



Southern
West Virginia
Community and Technical College

Board of Governors

**Agenda Book
August 22, 2017**

Members

Howard E. Seufer, Jr., Chair
Glenn T. Yost, Vice Chair
F. Raamie Barker, Secretary
Kevin Hill
Jada C. Hunter
Latisha Marcum

Dr. Mason E. White II
Kevin G. Zachary
Wilma J. Zigmund
William H. Alderman II
Melissa J. Deskins

Robert E. Gunter, Ed.D
President

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 22, 2017
6:00 p.m.
Room 433 • 1601 Armory Drive
Williamson, West Virginia**

AGENDA

1. Call to Order Mr. Howard E. Seufer
Board Chair
2. Introduction of New Board Member Chair Seufer
3. Oath of Office Mr. Samuel Litteral
Vice President for Finance and Administration
4. Call for Public Comments to the Board of Governors Chair Seufer
5. Introduction of New Vice President for Student Services Dr. Robert E. Gunter
President
6. President's Report President Gunter
7. Financial Report Mr. Litteral
8. HLC Assurance Argument Progress Report Dr. Jack Dilbeck
Vice President for Academic Affairs
9. Emergency Preparedness Update Mr. David Lord
Director of Wyoming/McDowell Campus Operations
10. Action Items:
 - 10.1 Presidential Evaluation Ad Hoc Committee Appointments Chair Seufer
 - 10.2 Request for Approval of June 20, 2017 Board Meeting Minutes 12-21
 - 10.3 Request for Approval of Textbook Affordability Committee Report 22-23
 - 10.4 Request for Approval to Release for 30-day Comment Period
 - 10.4.1 SCP-1000, Manuals, Announcements, and Policies (MAP)
Development System 24-40
 - 10.4.2 SCP-2156, Drug and Alcohol Policy 41-48
 - 10.4.3 SCP-2165, Educational Release Time for Classified Employees 49-54
 - 10.4.4 SCP-4000, Basic Guidelines and Standards for Admissions 55-60
 - 10.4.5 SCP-5100, Disposition and Sale of Surplus/Excess Property 61-64
 - 10.5 Request for Approval to Terminate Addiction Counseling, Certificate
and Associate in Applied Science Degree Programs 65-68
 - 10.6 Request for Approval to Terminate Survey Technology, Certificate
and Associate in Applied Science Degree Programs 69-71
 - 10.7 Request for Approval of Personnel Salary Increase Proposal for
Fiscal Year 2017-2018 72-73
West Virginia Community and Technical College for FY 2017-2018

10.8 Request for Approval of Salary Increase for President of Southern 74

11. Discussion Items:

11.1 Review of Board of Governors Strategic Goals 75-76

11.2 Strategic Goals Ad Hoc Committee Appointments Chair Seufer

12. Informational Items:

12.1 Institutional Polices Approved by Chancellor Tucker 77

12.2 Institutional Rule Making Report 78-106

Key Points Discussed and Action Items			
Ck	Date	Activities	How Participated
		Chamber of Commerce/Consortium/Association Meetings	
	July, 10, 2017	Tug Valley Chamber of Commerce	Attended
	July 11, 2017	Logan County Chamber of Commerce (Board of Directors)	Attended
	July 13, 2017	Chief Logan Recreation Center Board (Board of Directors)	Attended
	August 8, 2017	Logan County Chamber of Commerce (Board of Directors)	Attended
	August 14, 2017	Tug Valley Chamber of Commerce	Attended
		Campus Visits	
	July 31, 2017	New Student Orientation, Welcome – Williamson Campus	Participated
	August 1, 2017	New Student Orientation, Welcome – Logan Campus	Participated
	August 2, 2017	New Student Orientation, Welcome – Wyoming/McDowell Campus	Participated
	August 3, 2017	New Student Orientation, Welcome – Boone/Lincoln Campus	Participated
		Individuals Meet/Greet	
	July 5, 2017	Mr. Dan Taylor, IAS Program Coordinator, WV Community Development Hub	Participated
	July 6, 2017	Dr. Jerome Gilbert, President, Marshall – Center for the Economic Development of Southern West Virginia	Participated

Key Points Discussed and Action Items			
Ck	Date	Activities	How Participated
		Other	
	June 21, 2017	Appalachian Hatchery Program Meeting (Machining)	Attended
	June 21, 2017	Interview Committee – Instructional Specialist/Agriculture	Participated
	June 22, 2017	Interview Committee – Vice President for Student Services	Participated
*	June 27, 2017	WV Education Consortium Roundtable – Van High School	Participated
*	June 28, 2017	Mentor lunch/Lessons learned President Panel	Participated
	July 24, 2017	TAACCCT 3 BTG Evaluation Visit with Jim Skidmore	Attended
*	July 26 – 27, 2017	Student Success Summit, Morgantown, WV	Attended
	August 7, 2017	Boot Camp for incoming Nursing Students	Welcomed
*	August 16, 2017	Institutional Boards of Governors Workshop, Stonewall Resort	Attended
	August 18, 2017	WV Council for CTC Education, Stonewall Resort	Attended
	August 22, 2017	POWER Grant Initiatives Discussion	Participated
		Informational Items/Planned Activities	
		Grants Update(s) New/Finalized Awards <ul style="list-style-type: none"> • Perkins Plan Approved. Increase in enrollment in CTE programs resulted in an additional \$64,947 funding in Perkins (Total Award - \$278,454.09) <ul style="list-style-type: none"> ○ Update IT & Radiology labs ○ Hire Business Engagement Specialist ○ Tutoring Center in Math & Science for CTE students ○ Training for faculty/staff in career areas and student engagement • TANF-DHHR grant awarded - \$120,000 	

		<ul style="list-style-type: none"> ○ Case management and student support ● Perkins Leadership Award - \$50,700 <ul style="list-style-type: none"> ○ Case management for technology students at Williamson ● College Transition Initiative - \$30,000 <ul style="list-style-type: none"> ○ Concurrent Enrollment Program <p>Other Grant Activity</p> <ul style="list-style-type: none"> ● Powersports, Agriculture, and Hatfield McCoy Trails <ul style="list-style-type: none"> ○ All positions filled ● RCBI – Appalachian Hatchery Program for Machine Tool <ul style="list-style-type: none"> ○ MOU underdevelopment & equipment being ordered. ● PRIDE – BuildJobs Initiative <ul style="list-style-type: none"> ○ MOU underdevelopment 	
		<p>Renovation Update(S):</p> <ul style="list-style-type: none"> ● Logan Campus Student Services ● Williamson Campus Armory 	

**Southern West Virginia Community and Technical College
Board of Governors Meeting
August 22, 2017**

Emergency Preparedness Presentation

1. College Emergency Plan
2. Campus Crisis Management Teams
3. Individual Campus Emergency Plans
4. Southern Alerts
5. Academic Course Syllabus Addendum
6. Communications
 - a. Stateside Interoperable Radio Network
 - b. Wallet Cards
7. Training
 - a. NOAA
 - b. Southern Alerts
8. What we are currently exploring
 - a. Key fob
 - b. Internal radio communications
9. Questions



Southern
West Virginia Community and Technical College

EMERGENCY
PLAN



Southern
ALERTS
NOTIFICATION SYSTEM

Get Alerts wherever you are
for Emergencies and Weather

Opt in to get notifications on:

- Email
- Mobile Phone
- Text Messaging
- Social Media and RSS

Opt In Here:

<http://alerts.southernwv.edu>



Southern West Virginia Community and Technical College
Class Syllabus Attachment

If an emergency arises in this classroom, building or vicinity, your instructor will inform you of actions to follow to enhance your safety. As a student in this class, you are responsible for knowing the location of the emergency evacuation route or shelter. If a College official orders us to evacuate the classroom or building, proceed in an orderly manner to your emergency assembly area. Campus Crisis Management Team members will be wearing a red or yellow vest. Please follow their directions.

Emergency Notification Procedures

- **Dial 9,911** from all campus phones to activate emergency services.
- **Dial 707** (SOS) from all campus phones to notify college personnel of an emergency.
- **Southern's Emergency Flip Chart** should be periodically reviewed and referenced for all emergencies. These are located near all campus phones.
- Become familiar with **Southern's Emergency Plan** which can be found on the web by clicking on the Emergency Plan link (<http://southernwv.edu/?q=page/emergency>) on the bottom of the home page. You can also view a video describing our emergency procedures.
- **Fire alarms** mean to immediately evacuate the building and proceed to your emergency assembly area. Do not stand near any exit or in the path of a responding emergency vehicle.
- An **all hazard warning** via our phone paging system will provide you with the appropriate emergency response.
- **Shelter in place** means seeking immediate shelter inside the building. This course of action may need to be taken during a weather emergency, a natural disaster, a release of hazardous chemicals in the outside air, or a civil disturbance.
- If there is a **disturbance or active shooter** and you are directed to exit, leave all your belongings behind, keep your hands above your head with nothing in them. Classroom doors can be locked from the inside if you decide it is not safe to evacuate. Turn off the lights, close the blinds and move away from exposed areas.
- Enroll in **Southern Alerts** to receive notifications of emergencies at Southern. You can choose to be contacted by an email, other than your Southern email, mobile phone, text messaging and/or by social media. Enroll on the link (<https://southernwv.bbcportal.com>) found on Southern's homepage, <http://southernwv.edu>.
- Follow Southern on Facebook and/or Twitter for announcements.

Inclement Weather

Unusual situations, such as severe weather, may require that Southern delay, cancel classes or close the institution. Announcements regarding such delays, cancellations or closings will be posted on the college web site, recorded on the toll free Weather Line and announced through selected local media, including radio and television stations, as well as social media. Students are individually responsible for decisions regarding travel safety. Students should notify the instructors in advance of an expected absence due to inclement weather.

Weatherline: 1-866-SWVCTC1 EXT: SNOW

In the case of inclement weather, below is a list defining class times:

Morning classes - 8 a.m. to 11:59 a.m. start times

Afternoon classes - 12 p.m. to 4:59 p.m. start times

Evening classes - 5 p.m. to 8 p.m. start times

Updated January 8, 2015

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of June 20, 2017
6:00 p.m.
2900 Dempsey Branch Road, Building C, Room 428
Mount Gay, West Virginia and by Teleconference**

DRAFT MINUTES

- Board Members Present:** Glenn Yost, Vice Chair; F. Raamie Barker, Secretary; Jada Hunter, Latisha Marcum, Howard Seufer, Mason White, Kevin Zachary (phone), Russell Saunders, Faculty Representative; Melissa Deskins, Classified Staff Representative
- Board Members Absent:** Wilma Zigmond, Kevin Hill, Shane Blackburn
- College Staff Present:** President Robert Gunter, Samuel Litteral, Allyn Sue Barker, Jack Dilbeck, Gary Holeman, Tom Cook, Carol Howerton, Mindy Saunders, Bill Alderman, Mary Hamilton, Chris Gray, Teri Wells, Tim Ooten, Emma Baisden (Recorder).

- 1. Call to Order**
Vice Chair, Glenn Yost, declared a quorum present and convened the meeting at 6:00 p.m.
- 2. Special Presentations**
Chair Yost honored outgoing Board of Governors members Russell Saunders and Shane Blackburn (faculty and staff representatives), with resolutions applauding their outstanding leadership, service, and dedication to the Southern West Virginia Community and Technical College Board of Governors. The resolutions were unanimously approved by the Board and will become part of the official meeting minutes (Addendums 1 and 2). President Gunter presented Mr. Saunders with an award in recognition of providing two years of service to the Board of Governors. The student's appreciation plaque and resolution will be mailed.
- 3. Introduction of New Board Member**
Chair Yost introduced new Board Member Dr. Mason 'Ed' White of Logan, West Virginia, who was appointed to the Board by Governor Jim Justice for a term ending June 30, 2017. Dr. White represents the Seventh Senatorial District and succeeds George Kostas.
- 4. Oath of Office**
Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to Dr. Mason White.
- 5. Call for Public Comments to the Board of Governors**
Chair Yost asked for public sign up for comments to the Board. No signatures for public comment were recorded.
- 6. Classified Staff Council Annual Presentation**
The Classified Staff Council held its annual meeting with the Board of Governors to discuss matters which affect classified employees as prescribed in West Virginia Code §18B-6-6(g).

Mr. Chris Gray, Classified Staff Council Chair, presented an overview of the Council's purpose. He informed the group that Council elected to have its constitution as a Southern policy to ensure the existence of the Classified Staff Council. Mr. Gray expressed concern regarding classified staff salaries not being fully funded and stated the last raise given to the classified staff was in 2010. He stated that \$219,269 is needed to fully fund classified staff salaries. The salary model used by the State was devised in 2001 and has not been updated. Because the classified staff salary schedule is not fully funded, fewer contributions are made to employee retirement accounts. With a ten-year-old pay scale, the poverty guidelines are overtaking the pay schedule. House Bill 2542 implements a new salary schedule which places salary levels at minimum, median, and maximum tiers, and provides more authority to Boards of Governors. Mr. Gray introduced Tim Ooten and informed Board members that Mr. Ooten will begin his role as the new Council Chair on July 1. Following the presentation, Chair Yost thanked and commended Mr. Gray for his service and dedication to Southern, and for his leadership of the Classified Staff Council.

7. Academic Affairs Update

Vice President for Academic Affairs, Dr. Jack Dilbeck, reported that he has reorganized Academic Affairs into three schools to create a more efficient process. His reorganization also created the new position of Associate Vice President for Academic Affairs which is responsible for grants, distance education, and institutional effectiveness and research. The Schools include Allied Health and Nursing; Career and Technical Studies; and Arts and Sciences.

New and expanded academic programs include Powersports, AgriScience, and Respiratory Care Technology program expansion to the Wyoming/McDowell Campus. The Respiratory Care expansion made possible by funding from a West Virginia Advance Grant. The Powersports program will be based at the Boone/Lincoln Campus and received start-up funding through a Technical Program Development Grant. The AgriScience program will be based at the Williamson Campus and the College also received start-up funding through a Technical Program Development Grant. All of the grant funds are provided by the West Virginia Council for Community and Technical College Education and disbursed by the office of Chancellor Sarah Tucker.

Vice President Dilbeck discussed the pathways for the Associate in Science and Associate in Arts degrees. These pathways will assist students who are planning to transfer to complete a baccalaureate degree. He informed the Board about Southern's new transfer agreement with the School of Optometry at the University of Pikeville. Students may complete 90 credit hours at Southern and gain direct admittance into the School of Optometry. Three seats are guaranteed per year to Southern students who qualify. Dr. Dilbeck is in the process of developing a dual enrollment program with Marshall University which will allow students to enroll at Southern and Marshall simultaneously. He will continue to pursue articulation agreements with four-year institutions for the benefit of Southern's students.

8. HLC Assurance Argument Update

Vice President Dilbeck provided Board members with an overview on the progress of

Southern's Year 4 Open Pathway Assurance Argument report which has been rescheduled for review on September 28, 2017. He has set an internal deadline of July 15, 2017, to have the report written and ready for upload into the HLC Assurance portal. The Assurance Argument is a reflective narrative supported by evidence that addresses how well Southern assures its overall quality. Dr. Dilbeck informed the Board that he has 20 years of experience with HLC accreditation reports. He believes the College will either receive a "good" status from the HLC or be required to write a follow-up report and move forward. Chair Yost requested for Dr. Dilbeck to provide another update to the Board at its August meeting.

9. Technology Services Update

In 2010, Southern officials entered into a seven-year contract with Ellucian (then SunGard Higher Education) to bring Southern's technology up-to-par and provide technology services for the college. The contract with Ellucian expires August 15, 2017. To that end, Thomas Cook has been hired as Southern's Chief Information Officer. He has been working with, and will continue to work with, Gary Holeman (Ellucian), who currently serves in this capacity for Southern, to provide a seamless transition of technology services. Mr. Cook comes to Southern from Bluefield State College where he has served as the Director of Computer Services/Chief Technology Officer for the past 17 years. Vice President Litteral stated that Ellucian has done many good things for the institution over the past seven years, however, the decision to not renew the Ellucian contract is an economic one.

10. Student Success Data Report

Ms. Carol Howerton, Associate Vice President for Academic Affairs, distributed to and discussed with Board members, a variety of statistical handouts for the Fall 2014 - Fall 2017 time period. The statistics discussed were Enrollment Trends (Headcount), Degree Completion Statistics for Certificate and Degree programs, Course Delivery Methods, and Math 124A (Developmental) Success Rates. Ms. Howerton informed the group that Southern was the first institution in West Virginia to have courses approved by Quality Matters. She asked the Board what type of information they would like to have in future reports as she can structure the reports based on the type of data they want to review. Board members are not familiar with the intended targets. Ms. Howerton hopes to be able to have someone from the Chancellor's office to calculate Southern's baseline data. She and Mr. Cook recently participated in a Blackboard Analytics workshop hosted by the Higher Education Policy Commission. Room utilization and speciality lab clarification components are being added so institutions will be able to conduct better tracking. Also, a Human Resources data tracking component was added. Ms. Howerton complimented Southern's Human Resources staff for a job well done as they are entering data exactly as the state prefers. She added that a few things need to be cleared up, however, most of Southern's data is good.

11. President's Report

- 11.1 President Gunter held his first President's Administrative Retreat on May 17, 2017.
- 11.2 On April 24, 2017, President Gunter and Dr. Jack Dilbeck, Vice President for Academic Affairs and Accreditation Liaison Officer, met with Dr. Tom Mann,

President Emeritus at Davis & Elkins College, who was selected by the Higher Learning Commission to conduct Southern's Additional Location Site Visit at the Running Right Way Leadership Academy located at Julian, WV. President Gunter indicated the visit was positive and believes the location will be added to Southern's inventory of educational sites.

- 11.3 Discussion with Ms. Teri Giles, Vice President for Governmental Relations at Appalachian Headwaters, regarding the development of a partnership to train displaced workers in Southern West Virginia in the science of beekeeping.
- 11.4 Ms. Jennifer Work, Senior Vice President for Workforce and Economic Development at the American Association for Community Colleges (AACC) requested, and President Gunter accepted the invitation, to showcase and involve Southern in the Industry-Informed Infrastructure (I3) Project hosted by the AACC, Appalachian Regional Commission (ARC), and the Community Colleges of Appalachia (CCA). A project meeting to pair community colleges with industry partners to build mutually beneficial relationships will be held at Southern on August 23, 2017.
- 11.5 Renovations continue on the Student Services area in Building A to make the area more conducive to students.
- 11.6 A fire suppression and security system is being installed in the Williamson Armory facility. As soon as the State Fire Marshall approves occupancy, we will begin to move into the facility.
- 11.7 Dr. Gunter was invited by Governor Justice to participate in the West Virginia Education Consortium Roundtable discussion addressing the challenges of rural education in West Virginia.
- 11.8 President Gunter asked for Carol Howerton to provide the Board with a report on grants. Ms. Howerton distributed a grant status report to the Board and discussed grants which had been awarded, submitted for approval, and those currently under development.

12. Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated May 31, 2017 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures.

13. Action Items

13.1 Nominating Committee Report and Election of 2017-2018 Board Officers

Mr. Glenn Yost, Nominating Committee Chair, reported that the committee met on June 6, 2017 to discuss and bring forth a recommendation for 2017-2018 officers to the full Board. It was noted that current Board Chair, Wilma Zigmond, has some family issues and her assistance may be needed by her family. Therefore, the Committee recommends the following individuals: Chair: Howard E. Seufer, Vice Chair: Glenn T. Yost, Secretary: F. Raamie Barker.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board Officers for fiscal year 2017-2018 as proposed by the Nomination Committee: Howard Seufer, Chair; Glenn Yost, Vice Chair; Raamie Barker, Secretary.

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

13.2 Appointment and Election of 2017-2018 Lay Members to the Board Agenda Committee

Chair Yost appointed Jada Hunter and Mason White to the Board of Governors Agenda Committee.

MOTION: Howard Seufer moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect lay members Jada Hunter and Mason White to its 2017-2018 Board of Governors Agenda Committee.

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

The 2017-2018 Board of Governors Agenda Committee members are Howard Seufer, Glenn Yost, Raamie Barker, Jada Hunter, Robert Gunter, and Mason 'Ed' White.

13.3 Request for Amend 2017-2018 Board Meeting Schedule

The Board of Governors approved the original 2017-2018 meeting schedule at its April 18, 2017 meeting. Since that time, Chancellor Sarah Tucker has scheduled a training session on Wednesday, August 16, 2017, for Presidents and Institutional Boards of Governors' members appointed by the Governor. The event will be held at the Stonewall Resort and Conference Center in Roanoke, West Virginia beginning at 8:30 a.m. Currently the first meeting of Southern's Board for the new academic year is Tuesday, August 15, 2017 at 6:00 p.m. Changing this meeting to Tuesday, August 22nd would allow members of Southern's Board of Governors to participate in the Chancellor's workshop on August 16. Therefore, it is recommended that the Board approve the revised meeting schedule as proposed.

