire student body. This constitution shall then be amended if approved by two-thirds vote of the voting students.

J. Adoption

This constitution shall be in effect immediately upon approval by the SGA, college council, college president, and ratification by two-thirds vote of the voting students.



8. CANCELLATION

9. SIGNATURE

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President

Date

Attachments

Distribution

Revision Date

September 1, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 15, 2009**

**ITEM:** SCP- 4786, *Transcript Evaluation*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the revised policy, SCP-4786, *Transcript Evaluation*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

**STAFF MEMBER:** Prudence Barker

**BACKGROUND:**

This policy was originally created in 1984 and was last reviewed in 2000. During this review, the Enrollment Services Unit concluded that a majority of the content in this policy was duplicated in SCP-4825, Transfer of Student Credit Hours From Another Institution, and resolved to incorporate relative information into revisions of SCP-4786. Additionally, Enrollment Services Unit has resolved in the current recommended resolution that SCP-4825 be recommended for rescission.

The Enrollment Services Unit reviewed the policy in August 2009 and presented it to the Executive Council for discussion on September 1, 2009. At this time the staff recommends SCP-4786 be advanced for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-4786**

**SUBJECT:** Student Transcript Requirements and Evaluation

**REFERENCE:** Title 135, West Virginia Council for Community and Technical College Education, Series 17, Transferability of Credits and Grades at West Virginia Public Colleges and Universities, and Series 21, Standards and Procedures for Undergraduate Admissions at Community and Technical Colleges.

**ORIGINATION:** July 1, 1984

**EFFECTIVE:** July 1, 1984

**REVIEWED:** September 1, 2000 2009

## **SECTION 1. PURPOSE**

1.1 To establish college policy that will ensure students applying for admission to Southern West Virginia Community and Technical College to transfer appropriate credit hours from any accredited college or university and/or military credit with appropriate consideration of evaluation and articulation of credit by Southern in compliance with West Virginia Council for Community and Technical College Education rules. In order to enable students with previous college or military credit who enroll in Southern West Virginia Community and Technical College to received the full and appropriate consideration for previous educational work completed, this policy will clarify Southern's policy and procedures regarding the evaluation of transcripts.

## **SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy is applicable to all students.

## **SECTION 3. DEFINITIONS**

3.1 Transcript – an official document of coursework with completed credit(s), grade(s) and academic history from a college, university, and/or military authority.

3.2 Transfer credit – credit received for courses taken at other institutions and submitted for evaluation and articulation at Southern for determination of acceptable credit towards Southern's academic programs.

## **SECTION 4. POLICY**

4.1 All students who apply for general admission to Southern and have previously attended another college or university will be considered Transfer students and are required to submit an official transcript from all previous colleges by the appropriate official from the transferring institution.

4.2 Receipt of all official transcripts must be received by Southern to be considered fully admitted.

- 4.3 After receipt of student's official transcripts from an accredited institution, Southern's Central Records office and the Dean of Enrollment Services/Registrar or designee will evaluate and articulate all courses and record all appropriate credits to the student's Southern academic record.
- 4.4 Transfer students must complete 15 hours of the 23 hours of coursework at Southern to be eligible for an Associate Degree from Southern.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 Acceptance of Non-Traditional Credits
- 5.1.1 Credits not accepted under this policy may be accepted and evaluated under another policy which addresses non-traditional learning such as proprietary credit, life experiences, and/or armed forces service.
- 5.1.2 Students in the Board of Governors Associate in Applied Science Adult Degree Completion Program are an exception to this policy. Per West Virginia Council for Community and Technical College Board of Governors Associate in Applied Science Adult Degree Completion Program Administrative Guidelines, students transferring into this program must complete 12 hours at a regionally accredited higher education institution, including a total of 3 hours credit at Southern West Virginia Community and Technical College.
- 5.1.3 Evaluation of military credit shall be based upon the recommendation listed in the current American Council Education Handbook, Guide to the Evaluation of Armed Forces Experiences.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 The Core Coursework Transfer Agreement between the Higher Education Policy Commission and the West Virginia Community and Technical College System is an integral part of transfer at West Virginia universities and colleges. The Core Coursework Transfer Agreement lists the general studies courses at each institution which have been approved for inclusion in the agreement and is updated annually. Under the terms of the agreement, a student may transfer up to thirty-two credit hours of undergraduate coursework in the areas of English composition, communications and literature, mathematics, natural science, and social science as general studies credits. The agreement establishes hours of coursework acceptable for transfer that will count toward fulfillment of general studies requirements. Since coursework is generally transferable among institutions in the state colleges and universities, a student could conceivably transfer more than thirty-two hours of general studies credit from one institution to another that are provided for in this agreement. The agreement is not designed to limit the number of credits that are transferred. Its purpose is to assure that students will be able to transfer credits in accordance with the terms of the agreement.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

