



Southern
West Virginia
Community and Technical College

Board of Governors

June 21, 2016

MEETING AGENDA PACKET

Members

Thomas A. Heywood, Chair
Wilma J. Zigmond, Vice Chair
Glenn T. Yost, Secretary
F. Raamie Barker
Jada C. Hunter
George Kostas

Terry R. Sammons
Kevin G. Zachary
Brandon K. Elkins
Russell F. Saunders
Virginia L. Stepp

Robert E. Gunter, Ed.D
President

**Southern West Virginia Community and Technical College
Board of Governors Meeting of June 21, 2016
2900 Dempsey Branch Road, Room 428, Building C
Mount Gay, West Virginia and by Teleconference**

AGENDA

1. Call to Order Mr. Thomas Heywood
Board Chair
2. Special Presentations Chair Heywood and President Gunter
3. Call for Public Comments to the Board of Governors Chair Heywood
4. Classified Staff Council Annual Presentation Mr. Chris Gray
Chair, Classified Staff Council
5. Technology Services Report Mr. Gary Holeman
Chief Information Officer
6. Student Success Data Report Mr. Steven Lacek
Division Head of Social Sciences,
Education, and Non-traditional Programs
7. Overview of POWER Grant Ms. Carol Howerton
Professor / NSF Coordinator
8. President’s Report Dr. Robert E. Gunter
President
9. Financial Report Mr. Samuel Litteral
Vice President for Finance and Administration
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13.	Adjournment	Chair Heywood

Annual Report – Fiscal Year 2015-2016

2015-2016 Goals Accomplished

Administrative Support

- **Technology and Student Services Helpdesk** – Handled a total of 5237 calls with 85% of questions answered while caller is on the phone (first call resolution rate). First call resolution has steadily improved from 66% three years ago. User satisfaction improved to 4.79 out of 5.0, up from 4.6 last year and 3.7 three years ago. The total call time for the year was 570 hours. The financial aid department has designated a staff member to work with the student services helpdesk to improve the knowledgebase the helpdesk has to work with in answering questions for financial aid students.
- **Ellucian Scholarship** – Ellucian provided a \$1,500 TM Advantage annual scholarship to the Southern Foundation because of our Technology Management contract. Ellucian also sponsored a hole and contributed to the Foundation with participation in the Mike McGraw Scholars Golf Classic.
- **Southern ALERTS Emergency Notification System** – Having been implemented in February 2015, Southern ALERTS started being used this year to send class weather delays and closings, in addition to emergency alerts. Weather delays and closings send text messages, emails, update the Southern website and social media, but do not make phone calls or send desktop computer popup alerts, as do true emergencies.
- **Board of Governors Video Conferencing System** – The Board of Governors Conference Room was equipped with an advanced video conferencing system similar to those used in Southern’s Interactive Classrooms (ICR). This equipment has been used for Board of Governors meetings and video conferences for interviewing.
- **Email Spam Filter** – Southern replaced its spam filtering system this year with a system that challenges email senders to prove the email is coming from a human, rather than a machine. This system is blocking 89% of all inbound email traffic to Southern faculty, staff and students, which is a significantly higher block rate than our previous solution. This system has blocked numerous attempts at sending “ransomware” to our users, a technique used by hackers to lock access to the user’s data until they agree to pay a ransom. There have been several cases of ransomware having to be paid within West Virginia this past year. In addition to blocking such attempts and the costs in loss of data involved, this system is providing increased efficiency to our users.

- **Accounts Receivable Application of Payment and Feed to Finance** – Southern completed a 2+ year project last summer to remove custom and manual processes in favor of implementing baseline Banner (Southern’s ERP system) processes. These process changes were put into place on July 1, 2015. These changes have significantly shortened the cycle for refunding financial aid to students and feeding accurate data to the finance department concerning student account transactions. An Ellucian finance consultant and accounts receivable consultant were provided to the school at a value of \$40,000 at no additional cost to Southern because of the Ellucian TM contract. Southern is the first WVNET hosted school in the state to successfully implement these baseline Banner processes.
- **Financial Aid business process review** – In November 2014, Southern began a complete business process review for the financial aid department with an Ellucian financial aid consultant. This work was completed during the summer of 2015. As a result of this work, the cycle of financial aid processes of uploading and downloading records with the department of education is being done daily and takes about 30 minutes. In the past, Southern completed this cycle weekly at best and usually much less frequently and it took several hours to complete. Loans are now being accepted by students online, further accelerating processes.
- **Blackboard Analytics** – IT personnel have been involved in training and support for the Blackboard Analytics student retention system being put in place through the Department of Labor TAACCCT3 grant that involves several community and technical colleges.

Academic Support

- **Ellucian Mobile** – Ellucian provided a Samsung Galaxy Tab4 tablet to be given in a drawing from students using the mobile app to register for class. That drawing was held and the tablet given to student Brandy Shultz. Southern decided to discontinue the mobile app effective 7/1/2016 as a cost saving measure.
- **Boone 114/115 Classrooms** – These classrooms were redesigned as computer labs. New networking equipment and 21 new computer workstations were installed in each classroom.
- **Health Information Management lab** – An advanced computer lab for the Health Information Management program has been established on the Logan campus with 25 computer workstations, scanners and new networking switches and cabling.
- **“Classroom in Progress” helpdesk queue** – We added a priority queue for the helpdesk that allows instructors to bypass the normal helpdesk call queue. The average wait time for the classroom in progress queue has been 1 second. The helpdesk is then able to call a technician on campus to visit the classroom, when necessary.

Infrastructure

- **Logan and Williamson Core Network Switch Replacement** – The core networking switches for the Logan and Williamson campuses were over 13 years old and were starting to fail. These switches were replaced with a more advanced and flexible set of hardware.
- **Completed Replacement of Campus Servers** – The replacement of all Southern servers was completed this year. These replacements will give us improved reliability and service and remediate security issues identified in the last Ellucian security assessment.
- **Install Fiber in Williamson Main Building** – Fiber has been installed between sections of the main building in Williamson in order to remove network cabling that was improperly installed in the firestop and flagged during a fire marshal inspection.
- **Security Assessment** – We completed a network security assessment with an Ellucian information security analyst in May 2016. This assessment is completed every 2 to 3 years and assesses Southern’s network security against 22 industry standard security controls. A report will be provided with the results and we will work on any recommended remediation.
- **Theater Lighting and Sound** – We engaged a multi-media consultant to improve the lighting and sound controls in the theater on the Logan campus. We have received quotes to provide a large projection screen and fixed projector to enhance the use of this facility.
- **Conference Room projection and video conference setups** – Two conference rooms were outfitted with systems that provide video conference support using Skype for Business.

2016-2017 Goals

- **Banner Modernization (Banner XE)** – Ellucian has released its new modern Banner XE system. As the host for Banner, WVNET is working to implement Banner XE for Southern, but has had difficulties with the implementation. We were able to provide an Ellucian Banner XE expert to guide WVNET in this effort. This is a high priority for WVNET and will provide many functional benefits to Southern.
- **Digital Signage System** – We have piloted an open source digital signage system during this past year. We will be extending that pilot to provide building wayfinding signs on the Logan campus. We are working with the television studio to provide content for use in signs on all campuses and are investigating off-campus use for marketing.
- **Web Site Transition** – IT is not directly involved in supporting Southern’s website, but we have provided recommendations and facilitated moving Southern’s website from a commercial vendor that has not performed well to WVNET. The conversion of our website is currently being performed, training has been provided by WVNET and we expect to move the website to WVNET within the next few months.

- **Office 365 for Faculty/Staff** – Student email is provided at no cost to Southern by Microsoft through its Office 365 platform. This platform includes Southern email, Skype for Business conferencing, cloud storage (OneDrive for Business) as well as several other collaboration tools. Southern faculty/staff have all the collaboration tools available in Office 365, but our email is managed through on-campus servers. We plan to finish the migration of faculty/staff email to the cloud during this next year. This provides the stability of the Microsoft Office 365 platform for all our collaboration services.
- **Interactive Classroom (ICR) video conference classrooms** – We are planning to upgrade all video conference classrooms to full teaching rooms so allow greater flexibility in class scheduling. This is a major upgrade that is planned to be funded through several grants as well as institutional funds. This upgrade includes a multi-point control unit (MCU) that provides more flexibility in bridging rooms together in a conference. This MCU also gives the ability to bridge individual users from off-campus into ICR classes, a feature that has not been available in the current ICR equipment.
- **Health Information Management lab** – Equipment has been purchased for and a room identified on the Williamson campus to equip a Health Information Management lab on the Williamson campus similar to the one established this past year on the Logan campus.

Southern West Virginia Community and Technical College

Committee	Presidential Activities Report	Date	April 21, 2016
Facilitator	Dr. Bob Gunter	Time	6:00 PM
Location	Southern West Virginia Community & Technical College		
Members Present			
Members Absent			
Guests			

Key Points Discussed and Action Items			
No.	Date	Action Item(s)	Outcome/Follow-up and Owner
		Faculty Meetings	
	April 28, 2016	Governance Day	Attended
	April 28, 2016	Faculty Senate	Attended
	April 28, 2016	President's Unit Meeting	Presided
	April 29, 2016	Performance Appraisal Training	Attended
	May 4, 2016	Gear-Up Program Discussion w/ Elizabeth Manual	Attended
	May 4, 2016	Marketing Committee Meeting	Attended
	May 10, 2016	Classified Staff Council Quarterly Meeting	Attended
		Staff Meetings	
	April 26, 2016	President's Cabinet Meeting	Presided
	May 2, 2016	Vice President Meetings	Presided
	May 3, 2016	Vice President Meetings	Presided
	May 24, 2016	President's Cabinet Meeting	Presided
		Graduation Activities	
	May 12, 2016	Allied Health Awards Ceremony	Presented
	May 13, 2016	Nursing Pinning Ceremony	Presented
	May 14, 2016	Southern Commencement	Presided

Key Points Discussed and Action Items			
No.	Date	Action Item(s)	Outcome/Follow-up and Owner
		Chamber of Commerce/Rotary Club Meetings/Consortium	
	April 20, 2016	ARC/EDA POWER Grant Opportunities Meeting	Presided
	May 18, 2016	Logan Rotary Club – Guest Speaker	Presented
		Campus Visits	
	April 21, 2016	Welcome Reception – Logan Campus	Attended
	April 25, 2016	Welcome Reception – Boone-Lincoln Campus	Attended
	May 5, 2016	“Summer Send-off Celebration Cookout” – Wyoming/McDowell Campus	Attended
		High School Recruiting Trips	
	May 19, 2016	College Decision Day – Van Jr/Sr. High School	Presented
		Individuals Meet/Greet	
	April 21, 2016	Joseph Kapp RE Entrepreneurship and Community Colleges	Attended
	May 11, 2016	Tonya Hare, Community College Executive Forum	Attended
	June 15, 2016	Louis Gaunch, School of Business & Leadership, University of Charleston	Attended
		Other	
	April 20, 2016	Corridor G RDA Board Meeting	Attended
	April 22, 2016	Healthcare and Business Advisory Board Meeting	Presented

