



Southern
Southern West Virginia
Community and Technical College

Board of Governors

AUGUST 20, 2013
MEETING AGENDA PACKET

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Joanne Jaeger Tomblin
President

Southern West Virginia Community and Technical College Board of Governors
Meeting of August 20, 2013
Room C-428, 2900 Dempsey Branch Road, Mount Gay, WV

AGENDA

1. Call to Order Mr. Thomas Heywood
Board Chair
2. Oath of Office Mr. Samuel Litteral
Vice President For Finance and Administration
3. Final Report of a Visit by the Higher Learning Commission Ms. Joanne Jaeger Tomblin
President
4. Business Accounting, AAS, Program Review
Needs Assessment Follow-up Report Dr. Gail Hall
Business Department Chair
5. President's Report President Tomblin
6. Financial Report Mr. Litteral
7. Development Office Report Mr. Ronald Lemon
Vice President for Development
8. Action Items:
 - 8.1 Approval of June 18 and July 25, 2013 Board Meeting Minutes pp 97-106
 - 8.2 Request for Approval of Textbook Affordability Committee Report p 107
 - 8.3 Request to Rescind SCP-2125, College-wide Employee Personnel Policy p 109
 - 8.4 Request for Final Approval of SCP-4192, Administrative Withdrawal
and Administrative Drop of Students p 117
9. Informational Items:
 - 9.1 Institutional Rulemaking Report pp 120-155
 - 9.2 Accreditation Commission for Education in Nursing Action Taken p 156
10. Adjournment

REGIONAL
NEEDS ASSESSMENT

By

Department of Business

JULY 2013

INTRODUCTION

The Department of Business has been a viable academic department since the inception of Southern West Virginia Community and Technical College (Southern) in 1971. Basic to the programmatic offerings have been Business Accounting, General Business, Business Administration, Office Administration, and Secretarial Science Associate in Applied Science (AAS) degrees. During the early and mid-2000s, Southern's Division of University Parallel offered students an Associate in Science (AS) Business Administration concentration. Throughout the years, the programs have undergone an intensive review every five years to determine the effectiveness and viability, with the latest program reviews occurring for years 2007-2012.

Following the program reviews it was determined a survey of the businesses located in Southern's service district would be conducted in order to obtain information regarding current needs of the employers. The department faculty developed and approved a survey instrument to be distributed to the business entities within the college's service district. Southern's service district includes Boone, Lincoln, Logan, McDowell, Mingo, and Wyoming counties in West Virginia and Martin and Pike counties in Kentucky. Due to the close proximity of the Boone Campus, Kanawha County was included in the survey. A survey instrument was designed to provide information relative to determining ". . .if your agency or organization is in need of educational services or products that can be provided through Southern West Virginia Community and Technical College's Department of Business programs." The deadline for completed surveys was July 8, 2013.

PROCEDURES

One of the observations from the 2007-2012 program review was a decrease in the number of students enrolled - both part-time and full-time - in each of the three business programs from the previous five-year review period. The purpose of the survey was to provide data to clarify the training needs in Southern's service area.

The decision was made to distribute the survey - using the Survey Monkey tool - through a common-type agency that communicates with its membership electronically - the service area's Chambers of Commerce. Upon investigation, it was learned that not all counties have a Chamber of Commerce and, of those that do, not all of them communicate electronically with their membership. Chambers of Commerce were identified as existent in Kanawha (Charleston Area Alliance), Logan, McDowell (Welch), Mingo (Tug Valley), and Wyoming (Pineville) Counties in West Virginia and the Southeast Kentucky Chamber which includes Martin and Pike Counties. Where Chambers did not exist, an attempt was made to communicate with county/local Economic Development Authorities for Boone and Lincoln Counties. Achieving communication/ cooperation with each identified group was not successful even though multiple contact attempts were made via telephone (with messages requesting a call back) and e-mail.

While the tool contained 24 responses in its summary, Respondent 1 was the inputted survey form while Respondent 2 was a verification of what the participants would be seeing when they opened it to respond. The survey received 22 responses from the following counties: Boone, Lincoln, Logan, and Mingo, West Virginia; and, Floyd, Kentucky. There were no survey participants from Kanawha, McDowell, and

Wyoming Counties in West Virginia nor Martin and Pike Counties in Kentucky. The McDowell (Welch) Chamber does not communicate electronically with its membership. (A copy of the survey was sent to get their approval for it to go out to its membership. The survey was received in the Chamber office but they did not respond with permission and a copy of membership listing for us to distribute via US mail). Pike County Chamber has been combined - along with Floyd, Johnson, Knott, Lawrence, Letcher, Magoffin, and Martin - to form the Southeast Kentucky Chamber of Commerce. A copy of the survey may be found in the Appendix.

A message was prepared for the Chambers to use that would provide the link for the survey to be completed electronically. Those Chambers whose memberships were provided an opportunity electronically to respond to the surveys were Logan, Southeast Kentucky, and Tug Valley. Because of the time constraints, making contact, and deadline for survey completion, there were no surveys distributed via US mail.

Problem Statement

Statement of the problem. What are the trained employee needs of the business entities within Southern's service area?

Findings

The results of the 22 completed surveys are low based on the number of potential responses that could have been received from the target population. Each question from the survey tool, along with the findings of the question, may be found pages four through twelve of this report..

Item 1. This survey has been developed to determine if your organization or agency is in need of educational services or products that can be

the follow-up question to expand the specific service or good provided.

Item 4. Please identify your Service-type Entity:

Attorney	0 respondents
Bank	1 respondent
Medical Office	1 respondent
Hospitality/Tourism	4 respondents
Hospitals	0 respondents
Education	1 respondent
Quasi-government	2 respondents
Government	1 respondent
Other:	12 respondents chose to specify service type
Drug Testing DUI	1
Real Estate	2
Media	1
Emergency, Pre-hospital	1
Accounting/Tax	1
Library	1
Non-Profit	1
Insurance	2
Museum	1
Specialty store	1

The Service-type Entity group, while reflecting diversity, does not include any respondents from the Law nor Hospital segments.

Item 5. Please identify your Goods-type Entity.

Coal Company	1 respondent
Manufacturing	0 respondents
Energy	0 respondents
Railroad	0 respondents
Retail	3 respondents
Other:	2 respondents chose to expand
Government	1 respondent (State Park)
Financial	1 respondent

The retail and coal sectors comprise the Goods-type Entity grouping. Two of the respondents chose to expand their specialty type of business entity in the Retail sector.

Item 6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other Box to specify):

- Business Accounting**
- Business Administration**
- Mine Management**
- Office Administration**
- Salon Management**

See chart on following page.

Total number of employees requiring an Associate Degree - currently, in five years, and in ten years.

Respondent Number	Program	Number of Positions	Currently	5 Year	10 Year	Comment
1		NR				Actual construction of survey
2		NR				Viewing of survey for participants
3		NR				
4	Business Admin.					No number of employees indicated
5	Business Admin.					No number of employees indicated
6	Office Admin.					No number of employees indicated
7	Accounting	1				
8	Office Admin.					No number of employees indicated
9	Accounting	1	X			
10						None required but helpful in place of experience.
11	Business Admin.					No number of employees indicated
12	Instructors Management Clerical	12 4 0		X X		
13	Office Admin.	2				
14	Business Admin.			X		No number of employees indicated
15	Accounting					No number of employees indicated
16	Accounting	1		X		
17	Nursing/ Paramedic	10	X	X	X	

Respondent Number	Program	Number of Positions	Currently	5 Year	10 Year	Comment
18	Business Admin					No number of employees indicated
19		NR				
20	Accounting	1	X	X	X	
21	Business Admin.					No number of employees indicated
22		0				
23		NR				
24		NR				

NR = NO RESPONSE

Of the 22 surveys received, 8 respondents answered the questions regarding employment needs currently, in 5 years and in 10 years. Fourteen individuals completing the survey did not respond. An analysis of the employers' current and future needs is provided. This analysis is based on the total number of responses.

6.1 Sixteen of the 22 survey's return filled in the space under program.

Responses is as follows:

Responses	Program
5	Accounting
6	Business Administration
1	Instructor
1	Manager
1	Nurse/Paramedic
3	Office Administration

6.2 The number of respondents, 8, as well as the position classification, and number of employees in the position is as follows:

Responses	Position	Employees
4	Accounting	1
1	Managers	4
1	Nurse/Paramedics	10
1	Office Administrators	2

6.3 Type of positions currently employed, of positions currently filled, in 5 years, and in 10 years is as follows:

Responses	Position	Current Need	5 years	10 Years
2	Accounting	Yes	Yes	Yes
1	Business			
1	Instructor		Yes	
1	Manager		Yes	
1	Nursing/ Paramedic	Yes	Yes	Yes

6.4 Qualitative findings.

Of the 22 completed responses only 1 provided a comment. Respondent number 10 stated "...None required but helpful in place of experience...". The respondent did not specify which type of position, or business graduate, would be helpful.

Item 7. Please indicate a salary range for those requiring a degree:

Responses 8

No Response 4

Salary Range	Number of Responses
Below \$25,000	0
\$25,000 - \$35,000	10
\$35,000 - \$45,000	3
\$45,000 - \$55,000	0
More than \$55,000	5

Over 50 percent of respondents indicated they are paying salaries of at least \$25,000 annually. (Assuming a 40-hour work week for 52 weeks a year, this equals \$12.08 per hour, which is above minimum wage.) The remaining 8 respondents are paying over \$35,000.

Item 8. Our company's normal percentage rate of attrition is _____.

Responses 10

No Response 12

Normal Attrition Rate

Number of Responses	Attrition Rate	Comments
1	Low	
2	0%	
1	1%	
2	15%	
1	35%	
1	40%	
1	100%	
1		Length of employment (to date) 3 years or longer for current staff

Seven of the respondents indicated 15 percent or less for company's attrition rate.

Item 9. To communicate further about this, I am including my email address:

Responses 7 answered

No Response 15

Respondents Willing to Communicate about Survey

Respondent Contact Information	Type of Entity
ellenhc21@att.net	Real Estate - Service
daveinthemorningwvow@yahoo.com	Media - Service
mwhite4981@aol.com	Medical Office - Service
chunt@wvregion2.org	Quasi-Government (Non-profit) - Service
Danny.J.Taylor@wv.gov	Hospitality/Tourism (Government, State Park) - Service
lbaisden@archcoal.com	Coal Company - Goods
elizabeth.a.williams@wv.gov	Hospitality/Tourism (Museum) - Services

Regional and National Data

According to the Bureau of Labor Statistics (BLS) "...total employment is expected to increase by 14 percent from 2010 to 2020..." with approximately 20.5 million jobs being added during this time frame. Employment trends will not be evenly distributed across job sectors according to the BLS. Consumer demands, improved technology, and other factors will influence employment and jobs throughout the end of this decade.

Regional and national data regarding the need for employees who complete an AAS degree in Business Accounting, Business Administration, and Office Administration was obtained from the Bureau of Labor Statistics Occupational Outlook Handbook which was found on the web at <http://www.bls.gov/ooh/>. The online career

exploration and job analysis site O*Net OnLine <http://www.onetonline.org/>, was used to obtain national and state median wages. This resource indicated that there is a bright job outlook in the following occupational areas - requiring either post-secondary training or an associate degree education - which are available in every sector of the economy:

- **Business Accounting** - according to the BLS handbook the job outlook for bookkeepers, accountants, and auditing clerks for individuals who graduate with an associate degree is expected to grow 14 percent from 2010 to 2020, as fast as the average of all occupations. O*Net OnLine lists this job category as having a bright outlook. As the number of organizations increases and financial regulations become stricter, there will be greater demand for these workers to maintain books and provide accounting services. According to O*Net OnLine the median national hourly wage is \$16.08, or \$33,450 per year. The median state hourly wage is \$13.77, or \$28,600 per year.
- **Business Administration** - it is difficult to find employment projections for individuals who graduate with an AAS degree in Business Administration due to the fact most positions require a minimum of a bachelors degree.
- **Office Administration** - according to the BLS Occupational Outlook Handbook the overall employment of administrative assistants and secretaries is expected to grow 12 percent through 2020. The majority of job openings will result from the need to replace workers who leave these occupations due to attrition or retirement. Individuals working in a medical office will see a much faster than average employment growth due to the rapid growth of the healthcare industry,

as well as the implementation of ObamaCare. The median wage according to O*Net OnLine is \$15.50, or \$32,400 annual. The median wage in West Virginia is \$13.24 per hour, or \$27,500 per year.

Although Southern does not have a management degree, the need for managers with associate degrees is evident from those who responded to the survey. According to the BLS Occupational Handbook 32 percent of all management positions require an associate degree, with 27 percent requiring a bachelors degree, and 21 percent requiring some college or no degree. The national median wage is \$45.88 per hour, or \$95,400 per year. The West Virginia median wage is \$31.67 per hour and \$65,900 per year.

.Analysis

Of the 22 surveys received the data does not give a clear- cut answer to the survey's purpose. The number of responses received was low as related to those who received the survey (memberships of the Logan, Southeast Kentucky, and Tug Valley Chambers of Commerce). The participants were largely from the Service-type Entity sector of the economy which generally reflect the smaller businesses. This sector, however, did reflect a business diversity.

The salary range from the entities represented in the survey reveal that the Service-type Entities are paying in the \$25,000 - \$35,000 range. The \$35,000 - \$45,000 salary range was from the banking, hospitality/tourism, government, and quasi-government sector respondents. Businesses with salaries more than \$55,000 were from the insurance, coal mining, real estate, nursing/paramedic, and retail entities.

The attrition rate within the businesses represented in the survey ranged from 0 to 100. Of the 10 responses, 7 (a majority) indicated a low rate - 0 to 15 percent. A low attrition rate is an indicator of the status of the economy.

Conclusions

- The timing of the survey may have been a contributing factor to the low number of responses received based on the target population participant numbers. It was anticipated the survey would be administered and results received by the end of May. Due to unforeseen difficulties the survey was not opened until mid-June and it closed July 8, 2013. It is believed responses may have been better if the survey had not been administered during the traditional vacation season in southern West Virginia.
- An analysis of the data from the surveys returned, and the O*Net OnLine data, indicates the three programs are viable.
- The job market within Southern's service area appears to be "tight" for new entrants based on the data found in the surveys.
- A need for managers was identified as a need by the survey respondent even though a Management degree was not listed on the survey.
- Individuals who responded to the survey indicate there is a need for a business graduate with an associate degree who is a "generalist" - someone who has the educational background to perform multiple jobs within an organization or industry.

