



Southern
Southern West Virginia
Community and Technical College

Board of Governors

June 18, 2013
MEETING AGENDA

Members

Thomas A. Heywood, Chair
Wilma J. Zigmond, Vice Chair
Glenn T. Yost, Secretary
Linda Q. Akers
Shelley T. Huffman
Jada C. Hunter

George Kostas
Terry R. Sammons
Eileen Aranas
Debbie C. Dingess
George H. Morrison

Joanne Jaeger Tomblin
President

Southern West Virginia Community and Technical College Board of Governors
Meeting of June 18, 2013
Room C-428, 2900 Dempsey Branch Road, Mount Gay, WV

AGENDA

1. Call to Order Mr. Tom Heywood
Board Chair
2. Report on Technology Strategic Plan Mr. Gary Holeman
Chief Information Officer
3. Special Presentation Mr. Heywood
4. Classified Staff Council Annual Presentation Ms. Virginia Stepp,
Mr. Chad Scott, and Ms. Teri Wells
5. President's Report Ms. Joanne Jaeger Tomblin
President
6. Financial Report Mr. Samuel Litteral
Vice President for Finance and Administration
7. Action Items
 - 7.1 Nominating Committee Report and Election of 2013-2014 Board Officers pg. 25
 - 7.2 Election of 2013-2014 Lay Members (2) to the Board Agenda Committee pg. 26
 - 7.3 Request for Approval of April 16, 2013 Meeting Minutes pg. 27
 - 7.4 Request for Approval of 2013-2014 Board of Governors Meeting Schedule pg. 37
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 - 7.9 Request for Approval of FY 2015-2019 Capital Projects and Expenditures pg. 47
 - 7.10 Action on Follow-up Reports Required by Community and Technical College System
 - 7.10.1 Forensic Psychology and Investigation, Associate in Applied Science
and Certificate pg. 49
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7.11	Action on Institutional Policies for Final Approval	
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7.13	Action on Institutional Policies Presented for 30-day Public Comment	
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8.	Informational Items	
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8.5	2013-2014 Holiday Calendar	pg. 76
9.	Executive Session under Authority of West Virginia Code §6-9a-(b) to discuss Personnel and Management Issues	Chair Heywood
9.1	Board of Governors Presidential Review Committee Report	Ms. Wilma Zigmund
9.2	2013-2014 President's Goals	Chair Heywood
9.3	Personnel Matters	Chair Heywood
10.	Adjournment	Chair Heywood



Southern
West Virginia Community and Technical College

Technology Strategic Plan
2013 - 2016

Southern West Virginia Community
and Technical College

February 2013

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Executive Summary

Technology plays a vital role in higher education. It can transform teaching and learning, enable efficiencies, improve communication, and foster student engagement. Planning for the effective use of technology throughout the institution helps prioritize resources and promote organizational focus. Only with a comprehensive plan can the institution ensure that current decisions and efforts are moving the institution toward its longer term view of technology use.

Southern West Virginia Community and Technical College (Southern) values the importance of strategic planning as evidenced by their institutional strategic goals as well as the Master Plan and the Enrollment Management Plan. All of these plans guide the institution to its vision. The Technology Strategic Plan is designed to specifically address the technology needs of the College while aligning with its overall strategic planning and budget processes.

As Southern's technology partner, Ellucian was engaged to lead the technology strategic planning. A Strategic Planning Team, comprised of members of the Technology Committee and others representing key areas served by technology, provided the content for the plan. The meetings were conducted on the Logan campus in January and February of 2013.

This Technology Strategic Plan 2013 – 2016 will guide the Office of Information Technology, as well as the rest of the College's, efforts over the next three years. The focus areas for this planning cycle are:

- People and Process
- Academics and Students Services
- Funding
- Marketing and Recruiting
- Infrastructure

Objectives and Planning Methodology

Objectives

During the opening session the participants were asked what they would like to see as an outcome of their technology strategic planning efforts. Some of the responses centered on the benefit of having a solid plan:

- “A roadmap to inform the IT budget”
- “Clear vision of where we want to go and to facilitate where the institution wants to go”
- “Like to see us have a good plan ... get follow through ...get implemented”

Other comments were focused on how the plan will outline how technology can help the institution be more effective:

- “Data to inform decisions”
- “Make my job easier”
- “Want technology to help us, office staff is killing themselves keeping up with everything”
- “Bring technology up to date for employees”

A third category was how the plan can help the institution better serve students:

“Improve student learning and their education”

“Everything on the web”

“Get technology to best service students – we’re using it instead of it using us”

It was stated that the institution has made great strides in the last few years and this plan would be a way to continue to improve. With these desired outcomes the participants worked diligently to craft a plan that would enable the College to reach its institutional goals and provide for better service to faculty, students and staff through improved services and efficiencies. The Technology Strategic Plan reflects all of these desired outcomes.

Strategic Planning Methodology

Strategic planning is a process which seeks to clarify what an organization is, what it wants to be, and how, specifically, the organization can successfully make the transition. A strategic technology plan provides direction and a management strategy within the context of changing internal and external environmental conditions while it sets the philosophy and direction for the use of technology within the institution.

Ellucian’s planning approach includes the following steps:

1. Establish a Technology Mission Statement and Governing Values which identifies why we exist and what governs our actions.
2. Develop a “future state” vision of how the use of technology, in its broadest definition, should add value in support of the institution’s vision, mission, and goals.
3. Analyze the environment and context in which the Technology Strategic Plan is being developed. The examination includes the development of planning assumptions and a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis.
4. Develop goals and objectives, aligned with the College’s vision, mission, and goals, to enable the College to move toward its desired “future state” in accordance with the governing values.
5. Establish an Implementation Grid that will facilitate the execution of the Technology Strategic Plan.
6. Communicate the adoption of the Technology Strategic Plan to the entire college community and begin the implementation.
7. Recommend a review of the Technology Strategic Plan on an annual basis and adjust the plan elements as needed.

The planning cycle, as described above, is depicted in Appendix B and highlights the iterative nature of planning.

Institutional Alignment

About Southern

Southern West Virginia Community College was established as an independently accredited, comprehensive community college in 1971. Since then, the College has continued to expand its academic, workforce development, and community service offerings. The geographic areas served by Southern have also increased and its district now includes the counties of Mingo, Logan, Wyoming, Boone, Lincoln, McDowell and Raleigh as well as the counties of Martin and Pike in Kentucky through an interstate agreement.

In 1995, with a renewed emphasis on workforce development and technical training, the state legislature changed the names of all community colleges in the state to emphasize their technical components, and Southern's name became Southern West Virginia Community and Technical College. Along with increasing enrollment, expansion of the geographic area served, and growth in the number and types of programs offered, the College's physical facilities have also grown through the years.

This history of growth and expansion has positioned Southern as a higher education leader. The College continues to serve its district with quality education and programs while looking for new ways to positively impact the community into the future.

Mission

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.

Vision

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 proactive partnerships which include education, business, industry, labor, government, 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.

Institutional Strategic Goals

Southern West Virginia Community and Technical College strategic goals for 2010 – 2015:

1. **Produce more graduates**
2. **Promote strong employer partnerships**
3. **Serve more adults**
4. **Build and maintain facilities**

Southern's mission, vision and goals were of paramount importance and laid the foundation during the technology planning as the team crafted the technology goals. The Technology Strategic Plan should continue to align with institutional priorities so resources are applied to those activities that best move Southern towards its vision.

Technology Strategic Plan Elements

The Strategic Planning Team crafted the mission, values and vision of technology. The goals were developed to move the institution forward to its desired state for technology use.

Technology Mission

The technology mission describes to the community why technology exists and how it serves the institution. The technology mission is:

Technology at Southern enables the institution to fulfill its mission by enhancing learning, supporting student success and improving efficiency.

Technology Vision

The vision is an expression of the institution's technology aspiration. It is a guiding star to help the institution navigate toward the future. By accomplishing the goals set forth in this plan the vision will be achieved in three years. The technology vision is:

Southern integrates and supports robust, innovative technologies that empower our entire community for effective learning and service.

Technology Values

Values help determine how an organization operates. The identified values reflect intentions and help guide actions when choices are not clear. They also provide a context for consistency and accountability in decision-making. The guiding principles for technology at Southern are:

**Accessibility
Integration
Reliability
Security
Compliance
Standardization
Effectiveness
Sustainability**

**Adaptability
Affordability
Innovation
Usability
Pervasiveness
Scalability
Fun
Being green**

Planning Context

One of the first activities in the planning process was a presentation of higher education and technology trends. The planning team was given a glimpse into the future direction of

technologies so they could better plan where Southern needs to be in three years to best serve its students, faculty, staff and the local community.

To give the plan greater context, the current landscape was framed by planning assumptions. The purpose of the assumptions is to understand those factors that might impact or affect Southern's Technology Strategic Plan. The five categories explored were:

- Environment, including physical, policies, culture and vendors
- Faculty, Staff and Administration
- Students
- Community and External
- Financial

The SWOT analysis brought forward strengths and weakness as well as opportunities and threats or challenges that need to be considered for this planning cycle. This additional context helped the planning team identify the themes of the five technology goals.

Technology Goals

Overarching goals were identified that state what we need to do to move from the current state to the future state. Reaching the vision is possible by the achievement of the following:

Goal 1 – People and Process – Create a culture that invests in our human capital by developing a knowledgeable and effective community that embraces technology, improves efficiency, and increases satisfaction.

Goal 2 – Academics and Student Services – Leverage technology in academics and student services to improve access, educational outcomes and satisfaction.

Goal 3 – Funding – Provide adequate funding in support of the technology vision.

Goal 4 – Marketing and Recruiting – Use information technology effectively for marketing the institution and increasing enrollment.

Goal 5 – Infrastructure - Implement a robust and sustainable infrastructure of integrated systems to support learning and service.

Implementation Grids

The following Technology Strategic Plan Implementation Grids contain information that will assist the impacted departments/functions in achieving their goals and ultimately realizing their vision. Institutional departments and functions will develop tactical work plans that are aligned with this strategic plan and ensure the realization of each goal.

The following elements are included in the Implementation Grid

- **Goals** include the five technology goals set by this plan for 2013-2016.
- **Key Performance Indicators** identify completion characteristics or milestones of progress for each goal.
- **Objectives** associated with each goal identify implementation actions.
- **Dependencies** are those events or environments that must take place or be in existence before implementation of an objective can begin.
- **Responsible Party** identifies the individual, department, or council that has responsibility for each of the objectives. Typically it will be the responsibility of these individuals or groups to develop the annual tactical work plans and appropriate budget requests for each of the assigned objectives as well as project plans. Where multiple owners are listed, the first individual or group listed has primary responsibility for ensuring the implementation of the objective.
- **FY (Fiscal Year)** shows the implementation timeline for each strategy. An “X” placed in any single FY column indicates completion of a task in that year. The appearance of X’s in multiple FY columns indicates multi-year efforts.
- **Progress** is to be documented as implementation of the strategies occurs.

