



*Southern*  
Southern West Virginia  
Community and Technical College

***Board of Governors***

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**JULY 26, 2012**  
**SPECIAL MEETING AGENDA**

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**Members**

Thomas A. Heywood, Chair  
Wilma J. Zigmond, Vice Chair  
Glenn T. Yost, Secretary  
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Eileen Aranas  
Debbie Dingess  
George Morrison

Joanne Jaeger Tomblin  
President

SPECIAL MEETING OF THE  
SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS

Board of Governors Conference Room - 428 - Building C and by Teleconference\*  
2900 Dempsey Branch Road  
Mount Gay, West Virginia

July 26, 2012 - 9:00 a.m.  
AGENDA

1. Call to Order ..... Mr. Tom Heywood  
Board Chair
2. Request for Approval of SCP-7000, E-mail Established as an  
Official Form of Communication ..... Ms. Joanne Jaeger Tomblin  
President
3. Request for Approval of Appointments to the Boone County Joint Administrative Board . . . President Tomblin
4. Additional Board Action and Comment ..... Chair Heywood
5. Adjournment ..... Chair Heywood

\* To join the meeting by teleconference, please dial the following numbers:  
**1-877-302-0757, participant code: 5190245 #.**

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SPECIAL MEETING OF JULY 26, 2012**

**ITEM:** Request for Final Approval of SCP-7000, *E-mail Established as an Official Form of Communication*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-7000, *E-mail Established as an Official Form of Communication*, following the required 30-day public comment period.

**STAFF MEMBER:** Joanne Jaeger Tomblin

**BACKGROUND:**

On February 3, 2012, the Technology Governance Committee drafted a policy to establish that Southern West Virginia Community and Technical College's issued e-mail accounts are an official method of communication between faculty, staff, and students. The policy applies to all constituents of Southern for whom a campus e-mail account is provisioned, including but not limited, to students, staff, faculty, and external entities.

The draft policy was presented to the Executive Council for review and approval during its March 7, 2012 meeting. The group approved for the policy to be forwarded to the Board of Governors for consideration at its next meeting.

Therefore, the staff recommends the Board of Governors approve advancement of the draft policy SCP-7000, *E-mail Established as an Official Form of Communication*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

At its June 19, 2012 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-7000, *E-mail Established as an Official Form of Communication*, for the required 30-day public comment period which ended July 25, 2012. No comments were received at the end of the comment period. 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-7000**

**SUBJECT:** E-mail Established as an Official Form of Communication

**REFERENCE:** None

**ORIGINATION:** February 3, 2012

**EFFECTIVE:** Upon Passage by the Board of Governors

**REVIEWED:** New Policy

**SECTION 1. PURPOSE**

- 1.1 To establish that Southern West Virginia Community and Technical College (Southern) campus e-mail is an official method of communication between, faculty, staff, and students and to ensure that e-mail messages from the College directed to faculty, staff, and students are delivered and accessible to the intended recipient.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This issuance applies to all constituents of Southern for whom a campus e-mail account is provisioned, including but not limited to students, staff, faculty, and external entities.

**SECTION 3. DEFINITIONS**

- 3.1 Campus E-mail Account – an e-mail account provided by the College (associated with a domain name owned and managed by the institution) and assigned for the exclusive use of one individual.
- 3.2 Campus Directory – the address book associated with the faculty/staff e-mail system.

**SECTION 4. POLICY**

- 4.1 Southern will utilize college-issued e-mail accounts to convey college-related, critical, and/or time sensitive information to faculty, staff, and students. In some instances, e-mail communication may be the only means by which particular information is conveyed. Examples include, but are not limited to:
- 4.1.1 Announcement of policy or regulatory changes.
  - 4.1.2 Human Resources or employment-related notifications/deadlines.
  - 4.1.3 Financial Aid or registration notifications/deadlines.
  - 4.1.4 Class or work schedule changes.
  - 4.1.5 Inclement weather advisories/instructions.
  - 4.1.6 Mandatory meeting notifications.

- 4.1.7 Any other information deemed relevant and/or necessary to the Southern community members.
- 4.2 E-mail messages originating from the College or via automated campus or student information system processes will be sent exclusively to the campus e-mail address.
- 4.3 College e-mail distribution lists will ONLY be used to disseminate information directly related to the business of the College.
- 4.4 Students may configure their campus e-mail account to forward College e-mail to a preferred e-mail address. Faculty and staff are expected to use the College provided e-mail tools and are prohibited from forwarding e-mail indiscriminately to an external e-mail account. All messages contained within the College's e-mail system are the property of the institution.
- 4.5 All official faculty and staff campus accounts will be maintained in the campus directory.
- 4.6 E-mail communication from Southern faculty/staff to students must originate from an official campus account.

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

- 5.1 None.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 None.

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

- 7.1 Technology Services is responsible for the maintenance of the campus directory and campus e-mail system, including the creation of accounts.
- 7.2 College business units must ensure that messages are appropriately addressed to campus e-mail addresses.
- 7.3 Faculty, staff, and students must maintain their campus and/or preferred e-mail address to ensure that they receive their mail.
- 7.4 Faculty, staff, and students are responsible for responding to e-mail notifications sent to their official e-mail account in a timely manner. Missed deadlines or other repercussions resulting from failed e-mail forwarding or poor mailbox maintenance will NOT be excused.

## **SECTION 8. CANCELLATION**

- 8.1 None.

## **SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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**Board of Governors Chair**                      **Date**

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**President**    **Date**

**Attachments:**        None.

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

**Revision Notes:**    New policy.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SPECIAL MEETING OF JULY 26, 2012**

**ITEM:** Request for Approval of Appointments to the Boone County Joint Administrative Board

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the reappointment of Samuel M. Litteral and Allyn Sue Barker to represent the Board of Governors on the Boone County Joint Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Boone County Board of Education; and

*FURTHER RESOLVED*, Samuel M. Litteral will serve a three-year term ending June 30, 2015, and Allyn Sue Barker will serve a two-year term ending June 30, 2014. By mutual consent of the Board of Governors and the Boone County Board of Education, Kevin Hill will serve as the at-large member and Chair of the Joint Administrative Board.

**STAFF MEMBER:** Joanne Jaeger Tomblin

**BACKGROUND:**

Pursuant to West Virginia Code §18B-3C-11(c), *Shared facilities and resources; memoranda of agreements; and joint administrative boards (attached)*, to facilitate the administration, operation, and financing of joint programs in shared facilities of any institution of public higher education and a county board or boards of education, the affected governing boards and county board or boards of education may appoint a joint administrative board consisting of such membership and possessing such delegated authorities as the respective boards consider necessary and prudent for the operation of such shared facilities. Such joint administrative board shall consist of five members to be appointed as follows: The county board of education shall appoint two members; the appropriate governing board shall appoint two members; and one shall be an at-large member, who shall chair the joint administrative board, and shall be appointed by mutual agreement of the respective boards.

According to statute, although original appointments by the Board were for staggered term lengths, subsequent appointments are for three-year terms. Members are eligible to

succeed themselves for one additional consecutive term.

In June 2010, the Board of Governors approved membership to the Boone County Joint Administrative Board. Currently, the two-year term for Samuel Litteral, Vice President for Finance and Administration, expired on June 30, 2012, and the one-year term for Allyn Sue Barker, Vice President for Workforce and Community Development, expired June 30, 2011. However, Ms. Barker continued to serve on the joint administrative board during the 2011-2012 academic year. Therefore, the staff recommends that Samuel Litteral serve a second three-year term ending June 30, 2015, and Allyn Sue Barker serve a second three-year term ending June 30, 2014.