Recommendations

- Conduct an extensive needs survey during the next academic year to further determine the workforce needs of the businesses within Southern's service district. This survey should be conducted by an outside agency, one with the expertise to increase the number of respondents, as well as provide a detailed analysis of the employment needs and trends.
- Administer graduate surveys - closely followed by employer surveys by the end of September. Diligence must be shown in assuring the data is obtained from both sources.
- Tracking of students from first-term enrolling, to graduation, and through employment must be done in order to determine if the programs are meeting the needs of the graduates, as well as employers.
- Develop a program that meets the employer needs of a "generalist" with concentrations in Accounting, Business Administration, and Marketing.
- Develop a Management degree program to meet employer needs with concentrations in Energy, Entrepreneurship, and Health Care.
- Continue to scrutinize and assess the effectiveness of the to assure they meet the needs of both employers and student needs.
- Work with a consultant to determine if the courses within the programs meet the standards required of businesses throughout Southern's service district.
- Begin gathering data and writing the self-study report in order to achieve national

accreditation by the Accreditation Council for Business Schools and Programs (ACBSP) by the end of the 2014-15 academic year.

APPENDIX

Upgrade Rhondal085

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You have a BASIC account | To remove the limits of a BASIC account and get unlimited questions, upgrade now!

Program Needs Assessment

Community

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Program Needs Assessment

+ Add Page

PAGE 1

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+ Add Question ▼

Q1

Edit Question ▼

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1. This survey has been developed to determine if your agency or organization is in need of educational services or products that can be provided through Southern West Virginia Community and Technical College's Department of Business programs. Please complete our short brief survey before July 8th. Thank you.

+ Add Question ▼

+ Add Page

PAGE 2

Edit Page Options ▼

Move

Copy

Delete

Show this page only

+ Add Question ▼

Q2

Edit Question ▼

Move

Copy

Delete

2. The county/zip code where this business is located.

+ Add Question ▼ Split Page Here

Q3 Edit Question ▼ Add Question Logic Move Copy Delete

3. We are a:

- Services-type Entity - go to question 4
- Goods-type Entity - go to question 5

+ Add Question ▼ Split Page Here

Q4 Edit Question ▼ Add Question Logic Move Copy Delete

4. Please identify your Service-type Entity:

- Attorney
- Bank
- Medical Office
- Hospitality/Tourism
- Hospitals
- Education
- Quasi-government
- Government

Other (please specify)

+ Add Question ▼ Split Page Here

Q5 Edit Question ▼ Add Question Logic Move Copy Delete

5. Please identify your Goods-type Entity:

- Coal Company
- Manufacturing
- Energy
- Railroad
- Retail

Other (please specify)

+ Add Question ▼ Split Page Here

Q6 Edit Question ▼ Add Question Logic Move Copy Delete

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

- Accounting
- Business Administration

- Mine Management
- Office Administration: Administrative, Legal, or Medical Option
- Salon Management/Cosmetology

Other (please specify for current, five years, and ten years)

+ Add Question ▼ Split Page Here

Q7 Edit Question ▼ Add Question Logic Move Copy Delete

7. Please indicate a salary range for those requiring a degree:

- Below \$25,000
- \$25,000-\$35,000
- \$35,000-\$45,000
- \$45,000-\$55,000
- More than \$55,000

+ Add Question ▼ Split Page Here

Q8 Edit Question ▼ Move Copy Delete

8. Our company's normal percentage rate of attrition is:

+ Add Question ▼ Split Page Here

Q9 Edit Question ▼ Move Copy Delete

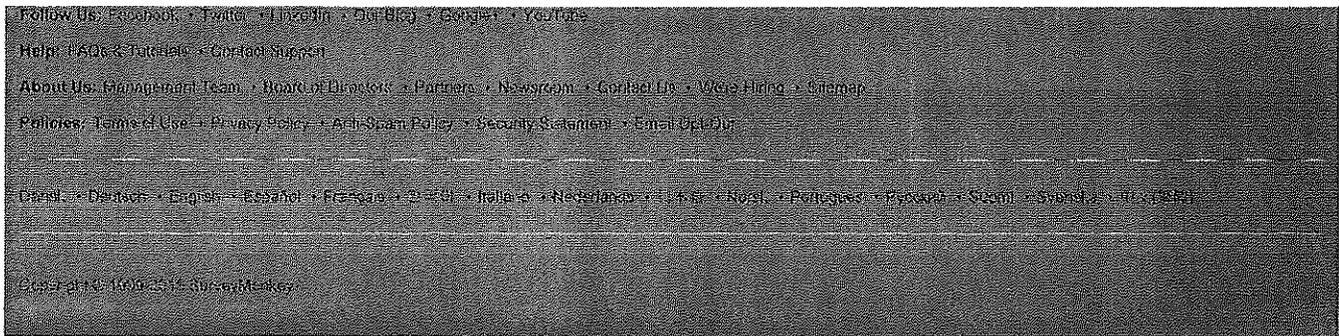
9. To communicate further about this, I am including my email address:

+ Add Question ▼

+ Add Page

Back to My Surveys

Preview Survey Send Survey >



Hall, Gail

From: Natalie Young <tvcc1.natalie@yahoo.com>
Sent: Friday, June 21, 2013 3:36 PM
To: Albert Totten; Dino Beckett; Eddie Curry; Jeffrey Lusk; Harry Ketih White; Tim McNamee; Steve Kominar; Truman Chafin; Georgine Robertson; Ray Justice; Tim Williams; David Farley; Amber Smith; Jerry Mounts; Sam Olive; Tom Ward; Andy Willis; Tania Hotmer; Chad May; First Baptist Church; Claude Hunt; George Swain; Pauline Sturgill; Jeffrey Reynolds; Kudva, Belvai; Josh Ferrell; Sherrie Holler; George Poole; Adam Warren; Donna O'Brien; Charley McCoy; Marvin Vernatter; Tranquilla Whitt; Judy Hamrick; Joyce Roddy; Darrin McCormick; Dee Kapourales; Doyle VanMeter; Greg Hootie Smith; Jeff Vanderbeck; Greg Jessie; Joe Kinzer; June Blevins; Kathy Thompson; Margaret Connor; Mark Mitchell; Marty Petrunyak; Mike Mitchem; David Hatfield; Robert Carlton; Tim Salmons; Leigh Ann Ray; Todd Hubler; Randy Keathley; Cecil Hatfield; Duane Thompson; Byron Thorton; Sammy Kapourales; Debby Bowen; Roberson, Rita; Moses Pinson; Mike Blackburn; McDonalds; Thomas Hoffman; Harlan White; Larry Brown; Manager Heartland Publications; Johnny Branch; Ann Lipps; Hall, Gail
Subject: Fw: Needs Assessment Survey

Happy Friday Tug Valley Chamber!

Please take the Needs Assessment Survey (linked below) for our fellow chamber member: SWVCTC!

Thanks!!

Natalie

Tug Valley Chamber of Commerce

Natalie Young

Executive Director

P: 304.235.5240

F:304.235.4509

www.tugvalleychamber.com

www.facebook.com/tugvalley

Ms. Young

We, at Southern West Virginia Community and Technical College, recognize that types of businesses in each of our communities are changing, With this change, qualifications of employees may be different. In an effort to continue meeting our communities' needs, the Department of Business would appreciate your assistance with the distribution to your membership this brief survey <http://www.surveymonkey.com/s/7KBKXWL> (Ctrl+Click to access the survey).

Rhonda Collins, BA
1601 Armory Drive
Williamson, WV 25661
304-236-7609

Logan County Chamber of Commerce

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2012 Logan County Chamber of Commerce Members

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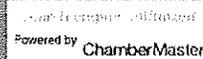
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Southeast Kentucky Chamber of Commerce

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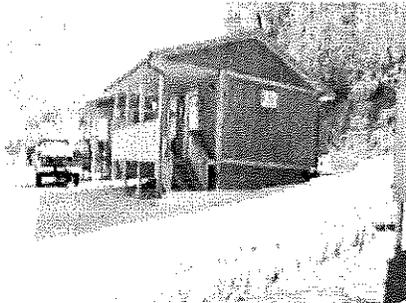
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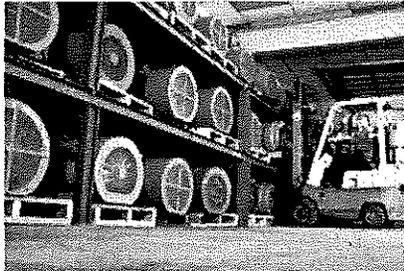
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 (304) 235-7048

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 Ragland, WV 25690
 redbarnhospitality@yahoo.com
 304-475-3761

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 Adam Warren
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304-235-2246

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-Henrik Ibsen

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(304) 235-3634

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587 N. Mayo Trail
Pikeville, KY 41502
(606) 432-4171

JESSIE & JESSIE, CPA
P.O. Box 1437
Williamson, WV 25661

(304) 235-1410

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P.O. Box 15
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(304) 465-3720

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119 Rich Creek Road
Lyburn, WV 25632
(304) 752-3255

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Williamson, WV 25661
(304) 235-5240

LAUREL LAKE WILDLIFE MGMT FOUNDATION
Rte. 1, Box 512
Williamson, WV 25661
(304) 475-2792

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S.O.S. ANIMAL SHELTER
16 W. 4th Avenue
Williamson, WV 25661
(304) 235-2300

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REAL ESTATE 2
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(304) 235-1828

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(304) 664-6200

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(304) 235-0042

MINGO COUNTY HOUSING AUTHORITY
P.O. BOX 120
Delbarton, WV 25670
(304) 475-4663

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Williamson, WV 25661
(304) 235- 3270

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BANK OF MINGO
10 Commerce Drive
Belo Industrial Park
Williamson, WV 25661
(304) 235-8700

BB&T
250 E. 2nd Ave.
Williamson, WV 25661
(304) 235-1544

COMMUNITY TRUST BANK
28160 US HWY 119
S. Williamson, KY 41503
(606) 237-6050
(304) 235-5252 (Williamson)

FIRST NATIONAL BANK
68 E. 2nd Ave.
Williamson, WV 25661
(304) 235-5300

INEZ DEPOSIT BANK
P.O. Box 365
Inez, KY 41224
(606) 298-3511

US BANK
27989 US 119 N
S. Williamson, KY 41503
(606) 237-8406

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FIRST BAPTIST CHURCH OF WILLIAMSON
Fifth Avenue & Harvey Street
Williamson, WV 25661
(304) 235-1930

LITTLE DOVE CHURCH OF CHRIST
Box 216
Lenore, WV 25676

SACRED HEART CHURCH
110 W. 4th Ave.
Williamson, WV 25661
(304) 235-2982

Coal

SIDNEY COAL COMPANY, INC.
P. O. Box 361
Julian, WV 25529
(606) 353-7201

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SOUTHERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
1601 Armory Drive
Williamson, WV 25661
(304) 235-6046

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Williamson, WV 25661
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P. O. Box 51
Delbarton, WV 25670
(304) 475-4605

WILLIAMSON WOMAN'S CLUB
P. O. Box 55
Williamson, WV 25661
(304) 235-5012

TUG VALLEY ROAD RUNNERS CLUB
201 Central Ave.
S. Williamson, KY 41503
(606) 625-5092

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P. O. Box 537
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(304) 426-4161

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BWB ENTERPRISE
P. O. Box 184
Matewan, WV 25678
(304) 426-4304

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46 Goodman Hollow Road
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(304) 235-7370

NELSON BROTHERS, LLC
888 Oakwood Rd. Suite 10
Charleston, WV 25314
(304) 342-2707

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CITY OF WILLIAMSON
107 E. 4th Ave.
Williamson, WV 25661
(304) 235-1510

TOWN OF DELBARTON
(304) 475-33359

TOWN OF MATEWAN
(304) 426-4092

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P. O. Box 177
Williamson, WV 25661
(606) 237-1008

JD WESTCOTTS & SON
29276 US HWY 119N
S. Williamson, KY 41503
(606) 237-1313

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260 Hospital Drive
S. Williamson, KY 41503
(606) 237-1700

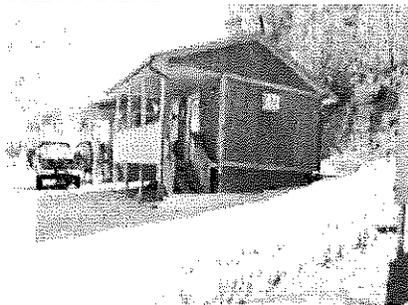
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859 Alderson Street
Williamson, WV 25661
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(304) 235-2222

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2 Pritchard Street
Williamson, WV 25661
(304) 235-3658

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sullyscabins@yahoo.com
304-235-3038

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CHRIS ATKINS
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S. Williamson, KY
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S. Williamson, KY 41503
(606) 237-1087

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400 Quarrier Street
Charleston, WV 25301
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CITY INSURANCE
100 Logan Street
Williamson, WV 25661
(304) 235-2100

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(George W. Swain)
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SCOTT INSURANCE
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Belfry, KY 41514
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Williamson, WV 25661
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Response Summary

Total Started Survey: 24
Total Finished Survey: 22 (91.7%)

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PAGE: 1

1. This survey has been developed to determine if your agency or organization is in need of educational services or products that can be provided through Southern West Virginia Community and Technical College's Department of Business programs. Please complete our short brief survey before July 8th. Thank you.

