



Southern
Southern West Virginia
Community and Technical College

Board of Governors

**FEBRUARY 15, 2011
MEETING AGENDA**

Members

Terry R. Sammons, Chair
Thomas A. Heywood, Vice Chair
Wilma J. Zigmond, Secretary
Linda Q. Akers
Kevin N. Fowler
Shelley T. Huffman

Jada C. Hunter
George Kostas
Glenn T. Yost
Debbie Dingess
Kimberly Irick
George Morrison

Joanne Jaeger Tomblin
President

**Southern West Virginia Community and Technical College
Board of Governors Meeting of February 15, 2011
Governor's Mansion, 1716 Kanawha Boulevard East, Charleston, WV**

1.	Call to Order	Mr. Terry Sammons Board Chair
2.	Board of Governors and Administration Self-Evaluation	Ms. Beth Walker Bowles Rice McDavid Graff & Love
3.	Faculty Senate Presentation	Ms. Martha Maynard Chair
4.	Advisory Council of Faculty Presentation	Mr. Chuck Puckett ACF Faculty Representative
5.	Board of Governors Committee on Tuition and Fees	Mr. Tom Heywood Chair
6.	President's Report	Ms. Joanne Jaeger Tomblin President
7.	Office of Information Technology Update	Mr. George Beshears Chief Information Officer
8.	Financial Report	Mr. Sam Litteral Chief Financial Officer
9.	Financial Audit Presentation	Mr. Chris Deweese Suttle and Stalnaker PLLC
10.	Action Items	pp. 99-192
	1. Approval of Proposed Tuition Increase	p. 99
	2. Approval of Proposed Student Technology Assessment Fee Increase	p. 100
	3. Approval of Audited Financial Report	p. 101
	4. Approval of October 2010 Minutes	pp. 102-107
	5. Institutional Policies for Final Approval	
	1. SCP-1500, Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College	pp. 108-111
	2. SCP-2593, Payments to Employees for Contracted Services (Other than Regular Employment)	pp. 112-116
	3. SCP-3600, Faculty Office and Class Schedule	pp. 117-120
	4. SCP-4151, Academic Standards and Expectations from Students	pp. 121-124
	5. SCP-5620, Parking Regulations Policy	pp. 125-128
	4. Approval of Institutional Policies for 30-day Public Comment	
	1. SCP-1750, Tobacco Usage	pp. 129-131
	2. SCP-2810, Sabbatical Leave for Full-time Faculty	pp. 132-139
	3. SCP-3245, Faculty and Administrative Productivity	pp. 140-143
	4. SCP-4233, The Dean's List of Students; Graduation with Honors Status	pp. 144-146
	5. SCP-5525, Maintenance Work Order Request System	pp. 147-149
	6. SCP-2125, College-wide Employee/Personnel Policy	pp. 150-156
	7. SCP-2226, Faculty Incentive Pay Plan	pp. 157-165
	8. SCP-2843, Sexual Harassment Policy	pp. 166-172

9.	SCP-3650, Program Reduction or Elimination	pp. 173-176
10.	SCP-3670, Public School Service Program	pp. 177-180
11.	SCP-4770, Student Rights and Responsibilities	pp. 181-192
11.	Informational Items	pp. 193-198
12.	Possible Executive Session Pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues	Chair Sammons
13.	Adjournment	Chair Sammons

ADVISORY COUNCIL OF
FACULTY
(ACF)

Advisory Council of Faculty (ACF)

- ❑ Established by West Virginia Code Section 18B-6-2
- ❑ Made up of a representative of each public higher education institution in West Virginia
- ❑ Serve as a resource to advise the legislature on higher education
- ❑ Advise the Higher Education Policy Commission (HEPC)
- ❑ Advise the Community and Technical College Council (CTCC)

ACF Members

- ▣ Are elected by the Faculty Assembly of their respective institution
- ▣ Serve as voting members of the Faculty Senate of their institution
- ▣ Report and serve as a resource to the Board of Governors of their institution
- ▣ Serve as a voice and resource for the faculty of their institution

ACF Members

- ▣ Are expected to attend ACF meetings
- ▣ Attend HEPC and CTCC meetings when possible
- ▣ Promote the Academy of Great Teachers to their institution

2010 – 2011 ACF Legislative Issues

- ❑ Provide a systematic funding mechanism for Higher Education initiatives mandated by the Legislature, including capital projects funding.
- ❑ Support and encourage faculty involvement in cutting degree costs for students and specific efficiency measures that improve retention, graduation rates, faster degree completion for four-year programs, and enhance the academic quality of our programs, including streamlining and revisioning general studies and other curricula.

2010 – 2011 ACF Legislative Issues

- ▣ Increase CTC Tenured Faculty in order to maintain academic quality, to encourage a strong faculty voice in governance issues, and to provide consistency and oversight of programs
- ▣ Increasing institutional contribution to faculty and staff benefits package, particularly when salary increases are not forthcoming.

2010 – 2011 ACF Legislative Issues

- ▣ Provide relief from rising PEIA premiums.
- ▣ Support Higher Education personnel legislation and initiatives that include:
 - revising the classification and compensation system advocated by classified employees;
 - HEPC/CTCC tuition and fee approval above 3% rise
 - standardizing HEPC academic program approvals across the system
 - providing other WV Higher Education institutions with the same flexibility as Marshall and WVU in areas such as purchasing, etc.

2010 – 2011 ACF Legislative Issues

- ▣ Allow faculty representation on the HEPC and CTCC.
- ▣ Allow Higher Education Employees the right to serve in the Legislature.

Other ACF Issues

- ▣ Examination of sick leave policies in higher education institutions.
- ▣ Seek pay raises for faculty.
- ▣ Seek ways to increase faculty benefits.
- ▣ Issues that are of a concern to faculty.

Questions
Comments
Concerns

Southern West Virginia
Community and Technical College
Financial Statements

Years Ended June 30, 2010 and 2009
and
Independent Auditors' Reports

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
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INDEPENDENT AUDITORS' REPORT

Governing Board
Southern West Virginia Community and Technical College
Mt. Gay, West Virginia

We have audited the accompanying financial statements of the business-type activities and the discretely presented component unit of the Southern West Virginia Community and Technical College (the College), as of June 30, 2010 and 2009, and for the years ended which collectively comprise the College's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on the respective financial statements based on our audits. We did not audit the discretely presented financial statements of the Southern West Virginia Community College Foundation, Inc. (a component unit of the College). Those statements were audited by other auditors whose report has been furnished to us, and our opinions, insofar as it relates to the discretely presented financial statements of The Southern West Virginia Community College Foundation, Inc., is based solely on the report of the other auditors.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinions.

In our opinion, based on our audits and report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College as of June 30, 2010 and 2009, and the respective changes in net assets and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on pages 5 through 12 is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information, and express no opinion on it.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 12, 2010, on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.


Charleston, West Virginia
October 12, 2010

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2010

Overview of the Financial Statements and Financial Analysis

Southern West Virginia Community and Technical College (“the College”) presents its financial statements for the fiscal years ended June 30, 2010, and June 30, 2009. The emphasis of discussions about these statements will be on current year data. There are three financial statements presented: the Statement of Net Assets; the Statement of Revenues, Expenses, and Changes in Net Assets; and the Statement of Cash Flows. This discussion and analysis of the College’s financial statements provides an overview of its financial activities for the year and is required supplemental information. Since this analysis is designed to focus on current activities, resulting change and currently known facts, please read it in conjunction with the College’s basic financial statements and the footnotes to these financial statements. Responsibility for the completeness and fairness of this information rests with the College.

The Governmental Accounting Standards Board (GASB) establishes standards for the presentation format of college and College financial statements. The current format places emphasis on the overall economic resources of the College.

Statements of Net Assets

The Statement of Net Assets presents the assets, liabilities, and net assets of the College as of the end of the fiscal year. The Statement of Net Assets is a point of time financial statement. The purpose of the Statement of Net Assets is to present to the readers of the financial statements a fiscal snapshot of the College. The Statement of Net Assets presents end-of-year data concerning Assets (current and noncurrent), Liabilities (current and noncurrent), and Net Assets (Assets minus Liabilities). The difference between current and noncurrent assets and liabilities is discussed in the footnotes to the financial statements.

From the data presented, readers of the Statement of Net Assets are able to determine the assets available to continue the operations of the College. They are also able to determine how much the College owes vendors and lending institutions. The Statement of Net Assets provides a picture of the net assets (assets minus liabilities) and their availability for College expenditures.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2010

Net assets are divided into three major categories. The first category, invested in capital assets, net of related debt, provides the College's equity in property, plant and equipment owned by the College. The next asset category is restricted net assets, which is divided into two categories, nonexpendable and expendable. The College does not currently have nonexpendable restricted net assets since all funds of this nature would be directed to the Southern West Virginia Community College Foundation, Incorporated. The corpus of nonexpendable restricted resources is only available for investment purposes. Expendable restricted net assets are available for expenditure by the College but must be spent for purposes as determined by donors and/or external entities that have placed time or purpose restrictions on the use of the assets. The final category is unrestricted net assets. Unrestricted assets are available to the College for any lawful purpose of the College.

Statements of Net Assets
June 30
(in thousands)

	<u>2010</u>	<u>2009</u>	<u>2008</u>
Assets			
Current assets	\$ 6,744	\$ 6,080	\$ 3,259
Other non-current assets	56	360	108
Capital assets, net	<u>25,311</u>	<u>25,417</u>	<u>26,442</u>
Total assets	<u>32,111</u>	<u>31,857</u>	<u>29,809</u>
Liabilities			
Current liabilities	3,960	3,608	2,685
Noncurrent liabilities	<u>1,872</u>	<u>536</u>	<u>405</u>
Total liabilities	<u>5,832</u>	<u>4,144</u>	<u>3,090</u>
Net assets			
Invested in capital assets, net	25,199	25,273	26,643
Restricted – expendable	1	2	1
Unrestricted	<u>1,079</u>	<u>2,438</u>	<u>75</u>
Total net assets	<u>\$ 26,279</u>	<u>\$ 27,713</u>	<u>\$ 26,719</u>

Total net assets of the College decreased by \$1.4 million from June 30, 2009 to June 30, 2010. Total net assets increased by \$1.0 million from June 30, 2008 to June 30, 2009. These changes are related to a number of changes as described below:

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2010

- The fiscal year 2010 decrease of \$74 thousand of net assets invested in capital is comprised of several components. The decrease was primarily due to a decrease in the amount of capital asset expenditures over depreciation expense.
- The unrestricted net assets decreased by \$1.4 million as of June 30, 2010. This decrease was primarily the result of an increase in the Other Post Employment Benefits (OPEB) liability of \$1.4 million. This increase was a result of a substantial increase in the annual required contribution and a decrease in the amount of revenue provided as on-behalf of the College by the State of West Virginia.
- The current ratio for both fiscal year 2010 and 2009 is 1.7 times. The current ratio measures the ability to meet short-term obligations. The current ratio is the most widely-used measure of liquidity. Typically, current ratios range from about 1 to almost 4 to 1.

Statements of Revenues, Expenses and Changes in Net Assets

The difference in total net assets as presented on the Statement of Net Assets is based on the activity presented in the Statement of Revenues, Expenses and Changes in Net Assets. The purpose of the statement is to present the revenues received by the College, both operating and nonoperating, and the expenses paid by the College, operating and nonoperating, and any other revenues, expenses, gains and losses received or spent by the College.

Operating revenues are received for providing goods and services to the various constituencies of the College. Operating expenses are those expenses paid to acquire or produce the goods and services provided in return for the operating revenues, and to carry out the mission of the College. Revenues received for which goods and services are not provided are reported as nonoperating revenues. For example state appropriations are nonoperating because they are provided by the Legislature to the College without the Legislature directly receiving commensurate goods and services for those revenues.

Statements of Revenues, Expenses and Changes in Net Assets
Years Ended June 30,
(in thousands)

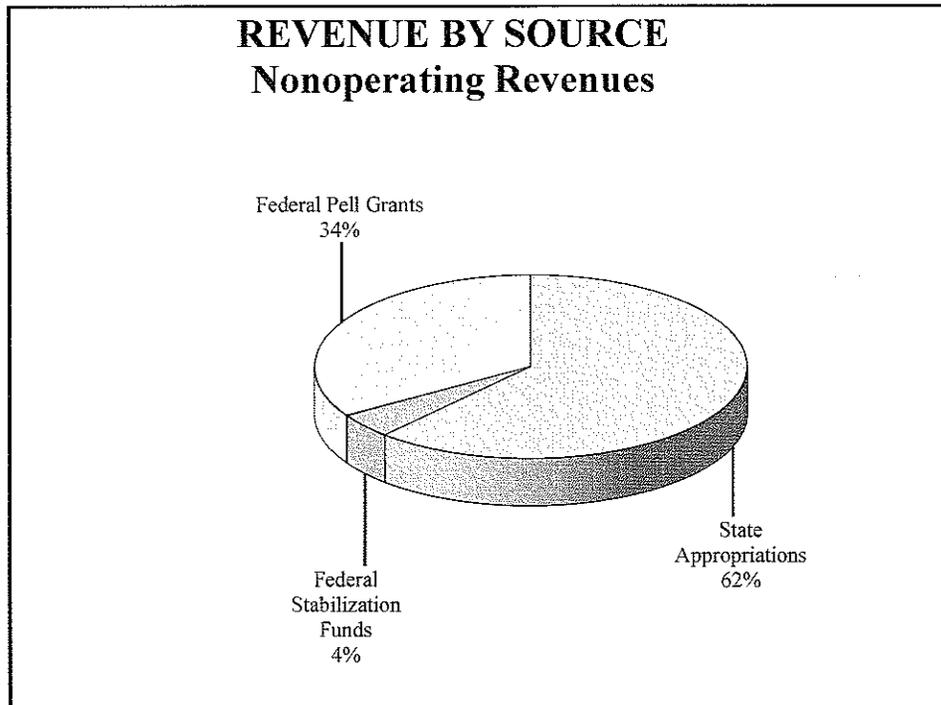
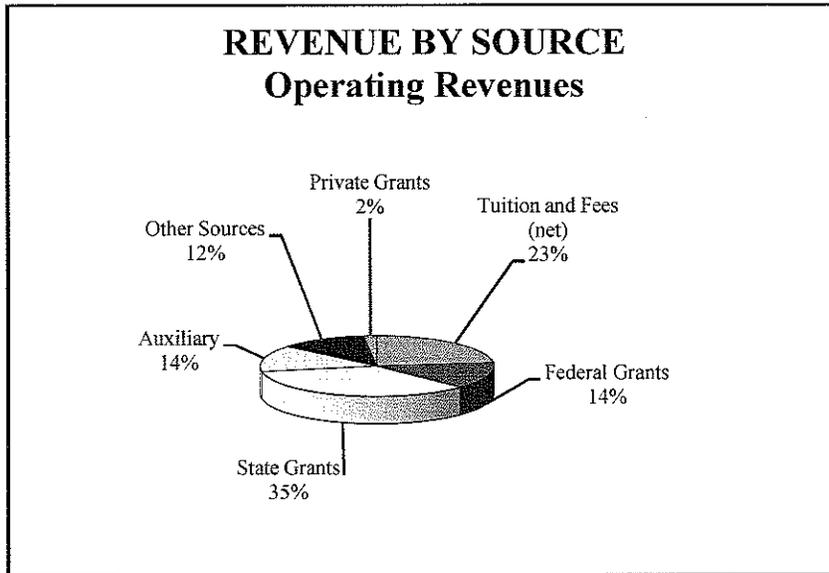
	<u>2010</u>	<u>2009</u>	<u>2008</u>
Operating revenues	\$ 8,581	\$ 9,625	\$ 6,598
Operating expenses	<u>23,074</u>	<u>22,044</u>	<u>19,695</u>
Operating loss	(14,493)	(12,419)	(13,097)
Nonoperating revenues	13,059	13,413	13,325
Bond Proceeds from Commission	<u>-</u>	<u>-</u>	<u>339</u>
Increase (decrease) in Net Assets	<u>\$ (1,434)</u>	<u>\$ 994</u>	<u>\$ 567</u>

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2010

A review of the individual revenue and expense categories and those items that contributed to the overall decreases in Net Assets reveals the following explanations:

- For fiscal year 2010, tuition and fees contributed approximately 23% of the total operating revenues for the year. In fiscal year 2009, tuition and fees accounted for approximately 15% of the total operating revenues. This increase was a result of increased enrollment.
- For fiscal year 2010 grant and contract revenues decreased by \$1.4 million for a 24% decrease. As a percentage of operating revenue, grant and contract revenue accounted for nearly 51% in fiscal year 2010, and 60% for fiscal year 2009. The decrease was due to several Federal and State grant awards received in fiscal year 2009 that were not renewed in 2010.
- In fiscal year 2010 other revenues decreased by \$214 thousand resulting from a \$466 thousand decrease in miscellaneous revenue offset by a \$252 thousand increase in auxiliary revenue.
- The total cost of benefits increased by 28% for fiscal year 2010 over fiscal year 2009 reflecting the expense for OPEB by the Public Employees Insurance Agency (PEIA). This increase was a result of a substantial increase in the annual required contribution and a decrease in the amount of revenue provided as on-behalf of the College by the State of West Virginia.
- In fiscal year 2010 non-operating revenues decreased by \$355 thousand or approximately 3%. Investment income decreased by \$35 thousand or 76%. The College participates in the investment pool managed by the State.
- In fiscal year 2010 salaries and wages decreased by \$796 thousand or approximately 8%. This decrease was a result of several employee vacancies that were not filled during the year.
- For fiscal year 2010 Federal Pell grant revenues increased by \$622 thousand or approximately 16%. This increase was the result of increased enrollment and an increase in the maximum amount of individual awards.
- In fiscal year 2010 State appropriations decreased by \$1.2 million or 13% as the result of a statewide reduction in funding. This reduction was supplemented with federal stimulus funding of \$569 thousand in fiscal year 2010.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2010

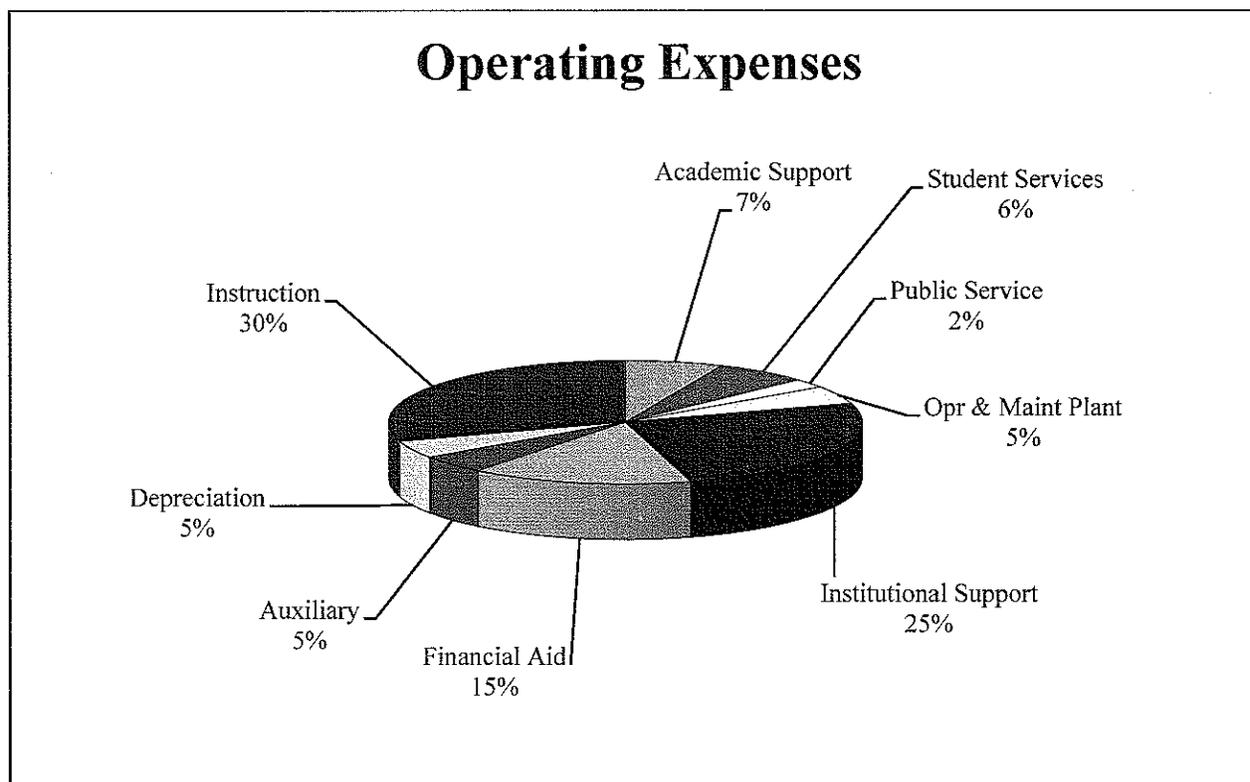


SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2010

Operating Expenses
Years Ended June 30,
(in thousands)

	<u>2010</u>	<u>2009</u>	<u>2008</u>	(2009 to 2010) Increase (Decrease)	(2009 to 2010) Percent Change
Operating expense					
Instruction	\$ 6,881	\$ 7,722	\$ 6,523	\$ (841)	(10.89)%
Academic support	1,532	1,060	517	472	44.53%
Student services	1,466	1,450	1,500	16	1.10%
Public service	552	718	1,420	(166)	(23.12)%
Operations & maintenance plant	1,095	2,069	1,210	(974)	(47.08)%
Institutional support	5,866	3,780	3,897	2,086	55.19%
Financial aid	3,479	3,052	2,403	427	13.99%
Auxiliary	1,102	971	1,029	131	13.49%
Depreciation	1,052	1,179	1,155	(127)	(10.77)%
Other	49	43	41	6	13.95%
Total	\$ 23,074	\$ 22,044	\$ 19,695	\$ 1,030	4.67%

The following is a graphic illustration of fiscal year 2010 operating expenses:



SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2010

Statements of Cash Flows

The final statement presented by the College is the Statement of Cash Flows. The Statement of Cash Flows presents detailed information about the cash activity of the College during the year. The statement is divided into five parts. The first part deals with operating cash flows and shows the net cash used by the operating activities of the College. The second section reflects cash flows from noncapital financing activities. This section reflects the cash received and spent for nonoperating, noninvesting, and noncapital financing purposes. The third section deals with cash flows from capital and related financing activities. This section deals with the cash used for the acquisition and construction of capital and related items. The fourth section reflects the cash flows from investing activities and shows the purchases, proceeds, and interest received from investing activities. The fifth section reconciles the net cash used to the operating income or loss reflected on the Statement of Revenues, Expenses and Changes in Net Assets.

Statements of Cash Flows
Years Ended June 30,
(in thousands)

	<u>2010</u>	<u>2009</u>	<u>2008</u>
Cash provided (used) by:			
Operating activities	\$ (10,666)	\$ (10,429)	\$ (11,794)
Noncapital financing activities	13,048	13,101	12,725
Capital and related financing activities	(673)	(422)	(1,264)
Investing activities	<u>11</u>	<u>45</u>	<u>88</u>
Net change in cash	1,720	2,295	(245)
Cash, beginning of year	<u>4,466</u>	<u>2,171</u>	<u>2,416</u>
 Cash, end of year	 <u>\$ 6,186</u>	 <u>\$ 4,466</u>	 <u>\$ 2,171</u>

Capital Asset and Debt Administration

Capital Assets, Net
June 30,
(in thousands)

	<u>2010</u>	<u>2009</u>	<u>2008</u>	(2009 to 2010) Increase (Decrease)	(2009 to 2010) Percent Change
Capital Assets					
Land and Improvements	\$ 1,288	\$ 1,288	\$ 1,288	\$ -	0.00%
Construction in Progress	63	-	-	63	100.00%
Buildings	30,346	29,962	30,080	384	1.28%
Equipment	6,749	6,299	6,087	450	7.14%
Library Holdings	<u>3,817</u>	<u>3,814</u>	<u>3,798</u>	<u>3</u>	<u>0.08%</u>
Total	42,263	41,363	41,253	900	2.18%
Less: Accum Depreciation	<u>(16,952)</u>	<u>(15,946)</u>	<u>(14,811)</u>	<u>\$ (1,006)</u>	<u>6.31%</u>
Net Capital Assets	<u>\$ 25,311</u>	<u>\$ 25,417</u>	<u>\$ 26,442</u>	<u>\$ (106)</u>	<u>(0.42)%</u>

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2010

Capital assets net decrease of \$105 thousand was a result of depreciation on assets in excess of capital asset additions.

The OPEB liability increased by \$1.4 million in fiscal year 2010. This increase was a result of a substantial increase in the annual required contribution and a decrease in the amount of revenue provided as on-behalf of the College by the State of West Virginia.

Readers interested in more detailed information regarding capital assets and debt administration should review the accompanying notes 5 and 6 to the financial statements.

Economic Outlook

During the 2000 Legislative Session the governance of higher education in the State was changed. Effective July 1, 2001, Higher Education Policy Commission (Commission) was established at the State level and the institutional Board of Advisors was replaced by the institutional Board of Governors. The 2006 Legislature created the Council for Community and Technical College Education, removing governance of the College from the Commission. The economic outlook for West Virginia continues to be negative for several more years, leaving the College vulnerable to spending freezes if there is a significant downturn in the state's economy.

Although the economic forecasts for the State of West Virginia and the number of high school graduates in the State continues to decline, the College attracts and maintains non-traditional students to replace losses of traditional college age students. Also, emphasis is placed on dual credit course offerings in high schools. The College continues to offer incentives to faculty to develop modular and web based courses as alternate methods of course delivery. Improved physical plant and favorable comparison of fee structures with peer institutions indicate that the College should be able to remain competitive for new and returning students.

During December 2009 the Commission, on behalf of the Council, issued approximately \$78 million in bonds which will be repaid from excess Lottery Funds. The College's share of the bond issuance was \$6 million which will be used to finance the construction of a new building on the Williamson campus.

Requests for Information

The financial report is designed to provide an overview of the finances of the College for those with an interest in this organization. Questions concerning any of the information provide in this report or requests for additional financial information should be addressed to the Southern West Virginia Community and Technical College at Post Office 2900, Mount Gay, West Virginia 25637.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
STATEMENTS OF NET ASSETS
JUNE 30, 2010 AND 2009

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	<u>2010</u>	<u>2009</u>
ASSETS		
Current assets		
Cash and cash equivalents	\$ 6,186,199	\$ 4,465,849
Accounts receivable - net	250,607	347,842
Prepaid expenses	7,266	8,739
Due from the Commission	3,901	901,446
Due from Federal Government	9,242	23,400
Due from other State Agencies	29,904	79,195
Inventories	<u>256,502</u>	<u>253,661</u>
Total current assets	<u>6,743,621</u>	<u>6,080,132</u>
Noncurrent assets		
Cash and cash equivalents	55,628	360,000
Investment in capital assets-net	<u>25,311,404</u>	<u>25,416,622</u>
Total noncurrent assets	<u>25,367,032</u>	<u>25,776,622</u>
Total assets	<u>32,110,653</u>	<u>31,856,754</u>
LIABILITIES		
Current liabilities		
Accounts payable	106,837	211,985
Due to the Commission	99,283	326,229
Due to other State Agencies	23,556	26,272
Due to other governments	29,517	33,290
Accrued liabilities	964,768	1,015,171
Compensated absences-current portion	339,051	356,688
Current portion of long-term capital lease	24,850	23,904
Deferred revenue	<u>2,372,537</u>	<u>1,613,975</u>
Total current liabilities	<u>3,960,399</u>	<u>3,607,514</u>
Noncurrent liabilities		
Long-term portion of capital lease	87,765	119,442
Other post employment benefit liability	1,607,674	236,905
Compensated absences	<u>175,977</u>	<u>179,558</u>
Total noncurrent liabilities	<u>1,871,416</u>	<u>535,905</u>
Total liabilities	<u>5,831,815</u>	<u>4,143,419</u>
NET ASSETS		
Invested in capital assets-net of related debt	<u>25,198,789</u>	<u>25,273,276</u>
Restricted for expendable:		
Loans	<u>913</u>	<u>1,822</u>
Total restricted expendable	<u>913</u>	<u>1,822</u>
Unrestricted	<u>1,079,136</u>	<u>2,438,237</u>
Total net assets	<u>\$ 26,278,838</u>	<u>\$ 27,713,335</u>

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2009 AND 2008

ASSETS	<u>2009</u>	<u>2008</u>
Cash and cash equivalents	\$ 576,680	\$ 484,880
Certificates of deposit	147,233	36,606
Investments at estimated market value	1,627,817	1,711,892
Employee receivable	2,500	-
Miscellaneous receivable	5,110	5,493
Interest receivable	12,950	7,767
Prepaid insurance	1,997	1,414
Unconditional promises to give, less allowance for uncollectible promises	437,414	782,851
Fixed assets, net	645	4,697
Other assets	11,185	-
TOTAL ASSETS	<u>\$ 2,823,531</u>	<u>\$ 3,035,600</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	\$ 25,425	\$ 21,000
Payable to related party	125,324	304,990
Obligations under capital leases	-	517
Total liabilities	<u>150,749</u>	<u>326,507</u>
NET ASSETS		
Unrestricted	144,572	27,859
Temporarily restricted	2,513,210	2,666,234
Permanently restricted	15,000	15,000
Total net assets	<u>2,672,782</u>	<u>2,709,093</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,823,531</u>	<u>\$ 3,035,600</u>

The Accompanying Notes Are An Integral
Part Of These Financial Statements

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
YEARS ENDED JUNE 30, 2010 AND 2009

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	<u>2010</u>	<u>2009</u>
Operating revenues		
Student tuition and fees (net of scholarship allowance of \$3,048,560 and \$2,613,660)	\$ 1,995,792	\$ 1,428,179
Contracts and grants:		
Federal	1,215,483	1,620,938
State	2,975,328	3,916,014
Private	155,556	207,000
Auxiliary enterprise revenue (net of scholarship allowance of \$230,685 and \$153,830)	1,208,990	957,323
Miscellaneous-net	<u>1,029,491</u>	<u>1,495,469</u>
Total operating revenues	<u>8,580,640</u>	<u>9,624,923</u>
 Operating expenses		
Salaries and wages	9,481,115	10,277,362
Benefits	4,724,384	3,689,997
Supplies and other services	3,657,006	3,273,735
Utilities	572,550	491,683
Student financial aid-scholarships and fellowships	3,538,515	3,089,285
Depreciation	1,052,051	1,179,223
Fees assessed by the Commission for operations	<u>48,509</u>	<u>43,274</u>
Total operating expenses	<u>23,074,130</u>	<u>22,044,559</u>
 Operating loss	<u>(14,493,490)</u>	<u>(12,419,636)</u>
 Nonoperating revenues (expenses)		
State appropriations	8,064,346	9,308,197
State fiscal stabilization funds (federal)	568,851	-
Payment on behalf of Southern West Virginia Community & Technical College	-	267,438
Investment income	10,984	45,493
Federal Pell grants	<u>4,414,812</u>	<u>3,792,410</u>
Net nonoperating revenues	<u>13,058,993</u>	<u>13,413,538</u>
 Increase (decrease) in net assets	<u>(1,434,497)</u>	<u>993,902</u>
 Net assets, beginning of year	<u>27,713,335</u>	<u>26,719,433</u>
 Net assets, end of year	<u>\$ 26,278,838</u>	<u>\$ 27,713,335</u>

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2009

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, INVESTMENT INCOME, AND OTHER SUPPORT				
Contributions	\$ 12,140	\$ 233,900	\$ -	\$ 246,040
Federal grant revenue	-	4,398	-	4,398
Interest and dividend income	868	75,447	-	76,315
Gain on investment	4,269	88,065	-	92,334
Net assets released from restriction	554,834	(554,834)	-	-
Total revenues, investment income, and other support	572,111	(153,024)	-	419,087
EXPENSES				
Program services:				
Scholarships	246,030	-	-	246,030
Educational development	128,957	-	-	128,957
Total program services	374,987	-	-	374,987
Administrative and general	56,887	-	-	56,887
Fundraising	23,524	-	-	23,524
Total expenses	455,398	-	-	455,398
CHANGE IN NET ASSETS	116,713	(153,024)	-	(36,311)
NET ASSETS, BEGINNING OF YEAR	27,859	2,666,234	15,000	2,709,093
NET ASSETS, END OF YEAR	\$ 144,572	\$ 2,513,210	\$ 15,000	\$ 2,672,782

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS
YEAR ENDED DECEMBER 31, 2008

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
REVENUES, INVESTMENT INCOME, AND OTHER SUPPORT				
Contributions	\$ -	\$ 416,253	\$ -	\$ 416,253
Interest and dividend income	679	100,298	-	100,977
Loss on investment	(5,103)	(162,803)	-	(167,906)
Net assets released from restriction	572,965	(572,965)	-	-
Total revenues, investment income, and other support	568,541	(219,217)	-	349,324
EXPENSES				
Program services:				
Scholarships	189,943	-	-	189,943
Educational development	237,775	-	-	237,775
Total program services	427,718	-	-	427,718
Administrative and general	168,929	-	-	168,929
Fundraising	40,000	-	-	40,000
Total expenses	636,647	-	-	636,647
CHANGE IN NET ASSETS	(68,106)	(219,217)	-	(287,323)
NET ASSETS, BEGINNING OF YEAR	95,965	2,885,451	15,000	2,996,416
NET ASSETS, END OF YEAR	\$ 27,859	\$ 2,666,234	\$ 15,000	\$ 2,709,093

The Accompanying Notes Are An Integral
Part Of These Financial Statements

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2010 AND 2009

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	<u>2010</u>	<u>2009</u>
Cash flows from operating activities		
Cash received from student tuition and fees	\$ 2,080,036	\$ 1,730,347
Cash received from contracts and grants	5,845,480	5,893,252
Payments to and on behalf of employees	(12,874,060)	(13,546,525)
Payments to suppliers	(3,801,077)	(3,370,442)
Payments to utilities	(567,287)	(499,709)
Payments for scholarships and fellowships	(3,538,515)	(3,089,285)
Auxiliary enterprise charges-net	1,208,990	957,323
Fees assessed by Commission	(48,509)	(43,274)
Other receipts (payments)-net	<u>1,029,491</u>	<u>1,538,967</u>
Net cash used in operating activities	<u>(10,665,451)</u>	<u>(10,429,346)</u>
Cash flows from noncapital financing activities		
State appropriations	8,064,346	9,308,197
State fiscal stabilization funds (federal)	568,851	-
Pell grants	<u>4,414,812</u>	<u>3,792,410</u>
Net cash provided by noncapital financing activities	<u>13,048,009</u>	<u>13,100,607</u>
Cash flows from capital financing activities		
Purchases of capital assets	(946,833)	(436,777)
Proceeds from the sale of capital assets	-	282,500
Payments on long-term borrowings from financial institutions	(30,731)	(16,167)
Withdrawals from (deposits to) noncurrent cash and cash equivalents	<u>304,372</u>	<u>(251,801)</u>
Net cash used in capital financing activities	<u>(673,192)</u>	<u>(422,245)</u>
Cash flows from investing activities		
Interest on investments	<u>10,984</u>	<u>45,493</u>
Cash provided by investing activities	<u>10,984</u>	<u>45,493</u>
INCREASE IN CASH AND CASH EQUIVALENTS	1,720,350	2,294,509
Cash and cash equivalents - beginning of year	<u>4,465,849</u>	<u>2,171,340</u>
Cash and cash equivalents - end of year	\$ <u>6,186,199</u>	\$ <u>4,465,849</u>
Reconciliation of net operating loss to net cash used in operating activities		
Operating loss	\$ (14,493,490)	\$ (12,419,636)
Adjustments to reconcile net operating loss to net cash used in operating activities		
Depreciation expense	1,052,051	1,179,223
Payments paid on behalf of the College	-	267,438
Changes in assets and liabilities		
Accounts receivable-net	97,235	279,062
Inventories	(2,841)	170,190
Prepays	1,473	(8,738)
Accounts payable	(105,148)	(469,367)
Due from the Commission	897,545	(897,845)
Due from other State Agencies	49,291	(79,195)
Due to the Commission	(226,946)	253,815
Due to other State Agencies	(2,716)	26,272
Due to other governments	(3,773)	(62,215)
Due from Federal Government	14,158	10,370
Accrued liabilities	(50,403)	358,657
Compensated absences	(21,218)	41,421
Other post employment benefits	1,370,769	-
Deferred revenue	<u>758,562</u>	<u>921,202</u>
Net cash used in operating activities	\$ <u>(10,665,451)</u>	\$ <u>(10,429,346)</u>
Significant noncash transactions:		
Payments received on behalf of Southern	\$ -	\$ 267,438

The Accompanying Notes Are An Integral
Part Of These Financial Statements

NOTE 1 - ORGANIZATION

Southern West Virginia Community and Technical College (the "College") is governed by the Southern West Virginia Community and Technical College Board of Governors (the "Board"). The Board was established by Senate Bill 653 ("S.B. 653").

