



**Agenda Book
August 21, 2018**

Members

Howard E. Seufer, Jr., Chair
Kevin G. Zachary, Vice Chair
Eddie J. Canterbury, Secretary
J. Chris Adkins
Lisa Haddox-Heston
Janice Olive

Samuel A. Stewart
Pat J. White
Mason E. White II
William H. Alderman II
Cherri Stroud
Dianna L. Toler

Robert E. Gunter, Ed.D
President

Southern West Virginia Community and Technical College Board of Governors Expectations of Board Members 2018 - 2020

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 prepare for and 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 needed policy and plans for guidance of 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 assuring that Southern West Virginia Community and Technical College has sufficient financial resources to accomplish its mission, 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. However, as members of a board consisting of independent men and women acting together to be fully informed and impartial in their policy determinations, each must recognize that in the end, his/her decision must rise above any external pressures being applied to the Board's work.

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 21, 2018
6:00 p.m.
Room 433 • 1601 Armory Drive
Williamson, West Virginia**

AGENDA

1. Call to Order Mr. Howard 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 Academic Deans and Student Services Dean Dr. Robert Gunter
President
6. President's Report President Gunter
7. Financial Report Mr. Litteral
8. Academic Affairs Unit Report Dr. Deanna Romano
Vice President for Academic Affairs
9. Higher Learning Commission (HLC) Accreditation Overview President Gunter and
Dr. Romano
10. Financial Aid Overview Ms. Stella Estep
Director of Financial Assistance
11. Title IX Process at Southern Mr. Darrell Taylor
Title IX Coordinator
12. Action Items:
 - 12.1 Request for Approval of June 19, 2018 Board Meeting Minutes 4
 - 12.2 Request for Approval of Textbook Affordability Committee Report 17
 - 12.3 Request for Final Approval by BOG and submission to Chancellor
 - 12.3.1 SCP-1091, *Classified Staff Council Constitution* 19
 - 12.3.2 SCP-7000, *E-mail Established as an Official Form of Communication* 25
 - 12.4 Request for Approval to Release for 30-day Comment Period
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 - 12.4.2 SCP-3736, Student Standards of Academic Progress 33
13. Informational Items:
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 - 13.2 Institutional Rule Making Report 37

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of June 19, 2018
6:00 p.m.
2900 Dempsey Branch Road, Building C, Room 428
Mount Gay, West Virginia and by Teleconference**

DRAFT MINUTES

Board Members Present: Howard Seufer, Chair; Chris Adkins, Eddie Joe Canterbury, Sam Stewart, Mason (Ed) White, Wilma Zigmond, Randal Johnson, Student Representative; Will Alderman (via phone), Faculty Representative; Tim Ooten, Classified Staff Representative

Board Members Absent: Latisha Marcum, Pat Joe White, Kevin Zachary

College Staff Present: President Robert Gunter, Samuel Litteral, Deanna Romano (via phone), Tom Cook, Rita Roberson, Bill Alderman, Russell Saunders, Susan Baldwin, Chris Gray, Pat Miller, Mandy Lester, Emma Baisden (Recorder)

Others Present: Raamie Barker, Cherri Stroud

1. Call to Order

Board Chairman, Howard Seufer, declared a quorum present and convened the meeting at 6:00 p.m.

2. Special Presentations

Chair Seufer honored outgoing Board of Governors member's Latisha Marcum, Wilma Zigmond, Randal Johnson, and former Board member, Raamie Barker, 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, 2, 3, 4). President Gunter presented those present with an award in recognition of their service to the Board of Governors. Ms. Marcum's plaque and resolution will be mailed.

3. Introduction of New Board Member

Chair Seufer introduced the new classified staff representative, Tim Ooten, elected to fulfill the term of Melissa Deskins who resigned from Southern in April 2018. He also introduced the new student representative, Cherri Stroud, whose term begins July 1, 2018. She succeeds Randal Johnson.

4. Oath of Office

Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to Tim Ooten and Cherri Stroud.

5. Introduction of New Vice President for Institutional Advancement

President Gunter introduced Ms. Rita Roberson as the new Vice President for Institutional Advancement replacing longtime employee Ronald Lemon who resigned as the Vice

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President for Development in February due to illness. Ms. Roberson has been an employee of Southern for 32 and has served in a variety of positions during her tenure. Since 2000, she has served as the Director of Campus Operations at the Williamson Campus. She was also the campus safety coordinator and community liaison, assisted with institutional fundraising and events, and serves on numerous College committees.

6. Call for Public Comments to the Board of Governors

Chair Seufer asked for public sign up for comments to the Board. No signatures for public comment were recorded.

7. 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 thanked Board members for their approval of the three (3) and five (5) percent salary increases for employees and said those raises had greatly improved morale. Following the presentation, Chair Seufer thanked and commended Mr. Gray for his service and dedication to Southern, and for his leadership of the Classified Staff Council.

8. Technology Services Update

Chief Information Officer, Tom Cook, presented the annual report for the Office of Information Technology and provided background on positions in his unit. Mr. Cook was hired by Southern when the institution's contract with Ellucian expired in August 2017. He worked with Ellucian to provide a seamless transition of technology services. The institution saved approximately \$400,000 by switching from Ellucian to in-house services. Mr. Cook provided Board members with the departments accomplishments since his arrival, and new projects they hope to achieve within the next several months.

9. President's Report

9.1 President Gunter reported that 325 students participated in Southern's graduation ceremony held on May 12th at the Coalfield Jamboree in downtown Logan. The facility seats 1,200 and we were beyond capacity. Southern will explore other venues for the 2019 graduation ceremony.

9.2 On May 1, 2018, President Gunter attended a ribbon cutting ceremony and tour hosted by Truston Technologies, Incorporated, to officially open its new facility in Wyoming County. The opening celebration was held in the John D. Rockefeller IV Industrial Park, in Pineville, WV. Truston designs, fabricates, and installs custom solutions for the marine, energy and industrial markets. The Maryland-based company recently relocated its rigging operations from a unit in Virginia to the new Pineville facility. The move consolidated all of Truston's fabrication work in West Virginia. While there, President Gunter met with Truston's President, Mr. Eric

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Jacobs, and its Fabrication Manager, David Laxton, about specialized training opportunities.

- 9.3 President Gunter, Vice Presidents Litteral and Romano, and faculty and staff Board representatives, Will Alderman and Tim Ooten, participated in a meeting hosted by the West Virginia Council for Community and Technical College Education for institutions to deliberate criteria to be included in the development of a new community and technical college funding formula model. The one-day meeting was held on June 4, 2018 at Stonewall Resort and Conference Center. Once developed, President Gunter hopes the Council rolls out the funding formula incrementally so Southern will have an opportunity to right-size itself. Last year the institution lost \$500,000 for the Academy for Mine Training and Energy Technologies. Dr. Gunter will keep the Board apprised of changes and developments in the funding formula model.
- 9.4 President Gunter and Carol Howerton presented at the Community Colleges of Appalachia (CCA) annual conference held in Asheville, NC, June 10-12, 2018. Their presentation, "A Tale of Two Towns: Reframing Education Through Partnerships," was about the P-20 course pilot project at Van Jr./Sr. High School. This project is made possible through the West Virginia Department of Education's 21st Century Community Learning Centers Grant.
- 9.5 The Inaugural 2018 *Champions for Southern Telethon* held on April 29th at Southern's Williamson Campus raised more than \$6,000 for the Southern Foundation scholarship fund.
- 9.6 President Gunter will formally introduce the new academic deans, Dr. David Kommer and Mr. Russell Saunders, to the Board at its August 21st business meeting.
- 9.7 Dr. Gunter is concerned about the future of Southern's Salon Management / Cosmetology program. Since 2007, the institution has had an instructor who meets the qualifications of the Higher Learning Commission to teach the Allied Health courses required in the program. Recently, the West Virginia Board of Barbers and Cosmetologists sent a letter to the institution raising an issue with this course work. An appeal has been made to the Board.
- 9.8 Campbellsville University, a private four-year Kentucky institution, has expressed interest in creating a satellite campus in the old Williamson High School facility. Williamson Mayor, Charlie Hatfield, said Campbellsville would not be in competition with Southern because they offer different programs. President Gunter believes that Campbellsville would be in competition with Southern as there are not enough students in the Williamson area to support two higher education institutions.