Strategic Goal 1: Create a culture that invests in our human capital by developing a knowledgeable and effective community that embraces technology, improves efficiency, and increases satisfaction

Key Performance Indicator(s): Number of process improved and their reductions in processing time, employee satisfaction with training, employee proficiency with technology tools

OBJECTIVES	DEPENDENCIES	RESPONSIBLE PARTY OWNER(s)	FY 13 - 14	FY 14 - 15	FY 15 - 16	PROGRESS
1.1. Identify available technology and tools and gaps in consistency among campus locations and maintain the repository		OIT	X			
1.2. Assess employee knowledge, familiarity and needs for currently available technology and tools	1.1	HR	X			
1.3. Develop a training plan to remediate knowledge gaps for employees by tool and delivery methods	1.2	Professional Development Committee	X			
1.4. Provide Blackboard training for employees to improve online learning		Professional Development Center staff	X	X	X	
1.5. Develop training modules within Blackboard to enhance user effectiveness with technology tools (Blackboard, instructional software and office productivity)	1.3, 1.4	Professional Development Center	X	X	X	
1.6. Identify and prioritize targets for process improvement		Technology Committee (TC)	X			
1.7. Conduct business process analysis and implement recommendations	1.6, Funding (potential)	TC	X	X	X	
1.8. Develop a reward and recognition program for involvement in training and mentorships	1.3 (to finish)	HR	X			

1.9. Develop a repository for institutional data		Director of Media	X			
1.10. Improve data quality through establishment and enforcement of standards		Banner Users Group (BUG)	X			
1.11. Develop a plan to communicate technology changes, improvements and availability		TC	X			

Strategic Goal 2: Leverage technology in academics and student services to improve access, educational outcomes and satisfaction

Key Performance Indicator(s): Percentage of faculty trained in Quality Matters, Number of student processes online, Percent of classrooms meeting technology standards

OBJECTIVES	DEPENDENCIES	RESPONSIBLE PARTY OWNER(s)	FY 13 - 14	FY 14 - 15	FY 15 - 16	PROGRESS
2.1 Develop and implement training on effective pedagogy using technology to enhance learning		Professional Development Center	X			
2.2 Expand orientation to enable the effective use of Southern resources for all students		Dean of Student Services and Enrollment Management	X			
2.3 Create a plan to sustain technology and functions that have been supported by Title III		CIO	X			
2.4 Conduct a strategic reporting assessment and develop plan to address gaps	1.10 (codependent)	CIO	X			
2.5 Define classroom technology levels and standards		CIO	X			
2.6 Complete Blackboard and Banner integration		CIO	X			
2.7 Identify gaps in online student services to support fully online students		Dean of Student Services and Enrollment Management	X			
2.8 Develop a plan to prioritize and address online services gaps		Dean of Student Services and Enrollment Management	X	X	X	
2.9 Improve academic scheduling		VP of AA	X			
2.10 Complete implementation of DegreeWorks		Dean of Student Services	X			

	and fully incorporate it into advising process		and Enrollment Management				
2.11	Evaluate the feasibility of providing students technology		CIO	X			
2.12	Complete current plans for science lab upgrades		VP of AA	X	X		
2.13	Increase faculty and students participation in library orientations		Director of Library	X			
2.14	Adopt an institution-wide e-book/e-textbook strategy		VP of Finance	X			
2.15	Evaluate Southern's position as a technological leader		CIO	X			

Strategic Goal 3: Provide adequate funding in support of the technology vision

Key Performance Indicator(s): Grant trainings offered, Grant applications submitted, Grants dollars awarded, Partnerships/Consortia established,

OBJECTIVES	DEPENDENCIES	RESPONSIBLE PARTY OWNER(s)	FY	FY	FY	PROGRESS
			13	14	15	
			-	-	-	
			14	15	16	
3.1 Research options and develop a plan for pursuing grants opportunities and building grant writing capacity		VP for Finance	X			
3.2 Identify underutilized equipment for training, reallocation or disposal		CIO	X			
3.3 Funnel significant technology purchases through the Technology Committee to insure oversight, sustainability and relevance		VP for Finance	X			
3.4 Establish and communicate project portfolio management process for better prioritization and allocation of resources		CIO	X	X		
3.5 Identify mutually beneficial partnerships and consortia		VP for Development	X	X	X	
3.6 Develop and prioritize annual technology budget based on the Technology Strategic Plan		CIO	X	X	X	

Strategic Goal 4: Use information technology effectively for marketing the institution and increasing enrollment

Key Performance Indicator(s): Number of online applications received

OBJECTIVES	DEPENDENCIES	RESPONSIBLE PARTY OWNER(s)	FY 13 - 14	FY 14 - 15	FY 15 - 16	PROGRESS
4.1 Research CRM options and costs to improve communication with prospective students		CIO	X			
4.2 Implement CRM solution	4.1, Funding	Director of Recruiting		X	X	
4.3 Research online application options		Senior Banner User Liaison	X			
4.4 Automate the application import process into Banner	4.3	Senior Banner User Liaison		X		
4.5 Investigate and utilize Banner communication functionality		Senior Banner User Liaison	X			
4.6 Complete implementation of Office 365 to enable email distribution list functionality		Technical Director	X			
4.7 Develop mass communication policy for potential internal marketing		Director of Media	X			
4.8 Conduct web content review		Director of Media	X			
4.9 Revise web structure based on content review	4.8	Director of Media	X	X		

Strategic Goal 5: - Implement a robust and sustainable infrastructure of integrated systems to support learning and service

Key Performance Indicator(s): Wireless coverage percentage, refresh rate, peak utilization of bandwidth, helpdesk satisfaction ratings

OBJECTIVES	DEPENDENCIES	RESPONSIBLE PARTY OWNER(s)	FY 13 - 14	FY 14 - 15	FY 15 - 16	PROGRESS
5.1 Develop and maintain refresh cycle and funding for all technology		CIO	X	X	X	
5.2 Research feasibility and options for a college-wide portal and remote accessibility		CIO		X		
5.3 Implement feasibility committee recommendations	5.2, Funding	CIO		X	X	
5.4 Review and refine user support and remote desktop management procedures		User Services Manager	X			
5.5 Expand wireless coverage for all campuses		Technical Director	X			
5.6 Proactively manage internet bandwidth		Technical Director	X			
5.7 Create and implement disaster recovery plan		Technical Director	X			
5.8 Investigate options for MDM (Mobile Device Management)		Technical Director	X			
5.9 Draft and adopt an Identity Access Management strategy		Technical Director		X		
5.10 Identify and develop technology standards and policies		TC	X			
5.11 Purchase and deploy classroom/library technology based on unmet demand identified in technology survey	1.1, 1.2, 2.5, Funding	Title III Coordinator			X	

5.12 Upgrade Mining Academy network to meet institutional quality standards	Funding	CIO	X			
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Next Steps

Action Plans

The success of the plan hinges on execution. Southern's next step will be to begin working on the action plans that will achieve each goal and its objectives set forth in the implementation grids. Each of the objectives has an owner who will be responsible for moving the individual objective forward. The objective owner will plan and coordinate the efforts needed from across the College to complete the specific objective.

Furthermore, it is imperative that the plan be considered holistically. A review of all objectives, regardless of the goals they are intended to support, reveals patterns and identifies common activities that can be leveraged in support of these goals. This higher level coordination falls on the Technology Committee.

By using a three year planning cycle, the OIT leadership can have a realistic view of technological and human resources needed for the near and longer term horizon. This plan shall serve as a base for the annual technology planning. Additionally, as some goals are dependent on funding, the Technology Strategic Plan will feed into the budgeting process for technology for the coming three years as well.

Assessment

The Technology Strategic Plan incorporates measurements to provide evidence of progress and achievement of the five goals set forth in the plan. The Implementation Grids contain suggested Key Performance Indicators (KPIs). Baseline and target measurements of the selected KPIs should be established to insure progress can be properly monitored during the life of the plan. External benchmarks should be considered where applicable.

Communication

An important culmination of this process is communicating the development and adoption of the plan to the College community. This will ensure the vision for technology use is shared among all of the constituencies served.

Communication of the plan is intended to promote widespread acceptance and support for the defined technology strategic goals and objectives. As awareness of the Technology Strategic Plan increases, understanding, acceptance, and support of the tactical activities prescribed in the plan will result.

Communication on OIT's progress in executing against the plan should be conveyed on a continual and timely basis. Publish plan changes or updates to the community to maintain their awareness of evolving technology goals and objectives.

Plan Updates

Radical shifts in the environment that invalidate some of the planning assumptions should trigger a review of the plan for continued relevance. Without this examination new opportunities could be missed. The Technology Strategic Plan should be updated annually to maintain alignment with the institution's strategic plan and the planning environment.

Appendix A – Technology Planning Team

The Technology Strategic Plan is based on the input of participants from across the institution. In recognition of their time and contributions, the members of the Strategic and Tactical Teams are listed below.

Strategic Team Members

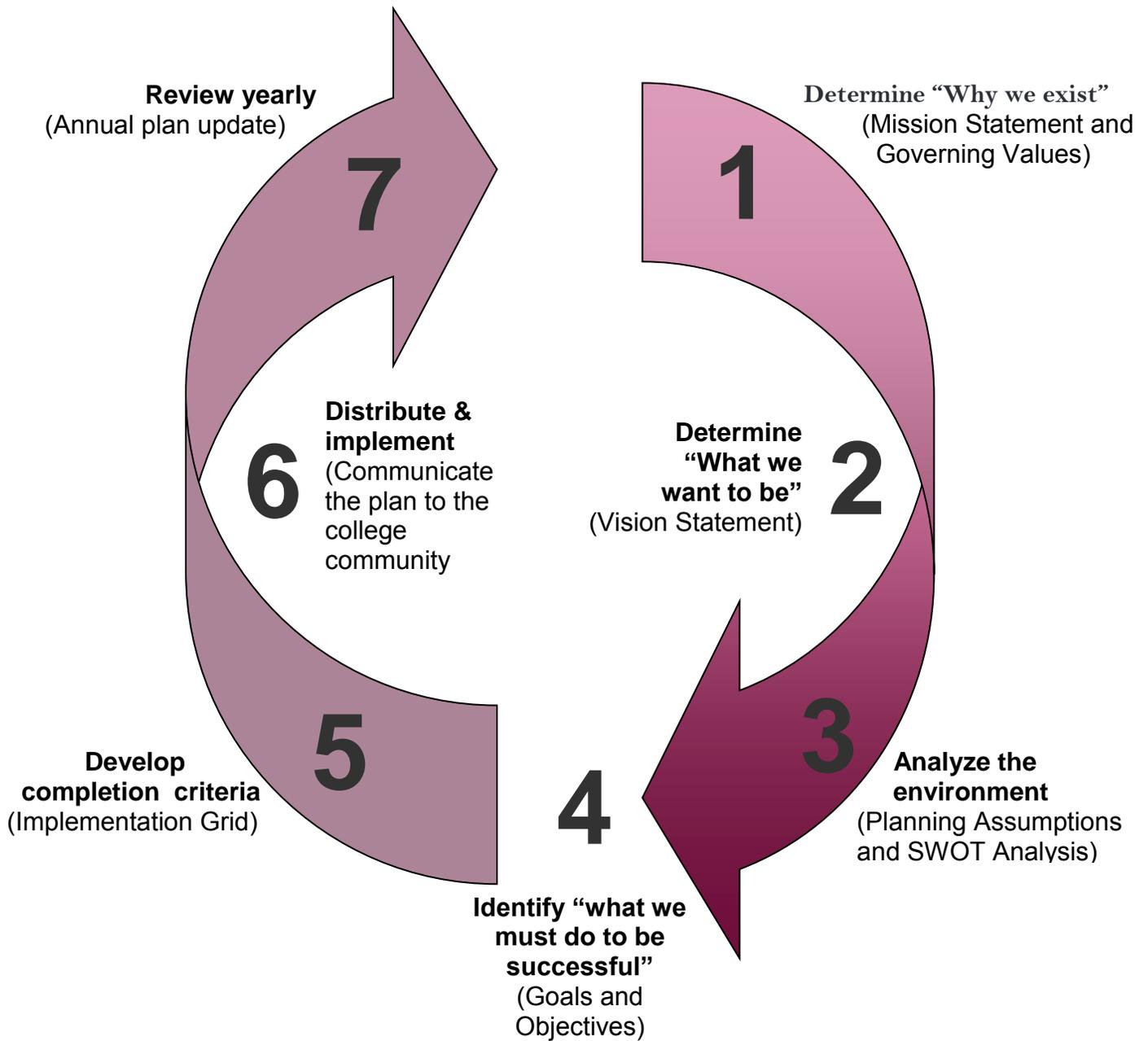
Carl Baisden	Allyn Sue Barker
Pete Browning	Bruce Curry
Marcus Gibbs	Chris Gray
Gary Holeman	Carol Howerton
Perry Jobe	Harry Langley
Ron Lemon	Sam Litteral
Guy Lowes	Michael Martin
Alyce Patterson-Diaz	Chad Scott
Darrell Taylor	Dianna Toler
Tracy Wolford	