Key Points Discussed and Action Items			
No.	Date	Action Item(s)	Outcome/Follow-up and Owner
	April 22, 2016	Mingo County Redevelopment Authority	Presented
	April 25, 2016	Running Right Way Partnership Meeting	Attended
	April 27, 2016	Community and Technical College Advisory Committee (CTCAC)	Attended
	April 27, 2016	Phi Theta Kappa All-WV Academic Team Ceremony	Attended
	April 28, 2016	WV Council for Community and Technical College Education	Attended
	May 2, 2016	Kiwanis Club Annual "Top of the Class" Banquet - Williamson	Presented
	May 3, 2016	Region 2 Workforce WV and Regional DHHR Quarterly Meeting	Presented
	May 16, 2016	CEDAR Scholarship Banquet	Attended
	May 19, 2016	SWVCC Foundation Executive Board Meeting	Attended
	June 7, 2016	ARC POWER Grant Meeting - Williamson Campus	Attended
	June 7, 2016	Community Forum on Craft Brewing - Williamson Campus	Presided
	June 13, 2016	ARC POWER Grant Meeting - Logan Campus	Attended
	June 13, 2016	Community Forum on Craft Brewing - Logan Campus	Presided
	June 14, 2016	ARC POWER Grant Meeting - Boone Campus	Attended
	June 14, 2016	Community Forum on Craft Brewing - Boone Campus	Presided
		Planned Activities - February 2016	
	May 29, 2016	On-site Civil Rights Review	
	June 23, 2016	Community Forum on Craft Brewing - Wyoming Campus	Preside
	July 27-28, 2016	2016 Student Success Summit - Morgan Town, WV	Attend

Key Points Discussed and Action Items			
No.	Date	Action Item(s)	Outcome/Follow-up and Owner
		Parking Lot Issues/Information Pass Along	
	May 17, 2016	Dual Enrollment Experiment/Experimental Sites Initiative	Informational
	June 9, 2016	ARC POWER Grant Partnership – WVU – “Building Logging Capacity and Forest Industry Infrastructure in Southern WV”.	Informational
	June 13, 2016	HLC Additional “Sites” Application	Informational
	June 16, 2016	2016 Graduation Party – Southern Registration Initiative	Informational
	June 20, 21, 23 & 30, 2016	Financial Aid Tour/New Student Orientation	Informational
	August 8 – 9, 2016	General Registration	Informational

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

ITEM: Appointment and Election of Lay Members to the 2016-2017 Board of Governors Agenda Committee

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect two lay members to its 2016-2017 Board of Governors Agenda Committee.

STAFF MEMBER: Thomas Heywood
Board Chair

BACKGROUND:

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

The Board of Governors needs to elect to its Agenda Committee two lay members one of which must be a past chairperson of the governing board. The only Past Board chairperson is George Kostas.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

ITEM: Nominating Committee Report and Election of 2016-2017 Board Officers

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board Officers for fiscal year 2016-2017 as proposed by the Nominating Committee: Thomas Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary.

STAFF MEMBER: Terry R. Sammons, Chair
Board of Governors Nominating Committee

BACKGROUND:

The Nominating Committee of the Southern West Virginia Community and Technical College Board of Governors consisting of Terry R. Sammons, Chair, Jada Hunter, and Glenn Yost convened at 9:00 a.m. on May 3, 2016, to discuss and bring forth a recommendation to the full Board for officers at its June 21, 2016 meeting.

Upon a motion duly made by Jada Hunter and seconded by Glenn Yost, the Nominating Committee unanimously concurred to retain the Board's current officers based upon service and performance, and therefore, recommend the following individuals for the Board of Governors Officers for fiscal year 2016-2017 effective July 1, 2016

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

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of April 19, 2016
6:00 p.m.
2900 Dempsey Branch Road, Room 428, Building C
Mount Gay, West Virginia and by Teleconference**

DRAFT MINUTES

Board Members Present: Thomas Heywood, Chair; Wilma Zigmond, Vice Chair; F. Raamie Barker, Jada Hunter, George Kostas, Terry Sammons, Kevin Zachary, Russell Saunders, Faculty Representative; Virginia Stepp, Classified Staff Representative

Board Members Absent: Brandon Elkins, Student Representative; Glenn Yost, Board Secretary

College Staff Present: President Robert Gunter, Samuel Litteral, Allyn Sue Barker, Debra Teachman, Ronald Lemon, Gary Holeman, Steven Hall, Guy Lowes, Melinda Saunders, Chris Gray, Patricia Miller, Emma Baisden (Recorder)

1. Call to Order

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

2. Introduction of New Board Members and Oath of Office

Chair Heywood introduced new Board of Governors members, Raamie Barker and Kevin Zachary. Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to the new and returning Board of Governors members appointed on March 2, 2016 by Governor Earl Ray Tomblin (Addendum 1).

- Mr. F. Raamie Barker was appointed to a one-year term ending June 30, 2017. He replaces longtime Board member, Linda Akers, and resides in Chapmanville, WV. Mr. Barker is the former Senior Advisor to Governor Tomblin, and is from the Seventh Senatorial District.
- Mr. Kevin G. Zachary was appointed to a one-year term ending June 30, 2017. He replaces longtime Board member, Shelley Huffman, and resides in Chapmanville, WV. Mr. Zachary is the CEO of Logan Regional Medical Center, and is from the Seventh Senatorial District.
- Board of Governors Vice Chair, Wilma Zigmond, was reappointed to a two-year term ending June 30, 2018. Vice Chair Zigmond is a retired Superintendent of Logan County Schools and is from the Seventh Senatorial District.
- Board of Governors Secretary, Glenn Yost, was reappointed to a term ending June 30, 2016, but was not issued the Oath of Office due to being absent from the meeting. He is the President of W. W. McDonald Land Company and is from the Seventh Senatorial District.

3. Call for Public Comments to the Board of Governors

Chair Heywood announced last call for public sign up for comments to the Board. No signatures were recorded.

4. President's Report:

4.1 President Robert Gunter informed Board members that he has completed his high school visiting tour for this semester. He and a team of College employees visited Sheldon Clark High School in Inez, Kentucky on March 9, 2016, and Belfry High School in Belfry, Kentucky on March 10, 2016. This is the first time in many years that Southern representatives have been permitted to recruit students from the State of Kentucky. President Gunter hopes the personal visits with high school students will help increase Southern's enrollment in Fall 2016.

4.2 Dr. Gunter provided U. S. Senator Shelley Moore Capito with a tour of Southern's Wyoming/McDowell Campus on March 22, 2016 prior to a meeting that she held at the campus with the Wyoming County Economic Development Authority. President Gunter also participated in the EDA meeting in which Senator Capito solicited ideas from the group on how to revitalize the area which has been hard-hit by the downturn of the coal industry.

4.3 On February 17, Director of Williamson Campus Operations, Rita Roberson, and President Gunter toured the facilities of Unilin Flooring, located at the James H. "Buck" Harless Wood Products Industrial Park on 22 Mine Road near Holden, WV. Unilin, a division of Mohawk, Inc., produces a wide variety of hardwood flooring options (wholesale). It is a high-end type of manufacturing facility in the heart of the Appalachian hardwood region.

4.4 Southern kicked-off its Annual Black History Month / Harmony 365 Candlelight Vigil on February 21st at the Logan Street First Baptist Church in Williamson, WV. President Gunter served as the keynote speaker for the event which was well attended.

4.5 President Gunter and Vice President Allyn Sue Barker were invited to participate in a Columbia Pipeline workforce training meeting held at the Columbia Pipeline Group facility on MacCorkle Avenue in Charleston, WV on February 22, 2016. The company is looking to fill nearly 100 skilled, technical, and high tech jobs in West Virginia, and is looking for assistance with its workforce training needs. Columbia representatives plan to continue conversations to develop programs to train individuals for these positions, and President Gunter anticipates that Southern will assist with their training needs. He informed Board members that Governor Tomblin made it clear that he wants to see only West Virginia license plates on the employees' vehicles who work on the pipeline.

4.6 President Gunter held a meeting with the county school superintendent's in Southern's service district to introduce himself and to discuss ways to strengthen relationships between the College and our district high schools to provide the best educational opportunities possible for the citizens of this region. The superintendent's requested for a meeting of this nature to be conducted again in Fall 2016. President Gunter plans to hold a Spring and Fall meeting each academic year.

- 4.7 Officials of Southern and the Boone County Career and Technical Center met to discuss a joint effort to develop a Motor/Powersports Technology program. Dr. Gunter would like to implement a Powersports Service Technical program in Fall 2016 in connection to the Hatfield-McCoy Trail System.
- 4.8 President Gunter served as a panelist on workforce development as part of Governor Tomblin's Revitalizing Southern West Virginia: A Community Roundtable held at Chief Logan Lodge and Conference Center near Chapmanville, WV on April 1.
- 4.9 President Gunter participated in the Higher Learning Commission 2016 Annual Conference held April 15-18, 2016 in Chicago, IL.

5. Financial Report

Mr. Sam Litteral, Vice President for Finance and Administration, informed Board members that he would present the 2016-2017 budget at the June 21 Board meeting due to the fact that the West Virginia Legislature has not approved the budget for the 2016-2017 fiscal year. Mr. Litteral provided the financial report dated March 31, 2016 to the group. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral stated that he plans to soon cutoff expenditures so he will be able to get the College through to the end of this fiscal year.

As a point of information, President Gunter informed the Board that Chancellor Tucker had informed him that due to the current budget status, the West Virginia Council for Community and Technical College Education would not act upon institutional tuition requests at its June 16 meeting as scheduled. Once the 2016-2017 state budget is approved, the Council will schedule a special meeting to approve institutional tuition and fee requests and operating budgets.

6. Action Items

6.1 Appointment of Nominating Committee for 2016 Board Officers

Chair Heywood appointed the following individuals to serve on the Board's Nominating Committee for election of officers: Terry Sammons, Chair; Jada Hunter and Glenn Yost. The Committee will provide a report to the full Board with a recommendation for the 2016-2017 Board officers at its June meeting.

6.2 Request for Approval of February 16, 2016 Board Meeting Minutes

MOTION: Terry Sammons moved to accept the February 16, 2016 meeting minutes as presented.

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

6.3 Request for Approval of 2016-2017 Board Meeting Schedule

MOTION: George Kostas 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 2016-2017 as presented.

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

6.4 Request for Approval to Purchase West Virginia National Guard Armory Facility in Williamson, WV

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 Southern West Virginia Community and Technical College President and Vice President for Finance and Administration, to pursue the opportunity to meet with the General Counsel of the West Virginia Office of the Adjutant General regarding the acquisition of the old Williamson National Guard Armory facility located adjacent to Southern's Williamson Campus for the amount of \$100,000.00 for future development.

ACTION: Russell Saunders seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

6.5 Academic Program Review

6.5.1 Mine Management, A.A.S.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the program review of the Mine Management A.A.S. program in accordance with the provisions the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Russell Saunders seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

6.5.2 University Transfer, A.A. and A.S.

MOTION: Russell Saunders moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Associate in Arts A.A. and Associate in Science A.S. programs with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

6.6 Request for Final Approval of Institutional Policies

6.6.1 SCP-2202, Personnel Assessment, Philosophy, and Practice Statement

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2202, *Personnel Assessment, Philosophy, and Practice Statement*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

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

6.6.2 SCP-2593, Payments to Employees for Contracted Services (Other than Regular Employment)

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-2593, *Payments to Employees for Contracted Services (Other than Regular Employment)*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

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

6.6.3 SCP-2825, Salary Administration

MOTION: Russell Saunders 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-2825, *Salary Administration*, and its submission to the Chancellor for Community and Technical College Education

following the required 30-day public comment period.

