



Meeting Agenda Book

October 20, 2020

Members

Lisa Haddox-Heston, Chair
Mason 'Ed' White, Vice Chair
Eddie J. Canterbury, Secretary
Stephanie Abraham
J. Chris Adkins
Janice Olive

Samuel A. Stewart
Pat J. White
William H. Alderman
Casara Spry
Dianna Toler

Pamela L. Alderman
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 October 20, 2020
Zoom Conference - 6:00 p.m.**

Join Zoom Meeting: <https://zoom.us/j/96063702303>

Meeting ID: 960 6370 2303

Dial-in Only: 1 646 876 9923

AGENDA

1. Roll Call, Verification of Quorum, and Call to Order Dr. Lisa Haddox-Heston
Board Chair
2. Introduction of Vice President for Academic Affairs Dr. Pamela Alderman
President
3. Call for Public Comments to the Board of Governors Chair Heston
4. Technology Services Unit Report Mr. Tom Cook
Chief Information Officer
5. Emergency Preparedness and Safety Report Mr. David Lord
Director of Safety and Campus Operations/Wyoming Campus
6. HLC Institutional Response Update Mr. Bill Alderman
Accreditation Liaison Officer
7. President's Report President Alderman
8. Faculty Senate Report Mr. Chuck Puckett, Chair
9. Classified Staff Council Report Ms. Patricia Miller, Chair
10. Discussion Items Chair Heston
 - 10.1 Marketing Strategies
 - 10.2 Fundraising
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 - 11.1 Approval of August 18, 2020 Board Meeting Minutes 18
 - 11.2 Approval of August 27, 2020 Special Board Meeting Minutes 32
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 - 11.3.1 SCP-1500, *Philosophy, Vision and Mission of Southern WV
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 - 11.3.2 SCP-1750, *Tobacco and Smoke-free Campus Policy* 40
 - 11.3.3 SCP-3670, *Public School Service Program, and
SCP-3670, Public School Service Form* 44
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11.4	Review of Comments and Approval to Release Draft Policies for Additional 30-day Comment Period	53-79
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11.5	Review of Comments and Approval of Final Draft Policies	80-106
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11.5.2	SCP-4233, <i>The Dean's List of Students; Graduation with Honors</i>	88
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11.5.4	SCP-5050, <i>Assessment, Payment, and Refund of Tuition and Fees</i>	97
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12.	Informational Item The next regular Board of Governors meeting is scheduled for 6:00 p.m. on Tuesday, December 15, 2020.	
13.	Adjournment	Chair Heston

*Upon return to Open Meeting from any Executive Session, the Board of Governors may take action on items discussed.

Southern West Virginia Community and Technical College
Board of Governors
Office of Information Technology Annual Report
October 20, 2020

Tom Cook, Chief Information Officer

Southern West Virginia Community and Technical College's technology is constantly evolving. During the past year, some of our systems were upgraded to newer technologies and several capabilities were added that we believe will help our students, faculty, and staff. We have also been fortunate over the past several months to be the recipient of CARES Act funding which was utilized to upgrade some of our classroom technology, replace 120 laptops for student use in classrooms, implement a loaner farm of approximately 50 laptops for students, and to also replace many faculty laptops which provided the technology for remote instruction.

2019-2020 Accomplishments

1. Migration of Faculty/Staff Email to Office 365 and Retirement of Local Exchange Server

Southern's email system for faculty and staff has been hosted on a local Exchange server which had not been upgraded for numerous years and had become problematic. Since the Office 365 system has been used by students for many years, the Office of Information Technology determined this was the best system to use because it is cloud-based and part of the College's Microsoft licensing. Conversions were time-consuming and on an individual basis, but the stability of the email and the management tools available are far more advanced than the locally hosted server.

2. Added Outside Access Points to Each Campus

The wireless network available to Southern's students has mainly been within its buildings. Since instruction changed to remote in March 2020, the College needed to offer a means for students to connect outside of its facilities. Technology Services installed exterior wireless access points at each of our four campus locations, and provided a Wireless Hotspot Map with highlighted areas to students showing where wireless access is available. With Governor Justice's "Kids Connect" initiative, over the past couple of months additional wireless access points were installed at the Logan, Williamson, and Wyoming campuses to allow high school students to connect to the K-12 network from Southern's parking lots. Since our Boone-Lincoln Campus and Lincoln Location are attached to K-12 facilities, no "Kids Connect" access points were needed at those locations. This will evolve over the next several months into providing the opportunity for our students to use the wireless access points at all K-12 and other

college locations as well. The goal is to provide regions of the state with Wi-Fi access that was not previously available.

3. Installed Network into the Williamson Armory

As part of the renovations to the Williamson Armory building, IT Services pulled wire and installed network switches in this facility. Currently, since the building is not connected to our main network at the Williamson Campus, we are bridging between our existing building and the Armory with a Wireless point-to-point system. As plans are developed, we will eventually need to install fiber between the buildings to support the load.

4. Converted Existing ICR Classrooms into Zoom Rooms

The technologies in our Interactive ClassRooms (ICR) has exceeded its useful life and in need of replacement/upgrades. After researching options, it was determined that Zoom technology was the best answer and would provide added flexibility. During the Summer of 2020 and continuing through Fall, the ICR rooms are being converted to Zoom rooms. The addition of two (2) new rooms on the Logan Campus are planned for Fall and discussions are on-going as other locations are being considered. The use of CARES Act monies to purchase equipment, along with an annual software savings going forward, since we changed technology, provides better technology with less ongoing expense.

5. Created and filled two critical positions

During HLC process it became apparent that we needed positions in two critical areas. The Director of Accreditation and Assessment would be needed to facilitate the accreditation processes and to also drive the assessment culture at the college. The Director of Institutional Research is needed for state and federal reporting along with consistent institutional reporting. These two positions are critical with our on-going accreditation efforts and to help the college assess, analyze, and grow as an institution. We were fortunate to create, advertise, and hire two very qualified individuals in these positions.

2020-2021 Goals

1. Replace Existing Virtual Server Infrastructure and Lincoln Server

Southern's server infrastructure consists of approximately 50 virtual servers running on hardware that is past their end-of-life. A new server infrastructure and storage array was purchased, and the process of upgrading this technology is in the beginning stages. A thorough review of servers will take place as migration occurs to make sure the end result is efficient and effective. There are physical servers on each site and a new server for the Lincoln Location has been ordered and will be configured for that site.

2. *Create Redundancy in Network Authentication and Review/Revise Disaster Recovery Processes*

Most of the College's systems are cloud based, but all systems must be authenticated through the Logan Campus. During times of internet outage or issues on the Logan Campus, systems have been affected. Plans are being developed to deploy remote servers in a couple of locations to authenticate users to improve access to the systems needed by students, faculty, and staff. During this process, our current disaster recovery processes will be evaluated and adjusted to current standards.

3. *Replace/Upgrade Network Switches and Build an Updated Network Map*

With five locations and nine buildings on the College's network, there are many pieces of equipment needed to drive the network. Many of the switches have been in place for ten (10) or more years, have lower speed capabilities, and have the potential of creating network issues if they cease to function. These are expensive pieces of equipment, therefore, the process of replacing these items will begin as funds permit. As changes are made, an updated network map will be developed.

4. *Perform a Network "Risk Assessment" and Work on GLBA Compliance*

This is required and is an extremely large project. The protection of our network/server/database infrastructure as well as working with all campus offices to educate and protect data is the focus of the Gramm-Leach-Bliley Act (GLBA). An outside vendor will be used to perform network vulnerability tests and produce a report to help us become compliant. Other means will be used for inter-office conformity and annual trainings will be scheduled to reinforce compliance.

5. *Replace Williamson Security Camera System*

The Williamson Campus has two separate security camera systems with two separate vendors which are very old. These systems need to be consolidated and brought into one security system. Many of the cameras are analog and up to 15 years old, therefore, as many as possible will be replaced with new technology.

6. *Develop User-friendly Rubrics for Curriculum Assessment*

For example, create the Writing Rubric to assess writing competency attainment so it can be used by faculty teaching any course across campuses from English to psychology to welding.

7. *Establish a Plan-Do-Study-Adjust Model/Cycle for Annual Assessment for Course, Program, and Institutional Outcomes.*

The Office of Information Technology plans to implement an assessment model that captures what faculty are teaching in the classroom versus what students are actually learning. If there is a discrepancy between what faculty think they are teaching compared to what students are actually learning, the plan-do-study-adjust model

documents how faculty identify these differences and what actions they are using to improve future learning. This will take more than a year to accomplish.

8. *Revisit Curriculum Mapping of All Certificate and Degree Programs*

Curriculum mapping identifies certificate and degree program outcomes and links those outcomes to what classes those outcomes are taught in, as well as, what assessment tools (e.g., tests, papers, quizzes, lab assignments, etc.) are used to determine whether or not those outcomes are being met. This map identifies for students and other interested stakeholders what is being taught, where it is being taught, and how it is being measured.

9. *Develop an Informative Institutional Research Area on the College's Website*

Currently the College's Institutional Research area of the website contains only a few data points (IPEDS feedback reports and student profiles). Expanding this public facing page with more information will help individuals seeking data about the College to find the information in one location.

10. *Create Easy to Use Reports/Charts/Dashboards to Give Managers/Administration the Ability to Access and Analyze Complex Data*

Creation of easy to use dashboards/reports/charts will help to build and foster a data-driven culture that is needed at Southern. The Institutional Research (IR) position, IR website, and dashboards will help provide a "single source of truth" in that the data is accessible and understandable across the institution.

**Southern West Virginia Community and Technical College
Board of Governors**

**Emergency Preparedness Presentation
October 20, 2020**

Submitted by: David Lord, Director of Safety and Campus Operations for Wyoming/McDowell Campus

On July 1, my title was changed and included in my responsibilities now is emergency preparedness instead of additional duties.

Since my presentation back on February 17, we have faced a Pandemic like we have never experienced before. Our pandemic plan which is included in our Institutional Emergency Plan, which can be found on our web site at: <https://www.southernwv.edu/assets/uploads/College-Emergency-Plan-July-2020-Final.pdf>, and was used a resource by the administration. It has been updated to reflect the lessons we have learned thus far and the organizational changes that have taken place.

I continue to meet weekly with the local health department and county emergency manager on the current situation.

Two of our campus crisis management plans have been recently updated and the other two campus plans are being updated currently. These are available on our S-Drive for the campus directors, the crisis management teams and the administration to have access to them when they are needed. Several of the Crisis Management Teams have used Zoom to keep meeting during the pandemic and to do the required exercises by NFPA-3000 (Standard for an Active Shooter/Hostile Event Response (ASHER) Program).

On September 15, I met with the President and trained her on the use of the State Interoperable Radio that she has for a back-up communication with the campuses in an emergency and the 911 centers in each of our counties.

Last year we had our first reportable crime in recent years. We will be reporting one burglary as a result of the break-in on August 28 that took place in Building A on the Logan campus.

Other accomplishments this year included new parking permits for all campuses, upgraded lighting to LED on the Logan campus in building A, upgrades to the security cameras on Boone, Logan and Wyoming, sprinkler heads were moved in the student services area on Logan to comply with code, signage was installed on all campuses as result of COVID-19 for walking patterns and elevator occupancy.

Currently a new fire alarm is being installed in building A on the Logan campus and shortly a new fire alarm system will be installed in the academic building on the Williamson Campus.

My current priorities are to work with Tom Cook on reinstituting our phone paging system and testing of our Southern Alert System as we plan on moving towards live on campus classes this spring. To continue to work with Rita Roberson on marketing the "See Something, Say Something" campaign. And lastly, to work closely with the Campus Directors on preparing their campuses and the crisis management teams to be prepared in case an emergency was to happen.

I revised the form that is used as monthly safety checklist this year (see attached).

As the Safety Director, I initiated a monthly Safety Newsletter for employees. July's issue was on heat safety, face coverings in August, September was National Preparedness Month and this month was on Fire Safety.

July

Summer is upon us. Heat is very serious, It can be life-threatening. Remember to take care when working outside and wear sunscreen.



Heat Preparedness Tips

- Heat waves can be dangerous and even life-threatening for people who don't take the proper precautions.
- According to the National Oceanic and Atmospheric Administration ([NOAA](https://www.noaa.gov)), there were [108 heat-related fatalities in 2018](#). Heat also holds the highest 10-year average of deaths per year with 101 fatalities, and the highest [30-year average](#) of any hazard at 136 fatalities.
- Most heat disorders occur because the victim has been overexposed to heat or has over-exercised for his or her age and physical condition. Older adults, young children, and those who are sick or overweight are more likely to succumb to extreme heat.
- Before extreme heat occurs, it is important to take steps now to prepare:
 - Install window air conditioners snugly; insulate if necessary.
 - Check air conditioning ducts for proper insulation.
 - Install temporary window reflectors (for use between windows and drapes), such as aluminum foil-covered cardboard, to reflect heat back outside.
 - Weather-strip doors and sills to keep cool air in.
 - Cover windows that receive morning or afternoon sun with drapes, shades, awnings or louvers. (Outdoor awnings or louvers can reduce the heat that enters a home by up to 80 percent.)
 - Keep storm windows up all year.
 - Listen to local weather forecasts and be aware of possible temperature changes.
 - Know those in your neighborhood who might be most at risk to excessive heat and may need help.
 - Be aware that people living in urban areas may be at greater risk from the effects of a prolonged heat wave than people living in rural areas.
 - Get trained in first aid to learn how to treat heat-related emergencies.

August

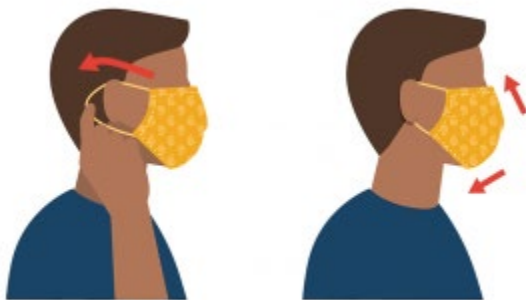
How to Wear Cloth Face Coverings

Cloth face coverings are an additional step to help slow the spread of COVID-19 when combined with [every day preventive actions](#) and [social distancing](#) in public settings.

- **Who should NOT use cloth face coverings:** children under age 2, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **Cloth face coverings are NOT surgical masks or N95 respirators.** Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



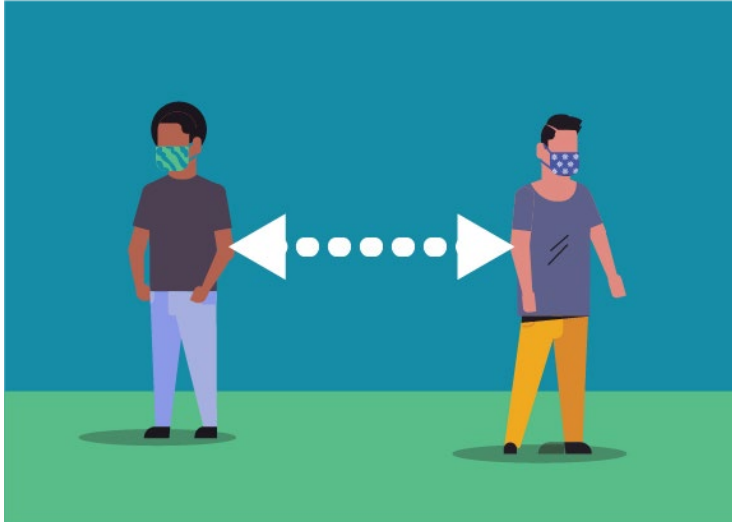


Wear a Face Covering to Protect Others

- Wear a face covering that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a face covering in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a face covering correctly for maximum protection
- **Don't** put the face covering around your neck or up on your forehead
- **Don't** touch the face covering, and, if you do, wash your hands or use hand sanitizer to disinfect

Follow Everyday Health Habits

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



Take Off Your Cloth Face Covering Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more about [how to wash cloth face coverings](#))
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Centers for Disease Control and Prevention: July 6, 2020 (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>)

September

September is National Preparedness Month ([READY.GOV](https://www.ready.gov)).



September is a month to promote family and community disaster planning. As our nation and communities continue to respond to COVID-19, there is no better time to make sure you and your family are prepared.