Powers and duties of the Board include, but are not limited to, the power to determine, control, supervise and manage the financial, business and educational policies and affairs of the institutions under its jurisdiction, the duty to develop a master plan for the institution, the power to prescribe the specific functions and institution's budget request, the duty to review at least every five years all academic programs offered at the institution, and the power to fix tuition and other fees for the different classes or categories of students enrolled at its institution.

S.B. 653 also created the West Virginia Higher Education Policy Commission (the "Commission"), which is responsible for developing, gaining consensus around and overseeing the implementation and development of a higher education public policy agenda. Senate Bill 448 gives the West Virginia Council for Community and Technical College Education the responsibility of developing, overseeing and advancing the State's public policy agenda as it relates to community and technical college education.

As a requirement of Governmental Accounting Standards Board standards (GASB), the College has included information from the Southern West Virginia Community College Foundation, Inc. (the "Foundation").

Although the College benefits from the activities of the Foundation, the Foundation is independent of the College in all respects. The Foundation is not a subsidiary of the College and is not directly or indirectly controlled by the College. The Foundation has its own separate, independent Board of Directors. Moreover, the assets of the Foundation are the exclusive property of the Foundation and do not belong to the College. The College is not accountable for, and does not have ownership of, any of the financial and capital resources of the Foundation. The College does not have the power or authority to mortgage, pledge, or encumber the assets of the Foundation. The Board of Directors of the Foundation is entitled to make all decisions regarding the business and affairs of the Foundation, including, without limitation, distributions made to the College. Under State law, neither the principal nor income generated by the assets of the Foundation can be taken into consideration in determining the amount of State-appropriated funds allocated to the College. Third parties dealing with the College, the Board, and the State of West Virginia (the "State") (or any agency thereof) should not rely upon the financial statements of the Foundation for any purpose without consideration of all the foregoing conditions and limitations.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the College have been prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by GASB. The financial statement presentation required by GASB provide a comprehensive, entity-wide perspective of the College's assets, liabilities, net assets, revenues, expenses, changes in net assets, and cash flows.

The College follows all GASB pronouncements, as well as Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins issued on or before November 30, 1989, and has elected not to apply the FASB Statements and Interpretations issued after November 30, 1989, to its combined financial statements.

Reporting Entity - The College is an operating unit of the West Virginia Higher Education Fund and represents a separate fund of the State of West Virginia (the "State") that is not included in the State's general fund. The College is a separate entity which, along with all State institutions of higher education, the West Virginia Council of Community and Technical Colleges, and the Commission (which includes West Virginia Network for Educational Telecomputing), form the Higher Education Fund of the State. The Higher Education Fund is considered a component unit of the State, and its financial statements are discretely presented in the State's comprehensive annual financial report.

The accompanying financial statements present all funds under the College. The basic criterion for inclusion in the accompanying financial statements is the exercise of oversight responsibility derived from the College's ability to significantly influence operations and accountability for fiscal matters of related entities. A related Southern Alumni Association (Alumni Association) of the College is not part of the College's reporting entity and is not included in the accompanying financial statements as the College has no ability to designate management, cannot significantly influence operations of these entities and is not accountable for the fiscal matters of the Alumni Association under GASB.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

As of July 1, 2003, the College adopted GASB Statement No. 39, Determining Whether Certain Organizations Are Component Units, an amendment to GASB Statement No. 14. As a result, the Southern West Virginia Community College Foundation, Inc. (Foundation) was originally not included because the economic resources held by the Foundation was not significant to that inclusion. Beginning with the year ended June 30, 2008, the resources held by the Foundation became significant and are now included. As a result, the audited financial statements of the Foundation are presented here as a discrete component unit with the College combined financial statements in accordance with GASB. The Foundation's audited financial statements were as of and for the year ended December 31, 2009 and 2008. The Foundation is a private nonprofit organization that reports under FASB standards, including FASB Statement No. 117, Financial Reporting for Not-for-Profit Organization. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the Foundation's audited financial information as it is presented herein as required by GASB No. 39.

Financial Statement Presentation - GASB establishes standards for external financial reporting for public colleges and universities and requires that financial statements be presented on a basis to focus on the College as a whole. Net assets are classified into four categories according to external donor restrictions or availability of assets for satisfaction of College obligations. The College's net assets are classified as follows:

- *Invested in capital assets, net of related debt* - This represents the College's total investment in capital assets, net of outstanding depreciation and debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component investment in capital assets, net of related debt.
- *Restricted net assets, expendable* - This includes resources in which the College is legally or contractually obligated to spend resources in accordance with restrictions imposed by external third parties.

The West Virginia State Legislature, as a regulatory body outside the reporting entity, has restricted the use of certain funds by Article 10, *Fees and Other Money Collected as State Institutions of Higher Education* of the West Virginia State Code. House Bill 101 passed in March 2005 simplified the tuition and fee structure and removed the restrictions but included designations associated with auxiliary and capital items. These activities are fundamental to the normal ongoing operations of the institution. These restrictions are subject to change by future actions of the West Virginia State Legislature.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- *Restricted net assets, nonexpendable* - This includes endowment and similar type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may either be expended or added to principal. The College does not have any restricted nonexpendable net assets at June 30, 2010 or 2009.
- *Unrestricted net assets* - Unrestricted net assets represent resources derived from student tuition and fees, state appropriations and sales and services of educational activities. These resources are used for transactions relating to the educational and general operations of the College, and may be used at the discretion of the Board of Governors to meet current expenses for any purpose. These resources also include resources of auxiliary enterprises, which are substantially self-supporting activities that provide services for students, faculty and staff.

Basis of Accounting - For financial reporting purposes, the College is considered a special-purpose government engaged only in business-type activities. Accordingly, the College's financial statements have been prepared on the accrual basis of accounting with a flow of economic resources measurement focus. Revenues are reported when earned and expenditures when materials or services are received. All intercompany accounts and transactions have been eliminated.

Cash and Cash Equivalents - For purposes of the statements of net assets, the College considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

Cash and cash equivalents balances on deposit with the State of West Virginia Treasurer's Office (the "State Treasurer") are pooled by the State Treasurer with other available funds of the State for investment purposes by the West Virginia Board of Treasury Investments ("BTI"). These funds are transferred to the BTI and the BTI is directed by the State Treasurer to invest the funds in specific external investment pools in accordance with West Virginia code, policies set by the BTI, and by provisions of bond indentures and trust agreements, when applicable. Balances in the investment pools are recorded at fair value or amortized cost which approximates fair value. Fair value is determined by a third-party pricing service based on asset portfolio pricing models and other sources in accordance with GASB. The BTI was established by the State Legislature and is subject to oversight by the State Legislature. Fair value and investment income are allocated to participants in the pools based upon the funds that have been invested. The amounts on deposit are available for immediate withdrawal or on the first day of each month for the WV Short Term Bond Pool (formerly Enhanced Yield Pool) and, accordingly, are presented as cash and cash equivalents in the accompanying financial statements.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The BTI maintains the Consolidated Fund investment fund, which consists of eight investment pools and participant-directed accounts, three of which the College may invest in. These pools have been structured as multiparticipant variable net asset funds to reduce risk and offer investment liquidity diversification to the Fund participants. Funds not required to meet immediate disbursement needs are invested for longer periods. A more detailed discussion of the BTI's investment operations pool can be found in its annual report. A copy of that annual report can be obtained from the following address: 1900 Kanawha Blvd., E. Room E-122 Charleston, West Virginia, 25305 or <http://www.wvbt.com>.

Permissible investments for all agencies include those guaranteed by the United States of America, its agencies and instrumentalities (U.S. Government obligations); corporate debt obligations, including commercial paper, which meet certain ratings; certain money market funds; repurchase agreements; reverse repurchase agreements; asset-backed securities; certificates of deposit; state and local government securities (SLGS); and other investments. Other investments consist primarily of investments in accordance with the Linked Deposit Program, a program using financial institutions in West Virginia to obtain certificates of deposit, loans approved by the legislature and any other program investments authorized by the legislature.

Allowance for Doubtful Accounts - It is the College's policy to provide for future losses on uncollectible accounts, contracts, grants, and receivables based on an evaluation of the underlying account, contract and grant balances, the historical collectibility experienced by the College on such balances and such other factors which, in the College's judgment, require consideration in estimating doubtful accounts.

Inventories - Inventories are stated at the lower-of-cost or market, cost being determined on the first-in, first-out method.

Noncurrent Cash and Cash Equivalents - Cash that is (1) externally restricted to make debt service payments and long-term loans to students, or to maintain sinking or reserve funds, (2) to purchase capital or other noncurrent assets, or (3) permanently restricted net assets, is classified as a noncurrent asset in the accompanying statements of net assets.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital Assets - Capital assets include property, plant and equipment and books and materials that are part of a catalogued library. Capital assets are stated at cost at the date of acquisition or construction, or fair market value at the date of donation in the case of gifts. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, generally 50 years for buildings and infrastructure, 20 years for land improvements, 7 years for library holdings, and 5 to 10 years for furniture and equipment. The College's capitalization threshold is \$5,000. There was no interest capitalized during 2010 and 2009. The accompanying combined financial statements reflect all adjustments required by GASB.

Deferred Revenue - Revenues for programs or activities to be conducted primarily in the next fiscal year are classified as deferred revenue. Deferred revenue at the College primarily consists of summer tuition collected in advance. Financial aid and other deposits are separately classified as deposits.

Compensated Absences and Other Post Employment Benefits - The College accounts for compensated absences in accordance with the provisions of GASB.

GASB provides standards for the measurement, recognition, and display of other post employment benefit ("OPEB") expenditures, assets, and liabilities, including applicable note disclosures and required supplementary information. During fiscal year 2006, House Bill No. 4654 was established to create a trust fund for post employment benefits for the State of West Virginia (the "State"). Effective July 1, 2008, the College was required to participate in this multiple employer cost-sharing plan, the West Virginia Retiree Health Benefit Trust Fund, sponsored by the State of West Virginia. The Plan provides the following retiree group insurance coverage to participants: medical and prescription drug coverage through a self-insured preferred provider benefit (PPB) plan and through external managed care organizations (MCOs), basic group life, accidental death, and prescription drug coverage for retired employees of the State and various related State and non-State agencies and their dependents. Details regarding this plan can be obtained by contacting West Virginia Public Employees Insurance Agency ("PEIA"), State Capitol Complex, Building 5, Room 1001, 1900 Kanawha Boulevard, East, Charleston WV 25305-0710 or <http://www.wvpeia.com>.

GASB requires entities to accrue for employees' rights to receive compensation for vacation leave or payments in lieu of accrued vacation or sick leave as such benefits are earned and payment becomes probable.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The College's full-time employees earn up to two vacation leave days for each month of service and are entitled to compensation for accumulated, unpaid vacation leave upon termination. Full-time employees also earn 1-1/2 sick leave days for each month of service and are entitled to extend their health or life insurance coverage upon retirement in lieu of accumulated, unpaid sick leave. Generally, two days of accrued sick leave extend health insurance for one month of single coverage, and three days extend health insurance for one month of family coverage. For employees hired after 1988, the employee shares in the cost of the extended benefit coverage to the extent of 50% of the premium required for the extended coverage. Employees hired July 1, 2001, or later will no longer receive sick leave credit toward insurance premiums when they retire. The liability is now provided for under the multiple employer cost-sharing plan sponsored by the State.

Certain faculty employees (generally those with less than a 12-month contract) earn a similar extended health or life insurance coverage retirement benefit based on years of service. Generally 3 1/3 years of teaching service extends health insurance for one year of single coverage and five years extend health insurance for one year of family coverage. The same hire date mentioned above applies to coverage for faculty employees also. Faculty hired after July 1, 2010 will no longer receive years of service credit towards insurance premiums when they retire.

For the year ended June 30, 2008, the estimate of the liability for the extended health or life insurance benefit has been calculated using the vesting method in accordance with the provisions of GASB Statement No. 16. Under that method, the College identified the accrued sick leave benefit earned to date by each employee, determined the cost of that benefit by reference to the benefit provisions and the current cost experienced by the College for such coverage, and estimated the probability of the payment of that benefit to employees upon retirement.

The estimated expense incurred for the vacation leave or OPEB benefits are recorded as a component of benefits expense on the statement of revenues, expenses and changes in net assets.

Risk Management - The State's Board of Risk and Insurance Management ("BRIM") provides general, property and casualty, and liability coverage to the College and its employees. Such coverage may be provided to the College by BRIM through self-insurance programs maintained by BRIM or policies underwritten by BRIM that may involve experience-related premiums or adjustments to BRIM.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

BRIM engages an independent actuary to assist in the determination of its premiums so as to minimize the likelihood of premium adjustments to the College or other participants in BRIM's insurance programs. As a result, management does not expect significant differences between the premiums the College is currently charged by BRIM and the ultimate cost of that insurance based on the College's actual loss experience. In the event such differences arise between estimated premiums currently charged by BRIM to the College and the College's ultimate actual loss experience, the difference will be recorded, as the change in estimate becomes known.

In addition, through its participation in the West Virginia Public Employees Insurance Agency (PEIA) and a third-party insurer, the College has obtained health, life, prescription drug coverage, and coverage for job related injuries for its employees. In exchange for payment of premiums to PEIA and the third-party insurer, the College has transferred its risks related to health, life, prescription drug coverage, and job related injuries.

West Virginia has a single private insurance company, BrickStreet Insurance, which provides workers' compensation coverage to all employers in the state. Other private insurance companies began to offer coverage to private-sector employers beginning July 1, 2009 and to government employers beginning July 1, 2010. Nearly every employer in the State, who has payroll must have coverage. The cost of all coverage is paid by the employers. BrickStreet retains the risk related to the compensation of injured employees under the program.

Classification of Revenues - The College has classified its revenues according to the following criteria:

- *Operating revenues* - Operating revenues include activities that have the characteristics of exchange transactions, such as (1) student tuition and fees, net of scholarship discounts and allowances, (2) sales and services of auxiliary enterprises, net of scholarship discounts and allowances, (3) most federal, state, local, and nongovernmental grants and contracts, and (4) sales and services of educational activities.
- *Nonoperating revenues* - Nonoperating revenues include activities that have the characteristics of non-exchange transactions, such as gifts and contributions, and other revenues that are defined as nonoperating revenues by GASB, such as state appropriations and investment income.
- *Other revenues* - Other revenues consist primarily of capital grants and gifts.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Restricted Net Assets - The College has not adopted a formal policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available. Generally, the College utilizes restricted net assets first, when practicable.

Federal Financial Assistance Programs - The College distributes student financial assistance funds on behalf of the federal government to students under the federal Pell Grant, Supplemental Educational Opportunity Grant and College Work Study programs. The activity of these programs is recorded in the accompanying financial statements. In 2010 and 2009, the College received and disbursed \$4,560,178 and \$3,958,039 respectively, under these federal student aid programs.

Scholarship Allowances - Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship allowances in the statement of revenues, expenses and changes in net assets. Scholarship allowances are the difference between the stated charge for goods and services provided by the College, and the amount that is paid by students and/or third parties making payments on the student's behalf.

Financial aid to students is reported in the financial statements under the alternative method as prescribed by the National Association of College and College Business Officers ("NACUBO"). Certain aid such as loans and funds provided to students as awarded by third parties are accounted for as a third party payment (credited to the student's account as if the student made the payment). All other aid is reflected in the financial statements as operating expenses or scholarship allowances, which reduce revenues. The amount reported as operating expense represents the portion of aid that was provided to the student in the form of cash. Scholarship allowances represent the portion of aid provided to the student in the form of reduced tuition. Under the alternative method, these amounts are computed on a College basis by allocating the cash payments to students, excluding payments for services on the ratio of total aid to the aid not considered to be third party aid.

Government Grants and Contracts - Government grants and contracts normally provide for the recovery of direct and indirect costs, subject to audit. The College recognizes revenue associated with direct costs as the related costs are incurred. Recovery of related indirect costs is generally recorded at fixed rates negotiated for a period of one to five years.

Income Taxes - The College is exempt from income taxes, except for unrelated business income, as a governmental instrumentality under Federal income tax laws and regulations of the Internal Revenue Service as described in Section 115 of the Internal Revenue Code.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash Flows - Any cash and cash equivalents escrowed, restricted for noncurrent assets or in funded reserves have not been included as cash and cash equivalents for the purpose of the statement of cash flows.

Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Risk and Uncertainties - Investments are exposed to various risks, such as interest rate, credit and overall market volatility. Due to the level of risk associated with certain securities, it is reasonably possible that changes in risk and values will occur in the near term and that such changes could materially affect the amounts reported in the financial statements.

Newly Adopted Statements Issued by the Governmental Accounting Standards Board - During 2010, the College adopted GASB Statement No. 51, *Accounting and Financial Reporting for Intangible Assets*. This statement provides guidance regarding whether and when intangible assets should be considered capital assets for financial reporting purposes. The adoption of this statement did not have a material impact on the financial statements.

The College also adopted GASB Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*. This statement requires governmental entities to measure most derivative instruments at fair value as assets or liabilities. It also improves disclosure requirements surrounding the entity's derivative instrument activity, its objectives for entering into the derivative instrument, and the instrument's significant terms and risks. The adoption of this statement did not have a material impact on the financial statements.

Recent Statements Issued by the Governmental Accounting Standards Board - The Governmental Accounting Standards Board has issued Statement No. 59, *Financial Instruments Omnibus*, effective for fiscal years beginning after June 15, 2010. This statement improves financial reporting by providing more complete information, by improving consistency of measurements, and by providing clarifications of existing standards related to certain financial instruments and external investment pools. The College has not yet determined the effect that the adoption of Statement No. 59 may have on its financial statements.

NOTE 3 - CASH AND CASH EQUIVALENTS

The composition of cash and cash equivalents was as follows at June 30:

	2010		
	Current	Noncurrent	Total
Cash on deposit with the State Treasurer	\$ 6,144,717	\$ -	\$ 6,144,717
Cash in bank	36,682	55,628	92,310
Cash on hand	4,800	-	4,800
	<u>\$ 6,186,199</u>	<u>\$ 55,628</u>	<u>\$ 6,241,827</u>
	2009		
	Current	Noncurrent	Total
Cash on deposit with the State Treasurer	\$ 4,431,551	\$ -	\$ 4,431,551
Cash in bank	29,498	360,000	389,498
Cash on hand	4,800	-	4,800
	<u>\$ 4,465,849</u>	<u>\$ 360,000</u>	<u>\$ 4,825,849</u>

Cash held by the State Treasurer includes \$2,513,632 and \$2,340,957 of restricted cash primarily for operating grants as of June 30, 2010 and 2009, respectively.

The combined carrying amount of cash in the bank at June 30, 2010 and 2009 was \$92,310 and \$389,498 respectively, as compared with the combined bank balance of \$111,802 and \$427,264, respectively. The difference is primarily caused by items in transit and outstanding checks. The bank balances were covered by federal depository insurance or were collateralized by securities held by the State's agent.

Amounts with the State Treasurer and the Municipal Bond Commission as of June 30, 2010 and 2009, are comprised of the following investment pools:

The BTI has adopted an investment policy in accordance with the "Uniform Prudent Investor Act." The "prudent investor rule" guides those with responsibility for investing the money for others. Such fiduciaries must act as a prudent person would be expected to act, with discretion and intelligence, to seek reasonable income; preserve capital; and, in general, avoid speculative investments. The BTI's investment policy is to invest assets in a manner that strives for maximum safety, provides adequate liquidity to meet all operating requirements, and achieves the highest possible investment return consistent with the primary objectives of safety and liquidity. The BTI recognizes that risk, volatility, and the possibility of loss in purchasing power are present to some degree in all types of investments. Due to the short-term nature of BTI's Consolidated Fund, the BTI believes that it is imperative

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

to review and adjust the investment policy in reaction to interest rate market fluctuations/trends on a regular basis and has adopted a formal review schedule. Investment policies have been established for each investment pool and account of the BTI's Consolidated Fund. Of the BTI's Consolidated Fund pools and accounts in which the Commission invest, all are subject to credit risk.

WV Money Market — Credit Risk — Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. For the years ended June 30, 2010 and 2009, the WV Money Market Pool has been rated AAAM by Standard & Poor's. A Fund rated "AAAM" has extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit, market, and/or liquidity risks. "AAAM" is the highest principal stability fund rating assigned by Standard & Poor's. As this pool has been rated, specific information on the credit ratings of the underlying investments of the pool have not been provided.

The BTI limits the exposure to credit risk in the WV Money Market Pool by requiring all corporate bonds to be rated AA- by Standard & Poor's (or its equivalent) or higher. Commercial paper must be rated at least A-1 by Standard & Poor's and P1 by Moody's. The pool must have at least 15% of its assets in U.S. Treasury issues.

At June 30, 2010 and 2009, the WV Money Market Pool investments had a total carrying value of \$2,876,711,000 and \$2,570,261,000, respectively, of which the College's ownership represents 0.20% and 0.14%, respectively.

WV Government Money Market Pool — Credit Risk — For the years ended June 30, 2010 and 2009, the WV Government Market Pool has been rated AAAM by Standard & Poor's. A Fund rated "AAAM" has extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit, market, and/or liquidity risks. "AAAM" is the highest principal stability fund rating assigned by Standard & Poor's. As this pool has been rated, specific information on the credit ratings of the underlying investments of the pool have not been provided.

The BTI limits the exposure to credit risk in the WV Government Money Market Pool by limiting the pool to U.S. Treasury issues, U.S. government agency issues, money market funds investing in U.S. Treasury issues and U.S. government agency issues, and repurchase agreements collateralized by U.S. Treasury issues and U.S. government agency issues. The pool must have at least 15% of its assets in U.S. Treasury issues.

At June 30, 2010 and 2009, the WV Government Money Market Pool investments had a total carrying value of \$221,183,000 and \$283,826,000, of which the College's ownership represents 0.02% and 0.01%, respectively.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2010 AND 2009

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NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

WV Short Term Bond Pool — Credit Risk — The BTI limits the exposure to credit risk in the WV Short Term Bond Pool by requiring all corporate bonds to be rated A by Standards & Poor's (or its equivalent) or higher. Commercial paper must be rated at least A-1 by Standards & Poor's and P1 by Moody's. The following table provides information on the credit ratings of the WV Short Term Bond Pool's investments (in thousands):

Security Type	Credit Rating*		2010		2009		
	Moody's	S&P	Carrying Value	Percent of Pool Assets	Carrying Value	Percent of Pool Assets	
Corporate asset backed securities	Aaa	AAA	\$ 24,330	5.37 %	\$ 16,402	5.21 %	
	Aaa	NR *	10,353	2.28	5,136	1.63	
	Aa3	AAA	1,000	0.22	223	0.07	
	Aa2	AAA			461	0.15	
	A3	AAA			273	0.09	
	Baa2	AAA			831	0.26	
	Baa1	BBB**			332	0.10	
	Baa2	BBB**			1,376	0.44	
	Ba1	CC**	45	0.01			
	Ba2	BB**	219	0.05			
	Ba3	AAA			645	0.20	
	B1	AAA			779	0.25	
	B1	BBB**	605	0.13			
	B1	CCC**	857	0.19			
	B2	B**			493	0.16	
	B2	CCC**	366	0.08	539	0.17	
	B3	AAA			949	0.30	
	B3	B**	442	0.10			
	B3	BBB**	247	0.05			
	B3	CCC**	554	0.12			
	Caal	BB**			254	0.08	
	Caal	CCC**	230	0.05			
	Caa2	CCC**	779	0.17			
NR *	AAA	3,538	0.78	679	0.22		
			<u>43,565</u>	<u>9.60</u>	<u>29,372</u>	<u>9.33</u>	
Corporate bonds and notes	Aaa	AAA	72,549	16.00	47,204	14.99	
	Aaa	AA	2,060	0.46			
	Aa1	AA	5,430	1.20	4,445	1.41	
	Aa1	A			2,052	0.65	
	Aa2	AAA			3,040	0.96	
	Aa2	AA	6,650	1.47	9,066	2.88	
	Aa3	AA	6,722	1.48			
	Aa3	A	13,850	3.05	7,831	2.49	
	A1	AA	15,485	3.41	4,813	1.53	
	A1	A	21,098	4.65	5,522	1.75	
	A2	A	41,093	9.06	32,040	10.17	
	A3	A	4,158	0.92	7,024	2.23	
	Baa3	A			2,067	0.66	
				<u>189,095</u>	<u>41.70</u>	<u>125,104</u>	<u>39.72</u>
	U.S. agency bonds	Aaa	AAA	40,180	8.86	60,250	19.13
U.S. Treasury notes***	Aaa	AAA	158,423	34.93	88,805	28.20	
U.S. agency mortgage backed securities****	Aaa	AAA	4,540	1.00	4,975	1.58	
Money market funds	Aaa	AAA	17,715	3.91	6,426	2.04	
			<u>\$453,518</u>	<u>100 %</u>	<u>\$314,932</u>	<u>100 %</u>	

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2010 AND 2009

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

* NR = Not Rated

** The securities were not in compliance with BTI Investment Policy at June 30, 2010 and/or 2009. The securities were in compliance when originally acquired, but were subsequently downgraded. BTI management and its investment advisors have determined that it is in the best interests of the participants to hold the securities for optimal outcome.

*** U.S. Treasury issues are explicitly guaranteed by the United States government and are not subject to credit risk.

**** U.S. agency mortgage backed securities are issued by the Government National Mortgage Association and are explicitly guaranteed by the United States government and are not subject to credit risk.

At June 30, 2010 and 2009, the College's ownership represents 0.11% and 0.02%, respectively, of these amounts held by the BTI.

Interest Rate Risk— Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. All the BTI's Consolidated Fund pools and accounts are subject to interest rate risk.

The overall weighted average maturity of the investments of the WV Money Market Pool cannot exceed 60 days. Maximum maturity of individual securities cannot exceed 397 days from date of purchase. The following table provides information on the weighted average maturities for the various asset types in the WV Money Market Pool:

Security Type	2010		2009	
	Carrying Value (In thousands)	WAM (Days)	Carrying Value (In thousands)	WAM (Days)
Repurchase agreements	\$ 174,980	1	\$ 212,010	1
U.S. Treasury notes	65,153	140	-	-
U.S. Treasury bills	476,670	35	483,714	69
Commercial paper	855,844	18	592,479	32
Certificates of deposit	281,000	45	128,402	56
U.S. agency discount notes	606,048	52	635,602	57
Corporate bonds and notes	20,000	19	73,812	38
U.S. agency bonds/notes	246,990	55	294,019	70
Money market funds	150,026	1	150,223	1
	<u>\$ 2,876,711</u>	33	<u>\$ 2,570,261</u>	47

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

The overall weighted average maturity of the investments of the WV Government Money Market Pool cannot exceed 60 days. Maximum maturity of individual securities cannot exceed 397 days from date of purchase. The following table provides information on the weighted average maturities for the various asset types in the WV Government Money Market Pool:

Security Type	2010		2009	
	Carrying Value (In thousands)	WAM (Days)	Carrying Value (In thousands)	WAM (Days)
Repurchase agreements	\$ 66,600	1	\$ 53,000	1
U.S. Treasury notes	8,526	114	-	-
U.S. Treasury bills	29,982	72	74,424	94
U.S. agency discount notes	36,465	115	87,662	55
U.S. agency bonds/notes	79,532	30	68,608	37
Money market funds	<u>78</u>	1	<u>132</u>	1
	<u>\$ 221,183</u>	44	<u>\$ 283,826</u>	51

The overall effective duration of the investments of the WV Short Term Bond Pool cannot exceed 731 days. Maximum maturity of individual securities cannot exceed 1,827 days (five years) from date of purchase. The following table provides information on the effective duration for the various asset types in the WV Short Term Bond Pool at June 30, 2010 and 2009:

Security Type	2010		2009	
	Carrying Value (in Thousands)	Effective Duration (Days)	Carrying Value (in Thousands)	Effective Duration (Days)
U. S. Treasury bonds/notes	\$ 158,423	583	\$ 88,805	917
Corporate notes	189,095	560	125,104	559
Corporate asset backed securities	43,565	679	29,372	622
U.S. agency bonds/notes	40,180	288	60,250	752
U.S. agency mortgage backed securities	4,540	360	4,975	540
Money market funds	<u>17,715</u>	1	<u>6,426</u>	1
	<u>\$ 453,518</u>	530	<u>\$ 314,932</u>	691

Other Investment Risks — Other investment risks include concentration of credit risk, custodial credit risk, and foreign currency risk. None of the BTI's Consolidated Fund's investment pools or accounts is exposed to these risks as described below.