MOTION: Howard Seufer moved to accept the revised meeting schedule as presented.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously and Chair Yost declared the revised 2017-2018 meeting schedule approved.

13.4 Approval of April 18, 2017, Meeting Minutes

MOTION: Jada Hunter moved to accept the April 18, 2017 meeting minutes as presented.

ACTION: Russell Saunders seconded the motion. The motion carried unanimously and Chair Yost declared the minutes approved.

13.5 Request for Approval of Fiscal Year 2017-2018 Institutional Budget

Vice President Litteral presented the proposed budget for 2017-2018 to the Board. Following review and discussion, he requested the Board of Governors' approval of the proposed operating budget for Southern West Virginia Community and Technical College for fiscal year 2017-2018 as presented. Additionally, Mr. Litteral informed Board members that he and President Gunter have held discussions regarding providing employee salary increases for 2017-2018. It has been a number of years since the institution has provided an across the board salary increase. Once the current fiscal year is complete, Mr. Litteral plans to develop a proposal for employee salary increases to bring before the Board at its August 2017 meeting for review and consideration for approval.

MOTION: Jada Hunter moved the adoption of the following 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 2017-2018.

ACTION: Howard Seufer seconded the motion. The motion carried unanimously and Chair Yost declared the motion adopted.

13.6 Request for Approval of FY 2018-2019 Capital Projects and Expenditures

MOTION: Howard Seufer moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2019 capital projects for Southern West Virginia Community and Technical College.

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

13.7 Request for Approval of FY 2019-2023 Capital Projects and Expenditures

MOTION: Howard Seufer moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2019 -

FY 2023 capital projects for Southern West Virginia Community and Technical College.

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

13.8 Action on Institutional Policies for Final Approval

13.8.1 SCP-2748, *Request for Release Time for Full-time 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 of SCP-2748, *Request for Release Time for Full-time Faculty*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

ACTION: Latisha Marcum seconded the motion. The motion carried unanimously. Chair Yost declared the motion adopted and policy approved.

13.8.2 SCP-2843, *Discrimination, Harassment, Sexual Harassment, Sexual and Domestic Misconduct, Stalking, and Retaliation Policy*

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 of SCP-2843, *Discrimination, Harassment, Sexual Harassment, Sexual and Domestic Misconduct, Stalking, and Retaliation Policy*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

ACTION: Howard Seufer seconded the motion. The motion carried unanimously. Chair Yost declared the motion adopted and policy approved.

13.8.3 SCP-7000, *E-mail as an Official Form of Communication*

MOTION: F. Raamie Barker 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-7000, *E-mail as an Official Form of Communication*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

ACTION: Mason White seconded the motion. The motion carried unanimously. Chair Yost declared the motion adopted and policy approved.

13.9 Request for Approval of Mission Statement and Institutional Commitments

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 the institutional Mission Statement and Institutional Commitments following a 30-day comment period.

ACTION: Latisha Marcum seconded the motion. The motion carried unanimously. Chair Yost declared the motion adopted.

13.10 Action on Post-Audit Reports Required by the Community and Technical College System

13.10.1 Industrial Technology, Certificate

MOTION: Howard Seufer 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 Industrial Technology, Certificate program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

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

13.10.2 Management, Associate in Applied Science

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 Management A.A.S. program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

ACTION: Howard Seufer seconded the motion. The motion carried unanimously and Chair Yost declared the motion adopted and the report approved.

13.10.3 Mechatronics, Associate in Applied Science

MOTION: Howard Seufer 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 Mechatronics A.A.S. program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

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

13.10.4 Paraprofessional Education, Certificate

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Paraprofessional Education Certificate program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

14. Informational Items

14.1 Awarding of Undergraduate Tuition and Fee Waivers Report

In compliance with Southern College Policy (SCP) 5065, *Awarding of Undergraduate Tuition and Fee Waivers*, Section 7.2, the Vice President for Finance and Administration presented the 2016-2017 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. During the 2016-2017 fiscal year, Southern awarded a total of \$251,977.50 in undergraduate waivers to a total of 76 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 2016-2017 will be entered into the minutes of the Board of Governors meeting of June 20, 2017.

14.2 Report on 2016-2017 Faculty Promotion Decisions

The faculty promotion-in-rank 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 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. A list of the faculty promoted in rank was provided to the Board.

14.3 2017-2018 Holiday Calendar

As authorized by Board of Governors policy SCP-2360, *Holidays*, a holiday schedule for 2017-2018 has been established and approved for Southern West Virginia Community and Technical College, a copy of which is provided for the Board. 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 2017-2018 academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia Code. The 2017-2018 Holiday Calendar has been announced college-wide and submitted to the Chancellor for Community and Technical College Education.

15. Other

15.1 Southern will host a craft beer tasting event on August 24, 2017 at Starters in Williamson, and on September 21, 2017 at Peacock Pub in Pineville.

16. Adjournment

There being no further business, Chair Yost declared the meeting adjourned at 8:45 p.m. The next Board of Governors business meeting is scheduled for Tuesday, August 22, 2017 beginning at 6:00 p.m. in Room 433, Williamson Campus.

Glenn T. Yost, Chair

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

DRAFT

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 22, 2017**

ITEM: Request for Approval of Annual Institutional Textbook Affordability Report

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the annual Institutional Textbook Affordability Report for submission to the Chancellor for Community and Technical College Education as required by Title 135, Procedural Rule, Series 51, *Bookstores and Textbooks*.

STAFF MEMBER: Samuel M. Litteral

BACKGROUND:

West Virginia Code §18B-10-14 mandates that each governing board adopt rules governing bookstores and the selection of textbooks and other course materials. SCP-5074, *Selection, Adoption, Use, and Sale of Textbooks and Other Course Materials*, and Title 135, Procedural Rule, Series 51, *Bookstores and Textbooks*, of the West Virginia Council for Community and Technical College Education, requires annual reporting of deadlines established for faculty to be assigned to courses; the deadline for textbooks and course materials to be selected; the percentage of those deadlines met, and the dates of listing of assigned textbooks and course materials were posted.

Southern's Textbook Affordability Committee consists of representatives from faculty, students, administration, and the campus bookstores. The Committee met as required by policy during the 2016-2017 academic year to discuss affordability issues, initiatives, and textbook selection guidelines and procedures.

The Committee seeks the Board's approval of the attached Institutional Textbook Affordability Report which reflects the data from the electronic bookstore (MBS Direct) for submission to the Chancellor for Community and Technical College Education as required by Section 3.1.f of Series 51, *Bookstores and Textbooks*.



West Virginia Higher Education Policy Commission
West Virginia Community and Technical College System

1018 Kanawha Boulevard, East, Suite 700
Charleston, West Virginia 25301



Bruce L. Berry, M.D.
Chair

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Chancellor

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Sarah Armstrong Tucker, Ph.D.
Chancellor

**HEPC and CCTCE Series 51, Procedural Rule
Bookstores and Textbooks**

**Institutional Annual Report
Due November 1, 2017**

Institution: Southern West Virginia Community and Technical College

Reporting Date: August 22, 2017

Deadline Date for Faculty to be Assigned to Courses	Percentage of Deadline Met	Deadline Date for Textbooks and Course Material Selection	Percentage of Deadline Met	Date the Assigned Textbooks and Course Materials were Posted
F' 2016: 08/08/16 Sp' 2017: 01/10/17	F' 2016: 99.4% Sp' 2017: 97.4%	F' 2016: 03/04/16 Sp' 2017: 10/01/16	F' 2016: 95% Sp' 2017: 95%	F' 2016: 04/04/16 Sp' 2017: 11/01/16

Textbook Affordability Supporting efforts (Please use this space to provide anecdotal information about how your institution is helping to reduce textbook costs for students.):

Southern's Textbook Affordability Committee consists of representatives from faculty, students, administration, and the campus bookstores. The Committee met as required by policy during the 2016-2017 academic year to discuss affordability issues, initiatives, and textbook selection guidelines and procedures. The institution uses MBS Direct, an electronic bookstore, to meet the needs of the students and institution. MBS Direct provides affordable prices, textbook rentals, and good customer service. The Textbook Affordability Committee will continue to monitor vendor options to assure low cost options and quality service for our students and institution.

Institutional Official
Signature: 

Printed Name: Samuel M. Litteral

Date: August 22, 2017

Return form electronically by
November 1, 2017 to:
[Janene Stover stover@wvctcs.org](mailto:stover@wvctcs.org)

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 22, 2017**

ITEM: Request for Approval of Revisions to SCP-1000, Manuals, Announcements, and Policies (MAP) Development System; SCP-1000.A, Classification Table; SCP-1000.B, Format for Southern College Policy (SCP); SCP-1000.C, Format for Southern Administrative Announcement (SAA); SCP-1000.D, Format for Southern Administrative Manuals (SAM's)

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-100, *Manuals, Announcements, and Policies (MAP) Development System*, (with attachments) to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

STAFF MEMBER: President Robert E. Gunter

BACKGROUND:

SCP-1000, which establishes the process for adoption, amendment or repeal of rules, guidelines, administrative procedures and policy statements by the Board of Governors of Southern West Virginia Community and Technical College that have an institution-wide effect or affect the rights, privileges, or interests of employees, students, or citizens, was developed in accordance with West Virginia Code §18B-1-6 and Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, *Rules and Administrative Procedures*.

In July 2017, SCP-1000, *Manuals, Announcements, and Policies (MAP) Development System*, and its attachments, were reviewed for accuracy. The review resulted in minor revisions to provide clarity and a change in management. These documents have been reviewed and approved by both the Executive Council and President's Cabinet. Following these deliberations, the staff recommends that the Southern West Virginia Community and Technical College Board of Governors advance this policy and its attachments 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-1000**

SUBJECT: Manuals, Announcements, and Policies (MAP) Development System

REFERENCE: West Virginia Code §18B-1-6(c)(3)
Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, *Rules and Administrative Procedures*

ORIGINATION: April 6, 1999

EFFECTIVE: ~~December 11, 2012~~

REVIEWED: ~~September 19, 2012~~ Reviewed July 24, 2017

SECTION 1. PURPOSE

1.1 This policy is established to meet the requirements of Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education (the Council), Series 4, *Rules and Administrative Procedures*.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy establishes the process for adoption, amendment or repeal of rules, guidelines, administrative procedures and policy statements by the Board of Governors (the “Board”) of Southern West Virginia Community and Technical College (the “College”) that have an institution-wide effect or affects the rights, privileges or interests of employees, students or citizens.

SECTION 3. DEFINITIONS

- 3.1 Rule – Any regulation, guideline, directive, standard, statement of policy or interpretation of general application and future effect that also has institution-wide effect or affects the rights, privileges or interests of employees, students or citizens. The following are not rules:
- 3.1.1 Regulations, guidelines or policies established for individual units, divisions, departments or schools of the institution that deal solely with the internal management or responsibilities of a unit, division, department or school; or
 - 3.1.2 Academic curricular policies that do not constitute a mission change for the institution.
- 3.2 Administrative Procedure – Any regulation, guideline, directive, standard or statement of policy or interpretation of future effect that does not qualify as a “rule.”
- 3.3 Issuances – Documents developed and distributed as: official rules, guidelines and policy statements that establish the policies, responsibilities and general procedures governing Southern; or announcements, manuals and other resources that provide information to the Southern community.
- 3.4 Unit – Area of the organization directed by members of the President’s Cabinet, such as the President’s Office, Academic Affairs, Student Services, Finance, Workforce and Community Development.

- 3.5 Department – Area of the organization directed by a Director/Manager who reports to a member of the President’s Cabinet, such as Enrollment Management, Human Resources, Technology, Mine Training and Energy Technologies.
- 3.6 Program – Area of the organization within a department or unit developed to deal with all aspects of a particular function.

SECTION 4. POLICY

- 4.1 It is the policy of the College to comply with the mandates of Title 135, Procedural Rule, Series 4, of the Rules and Administrative Procedures, of the West Virginia Council for Community and Technical College Education (the “Council”). To the extent that the Council should revise Series 4 or promulgate any rule inconsistent with this policy, the Council rule would supersede this policy.
- 4.2 Administrative issuances of general college-wide interest will be documented as part of Southern’s MAP System.
- 4.3 Issuances will be clear, concise and to the point on matters of college-wide effect which:
 - 4.3.1 Establish or define rules, guidelines or policy statements;
 - 4.3.2 Publish program and institutional administrative decisions;
 - 4.3.3 Effect formal delegation of authority;
 - 4.3.4 Assign functional or operational responsibility and establish organizational structure; or
 - 4.3.5 Provide relevant information for college-wide distribution.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 The following types of issuances will be used.
 - 5.1.1 SAA (Southern Administrative Announcement) will be used primarily to disseminate information of a temporary or one-time nature and may be used to announce the provisions of new or revised SEP, SCP, or SAM (Southern Administrative Manual).
 - 5.1.2 SAM (Southern Administrative Manual) will be used when there is a need to issue a large volume of specialized material or procedural information of a continuing nature, or when there is a need to group together a number of administrative issuances in the same subject area for ease of reference and referral.
 - 5.1.3 SCP (Southern College Policy) will be used to publish rules, guidelines and policy statements, which may include delegation of authority, program or institutional administrative decisions, general guidelines or procedures, and other college administrative information with an institution-wide effect.
 - 5.1.4 SEP (Southern Emergency Policy) will be used to publish interim, temporary, or emergency rules, guidelines and policy statements which shall be effective until an SCP (Southern College Policy) is developed and approved.
 - 5.1.5 SIP (Southern Institutional Procedure) will be used to publish institutional procedures which are narrow in scope and have the potential for impact to a limited unit or department.

- 5.2 The following are not rules with institution-wide effect and, therefore, are not part of the MAP System and are not subject to the provisions of Title 135, Series 4.
- 5.2.1 Issuances of individual units, divisions, departments or programs which deal solely with the internal management or responsibilities of a single unit, division, department or program. However, such issuances may be used within Southern for internal instructions or procedures governing unit, department or program operations. The department's cabinet-level administrator will determine signature authority of these issuances. In all cases, such internal issuances will be developed in compliance with the MAP System.
 - 5.2.2 Academic curricular policies that do not constitute a mission change for the institution.
 - 5.2.3 Day-to-day correspondence.
 - 5.2.4 Specific case or transaction documents and their supporting papers.
 - 5.2.5 Specific task/project assignments, operational directives or approved documents.
 - 5.2.6 Technical documentation such as specifications, drawings, maps, part lists, and scientific and technical reports of projects.
 - 5.2.7 Brochures or pamphlets approved by the administration for informational release to the general public.
 - 5.2.8 Periodic advisory or informational material of short-term value.

SECTION 6. GENERAL PROVISIONS

- 6.1 Any individual, group, program, department or unit recognizing a need for the adoption, amendment, repeal or distribution of an issuance may propose such through the appropriate governance committee or department head in accordance with the provisions of this policy and in compliance with Southern's governance process.
- 6.2 Any major differences arising during the MAP development process which cannot be resolved will be referred to the President or the President's designee for decision.
- 6.3 The numbering of Southern's issuances will be consistent with the Classification Table for Southern's MAP System, SCP-1000.A. Numbering details and general format for issuances are included as Attachments B, C, and D.
- 6.4 Changes to an existing policy must be indicated using the strikeout appearance for deletions and underline for revisions and/or modifications. These appearance enhancements will be removed after final approval.
- 6.5 Policies shall be reviewed on a regular basis with a time frame for review of each policy to be determined by the President or the President's designee. Upon such review the President or the President's designee may recommend that the policy be amended or repealed.

SECTION 7. RESPONSIBILITIES

- 7.1 Generally

- 7.1.1 The cabinet-level administrators and/or their designees are responsible for coordinating with the President or the President's designee for the development of new or review of existing policies to insure compliance with applicable laws, rules and regulations; to avoid duplication or overlap of existing issuances; and to retain documentation case files of administrative issuances falling within their respective areas of responsibility.
 - 7.1.2 The cabinet-level administrators and/or their designees responsible for oversight of an approved policy will establish an internal system for periodic review, revision and/or cancellation. The last review date will be printed on the issuance prior to approval.
 - 7.1.3 The President's Office will be responsible for operational management of the MAP System which will include draft, revision or assistance with revision of policies; adherence to format and to good editorial standards; maintenance of master reference files of all issuances; assignment of policy numbers; preparation of current indices; updates of technical changes (e.g., position titles); and distribution of issuances.
- 7.2 Adoption, Amendment or Repeal of Rules, Guidelines or Policy Statements Subject to the MAP System
- 7.2.1 The procedures set forth in this section (7.2) shall apply to the adoption, amendment or repeal of any rule, guideline or policy statement by the President or the Board with institution-wide effect. These procedures shall not apply to policies, guidelines or directives established for individual units, departments or programs of Southern which deal solely with the internal management or responsibilities of that unit, department or program, or to academic curriculum policies that do not constitute a mission change.
 - 7.2.2 Unless otherwise provided in this policy, no rule, guideline or policy statement with institution-wide effect shall be adopted, amended or repealed by the President or the Board without the provisions in this section being met.
 - 7.2.3 The President or the Board may, without following the procedures in this section, make editorial, non-substantive changes in rules, guidelines or policy statements transferred to Southern's jurisdiction by the West Virginia Higher Education Policy Commission (HEPC) or the West Virginia Council for Community and Technical College Education (Council) to reflect the effect of the transfer.
 - 7.2.4 If the President or the Board determines that a rule, guideline or policy statement should be adopted, amended or repealed concerning a subject matter under the Board's jurisdiction that is not otherwise excluded by this policy, the President or the President's designee shall notify the Chancellor, those persons representing student, faculty and classified employees at Southern, and other interested parties and shall solicit comments and suggestions regarding the determination.
 - 7.2.5 Any rule, guideline or policy statement subsequently drafted and considered for adoption will be circulated in draft form by the President or the President's designee to the same parties listed in ~~part four~~ 7.2.4 of this section for a period of not less than thirty (30) calendar days with a date noted when comments on the draft are to be returned to the President or the President's designee.
 - 7.2.6 If no written comments are received during the comment period, the Board may proceed to adoption, amendment or repeal of the rule, guideline or policy statement. If written comments are received during the comment period, the Board may amend the proposed policy and proceed with adoption or may choose to submit the policy for an additional 30-day comment period.

- 7.2.7 A final draft of the rule, guideline or policy statement shall be sent by the President or the President's designee to the parties listed in ~~part four~~ 7.2.4 of this section with an explanation of any changes, ~~and~~ a summary of comments received, and a decision concerning each issue raised.
- 7.2.8 Except as otherwise provided, the adoption, amendment or repeal of any rule, guideline or policy statement shall not be effective until approved by the Chancellor.
- 7.2.9 In the case of an emergency, the President or the Board may adopt, amend or repeal a rule, guideline or policy statement without first following the procedures set out in this policy.
- 7.2.9.1 For the purpose of this section, an emergency exists when the adoption, amendment or repeal of a rule, guideline or policy statement is necessary for the immediate preservation of the public peace, health, safety or welfare, or is necessary to comply with a time limitation established by state or federal law or regulation or a directive or rule of the Council, or to prevent substantial harm to the public interest, or to deal with a financial exigency.
- 7.2.9.2 The facts constituting an emergency shall be communicated in writing in advance to the Chancellor, who may disapprove the action of the President or the Board if the Chancellor disagrees that an emergency existed.
- 7.2.9.3 Any adoption, amendment or repeal of a rule, guideline or policy statement under the emergency procedure shall remain in effect no longer than three (3) months and shall expire unless the President or the Board has completed final approval under the normal process set out in this section.
- 7.2.10 Upon request by affected constituencies, individuals or parties, the Board may schedule a public hearing regarding adoption, amendment or repeal of a rule, guideline or policy statement.
- 7.2.11 The following locations are designated as the places where all proposed and approved rules, guidelines and policy statements can be accessed by the public at no cost:
- 7.2.11.1 The Human Resources Office;
- 7.2.11.2 The President's Office;
- 7.2.11.3 The offices of each Director of Campus Operations; and
- 7.2.11.4 The library on each campus.
- 7.2.11.5 The President or the President's designee may designate new locations so long as at least one location is designated on each of Southern's campuses and those locations are made known to the public.
- 7.2.12 All proposed and approved rules, guidelines and policy statements shall also be posted on Southern's website, to the extent technically and financially feasible, as part of the MAP System.
- 7.2.13 Signature authority for all issuances rests with the President.