Week 1 September 1 – 5 Make a Plan

Talk to your friends, family and your supervisor about how you will communicate before, during and after a disaster. How will you receive emergency alerts and warnings? What is your shelter plan? What are your evacuation routes? Is your family's emergency preparedness kit up to date?

(<https://www.ready.gov/kit>)

Have you updated your information in SouthernAlerts? If not, this is a great time to do this. (<https://southernwv.bbcportal.com/>)

Week 2 September 6 – 12 Build a Kit

Gather supplies that will last for several days after a disaster for everyone living in your home. With COVID-19, you may need supplies to quarantine for fourteen days. Don't forget to consider the unique needs each person or pet may have in case you have to evacuate quickly.

Since you do not know where you will be when an emergency occurs, you may want to have a kit at home, in your car and one at work.

Week 3 September 13 – 19 Prepare for Disasters

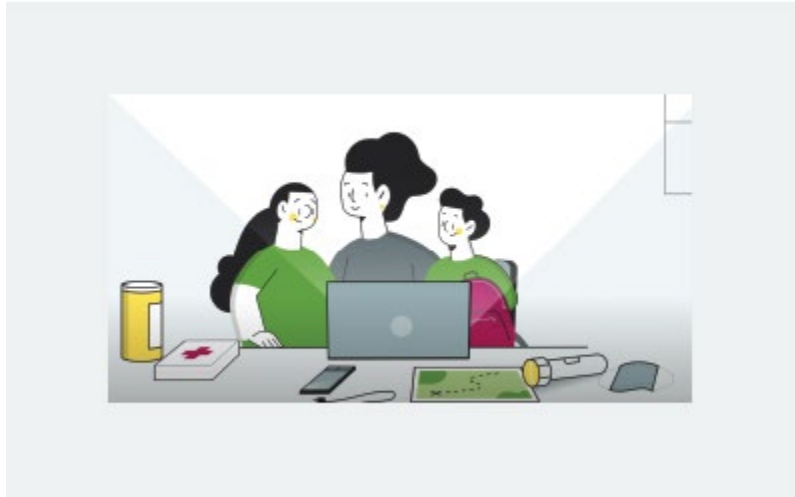
Know the risks of disasters in your area and check your insurance coverage. Learn how to make your home stronger in the face of storms and other common hazards and be ready to act fast if you receive a local warning or alert.

Wireless Emergency Alerts (WEAS) are one way public safety officials can quickly and effectively alert you to a serious emergency. If you do not currently receive them, check the settings on your cell phone.

Week 4 September 20 - 26 Teach Youth About Preparedness

Talk to your kids and your students about preparing for emergencies and what to do in case you are separated.

Video



Preparing for Disasters during COVID-19

Other September Safety Topics

West Virginia Fleet Management's monthly Defensive Driving Topic is entitled [Risky Driving Behavior Occurs Most at the Beginning and End of Shifts](#).

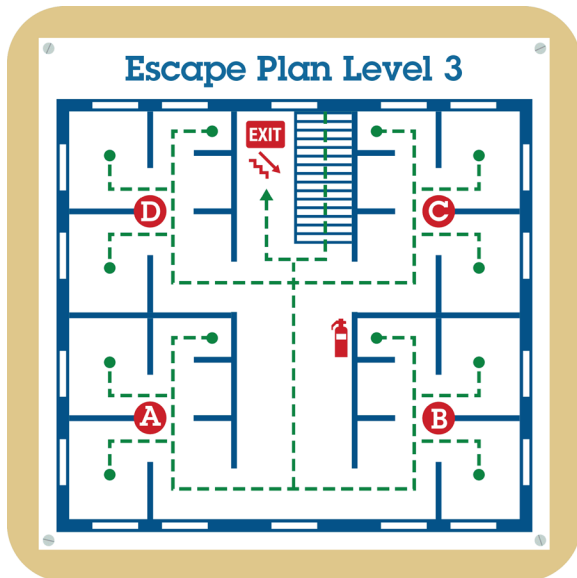
September is also National Food Safety Education Month (foodsafetymonth.com), National Alcohol and Drug Addiction Recovery Month (recoverymonth.gov), Sports Eye Safety Month (preventblindness.org), on the 18th it is Concussion Awareness Day (nationalconcussionawarenessday.com) and September 20 – 26 is National Farm Safety and Health Week (necasag.org).

October

October's Safety Newsletter

Fire Prevention Week is October 4 – 10. This was first established in 1925 when President Calvin Coolidge proclaimed Fire Prevention Week a national observance, making it the longest-running public health observance in our country. This week was chosen in commemoration of the Great Chicago Fire which began on October 8, 1871 and caused devastating damage. It killed more than 250 people, left 100,000 homeless, destroyed more than 17,000 structures and burned more than 200 acres of land.

In a typical home fire, residents may have as little as one to two minutes to escape safely from the time the smoke alarm sounds. Escape planning and practice can help make the most of the time you have to escape. Plan and practice your escape. Know your work escape plan.



Building A on the Logan Campus will be having a new fire alarm system installed beginning on October 5 and then the main academic building on Williamson will follow.

Here are few talking points from the Nation Fire Prevention Association (NFPA) regarding fire safety.

- Cooking is the leading cause of home fires and home fire injuries. Thanksgiving is the leading day for cooking fires.
- The leading cause of fires in the kitchen is unattended cooking.
- Test smoke alarms at least once per month.
- Change the batteries at least twice a year if manufacturer recommends.
- Space heaters are the type of heating equipment most often involved in home heating fires. Keep everything at least three feet away from a space heater.
- Clean out your dryer lint screen before every use.



Be Safe!



MONTHLY SAFETY CHECKLIST

Campus: _____ Building: _____

Inspected By: _____ Date: _____

<input type="checkbox"/>	AED	<input type="checkbox"/>	Fire Extinguishers
<input type="checkbox"/>	First Aid Box	<input type="checkbox"/>	Emergency Lights
<input type="checkbox"/>	CERT Backpack	<input type="checkbox"/>	Exit Lights
<input type="checkbox"/>	Fire Doors	<input type="checkbox"/>	Housekeeping
<input type="checkbox"/>	Stairs	<input type="checkbox"/>	Elevator
<input type="checkbox"/>	Landscape	<input type="checkbox"/>	Exterior Lights
<input type="checkbox"/>	Security Cameras	<input type="checkbox"/>	Classroom Phones
<input type="checkbox"/>	Flip Charts	<input type="checkbox"/>	Floors (Tiles, Carpet, etc)
<input type="checkbox"/>	Tripping Hazards	<input type="checkbox"/>	Food Service Area(s)
<input type="checkbox"/>	Storage Areas	<input type="checkbox"/>	Windows
<input type="checkbox"/>	Science Lab(s)	<input type="checkbox"/>	Staff Break Room
<input type="checkbox"/>	Restrooms	<input type="checkbox"/>	Hand Sanitizer
<input type="checkbox"/>	Building Diagrams w/ Exits Marked	<input type="checkbox"/>	Classroom Furniture
<input type="checkbox"/>	Outside Furniture	<input type="checkbox"/>	State Vehicle(s)
<input type="checkbox"/>	Circuit Breaker Boxes	<input type="checkbox"/>	Other: _____

Action Taken:

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 18, 2020
6:00 p.m.
Via Zoom Meeting ID: 975 6543 6548
Dial-in Only: 1-646-876-9923**

DRAFT MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Mason 'Ed' White, Vice Chair; Eddie J. Canterbury, Secretary; Stephanie Abraham, J. Chris Adkins, Bill Alderman, Janice Olive, Casara Spry, Samuel Stewart, Dianna Toler, Pat J. White

Board Members Absent: None

College Staff Present: President Pamela Alderman, Emma Baisden, Recorder; Tom Cook, Samuel Litteral, Allyn Sue Barker, Rita Roberson, Charles Lopez, Guy Lowes, Doug Kennedy, Joe Linville, Will Alderman, Tom Morris, Chad Scott, Patricia Miller, Chris Gray, Beverly McDonald, Tim Ooten, Russell Saunders, Chuck Puckett, Chris Ward, Kathy Deskins, Darrell Taylor, Brian Chaney

Others: Angela Lopez

- 1. Call to Order**
Board of Governors Chair, Dr. Lisa Haddox-Heston, declared a quorum present and convened the meeting at 6:04 p.m.
- 2. Introduction of New Board Member**
Chairwoman Heston informed Board members that Ms. Casara Spry was elected by the student body to serve as their representative to the Board of Governors for the 2020-2021 academic year. She is a 2008 graduate of Burch High School and is currently a second-year Nursing student working toward completing an Associate in Arts, an Associate in Science, and an Associate in Applied Science degree in Nursing by May 2021. Following graduation, Ms. Spry plans to pursue a Master's degree in Nursing and eventually become a hospital administrator. She lives at Gilbert, WV and enjoys spending time with her family, fishing, hiking and taking road trips. She is appreciative for the opportunity to serve as the student representative to the Board and looks forward to a wonderful year.
- 3. Oath of Office**
Mr. Joe Linville, Director of Facilities and Campus Operations, also a Notary Public, administered the *Oath of Office* to Ms. Casara Spry.
- 4. Introduction of Directors of Accreditation and Assessment and Institutional Research**
President Alderman introduced Mr. Tom Morris, Director of Accreditation and Assessment, and Mr. Charles (Chad) Scott, Director of Institutional Research, to members of the Board.

Mr. Tom Morris received a Master of Science degree from the University of Illinois, and completed an additional 41 graduate hours at the University of New Mexico. He was

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employed as the Director of the Fitness Technician Certificate Program for 16 years at Central New Mexico Community College (the largest higher education institution in the state of New Mexico) located in Albuquerque. He was then employed for 12 years as the Director of Academic Initiatives and Student Success at Mesalands Community College (the second smallest higher education institution in NM) located in Tucumcari. There he spearheaded all aspects of assessment of student learning, persistence and completion.

Mr. Charles (Chad) Scott graduated from Southern WV Community and Technical College in 2005 with an Associates in Applied Science degree in Computer Information Systems. He earned a Bachelor of Business Administration degree in Management Information Systems in 2007, and a Master of Science in Information Systems in 2013, both from Marshall University. Mr. Scott previously worked at Southern from 2008 to 2015, first as an Information Systems Specialist and later a Database Administrator. During his initial tenure, he provided computer system support, Banner support, and fulfilled institutional reporting needs. Prior to rejoining the Southern team, Mr. Scott worked for the WV Higher Education Policy Commission (HEPC) as a Senior Programmer and Data Analyst. In this role, he worked to streamline processes and create efficiencies as well as working on various specialized projects such as rebuilding the public-facing data portal; the P-20 statewide data system; and assisted with the development of data collection applications. Mr. Scott lives in Charleston with his wife Anna and daughter Roxanne.

5. Call for Public Comments to the Board of Governors

Chair Heston asked for public sign ups for comments to the Board. No requests for public comment were received.

6. Fall 2020 Enrollment Update

Dr. Charles Lopez, Executive Director for Student Services, provided an enrollment update as of August 12, 2020. Dr. Lopez reported that the Fall 2020 statistics show an increase in the headcount of 2.23% and 2.97% in FTE from Fall 2019. The fall semester statistics are calculated based on seven (7) days prior to the start of classes. The drive-thru registrations held on August 7 at the Logan and Williamson campuses were very successful in connecting with students as more than 80 students were served. Fall registration was held August 10 – August 13, 2020, 8:00 a.m. – 7:00 p.m., Friday, August 14, 2020, 8:00 a.m. – 5:00 p.m., and on Saturday, August 15, 2020, 8:00 a.m. – 12:00 p.m. at all locations.

7. Student Services Unit Report

The Student Services Unit Report was provided in detail to Board members in advance of today's meeting. Dr. Lopez presented a synopsis of the report highlighting the numerous roles and responsibilities of the Student Services leadership team and personnel. Student Services personnel provide enrollment services, and assist students in making educational decisions, provide avenues for students to participate in student clubs and extracurricular activities for students' academic, social, cultural, and professional growth. Dr. Lopez worked very close with academics to develop a Continuity Plan for Student Services. He provided a list of the 2019-2020 accomplishments of the Student Services Unit to Board members, and discussed the efforts of Student Services in the HLC Institutional Response Report. Various changes were implemented within the unit during the academic year.

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8. HLC Institutional Response Update

Mr. Bill Alderman, Accreditation Liaison Officer, informed Board members that the Institutional Response to the final Higher Learning Commission (HLC) report was submitted on July 11, 2020. Each area of concern identified in the report was addressed and the report was the collective effort of faculty, staff, and administrators. The narrative and evidence contained 100 pages, the maximum number that could be submitted. On August 11, 2020, the HLC Institutional Actions Council (IAC) Hearing was held virtually. Southern's team consisted of President Pamela Alderman; Mr. Guy Lowes, Interim Vice President for Academic Affairs; Mr. Tom Cook, Chief Information Officer; Dr. Charles Lopez, Executive Director for Student Services, and Mr. Alderman, Accreditation Liaison Officer. The IAC was receptive to Southern's team. The IAC Hearing, lasting approximately two and one-half hours, consisted of a series of questions from the Committee and Southern's team responding. The Team Chair of Southern's site visit, Dr. Jeanne Swarthout, delivered opening and closing remarks, as did President Alderman. Dr. Swarthout focused on the findings of the March 2020 focused visit. Southern should receive a follow-up report within two weeks from the hearing. The College will be provided an opportunity to respond and provide additional evidence. Madam Chair suggested that the College pursue other institutional accreditation options should they become available.

9. President's Report

9.1 Community Outreach

President Alderman was a guest on WVOW's *What's Your Opinion* radio show on June 26, 2020. During the broadcast, President Alderman discussed the college, our vision, and upcoming enrollment for the fall semester. In preparation for the fall semester, Dr. Alderman and Mr. Darrell Taylor, Director of Admissions and Student Life, were guests on WXCC radio on August 5, 2020 and August 18, 2020. They were also guests on WVOW on August 6, 2020 and August 18, 2020. The purpose of the radio spots was to promote fall registration.

Since the June Board of Governors meeting, Dr. Alderman attended meetings of the Logan County Chamber of Commerce, the Tug Valley Chamber of Commerce, and the Logan Recreation Center. On July 1, 2020, she awarded scholarships to three students at the Freedom Festival in Logan.

Southern was presented with the Coal Fields' Best College 2020 by Peggy Goff from the *Mingo Messenger* on July 17, 2020. President Alderman and Ms. Mandy Lester, Public Relations Specialist, accepted the award for the College.

Entrepreneurial Day was held by the Tug Valley Chamber of Commerce at the Farmers Market on July 25, 2020. Rita Roberson, Executive Director of Advancement and Marketing, Shelby Porter, Recruitment and Outreach Specialist, and President Alderman attended this event.

President Alderman held a meeting on August 7, 2020 at the Williamson Campus with Dr. Steve Wilson, President of Parks and Recreation, and Mr. Jarrod Dean,

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Director of Parks and Recreation. The purpose of the meeting was to introduce herself and to establish projects the College and the Williamson Parks and Recreation could collaborate on in the future.

Mr. Perry Jobe, Director of Williamson Campus Operations, and President Alderman met with Mayor Charlie Hatfield. They discussed mutual collaboration and opportunities for the College and the City of Williamson.