Executive Session under Authority of West Virginia Code §6-9A-4(b)2A to discuss Personnel Issues

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Randal Johnson moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4(b)2A to discuss personnel issues. Wilma Zigmond seconded the motion that carried unanimously. Chair Seufer declared the motion adopted and Board then met in an Executive Session at 7:38 p.m. At the conclusion of discussions, a motion to arise from Executive Session and reconvene into open session was made by Chris Adkins and seconded by Wilma Zigmond. The motion carried. Chair Seufer declared the Board of Governors convened in Open Session at 7:55 p.m. No action was taken following the Executive Session.

10. Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated May 31, 2018 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral also provided the average faculty salary information which Mr. Adkins requested at the April Board meeting. Southern's average faculty salary is the highest of the three free-standing community and technical colleges. The other six community and technical colleges were components of four-year institutions.

Council's Legislative Rule, Series 55, *Human Resources Administration*, will become effective July 9, 2018. Southern will be rewriting several of its policies to comply with the Council's new human resources policy.

11. Action Items

11.1 Nomination Committee Report and Election of 2018-2019 Board Officers

Ms. Wilma Zigmond, Nominating Committee Chair, reported that the committee convened on May 14, 2018 to discuss and bring forth a recommendation for 2018-2019 officers to the full Board at its June 19 meeting. The Committee recommended the following individuals: Chair: Howard E. Seufer; Vice Chair: Kevin G. Zachary; Secretary: Eddie Joe Canterbury. The Board unanimously approved the Nomination Committee's recommendation.

11.2 Appointment and Election of 2018-2019 Lay Members to the Board Agenda Committee

Chair Seufer appointed Wilma Zigmond and Mason (Ed) White to the Board of Governors Agenda Committee.

MOTION: Eddie Joe Canterbury moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect lay members Wilma Zigmond and Mason White to its 2018-2019 Board of Governors Agenda Committee.

ACTION: Tim Ooten seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

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The 2018-2019 Board of Governors Agenda Committee members are Howard Seufer, Kevin Zachary, Eddie Joe Canterbury, Robert Gunter, Wilma Zigmond, and Mason (Ed) White.

11.3 Approval of April 17, 2018, Meeting Minutes

MOTION: Eddie Joe Canterbury moved to accept the April 17, 2018 meeting minutes as presented.

ACTION: Sam Stewart seconded the motion. The motion carried unanimously and Chair Seufer declared the minutes approved.

11.4 Request for Approval of Fiscal Year 2018-2019 Institutional Budget

Vice President Litteral presented the proposed budget for 2018-2019 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 2018-2019 as presented.

MOTION: Wilma Zigmond 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 2018-2019.

ACTION: Tim Ooten seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

11.5 Request for Approval of FY 2019-2020 Capital Projects and Expenditures

MOTION: Sam Stewart 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 2020 capital projects for Southern West Virginia Community and Technical College.

ACTION: Chris Adkins seconded the motion. The motion carried unanimously and Chair Seufer declared the motion adopted.

11.6 Request for Approval of FY 2020-2024 Capital Projects and Expenditures

MOTION: Tim Ooten 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 2020 - FY 2024 capital projects for Southern West Virginia Community and Technical College.

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

11.7 Action on Institutional Policies for Final Approval

11.7.1 SCP-1435, *Inclement Weather and Emergency Situations*

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1435, *Inclement Weather and Emergency Situations*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

ACTION: Eddie Joe Canterbury seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and policy approved.

11.7.2 SCP-8600, *Board of Governors Operational Guidelines Policy*

MOTION: Tim Ooten moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-8600, *Board of Governors Operational Guidelines Policy* and Attachment 8600.A, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

ACTION: Eddie Joe Canterbury seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted and policy approved.

11.8 Action on Institutional Policies for 30-day Public Comment

11.8.1 SCP-1091, *Classified Staff Council Constitution*

MOTION: Tim Ooten moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1091, *Classified Staff Council Constitution*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

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

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

MOTION: Mason (Ed) White moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-7000, *E-mail as an Official Form of Communication*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

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

11.9 Request for Approval to Discontinue the Health Information Management, Associate in Applied Science Degree Program

MOTION: Sam Stewart moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of the discontinuance of the Health Information Management, Associate in Applied Science degree program in accordance with the West Virginia Council for Community and Technical College Education, Series 135, Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*.

ACTION: Randal Johnson seconded the motion. The motion carried unanimously. Chair Seufer declared the motion adopted.

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

11.10.1 Electromechanical Instrumentation Technology, Certificate

MOTION: Tim Ooten 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 Electromechanical Instrumentation Technology, Certificate program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

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

11.10.2 Strategic Business Integration, Associate in Applied Science

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the discontinuance of the Strategic Business Integration, Associate in Applied Science degree program in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

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

12. Informational Items

12.1 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 2017-2018 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 2017-2018 fiscal year, Southern awarded a total of \$321,033.50 in undergraduate waivers to a total of 91 students. In compliance with West Virginia Code §18B-10-5 and the Southern West Virginia Community and Technical College Board of Governors Policy, SCP-5065, *Awarding of Undergraduate Tuition and Fee Waivers*, this report regarding the tuition and fee waiver awards for fiscal year 2017-2018 will be entered into the minutes of the Board of Governors meeting of June 19, 2018.

12.2 Report on 2017-2018 Faculty Promotion Decisions

The faculty promotion-in-rank and tenure review process at Southern West Virginia Community and Technical College runs from January 30 through April 30. The process involves faculty file preparation, reviews and recommendations by the Promotion Committee Chair, School Chair, 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.

12.3 2018-2019 Academic Calendar

The 2018-2019 Academic Calendar has been established and approved for Southern West Virginia Community and Technical College, a copy of which is attached for informational purposes. The calendar was developed by a subgroup of the Management Council for Academic Affairs and Students Services with representation from student services, finance, and administration. The academic calendar balances the needs of the units and of the institution, and all users will be able to plan for the processes necessary to drive the academic and support

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activities of the College. The 2018-2019 Academic Calendar has been announced college-wide and will be posted to the website and printed in the 2018-2019 Academic Catalog.

12.4 2018-2019 Holiday Calendar

As authorized by Board of Governors policy SCP-2360, *Holidays*, a holiday schedule for 2018-2019 has been established and approved for Southern West Virginia Community and Technical College, a copy of which is attached. The holiday schedule has been aligned with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 14, *Holidays*, Southern's 2018-2019 academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia Code. The 2018-2019 Holiday Calendar has been announced college-wide and submitted to the Chancellor for Community and Technical College Education.

13. Adjournment

There being no further business, Chair Seufer declared the meeting adjourned at 9:05 p.m. The next Board of Governors business meeting is scheduled for Tuesday, August 21, 2018 beginning at 6:00 p.m. in Room 433 at the Williamson Campus.

Howard E. Seufer, Jr., Chair

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

DRAFT

**Southern West Virginia Community and Technical College
Board of Governors Resolution Honoring
Randal Johnson**

Addendum 1

Whereas, Randal Johnson has served with dedication as the Student Representative to the Southern West Virginia Community and Technical College Board of Governors from July 1, 2017 to June 30, 2018; and

Whereas, During this period, he has represented the interests and concerns of the students to the Southern West Virginia Community and Technical College Board of Governors with enthusiasm and commitment;

Therefore Be It Resolved:

That the Board of Governors of Southern West Virginia Community and Technical College hereby expresses its sincere gratitude and appreciation to Randal Johnson for his record of leadership, service, and dedication to this Board; and, be it

Further Resolved, That this resolution is inscribed upon the meeting minutes of the Board of Governors of Southern West Virginia Community and Technical College this 19th day of June 2018.

**Southern West Virginia Community and Technical College
Board of Governors Resolution Honoring
Latisha Marcum**

Addendum 2

WHEREAS, Latisha Marcum was duly appointed to the Southern West Virginia Community and Technical College Board of Governors by the Governor of West Virginia February 2017; and

WHEREAS, Ms. Marcum has given generously of her time and talent in support of Southern West Virginia Community and Technical College and has provided wise judgement to the deliberations of the Board of Governors while always maintaining a comprehensive perspective on the advancement of the College as a whole; and

THEREFORE, BE IT RESOLVED:

That the Southern West Virginia Community and Technical College Board of Governors hereby expresses its sincere thanks and appreciation to Latisha for her record of outstanding leadership, service, and dedication to this Board; and, be it

FURTHER RESOLVED, That this resolution is inscribed upon the meeting minutes of the Board of Governors of Southern West Virginia Community and Technical College this 19th day of June 2018.