SECTION 8. CANCELLATION

8.1 SCP-1467.

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-1000.A, Classification Table
SCP-1000.B, Format for Southern College Policy (SCP)
SCP-1000.C, Format for Southern Administrative Announcement (SAA)
SCP-1000.D, Procedures for Southern Administrative Manuals (SAM’s)

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

Revision Notes: January 2008 – Revision reflects a change in the policy review cycle. Policy was reformatted into the new policy format.

September 2012 – Reviewed policy for accuracy and made minor revisions to provide clarity and changes in management.

July 2017 – Reviewed policy and Attachments A, B, C, and D for accuracy. Minor revisions were made to provide clarity and reflect a change in management.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1000.A**

SUBJECT: Classification Table

REFERENCE: SCP-1000, MAP Development System

ORIGINATION: April 6, 1999

EFFECTIVE: ~~December 11, 2012~~

REVIEWED: ~~September 19, 2012~~ July 24, 2017

1000 GENERAL

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

2000 HUMAN RESOURCES

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

3000 ACADEMIC AFFAIRS

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

4000 STUDENT SERVICES

Policies relating to services provided to/for students, such as: Student Conduct, Activities, Student Government Association, Grievances, Grade Appeals, Family Educational Rights and Privacy Act (FERPA), Financial Aid, Recruitment, Enrollment Management, Admissions, Records, Counseling, Registration, Career Planning and Placement, etc.

5000 FINANCE

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

6000 WORKFORCE, AND COMMUNITY DEVELOPMENT

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

7000 TECHNOLOGY SERVICES

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

8000 BOARD OF GOVERNORS

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

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1000.B**

SUBJECT: Format for Southern College Policy (SCP)

REFERENCE: SCP-1000, MAP Development System

ORIGINATION: April 6, 1999

EFFECTIVE: ~~December 11, 2012~~

REVIEWED: ~~September 19, 2012~~ July 24, 2017

SECTION 1. PURPOSE

1.1 To establish the format and procedures for publication of Southern College Policy (SCP).

SECTION 2. DEFINITION

2.1 Southern College Policy (SCP) will be used to publish policy statements, delegation of authority, program or institutional administrative decisions; general guidelines or procedures; and other college administrative information of a continuing nature.

SECTION 3. NUMBERING

3.1 The President's Office will assign a number to each college policy. The number will consist of the identifying prefix (SCP), and a four-digit subject classification number. The number will be assigned prior to printing and will be centered immediately under the heading on the first page. Any forms necessary for full understanding of a policy or fulfillment of its requirements shall be included as attachments to the policy and shall contain the policy number followed by a decimal point and a consecutive letter of the alphabet as required.

SECTION 4. STANDARD FORMAT

4.1 General

4.1.1 This attachment illustrates the standard layout and paragraphing for all Southern College Policies in this manual. Standard sections within each policy include Purpose; Scope and Applicability; Definitions; Policy; Background or Exclusions; General Provisions; Responsibilities; Cancellations; Review Statement; Signatures. The first page must use the standard Southern College Policy format. Each subsequent page of a policy will include a footer showing the policy number, policy name, and page number. Policies will use a page size of 8½ x 11 inches, 0.75 inch margins on all sides, Times New Roman font face, and 11 point font size.

4.2 Content

- 4.2.1 Southern College Policies must include the following headings. If the heading does not apply, indicate so by inserting “Non applicable” under the heading.

SUBJECT: Title of the policy

REFERENCE: References will be used only when they improve understanding or when they cite higher directives that require or govern the policy.

ORIGINATION: The date the policy originated.

EFFECTIVE: The date the policy became effective.

REVIEWED: The date the policy was last reviewed.

SECTION 1. PURPOSE

Broad-based description of the primary reason for the policy. Why this policy is written.

SECTION 2. SCOPE AND APPLICABILITY

Departments, people, or items affected.

SECTION 3. DEFINITIONS

Used to give specific meaning to a word, term, or phrase as used in the policy.

SECTION 4. POLICY

Guideline statements for specific subjects. What the policy does. List the specific points.

SECTION 5. BACKGROUND OR EXCLUSIONS

If needed for understanding.

SECTION 6. GENERAL PROVISIONS

Includes information required for clarity that will not fit under other headings.

SECTION 7. RESPONSIBILITIES

Specifies who does what, when, how, and where. Separation of these headings may be necessary for clarity. Reference may be made to the College catalog, employee and/or student manuals or similar documents for specific responsibility or procedures.

SECTION 8. CANCELLATION

Any previous policy being superseded.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Provide the following flush right signature lines four lines below the final paragraph on the last page.

Board of Governors Chair **Date**

President **Date**

SECTION 11. ATTACHMENTS

Official Summary Sheet(s), Form(s), and “/or example” attachments, etc., when necessary, two lines below last signature line.

SECTION 12. DISTRIBUTION

Will be shown in the lower-left corner, two lines below attachments notation.

SECTION 13. REVISION NOTES

These notes identify changes made to the policy to better describe or clarify the policy provisions, changes in management responsibilities and/or titles, and to correct grammatical or typographical errors.

4.3 Paragraphing

4.3.1 A legal numbering system will be used for paragraphs. Major paragraph heading will be bold. Headings for subparagraphs will be capitalized and will follow the numbering system below:

SECTION 1. MAJOR PARAGRAPH

1.1 First Subparagraph

1.1.1 Second subparagraph

4.4 Margins

4.4.1 Use a margin of 0.75 inches left, right, top, bottom.

4.5 Page Numbering Format

4.5.1 Page numbers must be formatted to show the current page and the total number of pages in the policy. Example format: “Page 2 of 5.” The position of page numbers is within the footer at the right-hand margin of every page.

4.6 Font Face and Size

4.6.1 The font face must be “Times New Roman” and the font size should be 11 points.

SECTION 5. CORRECTIONS OR REVISIONS

5.1 Corrections

5.1.1 Corrections will be processed for publication by the President’s Office. “Corrections” differ from “revisions” in that corrections serve to correct policy details, clarify wording, correct titles, department names, etc.; not revise policy intent.

5.2 Revisions

5.2.1 Revisions will be made when a substantial change is required and will be assigned the same subject and number as the basic policy. The new date of issue will be used and revisions will be processed in the same manner as the original instruction.

5.3 Cancellation

5.3.1 Revised policies will replace and supercede existing policies.

SECTION 6. FILING

6.1 Southern administrative issuances will be filed in accordance with the Classification Table (MAP Development System SCP-1000.A). SCP’s containing the original signature will be maintained in the Human Resources Department.

SECTION 7. PROCESSING FOR PUBLICATION

7.1 Recommending Individual, Group, and/or Unit will:

7.1.1 Coordinate proposed issuances with other offices affected by the policy.

7.1.2 Research existing policies to reduce duplication, redundancy, and omissions.

7.1.3 Follow policy format and prepare a printed hard copy for the President’s Office using appropriate word processing software.

7.2 The President’s Office will:

7.2.1 Assure proper format and coordination, assign policy numbers, have policy signed, reproduced and distributed.

7.2.2 Maintain and issue a current index of Southern’s administrative issuances.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1000.C**

SUBJECT: Format for Southern Administrative Announcements (SAA)

REFERENCE: SCP-1000, MAP Development System

ORIGINATION: April 6, 1999

EFFECTIVE: ~~December 11, 2012~~

REVIEWED: ~~September 19, 2012~~ July 24, 2017

SECTION 1. PURPOSE

1.1 To establish the format and procedures for publication of Southern Administrative Announcements (SAA).

SECTION 2. DEFINITION

2.1 Southern Administrative Announcement (SAA) will be used primarily to disseminate information of a temporary or one-time nature and may be used to announce the provisions of new or revised SEPs, SIPs, SCPs or SAMs.

SECTION 3. NUMBERING

3.1 Southern Administrative Announcement numbers will consist of the prefix “SAA” and a four-digit subject classification number. Administrative Announcements will also carry a control number, consisting of consecutive numbers beginning the first of each fiscal year with number 1 (1-9899, 2-9899, etc.). The President’s Office will assign the control number. The number will be assigned prior to printing and will appear in the upper-right-corner of each page of the announcement.

SECTION 4. EXPIRATION DATE

4.1 An expiration date will be shown in the appropriate block. Normally, expiration dates will be within six months to one year from date of issue; however, this date can be later depending upon the purpose of the announcement.

SECTION 5. FORMAT

5.1 The SAA will be in a memorandum format on Southern letterhead with the phrase “SOUTHERN ADMINISTRATIVE ANNOUNCEMENT” at the top of the page, second and succeeding pages will be on plain bond with a header showing announcement number and date.

SECTION 6. CHANGES OR REVISIONS

- 6.1 When a substantial change to an announcement is required, such information will be issued as a new announcement, with a new expiration date. The new announcement will be assigned a subject title and new number as appropriate.

SECTION 7. PROCESSING FOR PUBLICATION

- 7.1 Southern Administrative Announcements will be prepared by the President or his/her designee. SAAs will be coordinated, and distributed in the same manner as Southern College Policies.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1000.D**

SUBJECT: Format for Southern Administrative Manuals (SAM's)

REFERENCE: SCP-1000, MAP Development System

ORIGINATION: April 6, 1999

EFFECTIVE: ~~December 11, 2012~~

REVIEWED: ~~September 19, 2012~~ July 24, 2017

SECTION 1. PURPOSE

1.1 To establish the format and procedures for publication of Southern Administrative Manuals (SAM).

SECTION 2. DEFINITION

2.1 Southern Administrative Manuals (SAM) will be used to issue a large amount of specialized subject matter, procedural information of a continuing nature which is best published in manual form, or to group, for ease of reference, a number of issuances in the same subject matter area.

SECTION 3. AUTHORIZATION

3.1 Manuals must be approved by the Vice President of the originating unit and the President. The Vice President, ~~Dean~~, or Director of the requesting unit is responsible for ensuring the proposed manual complies with current applicable federal, state, board, and institutional rules and policies. The Vice President, ~~Dean~~, or Director will submit a memorandum to the President requesting authorization for the proposed manual. Requests will include:

3.1.1 title of proposed manual

3.1.2 purpose and outline of manual contents (Attach draft of a proposed preface page.)

3.1.3 planned format

3.1.4 approximate number of pages

3.1.5 distribution

3.1.6 office responsible for issuance

3.1.7 scheduled date of review for revision.

SECTION 4. PROCESSING FOR PUBLICATION

- 4.1 The authorized originating unit will be responsible for preparing drafts, making corrections, and processing a final copy of the manual.
- 4.2 Reviewers will submit comments or concurrences within an established time limit. Comments will be considered by the originator and issuances will be revised as necessary. When major differences exist, these will be resolved prior to publication according to provisions of the MAP system policy.
- 4.3 Distribution information will be shown in the lower-left corner of signature pages and normally will be in the form of a distribution code or list.
- 4.4 Record case files will be retained by issuing unit.

SECTION 5. FORMAT

- 5.1 The President's Office will assign numbers to each SAM consisting of identifying prefix "SAM," and a four-digit subject classification number, a decimal point, and a consecutive number if necessary. The number will appear in the upper-right corner of the cover and preface page and may be included on each page, if appropriate.

SECTION 6. CHANGES OR REVISIONS

- 6.1 Changes or revisions will follow the procedure prescribed for SCP-1000.B, Format for Southern College Policy (SCP).

SECTION 7. COVER

- 7.1 The cover will carry the manual number in the upper-right corner, the title of the manual, and the name of the originating unit.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 22, 2017**

ITEM: Request for Approval of Revisions to SCP- 2156,
Drug and Alcohol Policy

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2156, *Drug and Alcohol Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for 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-2156, *Drug and Alcohol Policy*. The purpose of this policy is to provide standards of conduct and clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any activities.

This policy was reviewed by Executive Council on June 07, 2017 and the President's Cabinet on June 15, 2017. Revisions made include referencing SCP-1010, *Use of Alcoholic Beverages on Campus*, updating employee titles in Sections 6 and 7, updating web links referenced in the policy, and including students and classroom performance in Section 4, along with clarification on prohibition of alcohol and illegal drugs on campuses for any event or any person. Following these deliberations, it is recommended that the Board of Governors advance this policy 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-2156**

SUBJECT: Drug and Alcohol Policy

REFERENCE: This policy is written to meet requirements of the Anti-Drug Abuse Act of 1988, the Drug Free Workplace Act of 1988, and in compliance with requirements of the 1989 amendments to the *Drug-Free Schools and Communities Act*, as articulated in the *Education Department General Administrative Regulations (EDGAR) Part 86 (the Drug-Free Schools and Campuses Regulations)*. Part 86 pertains to “Drug and Alcohol Abuse Prevention.” These regulations can be reviewed in the Federal Register, Vol. 55, No. 159, Aug. 16, 1990, pp. 33580-33601, or online. —at ~~http://ecfr.gpoaccess.gov/cgi~~ <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>; SCP-1010, *Use of Alcoholic Beverages on Campus*.

ORIGINATION: March 31, 1989

EFFECTIVE: ~~October 11, 2012~~

REVIEWED: ~~July 26, 2012~~ June 7, 2017

SECTION 1. PURPOSE

1.1 Southern West Virginia Community and Technical College recognizes the importance of a safe, efficient and healthy work and educational environment. Being under the influence of any illegal drug or alcohol on campus or at college-sponsored functions poses serious risks to a person’s health and safety, and jeopardizes public trust that has been placed in the institution. In recognition of the serious effects of alcohol and drug abuse on the safety and performance of students and employees, this policy provides standards of conduct and clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. This policy certifies that as an employer who contracts and receives funding from federal agencies, Southern West Virginia Community and Technical College will meet requirements of the law for providing a “drug-free workplace.”

SECTION 2. SCOPE AND APPLICABILITY

2.1 Southern recognizes its employees and students as being adults and expects them to obey the law and to take personal responsibility for their conduct. This policy applies to the college community, including faculty, staff, administrators, students, and visitors to the campuses, including contractors, subcontractor, volunteers and service providers.

SECTION 3. DEFINITIONS

3.1 **Illegal Drugs** – Controlled substances defined by any state or federal regulatory body authorized to designate substances as such.

3.2 **Conviction** – A finding of guilt (including a plea or nolo contendere), or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

- 3.3 Contractor – Any department, division, unit, or any person responsible for the performance of work under a contract.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College will maintain a workplace free of the illegal use of drugs. The unlawful manufacture, distribution, sale, dispensing, possession, or use of illegal drugs, the abuse or improper use of prescribed drugs, and the use of alcohol on Southern West Virginia Community and Technical College property or as a part of any college-sponsored function is prohibited. Reporting to work, class, or any college-sponsored or non-sponsored event and/or function at any college facility or campus under the influence of alcohol or illegal drugs by any person is prohibited.
- 4.2 Legally prescribed medications taken properly are excluded from prohibition and permitted only to the extent that such medications do not adversely affect a any person's work ability, job performance, classroom performance, or the safety of others or themselves.
- 4.3 Any person who violates the policy shall be subject to disciplinary action. When reasonable suspicion exists that an independent contractor, volunteer, student, or an employee has reported to work or class under the influence of alcohol, illegal drugs, or is impaired due to abuse or misuse of controlled substances or prescribed medications, the individual may be subject to assessment and disciplinary action, or termination of the service agreement. The College will impose disciplinary sanctions on students and employees consistent with institutional policies, and local, state, or federal laws for violation of the standards of conduct outlined above. All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution. Sanctions may include, but are not limited to a requirement that the person participate in a drug abuse assistance or rehabilitation program. College sanctions will be imposed consistent with procedures used in disciplinary actions for students and employees.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 Criminal Sanctions:
- 6.1.1 Federal Trafficking Penalties include substantial fines and imprisonment up to life. For the most recent and complete Federal Trafficking Penalties information, visit the Web site of the U. S. Drug Enforcement Administration at ~~http://www.justice.gov/dea/agency/penalties.htm~~ <https://www.dea.gov/druginfo/ftp3.shtml>.
- 6.1.2 West Virginia Law provides penalties dependent upon the classification of the controlled substance, the particular activity involved, and whether multiple convictions are involved. West Virginia Code §60A-4-401 contains penalties for prohibited acts involving scheduled substances. For the most recent and complete West Virginia penalties for prohibited acts involving controlled substances, visit the web site of the West Virginia Legislature at ~~http://www.legis.state.wv.us/WVCODE/~~ <http://www.legis.state.wv.us/WVCODE/Code.cfm>.
- 6.2 Dangers of Drug Abuse in the Workplace and Health Risks:

- 6.2.1 Substance abuse and drug dependency are problems of staggering proportions in our society today. They are the leading causes of preventable illness, disability, and death in the United States. Alcohol/chemical dependency is a disease that affects not only individuals, but every component of the family system, workplace, and the community. Chemical abuse not only includes alcohol and illegal drugs, but also prescription drugs such as tranquilizers, pain killers, sleeping pills, etc.
- 6.2.2 Drug Abuse in the Workplace: The law requires the institution to make employees aware of the danger of drugs in the workplace.
 - 6.2.2.1 Drugs can make an individual feel able to handle tasks that are too much or too dangerous for him/her. They make one careless and likely to forget important safety steps. They may alter one's sense of time, space, and distance which may result in increased occurrence of accidents at work.
 - 6.2.2.2 Drugs can cause lateness and absenteeism, increasing the workload of others.
 - 6.2.2.3 Drugs can cause crime on the job, including theft of employees personal belongings.
 - 6.2.2.4 Drugs can cause major error in the work performed, risking harm to our students, customers, and in violation of the public trust.
- 6.2.3 Individual Health Risks:
 - 6.2.3.1 Alcoholism and other drug dependencies are diseases with identifiable symptoms. These symptoms include changes in alcohol/drug tolerance, blackouts (permanent, chemically induced memory loss), denial (refusal to admit that chemical use is a problem), mood swings, behavior changes, and loss of control (inability to stop and/or limit chemical consumption). The disease injures the person economically, socially, physically, psychologically, and spiritually; relationships break down, work performance is impaired, depression often occurs, and behavior often goes against values.
 - 6.2.3.2 Persons who suffer from chemical dependency are victims of a progressive, fatal disease. Alcoholism/addiction affects people of all ages, economic levels, and races. The National Institute on Drug Abuse reports that 97 percent of chemically-dependent people have responsible jobs, a home, and a family.
 - 6.2.3.3 Alcoholism is a disorder that has profound psychological and biological patterns:
 - 6.2.3.3.1 Regular daily intoxication,
 - 6.2.3.3.2 Drinking large amounts of alcohol at specific times, and
 - 6.2.3.3.3 Periods of sobriety interspersed with periods of heavy daily drinking.
 - 6.2.3.3.4 The course of the disorder is usually progressive and physical dependence can develop. If this happens, serious symptoms, sometimes life threatening, can develop when alcohol is withdrawn.
 - 6.2.3.3.5 Short term effects of alcohol use can include depression, gastritis, liver disease, automobile accidents, and domestic violence.

- 6.2.3.3.6 Chronic alcohol abuse can produce irreversible changes, including dementia, sexual impotence, cirrhosis of the liver, and heart disease.
- 6.2.3.3.7 Death can occur either as a complication of one of these chronic problems, or acutely, secondary to alcohol intoxication by poisoning or aspiration of vomits, or as the result of an automobile accident while driving intoxicated.

6.2.3.4 Impact on Family/Friends

- 6.2.3.4.1 Families are gravely affected by a chemical abusing member. Some of the effects on the family include: feelings of insecurity, guilt, fear, isolation, anger, and resentment. As the chemically dependent person's disease progresses, the effects on the family worsen. As a very direct, physiological consequence, the infants of alcohol and cocaine abusing mothers often have low birth weight and may suffer from malformations and a variety of developmental problems. Children are often the most vulnerable to the effects of chemical dependency. Growing up in families where their developmental needs do not get met, children may face a variety of problems; low self-esteem, inability to trust others, teenage pregnancy, and high risks for chemical use/abuse, dependency.
- 6.2.3.4.2 The lifestyle of the abuser often affects the economic well-being of their families due to their inability to hold down a job. In some cases, the abuser will steal from relatives, which reduces the family's financial means and stability. In many cases, substance abuse leads to violence at home.
- 6.2.3.4.3 Chemical dependency is treatable. With an understanding of the disease and its impact on lives, family members and friends can take steps to help reduce enabling behaviors. Very often, the family's intervention with the user and his or her problem is an essential step which encourages the abusing member to seek treatment. Support groups for family members, such as Al-Anon, as well as family therapy can provide needed assistance to families as they grapple with the destructive effects of the user's addiction.