Tactical Team Members

Pam Alderman	Susan Baisden
Melody Bevino	Roger Bias
Elishia Bledsoe	Trish Clay
Carol Cole	Melissa Creakman
Bruce Curry	Paul Davis
Marcus Gibbs	Chris Gray
Cheryl Hicks	Gary Holeman
Carol Howerton	Lola Lackey
Harry Langley	Ron Lemon
Sam Litteral	Michael Martin
Kim Maynard	Pat Miller
Tim Owens	Alyce Patterson-Diaz
Sandy Podunavac	Cindy Powers
Russell Saunders	Chad Scott
Will Smith	Dianna Toler
Mary Trent	Jackie Whitley

Appendix B – Dynamic Planning Cycle

Technology Strategic Planning aligns technology goals and objectives with those of the institution. It is intended to be long-term yet reviewed annually reflecting the current environment and allowing the institution to be prepared for approaching challenges. Through the planning process, the institution describes the educational and operating environment, articulates future directions and initiatives, and identifies objectives for achieving desired goals.



Action Items

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2013**

ITEM: Nominating Committee Report and Election of 2013-2014 Board Officers

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board Officers for fiscal year 2013-2014 as proposed by the Nominating Committee: Tom Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary.

STAFF MEMBER: Jada C. Hunter, Chair
Board of Governors Nominating Committee

BACKGROUND:

The Nominating Committee of the Southern West Virginia Community and Technical College Board of Governors consisting of Jada Hunter, Chair, Debbie Dingess, and Glenn Yost convened at 10:05 a.m. on May 23, 2013 to discuss and bring forth a recommendation to the full Board for officers at its June 18, 2013 meeting.

Upon a motion duly made by Debbie Dingess and seconded by Glenn Yost, the Nominating Committee unanimously concurred to retain the Board's current officers based upon service and performance, and therefore, recommended the following individuals for the Board of Governors Officers for fiscal year 2013-2014 effective July 1, 2013.

Chair: Tom Heywood
Vice Chair: Wilma Zigmond
Secretary: Glenn Yost

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2013**

ITEM: Election of Lay Members to the 2013-2014 Board of Governors Agenda Committee

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect two lay members to its 2013-2014 Board of Governors Agenda Committee.

STAFF MEMBER: Tom Heywood

BACKGROUND:

In accordance with SCP-8600.A, *Board of Governors Operational Guidelines*, 4.3.1: “The agenda for all regular meetings shall be established by an Agenda Committee consisting of the Chairperson, Vice Chairperson, Secretary of the Board of Governors, the College President, a Past Chairperson, and one lay Board member elected in June of each year at the Board’s annual organizational meeting. The Agenda Committee shall meet in person or by telephone conference at an established time prior to the commencement of each regular Board meeting for the purpose of establishing an agenda.”

The Board needs to elect to its Agenda Committee two lay members one of which must be a past chairperson of the governing board. Past Board chairpersons include Linda Akers, Shelley Huffman, George Kostas, and Terry Sammons.

Southern West Virginia Community and Technical College Board of Governors
Board of Governors Meeting of April 16, 2013
1601 Armory Drive, Room 433, Williamson, WV

Board Members Present: Tom Heywood, Wilma Zigmond, Terry Sammons, George Kostas, Jada Hunter, Debbie Dingess, George Morrison, Eileen Aranas

Board Members Absent: Glenn Yost, Shelley Huffman, Kevin Fowler, Linda Akers

Southern Employees: President Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, Ronald Lemon, Pam Alderman, Cindy McCoy, Gary Holeman, Emma Baisden, Darrell Taylor, Alyce Patterson-Diaz, Judith Curry, Lisa Haddox-Heston, Carol Howerton, Gail Hall, Mary Nemeth-Pyles, Katherine Deskins, Marcus Gibbs, Chris Gray, Martha Maynard, David Ermold, Merle Dempsey

1. Call to Order:

Chair, Tom Heywood, declared a quorum present and convened the meeting at 6:00 p.m.

2. Report on 2013 HLC Accreditation Self-Study

Dr. Merle Dempsey, Higher Learning Commission Liaison, informed the group that Southern will undergo an evaluation from the Higher Learning Commission (HLC) for institutional reaccreditation April 22-24, 2013. The HLC Review Team is scheduled to arrive in Logan on April 21st and begin its work. While on our campuses, the peer review team will hold meetings with students, faculty, staff, community leaders, and the Board of Governors as they determine whether the College is meeting its mission through its curricular offerings as published in public documents and observed through practices and policies. Dr. Dempsey encouraged everyone to familiarize themselves with the Self-Study Report prior to the team's arrival.

The Higher Learning Commission is ever-changing and in February 2012 adopted new criteria for reaffirmation of accreditation. The entire accreditation process has been revised by the HLC and Southern will transition into the new process with the completion of this self-study process. Beginning in the fall of 2013, Southern will enter either the Open or Standard Pathway based upon the outcome of its reaccreditation visit.

3. President's Report:

1. Southern has been awarded an \$892,000 federal grant from the National Science Foundation and will be used to develop a career pathway program for students enrolled in engineering and mining programs. The grant will also enhance professional development for faculty in science, technology, engineering, and mathematics (STEM) courses. Southern will receive the funding over a three-year period.
2. President/First Lady Tomblin and Vice President for Finance and Administration, Samuel Litteral, visited key legislators to discuss Southern's tuition increase proposal.
3. Higher Education Day at the Legislature was February 21, 2013.

4. Assessment Day took place March 5 at all Southern campuses.
5. The annual Harmony 365 kickoff was conducted in February with candlelight vigils and various events have been scheduled.
6. The College recently underwent an on-site Civil Rights Compliance Audit by the Council for Community and Technical College Education and has received its Notification of Findings. A few things need to be fixed, but overall the College received a good review.
7. The District Consortia is working on a seamless curriculum with the vocational-technical centers and the College.
8. President/First Lady Tomblin, Harry Langley, Samuel Litteral, Kimberly Hensley, Steven Lacek, Merle Dempsey, and Emma Baisden attended the annual Higher Learning Commission Conference April 5-9, 2013 in Chicago. The Higher Learning Commission Peer Review Team will meet with the Board of Governors at 6:15 p.m. on April 22, 2013.
9. The first President's Circle Student Brunch was held April 4, 2013 at the Williamson Campus. It was well attended and the students were very complimentary of the Williamson Campus.
10. Beginning in Fall 2013, President/First Lady Tomblin will reinstate her High School Visiting Team.
11. In the 2013-2014 year, President/First Lady Tomblin's focus will be on security for Southern's facilities, and professional development centers for employees.
12. Approximately 150 individuals attended the 5th Annual Southern West Virginia Community College Foundation Donor/Scholarship Reception held April 14 at the Logan Campus.
13. The Allied Health and Nursing Pinning Ceremony is scheduled for May 3, 2013 at 6:00 p.m.
14. Commencement will begin at 10:00 a.m. on May 4, 2013 at the Coalfield Jamboree.
15. The President's Administrative Retreat is scheduled for May 7, 2013.
16. The next meeting of the Council for Community and Technical College Education is May 9. At that time Southern will make its proposal for a 15.24% or \$192 per semester tuition increase. If approved, this would bring the full-time tuition to \$1,452 per semester. The College will also make a request to purchase 11.7 acres of property in Boone County near the Boone County Transfer Station just off U. S. 119.

17. In 2014-2015 the College will need a new Master Facilities Plan. Southern will hire an architect to draw up a plan to take the College through the next 10 years.

4. Financial Report

Mr. Sam Litteral, Vice President for Finance and Administration, provided the financial report dated March 31, 2013 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The figures discussed were strictly cash that can be carried forward. Mr. Litteral informed the group that auditors from the accounting firm of Suttle and Stalnaker will be on campus in May to conduct the preliminary audit, and he will present the 2013-2014 budget to the Board for review and consideration of approval at its June 18 meeting.

5. Action Items

5.1 Appointment of Nominating Committee for 2014 Board Officers

Chair Heywood appointed the following individuals to serve on the Board's Nominating Committee for election of officers: Jada Hunter, Chair; Debbie Dingess, Wilma Zigmond, and Glenn Yost. The Committee will provide a report to the full Board with a recommendation for the 2013-2014 Board officers at its June 18, 2013 meeting.

5.2 Appointment of Presidential Review Committee (annual evaluation)

Chair Heywood appointed the following individuals to serve on the Board's Presidential Review Committee: Wilma Zigmond, Chair; Terry Sammons and George Kostas. The Committee will provide a report to the full Board at its June 18, 2013 meeting.

5.3 Appointment of Board Ceremonial Representative

Chair Heywood will represent the Board of Governors at the Allied Health and Nursing Pinning Ceremony on May 3, and at Commencement on May 4.

5.4. Approval of February 19, 2013, Board Meeting Minutes

MOTION: Wilma Zigmond moved to accept the February 19, 2013 minutes as presented.

ACTION: George Kostas seconded the motion. The motion carried unanimously and Chair Heywood declared the minutes approved.