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

6.6.4 SCP-4274, Standards of Progress for Financial Assistance Recipients

MOTION: Jada Hunter 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-4274, *Standards of Progress for Financial Assistance Recipients*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

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

6.6.5 SCP-4770, Student Rights and Responsibilities

MOTION: Russell Saunders 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-4770, *Students Rights and Responsibilities*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

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

6.6.6 SCP-5050, Assessment, Payment, and Refund of Fees

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5050, *Assessment, Payment and Refund of Fees*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

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

6.6.7 SCP-5830, Use of Southern West Virginia Community and Technical College Vehicles

MOTION: Virginia Stepp 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-5830, *Use of Southern West Virginia Community and Technical College Vehicles*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

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

6.7 Request for Approval of Institutional Policies for 30-day Public Comment

6.7.1 SCP-1001, Records Retention Policy

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for advancement of SCP-1001, *Records Retention Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

ACTION: Russell Saunders seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

6.7.2 SCP-1750, Tobacco Usage

MOTION: Russell Saunders 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-1750, *Tobacco Usage*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

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

6.7.3 SCP-2171, Professional and Educational Requirements for Faculty

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2171, *Professional and Educational Requirements for Faculty*, to Southern's constituents and the

Chancellor for Community and Technical College Education for the required 30-day comment period.

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

6.7.4 SCP-2226, Faculty Incentive Pay Program

MOTION: Russell Saunders 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-2226, *Faculty Incentive Pay Program*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

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

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

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-5620, *Traffic and Vehicle Speed, Flow, and Parking Regulations Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Virginia Stepp seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

6.8 Request for Approval of the Institutional Compact Update

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 Southern West Virginia Community and Technical College Master Plan, *Fulfilling the Vision: 2015-2020*, and authorize its submission to the West Virginia Council for Community and Technical College Education for its approval.

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

7. Informational Items

7.1 Review of SCP-1400, Guest Speakers, Lecturers, Performers, and Organized Groups

At its June 24, 2015 meeting, the Southern West Virginia Community and Technical College Board of Governors approved the new institutional policy *SCP-1400, Guest Speakers, Lecturers, Performers, and Organized Groups*, and determined that it would place the policy on its April 2016 meeting agenda for review. Since that time, Chair Heywood charged President Gunter with the review of the policy and a follow-up report to the Board. To date 49 requests (35 faculty, 3 student, 11 administration) has been submitted for approval to invite a guest speaker, lecturer, performer, or organized group to Southern's campuses. All of the requests were approved. Following review of this policy, President Gunter recommended no changes at this time. Russell Saunders asked if a potential guest speaker is found to be in town for one day only, is it permissible for the supervisor or vice president to grant verbal approval for the guest speaker instead of waiting for written approval to invite the person to speak in the classroom. Chair Heywood asked President Gunter to review the policy time line to determine the turnaround time for final approval of a request.

7.2 Guns on Campus

On March 17, 2016, Chancellor Sarah Tucker issued a memo to all community and technical college Presidents regarding guns on campus. Chancellor Tucker stated that she has carefully examined interpretation of code as it relates to the new concealed weapon's policy with her legal counsel as well as the Governor's legal counsel. It is her office's position that institutional Presidents and their Boards of Governors are still able to prohibit firearms and other deadly weapons on their campuses pursuant to West Virginia State Code §61-7-14. West Virginia University has prepared a statement that she thought might be useful for all of us, if we wish to prohibit firearms on our campuses. Following discussion of the prepared statement, Chair Heywood charged President Gunter with the development of an institutional policy using the statement prepared by West Virginia University.

8. Executive Session Under Authority of West Virginia Code §6-9A-4(b)2A Regarding Personnel and Management Issues

Russell Saunders moved pursuant to §6-9A-4(b)2A of the West Virginia Code that the Board shall enter into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. George Kostas seconded the motion which carried unanimously. Chair Heywood declared the motion adopted and the Board entered into an Executive Session at 8:30 p.m.

At the conclusion of discussion, Chair Heywood declared the Board of Governors rise from Executive Session and convene in Open Session at 8:36 p.m. No action was taken as a result of the Executive Session.

9. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 8:38 p.m. The next Board of Governors business meeting is scheduled for Tuesday, June 21, 2016 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



Addendum 1

STATE OF WEST VIRGINIA
OFFICE OF THE GOVERNOR
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV 25305
(304) 558-2000

EARL RAY TOMBLIN
GOVERNOR

March 2, 2016

RECEIVED

MAR 07 2016

PRESIDENT'S OFFICE

[Handwritten signature]
3/2/16

The Honorable Natalie Tennant
Secretary of State
State Capitol
Charleston, West Virginia 25305

Dear Secretary Tennant:

I have this day made the following appointments to the Southern West Virginia Community and Technical College Board of Governors pursuant to the provisions of W.Va. Code § 18B-2A-1:

Wilma J. Zigmond, 103 Central Avenue, Logan, Logan County, West Virginia 25601, for the term ending June 30, 2018. She is a Democrat and this is a reappointment. Her telephone number is (304) 752-9420 and she is from the Seventh Senatorial District.

Glenn T. Yost, Post Office Box 1942, Logan, Logan County, West Virginia 25601, for the term ending June 30, 2016. He is a Democrat and this is a reappointment. His telephone number is (304) 687-3074 and he is from the Seventh Senatorial District.

Kevin G. Zachary, 15 Gentle Breeze Drive, Chapmanville, Logan County, West Virginia 25508, for the term ending June 30, 2017. He is an Independent and succeeds Shelley Huffman. His telephone number is (254) 495-3056 and his e-mail address is kevin.zachary@lpnt.net. He is from the Seventh Senatorial District.

Fletcher Raamie Barker, Jr., 158 Sunshine Circle, Chapmanville, Logan County, West Virginia 25508, for the term ending June 30, 2017. He is a Democrat and succeeds Linda Akers. His telephone number is (304) 784-8050 and he is from the Seventh Senatorial District.

The appropriate commission is being issued accordingly. These appointments require the advice and consent of the Senate.

Sincerely,

Earl Ray Tomblin
Governor

ERT: mrp

- cc: President of the Senate
- Speaker of the House of Delegates
- Clerk of the Senate
- Clerk of the House of Delegates
- Senate Confirmations Chair
- Ethics Commission
- Southern WV Community & Technical College Board of Governors

RECEIVED

MAR 07 2016

PRESIDENT'S OFFICE

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

ITEM: Request for Approval of Fiscal Year 2016-2017
Institutional Budget

RECOMMENDED RESOLUTION: *RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve a final institutional operating budget for Southern West Virginia Community and Technical College the fiscal year 2016-2017.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

This request seeks the Board of Governors approval of the proposed operating budget for Southern West Virginia Community and Technical College for fiscal year 2016-2017 as presented to the Board.

The 2016-2017 budget will be distributed at the Board meeting.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

ITEM: Request for Approval of Modification of Capital Project Priorities and Expenditures for FY 2017-2018

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2018 capital projects for Southern West Virginia Community and Technical College.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

Title 135 Procedural Rule, Series 12, *Capital Project Management* of the West Virginia Council for Community and Technical College Education, Section 3.2.2.1 states: “Annually, for the upcoming fiscal year, each institution through its Governing Board shall submit a capital budget plan to the Council on the date and in the format prescribed by the Chancellor. Submission of the annual capital budget plan will coincide with preparation of the annual budget request to the Department of Administration and the information submitted will be used for Council reports and priorities. Listing a project in the annual capital budget plan establishes an institution’s intent to actually initiate a particular project from its five-year capital implementation plan during the upcoming fiscal year.”

In compliance with the aforementioned procedural rule, the staff recommends the Board of Governors approve the modification amounts and priorities of FY 2018 capital projects for Southern West Virginia Community and Technical College as presented.

The modification of capital projects for FY 2018 spreadsheet will be distributed at the Board meeting.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

ITEM: Request for Approval of Modification of Capital Project Priorities and Expenditures for FY 2018-2022

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2018 - FY 2022 capital projects for Southern West Virginia Community and Technical College.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 12, *Capital Project Management*, Section 3.2.1.1 states: "Each institution through its Governing Board shall submit to the Council for approval its five year capital implementation plan identifying the projects it intends to undertake during this five year period. This plan shall be based on the long term development objectives and recommendations in its approved campus development plan. The Chancellor shall establish a process and a format to be followed when submitting five year capital implementation plans to the Council for approval."

In compliance with the aforementioned procedural rule, the staff recommends the Board of Governors approve the modification amounts and priorities of FY 2018 - FY 2022 capital projects for Southern West Virginia Community and Technical College as presented.

The five-year modification of capital projects spreadsheet will be distributed at the Board meeting.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

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

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of Jack D. Dilbeck as a replacement for Debra Teachman to represent the Board of Governors on the Boone County Joint Administrative Board; and

FURTHER RESOLVED, that Jack D. Dilbeck will serve a three-year term.

STAFF MEMBER: Robert E. Gunter

BACKGROUND:

At its April 22, 2014 meeting, the Southern West Virginia Community and Technical College Board of Governors appointed Debra Teachman to serve a three-year term representing the Board of Governors on the Boone County Joint Administrative Board which was established to facilitate the administration, operation, and financing of joint programs and facilities of the College and the Boone County Board of Education. Since that time, Dr. Teachman resigned her position at Southern. It is recommended the Board of Governors approve Jack Dilbeck as a replacement representative to serve a three-year term on the Joint Administrative Board. The term would begin July 1, 2016 and expire June 30, 2019.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

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

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of William H. Cook and Jack D. Dilbeck to represent the Board of Governors on the Lincoln County Joint Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Lincoln County Board of Education; and

FURTHER RESOLVED, William H. Cook will serve a two-year term and Jack D. Dilbeck will serve a one-year term. By mutual consent of the Board of Governors and the Lincoln County Board of Education, David Roberts will serve as the at-large member and Chair of the Joint Administrative Board.

STAFF: Robert E. Gunter

BACKGROUND:

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

According to the statute, initial appointments by the Board are to be one and two-year staggered term lengths, subsequent appointments are for three-year terms. Members are eligible to succeed themselves for one additional consecutive term.

It is recommended for the Board to approve William H. Cook to serve a two-year term beginning July 1, 2016 and ending June 30, 2018, and approve Jack Dilbeck to serve a one-year term beginning July 1, 2016 and ending June 30, 2017. By mutual consent of the Board of Governors and the Lincoln County Board of Education, David Roberts will serve as the at-large member and Chair of the Joint Administrative Board.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

ITEM: Request for Final Approval of SCP-1001, *Records Retention Policy*, and SCP-1001.A

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1001, *Records Retention Policy*, and attachment SCP-1001.A for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Vice President for Finance and Administration Unit was charged with the review of SCP-1001, *Records Retention Policy*. This policy provides for the systematic review, retention, storage and destruction of documents received or created in the transaction of business by Southern West Virginia Community and Technical College and is designed to ensure compliance with federal and state laws and regulation, to eliminate accidental or innocent destruction of records, and to facilitate college operations by promoting efficiency and reducing unnecessary storage of documents.

The policy was reviewed by Executive Council on March 2, 2016, and the President's Cabinet on March 29, 2016. Revisions were made to establish standards for the review, maintenance, retention, and disposal of documents in the transaction of business by the college as required by West Virginia Code §5A-8 and developed SCP- 1001.A, *General Records Retention Schedule*.

At its April 19, 2016 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended May 20, 2016. No comments were received at the end of the comment period. Therefore, the staff recommends that the Board of Governors grant approval of SCP-1001, *Records Retention Policy*, and its attachment SCP- 1001.A, *General Records Retention Schedule*, as presented for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1001**

SUBJECT: Records Retention Policy

REFERENCE: West Virginia Code §5A-8; SCP-7720, *Security of Information Technology*; Applicable state or federal laws, rules or regulations.