- 9.2 President Alderman continues to conduct Employee Town Hall meetings on a regular basis. Approximately 138 employees attended the meeting held on July 7, 2020. The next Employee Town Hall meeting is scheduled for 3:00 p.m. on August 25, 2020. Dr. Alderman extended an invitation to participate to Board members.
- 9.3 The Board of Governors approved the College's *Return to Campus Operations Guidelines* at its special meeting on July 16, 2020. The *Guidelines* were shared via email with all full-time employees on July 23, 2020. College employees were scheduled to begin returning to their offices on July 20, 2020. However, due to the increase in COVID-19 cases in Southern's service district, the return to campus was delayed until August 3, 2020. Southern employees began a phased-in reopening the week of August 3 – August 6, 2020, with all employees returning to campus by Monday, August 10, 2020. Everything appears to be going well, and regular COVID-19 updates have been shared by email with all College employees. Employees were asked to complete and return to the Office of Human Resources either an *Employee Return to Campus Acknowledgment Form* or an *Employee Certification to Return to Work After Exhibiting COVID Symptoms Form*. Also, a *Student/Visitor Screening Form* was developed for contact tracing that all students and visitors to Southern must complete upon entering the campuses.
- 9.4 Southern West Virginia Community and Technical College has been selected by the Higher Learning Commission to participate in its Assessment Academy. Southern was one of 20 institutions nationwide to be selected, and it is a four-year commitment by the College. Team leads for the Assessment Academy includes Bill Alderman, Accreditation Liaison Officer; Thomas Morris, III, Director of Accreditation and Assessment; and Charles Puckett, Faculty Senate Chair. These individuals attended an orientation session to the Academy on August 3, 2020, and will select a team of individuals from Southern who will participate in the Academy. The first virtual roundtable is scheduled for October.
- 9.5 Six new employees have been hired since the Board's June meeting:
 - Mr. Chad Elkins, Instructional Specialist for Agriculture, began July 6, 2020.
 - Dr. Anitra Ellis, Assistant Professor of Nursing, began August 10, 2020.
 - Dr. Rebecca Pratt, Instructor of Science, began August 10, 2020.
 - Mr. Charles (Chad) Scott, Director of Institutional Research, began August 17, 2020.
 - Mr. Thomas Morris, III, Director for Accreditation and Assessment, began August 17, 2020.

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- Dr. Anthony (Tony) Human, Vice President for Academic Affairs, begins September 14, 2020.

9.6 During the 2020 legislative session, the West Virginia Legislature passed Senate Bill 707 relating to Nursing Career Pathways. This legislation charges the West Virginia Nursing Career Pathway Workgroup with developing a career pathway to address unmet needs for nursing assistants, licensed practical nurses, registered nurses, and registered nurses with a bachelor's degree in nursing. The nursing pathway will begin in high school, progressing through college, providing employment opportunities with industry partners and pathway re-entry at specified student attainment points. Dr. Alderman received an invitation to be a member of the workgroup from the West Virginia Higher Education Policy Commission and the West Virginia Community and Technical College System Chancellor, Dr. Sarah Armstrong Tucker, and the West Virginia State Superintendent of Schools, Mr. Clayton Burch.

10. Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated June 30, 2020 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. He informed the Board that expenditures have decreased due to employees working from home and not doing things that normally would have occurred. Mr. Litteral assured Board members that Southern has no financial concerns and the institution is in good standing with operating revenue. The auditors will finish their work on the annual financial audit the week of September 14, 2020.

11. Faculty Senate Report

Faculty Senate Chair, Mr. Charles (Chuck) Puckett, shared that the Faculty Senate will hold a meeting later this week. Topics planned for discussion include Institutional Governance, response to the HLC concerns, and review of the Faculty Senate Constitution. Mr. Puckett also serves as Southern's representative on the statewide Advisory Council of Faculty (ACF). The group held a virtual Retreat in July and will conduct business in a different manner this academic year due to the pandemic. They plan to ask institutional faculty senates to contribute items for the ACF agenda meetings and for items to present to the West Virginia Legislature. Mr. Puckett also mentioned that Southern has been accepted to the Higher Learning Commission's Assessment Academy, and he is a member of the leadership team.

12. Classified Staff Council Report

Ms. Patricia Miller, Classified Staff Council Chair, had no items to present.

13. Action Items:

13.1 Appointment of Replacement Lay Member to the 2020-2021 Board of Governors Agenda Committee

Chair Heston appointed Stephanie Abraham to fill the vacancy on the Board of Governors Agenda Committee. Ms. Abraham succeeds Mr. Howard Seufer whose

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term expired on June 30, 2020. Mr. Seuffer submitted his resignation from Southern's Board of Governors to the Governors Office in June 2020. He was eligible to serve a second term.

13.2 Request for Approval of June 16, 2020 Board Meeting Minutes

MOTION: J. Chris Adkins moved to accept the meeting minutes as presented.

ACTION: Mason (Ed) White seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the minutes approved.

13.3 Request for Approval of July 16, 2020 Special Board Meeting Minutes

MOTION: Mason (Ed) White moved to accept the meeting minutes as presented.

ACTION: J. Chris Adkins seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the minutes approved.

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

MOTION: Dianna Toler moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of Pamela L. Alderman and Tracey A. Human to represent the Board of Governors on the Boone County Joint Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Boone County Board of Education; and

FURTHER RESOLVED, Pamela L. Alderman will serve a two-year term beginning July 1, 2020 and ending June 30, 2022, and Tracey A. Human will serve a one-year term beginning September 14, 2020 and ending June 30, 2021. By mutual consent of the Board of Governors and the Boone County Board of Education, Kevin Hill will serve as the at-large member and Chair of the Joint Administrative Board.

ACTION: Bill Alderman seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the appointments approved.

13.5 Request for Approval of Appointment to the Lincoln County Joint Administrative Board

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

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RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of Pamela L. Alderman and Tracey A. Human to represent the Board of Governors on the Lincoln County Joint Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Lincoln County Board of Education; and

FURTHER RESOLVED, Pamela L. Alderman will serve a two-year term beginning July 1, 2020 and ending June 30, 2022, and Tracey A. Human will serve a one-year term beginning September 14, 2020 and ending June 30, 2021. By mutual consent of the Board of Governors and the Lincoln County Board of Education, David Roberts will serve as the at-large member and Chair of the Joint Administrative Board.

ACTION: Bill Alderman seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the appointments approved.

13.6 Request for Approval to Release Policies for 30-day Public Comment

13.6.1 SCP-1160, *Diversity Philosophy*

MOTION: Dianna Toler 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-1160, *Diversity Philosophy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Janice Olive seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

13.6.2 SCP-1375, *Reports of Incidents/Accidents and Forms*

MOTION: Dianna Toler 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-1375, *Reports of Accidents/Incidents* and attachments 1375.A, 1375.B, and 1375.C to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Janice Olive seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

13.6.3 SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, and its form SCP-1400.A

MOTION: Bill Alderman moved the adoption of the following resolution:

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RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, and its form SCP-1400.A, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Mason (Ed) White seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

13.6.4 SCP-4233, *The Dean's List of Students; Graduation with Honors Status*

MOTION: Janice Olive 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-4233, *The Dean's List of Students; Graduation with Honors Status*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: Dianna Toler seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

13.6.5 SCP-4233, *The Dean's List of Students; Graduation with Honors Status*

MOTION: Janice Olive 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-4233, *The Dean's List of Students; Graduation with Honors Status*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: Dianna Toler seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

13.6.6 SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*

MOTION: Samuel Stewart 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-4398, *Student Grades and Grade Point Average Requirements for Graduation*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

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ACTION: Dianna Toler seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

13.6.7 SCP-4800, Service Animals on Campus

MOTION: Dianna Toler 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 SCP-4800, *Service Animals on Campus*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Mason (Ed) White seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

13.6.8 SCP-5050, Assessment, Payment, and Refund of Tuition and Fees

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 the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

ACTION: Bill Alderman seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

13.6.9 SCP-5066, Third-Party Tuition and Fee Waivers

MOTION: Janice Olive 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 the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

ACTION: Dianna Toler seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

13.6.10 SCP-5074, Selection, Adoption, Use and Sale of Textbooks and Other Course Materials

MOTION: J. Chris Adkins 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 the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

ACTION: Janice Olive seconded the motion. The motion carried unanimously,

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and Chair Heston declared the motion adopted.

14. Discussion Items

14.1 Organizational Restructure

President Alderman reviewed the organization restructure which became effective on July 1, 2020. The restructure was based upon recommendations by the Higher Learning Commission and Southern's governing board. She informed Board members that Dr. David Kommer, Dean for the School of Arts and Sciences, took early retirement. His last day of employment at Southern was August 13, 2020.

14.2 Board of Governors Self Assessment Form*

Chair Heston requested for Board members to review their annual Self Assessment Form to determine if changes are needed or if a new evaluation instrument is needed. No action was taken on this matter.

14.3 HLC Recommendations to the Board of Governors*

Chair Heston reviewed the Higher Learning Commission's expectations regarding the notice status for the comprehensive visit of 2022-2023 listed in the final report, specifically the expectations listed in A.5 pertaining to the Board of Governors. The institution is expected to clearly and explicitly address the following:

1. BOG documents that provide evidence that the board has set goals every six months for the newly hired president focused on improving the culture of the institution and evidence that the individual is thoroughly evaluated on those goals and coached to succeed;
2. Evidence that the BOG and all employees receive shared governance and HLC accreditation training the effectiveness of such training by December 2021;
3. Evidence that the BOG is reviewing policies and results of those policies related to the culture of the institution, mediation and conflict resolution, and termination procedures; and
4. Documented evidence that the board is hearing from all areas of the college on a regular and scheduled basis.

Chair Heston encouraged members of the Board to participate in the College's Governance Day meetings when possible.

14.4 Additional Board Meetings Discussion*

Mr. Eddie Joe Canterbury, Board Secretary, suggested holding additional Board meetings to discuss only institutional policies. If the Board chooses to hold policy specific meetings, their meetings would go from 6 to 12 meetings during the academic year; basically one meeting monthly. The group discussed moving the action items to the end of the meeting agendas. Regardless of where the action items fall on the agenda, those items must be voted upon by the Board.

Following discussion, J. Chris Adkins offered a motion to approve moving the Action Items to the end of the Board's meeting agendas. Eddie Joe Canterbury seconded the motion. Being no further discussion, the motion carried unanimously and Chair

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Heston declared the motion adopted.

15. Informational Items:

15.1 Institutional Rule Making Report

Board members were provided a copy of the Institutional Rule Making Report submitted to the Chancellor for Community and Technical College Education. Pursuant to the requirements of West Virginia Code §18B-1-6, annually by October 1, a list of institutional rules that are effective on July 1, including the most recent date on which each rule was adopted, amended, or repealed by the Board of Governors must be submitted to the Council for Community and Technical College Education.

16. Possible Executive Session Under Authority of WV Code §6-9A Regarding Personnel**

Chair Heston invited a motion for the Board to enter into Executive Session. J. Chris Adkins moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Bill Alderman seconded the motion that carried unanimously. Chair Heston declared the motion adopted and Board then met in an Executive Session at 7:46 p.m. Following deliberations, Bill Alderman motioned for the Board to rise from Executive Session and reconvene in open session. Janice Olive seconded the motion which carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

Actions Brought Forward from Executive Session:

Based upon discussions in the Executive Session, the Board reconvened in open session at 8:05 p.m. and took the following action:

16.1 Personnel Matters*

Samuel Stewart made a motion, in compliance with institutional policy, to authorize Southern's President to move forward with the two personnel matters considered in Executive Session. Janice Olive seconded the motion. The following voted in the affirmative: Stephanie Abraham, Bill Alderman, Eddie J. Canterbury, Janice Olive, Casara Spry, Samuel Stewart, Dianna Toler, Mason 'Ed' White, Pat J. White. J. Chris Adkins voted nay. Chair Heston called for further discussion of which there was none. The motion carried.

16.2 2020-2021 President's Goals*

Janice Olive moved that the Board of Governors accept the annual goals for the President of Southern West Virginia Community and Technical College for fiscal year 2020-2021 as presented with the provision to evaluate in six (6) months and add additional goals if necessary. Mason (Ed) White seconded the motion. Being no further discussion, the motion carried unanimously. Chair Heston declared the motion adopted and the goals approved (Addendum 1).

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17. Adjournment

There being no further business, upon a motion by Mason (Ed) White and second by Samuel Stewart, Chair Heston declared the meeting adjourned at 8:12 p.m. The next Board meeting is scheduled for 6:00 p.m. on October 20, 2020.

Lisa Haddox-Heston, D.D.S., Chair

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

DRAFT

*Denotes an item requiring action/approval.

**Upon return to Open Meeting from any Executive Session, the Board of Governors may take action on items discussed.

**Southern West Virginia Community and Technical College
Presidential Goals
2020-2021**

Dr. Pamela L. Alderman

- 1. Create a culture of transparency, collaboration and mutual respect by:**
 - 1.1 Holding monthly town hall meetings with all employees of the college.
 - 1.2 Communicate with college employees and students via email on a regular basis.
 - 1.3 Meet with Faculty Senate, Classified Staff, and Student Government at least two times each semester.
 - 1.4 Seek input from, and build relationships with, all college constituents and community leaders at least one time per year.
 - 1.5 Identify action steps, goals and measurable targets, in collaboration with administration, faculty and classified staff, based on the results of the *2020 Great Colleges to Work for Survey* by October 1, 2020.
 - 1.6 Repeat the *Great Colleges to Work for Survey* during the spring 2021 academic semester.
- 2. Effectively manage the college's finances by:**
 - 2.1 Reviewing college budgets monthly.
 - 2.2 Assuring all CARES Act and COVID-19 funds are allocated and distributed appropriately through monthly review and updates from the Chief Financial Officer.
 - 2.3 Hold monthly meetings with the Grants Compliance Officer to ensure grant funding is being allocated, spent, and reported appropriately.
 - 2.4 Explore new funding sources on an ongoing basis.
 - 2.5 Develop a list of new potential donors, in collaboration with the Executive Director of Advancement and Marketing by October 15, 2020.
 - 2.6 In collaboration with the Chief Finance Office develop a new budget process which includes a timeline, budget manager orientation, and allocation of the 2021-2022 budgets by September 15, 2020.
- 3. Create action steps, goals and measurable outcomes related to trust, respect, shared governance, and collaboration on or before September 30, 2020.**
- 4. Provide ongoing leadership and direction in complying with the standards and required follow-up reports from the Higher Learning Commission (HLC).**
 - 4.1 Support all activities of the HLC Assessment Academy.
- 5. Develop a calendar of professional development activities for all administrators, faculty, staff and students by September 30, 2020 which includes training on shared governance and HLC accreditation.**
- 6. In collaboration with administration, faculty and staff review and revise the college governance structure by April 1, 2021.**

- 6.1 Review all administrative duties/responsibilities and assignments in relation to shared governance committees.
- 6.2 Examine the number of shared governance committees, the size of the committees and types of individuals assigned to the committees.
- 7. **Oversee the development of the following by November 1, 2020:**
 - 7.1 A dashboard that tracks student data and collects the following information completion, retention, transfer, job placement, employment earnings, and other metrics that will be shared annually on the College website.
 - 7.2 A comprehensive database for planning and institutional effectiveness.
 - 7.3 A comprehensive and easily accessed schedule of annual or regular reports produced for accreditation, state and federal reporting, and monitoring internal processes including enrollment, revenue and expenditures, and strategic plan dashboards.
- 8. **Upon completion of the first year of employment the President will provide evidence of a culture of institutional assessment in the areas of general education, programmatic assessment and co-curricular activities.**

Approved 08/18/2020
SWVCTC Board of Governors

**Southern West Virginia Community and Technical College
Board of Governors
Special Meeting of August 27, 2020
5:00 p.m.
Via Zoom Meeting ID: 926 8255 0375
Dial-in Only: 1-646-876-9923**

DRAFT MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Stephanie Abraham, Bill Alderman, Janice Olive, Casara Spry, Samuel Stewart, Dianna Toler

Board Members Absent: J. Chris Adkins, Eddie J. Canterbury, Mason (Ed) White, Pat J. White

College Staff Present: Pamela Alderman, President; Emma Baisden, Recorder; Allyn Sue Barker, Tom Cook, Joe Linville, Guy Lowes

1. Verification of Quorum and Call to Order

Dr. Lisa Haddox-Heston, Board of Governors Chair, asked for a roll call, declared a quorum present, and convened the meeting at 5:10 p.m.

2. Consideration of the WV Department of Transportation, Division of Highways, Right of Way Questionnaire

Mr. Joe Linville, Director of Facilities and Campus Operations, provided an overview of the request for the Board of Governors to execute a Right of Way Questionnaire from the West Virginia Department of Transportation, Division of Highways. On June 26, 1992, the Board of Directors of the State College System, conveyed a right of way for public road purposes, a permanent aerial and maintenance easement, and a temporary structure removal easement over, through, across and upon certain tracts or parcels of land to the WV Department of Transportation, Division of Highways. Mr. Tom Rayburn, Professional Surveyor at E. L. Robinson Engineering, and a representative of the West Virginia Department of Transportation, Division of Highways, plans to begin a project involving major repairs to the bridge on WV 73 which crosses over Southern's property behind Building A on the Logan Campus. The Right of Way Questionnaire confirms that the West Virginia Department of Transportation, Division of Highways, has provided notification to the Southern West Virginia Community and Technical College Board of Governors that it plans to execute its full right of way during this process.