	Response Count
	0
answered question	0
skipped question	24

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2. The county/zip code where this business is located. Download

answered question 20

skipped question 4

3. We are a: Create Chart Download

Response Response

Percent Count

Services-type Entity - go to question 4 81.8% 18

Goods-type Entity - go to question 5 18.2% 4

answered question 22

skipped question 2

4. Please identify your Service-type Entity: Create Chart Download

Response Response

Percent Count

Attorney 0.0% 0

Bank 10.0% 1

Medical Office 10.0% 1

Hospitality/Tourism 40.0% 4

Hospitals 0.0% 0

Education 10.0% 1

Quasi-government 20.0% 2

Government 10.0% 1

Other (please specify)
Show Responses 12

answered question 10

skipped question 14

5. Please identify your Goods-type Entity: Create Chart Download

Response Response

Percent Count

Coal Compnay 25.0% 1

Manufacturing 0.0% 0

Energy 0.0% 0

Railroad 0.0% 0

answered question 4

skipped question 20

5. Please identify your Goods-type Entity:	Create Chart	Download
Retail	75.0%	3
Other (please specify) Show Responses		2
answered question		4
skipped question		20

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):	Create Chart	Download
	Response Percent	Response Count
Accounting	30.8%	4
Business Administration	46.2%	6
Mine Management	0.0%	0
Office Administration: Administrative, Legal, or Medical Option	23.1%	3
Salon Management/Cosmetology	0.0%	0
Other (please specify for current, five years, and ten years) Show Responses		11
answered question		13
skipped question		11

7. Please indicate a salary range for those requiring a degree:	Create Chart	Download
	Response Percent	Response Count
Below \$25,000	0.0%	0
\$25,000-\$35,000	55.6%	10
\$35,000-\$45,000	16.7%	3
\$45,000-\$55,000	0.0%	0
More than \$55,000	27.8%	5
answered question		18
skipped question		6

8. Our company's normal percentage rate of attrition is:	Download
answered question	10
skipped question	14

8. Our company's normal percentage rate of attrition is:

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Response	
	Count
Show Responses	10
answered question	10
skipped question	14

9. To communicate further about this, I am including my email address:

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Response	
	Count
Show Responses	7
answered question	7
skipped question	17

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Collector:
Web Link
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Custom Value:
empty

IP Address:
129.71.170.254

Response Started:
Thursday, May 23, 2013 7:31:52 AM

Response Modified:
Thursday, May 23, 2013 7:35:20 AM

2. The county/zip code where this business is located.

No Response

3. We are a:

No Response

4. Please identify your Service-type Entity:

No Response

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

No Response

7. Please indicate a salary range for those requiring a degree:

No Response

8. Our company's normal percentage rate of attrition is:

No Response

9. To communicate further about this, I am including my email address:

No Response

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#2

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
129.71.170.254

Response Started:
Wednesday, June 19, 2013 7:38:47 AM

Response Modified:
Wednesday, June 19, 2013 10:38:39 AM

2. The county/zip code where this business is located.

No Response

3. We are a:

No Response

4. Please identify your Service-type Entity:

No Response

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

No Response

7. Please indicate a salary range for those requiring a degree:

No Response

8. Our company's normal percentage rate of attrition is:

No Response

9. To communicate further about this, I am including my email address:

No Response

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Default Report

Displaying 3 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type: Normal Response	Collector: Web Link (Web Link)
Custom Value: empty	IP Address: 65.222.165.65
Response Started: Friday, June 21, 2013 1:00:20 PM	Response Modified: Friday, June 21, 2013 1:02:10 PM

2. The county/zip code where this business is located.

25661

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Bank

5. Please identify your Goods-type Entity:

financial

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

No Response

7. Please indicate a salary range for those requiring a degree:

\$35,000-\$45,000

8. Our company's normal percentage rate of attrition is:

No Response

9. To communicate further about this, I am including my email address:

No Response

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Community

Design Survey

Collect Responses

Analyze Results

View Summary

Default Report

Browse Responses

Filter Responses

Crosstab Responses

Download Responses

Share Responses

Displaying 4 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
74.195.22.109

Response Started:
Friday, June 21, 2013 1:25:51 PM

Response Modified:
Friday, June 21, 2013 1:28:26 PM

2. The county/zip code where this business is located.

25661

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Insurance Agency

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

Business Administration

7. Please indicate a salary range for those requiring a degree:

More than \$55,000

8. Our company's normal percentage rate of attrition is:

0

9. To communicate further about this, I am including my email address:

No Response

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Community

Design Survey

Collect Responses

Analyze Results

View Summary

Default Report

Browse Responses

Filter Responses

Crosstab Responses

Download Responses

Share Responses

Displaying 5 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
173.80.196.166

Response Started:
Saturday, June 22, 2013 2:20:05 AM

Response Modified:
Saturday, June 22, 2013 2:22:35 AM

2. The county/zip code where this business is located.

25661

3. We are a:

Goods-type Entity - go to question 5

4. Please identify your Service-type Entity:

Speciality store

5. Please identify your Goods-type Entity:

Retail

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

Business Administration

7. Please indicate a salary range for those requiring a degree:

\$25,000-\$35,000

8. Our company's normal percentage rate of attrition is:

No Response

9. To communicate further about this, I am including my email address:

No Response

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Community

Design Survey

Collect Responses

Analyze Results

View Summary

Default Report

Browse Responses

Filter Responses

Crosstab Responses

Download Responses

Share Responses

Displaying 6 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
184.14.209.237

Response Started:
Monday, June 24, 2013 11:54:33 AM

Response Modified:
Monday, June 24, 2013 11:58:51 AM

2. The county/zip code where this business is located.

25601

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Hospitality/Tourism
Museum

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

Office Administration: Administrative, Legal, or Medical Option
no position requires Asso. degree, 1 position requires BA or better

7. Please indicate a salary range for those requiring a degree:

\$25,000-\$35,000

8. Our company's normal percentage rate of attrition is:

length of employment (to date) 3 years or longer for current staff

9. To communicate further about this, I am including my email address:

elizabeth.a.williams@wv.gov

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Community

Design Survey

Collect Responses

Analyze Results

View Summary

Default Report

Browse Responses

Filter Responses

Crosstab Responses

Download Responses

Share Responses

Displaying 7 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
198.190.188.6

Response Started:
Monday, June 24, 2013 11:56:34 AM

Response Modified:
Monday, June 24, 2013 11:58:51 AM

2. The county/zip code where this business is located.

25183

3. We are a:

Goods-type Entity - go to question 5

4. Please identify your Service-type Entity:

No Response

5. Please identify your Goods-type Entity:

Coal Comprany

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

Accounting
Acct, HR & Engineering - BA or BS degrees

7. Please indicate a salary range for those requiring a degree:

More than \$55,000

8. Our company's normal percentage rate of attrition is:

1%

9. To communicate further about this, I am including my email address:

lbaisden@archcoal.com

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Filter Responses

Crosstab Responses

Download Responses

Share Responses

Displaying 8 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
155.188.254.98

Response Started:
Monday, June 24, 2013 11:58:54 AM

Response Modified:
Monday, June 24, 2013 12:00:32 PM

2. The county/zip code where this business is located.

25601

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Insurance

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

Office Administration: Administrative, Legal, or Medical Option

7. Please indicate a salary range for those requiring a degree:

\$25,000-\$35,000

8. Our company's normal percentage rate of attrition is:

No Response

9. To communicate further about this, I am including my email address:

No Response

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Community

Design Survey

Collect Responses

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Browse Responses

Filter Responses

Crosstab Responses

Download Responses

Share Responses

Displaying 9 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
74.195.21.4

Response Started:
Monday, June 24, 2013 12:34:14 PM

Response Modified:
Monday, June 24, 2013 12:35:58 PM

2. The county/zip code where this business is located.

25601

3. We are a:

Goods-type Entity - go to question 5

4. Please identify your Service-type Entity:

No Response

5. Please identify your Goods-type Entity:

Retail

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

Accounting

1

7. Please indicate a salary range for those requiring a degree:

\$25,000-\$35,000

8. Our company's normal percentage rate of attrition is:

LOW

9. To communicate further about this, I am including my email address:

No Response

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Community

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Displaying 10 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
129.71.234.254

Response Started:
Monday, June 24, 2013 12:46:31 PM

Response Modified:
Monday, June 24, 2013 12:59:32 PM

2. The county/zip code where this business is located.

25601

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Hospitality/Tourism

5. Please identify your Goods-type Entity:

Government, State Park Lodge

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

None required but helpful in place of experience

7. Please indicate a salary range for those requiring a degree:

\$35,000-\$45,000

8. Our company's normal percentage rate of attrition is:

40%

9. To communicate further about this, I am including my email address:

Danny.J.Taylor@wv.gov I am currently interested in finishing an Organizational Leadership degree that I started at Mountain State University. Credits have been transferred to WVU. I am wondering about a contact at your college where I could get more information. Thank you, Danny J. Taylor. General Manager, Chief Logan Lodge Hotel & Conference Center.

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Community

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View Summary

Default Report

Browse Responses

Filter Responses

Crosstab Responses

Download Responses

Share Responses

Displaying 11 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
184.14.211.180

Response Started:
Monday, June 24, 2013 1:10:59 PM

Response Modified:
Monday, June 24, 2013 1:12:38 PM

2. The county/zip code where this business is located.

25601

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Hospitality/Tourism

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

Business Administration

7. Please indicate a salary range for those requiring a degree:

\$25,000-\$35,000

8. Our company's normal percentage rate of attrition is:

No Response

9. To communicate further about this, I am including my email address:

No Response

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Community

Design Survey

Collect Responses

Analyze Results

View Summary

Default Report

Browse Responses

Filter Responses

Crosstab Responses

Download Responses

Share Responses

Displaying 12 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
184.14.17.254

Response Started:
Monday, June 24, 2013 2:43:34 PM

Response Modified:
Monday, June 24, 2013 2:48:14 PM

2. The county/zip code where this business is located.

Logan, Boone, Mingo Lincoln

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Quasi-government
Non-Profit

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

Instructor-12, Magmt.-4 clerical 0-now 5yrs. all

7. Please indicate a salary range for those requiring a degree:

\$35,000-\$45,000

8. Our company's normal percentage rate of attrition is:

15%

9. To communicate further about this, I am including my email address:

chunt@wvregion2.org

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Design Survey

Collect Responses

Analyze Results

View Summary

Default Report

Browse Responses

Filter Responses

Crosstab Responses

Download Responses

Share Responses

Displaying 13 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
75.109.132.16

Response Started:
Tuesday, June 25, 2013 2:55:11 AM

Response Modified:
Tuesday, June 25, 2013 2:56:55 AM

2. The county/zip code where this business is located.

25601

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Medical Office

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

Office Administration, Administrative, Legal, or Medical Option
2

7. Please indicate a salary range for those requiring a degree:

\$25,000-\$35,000

8. Our company's normal percentage rate of attrition is:

15%

9. To communicate further about this, I am including my email address:

mwhite4981@aol.com

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Community

Design Survey

Collect Responses

Analyze Results

View Summary

Default Report

Browse Responses

Filter Responses

Crosstab Responses

Download Responses

Share Responses

Displaying 14 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
129.71.148.48

Response Started:
Tuesday, June 25, 2013 6:26:19 AM

Response Modified:
Tuesday, June 25, 2013 6:28:59 AM

2. The county/zip code where this business is located.

25635

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Education
Library

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

Business Administration
5

7. Please indicate a salary range for those requiring a degree:

\$25,000-\$35,000

8. Our company's normal percentage rate of attrition is:

No Response

9. To communicate further about this, I am including my email address:

No Response

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Design Survey

Collect Responses

Analyze Results

View Summary

Default Report

Browse Responses

Filter Responses

Crosstab Responses

Download Responses

Share Responses

Displaying 15 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
50.121.179.66

Response Started:
Tuesday, June 25, 2013 2:12:53 PM

Response Modified:
Tuesday, June 25, 2013 2:15:17 PM

2. The county/zip code where this business is located.

25670

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Accounting/Tax

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

Accounting

7. Please indicate a salary range for those requiring a degree:

\$25,000-\$35,000

8. Our company's normal percentage rate of attrition is:

0

9. To communicate further about this, I am including my email address:

No Response

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Community

Design Survey

Collect Responses

Analyze Results

View Summary

Default Report

Browse Responses

Filter Responses

Crosstab Responses

Download Responses

Share Responses

Displaying 16 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
184.14.199.48

Response Started:
Tuesday, June 25, 2013 5:44:53 PM

Response Modified:
Tuesday, June 25, 2013 5:47:54 PM

2. The county/zip code where this business is located.

25661

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

real estate

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

Accounting
five years-1

7. Please indicate a salary range for those requiring a degree:

More than \$55,000

8. Our company's normal percentage rate of attrition is:

No Response

9. To communicate further about this, I am including my email address:

No Response

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Community

Design Survey

Collect Responses

Analyze Results

View Summary

Default Report

Browse Responses

Filter Responses

Crosstab Responses

Download Responses

Share Responses

Displaying 17 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
65.114.100.82

Response Started:
Wednesday, June 26, 2013 8:41:33 AM

Response Modified:
Wednesday, June 26, 2013 8:49:25 AM

2. The county/zip code where this business is located.

No Response

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Emergency, Pre-Hospital services

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

Nursing, Paramedic total 10 employees requiring degrees

7. Please indicate a salary range for those requiring a degree:

More than \$55,000

8. Our company's normal percentage rate of attrition is:

No Response

9. To communicate further about this, I am including my email address:

No Response

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Community

Design Survey

Collect Responses

Analyze Results

View Summary

Default Report

Browse Responses

Filter Responses

Crosstab Responses

Download Responses

Share Responses

Displaying 18 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
173.80.198.41

Response Started:
Wednesday, June 26, 2013 2:34:17 PM

Response Modified:
Wednesday, June 26, 2013 2:39:59 PM

2. The county/zip code where this business is located.

25601

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Government

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

Business Administration

7. Please indicate a salary range for those requiring a degree:

\$25,000-\$35,000

8. Our company's normal percentage rate of attrition is:

100%

9. To communicate further about this, I am including my email address:

No Response

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Community

Design Survey Collect Responses **Analyze Results**

View Summary

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Browse Responses

Filter Responses

Displaying 19 of 24 respondents

Select a page to view below or view all pages:

#2

Crosstab Responses

Download Responses

Share Responses

Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
50.121.142.230

Response Started:
Thursday, June 27, 2013 9:04:09 AM

Response Modified:
Thursday, June 27, 2013 9:05:35 AM

2. The county/zip code where this business is located.

Logan County, WV 25601

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Media

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

No Response

7. Please indicate a salary range for those requiring a degree:

No Response

8. Our company's normal percentage rate of attrition is:

No Response

9. To communicate further about this, I am including my email address:

daveinthemorningwvow@yahoo.com

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Default Report

Displaying 20 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type: Normal Response	Collector: Web Link (Web Link)
Custom Value: empty	IP Address: 173.219.87.101
Response Started: Monday, July 1, 2013 1:34:07 PM	Response Modified: Monday, July 1, 2013 1:36:16 PM

2. The county/zip code where this business is located.

41653

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Quasi-government

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

1 - accounting (current, 5, 10)

7. Please indicate a salary range for those requiring a degree:

No Response

8. Our company's normal percentage rate of attrition is:

No Response

9. To communicate further about this, I am including my email address:

No Response

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Default Report ▾

Displaying 21 of 24 respondents

Select a page to view below or view all pages:

#2 ▾ ⏪ ⏩

Response Type: Normal Response	Collector: Web Link (Web Link)
Custom Value: empty	IP Address: 184.14.190.61
Response Started: Tuesday, July 2, 2013 9:00:12 AM	Response Modified: Tuesday, July 2, 2013 9:01:15 AM

2. The county/zip code where this business is located.

25601

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Hospitality/Tourism

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

Business Administration

7. Please indicate a salary range for those requiring a degree:

\$25,000-\$35,000

8. Our company's normal percentage rate of attrition is:

No Response

9. To communicate further about this, I am including my email address:

No Response

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Displaying 22 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type: Normal Response	Collector: Web Link (Web Link)
Custom Value: empty	IP Address: 161.168.251.101
Response Started: Wednesday, July 3, 2013 9:22:28 AM	Response Modified: Wednesday, July 3, 2013 9:23:47 AM