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

Concentration of credit risk is the risk of loss attributed to the magnitude of the BTI's Consolidated Fund pool or account's investment in a single corporate issuer. The BTI investment policy prohibits those pools and accounts permitted to hold corporate securities from investing more than 5% of their assets in any one corporate name or one corporate issue.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, the BTI will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. Repurchase agreements are required to be collateralized by at least 102% of their value, and the collateral is held in the name of the BTI. Securities lending collateral that is reported on the BTI's statement of fiduciary net assets is invested in the lending agent's money market fund in the BTI's name. In all transactions, the BTI or its agent does not release cash or securities until the counterparty delivers its side of the transaction.

Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment or a deposit. None of the BTI's Consolidated Fund's investment pools or accounts holds interests in foreign currency or interests valued in foreign currency.

Deposits — Custodial credit risk of deposits is the risk that in the event of failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. Deposits include nonnegotiable certificates of deposit. None of the above pools contain nonnegotiable certificates of deposit. The BTI does not have a deposit policy for custodial credit risk.

NOTE 4 - ACCOUNTS RECEIVABLE

Accounts receivable were as follows at June 30:

	<u>2010</u>	<u>2009</u>
Student tuition and fees - net of allowance for doubtful accounts of \$265,009 and \$336,031	\$ 157,672	\$ 208,081
Due from Foundation	7,291	90,305
Other accounts receivable	85,644	49,456
Accounts receivable net	<u>\$ 250,607</u>	<u>\$ 347,842</u>
Grants and contracts receivable:		
Due from the Commission	\$ 3,901	\$ 901,446
Due from Federal Government	9,242	23,400
Due from Other State Agencies	29,904	79,195
	<u>\$ 43,047</u>	<u>\$ 1,004,041</u>

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
 NOTES TO FINANCIAL STATEMENTS
 YEARS ENDED JUNE 30, 2010 AND 2009

NOTE 5 - CAPITAL ASSETS

The following is a summation of capital asset transactions for the College for the years ended June 30:

	2010			Ending Balance
	Beginning Balance	Additions	Reductions	
Capital assets not being depreciated				
Construction in Process	\$ -	\$ 62,685	\$ -	\$ 62,685
Land	<u>1,288,470</u>	<u>-</u>	<u>-</u>	<u>1,288,470</u>
Total capital assets not being depreciated	<u>\$ 1,288,470</u>	<u>\$ 62,685</u>	<u>\$ -</u>	<u>\$ 1,351,155</u>
Other capital assets				
Buildings	\$ 29,961,693	\$ 384,514	\$ -	\$ 30,346,207
Equipment	6,299,115	449,837	-	6,748,952
Library holdings	<u>3,813,699</u>	<u>49,797</u>	<u>(46,912)</u>	<u>3,816,584</u>
Total other capital assets	<u>40,074,507</u>	<u>884,148</u>	<u>(46,912)</u>	<u>40,911,743</u>
Less accumulated depreciation for				
Buildings	(7,829,145)	(583,632)	-	(8,412,777)
Equipment	(4,434,080)	(420,886)	-	(4,854,966)
Library holdings	<u>(3,683,130)</u>	<u>(47,533)</u>	<u>46,912</u>	<u>(3,683,751)</u>
Total accumulated depreciation	<u>(15,946,355)</u>	<u>(1,052,051)</u>	<u>46,912</u>	<u>(16,951,494)</u>
Other capital assets-net	<u>\$ 24,128,152</u>	<u>\$ (167,903)</u>	<u>\$ -</u>	<u>\$ 23,960,249</u>
Capital asset summary				
Capital assets not being depreciated	\$ 1,288,470	\$ 62,685	\$ -	\$ 1,351,155
Other capital assets	<u>40,074,507</u>	<u>884,148</u>	<u>(46,912)</u>	<u>40,911,743</u>
Total cost of capital assets	41,362,977	946,833	(46,912)	42,262,898
Less accumulated depreciation	<u>(15,946,355)</u>	<u>(1,052,051)</u>	<u>46,912</u>	<u>(16,951,494)</u>
Capital assets-net	<u>\$ 25,416,622</u>	<u>\$ (105,218)</u>	<u>\$ -</u>	<u>\$ 25,311,404</u>

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
 NOTES TO FINANCIAL STATEMENTS
 YEARS ENDED JUNE 30, 2010 AND 2009

NOTE 5 - CAPITAL ASSETS (Continued)

	2009			Ending Balance
	Beginning Balance	Additions	Reductions	
Capital assets not being depreciated				
Land	\$ 1,288,470	\$ -	\$ -	\$ 1,288,470
Total capital assets not being depreciated	<u>\$ 1,288,470</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,288,470</u>
Other capital assets				
Buildings	\$ 30,079,291	\$ 68,553	\$ (186,151)	\$ 29,961,693
Equipment	6,087,083	212,032	-	6,299,115
Library holdings	<u>3,797,354</u>	<u>33,890</u>	<u>(17,545)</u>	<u>3,813,699</u>
Total other capital assets	<u>39,963,728</u>	<u>314,475</u>	<u>(203,696)</u>	<u>40,074,507</u>
Less accumulated depreciation for				
Buildings	(7,169,744)	(685,355)	25,954	(7,829,145)
Equipment	(3,997,902)	(436,178)	-	(4,434,080)
Library holdings	<u>(3,642,985)</u>	<u>(57,690)</u>	<u>17,545</u>	<u>(3,683,130)</u>
Total accumulated depreciation	<u>(14,810,631)</u>	<u>(1,179,223)</u>	<u>43,499</u>	<u>(15,946,355)</u>
Other capital assets-net	<u>\$ 25,153,097</u>	<u>\$ (864,748)</u>	<u>\$ (160,197)</u>	<u>\$ 24,128,152</u>
Capital asset summary				
Capital assets not being depreciated	\$ 1,288,470	\$ -	\$ -	\$ 1,288,470
Other capital assets	<u>39,963,728</u>	<u>314,475</u>	<u>(203,696)</u>	<u>40,074,507</u>
Total cost of capital assets	41,252,198	314,475	(203,696)	41,362,977
Less accumulated depreciation	<u>(14,810,631)</u>	<u>(1,179,223)</u>	<u>43,499</u>	<u>(15,946,355)</u>
Capital assets-net	<u>\$ 26,441,567</u>	<u>\$ (864,748)</u>	<u>\$ (160,197)</u>	<u>\$ 25,416,622</u>

The College maintains certain collections of inexhaustible assets to which no value can be practically determined. Accordingly, such collections are not capitalized or recognized for financial statement purposes. Such collections include contributed works of art, historical treasures, and literature that are held for exhibition, education, research, and public service. These collections are neither disposed of for financial gain nor encumbered in any means.

At June 30, 2010, the College had no significant outstanding contractual commitments for property, plant and equipment expenditures.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
 NOTES TO FINANCIAL STATEMENTS
 YEARS ENDED JUNE 30, 2010 AND 2009

NOTE 6 - LONG-TERM LIABILITIES

The following is a summary of long-term obligation transactions for the College for the years ended June 30:

	2010						
	Beginning				Ending	Current	Noncurrent
	<u>Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u>	<u>Portion</u>	<u>Portion</u>	
Capital Leases	\$ 143,346	\$ -	\$ 30,731	\$ 112,615	\$ 24,850	\$ 87,765	
Other post employment benefits	236,905	1,749,149	378,380	1,607,674	-	1,607,674	
Compensated absences	<u>536,246</u>	<u>-</u>	<u>21,218</u>	<u>515,028</u>	<u>339,051</u>	<u>175,977</u>	
Total noncurrent liabilities	<u>\$ 916,497</u>	<u>\$ 1,749,149</u>	<u>\$ 430,329</u>	<u>\$ 2,235,317</u>	<u>\$ 363,901</u>	<u>\$ 1,871,416</u>	

	2009						
	Beginning				Ending	Current	Noncurrent
	<u>Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u>	<u>Portion</u>	<u>Portion</u>	
Capital Leases	\$ 159,513	\$ -	\$ 16,167	\$ 143,346	\$ 23,904	\$ 119,442	
Other post employment benefits	111,233	501,606	375,934	236,905	-	236,905	
Compensated absences	<u>494,825</u>	<u>41,421</u>	<u>-</u>	<u>536,246</u>	<u>356,688</u>	<u>179,558</u>	
Total noncurrent liabilities	<u>\$ 765,571</u>	<u>\$ 543,027</u>	<u>\$ 392,101</u>	<u>\$ 916,497</u>	<u>\$ 380,592</u>	<u>\$ 535,905</u>	

On August 22, 2007 the College entered into a capital lease for equipment with SunTrust Leasing Corporation. The lease is payable in monthly installments of \$2,399 over 84 months at an interest rate of 3.89%. The total amount outstanding on the lease at June 30, 2010 was \$112,615.

The cost of equipment under capital leases is included in the Statement of Net Assets as investment in capital assets and was \$157,711 at June 30, 2010. Accumulated depreciation of the leased equipment at June 30, 2010 was approximately \$86,486. Depreciation of assets under capital leases is included in depreciation expense.

NOTE 6 - LONG-TERM LIABILITIES (Continued)

The future minimum lease payments required under the capital lease and the present value of the net minimum lease payments as of June 30, 2010, are as follows:

<u>Year Ending June 30</u>	<u>Amount</u>
2011	\$ 28,791
2012	28,791
2013	28,791
2014	28,791
2015	<u>7,196</u>
Total minimum lease payments	122,360
Less: Amount representing interest	<u>9,745</u>
Present value of net minimum lease payments	<u>\$ 112,615</u>

NOTE 7 - OPERATING LEASE OBLIGATIONS

The College leases various equipment, automobiles, and buildings, under operating lease agreements. Aggregate payment for operating leases amounted to \$77,818 and \$75,819 for the years ended June 30, 2010 and 2009, respectively. The College was not obligated under any noncancellable leases at June 30, 2010. Future minimum rental commitments are as follows as of June 30, 2010:

<u>Year Ending June 30</u>	<u>Operating Leases</u>
2011	\$ <u>2,319</u>
Total	\$ <u>2,319</u>

NOTE 8 - OTHER POST EMPLOYMENT BENEFITS

In accordance with GASB, OPEB costs are accrued based upon invoices received from PEIA based upon actuarial determined amounts. At June 30, 2010 and 2009, the noncurrent liability related to OPEB costs was \$1,607,674 and \$236,905, respectively. The total of OPEB expense incurred and the amount of OPEB expense that relates to retirees was \$1,737,275 and \$378,380, respectively, during 2010, \$769,044 and \$375,934, respectively, during 2009 and \$912,438 and \$451,571, respectively, during 2008. As of the years ended June 30, 2010, 2009 and 2008, there were 31, 23 and 22 retirees receiving these benefits, respectively.

NOTE 9 - STATE SYSTEM OF HIGHER EDUCATION INDEBTEDNESS

The College is a State institution of higher education, and the College receives a State appropriation to finance its operations. In addition, it is subject to the legislative and administrative mandates of State government. Those mandates affect all aspects of the College's operations, its tuition and fee structure, its personnel policies and its administrative practices.

The State has chartered the Commission with the responsibility to construct or renovate, finance and maintain various academic and other facilities of the State's universities and colleges, including certain facilities of the College. Financing for these facilities was provided through revenue bonds issued by the former Board of Regents or the former Boards of the College, College Systems, and the Commission (the "Boards"). These obligations administered by the Commission are the direct and total responsibility of the Commission, as successor to the former Boards.

During the year ended June 30, 2005, the West Virginia Higher Education Policy Commission issued \$167,260,000 of 2004 Series B Revenue Bonds (Higher Education Facilities). The College has been approved for \$9,600,000 of the bond proceeds for construction of the new Technology and Allied Health Building, a wing on the new Lincoln County Consolidated High School, and renovation of other existing buildings throughout the College. As of June 30, 2008, the College had drawn \$9,600,000 of these bonds to pay for capital projects. State Lottery funds will be used to repay the debt, although College revenues are pledged if Lottery funds prove insufficient.

During December 2009, the Commission, on behalf of the Council, issued \$78,295,000 of Community and Technical Colleges Improvement Revenue Bonds, 2009 Series A (the "2009 Bonds"). The proceeds of the 2009 Bonds will be used to finance the acquisition, construction, equipping, or improvement of community and technical college facilities in West Virginia. The bond projects listed in the bond offering for the 2009 Bonds proposes bond funding of \$6,000,000 for the College. State lottery funds will be used to repay the debt.

NOTE 10 - UNRESTRICTED NET ASSETS

The College did not have any designated unrestricted net assets as of June 30, 2010 or 2009.

	<u>2010</u>	<u>2009</u>
Total unrestricted net assets before OPEB liability	\$ 2,686,810	\$ 2,675,142
Less: OPEB liability	<u>1,607,674</u>	<u>236,905</u>
 Total unrestricted net assets	 <u>\$ 1,079,136</u>	 <u>\$ 2,438,237</u>

NOTE 11 - RETIREMENT PLANS

Substantially all full-time employees of the College participate in either the West Virginia Teachers' Retirement System (the "STRS") or the Teachers' Insurance and Annuities Association-College Retirement Equities Fund (the "TIAA-CREF"). Previously, upon full-time employment, all employees were required to make an irrevocable selection between the STRS and TIAA-CREF. Effective July 1, 1991, the STRS was closed to new participants. Current participants in the STRS are permitted to make a one-time election to cease their participation in that plan and commence contributions to the West Virginia Teachers' Defined Contribution Plan. Contributions to and participation in the West Virginia Teachers' Defined Contribution Plan by College employees have not been significant to date.

Effective January 1, 2003, higher education employees enrolled in the basic 401(a) retirement plan with TIAA-CREF have an option to switch to the Educators Money 401(a) basic retirement plan (Educators Money). New hires have the choice of either plan. As of June 30, 2010, there were no employees enrolled in the Educators Money 401(a) basic retirement plan.

The STRS is a cost sharing, public employee retirement system. Employer and employee contribution rates are established annually by the State Legislature. The contractual maximum contribution rate is 15%. The College accrued and paid its contribution to the STRS at the rate of 15% of each enrolled employee's total annual salary for years ended June 30, 2010, 2009, and 2008. Required employee contributions were at the rate of 6% of total annual salary for years ended June 30, 2010, 2009, and 2008. Participants in the STRS may retire with full benefits upon reaching age 60 with 5 years of service, age 55 with 30 years of service, or any age with 35 years of service. Lump-sum withdrawal of employee contributions is available upon termination of employment. Pension benefits are based upon 2% of final average salary (the highest 5 years' salary out of the last 15 years) multiplied by the number of years of service.

NOTE 11 - RETIREMENT PLANS (Continued)

Total contributions to the STRS for the years ended June 30, 2010, 2009 and 2008 were \$307,926, \$345,093 and \$316,770, respectively, which consisted of \$219,947, \$246,495 and \$226,265 from the College in 2010, 2009 and 2008, respectively, and \$87,979, \$98,598 and \$90,505 from the covered employees in 2010, 2009 and 2008, respectively.

The contribution rate is set by the State Legislature on an overall basis and the STRS does not perform a calculation of the contribution requirement for individual employers, such as the College. Historical trend and net pension obligation information is available from the annual financial report of the Consolidated Public Retirement Board. A copy of the report may be obtained by writing to the Consolidated Public Retirement Board, Building 5, Room 1000, Charleston, WV 25305.

The TIAA-CREF is a defined contribution benefit plan in which benefits are based solely upon amounts contributed plus investment earnings. Employees who elect to participate in this plan are required to make a contribution equal to 6% of total annual compensation. The College matches the employees' 6% contribution. Contributions are immediately and fully vested. In addition, employees may elect to make additional contributions to TIAA-CREF which are not matched by the College.

Total contributions to the TIAA-CREF for the years ended June 30, 2010, 2009 and 2008 were \$858,360, \$871,634 and \$816,734 respectively, which consisted of equal contributions from the College and covered employees in 2010, 2009 and 2008 of \$429,180, \$435,817 and \$408,367, respectively.

The College's total payroll for the years ended June 30, 2010, 2009, and 2008 were \$9,478,014, \$9,872,822 and \$9,311,903, respectively; total covered employees' salaries in the STRS and TIAA-CREF were \$1,466,309 and \$7,078,607 in 2010, respectively; \$1,643,646 and \$7,263,617 in 2009, respectively; and \$1,508,429 and \$6,806,119 in 2008, respectively.

NOTE 12 - FOUNDATION

The Foundation is a separate nonprofit organization incorporated in the State and has as its purpose "to support, encourage and assist in the development and growth of the College, to render service and assistance to the College, and through it to the citizens of the State of West Virginia..." Oversight of the Foundation is the responsibility of a separate and independently elected Board of Directors, not otherwise affiliated with the College. In carrying out its responsibilities, the Board of Directors of the Foundation employs management, forms policy and maintains fiscal accountability over funds administered by the Foundation. Although the College does not control the timing or amount of receipts from the Foundation, the majority of resources, or income thereon, that the Foundation holds and invests are restricted to the activities of the College by the donors. Because these restricted resources held by the Foundation can only be used by, or for the benefit of, the College, the Foundation is considered a component unit of the College and is therefore discretely presented with the College's financial statements in accordance with GASB.

The Foundation's net assets totaled \$2,672,782 and \$2,709,093 at December 31, 2009 and 2008, respectively. The net assets include amounts which are restricted by donors to use for specific projects or departments of the College. During the years ended June 30, 2010 and 2009, the Foundation made \$258,197 and \$710,379, respectively, in contributions to the College. As of June 30, 2010 and 2009, the College had accounts receivable of \$10,815 and \$90,305 due from the Foundation. Complete financial statements for the Foundation can be obtained from the Southern West Virginia Community College Foundation.

NOTE 13 - AFFILIATED ORGANIZATION

The College has a separately incorporated affiliated organization, the Southern Alumni Association. Oversight responsibility for this entity rests with an independent board and management not otherwise affiliated with the College. Accordingly, the financial statements of such organizations are not included in the accompanying financial statements under the blended component unit requirements. They are not included in the College's accompanying financial statements under directly presented component unit requirements as, they (1) are not material or (2) have dual purposes (i.e., not entirely or almost entirely for the benefit of the College).

NOTE 14 - CONTINGENCIES

The nature of the educational industry is such that, from time-to-time, claims will be presented against the College on account of alleged negligence, acts of discrimination, breach of contract or disagreements arising from the interpretation of laws or regulations. While some of these claims may be for substantial amounts, they are not unusual in the ordinary course of providing educational services in a higher education system. In the opinion of management, all known claims are covered by insurance or are such that an award against the College would not impact seriously on the financial status of the institution.

Under the terms of federal grants, periodic audits are required and certain costs may be questioned as not being appropriate expenditures under the terms of the grants. Such audits could lead to reimbursement to the grantor agencies. The College's management believes disallowances, if any, will not have a significant financial impact on the College's financial position.

The College owns various buildings which are known to contain asbestos. The College is not required by federal, state or local law to remove the asbestos from its buildings. The College is required under Federal Environmental Health and Safety Regulations to manage the presence of asbestos in its buildings in a safe condition. The College addresses its responsibility to manage the presence of asbestos in its buildings on a case-by-case basis. Significant problems of dangerous asbestos conditions are abated as the condition becomes known. The College also addresses the presence of asbestos as building renovation or demolition projects are undertaken and through asbestos operation and maintenance programs directed at containing, managing or operating with the asbestos in a safe condition.

NOTE 15 COMPONENT UNIT DISCLOSURES

The following are the notes taken directly from the Foundation's financial statements starting on the following page:

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization – Southern West Virginia Community College Foundation, Inc. (the “Foundation”) was incorporated in September 1971 as a tax-exempt, not-for-profit corporation under Section 501(c)(3) of the Internal Revenue Code for the purpose of collecting donations from individuals, corporations, and foundations to be distributed as scholarships to persons attending what is now known as Southern West Virginia Community and Technical College (the “College”), and to be used for other purposes benefiting the College. The Foundation is classified as other than a private foundation by the Internal Revenue Service and is exempt from income taxes.

Basis of Accounting and Financial Statement Presentation – The financial statements of the Foundation are prepared on the accrual basis of accounting in accordance with U. S. generally accepted accounting principles (“U.S. GAAP”). The accompanying financial statements of the Foundation present information regarding its net assets and activities in the following three categories:

Unrestricted – Net assets are under the discretionary control of the Board of Directors (the “Board”) and include amounts designated by the Board for specified purposes.

Temporarily Restricted – Net assets are restricted by the donor for a specific purpose (generally scholarships or educational development programs) or use in a future time period. The income on these net assets is either temporarily restricted or unrestricted based on the intentions of the donor.

Permanently Restricted – Net assets are subject to the donor’s restriction that the principal remain invested in perpetuity. The income on these net assets generally is used for scholarships or educational development programs.

When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Use of Estimates – The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash and Cash Equivalents – Cash and cash equivalents include cash in checking accounts and short-term investments with an original maturity of 3 months or less.

Investments – Investments are reported at fair value.

Unconditional Promises to Give – Unconditional promises to give are recorded as received. Unconditional promises to give due in the next year are reflected as current promises to give and are recorded at their net realizable value. Unconditional promises to give due in subsequent years are reflected as long-term promises to give and are recorded at the present value of the net realizable value, using the federal prime rate plus two percent as applicable to the years in which the promises are received to discount the amounts. The majority of the promises to give are received from local individual and business contributors as a result of the VISION 2020 campaign.

An allowance for uncollectible promises is provided based on management's evaluation of potential uncollectible promises receivable at year end. At December 31, 2009, management determined that all outstanding promises to give are fully collectible.

Contributions – Contributions and grants, including bequests, special gifts, and other donations, are recorded as revenue when received or, if by pledge, when an unconditional pledge is made. All contributions and grants are considered to be available for unrestricted use unless specifically restricted by the donor or grantor. Noncash bequests, gifts, and donations, if any, would be recorded at the fair market value of the asset at the date of donation.

Program Services Expenses – All scholarships and other program services distributions are approved by the Board. Unconditional grants to the College are recognized when approved. Grants approved by the Board that are payable upon performance of specified conditions by the grantee (if any) are recognized in the statement of activities and change in net assets when the specified conditions are satisfied.

Fixed Assets – The Foundation's fixed assets are carried at cost. Depreciation is computed using the straight-line method with estimated useful lives of three and five years for software and equipment, respectively.

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009 AND 2008

NOTE 2 - INVESTMENTS

The cost and estimated fair values of investments at December 31 are as follows:

	<u>2009</u>		<u>2008</u>	
	<u>Estimated Fair Value</u>	<u>Cost</u>	<u>Estimated Fair Value</u>	<u>Cost</u>
Equity securities	\$ 1,005,629	\$ 1,149,457	\$ 863,890	\$ 1,097,910
U.S. government obligations	<u>622,188</u>	<u>599,854</u>	<u>848,002</u>	<u>799,582</u>
Total	<u>\$ 1,627,817</u>	<u>\$ 1,749,311</u>	<u>\$ 1,711,892</u>	<u>\$ 1,897,492</u>

NOTE 3 – PROMISES TO GIVE

Unconditional promises to give at December 31 are as follows:

	<u>2009</u>	<u>2008</u>
Receivable in less than one year	\$ 301,731	\$ 400,288
Receivable in one to five years	<u>143,267</u>	<u>401,800</u>
Total unconditional promises to give	444,998	802,088
Less discounts to net present value	<u>(7,584)</u>	<u>(19,237)</u>
Net unconditional promises to give	<u>\$ 437,414</u>	<u>\$ 782,851</u>

The discount rates used on long-term promises to give were 3.25 percent in 2009 and 2008.

NOTE 4 – RELATED PARTY TRANSACTIONS

The Foundation scholarships are awarded by the College. The College awarded \$246,030 and \$189,943 in scholarships to students on behalf of the Foundation in 2009 and 2008, respectively. The College also presented the faculty of the College with educational awards totaling \$3,000 per period ended December 31, 2009 and 2008. Each of these transactions was recorded as a payable on the Foundation's financial statements.

At December 31, 2009 and 2008, the Foundation's related party payables to the College for scholarships and faculty educational awards were \$125,324 and \$79,490, respectively. This balance outstanding at December 31, 2009, was paid in full by the Foundation in February 2010.

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009 AND 2008

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NOTE 4 – RELATED PARTY TRANSACTIONS (CONTINUED)

The Foundation also received a non-interest bearing advance from the College to aid in the payment of a contractor that specializes in fundraising. At December 31, 2008, the aggregate amount received by the Foundation and owed to the College was \$225,500. This balance was paid in full by the Foundation in June 2009.

Contributed services received from the College and from unrelated volunteers have not been recorded, as the value of the services cannot be determined.

NOTE 5 – NET ASSETS

Temporary and permanent restrictions on net assets at December 31, 2009 and 2008 are for scholarships and educational development.

Net assets were released from restriction for the following purposes during the years ended December:

	<u>2009</u>	<u>2008</u>
Scholarships	\$ 246,030	\$ 189,943
Educational development	128,957	237,775
Fundraising	23,524	40,000
Other	<u>156,323</u>	<u>105,247</u>
Total	<u>\$ 554,834</u>	<u>\$ 572,965</u>

NOTE 6 – FIXED ASSETS

At December 31, fixed assets consist of the following:

	<u>2009</u>	<u>2008</u>
Software	\$ 48,627	\$ 48,627
Equipment	1,723	1,723
Accumulated depreciation	<u>(49,705)</u>	<u>(45,653)</u>
Fixed assets, net	<u>\$ 645</u>	<u>\$ 4,697</u>

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009 AND 2008

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NOTE 7 – CAPITAL LEASE OBLIGATION

The Foundation is the lessee of computer software under a capital lease expiring in January 2009. The assets and liabilities under capital leases are recorded at the lower of the present value of the minimum lease payments or the fair value of the asset. The assets are depreciated over the lower of their related lease terms or their estimated productive lives. Depreciation of assets under the capital lease is shown as depreciation expense in the fiscal year ended December 31, 2008.

Depreciation on assets under the capital lease charged to expense in the period ended December 31, 2008 was \$13,867. No depreciation expense resulting from this capital lease was incurred in the fiscal year ended December 31, 2009.

The following is a summary of property held under the capital lease:

Software	\$ 41,602
Less accumulated depreciation	<u>(41,602)</u>
Net	<u>\$ -</u>

The implied interest rate on the capitalized lease is 8.25 percent and is imputed based on the Foundation's borrowing rate at the inception of the lease. Interest expense recognized on this implied rate is \$-0- and \$693 in the periods ended December 31, 2009 and 2008, respectively.

NOTE 8 – FAIR VALUE MEASUREMENTS

Accounting standards require that the Foundation adopt fair value measurement for financial assets and financial liabilities. This enhanced guidance for using fair value to measure assets and liabilities applies whenever other standards require or permit assets or liabilities to be measured at fair value. This guidance does not expand the use of fair value in any new circumstances.

Accounting standards establish a hierarchal disclosure framework associated with the level of pricing observability utilized in measuring assets and liabilities at fair value. The three broad levels defined by these standards are as follows:

Level I: Quoted prices are available in active markets for identical assets or liabilities as of the reported date.

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009 AND 2008

NOTE 8 – FAIR VALUE MEASUREMENTS (CONTINUED)

Level II: Pricing inputs other than quoted prices available in active markets, which are either directly or indirectly observable as of the reported date. The nature of these assets and liabilities include items for which quoted prices are available but traded less frequently, and items that are fair valued using other financial instruments, the parameters of which can be directly observed.

Level III: Assets or liabilities that have little or no pricing observability as of the reported date. These items do not have two-way markets and are measured using management's best estimate of fair value, where the inputs into the determination of fair value require significant management judgment or estimation.

The following table presents assets reported on the financial statements at their fair value, by level within the fair value hierarchy. As required by accounting standards, financial assets are classified in their entirety based on the lowest level of input that is significant to the fair value measurement.

	<u>Level I</u>	<u>Level II</u>	<u>Level III</u>	<u>Total</u>
December 31, 2009				
Assets:				
Investments available-for-sale	\$ 1,005,629	\$ 622,188	\$ -	\$ 1,627,817
December 31, 2008				
Assets:				
Investments available-for-sale	\$ 863,890	\$ 848,002	\$ -	\$ 1,711,892

NOTE 9 - SUBSEQUENT EVENTS

The Foundation assessed events occurring subsequent to December 31, 2009, through May 13, 2010, for potential recognition and disclosure in the financial statements. No events have occurred that would require adjustment to or disclosure in the financial statements which were issued May 13, 2010.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
 NOTES TO FINANCIAL STATEMENTS
 YEARS ENDED JUNE 30, 2010 AND 2009

NOTE 16 - NATURAL CLASSIFICATIONS WITH FUNCTIONAL CLASSIFICATIONS

These tables represent operating expenses within both natural and functional classifications for the years ended June 30:
 2010

	Salaries and Wages	Benefits	Supplies and Other Services	Utilities	Scholarships and Fellowships	Depreciation	Fees		Total
							Assessed by the Commission	Commission	
Instruction	\$ 4,899,757	\$ 1,255,340	\$ 693,700	\$ 23,773	\$ 8,524	\$ -	\$ -	\$ -	\$ 6,881,094
Public service	199,018	53,699	298,350	1,059	-	-	-	-	552,126
Academic support	643,814	175,324	707,948	5,100	-	-	-	-	1,532,186
Student services	948,648	255,684	212,625	-	49,391	-	-	-	1,466,348
General institutional support	2,457,750	2,864,289	542,477	433	1,428	-	-	-	5,866,377
Operations and maintenance of plant	145,409	67,082	340,167	542,185	-	-	-	-	1,094,843
Student financial aid	-	-	-	-	3,479,172	-	-	-	3,479,172
Auxiliary enterprises	186,719	52,966	861,739	-	-	-	-	-	1,101,424
Depreciation	-	-	-	-	-	1,052,051	-	-	1,052,051
Other	-	-	-	-	-	-	48,509	-	48,509
Total	\$ 9,481,115	\$ 4,724,384	\$ 3,657,006	\$ 572,550	\$ 3,538,515	\$ 1,052,051	\$ 48,509	\$ -	\$ 23,074,130

2009

	Salaries and Wages	Benefits	Supplies and Other Services	Utilities	Scholarships and Fellowships	Depreciation	Fees		Total
							Assessed by the Commission	Commission	
Instruction	\$ 5,254,928	\$ 1,383,251	\$ 1,062,768	\$ 16,222	\$ 4,573	\$ -	\$ -	\$ -	\$ 7,721,742
Public service	441,093	146,335	121,663	1,143	8,043	-	-	-	718,277
Academic support	592,755	355,428	107,486	182	3,861	-	-	-	1,059,712
Student services	926,860	349,555	169,252	-	4,780	-	-	-	1,450,447
General institutional support	2,366,150	1,225,518	177,595	(6,017)	16,311	-	-	-	3,779,557
Operations and maintenance of plant	514,004	182,917	892,910	480,153	-	-	-	-	2,069,984
Student financial aid	-	-	-	-	3,051,717	-	-	-	3,051,717
Auxiliary enterprises	181,572	46,993	742,061	-	-	-	-	-	970,626
Depreciation	-	-	-	-	-	1,179,223	-	-	1,179,223
Other	-	-	-	-	-	-	43,274	-	43,274
Total	\$ 10,277,362	\$ 3,689,997	\$ 3,273,735	\$ 491,683	\$ 3,089,285	\$ 1,179,223	\$ 43,274	\$ -	\$ 22,044,559



CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

To the Governing Board
Southern West Virginia Community and Technical College
Mt. Gay, West Virginia

We have audited the financial statements of Southern West Virginia Community and Technical College (the College) as of and for the year ended June 30, 2010, and have issued our report thereon dated October 12, 2010, which states reliance on other auditors for the discretely presented component unit. Our report was modified to include a reference to other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Other auditors audited the financial statements of The Southern West Virginia Community College Foundation, Inc., as described in our report on the College's financial statements. This report does not include results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the College's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we have reported to management of the College in a separate letter dated October 12, 2010.

This report is intended solely for the information and use of the College's management, the Members of the College's Governing Board, the West Virginia Higher Education Policy Commission, federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than those specified parties.



Charleston, West Virginia

October 12, 2010

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE

REPORT TO THE GOVERNING BOARD

OCTOBER 12, 2010



October 12, 2010

Governing Board
Southern West Virginia Community and Technical College
Mt. Gay, West Virginia

We are pleased to present this report related to our audit of the combined financial statements of Southern West Virginia Community and Technical College (the College) for the year ended June 30, 2010. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the College's financial reporting processes.

This report is intended solely for the information and use of the Governing Board and management and Federal and State oversight agencies and is not intended to be and should not be used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have regarding this report. We appreciate the opportunity to continue to be of service to the College.