6.2.4 Counseling and Treatment Resources:

- 6.2.4.1 ~~For Students~~ may obtain assistance and information concerning substance abuse and its treatment ~~may be obtained from the counselor's~~ Student Services Specialist's office at each of the College's campuses.
- 6.2.4.2 Employees may obtain assistance and information from the Human Resources Office.
- 6.2.4.3 Southern West Virginia Community and Technical College, in providing any list of counseling, treatment, and rehabilitation programs, is in no way affiliated with these agencies. Southern cannot accept liability for any services, treatment, or counseling provided by these agencies or their employees or any acts of misfeasance, nonfeasance, or malfeasance by same. The individual and his/her parents or guardian should conduct checks or reviews of these agencies to determine if they will meet the needs of the individual.

SECTION 7. RESPONSIBILITIES

- 7.1 Because work sites provide day-to-day supervision for persons at the College, supervisors and unit administrators will be required to assume primary responsibility for the enforcement of this policy and to take appropriate personnel action.
- 7.2 As a condition of employment, College employees agree to abide by the terms of this policy and to notify the Director of Human Resources or designee of any criminal drug or alcohol related conviction for violation of a criminal drug or alcohol statute occurring in the workplace no later than five (5) days after the conviction.
- 7.3 After review of the reported incidents and determination of reporting requirements, the appropriate unit administrator will notify the federal granting agency within ten (10) days after receiving notice of a conviction from an employee or otherwise receiving actual notice of such conviction.
- 7.4 The Director of Human Resources is responsible for development and communication of drug and alcohol prevention programs for employees in compliance with the Drug Free Workplace Act of 1988, which includes:
- 7.4.1 Distribution of this policy to each employee and collection of signed “Drug Awareness Certification Form.” The distribution may be in writing or electronically.
 - 7.4.2 Maintaining a copy of this policy in an accessible location and posting the policy on the institutional web site.
 - 7.4.3 Inclusion of a copy of this policy in every orientation packet for new employees.
- 7.5 The Vice President for ~~Academic Affairs and Student Services~~ or designee is responsible for development and communication of a drug and alcohol awareness program for students, in compliance with the Drug Free Schools and Communities Act, which includes:
- 7.5.1 Annual distribution of this policy or information contained herein, to every student taking one or more classes for credit. The distribution may be accomplished by publication of this policy in electronic or printed format in the Student Handbook Section of the College Catalog, ~~the Student Planning Calendar~~, and/or the Schedule of Classes.
 - 7.5.2 ~~A biennial review of the program’s effectiveness and the consistency of the enforcement of sanctions.~~ The Department of Education recommends that the biennial review be conducted in even-numbered years, focusing on the two preceding academic years. Records used for review and report preparation will be retained for a period of three (3) years after the fiscal year in which the record was created. If any litigation, claim, negotiation, audit, review, or other action involving the records has been started before expiration of the three-year period, the records will be retained until completion of the action and resolution of all issues that arise from it, or until the end of the regular three-year period, whichever is later.
 - 7.5.3 The ~~Chief Financial Officer~~ Vice President for Finance and Administration or designee is responsible for ensuring that contractors, subcontractors, or volunteers for services paid by federal grants certify that they maintain a drug free workplace and that they commit to and comply with the terms and conditions 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: SCP-2156.A, *Employee Drug Awareness Certification Form*

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

Revision Notes: January and July 2007 – Policy revised to comply with federal regulations requiring inclusion of specifics on criminal sanctions and health risks. Other minor changes for clarity were also made.

July 2012 – Policy was reviewed for accuracy and minor modifications were made. Policy was reformatted and revisions reflect changes in position titles and web links.

June 2017 – Policy was reviewed and recommended changes were made. These changes include the reference of SCP-1010, Use of Alcoholic Beverages on Campus, updating employee titles in Sections 6 and 7, updating web links referenced in the policy, and including students and classroom performance in Section 4, along with clarification on prohibition of alcohol and illegal drugs on campuses for any event or any person.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2156.A**

**EMPLOYEE DRUG AWARENESS
CERTIFICATION FORM**

I, _____, certify that I have received a copy of SCP-2156, *Drug and Alcohol Policy*.

I agree to abide by the terms of this policy and I am aware that with any violation of this policy, I will be subject to disciplinary action, up to and including dismissal. I may also be required to participate in a drug-abuse assistance or drug-rehabilitation program.

In addition, I understand that under federal law and as a condition of employment, if I am convicted of any drug or alcohol related criminal offense for a violation occurring in the workplace, I must report this conviction to the Director of Human Resources within five (5) days of the conviction.

Name (Print)

Signature

Date

RETURN THIS FORM TO HUMAN RESOURCES

*Revised August 2012
Revised June 2017*

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 22, 2017**

ITEM: Request for Approval of Revisions to SCP-2165, *Educational Release Time for Classified Employees*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2165, *Educational Release Time for Classified Employees*, to Southern's constituents and the Chancellor for Community and Technical College Education for 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-2165, Educational Release Time for Classified Employees. The purpose of this policy is to provide a rule for granting and documenting educational release time for the classified employees of Southern West Virginia Community and Technical College.

The review of this policy by the Finance and Administrative Unit resulted in no recommended revisions. It was advanced to the Executive Council for review on June 07, 2017, and to the President's Cabinet for review on June 15, 2017. Neither group recommended revision of the policy. Following these reviews, it is recommended that the Board of Governors advance this policy 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-2165**

SUBJECT: Educational Release Time for Classified Employees

REFERENCE: Title 133, Procedural Rule, Higher Education Policy Commission, Series 8, *Personnel Administration*

ORIGINATION: February 17, 2004

EFFECTIVE: ~~April 16, 2013~~

REVIEWED: ~~December 6, 2012~~ June 07, 2017

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to provide a rule for granting and documenting educational release time for the classified employees of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy shall apply to all full-time regular classified employees as defined by Title 133, Procedural Rule, Higher Education Policy Commission, Series 8, *Personnel Administration*, who have been employed by Southern West Virginia Community and Technical College for a minimum of six (6) months and are not in a probationary status.

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College encourages employees to take advantage of educational opportunities for career development and improvement. To achieve this end, a combination of flexible work hours, annual leave, and educational release time may be used to permit employees to attend classes. It shall be the policy of the Board of Governors to allow full time regular classified employees of Southern West Virginia Community and Technical College to receive educational release time in accordance with the provisions provided herein. Southern will provide reasonable opportunity for eligible classified employees to obtain educational release time. However, educational release time is not an entitled benefit nor a guarantee. Educational release time that coincides with the employee's regular work schedule will be deemed credited work time for payroll purposes and should be documented accordingly on the employee time records.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Part time, casual, and temporary classified employees and faculty are excluded from the provisions of this policy. Full time regular classified employees who are serving in a probationary period are not eligible for educational release time.

SECTION 6. GENERAL PROVISIONS

- 6.1 This policy allows a classified employee to take ONE (1) class per semester during work time, PROVIDING that the needs of the department are such that the employee's absence will not disrupt services. Educational release time may be granted for actual in-class time and reasonable travel time to and from class. A combination of flexible work hours, annual leave, and/or educational release time may be provided for travel time.
 - 6.1.1 Courses must be taken through a regionally accredited institution.
 - 6.1.2 Educational release time may be granted for courses that are job related; and/or in pursuit of undergraduate, graduate, or doctoral studies.
 - 6.1.3 The employee must have been employed for six (6) months prior to the beginning of the term in which the course is taken.
 - 6.1.4 During emergency or overtime situations, the employee must work as assigned.
 - 6.1.5 Under no circumstances shall approval and use of educational release time create a situation for regular overtime or compensatory time. If the workload is such that the employee must work additional hours each week due to being in class, the employee must use schedule modification to attend the class and count the additional hours as regular time.
 - 6.1.6 Approval for educational release time to attend Fast Track courses or similarly scheduled classes must be made by the cabinet level administrator. Enrollment by full time employees in courses with these types of schedules put an undue burden on the department and should not be approved unless extenuating circumstances that justify approval exist and are included, in writing, with the application for educational release time.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Primary Responsibility
 - 7.1.1 The Office of Human Resources shall have primary responsibility for the implementation and oversight of the provisions of this policy. Employees and supervisors are responsible as follows:
 - 7.1.1.1 Employees – Employees are responsible for making requests for educational release time far enough in advance for proper consideration by the supervisor. The appropriate forms must be completed in detail and submitted to the supervisor in accordance with the time frames specified in this policy. Employees are responsible for compliance with all applicable sections of this policy.
 - 7.1.1.2 Supervisors – Supervisors are responsible for compliance with all applicable sections of this policy.
- 7.2 Procedures:
 - 7.2.1 Requests must be made at least three (3) weeks prior to the beginning of the release time and be made on the appropriate form attached to this policy. Employees are to present the Educational Release Time Request Form to his/her immediate supervisor.

- 7.2.2 Prior to granting educational release time, the supervisor will consider the number of employees in the department and the number requesting educational release time, to ensure there is no disruption of services. Supervisors will make recommendation for approval or denial to the Unit administrator within five (5) working days.
- 7.2.3 Within five (5) working days of receipt, the Unit administrator will approve or deny the request. A copy of the final decision will be returned to the supervisor and the original will be sent to Human Resources.
- 7.2.4 Upon receipt, the Supervisor will provide a copy of the final decision to the requesting employee.
- 7.2.5 The employee must present evidence of course completion by presenting the end-of-course grade report to the immediate supervisor. The supervisor will forward the report to Human Resources for inclusion in the personnel file.
- 7.2.6 In the event the classified employee receives a failing grade (unsatisfactory, “F” or other failure designation), or fails to provide evidence of course completion, the employee will be ineligible for educational release time under the terms of this policy for a period of one calendar year from the date on the end-of-course grade report.

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-2165.A, *Educational Release Time Request for Classified Employees*

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

Revision Notes: August 31, 2006 – Policy clarified to reflect practice of allowing educational release time for employees on an improvement plan and added Unit Administrator signature for approval.

December 2012 – Policy revised to address unforeseen circumstances with regular overtime due

to approval of educational release time and excessive hardships due to absence based on approval of fast track scheduled classes.

June 7, 2017 – The review of the policy resulted in no recommended revisions.

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

SCP-2165.A, Educational Release Time Request for Classified Employees

Print Name: _____ Department/Unit: _____
 Institution Offering Course: _____
 Course Title & Number: _____ Class Time & Days of Week: _____
 Start Date: _____ End Date: _____ # Weeks: _____
 Class Location: _____ # Credit Hours: _____

1. Travel time to and from employment to class: _____ hours/week
 2. Educational Release Time: _____ hours/week
 3. Time Worked: _____ hours/week
- Total must equal** 37.5 hours/week

Work Schedule: Days/Time in Department

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 AM 9 AM							
10 AM 11 AM							
NOON 1 PM							
2 PM 3 PM							
4 PM 5 PM							
6 PM 7 PM							
8 PM 9 PM							

Employee Rationale: _____

SUPERVISOR REVIEW:

Approval Disapproval

UNIT ADMINISTRATOR REVIEW:

Approval Disapproval

Employee Signature Date

Supervisor Signature Date

Unit Administrator Signature Date

Explanation for Disapproval: _____

*Revised December 2011
Reviewed June 2017*

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 22, 2017**

ITEM: Request for Approval of Revisions to SCP-4000, *Basic Guidelines and Standards for Admissions*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4000, *Basic Guidelines and Standards for Admissions*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

STAFF MEMBER: Allyn Sue Barker / Damien Williamson

BACKGROUND:

SCP-4000, *Basic Guidelines and Standards for Admissions*, was reviewed by Student Services management personnel on June 28, 2017 as requested by the Management Council for Academic Affairs and Student Services (MCAS) and Dual Credit Ad Hoc Committee. The policy was approved with changes by the Management Council for Academic Affairs and Student Services (MCAS) at their July 26, 2017, meeting, and reviewed and approved by Executive Council at their August 2, 2017 meeting. The President's Cabinet reviewed and approved the policy at their August 8, 2017 meeting.

The staff requests that SCP-4000, *Basic Guidelines and Standards for Admissions*, 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-4000**

SUBJECT: Basic Guidelines and Standards for Admissions

REFERENCE: West Virginia Code §§ 18B-1-1A; 18B-2B-6; 18B-3C-2; 15-1F-10a,b
West Virginia Community and Technical College Education, Title 135, Procedural Rule, Series 19, *Guidelines for Offering Early Enrollment Courses for High School Students*;
West Virginia Community and Technical College Education, Title 135, Procedural Rule, Series 23, *Basic Guidelines and Standards for Admissions at Community and Technical Colleges*

ORIGINATION: August 16, 2011

EFFECTIVE: ~~July 1, 2012~~

REVIEWED: ~~August 22, 2016~~ June 28, 2017

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish basic guidelines and standards for admissions at Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is applicable to all citizens seeking admission into Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Regular Students (Degree Seeking Students) - Individuals with a high school diploma or appropriate high school assessment, such as General Education Diploma (GED) or Test Assessing Secondary Completion (TASC), who are seeking a certificate and/or associate degree.
- 3.2 Re-entry Students - Students who interrupt their studies by failing to register and attend classes during a fall or spring term and wish to re-enter the College.
- 3.3 Non-degree Seeking Students - Students who take credit courses for personal enrichment, job improvement, or other reasons and are not seeking a degree or certificate.
- 3.4 Transfer Students - Students who have attended other accredited post-secondary institutions.
- 3.5 Transient Students - Students who are officially enrolled and in good academic standing at other post-secondary institutions and want to enroll for courses at Southern.
- 3.6 Early Entry High School Students - Students still enrolled in high school who may enroll in courses at Southern provided they meet course prerequisites and complete the admission procedures. This includes dual credit students.

- 3.7 Conditional Admission Students - Persons eighteen years of age or older who do not have a high school diploma or appropriate high school assessment, such as General Education Diploma (GED) or Test Assessing Secondary Completion (TASC), may be admitted and enrolled in classes on a conditional basis. Their progress and credit hours earned shall be regularly evaluated.
- 3.8 Home School Students - For purposes of admission to Southern, home school students with appropriate documentation of high school assessment, such as General Education Diploma (GED) or Test Assessing Secondary Completion (TASC) will be admitted as degree seeking students.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College is an “open admissions” institution and supports the philosophy that residents should have access to higher education opportunities commensurate with their abilities and interests.
- 4.2 Admission to Southern is open to persons age eighteen and older and able to benefit from study at the community college level. This policy provides specific information related to admission requirements for the various classification of students.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Admission to Southern does not imply eligibility for, nor guarantee admission to, any specific program of study for which more stringent admission requirements are established.

SECTION 6. GENERAL PROVISIONS

- 6.1 Those who possess a high school diploma or appropriate high school equivalency assessment, such as GED or TASC, may enroll as certificate degree or associate degree-seeking students.
- 6.2 Other persons may enroll as certificate degree or associate degree-seeking students on an ability to benefit basis, but shall be regularly evaluated to determine whether their performance indicates an ability to continue their studies.
- 6.3 Students seeking transfer admission or readmission to a community and technical college must meet the institution’s basic admission standards.
- 6.4 Early admission standards for high school students enrolling in community colleges are subject to the requirements of Section 135-19-6 of Title 135, Procedural Rule, Series 19, Guidelines for Offering Early Enrollment Courses for High School Students, of the West Virginia Council for Community and Technical College Education.
- 6.5 Copies of high school transcripts, health records and transcripts of previous college work are not required for admission to community colleges, but any student seeking academic credit, a certificate, and/or an associate degree must submit the appropriate high school equivalency assessment, such as GED or TASC, scores or high school transcripts and/or previous college transcripts.
- 6.6 Participation in certain federal, state, and/or institutional financial aid programs or admission to specific academic programs do require copies of high school transcripts, GED scores and/or prior college work be provided. Individuals are encouraged to check with the appropriate institutional officials to determine the documents required for participation in, or admission to such programs.

- 6.7 Official transcripts must be provided, if a student has earned credits at another institution.
- 6.8 In addition to general institutional admission requirements, certain limited enrollment programs have specific admission requirements. Those applying for admission to these programs must comply with the general admission requirements as well as those of the specific program.
- 6.9 State law provides that any male person who has attained the age of eighteen (18) years of age may not enroll in a state-supported institution of post-secondary education unless he is in compliance with the Military Selective Service Act.
- 6.10 A male person may not receive a loan, grant, scholarship, or other financial assistance for post-secondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Re-entry students are required to re-submit an admissions application.
 - 7.1.1 Re-entry students are required to re-submit transcripts if he/she has earned additional credits at another institution.
- 7.2 Non-degree seeking students must submit a completed application form for admission.
 - 7.2.1 An official academic transcript from any college attended can be articulated for the purpose of meeting course prerequisite requirements.
 - 7.2.2 If non-degree seeking student wants to change their status to regular degree seeking and have attended another college, then they must present an official transcript of all previous college work to the Records Office.
- 7.3 Transfer students may transfer to Southern from other accredited post-secondary institutions and must complete an application for admission.
 - 7.3.1 The transfer student must submit a completed application for admission.
 - 7.3.1.1 Transfer students must present an official transcript of all previous college work to the Records Office.
 - 7.3.2 An evaluation will be made of each transcript, and the student will be notified by the Registrar of those courses transferable and the amount of credit granted/recognized for each.
 - 7.3.3 Students who are receiving federal financial assistance and fails to acknowledge attendance at any college or university in which they have been registered may be subject to disciplinary action.
- 7.4 Transient Students may enroll for courses at Southern provided they submit forms completed by their home college stating the courses to be taken and that the students are in good standing.
 - 7.4.1 The completed transient form must be submitted to the Records Office.
 - 7.4.2 Students receiving financial aid must have a consortium agreement signed by both the home institution and Southern's financial assistance office.

- 7.5 Early Entry High School Students may enroll in courses at Southern provided they meet course prerequisites and complete the admission procedures.
- 7.5.1 Early Entry students must complete Southern’s Early Entry Application with consent form signed by the high school principal or counselor and parent or legal guardian.
- 7.5.2 Students must have a ~~3.0 (B)~~ 2.5 grade point average unless they are participating in special projects, such as the College Transitions Initiative.
- 7.5.3 High school students of junior and senior status may enroll for no more than seven (7) credit hours per term. Any exception must be approved by the Vice President for Academic Affairs, or their designee.
- 7.5.4 Early Entry students must meet course prerequisites before registering.
- 7.5.5 Exceptions to the minimum requirements requires the authorization by the Vice President for Academic Affairs or their designee for any high school students with less than a ~~3.0 (B)~~ 2.5 grade point average or seeking to enroll for more than seven credit hours per term.
- 7.6 Conditionally admitted students must pass the appropriate high school equivalency assessment, such as GED or TASC, before being admitted as a regular degree-seeking student.
- 7.6.1 A maximum of twelve (12) credit hours may be taken as a conditionally admitted student.
- 7.6.2 Conditionally admitted students are generally not eligible to receive any federal or state financial assistance. However, students admitted on an ability to benefit basis may be eligible to participate in Title IV federal financial aid program.
- 7.7 Home schooled students applying for admission as a regular (degree seeking) student must provide the results of any appropriate high school equivalency assessments, such as GED or TASC score, and other required documentation.
- 7.8 Southern is not certified to admit or enroll international students.

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: August 16, 2011 – Policy originated.

March 7, 2012 – Due to changes in federal financial assistance guidelines, the policy was revised to address the changes with regard to ability to benefit. Other changes were made to clarify other admission requirements.

August 22, 2016 – Due to changes in federal financial assistance guidelines, the policy was revised to address the changes in regard to ability to benefit. Other changes were made to clarify other admission requirements.

June 28, 2017 – A recommendation to change the grade point average (GPA) from 3.0 to 2.5 for Early Entry High School Students was made at the March 15, 2017 dual credit meeting and brought to the Management Council of Academic Affairs and Student Services for discussion at its March 22, 2017 meeting. A poll of other in-state institutions' GPA requirement for dual credit (early entry high school) students was conducted, which found that Southern's current 3.0 GPA was the highest among those that responded. As a result, a recommendation was made to adjust Southern's GPA from 3.0 to 2.5.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 22, 2017**

ITEM: Request for Approval of Revisions to SCP-5100, *Disposition and Sale of Surplus/Excess Property*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-5100, *Disposition and Sale of Surplus/Excess Property*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 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-5100, *Disposition and Sale of Surplus/Excess Property*. The purpose of this policy is to establish procedures for informing employees of Southern West Virginia Community and Technical College what conditions must be met for surplus/excess property to be authorized for disposal, redistribution, and sale.