MOTION: Bill Alderman moved approval of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approves execution of the Right of Way Questionnaire between Southern West Virginia Community and Technical College Board of Governors and the West Virginia Department of Transportation, Division of Highways, and delegates authority to the Board Chair to execute the document on behalf of the Board.

ACTION: Janice Olive seconded the motion. The motion carried unanimously. Chair Haddox-Heston declared the motion approved.

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3. Possible Executive Session Under Authority of WV Code §6-9A Regarding Personnel

Chair Heston invited a motion for the Board to enter into Executive Session. Bill Alderman moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4(b)2A to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Samuel Stewart seconded the motion that carried unanimously. Chair Heston declared the motion adopted and Board then met in an Executive Session at 5:16 p.m. Following deliberations, Bill Alderman motioned for the Board to rise from Executive Session and reconvene in open session. Samuel Stewart seconded the motion which carried unanimously, and the Board reconvened in open session at 5:22 p.m. Chair Heston stated that the Board took no votes nor made any decisions during the Executive Session. No items were brought forward from the Executive Session.

President Alderman announced to Board members that Southern's FTE is 1,145 as of today which exceeds the 1,100 FTE needed to meet budget projections.

4. Adjournment

There being no further business, upon a motion by Bill Alderman and a second by Dianna Toler, Chair Heston declared the meeting adjourned at 5:25 p.m. The next regular Board of Governors meeting is scheduled for October 20, 2020 beginning at 6:00 p.m.

Lisa Haddox-Heston, D.D.S., Chair

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

DRAFT

Approval to Release Draft Policies for 30-day Comment Period

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 20, 2020**

ITEM: SCP-1500, *Philosophy, Vision and Mission of Southern West Virginia Community and Technical College*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the release of SCP-1500, *Philosophy, Vision and Mission of Southern West Virginia Community and Technical College*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for a 30-day period.

STAFF MEMBER: Pamela L. Alderman

BACKGROUND:

SCP-1500, *Philosophy, Vision and Mission of Southern West Virginia Community and Technical College*, applies to all programs, processes, employees, departments, units, committees, councils, and boards associated with the College.

This policy was reviewed for accuracy and it was determined that the language in the existing policy does not require modification. The document was reviewed and approved by the Executive Council at its September 3, 2020 meeting, and by the President's Cabinet at its September 8, 2020 meeting.

Based upon the deliberations of the aforementioned bodies, the staff recommends that the Board of Governors advance SCP-1500, *Philosophy, Vision and Mission of Southern West Virginia Community and Technical College*, as presented to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The public comment period is October 21, 2020 to November 19, 2020.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1500**

SUBJECT: Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College

REFERENCE: Institutional Master Plan

ORIGINATION: July 1, 1984

EFFECTIVE: ~~November 8, 2015~~

REVIEWED: ~~July 2015~~ August 26, 2020

SECTION 1. PURPOSE

1.1 To formally establish and communicate the philosophy, vision, and mission of the institution.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All college constituencies.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 The philosophy, vision, and mission of Southern West Virginia Community and Technical College are generally consistent with similar institutions. However the philosophy, vision, and mission statements are reviewed and revised from time to time; therefore, it reflects the hopes and aspirations of the citizens in the service area as well as College constituents. The Southern West Virginia Community and Technical College Board of Governors and members of institutional governance committees, as well as, faculty, students, staff, and administration have all contributed to defining the philosophy, vision, and mission of the College.

4.1.1 Philosophy Statement

4.1.1.1 We believe that all citizens have a right to develop their abilities in accordance with their own chosen goals, and that the College provides the means through which this development may take place. The emphasis of the College is upon people. We believe in people – in their dignity, in their worth as individuals, and in their development.

4.1.1.2 All students in the College are encouraged to take pride in their heritage and, at the same time, to develop an awareness and appreciation of differences that result from our complex society. What distinguishes today's society from previous history is that constant and rapid change is the rule rather than the exception; and because of changing social and economic conditions, we are committed to the comprehensive approach to higher education, which emphasizes the changing of programs and services to assist our students in living effective

and satisfying lives.

4.1.1.3 Southern is deeply committed to providing quality, affordable, and accessible educational services throughout the area and will, within the resources available, attempt to carry out the mission as effectively as possible.

4.1.2 Vision Statement

Southern aspires to establish itself as a model of leadership, academic excellence, collaboration, and occupational training, equipping its students with the tools necessary to compete and prosper in the regional and global economies of the twenty-first century.

4.1.3 Mission Statement

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

4.1.3.1 Institutional Commitments

As a comprehensive community and technical college, Southern is committed to providing:

4.1.3.1.1 Developmental and pre-college level education for those who lack the necessary academic background for direct entry into college-level courses.

4.1.3.1.2 Programs of study leading to the associate in arts and the associate in science degrees, which can be effectively transferred and applied toward the baccalaureate degree.

4.1.3.1.3 Programs of study in career and technical fields leading to a skill-set certification, certificate degree and/or the associate in applied science degree for entry into the workforce.

4.1.3.1.4 Workforce development, continuing education and training programs that support the needs of employees and employers and serve as a mechanism for economic development.

4.1.3.1.5 Support services that assist students in achieving their education and training goals.

4.1.3.1.6 Community interest programs and activities that promote personal growth and cultural enrichment.

4.1.4 Our Core Values

We will accomplish our mission by:

4.1.4.1 Achieving excellence in education and service.

4.1.4.2 Exhibiting integrity in all that we do.

4.1.4.3 Collaborating and communicating actively with others.

4.1.4.4 Imparting passion and compassion to our every task.

4.1.4.5 Leading by encouragement and support of lifelong learning.

4.1.4.6 Embracing change through bold actions.

4.1.4.7 Being creative and innovative at all levels.

4.1.4.8 Initiating opportunities for the community.

4.1.4.9 Celebrating success.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 The College has a systematic and inclusive process for the development and review/update of the Institution's vision, mission, and core values. This process is integrated in part within the College's strategic planning process guided by the institution's commitment to shared governance. The Strategic Planning and Financial Review Committee comprised of individuals representing all internal constituencies is charged with the development and review of the strategic planning process and plan. As part of the College's Strategic Plan, the vision, mission, and core values are reviewed and recommendations for change or modification are submitted through the College Governance System to the President for recommendation to the Board of Governors for final approval and adoption.

SECTION 7. RESPONSIBILITIES

7.1 Employees are expected to understand the philosophy and support the vision, mission, and core values of the College. The vision, mission, and core values will be reviewed annually by the Strategic Planning and Financial Review Committee.

SECTION 8. CANCELLATION

8.1 Chapter 29A-2, Series I, Policy Statement on Philosophy and Mission, Effective 7/1/1984.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair
Date

President
Date**Attachments:** None.**Distribution:** Board of Governors (12 members)
www.southernwv.edu**Revision Notes:** September 2010 – Revisions reflect no substantial changes in procedure or documentation requirements, but provide clarity. Includes the new institutional Mission Statement approved by the Board of Governors June 22, 2010. This policy was reformatted using the latest policy template.

July 2015 – Revisions provide clarity and reflect the addition of the new institutional Vision and Mission Statements adopted by the Board of Governors, the new purpose statement of the Strategic Planning and Financial Review Committee reflected in the current institutional Governance Handbook, and the incorporation of the Institutional Commitments and Core Values into the policy.

August 2020 – Policy reviewed for accuracy and no modifications are recommended.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 20, 2020**

ITEM: SCP-1750, *Tobacco and Smoke-free Campus Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the release of SCP-1750, *Tobacco and Smoke-free Campus Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for a 30-day period on proposed changes.

STAFF MEMBER: Pamela L. Alderman

BACKGROUND:

SCP-1750, *Tobacco and Smoke-free Campus Policy*, was reviewed for accuracy and the existing language needs to be updated. The proposed changes provide additional definitions and specific guidelines from the Centers for Disease Control and Prevention, Office on Smoking and Health. The proposed modifications to this policy were reviewed and approved by the Executive Council at its September 3, 2020 meeting, and by the President's Cabinet at its September 8, 2020 meeting.

Based upon the deliberations of the aforementioned bodies, the staff recommends that the Board of Governors advance SCP-1750, *Tobacco and Smoke-free Campus Policy*, as presented to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The public comment period is October 21, 2020 to November 19, 2020.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1750**

SUBJECT: Tobacco and Smoke-free Campus Policy

REFERENCE: Centers for Disease Control and Prevention, *Smoke-Free and Tobacco-Free Policies in Colleges and Universities — United States and Territories*, 2017, Morbidity and Mortality Weekly Report, June 22, 2018, Vol. 67, No. 24

ORIGINATION: January 1, 1988

EFFECTIVE: ~~July 1, 2017~~

REVIEWED: ~~April 16, 2016~~ August 26, 2020

SECTION 1. PURPOSE

- 1.1 To establish policy providing employees and students an environment free from the ill effects of tobacco products. ~~There is also evidence to indicate that tobacco and tobacco smoke may be harmful to one's health.~~ Tobacco and tobacco products are the leading cause of preventable deaths in the United States (U.S.). According to the Center for Disease Control (CDC) cigarette smoking causes an estimated 480,000 U.S. deaths annually, including 41,000 from secondhand smoke exposure. Providing a smoke and tobacco free campuses promotes the health and well-being of students, faculty, staff, administration, visitors, and the community.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 The issuance applies to all college owned, operated, or leased property including buildings, grounds, and vehicles of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Tobacco Usage – Refers to usage of all forms and types of tobacco, i.e., smoking tobaccos, chewing tobaccos, snuff, and E-cigarettes (also known as electronic cigarettes and vaporizer cigarettes).
- 3.2 ~~E-cigarettes – Battery-operated devices that simulate the experience of smoking designed to deliver nicotine, flavor, and other chemicals to the user in an aerosol or vapor.~~ Device – means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by an individual in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
- 3.3 Hookah – means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.
- 3.4 Tobacco Product – any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, involve cigarettes, or any

products or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, ingestion, or absorption; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

SECTION 4. POLICY

- 4.1 All locations of Southern West Virginia Community and Technical College are designated as non-tobacco, smoke free, usage facilities. This policy applies to all students, faculty, staff, administration, visitors, community members, and other persons on campus.
- 4.1.1 Signs will be posted to inform the general population that tobacco usage is not permitted at each facility of Southern West Virginia Community and Technical College. Tobacco-free zones apply to the grounds around all College facilities whether or not signs are posted.
- 4.1.2 This policy applies to ~~college~~ Southern West Virginia Community and Technical College owned or leased buildings, grounds, and state vehicles.
- 4.1.3 Smoking and the use of tobacco products shall not be permitted in any enclosed place, including but not limited to all offices, classrooms, hallways, restrooms, meeting rooms, community areas, student commons areas, theater, or outdoors. Outdoor space includes, but is not limited to campus property, sidewalks, patios, parking lots, access roads, and lawns.
- 4.1.4 Littering the campus with remains of tobacco products or any other disposable product is prohibited.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 Department heads and supervisors will be responsible for adherence to the policy in their specified areas of supervision.
- 7.2 All employees have an obligation to see that the provisions of this policy are followed. Faculty members are to ensure compliance by informing students enrolled in each of their classes while the Director of Campus Operations and other campus staff ensure compliance by students in other areas of the campus. Adherence to this policy is the responsibility of all college students, faculty, staff, administration, community, and guests. It is expected that all students, faculty, staff, contractors and visitors comply with this policy. Members of the Southern West Virginia Community and Technical College community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance.
- 7.3 Those members violating this policy will be disciplined according to employee or student disciplinary procedures.
- 7.4 The College will endeavor to provide education and assistance to those students and employees desiring to

refrain from tobacco usage.

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
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President	Date
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Attachments: None.

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

Revision Notes: November 2010 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

November 2015 – The policy was revised to include E-cigarettes and the definition of E-cigarettes to the policy.

April 12, 2016 – The policy was revised to comply with the tobacco product free campus resolution adopted by the West Virginia Council for Community and Technical College Education at its January 2013 meeting for the establishment of tobacco product free campuses at all West Virginia public community and technical colleges of higher education effective June 30, 2014. The policy title was changed from *Tobacco Usage Policy* to *Tobacco and Smoke-free Campus Policy*.

August 26, 2020 – The policy was revised to include definitions and guidelines from the Centers for Disease Control and Prevention, Office on Smoking and Health.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 20, 2020**

ITEM: SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for a 30-day period on proposed changes.

STAFF MEMBER: Tracey Human

BACKGROUND:

SCP-3670, *Public School Service Program*, provides for students who volunteer in public schools in certain capacities to earn college credit at Southern West Virginia Community and Technical College (Southern). This policy applies to all students enrolled at Southern.

The proposed revisions reflect the current organizational structure and provide clarity of responsibility, the language in Section 4.1 was updated to include terminology from West Virginia State Code §18B-2A-5, and SIP-3670, *Public School Service Program*, was added as a reference.

The proposal was reviewed and approved by the Management Council for Academic Affairs and Student Services (MCAS) at their August 26, 2020, meeting, and by the Executive Council and President's Cabinet at their September 2020 meetings.

Based upon the deliberations of the aforementioned bodies, the staff recommends that the Board of Governors advance SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, as presented to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The public comment period is October 21, 2020 to November 19, 2020.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3670**

SUBJECT: Public School Service Program

REFERENCE: West Virginia Code §18B-2A-5; SIP-3670, *Public School Service Program*

ORIGINATION: September 20, 2005

EFFECTIVE: ~~March 16, 2016~~

REVIEWED: ~~October 28, 2015~~ August 2020

SECTION 1. PURPOSE

- 1.1 This policy provides for students who volunteer in public schools in certain capacities to earn college credit at Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to students who are enrolled at Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Public schools are defined as tuition free schools in the United States supported by taxes and controlled by a school board.

SECTION 4. POLICY

- 4.1 In compliance with West Virginia Code §18B-2A-5 regarding public school service programs, Southern West Virginia Community and Technical College shall implement ~~procedures~~ a policy to ensure that college students obtain credit toward graduation for service performed in the public schools as tutors, student advisors, and mentors to instill in public school students the benefits of postsecondary education attainment.
- 4.2 The institution shall not be responsible for placement of students in a public school for the purpose of performing service and receiving credit under this policy.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Service must have been performed while enrolled in a postsecondary program and within the last 24 months. Documentation shall be provided by the school district.
- 5.2 Service performed as a program requirement, ~~such as, but not limited to,~~ in education courses is not eligible.

SECTION 6. GENERAL PROVISIONS

- 6.1 Students will be granted one hour of credit for each 30 hours of documented service up to a maximum of three (3) credit hours.

SECTION 7. RESPONSIBILITIES

- 7.1 The ~~Vice President for Academic Affairs and Student Services~~ Chief Academic Officer shall develop procedures describing the method for awarding credit earned under this policy, ~~setting an appropriate minimum number of hours of service performed for credit, and setting an appropriate maximum amount of credit earned.~~

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-3670.A, *Public School Service Form*

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

Revision Notes: January 2011 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

October 2015 - Revisions provide clarity and transfer the process by which credit is awarded to an Academic Affairs Unit Southern Institutional Procedure (SIP).

August 2020 - Revisions reflect the current organizational structure and provide clarity of responsibility, updated 4.1 to include language from WV State Code §18B-2A-5, and added SIP-3670, *Public School Service Program*, as a reference.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3670.A, Public School Service Form

Request for Credit, EL 101

Student Name _____ Student Number (S #) _____

Number of Credits Requested _____

Name of Elementary, Middle, or High School _____

Types of Volunteer Activities (Examples include tutoring, mentoring, advising)

Number of Hours Spent in Public School Service _____ Dates of Service _____

Grade Level _____ Supervisor's Signature _____

Verified by: _____

Southern Representative

Date

Supervisor's Recommendation

Credit Hours Granted: _____ Recommended by: _____

Academic Dean, University Transfer Programs Date

Approved by: _____

Chief Academic Officer

Date

Fee paid: _____

Received by: _____

Business Office Representative

Date

Recorded by: _____

Registrar

Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 20, 2020**

ITEM: SCP-8601, *Emergency Presidential Succession Plan*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the release of SCP-8601, *Emergency Presidential Succession Plan*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for a 30-day period.