ORIGINATION: April 19, 2011

EFFECTIVE: July 21, 2016

REVIEWED: February 23, 2016

SECTION 1. PURPOSE

1.1 This policy provides for the systematic review, retention, storage and destruction of documents received or created in the transaction of business by Southern West Virginia Community and Technical College (the College) and is designed to ensure compliance with federal and state laws and regulation, to eliminate accidental or innocent destruction of records, and to facilitate college operations by promoting efficiency and reducing unnecessary storage of documents. The College retains and preserves vital records of its business and operations to provide a historical record, to ensure current and future operations, and to comply with legal obligations.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to all records, both paper and electronic, of the College and to all employees of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Active Records – Records that are generally referred to once per month or that are needed to support the current business activity of an office, department, division, or unit.
- 3.2 Disposition of Records – The terminal treatment of records, either through destruction, imaging or other permanent storage.
- 3.3 Electronic Documents – Documents created as or converted to an electronic image.
- 3.4 Inactive Records – Records that have not been needed for at least one year or for which the active period has passed.
- 3.4.1 Unless these records (both active and inactive) have been defined as permanent or archival records they should be destroyed according to the time period shown on the retention schedule. Inactive records should be securely stored until the end of the retention period.
- 3.5 Litigation Hold – A communication issued as the result of current or anticipated litigation, audit, government investigation or other similar matter that suspends the normal process regarding the retention and disposition of College records.

- 3.6 Permanent Records – Also known as archival records, permanent records have historical, administrative, or research value to the College, and are kept by the College indefinitely. Unit administrators are responsible for ensuring that the College identifies these records and that they are stored appropriately once they become inactive.
- 3.7 Record – Anything containing information reflecting college educational and business transactions regardless of format (paper, digital, photographic, recordings, etc.). Typical records include official publications, fiscal data, incoming/outgoing correspondence including email, meeting minutes, reports, and student files.
- 3.8 Records Custodians – Individuals designated by unit administrators who have supervisory authority over a particular function or business practice, and, in that capacity, have responsibility for ensuring effective implementation of the terms, conditions, and/or guidelines associated with this policy.
- 3.9 Records Destruction – The physical or electronic destruction of a record after it has become obsolete or otherwise in accordance with this policy.
- 3.10 Retention Schedule – An internal document describing categories of records, providing a length of time they should be kept and includes instructions for disposition. State or federal law may determine the period of time that certain records must be kept. The General Records Retention Schedule (SCP-1001.A) lists the most common records at the College and provides a retention period along with any special instructions related to disposal.
- 3.11 Retention Period – Minimum required length of time for which a college office or department is responsible for maintaining records. Custodians may hold records longer than the retention period if feasible and space allows.

SECTION 4. POLICY

- 4.1 It is the policy of Southern West Virginia Community and Technical College to ensure that its records are preserved to provide documentation of the college’s history, and to be retained for periods of time necessary to satisfy the college’s business and legal obligations. The records will be disposed of in accordance with an established records retention and disposition schedule. Certain records are permanent and may never be destroyed.
 - 4.1.1 Before actually disposing of records, the unit administrator shall contact the Vice President for Finance and Administration and complete the Records Retention and Disposal Schedule Form required by the West Virginia Department of Administration. The Vice President for Finance and Administration is authorized to act on behalf of the College in the destruction of its records and must request authorization from the West Virginia Department of Administration for the destruction of the College’s records in accordance with the West Virginia Code and all applicable records retention and disposal schedules. Units are encouraged to conduct a records purge on an annual basis.
- 4.2 E-mail sent or received over the College’s computer system shall constitute a form of College records. While not all e-mails are business records, all college e-mails are property of the College and are subject to discovery in the event of litigation against the College or any of its employees or students. As such, the administration has the ability and right to view the e-mail of all members of the college community. (For more information, please reference SCP-7720, *Security of Information Technology*).
- 4.3 Where the College has actual notice of litigation or of a government investigation or audit, or has reason to believe that such events are likely to occur, it has the obligation to take steps to place a litigation hold on

documents that might be implicated in such litigation of investigation. The College will take steps to preserve all files that may contain documents or e-mails, and will notify members of the college community to preserve such documents indefinitely. If an employee receives such a preservation notice, it does not necessarily mean that the employee is involved in the litigation or investigation. Rather, it means that the evidence that the College is required to preserve may be in the employee's possession or control, and that the employee has an obligation to preserve such information effective immediately. In the event of a litigation hold, all policies for the disposition of relevant documents will be suspended until the investigation or litigation is concluded.

- 4.4 Records, especially financial records, must be easily retrievable for examination by authorized individuals including auditors. Access to electronic records is subject to College policy and procedures regarding information security.
- 4.5 Following the established retention schedule, active records must be securely maintained for the period of retention by the office where they are created or used. Inactive records defined as permanent or archival shall be stored in a designated storage area.
- 4.6 Destruction of records shall include:
 - 4.6.1 Recycling for all non-confidential paper documents, including public documents of other organizations, magazines, annual reports, newsletters, announcements, and drafts of policies or other memoranda, which are not confidential.
 - 4.6.2 Shredding is required for all documents that should not be read by others after they are no longer needed or that contain personnel or confidential information. Shredding is essential for any document containing personally identifying information, information that is student-protected under FERPA, health related or financial information.
- 4.7 Personnel Records
 - 4.7.1 The "official copy" of all records related to an employee is retained and maintained by the Human Resources Office, with one exception: The official copy of all records pertaining to faculty promotion, tenure and evaluation are retained and maintained by the President's Office.
 - 4.7.2 Students who work in jobs that are not part of their educational experience are treated as all other employees for the purposes of record keeping. However, most students are paid to do jobs as a result of a financial aid award or as an integral part of their Southern West Virginia Community and Technical College education. In that case, their employment information is maintained as a student record with the unique obligations associated with student records.
- 4.8 Employment Screening Committee Records
 - 4.8.1 At the end of a search, the chair of a search committee should collect from each member of the committee all files, notes, applications, recommendations, and other material related to that search. This material should be reduced to one "official copy" of each record with the rest destroyed. All e-mail and other electronic records should be printed and kept with other print documents and the e-copy deleted from the e-mail system. All search committee members should delete all electronic files related to the search from their computers, e-mail programs, and hard drives.
- 4.9 Records Related to Web Sites
 - 4.9.1 Because web sites have replaced many publications, they are a significant archival record of the College and its operation. Web masters and others creating web page content should capture copies

of their web site's content as electronic files and archive them for permanent retention.

4.10 Electronic File Storage

- 4.10.1 Southern West Virginia Community and Technical College shall strive to maintain systems and data operations to allow for access to the maximum extent possible.
- 4.10.2 The College performs periodic full and incremental backups of its server and shared file storage systems on a schedule that enables recovery from hardware failure.
- 4.10.3 Data restoration operations shall only be performed when senior college management deems such operations necessary. A senior college administrator and the Chief Information Officer must concur that a data restoration from backup is the best option before such operations may commence.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Not all records must be retained. The following describes examples of items that are not typically classified as "records" and therefore do not need to be categorized or maintained. The materials will not appear on a retention schedule and may be destroyed at any time if they are no longer needed by the unit, division, department, or office holding them:

- 5.1.1 Large quantities of duplicate materials and all duplicates of "official records";
- 5.1.2 Magazines and newspapers not published by the College;
- 5.1.3 Published reports produced by other entities;
- 5.1.4 Purchased data from other sources;
- 5.1.5 Catalogs, journals or other printed material created by other entities used for informational purposes; and
- 5.1.6 Notes or working papers once a project is complete, unless they provide more complete information than the final report.

5.2 Faculty and staff are not obligated to retain all e-mails indefinitely; such a policy would impose an impossible burden both on the college community and the College's computer network. Individual employees are expected to exercise judgment regarding the content and purpose of the e-mail in determining whether it needs to be retained as a College record, and if so, the length of the retention.

- 5.2.1 E-mails can be retained in the following ways:
 - 5.2.1.1 Printed out and saved as paper documents in a file;
 - 5.2.1.2 Saved into electronic archive folders;
 - 5.2.1.3 Saved on removable storage devices.
- 5.2.2 Regardless of the format in which the e-mails are saved, the Records Custodian for each unit or division has an obligation to preserve and safeguard the information in the e-mail as if it were a paper document. Once the e-mail is saved in another format, however, there is no obligation additionally to retain the e-mail in an active e-mail folder.

SECTION 6. GENERAL PROVISIONS

- 6.1 Unless a record, either active or inactive, has been defined as permanent or archival, such record shall be destroyed according to the time period listed on the applicable retention schedule. All records shall be appropriately stored and secured until the end of the retention period.
- 6.2 A records retention schedule shall be developed that lists the most common records at the College and shall provide a retention period and any special instructions related to disposal. Every unit, division, department

or office will have records requiring retention that may not be found on the records retention schedule. Such records must be added on a case-by-case basis as needed.

SECTION 7. RESPONSIBILITIES

- 7.1 A position within each office, department, division and/or administrative unit shall be designated as “Records Custodian” by the responsible administrator. The duties associated with this responsibility shall be included in the job description of the designated position. The responsible administrator will ensure that the Records Custodian understands and is following the records retention requirements applicable to that particular unit.
- 7.2 The Records Custodian is expected to
- 7.2.1 Oversee day-to-day transactions pertaining to the unit’s records-related functions and ~~shall~~ manage the maintenance, storage, and disposition of such records;
 - 7.2.2 Understand the records created within the unit and to follow all applicable laws, policies, rules, regulations and/or guidelines in making decisions on retention and disposition of records;
 - 7.2.3 Ensure that active and inactive records are secured in a manner to provide appropriate confidentiality and protection from unauthorized inspection, theft, and/or physical damage; and
 - 7.2.4 Ensure that other employees within the office are aware of and abide by the requirements of this policy.
- 7.3 Accessibility and Safekeeping of Records
- 7.3.1 Records, especially financial records, must be easily retrievable for examination by authorized individuals, including auditors. Access to electronic records is subject to college rules regarding information security. Records Custodians should work with the IT department to ensure that electronic documents are maintained in a format that preserves accessibility.
 - 7.3.2 The Records Custodian is responsible for ensuring that active and inactive records are secured in a way to provide appropriate confidentiality and protection from unauthorized inspection, theft, and/or physical damage.
- 7.4 Disposition of Records
- 7.4.1 The Records Custodian is responsible for periodically determining which records in their particular office or department have reached the end of their retention period and should be destroyed or transferred to storage.
 - 7.4.2 The Records Custodian should consult with the Information Technology (IT) department regarding the destruction of electronic documents. (For more information, please refer to SCP-7720, *Security of Information Technology*, 4.23 Data/Information Assets).
 - 7.4.3 Non-confidential paper records may be placed in containers for recycling. Confidential paper records must be shredded or other arrangements must be made for the documents to be destroyed.
 - 7.4.4 The supervisor of the designated Records Custodian is required to sign-off on the transfer of any documents to storage or prior to the destruction of any documents.
- 7.5 When there is a doubt about whether a record may be destroyed, the Records Custodian shall review the retention schedule or consult with the unit administrator and/or the custodian of the official copy of the record if one exists.
- 7.6 The Records Custodian’s supervisor should provide guidance regarding any federal or state rules when developing a retention schedule for records not mentioned here.