2. The county/zip code where this business is located.

41653

3. We are a:

Goods-type Entity - go to question 5

4. Please identify your Service-type Entity:

No Response

5. Please identify your Goods-type Entity:

Retail

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

zero

7. Please indicate a salary range for those requiring a degree:

More than \$55,000

8. Our company's normal percentage rate of attrition is:

35%

9. To communicate further about this, I am including my email address:

No Response

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#2 ▾ ▹

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Response Type:
Normal Response

Collector:
Web Link
(Web Link)

Custom Value:
empty

IP Address:
66.63.208.36

Response Started:
Thursday, July 4, 2013 6:55:17 AM

Response Modified:
Thursday, July 4, 2013 6:56:56 AM

2. The county/zip code where this business is located.

No Response

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Real Estate

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

No Response

7. Please indicate a salary range for those requiring a degree:

No Response

8. Our company's normal percentage rate of attrition is:

No Response

9. To communicate further about this, I am including my email address:

ellenhc21@ait.net

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Default Report

Displaying 24 of 24 respondents

Select a page to view below or view all pages:

#2

Response Type: Normal Response	Collector: Web Link (Web Link)
Custom Value: empty	IP Address: 74.195.20.204
Response Started: Tuesday, July 9, 2013 6:06:20 AM	Response Modified: Tuesday, July 9, 2013 6:08:12 AM

2. The county/zip code where this business is located.

41653

3. We are a:

Services-type Entity - go to question 4

4. Please identify your Service-type Entity:

Drug Testing/ DUI

5. Please identify your Goods-type Entity:

No Response

6. Please indicate the total number of employees requiring an Associate Degree currently, in five years, and in ten years in the following areas (Use the Other box to specify):

No Response

7. Please indicate a salary range for those requiring a degree:

No Response

8. Our company's normal percentage rate of attrition is:

No Response

9. To communicate further about this, I am including my email address:

No Response

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

Board Members Present: Thomas Heywood, Glenn Yost, Linda Akers, Terry Sammons, George Kostas, Jada Hunter, Debbie Dingess, George Morrison, Eileen Aranas, Mary Nemeth-Pyles (incoming faculty representative)

Board Members Absent: Shelley Huffman (excused), Wilma Zigmond (excused)

Southern Employees: President Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, Ronald Lemon, Pam Alderman, Emma Baisden, Darrell Taylor, Merle Dempsey, Virginia Stepp, Teri Wells, Patricia Miller, Cassandra Goble, Paul Davis, Chris Gray, Carol Jobe, Chad Scott, Ruby Runyon

1. Call to Order:

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

2. Report on Technology Strategic Plan

Mr. Gary Holeman, Chief Information Officer, provided an overview of the Technology Strategic Plan, 2013-2016, via video-conference from Texas.

3. Special Presentation:

Chair Heywood honored outgoing Board of Governors Faculty Representative, George Morrison, with a special resolution applauding him for his outstanding leadership, service, and dedication to the Board over the past eight years, and for generously giving of his time and talent in support of Southern West Virginia Community and Technical College. Mr. Morrison's term as Faculty Representative to the Board has concluded, and Ms. Mary Nemeth-Pyles was elected to that role by the faculty assembly effective July 1, 2013. The resolution was unanimously approved by the Board and will become a part of the official meeting minutes (Addendum 1).

4. Classified Staff Council Annual Presentation:

As prescribed in West Virginia Code §18B-6-6(g), the Classified Staff Council held its annual meeting with the Board of Governors to discuss matters which affect classified employees. Ms. Virginia Stepp, (Classified Staff Council Chair), Ms. Teri Wells (Advisory Council of Classified Employees Representative), and Mr. Chad Scott presented an overview of the Council's role and the classified staff's involvement in various College projects. Currently Southern has a total of 94 classified employees (49% of total employees) whose average salary is \$31,428 as compared to \$29,832 with 10.8 average years of service. The classified staff are committed to Southern West Virginia Community and Technical College, its goals, and its mission. During the Higher Learning Commission reaccreditation visit peer reviews stated that Southern has a classified staff that should be modeled across the states. The Staff Council is attempting to break down silos by reaching out to faculty, administration, and students to improve communication and build working relationships across the college. On behalf of the classified staff, Ms. Stepp thanked the Board of Governors for this

opportunity and requested the Board keep classified staff salary increases in the forefront as funds become available. Following the presentation, Chair Heywood thanked Ms. Stepp, Ms. Wells, and Mr. Scott for providing the Board with a summary of the Council's actions this year, and commended Ms. Stepp on her excellent leadership of the classified staff. Mr. Heywood reaffirmed the Board's commitment to classified staff's salaries and stated that it is unacceptable for 12% of the classified staff salaries to be below the poverty level.

5. President's Report:

- 5.1 Board of Governors members Tom Heywood, Terry Sammons, George Morrison, Eileen Aranas, and President/First Lady Tomblin attended the May 9, 2013 meeting of the Council for Community and Technical College Education to propose a tuition increase for the college. During the meeting, Southern was granted its largest tuition increase in history by the Council (15.24% or \$192 per semester bringing the full-time tuition to \$1,452 per semester). President/First Lady Tomblin and Board members gave much credit to student representative, Eileen Aranas, who made a brief statement to Council members regarding Southern's tuition increase proposal.
- 5.2 President/First Lady Tomblin informed Board of Governors members that Mr. Ronald Lemon, Vice President for Development, was the recipient of the West Virginia Gear-up Champion Award for 2013. Awards were presented to community partners during the fifth annual Governor's Honors Symposium held April 20 at the Clay Center for Arts and Sciences in Charleston. The award is presented to recognize individuals who have gone above and beyond to support Gear-up's mission of ensuring that all students are prepared to enroll and succeed in education and training beyond high school.
- 5.3 The Higher Learning Commission (HLC) reaccreditation visit is complete. The Peer Review Team was very complimentary of Southern's Board of Governors. President/First Lady Tomblin shared a short summary of the HLC Review Team's comments with the group. She thanked the Board, faculty, staff, and administration for the support they provided during the reaccreditation visit.
- 5.4 Five Southern students were named to the Phi Theta Kappa All-West Virginia Academic Team for community and technical colleges in a competition sponsored by Phi Theta Kappa honor society, community and technical college presidents, and the West Virginia Council for Community and Technical College Education. Academic Team members from throughout the state received plaques and medallions at a ceremony held at the State Capitol on April 29, 2013.
- 5.5 President/First Lady Tomblin, Sam Litteral, and Bill Cook made a formal request to purchase 11.7 acres of property in Boone County near the Boone County Transfer Station just off U. S.

119 on or after July 1, 2013 from the Boone County Commission during its June 18 meeting.

- 5.6 President/First Lady Tomblin thanked Board of Governors Chair, Thomas Heywood, for his services at the Allied Health Pinning and Commencement ceremonies held respectively on May 3 and 4, 2013.
- 5.7 The President's Administrative Retreat was held at the Logan Campus on May 7, 2013. Approximately 80 administrative and managerial employees attended the event which focused on Strategic Planning and Budgeting, Professional Development Centers, and Security.
- 5.8 Ms. Allyn Sue Barker and Dr. Pamela Alderman worked with a consultant, Kathy Swanson, to determine the needs of the new Applied Technology Center at the Williamson Campus. Ms. Swanson was employed by the West Virginia Council for Community and Technical College Education to conduct focus group meetings with business and industry leaders in the region to assist the College in determining what programs may be feasible for the new facility. These meetings were held May 7-9, 2013 and Southern is waiting on a final report to determine program needs. Once a need is established, the College will complete proposals for technical development funds available at the state level. These funds have been made available through the West Virginia Community and Technical College Council for institutions to initiate new career and technical programs.
- 5.9 A second agreement was signed with Shanix of China on May 30th. Chinese management and miners will be trained by the Academy for Mine Training and Energy Technologies.
- 5.10 A press conference was held at the Boone Campus on May 31, 2013, introducing the CDL program for the National Guard and the military.
- 5.11 President/First Lady Tomblin and Sam Litteral, Vice President for Finance and Administration, conducted a facility's tour at all campuses to assess campus needs. Renovation of the science labs is currently underway at the Logan and Williamson campuses. To free-up space, the Cosmetology Lab will be moved from Building A to Building C at the Logan Campus during the summer. The bid process will be opened for Southern's new 10-year Master Facilities Plan sometime during Fall 2013.
- 5.12 Southern West Virginia Community and Technical College was among 52 West Virginia businesses that received the Governor's Commendation for International Market Entry award for the exporting of services to China from the Academy for Mine Training and Energy Technologies. This award honors companies that have successfully exported to a new country in the past year, and receives a framed piece of currency from each new country to which the recipient business began exporting in 2012. Present at the ceremony to receive the award was First Lady/President Joanne Jaeger Tomblin, Carl Baisden, Allyn Sue Barker, and Bethany Howerton.

6. Financial Report

Mr. Sam Litteral, Vice President for Finance and Administration, provided the financial report dated May 31, 2013 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures with the group.

7. Action Items

7.1 Nominating Committee Report and Election of 2013-2014 Board Officers

Ms. Jada Hunter, Nominating Committee Chair, presented the committee's report and proposed recommendation of officers for fiscal year 2013-2014. Chair Heywood opened the floor for nominations for chair, vice chair, and secretary. There being no additional nominations from the floor, Linda Akers moved to close nominations. Jada Hunter seconded the motion. Chair Heywood declared nominations closed.

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

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

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

7.2 Election of 2013-2014 Lay Members to the Board Agenda Committee

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect lay members Terry Sammons and Linda Akers to its 2013-2014 Board of Governors Agenda Committee.

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

The Board of Governors Agenda Committee members are Thomas Heywood, Wilma Zigmond, Glenn Yost, Joanne Jaeger Tomblin, Terry Sammons, and Linda Akers.

7.3 Request for Approval of April 16, 2013, Board Meeting Minutes

MOTION: George Kostas moved to accept the April 16, 2013 minutes as presented.

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

Heywood declared the minutes approved.

7.4 Request for Approval of 2013-2014 Board of Governors Meeting Schedule

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

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

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

7.5 Request to Amend the Institutional Mission Statement

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 to a grammatical correction to the new Institutional Mission Statement that will take effect on July 1, 2013.

ACTION: Eileen Aranas seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

New Mission Statement Effective July 1, 2013:

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

7.6 Request to Amend Returned Check Fee

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval to modify prior action to set the new Returned Check Fee from \$50 to \$25 that will take effect on July 1, 2013.

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

7.7 Request for Approval of FY 2013-2014 Institutional Budget

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 filing of the institutional operating budget for the fiscal year beginning July 1, 2013.

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

7.8 Request for Approval of FY 2014-2015 Capital Projects and Expenditures

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 modification amounts and priorities of FY 2015 capital projects for Southern West Virginia Community and Technical College.

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

7.9 Request for Approval of FY 2015-2019 Capital Projects and Expenditures

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 modification amounts and priorities of FY 2015 - FY 2019 capital projects for Southern West Virginia Community and Technical College.

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

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

President/First Lady Tomblin requested for the Board of Governors to defer action on the Post-audit Follow-up Reports required by the West Virginia Council for Community and Technical College Education for the following programs (1) Forensic Psychology and Investigation, Associate in Applied Science Degree and Certificate programs, and (2) Mine Management, Associate in Applied Science, to provide the Acting Vice President for Academic Affairs and Student Services, Dr. Merle Dempsey, an opportunity to review the content of the documents submitted. Chair Heywood declared action deferred until a thorough review has taken place. The Board of Governors will schedule a conference call to

hear the evidence presented and take action at that time. The follow-up reports are due to Chancellor Skidmore by August 15, 2013.

7.11 Action on Institutional Policies Presented for Final Approval

7.11.1 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 final approval of SCP-2171, *Professional and Educational Requirements for Faculty*, (with attachment) following an additional 30-day public comment period.

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

7.11.2 SCP-5260, Meeting Financial Exigencies

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-5260, *Meeting Financial Exigencies*, following the required 30-day public comment period.

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

7.12 Request for Approval to Postpone Action on SCP-2701, Reduction in Workforce: Faculty Personnel

Due to numerous comments received on SCP-2701, *Reduction in Workforce: Faculty Personnel*, the Board of Governors deferred action on this policy until a thorough review of the document has been completed. This will 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.

7.13 Action on Institutional Policies Presented for 30-day Public Comment

7.13.1 SCP-4192, Administrative Withdrawal of Students

MOTION: Terry Sammons 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-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.

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

8. Informational Items

8.1 Report of Awarding of Undergraduate Tuition and Fee Waivers

In compliance with Southern College Policy (SCP) 5065, *Awarding of Undergraduate Tuition and Fee Waivers*, 7.2, the Vice President for Finance and Administration presented the 2012-2013 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. During the 2012-2013 fiscal year, Southern awarded a total of \$288,547 in undergraduate waivers to a total of 109 students. Pursuant to the statute, the report on the awarding of undergraduate tuition and fee waivers is entered into the minutes of the Board of Governors June 18, 2013 meeting.

8.2 E-mail from Former Board Student Representative, Adam Bradford

8.3 Resignation of Board of Governors Member, Kevin Fowler

8.4 Faculty Promotion Decisions

8.5 2013-2014 Holiday Calendar

9. Executive Session under Authority of West Virginia Code §6-9a-(b) to discuss Personnel and Management Issues

Glenn Yost moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. George Kostas seconded the motion that carried unanimously. Chair Heywood declared the motion adopted and Board then met in an Executive Session at 7:45 p.m. At the conclusion of discussions, Chair Heywood declared the Board of Governors rise from Executive Session and convene in Open Session at 8:10 p.m.

Further Action:

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

9.1 Presidential Review Report and Approval of Annual Presidential Evaluation

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize the Board Chair to submit the annual presidential evaluation report for the President of Southern West Virginia Community and Technical College for the 2012-2013 review period to the Chancellor of the West Virginia Council for Community and Technical College Education and the Council Chair on its behalf; and

RESOLVED FURTHER, that the Board of Governors approve the Presidential Review Committee recommendation to submit the presidential compensation package to the Chancellor and Chair of the West Virginia Council for Community and Technical College Education; and

BE IT FURTHER RESOLVED, that the employment agreement of the President is extended for a three-year period beginning July 1, 2013 and ending June 30, 2016.

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

9.2 Approval of 2013-2014 Presidential Goals

MOTION: Jada Hunter moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College as presented for 2013-2014.

ACTION: Linda Akers seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted. The goals are attached and made a part of the minutes (Addendum 2).

10. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 8:30 p.m. The next Board of Governors business meeting is scheduled for Tuesday, August 20, 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

DRAFT

**Southern West Virginia Community and Technical College
Board of Governors Special Meeting of July 25, 2013
Room 428, Building C and by Teleconference
2900 Dempsey Branch Road, Mount Gay, WV**

Board Members Present: Tom Heywood, Linda Akers, Shelley Huffman, Wilma Zigmond, Mary Nemeth-Pyles, Eileen Aranas, Debbie Dingess

Board Members Absent: Glenn Yost, George Kostas, Terry Sammons

Administrative Staff: Merle Dempsey, Emma Baisden, Pamela Alderman

1. Call to Order

Mr. Tom Heywood, Board Chair, declared a quorum present and convened the special meeting of the Southern West Virginia Community and Technical College Board of Governors at 9:10 a.m.

2. Action on Follow-up Reports Required by Community and Technical College System:

1. Forensic Psychology and Investigation, A.A.S. and Certificate

MOTION: Shelley Huffman moved the adoption of the following resolution. Additionally, Ms. Huffman recommended for the Academic Affairs office to continue to review this program relative to job placement and transferability.

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 CAS/A.A.S. Forensic Psychology and Investigation as requested by the West Virginia Council for Community and Technical College Education.

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

2. Mine Management, Associate in Applied Science

MOTION: Wilma Zigmond moved the adoption of the following 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.

ACTION: Linda Akers seconded the motion. The motion carried unanimously and Chair Heywood declared the motion approved.

3. Adjournment:

There being no further business, Chair Heywood declared the meeting adjourned at 9:40 a.m.

Thomas A. Heywood, Chair

Emma L. Baisden, Recorder
Executive Assistant to the President/Board of Governors

DRAFT

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 20, 2013**

ITEM: Request for Approval of Textbook Affordability Committee Report

RECOMMENDED RESOLUTION: *Resolved*, That the Southern West Virginia Community and Technical College Board of Governors approve the report provided by the Textbook Affordability Committee for presentation to the Chancellor of the West Virginia Council for Community and Technical College Education as required by Title 135, Series 51, Bookstores and Textbooks, Section 3.1.f.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

During its April 15, 2010 meeting, the West Virginia Council for Community and Technical College Education approved Series 51, Bookstores and Textbooks. This rule, effective May 22, 2010, was the outcome of the Statewide Task Force on Textbook Affordability appointed by the two Chancellors in 2008. The Task Force held public hearings across the state, met with textbook publishers and examined research and studies on this topic generated in other states. In Fall 2009, the Task Force issued its report; one of the recommendations was for the West Virginia Council for Community and Technical College Education and the Higher Education Policy Commission to promulgate a rule addressing textbook issues.

W.Va. Code §18B-10-14 mandates each governing board shall adopt rules governing bookstores and the selection of textbooks and other course materials. Series 51 is intended to guide governing boards in their adoption of rules as mandated by W.Va. Code §18B-10-14. At its August 17, 2010 meeting, the Southern West Virginia Community and Technical College Board of Governors gave final approval to SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*.

The staff member seeks approval to present the report provided by the Textbook Affordability Committee to the Chancellor for Community and Technical College Education as required by Title 135, Series 51, Bookstores and Textbooks, Section 3.1.f.

Textbook Affordability Committee Annual Report

Southern's Textbook Affordability Committee consists of representatives from faculty, students, administration, and the campus bookstores. The Textbook Affordability Committee met as required by policy during the 2012-2013 academic year to discuss affordability issues and initiatives and textbook selection guidelines and procedures.

As mandated by Title 135, Series 51, Section 3.1.f., the Textbook Affordability Committee at Southern West Virginia Community and Technical College has:

- established a firm deadline of one week prior to the first day of class for faculty to be assigned to courses.

For the 2012-2013 academic year 93% of the Fall semester classes were staffed one week prior to the first day of class and 97.5% of classes were staffed one week prior to the first day of class in the Spring semester.

- established a deadline of four weeks prior to the first day of registration for textbooks and course materials to be selected.

All textbooks and course materials for the 2012-2013 academic year were selected by the established deadline.

- posted the listing of all selected textbooks and materials as required in Section 3.1.e.

The textbook list was posted on October 25, 2012 for the Spring 2013 semester and on May 16, 2013 for the Summer/ Fall 2013 semesters. The delay in posting the textbook list for the Summer/Fall 2013 semester was due to the virtualization of campus bookstores.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 20, 2013**

ITEM: Request to Rescind SCP-2125, College-wide Employee/Personnel Policy

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

STAFF MEMBER: Samuel Litteral

BACKGROUND:

At its April 19, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors postponed action on SCP-2125, *College-wide Employee/Personnel Policy*, until such time the Employee Handbook is revised, approved, published, and made available to all employees. Upon completion of the Employee Handbook, SCP-2125 will be resubmitted to the Board of Governors with a recommendation for rescission.

The Board granted final approval of the Employee Handbook at its December 11, 2012 meeting. Since that time the document has been published and made available to all employees via Southern's Intranet. Upon receipt of the handbook, which includes opening the electronic version, each employee is to print the *Acknowledgment of Receipt* page, sign, and send to Human Resources. This page is filed in each employee's personnel file. Therefore, the staff recommends that the Board of Governors grant final approval for rescission of SCP-2125, *College-wide Employee/Personnel Policy*.



SUBJECT: College-wide Employee/Personnel Policy

REFERENCE:

1. PURPOSE

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

2. SCOPE AND APPLICABILITY

All employees.

3. DEFINITIONS

4. POLICY

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

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

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

A. Assignment of Personnel to Job Location

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



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

B. Designation of Personnel

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

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

C. Personnel Section

1. General

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



2. Posting of Vacancies

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

3. Screening Committee

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

4. Appointment of Full-Time Personnel

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

D. Evaluation of Personnel

1. Procedure

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

2. Response

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

E. Resignations

1. Exempt Executive, Faculty, and Classified Personnel

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



2. Non-exempt Classified Personnel

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

3. Resignation Procedure

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

F. Personnel Files

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

1. File Review

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

2. Records Exempt from Review

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

G. Physical and Mental Health

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



2. Procedure for Seeking Compliance

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

3. Expense

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

H. Profit Enterprises on College Premises

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

7. RESPONSIBILITIES AND PROCEDURES

A. Knowledge of Policies

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

B. Grievance

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



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

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

C. Requests for Leave and Overtime

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

D. Policy Obtainment

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

8. CANCELLATION

9. SIGNATURE

President Date

Attachments

Acknowledgment Signature Page

Distribution

Revision Date

September 1, 2000



ACKNOWLEDGMENTS

The following acknowledgments are required of the employee:

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

Signature

Date

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

Signature

Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 20, 2013**

ITEM: Request for Final Approval of SCP-4192, *Administrative Withdrawal and Administrative Drop of Students*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4192, *Administrative Withdrawal and Administrative Drop of Students*, following the required 30-day public comment period.

STAFF MEMBER: Darrell Taylor

BACKGROUND:

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

At its June 18, 2013, meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-4192, *Administrative Withdrawal and Administrative Drop of Students*, for a 30-day public comment period which expired July 19, 2013. No comments were received at the end of the comment period. Therefore, the staff recommends the policy as presented to the Board of Governors for consideration for final approval.

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

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 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.

6.2 The College will 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 dropped from a course for nonpayment, no record shall exist that the student had been registered in a course.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Faculty and administration are responsible for administratively withdrawing students for emergency and disciplinary reasons.

7.2 The Business Offices are responsible for administratively dropping students for nonpayment of tuition or fees.

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.

Board of Governors

July 17, 2013

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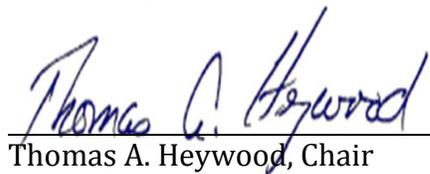
Ms. Joanne Jaeger Tomblin
President

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

Dear Chancellor Skidmore:

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

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


Thomas A. Heywood, Chair

Southern West Virginia Community and
Technical College Board of Governors

July 17, 2013
Date

TAH:elb

Attachment: 2013 Institutional Rulemaking Report

cc: Joanne Jaeger Tomblin, President

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2012**

**Manuals, Announcements and Polices (Map) System
Classification Table**

1000 GENERAL

Policies related to general administrative issues, such as: MAP Development System, Governance, History, Vision, Mission, Goals, Strategic Planning, Naming Rooms/Buildings, Tobacco Use, Solicitation, Records/Document Retention/Security/Control, Weapons/Firearms, Safety, Public Relations, Institutional Publications, Marketing, Fund-raising, etc.

2000 HUMAN RESOURCES

Policies relating to Human Resource issues and terms or conditions of employment such as: Employee Relations, Employment and Hiring Policies, Benefits, Attendance and Leave, Sabbatical, Professional Development, Performance Appraisal, Hiring Practices, Promotion, Tenure, Discipline, Workloads, Sexual Harassment, AA/EEO, ADA, etc.

3000 ACADEMIC AFFAIRS

Policies relating to academic areas regardless of particular division or program, and/or academic services/issues such as: School-to-Work/Tech Prep, Academic Programs, Delivery of Instruction via Interactive/Distance Learning, Libraries, Developmental Education, Institutional and Student Assessment, Accreditation, Academic Freedom, etc.

4000 STUDENT SERVICES

Policies relating to services provided to/for students, such as: Student Conduct, Activities, SGA, Grievances, Grade Appeals, FERPA, Financial Aid, Recruitment, Enrollment Management, Admissions, Records, Counseling, Registration, Career Planning and Placement, etc.

5000 FINANCE

Policies relating to financial issues, physical plant and auxiliary enterprises, such as: Accounting, Budget Planning, Bookstores, Business Offices, Facilities/Physical Plant, Automotive Usage, Travel, Purchasing, Payables, Food Services, etc.

6000 ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT

Policies relating to economic, workforce, and community development, such as: Economic Development, Continuing Education, Small Business Development Center, Workforce Training and Development, etc.

7000 TECHNOLOGY

Policies relating to Computer Center/Services, Instructional Technologies, Interactive/Distance Learning Technologies, Educational Media/Television Services, Student Computer Labs, Telephone Services/Equipment, Internet, WEB Technology, etc.

8000 BOARD OF GOVERNORS

Policies relating to general operations of Southern West Virginia Community and Technical College: General, Human Resources, Academic Affairs, Student Services, Finance, Economic and Community Development, and Technology.

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2013**

SCP Number	Policy Name	Effective Date	Date of Latest Action
1000	GENERAL		
1000	Manuals, Announcements, and Policies (MAP) Development System	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012; 09/2012 - Reviewed policy for accuracy and made minor revisions to provide clarity and changes in management. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 01/24/08 - Revised policy review cycle from every 3 years to a review on a regular basis with a time frame for review of each policy to be determined by the President or President's designee. 02/21/06. Replaced SCP-1467.
1000.A	Classification Table	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment A' from the title and made minor technical revisions. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06. Technical revisions.
1000.B	Format for Southern College Policy (SCP)	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment B' from the title. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 01/24/08 - Revised paragraph numbering system to incorporate a legal numbering system. 02/21/06. Technical revisions.
1000.C	Format for Southern Administrative Announcements (SAA)	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment C' from the title. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06 - Technical revisions made to form.
1000.D	Format for Southern Administrative Manuals (SAM)	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment D' from the title and made minor technical revisions. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06 - Technical revisions made to the form.

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2013**

SCP Number	Policy Name	Effective Date	Date of Latest Action
1001	Records Retention Poli	07/01/2011	06/21/2011 - BOG granted final approval; 05/21/2011 - Received no comments; 04/19/2011 - Policy originated and BOG released for a 30-day public comment period expiring 05/21/2011.
1010	Use of Alcoholic Beverages on Campus	02/21/2003	10/14/10 - BOG granted final approval; 09/17/2010 Received comments from one individual which are available for review upon request. It is the position of the administration that the issues, concerns and suggestions raised in these comments are addressed in a separate policy, SCP-2156, Drug and Alcohol Policy. The individual was satisfied with the response provided. All reference to drugs has been removed from the final version of SCP-1010; 09/17/2010 - Comments received; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; 09/20/2005 - Reviewed.
1040	Use of College Bulletin Boards, Directories, and Information Dispensing Equipment	02/01/2005	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended cancellation and reconstruction as a procedure. 07/27/00 - Policy amended.
1091	Classified Staff Council Constitution	06/19/2012	06/19/2012 - BOG granted final approval; 05/19/2012 - Received no comments; 04/17/2012 - BOG released for the required 30-day public comment period expiring 05/19/2012; 12/2011 - Policy reviewed and revised to permit electronic and proxy voting. 06/23/2009 - BOG granted final approval; 05/22/2009 - Received no comments; 04/22/09 - Board released for 30-day public comment period expiring 05/22/2009; 03/04/2009 - Revisions clarify membership representation with no substantial changes in procedures. 12/13/2006 - Technical revisions. 11/28/2003 - Originated to supercede SCI 1672 and SCI 1672.01.
1153	Consumer Complaint Procedures	04/03/1995	12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; Amended 08/08 - Revisions reflect no substantial changes in procedure or reporting requirements. The policy and attachment were revised to reflect the institution's current organizational structure. 09/01/2000 - Amended.
1153.A	Consumer Complaint Form	04/03/1995	12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 Amended - Revisions reflect the institution's current organizational structure. 09/01/2000 - Amended.

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2013**

SCP Number	Policy Name	Effective Date	Date of Latest Action
1160	Diversity Philosophy	08/20/1998	10/14/10 - BOG granted final approval; 09/17/2010 Received one comment pertaining to grammar. The suggested correction was made to the final policy; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; Amended 09/01/00
1167	Emergency Procedures	01/01/85	02/17/09 - BOG rescinded this policy and approved its reconstruction as a procedure; 01/12/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. 08/20/00 - Amended.
1180	Equipment Loans	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
1180.A	Contract of Equipment Loan	07/01/84	12/09/08 - Form repealed with rescission of SCP-1180.
1215	Use of Institutional Facilities	05/01/85	04/27/10 - BOG granted final approval; 04/03/2010 Received one comment pertaining to grammar. The suggested correction was made to the final policy; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. Amended 09/01/00
1233	First Aid	03/01/85	02/17/09 - BOG rescinded this policy and approved its reconstruction as a procedure; 01/12/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. 08/20/00 - Amended.
1375	Reports of Accidents/Incidents	01/28/91	02/17/09 - BOG granted final approval; 01/12/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. Amended 09/01/00
1375.A	Accident / Incident Report Form		02/17/09 - Amended. 09/01/00 - Amended.
1375.B	Monthly Report of Accidents/Incidents		02/17/09 - Amended. 09/01/00 - Amended.