**Southern West Virginia Community and Technical College
Board of Governors Resolution Honoring
Wilma J. Zigmund**

Addendum 3

WHEREAS, Wilma J. Zigmund has served with distinction as a member of the Southern West Virginia Community and Technical College Board of Governors from July 1, 2007 to June 30, 2018; and

WHEREAS, Ms. Zigmund was elected and served honorably as the Board of Governors Chair from July 1, 2016 through June 30, 2017; as Vice Chair of the Board of Governors from July 1, 2012 through June 30, 2016; and as Secretary from July 1, 2010 through June 30, 2012; and

WHEREAS, she has given generously of her time and talent in support of Southern West Virginia Community and Technical College and has provided outstanding leadership for the Board, representing the Board at official functions, and fulfilling the duties of a Board member in an exemplary manner; and

THEREFORE, BE IT RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors honors Ms. Zigmund for her record of leadership and service, and expresses to her its sincere gratitude for her sound leadership and steadfast devotion to the Board and College; and

FURTHER, BE IT RESOLVED, That this resolution is inscribed upon the minutes of the June 19, 2018 Board of Governors meeting.

**Southern West Virginia Community and Technical College
Board of Governors Resolution Honoring
F. Raamie Barker**

Addendum 4

WHEREAS, Fletcher Raamie Barker was duly appointed to the Southern West Virginia Community and Technical College Board of Governors by the Governor of West Virginia in the year 2016; and

WHEREAS, F. Raamie Barker was elected and served honorably with distinction as the Secretary of the Southern West Virginia Community and Technical College Board of Governors from July 1, 2016 through March 6, 2018; and

WHEREAS, Mr. Barker has willingly responded to any request of the administration with assistance and advice, and has been a strong advocate for Southern West Virginia Community and Technical College; and

THEREFORE, BE IT RESOLVED:

That the Board of Governors of Southern West Virginia Community and Technical College hereby expresses its sincere thanks and appreciation to F. Raamie Barker for his outstanding leadership, service, and dedication to the Board; and, be it

FURTHER RESOLVED, That this resolution becomes a part of the meeting minutes of the Board of Governors of Southern West Virginia Community and Technical College this 19th day of June in the year of 2018.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 21, 2018**

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 2017-2018 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*.

Textbook Affordability Committee Annual Report

Southern's Textbook Affordability Committee consists of representatives from faculty, students, administration, and the campus bookstores. The Textbook Affordability Committee met as required by policy during the 2017-2018 academic year to discuss affordability issues and initiatives and textbook selection guidelines and procedures.

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

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

For the 2017 / 2018 academic year 90.7% of the Fall semester classes were staffed one week prior to the first day of class and 100% of classes were staffed one week prior to the first day of class in the Spring semester.

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

All textbooks and course materials for the 2017 / 2018 academic year were selected by the established deadline with the exception of one course. There was a curriculum change that occurred after the textbook list was submitted. The change required adding a textbook to course Nu 144 for Spring 2018.

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

The textbook list was posted on April 03, 2017 for the Fall 2017 semester and on November 06, 2016 for the Spring 2018 semesters.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 21, 2018**

ITEM: Approval of Revisions to SCP-1091, *Classified Staff Council Constitution*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1091, *Classified Staff Council Constitution*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

STAFF MEMBER: Chris Gray, Chair
Classified Staff Council

BACKGROUND:

The *Classified Staff Council Constitution* (SCP-1091) was reviewed by the Classified Staff as a whole. At the April 27, 2018 Classified Staff assembly, revisions proposed to the Constitution by the Classified Staff Council were approved by more than two-thirds of the staff as a whole. Most of the revisions are to provide clarity, and to allow more Classified Staff an opportunity to participate in the Council and take a leadership role.

The policy was reviewed and approved by the Executive Council on May 3, 2018, and by the President's Cabinet on May 8, 2018. Following these reviews, the Classified Staff Council recommends 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.

At its June 19, 2018 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended July 20, 2018. No comments were received at the end of the comment period. Therefore, the staff recommends that the Board of Governors grant approval of SCP-1091, *Classified Staff Council Constitution*, as presented for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

The revised Constitution limits Council members to holding only one position on the Classified Staff Council per term which would require immediate resignations. Due to this change, the Classified Staff Council respectfully requests for this policy to become effective November 1, 2018 to allow this process to be managed over a period of time as to not overwhelm the classified staff or the Council members.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1091**

SUBJECT: Classified Staff Council Constitution

REFERENCE: WV Code §18B-6-6

ORIGINATION: November 18, 2003

EFFECTIVE: November 1, 2018

REVIEWED: March 13, 2018

SECTION 1. PURPOSE

1.1 To establish the Classified Staff Council of Southern West Virginia Community and Technical College to identify representation for the Classified Staff Council, and set out election procedures for the same.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to all classified employees of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

3.1 Classified Staff Council – An elected body whose purpose is to represent classified staff, to consider and recommend policy regarding staff welfare, and individual staff suggestions and problems.

3.2 Classified Employee – Any regular full-time or regular part-time employee who holds a position that is assigned a particular job title and pay grade in accordance with the personnel classification system.

SECTION 4. POLICY

4.1 Functions of the Classified Staff Council shall include, but not be limited to the following:
4.1.1 Representation to college and professional organizations; classified staff development; and other issues of concern which may arise involving the classified staff individually or collectively.

4.1.2 Review and make recommendations as necessary regarding institutional policies and procedures.

4.1.3 Bring concerns of classified staff to the attention of the college community, administration, and the Board of Governors.

4.1.4 Stimulate and strengthen morale and employee satisfaction of classified staff.

4.1.5 Support Southern’s effort in accomplishing its mission and vision.

4.2 Membership

4.2.1 The Classified Staff Council shall consist of 16 voting members representing the following geographic and primary occupational activity distribution:

- 1—Logan Campus
- 1—Williamson Campus
- 1—Boone/Lincoln Campus
- 1—Wyoming/McDowell Campus
- 1—Advisory Council of Classified Employees Representative
- 1—Classified Staff Council Chair
- 2—Administrative / Managerial Sector
- 2—Professional / Non-teaching Sector
- 2—Paraprofessional Sector
- 2—Secretarial / Clerical Sector
- 2—Physical Plant / Maintenance Sector

- 4.2.2 Each must be a member of the classified staff and shall be elected to serve a two-year term, which begins on the first day of July of each odd-numbered year. Members of the Classified Staff Council are eligible to succeed themselves.
- 4.2.3 Classified Staff Council members cannot hold more than one position on the Council per term.
- 4.2.4 The Classified Staff Board of Governors representative will serve as an ex-officio, non-voting member of the Council.
- 4.2.5 Resignations must be in writing to the Classified Staff Council Chair with copies to each of the Council members.

4.3 Meetings

- 4.3.1 All classified employees shall meet in April of each odd-numbered year for the purpose of electing members of the Classified Staff Council.
- 4.3.2 Rules of Order – The rules contained in Robert’s Rules of Order shall govern the Classified Staff Council unless otherwise stated by this constitution or agreed upon by the Classified Staff Council.
- 4.3.3 The Classified Staff Council shall meet no less than once monthly. Any classified staff member may petition the Classified Staff Council to meet or hear proposals or complaints. At any regular or special meeting, a majority of the elected members shall constitute a quorum. All meetings are open to all Classified Staff.
- 4.3.4 Members of the Classified Staff Council may vote on issues either in person, by electronic means, or by written proxy. The proxy form, SCP-1091.A must be presented to the Council Chair or Vice Chair prior to the meeting. Proxy votes shall be considered in establishing a quorum.
- 4.3.5 The President of the institution shall meet at least quarterly with the Classified Staff Council.
- 4.3.6 The Governing Board shall meet at least annually with the Classified Staff Council.