Suttle & Stalnaker, PLLC
Suttle & Stalnaker, PLLC
Charleston, West Virginia

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Management Representations Letter	
Internal Control Letter	

Required Communications

Statement on Auditing Standards No. 114 requires the auditor to communicate certain matters to keep those charged with governance adequately informed about matters related to the financial statement audit that are, in our professional judgment, significant and relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. The following summarizes these communications.

Area	Comments
<p>Auditor's Responsibility Under Professional Standards</p>	<p>Our responsibility under auditing standards generally accepted in the United States of America and <i>Government Auditing Standards</i> issued by the Comptroller General of the United States of America has been described to you in our arrangement letter dated May 19, 2010. We did not audit the discretely presented financial statements of the Southern West Virginia Community College Foundation, Inc. (a component unit of the College). Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the discretely presented financial statements is based solely on the report of the other auditors.</p>
<p>Accounting Practices</p>	<p>Adoption of, or Change in, Accounting Policies</p> <p>Management has the ultimate responsibility for the appropriateness of the accounting policies used by the College. The College did not adopt any additional significant new accounting policies nor have there been any changes in existing significant accounting policies during the current period.</p> <p>Significant or Unusual Transactions</p> <p>We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.</p>

Area	Comments
Alternative Treatments Discussed with Management	
	We did not discuss with management any alternative treatments within accounting principles generally accepted in the United States of America for accounting policies and practices related to material items during the current audit period.
Management’s Judgments and Accounting Estimates	Summary information about the process used by management in formulating particularly sensitive accounting estimates and about our conclusions regarding the reasonableness of those estimates is in the attached “Summary of Accounting Estimates”.
Financial Statement Disclosures	In our entrance and exit meetings, we discussed with you the audit process and any issues that we feel need to be brought to the attention of management, the board, and the audit committee. Specifically, we discussed the financial statements and required disclosures.
Audit Adjustments	Audit adjustments recorded by the College are shown on the attached “Summary of Recorded Audit Adjustments.”
Uncorrected Misstatements	Uncorrected misstatements are summarized in the attached “Summary of Uncorrected Misstatements.”
Disagreements with Management	We encountered no disagreements with management over the application of significant accounting principles, the basis for management’s judgments on any significant matters, the scope of the audits, or significant disclosures to be included in the financial statements.
Consultations with Other Accountants	We are not aware of any consultations management had with other accountants about accounting or auditing matters.
Significant Issues Discussed with Management	No significant issues arising from the audits were discussed or were the subject of correspondence with management.

Area	Comments
Difficulties Encountered in Performing the Audit	We did not encounter any difficulties in dealing with management during the audits.
Internal Control Letter	No material weaknesses were noted; however, we have communicated certain other comments included in the attached internal control letter.
Certain Written Communications Between Management and Our Firm	Copies of certain written communications between our firm and the management of the College are attached as Exhibits.

Southern West Virginia Community and Technical College
Summary of Accounting Estimates
Year Ended June 30, 2010

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. You may wish to monitor throughout the year the process used to compute and record these accounting estimates. The following describes the significant accounting estimates reflected in the College's June 30, 2010 financial statements:

Area	Accounting Policy	Estimation Process	Comments
Depreciation of capital assets	Straight - line method	Based on cost, or if contributed, at fair value of the asset. Depreciation is calculated using the straight-line method over the estimated useful life. Annually, management reviews capital assets for impairment.	We concur with this process.
Valuation of receivables	Net realizable value	Review of net amounts of anticipated collections, established grants, contracts, and loans and historical collection information.	We concur with this process.
Compensated absences	Estimated	Based upon management's calculation of the ultimate liability to be paid.	We concur with this process.
Other post employment benefit liability	Estimated	Based upon the third party trust funds actuarial determination of the annual required contribution which is billed to the College.	We concur with this process.

**Southern West Virginia Community and Technical College
Summary of Recorded Audit Adjustments
Year Ended June 30, 2010**

During the course of our audit, we accumulated adjustments that were determined by management to be material to the statements of net assets, revenues, expenses, and changes in net assets, and cash flows and to the related financial statement disclosures, or management otherwise determined were appropriate to make. Following is a summary of the adjustments made to the original trial balance we received.

Account	Description	Debit	Credit
Adjusting Journal Entries JE # 1			
To record additional due to and due from HEPC provided by HEPC.			
13500-0000-175800	Year End Unrestricted	2,475.89	
527000-E053-468000	Tuition & Required E & G Fees	7,847.61	
20200-0000-175800	Year End Unrestricted		7,847.61
433000-E062-275800	Year End Restricted		2,475.89
Total		<u><u>10,323.50</u></u>	<u><u>10,323.50</u></u>

**Southern West Virginia Community and Technical College
Summary of Uncorrected Misstatements
Year Ended June 30, 2010**

During the course of our audit, we accumulated uncorrected misstatements that were determined by management to be immaterial, both individually and in the aggregate; to the statements of net assets, revenues, expenses, and changes in net assets, the statements of cash flows and to the related financial statement disclosures. Following is a summary of those differences.

Account	Description	Debit	Credit
Proposed JE # 2			
To adjust a/r to actual at year end.			
12000-0000-175800	Year End Unrestricted	103,740.57	
12100-0000-175800	Year End Unrestricted		85,644.40
400000-E051-175800	Year End Unrestricted		18,096.17
Total		<u>103,740.57</u>	<u>103,740.57</u>
Proposed JE # 3			
To reduce OPEB expense for expense related to the liability recognized in prior years.			
41000-0000-175800	Year End Unrestricted	236,312.39	
512310-E051-175800	Year End Unrestricted		236,312.39
Total		<u>236,312.39</u>	<u>236,312.39</u>
Proposed JE # 4			
To adjust cash to actual at year end.			
51X001-E053-175800	Year End Unrestricted	35,250.76	
10900-0000-38000	State Appropriation General Admin		35,250.76
Total		<u>35,250.76</u>	<u>35,250.76</u>
Proposed JE # 5			
To move prior year depreciation differences from current year expense to net assets.			
764000-P000-915800	Year End Plant	66,259.41	
41000-0000-175800	Year End Unrestricted		66,259.41
Total		<u>66,259.41</u>	<u>66,259.41</u>

Southern West Virginia Community and Technical College
Summary of Uncorrected Misstatements
Year Ended June 30, 2010

Account	Description	Debit	Credit
Proposed JE # 6			
To adjust OPEB liability to agree with RHBT.			
262000-0000-175800	Year End Unrestricted	15,479.05	
512310-E051-175800	Year End Unrestricted		15,479.05
Total		<u>15,479.05</u>	<u>15,479.05</u>
Proposed JE # 7			
To adjust a/r for duplicate entries and errors.			
400000-E051-175800	Year End Unrestricted	16,280.20	
12000-0000-175800	Year End Unrestricted		16,280.20
Total		<u>16,280.20</u>	<u>16,280.20</u>
Proposed JE # 9			
To correct deferred revenue entry that was not reversed from the PY.			
230000-0000-878690	Talent Search	18,832.47	
230000-0000-878691	Talent Search	185.00	
230000-0000-878703	Student Support Services 2004	8,355.85	
430000-E020-878690	Talent Search		18,832.47
430000-E020-878691	Talent Search		185.00
430000-E042-878703	Student Support Services 2004		8,355.85
Total		<u>27,373.32</u>	<u>27,373.32</u>
Proposed JE # 11			
To reclass federal ARRA funds to the appropriate account.			
433000-P000-842410	ARRA DOE Wyoming HVAC Project #14	9,252.05	
433000-P000-842510	ARRA DOE Williamson HVAC Project#18	22,109.80	
430000-E051-275800	Year End Restricted		31,361.85
Total		<u>31,361.85</u>	<u>31,361.85</u>

Certain Written Communications Between Management and Our Firm

Arrangement Letter

Management Representations Letter

Internal Control Letter

ARRANGEMENT LETTER



CERTIFIED PUBLIC ACCOUNTANTS

May 19, 2010

Samuel Litteral, Chief Financial Officer
Southern West Virginia Community and Technical College
PO Box 2900
Dempsey Branch Road
Mount Gay, WV 25637

Dear Mr. Litteral:

This letter is to explain our understanding of the arrangements for the services we are to perform for Southern West Virginia Community and Technical College (the College) for the year ending June 30, 2010. We ask that you either confirm or amend this understanding.

Audit Services

We will perform an audit of the College's basic financial statements which include the Statement of Net Assets, Statement of Revenues, Expenses, and Changes in Net Assets, and the Statement of Cash Flows as of and for the year ending June 30, 2010 which collectively comprise the basic financial statements. We understand that these financial statements will be prepared in accordance with accounting principles generally accepted in the United States of America. The objective of an audit of financial statements is to express an opinion on those statements.

We understand that you intend to furnish a copy of the College's financial statements, including our report thereon, to the West Virginia Higher Education Policy Commission and such party shall, upon your confirmation, utilize this report for preparation of the combined Higher Education Policy Commission financial statements to be reported upon by Deloitte & Touche, LLP. In addition, we understand that you will provide a copy of our report to the State of West Virginia for preparation of the combined State of West Virginia financial statements to be reported upon by Ernst & Young LLP.

We are responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management with the oversight of the board of directors are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America.

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America; and *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error or fraud. Accordingly, a material misstatement may remain undetected. Also, an audit is not designed to detect errors or frauds that are immaterial to the financial statements. The determination of abuse is subjective; therefore, *Government Auditing Standards* do not expect us to provide reasonable assurance of detecting abuse.

An audit of financial statements also includes obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, we will communicate to you and to management any significant deficiencies or material weaknesses that become known to us during the course of the audit.

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Phone (304)-485-6584 • Fax (304)-485-0971

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A Professional Limited Liability Company

We will also communicate to the board of directors (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements, (b) any fraud, illegal acts, violations of provisions of contracts or grant agreements and abuse that come to our attention (unless they are clearly inconsequential), (c) any disagreements with management and other serious difficulties encountered in performing the audit, and (d) various matters related to the entity's accounting policies and financial statements.

In addition to our report on the College's financial statements, we will also issue the following reports or types of reports:

- Report on internal control related to the financial statements. This report will describe the scope of testing of internal control and the results of our tests of internal controls.
- Report on compliance with laws, regulations, and the provision of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements.

The Southern West Virginia Community College Foundation, Inc. is a component unit of the College as defined by GASB Statement Number 39 and you have informed us that it is will be required to be included in your basic financial statements for the year ended December 31, 2008. We understand that the audit of the Southern West Virginia Community College Foundation will be conducted by other auditors whose report will be made available to us by September 15, 2010.

Our report on internal control will include any significant deficiencies and material weaknesses in the system of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and circular identified above. Our report on compliance will address material errors, fraud, abuse, violations of compliance requirements, and other responsibilities imposed by state and federal statutes and regulations and assumed by contracts; and any state or federal grant, entitlement of loan program questioned costs of which we become aware, consistent with requirements of the standards identified above.

Southern West Virginia Community and Technical College's Responsibilities

Management is responsible for the financial statements, including adjusting the financial statements to correct material misstatements, and for making all financial records and related information available to us. Management is responsible for providing us with a written management representation letter confirming certain representations made during the course of our audit of the financial statements and affirming to us that it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and to the opinion units of the financial statements.

Management is responsible for establishing and maintaining effective internal control over financial reporting and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge.

Management is responsible for identifying and ensuring that the entity complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving management employees who have significant roles in internal control and others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, short sellers, or others.

Management is also responsible for 1) making us aware of significant vendor relationships where the vendor is responsible for program compliance, 2) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings, and a corrective action plan, and 3) report distribution including submitting the reporting package(s).

The board of directors is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity.

The College agrees that our report on the financial statements will not be included in an official statement or other document involved with the sale of debt instruments without our prior consent. Additionally, if the College intends to publish or otherwise reproduce the financial statements and/or make reference to us or our audit, you agree to provide us with printer's proofs or a master for our review and consent before reproduction and/or release occurs. You also agree to provide us with a copy of the final reproduced material for our consent before it is distributed or released. Our fees for any additional services that may be required under our quality assurance system as a result of the above will be established with you at the time such services are determined to be necessary. In the event our auditor/client relationship has been terminated when the Organization seeks such consent, we will be under no obligation to grant such consent or approval.

During the course of our engagement, we may accumulate records containing data which should be reflected in your books and records. You will determine that all such data, if necessary, will be so reflected. Accordingly, you will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by organization personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with management. Specific information related to timelines, adjusting journal entries, draft financial statements and additional billings that are part of this contract are included in the master contract on file with the West Virginia Higher Education Policy Commission. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

Other Terms of our Engagement

The working papers for this engagement are the property of Suttle & Stalnaker, PLLC. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit working papers upon their request; and that we shall maintain the working papers for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested workpapers will be provided under the supervision of Suttle & Stalnaker, PLLC audit personnel and at a location designated by our Firm.

If circumstances arise relating to the conditions of your records, the availability of sufficient, competent evidential matter, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, misappropriation of assets, or noncompliance which in our professional judgment prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawal from the engagement.

In the event we are requested or authorized by the College or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagements for the College, the College will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

Professional standards and our Firm policies require that we perform certain additional procedures whenever our reports are included, or we are named as accountants, auditors, or "experts" in a document used in a public offering of debt securities. Our report on the financial statements is not to be included in an official statement or other document involved with the sale of debt instruments without our prior consent. Additionally, if you intend to publish or otherwise reproduce the financial statements and/or make reference to us or our audit, you agree to provide us with printer's proofs or master for our review and consent before reproduction and/or release occurs. You also agree to provide us with a copy of the final reproduced material for our consent before it is distributed or released. Our fees for any additional services that may be required under our quality assurance system as a result of the above will be established with you at the time such services are determined to be necessary.

Other Services

The two overarching principles of the independence standards of the *Government Auditing Standards* issued by the Comptroller General of the United States provide that management is responsible for the substantive outcomes of the works, and therefore, has a responsibility and is able to make any informed judgment on the results of the services described above. Accordingly, the College agrees to the following:

The Vice President of Finance will be accountable and responsible for overseeing the preparation of the financial statements.

The College will establish and monitor the performance of the preparation of the financial statements to ensure that they meet management's objectives.

The College will make any decisions that involve management functions related to the preparation of the financial statements and accepts full responsibility for such decisions.

The College will evaluate the adequacy of services performed and any findings that result.

Fees

We generally base our fees on the time required at our regular rates for the services and personnel assigned plus out-of-pocket costs and relevant computer charges. Our charges also include other appropriate factors, including the difficulty of the assignment, the degree of skill required, time limitations imposed on us by others, the experience and ability of the personnel assigned, and the value of the services to the client. Our fee for the services described in this letter will be the amount included in the master contract on file with the West Virginia Higher Education Policy Commission. You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

In accordance with our firm policies, work may be suspended if your account balance becomes 90 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Closing

This letter constitutes the complete and exclusive statement of agreement between Suttle & Stalnaker, PLLC and the College, superseding all proposals oral or written and all other communication, with respect to the terms of the engagement between the parties.

In accordance with *Government Auditing Standards*, a copy of our most recent peer review report accompanies this letter. There was no letter of comments received for our peer review.

If this letter defines the arrangements as you understand them, please sign and date the enclosed copy, and return it to us. We appreciate your business.

Very truly yours,



Suttle & Stalnaker, PLLC

RESPONSE:

This letter correctly sets forth the understanding of Southern West Virginia Community and Technical College.



Chief Financial Officer

cc: Joanne Jaeger Tomblin, President
Kevin N. Fowler, Board of Governors, Chair



Kelley,
Galloway &
Company, PSC

CERTIFIED PUBLIC ACCOUNTANTS

- 1200 BATH AVENUE ▪ P. O. BOX 990 ▪ ASHLAND, KENTUCKY 41105-0990 ▪
- Phone (606) 329-1811 ▪ Fax (606) 329-8756 ▪ E-mail contact@kelleygalloway.com ▪ Web site www.kelleygalloway.com ▪

Member of the Center for Public Company Audit Firms, the Private Companies Practice Section of the American Institute of Certified Public Accountants and PKF North American Network

December 31, 2008

To the Members
Suttle & Stalnaker, PLLC

We have reviewed the system of quality control for the accounting and auditing practice of Suttle & Stalnaker, PLLC (the firm) in effect for the year ended May 31, 2008. A system of quality control encompasses the firm's organizational structure, the policies adopted and the procedures established to provide it with reasonable assurance of conforming with professional standards. The elements of quality control are described in the Statements on Quality Control Standards issued by the American Institute of CPAs (AICPA). The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of conforming with professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance with its system of quality control based on our review.

Our review was conducted in accordance with standards established by the Peer Review Board of the AICPA. During our review, we read required representations from the firm, interviewed firm personnel and obtained an understanding of the nature of the firm's accounting and auditing practice, and the design of the firm's system of quality control sufficient to assess the risks implicit in its practice. Based on our assessments, we selected engagements and administrative files to test for conformity with professional standards and compliance with the firm's system of quality control. The engagements selected represented a reasonable cross-section of the firm's accounting and auditing practice with emphasis on higher-risk engagements. The engagements selected included among others, audits of Employee Benefit Plans and engagements performed under *Government Auditing Standards*. Prior to concluding the review, we reassessed the adequacy of the scope of the peer review procedures and met with firm management to discuss the results of our review. We believe that the procedures we performed provide a reasonable basis for our opinion.

In performing our review, we obtained an understanding of the system of quality control for the firm's accounting and auditing practice. In addition, we tested compliance with the firm's quality control policies and procedures to the extent we considered appropriate. These tests covered the application of the firm's policies and procedures on selected engagements. Our review was based on selected tests; therefore it would not necessarily detect all weaknesses in the system of quality control or all instances of noncompliance with it. There are inherent limitations in the effectiveness of any system of quality

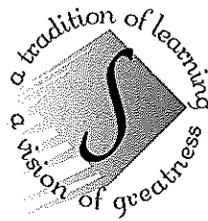
control and therefore noncompliance with the system of quality control may occur and not be detected. Projection of any evaluation of a system of quality control may become inadequate because of changes in conditions, or because the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control for the accounting and auditing practice of Suttle & Stalnaker, PLLC in effect for the year ended May 31, 2008, has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

Kelley, Galloway & Company, PSC

Kelley, Galloway & Company, PSC
Ashland, Kentucky

MANAGEMENT REPRESENTATIONS LETTER



Southern West Virginia Community and Technical College

October 12, 2010

Suttle & Stalnaker, PLLC
The Virginia Center, Suite 100
1411 Virginia Street, East
Charleston, West Virginia 25301

In connection with your audit of the basic financial statements of the Southern West Virginia Community and Technical College (SWVCTC) an operating unit of the West Virginia Higher Education Fund of the State of West Virginia, as of and for the years ended June 30, 2010 and June 30, 2009, we confirm that we are responsible for the fair presentation in the financial statements of financial position, changes in financial position, and cash flows in conformity with accounting principles generally accepted in the United States of America.

We confirm to the best of our knowledge and belief, the following representations made to you during your audit.

1. The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America.
2. We have identified for you all organizations that are a part of this reporting entity or with which we have a relationship, as these organizations are defined in Section 2100 of the Governmental Accounting Standards Board's Codification of Governmental Accounting and Financial Reporting Standards, that are:
 - a. Component units.
 - b. Other organizations for which the nature and significance of their relationship with SWVCTC are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.
 - c. Jointly governed organizations in which we participated.
3. We are an operating unit of the West Virginia Higher Education Fund which is a separate fund of the State of West Virginia and are consolidated in the State of West Virginia's annual financial report in accordance with Section 2100 of the Governmental Accounting Standards Board's Codification of Governmental Accounting and Financial Reporting Standards.

www.southern.wvnet.edu

"Southern is an EOE, ADA, AA Institution"

DISTRICT OFFICE
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LOGAN CAMPUS
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Fax: 304-792-7028

WILLIAMSON CAMPUS
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Williamson, WV 25661
Phone: 304-235-6046
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BOONE/LINCOLN CAMPUS
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Danville, WV 25053
Phone: 304-369-2952
Fax: 304-369-2954

LINCOLN SITE
81 Lincoln Panther
Hamlin, WV 25523
Phone: 304-824-2326
Fax: 304-824-2339

WYOMING/McDOWELL CAMPUS
HC 89 Box 423
McGraws, WV 25875
Phone: 304-294-9643
Fax: 304-294-8534

4. We have identified for you all of our funds of the organization.
5. We have properly classified all funds and activities.
6. We have properly determined and reported the enterprise fund based on the required quantitative criteria.
7. We are responsible for compliance with laws and regulations applicable to SWVCTC including adopting, approving, and amending budgets.
8. We have identified and disclosed to you all laws and regulations that have a direct and material effect on the determination of financial statement amounts.
9. We have made available to you:
 - a. All financial records and related data of all funds and activities, including those of all special funds, programs, departments, projects, activities, etc., in existence at any time during the period covered by your audit.
 - b. All minutes of the meetings of the governing board and committees of board members or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. All communications from grantors, lenders, other funding sources or regulatory agencies concerning noncompliance with:
 - 1) Statutory, regulatory or contractual provisions or requirements.
 - 2) Financial reporting practices that could have a material effect on the financial statements.
10. We have no knowledge of fraud or suspected fraud affecting the entity involving:
 - a. Management or employees who have significant roles in the internal control.
 - b. Others where the fraud could have a material effect on the financial statements.
11. We acknowledge our responsibility for the design and implementation of programs and controls to provide reasonable assurance that fraud is prevented and detected.
12. We are aware of no significant deficiencies, including material weaknesses, in the design or operation of internal controls that could adversely affect the entity's ability to record, process, summarize, and report financial data, except as disclosed to you.
13. We have no knowledge of any allegations of fraud or suspected fraud affecting SWVCTC received in communications from employees, former employees, analysts, regulators, short sellers, or others.
14. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial statements.
15. We know of no violations of state or Federal statutory or regulatory provisions, grant or other contractual provisions, or of provisions of local ordinances (except for those which have been communicated to you or which are disclosed in the financial statements and/or your reports).

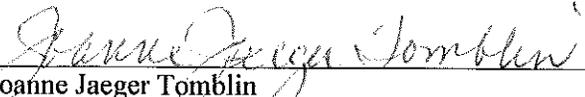
16. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
17. The following have been properly recorded and/or disclosed in the financial statements:
 - a. Related party transactions, including those with the Southern West Virginia Community College Foundation, the State of West Virginia and the West Virginia Council for Community and Technical College Education (the primary governments having accountability for SWVCTC), as defined in Section 2100 of the Governmental Accounting Standards Board's Codification of Governmental Accounting and Financial Reporting Standards, and interfund transactions, including interfund accounts and advances receivable and payable, sale and purchase transactions, interfund transfers, long-term loans, leasing arrangements and guarantees, all of which have been recorded in accordance with the economic substance of the transaction and appropriately classified and reported.
 - b. Guarantees, whether written or oral, under which the Government is contingently liable.
 - c. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances.
 - d. Line of credit or similar arrangements.
 - e. Agreements to repurchase assets previously sold.
 - f. Security agreements in effect under the Uniform Commercial Code.
 - g. Any other liens or encumbrances on assets or revenues or any assets or revenues which were pledged as collateral for any liability or which were subordinated in any way.
 - h. The fair value of investments.
 - i. Amounts of contractual obligations for construction and purchase of real property or equipment not included in the liabilities or encumbrances recorded on the books.
 - j. Any liabilities which are subordinated in any way to any other actual or possible liabilities.
 - k. Debt issue repurchase options or agreements, or sinking fund debt repurchase ordinance requirements.
 - l. Debt issue provisions.
 - m. All leases and material amounts of rental obligations under long-term leases.
 - n. All significant estimates and material concentrations known to management which are required to be disclosed in accordance with the AICPA's Statement of Position 94-6, *Disclosure of Certain Significant Risks and Uncertainties*. Significant estimates are estimates at the balance sheet date which could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets for which events could occur which would significantly disrupt normal finances within the next year.
 - o. Authorized but unissued bonds and/or notes.

- p. Risk financing activities.
 - q. Derivative financial instruments.
 - r. Special and extraordinary items.
 - s. Deposits and investment securities category of custodial credit risk.
 - t. Component units which are required to be disclosed in accordance with GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units*, or GASB Statement No. 14, *The Financial Reporting Entity*.
18. We are responsible for making the accounting estimates included in the financial statements. Those estimates reflect our judgment based on our knowledge and experience about past and current events and our assumptions about conditions we expect to exist and courses of action we expect to take. In that regard, adequate provisions have been made.
- a. To reduce receivables to their estimated net collectable amounts.
 - b. To reduce obsolete, damaged, or excess inventories to their estimated net realizable values.
 - c. To reduce investments, intangibles, and other assets which have permanently declined in value to their realizable values.
 - d. For risk retention, including uninsured losses or loss retentions (deductibles) attributable to events occurring through the date of this letter and/or for expected retroactive insurance premium adjustments applicable to periods through the date of this letter.
 - e. For pension obligations, post-retirement benefits other than pensions and deferred compensation agreements attributable to employee services rendered through the date of this letter.
 - f. For any material loss to be sustained in the fulfillment of, or from the inability to fulfill, any service commitments.
 - g. For any material loss to be sustained as a result of purchase commitments.
 - h. For environmental clean up obligations.
19. There are no:
- a. Material transactions that have not been properly recorded in the accounting records underlying the financial statements.
 - b. Violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency. In that regard, we specifically represent that we have not been designated as, or alleged to be, a “potentially responsible party” by the Federal Environmental Protection Agency or any equivalent state agencies in connection with any environmental contamination.

- c. Other material liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB Statement No. 10.
20. There are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with GASB Statement No. 10.
 21. We have no direct or indirect, legal or moral, obligation for any debt of any organization, public or private, or to special assessment bond holders that is not disclosed in the financial statements.
 22. We have satisfactory title to all owned assets.
 23. We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
 24. Net asset components (invested in capital assets, net of related debt; restricted; and unrestricted) and fund balance reserves and designations are properly classified and, if applicable, approved.
 25. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
 26. Revenues are appropriately classified in the statement of activities.
 27. Capital assets, including infrastructure assets, are properly capitalized, reported, and depreciated.
 28. Required supplementary information is properly measured and presented.
 29. We are responsible for and have reviewed and approved the proposed adjustments, if any, to the trial balances identified during the audit, which are included in the attached summarized schedule of posted adjustments and will post all adjustments accordingly. We have reviewed, approved, and are responsible for overseeing the preparation and completion of the basic financial statements and related notes.
 30. We believe that the effects of the uncorrected misstatements, if any, aggregated by you and summarized in the attached schedule are immaterial, both individually and in the aggregate to the financial statements. For purposes of this representation, we consider items to be material, regardless of their size, if they involve the misstatement or omission of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.
 31. We are not aware of any material internal control weaknesses or reportable conditions that should be reported.

No events or transactions (other than those disclosed in the financial statements) have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements.

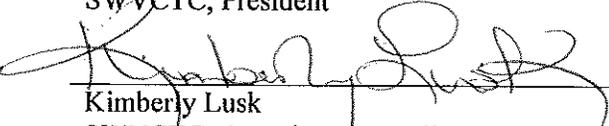
During the course of your audit, you may have accumulated records containing data which should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.



Joanne Jaeger Tomblin
SWVCTC, President



Samuel Litteral
SWVCTC, Chief Financial Officer



Kimberly Lusk
SWVCTC, Associate Controller

Internal Control Letter

Governing Board
Southern West Virginia Community and Technical College
Mt. Gay, West Virginia

In planning and performing our audit of the financial statements of the Southern West Virginia Community and Technical College (the College) as of and for the year ended June 30, 2010, in accordance with auditing standards generally accepted in the United States of America, and *Government Auditing Standards* issued by the Comptroller General of the United States, we considered the College's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect financial statement misstatements on a timely basis. A deficiency in design exists when a control necessary to meet the control objective is missing, or when an existing control is not properly designed so that even if the control operates as designed, the control objective is not always met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or qualifications to perform the control effectively.

A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

* * * * *

The following summarizes comments and suggestions not considered to be significant deficiencies or material weaknesses.

Cash Receipt Procedures

During testing of revenue transactions it was noted that receipts are not being deposited in a timely manner and checks are not being recorded correctly in the check log. Of the twenty-three revenue transactions tested, there were two instances in which cash was not deposited within one day of receipt and five instances in which the check date recorded in the check log was the date the check was written rather than the date the check was received so it was not possible to determine whether the cash was deposited timely.

We recommend that management review cash receipt procedures with staff to ensure that cash is deposited timely and in accordance with College policies and procedures.

Accrued Expenses

Management currently includes amounts for accounts payable within the balances for accrued expenses.

We recommend that management begin posting all entries for accounts payable within the same account class in order to properly state each balance at year-end and to properly apply Generally Accepted Accounting Principles (GAAP).

Student Accounts Receivable

During the testing of student accounts receivable it was noted that accounts receivable listings are created prior to the end of the fiscal year. During the year under audit financial aid posted activity to certain student accounts after the creation of the accounts receivable listing resulting in an improper accounts receivable balance. It was also noted that students were sometimes duplicated on the listing. Both of these issues appear to be isolated to the semester that ended just prior to the end of the fiscal year.

We recommend that management create student accounts receivable listings after the year has closed and all activity has been recorded. We also recommend that listings be reviewed for accuracy.

Other Accounts Receivable

Supporting schedules for certain other accounts receivable balances did not agree to the general ledger.

We recommend that management ensure that all supporting schedules reconcile to the general ledger balances prior to audit procedures being performed.

Schedule of Expenditures of Federal Awards

During testing it was noted that federal revenue per the general ledger did not agree to the Schedule of Expenditures of Federal Awards (SEFA). This was due to the improper coding of federal revenue and pass through revenue as State funding rather than Federal funding.

We recommend that management carefully review all grant awards to determine whether they are Federal or State grants. Furthermore, management should ensure amounts reported on the SEFA reconcile to the general ledger.

Journal Entry Approval

During testing of journal entries it was noted that three of the twenty-three journal entries tested were not properly approved.

In order to avoid erroneous or unauthorized journal entries being posted, we recommend that the appropriate member of management review and approve all journal entries and their supporting documentation.

Physical Inventory of Capital Assets and Maintenance of Capital Assets Records

Our capital asset observation revealed that there are assets that have not been correctly recorded in the College's records and there are assets recorded in the College's records that are no longer in use. We believe that this indicates the need for a complete physical inventory of capital assets, which will be the best and most efficient method for developing an accurate listing of all capital assets. Additionally, this will allow the College to develop procedures whereby the capital asset listing is reconciled to the general ledger, which will ensure an accurate accounting for assets. Specifically, the listing should include the following data:

- Asset or tag number
- Description of the asset
- Location of the asset
- Cost, voucher number, and vendor name
- Date placed in service
- Estimated useful life
- Depreciation method
- Depreciation expense and accumulated depreciation for the year
- Date asset was retired and selling price if applicable

Complete information such as the above on all capital assets would provide excellent control for the safeguarding of these assets, which are a significant cost. A better assessment and evaluation could also be made regarding the reliability of certain capital assets, and the need for replacements, and so on.

Computerization of Capital Asset System

Currently, manual records are kept for all capital assets. We strongly recommend the College convert to a computerized system designed to accumulate asset cost and calculate depreciation expense. There is currently a capital asset module within the Banner accounting system which the College has purchased.

We recommend that the College implement Banner capital assets which would eliminate a significant amount of manual record-keeping duties, make operations more efficient, and provide more accurate information with which to make business decisions regarding capital assets.

Information Systems Controls

During a review of the College's information systems policies and procedures the following areas were noted where controls could be strengthened.

Access Rights Administration

The College does not have written procedures for the user account lifecycle.

We recommend that a written procedure be developed and approved by appropriate management defining the process of creating, modifying or deleting user account within the various systems and defining the necessary audit trails.

Disaster Recovery Plan

The College has a Disaster Recovery Plan (DRP), but the plan has not been fully developed. Lack of a fully completed DRP increases the risk of the College being unable to recover if a disaster event occurred when key Information Technology personnel are not available.

We recommend the College fully develop the Disaster Recovery Plan. A few items to review and fully develop in the Disaster Recovery Plan, but not limited to, are:

- Section 2.1 - Review and update the Plan when significant changes are made to the environment.
- Section 2.3 – Identify responsible individual, position or party that will implement routing changes.
- Section 3.1F – Procedures for replacing equipment, including contact information and responsible party.
- Section 3.1 H – Procedures for informing the community including responsible party.

- Section 3.3 – Create departmental prioritization and have it approved. Will help manage expectations of user base.
- Section 4.0 B – Ensure details of CTO audit(s) are appended to DR Plan as noted.
- Appendix C – Detailed list of hardware requirements (disks, ram etc...)
- Other items to consider: emergency contact numbers (police, fire, FBI etc..), emergency calling tree, IP address schemes

Windows Server Update Server

A Windows Server Update Server (WSUS) server should be deployed in conjunction with the active directory deployment. Left unpatched, workstations and servers may be vulnerable to exploits.