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2013**

SCP Number	Policy Name	Effective Date	Date of Latest Action
1435	Inclement Weather and Emergency Situations	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 04/2012 - Policy reviewed and revised to reflect changes in titles and management responsibilities. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 02/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 11/02 - Replaced SCI-1370, Inclement Weather and Emergency Situation, Effective 12/12/96; and SCI-1435, Inclement Weather and Emergency Situation, Effective 10/94.
1435.A	Media Notification List	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 04/2012 - Attachment A was removed from the form's title to reflect: SCP.A, Media Notification List. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; Amended 02/08; Amended 11/02
1467	MAP Development System	06/24/02	Repealed 02/21/06. Assigned a new classification number, SCP-1000. Reviewed 10/20/05 – Major revisions required to comply with Series 4. Reassigned classification number of SCP-1000. Comment Period Expires 11/22/05. Amended 04/05/02
1481	Naming of Facilities or Organizational Units	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/2012 - Reviewed policy for accuracy and proposed minor changes to provide clarity. Policy was reformatted in the new SCP format. 11/20/2007 BOG granted final approval with no revisions; 11/18/2007 Received no comments; 10/18/2007 Board-released for 30-day public comment period expiring 11/18/2007. 09/04/2007 – Reviewed and recommended continuation with no revisions. 12/09/04 - Reviewed - Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/01.
1500	Philosophy, Vision and Mission of Southern West Virginia Community and Technical College	07/01/84	02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revisions reflect no substantial changes in procedure or documentation requirements, but provides clarity and includes the new institutional mission statement. 07/27/00 - Policy amended. Repealed Chapter 29A-2, Series I, Policy Statement on Philosophy and Mission, Effective 07/01/84

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2013**

SCP Number	Policy Name	Effective Date	Date of Latest Action
1625	Publications and Productions	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Communications Unit. Both groups recommended cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
1725	Private Scholarships	12/11/2012	10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/25/2012 - Reviewed policy for accuracy and revised to reflect changes in position titles. 06/17/08 - BOG granted final approval; 05/22/08 - Received no comments; 04/15/08 - Board released for 30-day public comment period expiring 05/22/08; Amended 03/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 09/01/00
1735	Solicitation Policy	06/15/2004	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/13/2011 - BOG granted final approval; 09/17/2011 - Comments received were restricted to grammatical and technical corrections; 08/16/2011 - BOG released for 30-day public comment expiring 09/17/2011; 07/2011 - Reviewed and revised to provide clarity and reflect changes in management responsibilities. 04/24/2007 BOG granted final approval. 01/2007 - Revised the policy to include clarification and develop a more formalized method for solicitation requests. SCP-1735.A, On Campus Solicitation Request Form developed. Originated 05/20/04
1735.A	On Campus Solicitation Request Form	04/24/2007	07/2011 - Form was streamlined. Originated 01/02/2007
1750	Tobacco Usage	01/01/1988	04/19/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; Amended 09/01/00; Repealed SCI-1375

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2013**

SCP Number	Policy Name	Effective Date	Date of Latest Action
2000	HUMAN RESOURCES		
2000	Elimination of Faculty Positions Due to Program Reduction or Elimination	09/01/1985	10/13/2011 - BOG granted final approval and assigned a new classification number, SCP-2000 and a new title "Elimination of Faculty Positions Due to Program Reduction or Elimination." Former SCP-3650, Program Reduction or Elimination; 09/17/2011 - Comments received were restricted to grammatical and technical corrections; 08/16/2011 - BOG released for 30-day public comment expiring 09/17/2011; 07/2011 - Revisions reflect major changes in policy. 04/19/2011 - Based on the comments received, substantive changes will be made to the policy presented to the Board on 2/15/2011 and will require an additional 30-day comment period prior to adoption. Taking into consideration that many employees are gone during the summer months, the administration will defer action until the Board's first business meeting in Fall 2011 to assure that all employees have an opportunity to review the amendments and provide comment. 03/19/2011 - Comments received. 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - The Academic Affairs Management Council reviewed and revised the policy to provide clarity and reflect no substantial changes in procedure or documentation requirements. 09/01/00 Amended - Repealed SCI 1542
2005	Catastrophic Leave	04/19/2005	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Originated 02/15/05
2005.A	Catastrophic Leave Request Form	04/19/2005	03/02/2010 - BOG rescinded; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Reviewed; Originated 02/15/05
2005.B	Catastrophic Leave Donation Form	04/19/2005	03/02/2010 - BOG rescinded; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Reviewed Originated 02/15/05

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2006	Employee Leave	03/02/2010	<p>03/02/2010 - BOG granted final approval.</p> <p>01/11/2010 - Comments received were grammatical and spelling related. Suggested corrections were made in the final policy presented to BOG for approval.</p> <p>12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.</p>
2125	College-wide Employee/Personnel Policy	07/01/1984	<p>04/19/2011 - BOG deferred action on this policy until the Employee Handbook is revised, approved, published, and made available to employees. Upon completion of the Employee Handbook, SCP-2125 will be resubmitted to the BOG with a recommendation for rescission.</p> <p>02/15/2011 - BOG approved release for a 30-day public comment period expiring 03/19/2011 with a recommendation for rescission; 01/2011 - Policy was reviewed by Finance Unit and Executive Council. It was determined that the information contained in this policy can also be found in: SCP-1735 Solicitation Policy, SCP-2006 Employee Leave, SCP-2171 Professional and Educational Requirements for Faculty, SCP-2202 Personnel Assessment Philosophy and Practice Statement, SCP-2575 Overtime and Compensatory Time Policy, SCP-2580 Part-Time Employees, Classified Staff, Adjunct Faculty and the Employee Handbook. The staff will recommend rescission of this policy.</p> <p>Amended 09/01/00</p>
2156	Drug and Alcohol Policy	10/11/2012	<p>10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 07/2012 - Policy reviewed and revised to reflect changes in position titles and web links. Policy was reformatted to new format.</p> <p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG Released for additional 30-day public comment period expiring 01/04/2008. 09/18/2007 – BOG deferred action until the administration conducts a meeting with the faculty to review and discuss the provisions of the revised draft.</p> <p>07/2007 – The draft policy was revised to comply with federal regulations requiring inclusion of specifics on criminal sanctions and health risks. Other minor changes were made for clarity.</p> <p>03/23/2007 – Comments were received and the policy was sent to Bowles, Rice, McDavid, Graff & Love for legal review.</p> <p>02/20/2007 – BOG released draft policy for 30-day public comment period expiring 03/23/2007.</p> <p>04/24/2007 - Currently under revision.</p> <p>Amended 09/01/00</p>

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2156.A	Employee Drug Awareness Clarification Form	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 07/2012 - Form was reformatted and revised to reflect changes in position titles. 02/19/2008 - BOG granted final approval. Amended 09/01/00
2165	Educational Release Time Policy	02/17/2004	04/16/2013 - Board granted final approval. 03/19/2013 - No comments received. 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 12/2012 - Policy reviewed to address unforeseen circumstances with regular overtime due to approval of educational release time and excessive hardships due to absence based on approval of fast track scheduled classes. 04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 12/2011 - Policy reviewed with minor changes. 11/28/06 - BOG granted final approval; 10/27/06 - No comments received; 09/26/06 Released for 30-day comment expiring 10/27/06 . 08/31/06 – Clarifications made to policy. 2 nd 30-day comment period expired 11/22/03
2165.A	Educational Release Time Request	02/17/2004	04/16/2013 - Board granted final approval. 03/19/2013 - No comments received. 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 12/2012 - Policy reviewed to address unforeseen circumstances with regular overtime due to approval of educational release time and excessive hardships due to absence based on approval of fast track scheduled classes. 04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - No comments received. 08/31/06 – Technical revision of form. 2 nd 30-day Comment Period Expired 11/22/03

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2171	Professional and Educational Requirements for Faculty	06/18/2013	<p>06/18/2013 - Board granted final approval. 05/23/2013 - no additional comments or inquiries received. The individual who requested clarification on Section 6.1.1.4 restudied the policy and has no objection to the wording as it is.</p> <p>04/16/2013 - Board granted additional 30-day comment period to allow research to be conducted on section in question. Comment period expires 05/23/2013; 03/19/2013 - Received one request for clarification which was not answered, therefore, staff will request additional 30-day comment period. 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Revisions reflect a reduction in the minimum requirement for faculty teaching transitional studies courses. Definition of full time faculty modified to match that found in other institutional policies. Expanded requirement for vocational/occupational program faculty to include equivalent credentials, such as licenses and certifications. Include requirement to review Faculty Credentials Certification Form annually with faculty evaluation.</p> <p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008.</p> <p>09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references.</p> <p>Amended 05/04 Repealed SCI-2122</p>
2171.A	Faculty Credentials Certification Form	06/18/2013	<p>06/18/2013 - Board granted final approval; 05/23/2013 - no additional comments received; 04/16/2013 - Board granted additional 30-day comment period expiring 05/23/2013; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Revised form.</p> <p>02/19/2008 - BOG granted final approval.</p> <p>01/04/2008 - No comments received.</p> <p>11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008.</p> <p>09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references.</p> <p>Amended 05/04 Repealed SCI-2122</p>
2202	Personnel Assessment, Philosophy, and Practice Statement	07/01/1987	<p>10/14/10 - BOG granted final approval; 09/17/2010 Received no comments; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; 07/2010 - Policy was revised to be compliant with WV Code and rules of the WV Council for Community and Technical College Education.</p> <p>Amended 08/21/00</p>

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2218	Evaluation Process for Full Time Faculty	02/21/2012	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment. 04/06 - Revisions reflect changes to better serve institutional needs. Amended 09/01/00
2218.A	Supervisor's Evaluation of Faculty Member	02/21/2012	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment. 04/06 - Revisions reflect changes to better serve institutional needs. Amended 09/01/00
2220	Course Feedback Policy	06/17/03	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 04/03 - Policy amended.
2220.A	Course Feedback Form	06/17/03	12/09/08 - Form repealed with rescission of SCP-2220. 04/03 - Form amended.

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2226	Faculty Incentive Pay Plan	10/16/01	<p>06/21/2011 - BOG granted final approval; 05/20/2011 - Received one comment pertaining to the WV Code - suggested correction was made in the final policy. 04/19/2011 - SCP-2226 was revised to reflect the changes provided for in the response to comments received. Because these represent significant changes from the policy presented for comment on 02/15/2011, the policy was released for an additional 30-day public comment period expiring 05/20/2011/</p> <p>03/19/2011 - Received comments which are available for review upon request and responses were provided to the individuals making comment; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011.</p> <p>12/09/08 - BOG granted final approval; 11/19/08 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment; 11/11/08 - Technical revisions made to this policy; 10/16/08</p> <p>Board released for 30-day public comment period expiring 11/19/08.</p> <p>09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01.</p> <p>Originated 04/01/01</p>
2226.A	Faculty Merit Pay Program Criteria and Application Deadline	10/16/01	<p>06/21/2011 - BOG granted final approval; 05/20/2011 - No additional comments received; 04/19/2011 - Released for an additional 30-day public comment period expiring 05/20/2011; 2/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011.</p> <p>12/09/08 - BOG granted final approval.</p> <p>10/16/08 - Board released for 30-day public comment period expiring 11/19/08.</p> <p>09/06/05 – Technical revisions made to this policy.</p> <p>8/20/01 - Board released for 30-day public comment Period expiring 09/28/01. Originated 08/01</p>
2226.B	Faculty Incentive Pay Program Agreement Form		<p>06/21/2011 - BOG granted final approval; 05/20/2011 - No additional comments received; 04/19/2011 - Released for an additional 30-day public comment period expiring 05/20/2011; Originated 03/2011.</p>
2234	Flex Work Schedule	06/01/87	<p>12/08/09 - BOG granted final approval.</p> <p>11/18/09 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment.</p> <p>10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009.</p> <p>09/2009 – Policy was extensively revised to reflect requirements of the WV Code, WVCCTCE policy, and various work arrangements in place at Southern.</p> <p>Amended 09/01/00</p>

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2250	Hiring Adjunct Faculty	11/01/84	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. Amended 09/01/00 Originated 11/01/1984.
2254	Hiring Process	09/01/00	04/24/2007 - Policy repealed by BOG. Amended 09/01/00 - Repealed WV Administrative Regulations, SWVCTC: Procedures for Hiring Full-time Employees Effective 01/15/85
2360	Holidays	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received comments restricted to grammatical and technical corrections. Corrections were made to the final policy to reflect the comments provided. Corrections do not change the content of the document and do not require resubmitting the instrument for additional public comment; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 07/2012 - Policy reviewed and revised to clarify that election days will be observed as holidays when they fall on a regularly scheduled workday. Elections held on days the College is closed will not be designated as a holiday. 04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 01/08 - Policy reviewed; No substantial changes. Comment Period Expired 12/20/02 Originated 11/02
2375	Home Campus Assignment and Campus Requirements for Faculty	07/01/85	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 12/00/05 Technical Revision Amended 09/01/00
2406	Illness of the Faculty Member, Responsibilities for Meeting Affected Classes, and Leave Request Due to Illness	01/01/85	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
2406.A	Faculty Absence Request / Report	01/01/85	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00

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2484	Medical Leave of Absence	09/01/00	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2484.A	Request for Medical Leave of Absence	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Revised 01/03/06
2484.B	Treating Licensed Physician Statement - Medical Leave Verification	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2484.C	Return to Work Authorization Medical Release Form	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2562	External Professional Activities of Faculty and Other Professional Staff	11/01/84	12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 09/08 - Revisions reflect no substantial changes in procedure or documentation requirements. Coverage was expanded to include full-time exempt professional employees. Definitions were revised to provide clarity. 03/2008 - Amended - Revisions reflect changes in procedure requirements and changes in management responsibilities. 09/01/2000 - Amended
2562.A	External Professional Activities for Pay Report Form	11/01/84	09/08 - Modified to indicate the specific outside employment activity; 09/01/2000 - Amended
2575	Overtime and Compensatory Time Policy	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 08/2012 - Reviewed policy for accuracy and revised to reflect changes in position titles. Clarification of lunch periods for four and five day workweeks. 02/19/2008 - BOG granted final approval; 01/04/2008 - No comments received; 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 10/2007 - Revised policy to provide clarity and reflect changes in management responsibilities. 02/17/2004 - BOG grants final approval of policy; 10/21/2003 - Significant revisions were made to the draft policy. The BOG approved amendments and released the policy for a 2 nd 30-day public comment period expiring 11/22/2003. 10/16/2003 - Comments were received and responses provided for each issue raised; 09/16/2003 - BOG released for 30-day public comment period expiring 10/16/2003. 09/2003 - Originated