STAFF MEMBER: Pamela L. Alderman

BACKGROUND:

The purpose of this policy is to outline the process for the temporary appointment of an Acting President for Southern West Virginia Community and Technical College in the event of a planned or unplanned departure of the current president due to disability, death, or other instance of significant absence.

This policy was reviewed for accuracy and it was determined that the existing language needs no modification. The document was reviewed and approved by the Executive Council and the President's Cabinet at their September 2020 meetings.

Based upon the recommendations of the aforementioned bodies, the staff recommends that the Board of Governors advance SCP-8601, *Emergency Presidential Succession Plan*, as presented to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The public comment period is October 21, 2020 to November 19, 2020.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-8601**

SUBJECT: Emergency Presidential Succession Plan

REFERENCE: West Virginia Council for Community and Technical College Education, Title 135, Legislative Rule, Series 5, Employing and Evaluating Presidents

ORIGINATION: May 22, 2014

EFFECTIVE: ~~September 18, 2014~~

REVIEWED: August 26, 2020

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to outline the process for the temporary appointment of an Acting President for Southern West Virginia Community and Technical College in the event of a planned or unplanned departure of the current president due to disability, death, or other instance of significant absence.
- 1.2 Should Southern West Virginia Community and Technical College be faced with a planned or unplanned vacancy, or other type of significant absence in the Office of the President, this policy regarding emergency succession planning will be implemented in order to insure that the President's duties in organizational leadership, program development, program administration, operations, Board of Governors' relations, financial operations, resource development, and community presence are performed during the aforementioned planned or unplanned absence.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 In order to protect the Southern West Virginia Community and Technical College Board of Governors (Board) from sudden loss of Presidential services, the College President will have at least two senior College Vice Presidents familiar with Board and Presidential matters and processes. The College President will furnish the Board with the names of the individuals familiar with Board and Presidential matters and processes at the first regular meeting of the Board at the beginning of each academic year.
- 2.2 In the event of a sudden loss of Presidential services, the Board will make a recommendation for an Acting President and for compensation of these services for the interim period to the Chancellor for the West Virginia Community and Technical College System.

SECTION 3. DEFINITIONS

- 3.1 Short-term or Unplanned Absence – An absence of more than one month, but less than six months, in which it is expected that the President will return to his/her position once the events precipitating the absence are resolved.
- 3.2 Long-term or Planned Absence – An absence that is expected to last more than six months in which the President will not return to his/her position for an unknown period of time or permanently.

SECTION 4. POLICY

4.1 Short-term or Unplanned Absence

- 4.1.1 In the event of the short-term or unplanned absence of the President, in contrast to a planned leave, the Southern West Virginia Community and Technical College Board of Governors authorizes the Board Chair to activate the terms of this Emergency Presidential Succession Plan.
- 4.1.2 In the event of the short-term or unplanned absence of the President, the Executive Assistant to the President and Board of Governors will immediately inform the Board Chair of the absence. As soon as feasible, the Board Chair will convene a meeting of the Board of Governors to affirm the procedures prescribed in this Emergency Presidential Succession Plan or make modifications as the Board deems appropriate.
- 4.1.3 The Board Chair will submit in writing the name of the individual whom the Board has recommended as Acting President, and a recommendation for compensation of the duties assigned for the interim period to the Chancellor for the West Virginia Council for Community and Technical College Education. Upon the Council's selection of an Acting President and compensation for these services, the Board of Governors will be responsible for monitoring the work of the Acting President and be sensitive to the support needs of the Acting President in the temporary leadership role.
- 4.1.4 Immediately upon transferring the responsibilities to the Acting President, the Board Chair will notify the employees of Southern West Virginia Community and Technical College and key stakeholders of the delegation of authority.

4.2 Long-term or Planned Absence

- 4.2.1 Should a long-term absence (an absence of more than six months) occur, in which the President will not return to his/her position for an unknown period of time, the Executive Assistant to the President and Board of Governors will inform the Board Chair of the absence. As soon as feasibly possible, the Board Chair will convene a meeting of the Board of Governors to activate the procedures prescribed in this policy.
- 4.2.2 The Board Chair will submit in writing the name of the individual whom the Board has recommended as Acting President, and a recommendation for compensation of the duties assigned for the interim period to the Chancellor for the West Virginia Council for Community and Technical College Education. Upon the Council's selection of an Acting President and compensation for these services, the Board of Governors will be responsible for monitoring the work of the Acting President. He or she will serve at the will and pleasure of the Board of Governors.
- 4.2.3 Immediately upon transferring the responsibilities to the Acting President, the Board Chair will notify the employees of Southern West Virginia Community and Technical College and key stakeholders of the delegation of authority.
- 4.2.4 Should the long-term absence of the College President develop into a permanent absence, the Board of Governors will follow the procedures of the West Virginia Council for Community and Technical College Education, Title 135, Legislative Rule, Series 5, Employing and Evaluating Presidents.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 The President of Southern West Virginia Community and Technical College will furnish the Board of Governors with the names of the Vice President's familiar with Board and Presidential matters and processes at the first regular meeting of the Board at the beginning of each academic year.
- 7.2 In the event of a short-term or long-term absence of the President, the Executive Assistant to the President and Board of Governors will inform the Board Chair of the absence.
- 7.3 As soon as feasible, the Board Chair will convene a meeting of the Board of Governors to activate the procedures prescribed in this policy.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	Date
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President	Date
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Attachments: None.

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

Revision Notes: May 22, 2014 – Initial Release

August 26, 2020 – Policy reviewed for accuracy and no modifications are necessary.

Review of Comments and Approval to Release Draft Policies for
Additional 30-day Comment Period

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 20, 2020**

ITEM: SCP-1160, *Diversity Philosophy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1160, *Diversity Philosophy*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for an additional 30-day period on proposed changes.

STAFF MEMBER: Pamela L. Alderman

BACKGROUND:

At its August 18, 2020 meeting, the Southern WV Community and Technical College Board of Governors released this policy for a 30-day public comment period to provide the public an opportunity to address SCP-1160, *Diversity Philosophy*, of which no modifications were recommended. The comment period was from August 19, 2020 through September 17, 2020. Notice of the opportunity to comment was announced via campus email to all Southern employees and via email to the staff of the West Virginia Community and Technical College System. A copy of the policy was available for public viewing during this time period.

Substantial substantive recommendations for revision were received from the General Counsel for the West Virginia Community and Technical College System. The proposed new language is reflected in blue font and double underlined. Proposed deleted language is stricken and redlined in the policy which follows this resolution.

Based upon the substantial changes to the policy, the staff recommends that the Board of Governors advance SCP-1160, *Diversity Philosophy*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period. The public comment period is October 21, 2020 to November 19, 2020. During this period interested parties may submit written comments concerning the proposed changes. The proposed policy will be available for public viewing on the College's website.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1160**

SUBJECT: Diversity Philosophy

REFERENCE: The American Association of Community Colleges (AACC), Position Statement on Inclusion (<http://www.aacc.nche.edu>); AACC and ACCT (Association of Community College Trustees) Joint Statement of Commitment to Equity, Diversity, and Excellence in Student Success and Leadership Development (<http://www.aacc.nche.edu>)

ORIGINATION: August 20, 1998

EFFECTIVE: ~~November 8, 2015~~

REVIEWED: July 14, 2020

SECTION 1. PURPOSE

- 1.1 To communicate support for, and adoption of, the American Association of Community Colleges' (AACC) "Position Statement on Inclusion," and the AACC and ACCT (Association of Community College Trustees) Joint Statement of Commitment to Equity, Diversity, and Excellence in Student Success and Leadership Development.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all programs, processes, employees, departments, units, committees, councils, and boards associated with Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 *Diversity* is a commitment to valuing and promoting differences, similarities, and characteristics that make groups and individuals unique in an atmosphere that promotes and celebrates individual and collective achievement. Examples of these characteristics are: age; cognitive style; culture; disability (mental, learning, or physical); economic background; education; ethnicity; gender identity; geographic background; language(s) spoken; marital/partnered status; physical appearance; political affiliation; race; religious beliefs; and sexual orientation.
- 3.2 *Inclusion* involves empowering and leveraging diversity in the workforce and student body by enabling individuals to contribute to their fullest potential through individual development, retention, and pluralistic work and educational processes.
- 3.3 *Pluralistic work and educational processes* are work/education methods practiced in participation, consideration, and respect for members of diverse ethnic, racial, religious, or social groups.

SECTION 4. POLICY

- 4.1 ~~The Association of Community Colleges (AACC)~~ Southern believes that community colleges provide access to a broad spectrum of quality educational opportunities and life experiences. The ~~e~~Colleges values diversity as an enhancement of those experiences in ~~their~~ its classrooms, administrative offices, and board rooms. ~~They~~

are Southern is committed to policies that promote fairness and inclusion for all in the life of the cCollege. As a reflection of the AACC commitment, Southern West Virginia Community and Technical College strives to promote fairness and inclusion in its own policies and practices. (Statement revised and moved to 4.3)

- 4.2 ~~The AACC and ACCT represent more than 1,100 community, junior, and technical colleges throughout the United States. Both the AACC and ACCT are~~ Southern is committed to fostering the advancement of community colleges, in part, by applying principles of equity and diversity within ~~their~~ its organizations and promoting these values ~~within member colleges throughout the institution. Community colleges provide the most diverse and inclusive segment of higher education in the United States. These colleges serve a larger proportion of women, African Americans, Asian/Pacific Islanders, Hispanic/Latino, Native Americans, LGBTQ students and students with disabilities than any other segment of higher education. Therefore, Community Colleges are positioned uniquely to~~ Southern will foster an environment that honors, respects, and embraces the variety of its students; ~~attending the Nation's colleges and universities. And as such, has been entrusted with~~ will create and maintain educational environments that are safe, respectful, and responsive; and ~~that will allow the students to attain, where the~~ their highest potential ~~of students can be attained at the highest level possible.~~

- 4.3 As a reflection of ~~the AACC and ACCT~~ Southern's commitment to equity, diversity, and excellence in student success and leadership development, ~~Southern West Virginia Community and Technical College~~ it strives to promote fairness and inclusion in its own policies and practices.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None

SECTION 6. GENERAL PROVISIONS

- 6.1 Southern West Virginia Community and Technical College strongly endorses the continued use of admissions guidelines and employment practices that promote broad diversity in community colleges.
- 6.1.1 ~~The AACC, ACCT, and Southern believe that colleges should be free to~~ will pursue standards and guidelines which allow ~~them~~ it to fulfill ~~their~~ its diversity missions and visions. The students ~~they~~ we educate will help provide tomorrow's leaders, and their college experience must demonstrate the richness and substance of our diverse, multi-cultural and global environment. The college environment should promote understanding and appreciation of others, while encouraging students to grow as individuals. (Statement revised and moved to the end of the previous sentence in 6.1)
- 6.2 Southern West Virginia Community and Technical College reaffirms its commitment to diversity.
- 6.2.1 ~~In accordance with this philosophy, Southern strives to continually evaluate its hiring, admissions, and financial aid policies to ensure diversity and equal access within the institution. The College strives to ensure that the results of these evaluations conform to the concept of open access - the cornerstone of the community college mission. (Statement moved to the end of the previous sentence so it becomes a part of 6.2)~~
- 6.3 Southern West Virginia Community and Technical College believes that diversity is crucial to a democratic society.
- 6.3.1 ~~The AACC, ACCT, and Southern believe that community colleges are, in effect, microcosms of our greater society. As such, they should~~ will encourage and enhance the fullest understanding of human rights and responsibilities and should teach the skills that allow ~~their~~ our students to effectively participate in a democratic society. ~~The colleges should be~~ Southern is responsible for shaping an environment that mirrors the general culture and creates opportunities for all within the cCollege community to interact with understanding, tolerance, and respect for others. In this way, diversity

in education not only serves as a model for the world at large, but it also helps perpetuate social harmony for the future. (Statement revised and moved to the end of the previous sentence so it becomes a part of 6.3)

- 6.4 ~~The AACC, ACCT, and~~ Southern strongly endorses the adoption of policies and procedures designed to counteract and prevent hate crimes.

~~6.4.1~~—Hate crimes, are defined herein as crimes that manifest evidence of prejudice based on race, religion, sexual orientation, gender, or ethnicity, including where appropriate, the crimes of murder, non-negligent manslaughter, forcible rape, aggravated assault, simple assault, intimidation, arson, and destruction, damage or vandalism of property. ~~The AACC, ACCT, and Southern, furthermore, endorse the systematic reporting of hate crimes by institutions, in order to encourage the implementation of effective intervention measures that will serve to address these challenges on college campuses. Community awareness and education strategies are additional byproducts of all these efforts.~~ (Statement revised and moved to the end of the previous sentence so it becomes a part of 6.4)

- 6.5 ~~Many colleges and universities share a common~~ Southern's belief, born of experience, is that diversity in ~~their~~ its student bodies~~y~~, faculties~~y~~, and staff is important for ~~them~~ it to fulfill ~~their~~ its primary mission: providing a quality education. The reasons include:

6.5.1 Diversity in the institution's student body and workforce enriches the educational experience. We learn from those whose experiences, beliefs, and perspectives are different from our own, and these lessons can be taught best in a richly diverse intellectual and social environment.

6.5.2 Diversity in the institution's student body and workforce promotes personal growth and a healthy society. Diversity challenges stereotyped preconceptions; it encourages critical thinking; and it helps students and employees learn to communicate effectively with people of varied backgrounds.

6.5.3 Diversity in the student body and workforce strengthens communities and the workplace. Education within a diverse setting prepares students to become good citizens in an increasingly complex, pluralistic society; it fosters mutual respect and teamwork; and it helps build communities whose members are judged by the quality of their character and their contributions.

6.5.4 Diversity in the student body and workforce enhances America's economic competitiveness. Sustaining the ~~N~~nation's prosperity in the 21st century will require us to make effective use of the talents and abilities of all our citizens, in work settings that bring together individuals from diverse backgrounds and cultures.

- 6.6 Achieving diversity on ~~college~~ our campuses does not require quotas. Nor does diversity warrant admission of unqualified applicants. However, the diversity we seek, and the future of the nation, does require that ~~colleges and universities~~ we continue to be able to reach out and make a conscious effort to build healthy and diverse learning environments appropriate for ~~their~~ our missions. The success of higher education and the strength of our democracy depend on it.

SECTION 7. RESPONSIBILITIES

- 7.1 All employees, supervisors, committees, councils, and boards making recommendations or decisions for the institution are responsible for supporting and promoting this diversity philosophy.

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
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President	Date
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Attachments: None.

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

Revision Notes: September 2000 - Reformatted policy to the MAP system.

August 2010 - Revised to reflect current AACC Position Statement on Inclusion.

July 2015 - Policy reviewed for accuracy and no modifications are needed.

July 2020 - Revised to include the AACC and ACCT Joint Statement of Commitment to Equity, Diversity, and Excellence in Student Success and Leadership Development.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 20, 2020**

ITEM: SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, and SCP-1400.A, *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, and SCP-1400.A, *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Groups*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for an additional 30-day period on proposed changes.

STAFF MEMBER: Pamela L. Alderman

BACKGROUND:

At its August 18, 2020 meeting, the Southern WV Community and Technical College Board of Governors released this policy for a 30-day public comment period to provide the public an opportunity to address the modifications recommended. The comment period was from August 19, 2020 through September 17, 2020. Notice of the opportunity to comment was announced via campus email to all Southern employees and via email to the staff of the West Virginia Community and Technical College System. A copy of the policy was available for public viewing during this time period.

While the General Counsel for the West Virginia Community and Technical College System did not have substantive recommendations for this policy, Counsel did have technical/drafting suggestions and comments regarding vague language contained in the policy. The proposed new language is reflected in blue font and double underlined. Proposed deleted language is stricken and redlined in the policy which follows this resolution.