4.4 Committees

- 4.4.1 The Classified Staff Council shall have the authority to establish committees and other appointed positions and to establish rules of such committees and positions in accordance with the realms of functioning, membership, and charge.

4.5 Reporting of Council Resolutions and Decisions

4.5.1 The Classified Staff Council, through the regular meetings, shall report directly to the Classified Staff body. In areas regarding the welfare of the entire college, the Classified Staff Council through its representative, shall report directly to the President.

4.6 Absenteeism

4.6.1 Any Classified Staff Council member who misses three (3) consecutive meetings without notifying the Chairperson or Secretary of their absence and without presenting a proxy will be subject to dismissal from their elected position on the Classified Staff Council, and the individual from the same geographic location and/or primary occupational activity who ranked next highest in the vote tally shall be appointed in their place.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 Ratification

6.1.1 The Classified Staff Council Constitution shall be ratified upon two-thirds approval of Classified Staff members as defined in 2.1 Scope and Applicability.

6.2 Amendments

6.2.1 The Classified Staff Council Constitution shall be amended upon two-thirds majority approval of Classified Staff.

SECTION 7. RESPONSIBILITIES

7.1 Nominations

7.1.1 During March of each odd-numbered year, the Classified Staff Council Vice Chair shall contact all classified staff for the purpose of nominating staff for the following positions: Advisory Council of Classified Employees Representative, Chair to the Classified Staff Council, Classified Staff Representative to the Institutional Board of Governors, and other positions to which the classified staff is represented on college councils and committees. The nominations must be returned to the Vice Chair in person or by electronic means by the predetermined deadline.

7.1.2 Those nominated will be contacted by the Vice Chair. Upon notification, nominated individuals will be given twenty-four (24) hours in which to confirm/decline their desire to be placed on the ballot. Those who do not respond in writing or by e-mail will be omitted from the election nominations.

7.1.3 Those who are confirmed nominees will be placed on the official election ballot.

7.2 Election Ballots

- 7.2.1 The election ballot will be developed by the Vice Chair from the names of those nominated and confirmed. The ballots will be distributed for a final vote at the classified staff meeting as specified in section 4.3.1.

7.3 Absentee Balloting

- 7.3.1 Absentee ballots will be preprinted. Those who request to vote by absentee ballot must present documentation from the President's Office of the approved absence. The ballot must be returned to the Vice Chair or designee by the predetermined date.
- 7.3.2 Absentee ballots will be opened during the election by the Chair of the Classified Staff Council or by the Vice Chair.

7.4 Election

- 7.4.1 Ballots will be distributed during the meeting in April inviting each classified staff member to vote for representation of all elected positions.
- 7.4.2 The individual receiving the highest number of votes in each geographic location and primary occupational activity shall be declared elected, based on the number of representatives allowed as established in section 4.2.
- 7.4.3 In the event of a change in primary occupational activity, geographic location, resignation, or other unforeseen circumstance that prevents the elected staff member from performing the duties of the position, the classified staff member from the same geographic location and/or primary occupational activity who ranked next highest in the vote tally shall be appointed.

7.5 Council Officers

7.5.1 Titles

- 7.5.1.1 There shall be two officers of the Classified Staff Council.

7.5.1.1.1 Chair who will be elected at large by the Classified Staff.

7.5.1.1.2 Vice Chair who will be elected by Council members at the first Classified Staff Council meeting of the next fiscal year following the Classified Staff Council elections.

- 7.5.2 A Recorder to the Classified Staff Council will be assigned by the President's Office.

7.5.3 Duties

- 7.5.3.1 The Chair shall perform the following duties:

7.5.3.1.1 Establish the agenda for all Classified Staff Council meetings and all other special purpose meetings of the Classified Staff Council.

7.5.3.1.2 Preside over all Classified Staff Council meetings.

7.5.3.1.3 Represent the Classified Staff Council at College meetings.

- 7.5.3.2 The Vice Chair shall perform the following duties:

7.5.3.2.1 Preside over Classified Staff Council meetings in the absence of the Chair.

7.5.3.2.2 Schedule and conduct Classified Staff Council elections.

7.5.3.2.3 Preserve all election records.

- 7.5.3.3 The Recorder shall perform the following duties:
- 7.5.3.3.1 Preserve a record of the Classified Staff Council meetings.
 - 7.5.3.3.2 Post meeting minutes and other relevant materials to the Classified Staff Council shared (S) drive for the members of the classified staff.
 - 7.5.3.3.3 Post the agenda, meeting minutes, and other relevant documents to the “S” drive in the appropriate Governance Committee folder for documentation purposes.
 - 7.5.3.3.4 Send the official original signed minutes to the President’s Office within seven (7) business days of approval.

SECTION 8. CANCELLATION

- 8.1 Supercedes SCI 1672, Classified Staff Council Constitution and SCI 1672.01, Classified Staff Council Constitution Appendix.

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 18, 2003 – Policy originated to supercede SCI 1672 and SCI 1672.01.

December 13, 2006 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions were made to coincide with changes in West Virginia Code concerning meetings and membership.

March 4, 2009 – Revisions reflect clarification of membership representation with no substantial changes in procedures.

December 7, 2011 – Revisions allow for proxy voting at meetings, address issues with excessive absenteeism, and permit electronic voting pertaining to nominations and elections.

March 13, 2018 – Revisions reflect minor technical changes, as well as changes in the nomination, election, and voting procedures. The titles of officers and duties of each position were clarified.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 21, 2018**

ITEM: Approval of Revisions to SCP-7000, *E-mail Established as an Official Form of Communication*

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

STAFF MEMBER: Thomas Cook

BACKGROUND:

The Chief Information Officer was charged with the review of SCP-7000, *E-mail Established as an Official Form of Communication*. The purpose of this policy was to establish that Southern West Virginia Community and Technical College (Southern) campus e-mail is an official method of communication between, faculty, staff, and students are delivered and accessible to the intended recipient.

With the implementation of a more robust email distribution system, this policy is being updated to include distribution list usage. To improve communication with many groups and to streamline the management of the lists, there is a need for a better system. With an expanded system, we need to organize the communication process and the maintenance of the distribution lists. Revisions to this policy include the addition of Sections 4.7 and 4.8 pertaining to e-mail distribution lists and authorization to post messages. This policy was reviewed and revisions were approved by the Technology Committee at its meeting on April 27, 2018.

At its June 19, 2018 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended July 20, 2018. One comment was received the end of the comment period.

COMMENT:

" I would like to comment on Policy SCP-7000, Email Established as an Official Form of Communication. In Section 4.7, I would like to make the suggestion that the Campus Directors be added to those who have access to the distribution lists. The Campus Directors are four of the five essential employees of the College and at times they need to communicate with the individual campuses and/or the entire college as events happen. I was unable to make this suggestion during the review by the Executive Council, since I was on annual leave. Thank you for your consideration. David Lord"

RESPONSE:

"Thank you for your comment in regards to adding the Campus Directors to the distribution list. However, I feel that the current terminology of "and designees"

encompasses the Campus Directors, and if I started to list all potential distribution list groups, that section of the policy would become nothing more than a long list of individuals and groups. Please know that the Campus Directors will be designated as a group with the ability to communicate through the distribution list. Thanks.
Robert E. Gunter”

Therefore with the clarification of the terminology “and designees,” the staff recommends that the Board of Governors grant approval of SCP-7000, *E-mail Established as an Official Form of Communication*, as presented for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-7000**

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

REFERENCE: SIP-7000.A, *E-mail Procedures and Guideline Governing Distribution Lists*

ORIGINATION: February 3, 2012

EFFECTIVE: September 21, 2018

REVIEWED: April 27, 2018

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

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

SECTION 4. POLICY

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

- 4.2 E-mail messages originating from the College or via automated campus or student information system processes will be sent exclusively to the campus e-mail address.
- 4.3 College e-mail distribution lists will ONLY be used to disseminate information directly related to the business of the College.
- 4.4 Students may configure their campus e-mail account to forward College e-mail to a preferred e-mail address. Faculty and staff are expected to use the College provided e-mail tools and are prohibited from forwarding e-mail indiscriminately to an external e-mail account. All messages contained within the College's e-mail system are the property of the institution.
- 4.5 All official faculty and staff campus accounts will be maintained in the campus directory.
- 4.6 E-mail communication from Southern faculty/staff to students must originate from an official campus account.
- 4.7 Authority to post messages to the e-mail distribution lists is limited to selected individuals in the President's Office, President's Cabinet, Information Technology, Human Resources, or their designee. These individuals and the guidelines for submitting e-mails to a college distribution list are outlined in the e-mail procedure, SIP-7000.A, *E-mail Procedures and Guideline Governing Distribution Lists*, located on the Southern Intranet Site.
- 4.8 Individuals may not use and build their own lists encompassing entire sectors of the campus community, (e.g., "all students," "all faculty," "all staff," etc.).