The review of this policy by the Finance and Administrative Unit resulted in no recommended revisions. It was advanced to the Executive Council for on June 7, 2017, and to the President's Cabinet for review on June 15, 2017. Following review, neither body recommended change and approved the policy for advancement to the Board of Governors for review. Based upon the deliberations, the staff recommends for the Board of Governors to approve 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.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5100**

SUBJECT: Disposition and Sale of Surplus / Excess Property

REFERENCE: West Virginia Council for Community and Technical College Education (Council) and West Virginia Higher Education Policy Commission (HEPC), Joint Procedural Rule, Series 30, *Purchasing*.

ORIGINATION: February 2005

EFFECTIVE: ~~April 16, 2013~~

REVIEWED: ~~November 06, 2012~~ June 07, 2017

SECTION 1. PURPOSE

1.1 To establish a policy for informing employees of Southern West Virginia Community and Technical College what conditions must be met for surplus/excess property to be authorized for disposal, redistribution, and sale.

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

3.1 Property is defined as any materials, supplies, and equipment for which the College holds ownership title. Property acquired by the College is generally titled to the College except where a funding entity has demonstrated in writing their intent to retain or transfer title.

SECTION 4. POLICY

4.1 All assets submitted to the Finance Department as surplus property will be screened to insure that maximum utilization with the College has been met prior to the assets disposal. Assets that are determined to have no utilization value will be disposed of as soon as possible.

4.2 Assets that are determined to still have value will be maintained at each campus location for a minimum period of three (3) weeks for review and redistribution with the college community. If these items are not redistributed within this time frame, disposition action will be taken.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 This policy is based on provisions of the joint policy on purchasing of the West Virginia Council for Community and Technical College Education (Council), and West Virginia Higher Education Policy Commission (HEPC). This policy may not apply to property originally acquired by a funding entity other than the College which has restricted the disposition of the property.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 Sale of all surplus/excess property must meet the following requirements:

7.1.1 Ownership of property must vest with Southern West Virginia Community and Technical College except where a funding entity has demonstrated in writing their intent to retain or transfer title.

7.1.2 Written notification of surplus/excess property must be given by the owning department to the Campus Director.

7.2 Sale will be accomplished in one of the following methods:

7.2.1 Southern West Virginia Community and Technical College may dispose of surplus or obsolete materials, supplies, and equipment by transfer to other governmental agencies or institution, by exchange or trade, or by sale as junk or otherwise.

7.2.2 Auction Sale

7.2.3 Sealed Bid Sale

7.3 Sale of surplus/excess property and frequency thereof will be determined based upon one of three above options. Proceeds from the sale of assets funded from special revenues or auxiliary revenues will be returned to the department less administrative cost. Proceeds from the sale of assets funded by other sources of revenue will be deposited into the College's miscellaneous account.

7.4 Southern West Virginia Community and Technical College reserves the right to dispose of surplus or obsolete materials, supplies, and equipment through the surplus property unit of the purchasing Division of the West Virginia Department of Administration with all of the rules and regulations of the Department of Administration being followed.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: November 2012 – The policy was reviewed with no recommended revisions, and was reformatted into the current Southern College Policy (SCP) format.

June 2017 – This policy was reviewed with no recommended revisions.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 22, 2017**

ITEM: Request for Approval for the Discontinuance of Addiction Counseling, Certificate and Associate in Applied Science Degree Programs

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the discontinuance of the Addiction Counseling Certificate and Associate in Applied Science Degree Programs in accordance with 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*.

STAFF MEMBER: Jack Dilbeck, Ph.D.

BACKGROUND:

After conducting a continuing analysis and in accordance with 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*, the Vice President for Academic Affairs, Chair of the School of Career and Technical Studies, and school faculty recommend the discontinuance of the Addiction Counseling Certificate and Associate in Applied Science degree programs.

The justification for the discontinuance is based on low demand and enrollment in these programs. These programs are no longer listed in the college catalog, no longer accept students, and no longer have active program codes. There are no students registered in these programs and no declared majors. Further, there are no faculty, space, or equipment assigned to these programs. Accordingly, the staff respectfully requests that the Board of Governors grant approval for the discontinuance of the Addiction Counseling Certificate and Associate in Applied Science degree programs.

The recommendation was reviewed and approved by the Management Council for Academic Affairs and Student Service at its May 24, 2017 meeting, and by the Executive Council and President's Cabinet in June 2017.

INSTITUTIONAL GOVERNANCE RECOMMENDATION FORM

RECOMMENDED BY: _____

CHECK ONE: Individual Committee Council/Senate
 CHECK ONE: Policy Recommendation Non-Policy Recommendation

1. BACKGROUND:

2. STATEMENT OF RECOMMENDATION:

3. RATIONALE:

4. SUPPORTING DATA AND DOCUMENTS:

5. IDENTIFY RESOURCES THAT MAY BE REQUIRED:

Equipment	
Financial	
Personnel	
Space	
Technology	
Other	

6. DESCRIBE IMPACT ON OTHER COLLEGE ENTITIES: (Briefly describe how the adoption of the recommendation could impact specific departments and/or groups within the College, or how adoption would impact other policies and/or procedures).

7. *Jacky Dilbeck* 5/24/2017
 Signature of Governance Committee Chair or Date
 Individual Submitting the Recommendation

8. MANAGEMENT COUNCIL FOR ACADEMIC AFFAIRS AND STUDENT SERVICES
RECOMMENDATION: (if applicable)

- Approved as Recommended Approved as Modified
 Denied Recommendation Returned to Committee/Individual for Revision

Explanation for Denial or Return: _____

Chair's Signature

Date

9. EXECUTIVE COUNCIL'S RECOMMENDATION:

- Approved as Recommended Approved as Modified
 Denied Recommendation Returned to Committee/Individual for Revision

Explanation for Denial or Return: _____



Chair's Signature

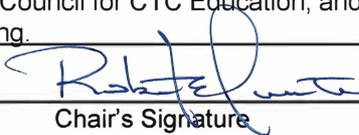
6/7/2017

Date

10. PRESIDENT'S CABINET RECOMMENDATION:

- Approved as Recommended Approved as Modified
 Denied Recommendation Returned to Committee/Individual for Revision

Explanation for Denial or Return: The Vice President for Academic Affairs is to provide a narrative based on Title 135, Procedural Rule, Series 11, of the WV Council for CTC Education, and a resolution to present to the Board of Governors at its August 2017 meeting.



Chair's Signature

06/15/2019

Date

11. BOARD OF GOVERNORS RECOMMENDATION: (if applicable)

- Approved as Recommended Approved as Modified
 Denied Recommendation Returned to Committee/Individual for Revision

Explanation for Denial or Return: _____

Chair's Signature

Date

Final Decision Copied to:
Submitting Individual, Committee Chairperson, or Council/Senate Chairperson

Effective 07-01-2016

Addiction Counseling CAS and AAS Recommendation for Discontinuance

Addiction Counseling CAS and AAS

In July 2010 the Community and Technical College System of West Virginia acknowledged implementation of the Addiction Counseling CAS and AAS program at Southern with the initial post-audit report due by August 2013.

At its meeting on October 17, 2013, the West Virginia Council for Community and Technical College Education (Council) deferred action on these programs requesting a follow-up report addressing program necessity and viability. The post-audit indicated very limited enrollment and no graduates during the post-audit period.

The follow-up to the post-audit presented to the Council at their meeting of August 20, 2015, indicated Southern's intent to terminate the programs. Students who complete the CAS or AAS in the Addiction Counseling programs are unlikely to gain employment as counselors with this degree and these programs do not adequately prepare students for a career in behavioral health. Southern has added a Behavioral Health Option to the already existing Health Care Professional AAS to provide students who wish to work in behavioral health a career path. Students wishing to transfer to a four-year institution to pursue a counseling degree are better served by Southern's existing Associate in Arts degree.

These programs are no longer listed in the Institution's catalog, no longer accept students, and no longer have active program codes. Students are advised into current majors that are better suited to assist them achieve their academic goals.

There were no students registered for Spring 2017 classes with either of these programs as their declared major and there are no candidates for May 2017 graduation from these programs. These programs do not have dedicated faculty or facilities.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 22, 2017**

ITEM: Request for Approval of the Discontinuance of the Survey Technology Certificate and Associate in Applied Science Degree Programs

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of the discontinuance of the Survey Technology Certificate and Associate in Applied Science Degree Programs in accordance with 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*.

STAFF MEMBER: Jack Dilbeck, Ph.D.

BACKGROUND:

After conducting a continuing analysis and in accordance with 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*, the Vice President for Academic Affairs, Chair of the School of Career and Technical Studies, and school faculty recommend the discontinuance of the Survey Technology Certificate and Associate in Applied Science degree programs.

The justification for the discontinuance is based on low demand and enrollment in these programs. These programs are no longer listed in the college catalog, no longer accept students, and no longer have active program codes. There are no students registered in these programs and no declared majors. The remaining student in the program teach-out graduated in May 2017. Further, there are no dedicated faculty or space assigned to these programs. Equipment purchased for the program remains housed at the institution and will be used as needed for special topics or community interest survey courses. Accordingly, the staff respectfully requests that the Board of Governors grant approval for the discontinuance of the Survey Technology Certificate and Associate in Applied Science degree programs.

The recommendation was reviewed and approved by the Management Council for Academic Affairs and Student Service at its May 24, 2017 meeting, and by the Executive Council and President's Cabinet in June 2017.

INSTITUTIONAL GOVERNANCE RECOMMENDATION FORM

RECOMMENDED BY: _____

CHECK ONE: Individual Committee Council/Senate
 CHECK ONE: Policy Recommendation Non-Policy Recommendation

1. BACKGROUND:

2. STATEMENT OF RECOMMENDATION:

3. RATIONALE:

4. SUPPORTING DATA AND DOCUMENTS:

5. IDENTIFY RESOURCES THAT MAY BE REQUIRED:

Equipment	
Financial	
Personnel	
Space	
Technology	
Other	

6. DESCRIBE IMPACT ON OTHER COLLEGE ENTITIES: (Briefly describe how the adoption of the recommendation could impact specific departments and/or groups within the College, or how adoption would impact other policies and/or procedures).

7.  5/24/2017
 Signature of Governance Committee Chair or Date
 Individual Submitting the Recommendation

8. MANAGEMENT COUNCIL FOR ACADEMIC AFFAIRS AND STUDENT SERVICES
RECOMMENDATION: (if applicable)

- Approved as Recommended Approved as Modified
 Denied Recommendation Returned to Committee/Individual for Revision

Explanation for Denial or Return: _____

Chair's Signature

Date

9. EXECUTIVE COUNCIL'S RECOMMENDATION:

- Approved as Recommended Approved as Modified
 Denied Recommendation Returned to Committee/Individual for Revision

Explanation for Denial or Return: _____

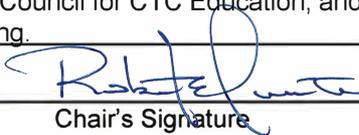

Chair's Signature

6/7/2017
Date

10. PRESIDENT'S CABINET RECOMMENDATION:

- Approved as Recommended Approved as Modified
 Denied Recommendation Returned to Committee/Individual for Revision

Explanation for Denial or Return: The Vice President for Academic Affairs is to provide a narrative based on Title 135, Procedural Rule, Series 11, of the WV Council for CTC Education, and a resolution to present to the Board of Governors at its August 2017 meeting.


Chair's Signature

06/15/2019
Date

11. BOARD OF GOVERNORS RECOMMENDATION: (if applicable)

- Approved as Recommended Approved as Modified
 Denied Recommendation Returned to Committee/Individual for Revision

Explanation for Denial or Return: _____

Chair's Signature

Date

Final Decision Copied to:
Submitting Individual, Committee Chairperson, or Council/Senate Chairperson

Effective 07-01-2016

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 22, 2017**

ITEM: Request for Approval of Fiscal Year 2017-2018 Personnel Salary Increase Proposal

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors authorize and direct the President of Southern West Virginia Community and Technical College, in conjunction with the Chief Financial Officer, to fund a 3% increase to the base salary for eligible employees of Southern West Virginia Community and Technical College as described below effective October 15, 2017, and

BE IT FURTHER RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve and authorize the President of Southern West Virginia Community and Technical College to implement such salary increases exercising his prudence and judgement.

STAFF MEMBER: Samuel M. Litteral

BACKGROUND:

Faculty and most staff of Southern West Virginia Community and Technical College have not received a salary increase since July 2011. In order to retain qualified and dedicated faculty and staff, the administration believes that it is imperative that Southern West Virginia Community and Technical College grant a 3% increase to the base salary of all eligible faculty and staff. The salary increase would become effective for the pay cycle beginning October 15, 2017, and employees would receive the increase on the pay cycle ending November 11, 2017. A streamlining of fiscal operations is providing sufficient funding to pay for and sustain these increases.

If approved, the salary increases will be applied as follows for each group:

Faculty - All regular full-time faculty who have a minimum of nine months of credited service with Southern West Virginia Community and Technical College as of June 30, 2017, will be granted a 3% increase to their base salary. Temporary faculty and those with less than nine months of credited service as of June 30, 2017, will not be eligible for the 3% salary increase. The estimated cost of this salary increase plus benefits is \$85,000.00.

Classified Staff - All regular full-time classified staff with a minimum of nine months of credited service with Southern West Virginia Community and Technical College as of June 30, 2017, will receive a 3% increase to their base salary. Temporary classified staff and those with less than nine months of credited service as of June 30, 2017, will not be eligible for the 3% salary increase. The estimated cost of this salary increase plus benefits is \$76,000.00.

Non-classified Staff - All regular non-classified staff with a minimum of nine months of credited service with Southern West Virginia Community and Technical College as of June 30, 2017, will receive a 3% increase to their base salary. Non-classified staff with less than nine months of credited service as of June 30, 2017, are not eligible for the 3% salary increase. The estimated cost of this salary increase plus benefits is \$57,000.00.

The total estimated cost of salary increases for eligible employees plus benefits is \$218,000.00.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 22, 2017**

ITEM: Request for Approval of 2017-2018 Salary Increase for the President of Southern West Virginia Community and Technical College

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve a 3% base salary increase for the President of Southern West Virginia Community and Technical College effective October 15, 2017 pending approval of the West Virginia Council for Community and Technical College Education at its next meeting.

STAFF MEMBER: Howard E. Seufer

BACKGROUND:

This salary increase proposal is consistent with the salary increases requested for eligible faculty, classified, and non-classified employees of Southern West Virginia Community and Technical College to become effective with the pay cycle beginning October 15, 2017. Upon approval of this resolution, it is recommended for submission to the West Virginia Council for Community and Technical College Education for action at its October 2017 meeting as required by Title 135, Legislative Rule, Series 5, *Employing and Evaluating Presidents*, of the West Virginia Council for Community and Technical College Education.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 22, 2017**

ITEM: Review of Board of Governors Strategic Goals

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Howard E. Seufer

BACKGROUND:

Mr. Howard Seufer, Board of Governors Chair, will review the 2012-2015 Board Goals and appoint an Ad Hoc Committee to develop goals for the Board through 2020. The Committee will bring its recommendation before the full Board for review, discussion, and ratification.

Southern West Virginia Community and Technical College Board of Governors Strategic Goals 2012 - 2015

Responsibility / Authority

The affairs of Southern West Virginia Community and Technical College will be managed by its Board of Governors, which shall have full authority to take such actions as it deems necessary or appropriate to accomplish the purpose for which the Board has been formed.

Expectations of All Board Members:

1. To attend at least five (5) Board meetings each year.
2. To attend at least 75% of the meetings of assigned committees.
3. To develop and ensure fulfillment of the mission of Southern West Virginia Community and Technical College.
4. To establish policy and plans for Southern West Virginia Community and Technical College.
5. To ensure compliance with federal, state, and local laws.
6. To establish and ensure compliance with a code of ethics and standards of conduct governing the actions of the Board and staff.
7. To protect against conflict of interest in the business affairs of Southern West Virginia Community and Technical College.
8. To review and approve annual budgets, monitor performance, and dictate changes required to operate within the approved budget.
9. To accept responsibility for providing financial resources required to meet the operating and capital needs of the Southern West Virginia Community and Technical College, including but not limited to personal financial support of the *Vision 2020* Major Gifts Campaign.
10. To serve as an advocate, champion and representative of Southern West Virginia Community and Technical College in the community.
11. To provide feedback and input to the Southern West Virginia Community and Technical College as to community attitudes, comments, questions, and suggestions.
12. [for Board members that reside within the College service district] To attend at least one Southern event or activity each year.
13. [for Board members who reside outside of the College service district] To identify or establish at least one opportunity each year for staff and representatives of the College to make presentations to or otherwise interact with members of the community where the board member resides, thereby promoting the mission of the College.
14. As overseers of a public trust, each Board member has an obligation to remain open to input from external stakeholders to help ensure that Southern West Virginia Community and Technical College is responsive to state and community needs. At all times, each Board member shall exercise his or her best independent judgement and seek to be fully informed and impartial in decision making, and shall resist and rise above any and all external pressures that may be brought to bear on the Board or its members.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 22, 2017**

ITEMS: Institutional Policies Approved by Chancellor
Annual Institutional Rule Making Report

RECOMMENDED RESOLUTION: For Information Only

STAFF MEMBER: President Robert E. Gunter

May 17, 2017

Dr. Robert E. Gunter
President
Southern West Virginia Community and Technical College
Post Office Box 2900
Mount Gay, West Virginia 25637

Dear President Gunter:

Pursuant to Series 4 of the Council for Community and Technical College Education's rules, I have reviewed the following policies approved by the Southern West Virginia Community and Technical College Board of Governors and hereby approve them.

SCP-2250 Hiring Adjunct Faculty
SCP-4710 Academic Integrity

Should you have questions or need additional information, please contact me.

Sincerely,



Dr. Sarah Armstrong Tucker
Chancellor

cc: Wilma Zigmond, Chair
 Board of Governors

Board of Governors

July 14, 2017

Ms. Wilma J. Zigmond
Chair

Mr. Glenn T. Yost
Vice Chair

Mr. F. Raamie Barker
Secretary

Mr. Kevin Hill

Ms. Jada C. Hunter

Ms. Latisha Marcum

Mr. Howard E. Seufer, Jr.

Dr. Mason E. White II

Mr. Kevin G. Zachary

Mr. Shane K. Blackburn
Student Representative

Mr. Russell Saunders
Faculty Representative

Ms. Melissa J. Deskins
Classified Staff Representative

Dr. Robert E. Gunter
President

Dr. Sarah Tucker, Chancellor
West Virginia Council for Community
and Technical College Education
1018 Kanawha Boulevard East, Suite 700
Charleston, West Virginia 25301

Dear Chancellor Tucker:

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

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



Wilma J. Zigmond, Chair
Southern West Virginia Community and
Technical College Board of Governors

July 14, 2017
Date

WJZ:elb

Attachment: 2017 BOG Institutional Rulemaking Report

cc: Dr. Robert E. Gunter, President

**Southern West Virginia Community and Technical College
Board of Governors Institutional Rulemaking Report
Policies Effective as of July 1, 2017**

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

1000 GENERAL

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

2000 HUMAN RESOURCES

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

3000 ACADEMIC AFFAIRS

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

4000 STUDENT SERVICES

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

5000 FINANCE

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

6000 ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT

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

7000 TECHNOLOGY

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

8000 BOARD OF GOVERNORS

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

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Refer to MAP System Classification Table for description of types of documents contained in each of the SCP categories.

SCP Number	Policy Name	Effective Date	Date of Latest Action
1000	GENERAL		
1000	Manuals, Announcements, and Polices (MAP) Development System	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012; 09/2012 - Reviewed policy for accuracy and made minor revisions to provide clarity and changes in management. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments 02/19/08 - Board released for 30-day public comment period expiring 03/20/08 Amended 01/24/08 - Revised policy review cycle from every 3 years to a review on a regular basis with a time frame for review of each policy to be determined by the President or President's designee. 02/21/06 - Replaced SCP-1467
1000.A	Classification Table	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment A' from the title and made minor technical revisions. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments 02/19/08 - Board released for 30-day public comment period expiring 03/20/08 02/21/06. Technical revisions.
1000.B	Format for Southern College Policy (SCP)	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment B' from the title. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments 02/19/08 - Board released for 30-day public comment period expiring 03/20/08 Amended 01/24/08 - Revised paragraph numbering system to incorporate a legal numbering system. 02/21/06 - Technical revisions.
1000.C	Format for Southern Administrative Announcements (SAA)	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment C' from the title. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments 02/19/08 - Board released for 30-day public comment period expiring 03/20/08 02/21/06 - Technical revisions made to form.
1000.D	Format for Southern Administrative Manuals (SAM)	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment D' from the title and made minor technical revisions. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06 - Technical revisions made to the form.
1001	Records Retention Policy	07/21/2016	06/21/2016 - BOG granted approval and submission to the CTC Chancellor for final approval; 05/20/2016 - Received no comments; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016; 02/2016 Policy was reviewed and revised through the institutional governance system. A general records retention schedule was developed. 06/21/2011 - BOG granted final approval; 05/21/2011 - Received no comments; 04/19/2011 - Policy originated and BOG released for a 30-day public comment period expiring 05/21/2011.