Based upon the additional modifications to this policy, the staff recommends that the Board of Governors advance SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, and SCP-1400.A, *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Groups*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period. The public comment period is October 21, 2020 to November 19, 2020. During this period interested parties may submit written comments concerning the proposed changes. The proposed policy will be available for public viewing on the College's website.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1400**

SUBJECT: Guest Speakers, Lecturers, Performers, and Organized Groups

REFERENCE: SCP-1215, *Use of Institutional Facilities*, SCP-1215.A, *College Facility Use Agreement*; SCP-1500, *Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College*; Title 135, *Procedural Rule, WV Council for Community and Technical College Education, Series 9, Academic Freedom, Professional Responsibility, Promotion and Tenure*; *Academic Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure*

ORIGINATION: May 28, 2014

EFFECTIVE: ~~July 24, 2015~~

REVIEWED: July 21, 2020

SECTION 1. PURPOSE

- 1.1 The mission of Southern West Virginia Community and Technical College (“the College”) is to provide accessible, affordable, quality education and training ~~while promoting lifelong learning that promote success~~ for those we serve. To support the mission, facilities of the College should be used, first and foremost, for educational activities. The purpose of this policy is to ensure that the classrooms and meeting rooms of the College are used in a manner that supports the College’s mission. To that end, officially recognized students, student organizations, faculty, and ~~classified~~ staff must follow the protocols contained in this policy before inviting guest speakers, lecturers, performers, or organized groups to present or perform in the College’s classrooms, meeting rooms, and lunch areas.
- 1.2 The College supports the academic freedom of faculty to engage in intellectual debate and expression of views without fear of censorship, retaliation, or sanctions both on and off campus. Academic freedom provides a faculty member the right to freely express their pedagogical philosophy and intellectual commitments. It is the intent of this policy to preserve the intellectual integrity of higher education. Administration, faculty, and staff must at all times encourage and promote intellectual and personal development of the students as ~~this is~~ these are the rights of citizenship. The College is encouraged to foster intelligent and rational discussion regardless of the topic.
- 1.3 The education of students at the College encourages study, the pursuit of knowledge, and discussion of all points of view on various topics. To that end, students and student organizations have the right to freely and openly express opinions publicly and privately. Students have the right to support causes by orderly means which do not disrupt the regular and essential operations of the College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to the College’s classrooms, meeting rooms, ~~and~~ lunch areas, ~~and student common’s areas,~~ which are non-public forums. As non-public forums, the College shall limit the use of those rooms/areas to presentations and performances by Guest Speakers, Lecturers, Performers, and Organized Groups (collectively, “Guest Speakers”) who support the College’s educational mission.

- 2.2 This policy does not apply to traditional public forums at the College, such as outdoor lawns on College property and College sidewalks adjoining public property. This policy also does not apply to the College's designated public forums, such as the auditoriums and indoor common areas. The College does, however, reserve the right to ensure the orderly use of public forum areas by applying reasonable time and manner restrictions in the future.
- 2.3 It is the emphatic intent of this policy that all persons authorized to approve or deny an otherwise appropriate request for a Guest Speaker shall observe strict neutrality as to the opinion or opinions that the Guest Speaker may express on the topic of the speech, lecture, presentation or performance. In other words, all approvals and denials of Guest Speaker requests shall be viewpoint-neutral, neither favoring nor disfavoring a particular point of view.

SECTION 3. DEFINITIONS

- 3.1 Academic Freedom – The College supports the Academic Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure, "institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition."
- 3.2 Guest Speakers, Lecturers, Performers, and Organized Groups (collectively, "Guest Speakers") = A person or group neither attending Southern, nor otherwise employed by the College, who is invited by an officially recognized student, student organization, a faculty member, or a staff member, to present or perform in a College classroom, meeting room, ~~or~~ lunch area, or student commons area.
- 3.3 Indoor Common Areas – Indoor common areas include hallways, restrooms, and other indoor areas accessible to students in general.

SECTION 4. POLICY

- 4.1 Only an officially recognized student, student organization, ~~a~~ faculty member, or ~~a~~ staff member may invite a Guest Speaker to perform or present in a College classroom, meeting room, or lunch area. Prior to inviting a Guest Speaker to present or perform in a College classroom, meeting room, ~~or~~ lunch area, or student commons area an officially recognized student, student organization, ~~a~~ faculty member, or ~~a~~ staff member must submit a *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group* (SCP-1400.A) to her/his immediate supervisor or appropriate organization advisor.
- 4.2 An officially recognized student, student organization, ~~a~~ faculty member, or ~~a~~ staff member hosting a Guest Speaker in a College classroom, meeting room, ~~or~~ lunch area, or student commons area may not open the Guest Speaker's presentation or performance to individuals unaffiliated with the College without obtaining prior approval from the ~~President of the College or the President's authorized designee~~ faculty or staff member's immediate supervisor or the student organization's advisor.
- 4.3 Students, student organizations, faculty, and staff have a right to invite individuals to campus. Policies required by the College before a Guest Speaker is invited to appear on campus have been designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event. A request to invite a Guest Speaker to present or perform in a College classroom, meeting room, ~~or~~ lunch area, or student commons area shall be made in writing to the faculty or staff member's immediate supervisor or to the appropriate student organization's advisor at least seven (7) days (excluding holidays and weekends) prior to the date of the proposed presentation or performance. Exceptions to the minimum notice requirements may be authorized by the immediate supervisor or appropriate organization advisor in appropriate cases.

- 4.4 Any request to invite a Guest Speaker to present or perform in a College classroom, meeting room, ~~or lunch area, or student commons area~~ shall contain the following (as in Section 3 of SCP-1400.A):
- 4.4.1 the name of the sponsoring individual or organization,
 - 4.4.2 the proposed date, time and location of the meeting, lecture, or performance,
 - 4.4.3 the expected size of the audience,
 - 4.4.4 the name and address of the proposed Guest Speaker, and
 - 4.4.5 the topic.
- 4.5 Any external guest speaker, lecturer, performer, or organized group request is subject to the availability of the requested space for the meeting time and date requested. In the event that space is unavailable for the requested time and date of the meeting, or otherwise inappropriate for the request, or the request would impose substantial interference with normal activities of the institution, alternative available space ~~which is available~~ may be offered by the institution, or the sponsoring organization is free to request a more suitable date and location. The individual or group inviting the external guest speaker, lecturer, performer, or organized group is responsible for confirming the availability of space with the appropriate Director of Campus Operations. The College will not withhold use of institutional facilities as a means of censorship.
- 4.6 A request to invite a Guest Speaker to present or perform to whom payment would have to be from the College funds is subject to the availability of such funds. In order to receive payment for services, the Guest Speaker must be a registered vendor with the State of West Virginia. An electronic vendor application is available at <https://www.wvoasis.gov/>.
- 4.7 A request for a Guest Speaker may be denied if the ~~President of the College, or the President's authorized designee,~~ faculty or staff member's immediate supervisor, or unit supervisor, ~~or the student organization's advisor~~ determines that the proposed presentation or performance will:
- 4.7.1 Damage or destroy College property; or
 - 4.7.2 Disrupt, impair, or interfere with the College's regularly scheduled classes; or
 - 4.7.3 Physically harm, coerce, intimidate, or invade the lawful rights of students and College personnel; or
 - 4.7.4 Incite violence; or
 - 4.7.5 Constitute criminal activity.
 - 4.7.6 Additionally, the ~~President or the President's authorized designee~~ faculty or staff member's supervisor or the student organization's advisor, may deny a request to invite a Guest Speaker if ~~the President or the President's authorized designee~~ it is reasonably determined the presentation or performance presents a clear and imminent threat to the College's orderly operations or is obscene (i.e., that which appeals to the obscene interest in sex; is patently offensive; and lacks serious literary, artistic, political, or scientific value).
- 4.8 ~~The individual or group inviting a Guest Speaker shall provide the Guest Speaker with a copy of this policy. By acceptance of the invitation, a Guest Speaker shall assume full responsibility for any violation of the law or College policies while on the College's campuses. (Formerly 4.9) Any meeting, assembly, or activity to~~

which a Guest Speaker may be invited is subject to all requirements, conditions, and approvals set forth in any policy or regulation of the Board of Governors and/or the institution concerning the use of campus property and facilities.

- 4.9 The views expressed by a Guest Speaker are his or her own and do not necessarily represent the views of ~~the Southern West Virginia Community and Technical College~~. Guest Speakers shall be held solely responsible for the views they express. The presence of a Guest Speaker on campus does not imply approval or endorsement by the College of the views expressed by the Guest Speaker, or by anyone else present at the event.
- 4.10 ~~The individual or group inviting a Guest Speaker shall notify the Public Relations Specialist when appropriate. (Vague language. Who determine's when it's appropriate? And what makes notification to the PR Specialist appropriate?)~~

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 Individual or Group Making a Request:
- 7.1.1 ~~Must~~Complete SCP-1400.A, *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group* and provide other required documentation as needed.
- 7.1.2 ~~Individual or Group must s~~Submit one copy of SCP-1400.A and required documentation to the immediate supervisor (if the requestor is faculty or staff) and/or appropriate Vice President or the student organization's advisor.
- 7.1.3 ~~Individual faculty and classified staff s~~Submits requests directly to the immediate supervisor, if the requestor is a faculty or staff member.
- 7.1.4 ~~Faculty Senate Chair submits requests directly to the Vice President for Academic Affairs and Students Services.~~
- 7.1.5 ~~Classified Staff Council Chair submits requests directly to the Vice President for Finance and Administration.~~
- 7.1.6 ~~Student Government Association Presidents s~~Submit requests directly to the appropriate campus Student Government Association Advisor, if the requestor is the Student Government Association President.
- 7.1.7 Request a conference at any step to discuss recommendations, if desired.
- 7.1.8 A recommendation for denial at any step does not preclude an individual's or group's opportunity to be approved at the remaining phases. See, Section 7.4 below.
- 7.2 The Immediate Supervisor or Student Government Association Advisor Will:

- 7.2.1 Accept and review requests and appropriate documentation to determine that the required materials are included.
- 7.2.2 Approve or deny the request and notify in writing the individual or group making a request within two (2) working days of the decision.
- 7.2.3 Forward requests and appropriate documentation to the appropriate ~~Vice President~~ unit supervisor or organizational advisor for review and/or approval or denial.
- 7.2.4 ~~If the immediate supervisor is the Vice President for Development or the Vice President for Workforce and Community Development, he/she submits requests to the Vice President for Finance and Administration for review and/or approval or denial. Cabinet-level positions will submit requests directly to the President or President's authorized designee for review and/or approval or denial.~~

7.3 The Appropriate ~~Vice President~~ Unit Supervisor or Organization Advisor Will:

- 7.3.1 Accept and review requests and appropriate documentation to determine that the required materials are included.
- 7.3.2 Approve or deny the request and notify in writing the individual or group making a request within two (2) working days of the final decision.
- 7.3.3 Forward a copy of requests and appropriate documentation to the President's Office for maintaining a file with the names of individuals or groups that have been approved or denied as a Guest Speaker.

7.4 The Appeal Process:

- 7.4.1 In the event of a recommendation of denial, the individual or group making the request may appeal the final decision to the President.
- 7.4.2 The President shall review the request, documentation, and reason(s) for denial and render a written decision for approval or denial within two (2) working days of receiving the request for appeal.

7.5 The President of Southern West Virginia Community and Technical College or the President's authorized designee is responsible for the implementation of this policy.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair

Date

 President

 Date

Attachments: SCP-1400.A, *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group*

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

Revision Notes: May 28, 2014 – Originated

June 17, 2014 – Initial Release

July 21, 2020 – Revisions reflect changes in the procedural and approval process, changes in the notification and documentation requirements, inclusion of the definition of academic freedom, inclusion of the West Virginia Council for Community and Technical College Education, Legislative Rule, Series 9, regarding academic freedom, and the Academic Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure in the policy's reference section.

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SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1400.A

Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group

Potential Guest Speakers (as defined in SCP-1400) are not to be contacted until official approval has been received. Any Guest Speaker request must be made to the immediate supervisor or appropriate organization advisor seven (7) days prior to the date of the proposed speaking engagement, performance, or lecture. Exceptions to the minimum notice requirements may be authorized by the immediate supervisor or appropriate organization advisor in appropriate cases. Upon completion of this form, please submit it to the appropriate supervisor or organization advisor.

Section 1. General Information *(To be completed by the individual/group making the request.)*

Name of Sponsoring Individual or Organization, if any:	
Name of Person Completing this Form:	
Your Contact Information (Phone Number and E-mail):	

Section 2. Guest Speaker Information

Full Name of Guest Speaker:	
Mailing Address:	
Telephone Number:	
E-mail Address:	
Guest Speaker's Corporate Affiliation, if any:	

Section 3. Event Information

Proposed Date(s) of Event/Class/Meeting:	
Proposed Time(s) of Event/Class/Meeting:	
Proposed Location of Event/Class/Meeting:	
Expected Attendance for Event/Class/Meeting:	
Title/Topic/Performance being Presented:	

Section 4. Signature and Date

Individual or Organization's Representative Signature:	Date:
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Section 5. Signature of Immediate Supervisor or Organization Advisor, ~~Appropriate Vice President~~ Unit Supervisor, and Date

<input type="checkbox"/> Approved <input type="checkbox"/> Denied <u>Immediate Supervisor or Organization Advisor's Signature:</u> <i>If denied, state the reason for denial (use additional sheet if necessary):</i>	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Vice President's <u>Unit Supervisor's Signature:</u> <i>If denied, state the reason for denial (use additional sheet if necessary):</i>	Date:

OFFICE USE ONLY

Copy to:

- ☐ Individual or Organization's Representative
- ☐ Appropriate Director of Campus Operations
- ☐ President's Office

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 20, 2020**

ITEM: SCP-4800, *Service Animals on Campus*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4800, *Service Animals on Campus*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for an additional 30-day period on proposed changes.

STAFF MEMBER: Darrell Taylor

BACKGROUND:

At its August 18, 2020 meeting, the Southern WV Community and Technical College Board of Governors released this policy for a 30-day public comment period to provide the public an opportunity to address the modifications recommended. The comment period was from August 19, 2020 through September 17, 2020. Notice of the opportunity to comment was announced via campus email to all Southern employees and via email to the staff of the West Virginia Community and Technical College System. A copy of the policy was available for public viewing during this time period.

While the General Counsel for the West Virginia Community and Technical College System did not have substantive recommendations for this policy, Counsel did have technical/drafting suggestions and comments regarding language contained in the policy. The proposed new language is reflected in blue font and double underlined. Proposed deleted language is stricken and redlined in the policy which follows this resolution.

Based upon the additional modifications to this policy, the staff recommends that the Board of Governors advance SCP-4800, *Service Animals on Campus*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period. The public comment period is October 21, 2020 to November 19, 2020. During this period interested parties may submit written comments concerning the proposed changes. The proposed policy will be available for public viewing on the College's website.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4800**

SUBJECT: Service Animals on Campus

REFERENCE: Americans with Disabilities Act (ADA); 504 of the Federal Rehabilitation Act; West Virginia's White Cane Law, W. Va. Code § 5-15-1, et seq.; SIP 4200, *Accessibility and Accommodations for Persons with Disabilities*

ORIGINATION: December 2019

EFFECTIVE:

REVIEWED: New

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to define what a service animal is and to establish guidelines and procedures for students, faculty, staff and visitors, to have a service animal on campus or in any of its rented spaces or facilities.
- 1.2 Southern complies with the Americans with Disabilities Act amendments in allowing the use of service animals for students, staff, and visitors. The College is committed to allowing service animals as necessary to provide individuals with disabilities an equal opportunity to access the programs, services, and physical facilities of the College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 ~~Southern complies with the Americans with Disabilities Act amendments in allowing the use of service animals for students, staff, and visitors. The College is committed to allowing service animals as necessary to provide individuals with disabilities an equal opportunity to access the programs, services, and physical facilities of the College.~~ (This is duplicative of Section 1.2 above). [This policy applies to all operational units of Southern West Virginia Community and Technical College.](#)

SECTION 3. DEFINITIONS

- 3.1 Service Animal - Any dog, or miniature horse, that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability including, but not limited to, guiding, alerting, pulling a wheelchair, fetching and/or opening doors. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.
- 3.2 Emotional Support Animal - An animal that provides emotional support or therapeutic benefits that alleviate one or more of the identified symptoms or effect of a person's disability; however, the animal is not required to be individually trained or certified to perform such a task. Emotional support animals may also be referred to as "comfort animals," "companion animals" and "assistance animals" used to support individuals with

mental or emotional disabilities. These animals are not service animals.