We recommend that management deploy a WSUS server. This will allow technology services to manage, test and deploy Windows updates, critical security, and software patches in a timely fashion.

Uninterruptable Power Supply Battery Management

Of the three Uninterruptable Power Supply (UPS) systems observed, all were showing warnings that the battery modules needed replaced. We recommend the College immediately order replacement UPS battery modules to ensure continuity of operation and to provide protection to vital hardware devices.

Antivirus Deployment

Currently the College uses Symantec Endpoint Protection (Endpoint) software to protect its installed computers. However, Endpoint is not managed from a single control point. Each workstation is expected to update its virus definitions as they become available. While this may provide adequate protection, there is no simple way to know if workstations are updating virus definition files as expected.

We recommend that the College expedite its rollout of Microsoft Forefront (Forefront). Forefront became available on July 1, 2010 and is tentatively scheduled to be pushed out with new Windows 7 devices. The use of Forefront will allow for stronger control and monitoring of virus definition updates.

Documentation

The vast majority of the College's existing Information Technology (IT) procedures are not documented. We recommend that the College implement a formal review of existing procedures to verify the accuracy of and to properly document the remaining undocumented procedures. The following list of the activities should be documented and a logging mechanism should be developed to ensure exceptions are recorded:

- System monitoring procedures (description of documentation reviewed, exceptions noted, date of review, etc)
- System maintenance and change control (patches applied, tested, etc)
- Backup and recovery
- Document the user rights change management process

If these services are provided by third parties include contract and contact information in the documentation.

Server Build Standard Procedures

Server build standards decrease the risk that operating system security parameters may not be configured, or may be configured inconsistently from server to server, thereby weakening the overall security environment of the College’s internal network.

We recommend the College document server build standard to ensure that all servers are configured to meet the College’s intended security standards. The standard server build documents should cover at a minimum:

- | | |
|---|--------------------------|
| • Password policy | • Event log settings |
| • Account lockout policy | • Security options |
| • Audit policy | • Services |
| • Share access | • User Rights Assignment |
| • Application installation (i.e. anti-virus, backup software) | |

* * * * *

This communication is intended solely for the information and use of management, the Governing Board, and Federal and State oversight agencies and is not intended to be and should not be used by anyone other than these specified parties.

Scuttle & Stalaker, PLLC
 Charleston, West Virginia
 October 12, 2010

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: Approval of Proposed Tuition Increase

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed revision to the resident tuition increase of \$101.00 per semester per FTE for the 2011-2012 academic year effective July 1, 2011.

STAFF MEMBER: Tom Heywood, Chair
Board of Governors Committee on Tuition and Fees

BACKGROUND:

At its January 20, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors Committee on Tuition and Fees recommended a minimum tuition increase of \$101.00 per semester per FTE for the 2011-2012 academic year.

The College staff recommends, the Board approve the above resolution for a tuition increase for the 2011-2012 academic year to reflect a \$101.00 per semester increase per FTE for resident students. This increase will bring the full-time tuition to \$1,152.00 per semester. If approved, the staff further recommends the request be submitted to the West Virginia Council for Community and Technical College Education for action at its next meeting.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: Approval of Proposed Student Technology Assessment Fee Increase

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed technology assessment fee increase of \$50 per semester for students enrolled in seven (7) or more credit hours effective July 1, 2011.

STAFF MEMBER: Tom Heywood, Chair
Board of Governors Committee on Tuition and Fees

BACKGROUND:

At its January 20, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors Committee on Tuition and Fees recommended a technology assessment fee increase of \$50 per semester for students enrolled in seven (7) or more credit hours beginning with the 2011-2012 fiscal year. If approved, this increase will bring the total technology fee to \$100.00 per semester for students enrolled in seven (7) or more credit hours.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: Financial Statements for Years Ended June 30, 2010 and 2009, and Independent Auditors' Reports

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors accept the filing of the audited financial report for the fiscal year ended June 30, 2010.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The accounting firm of Suttle and Stalnaker, PLLC, has conducted the financial audit for Southern West Virginia Community and Technical College for fiscal year ended June 30, 2010. Ms. Kelly Shafer, Suttle and Stalnaker Certified Public Accountants, will make a brief presentation regarding their findings. Copies of the audited financial statements are included with this agenda item.

The Governmental Accounting Standards Board (GSAB) establishes standards for the presentation format for college and university standards statements. This format places emphasis on the overall economic resources of the College. The statement format includes the Statement of Net Assets; Statements of Revenues, Expenses, and Changes in Net Assets; and the Statement of Cash Flows, all reported on a comparative basis with the prior year. The reporting format includes a narrative section called Management's Discussion and Analysis. This section is designed to provide an objective and readable analysis of financial activities based upon facts, decisions, and conditions known as of the auditor's report.

Southern West Virginia Community and Technical College Board of Governors
Meeting of October 14, 2010
Stonewall Resort and Conference Center - Pecan Room
940 Resort Drive, Roanoke, WV

Board Members Present: Terry Sammons, Tom Heywood, Wilma Zigmond, George Kostas, Shelley Huffman, George Morrison, Glenn Yost, Debbie Dingess

Board Members Absent: Kevin Fowler, Linda Akers, Kimberly Irick, Jada Hunter

Administrative Staff: President Joanne Jaeger Tomblin, Sam Litteral, Allyn Sue Barker, Cindy Crigger, Ron Lemon, Pamela Alderman, Cindy McCoy, Darrell Taylor, David Lord, Bill Cook, Randy Skeens, George Beshears, Glenn Trammel, Emma Baisden

1. **Call to Order:**
Board Chair, Terry Sammons, 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 6:00 p.m.
2. **President's Report:**
 1. President Tomblin welcomed everyone to the Board of Governors meeting and annual planning retreat.
 2. Board members, Linda Akers, Debbie Dingess, and George Morrison, along with President Tomblin, Allyn Sue Barker, Cindy Crigger, Cindy McCoy, Darrell Taylor, George Beshears, and Pamela Alderman attended the Governor's Forum on Postsecondary Credential Attainment by Adult Workers held on September 28, 2010 at the Charleston Town Center Marriott. The forum focused on increasing the number of adults with college degrees and credentials. Data was presented showing the current education status of West Virginia's workforce, where it needs to be to make economic recovery possible, and suggested strategies to make those improvements.
 3. ZMM Architects of Charleston, West Virginia, is in the process of preparing architectural renderings for Southern's new Williamson Technology Center project. They should have a design ready for review in 4-5 months. A groundbreaking ceremony is being planned for Spring 2011.
 4. The Boone County Joint Administrative Board has been reinstated. Mr. Bill Cook, Director of Boone/Lincoln Campus Operations, is working with officials of the Boone County Board of Education on space utilization. Beginning Fall 2011, we will offer the Nursing Program at the Boone/Lincoln Campus in a non-traditional format.
 5. The annual Community Appreciation Celebration was held at the Williamson Campus on September 19.

6. To date, the Fall Semester enrollment shows a 3% increase in full-time enrollment from Fall 2009. The institution will most likely break even on the headcount comparison from last year.
7. The one-time salary enhancement program approved by the Board at its August meeting for Southern employees will begin with the October 15 payroll.
8. Former Governor of West Virginia and current president of the Alliance for Excellent Education, Bob Wise, gave a presentation on his new book, *Raising the Grade: How High School Reform Can Save Our Youth and Our Nation*, to Southern's management team on October 4. While at Southern he also toured the Mine Academy and interviewed with Cindy Crigger for Southern's Channel 17.
9. President Tomblin has initiated an Enrollment Management project with 22 task committees to develop an Enrollment Management Plan to guide the College in its recruitment and retention efforts. Each committee will conduct research on one of 22 topics the President and Executive Council identified as essential elements to a successful plan. Each team will submit a set of recommendations based on their findings to the President by May 1, 2011.
10. Major administrators and managers are writing competencies for critical positions to include in the Succession Plan.
11. At the end of October, President Tomblin will present her monthly newsletter by pod cast to employees and the Board of Governors.
12. Since January 2010, the Major Gifts Campaign has raised more than \$700,000 and an overall total of more than \$9,800,000 since 2004.

The Board unanimously accepted the President's Report upon a motion by Wilma Zigmond and a second by George Kostas.

3. Financial Report

Chief Financial Officer, Sam Litteral, provided the financial report dated September 30, 2010 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. Mr. Litteral informed the group that Southern's financial audit has been completed and it will be presented to the Board at its December meeting.

The Board unanimously accepted the Financial Report upon a motion by Tom Heywood and a second by George Kostas.

4. SunGard Report:

Mr. Glenn Trammel, General Manager for SunGard Higher Education, and Mr. George Beshears, CIO, provided an update on services being provided to the College. They are in the process of network assessment, inventory of PC's and working to establish classroom standards. They have established

an interim help desk for technology with plans to implement a permanent 24x7 help desk. They plan to establish technology replacement cycles, redesign and reconfigure the network, upgrade the bandwidth, implement the Exchange server for e-mail, and establish customer service. Progress reports will be provided to the Board on a regular basis.

5. Action Items:

1. Appointment of Committee on Tuition and Fees

Chair Sammons appointed a committee to prepare a proposal for tuition and fee increases for FY 2011-2012. The committee will bring a recommendation forward for the Board's review and consideration at its February 15, 2011 meeting. Members appointed include Tom Heywood, Terry Sammons, Kimberly Irick, Joanne Tomblin, Sam Litteral, George Morrison, and Allyn Sue Barker. Mr. Heywood will serve as committee chair. Upon a motion by Shelley Huffman and seconded by Wilma Zigmond, the Board unanimously approved the Committee appointments.

2. Approval of August 17, 2010, Minutes

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

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

3. Final Approval of Proposed Policies

1. SCP-1010, Use of Alcoholic Beverages on Campus

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1010, *Use of Alcoholic Beverages on Campus*, following a 30-day public comment period.

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

2. SCP-1160, Diversity Philosophy

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1160, *Diversity Philosophy*, following a 30-day public comment period.

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

3. SCP-2202, Personnel Assessment Philosophy and Practice Statement

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

RESOLVED, That the Southern West Virginia Community and Technical College Board

of Governors grant final approval of SCP-2202, *Personnel Assessment Philosophy and Practice Statement*, following a 30-day public comment period.

ACTION: Debbie Dingess seconded the motion. The motion carried unanimously.

4. SCP-3188, College-Level Examination Program (CLEP)

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the rescission of SCP-3188, *College-Level Examination Program (CLEP)*, following a 30-day public comment period and its reconstruction as a procedure within the Academic Affairs Unit.

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

5. SCP-3227, Credit Based on Experience and SCP-3227.A, Portfolio Evaluation Form

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 for the rescission of SCP-3227, *Credit Based on Experience*, and SCP-3227.A, *Portfolio Evaluation Form*, and its reconstruction as a unit procedure following a 30-day public comment period.

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

4. Approval of Policies for 30-day Comment

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

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-1500, *Philosophy, Vision and Mission of Southern West Virginia Community and Technical College*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

2. SCP-2593, Diversity Philosophy

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-2593, *Payment to Employees for*

Contracted Services (Other Than Regular Employment) and the associated form, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: Debbie Dingess seconded the motion. The motion carried unanimously.

3. SCP-3600, Faculty Office and Class Schedule

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-3600, *Faculty Office and Class Schedule*, and SCP-3600.A, *Faculty Office and Class Schedule*, to Southern's constituents 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.

4. SCP-4151, Academic Standards and Expectations from Students

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-4151, *Academic Standards and Expectations from Students*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

5. SCP-5620, Parking Regulations Policy

MOTION: Debbie Dingess 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-5620, *Parking Regulations Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

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

6. Informational Items:

1. *Coal Valley News* Article
2. West Virginia Community and Technical College System News Articles

7. Adjournment:

There being no further business, Chair Sammons declared the meeting adjourned at 7:35 p.m. upon

a motion by Glenn Yost and seconded by Shelley Huffman. The next Board meeting is scheduled for December 14, 2010 at Southern's Logan Campus

Terry R. Sammons, Chair

Emma L. Baisden
Assistant to the Board of Governors

DRAFT

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: SCP-1500, Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1500, *Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College*, following a 30-day public comment period.

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

The Higher Learning Commission of the North Central Association of Colleges and Schools recommends that institutional vision and mission statements be reviewed periodically and adjusted accordingly. Southern West Virginia Community and Technical College has entered a three-year self-study process for renewal of institutional accreditation by the Higher Learning Commission. Following the self-study process and resulting report, an on-campus visit by an HLC team will be scheduled for the spring semester of the 2012-2013 academic year.

As an essential element in this process, the administration initiated a review of the mission and vision statements. In August 2009, all Southern employees were asked to review the current mission and vision statements and provide suggestions for change. All suggestions and recommendations received were reviewed by the Strategic Planning Review Committee at its September 2009 meeting and forwarded to the Executive Council for consideration. The Executive Council considered the information provided and made a recommendation to the President. During its Strategic Planning process in October 2009, the Board of Governors reviewed the College's mission and vision statements to determine if adjustments were necessary. With input from employees and board members, the administration drafted a revised mission statement, shared it with employees and students over several months and solicited additional input. A final draft was presented to the Board of Governors at its March 2010 meeting and advanced for a 30-day comment period. The new institutional mission statement was approved by the Board at its June 2009 meeting.

Revisions to SCP-1500, *Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College*, reflect no substantial changes in procedure or documentation requirements, but provides clarity. It includes the new institutional mission statement and was reformatted using the latest policy template. The revised policy was reviewed by Executive Council. Therefore, the staff recommends that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

At its October 14, 2010 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-1500, *Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College*, for a 30-day public comment period that expired November 17, 2010. No comments were received. Therefore, the staff recommends the Board of Governors grant final approval of the policy as presented.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1500**

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

REFERENCE: Institutional Master Plan

ORIGINATION: July 1, 1984

EFFECTIVE: July 1, 1984

REVIEWED: September 2010

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

2.1 All college constituencies.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 The philosophy, vision, and mission of Southern West Virginia Community and Technical College are generally consistent with similar institutions. However the philosophy, vision, and mission statements are 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 Governors and members of program advisory committees, as well as, College faculty, students, staff and administration have all contributed to defining the philosophy, vision, and mission of the College.

4.1.1 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, affordable, and accessible educational services throughout the area and will, within the resources available, attempt to carry out the mission as effectively as possible.

4.1.2 Vision Statement

Southern West Virginia Community and Technical College will be the higher education leader in West Virginia and the region. Southern will provide the leadership necessary to help West Virginia 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 practice 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.

4.1.3 Mission Statement

It is the mission of Southern West Virginia Community and Technical College to provide accessible, affordable, quality education and training while promoting lifelong learning for those we serve.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 The 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 Governors.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 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.

SECTION 8. CANCELLATION

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

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: September 2010 – Revisions reflect no substantial changes in procedure or documentation requirements, but provide clarity. Includes the new institutional mission statement approved by the Board of Governors June 22, 2010. This policy was reformatted using the latest policy template.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: SCP-2593, Payment to Employees for Contracted Services (Other Than Regular Employment)

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern WV Community and Technical College Board of Governors approve the aforementioned policy SCP-2593, following the 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

SCP-2593 and the associated form were developed to provide a method to request, approve, and document payment of additional compensation to employees, beyond their regular approved salary, for activities performed in addition to, and unrelated to, the employees' regular job.

The policy revisions include a statement that the policy is not intended to prevent payment of overtime or compensatory time to employees; inclusion of types of payments not covered by the policy; a statement that approval must be obtained in advance; and the requirement that supervisors or event coordinators be responsible for ensuring the services are performed prior to submission of the request to payroll for payment.

At its October 14, 2010 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-2593, Payment to Employees for Contracted Services (Other Than Regular Employment), for a 30-day public comment period that expired November 17, 2010. No comments were received at the end of the comment period, therefore, the staff recommends the policy to the Board of Governors for consideration for final approval as presented.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2593**

SUBJECT: Payments to Employees for Contracted Services (Other Than Regular Employment)

REFERENCE: West Virginia Governmental Ethics Act: W. Va. Code §6B-1-1, et seq.

ORIGINATION: April 22, 1998

EFFECTIVE: April 22, 1998

REVIEWED: September 21, 2010

SECTION 1. PURPOSE

- 1.1 This policy addresses payments made to employees for services rendered or performances made other than those included in their regular employment.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all persons employed by Southern West Virginia Community and Technical College who perform services in addition to their regular job duties.

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

- 4.1 It is the policy of the College to allow payment through College payroll for extra assignments or projects in addition to regular salary for services rendered to college related organizations and functions in association with the College.
- 4.2 Payments made to employees under this policy must be for hours worked or services performed beyond the employees regular appointment and schedule. Under no circumstance may an employee receive regular salary/wages and additional pay under this policy for work or services performed during employees regular working hours.
- 4.3 Additional assignments offered by supervisors or management must be paid at a rate which is at least the employee's regular rate of pay. Extra hours worked for a function sponsored by the supervisor or management must be included in the employee's regular work week and be compensated in compliance with the SCP- 2575, *Overtime and Compensatory Time Policy*. Terms of this policy in no way are intended to underpay or avoid paying non-exempt employees wages as required under applicable state and federal labor law.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 This policy excludes fees and/or monies that employees receive for private consulting or other services performed and paid for by outside agencies and employers.
- 5.2 The following types of compensation/payments are excluded from provisions of this policy:
 - 5.2.1 Stipend payments for Faculty Chair or Coordinator assignments
 - 5.2.2 Additional work hours and/or overtime required in regular job responsibilities. Extra hours and overtime requests are subject to SCP-2575, *Overtime and Compensatory Time Policy*.
 - 5.2.3 Overload teaching assignments for current faculty and non-faculty employees. Overload teaching assignments are made using an Academic Adjunct Faculty Agreement.
 - 5.2.4 Travel and reimbursements via vendor's invoice.

SECTION 6. GENERAL PROVISIONS

- 6.1 Southern West Virginia Community and Technical College recognizes that with the multitude of events and activities required to serve our students and communities, employees may be called upon to perform services not typically included in their regular positions. Often times, the pay for a stipend or fee offered by the many organizations of the college may be different from the employee's regularly hourly pay. Also, the employee may agree with student organizations to perform the extra assignment. Examples of these types of services include, but are not limited to, directing traffic for theater events held on campus, helping with clean-up after a student event, teaching a continuing education course after work hours, and performing consultant services for projects or programs.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Payments to employees for services rendered in addition to the regular job duties under the terms of this policy must be requested on form "SCP-2593.A, *Payment to Individuals for Services*". This form is available via the policy page of the Internet and on the Human Resources page of the College Intranet. SCP-2593.A, *Payment to Individuals for Services*, must be completed and approved prior to performance of services.
 - 7.1.1 No payment will be made until the form, SCP-2593.A, *Payment to Individuals for Services*, is completed and properly signed by the supervisor and the Chief Financial Officer.
 - 7.1.2 Supervisors are responsible to ensure that services are rendered prior to payment. The approved form, SCP-2593.A, *Payment to Individuals for Services*, must then be forwarded to the payroll office to be processed.
 - 7.1.3 Payments to employees allowed by this policy are subject to all payroll and other withholding taxes and will be reported on the employee's W-2 Form.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-2593.A, *Payment to Individuals for Services*

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

Revision Notes: September 2010 - Policy revised to include compliance statement regarding overtime and compensatory time. Sections were re-written for clarity.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2593.A, Payment to Individuals for Services**

Use Only for employees of Southern

- () Stipends
- () CE
- () Other _____

Name: _____

WVFIMS Account # _____

Address: _____

Org.# _____

SSN: _____

I, _____, agree to perform the following services
(Name)
 for _____ at _____.
(Department/Group/Organization) (Location)

Detailed description of services to be performed _____

Date(s) of Service: From _____ **To** _____
The rate of pay shall be _____ **per** _____.
Total Hours if Applicable _____.
Total Amount Due _____.

I hereby certify that the services to be performed will not interfere with or detract from my full time duties as an employee and will be performed outside of my regular work hours. I understand performing these contracted duties or services during my regular work schedule is prohibited and, if done, constitutes violation of institutional policy and West Virginia Ethics rules for government employees. I understand that payment for the service(s) I provide will be processed by the payroll department and will be subject to all payroll and other withholding taxes.

Employee Signature **Date**

Approved By:

Southern West Virginia Community and Technical College

Supervisor/Event Sponsor

Date

Chief Financial Officer

Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: SCP-3600, *Faculty Office and Class Schedule*
SCP-3600.A, *Faculty Office and Class Schedule*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the rescission of SCP-3600, *Faculty Office and Class Schedule*, and SCP-3600.A, *Faculty Office and Class Schedule*, following a 30-day public comment period and their reconstruction as a procedure within the Academic Affairs Unit.

STAFF MEMBER: Pamela L. Alderman

BACKGROUND:

The Academic Affairs Unit has been charged with the review of several academic policies for the 2010-2011 academic year. The Academic Deans and the Academic Affairs Management Council reviewed SCP-3600 and its attachment in July 2010. As a result of this review, they determined that the contents of the policy reflect a procedure rather than a policy. They proposed that the policy and its attachment be rescinded and reconstructed as a procedure in the Academic Affairs Procedures Manual.

At its October 14, 2010 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-3600, *Faculty Office and Class Schedule*, and SCP-3600.A, *Faculty Office and Class Schedule*, for a 30-day public comment period that expired November 17, 2010. No comments were received at the end of the comment period. Therefore, it is recommended that the Board grant final approval for the rescission of this policy and its attachment and their reconstruction as a unit procedure.



SUBJECT: Faculty Office and Class Schedule

REFERENCE:

1. PURPOSE

The purpose of the schedule is to provide faculty accessibility for student advising and counseling.

2. SCOPE AND APPLICABILITY

All full-time faculty members shall complete an Office and Class Schedule Form and distribute it in a prescribed manner.

3. DEFINITIONS

4. POLICY

As a guideline, faculty teaching typical lecture classes shall schedule a minimum of 7 ½ hours office per week.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

Procedures:

- A. Full-time faculty shall complete an Office and Class Schedule Form by the end of the first week of classes.
- B. Full-time faculty shall distribute an Office and Class Schedule Form in the following manner:
 - 1. One copy to the Division Chair.
 - 2. One copy to the Vice President Academic Affairs.
 - 3. One copy to their respective records office.

- 4. One copy to the switchboard operator on the campus where the faculty member is assigned.
- 5. One copy posted in a conspicuous location near the faculty member's office entrance (on or near door).
- C. Office and Class Schedule Forms shall be available from the Division Chairperson and/or the Vice President Academic Affairs.
- D. The Division Chairperson has the responsibility to see that all faculty members in his/her division comply with this policy.

8. **CANCELLATION**

9. **SIGNATURE**

President

Date

Attachments

Faculty Office and Class Schedule SCP 3600.A

Distribution

Revision Date

September 1, 2000



Number: SCP 3600.A
 Effective: July 1, 1984
 Revised: September 1, 2000

FACULTY OFFICE AND CLASS SCHEDULE

Name _____ Office _____ Telephone _____ Ext. _____ Semester _____

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 NOON	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM
MON														
TUE														
WED														
THUR														
FRI														
SAT														

SCP 3600.A
 Revised 10-00

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: SCP-4151, Academic Standards and Expectations of Students

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4151, *Academic Standards and Expectations of Students*, following a 30-day public comment period.

STAFF MEMBER: Darrell Taylor

BACKGROUND:

President Joanne Jaeger Tomblin charged the Academic Affairs Unit and Student Development and Special Services Unit with review of SCP-4151, *Academic Standards and Expectations of Students*. This policy governs the standards and expectations of students regarding their responsibility related to course work, degree and certification requirements, academic progress, and program completion.

The policy was reviewed by the aforementioned units in August 2010, and discussed by the Executive Council at its September 7, 2010 meeting. As a result of this review, minor revisions were made to provide clarity and reflect no substantial changes in procedure or documentation requirements.

At its October 14, 2010 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-4151, *Academic Standards and Expectations of Students*, for a 30-day public comment period that expired November 17, 2010. No comments were received. Therefore, the staff recommends the Board of Governors grant final approval of the policy as presented.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4151**

SUBJECT: Academic Standards and Expectations of Students

REFERENCE: None

ORIGINATION: June 9, 1987

EFFECTIVE: July 1, 1987

REVIEWED: September 23, 2010

SECTION 1. PURPOSE

- 1.1 To establish standards and expectations of students regarding their responsibility relating to course work, degree and certificate requirements; satisfactory academic progress; and program completion.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 Applies to all students.

SECTION 3. DEFINITIONS

- 3.1 *Student* – Any person who has been admitted to Southern to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same in connection with study, research, or service or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the West Virginia Higher Education Policy Commission, West Virginia Council for Community and Technical College Education, or the institution.

SECTION 4. POLICY

- 4.1 The following College Catalog entries relate to student academic standards and expectations and shall be regarded as policy until such time as they are superceded by policies subsequently considered and approved:
- 4.1.1 General Admissions
 - 4.1.2 Admissions Requirements for Allied Health or Nursing Associate Degree Programs
 - 4.1.3 Entrance Assessment
 - 4.1.4 Assessment Expectations for Students
 - 4.1.5 Academic Standing Policy
 - 4.1.6 Academic Dishonesty Policy
 - 4.1.7 Graduation Statement
 - 4.1.8 Academic Expectations of Students
- 4.2 To the extent any conflict is determined to exist between the existing policies identified in this policy and the published description of institution policy and procedure, as contained in the College Catalog, or subsequent revisions thereto, the policies and procedures embraced in the existing policies shall prevail, except under

circumstances where the observance of existing policy would be patently unfair to a student.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 The student, by voluntarily accepting admission to the institution, accepts the academic requirements and all criteria of the institution. It is the student's responsibility to fulfill course work/degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of his/her program.
- 7.2 Once the individual becomes a "student," he/she is expected:
- 7.2.1 To be willing to seek instruction for self-assessment and preparedness in the following skills:
 - 7.2.1.1 Reading and Writing
 - 7.2.1.2 Math and Science
 - 7.2.1.3 Study and Testing
 - 7.2.2 To know and meet each instructor's subject criteria by:
 - 7.2.2.1 Following directives,
 - 7.2.2.2 Reading materials, and
 - 7.2.2.3 Completing required assignments.
 - 7.2.3 To behave in a mature and responsible way – not in a distractive or disruptive fashion – while present in all academic settings (classes, labs, clinics, and/or related activities).
 - 7.2.4 To strive for continuous academic progress by:
 - 7.2.4.1 Improving the quality of work, and
 - 7.2.4.2 Monitoring grade averages.
 - 7.2.5 To continue monitoring program requirements by:
 - 7.2.5.1 Checking one's status, and
 - 7.2.5.2 Checking one's program requirements for possible changes.
 - 7.2.6 To be aware of, and formulate as quickly as possible, personal and/or professional goals by:
 - 7.2.6.1 Comparing personal qualifications with the requirements for a desired job,
 - 7.2.6.2 Monitoring transfer requirements and own status, and
 - 7.2.6.3 Reviewing goals for personal satisfaction.
 - 7.2.7 To be aware of College policies pertaining to student rights and responsibilities by:
 - 7.2.7.1 Understanding College related materials (catalog, notices, and/or general information), and
 - 7.2.7.2 Clarification from personnel employed by the College.
 - 7.2.8 To seek help from College personnel for assistance when faced with a problem.

SECTION 8. CANCELLATION

8.1 SCP-3705, *Student Academic Rights*.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: September 23, 2010 – Changed terms to match 2010-2011 College Catalog and made basic edit to make the policy more concise. February 21, 2006 – Incorporated relevant information from SCP-3705, *Student Academic Rights*, into SCP-4151 and revised this policy to meet the needs of the institution and its students. (Board of Governors cancelled SCP-3705 4/18/2006).

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: SCP-5620, Traffic and Vehicle Speed, Flow and Parking Regulations Policy

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5620, Traffic and Vehicle Speed, Flow and Parking Regulations Policy, following a 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Finance Unit was charged by President Joanne Tomblin to consider revision of SCP-5620, *Parking Regulations Policy*. The policy was reviewed by the Executive Council on September 7, 2010.

Based on deliberations of the Council and Finance Unit, substantial revisions were made to reflect changes in procedures and responsibilities and to provide clarity. These revisions include changing the policy title from "Parking Regulations Policy" to "Traffic and Vehicle Speed, Flow, and Parking Regulations Policy." The policy was also updated to comply with West Virginia Code §18B-4-6 – Acquisitions, operations and regulation of parking areas and facilities at state institutions of higher education; regulation of parking, speed and flow of traffic on campus roads and driveways; civil and criminal penalties; disposition of revenue; and West Virginia Code §18B-10-15 – Authority of educational institutions to provide special services and program's; collections dispositions of fees therefor.

At its October 14, 2010 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-5620, Traffic and Vehicle Speed, Flow and Parking Regulations Policy, for a 30-day public comment period that expired November 17, 2010. No comments were received at the end of the comment period, therefore, the staff recommends the policy as presented to the Board of Governors for consideration for final approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5620**

SUBJECT: Traffic and Vehicle Speed, Flow and Parking Regulations Policy

REFERENCE: West Virginia Code §18B-4-6, §18B-10-15

ORIGINATION: February 1, 1989

EFFECTIVE: February 1, 1989

REVIEWED: September 7, 2010

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish an institutional rule regarding the regulation and control of the speed, flow, and parking of vehicles on roads, driveways, and parking areas owned, leased and/or otherwise under the control and authority of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy shall apply to all students, employees, visitors and to any motor vehicles operated on any roads, driveways, and parking areas owned, leased and/or under the control and authority of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

- 4.1 Notwithstanding any other motor vehicle or traffic law to the contrary, the Board of Governors of Southern West Virginia Community and Technical College delegates to the President or his/her designee, the authority to regulate and control the speed, flow and parking of vehicles on campus roads, driveways, and parking facilities or areas owned, leased, and/or under the Board's control,
- 4.2 These regulations of Southern West Virginia Community and Technical College are designed to provide safe and convenient parking for students, employees and visitors to the campus; open and accessible fire and delivery lanes for emergency and delivery vehicles; and a safe, smooth, unimpeded flow of traffic on roads, driveways and parking areas at all campus locations.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 Use of roads, driveways, and parking areas owned, leased and/or under the control and authority of the College is restricted to students, employees, visitors and others who may be conducting official business with the college.
- 6.2 Drivers operating vehicles on roads, driveways, or in parking areas will obey all posted signs regulating speed, flow and/or parking.
- 6.3 Students and employees violating this policy are subject to action under the applicable and appropriate disciplinary procedures as determined by the College's administration.
- 6.4 Visitors and others conducting official business with the College are also subject to this policy and violations will be taken seriously. Such violations may result in the withdrawal of the privilege of visiting the campus and/or the involvement of appropriate law enforcement officials.
- 6.5 Parking spaces for the disabled, which shall conform to ADA requirements, will be designated at all college locations and shall be reserved for authorized users twenty four hours daily throughout the calendar year. Violators of the designated ADA or Handicap Accessible parking spaces are subject to the fine as set forth by the American's with Disabilities Act and the laws of the State of West Virginia.
- 6.6 All vehicles parked in designated handicap spaces will have displayed, in a visible manner, a current and valid handicap parking permit or license plate issued by the proper regulatory authority. The handicap parking permit or license plate must be registered in the name of the person using a designated handicap parking space.
- 6.7 Vehicles parked in designated fire lanes are in violation of state law and are subject to a fine in an amount as set forth by the West Virginia State Fire Marshall's Office.
- 6.8 Individuals will park vehicles within marked parking spaces, and will not park vehicles in fire lanes, non-parking and delivery zones. All vehicles will be parked in a manner that will not impede the regular flow of traffic or immobilize any parked vehicle.
- 6.9 When a vehicle is parked at any college location in a manner that constitutes a violation of this policy, the institution will have the authority to take appropriate corrective action including having vehicles towed at the owner's expense.
- 6.10 Vehicles other than those owned or leased by the College are not to be parked on College property during non-business hours without the knowledge and approval of the Director of Campus Operations.
- 6.11 Southern will not be held liable for theft, vandalism, or accidents involving vehicles being driven on, or parked in, campus parking lots.
- 6.12 Southern does not control or have jurisdiction over properties adjacent to its facilities and owned or controlled by the West Virginia Department of Highways or private landowners. Anyone infringing upon such properties will be subject to the rules and/or actions taken by those agencies or individuals.
- 6.13 Parking on all college lots will be observed on a first come, first served basis.
- 6.14 Continued or repeated violation of parking regulations will result in the loss of parking privileges.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 All persons using college parking facilities will observe all normal courtesies, refrain from parking vehicles in any area not authorized, and will not contribute to any act with vehicles that may cause injury, endanger lives or otherwise cause hardship or injury to anyone.
- 7.2 The Director of Campus Operations will monitor the roads, driveways, and parking lots to observe that users are obeying the policy regulations. The Director shall issue proper warnings or initiate other appropriate disciplinary action necessary against violators of the terms of this policy.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: September 2010 — Revisions reflect substantial change in procedures and provide clarity to reflect changes in responsibilities. The policy title was changed from “Parking Regulations Policy” to “Traffic and Vehicle Speed, Flow and Parking Regulations Policy.” The Form SCP-5620.A, *Decal Log*, was eliminated.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: SCP-1750, Tobacco Usage

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1750, *Tobacco Usage*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

STAFF MEMBER: Darrell Taylor

BACKGROUND:

President Joanne Jaeger Tomblin charged the Finance Unit and Student Development and Special Services Unit with review of SCP-1750, *Tobacco Usage*. This policy provides employees and students an environment free from the ill effects of tobacco products.