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1001.A	General Records Retention Schedule	07/21/2016	06/21/2016 - BOG granted approval and submission to the CTC Chancellor for final approval; 05/20/2016 - Received no comments; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016; 02/2016 - General records retention schedule originated.
1002	Official College Spokesperson and Media Releases	07/17/2014	06/17/2014 - BOG granted final approval; 05/24/2014 - Received no comments; 04/22/2014 - Policy originated and BOG released for a 30-day public comment period expiring 05/24/2014.
1010	Use of Alcoholic Beverages on Campus	11/13/2016	10/13/2016 - BOG granted approval and submission to the CTC Chancellor for final approval; 09/16/2016 - No comments received; 08/16/2016 - BOG released for a 30-day comment period expiring 09/16/2016. 10/14/10 - BOG granted final approval; 09/17/2010 - Received comments from one individual which are available for review upon request. It is the position of the administration that the issues, concerns and suggestions raised in these comments are addressed in a separate policy, SCP-2156, Drug and Alcohol Policy. The individual was satisfied with the response provided. All reference to drugs has been removed from the final version of SCP-1010; 09/17/2010 - Comments received; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; 09/20/2005 - Reviewed.
1091	Classified Staff Council Constitution	06/19/2012	06/19/2012 - BOG granted final approval; 05/19/2012 - Received no comments; 04/17/2012 - BOG released for the required 30-day public comment period expiring 05/19/2012; 12/2011 - Policy reviewed and revised to permit electronic and proxy voting. 06/23/2009 - BOG granted final approval; 05/22/2009 - Received no comments; 04/22/09 - Board released for 30-day public comment period expiring 05/22/2009; 03/04/2009 - Revisions clarify membership representation with no substantial changes in procedures. 12/13/2006 - Technical revisions. 11/28/2003 - Originated to supercede SCI 1672 and SCI 1672.01.
1160	Diversity Philosophy	11/08/2015	10/8/2015 - BOG granted and submission to the CTC Chancellor for final approval; 09/18/2015 - Received no comments; 08/18/2015 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/18/2015. 10/14/2010 - BOG granted final approval; 09/17/2010 - Received one comment pertaining to grammar. The suggested correction was made to the final policy 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010. 09/01/2000 - Amended
1215	Use of Institutional Facilities	11/09/2014	10/09/2014 - BOG granted final approval; 09/19/2014 - Received no comments; 08/20/2014 - BOG released for 30-day public comment period expiring 09/19/2014. 05/2014 - Revised to provide clarity and reflect changes in administrative titles, and Attachment A, College Facility Use Agreement was developed. 04/27/10 - BOG granted final approval; 04/03/2010 - Received one comment pertaining to grammar. The suggested correction was made to the final policy 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. Amended 09/01/00
1215.A	College Facility Use Agreement	11/09/2014	10/09/2014 - BOG granted final approval; 09/19/2014 - Grammatical corrections made based upon one comment received which is available upon request 08/20/2014 - Initial Release.

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1230	Firearms, Weapons, and Explosives Policy	09/16/2016	08/16/2016 - BOG granted approval and submission to the CTC Chancellor for final approval; 07/23/2016 - Received no comments; 06/21/2016 - BOG released for 30-day comment period expiring 07/23/2016. 02/19/2002 - BOG granted final approval; 02/15/2002 - Received no comments. 01/16/2002 - BOG released for 30-day public comment period expiring 02/15/2002; 05/24/2016 Policy originated.
1375	Reports of Accidents/Incidents	03/16/2016	02/16/2016 - BOG granted approval and submission to the CTC Chancellor for final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 04/22/2014 - BOG tabled action on this policy to allow sufficient review of new Clery Crime Act requirements imposed by the Violence Against Women Reauthorization Act; 03/21/2014 - Received additional Clery Crime Act requirements requiring extensive review of materials; 02/18/2014 - Board released for 30-day public comment period expiring 03/21/2014; 12/04/2013 - Reviewed by Executive Council. Revisions were made to provide clarity, correct grammatical errors, and change job titles. Revisions also include the addition of the Clery Crime Act definitions and crime definitions from the Uniform Crime Reporting Handbook. 02/17/09 - BOG granted final approval; 01/12/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. Amended 09/01/00
1375.A	Accident / Incident Report Form	03/16/2016	02/16/2016 - BOG granted approval and submission to the CTC Chancellor for final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 02/17/09 - Amended. 09/01/00 - Amended.
1375.B	Monthly Report of Accidents / Incidents	03/16/2016	02/16/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 02/17/09 - Amended. 09/01/00 - Amended.
1400	Guest Speakers, Lecturers, Performers, and Organized Groups	07/24/2015	06/24/2015 - BOG final approval and submission to the CTC Chancellor for final approval; No additional revisions made as a result of comments received; 05/22/2015 - Additional comments received (available upon request); 04/22/2015 - It is not the intention of the proposed policy to censor particular points of view. To make this clear and address the expressed concerns, a new subsection, 2.3, was added to the proposed policy. To allow sufficient time for review of the amendment by all constituents, the BOG released the proposal for an additional 30-day comment period expiring 05/22/2015; 02/26/2015 - Due to comments received, the BOG postponed action to allow ample time for review of constitutional comments. 01/09/2015 - Additional comments received (available upon request); 12/09/2014 - BOG released a modified draft policy for additional 30-day public comment period expiring 01/09/2015; 10/09/2014 - Due to the numerous comments received, the BOG postponed action to allow sufficient time for a review of constitutional safeguards and stakeholder comments. When a thorough review has been conducted by the newly appointed BOG Ad Hoc Committee, a draft policy will be brought forward with a request for an additional 30-day comment period; 09/19/2014 - Comments received (available upon request); 08/20/2014 - BOG released for additional 30-day public comment period expiring 09/19/2014; 07/17/2014 - One comment received which is available upon request. Revision was made to the draft policy to provide clarity and Attachment A was developed; 06/17/2014 - Policy originated and BOG released for a 30-day public comment period expiring 07/17/2014.

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1400.A	Request for Approval of External Guest Speakers, Lecturers, Performers, and Organized Groups	07/24/2015	06/24/2015 - BOG final approval and submission to the CTC Chancellor for final approval; 05/22/2015 - Additional comments received; 2/26/2015 - Due to comments received, the BOG postponed action to allow ample time for review of constitutional comments. 01/09/2015 - Additional comments received (available upon request); 12/09/2014 - BOG released a modified draft policy for additional 30-day public comment period expiring 01/09/2015; 10/09/2014 - Due to the numerous comments received, the BOG postponed action to allow sufficient time for a review of constitutional safeguards and stakeholder comments. When a thorough review has been conducted by the newly appointed BOG Ad Hoc Committee, a draft policy will be brought forward with a request for an addition 30-day comment period; 09/19/2014 - Comments received (available upon request); 08/20/2014 - BOG released for additional 30-day public comment period expiring 09/19/2014; 08/20/2014 - Initial Release.
1435	Inclement Weather and Emergency Situations	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 04/2012 - Policy reviewed and revised to reflect changes in titles and management responsibilities. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments 02/19/08 - Board released for 30-day public comment period expiring 03/20/08 Amended 02/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 11/02 - Replaced SCI-1370, Inclement Weather and Emergency Situation, Effective 12/12/96; and SCI-1435, Inclement Weather and Emergency Situation, Effective 10/94.
1435.A	Media Notification List	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 04/2012 - Attachment A was removed from the form's title to reflect: SCP.A, Media Notification List. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments Amended 02/08; Amended 11/02.
1435.B	Essential Employee Guidelines	04/22/2014	04/22/2014 - BOG granted final approval; 03/21/2014 - Received no additional comments. 02/18/2014 - Based upon comment received, the guidelines were revised and released by the BOG for an additional 30-day public comment period expiring 03/21/2014; 01/09/2014 - Received one comment which is available for review upon request; 12/10/2013 - BOG released for the required 30-day public comment period expiring 01/09/2014; 12/2013 - Attachment B developed and reviewed by Executive Council and President's Cabinet.
1481	Naming of Facilities or Organizational Units	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/2012 - Reviewed policy for accuracy and proposed minor changes to provide clarity. Policy was reformatted in the new SCP format. 11/20/2007 - BOG granted final approval with no revisions; 11/18/2007 - Received no comments; 10/18/2007 Board released for 30-day public comment period expiring 11/18/2007; 09/04/2007 - Reviewed and recommended continuation with no revisions. 12/09/04 - Reviewed - Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/01.

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1500	Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College	11/08/2015	10/8/2015 -BOG final approval and submission to the CTC Chancellor for final approval; 09/18/2015 - Received one comment pertaining to grammar. The suggested correction was made to the final policy; 08/18/2015 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/18/2015. 02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revisions reflect no substantial changes in procedure or documentation requirements, but provides clarity and includes the new institutional mission statement. 07/27/00 - Policy amended. Repealed Chapter 29A-2, Series I, Policy Statement on Philosophy and Mission, Effective 07/01/84
1725	Private Scholarships	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - No comments received 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012; 09/25/2012 - Reviewed policy for accuracy and revised to reflect changes in position titles. 06/17/08 - BOG granted final approval; 05/22/08 - Received no comments 04/15/08 - Board released for 30-day public comment period expiring 05/22/08 Amended 03/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 09/01/00
1735	Solicitation Policy	03/21/2017	02/21/2017 - BOG final approval and submission to the CTC Chancellor for final approval; 01/20/2017 - Received no comments; 12/13/2016 - Board released for 30-day public comment period expiring 01/20/2017. 12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments 10/13/2011 - BOG granted final approval; 09/17/2011 - Comments received were restricted to grammatical and technical corrections; 08/16/2011 - BOG released for 30-day public comment expiring 09/17/2011; 07/2011 - Reviewed and revised to provide clarity and reflect changes in management responsibilities. 04/24/2007 BOG granted final approval; 01/2007 - Revised the policy to include clarification and develop a more formalized method for solicitation requests. SCP-1735.A, On Campus Solicitation Request Form developed Originated 05/20/04
1735.A	On Campus Solicitation Request Form	03/21/2017	09/2016 - Form reviewed and revised. 07/2011 - Form was streamlined Originated 01/02/2007
1750	Tobacco Usage	07/01/2017	08/16/2016 - BOG granted approval for policy to become effective 07/01/2017 (Allows an interim period for notification to faculty, staff, students, and the general public that Southern will become a tobacco-free campus), and submission to the CTC Chancellor for final approval; 07/06/2016 - Ad Hoc Committee representing faculty, staff, and administration from across the college met and engaged in a discussion regarding the comments received. At the end of discussion, it was the unanimous decision of the committee to submit the policy as presented to the Board of Governors for final approval at its 08/16/2016 meeting; 06/21/2016 - BOG postponed action to allow sufficient time for further review. When a thorough review has been conducted, draft policy will be brought forward to the Board; 05/20/2016 - Six (6) comments were received; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016. 04/19/2011 - BOG granted final approval; 03/19/2011 - Received no comments 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; Amended 09/01/00 Repealed SCI-1375

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2000	HUMAN RESOURCES		
2000	Elimination of Faculty Positions Due to Program Reduction or Elimination	01/13/2017	12/13/2016 -BOG final approval and submission to the CTC Chancellor for final approval; 11/18/2016 - Received no comments; 10/13/2016 - Board released for 30-day public comment period expiring 11/18/2016. 10/13/2011 - BOG granted final approval and assigned a new classification number, SCP-2000 and a new title "Elimination of Faculty Positions Due to Program Reduction or Elimination." Former SCP-3650, Program Reduction or Elimination; 09/17/2011 - Comments received were restricted to grammatical and technical corrections; 08/16/2011 - BOG released for 30-day public comment expiring 09/17/2011; 07/2011 – Revisions reflect major changes in policy. 04/19/2011 - Based on the comments received, substantive changes will be made to the policy presented to the Board on 2/15/2011 and will require an additional 30-day comment period prior to adoption. Taking into consideration that many employees are gone during the summer months, the administration will defer action until the Board's first business meeting in Fall 2011 to assure that all employees have an opportunity to review the amendments and provide comment. 03/19/2011 - Comments received. 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - The Academic Affairs Management Council reviewed and revised the policy to provide clarity and reflect no substantial changes in procedure or documentation requirements. 09/01/00 Amended - Repealed SCI 1542
2006	Employee Leave	07/24/2015	06/24/2015 -BOG final approval and submission to the CTC Chancellor for final approval; 05/22/2015 - No comments received; 04/22/2015 - BOG released the proposal for a 30-day comment period expiring 05/22/2015; 11/05/2014 - Revisions include grammatical corrections, addition of references to time off for essential employees, correction of rules regarding leave procedures for faculty members with 12-month appointments, and the removal of hyperlinks to web pages. 03/02/2010 - BOG granted final approval; 01/11/2010 - Comments received were grammatical and spelling related. Suggested corrections were made in the final policy presented to BOG for approval; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2156	Drug and Alcohol Policy	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 07/2012 - Policy reviewed and revised to reflect changes in position titles and web links. Policy was reformatted to new format. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received; 11/20/2007 – BOG Released for additional 30-day public comment period expiring 01/04/2008. 09/18/2007 – BOG deferred action until the administration conducts a meeting with the faculty to review and discuss the provisions of the revised draft; 07/2007 – The draft policy was revised to comply with federal regulations requiring inclusion of specifics on criminal sanctions and health risks. Other minor changes were made for clarity; 03/23/2007 – Comments were received and the policy was sent to Bowles, Rice, McDavid, Graff & Love for legal review; 02/20/2007 – BOG released draft policy for 30-day public comment period expiring 03/23/2007. Amended 09/01/00
2156.A	Employee Drug Awareness Clarification Form	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 07/2012 - Form was reformatted and revised to reflect changes in position titles. 02/19/2008 - BOG granted final approval. 02/20/2007 – BOG released for 30-day public comment period expiring 03/23/2007. Amended 09/01/00

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2165	Educational Release Time Policy	04/16/2013	<p>04/16/2013 - Board granted final approval. 03/19/2013 - No comments received. 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 12/2012 - Policy reviewed to address unforeseen circumstances with regular overtime due to approval of educational release time and excessive hardships due to absence based on approval of fast track scheduled classes.</p> <p>04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 12/2011 - Policy reviewed with minor changes.</p> <p>11/28/06 - BOG granted final approval; 10/27/06 - No comments received. 09/26/06 Released for 30-day comment expiring 10/27/06 .</p> <p>08/31/06 - Clarifications made to policy.</p> <p>02/17/2004 - Originated</p>
2165.A	Educational Release Time Request	02/17/2004	<p>04/16/2013 - Board granted final approval. 03/19/2013 - No comments received. 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 12/2012 - Policy reviewed to address unforeseen circumstances with regular overtime due to approval of educational release time and excessive hardships due to absence based on approval of fast track scheduled classes.</p> <p>04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012.</p> <p>11/28/06 - BOG granted final approval; 09/26/06 Released for 30-day comment--expired 10/27/06 - No comments received; 08/31/06 - Technical revision of form.</p> <p>02/17/2004 - Originated</p>
2171	Professional and Educational Requirements for Faculty	09/16/2016	<p>08/16/2016 -BOG final approval and submission to the CTC Chancellor for final approval; 06/23/2016 - Ad hoc committee met to review the new HLC recommendations determining the qualifications of faculty. Upon completion of the review, the committee concluded that SCP-2171 with its revisions was consistent with the new HLC language. 06/21/2016 - BOG postponed action to allow sufficient time for further review. When a thorough review has been conducted, a draft policy will be brought forward to the Board.</p> <p>05/20/2016 - One (1) comment received; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016.</p> <p>06/18/2013 - Board granted final approval. 05/23/2013 - no additional comments or inquiries received. The individual who requested clarification on Section 6.1.1.4 restudied the policy and has no objection to the wording as it is.</p> <p>04/16/2013 - Board granted additional 30-day comment period to allow research to be conducted on section in question. Comment period expires 05/23/2013.</p> <p>03/19/2013 - Received one request for clarification which was not answered therefore, staff will request additional 30-day comment period. 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Revisions reflect a reduction in the minimum requirement for faculty teaching transitional studies courses. Definition of full time faculty modified to match that found in other institutional policies. Expanded requirement for vocational/occupational program faculty to include equivalent credentials, such as licenses and certifications. Include requirement to review Faculty Credentials Certification Form annually with faculty evaluation.</p> <p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008.</p> <p>09/28/2007 - Reviewed and revised to exclude references to instructional staff to update current institutional position titles, and to add references.</p> <p>Amended 05/04. Repealed SCI-2122</p>

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2171.A	Faculty Credentials Certification Form	09/16/2016	<p>08/16/2016 -BOG final approval and submission to the CTC Chancellor for final approval; 06/21/2016 - BOG postponed action to allow sufficient time for further review. When a thorough review has been conducted, a draft policy will be brought forward to the Board; 05/20/2016 - One (1) comment received; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016.</p> <p>06/18/2013 - Board granted final approval; 05/23/2013 - no additional comments received; 04/16/2013 - Board granted additional 30-day comment period expiring 05/23/2013; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Revised form.</p> <p>02/19/2008 - BOG granted final approval; 01/04/2008 - No comments received; 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008; 09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references.</p> <p>Amended 05/2004 Repealed SCI-2122</p>
2202	Personnel Assessment, Philosophy, and Practice Statement	05/19/2016	<p>04/19/2016 -BOG final approval and submission to the CTC Chancellor for final approval; 03/19/2016 - Received no comments; 02/16/2016 - Board released for 30-day public comment period expiring 03/19/2016.</p> <p>10/14/10 - BOG granted final approval; 09/17/2010 - Received no comments; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; 07/2010 - Policy was revised to comply with WV Code and rules of the WV Council for Community and Technical College Education.</p> <p>Amended 08/2120/00</p>
2218	Evaluation Process for Full-time Faculty	01/13/2017	<p>12/13/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 11/18/2016 - Received no comments; 10/13/2016 - Board released for 30-day public comment period expiring 11/18/2016.</p> <p>02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012.</p> <p>11/28/06 - BOG granted final approval; 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment; 04/06 – Revisions reflect changes to better serve institutional needs</p> <p>Amended 09/01/00</p>
2218.A	Supervisor's Evaluation of Faculty Member	01/13/2017	<p>12/13/2016 -BOG final approval and submission to the CTC Chancellor for final approval; 11/18/2016 - Received no comments; 10/13/2016 - Board released for 30-day public comment period expiring 11/18/2016.</p> <p>02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012.</p> <p>11/28/2006 - BOG granted final approval; 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment; 04/2006 – Revisions reflect changes to better serve institutional needs.</p> <p>Amended 09/01/2000</p>