5.5 Distance Learning (SCP-3000) Follow-up Report to the Board of Governors

Ms. Carol Howerton, Applied and Industrial Engineering Department Chair, informed the group that Southern is running 165 different sections of distance learning courses, but will need to cut back in order to offer training for the faculty. Quality Matters (QM) is a faculty-centered, peer review process that is designed to certify the quality of online and blended courses. It provides a standards rubric for course development and design, and is a leader in quality assurance for online education. It has received national recognition for its peer-based approach and continuous improvement in online education and student learning and is a recognized online course standard by the Higher Learning Commission. The West Virginia Higher Education Policy Commission and the Community and Technical College System

joined Quality Matters as a statewide initiative, and the SREB/SREC now requires QM standardized reviewed courses. Last year Southern adopted the QM rubric as a standard for online courses and several faculty participated in an initial training on applying the rubric to courses in March. Five faculty received incentive funding to convert their courses to online. These individuals will serve as mentors for other faculty. Professor Howerton sees the largest obstacle being the inability to purchase the video and chat modules because it creates a barrier between students and the faculty.

5.6 Academic Program Review

5.6.1 Business Accounting, A.A.S.

MOTION: Terry Sammons moved the adoption of the following resolution and requested that Dr. Hall present the results of a needs assessment in a follow-up report to the Board of Governors in Fall 2013:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Business Accounting, Associate in Applied Science degree program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

5.6.2 Business Administration, A.A.S.

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Business Administration, Associate in Applied Science degree program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

5.6.3 Office Administration, A.A.S.

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Office Administration, Associate in Applied Science degree program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series

10, *Policy Regarding Program Review.*

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

5.6.4 Office Administration, Certificate

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Office Administration, Certificate program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, Policy Regarding Program Review.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

5.6.5 Dental Hygiene, A.A.S.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the discontinuance of the Dental Hygiene, Associate in Applied Science degree program in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, Policy Regarding Program Review.

ACTION: George Kostas seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

5.6.6 Survey Technology, A.A.S.

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Survey Technology, Associate in Applied Science degree program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, Policy Regarding Program Review.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

5.6.7 Survey Technology, Certificate

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Survey Technology, Certificate program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, Policy Regarding Program Review.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

5.7 Action on Post-Audit Reviews for Occupational Programs Implemented Under the Provision of Series 37 of the CTCS

5.7.1 Addiction Counseling, A.A.S. and Certificate

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Addiction Counseling, Associate in Applied Science and Certificate programs with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Series 37, *Increased Flexibility for Community and Technical Colleges*.

ACTION: George Kostas seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

5.7.2 Paramedic Science, A.A.S.

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Paramedic Science, Associate in Applied Science degree program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Series 37, *Increased Flexibility for Community and Technical Colleges*.

ACTION: Debbie Dingess seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

5.7.3 Homeland Security and Emergency Service, A.A.S.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Homeland Security and Emergency Service, Associate in Applied Science degree program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title

135, Series 37, *Increased Flexibility for Community and Technical Colleges*.

ACTION: George Kostas seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

5.8 Action on Follow-up Reports Required by the Community and Technical College System

5.8.1 Central Sterile Supply Technician, Certificate

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the Post-audit Review Follow-up Report for the Central Sterile Supply Technician, Certificate program as requested by the West Virginia Council for Community and Technical College Education.

ACTION: Wilma Zigmond seconded the motion to receive and submit the report to the Council. The motion carried unanimously. Chair Heywood declared the motion adopted.

5.8.2 Forensic Psychology and Investigation, Certificate and Associate in Applied Science

President/First Lady Tomblin informed Board members that the follow-up report to the Post-audit Review of the Forensic Psychology and Investigation, Certificate and A.A.S. programs provided by Dr. Cindy McCoy lacked sufficient information and supporting data and could not be presented in the Board's Agenda Book for action. Since the follow-up report requested by the Council is not due to the Chancellor's office until August 15, the item will be placed on the Board's June 18 agenda as an action item. This should allow sufficient time for revisions to be made to the follow-up report to the Post-audit Review of the Forensic Psychology and Investigation, Certificate and Associate in Applied Science programs.

5.8.3 Mine Management, Associate in Applied Science

President/First Lady Tomblin informed Board members that the document submitted by Dr. Gail Hall for the Mine Management, Associate in Applied Science degree program was not the report requested by the Council. Dr. Hall submitted a Post-audit Review Report and should have submitted a follow-up report to the Post-audit Review Report for Mine Management approved by the Council in August 2011. Since the follow-up report requested by the Council is not due to the Chancellor's office until August 15, 2013, the item will be placed on the Board's June 18 agenda as an action item. This should allow sufficient time for development of the follow-up report addressing the specific areas identified by the Council.

5.9 Action on Institutional Policies Presented for Final Approval

5.9.1 SCP-2165, Educational Release Time for Classified Employees

MOTION: Wilma Zigmond 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-2165, *Educational Release Time for Classified Employees*, (with attachment) following the required 30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

5.9.2 SCP-3637, General Education, Philosophy and Goals

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 of SCP-3637, *General Education Philosophy and Goals*, following the required 30-day public comment period.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

5.9.3 SCP-5100, Disposition and Sale of Surplus/Excess Property

MOTION: Wilma Zigmond 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-5100, *Disposition and Sale of Surplus/Excess Property*, following the required 30-day public comment period.

ACTION: George Kostas seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

5.10 Action on Institutional Policies Presented for Approval for Release of 30-day Public Comment

5.10.1 SCP-2171, Professional and Educational Requirements for Faculty

MOTION: George Morrison 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-2171, *Professional and Educational Requirements for Faculty*, (with attachment) to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

ACTION: Debbie Dingess seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

5.10.2 SCP-2701, Reduction in Workforce: Faculty Personnel

MOTION: George Morrison 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-2701, *Reduction in Work Force: Faculty Personnel*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

5.10.2 SCP-5260, Meeting Financial Exigencies

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-5260, *Meeting Financial Exigencies*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Debbie Dingess seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

6. Informational

6.1 Institutional Policies Approved by Chancellor Skidmore

SCP-2580	Part-time Employees: Classified Staff and Adjunct Faculty
SCP-3101	Challenging a Course/Credit by Examination
SCP-3101.A	Challenge Examination Request Form
SCP-3101.B	Challenge Examination Results Form
SCP-8600	Board of Governors Operational Guidelines Policy
SCP-8600.A	Board of Governors Operational Guidelines

6.2 Institutional Compact Update for 2013-2014

"Meeting the Challenge: Master Plan for the Community and Technical College System of West Virginia" was provided to Board members.

7. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 7:30 p.m. The next Board of Governors business meeting is scheduled for Tuesday, June 18, 2013 beginning at 6:00 p.m. in Room 428, Building C, Logan Campus.

Thomas A. Heywood, Chair

Emma L. Baisden
Executive Assistant to the President
and Board of Governors

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2013**

ITEM: Request for Approval of 2013-2014 Board of Governors Meeting Schedule

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors adopt the proposed schedule of meetings for fiscal year 2013-2014 as presented.

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

The following schedule of meetings is recommended for adoption by the Southern West Virginia Community and Technical College Board of Governors with the understanding that additional meetings may be necessary for emergency or time-sensitive issues.

**Southern West Virginia Community and Technical College
Board of Governors Meeting Schedule
July 1, 2013 — June 30, 2014**

Board of Governors Agenda Committee Meeting Date and Time	Board of Governors Business Meeting Date and Time	Meeting Location	Agenda Items Due
Tuesday, August 6, 2013 9:00 a.m.	Tuesday, August 20, 2013 6:00 p.m.	Building C, Room 428 Logan Campus	Tuesday, July 30, 2013
Tuesday, October 1, 2013 9:00 a.m.	Thursday, October 10, 2013 6:00 p.m.	Embassy Suites Hotel Charleston, WV	Tuesday, September 24, 2013
	Friday, October 11, 2013 8:00 a.m. - 12:00 p.m.	Embassy Suites Hotel Charleston, WV	
Tuesday, November 26, 2013 9:00 a.m.	Tuesday, December 10, 2013 6:00 p.m.	Governor's Mansion Charleston, WV	Tuesday, November 19, 2013
Tuesday, February 4, 2014 9:00 a.m.	Tuesday, February 18, 2014 6:00 p.m.	Building C, Room 428 Logan Campus	Tuesday, January 28, 2014
Tuesday, April 1, 2014 9:00 a.m.	Tuesday, April 22, 2014 6:00 p.m.	Building C, Room 428 Logan Campus	Tuesday, March 25, 2014
Tuesday, June 3, 2014 9:00 a.m.	Tuesday, June 17, 2014 6:00 p.m.	Building C, Room 428 Logan Campus	Tuesday, May 27, 2014

*Additional meetings may be necessary for emergency or time-sensitive issues.

Unless otherwise indicated, the Board of Governors Agenda Committee meetings are held in Room 428, Building C, Logan Campus and by Teleconference beginning at 9:00 a.m.

Unless otherwise indicated, the Board of Governors business meetings are held in Room 428, Building C, Logan Campus beginning at 6:00 p.m.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2013**

ITEM: Request for Approval to Amend the new Institutional Mission Statement

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval to a grammatical correction to the new Institutional Mission Statement that will take effect on July 1, 2013.

STAFF MEMBER: George Morrison

BACKGROUND:

At its February 19, 2013 meeting, the Board adopted a new Institutional Mission Statement that is to become effective on July 1, 2013. It has recently come to light that the verb “*promotes*” in that statement should have been ‘*promote*’.

Mission Statement approved at the February 19 Board meeting:

Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promotes success for those we serve.

Proposed revision:

Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.

In order to correct his wording before the statement becomes effective, it is proposed that the Board grant approval of this revision.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2013**

ITEM: Request for Approval to Amend the new Returned Check Fee

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval to amend the new Returned Check Fee from \$50 to \$25 that will take effect on July 1, 2013.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

At its April 22, 2013 meeting, the Southern West Virginia Community and Technical College Board of Governors adopted a resolution increasing the Returned Check Fee from \$10.00 to \$50.00 for checks returned to the institution for nonpayment.

According to West Virginia Code §61-3-39e, *Notice of Dishonor by Payee; Service Charge*, a worthless check fee cannot exceed \$25.00. Therefore, the staff recommends the Board of Governors grant approval to correct the new Returned Check Fee before it becomes effective.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2013**

ITEM: Request for Approval of Fiscal Year 2013-2014
Institutional Budget

RECOMMENDED RESOLUTION: *RESOLVED*, that the Southern West Virginia
Community and Technical College Board of Governors
approve the filing of the institutional operating budget for
the fiscal year beginning July 1, 2013.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

This request seeks the Board of Governors approval of the proposed operating budget of Southern West Virginia Community and Technical College for fiscal year 2013-2014 as presented to the Board of Governors.