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2575.A	Request to Work Additional Hours	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 10/04/2012 - Reformatted to new SCP format and made minor technical revisions. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 02/17/2004 - BOG grants final approval. 09/2003 - Originated
2580	Part-time Employees: Classified Staff and Adjunct Faculty	06/15/04	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 11/2012 – Policy was reviewed and reformatted into the SCP template. No modifications were made to the terms of this policy. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 10/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 06/15/2004 – BOG grants final approval; 05/20/2004 – Received no comments; 04-21-2004 – Released for 30-day public comment period expiring 05/20/2004; 04/04 - Originated
2593	Payments to Employees for Contracted Services (Other Than Regular Employment)	04/22/98	02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revised to include compliance statement regarding overtime and compensatory time. Sections were rewritten for clarity. 09/01/2000 Amended
2593.A	Payment to Individuals for Services Form	04/22/98	02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments; 10/14/2010 - BOG Released for a 30-day public comment period expiring 11/17/2010; 09/2010 - Form revised to provide clarity. 09/01/00 Amended
2624	Employee Development	01/28/1991	12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/2008 - Substantial changes were made to this policy. Procedural items were deleted. The policy was revised to communicate the philosophical support for employee development. The policy title was changed from "Professional Development" to "Employee Development." 09/01/2000 - Amended and placed in new SCP format. Repealed SCI-1623, Personnel Development, Effective 01/28/91

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

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2686.A	Promotion-in-Rank and/or Tenure Criteria and Forms	11/27/2001	<p>06/23/2009 - BOG granted final approval.</p> <p>05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes.</p> <p>04/22/09 - Board released for 30-day public comment period expiring 05/22/2009.</p> <p>02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements.</p> <p>11/20/2007 – Board granted final approval.</p> <p>07/31/2007 AAMC and Faculty Senate streamlined the form. Amended 10/01/2001; Repealed SCI-2321</p>
2700	Reduction in Workforce – Classified Personnel	12/11/2012	<p>12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 10/2012 - Policy reviewed with changes based on recommendations in outline of reduction in force statutes by the Office of the General Council for the West Virginia Higher Education Policy Commission. Reformatted to current SCP format.</p> <p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements.</p> <p>04/20/2004 – BOG granted final approval.</p> <p>03/23/04 – No comments received.</p> <p>02/17/2004 – Due to comments received, significant revisions were made to draft policy. BOG approved amendments and released draft for an additional 30-day comment period expiring 03/23/2004.</p> <p>11/22/2003 – Comments received and responses provided for each issue raised.</p> <p>10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003. Originated 10/21/2003</p>

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2701	Reduction in Workforce – Faculty Personnel	04/20/2004	<p>06/18/2013 - Board tabled action until a new draft policy is developed and resubmitted for review and comment; 04/16/2013 - Due to comments received, the Board granted an additional 30-day comment period expiring 05/23/2013; 03/19/2013 - Received three comments which are available for review upon request and responses were provided to the individuals making comment; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 12/2012 - Minor modifications were made to the policy to reflect correct authority and methods for elimination of faculty positions.</p> <p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements.</p> <p>04/20/2004 – BOG granted final approval 11/22/2003 – Received no comments. 10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003. Originated 10/21/2003</p>
2748	Request for Release Time for Full-time Faculty	12/09/2004	<p>04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 12/2011 - Policy reviewed with minor changes to reflect current titles.</p> <p>11/28/06 - BOG granted final approval; 10/27/2006 - One comment received; no adjustment was made based on comment received; 09/26/06 Released for 30-day comment expiring 10/27/06. 08/2006 – Revisions provide clarity and reflect changes in management responsibilities.</p> <p>09/01/2000 - Amended 09/01/00.</p> <p>04/2004 - Amended; Repealed SCI-2420</p>
2748.A	Release Time Request Form for Full-time Faculty	12/09/04	<p>04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012.</p> <p>06/2006 - Streamlined Form.</p> <p>04/2004 - Amended</p>
2810	Sabbatical Leave for Full-Time Faculty	10/15/02	<p>04/19/2011 - BOG granted final approval of amended policy; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/2011 - Policy reviewed and revised to provide clarity and reflect changes in management responsibilities; forms streamlined.</p> <p>04/18/06 - BOG granted final approval of amended policy; 02/21/06 - Released for 30-day comment-expires 03/24/06; 02/06 Amended to clarify responsibilities and application requirements.</p> <p>Amended 09/02 - Repealed SCP-2810, Sabbatical Leave for Full-time Faculty, Effective 08/92 and SCI-2411</p>

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2810.A	Sabbatical Leave Request Form	10/15/02	04/19/2011 - BOG granted final approval. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment-expires 03/24/06. Amended 02/06. Amended 09/02
2810.B	Sabbatical Leave Promissory Note	10/15/02	04/19/2011 - BOG granted final approval. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Revised Form. Originated 10/02
2825	Salary Administration	04/19/05	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to incorporate the institutional Faculty Compensation Program and Salary Schedule. 04/19/2005 – BOG granted final approval. 03/18/2005 – No additional comments. 02/15/2005 – Due to substantive changes made to the existing draft policy, comment period extended for an additional 30 days expiring 03/18/2005. 02/14/2005 – Six comments received. 03/18/05 01/14/2005 – Comment period extended for additional 30-days (expiring 02/14/2005) due to Christmas and New Year's holidays, and the short time frame the institution had to develop the draft policy. 12/09/2004 – Released for a 30-day public comment period expiring 01/10/2005. Originated 12/04
2843	Sexual Harassment Policy	09/12/02	04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - Reviewed and revised to provide clarity. 04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day Comment-expired 03/24/06. 01/20/06 Amended; 05/17/02 Amended; 09/01/00 Repealed College-wide Employee Personnel Policy Series II, 1984, Section 12; Sexual Harassment of Students Series VI, 1987, Section 1-2; SCP-2843, Harassment Policy.
2875	Workload Requirements for Full-time Faculty	01/28/1991	03/02/2010 - BOG granted final approval. 01/11/2010 - No comments received. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended

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2875.A	Class Load Formula Matrix (Summer)	01/28/1991	01/11/2010 - No comments received. Form deleted as attachment in revised policy. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
2875.B	Class Load Formula Matrix (Fall and Spring)	01/28/1991	01/11/2010 - No comments received. Form deleted as attachment in revised policy. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
3000	ACADEMIC AFFAIRS		
3000	Distance Learning	New Policy	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012. 02/07/2012 - Originated .
3100	Faculty Responsibilities for Academic Advising of Students	04/18/1985	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. 10/21/2004 – Policy amended.
3160	Course Syllabus	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. Repealed Chapter 29A-2 Series I, Course Syllabus, Effective 07/01/81; References to course syllabi in SM 1275.1c, Faculty Handbook, Effective 08/20/90, Revised 07/93; Adjunct Faculty Handbook, Effective 01/97, pp. 13-14.
3160.A	Course Syllabus Format	07/01/1984	12/09/08 - Form repealed with the rescission of SCP-3160. 09/20/05 - Form amended.

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3165	Adding Courses to the Curriculum and Revising Existing Courses	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended. Repealed WV Administrative Regulations, SWVCTC, Chapter 29A-2, Series I, Revising Courses, Effective 07/01/84.
3170	Deleting Courses from the Curriculum	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
3188	College Level Exam Program (CLEP)	11/01/85	08/17/2010 - BOG released draft for a 30-day public comment period expiring 09/17/2010; 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments; 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.
3201	Challenging a Course/Credit by Examination	02/15/05	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 10/2012 – Revised policy to provide clarity and reflect changes in management responsibilities. Policy was reformatted into the new policy template. 11/20/2007 – Board granted final approval of revised policy; 10/18/2007 - Received one comment regarding the dates of withdrawal. Clarification was provided to the individual; no change to the draft policy was warranted; 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007. 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. Amended 10/27/04 Replaces SCP-3201, Challenge Exam For Credit, Effective 07/01/86, Revised 09/01/00; Effective 06/24/02, Revised 02/15/02.
3201.A	Challenge Examination Request Form	02/15/05	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 10/2012 – Reviewed and revised form. 11/20/2007 – Board granted final approval. 08/2007 – Streamlined form. 10/27/2004 – Amended policy.

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3201.B	Challenge Examination Results Form	New	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 10/2012 – Originated form.
3214	College Board Advanced Placement Credit	09/13/93	10/15/2009 – Board granted final approval of revised policy; 9/17/2009 - Received no comments. 08/18/2009 - BOG released draft for 30-day public comment expiring 09/17/2009. 07/2009 – Revised policy to provide clarity and reflect changes in course titles. Amended 09/01/00
3227	Credit Based on Experience	01/01/85	08/17/2010 - BOG released draft for a 30-day public comment period expiring 09/17/2010; 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments; 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.
3227.A	Portfolio Evaluation Form	01/01/85	09/20/05 - Reviewed
3240	Assignment of Credit/Non Credit Courses	07/01/86	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
3245	Faculty and Administrative Productivity	02/21/2006	04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/2010 - Reviewed and revised to provide clarity and reflect changes in management responsibilities. Originated 10/20/2005
3250	Final Examinations	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.

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3401	Independent Study	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 11/20/2007 – Board granted final approval of revised policy; 10/18/2007 - Received no comments; 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007; 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. Independent Study forms SCP-3401.A and SCP-3401.B were added to the policy. Amended 09/01/00
3401.A	Independent Study Request Form	07/01/1984	12/09/2008 - Repealed with the rescission of SCP-3401. 08/2007 - Revisions reflect changes in management responsibilities.
3401.B	Independent Study Contract	07/01/1984	12/09/2008 - Repealed with the rescission of SCP-3401. 08/2007 - Reviewed and revised to create a standard learning contract to be used in conjunction with the independent study.
3479	Mid-Term Grade Reports	09/23/1991	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
3479.A	Mid-Term Grade Report Form	09/23/1991	03/02/2010- BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
3551	Meeting Scheduled Classes	01/1985	02/21/2012 - BOG rescinded this policy and approved its reconstruction as a procedure; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012 with recommendation to rescind and reconstruct as procedures within the Academic Affairs Unit as recommended by the Academic Affairs Management Council and Executive Council. Amended 01/2007 - Revisions reflect no substantial changes in procedure or documentation requirements; provide clarity and reflect current practice. Amended 04/28/2005

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3600	Faculty Office and Class Schedule	07/01/1984	02/15/2011 - BOG granted final approval to rescind; 11/17/2010 - Received no comments; 10/14/10 - Board released for 30-day public comment period expiring 11/17/10 with recommendation to rescind and reconstruct as a procedure within the Academic Affairs Unit; 07/2010 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation as a policy and reconstruction as a procedure. Amended 09/01/00
3600.A	Faculty Office and Class Schedule Form	07/01/1984	02/15/2011 - BOG rescinded this policy and approved its reconstruction as a procedure; 11/17/2010 - Received no comments; 10/14/10 - Board released for 30-day public comment period expiring 11/17/10 with recommendation to rescind and reconstruct along with the procedure within the Academic Affairs Unit. 07/2010 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. Amended 09/01/00
3620	Policy Regarding Program Review	11/27/2001	12/09/2008 - BOG granted final approval; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08; 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Originated 10/08/01.
3625	General Studies (University Parallel) Program Evaluation Model Policy	09/01/1985	04/27/2010 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revise.
3625.A	General Studies (University Parallel) Program Evaluation Model	09/01/1985	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revise.
3637	General Education Philosophy and Goals	04/16/2013	04/16/2013 - Board granted final approval; 03/19/2013 - No comments received; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Revisions reflect no substantial changes in procedure or documentation requirements. The policy was reformatted into the new policy template. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 08/30/2007 - Reviewed and revised to include references to provide clarity. Amended 01/05

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3650	Program Reduction or Elimination	09/01/1985	10/13/11 - Assigned a new classification number, SCP-2000 and a new title "Elimination of Faculty Positions Due to Program Reduction or Elimination." 04/19/2011 - Based on the comments received, substantive changes will be made to the policy presented to the Board on 2/15/2011 and will require an additional 30-day comment period prior to adoption. Taking into consideration that many employees are gone during the summer months, the administration will defer action until the Board's first business meeting in Fall 2011 to assure that all employees have an opportunity to review the amendments and provide comment. 03/19/2011 - Comments received. 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - The Academic Affairs Management Council reviewed and revised the policy to provide clarity and reflect no substantial changes in procedure or documentation requirements. 09/01/00 Amended - Repealed SCI 1542
3670	Public School Service Program	11/29/2005	06/21/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. 09/20/05 - Originated
3670.A	Public School Service Form	11/29/2005	06/21/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 09/20/05 - Originated
3693	Instructional Schedule Development	07/01/1984	04/17/2012 - BOG rescinded this policy and approved its reconstruction as a procedure. 03/23/2012 - No comments received. 02/21/2012 - Board released for required 30-day public comment period expiring 03/23/2012; November, December 2011 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its rescission and reconstruction as a procedure. 11/28/06 - BOG granted final approval; 10/19/06 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 - No comments were received. 09/23/2005 - Technical revision. 09/01/00 Amended policy; Repealed SCI-1271 effective date of 08/30/93
3705	Student Academic Rights	04/15/02	04/18/06 BOG Repealed policy. 03/24/06 - No comments received; 02/21/06 Released for 30-day comment-expires 03/24/06. Technical revision 03/06/03 Originated 02/02

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3736	Student Standards of Academic Progress	11/01/84	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revised.
3780	Textbook Selection Policy	06/24/02	03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received one comment; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 11/16/02; Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00.
4000	STUDENT SERVICES		
4000	Basic Admissions Guidelines	07/01/2012	06/19/2012 - BOG granted final approval; 05/19/2012 - Received no comments; 04/17/2012 - BOG released for the required 30-day public comment period expiring 05/19/2012; 03/07/2012 - Policy reviewed and revised to reflect new federal financial assistance guidelines and clarify other admission requirements. 10/13/2011 - BOG granted final approval; 09/17/2011 - No comments received; 08/16/2011 - Policy originated and BOG released for a 30-day public comment period expiring 09/17/2011.
4110	Institutional Policy Regarding ACT Requirements	12/01/84	12/08/09 - BOG rescinded this policy and approved its reconstruction as a unit procedure; 11/18/09 - Received no comments; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/00.
4151	Academic Standards and Expectation from Students	07/01/97	02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revised to provide clarity and reflect no substantial changes in procedure or documentation requirements. 04/18/06 - BOG granted final approval of amended policy. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Amended to incorporate relevant information from SCP-3705, Student Academic Rights (cancelled 04/18/05) into SCP-4151 and revised this policy to meet the needs of the institution and its students. 09/01/2000 - Amended; 06/09/1987 - Originated