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2226	Faculty Incentive Pay Plan	07/21/2016	<p>06/21/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 05/20/2016 - Received no comments; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016; 03/2016 - Technical revision made to the policy and it was reviewed through the institutional governance system.</p> <p>06/21/2011 - BOG granted final approval; 05/20/2011 - Received one comment pertaining to the WV Code - suggested correction was made in the final policy; 04/19/2011 - SCP-2226 was revised to reflect the changes provided for in the response to comments received. Because these represent significant changes from the policy presented for comment on 02/15/2011, the policy was released for an additional 30-day public comment period expiring 05/20/2011/</p> <p>03/19/2011 - Received comments which are available for review upon request and responses were provided to the individuals making comment; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011.</p> <p>12/09/08 - BOG granted final approval; 11/19/08 - Received one comment Available for review upon request. Response provided to the individual who submitted the comment; 11/11/08 - Technical revisions made to this policy; 10/16/08 - BOG released for 30-day public comment period expiring 11/19/08</p> <p>09/06/05 - Technical revisions made to this policy.</p> <p>10/16/2001 - Board granted final approval; 09/28/2001 - No comments received; 8/20/01 - Board released for 30-day public comment period expiring 09/28/01; 04/01/2001 Originated</p>
2226.A	Faculty Merit Pay Program Criteria and Application Deadline	07/21/2016	<p>06/21/2016 - BOG granted approval and submission to the CTC Chancellor for final approval; 05/20/2016 - Received no comments; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016; 03/2016 - Reviewed.</p> <p>06/21/2011 - BOG granted final approval; 05/20/2011 - No additional comments received; 04/19/2011 - Released for an additional 30-day public comment period expiring 05/20/2011; 2/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011.</p> <p>12/09/08 - BOG granted final approval; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08.</p> <p>09/06/05 - Technical revisions made to this policy.</p> <p>10/16/2001 - Board granted final approval; 09/28/2001 - No comments received; 8/20/01 - Board released for 30-day public comment period expiring 09/28/01; 08/2001 - Form Originated</p>
2226.B	Faculty Incentive Pay Program Agreement Form	07/21/2016	<p>06/21/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 05/20/2016 - Received no comments; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016; 03/2016 - Reviewed.</p> <p>06/21/2011 - BOG granted final approval; 05/20/2011 - No additional comments received; 04/19/2011 - Released for an additional 30-day public comment period expiring 05/20/2011; 03/2011 Originated</p>
2234	Flex Work Schedule	05/21/2015	<p>004/21/2015 - BOG final approval and submission to the CTC Chancellor for final approval; 04/01/2015 - No comments received; 03/02/2015 - BOG released draft for 30-day comment period expiring 04/01/2015; 12/2014 - No substantive revisions; changes made only to a job title in Section 7.3.</p> <p>12/08/09 - BOG granted final approval; 11/18/09 - Received one comment Available for review upon request. Response provided to the individual who submitted the comment.; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009.</p> <p>09/2009 - Policy was extensively revised to reflect requirements of the WV Code, WVCCTCE policy, and various work arrangements in place at Southern Amended 09/01/00</p>

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2250	Hiring Adjunct Faculty	05/18/2017	04/18/2017 - BOG final approval and submission to the CTC Chancellor for final approval; 03/29/2017 - Received no comments; 02/21/2017 - Board released for 30-day public comment period expiring 03/29/2017. 02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 01/05/2007 - Policy reviewed and amended to provide clarity and reflect changes in organizational structure. Amended 09/01/00 11/01/1984 Originated
2360	Holidays	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received comments restricted to grammatical and technical corrections. Corrections were made to the final policy to reflect the comments provided. Corrections do not change the content of the document and do not require resubmitting the instrument for additional public comment; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 07/2012 - Policy reviewed and revised to clarify that election days will be observed as holidays when they fall on a regularly scheduled workday. Elections held on days the College is closed will not be designated as a holiday. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments 02/19/08 - Board released for 30-day public comment period expiring 03/20/08 01/08 - Policy reviewed; No substantial changes. 01/21/2003 - BOG granted final approval; 12/20/2002 - Received no comments 11/19/2002 - Board released for 30-day public comment period expiring 12/20/2002; 11/2002 - Originated
2375	Home Campus Assignment and Campus Requirements for Faculty	03/21/2017	02/21/2017 - BOG final approval and submission to the CTC Chancellor for final approval; 01/20/2017 - Received no comments; 12/13/2016 - Board released for 30-day public comment period expiring 01/20/2017. 02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 12/00/05 - Technical Revision 09/01/00 - Amended
2562	Faculty Outside Employment or Non-College Related Activities	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - One comment was received at the end of the comment period which is available upon request. The policy reference has been corrected to reflect Title 135 instead of Title 133 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 11/06/2013 - Reviewed by the Executive Council and minor grammatical revisions were made, but no substantial changes in procedure or documentation requirements. 12/09/08 - BOG granted final approval; 10/10/08 - Received no comments 09/09/08 - Board released for 30-day public comment period expiring 10/10/08 09/08 - Revisions reflect no substantial changes in procedure or documentation requirements. Coverage was expanded to include full-time exempt professional employees. Definitions were revised to provide clarity; 03/2008 - Amended - Revisions reflect changes in procedure requirements and changes in management responsibilities. 09/01/2000 - Amended
2562.A	External Professional Activities for Pay Report Form	02/18/2014	02/18/2014 - BOG granted final approval; 12/2013 - Reviewed. 09/08 - Modified to indicate the specific outside employment activity; 09/01/2000 - Amended

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2575	Overtime and Compensatory Time Policy	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 08/2012 - Reviewed policy for accuracy and revised to reflect changes in position titles. Clarification of lunch periods for four and five day workweeks. 02/19/2008 - BOG granted final approval; 01/04/2008 - No comments received 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008; 10/2007 - Reviewed and revised to provide clarity and reflect changes in management responsibilities. 02/17/2004 - BOG granted final approval; 11/22/2003 - No additional comments received; 10/21/2003 - Significant revisions were made to the draft policy. The BOG approved amendments and released the policy for a 2 nd 30-day public comment period expiring 11/22/2003; 10/16/2003 - Comments received and responses provided for each issue raised (available upon request); 09/16/2003 - BOG released for 30-day public comment period expiring 10/16/2003. 09/2003 - Originated
2575.A	Request to Work Additional Hours	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 10/04/2012 - Reformatted to new SCP format and made minor technical revisions. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 02/17/2004 - BOG granted final approval; 11/22/2003 - No additional comments received; 10/21/2003 - BOG released for a 2 nd 30-day public comment period expiring 11/22/2003; 10/16/2003 - Comments received on policy; 09/16/2003 - BOG released for 30-day public comment period expiring 10/16/2003. 09/2003 - Originated
2580	Part-time Employees: Classified Staff and Adjunct Faculty	02/19/2013	02/19/2013 - BOG granted final approval; 01/11/2013 - Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 11/2012 - Policy was reviewed and reformatted into the SCP template. No modifications were made to the terms of this policy. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008; 10/2007 - Revised policy to provide clarity and reflect changes in management responsibilities. 06/15/2004 - BOG granted final approval; 05/20/2004 - Received no comments; 04-21-2004 - Released for 30-day public comment period expiring 05/20/2004; 04/04 - Originated
2593	Payments to Employees for Contracted Services (Other Than Regular Employment)	05/19/2016	04/19/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 03/19/2016 - Received no comments; 02/16/2016 - Board released for 30-day public comment period expiring 03/19/2016. 02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revised to include compliance statement regarding overtime and compensatory time. Sections were rewritten for clarity. 09/01/2000 Amended
2593.A	Payment to Individuals for Services Form	04/19/2016	04/19/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 03/19/2016 - Received no comments; 04/19/2016 - BOG granted final approval; 03/19/2016 - Received no comments; 02/16/2016 - Board released for 30-day public comment period expiring 03/19/2016. 02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments 10/14/2010 - BOG Released for a 30-day public comment period expiring 11/17/2010; 09/2010 - Form revised to provide clarity. 09/01/00 Amended

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2624	Employee Development	04/22/2014	<p>04/22/2014 - BOG granted final approval; 03/21/2014 - Received no comments; 02/18/2014 - Board released for 30-day public comment period expiring 03/21/2014; 12/04/2013 - Reviewed by Executive Council. Revisions were made to provide clarity and reflect no substantial changes in procedure or documentation requirements.</p> <p>12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/2008 - Substantial changes were made to this policy. Procedural items were deleted. The policy was revised to communicate the philosophical support for employee development. The policy title was changed from "Professional Development" to "Employee Development."</p> <p>09/01/2000 - Amended and placed in new SCP format; Repealed SCI-1623 Personnel Development, Effective 01/28/1991</p>
2686	Promotion-in-Rank and Tenure Policy	02/18/2014	<p>02/18/2014 - BOG granted final approval; 01/09/2014 - Received no comments; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 11/06/2013 - Reviewed by the Executive Council - revisions made to the policy and forms to provide clarity and reflect changes in administrative titles.</p> <p>06/23/2009 - BOG granted final approval; 05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes; 04/22/09 - Board released for 30-day public comment period expiring 05/22/2009; 02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements.</p> <p>11/20/2007 - Board granted final approval with recommended revision; 11/17/2007 - Two comments received; Policy revised to reflect recommended changes to the WV Code, reference to the WV Council, and grammatical errors. Clarification was provided on the number of graduate hours since last promotion; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007; 07/31/2007 - AAMC and Faculty Senate revised draft to provide clarity and reflect changes in management responsibilities; 01/2006 - Reviewed and revised by Faculty Senate advanced draft to Academic Affairs Management Council for review and approval.</p> <p>Amended 10/01/01 Repealed SCI-2321</p>
2686.A	Promotion-in-Rank and/or Tenure Criteria and Forms	02/18/2014	<p>02/18/2014 - BOG granted final approval; 01/09/2014 - Received no comments; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 11/06/2013 - Reviewed by the Executive Council - revisions were made to the policy and forms which provide clarity and reflect changes in administrative titles.</p> <p>06/23/2009 - BOG granted final approval; 05/22/2009 - Comments received related to grammatical and technical corrections. Policy revised to reflect the recommended changes; 04/22/09 - Board released for 30-day public comment period expiring 05/22/2009; 02/06/2009 - Revisions reflect changes in committee structure to create separate promotion and tenure committees. No change in documentation requirements.</p> <p>11/20/2007 - Board granted final approval; 11/17/2007 - Comments received on policy; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007; 07/31/2007 AAMC and Faculty Senate streamlined the form.</p> <p>Amended 10/01/2001; Repealed SCI-2321</p>

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2700	Reduction in Workforce – Classified Personnel	12/11/2012	<p>12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 10/2012 - Policy reviewed with changes based on recommendations in outline of reduction in force statutes by the Office of the General Council for the West Virginia Higher Education Policy Commission. Reformatted to current SCP format.</p> <p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received; 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements.</p> <p>04/20/2004 – BOG granted final approval; 03/23/04 – No additional comments received; 02/17/2004 - BOG approved amendments and released draft for additional 30-day comment period expiring 03/23/2004; 11/22/2003 – Comments received and responses provided for each issue raised. Significant revision were made to draft policy due to comments received; 10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003. Originated 10/21/2003</p>
2701	Reduction in Workforce – Faculty Personnel	03/17/2015	<p>02/17/2015 - BOG granted approval and submission to the CTC Chancellor for final approval; 01/09/2015 - No comments received on proposal; 12/09/2014 - BOG released for 30-day comment period expiring 01/09/2014; 09/24/2014 - Faculty Senate Chair and HR Director developed a new draft proposal to meet the needs of all constituents. 06/18/2013 - Board tabled action until a new draft policy is developed and resubmitted for review and comment; 04/16/2013 - Due to comments received, the Board granted an additional 30-day comment period expiring 05/23/2013; 03/19/2013 - Received three comments which are available for review upon request and responses were provided to the individuals making comment; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 12/2012 - Minor modifications were made to the policy to reflect correct authority and methods for elimination of faculty positions. Policy reformatted to current SCP format and title changed from Reduction in Workforce: Faculty Personnel to Reduction in Workforce: Due to Financial Exigency: Faculty Personnel.</p> <p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received; 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements.</p> <p>04/20/2004 – BOG granted final approval 11/22/2003 – Received no comments; 10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003. Originated 10/21/2003</p>
2748	Request for Release Time for Full-time Faculty	07/20/2017	<p>06/20/2017 - BOG final approval and submission to the CTC Chancellor for final approval; 05/20/2017 - Received no comments; 04/18/2017 - Board released for 30-day public comment period expiring 05/20/2017.</p> <p>04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received; 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 12/2011 - Policy reviewed with minor changes to reflect current titles.</p> <p>11/28/06 - BOG granted final approval; 10/27/2006 - One comment received; no adjustment was made based on comment received; 09/26/06 Released for 30-day comment expiring 10/27/06. 08/2006 – Revisions provide clarity and reflect changes in management responsibilities.</p> <p>09/01/2000 - Amended 09/01/00.</p> <p>04/2004 - Amended; Repealed SCI-2420</p>

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2748.A	Release Time Request Form for Full-time Faculty	07/20/2017	04/2017 - Form reviewed with no revision. 04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012. 06/2006 - Streamlined form. 04/2004 - Amended
2810	Sabbatical Leave for Full-Time Faculty	03/16/2016	02/16/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/2011 - Policy reviewed and revised to provide clarity and reflect changes in management responsibilities; forms streamlined. 04/18/06 - BOG granted final approval of amended policy. 02/21/06 - Released for 30-day comment-expires 03/24/06. 02/06 Amended to clarify responsibilities and application requirements. Amended 09/02 - Repealed SCP-2810, Sabbatical Leave for Full-time Faculty Effective 08/92 and SCI-2411
2810.A	Sabbatical Leave Request Form	03/16/2016	02/16/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 04/19/2011 - BOG granted final approval. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment-expires 03/24/06. Amended 02/06. Amended 09/02
2810.B	Sabbatical Leave Promissory Note	03/16/2016	02/16/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 04/19/2011 - BOG granted final approval. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Revised Form. Originated 10/02

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2825	Salary Administration	05/19/2016	<p>04/19/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 03/19/2016 - Received no comments; 02/16/2016 - Board released for 30-day public comment period expiring 03/19/2016.</p> <p>06/24/2015 - BOG granted final approval. 05/22/2015 - No comments received; 04/22/2015 - BOG released the proposal for a 30-day comment period expiring 05/22/2015; 03/2015 - Revisions are technical in nature. Policy was reformatted to new SCP format.</p> <p>02/19/2008 - BOG granted final approval; 01/04/2008 - No comments received; 11/20/2007 - BOG released for 30-day public comment period expiring 01/04/2008; 10/2007 - Policy reviewed and amended to incorporate the institutional Faculty Compensation Program and Salary Schedule.</p> <p>04/19/2005 - BOG granted final approval; 03/18/2005 - No additional comments; 02/15/2005 - Due to substantive changes made to the existing draft policy, comment period extended for an additional 30 days expiring 03/18/2005; 02/14/2005 - Six comments received; 03/18/05 01/14/2005 - Comment period extended for additional 30-days (expiring 02/14/2005) due to Christmas and New Year's holidays, and the short time frame the institution had to develop the draft policy; 12/09/2004 - Released for a 30-day public comment period expiring 01/10/2005.</p> <p>Originated 12/04</p>
2843	Discrimination, Harassment, Sexual Harassment, Sexual and Domestic Misconduct, Stalking, and Retaliation Policy	07/20/2017	<p>06/20/2017 - BOG final approval and submission to the CTC Chancellor for final approval; 05/20/2017 - Received no comments; 04/18/2017 - Board released for 30-day public comment period expiring 05/20/2017. SCP-2843, Sexual Harassment Policy has been under revision since Spring 2015. The review was initiated in light of amendments to the Clery Act resulting from the 2014 Campus Sexual Violence Elimination Act (SaVE) and the Violence Against Women Act (VAWA). The College enlisted the services of Bowles Rice LLP to lead the review. Because of the issues involved in assessing and updating the policy required a battery of administrative, rather than legal decisions, Bowles Rice advised the College to designate a person or team of persons to advise the legal firm on points and how the college handles or proposed to handle the issues. A small group was appointed to work with/advise Bowles Rice as to the existing administrative processes of the institution regarding reporting, investigating, training, and resource responsibilities related to these legal requirements. Over the course of time, many modifications were made to July 14, 2014-version of SCP-2843 in order to develop a policy and the requisite procedures that would bring the institution into full compliance with all applicable laws and federal regulations pertaining to these issues. The policy title was changed from Sexual Harassment Policy to Discrimination, Harassment, Sexual Harassment, Sexual and Domestic Misconduct, Stalking, and Retaliation Policy.</p> <p>06/17/2014 - BOG granted final approval; 05/24/2014 - Received no additional comments; 04/22/2014 - Due to policy revisions, BOG released for additional 30-day comment period ending 05/24/2014; 03/21/2014 - Received one comment. Incorporated recommended changes for corrective actions recommended by the Civil Rights Office during its March 12, 2013 Civil Rights Audit; 02/18/2014 - Board released for 30-day public comment period expiring 03/21/2014; 12/04/2013 - Reviewed by Executive Council. Revisions were made to provide clarity and reflect no substantial changes in procedure or documentation requirements.</p> <p>04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - Reviewed and revised to provide clarity.</p> <p>04/18/06 - BOG granted final approval; 02/21/06 Released for 30-day Comment-expired 03/24/06;</p> <p>01/20/06 Amended; 05/17/02 Amended; 09/01/00 Repealed College-wide Employee Personnel Policy Series II, 1984, Section 12: Sexual Harassment of Students Series VI, 1987, Section 1-2; SCP-2843, Harassment Policy.</p>

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2875	Workload Requirements for Full-time Faculty	03/21/2017	02/21/2017 - BOG final approval and submission to the CTC Chancellor for final approval; 01/20/2017 - One comment received which was technical in nature - error corrected; 12/13/2016 - Due to significant modification, BOG released for additional 30-day comment period which expired 01/20/2017; 11/15/2016 - Ad Hoc Committee reviewed and further modified language to provide clarification; 10/13/2016 - BOG postponed action for further policy review; 09/16/2016 - Seven (7) comments received; 08/16/2016 - BOG released for a 30-day comment period expiring 09/16/2016. 04/21/2015 - BOG granted final approval; 04/01/2015 - No comments received; 03/02/2015 - BOG released draft for 30-day comment period expiring 04/01/2015; 12/2014 - Reviewed and revised to reflect changes in job titles and management responsibilities. 03/02/2010 - BOG granted final approval; 01/11/2010 - No comments received; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
2875.A	Class Load Formula Matrix (Summer)	04/21/2015	12/2014 - Reviewed and eliminated summer class load matrix (2875.A). 03/02/2010 - BOG granted final approval; 01/11/2010 - No comments received; Form deleted as attachment to the revised policy, SCP-2875; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
2875.B	Class Load Formula Matrix (Fall and Spring)	04/21/2015	12/2014 - Reviewed and eliminated fall and spring class load matrix (2875.B). 03/02/2010 - BOG granted final approval; 01/11/2010 - No comments received; Form deleted as attachment to the revised policy, SCP-2875. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
3000	ACADEMIC AFFAIRS		
3000	Distance Learning	01/13/2017	12/13/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 11/18/2016 - Received no comments; 10/13/2016 - Board released for 30-day public comment period expiring 11/18/2016. 04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received; 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 02/07/2012 - Originated .
3100	Faculty Responsibilities for Academic Advising of Students	04/18/1985	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 01/05/2007 - Policy reviewed and amended to provide clarity and reflect changes in organizational structure. 10/21/2004 - Policy amended.
3200	Awarding College Credit for Prior Learning	11/13/2016	10/13/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 09/16/2016 - No comments received; 08/16/2016 - BOG released for a 30-day comment period expiring 09/16/2016. 01/28/2016 - Originated.

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3201	Challenging a Course/Credit by Examination	02/19/2013	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 10/2012 – Revised policy to provide clarity and reflect changes in management responsibilities. Policy was reformatted into the new policy template. 11/20/2007 – Board granted final approval of revised policy; 10/18/2007 - Received one comment regarding the dates of withdrawal. Clarification was provided to the individual; no change to the draft policy was warranted 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007; 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. Amended 10/27/04 Replaces SCP-3201, Challenge Exam For Credit, Effective 07/01/1986 Revised 09/01/2000; Effective 06/24/2002, Revised 02/15/2002.
3201.A	Challenge Examination Request Form	02/19/2013	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 10/2012 – Reviewed and revised form. 11/20/2007 – Board granted final approval; 08/2007 – Streamlined form. 10/27/2004 – Amended policy.
3201.B	Challenge Examination Results Form	02/19/2013	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013. 10/2012 – Originated form.
3214	College Board Advanced Placement Credit	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - One comment was received at the end of the comment period which is available upon request. The policy reference has been corrected to reflect Title 135 instead of Title 133 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 10/2013 - Reviewed by the Academic Affairs Management Council. Removed the Advanced Placement Course list and inserted reference to the Advanced Placement course list on the CTCS website. 10/15/2009 – Board granted final approval of revised policy; 9/17/2009 - Received no comments; 08/18/2009 - BOG released draft for 30-day public comment expiring 09/17/2009; 07/2009 – Revised policy to provide clarity and reflect changes in course titles. Amended 09/01/00
3620	Policy Regarding Program Review	07/17/2014	06/17/2014 - BOG final approval and submission to the CTC Chancellor for final approval; 05/24/2014 - Received no comments; 04/22/2014 - Board released for 30-day public comment period expiring 05/24/2014; 02/2014 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities or titles. 12/09/2008 - BOG granted final approval; 11/19/08 - Received no comments 10/16/08 - Board released for 30-day public comment period expiring 11/19/08 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Originated 10/08/01.
3625	General Studies (University Parallel) Program Evaluation Model Policy	01/09/2015	12/09/2014 - BOG final approval and submission to the CTC Chancellor for final approval; 11/12/2014 - Received no comments; 10/13/2014 - Board released for 30-day public comment period expiring 11/12/2014; 08/2014 - Reviewed and revised to reflect changes in the academic reorganization resulting in shared responsibilities for curriculum delivery. 04/27/2010 - BOG granted final approval; 04/03/2010 - No comments received 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed / revised.