7.7 The President or his/her designee is responsible for notifying all relevant members of the college community when a litigation hold is being implemented and, in consultation with appropriate college officials, determine the scope of the hold, when the hold is no longer required and will communicate such determinations to the relevant members of the college community.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-1001.A, *General Records Retention Schedule* (New)

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

Revision Notes: February 2016 – Revisions establish standards for the review, maintenance, retention, and disposal of documents in the transaction of business by the College as required by West Virginia Code §5A-8. Developed SCP-1001.A, *General Records Retention Schedule*.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1001.A, General Records Retention Schedule (New)**

This schedule applies to all types of records, regardless of media or format, including documents, e-mail, photographs, audiotapes, videotapes, CDs, and DVDs. Retention periods reflect minimum time periods. Records may be retained for longer periods of time at the discretion of the custodian or as required by legal counsel. Do not destroy any records while they are subject to audit, investigation, or where investigation is probable. Records that are in storage areas are often at risk of water damage or destruction and should be evaluated in light of this schedule.

Record Series Title	Description	Retention Period	Comments	Records Custodian
INTERNAL OPERATIONS				
Board of Governors	Meeting minutes, agenda, reports, proposals, and supporting documentation.	Permanent	Archive on a regular schedule.	Executive Assistant to the President
IRS Determination Letter	A formal letter issued by the Internal Revenue Service that decrees an organization is exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.	Permanent		Vice President for Finance and Administration
Grievance Files	Documentation of grievances initiated by faculty and staff	Permanent		Human Resources Director
Environmental Reports / OSHA Investigations	Investigation documentation or reports.	Permanent		Campus Directors
Insurance Policies	All policies in effect on behalf of the College, students, faculty, and staff.	Maintain as long as active plus 7 years		Vice President for Finance and Administration

Record Series Title	Description	Retention Period	Comments	Records Custodian
External and Internal Audit Records	Created by external or internal auditors to document their reviews, findings, and recommendations.	<ul style="list-style-type: none"> • Permanent: Final Report • Others Records: Retain for 3 years after creation of the audit records. 	Destruction of records in this category shall only be by shredder or other means that will make them unreadable.	Vice President for Finance and Administration
Real Property Leasing/Rental Records	Documentation of the lease and rental of property.	Retain for 7 years after expiration of the lease.	Destruction of records in this category shall only be by shredder or other means that will make them unreadable.	Vice President for Finance and Administration
Social Security Reports and Deposits	Periodic reports of wages and social security contributions paid by the College to the employee.	Permanent	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Program Coordinator for Payroll
Unemployment Compensation Benefit Files and Reports	Documentation eligibility of former employees for unemployment benefits and when these employees receive compensation charged against the college's account.	Retain for 5 years after termination of an employee.	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Human Resources Director
W-2 Listings	Documentation of salaries paid and taxes withheld for employees.	Permanent	Destruction of records in this category shall only be by shredder or other means that will make them unreadable.	Program Coordinator for Payroll
Financial Aid/Authorization/Allocation Letters	Awards of federal financial aid to the college.	Permanent		Director of Financial Assistance

Record Series Title	Description	Retention Period	Comments	Records Custodian
Time Sheets	Documentation of hours worked by employees.	<ul style="list-style-type: none"> • Student Workers: Retain for 7 years. • Staff: Retain for 7 years. 	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Program Coordinator for Payroll
Bank Records	Transactions recorded in the college bank accounts and their reconciliation to the general ledger.	Retain for 7 years after the end of fiscal year.	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Vice President for Finance and Administration
Employee Benefit Plan Files	Documentation on employee enrollment in benefit plans.	Permanent	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Human Resources Benefits Officer
Staff Appraisals, Promotion, Demotion, and Discharge Documentation	Records documenting periodic evaluation, work performance, and employment record of college staff.	Permanent	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Human Resources Director
Enforcement – Campus Incident Reports	Documentation of incidents that occur on campus that violates college and/or local laws and regulations. They contain case number, arrest report, incident report, date, time, complaint, address, and details of the report (IAW Clery Act).	Permanent		Safety Officer

Record Series Title	Description	Retention Period	Comments	Records Custodian
FINANCIAL RECORDS				
Financial Documentation	Tuition and fee schedules, annual endowment fund reports, annual financial statements, etc.	Permanent		Vice President for Finance and Administration
Financial Records – Debt Financing	All documents related to debt financing.	Retain for 20 years following the period of debt repayment.	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Vice President for Finance and Administration
Financial Records – General	Budget worksheets, printouts, account books, ledgers, purchase records, purchase orders, travel expense reports.	Retain for 7 years following the activity or after legislative audit final reports, whichever is later.	<ul style="list-style-type: none"> • The CFO’s Office is the official custodian of these records. If the CFO’s Office has a copy of the record, the department may destroy its duplicate at the close of the budget reconciliation period. • Destruction of records in the category shall only be by shredder or other means that will make them unreadable. 	Vice President for Finance and Administration

Record Series Title	Description	Retention Period	Comments	Records Custodian
Financial Records – Warranty and Purchase Orders	Warranty information, purchase orders with contractual terms.	Retain for 7 years following the date of purchase, or 7 years following the end of the warranty period, whichever is later.	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Vice President for Finance and Administration
PERSONNEL RECORDS				
Personnel Records	Documents related to employment, salary, benefits, and performance evaluation.	Permanent		Human Resources Director
Faculty – Professional Documentation	Records related to a faculty teaching, curriculum, committee work, or biographical materials.	Permanent	Store in an archive.	Human Resources Director
Faculty and Staff – Search Records	Vacancy announcement, advertisements, applications, evaluations, references, correspondence, e-mail, and all documents or materials related to the search.	Retain for 3 years following the successful hire or close of the search without a hire.	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Human Resources Director
GENERAL COLLEGE RECORDS				
College Policies and Procedures	Forms, procedure manuals, guides, handbooks, etc.	Destroy when they are no longer in effect. Human Resources will retain policy documents permanently.		Human Resources Director

Record Series Title	Description	Retention Period	Comments	Records Custodian
Projects, Programs, Proposals	Notes from meetings, reports, conceptual documents, financial support, all records related to projects or programs developed by non-academic offices.	Retain until a project has been completed and evaluated.		Project Administrator
College-wide Committee Records	Minutes, reports, and other materials generated by college-wide committees including charges, substantive correspondence and work product, and reports and documents about or related to the operation of college-wide committees.	Retain for 10 years.	The chair of each committee is responsible for keeping and organizing a record of the committee's work (minutes), final recommendations, and for transferring the records to the President's Office for college archives.	Executive Assistant to the President

Record Series Title	Description	Retention Period	Comments	Records Custodian
STUDENT RECORDS				
Student Records – Admission Files	Application records for admission to the college created for undergraduate and transfer student applicants. The files may include acceptance letters, letters of recommendation, placement records, transcripts, etc.	<ul style="list-style-type: none"> • Permanent: Registered students. • Retain for 1 year: Unregistered applicants. 	<ul style="list-style-type: none"> • Upon matriculation, admission files become registrar files. However, some materials such as letters of recommendation are removed. • Destruction of records in the category shall only be by shredder or other means that will make them unreadable. 	Registrar
Student Records – Grades, Transcripts, Personal Information	Student grades, transcripts, evaluations, and personal information such as addresses, phone numbers, etc.	Permanent	The official custodian of student records is the Registrar.	Registrar
Student Records – Graduation Lists	Lists of individuals who have successfully completed the degree requirements and have been graduated from the college.	Permanent		Registrar
Student Records – Registration	Documentation of a student’s course registration and changes to registration.	Retain for 1 year after the student submits the change.		Registrar

Record Series Title	Description	Retention Period	Comments	Records Custodian
Student Records – Student Discipline	Records relating to proceedings and decisions resulting from violations of the Code of Student Conduct or other college policies.	<ul style="list-style-type: none"> • Suspensions and expulsions retained with the student’s permanent record. • All Other: Retain for 7 years. 	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Director of Enrollment Management and Student Engagement
Student Records – Activities and Government	<ul style="list-style-type: none"> • Records related to student participation in special activities, student clubs, associations, and the Student Government Association. • Records related to any student organization or club. 	<ul style="list-style-type: none"> • Permanent: Final publications, photographs, artwork, memorabilia, policies, and administrative records. • All Other Records: Retain for 3 years after their administrative use ceases. 	<ul style="list-style-type: none"> • Archive permanent records on a regular schedule. • Destruction of records in the category shall only be by shredder or other means that will make them unreadable. 	Director of Enrollment Management and Student Engagement
Records for Title IX				Director of Enrollment Management and Student Engagement
Student Records – Career Counseling Office	Records related to an individual student such as counseling notes and letters of recommendation.	<ul style="list-style-type: none"> • Counseling Notes: Retain for 3 years after administrative use ceases. • Letters of Recommendation: Retain for 10 years after inactivity. 		Director of Adult and Disability Services

Record Series Title	Description	Retention Period	Comments	Records Custodian
Student Records – Financial Aid	Records showing evidence of providing financial aid including financial aid applications, federal student aid forms, federal tax forms, award letters, and confirmations, verification records, interview records, student scholarships, and awards.	Retain for 7 years after graduation or separation. (Federal regulation)	<ul style="list-style-type: none"> • Before destroying records related to special awards or scholarships, evaluate for permanent retention. • Destruction of records in the category shall only be by shredder or other means that will make them unreadable. 	Director of Financial Assistance
FACULTY GROUP RECORDS				
Faculty Group Records – General Office Records	Records related to the routine daily administration of the department including memoranda, meeting minutes, correspondence, and administration of programs.	Until no longer administratively useful.	Before destruction these records shall be evaluated for historical value.	Division Heads
Course and Curriculum Records	Includes college catalogs /bulletins, course schedules, syllabi, and course outlines.	Permanent	Intranet	Registrar
CONTRACT RECORDS				
Capital Improvement Contract Records	Contractual agreements for capital improvements.	Permanent		Vice President for Finance and Administration
Contracts – Construction and Renovation	Records related to construction and renovation of real property.	Permanent	Archive on a regular schedule.	Vice President for Finance and Administration

Record Series Title	Description	Retention Period	Comments	Records Custodian
Contracts – Negotiation Records, Executed Contracts	Records related to the process to enter into a contract or an agreement, or understanding including background support materials, drafts, memos, letters, and related correspondence. The contract itself and all attachments and amendments to it.	<ul style="list-style-type: none"> • Finalized Contracts and Agreements: Retain for 7 years after contract expiration. • All Other Records: Retain until administrative use ceases. 		Vice President for Finance and Administration
Grant and Contract Administration	Records related to the administration of federal and other grants, contracts, and agreements from negotiation to final performance such as grants-in-aid, state contracted services, and vendor contracts. Includes negotiation documentation, memoranda of understanding, agreements, contracts, amendments, terms, budget proposals, and related correspondence.	<ul style="list-style-type: none"> • Permanent: Summary records such as proposals, award letters and selected deliverables, and reports. • All Other Records: Retain for 7 years after final payment or completion of all obligations under the grant or contract and all subsequent renewals, whichever is later. 	Records related to proposals that were not funded may be kept as long as administratively useful and then destroyed.	Vice President for Finance and Administration

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

ITEM: Request for Final Approval of SCP-2226, *Faculty Incentive Pay Program*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-2226, *Faculty Incentive Pay Program*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Vice President for Finance and Administration Unit was charged with the review of SCP- 2226, *Faculty Incentive Pay Program*. This policy establishes a multifaceted incentive pay program to reward the faculty for exemplary performance and completion of projects which meet the needs of the institution by achieving or moving toward the goals of the Institutional Compact and Master Plan.