Southern West Virginia Community and Technical College
Proposed Budget for 2013-14

	<u>2012-13</u>	<u>2013-14</u>	<u>Difference</u>
Revenue Sources			
General Revenue (State Funds)	\$ 9,228,731	\$ 8,536,576	\$ (692,155)
Required funds for zero step	-	-	-
General Revenue (Special)	-	-	-
Stimulus Funding (Backfill)	-	-	-
Stimulus Funding (ARRA Projects)	-	-	-
General Revenue (Mining)	693,500	693,500	-
Tuition	4,032,000	4,646,400	614,400
Fees	545,000	545,000	-
Major gifts campaigns	200,000	95,000	(105,000)
Miscellaneous revenue	239,500	247,500	8,000
Auxiliary enterprises	1,125,000	200,000	(925,000)
State grants and contracts	1,074,543	877,043	(197,500)
Private gifts, grants, and contracts	-	-	-
Federal programs	4,240,325	4,150,662	(89,663)
Total Revenue	<u>21,378,599</u>	<u>19,991,681</u>	<u>(1,386,918)</u>
Carryover from prior years	-	-	-
Total Revenue and Carryover	<u>\$ 21,378,599</u>	<u>\$ 19,991,681</u>	<u>\$ (1,386,918)</u>
Salaries and benefits			
Personal services	9,456,473	9,124,349	(332,124)
Employee benefits	3,025,123	2,526,027	(499,096)
	<u>12,481,596</u>	<u>11,650,376</u>	<u>(831,220)</u>
Operating expenses			
Current expenses	7,253,765	7,030,920	(222,845)
Utilities	700,887	708,280	7,393
Auxiliary non-personnel costs	740,540	100,000	(640,540)
Repairs and alterations	58,500	57,500	(1,000)
Equipment	822,342	678,363	(143,979)
Total Operating Expenses	<u>9,576,034</u>	<u>8,575,063</u>	<u>(1,000,971)</u>
Total expenditures	22,057,630	20,225,439	(1,832,191)
Total revenues over expenditures	<u>\$ (679,031)</u>	<u>\$ (233,758)</u>	<u>\$ 445,273</u>

Southern West Virginia Community and Technical College
Proposed Budget for 2013-2014

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Revenue Sources			
General Revenue (State Funds)	\$ 8,536,576		\$ 8,536,576
General Revenue (Special)			-
General Revenue (Mining)	-	693,500	693,500
Tuition	4,486,400	160,000	4,646,400
Fees	545,000	-	545,000
Major gifts campaigns	95,000	-	95,000
Miscellaneous revenue	247,500	-	247,500
Auxiliary enterprises	200,000	-	200,000
State grants and contracts	-	877,043	877,043
Private gifts, grants, and contracts	-		-
Federal programs	-	4,150,662	4,150,662
Total Revenue	14,110,476	5,881,205	19,991,681
Carryover from prior years	-	-	-
Total Revenue and Carryover	\$ 14,110,476	\$ 5,881,205	\$ 19,991,681
Salaries and benefits			
Personal services	7,980,545	1,143,804	9,124,349
Employee benefits	2,231,468	294,559	2,526,027
	10,212,013	1,438,363	11,650,376
Operating expenses			
Current expenses	2,746,839	4,284,081	7,030,920
Utilities	689,280	19,000	708,280
Auxiliary non-personnel costs	100,000	-	100,000
Repairs and alterations	34,500	23,000	57,500
Equipment	327,844	350,519	678,363
Total Operating Expenses	3,898,463	4,676,600	8,575,063
Total expenditures	14,110,476	6,114,963	20,225,439
Total revenues over expenditures	= -	(233,758)	(233,758)
 Summary of cash carryover			
Amount carried forward from prior year	3,725,204	3,350,337	7,075,541
Amount used to balance budget	-	-	-
Revenues over Expenses	0	(233,758)	(233,758)
Amount to carry forward to next year	3,725,204	3,116,579	6,841,783

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
UPDATE OF CAMPUS MASTER PLAN (CMP)
 Revised June 2013

	<u>Phase I & II</u> <u>Master Plan</u>	<u>Completed</u> <u>Projects</u>	<u>Additional</u> <u>Costs</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Wyoming/McDowell Campus</u>							
Renovate classrooms, snackbar, offices, etc	561,600	(279,100)				282,500	
Provide signs & install an intercom.	39,900				39,900		
Completion of projects	88,000						
Landscape & provide adequate drainage along entry road	180,000	(16,000)				164,000	
Install more lighting for parking area & improve landscaping	120,000				120,000		
Install emergency call boxes.	80,511						
Install new HVAC unit	200,000	(200,000)	(110,710)				
Completion of projects	26,837						
Various repairs	283,152					283,152	
Campus Total	1,580,000	(495,100)	(110,710)		159,900		-
<u>Boone/Lincoln Campus</u>							
Enlarge bookstore, create student space, & a new science lab	1,110,230	-					1,110,230
Renovate admin. area, install intercom, upgrade HVAC system	939,694	-					939,694
Completion of projects	30,876	-					
Upgrade landscaping, provide new fencing and signage.	135,680	-			135,680		
Install more lighting for parking area & improve landscaping	135,680	-			135,680		
Install emergency call boxes.	50,880	-					
Completion of projects	16,960	-					
Various repairs	75,000	-			75,000		
Boone Campus Total	2,495,000	-	-		346,360	-	2,049,924
Lincoln County Site (not in 2004 CMP)	1,500,000	(1,500,000)					
Boone/Lincoln Total	3,995,000	(1,500,000)	-				2,049,924
<u>Logan Campus, District Office & Allied Health/Technology Bldg</u>							
Build and equip Technology and Allied Health Building	6,928,400	(6,575,532)	(4,495,667)				
Build & renovate classroom space & television studio	1,432,900	-					
Annex payoff	141,000	(141,000)					
Install intercom system in classrooms.	103,310	-					
Completion of projects	143,258	-					
Purchase property and cost to re-route Dempsey Branch Rd.	1,150,000	(600,000)	(550,000)				
Repair parking lots and install a traffic light	600,000	-			200,000	400,000	
Install additional outdoor lighting & emergency call boxes	225,000	-					
Completion of projects	75,000	-					
Various repairs	200,000	(182,000)					18,000
Campus Total	10,998,868	(7,498,532)	(5,045,667)		200,000	400,000	18,000
<u>Williamson Campus (Phase III added for Armory)</u>							
Install new HVAC unit	865,000	(865,000)					
Install new elevator	192,000	-	(192,000)				
Construct new Technology Building	6,000,000	(6,000,000)					
Purchase & renovate Armory Building and provide signs	1,451,930	-					
Upgrade restrooms, classrooms, & furniture in faculty offices	1,828,514	-			-	1,828,514	
Upgrade signage, landscape, improve parking lots, and	400,000	-			100,000	300,000	
Install emergency call boxes	100,000	-			-		
Install new HVAC unit	500,000	(475,748)					
Install new roof	200,000	(137,185)					
Completion of projects	41,486	-					
Various Repairs	150,000	(146,500)					
Campus Total	11,728,930	(7,624,433)	(192,000)		100,000	2,128,514	-
College Totals	28,302,798	(17,118,065)	(5,348,377)				2,067,924
Lottery bond funds	9,600,000	(7,704,660)	(1,556,000)	(339,340)			
Bond funds	6,000,000						
Additional Funds	2,500,000			(2,500,000)			
Funding requested from state appropriations, private sources, and federal government resources	10,202,798			(2,839,340)			2,067,924

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2013**

ITEM: Request for Approval of Capital Project Priorities and Amounts for FY 2014-2015

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2015 capital projects for Southern West Virginia Community and Technical College.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The West Virginia Higher Education Policy Commission, Title 133 Procedural Rule, Series 12, *Capital Project Management*, 3.2.2.1 states: “Annually for the upcoming year, each institution through its Governing Board shall submit a capital budget plan to the Policy Commission on the date and in the format prescribed by the Chancellor. Submission of the annual capital budget plan will coincide with preparation of the annual budget request to the Department of Administration and the information submitted will be used for Policy Commission reports and priorities. Listing a project in the annual capital budget plan establishes an institution’s intent to actually initiate a particular project from its five-year capital implementation plan during the upcoming fiscal year.”

In compliance with the aforementioned procedural rule, the staff recommends the Board of Governors approve the modification amounts and priorities of FY 2015 capital projects for Southern West Virginia Community and Technical College as presented.

Southern West Virginia Community and Technical College
 Potential Projects for Bond Funding for FY 2015

Annual Capital Budget

Project Name	<u>Currently Submitted</u>		<u>FY 2015</u>	
	Priority	Amount	Priority	Amount
Logan Campus/District Office Renovation	1	\$ 6,000,000	1	\$ 6,000,000
Williamson Campus Renovations	2	\$ 6,000,000	2	\$ 6,000,000
Williamson Armory Purchase and Renovation	3	\$ 6,000,000	3	\$ 6,000,000
Wyoming/McDowell Campus Classroom Renovation	4	\$ 500,000	4	\$ 500,000
Boone Campus Classroom Renovation	5	<u>\$ 1,500,000</u>	5	<u>\$ 1,500,000</u>
Total		\$ 20,000,000		\$ 20,000,000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2013**

ITEM: Request for Approval of Capital Project Priorities and Amounts for FY 2015-2019

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2015 - FY 2019 capital projects for Southern West Virginia Community and Technical College

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The West Virginia Higher Education Policy Commission, Title 133, Procedural Rule, Series 12, *Capital Project Management* 3.2.1.1 states: "Each institution through its Governing Board shall submit to the Policy Commission for approval its five-year capital implementation plan identifying the projects it intends to undertake during this five-year period. This plan shall be based on the long term development objectives and recommendations in its approved campus development plan. The Chancellor shall establish a process and a format to be followed when submitting five year capital implementation plans to the Policy Commission for approval."

In compliance with the aforementioned procedural rule, the staff recommends the Board of Governors approve the modification amounts and priorities of FY 2015 - FY 2019 capital projects for Southern West Virginia Community and Technical College as presented.

Southern West Virginia Community and Technical College
 Potential Projects for Bond Funding for FY 2015 - FY 2019

5 Year Capital Budget

Project Name	<u>Currently Submitted</u>		<u>FY 2015 - FY 2019</u>	
	Priority	Amount	Priority	Amount
Logan Campus/District Office Renovation	1	\$ 6,000,000	1	\$ 6,000,000
Williamson Campus Renovations	2	\$ 6,000,000	2	\$ 6,000,000
Williamson Armory Purchase and Renovation	3	\$ 6,000,000	3	\$ 6,000,000
Wyoming/McDowell Campus Classroom Renovation	4	\$ 1,500,000	4	\$ 1,500,000
Boone Campus Classroom Renovation	5	<u>\$ 4,000,000</u>	5	<u>\$ 4,000,000</u>
Total		\$ 23,500,000		\$ 23,500,000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2013**

ITEM: Follow-up Report to the Post Audit Review for Forensic Psychology and Investigation, Associate in Applied Science and Certificate Programs

RECOMMENDED RESOLUTION:

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

In April 2012, the Board of Governors approved the Post-audit Review of the Forensic Psychology and Investigation AAS/CAS programs with corrective action as specified in the report and submitted the document to the West Virginia Council for Community and Technical College Education for review and action at its August meeting.

At its August 16, 2012 meeting, the Council for the Community and Technical College System deferred a recommendation regarding the continuation of the CAS/AAS program in Forensic Psychology and Investigation pending receipt of a follow-up report on necessity. The Council action indicated the follow-up report was to be focused on “necessity” and was to also address the lack of an effective assessment and the lack of implementation of an advisory committee.

After review of the information provided in the follow-up report submitted, we must report that the current version lacks sufficient information and supporting data to present to the Board at this time. To meet the August 15, 2013 WVCTCS Council deadline for submission of the required follow-up report will require a “special meeting” of our Board.