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SCP Number	Policy Name	Effective Date	Date of Latest Action
3637	General Education Philosophy and Goals	04/16/2013	04/16/2013 - Board granted final approval; 03/19/2013 - No comments received 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Revisions reflect no substantial changes in procedure or documentation requirements. The policy was reformatted into the new policy template. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 08/30/2007 - Reviewed and revised to include references to provide clarity Amended 01/05
3670	Public School Service Program	03/16/2016	02/16/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 01/08/2016 - Received no comments; 12/08/2015 - BOG released for 30-day public comment period expiring 01/08/2016. 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 06/21/2011 - BOG granted final approval; 03/19/2011 - Received no comments 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. 09/20/05 - Originated
3670.A	Public School Service Form	03/16/2016	02/16/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 06/21/2011 - BOG granted final approval; 03/19/2011 - Received no comments 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011. 09/20/05 - Originated
3736	Student Standards of Academic Progress	07/17/2014	06/17/2014 - BOG final approval and submission to the CTC Chancellor for final approval; 05/24/2014 - Received no comments; 04/22/2014 - BOG released for 30-day public comment period expiring 05/24/2014; 02/2014 - Revisions reflect changes in WV Code, changes in federal reporting requirements, greater consistency with national standards of student progress and movement of procedural matters from policy to academic procedure. 04/27/10 - BOG granted final approval; 04/03/2010 - No comments received 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revised.
4000	STUDENT SERVICES		
4000	Basic Admissions Guidelines	01/13/2017	12/13/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 11/18/2016 - Received no comments; 10/13/2016 - Board released for 30-day public comment period expiring 11/18/2016. 06/19/2012 - BOG granted final approval; 05/19/2012 - Received not comments; 04/17/2012 - BOG released for the required 30-day public comment period expiring 05/19/2012; 03/07/2012 - Policy reviewed and revised to reflect new federal financial assistance guidelines and clarify other admission requirements. 10/13/2011 - BOG granted final approval; 09/17/2011 - No comments received; 08/16/2011 - Policy originated and BOG released for a 30-day public comment period expiring 09/17/2011.

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SCP Number	Policy Name	Effective Date	Date of Latest Action
4151	Regarding the College Catalog as Academic Standards and Expectation from Students	01/08/2016	12/08/2015 - BOG final approval and submission to the CTC Chancellor for final approval; 11/11/2015 - Received no comments; 10/09/2015 - Board released for 30-day public comment period expiring 11/11/2015. 02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revised to provide clarity and reflect no substantial changes in procedure or documentation requirements. 04/18/06 - BOG granted final approval of amended policy; 02/21/06 Released for 30-day comment--expires 03/24/06; 02/06 Amended to incorporate relevant information from SCP-3705, Student Academic Rights (cancelled 04/18/05) into SCP-4151 and revised this policy to meet the needs of the institution and its students. 09/01/2000 - Amended: 06/09/1987 - Originated
4192	Administrative Withdrawal and Administrative Drop of Students	08/08/2013	08/08/2013 - BOG granted final approval; 07/19/2013 - No comments were received; 06/18/2013 - BOG released for a 30-day public comment period expiring 07/19/2013. 10/13/2011 - BOG granted final approval; 09/17/2011 - Received no comments 08/16/2011 - BOG released for a 30-day public comment period expiring 09/17/2011. 11/28/2006 - BOG granted final approval; 10/19/2006 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 - No comments were received. Grammatical and technical revisions 10/2006. Policy amended 05/19/2004.
4233	Deans's List of Students; Graduation with Honors Status	03/16/2016	02/16/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 01/08/2016 - Received no comments; 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 12/08/2015 - Board released for 30-day public comment period expiring 01/08/2016. 04/19/2011 - BOG granted final approval; 03/19/2011 - Received no comments 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 12/2010 - Reviewed and revised to provide clarity and changes in responsibilities and procedures. Reformatted in new SCP format. 09/01/2000 - Reviewed and revised.
4274	Standards of Progress for Federal Financial Assistance Recipients	05/19/2016	04/19/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 03/19/2016 - Received no comments; 02/16/2016 - Board released for 30-day public comment period expiring 03/19/2016. 06/21/2011 - BOG granted final approval; 05/20/2011 - Received no comments 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 04/2011 - Revisions reflect changes in procedure and documentation Title IV requirements effective 07/01/2011. 11/28/2006 - BOG granted final approval; 10/19/2006 - Released for 30-day comment--expired 11/21/2006 - One comment received; policy adjusted based on comment; 10/2006 - Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000
4356	Financial Aid Recipient - Change in Enrollment Status	09/16/2016	08/16/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 07/23/2016 - Received no comments; 06/21/2016 - BOG released for 30-day comment period expiring 07/23/2016. 06/21/2011 - BOG granted final approval; 05/20/2011 - Received no comments 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 04/2011 - Revisions reflect changes in procedure and documentation Title IV requirements effective 07/01/2011. 11/28/2006 - BOG granted final approval; 10/19/2006 - Released for 30-day comment--expired 11/21/2006 - No substantive comments received. 10/2006 - Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000

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SCP Number	Policy Name	Effective Date	Date of Latest Action
4385	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/2005	02/21/05 - Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051. Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05. Originated 12/02/04
4398	Student Grades and Grade Point Average Requirements for Graduation	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - No comments received 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 10/2013 - Reviewed and revised by the Curriculum and Instruction Committee. Revisions reflected no substantial change in procedure or documentation requirements, but provide clarity. 12/09/08 - BOG granted final approval; 11/19/08 - Received no comments 10/16/08 - Board released for 30-day public comment period expiring 11/19/08 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. 11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - Amended and repealed SCP-4397, Student Grades and Related Concerns, Effective 09/01/00 and SCP-4520, Submitting Student Grades by the Faculty to the College's Student Records Office and Authority for Changing Student Grades, Effective 09/01/00; SCP-4520.A, Final Grade Report Form Effective 09/01/00.
4710	Academic Dishonesty	05/18/2017	04/18/2017 - BOG final approval and submission to the CTC Chancellor for final approval; 03/29/2017 - Received no comments; 02/21/2017 - Board released for 30-day public comment period expiring 03/29/2017. 04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received 02/21/2012 - BOG reviewed revised policy and released for required 30-day public comment period expiring 03/23/2012; November/ December 2011 - Reviewed a made significant revisions to include aspect of integrity and technology advancements. 05/2006 - Technical Revision. 09/01/2000 - Reviewed.
4770	Student Rights and Responsibilities	05/19/2016	04/19/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 03/19/2016 - Received no comments; 02/16/2016 - Board released for 30-day public comment period expiring 03/19/2016. 04/19/2011 - BOG granted final approval of amended policy; 03/19/2011 - One comment received - policy adjusted based on comment; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 02/2011 - Reviewed and revised to provide clarity. Reformatted to new SCP format. 09/20/05 - Three-year review only - no revisions.

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SCP Number	Policy Name	Effective Date	Date of Latest Action
4786	Transfer Student Requirements and Credit Evaluation	07/24/2015	<p>06/24/2015 - BOG final approval and submission to the CTC Chancellor for final approval. 05/22/2015 - No comments received; 04/22/2015 - BOG released the proposal for a 30-day comment period expiring 05/22/2015; 10/2014 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect grammar and title changes.</p> <p>06/22/2010 - BOG granted final approval; 05/29/2010 - Received two comments. One comment was grammatical in nature and was addressed in the final policy. The second comment related to an inaccurate definition in Section 3.7 of the policy. The section was revised to include the word "regional" in the definition. Revisions of 09/01/2009 reflect title changes and include content from the rescinded policy, SCP-4825, Transfer of Student Credit Hours from Another Institution; 04/27/2010 - Due to significant changes in the content of this policy, the BOG released draft policy for an additional 30-day public comment expiring 05/29/2010; 03/02/2010 - Policy continues under review; 11/18/2009 - Received one comment. Available for review upon request. Response has not yet been provided; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000 - Reviewed</p>
5000	FINANCE		
5050	Assessment, Payment, and Refund of Tuition and Fees	05/19/2016	<p>04/19/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 03/19/2016 - Received no comments; 02/16/2016 - Board released for 30-day public comment period expiring 03/19/2016.</p> <p>06/21/2011 - BOG granted final approval; 05/20/2011 - Received one comment related to grammar - suggested correction made in the final policy; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 01/2011 - Revisions reflect no substantial changes in procedure or documentation requirements, but provide clarity and reflect changes in management responsibilities.</p> <p>02/19/2002 - BOG granted final approval; 02/15/2002 - Received no comments; 01/16/2002 - BOG released for 30-day public comment period expiring 02/15/2002; 01/2002 Originated.</p>
5051	Reduced Tuition and Fee Program for State Residents Age 65 and Older	12/10/2013	<p>12/10/2013 - BOG granted final approval; 11/13/2013 - Received no comments; 10/10/2013 - Board released for 30-day public comment period expiring 11/13/2013; 09/2013 - Reviewed by the Executive Council and minor grammatical revisions were made, but no substantial changes in procedure or documentation requirements.</p> <p>12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 - Reviewed by the Executive Council and recommended its continuation without revision.</p> <p>02/21/05 - Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051, and Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00.</p>

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SCP Number	Policy Name	Effective Date	Date of Latest Action
5065	Awarding of Undergraduate Tuition and Fee Waivers	07/17/2014	06/17/2014 - BOG final approval and submission to the CTC Chancellor for final approval; 05/24/2014 - Received one comment to omit Section 5.5 regarding statutory caps on waivers - section was removed from the policy; 04/22/2014 - BOG released for additional 30-day public comment period ending 05/24/2014; 03/21/2014 - Received comments recommending removal of policy sections referring to tuition and fee waiver limits due to removal of statutory caps on waivers. Policy revised to reflect the recommended changes; 02/18/2014 - Board released for 30-day public comment period expiring 03/21/2014; 12/04/2013 - Reviewed by Executive Council. Revisions were made to provide clarity and reflect no substantial changes in procedure or documentation requirements. 12/09/08 - BOG granted final approval; 10/10/08 - Received one comment correcting the specific section of the WV State Code cited in the definitions section; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. Amended 08/08 - Revisions reflect significant changes in state code pertaining to undergraduate tuition and fee waivers. 02/21/2006 - Revised policy to comply with WV Code §18B-10-5, -7, 7b. 02/19/2002 - BOG granted final approval; 02/15/2002 - Received no comments; 01/16/2002 - BOG released for 30-day public comment period expiring 02/15/2002. 01/15/2002 - Originated
5066	Third-Party Tuition and Fee Waivers	01/09/2015	12/09/2014 - BOG final approval and submission to the CTC Chancellor for final approval; 11/12/2014 - Received no comments; 10/13/2014 - Board released for 30-day public comment period expiring 11/12/2014; 12/03/2014 - Reviewed and revised to reflect changes in job titles and correct grammar. 08/17/2010 - BOG granted final approval; 07/23/2010 - Received no comments; 06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy which addresses approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third parties and offered for academic credit by Southern West Virginia Community and Technical College.
5074	Selection, Adoption and Sale of Textbooks and Other Course Materials	05/21/2015	04/21/2015 - BOG final approval and submission to the CTC Chancellor for final approval; 04/01/2015 - No comments received; 03/02/2015 - BOG released draft for 30-day comment period expiring 04/01/2015; 12/03/2014 - Revisions made to this policy are grammatical in nature and reflect changes in job titles 08/17/2010 - BOG granted final approval; 07/23/2010 - Received one comment pertaining to grammar. The suggested correction was made in the final policy; 06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy and addresses the requirements of Series 51 of the Council for Community and Technical College Education and the mandates of Public Law 110-315, the Higher Education Opportunity Act of August 2008 regarding the selection, adoption, use and sale of textbooks and other course materials. This policy supersedes any and all previous policies pertaining to these subjects and related bookstore procedures.
5100	Disposition of Sale of Surplus/ Excess Property	04/16/2013	04/16/2013 - Board granted final approval; 03/19/2013 - No comments received; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Policy was reviewed with no recommended revisions. The policy was reformatted into the new policy template. 11/20/2007 - Board granted final approval of revised policy; 11/17/2007 - Received no comments; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007; 09/02/2007 - Revised policy to provide clarity and reflect changes in management responsibilities. 04/19/2005 - BOG granted final approval; 03/18/2005 - Received no comments; 02/15/2005 - BOG released draft policy for 30-day public comment expiring 03/18/05; 02/2005 - Originated

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SCP Number	Policy Name	Effective Date	Date of Latest Action
5260	Meeting Financial Exigencies	06/18/2013	<p>06/18/2013 - Board granted final approval; 05/23/2013 - No comments received 04/16/2013 - BOG released for the required 30-day public comment period expiring 05/23/2013; 04/2013 - Policy was reviewed and revised to expand the committee membership.</p> <p>10/13/2011 - BOG granted final approval; 09/17/2011 - Received no comments 08/16/2011 - BOG released for a 30-day public comment period expiring 09/17/2011.</p> <p>11/2006 - Policy reviewed no modifications recommended.</p> <p>04/20/2004 - BOG granted final approval; 11/22/2003 - Received no comments; 10/21/2003 - BOG released for 30-day public comment expiring 11/22/2003; 10/2003 - Policy modified. 05/27/1988 Originated</p>
5620	Parking Regulations Policy	07/21/2016	<p>06/21/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 05/20/2016 - Received no comments; 04/19/2016 - Board released for 30-day public comment period expiring 05/20/2016; 03/2016 - Policy reviewed, no changes recommended.</p> <p>02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Revisions reflect substantial change in procedure and provide clarity to reflect changes in responsibilities. The policy title was changed from "Parking Regulations Policy" to "Traffic and Vehicle Speed, Flow and Parking Regulations Policy". Form SCP-5620.A was eliminated.</p> <p>09/01/2000 - Amended; Replaced Parking Policy, Effective 02/01/1989 and Parking Policy, Effective 09/02/97.</p>
5780	Travel Regulations Policy	02/18/2014	<p>02/18/2014 - BOG granted final approval; 01/09/2014 - No comments received 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 10/2013 - Reviewed and revised by the Finance and Administration Unit, Executive Council, and President's Cabinet. Revisions reflected no substantial change in procedure or documentation requirements, but provide clarity.</p> <p>04/17/2012 - BOG granted final approval. 03/23/2012 - Comments received were restricted to grammatical and technical corrections. These corrections do not change the content of the policy and does not require resubmitting instrument for additional public comment. 02/21/2012 - BOG reviewed policy revisions and released for required 30-day public comment period expiring 03/23/2012; 12/2011 - Reviewed and revised to provide clarity and reflect changes in management responsibilities.</p> <p>11/2006 - Policy reviewed with no recommended changes.</p> <p>06/15/2004 - BOG granted final approval of the policy with the following modification to Section 4.A.2(c): <u>Travelers will use State approved rental car vendors when traveling by air or when departing from College locations.</u></p> <p>05/20/2004 - Two comments were received and responded to at the end of the 30-day public comment period; 04/21/2004 - Released for 30-day public comment period expiring 05/20/2004; 02/25/2004 - Policy amended.</p> <p>09/2002 - Policy originated</p>
5830	Use of Southern West Virginia Community and Technical College Vehicles	05/19/2016	<p>04/19/2016 - BOG final approval and submission to the CTC Chancellor for final approval; 03/19/2016 - Received no comments; 02/16/2016 - Board released for 30-day public comment period expiring 03/19/2016.</p> <p>04/27/10 - BOG granted final approval; 04/03/2010 - No comments received 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010.</p> <p>Amended 09/01/00; Repealed SCI-1381, Use of Southern System Vehicles Effective 01/28/91; State Vehicle Requisition Policy, Effective 12/09/07; Use of Southern Vehicles Policy, Effective 02/01/99.</p>

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SCP Number	Policy Name	Effective Date	Date of Latest Action
6000	ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT		
7000	TECHNOLOGY		
7000	Email Established as an Official Form of Communication	07/20/2017	06/20/2017 - BOG final approval and submission to the CTC Chancellor for final approval; 05/20/2017 - Received no comments; 04/18/2017 - Board released for 30-day public comment period expiring 05/20/2017. 07/26/202012 - BOG granted final approval; 07/25/2012 - Received no comments; 06/19/2012 - Board released for the required 30-day public comment period expiring 07/25/2012; 02/03/2012 - Originated.
7125	Information Technology Acceptable Usage	07/24/2015	06/24/2015 - BOG final approval and submission to the CTC Chancellor for final approval. 05/22/2015 - No comments received; 04/22/2015 - BOG released the proposal for a 30-day comment period expiring 05/22/2015; 09/2014 - Extensive revisions were made to this policy to coincide with Appendix A of the State of West Virginia Office of Technology, Information Security Policy (WVOT-PO1001). 04/21/09 - BOG granted final approval; 03/19/09 - Received no comments 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009; 02/2009 - Revised to reflect up-to-date terms and current acceptable usage. 09/01/2000 Amended
7720	Security of Management Information Technology	07/24/2015	06/24/2015 - BOG final approval and submission to the CTC Chancellor for final approval. 05/22/2015 - No comments received; 04/22/2015 - BOG released the proposal for a 30-day comment period expiring 05/22/2015; 09/2014 - Extensive revisions were made to this policy to coincide with Appendix A of the State of West Virginia Office of Technology, Information Security Policy (WVOT-PO1001). 04/21/09 - BOG granted final approval; 03/19/09 - Received no comments 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009; 02/2009 - Revised to include all forms of technology and to meet the standards of the payment card industry. Amended 09/01/00

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SCP Number	Policy Name	Effective Date	Date of Latest Action
8000	BOARD OF GOVERNORS		
8600	Board of Governors Operational Guidelines Policy	02/19/2013	<p>02/19/2013 – BOG granted final approval; 01/11/2013 – Received one comment restricted to grammatical and technical corrections. These corrections do not change the content of the policy and does not require resubmitting the instrument for an additional 30-day comment period; 12/12/2012 - Board released for 30-day public comment period expiring 01/11/2013; 09/28/2012 - Reviewed policy and added Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, <i>Rules and Administrative Procedures</i>, to the Reference Section of the policy which addresses the process for the adoption, amendment, or repeal of rules and administrative procedures by institutions.</p> <p>11/20/2007 – Board granted final approval of revised policy and operational guidelines; 11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2nd time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007. 09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting.</p> <p>09/2007 – Reviewed and revised policy to remove reference to the Institutional Compact. 08/21/2001 – All previous operational guidelines of any previously existing governing or advisory board of Southern West Virginia Community and Technical College are superseded by this policy statement and the attached Operational Guidelines (SCP-8600.A) of the Board of Governors approved 08/21/2001.</p>

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8600.A	Board of Governors Operational Guidelines	02/18/2014	<p>02/18/2014 - BOG granted final approval; 01/09/2014 - No comments received; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 10/2013 - The Board's Operational Guidelines were revised to include language to ensure that no detriment or appearance of detriment to the College's interests results from a conflict between the best interests of the College and any personal, financial, or other interest of a Board member or College officer. Also, it was updated to comply with legislation passed through House Bill 2747 during the 2013 First Special Session regarding public notice of meetings.</p> <p>02/19/2013 – BOG granted final approval; 01/11/2013 – Received one comment restricted to grammatical and technical corrections. These corrections do not change the content of the policy and does not require resubmitting the instrument for an additional 30-day comment period; 12/12/2012 - Board released for 30-day public comment period expiring 01/11/2013; 09/28/2012 - Reviewed for compliance with West Virginia Code §18B-2A-4. Amended Section 1.4.3; 1.4.6; 1.4.19; and 1.4.20 to be in compliance with West Virginia Code §18B-2A-4 which passed through the 2012 1st Special Legislative Session.</p> <p>04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/08 - Amended Section 4.3.1 to include past BOG chair and one lay member to the Agenda Committee membership.</p> <p>11/20/2007 – Board granted final approval of revised policy and operational guidelines; 11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2nd time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007.</p> <p>09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting; 09/2007 – Reviewed and revised guidelines to remove reference to the Institutional Compact.</p> <p>06/10/02 Amended guidelines.</p>
8601	Emergency Presidential Succession Plan	09/18/2014	<p>08/19/2014 - BOG final approval and submission to the CTC Chancellor for final approval; 07/17/2014 - Received no comments; 06/17/2014 - Policy originated and BOG released for a 30-day public comment period expiring 07/17/2014.</p> <p>05/22/2014 - Originated</p>