The policy was reviewed and approved by Executive Council at its's March 02, 2016 meeting, and reviewed and approved as presented by the President's Cabinet on March 29, 2016. This policy was revised to reflect a title changes.

At its April 19, 2016 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended May 20, 2016. No comments were received at the end of the comment period. Therefore, the staff recommends that the Board of Governors grant approval of SCP-2226, *Faculty Incentive Pay Program*, as presented for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

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

SUBJECT: Faculty Incentive Pay Program

REFERENCE: West Virginia Code §18B-8-2, *Faculty salary rules; Salary increases upon promotion in rank.*

ORIGINATION: April 1, 2001

EFFECTIVE: July 21, 2016

REVIEWED: March 2, 2016

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is applicable to all full-time faculty.

SECTION 3. DEFINITIONS

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

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Faculty may only receive incentive pay once for any one type of project. As an example, but not limited to this example is, a faculty member may receive incentive pay for developing a web course only once. It is expected that once a faculty member has developed this particular skill, he or she will apply such skill in the normal course of their duties in the future.
- 5.2 Activities/responsibilities which will not be included in the Incentive Pay Program include: participation in governance, longevity, service, faculty rank, or any criteria that are considered for faculty promotion in rank.

SECTION 6. GENERAL PROVISIONS

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

6.2 Eligibility Criteria:

- 6.2.1 The faculty member must be employed at least one full academic year before submitting an Incentive Pay Project for consideration.
- 6.2.2 The faculty member must have received a positive (beyond “satisfactory” or “average”) performance evaluation for the year immediately preceding submission of an Incentive Pay Project for consideration.

SECTION 7. RESPONSIBILITIES

- 7.1 It is the responsibility of the Division Head to ensure that all faculty receive an annual performance review according to institutional policy.
- 7.2 It is the responsibility of the faculty member to make application for incentive pay project consideration in accordance with the time lines established herein.

SECTION 8. CANCELLATION

- 8.1 None

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	Date
President	Date

Attachments: SCP 2226.A, *Faculty Incentive Pay Program Criteria and Application Guidelines*
SCP 2225.B, *Faculty Incentive Pay Program Agreement Form*

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

Revision Notes: September 16, 2008 — Policy changed to new SCP format and minor title changes made.
November 11, 2008 — Technical revisions only.
February 16, 2011 — Revised to incorporate provisions of “Faculty Incentive Program.”
May 3, 2016 – Title correction only in Section 7.1.

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

FACULTY INCENTIVE PAY PROGRAM CRITERIA AND APPLICATION GUIDELINES

1. Incentive Pay Projects Developed under Compact and Master Plan

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

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

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

2. Other Criteria for Development of Incentive Pay Plans

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

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

2.1 New or additional use of Technology (Technology Advances)

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

- application software for class assignment.
- 2.1.4. Innovative or more effective use of ICR.
- 2.1.5 Creation of software or technology.

2.2 Teaching

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

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

2.3 Scholarly Activity

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

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

2.4 Professional Faculty Development

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

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

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

2.5 Retention Efforts

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

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

2.6 Recruiting Efforts

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

2.7 Service to the Institution

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

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

2.8 Service to the Community

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

2.9 Active in, and Supportive of, Assessment Activities

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

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

FACULTY INCENTIVE PAY PROGRAM AGREEMENT FORM

This form, along with the approved Faculty Incentive Pay Project Proposal, describes the award conditions and the incentive option(s) provided to _____ (participant) for participation in the Faculty Incentive Pay Program of Southern West Virginia Community and Technical College (College) for the fiscal year _____.

As indicated through the signature(s) below, the participant agrees to fulfill all the terms and conditions associated with the completion of the approved Faculty Incentive Pay Project and required by the Faculty Incentive Pay Program as described in College Policy, SCP-2226, the Criteria specified in SCP-2226.A as well as those included within this agreement form.

In addition to this agreement form, the participant agrees to complete, sign and submit on the date(s) due, **SCP-2593.A, *Payment to Individuals for Services Form***, with all necessary and required signatures, to receive any and all payments associated with the completion of this Faculty Incentive Pay Project.

Section 1 – Project Description

Please provide a brief description of the approved project. (The approved Faculty Incentive Pay Project Proposal must be attached to this Agreement Form.)

Section 2 – Award Conditions

The participating faculty member agrees to all award conditions outlined in the *Faculty Incentive Pay Program*, SCP-2226 and SCP-2226.A, *Faculty Incentive Pay Program Criteria*.

Failure to complete the Incentive Pay Project in its entirety or failure to present of all expected deliverables as outlined in the approved Faculty Incentive Pay Project **will result in the cancellation of this agreement and the forfeiture of any incentive pay associated with the project. In addition the participant agrees to repay any and all funds**

received in advance of the satisfactory completion of the approved Faculty Incentive Pay Project must be repaid to the College.

Any course(s), material(s), program(s), service(s), and/or any other product(s) developed under the terms of this Faculty Incentive Pay Project become the sole property of Southern West Virginia Community and Technical College and any and all individual intellectual and/or other proprietary rights or claims of the faculty member are waived.

Section 3 – Incentive Pay and/or Other Incentives Awarded:

Please provide a detailed description of the incentive [monetary incentive pay, release-time, etc.] awarded by the College and accepted by the faculty participant under the terms and conditions of the approved Faculty Incentive Pay Project. The description must provide dates upon which any monetary payment will be processed.

Faculty Member

Date

Immediate Supervisor

Date

President

Date

Chief Financial Officer

Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

ITEM: Request for Final Approval of SCP-5620, *Traffic and Vehicle Speed, Flow and Parking Regulations Policy*

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

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Vice President for Finance and Administration Unit was charged with the review of SCP- 5620, *Traffic and Vehicle Speed, Flow and Parking Regulations Policy*. The purpose of this policy is to establish an institutional rule regarding the regulation and control of the speed, flow, and parking of vehicles on roads, driveways, and parking areas owned, leased and/or otherwise under the control and authority of Southern West Virginia Community and Technical College.

The policy was reviewed and approved by Executive Council at its March 02, 2016 meeting, and reviewed and approved as presented by the President's Cabinet on March 29, 2016. Upon review of this policy no recommend changes were made.

At its April 19, 2016 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended May 20, 2016. No comments were received at the end of the comment period. Therefore, the staff recommends that the Board of Governors grant approval of SCP-5620, *Traffic and Vehicle Speed, Flow and Parking Regulations Policy*, as presented for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

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

- SUBJECT:** Traffic and Vehicle Speed, Flow, and Parking Regulations Policy
- REFERENCE:** West Virginia Code §18B-4-6, *Regulation of parking, speed, flow of traffic on campus roads and driveways; civil and criminal penalties; disposition of revenue*. West Virginia Code §18B-10-15, *Authority of educational institutions to provide special services and programs; collection and disposition of fees therefor*.
- ORIGINATION:** February 1, 1989
- EFFECTIVE:** July 21, 2016
- REVIEWED:** March 2, 2016

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

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

SECTION 7. RESPONSIBILITIES

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

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

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

March 2016 – No changes recommended.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

ITEM: Request for Approval to Release SCP-1230, *Firearms, Weapons, and Explosives Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1230, *Firearms, Weapons, and Explosives Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

STAFF MEMBER: Robert E. Gunter

BACKGROUND:

At its April 19, 2016 meeting, a memo which had been issued by Chancellor Sarah Tucker to all community and technical college Presidents regarding guns on campus was brought before the Board as an information item. Chancellor Tucker indicated that she had carefully examined interpretation of code as it relates to the new concealed weapon's policy with her legal counsel as well as the Governor's legal counsel. It is her office's position that institutional Presidents and their Boards of Governors are still able to prohibit firearms and other deadly weapons on their campuses pursuant to West Virginia State Code §61-7-14. West Virginia University had prepared a statement that Chancellor Tucker believed might be useful for all of us, if we wish to prohibit firearms on our campuses. Following review and discussion of the prepared statement, Chair Heywood charged Southern's President with the development of an institutional policy using the statement prepared by West Virginia University.

A policy regarding guns on campus was prepared and brought before the President's Cabinet for review at its May 24, 2016 meeting. Based on the deliberation and recommendation of the Cabinet, it is recommended that SCP-1230, *Firearms, Weapons, and Explosives Policy*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1230**

SUBJECT: Firearms, Weapons, and Explosives Policy

REFERENCE: West Virginia Code §18B-2A-4, *Powers and duties of governing boards generally*;
West Virginia Code §61-7-14, *Right of certain persons to limit possession of firearms on premises*.

ORIGINATION: May 24, 2016

EFFECTIVE:

REVIEWED: New

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to impose the prohibition of a penalty for the possession or storage of firearms, explosives, and weapons in any form on the premises of Southern West Virginia Community and Technical College or any College-leased facilities.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all members of the Southern West Virginia Community and Technical College community, including faculty, staff and students, as well as visitors to any campus.

SECTION 3. DEFINITIONS

- 3.1 Firearm – Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by CO₂. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc., and any ammunition for any such device.
- 3.2 Weapon – Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to:
- 3.2.1 Firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, etc.;
- 3.2.2 Any object that could be reasonably construed as a weapon; or
- 3.2.3 Any object legally controlled as a weapon or treated as a weapon under the laws of the State of West Virginia.
- 3.3 Explosives – Any chemical compounds or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that result in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, etc., as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College has a responsibility to provide a safe and secure environment for its employees and students. In support of this responsibility, the College has established the following rule regarding firearms, weapons, and explosives on its property.
- 4.2 It is prohibited to possess firearms, weapons, and/or explosives on Southern West Virginia Community and Technical College campuses, or any College-leased facilities, in College vehicles, on any real property under the care, custody, and control of the College, or at any College-sponsored event without the explicit authorization of the President, whether or not it is done openly or concealed and whether or not a federal or state license to possess the same has been issued to the possessor. The only exceptions to this policy are as follows:
- 4.2.1 Law enforcement officer to the extent they are legally permitted to possess weapons pursuant to West Virginia State Law;
 - 4.2.2 Military personnel in performance of their official duties to the extent they are legally permitted to possess weapons in the State of West Virginia; and
 - 4.2.3 College sanctioned classes, group or events where a particular weapon(s) is required and regularly used as part of the curriculum or activity, i.e., various Criminal Justice courses. The control, security and safe use of such weapons shall be the responsibility of the supervising faculty member. The supervising faculty member shall inform the appropriate Director of Campus Operations in advance of any unusual or seldom occurring events involving the use of weapons on campus.
- 4.3 Any person carrying or possessing a firearm or other deadly weapon in violation of this policy who, upon being requested to do so, refuses to temporarily relinquish possession of the firearm or other deadly weapon, and/or refuses to leave the College premises or grounds as previously defined while in possession of the firearm or deadly weapon, shall be charged with a misdemeanor, and upon conviction thereof, can result in a fine of up to \$1,000, or up to six months in jail, or both (§61-7-14 WV Code).

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Exceptions to this policy may be requested in writing to the President. Only under very limited circumstances will an exception be granted. Questions regarding the applicability of this policy to specific items must be directed to the President.

SECTION 6. GENERAL PROVISIONS

- 6.1 Any student, faculty or staff member violating this policy shall be subject to the disciplinary policies and procedures applicable to students, faculty or staff in addition to the penalties provided under State law.

SECTION 7. RESPONSIBILITIES

- 7.1 Enforcement of this policy will depend on the cooperation of all members of the campus community, both to comply and encourage others to do so. Faculty, staff, and students who see individuals with weapons are asked to notify the President immediately.