Dr. Cindy McCoy is to revise the report by addressing the deficiencies with particular attention given to providing valid data to support continuation of these programs. The revised follow-up report with an appropriately worded resolution for action by the Board of Governors is to be provided to Dr. Merle Dempsey by July 9, 2013.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2013**

ITEM: Follow-up Report to the Post-Audit Review for Mine Management, Associate in Applied Science Degree Program

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the follow-up report to the Post-audit Review for Mine Management, Associate in Applied Science degree program, and its submission to the West Virginia Council for Community and Technical College Education.

STAFF MEMBER: Bill Alderman

BACKGROUND:

At its April 19, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors unanimously approved continuation of the Mine Management, Associate in Applied Science degree program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37.

At its August 18, 2011 meeting, the West Virginia Council for Community and Technical College Education approved the post-audit report for the A.A.S. in Mine Management program and concurred with the recommendation to continue the program. The Council requested a follow-up report on the number of graduates, their placements, and details addressing specific assessment measures and how the results are utilized for program improvement.

Included in this report is the information requested by the West Virginia Council for Community and Technical College Education.

POST-AUDIT FOLLOW-UP REPORT
2012-2013
Southern West Virginia Community and Technical College
Program Without Specialized Accreditation

Program: Mine Management, Associate in Applied Science

The 2011 Post-audit Review of the A.A.S. in Mine Management resulted in a continuation at the current level of activity with corrective action. The West Virginia Council for Community and Technical College requested a follow-up report addressing graduates, placements, and specific assessment measures and how the results are utilized for program improvement.

The specific assessment measures are the standards set by the program coordinator and applicable federal and state agency representatives that serve on the Mine Management Advisory Council. Also, included are industry managers at various levels. These goals are measured using an Assessment Matrix that demonstrates a skill-set conducive precisely to the mining industry (See Mine Management Assessment Appendix).

The industry officials, and all advisory members, are utilized by the mine management program and attend the annual college advisory committee meeting. Chief Executive Officers and upper management have provided input and approved the current curriculum changes and support the program through employee reimbursement. Many companies notify the program coordinator about job openings and availability.

The program meets a corroborated industry demand and graduates can attain profitable employment, earning better than average wages for our state. Most students are aware of the job opportunities as they become available. It is the recommendation of the Department of Business Administration, that the A.A.S. in Mine Management be granted continuance. The program is offered 100% online and was initiated to accommodate the current work force and to prepare the next generation of mine managers. Recruitment is continuous for students to complete the Southern West Virginia Community and Technical College's A.A.S. in Mine Management. The program offers three formats; trimester – 1.5 years, traditional – 2.0 years, and part-time – 2.5 years, all with the modified reduction to 60 credit hours.

Graduate numbers continue to increase and placement is 99% for the graduates to date. Enclosed are the numbers specific to these two categories as well as an assessment matrix used to measure program improvement. The current advisory council which is compiled of 45 members from various upper management levels, educators, and collegiate personnel are included with regular consultation, providing invaluable insight into the program and its continuous improvement. The advisory council provides regular updated advice, most often times monthly, rather than the traditional annual meeting which is required. The industry officials, and all advisory members, are utilized for the mine management program, its curriculum, and potential job placement. An extraordinary supportive group of advisors attends the annual college advisory committee meetings.

The Program Coordinator has regular involvement with many Mine Managers, CEOs, Safety Managers, Training Directors, industry officials (state and federal mine inspectors), and Human Resource Managers to ensure current needs are being built into the curriculum to be taught, applied and assessed, effectively providing the employee and employer with a beneficial skill set exclusively designed to build a robust nucleus of managerial and leadership skills for their management team. Many student/employees must place their individualized program plan, which is designed at the initial advising/registration process and graduation, on hold due to rapid advancement within their companies which takes precedence of their time and emphasis as they become acclimated to their new responsibilities and duties which are often a direct result of particular skills set being met from the major program core courses, which necessitates advancement before degree completion to benefit the company in a compulsory role.

**Mine Management, A.A.S. Program
Enrollment, Graduates, Graduate Placement**

<u>Academic Year</u>	<u>Enrollment</u>	<u>Graduated</u>	<u>Graduate Placement</u>	<u>Counties Served</u>
2009 -Fall	5		Aracoma Coal Company	Martin, KY
09-Spring	3		Arch Coal Company	Pike, KY
			Alpha Coal Company	Barbour
2010 - Fall	10		Brooks Run Mining	Boone
10-Spring	10		Cliffs Natural Resources	Braxton
10-Summer	11		Coal Mac, Inc	Clay
			Coal River Energy Group	Fayette
2011 - Fall	23	3	Consol Energy	Greenbrier
11-Spring	25	4	Hampden Coal Company	Kanawha
11-Summer	13		Independence Coal Company	Lincoln
			Long Branch Mining Company	Logan
2012 - Fall	55	10	Massey Energy	Marshall
12-Spring	50	7	Mechel Bluestone	Mason
12-Summer	22		Patriot Coal Company	McDowell
			Pocahontas Mine	Mingo
2013 - Fall	37		Rockhuse Creek Development	Nicholas
13-Spring	52	7	Robinson Creek	Putnam
13 - Summer	15		Sidney Coal Company	Raleigh
			Southern WVCTC/ Mine Academy	Wyoming
2014 - Fall	45		United Coal Company	

Assessment Matrix for Measuring Course Goals Mine Management

Goals 1-6					
Evaluation Method	When Conducted	Person Responsible	Results	Audience for Results	Use of Results
Pre-test	When each class section begins.	Faculty	Measures the level of competency in each class.	Faculty, students, employers, potential employers.	Helps determine areas of proficiency and/or deficiency. Faculty may plan more effectively to target areas needed for improvement.
Weekly Blackboard assignments and Weekly Discussion Posts.	Each week of designated class section time period.	Faculty	Measures and monitors progress each week pertaining to course objectives.	Faculty, students, and any applicable reporting agency, such as state or federal pertaining to employment.	Course weighted average, final grade determination, and instructor evaluation for effectiveness and efficiency.
Quizzes and Exams	Periodic	Faculty	Measures and monitors progress each week pertaining to course objectives.	Faculty, students, and any applicable reporting agency, such as state or federal pertaining to employment.	Course weighted average, final grade determination, and instructor evaluation for effectiveness and efficiency.
Post Test	Final Semester	Program Coordinator	Measure progress from beginning to end.	Faculty, Program Coordinator	Allows thorough review of all areas of program. Adjustments may be made within department of suggestions to other departments.

Notes:

- Goal 1 The program provides for those that seek entry-level managerial positions, both surface and underground, in the mining industry.
- Goal 2 The program provides for those that seek mid-level managerial positions, both surface and underground, in the mining industry.
- Goal 3 Demonstrate mastery of theoretical principles and practical methodologies associated with mine management.
- Goal 4 Demonstrate skills in critical thinking, financial evaluations of operations, and regulatory agencies.
- Goal 5 Demonstrate knowledge of planning, organizing, direction, and leading within the industry.
- Goal 6 Demonstrate a global energy perspective on economic issues relative to all applicable mining industry's competition models

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2013**

ITEM: Request for Final Approval of SCP-2171, *Professional and Educational Requirements for Faculty*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2171, *Professional and Educational Requirements for Faculty*, (with attachment) following an additional 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Finance and Administration Unit was charged with review of SCP-2171, *Professional and Educational Requirements for Faculty*. In December 2012 the policy and its attachment, SCP-2171.A, *Faculty Credentials Certification Form*, were reviewed and the recommended revisions were made. These revisions provide clarity on the educational requirements for faculty members of Southern West Virginia Community and Technical College.

At its February 19, 2013 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of the policy and its attachment to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended March 27, 2013. No comments were received at the end of the comment period. However, during the Board's last meeting, Mr. George Morrison requested that Section 6.1.1.4 be "reworded to clarify if the faculty who teach in Transitional Studies (remedial) programs who have a bachelor's degree will hold faculty rank" before he made a motion to advance the policy for the required 30-day public comment period.

At its April 16, 2013 meeting, the Board of Governors granted an additional 30-day comment period of the policy to allow research to be conducted on Section 6.1.1.4 to satisfy Mr. Morrison's request for clarification. Since the April 16 meeting, Mr. Morrison has further studied the policy and has no objection to the wording as it is. The additional 30-day public comment period expired May 23, 2013 and no comments were received. Therefore, the staff recommends the policy and attachment as presented to the Board of Governors for consideration for final approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2171**

- SUBJECT:** Professional and Educational Requirements for Faculty
- REFERENCE:** The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) publication “Commission Guidance on Determining Qualified Faculty”; SCP-2250, Hiring Adjunct Faculty; Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 45, Community and Technical College Faculty Instructional Load.
- ORIGINATION:** September 1, 2000
- EFFECTIVE:** June 18, 2013
- REVIEWED:** December 11, 2012

SECTION 1. PURPOSE

- 1.1 To establish professional and educational requirements for faculty members of Southern West Virginia Community and Technical College and a system for documenting faculty and instructional staff credentials.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to all full and part-time faculty, and instructional staff, teaching courses for Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Faculty – Those individuals employed with faculty rank whose major responsibility is the delivery of courses of instruction.
- 3.2 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.
- 3.3 Adjunct Faculty – Those individuals employed by the College on a part-time basis for the delivery of courses of instruction. An adjunct faculty teaching load will “normally” be limited to nine (9) credit hours per semester.

SECTION 4. POLICY

- 4.1 All full and part-time teaching faculty of Southern West Virginia community and Technical College will meet the professional and educational requirements of the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools as outlined in this policy statement and will provide the College all required employment and educational/professional credentials.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 Professional and Educational Requirements

6.1.1 **Minimum Requirements:** The following Southern West Virginia Community and Technical College professional and educational requirements for full and part-time teaching faculty are consistent with the requirements of the Higher Learning Commission of the North Central Association of Colleges and Schools.

6.1.1.1 Faculty who teach courses at the associate degree level in the general education transfer area will have a minimum of a master's degree in the field of study in which they teach OR a master's degree in a cognate field with a minimum of 18 graduate level hours in a discipline consistent with the teaching assignment.

6.1.1.2 Faculty who teach courses considered to be in the career/technical associate degree program areas will have a minimum of a bachelor's degree with documented technical competence in the field and/or program area in which they teach.

6.1.1.3 Faculty who teach the certificate degree programs will have a minimum of an associate's degree and documented technical competence in the field and/or program area in which they teach.

6.1.1.4 Faculty who teach in Transitional Studies (remedial) programs will have a bachelor's degree in the subject(s) taught, or a related field with subject specific certifications.

6.1.1.5 Academic Lab Managers who provide instructional support for programs/courses will hold the appropriate credentials and experience as determined by the program's national accrediting agency and / or the Vice President for Academic Affairs.

6.1.1.6 Faculty who teach courses as part of an academic program that maintains national accreditation or state licensure will have at least the minimum credentials required by the accrediting/licensing body.

6.2 Exceptions to Minimum Requirements

6.2.1 In certain exceptional cases, unique experience and demonstrated competency may be substituted for academic preparation. Such exceptions must be justified on an individual basis and approved by the Vice President for Academic Affairs. Documentation of work experience, certifications and other qualifications used as a substitute or supplement to formal academic preparation or required degrees must be maintained in the individual's personnel file.