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4192	Administrative Withdrawal of Students	12/09/04	06/18/2013 - BOG released for a 30-day public comment period expiring 07/19/2013. 10/13/2011 - BOG granted final approval; 09/17/2011 - Received no comments; 08/16/2011 - BOG released for a 30-day public comment period expiring 09/17/2011. 11/28/2006 - BOG granted final approval; 10/19/2006 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 – No comments were received. Grammatical and technical revisions 10/2006. Policy amended 05/19/2004.
4233	Deans's List of Students; Graduation with Honors Status	07/01/85	04/19/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 12/2010 - Review and revised to provide clarity and changes in responsibilities and procedures. Reformatted in new SCP format. 09/01/2000 - Reviewed and revised.
4274	Standards of Progress for Federal Financial Assistance Recipients	01/01/84	06/21/2011 - BOG granted final approval; 05/20/2011 - Received no comments; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 04/2011 - Revisions reflect changes in procedure and documentation Title IV requirements effective 07/01/2011. 11/28/2006 - BOG granted final approval; 10/19/2006 - Released for 30-day comment--expired 11/21/2006 - One comment received; policy adjusted based on comment. 10/2006 – Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000
4356	Financial Aid Recipient - Change in Enrollment Status	01/01/85	06/21/2011 - BOG granted final approval; 05/20/2011 - Received no comments; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 04/2011 - Revisions reflect changes in procedure and documentation Title IV requirements effective 07/01/2011. 11/28/2006 - BOG granted final approval. 10/19/2006 Released for 30-day comment--expired 11/21/2006 - No substantive comments received. 10/2006 – Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000
4385	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/05	Repealed 02/21/06. Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051. Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05. Originated 12/02/04

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4398	Student Grades and Grade Point Average Requirements for Graduation	01/21/03	12/09/08 - BOG granted final approval; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. 11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - Amended and repealed SCP-4397, Student Grades and Related Concerns, Effective 09/01/00 and SCP-4520, Submitting Student Grades by the Faculty to the College's Student Records Office and Authority for Changing Student Grades, Effective 09/01/00; SCP-4520.A, Final Grade Report Form, Effective 09/01/00.
4558	Administration of Credit Course Registration Procedures	11/01/84	11/28/2006 - BOG rescinded SCP-4558. 10/19/2006 - BOG reviewed policy and approved for 30-day comment period expiring 11/21/2006 – No comments were received. 10/2006 – Policy reviewed by Academic Affairs and Student Services Units. Group deemed the document does not meet the criteria for a policy, but is a statement of procedures and rules. Recommended cancellation. Amended policy 09/01/2000
4634	Student Activities	07/01/84	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure. 09/17/2009 - Received no comments. 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009. 08/04/2009 - Policy was reviewed by the Student Development and Special Services Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/2000 - Reviewed.
4672	Student Class Attendance	07/01/84	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a unit procedure. 11/18/2009 - Received no comments. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000 - Reviewed.
4710	Academic Dishonesty	07/01/84	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG reviewed revised policy and released for required 30-day public comment period expiring 03/23/2012; November/ December 2011 - Reviewed a made significant revisions to include aspect of integrity and technology advancements. 05/2006 Technical Revision 09/01/2000 - Reviewed.

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4748	Southern West Virginia Community and Technical College Student Government Constitution	07/01/85	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a working document within the Student Government Association. 11/18/2009 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000 - Reviewed
4770	Student Rights and Responsibilities	04/16/02	04/19/2011 - BOG granted final approval of amended policy; 03/19/2011 - One comment received - policy adjusted based on comment; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 02/2011 - Reviewed and revised to provide clarity. Reformatted to new SCP format. 09/20/05 - Three-year review only - no revisions.
4786	Transfer Student Requirements and Credit Evaluation	07/01/84	06/22/2010 - BOG granted final approval; 05/29/2010 - Received two comments. One comment was grammatical in nature and was addressed in the final policy. The second comment related to an inaccurate definition in Section 3.7 of the policy. The section was revised to include the word "regional" in the definition. Revisions of 09/01/2009 reflect title changes and include content from the rescinded policy, SCP-4825, Transfer of Student Credit Hours from Another Institution; 04/27/2010 - Due to significant changes in the content of this policy, the BOG released draft policy for an additional 30-day public comment expiring 05/29/2010; 03/02/2010 - Policy continues under review; 11/18/2009 - Received one comment. Available for review upon request. Response has not yet been provided; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000 - Reviewed
4825	Transfer of Student Credit Hours from Another Institution	03/01/1985	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a unit procedure; 11/18/2009 - Received no comments; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments; 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05; Amended 09/20/05 to include additional language in Sections 3 and 6 of this policy.
5000	FINANCE		

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5050	Assessment, Payment and Refund of Fees	02/19/2002	06/21/2011 - BOG granted final approval; 05/20/2011 - Received one comment related to grammar - suggested correction made in the final policy; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 01/2011 - Revisions reflect no substantial changes in procedure or documentation requirements, but provide clarity and reflect changes in management responsibilities. 02/19/2002 - BOG granted final approval; 02/15/2002 - Received no comments. 01/16/2002 - BOG released for 30-day public comment period expiring 02/15/2002; 01/2002 - Originated.
5051	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/2005	12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 - Reviewed by the Executive Council and recommended its continuation without revision. 12/09/05 - Policy amended; 02/21/05 - Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051; Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05 Originated 12/02/04
5065	Awarding of Undergraduate Tuition and Fee Waivers	02/19/2002	12/09/08 - BOG granted final approval; 10/10/08 - Received one comment correcting the specific section of the WV State Code cited in the definitions section; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. Amended 08/08 - Revisions reflect significant changes in state code pertaining to undergraduate tuition and fee waivers. 02/21/06 - Revised policy to comply with WV Code §18B-10-5, -7, 7b 02/19/2002 - BOG granted final approval; 02/15/2002 - Received no comments. 01/16/2002 - BOG released for 30-day public comment period expiring 02/15/2002; 01/15/2002 - Originated
5066	Third-Party Tuition and Fee Waivers	08/17/2010	08/17/2010 - BOG granted final approval; 07/23/2010 - Received no comments; 06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy which addresses approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third parties and offered for academic credit by Southern West Virginia Community and Technical College.

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SCP Number	Policy Name	Effective Date	Date of Latest Action
5074	Selection, Adoption and Sale of Textbooks and Other Course Materials	08/17/2010	08/17/2010 - BOG granted final approval; 07/23/2010 - Received one comment pertaining to grammar. The suggested correction was made in the final policy; 06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy and addresses the requirements of Series 51 of the Council for Community and Technical College Education and the mandates of Public Law 110-315, the Higher Education Opportunity Act of August 2008 regarding the selection, adoption, use and sale of textbooks and other course materials. This policy supersedes any and all previous policies pertaining to these subjects and related bookstore procedures.
5075	Bookstore Textbook Procedures	07/01/1984	03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received one comment; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/2000 - Replaced <i>Textbook Policy Procedures</i> , Effective 01/17/97
5100	Disposition of Sale of Surplus/ Excess Property	04/16/2013	04/16/2013 - Board granted final approval; 03/19/2013 - No comments received; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Policy was reviewed with no recommended revisions. The policy was reformatted into the new policy template. 11/20/2007 – Board granted final approval of revised policy; 11/17/2007 - Received no comments; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007; 09/02/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 04/19/2005 BOG grants final approval; 03/18/2005 Received no comments; 02/15/2005 BOG released draft policy for 30-day public comment expiring 03/18/05; 02/05 Originated
5260	Meeting Financial Exigencies	06/18/2013	06/18/2013 - Board granted final approval; 05/23/2013 - No comments received; 04/16/2013 - BOG released for the required 30-day public comment period expiring 05/23/2013; 04/2013 - Policy was reviewed and revised to expand the committee membership. 10/13/2011 - BOG granted final approval; 09/17/2011 - Received no comments; 08/16/2011 - BOG released for a 30-day public comment period expiring 09/17/2011. 11/2006 - Policy Reviewed-No changes were made; 11/22/2003 - Comment Period Expired; 10/2003 Amended. 05/27/1988 Originated
5525	Maintenance Work Order Request System	07/01/1984	04/19/2011 - BOG rescinded this policy and approved its reconstruction as a procedure; 03/19/2011 - Received no comments; 02/15/2011 - Board released for 30-day public comment period expiring 03/19/2011; 11/02/2010 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended its cancellation and reconstruction as a procedure. Amended 09/01/00 - Replaced the <i>Maintenance Work Order Request System</i> , Effective 07/01/84, in Chapter 29A-2, Series I of Southern's Administrative Regulations

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SCP Number	Policy Name	Effective Date	Date of Latest Action
5620	Parking Regulations Policy	02/01/1989	02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Revisions reflect substantial change in procedure and provide clarity to reflect changes in responsibilities. The policy title was changed from "Parking Regulations Policy" to "Traffic and Vehicle Speed, Flow and Parking Regulations Policy". Form SCP-5620.A was eliminated. 09/01/2000 - Amended; Replaced Parking Policy, Effective 02/01/1989 and Parking Policy, Effective 09/02/97.
5620.A	Parking Decal Log	02/01/1989	09/2010 - Eliminated from SCP-5620; 09/01/2000 Amended
5780	Travel Regulations Policy	10/15/2002	04/17/2012 - BOG granted final approval. 03/23/2012 - Comments received were restricted to grammatical and technical corrections. These corrections do not change the content of the policy and does not require resubmitting instrument for additional public comment. 02/21/2012 - BOG reviewed policy revisions and released for required 30-day public comment period expiring 03/23/2012; 12/2011 - Reviewed and revised to provide clarity and reflect changes in management responsibilities. 11/2006 - Policy reviewed with no recommended changes. 06/15/2004 - BOG granted final approval of the policy with the following modification to Section 4.A.2(c): <u>Travelers will use State approved rental car vendors when traveling by air or when departing from College locations.</u> ; 05/20/2004 - Two comments were received and responded to at the end of the 30-day public comment period; 04/21/2004 - Released for 30-day public comment period expiring 05/20/2004; 02/25/2004 - Policy amended. 09/2002 - Policy originated
5830	Use of Southern West Virginia Community and Technical College System Vehicles	01/28/1991	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. Amended 09/01/00; Repealed SCI-1381, Use of Southern System Vehicles, Effective 01/28/91; State Vehicle Requisition Policy, Effective 12/09/07; Use of Southern Vehicles Policy, Effective 02/01/99.
6000	ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT		
6125	Contractual Training for Workforce Development	07/01/99	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08; 08/08 - Policy was reviewed by the Executive Council and Workforce Development Unit. Both groups recommended its cancellation and reconstruction as a procedure. 07/01 - Policy amended.
7000	TECHNOLOGY		

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SCP Number	Policy Name	Effective Date	Date of Latest Action
7000	Email Established as an Official Form of Communication	07/26/2012	07/26/2012 - BOG granted final approval; 07/25/2012 - Received no comments; 06/19/2012 - Board released for the required 30-day public comment period expiring 07/25/2012; 02/03/2012 - Originated.
7125	Information Technology Acceptable Usage	07/07/97	04/21/09 - BOG granted final approval; 03/19/09 - Received no comments; 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009; 02/2009 - Revised to reflect up-to-date terms and current acceptable usage. 09/01/2000 Amended
7680	Reports for External Use	05/01/85	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure; 09/17/2009 - Received no comments; 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009; 07/22/2009 - Policy was reviewed by the Technology Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 07/27/2000 Amended
7688	Reports for Internal Use	05/01/85	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure; 09/17/2009 - Received no comments; 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009; 07/22/2009 - Policy was reviewed by the Technology Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. Amended 07/27/00
7712	Requests for Media Service and Television Agreements	05/01/85	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 - Policy was reviewed by the Executive Council and Communications Unit. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
7720	Security of Management Information Technology	05/01/88	04/21/09 - BOG granted final approval; 03/19/09 - Received no comments; 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009; 02/2009 - Revised to include all forms of technology and to meet the standards of the payment card industry. Amended 09/01/00
8000	BOARD OF GOVERNORS		

**Southern West Virginia Community and Technical College Board of Governors
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SCP Number	Policy Name	Effective Date	Date of Latest Action
8600	Board of Governors Operational Guidelines Policy	08/21/01	<p>02/19/2013 – BOG granted final approval; 01/11/2013 – Received one comment restricted to grammatical and technical corrections. These corrections do not change the content of the policy and does not require resubmitting the instrument for an additional 30-day comment period; 12/12/2012 - Board released for 30-day public comment period expiring 01/11/2013; 09/28/2012 - Reviewed policy and added Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, <i>Rules and Administrative Procedures</i>, to the Reference Section of the policy which addresses the process for the adoption, amendment, or repeal of rules and administrative procedures by institutions.</p> <p>11/20/2007 – Board granted final approval of revised policy and operational guidelines; 11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2nd time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007. 09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting.</p> <p>09/2007 – Reviewed and revised policy to remove reference to the Institutional Compact. 08/21/2001 – All previous operational guidelines of any previously existing governing or advisory board of Southern West Virginia Community and Technical College are superseded by this policy statement and the attached Operational Guidelines (SCP-8600.A) of the Board of Governors approved 08/21/01.</p>

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8600.A	Board of Governors Operational Guidelines	06/24/02	<p>02/19/2013 – BOG granted final approval; 01/11/2013 – Received one comment restricted to grammatical and technical corrections. These corrections do not change the content of the policy and does not require resubmitting the instrument for an additional 30-day comment period; 12/12/2012 - Board released for 30-day public comment period expiring 01/11/2013; 09/28/2012 - Reviewed for compliance with West Virginia Code §18B-2A-4. Amended Section 1.4.3; 1.4.6; 1.4.19; and 1.4.20 to be in compliance with West Virginia Code §18B-2A-4 which passed through the 2012 1st Special Legislative Session.</p> <p>04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08.</p> <p>02/08 - Amended Section 4.3.1 to include past BOG chair and one lay member to the Agenda Committee membership.</p> <p>11/20/2007 – Board granted final approval of revised policy and operational guidelines; 11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2nd time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007.</p> <p>09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting.</p> <p>09/2007 – Reviewed and revised guidelines to remove reference to the Institutional Compact.</p> <p>06/10/02 Amended guidelines.</p>
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AUG 08 2013

PRESIDENT'S OFFICE



August 2, 2013

Joanne J. Tomblin, MA
President
Southern West Virginia Community and Technical College
PO Box 2900
Mount Gay, WV 25637

Dear Ms. Tomblin:

This letter is formal notification of the action taken by the Accreditation Commission for Education in Nursing (ACEN) at its meeting on July 11-12, 2013. The Board of Commissioners received, reviewed, and accepted the Follow-Up Report of the associate nursing program and affirmed the next visit for Fall 2018. The details of the decision put forth by the Commission have been sent to the program's nurse administrator.

On behalf of the Commission, we thank you and your colleagues for your commitment to quality nursing education. If you have questions about this action or about ACEN policies and procedures, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Sharon Tanner".

Sharon J. Tanner, EdD, MSN, RN
Chief Executive Officer