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

10.1

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: New Policy.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

ITEM: Request for Approval for Revisions to SCP-4356, *Financial Aid Recipient - Change in Enrollment Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4356, *Financial Aid Recipient - Change in Enrollment Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

STAFF MEMBER: Robert E. Gunter

BACKGROUND:

SCP-4356, *Financial Aid Recipient - Change in Enrollment Policy*, was reviewed and approved by the Management Council for Academic Affairs and Student Services (MCAS) at its December 9, 2015 meeting, and reviewed and approved by the Executive Council and the President's Cabinet at their January 2016 meetings. Policy revisions provide clarity and reflect grammar and technical changes.

Based on the deliberations and recommendations of the Management Council for Academic Affairs and Student Service, the Executive Council, and the President's Cabinet, the staff requests that SCP-4356, *Financial Aid Recipient - Change in Enrollment Policy*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4356**

SUBJECT: Financial Aid Recipient - Change in Enrollment Policy

REFERENCE: West Virginia Code §18C-5-5; §18C-5-7; §18C-7-6
Title IV, Higher Education Act of 1965 (as amended)

ORIGINATION: January 1, 1985

EFFECTIVE: January 1, 1985

REVIEWED: ~~March/April 2011~~ December 2015

SECTION 1. PURPOSE

1.1 The purpose of this policy is to define the manner in which financial assistance received by an eligible student at Southern West Virginia Community and Technical College is affected by a change in enrollment status.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This issuance applies to all students receiving financial assistance.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 Enrollment Status

4.1.1 Students who enroll, but never attend classes, ~~are considered “no-show” and are not entitled to financial assistance. All financial assistance received by the student and/or the institution must be returned.~~

4.1.2 If students withdraw from all classes within the first 60% of a semester, a recalculation of the financial aid award must occur. After 60% of the semester is completed, no recalculation is required.

4.1.3 Students receive financial assistance based on current enrollment status when verified by the financial assistance office on the financial aid census date. Changes in enrollment that occur before financial assistance funds are applied to students’ accounts require review and recalculation. Late start classes will be handled on an individual basis.

4.2 Tuition Refund

4.2.1 In cases where a student has a change in enrollment status and is eligible for a refund, the tuition refund will be returned to the federal aid programs based on the refund policy for the current semester.

4.2.2 The amount to be returned to the federal programs will be refunded in the following priority order, but will not exceed the amount the student received from each program:

4.2.2.1 All Loan Programs,

4.2.2.2 Federal Pell Grant,

4.2.2.3 Federal Supplemental Educational Opportunity Grant (SEOG),

4.2.2.4 West Virginia Higher Education Grant (WVHEG).

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES ~~AND PROCEDURES~~

7.1 The Financial Assistance Office will verify student aid awards and student tuition refunds. The Business Office will establish refund procedures in compliance with federal and state policies.

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

April 2011 – Revisions reflect changes in procedure and documentation to meet July 1, 2011, Title IV requirements.

December 2015 – Revisions provide clarity and reflect grammar and technical changes.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

ITEM: General Studies, Certificate of Applied Science
Post-Audit Review

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the General Studies, Certificate of Applied Science program, with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

STAFF MEMBER: Melinda Saunders

BACKGROUND:

In accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*, programs started under the provisions of the rule must undergo a post-audit review three years after the initial offering of the course of study. The Division of University Transfer Programs conducted a post-audit review of the General Studies Certificate Degree Program during the 2015-2016 academic year.

Based upon the post-audit review, it is recommended that the General Studies, Certificate of Applied Science program continue with the following corrective action:

- develop a comprehensive assessment plan for the program that includes a review of program goals and an identification of appropriate skills assessment for the program
- develop an advisory committee for the program
- automate the graduate survey process to promote better response rates

The post-audit review was presented to the Management Council for Academic Affairs and Student Services, Executive Council, and President's Cabinet and they concur with this recommendation.

POST-AUDIT REVIEW
Southern West Virginia Community and Technical College
Board of Governors

Program with Special Accreditation

Program without Specialized Accreditation

Program: Certificate of Applied Science General Studies

4-20-2016

Degree and Title

Date

INSTITUTIONAL RECOMMENDATION

The institution is obligated to recommend continuance or discontinuance for each program reviewed and provide a brief rationale for its recommendation.

- 1. Continuation of the program at the current level of activity without corrective action;
- 2. Continuation of program with corrective action (specify required action - e.g., reducing the range of optional tracks or other corrective action);
- 3. Identification of the program for further development;
- 4. Development of a cooperative program with another institution or sharing of courses, facilities, and/or faculty, and the like;
- 5. Discontinuance of the program in accordance with provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs.*

Rationale for Recommendation:

It is recommended that the University Transfer General Studies Certificate of Applied Science at Southern WV Community and Technical College be continued with corrective actions. Those corrective actions include developing a comprehensive assessment plan for the program that includes a review of program goals and an identification of appropriate skills assessment for the program; developing an advisory committee for the program; and automating the graduate survey process to promote better response rates.

 Signature of person preparing report if other than Division Head

 Date

Melinda Sanderson
 Signature of Division Head

4-20-2016
 Date

A. J. ...
 Signature of Vice President for Academic Affairs and Student Services

5-1-16
 Date

 Signature of President

 Date

 Signature of Chair, Board of Governors

 Date

Post-Audit Review

West Virginia Council for Community and Technical College Education

Institution: Southern West Virginia Community and Technical College

Program: General Studies, Certificate of Applied Science

I. Introduction

The General Studies, Certificate of Applied Science, has been part of Southern West Virginia Community and Technical College's degree inventory since fall 2013. Per Southern's mission statement, as a comprehensive community and technical college, Southern is committed to providing programs of study leading to the Associate in Arts and the Associate in Science degrees which can be effectively transferred and applied toward a baccalaureate degree. The curriculum of the Certificate of Applied Science, General Studies is fully imbedded within each of the associate degrees offered by the University Transfer Program. Students who aspire to complete a baccalaureate degree at a four-year college or university may transfer the credits earned during the completion of their University Transfer Program Certificate Degree in General Studies. The certificate degree serves as a milestone of the educational plans of those students whose ultimate educational goals include and A.A., A.S., B.A., B.S., M.S., M.A., or other advanced degree.

From inception in fall 2013 through fall 2015, Southern has awarded 160 Certificate Degrees in General Studies. Six of the 160 students have been awarded only the Certificate Degree in General Studies. The remaining 154 awardees were awarded one or more additional degrees either in conjunction with or subsequent to the Certificate Degree in General Studies. Eight students were awarded the Certificate Degree in General Studies in conjunction with both the Associate in Arts and the Associate in Science. Three students were awarded the Certificate Degree in General Studies in conjunction with an Associate in Applied Science.

The University Transfer Program Certificate Degree in General Studies requires 30 credit hours for completion. Degree requirements include courses representing each of the components of Southern's general education goals—oral and written communications; mathematical skills/competencies; information and communication technology; scientific inquiry and research skills; a cultural, artistic, and global perspective; and, infused throughout the curriculum, critical thinking skills. The degrees are available at all campus locations, with some required courses delivered in hybrid or fully-online formats. At some locations, some required courses are delivered via the interactive classroom to maximize availability of the program.

II. Goals and Objectives

Goals:

The Certificate Degree in General Studies is designed to provide students with an educational path that maintains options while completing basic general education requirements. The coursework required for the degree provides skills necessary to be competitive and excel in the workplace including (a) communication skills, (b) critical thinking skills, (c) a knowledge of basic technology, and (d) a strong sense of personal and professional responsibility.

Objectives:

The program objectives coincide with the general education goals and are

1. Critical Thinking Skills--Students will demonstrate their ability to think critically by analyzing and synthesizing material.
2. Oral and Written Communications—Students will demonstrate their oral and written communication skills by reading, writing, and speaking effectively.
3. Mathematical Skills/Competencies—Students will demonstrate their abilities to think mathematically by using problem-solving skills which include estimation, computation, analysis, assimilation, application, and transference as well as implementation of appropriate technology.
4. Information and Communication Technology—Students will demonstrate their information and communication technology skills by using technology, communications tools, and/or networks to access, retrieve, process, and communicate information.
5. Scientific Inquiry and Research Skills—Students will demonstrate their scientific inquiry/reasoning skills by using resources and methods appropriate to the program's curriculum.
6. A Cultural, Artistic, and Global Perspective—Students will demonstrate their awareness of a cultural/artistic/global perspective by discussing the quality, value, and significance of cultural/artistic artifacts and/or by discussing political, historical, economic, and social issues.

The Certificate Degree in General Studies was implemented in response to West Virginia Code § 18B-3C-6 and §135-37-7-7.2.

Refer to Appendix V for evidence related to implementation of the program.

III. Assessment

The University Transfer Program Certificate Degree in General Studies utilizes a variety of assessment measures. Student achievements in general education and elective courses are assessed in accordance with the institution's plan for assessment. Additionally, students participate in formal and informal assessments within program courses which include oral and written presentations, class examinations, web-based assignments, and peer interactions.

Beginning with the implementation of the co-curricular model of delivery for EN 101 and developmental writing and reading during fall 2015, English faculty began administering a common essay prompt to all students. Student writing is assessed by this prompt at the start and conclusion of each semester. Writing samples collected across all disciplines are submitted to the Writing Scoring Committee chaired by a member of the Assessment Committee. The committee's reports from 2013 through 2015 and success data regarding the first semester of implementation of the co-curricular model of delivery for Freshman Composition I are provided in Appendix VI.

Common final exams are utilized by the mathematics faculty. Results of these assessments are discussed at the start of each semester and used to modify the schedule and lesson construction within the courses. Additionally, samples of the use of mathematical skills and competencies within courses across all disciplines are submitted to the Math Rubric Assessment Team chaired by a member of the Assessment Committee. The team's reports from 2013 and 2014, along with recommendations concerning the future direction of this team are provided in Appendix VI.

During the spring 2015 semester, the team of Speech faculty piloted a common assessment within the discipline. The culminating speech given by students as a required component of the course, the persuasive speech, is recorded and assessed by the speech faculty team by rubric. The team's report, along with a copy of the rubric used, is provided in Appendix VI.

During academic year 2014-2015, full-scale implementation of the co-curricular model of delivery for developmental and gateway mathematics courses was initiated. Success rates are provided in Appendix VI.

Discipline teams assimilate and report the results of the common course assessments as well as applicable individual course assessments to the Assessment Committee.

IV. Curriculum

A. Summary of Degree Requirements

The University Transfer Program Certificate Degree in General Studies requires 30 credit hours for completion. Degree requirements include courses representing each of the components of Southern's general education goals—oral and written communications; mathematical skills/competencies; information and communication technology; scientific inquiry and research skills; a cultural, artistic, and global perspective; and, infused throughout the curriculum, critical thinking skills.

A summary of the number of hours required for each general education goal is given by

General Education Goal	Certificate Degree in General Studies Hours Required
Oral and Written Communications	9
Quantitative and Qualitative Reasoning	3-7
Cultural, Artistic, and Global Perspective	9-15
Information and Communication Technology	0-4
Electives*	2-9

*The student is to choose courses based upon the planned baccalaureate major in consultation with an academic advisor and the catalog/transfer agreement for the intended transfer institution.

In accordance with West Virginia Code § 18B-1-1A; 18B-2B-6; 18B-3C-2; Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 23, Basic Guidelines and Standards for Admissions at Community and Technical Colleges, and policy, SCP-4000, Southern is an open admissions institution. The University Transfer Program Certificate Degree in General Studies adheres to the open admissions policy providing admission to those age eighteen and older and able to benefit from study at the community college level and have no additional admission requirements nor any additional standards of student progress required in order for students to remain in the program. Successful completion of the program requires completion of the program's curriculum as outlined in the catalog with a grade point average of 2.0 or higher.