6.2.2 In certain circumstances when vacant undergraduate program vocational/technical teaching positions are difficult to fill, applicants who have completed a significant program of study in the discipline for which faculty positions were advertised, with substantial course work at least one level above that of the courses being taught or developed may be considered. The HLC assumes that successful completion of a coherent degree better prepares a person than an unstructured collection of credit courses. Therefore, faculty teaching in the career/technical associate degree program areas and not

holding a master's degree must show continuous professional growth in their teaching areas leading to a master's degree or appropriate licensure or certification.

- 6.2.3 Faculty members teaching in certificate degree programs and not holding a bachelor's degree must show continuous professional growth in their teaching areas leading to a bachelor's degree or its equivalent.

6.3 Faculty/Instructional Staff Credentials Certification

- 6.3.1 Each faculty member will furnish the following credentials at time of application: application with resume/vita, and official transcripts. These documents must be on file in the Human Resources Office by the first day of actual employment by the college. Any exceptions must have the approval of the Vice President for Academic Affairs.

- 6.3.2 The Faculty Credentials Certification Form has been designed to ensure all required credentials are part of an employee's official personnel file. The Department Chairperson / Dean will provide a list of all courses the employee is qualified to teach and the degrees and/or special certifications which meet NCA credentialing requirements for teaching these courses. The Department Chairperson / Dean will furnish the completed form with all documentation to the Human Resources Office for the employee's official personnel file.

SECTION 7. RESPONSIBILITIES

7.1 Full-time Faculty Member will:

- 7.1.1 Furnish all employment and teaching credentials for his/her official personnel file.
- 7.1.2 Make continuous progress in their professional growth.
- 7.1.3 If, by approved exception, minimum educational requirements are not met, he/she must enroll immediately in a program designed to achieve the required degree or educational levels.

7.2 Department Chairperson / Dean will:

- 7.2.1 Complete and sign a Faculty Credentials Certification Form for each faculty member within his/her division and/or program area and ensure personnel files are properly documented. The form must be reviewed annually and submitted with the faculty member's annual evaluation.
- 7.2.2 Ensure educational and professional background of all faculty members in their department, division, and/or program area meet the standards established by NCA and this institution. Full-time faculty employed prior to the effective date of this policy and not meeting the minimum educational requirements as stated will be provided institutional assistance through professional development funds and/or tuition waivers to meet minimum requirements within a reasonable period of time
- 7.2.3 Develop, in consultation with the affected faculty member, a development plan designed to achieve required degree or educational levels for teaching in discipline.
- 7.2.4 Review annually, as part of the performance evaluation, progress made by each faculty member on his/her professional development plan, particularly those teaching under an approved exception.

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

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

Attachments: SCP-2171.A, Faculty Credentials Certification Form

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

Revision Notes: September 29, 2007 – Revised to exclude references to instructional staff, to update titles, and to add references.

December 11, 2012 – Revisions reflect a reduction in the minimum requirement for faculty teaching transitional studies courses. Definition of a full-time faculty modified to match that found in other institutional policies. Expanded requirements for vocational/occupational program faculty to include equivalent credentials, such as licenses and certifications. Included the requirement to review Faculty Credentials Certification Form annually with faculty evaluation.

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

SCP-2171.A

Faculty Credentials Certification Form

Name: _____ Social Security Number: _____

Campus/Division/Program: _____

To be completed by Department Chair.

Degrees Held (Press "tab" in last cell to add additional row in table):

Degree Level	Date Official Transcript Received	Granting Institution	Major	Minor

Courses for which this faculty member meets minimum requirements per SCP-2171:

Course Dept/No	Courses Title	Qualifications/Justification (i.e. Degree level and major; graduate hours; license; certification; experiences, etc. Provide specific explanation. Press "tab" in last cell to add additional row to table.)

Professional Development::

	___ Required
	___ Required
	___ Required

I have verified the above information to the best of my ability. In addition, I have explained to the employee that all official documents must be in the Human Resources Office prior to his/her first day of employment.

SIGNATURES:

Department Chair Date

Academic Dean Date

Chief Academic Officer Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2013**

ITEM: Request for Final Approval of SCP-5260,
Meeting Financial Exigencies

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5260, *Meeting Financial Exigencies*, following the required 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

President Joanne Jaeger Tomblin received a proposal from the Classified Staff Council to amend the membership of the Financial Exigency Advisory Governance Committee to include the Council Chair. The proposal was approved by the Executive Council and reviewed by the President's Cabinet on March 26, 2013. This proposal will also impact institutional policy SCP-5260, *Meeting Financial Exigencies*. Upon review of the policy it was discovered that neither the Faculty Senate nor Classified Staff Council Chairs were members of the Advisory Committee.

President Tomblin charged the Vice President for Finance and Administrative with reviewing the policy and amending it to include both the Faculty Senate and Classified Staff Council Chair. Equal representation by both the faculty and staff is important particularly during a financial exigency. The policy was revised to expand the committee membership to include the Classified Staff Council Chair, the Faculty Senate Chair, and one additional administrator. Also, in Section 6.5.5, Utilizing all feasible current expense cuts in the following areas in priority order – telephone and utilities were removed from the list of expenses to eliminate.

At its April 16, 2013 meeting, the Board of Governors granted advancement of this policy to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day public comment period which expired May 23, 2013. No comments were received. Therefore, the staff recommends this policy as presented to the Board of Governors for consideration for final approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5260**

SUBJECT: Meeting Financial Exigencies

REFERENCE: West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*. SCP-2701, *Reduction in Workforce Faculty Personnel*.

ORIGINATION: May 27, 1988

EFFECTIVE: June 18, 2013

REVIEWED: April 10, 2012

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish a manner in which financial exigencies are defined and determined by the Board of Governors and to outline the planning process for meeting financial exigencies.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy shall apply on a college-wide basis.

SECTION 3. DEFINITIONS

3.1 Financial Exigency – A circumstance arising from an immediate need to react to the lack of financial resources required to sustain current levels of educational services and programs.

SECTION 4. POLICY

4.1 It shall be the policy of the Board of Governors to obtain the full benefit of planning and deliberation prior to the implementation of measures determined to be necessary to react to a financial exigency.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 Financial Exigency/Committee Duties and Responsibilities

6.1.1 A Financial Exigency Committee will review and advise the President on all institution-wide actions deemed as necessary responses to a financial exigency. The major responsibilities of this committee shall be:

6.1.1.1 Making initial recommendations and advising the Faculty Senate and Classified Staff Council regarding institution-wide responses to a financial exigency;

6.1.1.2 Reviewing the responses and further recommendations of the Faculty Senate and Classified

Staff Council regarding the Committee's initial recommendations; and

6.1.1.3 Making final recommendations to the President regarding institution-wide responses to a financial exigency.

6.2 Committee Membership – The Committee shall be comprised of the following thirteen (13) persons:

6.2.1 One elected Lay Board of Governors Member (non-voting Chairperson)

6.2.2 One elected Student Government Association Representative

6.2.3 Two elected Classified Staff Members

6.2.4 Two elected Faculty Members

6.2.5 Two Administrators appointed by the President

6.2.6 Chief Fiscal Officer

6.2.7 Advisory Council of Classified Employees Representative

6.2.8 Classified Staff Council Chair

6.2.9 Faculty Senate Chair, and

6.2.10 Advisory Council of Faculty Representative.

6.3 Committee Members Terms of Service – Each member of the Committee shall serve for a full fiscal year, i.e., from July 1 of one calendar year through June 30 of the following calendar year. All elected members of the Committee shall be chosen at their respective group's final meeting for the fiscal year.

6.4 Financial Exigency Procedure

6.4.1 The President may request the Board of Governors to declare a financial exigency at any time it is believed that a bona fide financial exigency exists.

6.4.2 The Board of Governors may declare a condition of a financial exigency for a period not to exceed two years, unless extended by subsequent action of the Board.

6.4.3 Within seven working days after the Board of Governors declares a condition of a financial exigency, the Financial Exigency Committee shall submit in writing its initial recommendation to the Faculty Senate and the Classified Council.

6.4.4 Within seven working days after receiving the initial recommendation of the Financial Exigency Committee, the Faculty Senate and Classified Staff Council may submit their recommendations in writing to the Financial Exigency Committee.

6.4.5 Within five working days after the deadline for receiving the recommendations of the Faculty Senate and Classified Staff Council, the Financial Exigency Committee shall submit its final recommendation in writing to the President.

6.4.6 Within seven working days after receiving the final recommendations of the Financial Exigency Committee, the President shall submit recommendations in writing to the Board of Governors for its review and approval.

6.5 Financial Exigency Actions

6.5.1 When the Board of Governors declare a condition of a financial exigency, the Financial Exigency Committee shall review and recommend the financial effects of the following prioritized actions before making any recommendations regarding personnel reduction:

6.5.1.1 Delaying implementation of new programs;

- 6.5.1.2 Freezing all vacant positions;
- 6.5.1.3 Cutting all new and, where feasible replacement equipment funds;
- 6.5.1.4 Reducing extracurricular activities and events; and
- 6.5.1.5 Utilizing all feasible current expense cuts in the following areas in priority order:
 - 6.5.1.5.1 travel
 - 6.5.1.5.2 printing
 - 6.5.1.5.3 office supplies
 - 6.5.1.5.4 educational supplies
 - 6.5.1.5.5 reducing repair and alteration funds
 - 6.5.1.5.6 reducing unrestricted student aid funds, and
 - 6.5.1.5.7 reducing work-week and times of college operations through voluntary and, where necessary, mandatory furloughs.

6.5.2 Furlough – Voluntary and mandatory furloughs shall be considered. Vacation and sick leave days may not be used to offset salary cutbacks. Options may include a one day per week cut in pay. Previous and recent cuts in any area of the college should be considered in making recommendations to prevent disproportionate cuts.

6.5.3 Reductions in Workforce – After exhausting all possible financial benefits and savings from the above actions, the Committee may recommend that the President consider and recommend reductions in personnel. The President shall consider any Committee recommendations and shall make any personnel recommendations in accordance with the pertinent policies of the Board of Governors. A recommendation from the Committee is not required to enable the President to independently recommend reductions in personnel.

SECTION 7. RESPONSIBILITIES

7.1 The President has primary responsibility for the implementation of the provisions 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: July 2011 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

April 2013 — Policy was revised to expand the committee membership to include the Classified Staff Council Chair, the Faculty Senate Chair, and one additional administrator. Also, in Section 6.5.5 Utilizing all feasible current expense cuts in the following areas in priority order – telephone and utilities were removed from the list of expenses to eliminate.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2013**

ITEM: Request for Approval to Table Action on SCP-2701, *Reduction in Work Force: Faculty Personnel*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors table action on SCP-2701, *Reduction in Work Force: Faculty Personnel*, until a new draft policy is developed and resubmitted for review and comment.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Finance and Administration Unit was charged with review of SCP-2701, *Reduction in Work Force: Faculty Personnel*. In December 2012 the policy was reviewed and minor modifications were made to reflect correct authority and methods for elimination of faculty positions.

At its February 19, 2013 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of the policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended March 27, 2013. Due to the comments received, the staff recommended the Board of Governors grant an additional 30-day comment period to allow sufficient time for review of the policy by all constituents. At its April 16 meeting, the Board approved the request and the policy was advanced for an additional 30-day comment period which ended May 23, 2013.