- 3.3 Recreational Animal - A domestic animal used for sport, companionship or other non-service/assistance functions. Recreational animals are not allowed inside college facilities.
- 3.4 Unauthorized Animal - Any animal not controlled by leash or harness, unless the animal is a service animal and the handler is unable because of disability to use a leash or harness or if the leash or harness restricts the service animal from functioning appropriately as such. Also, any animal that exhibits violent, uncontrollable, aggressive or unhealthy behavior, including service animals, is also considered an unauthorized animal for purposes of this policy.
- 3.5 Handler - The individual with a disability who uses a service animal.

SECTION 4. POLICY

- 4.1 Southern may make two inquiries to determine whether an animal qualifies as a service animal:
 - 4.1.1 If the animal is a service animal required for a disability; and
 - 4.1.2 What work or task the animal has been trained to perform.
- 4.2 Staff may not ask about the person's disability, require medical documentation, require certification of the animal's training or ask that the animal demonstrate its ability to perform the work or task.
- 4.3 Use of miniature horses as a service animal will be reviewed based on the inquiries and exceptions listed below and allowed by law.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Every attempt for accommodations for service animals on Southern's campus will be made at all times. However, a service animal may be banned or denied on campus for reasons including, but not limited to, ~~below~~:
 - 5.1.1 Disruptive Behavior - This will include, but is not limited to, barking, whining, growling, wandering, sniffing (people, food, tables, others' belongings), initiating contact with someone without owner's permission, unless such contact is for the purpose of alerting another person to the handler's immediate medical need.
 - 5.1.2 Illness - Any animal that is ill shall not be permitted on any campus grounds.
 - 5.1.3 Hygiene - This includes but is not limited to all animals that are dirty, not groomed, have a strong odor or have fleas and/or ticks.
 - 5.1.4 Aggressive Behavior - Any animal that is aggressive toward another individual on campus shall not be tolerated. This will be determined on a case by case basis by the appropriate campus administrator.
 - 5.1.5 Owner Not Being Responsible - Should the owner ~~break any sections listed in the service animal~~ violate this policy, ~~accommodations~~ his or her permission to utilize the service animal on campus may be revoked. This will be determined on a case by case basis by the appropriate campus administrator.

- 5.2 Removal of Service Animal - Southern may require the handler to remove the service animal from its campus if:
- 5.2.1 The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
 - 5.2.2 The animal's presence results in a fundamental alteration of a College program;
 - 5.2.3 The handler does not comply with the handler's responsibilities set forth above; or
 - 5.2.4 The animal or its presence creates an unmanageable disturbance or interference with the College community.
 - 5.2.5 Southern will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Coordinator of Disability Services and may [be appealed](#) to Southern's ADA Compliance Officer following Southern's complaint procedure set forth in *Accessibility and Accommodations for Persons with Disabilities*, SIP-4200.

SECTION 6. GENERAL PROVISIONS

- 6.1 Persons with conflicting disabilities should contact the appropriate campus administrator and provide verifiable medical documentation to support their claim. All parties involved will be taken into consideration and resolution will be announced as soon as possible.
- 6.2 Concerns regarding a student's service animal should be submitted to the Executive Director for Student Services. The Executive Director for Student Services or his/her designee will work together with the affected party to discuss and resolve all concerns related to service animals on campus in compliance with this policy.
- 6.3 Concerns regarding a faculty or staff member's service animal should be directed to Human Resources. The Director of Human Resources will work with the affected party to resolve all concerns related to service animals on campus in compliance with this policy.
- 6.4 Service animals are allowed on-campus. Unauthorized animals, recreational animals, and emotional support animals are not allowed on campus.
- 6.5 The use of an emotional support animal as an academic or workplace accommodation must be requested and approved through either the Office of Disability Services or Human Resources. The documentation process is found in SIP-4200, *Accessibility and Accommodations for Persons with Disabilities*.

SECTION 7. RESPONSIBILITIES

- 7.1 College Responsibilities
 - 7.1.1 Allow service animals to accompany the handler to all areas of the facility where the handler is normally allowed to go.
 - 7.1.2 A handler may not be segregated from other similar members of the campus community except where there is real danger to the animal or where the natural organisms carried by the service animal would adversely affect research. Exceptions to the exclusions will be reviewed on a case-by-case basis.

- 7.1.3 Not to pet, feed or deliberately startle/disturb a service animal.
- 7.1.4 Not to separate, or attempt to separate, service animals from their handlers.
- 7.1.5 Southern will not retaliate against any person because that individual has requested or received a reasonable accommodation, including a request for a service animal.

7.2 Handler or Owner's Responsibility

- 7.2.1 Handlers must abide by all state laws and city ordinances related to animals on campus locations and Southern's guidelines, including but not limited to:
 - 7.2.1.1 The handler is required to obtain a license required by a particular home municipality. The license and/or tag must be reviewed annually.
 - 7.2.1.2 The handler may be required to provide a collar or harness ~~for~~ to which the license and vaccination tags ~~to~~ shall be affixed. The handler shall see that the animal wears the collar and tags at all times.
 - 7.2.1.3 The handler is liable for damages caused by the service animal, emotional support animal or recreational animal beyond reasonable wear and tear to the same extent that Southern charges other individuals for damages beyond reasonable wear and tear.
- 7.2.2 The handler is responsible for the care and supervision of a service animal.
- 7.2.3 The handler must have full control of the service animal at all times. Animals may not run at large; a leash or harness is required unless the handler is unable because of disability to use a leash or harness or it restricts the animal's ability to function properly.
- 7.2.4 Disturbing animal vocalization must be kept to an absolute minimum.
- 7.2.5 Handlers are responsible for relieving animals in designated locations and must ensure immediate clean-up and proper disposal of animal waste.
- 7.2.6 The service animal's ~~V~~vaccinations must be current and based on a veterinarian's recommendations, with records made available at time of request.
- 7.2.7 Southern will not ask for or require an individual with a disability to pay a fee or surcharge for a service animal.
- 7.2.8 The handler agrees to abide by all equally applicable Southern policies that are unrelated to the individual's disability, such as assuring that the animal does ~~duty~~ not interfere with the routine activities of Southern's campus or facilities.
- 7.2.9 Southern personnel shall not be required to provide care or food for any service animal, including but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal, and Southern shall not be held responsible for the care, damage to, or loss of the animal.

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: December 2019 - Policy Originated.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 20, 2020**

ITEM: SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for an additional 30-day period on proposed changes.

STAFF MEMBER: Pamela L. Alderman

BACKGROUND:

At its August 18, 2020 meeting, the Southern WV Community and Technical College Board of Governors released this policy for a 30-day public comment period to provide the public an opportunity to address the recommended modifications to SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*. The comment period was from August 19, 2020 through September 17, 2020. Notice of the opportunity to comment was announced via campus email to all Southern employees and via email to the staff of the West Virginia Community and Technical College System. A copy of the policy was available for public viewing during this time period.

Substantial substantive recommendations for revision were received from the General Counsel for the West Virginia Community and Technical College System. The proposed revisions will insert applicable statutory and regulatory references. Subsections 7.5.2.4 through 7.5.2.8 incorporates the new legislative requirements of the colleges' Educational Materials Affordability Committees in accordance with 2019 and 2020 amendments to W.Va. Code §18B-10-14(c). The proposed new language is reflected in blue font and double underlined. Proposed deleted language is stricken and redlined in the policy which follows this resolution.

Based upon the substantial changes to the policy, the staff recommends that the Board of Governors advance SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period. The public comment period is October 21, 2020 to November 19, 2020. During this period interested parties may submit written comments concerning the proposed changes. The proposed policy will be available for public viewing on the College's website.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5074**

SUBJECT: Selection, Adoption, Use and Sale of Textbooks and Other Course Materials

REFERENCE: West Virginia Code §18B-10-14; West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 51, *Bookstores and Textbooks*; Public Law 110-315, Higher Education Opportunity Act, August 2008

ORIGINATION: June 2010

EFFECTIVE: ~~May 21, 2015~~

REVIEWED: ~~December 3, 2014~~ May 7, 2020

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish and communicate the rule of Southern West Virginia Community and Technical College regarding the selection, adoption, use and sale of textbooks and other course materials for all credit-based College courses and programs in compliance with state and federal requirements.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to the selection, adoption, and use of textbooks and other course materials by faculty in all academic units, departments, programs and/or courses, and addresses the sale of the adopted textbooks and materials by bookstores operated and/or contracted by Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 ~~None.~~ Official Textbook List - A document used on a college-wide basis for the ordering of course textbooks and supplemental materials. All sections will use the textbooks and supplemental materials listed [on the Official Textbook List](#).

SECTION 4. POLICY

- 4.1 It is the policy of Southern West Virginia Community and Technical College (College) to comply with the mandates of ~~Series 51 of the Rules and Administrative procedures~~ Title 135, Procedural Rule, Series 51, *Bookstores and Textbooks* of the West Virginia Council for Community and Technical College Education (Council) and the requirements of the Higher Education Opportunity Act (HEOA) regarding the selection, adoption, use and sale of textbooks and other course materials as well as the regulations pertaining to the operation of bookstores.
- 4.2 Employees of the College will comply with the above cited mandates and the institutional procedures established in respect to the selection, adoption and use of textbooks and other course materials for all academic credit-based courses offered by the College at all campuses, instructional sites and course locations.
- 4.3 Employees of the College, or those employed by contractors for purposes of operating College bookstores, shall comply with the above cited mandates and the institutional procedures established in respect to the sale

of textbooks and other course materials.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Series 51 requires the Board of Governors to promulgate a rule that fully and adequately addresses the mandates in West Virginia Code §18B-10-14 regarding the actions of employees of the institution in the selection and adoption of textbooks and course materials. These mandates include:
 - 5.1.1 The faculty must commit, to the maximum percent practicable, to a selection procedure that will ensure certain basic textbooks will be utilized for a reasonable number of consecutive years without new editions being adopted unless earlier editions are not easily utilized in the courses.
 - 5.1.2 The faculty or any employee is prohibited from receiving any payment, loan, subscription, advance, deposit or money, service, benefit or anything of value, at present or promised, as an inducement for requiring students to purchase a specific textbook or supplemental course material.
 - 5.1.3 The faculty or any employee may receive royalties or other compensation from such sales that include the faculty member or other employee's own writing or work.
 - 5.1.4 The faculty or any employee may receive free sample copies, instructors' copies, and instructional materials for review, but shall not resell those items and retain the proceeds.
 - 5.1.5 The faculty or any other employee is prohibited from requiring for any course a textbook that includes his or her own writing or workbook if the textbook or workbook incorporates either detachable worksheets or workbook-style pages intended to be written on or removed from the book.
- 5.2 In addition, Series 51, requires the institutional rule to address the mandates of West Virginia Code §18B-10-14 related to the actions of employees and bookstores operated or contracted by the College regarding the sale of textbooks and course materials. These mandates require that the institution:
 - 5.2.1 Provide specific mechanisms to minimize the costs to students for textbooks and course materials.
 - 5.2.2 Commit, to the maximum percent practicable, the number of used books the bookstore will repurchase from students at the end of each semester.
 - 5.2.3 Commit, to the maximum percent practicable, a range of percentage of repurchase prices based on the new textbook price.
- 5.3 Series 51 also requires that institutional policy comply with the mandates of Public Law 110-315, the Higher Education Opportunity Act enacted on August 14, 2008 in the selection, adoption, and use of textbooks and course materials. This law requires that:
 - 5.3.1 Prior to considering a specific textbook for selection, adoption, and/or use, a faculty may require that textbook publishers provide, in writing:
 - 5.3.1.1 The price of the textbook and/or supplemental course materials to be considered;
 - 5.3.1.2 The copyright dates of the three previous editions, if any;
 - 5.3.1.3 A description of substantial content revisions from previous editions;

- 5.3.1.4 Whether the textbook is available in other lower cost formats and, if so, the price to the institution and the general public;
 - 5.3.1.5 The price of textbooks unbundled from supplemental materials; and
 - 5.3.1.6 The same information, to the extent practicable, for custom textbooks.
- 5.3.2 No employee shall select or assign a textbook or supplemental course material if the publisher has not supplied the required information in Section 5.3.1, if requested, in writing.

SECTION 6. GENERAL PROVISIONS

- 6.1 Institutional procedures for the selection, adoption and use of textbooks and/or supplemental course materials shall be developed through an inclusive process under the direction of the Vice President for Academic Affairs ~~and Student Services~~. Such procedures shall include the following:
- 6.1.1 Firm deadlines for the faculty to be assigned to courses.
 - 6.1.2 Firm deadlines for the selection, adoption and placement of orders with the College bookstore for textbooks and supplemental course materials to be used in each course.
 - 6.1.3 For deadlines not met, to the maximum extent practicable, there shall be a mechanism in place reasonably calculated to ensure that used textbooks, if available, can be located and purchased by the time of enrollment each semester. This mechanism should include, but is not limited to, such measures as default selection of certain textbooks, continuing to use the previous textbook, or having the appropriate ~~Division Head~~ School Dean select the textbook. Any such textbook default selection must be strictly enforced and the faculty ~~does~~ shall not be allowed to change the selection.
 - 6.1.4 Guidelines to be used by faculty in the selection, adoption and use of textbooks and supplementary course materials include the following:
 - 6.1.4.1 The faculty must consider more than one textbook publisher;
 - 6.1.4.2 The faculty must compare prices for textbooks and supplemental course materials in their consideration for selection and adoption;
 - 6.1.4.3 A simple form stating that the required information as stated in section 5.3.1 was or was not provided by the publisher must be submitted to the appropriate ~~Division Head~~ School Dean in support of the adoption of any textbook or supplemental course material; ~~and~~;
 - 6.1.4.4 Procedures for textbook selection and adoption must include a requirement that a textbook be used for a minimum of three academic years before any change is considered, to the extent practicable;
 - 6.1.4.5 Textbooks and supplemental course materials from publishers who refuse to submit the required, written information by established deadlines shall not be considered for future selection, adoption, and/or use for a minimum of three academic years from the date of such failure;
 - 6.1.4.6 Discourage the selection and adoption of textbooks in which less than 50 percent of the

content will be used in the course unless the same textbook will be used in subsequent courses;

- 6.1.4.7 Encourage the use of textbooks that have low-cost alternative editions available;
- 6.1.4.8 Encourage the selection of textbooks it is believed will not be revised by the publisher within the next three (3) years;
- 6.1.4.9 Encourage the use of consortia which make available open source textbooks or course materials to the faculty and students free or at low cost; and,
- 6.1.4.10 Encourage the use of various technology innovations for the provision of textbooks and course materials such as electronic textbooks, on-line textbooks, print-on-demand services, open source materials, and institutionally produced materials.

6.2 Institutional procedures for sharing of information with currently admitted and potential students regarding all required and/or recommended textbooks and supplemental course materials shall be developed through an inclusive process under the direction of the Chief Finance Officer. Such procedures shall include the following:

- 6.2.1 Information on all required or recommended textbooks and supplemental materials shall be prominently posted in a central location on each campus, in a prominent central location on each campus and on the institution's website prior to the designated registration period for each semester.
- 6.2.2 The information provided shall include the International Standard Book Number (ISBN) and retail price.
- 6.2.3 If the ISBN is not available, then the author, title, publisher and copyright date shall be provided.
- 6.2.4 If the ~~required~~ information cited in 6.2.2 and 6.2.3 ~~to be disclosed~~ is not available, then the designation "To be Determined" shall be used.

6.3 The College shall include a link on its website for any provisions for rental of textbooks, purchase of used textbooks, textbook repurchase or buyback, and any alternative content delivery programs available.