### ~~A. Policy~~

- ~~1. All students must have forwarded to the Central Records office at the District Office of Southern an official transcript of previous college work. (Note: Transcripts must be forwarded by the appropriate official from the transferring institution. Hand-delivered transcripts will not be considered official.)~~
- ~~2. Transfer students must notify the Student Records Office of their intention to enroll at Southern and their intended program of study.~~

~~3. Failing or Incomplete grades from a transfer institution will not be accepted by Southern. (An "F" is considered a failing grade.)~~

~~4. Students having completed military training must also submit a record of training completed in order to be determined if that training experience will satisfy selected program requirements.~~

~~B. Procedure~~

7.1 The transfer student is responsible for requesting official transcripts from the transferring institution(s).

7.2 ~~4.~~ Official transcript evaluation ~~shall only be~~ is initiated through the Central Records Office in the District Office of Southern West Virginia Community and Technical College. ~~It is shall be the responsibility of the Student Records Office personnel to log in transcripts received.~~

7.3 ~~2.~~ The Dean of Enrollment Services and Registrar or designee shall will conduct the ~~initial~~ evaluation of a transfer student's transcript. ~~It is shall be the responsibility of the Registrar to perform the following at the initial stage of evaluation:~~

~~3. Secure the appropriate catalog, when available, that contains the courses which are being considered for transfer.~~

~~4. Input into Student Information System.~~

~~C. Quarter Hour Transfer~~

~~1. If the student is transferring to Southern from an institution utilizing a quarter hour grading system, the Registrar shall factor the quarter hours to semester hours using the following conversion scale:~~

<u>Quarter Hours</u>	<u>Semester Hours</u>
1	.67
2	1.33
3	2.00
4	2.67
5	3.33

~~2. Semester hours shall be rounded off to the nearest whole number.~~

~~3. Students transferring quarter hours into Southern shall receive equivalent credit hours e.g., if a student successfully completed a 3 credit hour English 101 course at an institution using the quarter hour system, that course would have a semester hour value of 2. At Southern, therefore, the student would receive credit for taking the course, but would receive only 2 credit hours (See above example.)~~

~~D. Military Credit~~

~~Evaluation of military credit shall be based upon the recommendation listed in the current Guide to the~~

~~Evaluation of Armed Forces Experiences. A copy of this manual is available in the Registrar's Office.~~

~~E. Career Colleges~~

- ~~1. Credit shall be considered only from accredited career colleges listed in the Practices of Designated Educational Institutions.~~
- ~~2. Awarding credit for courses taken at a career college is strictly at the discretion of the evaluators. Courses accepted at one level may not satisfy the criteria of the Division Chairperson or the Vice President of Academic Affairs; therefore, consultation with appropriate faculty is strongly suggested at the initial phase of the evaluation process.~~

~~F. Foreign Colleges.~~

- ~~1. Credit from foreign colleges or universities shall be evaluated by an external evaluation service at the student's expense.~~
- ~~2. After completing the initial phase of the evaluation, the form is then forwarded to the Registrar.~~
- ~~3. The Registrar is the final stage in the evaluation process. It is at this stage that final approval is made on the courses that are transferrable. The Registrar is also responsible for contacting the student and informing that student of transferrable hours accepted.~~
- ~~4. Copies of the Registrar's decision are then maintained in the student's file folder located in Student Records.~~