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

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

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: February 3, 2012 – Policy originated.

 March 2017 – Policy reviewed with no recommended changes at this time.

 April 27, 2018 – Revisions include the addition of Sections 4.7 and 4.8 pertaining to e-mail distribution lists and authorization to post messages.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 21, 2018**

ITEM: Request for Approval of Revisions to SCP-3214, *College Board Advanced Placement Credit*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3214, *College Board Advanced Placement Credit*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Deanna Romano

BACKGROUND:

SCP-3214, *College Board Advanced Placement Credit*, establishes the institutions policy for granting credit through the College Board Advanced Placement Program. The policy applies to the granting of all credit through the College Board Advanced Placement Program for all college locations.

The policy was reviewed and approved by the Management Council for Academic Affairs and Student Services (MCAS) at their April 26, 2018, meeting, and by Executive Council at their May 2018 meeting and by President's Cabinet at their June 2018 meeting. Following review, all bodies recommended the policy for continuation with no revisions.

Based upon the deliberations of the aforementioned bodies, the staff recommends that the Board of Governors advance SCP-3214, *College Board Advanced Placement Credit*, as presented 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-3214**

SUBJECT: College Board Advanced Placement Credit

REFERENCE: Title 135, Legislative Rule, West Virginia Council for Community and Technical College Education, Series 15, *Acceptance of Advanced Placement Credit*.

ORIGINATION: September 13, 1993

EFFECTIVE: ~~February 18, 2014~~

REVIEWED: ~~October 2013~~ March 2018

SECTION 1. PURPOSE

1.1 To establish college policy for granting of credit through the College Board Advanced Placement Program.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This issuance applies to the granting of all credit through the College Board Advanced Placement Program for all college locations.

SECTION 3. DEFINITIONS

3.1 Advanced Placement is a program of college level courses and exams through which students can acquire college credit while still in high school.

SECTION 4. POLICY

4.1 Southern West Virginia Community and Technical College recognizes the examinations of the College Board Advanced Placement Program. A high school student who participates in the Advanced Placement Program and wishes to have his/her examination scores evaluated for credit should have his/her official examination results sent to the Office of Admissions and Records.

4.2 Advanced Placement exams are prepared by the College Board and are graded by readers of the Educational Testing Service.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 The college requires a minimum score of three (3) for granting of credit through the Advanced Placement Program. No credit is granted for scores below 3.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 The College’s list of Advanced Placement tests, required scores, course equivalents, and credit hours granted are reviewed on an annual basis and are maintained by the Central Office of the Council for Community and Technical College Education. The College’s list of Advanced Placement courses can be found at <http://www.wvctcs.org/>
- 7.2 Courses for which credit is granted shall be listed on the official transcript with (AP) following the official course title. Grades for these courses shall be listed as “CR” and shall not be calculated when determining grade point average. There is no fee for recording Advanced Placement Credit.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	Date
President	Date

Attachments: None

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

Revision Notes: October 2013 - The list of Advanced Placement (AP) courses is reviewed annually. Maintaining the up-to-date list of courses in this policy is not practical as courses are subject to change on an annual basis. Therefore, the list of courses is removed from this policy and the policy now references the website where the course list can be found. This action eliminates the possibility of two potentially contradictory AP course lists.

March 2018 - After review, no revisions to the policy were recommended.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 21, 2018**

ITEM: Request for Approval of Revisions to SCP-3736, *Student Standards of Academic Progress*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution SCP-3736, *Student Standards of Academic Progress*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Deanna Romano

BACKGROUND:

SCP-3736, *Student Standards of Academic Progress*, establishes and communicates the criteria for student standards of academic progress. The policy applies to all students of Southern West Virginia Community and Technical College.

The policy was reviewed and revised by the Management Council for Academic Affairs and Student Services (MCAS) at their April 26, 2018, meeting, and reviewed and approved as presented by Executive Council at their May 2018 meeting and by President's Cabinet at their June 2018 meeting.

Revisions reflect no substantial change in the policy. Revisions provide clarity.

Based upon the deliberations of the aforementioned bodies, the staff recommends that the Board of Governors advance SCP-3736, *Student Standards of Academic Progress*, as presented 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-3736**

SUBJECT: Student Standards of Academic Progress

REFERENCE: None

ORIGINATION: November 1, 1984

EFFECTIVE: ~~July 17, 2014~~

REVIEWED: ~~February 28, 2014~~ March 2018

SECTION 1. PURPOSE

1.1 To establish and communicate criteria for student standards of academic progress.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All students of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 A student at Southern West Virginia Community and Technical College must earn a cumulative grade point average of 2.00 or better to remain in good standing and to complete certificate or degree requirements. Failure to maintain this average during any semester involving credit hours attempted could jeopardize his/her progress toward meeting these requirements will place the student on one of the following: Academic Warning, Academic Probation, or Academic Suspension.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

~~6.1 If a student's cumulative GPA falls below 2.00, the Chief Academic Officer shall place the student on academic probation for the next semester.~~

6.1 A student receiving financial aid or veteran benefits, having failed to maintain satisfactory academic progress, will be referred to the respective campus office responsible for administering these student service programs must contact the appropriate office.

6.2 Conditions for repeating a class:

6.2.1 If a student earns a grade of “D” or “F” in any course taken no later than the semester term when he or she has attempted no more than 60 hours, and if she/he repeats this course one time only, the first grade shall be disregarded for the purpose of determining the student’s GPA, and the grade earned the second time this course is taken shall be used in determining his/her GPA.

SECTION 7. RESPONSIBILITIES

7.1 None.

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: February 2014 - Revisions reflect changes in West Virginia Code, changes in federal reporting requirements, greater consistency with national standards of student progress, and movement of procedural matters from policy to academic procedure.

March 2018 - Revisions to the policy provide clarity.



WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION
Robert L. Brown, Chair · Sarah Armstrong Tucker, Chancellor

July 6, 2018

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-1435 Inclement Weather and Emergency Situations
SCP-8600 Board of Governors Operational Guidelines Policy

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Sarah Tucker".

Dr. Sarah Armstrong Tucker
Chancellor

cc: Howard E. Seufer, Jr.
 Chair, Board of Governors

Board of Governors

July 16, 2018

Mr. Howard E. Seufer, Jr.
Chair

Mr. J. Chris Adkins

Mr. Eddie J. Canterbury

Ms. Latisha Marcum

Mr. Samuel A. Stewart

Dr. Pat J. White

Dr. Mason E. White II

Mr. Kevin G. Zachary

Ms. Wilma J. Zigmond

Randal Johnson
Student Representative

Mr. William H. Alderman II
Faculty Representative

Mr. Timothy D. Ooten
Classified Staff Representative

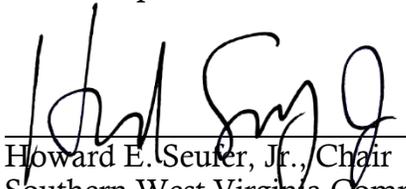
Dr. Robert E. Gunter
President

Dr. Sarah Armstrong Tucker, Chancellor
Community and Technical College System
of West Virginia
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>



Howard E. Seufer, Jr., Chair
Southern West Virginia Community and
Technical College Board of Governors

July 16, 2018

Date

HES:elb

Attachment: 2018 BOG Institutional Rulemaking Report

cc: Dr. Robert E. Gunter, President

Southern West Virginia Community and Technical College
Board of Governors Rulemaking Report
Institutional Policies in Effect on July 1, 2018
West Virginia Code §18B-1-6

