

**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:** November 30, 2017

**REVIEWED:** 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, *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 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 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**

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<b>Board of Governors Chair</b>	<b>Date</b>
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<b>President</b>	<b>Date</b>
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**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.