On May 20, 2013, President Tomblin received a written request from Faculty Senate Chair, David Ermold, for the Board of Governors to table action on SCP-2701, *Reduction in Workforce*, until a solid review of the document can be completed and resubmitted for review and comment. Mr. Ermold also submitted another revision of the policy on behalf of the Faculty Senate. It is therefore recommended that the Board of Governors table action on SCP-2701 and provide the Faculty Senate an opportunity to work with Human Resources to develop a policy to meet the needs of all constituents. When a policy has been developed, it will be resubmitted to the Board for review and comment.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2013**

ITEM: Request for Approval of Revisions to SCP-4192,
Administrative Withdrawal of Students

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4192, *Administrative Withdrawal of Students*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Darrell Taylor

BACKGROUND:

The Student Services and Enrollment Management Unit reviewed SCP-4192, *Administrative Withdrawal of Students*, during the period of March - May 2013. The review of this policy was discussed during the April 2, 2013 Executive Council meeting.

As a result of this review and the recommendations of the parties mentioned above, the staff requests that SCP-4192, *Administrative Withdrawal of Students*, be advanced as amended to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4192**

SUBJECT: Administrative Withdrawal and Administrative Drop of Students

REFERENCE: Southern West Virginia Community and Technical College Course Catalog

ORIGINATION: September 1, 2000

EFFECTIVE: September 19, 2000

REVIEWED: ~~July 2011~~ March-May 2013

SECTION 1. PURPOSE

1.1 To establish and communicate the policy regulating the administrative withdrawal and administrative drop processes.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This issuance applies to all students registered in academic credit-based courses.

SECTION 3. DEFINITIONS

3.1 Administrative Withdrawal – A decision by the College to withdraw a student from an academic credit-based course or courses for emergency reasons, or disciplinary reasons ~~or nonpayment of tuition or fees.~~

3.2 Administrative Drop – A decision by the College to withdraw a student from an academic credit-based course or courses for nonpayment of tuition or fees.

SECTION 4. POLICY

4.1 Under specific circumstances outlined in the policy, the College will administratively withdraw or drop students from courses for which they have registered.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

~~6.1~~ 6.2 The College will ~~withdraw~~ drop a student who has registered but failed to pay the required tuition and fees or has not made arrangements for payment by the required date. After a student has been ~~withdrawn~~ dropped from a course for nonpayment, no record shall exist that the student had been registered in a course.

~~6.2~~ 6.1 The College retains the right to withdraw a student from a course for emergencies or as a result of disciplinary action under the institution's policies and procedures regarding student conduct, in most cases

resulting in a grade of “W”. In cases involving administrative withdrawal for disciplinary reasons, faculty and administration will determine the appropriate grade in each instance.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 ~~7.2~~The Business Offices are responsible for administratively ~~withdrawing~~dropping students for nonpayment of tuition or fees.
- 7.2 ~~7.1~~Faculty and administration are responsible for administratively withdrawing students for emergency and disciplinary reasons.
- 7.3 All administrative withdrawals and administrative drops are completed under the auspices of the Registrar.

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: July 2011 – Revisions reflect no changes in procedure or documentation requirements but provide clarity and reflect grammatical changes.

October 2006 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect grammatical and technical changes.

March - May 2013 –

Informational Items

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2013**

ITEM: Report on Awarding of Institutional Undergraduate Tuition and Fee Waivers

RECOMMENDED RESOLUTION: For Information Only

STAFF MEMBER: Samuel Litteral

BACKGROUND:

West Virginia Code §18B-10-5 stipulates that, “The awarding of undergraduate fee waivers shall be entered into the minutes of the meetings of the governing board.” Southern College Policy (SCP) 5065, *Awarding of Undergraduate Tuition and Fee Waivers*, 7.2 specifies that, “The Office of Student Financial Assistance shall submit a summary report to the Chief Financial Officer on or before May 15 of each academic/fiscal year. The Chief Financial Officer shall present the report to the Board of Governors at the Board’s June meeting each year. This report will include the required information for all waivers awarded from July 1 through June 30 of the reporting year and will cover fall semester, spring semester and summer session(s) as appropriate. Pursuant to statute, the report on the awarding of undergraduate tuition and fee waivers shall be entered in the minutes of the meeting of the Board.”

During the 2012-2013 fiscal year, Southern awarded a total of \$288,547.00 in undergraduate waivers to a total of 109 students. In compliance with West Virginia Code §18B-10-5 and the Southern West Virginia Community and Technical College Board of Governors Policy SCP-5065, the *Report on the Awarding of Undergraduate Tuition and Fee Waivers* for fiscal year 2012-2013 will be entered into the minutes of the Board of Governors meeting of June 18, 2013.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
CATEGORY: FINANCIAL-BUDGETARY UNDERGRADUATE TUITION & FEE WAIVERS

Authorized Waivers

109.2

Date: May 31 2013

	Number Awards			Dollar Value of Waivers		
	In-State	Out-of-State	Total****	In-State	Out-of-State***	Total
Demonstrated financial need:	27.3	0	27.3	\$70,174.50	\$0	\$70,174.50
Academic Ability	46.63	0	46.63	\$121,457.50	\$0	\$121,457.50
Employee	8.4	0	8.4	\$23,310	\$0	\$23,310
Employee Dependent	12.7	0	12.7	\$37,485	\$0	\$37,485
HISTA *	5.87	0	5.87	\$15,015	\$0	\$15,015
Foster Care**	8.3	0	8.3	\$21,105	\$0	\$21,105
Total	109.2	0	109.2	\$288,547.00	\$0	\$288,547.00
	100%	0%	100%	100%	0%	100%

From: [Adam S. Bradford](#)
To: [Baisden, Emma](#)
Subject: Dear Emma
Date: Wednesday, May 15, 2013 12:01:04 AM

Dear Emma,

I hope you are well. I wanted to send you a quick note and let you know that I will be graduating this Saturday from Bluefield State with a BA. Please let President Tomblin and the Board know when you get a chance and thank them for being the cornerstone for me to climb on even higher. I have gained good experience as being a municipal judge this past year, and now coupled with a higher degree, I will step into the next level. God is good.

Your Friend,

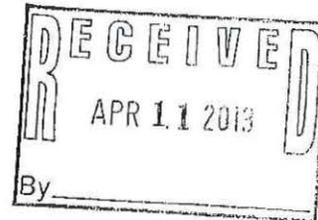
Adam S. Bradford

Maintaining a 4.0 GPA, Adam graduated from Bluefield State College summa cum laude.

RECEIVED

MAY 28 2013

PRESIDENT'S OFFICE



April 1, 2013

The Honorable Earl Ray Tomblin
Office of the Governor
State Capital
1900 Kanawha Blvd East
Charleston, WV 25305

RE: Resignation from the Board of Governors - Southern West Virginia Community and Technical College

Dear Governor Tomblin,

It is with deepest regrets that I can no longer serve on the above mentioned Board. I have truly enjoyed the 5+ years in the service of the College and I have been honored to have been chosen to such a position by your office. I hope that I may once again serve West Virginia in some capacity as you lead it towards the future.

Most Sincerely,

Kevin Fowler, MS
CEO - EASTAR Health System

CC: Joanne Tomblin

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 18, 2013**

ITEM: Report on 2012-2013 Faculty Promotion Decisions

RECOMMENDED RESOLUTION: For Information Only

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

The faculty promotion-in-rank and tenure review process at Southern West Virginia Community and Technical College runs from January 30 through April 30. The process involves faculty file preparation, reviews and recommendations by the department chair, academic dean, Vice President for Academic Affairs and Students Services, and approval by the President. The final step is notification of the Board of Governors of the decisions made as a result of the review process.

Promotions Awarded:

Eva M. Hallis	Associate Professor to Professor
Mary Kathryn Krasse	Associate Professor to Professor
Martha C. Maynard	Associate Professor to Professor
Verna Schwalb	Associate Professor to Professor
William H. Alderman, II	Assistant Professor to Associate Professor
Andrea R. Brown	Assistant Professor to Associate Professor
Sheila M. Elkins	Assistant Professor to Associate Professor
Matthew J. Payne	Assistant Professor to Associate Professor
David K. Ermold	Instructor to Assistant Professor
Diana B. Jividen	Instructor to Assistant Professor



Southern

Southern West Virginia
Community and Technical College

**JOANNE JAEGER TOMBLIN
PRESIDENT**

P. O. Box 2900
Mount Gay, WV 25637
Phone: 304-896-7439
Fax: 304-792-7046
Joanne.Tomblin@southernwv.edu

M E M O R A N D U M

TO: Debbie C. Dingess
Board of Governors Classified Staff Representative
Classified Staff Council Representative

FROM: Joanne Jaeger Tomblin, President 

DATE: November 20, 2012

SUBJECT: Holiday Schedule for FY 2013-2014

I have reviewed and approve the Southern West Virginia Community and Technical College Holiday Schedule for fiscal year 2013-2014 as recommended by the Classified Staff Council.

The schedule meets the provisions of Title 135, Procedural Rule, Series 14, *Holidays*, West Virginia Council for Community and Technical College Education, Southern's academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia State Code. Please distribute the 2013-2014 Holiday Schedule to all employees accordingly.

If the Governor should grant half-day holidays for Christmas Eve (December 24, 2013) and New Year's Eve (December 31, 2013) for state employees, we will take these half-day holidays on the Thursday of Spring Break in March 2014 (date to be announced when the 2013-2014 Academic Calendar is finalized).

Should you have any questions or concerns, please contact my office.

JJT:elb

Attachment

cc: Samuel Litteral, Vice President for Finance and Administration
Harry Langley, Vice President for Academic Affairs and Student Services
James Skidmore, Chancellor, Community and Technical College Education System of West Virginia
Shenita Brokenburr, Vice Chancellor for Human Resources, WVHEPC
Dan O'Hanlon, Director, WVNET



Southern West Virginia Community and Technical College
Holiday Schedule
Fiscal Year 2013-2014

Thursday, July 4, 2013	* Independence Day
Monday, September 2, 2013	* Labor Day
Wednesday, November 27, 2013	Alternate
Thursday, November 28, 2013	* Thanksgiving Day
Monday, December 23, 2013	Alternate
Tuesday, December 24, 2013	Alternate
Wednesday, December 25, 2013	* Christmas Day
Thursday, December 26, 2013	Alternate
Monday, December 30, 2013	Alternate
Tuesday, December 31, 2013	Alternate
Wednesday, January 1, 2014	* New Year's Day
Thursday, January 2, 2014	Alternate
Monday, January 20, 2014	* Martin Luther King Jr. Day
Monday, May 26, 2014	Alternate

***As designated by West Virginia Code § 2-2-1 and Procedural Rule Series 14-Holidays § 3.1**

For the purpose of taking into consideration Southern's academic calendar, holidays indicated as "Alternate" are in lieu of the Year 2013 Columbus Day, Veteran's Day, Lincoln's Day, ½ day Christmas Eve, and ½ day New Year's Eve, and Year 2014 President's Day, Primary Election Day, Memorial Day, and West Virginia Day.