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
1000	GENERAL					
1000	Manuals, Announcements, and Policies (MAP) Development System	11/30/2017	10/30/2017	07/2017 09/2012 01/24/2008	Replaced SCP-1467 01/24/2008	04/06/1999
1000.A	Classification Table	11/30/2017	10/30/2017	09/19/2012 02/21/06		04/06/1999
1000.B	Format for Southern College Policy (SCP)	11/30/2017	10/30/2017	09/19/2012 01/24/08 02/21/06		04/06/1999
1000.C	Format for Southern Administrative Announcements (SAA)	11/30/2017	10/30/2017	09/19/2012 02/21/06		04/06/1999
1000.D	Format for Southern Administrative Manuals (SAM)	11/30/2017	10/30/2017	09/19/2012 02/21/06		04/06/1999
1001	Records Retention Policy	07/21/2016	06/21/2016	04/19/2016		04/19/2011
1001.A	General Records Retention Schedule	07/21/2016	06/21/2016			02/2016
1002	Official College Spokesperson and Media Releases	07/17/2014	06/17/2014			04/22/2014
1010	Use of Alcoholic Beverages on Campus	11/13/2016	10/13/2016	03/2016 08/17/2010 08/20/2000		01/21/2013
1040	Use of College Bulletin Boards, Directories, and Information Dispensing Equipment	12/09/2008		07/27/2000	12/09/2008 Reconstruct as a procedure.	02/01/1985
1091	Classified Staff Council Constitution	06/19/2012	06/19/2012 (currently under 30-day comment)	03/2018 12/2011 03/04/2009 12/13/2006		11/18/2003 (Originated to supercede SCI 1672 and SCI 1672.01)
1153	Consumer Complaint Procedures	12/10/2013		08/2008 09/01/2000	12/10/2013 Reconstruct as a procedure.	04/03/1995

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1153.A	Consumer Complaint Form	12/10/2013		08/08 09/01/2000	12/10/2013	04/03/1995
1160	Diversity Philosophy	11/08/2015	10/8/2015	08/18/2015 08/17/2010 09/01/2000		08/20/1998
1167	Emergency Procedures	02/17/2009		08/20/2000	02/17/2009 Reconstruct as a procedure.	01/01/1985
1180	Equipment Loans	12/09/2008		09/01/2000	12/09/08 Reconstruct as a procedure.	07/01/1984
1180.A	Contract of Equipment Loan	12/09/2008		09/01/2000	12/09/2008	07/01/1984
1215	Use of Institutional Facilities	11/09/2014	10/09/2014	05/07/2014 03/02/2010 09/01/2000		01/01/1985
1215.A	College Facility Use Agreement	11/09/2014	10/09/2014			05/07/2014
1230	Firearms, Weapons, and Explosives Policy	09/16/2016	08/16/2016			05/24/2016
1233	First Aid	02/17/2009		08/20/2000	02/17/2009 Reconstruct as a procedure.	03/01/1985
1375	Reports of Accidents/Incidents	03/16/2016	02/16/2016	11/04/2015 12/09/2008 09/01/2000		01/28/1991
1375.A	Accident / Incident Report Form	03/16/2016	02/16/2016	11/04/2015 02/17/2009 12/09/2008 09/01/2000		01/28/1991
1375.B	Monthly Report of Accidents / Incidents	03/16/2016	02/16/2016	11/04/2015		12/2013
1400	Guest Speakers, Lecturers, Performers, and Organized Groups	07/24/2015	06/24/2015	02/26/2015 12/09/2014		06/17/2014
1400.A	Request for Approval of External Guest Speakers, Lecturers, Performers, and Organized Groups	07/24/2015	06/24/2015			06/17/2014

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1435	Inclement Weather and Emergency Situations	07/19/2018	06/19/2018	02/2018 08/2017 08/2012 02/2008 11/2002		10/1994
1435.A	Media Notification List	01/12/2018	12/12/2017	08/2017 02/2008 11/2002		10/1994
1435.B	Essential Employee Guidelines	01/12/2018	12/12/2017	08/2017		12/2013
1467	MAP Development System	02/21/2006	02/21/2006	10/20/2005 04/05/200208/ 21/2000 10/1998	Assigned new classification number, SCP-1000 02/21/2006	10/1994
1481	Naming of Facilities or Organizational Units	04/05/2018	03/05/2018	10/25/2017 09/19/2012 09/04/2007	Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/2001	12/2004
1500	Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College	11/08/2015	10/8/2015	07/2015 09/2010 07/27/2000		07/01/1984
1625	Publications and Productions	12/09/2008		09/01/2000	12/09/2008 Reconstruct as a procedure.	07/01/1984
1725	Private Scholarships	12/11/2012	10/11/2012	09/25/2012 03/20/2008 09/01/2000		07/01/1984
1735	Solicitation Policy	03/21/2017	02/21/2017	09/28/2016 07/2011 01/2007		05/20/2004
1735.A	On Campus Solicitation Request Form	03/21/2017	09/2016	07/2011		01/02/2007

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1750	Tobacco and Smoke-free Campus Policy	07/01/2017	08/16/2016	04/12/2016 11/2015 11/2010 09/01/2000	Repealed SCI-1375 09/01/2000	01/01/1988
2000	HUMAN RESOURCES					
2000	Elimination of Faculty Positions Due to Program Reduction or Elimination	01/13/2017	12/13/2016	07/2011 01/2011 09/01/2000	Replaced SCP-3650, Program Reduction or Elimination 10/13/2011 Repealed SCI-1542 09/01/2000	09/01/1985
2005	Catastrophic Leave	03/02/2010	03/02/2010	01/2008	03/02/2010 Reconstruct as a procedure.	02/15/2005
2005.A	Catastrophic Leave Request Form	03/02/2010	03/02/2010	03/2008	03/02/2010	02/15/2005
2005.B	Catastrophic Leave Donation Form	03/02/2010	03/02/2010	03/2008	03/02/2010	02/15/2005
2006	Employee Leave	07/24/2015	06/24/2015	11/05/2014		11/16/2009
2125	College-wide Employee / Personnel Policy	08/20/2013		09/01/2000	08/20/2013 Replaced with SAM-2000.1 Employee Handbook	07/01/1984
2156	Drug and Alcohol Policy	11/30/2017	10/30/2017	06/07/2017 07/2012 07/2007 01/2007 09/01/2000		03/31/1989
2156.A	Employee Drug Awareness Clarification Form	11/30/2017	10/30/2017	06/07/2017 07/2012 09/01/2000		03/31/1989
2165	Educational Release Time Policy	11/30/2017	6/7/2017	12/2012 12/2011 08/31/2006		02/17/2004

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2165.A	Educational Release Time Request	11/30/2017	10/30/2017	06/2017 12/2011		02/17/2004
2171	Professional and Educational Requirements for Faculty	09/16/2016	08/16/2016	03/02/2016 12/11/2012 09/28/2007 05/2004	Repealed SCI-2122 05/2004	09/01/2000
2171.A	Faculty Credentials Certification Form	09/16/2016	08/16/2016	03/2016 11/2012		09/01/2000
2202	Personnel Assessment, Philosophy, and Practice Statement	05/19/2016	04/19/2016	01/06/2016 07/2010 08/21/2000		07/08/1987
2218	Evaluation Process for Full-time Faculty	01/13/2017	12/13/2016	11/2011 04/2006 09/01/2000		08/17/1984
2218.A	Supervisor's Evaluation of Faculty Member	01/13/2017	12/13/2016	11/2011 04/2006 09/01/2000		08/17/1984
2220	Course Feedback Policy	12/09/2008		04/2003	12/09/2008 Reconstruct as a procedure.	09/2000
2220.A	Course Feedback Form	12/09/2008		04/2003	12/09/2008	09/2000
2226	Faculty Incentive Pay Plan	07/21/2016	06/21/2016	05/03/2016 04/19/2011 11/11/2008 09/16/2008 09/06/2005		04/01/2001
2226.A	Faculty Merit Pay Program Criteria and Application Deadline	07/21/2016	06/21/2016			08/01/2001
2226.B	Faculty Incentive Pay Program Agreement Form	07/21/2016	06/21/2016			03/2011
2234	Work Schedules	05/21/2015	04/21/2015	12/2014 09/2009 09/01/2000		06/01/1987
2250	Hiring Adjunct Faculty	05/18/2017	04/18/2017	12/07/2016 01/05/2007 09/01/2000		11/01/1984