The policy was reviewed by the aforementioned units and discussed by the Executive Council at its November 2, 2010 meeting. As a result of this review, minor revisions were made to provide clarity and reflect no substantial changes in procedure or documentation requirements.

Based on the deliberations and recommendations of the aforementioned bodies, the staff recommends SCP-1750, *Tobacco Usage*, for advancement to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1750**

SUBJECT: Tobacco Usage
REFERENCE: None
ORIGINATION: January 1, 1988
EFFECTIVE: January 1, 1988
REVIEWED: November 2, 2010

SECTION 1. PURPOSE

- 1.1 To establish policy ~~and procedure to provide~~ ing employees and students a ~~healthful~~ an environment free from the ill effects of tobacco products. ~~Studies concerning the effects of passive smoke inhalation on non-smokers conclude that exposure to smoke may be harmful to one's health.~~ There is also evidence to indicate that other forms of tobacco usage and tobacco smoke may be harmful to one's health.

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

- 3.1 Tobacco Usage: Refers to usage of all forms and types of tobacco, i.e., smoking tobaccos, chewing tobaccos and snuff.

SECTION 4. POLICY

- 4.1 All locations of Southern West Virginia Community and Technical College are designated as non-tobacco usage facilities.
- 4.1.1 Signs will be posted to inform the general population that tobacco usage is not permitted.
- 4.1.2 This policy applies to college buildings and state vehicles.
- 4.1.3 Tobacco usage is ~~permitted~~ limited to areas outside college buildings in accordance with local county and state ordinances.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Department heads and supervisors will be responsible for adherence to the policy in their specified areas of supervision.

7.2 All employees have an obligation to see that the provisions of this policy are ~~adhered to~~ followed. Faculty members are to ensure compliance by students enrolled in each of their classes while the ~~campus counselor~~ Director of Campus Operations and other campus staff ensure compliance by students in other areas of the campus.

7.3 Those members violating this policy will be ~~appropriately~~ disciplined according to employee ~~discipline~~ discipline processes or student ~~discipline~~ disciplinary procedures.

7.4 The College will endeavor to provide education and assistance to those students and employees desiring to refrain from tobacco usage.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: November 2010 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: SCP-2810, Sabbatical Leave for Full Time Faculty

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2810, *Sabbatical Leave for Full Time Faculty*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

This policy was originally created in August 1992. The policy was reformatted when the current MAP system was implemented in August 2000. The last review and revision was February 2006.

This policy was reviewed by the Academic Affairs and Human Resources Units in conjunction with Executive Council and has under gone minor revision. References to academic "Division Chairs" have been changed to academic "Department Chairs." The two academic Dean positions have been incorporated into the request and approval process for faculty sabbatical leave. Major aspects of the policy have not been altered.

Based on the deliberations and recommendations of the aforementioned bodies, the staff recommends SCP-2810, Sabbatical Leave for Full Time Faculty, for advancement to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2810**

SUBJECT: Sabbatical Leave for Full-time Faculty

REFERENCE: West Virginia Code §18B-1-3; 18B-7-2

ORIGINATION: August 1992

EFFECTIVE: August 1992

REVIEWED: November 2, 2010

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to specify the eligibility, conditions, compensation, and obligations regarding the granting of sabbatical leave for faculty members of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is limited in scope and application to full-time faculty members of Southern West Virginia Community and Technical College who are eligible for sabbatical leave under the terms of this policy. Part time faculty members are not eligible for sabbatical leave.

SECTION 3. DEFINITIONS

- 3.1 Sabbatical Leave: A form of faculty development which provides leave with full or partial salary but free from all teaching and administrative duties to engage in educational activity related to an individual's academic or professional field to improve teaching. Examples of uses of sabbatical leave may include: to renew/advance oneself in an area of expertise, learn new approaches to teaching/learning, undertake projects relating to the enhancement of learning and teaching by electronic means, or conduct research and development in relation to an academic field, the division's curriculum, or a new specialization.
- 3.2 Vitae: A biographical sketch or account of one's career and qualifications.
- 3.3 Full Time Faculty: An individual employed on a full-time year to year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.

SECTION 4. POLICY

- 4.1 It is the policy of Southern West Virginia Community and Technical College to provide the faculty opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, creative work and travel so that teaching effectiveness may be enhanced, scholarly usefulness increased, and the institution's academic and service programs strengthened.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 This policy has no relation to other forms of leave that may be available to faculty members. However, a faculty member may not receive payment for sabbatical leave and for other types of wage replacement or employer provided benefit, such as short term disability, simultaneously.

SECTION 6. GENERAL PROVISIONS

- 6.1 Eligibility: Any full-time employee holding faculty rank is eligible for sabbatical leave after the completion of at least six years of continuous employment as a full time faculty member at Southern West Virginia Community and Technical College. Separate summer school employment shall not be considered in calculating the duration of employment. After completing a sabbatical leave, a faculty member shall not again be eligible until the seventh subsequent year. Separate summer school employment shall not be considered for sabbatical leave.
- 6.2 Conditions Governing the Granting of Sabbatical Leave: The granting of sabbatical leave is not automatic, but shall depend on the merits of the request and on conditions prevailing in the College at the time. All applications for sabbatical leave shall be considered solely upon the criteria contained in this policy. The faculty member must be actively at work during the semester preceding the commencement of the sabbatical leave period. Sabbatical leave will be granted by the President.
- 6.3 Application Time Line: The application for sabbatical leave must be submitted during the fall semester of the academic year prior to the year for which sabbatical leave is requested. Faculty are urged to discuss plans to request a sabbatical leave with his/her ~~division~~ Department Chair early in the semester to establish a dialogue about the value of proposed activities to the faculty member and to the institution.

~~Division~~ Department Chairs seeking sabbatical leave must work with the ~~Chief Academic Officer~~ Dean of his /her division in developing his/her proposal and apply to the same by the date proposals are due to the ~~Chief Academic Officer~~ Department Chair below.

November 1 - Sabbatical Proposals ~~are due to~~ in the office of the ~~Division~~ Department Chair. ~~(For Chairs requesting sabbatical, the proposals are due in office of the Dean.)~~ The ~~Division~~ Department Chair (or Dean) shall prepare a written recommendation either supporting the request or recommending denial of the proposed leave.

November 15 - Sabbatical Proposals and recommendations from ~~Division~~ Department Chair (or Dean) ~~to~~ are due in the office of the Chief Academic Officer . The Chief Academic ~~Office~~ Officer shall prepare a written recommendation either supporting the request or recommending denial of the proposed leave.

December 1- Sabbatical Proposals with recommendations from the ~~Division~~ Department Chair, Dean, and Chief Academic Officer are due in the President's Office. The President may request a personal interview with a faculty member to answer questions concerning the proposal.

- 6.4 Sabbatical Proposal: The Sabbatical Proposal shall be assembled as follows:
- 6.4.1 Sabbatical Leave Request Form - It must be typed on form SCP-2810. A or in the same format.
- 6.4.2 The Proposal: This must be typewritten and contain the following categories:
- 6.4.2.1 Proposed Activities and Time Line: Details the activities planned during the sabbatical leave period and the time line by which each will be accomplished. The objectives of the proposal shall be stated in measurable terms. Each objective shall be reflected in the subsequent final report. A timetable of major events for the completion of the proposal must be included. The

time schedule should reflect careful and realistic planning. Flow charts or diagrams may be of benefit in this section.

6.4.2.2 Merit of the proposal: Describes the value or benefit of the proposed activities to the individual faculty member and to the institution. This section must contain all information necessary to permit an effective review. It should describe the proposal in sufficient detail to enable the President to know what is planned at every stage and to make a tentative judgement as to the probable success of the proposed plan. The objectives of the proposal shall be stated in measurable terms. Each objective shall be reflected in the subsequent final report. The narrative description must include a detailed explanation of what the -proposal intends to do. A rationale for the-proposal and a statement of the impact proposal will have on the institution, the individual and the community should be included. In addition the description must identify present knowledge, available resources, and creative potential associated with the-proposal.

6.4.2.3 Justification for Proposal: Describes the accomplishments of the applicant in order to prepare for the endeavors outlined in the request. This section provides justification for the granting of sabbatical leave. For example , it may describe the faculty member's progress toward completion of a degree, including the courses completed and describing the remaining courses, research, or internship necessary to complete his/her degree requirements. All preliminary tasks undertaken prior to the request should be identified.

6.4.2.4 Current Vitae: This vitae must include the information necessary for the President's evaluation. Reference is made to the Criteria to be used in Evaluation.

6.5 Criteria to be Used in Awarding Sabbatical Leave:

6.5.1 Merit Proposal: The major purpose of a sabbatical leave is to provide the faculty opportunity for continued professional growth and new, or renewed , intellectual achievement through study, research, writing, creative work and travel so that teaching effectiveness may be enhanced, scholarly usefulness increased, and the institution's academic and service programs strengthened. Close consideration shall be given to the nature of the applicant's assignment and to differences among the many disciplines represented in a community and technical college.

6.5.2 Accomplishments of the Applicant: Evaluation of accomplishments while at Southern West Virginia Community and Technical College since any previous sabbatical shall be based on the merit factors normally used as criteria for merit raises, such as : professional experience; professional papers and talks; leadership activities, college and senate committee assignments; publications; research, scholarly, or creative effort completed and in progress; membership in professional organizations, including offices held; community activities and services which are professionally-related; and other accomplishments and recognition of significance.

6.5.3 Number of years salaried, full-time professional service at Southern West Virginia Community and Technical College since last hire date or last sabbatical leave, whichever is least, shall be considered.

6.5.4 Although an advanced degree may be a residual of a sabbatical leave proposal, emphasis shall be placed on the benefits to the faculty member, the institution and the community.

6.6 Compensation: A faculty member on sabbatical leave shall receive full salary for no more than one-half of the academic year or half salary for no more than the full academic year.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Obligations of the Faculty Member:

- 7.1.1 An applicant for a sabbatical leave shall discuss the proposal with his/her ~~Division~~ Department Chair, prepare the proposal and request for sabbatical leave form, and submit the packet to his/her ~~Division~~ Department chair before deadline date specified in this policy. The plan proposal, as approved will represent the faculty member's assignment during the sabbatical leave period. The approved plan shall not be modified without the written consent of the President or his/her designee.
- 7.1.2 Upon receiving approval for sabbatical leave, the faculty member shall execute a promissory note/memorandum of understanding reflecting the amount of compensation to be received while on sabbatical leave. After completion of the service obligation, the note shall be marked "paid" and returned to the faculty member.
- 7.1.3 In accepting a sabbatical leave, a faculty member shall sign a statement indicating that he/she is aware of and agrees to all conditions of the leave as specified herein.
- 7.1.4 While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the President or his/her designated representative. Fellowships, grants, assistantships, and similar stipends shall not be considered remunerative employment.
- 7.1.5 Faculty on approved sabbatical leave are required to report any changes in, or that may affect the status of his/her sabbatical leave or benefit eligibility. Examples may include but are not limited to long term illness or injury that effects the faculty's ability to meet obligations, changes in marital status, or other situations that may affect his/her benefit status.
- 7.1.6 Upon completion of a sabbatical leave, a faculty member shall file with the Chief Academic Officer a written report of his/her scholarly activities while on leave. The report shall address all objectives and activities approved in the original request and be submitted within thirty days of return to service.
- 7.1.7 A faculty member is obligated to return for a full year of service upon completion of the leave. Failure to return will obligate the faculty member to fully reimburse the institution for salary received during the period of the leave.

7.2 Obligations of the ~~Division~~ Department Chair:

- 7.2.1 Work in an advisory capacity with the faculty applicant to help ensure the proposed sabbatical leave complies with the intent of this policy and is beneficial to the faculty member, the department, the division, and the institution.
- 7.2.2 Prepare a letter to the Chief Academic Officer containing comments and recommendation for approval or denial of the request.
- 7.2.3 Arrange coverage of classroom or other workload responsibilities of the requesting faculty member. The ~~Division~~ Department Chair may ask for suggestions or recommendations from the requesting faculty member, however, the responsibility for finding temporary replacement personnel or revising teaching schedules of other members of the division rests with the ~~Division~~ Department Chair. The ~~Division~~ Department Chair will contact the Human Resources Office for assistance in recruiting replacement personnel no later than the spring semester of the year preceding commencement of the sabbatical leave.

7.3 Obligations of the Chief Academic Officer:

7.3.1 The Chief Academic Officer ~~shall~~ will be responsible for the implementation of this policy and ~~shall~~ will provide all support services necessary to carry out its provisions.

7.3.2 The Chief Academic Officer will prepare a letter to the President containing comments and recommendations for approval or denial of the request.

7.4 Obligations of the President’s Office and the Institution:

7.4.1 Upon Consideration and final approval or denial, the President’s Office ~~shall~~ will send the original application packet with related correspondence and outcomes to the Human Resources Office for appropriate processing, reporting and recordkeeping.

7.4.2 A faculty member’s institutional position, status, and rank ~~shall~~ will not be adversely affected solely by his/her absence while on sabbatical leave.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-2810 A. Sabbatical Leave Request, SCP 2810 B. Sabbatical Leave Promissory Note

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

Revision Notes: November 2010 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Forms were streamlined.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2810.B**

**SABBATICAL LEAVE
PROMISSORY NOTE and MEMORANDUM OF UNDERSTANDING**

My signature below indicates that I have read and agree to all conditions, provisions, and requirements of SCP-2810, *Sabbatical Leave for Full-time Faculty*.

I agree to return to the full-time service of the College and work therein for a period of one year. If I fail to return to work for a period of one year, I agree to re-pay Southern West Virginia Community and Technical College an amount equal to the amount of salary and benefits paid to me during the sabbatical leave period.

I understand that my position, status and rank shall not be adversely affected by my absence due to the sabbatical leave, and that I will receive any pay raises or other benefits that would have been afforded me had I not been on sabbatical leave.

I understand that the length of sabbatical governs the amount of pay that I receive. The length of my sabbatical and requisite amount of compensation I will receive is:

- One semester sabbatical leave paid at my regular base salary for the semester.
- One academic year of sabbatical leave paid at one half my annual base salary.

I understand and agree that the final agreed upon proposal, as approved by the President, is my assignment for the period of sabbatical leave and that the proposal may not be modified without the written consent of the President or his/her designee.

I agree to provide a detailed report of my activities and accomplishments to the Chief Academic Officer within 30 days of my return to work.

I agree and understand that I may not accept remunerative employment without the written consent of the President or his/her designated representative.

Printed Name	Signature	Date
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STATE OF WEST VIRGINIA, COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____ 20____, by

_____.

My commission expires: _____

NOTARY PUBLIC

Chief Academic Officer's Signature	Date
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President's Signature	Date
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**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: SCP-3245, *Faculty and Administrative Productivity*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3245, *Faculty and Administrative Productivity*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

STAFF MEMBER: Pamela A. Alderman

BACKGROUND:

Academic Affairs has been charged with the review of several academic policies for the 2010-2011 academic year. The Academic Deans and the Academic Affairs Management Council reviewed SCP-3245 in November 2010 and proposed minor changes to the policy.

Revisions to SCP-3245, *Faculty and Administrative Productivity*, reflect no substantial changes in procedure or documentation requirements. Revisions reflect changes in management responsibility. The revised policy was reviewed by Executive Council. Therefore, the staff recommends that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3245**

SUBJECT: Faculty and Administrative Productivity

REFERENCE: West Virginia Code §18B-7-7, Professional Productivity; West Virginia Code §18B-1A-3, Peer Institutions

ORIGINATION: October 20, 2005

EFFECTIVE: February 21, 2006

REVIEWED: November 2010

SECTION 1. PURPOSE

- 1.1 To ensure that employees of Southern West Virginia Community and Technical College are meeting the goals set forth in state statute.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all faculty and administrators employed at Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Administrators — Employees in senior-level positions that should be reported according to the College and University Personnel Association (CUPA) administrator survey guidelines.
- 3.2 Full-time Faculty — An individual employed on a full-time year-to-year basis designated as faculty or instructional staff who holds rank and is assigned a full-time workload per institutional guidelines.

SECTION 4. POLICY

- 4.1 Administrators shall be at least ten percent more productive than administrators at similar peer institutions in other states as selected by the West Virginia Higher Education Policy Commission in collaboration with the Council for Community and Technical College Education and approved by the Legislative Oversight Commission on Education Accountability (LOCEA). Appropriate measures of productivity will be determined by the Southern West Virginia Community and Technical College Board of Governors and compared with approved peer institutions in other states. Possible measures include number of administrators as a percent of full-time employees; average administrator salary as compared with similar positions at peer institutions in other states. Other appropriate measures may be determined by the Board of Governors.
- 4.2 Any administrator holding faculty rank must teach at least a minimum of three (3) credit hours per academic year. This teaching responsibility shall be considered as a part of the contractual responsibilities of that administrative position and shall not require any additional compensation. ~~Division Department~~ Chairs who hold faculty rank shall perform teaching responsibilities as determined by the appropriate Academic Dean Chief Academic Officer but shall not be less than twelve (12) credit hours in an academic year.
- 4.3 Faculty and instructional staff shall be at least ten percent more productive than faculty at peer institutions as approved according to West Virginia State Code §18B-1A-3. It is recognized, however, that many aspects

of faculty productivity are intangible and cannot be measured by such simple methods as examining student/teacher ratio. Likewise, no single measure of faculty productivity is sufficient to measure overall productivity. While quantity is easily measured, quality is more meaningful when assessing faculty productivity. Therefore, a combination of measures will be used to determine productivity. Only comparable standardized data elements, as reported to nationally recognized data collection organizations, will be used for any comparative measurement of faculty productivity. Such measures may include:

- 4.3.1 Credit hour production shall be determined by dividing the number of student credit hours by the number of faculty credit hours.
- 4.3.2 Advising load shall be determined by ~~program~~ by dividing the number of students assigned a faculty advisor by ~~the number of full-time faculty in that program~~ the Department Chair in consultation with the faculty member.
- 4.3.3 Program-focused qualitative measures shall include the percentage of graduates who pass ~~boards licensing and/or certifications~~ exams in their areas of study.
- 4.3.4 Course-oriented ~~qualitative productivity~~ measures shall include ~~the percentage of successful completers (those with a grade of C or better) who score above the 50th percentile nationally on standardized exams such as those offered by the American Chemical Society, WorkKeys or Academic Profile. These measures shall also include the number of successful completers who score at least 70% on common final exams prepared by Southern faculty~~ course load and successful completion of duties assigned by the Department Chair and/or the Academic Dean.
- 4.3.5 College governance committee service shall be determined by ~~dividing the number of full-time faculty on all committees by the number of full-time faculty. Both standing and ad-hoc committees will be counted~~ the Department Chair and/or Academic Deans.
- 4.3.6 Professional development will likewise be assessed by ~~determining the average number of workshops or seminars attended per faculty member. For each workshop or seminar, the number of faculty in attendance will be counted and summed for all workshops and seminars attended in that year, then the average will be calculated by dividing the sum by the number of full-time faculty. To be included in the total number of faculty, the faculty member must have attended at least one professional development activity~~ the Department Chair and/or Academic Dean.

The population of faculty will be consistent with those reported in the Integrated Postsecondary Education Data System (IPEDS) survey. When appropriate, credit and contact hours will be related in a method determined by the College.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 This policy is not applicable to non-exempt employees.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Evaluation of administrator and faculty productivity is the responsibility of the ~~Executive Vice President~~ appropriate Department Chair or Academic Dean or his/her designee working in conjunction with the Southern West Virginia Community and Technical College Board of Governors. The Board of Governors will approve the list of peer institutions. A productivity report will be presented each ~~November~~ fall to that body.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: November 2010 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: SCP-4233, The Dean's List of Students; Graduation with Honors Status

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 public comment period.

STAFF MEMBER: Allyn Sue Barker

BACKGROUND:

The Enrollment Management and Student Development Unit was charged by the President to review SCP - 4233, *The Dean's List of Students; Graduation with Honors Status*. This policy's purpose is to establish and communicate grade point average criteria for recognition of student achievement and placement on the Dean's List and/or graduation with honors.

As a result of this review, major revisions and additions were made to provide clear policy statements and add clarity of responsibilities.

The Enrollment and Student Development Unit reviewed the policy on October 8, 2010 and recommended the policy be revised and advanced to Executive Council. The revised policy was reviewed by the Executive Council on November 2, 2010. Therefore, the staff recommends the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4233**

SUBJECT: The Dean's List of Students; Graduation ~~W~~with Honors Status

REFERENCE: None

ORIGINATION: July 1, 1985

EFFECTIVE: July 1, 1985

REVIEWED: ~~September 1, 2000~~ December 2010

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish and communicate grade point average criteria for recognition of student achievement by and placement on the Dean's List and/or graduation with honors.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All students registered for academic credit-based courses.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 A student who earns a minimum grade point average of 3.25 while attempting and completing twelve (12) or more credit hours during a semester shall be placed on the Dean's List for that semester and shall be recognized in writing by the Division Chair.

4.2 Students completing requirements for an associate degree or certificate program with a minimum of 3.40 cumulative grade point average are eligible to graduate with honors.

4.3 Developmental courses in the less than 100 level series are not used in the calculation of the graduation grade point average.

4.4 Students may complete graduation requirements during the fall, spring, or summer terms; however, Southern holds commencement exercises only once a year at the end of the spring term.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 At the conclusion of each semester (fall, spring, summer) the ~~Vice President Student Services~~ the Chief Academic Officer shall request the Deans to prepare a list of full-time students who have maintained a 3.25 or better grade point average for that term.
- ~~7.2 A student who earns a minimum grade point average of 3.25 while attempting and completing twelve (12) or more credit hours during a semester shall be placed on the Dean’s List for the following semester and shall be recognized in writing by the Division Chair. The Registrar’s office shall prepare a list of eligible honor graduates.~~
- ~~7.3 Students completing requirements for an associate degree or certificate program with a minimum of 3.40 cumulative grade point average are eligible to graduate with honors. Developmental courses in the less than 100 level series are not used in the calculation of the graduation grade point average. Students can complete graduation requirements during the fall and spring semester. Southern has graduation only once a year in May. The grades received by a student during the fall semester will be the final grades used to calculate the graduation honors grade point average for both fall and spring graduates.~~

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

	Board of Governors Chair	Date
	President	Date

Attachments: None.

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

Revision Notes: December 2010, policy reformatted to new SCP format. Revisions provide clarity and changes in responsibilities and procedures.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: SCP-5525, Maintenance Work Order Request System

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern WV Community and Technical College Board of Governors grant approval for the distribution of SCP-5525, *Maintenance Work Order Request System*, 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: Samuel Litteral

BACKGROUND:

President Joanne Jaeger Tomblin charged the Finance Unit with the review of SCP-5525. They determined that the contents of the policy reflect a procedure rather than a policy and proposed it be rescinded and reconstructed as a procedure in the Finance Unit Procedures Manual. The policy was brought before the Executive Council for review and discussion during its November 2, 2010 meeting.

Based on the deliberations and recommendations of these bodies, staff recommends SCP-5525, *Maintenance Work Order Request System*, for advancement to Southern's constituents 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 unit procedure.



SUBJECT: Maintenance Work Order Request System

REFERENCE:

1. PURPOSE

The purpose of this policy is to establish the procedures for requesting maintenance, repairs and/or improvements at Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

This policy is applicable to all departments and employees of the institution.

3. DEFINITIONS

- A. Emergency - Problems that create safety hazards, interrupt building operations, or seriously disrupt academic, administrative, or student services functions.
- B. Routine - problems less serious than emergencies that may be handled on a first-come-first served basis.
- C. Standing - Work that is not necessarily assigned to specific work orders such as preventative maintenance of the HVAC systems. Also included in this category are seasonal jobs that may be performed to equalize the workload throughout the year.

4. POLICY

All requests for maintenance, repairs, and improvements must be submitted in an approved manner, and such requests will be handled by a prescribed method. The primary objective of the maintenance department is to maintain the College's facilities and grounds in a manner conducive to a learning atmosphere.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

- A. All work requests are to be forwarded to the Director of Boone/Lincoln Campus, Capital Projects and Maintenance. The requests are to be send via e-mail.



- B. If necessary, the individual requesting work shall prepare drawings or sketches and forward the documents to the Director: they will be attached to the work request.
- C. Upon receipt of a request, the Director shall print the request, forward a copy to the maintenance staff, and schedule the work to be performed. Attempts will be made to complete all requests as expeditiously as possible; however, emergencies will be given priority.
- D. If costs are involved, the maintenance staff shall promptly prepare an estimate and present it to the Director.
- E. The maintenance staff shall develop a list of materials needed to complete the job and present it to the Purchasing Assistant.
- F. The Purchasing Assistant shall type the purchase order and submit it to the Director or the Vice President of Finance for approval and signature.
- G. Upon completion of each request, the maintenance worker/repairman shall sign the form, date it, and present it to the Director for record-keeping purposes.
- H. To ensure that all work meets acceptable standards, the Director or designee shall periodically inspect completed jobs.

8. CANCELLATION

This policy replaces the “Maintenance Work Order Request System” dated July 1, 1984, in Chapter 29 A-2, Series I of the college’s Administrative Regulations.

9. SIGNATURE

President Date

Attachments

Distribution

Revision Date
September 1, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: SCP-2125, *College-wide Employee/Personnel Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2125, *College-wide Employee/Personnel Policy*, to Southern's constituents 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.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

President Joanne Jaeger Tomblin charged the Finance Unit with review of SCP-2125, *College-wide Employee/Personnel Policy*. This policy serves as a general guide and personnel are referred to other policies and procedures which address specific issues.

The policy was reviewed by the Finance Unit and discussed by the Executive Council at its January 11, 2011 meeting. After review it was determined that the information contained in this policy may also be found in: SCP-1735, *Solicitation Policy*, SCP-2006, *Employee Leave*, SCP-2171, *Professional and Educational Requirements for Faculty*, SCP-2202, *Personnel Assessment Philosophy and Practice Statement*, SCP-2575, *Overtime and Compensatory Time Policy*, SCP-2580, *Part-Time Employees, Classified Staff, Adjunct Faculty*, and the employee handbook.

Based on the deliberations and recommendations of the Finance Unit and the Executive Council, staff recommends SCP-2125, *College-wide Employee/Personnel Policy*, be advanced to Southern's constituents 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.



SUBJECT: College-wide Employee/Personnel Policy

REFERENCE:

1. PURPOSE

This master policy serves as a general guide and personnel are referred to other policies and procedures which address specific issues.

2. SCOPE AND APPLICABILITY

All employees.

3. DEFINITIONS

4. POLICY

Southern West Virginia Community and Technical College is committed to fair and equitable employment practices. The employed personnel of the college are critical to carrying out our educational mission successfully. All employed personnel are expected to understand and support the philosophy and mission of the College.

New employees are welcomed to join and participate in the progress of a uniquely American institution -- a college located in, and serving many southern West Virginia communities.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

A. Assignment of Personnel to Job Location

1. Employees are assigned job responsibilities at a particular job location. Since the College is administratively organized into a one-college concept, serving multiple counties at multiple locations, the College administration may find it necessary to reassign personnel to another location. Such assignment will be made after assessing the needs of the College and in consultation with the employee(s) to be affected.
2. It may also be necessary for personnel based at one location to work temporarily at another



location. If such is the case, the individual will be eligible for travel reimbursement/state vehicle and travel will be included in the work schedule.

B. Designation of Personnel

The West Virginia Higher Education Policy Commission (HEPC) and West Virginia State Code designate three categories of employees in public colleges and universities.

1. Executive - Primary duty is management or administrative, holds position solely by appointment of the College president.
2. Faculty - Professional as designated by the College president in compliance with State College System Board of Directors Series 36. Faculty receive a specific faculty appointment letter.
3. Classified - Personnel assigned job responsibilities in a pay grade system approved by Board of Directors.
4. Full/Part-Time - All employees are further designated as either full-time or part-time as defined by policies of the HEPC Board of Directors.
5. Exempt and Non-Exempt Employees
 - a. These terms “exempt” and non-exempt” refer to categories of employees who either are, or are not, eligible for overtime pay (or compensatory time off) for hours worked in excess of 40 per week. Southern follows requirements of the Fair Labor Standards Act (and related WV State law) regarding employee eligibility for overtime pay.
 - b. Southern West Virginia Community and Technical College follows federal and state laws regarding wage payments. See Higher Education Policy Commission, State College System Board of Directors, Legislative Rule Series 62 and Series 31 for information regarding workweek, overtime pay, compensatory and/or holiday premium time off.
 - c. Additional information is available from the Human Resources Department regarding eligibility for overtime pay.

C. Personnel Section

1. General

The College is committed to following all laws and regulations in force related to affirmative action and personnel selection.



2. Posting of Vacancies

The posting of vacancies will follow the procedures developed by the Human Resources Department.

3. Screening Committee

For every position vacancy a screening committee will be used to select candidates for interview. Committees are established in accordance with Southern's Affirmative Action Plan/Equal Employment Opportunity Policy Manual.

4. Appointment of Full-Time Personnel

Full time personnel are considered to be employed only upon action of the College President. Employees are expected to understand that no one is authorized to commit the institution regarding employment, promotion, or employment status, without express written and signed approval of the President.

D. Evaluation of Personnel

1. Procedure

Personnel shall be evaluated according to the procedures/instruments established for them. Evaluated personnel are required to sign and date the evaluation form and attendant documentation where or not he/she agrees with the evaluation. The supervisor is required to sign and date the evaluation also.

2. Response

The evaluated employee has a right to file a response related to the evaluation. The response to the evaluation must be filed with the Human Resources Department within fifteen (15) days of the date the original evaluation was signed.

E. Resignations

1. Exempt Executive, Faculty, and Classified Personnel

Exempt executive and classified personnel are to provide a minimum of thirty (30) calendar days notice of resignation. Faculty are to complete an academic term and provide forty-five (45) calendar days written notice before the beginning of an academic term.



2. Non-exempt Classified Personnel

Non-exempt classified personnel are to provide a minimum of ten (10) work days notice. The supervisor may elect to require up to ten (10) days of service after receiving the resignation notice after which accumulated annual leave may be taken. The date of termination will be recorded as the last day the employee was physically at work.

3. Resignation Procedure

All resignations are to be in writing to the College President with copies to the supervisor, department head, and Human Resources Department. Any violation of the above will be included in the permanent record unless a request is received at the time of the incident and granted by the President for extenuating circumstances.

F. Personnel Files

Personnel files are maintained in a central location in the Human Resources Department.

1. File Review

All personnel are expected to review their files annually for completeness. All personnel material except that noted in "Records Exempt From Review" can be hand or photo-copied but must be immediately returned to the file. Unless written permission is granted by the College President, no material may be permanently removed from the file. The Human Resources Administrator is responsible for enforcement of this section.

2. Records Exempt from Review

Pre-employment reference information including letters, telephone notes, and memoranda secured from the employee's prior employers or persons who are not current employees of the College; the report of the search committee; medical records created or received by the College that an employee can obtain directly from his/her physician or directly from a health care provider; or other records required to be kept confidential by law or policy or deemed unlawful to copy are regarded as the property of the College and confidential. These records are to be maintained in a separate confidential file in the Human Resources office and are not available to the employee.

G. Physical and Mental Health

1. It is incumbent on all personnel to voluntarily seek appropriate care for physical and mental/emotional problems.



2. Procedure for Seeking Compliance

All supervisors and department heads must contact the Human Resource Office regarding employee situations involving physical and/or mental health. If the supervisor and/or department head believes the physical or mental/emotional health of an employee is such that professional assistance and/or evaluation is needed, voluntary compliance should be sought by the supervisor. If the employee does not respond and the department head agrees with the supervisor that assistance and/or evaluation is needed, again voluntary compliance should be sought by the department head. If the employee does not respond affirmatively, the department head may request of the President that an employee be required to submit to a physical examination or that mental health assistance, or treatment be sought for that employee. In such cases, the President will confer with the Human Resources Administrator and, if possible, with the employee before acting upon the department head's request.