B. Program Requirements and Course Descriptions

For current program requirements for the Certificate Degree in General Studies and complete course descriptions, see Appendix I.

C. Course Delivery Modes

All required courses for the Certificate Degree in General Studies are available at all campus locations, with some required courses delivered in hybrid or fully-online formats. At some locations, some required courses are delivered via the interactive classroom to maximize availability of the program.

V. Faculty

Prior to the implementation of the Certificate Degree in General Studies, during academic year 2011-2012, Southern employed 74 full-time faculty. Among that number were faculty representing the following University Transfer Program disciplines: English, seven; history and political science, three; mathematics, four; psychology and social science, two; transitional studies, six; social science, five; natural science, seven; speech, two; and art, one. During 2011-2012, Southern's full-time faculty also included faculty housed in other divisions teaching courses in the following University Transfer Program identified disciplines: economics, two, and computer information systems and information technology, five. For the academic year 2015-2016, Southern's faculty roster included 71 faculty. Among that number were faculty representing the following University Transfer Program disciplines: English (including transitional studies), seven; mathematics (including transitional studies), nine; natural science, six; and speech, two. Southern's full-time faculty also included faculty housed in other divisions teaching courses in the following University Transfer Program identified disciplines: computer information systems and information technology, four; economics, two; history and political science, two; and psychology and social science, two.

Southern relies on a cadre of highly qualified, dedicated part-time faculty to meet program delivery needs. The median number of part-time faculty teaching three to nine credit hours between spring 2011 and fall 2015 (ten semesters) in a University Transfer program discipline in number is given by

Discipline	Median Number of Part-Time Faculty
Appreciation (Art, Music, Theater)	3
Compute information systems and information technology	0.5
English (including transitional studies)	5
Economics	1
History and Political Science	2
Mathematics (including transitional studies)	8
Natural Sciences	6
Psychology, Social Science, and Religion	15
Speech	1

Refer to Appendix II: Faculty for a summary of faculty rank, employment status, academic preparation, any professional development activities, and any other pertinent information.

VI. Enrollment and Graduates

Program Enrollment and Graduates

From inception in fall 2013 through fall 2015, Southern has awarded 160 Certificate Degrees in General Studies. Six of the 160 students have been awarded only the Certificate Degree in General Studies. The remaining 154 awardees were awarded one or more additional degrees either in conjunction with or subsequent to the Certificate Degree in General Studies. Eight students were awarded the Certificate Degree in General Studies in conjunction with both the Associate in Arts and the Associate in Science. Three students were awarded the Certificate Degree in General Studies in conjunction with an Associate in Applied Science.

The curriculum of the Certificate of General Studies is fully imbedded within each of the associate degrees offered by the University Transfer Program. During the fall 2015 semester, the University Transfer Program Associate in Arts and Associate in Science, and by extension, the Certificate Degree in General Studies included 435 identified majors, representing 26.1% of Southern's student body (435 of 1669 students). More than one quarter of the institution's student population was enrolled in the University Transfer Program.

The University Transfer Program has experienced major growth in the number of declared majors over the review period, rising from 160 to 353 students in the Associate in Arts and from 26 to 82 in the Associate in Science. It is expected that program enrollment will remain at the current level for the foreseeable future.

For more detailed enrollment and graduation data, see Appendix III.

Graduate Satisfaction and Transfer Acceptance

One hundred forty-seven graduate surveys were distributed by email on November 16, 2015. Of these 147, ten completed surveys were returned. A copy of the survey, the aggregate of the responses, and the individual responses are found in Appendix III. The survey needs to be distributed annually for a three year period to each graduate to obtain a more complete picture of transfer success and baccalaureate degree completion. Six of the ten respondents indicated that they completed between 60 and 90 credit hours in achieving degree completion. Eight of ten respondents indicated that they planned to transfer to a four-year institution to complete a baccalaureate degree with Marshall University as the most popular choice institution of transfer (three respondents) and elementary education as the most popular degree (five respondents) sought by respondents. Most respondents felt that Southern helped them achieve their educational goals and prepared them for success at their transfer institution (six respondents). The highest positive response (six respondents) concerning student perception of Southern's ability to impart general education goals yielded a strong agreement that Southern improved the students' mathematical skills and competencies and ability to use oral, written and listening skills to communicate. Four statements yielded a negative response. A single respondent strongly disagreed that Southern prepared the student for success at the student's transfer institution, provided skills that the student has used since graduating from the program, improved the student's ability to use scientific inquiry and scientific principles, and helped the student advance at the student's job. Three respondents indicated that all of their transferred credits were able to be used to meet the requirements for their baccalaureate degrees. The four other respondents to the question indicated that they were able to apply between 30 and 60 of their transferred credits to meet the requirements of their baccalaureate degrees. Sixty-two percent (62%) of respondents would recommend the program to a friend or co-worker. In general, respondents were very satisfied with program advisement (seven respondents), availability of faculty (six respondents), cost (six respondents), and times of classes (six respondents). Contradictorily, two respondents were somewhat or very dissatisfied with the cost of the program.

VII. Financial

The University Transfer Program receives an annual budget dedicated to meeting the program's needs. From academic year 2010-2011 through 2013-2014, the University Transfer Program, including the Associate in Arts and Associate in Science, was guided

by the Dean of University Transfer and five Department Chairs—Humanities, Math, Natural Sciences, Social Sciences, and Transitional Studies. Funds were allocated to individual departments as well as to the office of the Dean of University Transfer. The budget for part-time faculty was administered by the offices of the Vice President of Academics and Student Services and the Chief Financial Officer. Reorganization of the governance structure implemented in July 2014 resulted in the merger of departmental budgets. The Division Head of University Transfer Programs administers budgets allocated to the disciplines of English, fine arts, mathematics, science, and speech. The Division Head of Social Science, Education, and Nontraditional Programs administers budgets dedicated to the disciplines of social sciences, history, and political science. The Division Head of Healthcare and Business Programs administers the budget allocated to economics. The Division Head of Applied and Industrial Technology administers the budget dedicated to computer informational systems and informational technology. The budget for part-time faculty is administered by the office of the Vice President for Academics and Student Services. Information regarding financial resources allocated for the University Transfer Program may be found in Appendix IV. Although limited, the financial support has been adequate to meet the needs of the program.

VIII. Advisory Committee

A priority for the Division Head of University Transfer is to form an advisory committee for the program. The committee should contain representatives from within the college, peer institutions in the region, and four-year colleges and universities to which Southern students typically transfer. Representation should include a variety of discipline experts, transfer specialists or registrars, and administrators. No evidence of the existence of an advisor committee from 2013 to the present exists. An advisory committee is to be convened in April, 2016, and will meet annually thereafter.

For a list of Advisory Committee invitees to the April 2016 Advisory Committee meeting, refer to Appendix VII.

IX. Accreditation

Accreditation is not available for this program.

INFORMATIONAL ITEMS

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

ITEM: SCP-1750, *Tobacco Usage Policy*, and
SCP-2171, *Professional and Educational
Requirements for Faculty*

RECOMMENDED RESOLUTION: For Information Only

STAFF MEMBER: Robert E. Gunter

BACKGROUND:

At its April 19, 2016 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-1750, *Tobacco Usage Policy*, and SCP-2171, *Professional and Educational Requirements for Faculty*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended May 20, 2016. At the end of the comment period, five (5) comments were received on SCP-1750, and one (1) comment was received on SCP-2171.

Due to comments received, the staff recommends that action on these policies be postponed to allow sufficient time for further review. When a thorough review has been conducted, draft policies will be brought forward with requests for the Board to authorize an additional 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

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

RECOMMENDED RESOLUTION: For Information Only

STAFF MEMBER: Samuel Litteral

BACKGROUND:

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

During the 2015-2016 fiscal year, Southern awarded a total of \$204,217.10 in undergraduate waivers to a total of 64 students. In compliance with West Virginia Code §18B-10-5(4) and the Southern West Virginia Community and Technical College Board of Governors policy, SCP-5065, *Report on the Awarding of Undergraduate Tuition and Fee Waivers*, this report for fiscal year 2015-2016 will be entered into the minutes of the Board of Governors meeting of June 21, 2016.

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

Authorized Waivers

63.5

Date: May 24, 2016

	Number Awards			Dollar Value of Waivers		
	In-State	Out-of-State	Total****	In-State	Out-of-State***	Total
Demonstrated financial need:	20.7	0	20.7	\$64,608.00	\$0	\$64,608.00
Academic Ability	21.4	0	21.4	\$70,921.10	\$0	\$70,921.10
Employee	1.4	0	1.4	\$4,788.00	\$0	\$4,788.00
Employee Dependent	9.53	0	9.53	\$30,384.00	\$0	\$30,384.00
HISTA *	6	0	6	\$19,152.00	\$0	\$19,152.00
Foster Care**	4	0	4	\$12,768.00	\$0	\$12,768.00
Veterans/Orphans	0.5		0.5	\$1,596.00	\$0	\$1,596.00
Total	63.53	0	63.5	\$204,217.10	\$0	\$204,217.10
	100%	100%	100%	100%	100%	100%

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

ITEM: Report on 2015-2016 Faculty Promotion Decisions

RECOMMENDED RESOLUTION: For Information Only

STAFF MEMBER: Robert E. Gunter

BACKGROUND:

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

Promotions Awarded:

Tehseen Irfan	Associate Professor to Professor
Judith L. Curry	Assistant Professor to Associate Professor
Susan C. Baisden	Instructor to Assistant Professor
Charles B. Keeney III	Instructor to Assistant Professor
Rebecca N. Vineyard	Instructor to Assistant Professor

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2016**

ITEM: 2016-2017 Holiday Calendar

RECOMMENDED RESOLUTION: For Information Only

STAFF MEMBER: Robert E. Gunter

BACKGROUND:

As authorized by Board of Governors policy SCP-2360, *Holidays*, a holiday schedule for 2016-2017 has been established and approved for Southern West Virginia Community and Technical College, a copy of which is attached. The holiday schedule has been aligned with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 14, *Holidays*, Southern's 2016-2017 academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia Code. The 2016-2017 Holiday Calendar has been announced college-wide and submitted to the Chancellor for Community and Technical College Education.

**Southern West Virginia Community & Technical College
Holiday Schedule
Fiscal Year 2016-2017**

Monday, July 4, 2016	*Independence Day
Monday, September 5, 2016	*Labor Day
Thursday, November 24, 2016	*Thanksgiving Day
Tuesday, December 20, 2016	Alternative
Wednesday, December 21, 2016	Alternative
Thursday, December 22, 2016	Alternative
Monday, December 26, 2016	*Christmas Day
Tuesday, December 27, 2016	Alternative
Wednesday, December 28, 2016	Alternative
Thursday, December 29, 2016	Alternative
Monday, January 2, 2017	*New Year's Day
Monday, January 16, 2017	*Martin Luther King, Jr. Day
Monday, May 29, 2017	Memorial Day

*As designated by West Virginia Code 2-2-1, Procedural Rule Series 14 Holidays, and Southern Policy SCP-2360, *Holidays*.

For the purpose of taking into consideration Southern's Academic Calendar, holidays indicated as "Alternative" are in lieu of the Year 2016 Columbus Day, Lincoln's Day, Veteran's Day, and General Election Day, and the Year 2017 President's Day and West Virginia Day.