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2254	Hiring Process	04/24/2007		09/01/2000	04/24/2007	09/2000
2360	Holidays	01/12/2018	12/12/2017	09/2017 07/2012 03/2008		11/19/2002
2375	Home Campus Assignment and Campus Requirements for Faculty	03/21/2017	02/21/2017	11/2016 11/2011 12/08/2005 09/01/2000		07/01/1985
2406	Illness of the Faculty Member, Responsibilities for Meeting Affected Classes, and Leave Request Due to Illness	03/02/2010		09/01/2000	03/02/2010 Reconstruct as a unit procedure.	01/01/1985
2406.A	Faculty Absence Request / Report	03/02/2010		09/01/2000	03/02/2010	01/01/1985
2484	Medical Leave of Absence	03/02/2010		09/01/2000	03/02/2010	01/01/1985
2484.A	Request for Medical Leave of Absence	03/02/2010		01/03/2006	03/02/2010	01/01/1985
2484.B	Treating Licensed Physician Statement - Medical Leave Verification	03/02/2010			03/02/2010	01/01/1985
2484.C	Return to Work Authorization Medical Release Form	03/02/2010			03/02/2010	01/01/1985
2562	External Professional Activities of Faculty and Other Professional Staff	02/18/2014	02/18/2014	11/06/2013 09/2008 03/2008 09/01/2000		11/01/1984
2562.A	External Professional Activities for Pay Report Form	02/18/2014	02/18/2014	09/2008		11/01/1984
2575	Overtime and Compensatory Time	12/11/2012	12/11/2012	08/2012 10/2007 10/21/2003		02/17/2004
2575.A	Request to Work Additional Hours	12/11/2012	12/11/2012	10/04/2012		02/17/2004
2580	Part-time Employees: Classified Staff and Adjunct Faculty	02/19/2013	02/19/2013	11/06/2012 10/2007		06/15/2004
2593	Payments to Employees for Contracted Services (Other Than Regular Employment)	05/19/2016	04/19/2016	01/26/2016 09/2010 09/01/2000		04/22/1998

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
2593.A	Payment to Individuals for Services Form	04/19/2016	04/19/2016	01/06/2016 09/2010		04/22/1998
2624	Employee Development	01/28/1991	04/22/2014	12/04/2013 08/2008 09/01/2000	Repealed SCI-1623 09/01/2000	07/01/1986
2624.A	Funding Request Form (Staff)	01/28/1991			12/09/2008	07/01/1986
2624.B	Presentation Request Form	01/28/1991			12/09/2008	07/01/1986
2624.C	Funding Request Form (Faculty)	01/28/1991			12/09/2008	07/01/1986
2686	Promotion-in-Rank and Tenure Policy	02/18/2014	02/18/2014	11/06/2013 07/31/2007 10/01/2001	Repealed SCI-2321 10/01/2001	08/17/1984
2686.A	Promotion-in-Rank and/or Tenure Criteria and Forms	02/18/2014	02/18/2014	11/06/2013 02/06/2009 07/31/2007 10/01/2001		08/17/1984
2700	Reduction in Workforce – Classified Personnel	12/11/2012	12/11/2012	10/2012 10/2007 02/17/2004		10/21/2003
2701	Reduction in Workforce – Faculty Personnel	03/17/2015	02/17/2015	09/24/2014 12/2012 10/2007		10/21/2003
2748	Request for Release Time for Full-time Faculty	07/20/2017	06/20/2017	03/01/2017 12/2011 08/2006 09/01/2000	Repealed SCI-2420 09/01/2000	01/28/1991
2748.A	Release Time Request Form for Full-time Faculty	07/20/2017	06/20/2017	04/2017 06/2006 04/2004		01/28/1991
2810	Sabbatical Leave for Full-Time Faculty	03/16/2016	02/16/2016	11/04/2015 11/02/2010 02/2006 09/2002	Repealed SCI-2411 09/2002	08/1992
2810.A	Sabbatical Leave Request Form	03/16/2016	02/16/2016	11/04/2015 02/2006		08/1992
2810.B	Sabbatical Leave Promissory Note	03/16/2016	02/16/2016	02/2006		10/2002

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2825	Salary Administration	05/19/2016	04/19/2016	01/06/2016 03/2015 10/2007		12/2004
2843	Discrimination, Harassment, Sexual Harassment, Sexual and Domestic Misconduct, Stalking, and Retaliation Policy	07/20/2017	06/202015	03/10/2014 12/04/2013 01/2011		06/01/1984
2875	Workload Requirements for Full-time Faculty	03/21/2017	02/21/2017	11/2016 12/2014 11/2009 09/01/2000		04/15/1985
2875.A	Class Load Formula Matrix (Summer)	03/02/2010	03/02/2010	09/01/2000	11/2009	04/15/1985
2875.B	Class Load Formula Matrix (Fall and Spring)	03/02/2010	03/02/2010	09/01/2000	11/2009	04/15/1985
3000	ACADEMIC AFFAIRS					
3000	Distance Learning	01/13/2017	12/13/2016	08/2016		02/07/2012
3100	Faculty Responsibilities for Academic Advising of Students	01/12/2018	12/12/2017	08/2017 09/2011 01/05/2007 10/21/2004		04/15/1985
3160	Course Syllabus	12/09/2008	12/09/2008	09/20/2005 07/1993	12/09/2008 Reconstruct as a procedure.	06/01/1984
3160.A	Course Syllabus Format	12/09/2008	12/09/2008	09/20/2005		06/01/1984
3165	Adding Courses to the Curriculum and Revising Existing Courses	12/09/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	06/01/1984
3170	Deleting Courses from the Curriculum	12/09/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	06/01/1984
3188	College Level Exam Program (CLEP)	10/14/2010	10/14/2010	09/20/2005	10/14/2010 Reconstruct as a procedure.	10/01/1985
3200	Awarding College Credit for Prior Learning	11/13/2016	10/13/2016			01/08/2016

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
3201	Challenging a Course/Credit by Examination	01/12/2018	12/12/2017	08/2017 10/2012 08/2007 10/27/2004 02/15/2002 09/01/2000		07/01/1986
3201.A	Challenge Examination Request Form	01/12/2018	12/12/2017	08/2017 10/2012 08/2007 09/01/2000		07/01/1986
3201.B	Challenge Examination Results Form	01/12/2018	12/12/2017	08/2017		10/2012
3214	College Board Advanced Placement Credit	02/18/2014	02/18/2014	10/2013 07/2009 09/01/2000		09/13/1993
3227	Credit Based on Experience	10/14/2010	10/14/2010	09/20/2005	10/14/2010 Reconstruct as a procedure.	12/19/1984
3227.A	Portfolio Evaluation Form	10/14/2010	10/14/2010	09/20/2005	10/14/2010	12/19/1984
3240	Assignment of Credit/Non Credit Courses	12/09/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	06/01/1986
3245	Faculty and Administrative Productivity	12/08/2015	12/08/2015	11/2010	12/08/2015	10/20/2005
3250	Final Examinations	12/19/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	06/01/1984
3401	Independent Study	12/09/2008	12/09/2008	08/2007 09/01/2000	12/09/2008 Reconstruct as a procedure.	07/01/1984
3401.A	Independent Study Request Form	12/09/2008	12/09/2008		12/09/2008	08/2007
3401.B	Independent Study Contract	12/09/2008	12/09/2008		12/09/2008	08/2007
3479	Mid-Term Grade Reports	03/02/2010	03/02	09/01/2000	03/02/2010	09/1991
3479.A	Mid-Term Grade Report Form	03/02/2010	03/02/2010	09/01/2000	03/02/2010	09/1991
3551	Meeting Scheduled Classes	02/21/2012	02/21/2012	01/05/2007 04/28/2005	02/21/2012 Reconstruct as a procedure.	01/01/1985