**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**

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**Board of Governors Chair      Date**

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**President      Date**

**Attachments:** None

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

**Revision Notes:** Policy originated September 1, 2000. Revisions of September 1, 2009, reflect a title change and include content from the proposed rescinded policy of transfer of student credit hours.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 15, 2009**

**ITEM:** SCP-4825, Transfer of Student Credit Hours from Another Institution

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4825 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 MEMBERS:** Prudence Barker

**BACKGROUND:**

This policy is not currently scheduled for review this year by the Enrollment Services Unit. However, during the review of SCP-4786, Transcript Evaluation, the Enrollment Services Unit also reviewed SCP-4825, Transfer of Student Credit Hours from Another Institution, and concluded that both policies contained duplicate information. Related information from SCP-4825 was incorporated into SCP-4786.

The Enrollment Services Unit reviewed the policy in August 2009 and presented it to the Executive Council for discussion on September 1, 2009. Following this review, the Enrollment Services Unit proposed the policy to be rescinded and reconstructed as a procedure in the Unit's Procedures Manual. Therefore, the staff recommends the advancement of SCP-4825 for a 30-day public comment period.



**SUBJECT:**                **Transfer of Student Credit Hours From Another Institution**

**REFERENCE:**         **None**

**1.        PURPOSE**

To enable students to transfer appropriate credit hours from any full accredited college or university.

**2.        SCOPE AND APPLICABILITY**

This policy is applicable to all students and employees of the College.

**1.        DEFINITIONS**

Transfer—credit granted for courses taken at other institutions toward credentialing at Southern West Virginia Community and Technical College.

**2.        POLICY**

A transfer student who has been officially admitted to Southern West Virginia Community and Technical College, and who seeks an Associate Degree, may transfer appropriate credit hours from any full accredited college or university.

**3.        BACKGROUND OR EXCLUSIONS**

Acceptance of Non-Traditional Credits

Credits not accepted under this policy may be accepted and evaluated under another policy which addresses non-traditional learning such as proprietary credit, life experiences, and/or armed forces service.

Students in the Board of Governors Associate in Applied Science Adult Degree Completion Program are an exception to this policy. Per West Virginia Council for Community and Technical College Board of Governors Associate in Applied Science Adult Degree Completion Program Administrative Guidelines, students transferring into this program must complete 12 hours at a regionally accredited higher education institution, including a total of 3 hours credit at Southern West Virginia Community and Technical College.

**6.        GENERAL PROVISIONS**

The Core Coursework Transfer Agreement between the Higher Education Policy Commission and the West Virginia Community and Technical College System is an integral part of transfer at West Virginia universities and colleges. The Core Coursework Transfer Agreement lists the general studies courses at each institution which have been approved for inclusion in the agreement and is updated annually. Under



the terms of the agreement, a student may transfer up to thirty-two credit hours of undergraduate coursework in the areas of English composition, communications and literature, mathematics, natural science, and social science as general studies credits. The agreement establishes hours of coursework acceptable for transfer that will count toward fulfillment of general studies requirements. Since coursework is generally transferable among institutions in the state colleges and universities, a student could conceivably transfer more than thirty-two hours of general studies credit from one institution to another that are provided for in this agreement. The agreement is not designed to limit the number of credits that are transferred. Its purpose is to assure that students will be able to transfer credits in accordance with the terms of the agreement.

**7. RESPONSIBILITIES AND PROCEDURES**

**A. Student**

1. A student transferring into a program of studies at Southern West Virginia Community and Technical College and who plans to complete the Associate Degree, must complete the specified course requirements and must complete 15 of the last 23 hours work at Southern.

**B. Division of Student Services, Chairperson of Program Division, Vice President for Academic Affairs.**

1. Credit hours earned at other accredited colleges and universities shall be evaluated in sequence by the Registrar.
2. The Registrar shall certify all acceptable transfer credits and notify the student by letter.