3. Expense

The College will bear the expense of the first such examination if the employee's health coverage does not provide coverage.

H. Profit Enterprises on College Premises

No employee may conduct personal for-profit business on College premises. This restriction includes telephone calls, developing or answering correspondence, or receiving personal business guests on College property or time.

7. RESPONSIBILITIES AND PROCEDURES

A. Knowledge of Policies

College personnel are responsible for knowing and following College policy. Institutional and governing board policy and procedure manuals are available in the Human Resources office, President's office, Campus Manager/Director's office at all locations, and the Logan and Williamson Campus Libraries. Policies will be available on Southern's WEB Page as they are revised and finalized. Questions about policies are to be referred to the Human Resources Administrator.

B. Grievance

A specific grievance procedure is contained in WV Code Chapter 18, Article 29. The grievance procedure is provided to employees of the governing boards of higher education (and other state education employees) so they may reach solutions to problems which arise between them within the scope of their respective employment relationships to the end that good morale may be maintained, effective job performance may be enhanced, and the citizens of the community may be better served.



The grievance procedure is intended to provide a simple, expeditious and fair process for resolving problems at the lowest possible administrative level and shall be construed to effectuate this purpose.

For more information about the grievance procedure, contact the Human Resources Office.

C. Requests for Leave and Overtime

Unless specified otherwise in policy, annual leave requests and overtime requests must be signed in advance by the supervisor and employee. Proper planning should ensure high morale and accommodation.

D. Policy Obtainment

It is the responsibility of the immediate supervisor to supply their employees with a copy of this policy and others related to the employees' duties, which includes any employee handbooks.

8. CANCELLATION

9. SIGNATURE

President Date

Attachments

Acknowledgment Signature Page

Distribution

Revision Date

September 1, 2000



ACKNOWLEDGMENTS

The following acknowledgments are required of the employee:

1. I have received orientation on College benefits, payroll procedures, etc.

Signature

Date

2. I understand and have received a copy of the "College-wide Employee/Personnel Policy". I have had an opportunity to ask questions regarding the policy and understand that future questions are to be referred to the Human Resources Department.

Signature

Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: SCP-2226 - Faculty Incentive Pay Plan

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern WV Community and Technical College Board of Governors approve the revised policy SCP-2226 - Faculty Incentive Pay Plan and the accompanying SCP-2226.A - Faculty Incentive Pay Plan Criteria and Application Guidelines for the required 30 day public comment period.

STAFF MEMBER: President Tomblin

BACKGROUND:

Southern West Virginia Community and Technical College has, for several years, provided opportunities for faculty to participate in a Faculty Incentive Pay Plan as outlined in SCP-2226. In addition to this plan, the President has also offered incentives to faculty to create new or convert existing courses to web-based, modular, and/or fast-track format. Over the years, there has been some confusion regarding differences in the criteria, timeline and format for submitting proposals under these two separate and distinct programs. To eliminate this confusion, the administration is proposing to consolidate the two programs.

The revised policy before you for consideration represents a consolidation of the Faculty Incentive Pay Plan (SCP-2226), the Faculty Incentive Pay Plan Criteria and Application Guidelines (SCP-2226.A) and the "President's Faculty Incentive Program." It is proposed that the President's Faculty Incentive Program be incorporated into SCP-2226 and that the policy be renamed as the ***Faculty Incentive Pay Program***. It is also recommended that the criteria for submission of proposals under the President's Faculty Incentive Program be incorporated into SCP-2226.A. Approval of these recommendations would eliminate the former President's Incentive Program as a standalone program.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2226**

SUBJECT: Faculty Incentive Pay ~~Plan~~ **Program**
REFERENCE: West Virginia Code § 18B-8-3a(a)(3)
ORIGINATION: April 1, 2001
EFFECTIVE: October 16, 2001
REVIEWED: ~~November 11, 2008~~ **February 15, 2011**

SECTION 1. PURPOSE

- 1.1 To establish a multi-faceted **incentive pay** program to reward faculty for exemplary performance and completion of projects ~~or programs~~ which meet the needs of the institution by achieving or moving toward the goals of the Institutional Compact and Master Plan.
- 1.2 Other benefits of the Faculty Incentive Pay ~~Plan~~ **Program** are to improve performance; improve faculty knowledge and abilities; maintain currency in discipline; improve quality of advising; improve student retention; increase enrollment; improve service to the student, institution, and community; promote excellence in learning; provide performance feedback to faculty member; and improve instructional effectiveness.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is applicable to all non-supervisory full time faculty. ~~Division chairpersons~~ **Department Chairs** and faculty **who are program** coordinators are excluded from provisions of this policy.

SECTION 3. DEFINITIONS

- 3.1 Incentive Award: Monetary or other reward earned by exemplary performance **or** completion of an Incentive Plan approved by the President.
- 3.2 Incentive ~~Plan~~: **Project**: Proposal developed by a faculty member which outlines a ~~program or project~~ which achieves or moves toward the goals of the Institutional Compact and Master Plan. The faculty member proposes exemplary completion of the ~~plan~~ **project** in exchange for consideration of a monetary or other reward. An Incentive ~~Plan~~ **Project** proposal presents a new, creative, or innovative approach to improving individual, instructional, or institutional effectiveness.
- 3.3 Incentive ~~Plan~~ **Project** Cycle: Period of time commencing April 1 and ending March 31 of each year during which Faculty Incentive ~~Plan~~ proposals are submitted, approved, completed, evaluated, and the award is approved for payment.

SECTION 4. POLICY

- 4.1 It is the policy of this institution to make faculty incentive pay awards based upon satisfactory achievement of a pre-approved **projects through an Incentive Pay Plan Program** in accordance with the criteria and provisions outlined in this policy.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Faculty who supervise or are responsible for performance evaluations of other faculty are not eligible to apply for incentive pay under this policy.
- 5.2 Activities/responsibilities which will not be included in the Incentive Pay **Plan Program** include: participation in governance, longevity, service, faculty rank, or any criteria that is considered for faculty promotion in rank.

SECTION 6. GENERAL PROVISIONS

- 6.1 General provisions and guidelines for the Faculty Incentive Pay **Plan Program** include:
- 6.1.1 The institutional budget for faculty incentive pay will be determined by the President.
- 6.1.2 The number of incentive ~~plans~~ **projects** accepted, and therefore incentive pay awards given, each year will be based on the amount of funds available.
- 6.1.3 A faculty member must apply for participation in the Incentive Pay **Plan Program** by developing an Incentive **Plan project** in accordance with provisions and time lines outlined in this policy.
- 6.1.4 Submission of an Incentive **Pay Plan project** does not guarantee acceptance into the program.
- 6.1.5 Incentive pay will not become part of the faculty member's base salary.
- 6.1.6 A range of monetary values for incentive pay awards may be established in order to meet the strategic needs of the institution. For example, ~~plans~~ **projects** which meet a targeted need may have an award that is higher than ~~plans~~ **projects** which, though meritorious, would not meet the strategic issues, goals, and objectives of the Compact and Master Plan.
- 6.1.7 Non-monetary reward components may be considered. For example, granting of a multi-year appointment for non-tenure track faculty **or granting of release time**.
- 6.1.8 Achievement of an incentive ~~plan~~ **project** does not constitute continuance of incentive pay in succeeding years.
- 6.1.9 Points of consideration for incentive pay are to be separate and distinct from promotion criteria.
- 6.1.10 Receipt of faculty promotion in rank and an incentive pay award in the same year is possible, only if the components/criteria of the approved Incentive **Plan project** are **different distinct and separate than from** those considered for promotion.
- 6.1.11 Successful Incentive **Plan Pay Project** applications and reports will be made available for review by other faculty, only with permission of the incentive pay recipient.

6.1.12 Improvement plans ~~which~~ **designed and implemented to** bring faculty performance up to satisfactory levels will not be considered as Incentive ~~Plans~~ **Pay Projects**.

6.2 Eligibility Criteria:

6.2.1 The faculty member must be employed at least one full academic year before submitting an Incentive ~~Plan~~ **Pay Project** for consideration.

6.2.2 The faculty member must have received a positive (beyond “satisfactory” or “average”) performance evaluation for the year immediately preceding submission of an Incentive ~~Plan~~ **Pay Project** for consideration.

6.2.3 The faculty member must serve in a non-supervisory capacity to be eligible to apply for participation in the Incentive Pay ~~Plan~~ **Project**.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 It is the responsibility of the Department Chair to ensure that all faculty receive an annual performance review according to institutional policy.

7.2 It is the responsibility of the faculty member to make application for incentive pay **project** consideration in accordance with the time lines established herein.

7.3 The Incentive ~~Plan~~ **Pay Project** cycle established by this policy runs from April through March of the following academic year.

7.4 Time line and Responsibilities for Faculty Incentive **Pay** Projects:

1 st Friday in November	Proposals due to Department Chairs
1 st Friday in December	Recommendation due from Department Chair to Vice President for Academic Affairs <u>Academic Dean</u>
3 rd Friday in December	Recommendation due to <u>Vice President for Academic Affairs</u> from Vice President for Academic Affairs <u>Dean</u>
<u>1st Friday Spring Semester</u>	<u>Recommendations due to President from Vice President</u>
1st <u>3rd</u> Friday of Spring Semester	Approval/Disapproval Notification for Faculty Incentive <u>Pay</u> Project due from President to Faculty Member with a copy to the Vice President for Academic Affairs
First <u>Last</u> Pay Period in January <u>February</u>	Initial Payment (if applicable)
January — May	Faculty Member works on Project
1 st Friday in May	Mid-cycle Report/Conference with Department Chair
May — October	Faculty Member works on Project
1 st Friday in November	Final Report/Presentation due to Department Chair <u>and Academic Dean</u>

3 rd Friday in November	Recommendations regarding Final Report due from Department Chair and Academic Dean to the Vice President for Academic Affairs with a copy to the Faculty Member
1 st Friday in December	Recommendation regarding Final Report due from Vice President for Academic Affairs to the President with a copy to the Faculty Member
3 rd Friday in December	Notification of Final Decision due from President to the Faculty Member with a copy to the Vice President for Academic Affairs
All College Governance Day, Spring Semester	Faculty Present Projects in a Session Devoted to Faculty Incentive Proposals (FIP) Pay Projects
Last Pay Period in January	Final Payment (if applicable)
Note: If release time is granted it begins either in the Spring or Fall Semester. Release time will only be granted if it is truly release time and not paid as overload.	

SECTION 8. CANCELLATION

8.1 None

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP 2226.A, *Faculty Incentive Pay ~~Plan~~ **Program** Criteria and Application Guidelines*

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

Revision Notes: September 16, 2008, policy changed to new SCP format and minor title changes made.
November 11, 2008 — Technical revisions made to this policy.
February 16, 2011 –Revised to incorporate provisions of “Faculty Incentive Program”

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
Faculty Incentive Pay ~~Plan~~ Program Criteria and Application Guidelines
SCP-2226.A

1. Incentive Pay ~~Plans~~ Projects Developed under Compact and Master Plan

SCP-2226, *Faculty Incentive Pay ~~Plan~~, Program* provides the purpose, provisions, procedures, and time lines for application, approval, completion, and finalization of a Faculty Incentive Pay ~~Plan~~ Project. This attachment is intended to ~~suggest~~ **provide** criteria and ~~provide some~~ guidance for development of the Faculty Incentive ~~Plan~~ Pay Project proposal.

The most important aspect of this program is that the outcomes of the Incentive ~~Plan~~ Pay Project proposal achieve or move the institution toward achieving the strategic ~~issues~~ **priorities**, goals and objectives of Southern's Compact and Master Plan. As stated in the Executive Summary of the Institutional Master Plan, "The compact for Southern West Virginia Community and Technical College (Southern) serves as the institution's agreement with the people of West Virginia, as represented by the Legislature, on how to expand and diversify the economy; how the College will help to increase the competitiveness of the State's workforce; and the contribution the College will make in creating a system of higher education that is capable of playing this vital role in the State's future." Faculty are referred to the Compact and Master Plan for detail on how Southern plans to accomplish the goals established by the Legislature. It is these goals and objectives from which faculty are to develop Incentive ~~Plans~~ Pay Projects. The documents are available online at <http://www.southernwv.edu/administration/governance/strategy>.

Faculty Incentive ~~Plans~~ Pay Projects are expected to contain innovative and creative methods or ~~projects~~ **activities**. Faculty are encouraged to "think differently" about how this institution accomplishes its strategic goals and ~~what~~ **the** role he/she can play in achievement of our mission.

2. Other Criteria for Development of Incentive Pay Plans

Other criteria for development of Incentive Pay ~~Plans~~ Projects can be used. However, the availability of funds for programs not specifically tied to the institutional Compact and Master Plan may be limited. Any of the following areas will be considered valid for development of Incentive Pay ~~Plans~~ Projects providing they meet requirements for innovation and improvement – and provided the faculty member can demonstrate that the ~~plan~~ **project** is tied to the strategic goals of the institution. Faculty should bear in mind that any Incentive ~~Plan~~ Pay Project developed under this section must contain substantial innovation and demonstrate outcomes beyond the ordinary.

This section includes taking on any number of tasks voluntarily or at the request of the administration. However, a faculty member's Incentive ~~Plan~~ Pay Project evaluation should not be determined by the number of supplemental tasks or committees on which he/she has served, but by the quality of the participation and his/her willingness to assume assigned tasks.

2.1 New or additional use of Technology (Technology Advances)

- 2.1.1 Developing Web Base Course (when no release time provided or not part of regular job assignment).
- 2.1.2 Use of presentation software/hardware in class.
- 2.1.3 Demonstration and requirement of student use of Internet for research; Presentation software/hardware; Email to communicate with peers and instructor; require use of application software for class assignment.

- 2.1.4. Innovative or more effective use of ICR.
- 2.1.5 Creation of software or technology.

2.2 Teaching

“Teaching” is broad and inclusive. Teaching encompasses instruction and such activities as advising, mentoring, supervision, (e.g., individual studies, course and program coordination, and assessment of learning outcomes.)

- 2.2.1 Adopting alternative delivery methods, scheduling, **including but not limited to developing courses in wb-based, modular or fast-track delivery format.**
- 2.2.2 Substantial, innovative improvement of classroom materials (syllabi, handouts, examinations, etc.).
- 2.2.3 Directed studies (independent studies, internships, challenge exams, portfolio evaluations, etc.).
- 2.2.4 Teacher Exchange.

2.3 Scholarly Activity

Scholarship includes discovery (traditionally labeled research, especially published or presented to professional audiences), integration (e.g., inter- or cross-disciplinary efforts), application (e.g., used in teaching or solving social, community, or technical problems); and creative activity (e.g., works of art, performances).

- 2.3.1 Pilot new courses.
- 2.3.2 Write and receive grant funding for the institution.
- 2.3.3 Design/develop new programs.
- 2.3.4 Major redesign of program curriculum.
- 2.3.5 Author/co-author textbooks or sections thereof.
- 2.3.6 Volunteering/leading committee or advising work over summer (non-paid work).
- 2.3.7 Accepting gratis teaching assignment or non-paid independent study course load.
- 2.3.8 Discipline specific publication in journals.
- 2.3.9 Presentation of papers at national, state, or regional professional meetings.
- 2.3.10 Development of textbooks or other instructional material.
- 2.3.11 Successful efforts for new instructional program certification/accreditation.
- 2.3.12 Outstanding Professional Association Memberships (e.g., officer/committee assignment).

2.4 Professional Faculty Development

Professional Development means substantial efforts at continued self-improvement. An Incentive Plan may require more than one activity listed.

- 2.4.1 Obtainment of higher level degree in discipline or program that meets institutional needs, or acquisition of second graduate degree.
- 2.4.2 Post-doctoral studies.
- 2.4.3 National Science Foundation or similar study program.
- 2.4.4 Study trips abroad.
- 2.4.5 Extensive research and study leading to course preparation or revision.
- 2.4.6 Additional specialized course work in discipline.
- 2.4.7 Active participation / attendance/ support of institutionally sponsored faculty development.

- 2.4.8 Taking courses in delivery methods, adult learning, teaching strategics/methodologies, etc.
- 2.4.9 Attainment of new professional certifications.
- 2.4.10 State, regional, national association conference attendance.

2.5 Retention Efforts

Activities under this section must be different from normal events and be above what is normally required to do as part of regular job.

- 2.5.1 Mentoring students (formal and documented).
- 2.5.2 Outstanding sponsorship of active clubs and student organizations.
- 2.5.3 Sponsoring/coordinating award banquets/presentations, student recognition program, etc.
- 2.5.4 Organize, arrange and plan/coordinate a new student related public event.
- 2.5.5 Judging/sponsoring academic contests or activities (e.g., science fairs, academic bowls, intermurals, etc.).

2.6 Recruiting Efforts

Effective involvement and activity in College Recruiting Plan (e.g., visiting schools, speaking at civic clubs, organizations, community events, etc.).

2.7 Service to the Institution

Effective sponsorship and participation in college activities (e.g., golf outings, fundraising events, public relations activities, making presentations at graduations, etc.).

- 2.7.1 Providing expert advice /consultancy to the College.
- 2.7.2 Plan, organize, arrange successful public events.

2.8 Service to the Community

- 2.8.1 Sponsorship or activity applying the faculty member's expertise to benefit the College and its community in general. Serving as resource person for community groups.
- 2.8.2 Sponsor or conduct lectures and seminars for community groups.
- 2.8.3 Providing expert advice/consultancy to community groups.
- 2.8.4 Professional Exhibits, Presentations, Consulting, Practice, Performances.

2.9 Active in, and Supportive of, Assessment Activities

Participates in planning and conducting assessment activities. This section not only requires a faculty member to support/subscribe to the philosophy and need for student assessment, but to recognize its relevance, and use the outcomes of assessment in a manner that makes a substantial improvement in program curriculum, student placement, or transfer. (Results must be documented.)

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: SCP-2843, *Sexual Harassment Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the advancement of SCP-2843, *Sexual Harassment Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

President Joanne Jaeger Tomblin charged the Finance Unit with review of SCP-2843, Sexual Harassment Policy. This policy defines sexual harassment, provides guidelines for filing sexual harassment complaints, and explains what action will be taken against those found to have engaged in sexual harassment.

The policy was reviewed by the Finance Unit and discussed by the Executive Council during its January 11, 2011 meeting. As a result of this review, minor revisions were made to provide clarity but reflect no substantial changes in procedure or documentation requirements.

Based on the deliberations and recommendations of the aforementioned bodies, the staff recommends SCP-2843, Sexual Harassment Policy, for advancement to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2843**

SUBJECT: Sexual Harassment Policy

REFERENCE: WV Code Section 18B-1-6 to 7: West Virginia Human Rights Act; Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972.

ORIGINATION: June 1, 1984.

EFFECTIVE: September 1, 2000.

REVIEWED: January 11, 2011

SECTION 1. PURPOSE

1.1 This policy emphasizes Southern West Virginia Community and Technical College's strong opposition to sexual harassment. The policy defines sexual harassment, provides guidelines for filing sexual harassment complaints and explains what action will be taken against those found to have engaged in sexual harassment.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy is without limitation in scope or application. Southern will not tolerate, condone or allow sexual harassment whether engaged in by employees, students or visitors. All employees, students and visitors are expected to act in a positive manner and contribute to a productive work and academic environment that is free from sexual harassment.

SECTION 3. DEFINITIONS

3.1 State and federal laws define and prohibit sexual harassment.

3.2 For purposes of this policy, sexual harassment is defined as unwelcome and unwanted conduct (verbal or physical) either of a sexual nature, or based upon a person's sex when:

3.2.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's continuing employment or a student's ability to participate in or to receive benefits, services or opportunities in a course, program, or activity, or

3.2.2 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the employee or the basis for academic or other decisions affecting the student; or

3.2.3 Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or a student's educational experience or of creating an intimidating, hostile or offensive work or academic environment

3.3 Some examples of sexual harassment include, but are not limited to, the following:

3.3.1 Demanding sexual favors in exchange for favorable treatment, grades, reviews, assignments, promotions, continued employment or promises of the same;

- 3.3.2 Unwelcome leering, whistling, touching, patting, or pinching, purposely rubbing up against or brushing another's body, and insulting, abusive or obscene comments or gestures;
- 3.3.3 Verbal comments of a sexual or sex-based nature, including continued or repeated jokes, epithets, flirtations, advances or propositions;
- 3.3.4 Graphic or suggestive verbal commentary about an individual's dress, body, sexual prowess or sexual deficiencies;
- 3.3.5 Sexually degrading vulgar words to describe an individual;
- 3.3.6 Display in the workplace, classroom or other Southern property of sexually suggestive objects, photographs, posters, cartoons or graffiti;
- 3.3.7 Name calling and relating stories, gossip, comments or jokes that have a sexual connotation;
- 3.3.8 Sexual or sex-based assault or coerced sexual acts; and
- 3.3.9 Retaliation against an employee or student for complaining about such behavior.

SECTION 4. POLICY

- 4.1 It is Southern's policy to provide a productive work and educational environment where faculty, staff and students can work and study free from sexual harassment. Southern will take action to prevent and eliminate verbal or physical conduct by any employee or student that harasses, disrupts, or interferes with another's work or academic performance or that creates an intimidating, or offensive or hostile environment.
- 4.2 Conduct that constitutes sexual harassment is unacceptable and illegal. Southern will not tolerate any sexual harassment of its students or employees on Southern property, in other Southern-related settings or at Southern-related events.
- 4.3 If sexual harassment allegations are not substantiated, all reasonable steps shall be taken to protect the reputation of the accused. Moreover, if the complainant is found to have intentionally or maliciously been dishonest or frivolous in making the allegations, the complainant shall be subject to appropriate disciplinary action.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 While Southern encourages individuals who believe they are being harassed to notify the offender firmly and promptly that his or her behavior is unwelcome, Southern also recognizes that power and status disparities between an alleged harasser and a target of harassment may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, then any such conduct should be reported **immediately** (preferably in writing) to one of the following persons: the respective campus Counselor, Director or Manager; the Chief Financial Officer, Human Resources Administrator, or the Chief Officer of Academics, Finance, Economic and Community Development, Student Services or Technology/Information Services. Nothing in this policy shall be constructed to prohibit the

filing of a complaint with the West Virginia Human Rights Commission or other agency charged with the responsibility to enforce laws that prohibit sexual harassment.

- 6.2 Any administrator, counselor or other employee who receives a report of sexual harassment or who is otherwise made aware of a situation, action or behavior that could be deemed as sexual harassment is responsible for reporting the suspected harassment to his or her unit vice president or to the Chief Financial Officer ~~Human Resources Administrator~~ unless prohibited from doing so by law. Failure to report promptly the suspected harassment will result in appropriate disciplinary action.
- 6.3 Upon receipt of a report or complaint alleging sexual harassment, the Chief Financial Officer ~~Human Resources Administrator~~ shall immediately undertake or authorize an investigation. That investigation may be conducted by College personnel or by a third party designated by the College. The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations. In determining whether the alleged conduct constitutes a violation of this policy, the College shall consider:
 - 6.3.1 the nature of the behavior;
 - 6.3.2 how often the conduct occurred;
 - 6.3.3 whether there were past incident or past continuing patterns of behavior;
 - 6.3.4 the relationship between the parties involved;
 - 6.3.5 the sex and age of the victim;
 - 6.3.6 the identity of the perpetrator, including whether the perpetrator was in a position of power over the employee, student, or visitor allegedly subjected to harassment;
 - 6.3.7 the number of alleged harassers;
 - 6.3.8 the age of the alleged harasser;
 - 6.3.9 where the harassment occurred;
 - 6.3.10 whether there have been other incidents in the College involving the same of other employees, students, or visitors;
 - 6.3.11 whether the conduct adversely affected an employee's work environment or a student's education or educational environment;
 - 6.3.12 the context in which the alleged incidents occurred; and
 - 6.3.13 whether or not speech or expression that is alleged to constitute harassment is protected by the First Amendment to the United States Constitution.
 - 6.3.14 Whether a particular action or incident constitutes a violation of this policy, requires a determination based on all the facts and surrounding circumstances. The investigation shall be completed no later than fourteen days from receipt of the report. The Chief Financial Officer ~~Human Resource~~

~~Administrator~~ shall make a written report to the President or his or her designee upon completion of the investigation. If the complaint involves the President, the report may be filed directly with the Chair of the Board of Governors. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The Chief Financial Officer's Human Resources Administrator's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also ending or has been concluded.

- 6.4 The results of the investigations of each complaint filed under these policies will be reported in writing to the complainant and other parties by the College in accordance with the state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.

If the results of the investigation of a complaint of sexual harassment results in a conclusion that an individual has engaged in sexual harassment violation of this policy, or that College personnel have failed to report suspected sexual harassment as required herein, appropriate remedial action will be pursued, including student and College personnel disciplinary action, when appropriate.

- 6.5 Following investigation, the following actions may be taken against an individual found to have engaged in sexual harassment:

6.5.1 If the individual is an employee, appropriate disciplinary action up to and including termination of employment;

6.5.2 if the individual is a student, appropriate disciplinary action up to and including expulsion imposed consistent with the Policy on Student Rights and Responsibilities;

6.5.3 If the individual is a visitor, appropriate action including, but not limited to, being forbidden from entering Southern property imposed consistent with the Policy on Use of Institutional Facilities; and

6.5.4 If the individual is a third party who engages in harassing conduct against a Southern employee or student away from Southern property, appropriate remedial action including, but not limited to, reporting such conduct to the third party's employer or school.

- 6.6 It shall also be a violation of this policy to engage in retaliation or reprisal against any person who reports sexual harassment or intimidation or who testifies, assists or participates in an investigation or proceeding involving sexual harassment

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 All Southern employees, students, and visitors are expected to:

7.1.1 engage in conduct that meets professional standards,

7.1.2 remain sensitive to the effect of their actions and words on others,

7.1.3 take appropriate action to prevent sexual harassment,

7.1.4 avoid behavior that might be construed as sexual harassment,

7.1.5 acquaint themselves with the policy,

- 7.1.6 bring questions about procedure, seek informal advice or
- 7.1.7 present complaints if alleged sexual harassment has occurred or is suspected to his/her immediate supervisor and/or the AA/EEO Office.

7.2 The ~~Chief Financial Officer Human Resources Administrator~~ and ~~Vice President for Enrollment Management Chief Student Services Officer~~ shall have the responsibility to oversee the implementation of this policy, to ensure that employees and students are aware of the policy, to ensure Southern’s compliance with relevant state and federal laws, and to ensure that employees and students receive any necessary training with regard to sexual harassment issues. The ~~Vice President for Enrollment Management Chief Student services Officer~~ is primarily responsible for student-related matters, and the ~~Chief Financial Officer Human Resources Administrator~~ is primarily responsible for all other matters, including employee-related matters.

7.3 Inquiries on anti-discrimination laws (Human Rights Act, Civil Rights Act, and/or Title IX Amendments) as they relate to this policy should be addressed to

Affirmative Action Officer
 Southern West Virginia Community and Technical College
 P.O. Box 2900, Mount Gay, West Virginia 25637
 (304) ~~896-7408 792-7048~~ or (304)792-7160, extension 123

Title IX Coordinator
 Southern West Virginia Community and Technical College
 P.O. Box 2900 Mount Gay, West Virginia 25637
 Armory Drive, Williamson, West Virginia 25661
 (304) ~~896-7432 235-5046~~, extension 352

SECTION 8. CANCELLATION

8.1 Any previous policy is superseded.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments: None.

Distribution: Board of Governors (12 members)

www.southernwv.edu

Revision Notes: January 2011— Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: SCP-3650, *Program Reduction or Elimination*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3650, *Program Reduction or Elimination*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

STAFF MEMBER: Pamela Alderman

BACKGROUND:

Academic Affairs has been charged with the review of several academic policies for the 2010-2011 academic year. The Academic Deans and the Academic Affairs Management Council reviewed SCP-3650 and proposed minor changes to the policy.

Revisions to SCP-3650, *Program Reduction or Elimination*, reflect no substantial changes in procedure or documentation requirements. Revisions reflect changes in management responsibility. The revised policy was reviewed by Executive Council. Therefore, the staff recommends that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3650**

SUBJECT: Program Reduction or Elimination

REFERENCE: ~~State College System of West Virginia Board of Directors, Series 11, Series 36, and Procedure No. 23~~
West Virginia Council for Community and Technical College Education, Series 9 (Academic Freedom, Professional Responsibility, Promotion and Tenure), Series 10 (Policy Regarding Program Review), and Series 11 (Submission of Proposals for New Academic Programs and the Discontinuance of Existing Programs)

ORIGINATION: September 1, 1985

EFFECTIVE: September 1, 1985

REVIEWED: January 11, 2011

SECTION 1. PURPOSE

1.1 This Policy applies to actions on programs that may stem from ~~State College System Series No. 11, Procedure No. 23, and processes and protections specified in State College System Series No. 36~~ the West Virginia Council for Community and Technical College Education, Series 9, Series 10, and Series 11.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy establishes procedures for consultation on program changes, protection of faculty appointments, preferred consideration, faculty obligations and responsibilities, and the appeals process.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 None.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 Consultation on Program Changes

6.1.1 Recommendations for a program's reduction or elimination are made to the ~~Vice President for Academic Affairs~~ Chief Academic Officer by the Academic Affairs ~~Committee~~ Management Council after program review by the departmental faculty and the program's advisory committee.

- 6.1.2 The ~~Vice President for Academic Affairs~~ Chief Academic Officer reviews data and supporting documentation. Within 10 working days, he/she shall request a review by the ~~Academic Affairs Committee~~ Curriculum and Instruction Committee, the Faculty Senate, and student constituent leadership organizations.
- 6.1.3 Within 60 working days, these constituent groups shall submit written recommendations to the ~~Vice President for Academic Affairs~~ Chief Academic Officer.
- 6.1.4 Within 20 working days, the ~~Vice President for Academic Affairs~~ Chief Academic Officer reviews all reports/recommendations and submits to the President the following:
 - 6.1.4.1 A written recommendation for approval or denial of the Academic Affairs ~~Committee's~~ Management Council Program reduction/elimination recommendation.
 - 6.1.4.2 A summary listing of findings of the departmental faculty, the program's advisory committee, the ~~Academic Affairs Committee~~ Curriculum and Instruction Committee, the Student Government Association and the Faculty Senate.
 - 6.1.4.3 Supporting documentation from all aforementioned groups.
- 6.1.5 The Academic Affairs ~~Committee~~ Management Council, Curriculum and Instruction Committee, departmental faculty, program advisory committee, Student Government Association, and Faculty Senate are notified in writing of the ~~Vice President's~~ Chief Academic Officer's recommendation.
- ~~6.1.6 The President receives the recommendation and requests a review by the College's Advisory Board.~~
- 6.1.6 Within 30 days, the President shall make a recommendation to the ~~Board of Directors~~ Board of Governors.
- 6.1.7 The President shall notify in writing the aforementioned groups of his recommendation to the ~~Board of Directors~~ Board of Governors.
- 6.1.8 Each affected faculty member shall be given written notice by certified mail, return receipt requested, of non-retention by the President.

6.2 Protection of Faculty Appointments

- 6.2.1 A probationary faculty member shall be permitted to complete the period of appointment in accordance with the terms of his/her appointment, including the period of notice that is specified in Procedural rule No. 36 Series 9.
- 6.2.2 Each faculty member who has been given notice of termination at the end of the contract period will be allowed early release at the end of any term or session from his/her contract upon request, even though the contract may extend beyond that time.
- 6.2.3 Each faculty member who is given notice of termination at the end of the contract period under these conditions shall be given a personal letter from the institution that expressly states that termination does not imply a negative judgement about the person's individual performances, but is due to a program change.
- 6.2.4 The institution shall assist the faculty member, to the extent possible, in sending letters of explanation and professional resumes to other institutions to assist his or her effort to find suitable placement elsewhere.
- 6.2.5 Tenured faculty shall be given at least one year of notice of termination of employment following ~~Board of Directors'~~ Board of Governors action to approve termination of a program or the date of the final institutional action for major reduction in a program..