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
3600	Faculty Office and Class Schedule	02/15/2011	02/15/2011	09/01/2000	02/15/2011 Reconstruct as a procedure.	07/01/1984
3600.A	Faculty Office and Class Schedule Form	02/15/2011	02/15/2011	09/01/2000	02/15/2011	07/01/1984
3620	Policy Regarding Program Review	07/17/2014	07/17/2014	02/28/2014 09/2008		10/08/2001
3625	General Studies (University Parallel) Program Evaluation Model Policy	01/09/2015	12/09/2014	08/27/2014 01/2010 09/01/2000		09/01/1985
3625.A	General Studies (University Parallel) Program Evaluation Model	02/09/2015	12/09/2014		12/09/2014 Reconstruct as a procedure.	
3637	General Education Philosophy and Goals	04/16/2013	04/16/2013	11/2012 08/30/2007 01/2005		12/19/1997
3650	Program Reduction or Elimination	10/13/2011	10/13/2011	01/2011 09/01/2000 2/1993	10/13/2011 Policy re-titled and assigned new classification number, SCP-2000. Repealed SCI-1542	09/01/1985
3670	Public School Service Program	03/16/2016	02/16/2016	10/2015 01/2011		09/20/2005
3670.A	Public School Service Form	03/16/2016	02/16/2016	10/2015		09/20/2005
3693	Instructional Schedule Development	04/17/2012	04/17/2012	09/23/2005 09/01/2000	04/17/2012 Reconstruct as a procedure. 09/01/2000 Repealed SCI-1271	07/01/1984
3705	Student Academic Rights	04/18/2006	04/18/2006	03/06/2003	04/18/2006	02/15/2002
3736	Student Standards of Academic Progress	07/17/2014	06/17/2014	02/28/2014 09/01/2000		11/01/1984

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3780	Textbook Selection Policy	03/02/2010	03/02/2010	11/16/2001 09/01/2000	03/02/2010	07/01/1986
4000	STUDENT SERVICES					
4000	Basic Admissions Guidelines	11/30/2017	10/30/2017	06/28/2017 08/22/2016 03/07/2012		08/16/2011
4110	Institutional Policy Regarding ACT Requirements	12/08/2009	12/08/2009	09/01/2000	12/08/2009 Reconstruct as a procedure.	12/01/1984
4151	Regarding the College Catalog as Academic Standards and Expectation from Students	01/08/2016	12/08/2015	08/26/2015 09/23/2010 02/21/2006		06/09/1987
4192	Administrative Withdrawal and Administrative Drop of Students	01/12/2018	12/12/2017	08/02/2017 07/2011 10/2006 05/19/2004		09/01/2000
4233	Deans's List of Students; Graduation with Honors Status	03/16/2016	02/16/2016	09/2015 12/2010 09/01/2000		07/01/1985
4274	Standards of Progress for Federal Financial Assistance Recipients	05/19/2016	04/19/2016	12/2015 04/2011 10/2006 09/01/2000		01/01/1984
4356	Financial Aid Recipient - Change in Enrollment Status	09/16/2016	08/16/2016	12/2015 04/2011 10/2006 09/01/2000		01/01/1985
4385	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/21/2006	02/21/2006		02/21/2006 Assigned new classification number, SCP-5051.	12/02/2004
4397	Student Grades and Related Concerns	09/20/2005	09/20/2005	09/01/2000	09/20/2005	01/15/1985

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4398	Student Grades and Grade Point Average Requirements for Graduation	02/18/2014	02/18/2014	10/7/2013 09/2008 09/20/2005		11/20/2002
4520	Submitting Student Grades by the Faculty to the College's Student Records Office Authority for Changing Grades	09/20/2005	09/20/2005	09/01/2000	09/20/2005	01/01/1985
4520.A	Grade Sheet	09/20/2005	09/20/2005	09/01/2000	09/20/2005	01/01/1985
4558	Administration of Credit Course Registration Procedures	11/28/2006	11/28/2006	09/01/2000	11/28/2006	11/01/1984
4634	Student Activities	10/15/2009	10/15/2009	09/01/2000	10/15/2009 Reconstruct as a procedure.	07/01/1984
4672	Student Class Attendance	12/08/2009	12/08/2009	09/01/2000	12/08/2009 Reconstruct as a procedure.	07/01/1984
4710	Academic Dishonesty	05/18/2017	04/18/2017	10/2016 11/2011 05/2006		07/01/1984
4748	Southern West Virginia Community and Technical College Student Government Constitution	12/08/2009	12/08/2009		12/08/2009 Reconstruct as a procedure	07/01/1985
4770	Student Rights and Responsibilities	05/19/2016	04/19/2016	09/20/2005	09/20/2005	09/01/2000
4786	Transfer Student Requirements and Credit Evaluation	07/24/2015	06/24/2015	10/2014 09/01/2009 09/01/2000		07/01/1984
4825	Transfer of Student Credit Hours from Another Institution	12/08/2009	12/08/2009	09/20/2005	12/08/2009 Reconstruct as a procedure.	03/01/1985
5000	FINANCE					
5050	Assessment, Payment, and Refund of Tuition and Fees	05/19/2016	04/19/2016	01/2016 11/2015 06/2011 01/11/2011		01/15/2002
5051	Reduced Tuition and Fee Program for State Residents Age 65 and Older	12/10/2013	12/10/2013	09/04/2013 08/05/2008 12/09/2005		12/02/2004

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
5065	Awarding of Undergraduate Tuition and Fee Waivers	07/17/2014	06/17/2014	02/24/2014 12/04/2013 08/2008 08/2006 02/21/06		01/15/2002
5065.A	Employee Tuition Waiver Application	07/17/2014	06/17/2014	02/24/2014		12/2012
5066	Third-Party Tuition and Fee Waivers	01/09/2015	12/09/2015	09/03/2014 06/2010		03/2010
5074	Selection, Adoption and Sale of Textbooks and Other Course Materials	05/21/2015	04/21/2015	12/03/2014		06/2010
5075	Bookstore Textbook Procedures	03/02/2010	03/02/2010	09/01/2000	03/02/2010	07/01/1984
5100	Disposition of Sale of Surplus/ Excess Property	11/30/2017	10/30/2017	06/2017		02/2005
5260	Meeting Financial Exigencies	04/05/2018	03/05/2018	11/02/2017 04/2013 07/2011 10/2003		05/27/1988
5525	Maintenance Work Order Request System	04/19/2011	04/19/2011	09/01/2000	04/19/2011 Reconstruct to a procedure.	07/01/1984
5620	Traffic and Vehicle Speed, Flow, and Parking Regulations Policy	07/21/2016	06/21/2016	09/2010 09/01/2000		02/01/1989
5620.A	Decal Log	02/15/2011	02/15/2011	09/01/2000	02/15/2011	02/01/1989
5780	Travel Regulations	02/18/2014	02/18/2014	11/2013 12/2011 02/25/2004		09/2002
5830	Use of Southern West Virginia Community and Technical College Vehicles	05/19/2016	04/19/2016	01/2016 01/2010 09/01/2000		01/28/1991
6000	ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT					

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
6125	Contractual Training for Workforce Development	12/09/2008	12/09/2008	07/2001	12/09/2008 Reconstruct as a procedure.	07/01/1999
7000	TECHNOLOGY					
7000	Email Established as an Official Form of Communication	07/20/2017	06/19/2018 Board released for the 30-day required public comment period ending 07/30/2018.	04/27/2018		02/03/2012
7125	Information Technology Acceptable Usage	07/24/2015	06/24/2015	09/2014 02/2009 09/01/2000		07/07/1997
7680	Reports for External Use	10/15/2009	10/15/2009	07/27/2000	10/15/2009 Reconstruct as a procedure.	05/01/1985
7688	Reports for Internal Use	10/15/2009	10/15/2009	07/27/2000	10/15/2009 Reconstruct as a procedure.	05/01/1985
7712	Requests for Media Service and Television Agreements	12/09/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	05/01/1985
7720	Security of Management Information Technology	07/24/2015	06/24/2015	09/2014 02/2009 09/01/2000		05/01/1988
8000	BOARD OF GOVERNORS					
8600	Board of Governors Operational Guidelines Policy	07/19/2018	06/19/2018	03/01/2018 09/28/2012 10/18/2007		08/2001
8600.A	Board of Governors Operational Guidelines	07/19/2018	06/19/2018	03/01/2018 10/20/2013 09/28/2012 02/19/2008 09/2007 06/10/2002		08/2001
8601	Emergency Presidential Succession Plan	09/18/2014	08/19/2014			06/17/2014