**8. CANCELLATION**

None.

**9. SIGNATURE**

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<b>Board Chairman</b>	<b>Date</b>
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<b>President</b>	<b>Date</b>
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**Attachments:** None



**Distribution:** Board of Governors Members (12)  
Office of the President  
Office of the Executive Vice President  
Office of the Vice President for Academic Affairs  
Office of the Vice President for Economic, Workforce, and Community Development  
Office of the Vice President for Finance  
Office of the Vice President for Student Services  
Office of the Chief Technology Officer  
Office of the Human Resources Administrator  
Office of the Academic Division Chairpersons (6)  
Faculty Senate Chair  
Classified Staff Council Chair  
Libraries (Harless and Williamson Campus)  
Office of the Campus Directors (Boone/Lincoln and Wyoming/McDowell)  
<http://www.southern.wvnet.edu>

**Revision Note:** Language added to Sections 3 and 6 of this policy September 20, 2005.

# Southern West Virginia Community and Technical College

## 2+2 Agreement Opportunities

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INSTITUTION AND PROGRAM	DEGREE	LOCATION
<b>Marshall University, Huntington, WV</b>		
Elementary Education (K-6)	Bachelor of Arts	Weekend Program-Williamson Campus Southern WV Community and Technical College
Early Childhood Education	Bachelor of Arts	Weekend Program - Williamson Campus Southern WV Community and Technical College
Nursing	Bachelor of Science in Nursing	ICR -Logan Campus - Southern WV Community and Technical College
Medical Technology	Bachelor of Science	Marshall University, Huntington
<b>Bluefield State University, Bluefield, WV</b>		
Criminal Justice Administration	Bachelor of Science	Wyoming Campus - Southern WV Community and Technical College
<b>West Virginia University, Morgantown, WV</b>		
Mining Engineering	Bachelor of Science	West Virginia University, Morgantown
Nursing	Master of Science	West Virginia University, Morgantown and/or Online
<b>Kanawha Valley Community and Technical College Institute, WV</b>		
Power Plant Technology	Associate in Applied Science	Kanawha Valley Community and Technical College, Institute
Technical Studies, Youth Services Worker	Associate in Applied Science	Kanawha Valley Community and Technical College, Institute
<b>Franklin University, Columbus, OH</b>		
Accounting	Bachelor of Science	Online
Business Administration	Bachelor of Science	Online
Health Care Management	Bachelor of Science	Online
Management	Bachelor of Science	Online
Marketing	Bachelor of Science	Online

<b>INSTITUTION AND PROGRAM</b>	<b>DEGREE</b>	<b>LOCATION</b>
<b>Lindsey Wilson College, Columbia, KY</b>		
Human Services	Bachelor of Science	Weekend/Evening Program - Logan Campus - Southern WV Community and Technical College
Counseling	Master of Arts	Weekend/Evening Program - Logan Campus - Southern WV Community and Technical College
<b>West Virginia University Institute of Technology Montgomery, WV</b>		
Accounting	Bachelor of Science	West Virginia University Institute of Technology, Montgomery, WV and/or Online
Business Administration	Bachelor of Science	West Virginia University Institute of Technology, Montgomery, WV and/or Online
<b>West Virginia State University, Institute, WV</b>		
Accounting	Bachelor of Science	West Virginia State University, Institute
Business Administration	Bachelor of Science	West Virginia State University, Institute
Criminal Justice	Bachelor of Science	West Virginia State University, Institute
Management	Bachelor of Science	West Virginia State University, Institute
Marketing	Bachelor of Science	West Virginia State University, Institute
Small Business Management	Bachelor of Science	West Virginia State University, Institute
<b>West Virginia University at Parkersburg Parkersburg, WV</b>		
Applied Technology	Bachelor of Applied Technology	West Virginia University, Parkersburg

For more information contact: Ms. Cathy Smith-Cox, Vice President for Academic Affairs  
304.896.7436 or [Katies@southern.wvnet.edu](mailto:Katies@southern.wvnet.edu)