6.3 Preferred Consideration

- 6.3.1 When possible, affected faculty shall be reassigned to instructional or non-instructional duties commensurate with faculty member's training and experience.
- 6.3.2 When possible, by mutual agreement, faculty members shall utilize reduced time or leaves of absence to acquire capabilities in areas in which their services would be required within the institution. Faculty development programs and funds, if available, should be used to facilitate such reassignments.
- 6.3.3 Listings of vacancies at other institutions shall be made available to the faculty member at the

- institution through the Human Resources Office of the Higher Education Policy Commission.
- 6.3.4 The employing institution with vacancies should give preference in hiring to displaced faculty members and also to those faculty members seeking to relocate in the system. The terms and conditions of offers will be determined by the employing institution.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Faculty Obligations and Responsibilities
- 7.1.1 Each member of the faculty has an obligation to foster the viability, adequacy, and necessity for his or her program (~~Series 36~~). Program quality is determined in large part by the faculty.
- 7.1.2 A faculty member is encouraged to enhance his/her skills through further academic pursuits and faculty development programs to improve competencies in his/her field or in related fields
- 7.1.3 A faculty member is expected to participate in program review processes as a responsible professional working to, as a first priority, meet the purposes and mission of Southern West Virginia Community and Technical College.
- 7.2 A faculty member, dismissed or reassigned as a result of a program change, has the right to appeal as specified in ~~Board of Directors’ Series 36 or the Grievance Procedure (WV Code Chapter 18, Article 29)~~ (West Virginia Code §29-6A).

SECTION 8. CANCELLATION

- 8.1 SCI 1542

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: January 2011 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: SCP-3670, *Public School Service Program*
SCP-3670.A, *Public School Service Form*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

STAFF MEMBER: Cindy McCoy

BACKGROUND:

Academic Affairs has been charged with the review of several academic policies for the 2010-2011 academic year. The Academic Deans and the Academic Affairs Management Council reviewed SCP-3670 and SCP 3670.A and proposed minor changes to the policy and to the form.

Revisions to SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, reflect no substantial changes in procedure or documentation requirements. Revisions reflect changes in management responsibility. The revised policy and its attachment was reviewed by Executive Council. Therefore, the staff recommends that the Board of Governors advance this policy and its attachment to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3670**

SUBJECT: Public School Service Program
REFERENCE: West Virginia Code §18B-2A-5
ORIGINATION: September 20, 2005
EFFECTIVE: November 29, 2005
REVIEWED: January 11, 2011

SECTION 1. PURPOSE

1.1 This policy provides for students who volunteer in public schools in certain capacities to earn college credit at Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to students who are enrolled at Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

3.1 Public schools are defined as tuition free schools in the United States supported by taxes and controlled by a school board.

SECTION 4. POLICY

4.1 Southern West Virginia Community and Technical College will grant college credit toward graduation for service to public school students in the capacity of tutor, mentor or student advisor. Credit will be granted for service in public preschool, elementary, middle and secondary schools.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Service must have been performed in the last 24 months and documentation provided by the school district.

SECTION 6. GENERAL PROVISIONS

6.1 Students will be granted one hour of credit for each 30 hours of documented service up to a maximum of three (3) credit hours.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Credit will be granted by:
 - 7.1.1 ~~The Humanities and Social Sciences division~~ Dean of University Transfer will be responsible for evaluating documentation and recommending to the Chief Academic Officer the number of credits to be awarded.
 - 7.1.2 Students will complete a Public School Service Form (SCP-3670.A), and submit the form to the ~~Division Chair for Humanities and Social Sciences~~ Dean of University Transfer. The Chair or his/her designee will evaluate the documentation and make a recommendation for credit. The completed form is then sent for the approval of the ~~Vice President for Academic Affairs~~ Chief Academic Officer. If the credit is approved, then the form will be sent to the Registrar’s Office, transcribed and placed in the student’s file.
 - 7.1.3 Credit will be transcribed for EL 101 as “CR” and a transcribing fee will be charged.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments: SCP-3670.A, Public School Service Form

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

Revision Notes: January 2011 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

SCP-3670.A, Public School Service Form

Request for Credit, EL 101

Student Name _____ Student Number _____

Number of Credits Requested _____

Name of Elementary or High School _____

Types of Volunteer Activities (Examples include tutoring, mentoring, advising)

Number of Hours Spent in Public School Service _____ Dates of Service _____

Grade Level _____ Supervisor's Signature _____

Supervisor's Recommendation

Credit Hours Granted: _____ Recommended by: _____

Chair, Humanities and Social Sciences Date
Dean, University Transfer Programs

Approved by: _____

Vice President for Academic Affairs Date
Chief Academic Officer

Fee paid: _____ Received by: _____

Date

Recorded by: _____

Registrar Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 15, 2011**

ITEM: SCP-4770, Student Rights and Responsibilities

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4770, *Student Rights and Responsibilities*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

STAFF MEMBER: Darrell Taylor

BACKGROUND:

President Joanne Jaeger Tomblin charged the Enrollment Management and Student Development Unit with review of SCP-4770, *Student Rights and Responsibilities* and asked they consider its appropriateness as a policy. The policy was reviewed November 2010 by the Enrollment Management and Student Development Unit and discussed during the Executive Council meeting on January 11, 2011.

Based on the deliberations and recommendations of the aforementioned bodies, the staff recommends SCP-4770, *Student Rights and Responsibilities*, for advancement to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4770**

SUBJECT: Student Rights and Responsibilities

REFERENCE: West Virginia Code §18B-1-6 to -7

ORIGINATION: April 16, 2002

EFFECTIVE: April 16, 2002

REVIEWED: ~~September 20, 2005~~ February 2011

SECTION 1. PURPOSE

1.1 The purpose of this policy includes, but is not limited to, the following:

- 1.1.1 To establish a general policy on student life, including a statement on student rights and responsibilities, at Southern West Virginia Community and Technical College (the “College”);
- 1.1.2 To establish a code of conduct that identifies behavioral expectations of students and specifies certain prohibited acts by students at the College;
- 1.1.3 To prescribe penalties and sanctions for such prohibited conduct;
- 1.1.4 To prescribe disciplinary actions and proceedings to be taken in cases of the violations of this policy; and
- 1.1.5 To generally define the powers, authority and duties to be exercised by the President and other officials of the College in applying this policy, pursuant to the control of the College’s Board of Governors.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy establishes the rules regarding student rights, responsibilities and conduct at the College.

SECTION 3. DEFINITIONS

- 3.1 President – The President of the College and all those acting for or on behalf of the President or at the direction of the Board of Governors.
- 3.2 Activity – Any and all operations conducted, sponsored, promoted, operated or otherwise engaged in by the College, including (by way of illustration and not as a limitation of the foregoing) classroom and course activity, recreational and cultural programs, maintenance and building programs, committee and other business activity, registration, advising, teaching, admissions, placement, discipline, routine office activity, research and service.
- 3.3 Property – Any property whether owned, rented or otherwise held or used by the Board of Governors, by the College or by a member of the College community.

- 3.4 Facility – Any and all property of the College used or usable in any activity of the College.
- 3.5 Campus – All the property and facilities of the College serving as the *locus in quo* of any activity of the College.
- 3.6 Faculty – Those employees of the Board of Governors who are assigned to teaching or research or service functions at the College and who hold academic rank.
- 3.7 Staff – Those employees of the Board of Governors who are assigned to teaching or research or service functions at the College and who are not members of the faculty.
- 3.8 Student – Any person who is registered and attending classes at the College to pursue a course of study, research or service; who is currently engaged in an institutionally sponsored activity and who has some right or privilege to be on the campus or in the facilities of the College or to use the same in connection with study, research or service; or who yet has some right or privilege to receive some benefit, recognition or certification from the College under the rules, regulations or policies of the Board of Governors.
- 3.9 College Community – All officers, administrators, faculty members, staff members, employees, students of or at the College, Board of Governors members and other persons authorized to participate in institutional activities a the time applicable.
- 3.10 Probation – Exclusion from participation in certain College activities, property or facilities for a definite stated period of time, subject to being conditioned upon compliance with policies, rules and regulations or another specified activity during the probation period.
- 3.11 Suspension – Exclusion from all institutional activities for a definite stated period of time up to one academic year, subject to the imposition of conditions.
- 3.12 Expulsion – Termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification of the College, subject to a statement of conditions for readmission, if the student is deemed eligible for readmission.

SECTION 4. POLICY

- 4.1 The submission of an application for admission to the College represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the College pursuant to the policies, rules and regulations of the Board of Governors. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the College community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules and regulations of the Board of Governors.
- 4.2 Among student rights and responsibilities are the following:
 - 4.2.1 Freedom of expression and assembly – Students enjoy the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms students have particular rights and responsibilities, including but not limited to the following:
 - 4.2.1.1 To have access to campus resources and facilities;

- 4.2.1.2 To espouse causes;
 - 4.2.1.3 To inquire, discuss, listen to and evaluate;
 - 4.2.1.4 To listen to any person through the invitation of organizations recognized by the College;
 - 4.2.1.5 To not violate the rights of others in matters of expression and assembly; and
 - 4.2.1.6 To abide by the policies, rules and regulations of the Board of Governors and federal, state and local laws pertaining to freedom of expression and assembly.
- 4.2.2 Freedom of association – Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the College.
- 4.2.3 Right to privacy – Student are entitled to the same safeguards of the rights and freedoms of citizenship as are afforded those outside the College community, including but not limited to the following:
- 4.2.3.1 Privileged one-to-one communication with faculty, administrators, counselors and other institutional functionaries;
 - 4.2.3.2 Respect for student property, including freedom from unreasonable and unauthorized searches;
 - 4.2.3.3 Confidentiality of academic and disciplinary records as outlined by the Family Education Rights and Privacy Act (FERPA); and
 - 4.2.3.4 Assurance that legitimate evaluations will be made from student records.
- 4.2.4 Responsibilities of citizenship – Students are expected, as are all citizens, to obey local, state and federal statutes. As members of the College community, students also are expected to obey the College’s code of conduct.
- 4.2.5 Right to due process – Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to the proceedings. In all disciplinary proceedings, students shall be considered innocent until proven guilty of any charge.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Any authority, responsibility or duty granted to or imposed upon the President by this policy may be delegated by the President, subject to the control of the Board of Governors, to a member or members of the faculty, staff or student body of the College. All person concerned in a matter involving the delegation of authority, responsibility or duty by the President shall be required to deal with the person or persons to whom the authority, responsibility or duty was delegated, except on appeal to the President as specified by the President.

- 5.2 The President, with the advice of faculty, staff and students and subject to the control of the Board of Governors, shall develop, promulgate and use disciplinary regulations and channels not inconsistent with this policy.
- 5.3 The President possesses the discretion to impose sanctions following disciplinary proceedings. Depending on the violation, such proceedings may result in expulsion, suspension, probation or some other appropriate sanction of lesser severity.
- 5.4 Normally, a student facing suspension or expulsion from the College will be entitled to a hearing and, in certain cases, appeal prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence at the College would constitute a potential for serious harm to self or to the safety of other members of the College community or when the student repeatedly causes serious disruptions of College activities. Such temporary suspension shall be followed by prompt disciplinary proceedings consistent with this policy.
- 5.5 Because of time lapse during an appeal process, sanction enforcement in the affected semester may be impossible. In that event, the following actions may occur:
- 5.5.1 Whenever possible and if appropriate, the sanction shall be applied to the semester in progress at the time of the completion of the appeal.
- 5.5.2 If the sanction cannot be implemented during that semester, then it shall be applied during the next regular semester.
- 5.5.3 If the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the records of that student during the semester designated in the original sanction.
- 5.5.4 In any event, the student may not be graduated during the process of appeal.
- 5.6 Students who commit off-campus violations of local, state or federal laws may be subject to discipline under this policy if it is established that there is a connection between the off-campus conduct and the safe and orderly operation of the College.
- 5.7 A sanction of suspension or expulsion for disciplinary (not academic) reasons imposed by any public college or university in West Virginia shall apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at the College. A student who was expelled from another public college or university in West Virginia for disciplinary reasons may not be considered for admission to the College for one year from the date when the expulsion was imposed.

SECTION 6. GENERAL PROVISIONS

- 6.1 The College assumes that students are mature, responsible individuals who have voluntarily entered the institution for educational advancement. As a part of helping students reach their goals, the College seeks to develop responsible student behavior through the following code of conduct.
- 6.2 Under this code of conduct, suspension or expulsion generally shall be limited to conduct that adversely affects the College community's pursuits of its educational objectives. The following misconduct on the College campuses, facilities or property or at College activities are subject to suspension or dismissal:

- 6.2.1 Engaging in any form of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the College, and forgery, alteration or use of College documents or instruments of identification with intent to defraud;
- 6.2.2 Disrupting or obstructing College activities by any means, including intentionally causing inconvenience, annoyance or alarm among members of the College community;
- 6.2.3 Engaging in physical and/or psychological abuse or threatening such abuse of any persons, including but not limited to fighting and engaging in assault or battery;
- 6.2.4 Participating in or inciting a riot or an unauthorized or disorderly assembly;
- 6.2.5 Seizing, holding, commandeering or damaging any property or facilities of the College, or threatening to do so, or refusing to depart from any property or facilities of the College upon direction of College officials or the President;
- 6.2.6 Using alcoholic beverages, including the purchasing, consuming, possessing or selling of such items;
- 6.2.7 Gambling or holding a raffle or lottery, except in cases with specific prior approval of the President;
- 6.2.8 Possessing, using, selling or distributing any type of drugs for illegal purposes;
- 6.2.9 Possessing any dangerous chemical or explosive elements or component parts thereof not used for lawful College studies, including but not limited to rifles, shotguns, pistols, revolvers, other firearms and weapons, without authorization from the President.
- 6.2.10 Physically detaining or restraining any other person, removing such person from any place where that person is authorized to remain or otherwise obstructing the free movement of persons or vehicles;
- 6.2.11 Littering, defacing, destroying or damaging property or removing or using such property without authorization;
- 6.2.12 Misusing the West Virginia Computer Network and the College Computer System, including but not limited to the following:
 - 6.2.12.1 Disrupting or interfering with the normal use of the computers, computer-related equipment, data or programs of individuals, the Network or the College Computer System;
 - 6.2.12.2 Using this equipment, data or programs in performance of any act listed as prohibited by this code of conduct;
 - 6.2.12.3 Attempting to breach security in any manner; or
 - 6.2.12.4 Using a computer account for other than the purpose for which it was assigned;
- 6.2.13 Engaging in an act of hazing;
- 6.2.14 Willfully encouraging others to commit any of the acts prohibited by this code of conduct;

- 6.2.15 Interfering with the rights of any other member of the College community;
- 6.2.16 Violating any local, state or federal laws; or
- 6.2.17 Violating any rules or regulations not contained in this code of conduct but announced as administrative edict by the President.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Students subject to suspension or expulsion for disciplinary violations are assured safeguards to their rights through the elements of due process given below. Each of these students will receive:
 - 7.1.1 Written notice of a disciplinary action including a statement of charges and grounds that, if proven, justify suspension or expulsion;
 - 7.1.2 A hearing using defined procedures before the College's Judicial Board, an impartial body;
 - 7.1.3 Notice of the date, time and place of the hearing, which will be given two weeks prior to the hearing so that the accused student can adequately prepare to counter the charges before the hearing;
 - 7.1.4 Names of the witnesses against the accused student;
 - 7.1.5 A statement of the facts and evidence to be given in support of the charges, made with sufficient clarity to reasonably disclose the time and place of the alleged occurrence and the actions or behavior complained of;
 - 7.1.6 Advance inspection by the accused student of the College's affidavits and/or exhibits against the student;
 - 7.1.7 Opportunity to present to the Judicial Board a defense against the charges;
 - 7.1.8 Opportunity to produce either oral testimony or written affidavits of witnesses in support of the student;
 - 7.1.9 The right to be accompanied by an advisor at the hearing;
 - 7.1.10 Opportunity to question any witnesses against the accused student at the hearing;
 - 7.1.11 A decision on discipline based solely on the evidence in the record judged under the preponderance of the evidence standard;
 - 7.1.12 A report on the results and findings of the hearing;
 - 7.1.13 A complete and accurate ~~written~~ record of the hearing ~~prepared by a qualified stenographer or court reporter, if desired;~~
 - 7.1.14 A complete and accurate written record of the hearing prepared by a qualified stenographer or court reporter at the student's expense, if desired; and

- 7.1.15 Opportunity to appeal the decision to the Board of Governors if expulsion is imposed.
- 7.2 Alleged disciplinary violations, depending on the nature of the violation, shall be referred to the College's Chief Academic Officer or Chief Student Services Officer. The Officer or designee shall collect evidence, contact any witnesses, notify the accused student of all charges against the student, arrange for an impartial hearing and notify the accused student and witnesses of the date, time and place of the hearing. The Officer shall hold the hearing and impose sanctions or, if the alleged violation involves possible suspension or expulsion, refer the matter to the College's Judicial Board.
- 7.3 The Judicial Board shall consist of three faculty members and two students. Judicial Board members will be selected on a case-by-case basis and must be able to adjudicate the matter with impartiality. The faculty members will be selected by the Chief Academic Officer. The student members will be selected by the Chief Student Services Officer, in consultation with the Counselor and student government representatives at the campus where the proceeding will take place. Whenever possible, proceedings shall be held on the campus most closely related to the alleged violation or the accused student. The members of the Judicial Board shall select their own chairperson. As needed, the Chief Academic Officer shall name alternate faculty members and the Chief Student Services Officer shall name alternate student members to the Judicial Board.
- 7.3.1 The Judicial Board shall have jurisdiction and authority to:
- 7.3.1.1 Hear evidence in disciplinary cases;
 - 7.3.1.2 Make findings of fact from the evidence presented;
 - 7.3.1.3 Make recommendations to the President based upon such findings as to the disposition of the disciplinary action, including any sanctions to be imposed; and
 - 7.3.1.4 Refer matters not involving potential suspension or expulsion back to the Chief Academic Officer or Chief Student Services Officer.
- 7.4 In disciplinary matters not involving possible suspension or expulsion, the following processes will be used:
- 7.4.1 In addition to the requirements of ~~Part 7.B~~ Section 7, 7.2, the Chief Academic Officer or Chief Student Services Officer handling the matter shall ensure that the accused student receives such procedural safeguards as due process requires in accordance with the seriousness of the alleged violation and of the possible sanctions or consequences arising therefrom.
 - 7.4.2 The decision of the Officer may be appealed through a Student Grievance Committee in accordance with normal student grievance procedures.
- 7.5 In disciplinary matters involving suspension or expulsion, the following processes will be used:
- 7.5.1 The accused student shall be notified in writing within two weeks of an alleged violation, or of the date when the College first learns of an alleged violation, of the violation for which the student is subject to discipline. The Chief Academic Officer or Chief Student Services Officer or designee will serve this notice upon the accused student by handing a copy to the student in person or by mailing, via certified mail, a copy to the mailing address last noted in the student's official College records.
 - 7.5.1.2 The College will make every effort in the serving of the notice. However, it is expressly

provided that the service of such notice shall not be defective if the accused student shall have hidden, refused mail or failed to notify the College of the student's current mailing address. In such cases, the hearing may proceed without hindrance or delay.

- 7.5.2 The notice to the accused student shall include at least the following:
- 7.5.2.1 A statement of the policy, rule or regulation which the student is alleged to have violated;
 - 7.5.2.2 A statement of the facts and evidence to be presented in support of the charges, which statement must be made with sufficient clarity to reasonably disclose the time and place of the alleged occurrence and the actions or behavior complained of;
 - 7.5.2.3 A statement that a hearing on the charges will be held before the Judicial Board, and a statement of the date, time and place of the hearing; and
 - 7.5.2.4 Information on the student's right to have an advisor present at the hearing at the student's own expense, provided that the student notifies the College at least five days prior to the hearing that an advisor will be present at the proceedings. The student's failure to provide such notification within five days of the hearing may result in a continuance of the proceedings.
- 7.5.3 The hearing shall be held at the date, time and place specified in the notice, unless postponed by the Judicial Board for good cause shown either by the accused student or by the College.
- 7.5.4 All charges should possess sufficient validity to allow the Judicial Board to meet and in good conscience and with impartiality consider related evidence. The hearing shall be conducted in such a manner as to do justice and shall be subject to the following minimum requirements.
- 7.5.4.1 The accused student shall have the right to be accompanied at the hearing by an advisor. Unless specifically permitted by name by the hearing body, such advisor may not be a person other than the student's parent or guardian, another student at the College, a member of the College's faculty or staff, or an attorney representing the accused student. During the hearing, an advisor may consult with the accused student but may not speak on behalf of the accused student or otherwise participate directly in the proceedings, unless given specific permission to do so by the Judicial Board.
 - 7.5.4.2 All material evidence may be presented subject to the right of cross examination of the witnesses.
 - 7.5.4.3 There shall be a complete and accurate record of the hearing ~~prepared by a qualified stenographer or court reporter.~~
 - 7.5.4.4 There may be a complete and accurate record of the hearing prepared by a qualified stenographer or court reporter at the student's expense, if desired.
 - 7.5.4.5 The accused student shall be entitled to be present throughout the presentation of the evidence, testimony of the witnesses and arguments of the parties, to be informed before the hearing of the substance of expected testimony of witnesses against the

student and to have the witnesses present at the hearing at appropriate times, and to present witnesses and evidence on the student's own behalf as may be relevant and material to the case.

- 7.5.5 The College may be represented by an advisor. Counsel retained by the College may participate only in an advisory capacity and may not speak on behalf of the College or otherwise participate directly in the proceedings, unless given specific permission to do so by the Judicial Board.
- 7.5.6 The accused student and the Judicial Board members shall be present for the entire proceeding. However, witnesses may be called and excused throughout the hearing. The hearing shall be closed to all others.
- 7.5.7 After the hearing, the Judicial Board shall make findings of fact and a recommendation to the President for the disposition of the case and any sanctions to be imposed. The Judicial Board's recommendation shall be based upon proof of the alleged violation by a preponderance of the evidence.
- 7.5.8 No recommendation by the Judicial Board to the President for the imposition of sanctions against a student may be based solely on the failure of the student to answer charges or appear at the hearing. In such cases, the evidence in support of the charges shall be presented, and the Judicial Board's recommendation shall be based upon proof of the alleged violation by a preponderance of the evidence.
- 7.5.9 The accused student shall also be notified of the Judicial Board's recommendation and advised of the right to request an appeal to the President within two weeks of the receipt of the recommendation. The President shall within ten working days review the facts of the case and take such action as may be appropriate under all the circumstances.
- 7.5.10 Except in cases that involve expulsion, the decision of the President shall be final.
- 7.5.11 If a student wishes to appeal an expulsion, the student must within three working days indicate to the President in writing an intent to appeal the expulsion to the Board of Governors.
- 7.6 The Board of Governors may, from time to time, require the President to report on disciplinary actions or proceedings over a period of time or on a specific case or cases. These reports shall be in such form as the Board of Governors may require.
 - 7.6.1 In disciplinary cases where expulsion was imposed, the Board of Governors may grant the expelled student's request for appeal.
 - 7.6.1.1 If the Board of Governors determines that the appeal will not be heard, the decision of the President is affirmed, and the expulsion shall be effective upon the President's receipt of the Board of Governors' statement of denial of the appeal.
 - 7.6.1.2 If the appeal is granted, the expulsion shall be stayed until the Board of Governors makes a final decision after a review of the case. In the event the decision of the President is affirmed after such review, the student-appellant shall be notified by certified mail, and the expulsion shall be effective immediately upon concurrent notification to the President.

7.6.1.3 In considering student appeals, the Board of Governors will review all relevant information and records of applicable disciplinary proceedings to ensure that due process has been afforded. The Board of Governors may take such action as it deems reasonable and proper in view of all the circumstances and in answer to its responsibilities under the law.

SECTION 8. CANCELLATION

8.1 ~~This policy shall be reviewed on a three-year cycle by the President or the President’s designee. Upon such review, the President may recommend that the policy be amended or repealed. 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 may recommend that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Note: September 20, 2005 (No Revisions– Three-year Review Only). February 2011, policy reformatted to new SCP format. Revisions provide clarity.

FIRST LADY TO CO-CHAIR WEST VIRGINIA'S FIRST COLLEGE COMPLETION TASK FORCE MEETING

Monday, January 31, 2011
9:09 AM

Charleston, W.Va. - First Lady Joanne Jaeger Tomblin will join West Virginia University President James Clements to co-chair the initial meeting of the West Virginia College Completion Task Force. The sixteen-member Task Force, brought together by Higher Education Policy Commission Chancellor Brian Noland and Community and Technical College System Chancellor James Skidmore, will focus on the challenge of increasing college completion in West Virginia.

"Across the country and here at home, we face the growing challenges of college affordability and graduating ready-to-work students," First Lady Jaeger Tomblin said. "By bringing together members of the Higher Education Policy Commission, leaders at both our Community and Technical Colleges and our four-year University institutions, the education committee chairs of the West Virginia House of Delegates and State Senate, as well as representatives from K-12 faculty, business and industry and the students themselves, we can collectively formulate a comprehensive understanding of the challenges in order to find solutions."

The College Completion Task Force will begin its initial meeting at 9:30 a.m. on Wednesday, January 26, 2011 at the Charleston Marriott Town Center, located at 200 Lee Street East in Charleston, West Virginia.

Members of the Task Force will be presented with an overview of the challenges facing the nation in relation to college completion rates and graduating students who are well prepared for careers in their fields of study. Upon which, the Task Force will outline goals for West Virginia and potential plans on how to reach those goals.

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“Pieces are in place” for West Virginia to increase the number of students earning college degrees

By Patrick Crane

In West Virginia, for every 100 high school freshman, only 17 will earn an associate’s or bachelor’s degree within 10 years.¹ Approximately one-quarter of those 100 students will drop out of high school. Thirty students will graduate from high school, but will not enroll in college. Of the 43 students that do go to college, only 28 will return for their sophomore year. Of those 28 that return, roughly 60 percent of them will earn their college degree within 5 more years of study.

This data, prepared by the National Center on Higher Education Management Systems, helps illustrate where some of the leakages are in the education pipeline in West Virginia, and around the country, with the greatest number of students leaving the system before high school graduation and in the transition to college.

West Virginia ranks 35th in the country in terms of moving students through from 9th grade to college completion, with a national average of 20.5 college graduates for every 100 9th graders, and a range that goes from 32 college graduates per 100 9th graders in Massachusetts to single digits in Nevada and Alaska.

“Leaks in the education pipeline.”

The leaks in the education pipeline, combined with higher out-migration of college graduates than in-migration has caused West Virginia to be the state with the lowest percentage of its population with a bachelor’s degree or above, 17.1 percent compared to a national average of 27.5 percent and a regional average of 25.3 percent.²

20,000 new jobs will require some “advanced training.”

Increasing the number of West Virginians with high quality certificates and degrees is essential to the economic and social future of the state. Many of the jobs that used to be available for those with a high school diploma now require advanced training and skills. A recent study by labor economists at Georgetown University suggests that by 2018, 20,000 new jobs in West Virginia will require some amount of college education and 49 percent of all jobs will require some advanced training beyond high school.³

Not only is education important for economic competitiveness, but research has shown that higher levels of education are correlated with better health, lower levels of criminal activity, and higher levels of civic participation.

President Obama, with support from other political leaders, has set the goal of bringing the United States back to its former position as the country with the highest proportion of college-educated citizens.

“Significant progress” made toward increasing workforce education levels.

Reaching that goal will require the United States to increase the proportion of Americans with college degrees and certificates to 60 percent or greater. We are currently, and have been for many years around 40 percent. In West Virginia, significant progress has been made in increasing the education level of those entering the workforce. Census data shows that while only 25 percent of West Virginians age 55-64 have an associate’s or bachelor’s degree, 34 percent of 25- 34- year-olds have a college degree.⁴

As we can see from the data on the educational pipeline, there are a number of challenges to increasing the number of college graduates in West Virginia. One important task is to make sure students and families have the information they need to make informed decisions about where to go, what to study, and how to pay for their education.

CFWV.com.

In order to provide easier access to this information, the website for the College Foundation of West Virginia, cfwv.com, was launched in October 2009. The website enables middle school students, high school students, and adults to explore college and career options, apply to college, and find financial aid.

Providing this information is especially important because many students and parents do not know what it costs to attend college or how much federal, state, and institutional financial aid is available to them. Since it was launched, over 50,000 individuals have created profiles and over 22,000 college applications have been submitted through the website.

Remediation.

Once students are enrolled in college, they need to start taking college level courses as soon as possible. Currently, 29 percent of all students who enter West Virginia colleges need some amount of developmental education, and the number rises to 62 percent in the community and technical colleges.⁵ The faster students can move into credit bearing classes that count towards graduation, the more likely they are to graduate. To make the transition from high school to college smoother for students and to decrease the need for developmental education, representatives of the West Virginia Department of Education and the West Virginia Higher Education Policy Commission have begun meeting to better align the expectations of high school and college level educators. Work has also been taking place at both two- and four-year institutions to redesign developmental education courses.

Adult Learners.

In addition to the traditional age students that enroll in college after high school, special attention needs to be paid to the 173,000 adults with some college but no degree in the state. In order to help these students finish their degrees, the Higher Education Policy Commission created the RBA Today program to identify these adults and provide information about this flexible, accelerated degree program for adults. The Commission was also successful in applying for competitive grant funds from the Lumina Foundation for Education to help develop programs and courses that provide greater support to adult learners who would like to finish their degrees.

College Completion Task Force.

Finally, to increase awareness of the issue, Higher Education Policy Commission Chancellor Brian Noland and James L. Skidmore, Chancellor of the Community and Technical College System of West Virginia have put together a College Completion Task Force, chaired by West Virginia University President James Clements and Southern West Virginia Community and Technical College President and First Lady Joanne Tomblin.

This group will bring together business, labor, faculty members, K-12 representatives, college administrators, and students to help develop goals and strategies for meeting the challenges of increasing college completion rates.

“Pieces in Place.”

Although there is a long way to go, the pieces are in place for West Virginia to dramatically increase the number of students that are earning college degrees and certificate. Continued collaboration between educational agencies, clear goals, and targeted programs to reach those goals will help strengthen the state moving further into the 21st century.

¹ National Center for Higher Education Management Systems (2009). Student Pipeline - Transition and Completion Rates from 9th Grade to College – 2008. Retrieved from:

<http://www.higheredinfo.org/dbrowser/index.php?measure=72>.

² U.S. Census Bureau, 2005-2009 American Community Survey.

³ Carnevale, A., Smith, N., Strohl, J. (2010). *Help Wanted: Projections of Jobs and Education Requirements Through 2018*, Carnevale. Washington, D.C.: Georgetown University Center on Education and the Workforce,

⁴ U.S. Census Bureau, 2005-2009 American Community Survey. Public Use Microdata Sample, author’s calculations.

⁵ West Virginia Higher Education Policy Commission, 2010.

CTCS FAST FACTS

10 Community and Technical Colleges
22 College Campuses

Total Annual Enrollment.....67,659
• Credit.....36,039
• Non-credit.....31,620

Credit Student Enrollment

• Full-time.....51%
• Part-time.....49%
• Male.....40%
• Female.....60%
• Adults Age 25 and above.....47%
• Average Student Age.....27.9
• West Virginia Residents.....92%

Financial Aid Participation

• Financial aid participation rate.....43.8%
• Percentage of PROMISE Scholarship funding.....1.1%
• Percentage of Higher Education Grant funding.....17.9%
• Percentage of HEAPS funding.....50.4%

Graduates Retained in WV.....83%

Average First-Year Earnings of Associate Degree Graduates.....\$28,684

Average Annual Tuition Rate.....\$2,728

Degrees Awarded.....2,789

• Certificate Degrees.....539
• Associate Degrees.....2,250

WV Council for Community and Technical College Education

Bob Brown, Chair

John M. Panza

Mary G. McKinley

Clarence Pennington, Vice Chair

Jerry E. Berry

David K. Hendrickson

Gregory Smith, Secretary

Keith Burdette

Nelson R. Robinson

Kathy J. D'Antoni

Ralph Kelly

Gregory F. Wooten

James L. Skidmore, Chancellor

Blue Ridge Community and Technical College

President: Dr. Peter Checkovich

www.blueridgectc.edu

Phone: 304.260.4380

New River Community and Technical College

President: Dr. Ted Spring

www.newriver.edu

Phone: 304.929.5450

Bridgemont Community and Technical College

President: Dr. Beverly Jo Harris

www.bridgemont.edu

Phone: 304.734.6600

Pierpont Community and Technical College

President: Dr. Doreen Larson

www.pierpont.edu

Phone: 800.641.5678

Eastern West Virginia Community and Technical College

President: Dr. Charles Terrell

www.eastern.wvnet.edu

Phone: 304.434.8000

Southern WV Community and Technical College

President: Ms. Joanne Jaeger Tomblin

www.southernwv.edu

Phone: 304.896.7375

Kanawha Valley Community and Technical College

President: Dr. Joe Badgley

www.kvctc.edu

Phone: 304.766.3118

West Virginia Northern Community College

President: Dr. Martin Olshinsky

www.wvncc.edu

Phone: 304.233.5900

Mountwest Community and Technical College

President: Dr. Keith Cotroneo

www.mctc.edu

Phone: 866.676.5533

West Virginia University at Parkersburg

President: Dr. Marie Foster Gnage

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