SECTION 7. RESPONSIBILITIES

- 7.1 The Vice President for Academic Affairs ~~and Student Services~~, through a collaborative and inclusive process, shall be responsible for developing academic unit, division, department, and/or program procedures and assigning responsibilities for the implementation of all sections of this policy applicable to faculty and other employees under the direction of the Academic Affairs Unit.
- 7.2 In addition to the requirements set forth in previous sections of this policy, the Vice President for Academic Affairs ~~and Student Services~~ shall:
 - 7.2.1 Include training for all faculty on textbook selection and strategies that guarantee high quality course materials at the most affordable cost;
 - 7.2.2 As appointed by the Vice President for Academic Affairs ~~and Student Services~~, an academic ~~Division Head~~ School Dean will serve as a liaison with textbook publishers and be responsible for dissemination of relevant information to the faculty on textbook strategies and education and training opportunities regarding textbook selection; and

7.2.3 Enforce the policies of the Board of Governors concerning textbook selection, adoption, and use.

7.3 The Vice President for Academic Affairs, in conjunction with the School Deans, shall compile and maintain an Official Textbook List. The Official Textbook List will be utilized for all courses on a college-wide basis. The Official Textbook List will be reviewed and updated at least annually. The Official Textbook List will be used to submit textbook information to the Bookstore.

7.4 ~~7.3~~ The Chief Finance Officer, through a collaborative and inclusive process, shall be responsible for developing procedures and assigning responsibilities for the implementation of the sections of this policy applicable to the bookstore and other employees under the direction of the Finance and Administration Unit.

7.5 ~~7.4~~ In addition to the requirements set forth in previous sections of this policy, the Chief Finance Officer shall:

7.5.1 ~~7.4.1~~ Direct an examination of the feasibility of operating a textbook rental program;

7.5.2 ~~7.4.2~~ Establish a permanent Textbook Affordability Committee consisting of a representative from the faculty, students, administration, and bookstore. The Textbook Affordability Committee shall:

7.5.2.1 ~~7.4.2.1~~ Meet periodically, but at least annually;

7.5.2.2 ~~7.4.2.2~~ Advise the Faculty Senate, Student Government Association(s), Administration, and Board of Governors on affordability issues and initiatives, textbook selection guidelines and procedures, and educational opportunities;

7.5.2.3 ~~7.4.2.4~~ Meet annually with the Board of Governors to make recommendations and provide reports it may have generated with copies to be forwarded to the Chancellor.

7.5.2.4 Ensure that the College's bookstores minimize the costs to students of purchasing educational materials;

7.5.2.5 Ensure appropriate, high quality educational materials are selected by course instructors;

7.5.2.6 Encourage and incentivize the use of previous or older versions of basic educational materials to the extent those older versions are available and less costly to students and remain relevant, high quality educational materials with up-to-date information and content;

7.5.2.7 Require the repurchase and resale of educational materials on a College-wide basis; and

7.5.2.8 Provide for the use of certain basic educational materials for a reasonable number of years.

SECTION 8. CANCELLATION

8.1 SCP-3780, Textbook Selection Policy, and SCP-5075, Bookstore Textbook Procedures

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis to comply with any future federal mandates with a time frame

for review to be determined by the President or the President's designee.

SECTION 10. SIGNATURES

Board of Governors Chair

Date

President

Date

Attachments: None.

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

Revision Notes: June 2010 - This is a new policy and addresses the requirements of Series 51 of the Council for Community and Technical College Education and the mandates of Public Law 110-315, the Higher Education Opportunity Act of August 2008 regarding the selection, adoption, use and sale of textbooks and other course materials. This policy supersedes any and all previous policies pertaining to these subjects and related bookstore procedures.

December 3, 2014 - Revisions made to this policy are grammatical in nature and reflect changes in job titles.

May 2020 - Language was added to provide clarity and to clearly define the Official Textbook List. Titles were changed to reflect the current organizational structure.

August 2020 - Revisions reflect changes in titles and management responsibilities due to reorganization; Incorporated new legislative requirements (subsections 7.5.2.4 thru 7.5.2.8) of the colleges' Educational Materials Affordability Committees in accordance with 2019 and 2020 amendments to W.Va. Code §18B-10-14(c).

Review of Comments and Request for Approval of Final Draft Policies

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 20, 2020**

ITEM: SCP-1375, *Reports of Accidents/Incidents*, and Forms SCP-1375.A, SCP-1375.B, and SCP-1375.C

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modifications to SCP-1375, *Reports of Accidents/Incidents*, and Forms SCP-1375.A, SCP-1375.B, and SCP-1375.C, and submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

STAFF MEMBER: Joe Linville

BACKGROUND:

At its August 18, 2020 meeting, the Southern WV Community and Technical College Board of Governors released this policy for a 30-day public comment period to provide the public an opportunity to address the recommended modifications to SCP-1375, *Reports of Accidents/Incidents*, and Forms SCP-1375.A, SCP-1375.B, and SCP-1375.C. The comment period was from August 19, 2020 through September 17, 2020. Notice of the opportunity to comment was announced via campus email to all Southern employees and via email to the staff of the West Virginia Community and Technical College System. A copy of this policy and forms were available for public viewing during this time period.

No comments or suggestions were received for this policy during the 30-day comment period. Therefore, the staff recommends the Board of Governors approve the modifications to SCP-1375, *Reports of Accidents/Incidents*, and Forms SCP-1375.A, SCP-1375.B, and SCP-1375.C , and 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-1375**

SUBJECT: Reports of Accidents/Incidents

REFERENCE: Clery Act (20 USC § 1092(f))

ORIGINATION: January 28, 1991

EFFECTIVE: November 20, 2020

REVIEWED: June 4, 2020

SECTION 1. PURPOSE

- 1.1 To establish a system for reporting all accidents /incidents occurring on any college campus or off-campus location of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all operational units of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 An Accident is defined as any unforeseen, unplanned event, or circumstance resulting in personal injury and /or property damage.
- 3.2 An Incident is defined as any direct or indirect action taken by an individual or group that results in a violation of a law or college policy.

SECTION 4. POLICY

- 4.1 Security and safety at Southern West Virginia Community and Technical College are everyone's responsibility. Security and safety measures will be monitored to ensure that all employees and visitors are in a safe environment. College management will update/upgrade processes as required to ensure maximum protection within available resources.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 The administration of Southern West Virginia Community and Technical College is aware of the need for, and continually strives to provide, a safe and secure environment for its employees, students, and property. This requires the cooperation of all employees in accurately reporting all accidents/incidents. The timeliness of reporting this information is essential to meaningful investigations and maximum recovery of lost or stolen property.
- 5.2 To better assess the status of security and assignment of personnel to achieve maximum security on each location, a report of all accidents /incidents will be made monthly by the Director of Campus Operations with the original report going to the Director of Facilities and Campus Operations.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 Any employee or operating unit of the College involved in or witnessing an accident/incident at any Southern location will immediately contact and provide all pertinent information to the Director of Campus Operations and/or Director of Facilities and Campus Operations.
- 7.2 The Director of Campus Operations or the appropriate employee will investigate and make required reports on the reported accident/incident.
- 7.3 The Director of Campus Operations will prepare and submit daily to the Director of Facilities and Campus Operations, and/or the Title IX Coordinator, and/or the Clery Coordinator, and/or Human Resources Administrator, as appropriate, the *Clery/Safety Report Form* (1375.A) or a report of any accidents/incidents (1375.B) as appropriate. For any major accidents/incidents, the Director of Campus Operations will notify the President.
- 7.4 By the 15th of each month, the Director of Campus Operations will prepare and submit to the Director of Facilities and Campus Operations, a *Monthly Report of Accidents/Incidents* (SCP-1375.C), covering all accidents/incidents occurring on campus during the prior month.
- 7.5 The Director of Facilities and Campus Operations will utilize the Monthly Reports of Accidents/Incidents to:
- 7.5.1 Advise the President.
 - 7.5.2 Make recommendations for assignment to high risk areas.
 - 7.5.3 Develop and implement security techniques to avoid potential problems.
 - 7.5.4 Prepare security statistics for Southern West Virginia Community and Technical College for the U.S. Department of Education.

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
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President	Date
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Attachments: SCP-1375.A, *Clery/Safety Report Form*
 SCP-1375.B, *Accident/Incident Report Form*
 SCP-1375.C, *Monthly Report of Accidents/Incidents*

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

Revision Notes: November 2008 - Revisions reflect changes in procedure requirements. Revisions provide clarity and reflect changes in management responsibilities. This policy was reformatted using the latest policy template.

November 2015 - Revisions reflect changes in titles and management responsibilities. Form 1375.A, *Accident/Incident Report Form*, was revised to comply with Clery Act requirements.

June 2020 - Revisions were made to the forms and the forms were renumbered. The Clery Report form was added as attachment SCP-1375 A. This addition changed the Accident/Incident Report Form to SCP-1375.B and moved the Monthly Report of Accidents/Incidents to SCP-1375.C.

July 2020 - Revisions were made to reflect changes in titles and management responsibilities due to reorganization.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1375.A**

Clery/Safety Report Form

Date of Accident/Incident/Complaint

Date: _____ Day of Week: _____ Time: _____ AM or PM

Location of Accident/Incident/Complaint

Campus: _____ Building: _____ Room: _____ Other: _____

Event Type:

Criminal Offenses:

<input type="checkbox"/> Murder	<input type="checkbox"/> Non-negligent Manslaughter	<input type="checkbox"/> Robbery
<input type="checkbox"/> Aggravated Assault	<input type="checkbox"/> Burglary	<input type="checkbox"/> Motor Vehicle Theft
<input type="checkbox"/> Arson		

Sex Offenses:

Forcible

☐ Forcible Sodomy

☐ Sexual Assault With an Object

☐ Forcible Fondling

Non-forcible

☐ Incest

☐ Statutory Rape

Other: _____

Narrative (attach additional sheets if necessary)

Victim/Compliant Information

Name: _____ College ID Number: _____
 Home Address: _____
 Phone Number: _____ Email: _____
 Date of Birth: _____ ☐ Student ☐ Visitor ☐ Faculty ☐ Staff ☐ Other: _____

Respondent/Person in Potential Violation

Name: _____ College ID Number: _____
 Home Address: _____
 Phone Number: _____ Email: _____
 Date of Birth: _____ ☐ Student ☐ Visitor ☐ Faculty ☐ Staff ☐ Other

Additional Information

Emergency Personnel Called? ☐ Yes ☐ No If yes, who? _____

Transported to Medical Facility? ☐ Yes ☐ No If yes, By Whom: _____

Did they refuse treatment? ☐ Yes ☐ No

Police Report #: _____ Arrest Made: ☐ Yes ☐ No

Date of Report _____ Print Name: _____

Signature: _____ Title: _____

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1375.B**

Accident/Incident Report Form

Date of Accident/Incident/Complaint

Date: _____ Day of Week: _____ Time: _____ AM or PM

Location of Accident/Incident/Complaint

Campus: _____ Building: _____ Room: _____ Other: _____

Interior / Exterior Hallway/Sidewalk/Parking Lot

Event Type: ___ Accident ___ Incident ___ Health Issue ___ Other

Other: (explain) _____

Narrative: _____

(attach additional sheets if necessary)

Victim/Complaint

Name: _____ College ID Number: _____

Home Address: _____

Phone Number: _____ Email: _____

Date of Birth: _____ ___ Student ___ Visitor ___ Faculty ___ Staff ___ Other: _____

Respondent/Defendant

Name: _____ College ID Number: _____

Home Address: _____

Phone Number: _____ Email: _____

Date of Birth: _____ ___ Student ___ Visitor ___ Faculty ___ Staff ___ Other

Additional Information

Emergency Personnel Called? ___ Yes ___ No If yes, who? _____

Transported to Medical Facility? ___ Yes ___ No If yes, by whom?: _____

Did they refuse treatment? ___ Yes ___ No

Report completed by:

Signature: _____ Print Name: _____

Date of Report: _____ Title: _____

Note: Employees injured on job contact Encova within 24 hours at (304) 941-1000

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1375.C

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Monthly Report of Accidents/Incidents

Campus: _____ Report for Month Ending: _____ Submitted: _____ Date: _____

Event Type	Number between 7AM - 3 PM	Number between 3 PM - 11 PM	Number between 11 PM - 7 AM	Total Incidents
Accidents (Requires Form RMI-2)				
Murder				
Aggravated Assault				
Sexual Offense (<input type="checkbox"/> Forcible <input type="checkbox"/> Non-Forcible)				
Robbery				
Negligent Manslaughter				
Burglary				
Motor Vehicle Theft				
Hate Crime				
Drug Law (<input type="checkbox"/> Arrest <input type="checkbox"/> Referral)				
Liquor Law (<input type="checkbox"/> Arrest <input type="checkbox"/> Referral)				
Weapons Possession (<input type="checkbox"/> Arrest <input type="checkbox"/> Referral)				
Injury				
Incident				
Other: _____				
Grand Total				

Estimated value of Destroyed Property
Personal Property \$ _____
State Property \$ _____
Total \$ _____

Area with HIGHEST Incident Rate

Original: Director of Facilities and Campus Operations

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 20, 2020**

ITEM: SCP-4233, *The Dean's List of Students; Graduation with Honors*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modifications to SCP-4233, *The Dean's List of Students; Graduation with Honors*, and submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

STAFF MEMBER: Darrell Taylor

BACKGROUND:

At its August 18, 2020 meeting, the Southern WV Community and Technical College Board of Governors released this policy for a 30-day public comment period to provide the public an opportunity to address the recommended modifications to SCP-4233, *The Dean's List of Students; Graduation with Honors*. The comment period was from August 19, 2020 through September 17, 2020. Notice of the opportunity to comment was announced via campus email to all Southern employees and via email to the staff of the West Virginia Community and Technical College System. A copy of this policy was available for public viewing during this time period.

No comments or suggestions were received for this policy during the 30-day comment period. Therefore, the staff recommends the Board of Governors approve the modifications to SCP-4233, *The Dean's List of Students; Graduation with Honors*, and 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-4233**

SUBJECT: The Dean's List of Students; Graduation with Honors Status

REFERENCE: None

ORIGINATION: July 1, 1985

EFFECTIVE: November 20, 2020

REVIEWED: May 12, 2020

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish and communicate grade point average criteria for recognition of student achievement and placement on the Dean's List and/or graduation with honors.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 All students registered for academic credit-based courses.

SECTION 3. DEFINITIONS

- 3.1 Dean's List – a formal recognition of student academic achievement at the conclusion of the Fall and Spring academic term.
- 3.2 Honors – a formal recognition of student academic achievement at the time of graduation.

SECTION 4. POLICY

- 4.1 A student who earns a minimum grade point average of 3.25 while completing twelve (12) or more credit hours during the Fall or Spring academic term shall be placed on the Dean's List for that academic term and shall be recognized in writing by the Chief Academic Officer.
- 4.2 Students completing requirements for an associate degree or certificate degree program with a minimum of 3.40 cumulative grade point average, which include transfer credit, are eligible to graduate with honors and shall be recognized during the commencement ceremony.
- 4.3 Courses in the less than 100 level series are not used in the calculation of the graduation grade point average.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 At the conclusion of the Fall and Spring academic term, the Registrar updates the student's academic standing which identifies the Dean's List recipients.
- 7.2 The Chief Academic Officer is responsible for the dissemination of the Dean's List.
- 7.3 The Registrar's office shall prepare a list of eligible honor graduates.

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: December 2010 – Policy was reformatted to new SCP format. Revisions provide clarity and changes in responsibilities and procedures.

September 2015 – Revisions reflect the addition of definitions, clarification in the language, as well as updates regarding the responsibilities and procedures of the policy.

May 2020 – Revisions reflect changes in wording and a change to the title of academic leadership.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 20, 2020**

ITEM: SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modifications to SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*, and submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

STAFF MEMBER: Darrell Taylor

BACKGROUND:

At its August 18, 2020 meeting, the Southern WV Community and Technical College Board of Governors released this policy for a 30-day public comment period to provide the public an opportunity to address the recommended modifications to SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*. The comment period was from August 19, 2020 through September 17, 2020. Notice of the opportunity to comment was announced via campus email to all Southern employees and via email to the staff of the West Virginia Community and Technical College System. A copy of this policy was available for public viewing during this time period.

No comments or suggestions were received for this policy during the 30-day comment period. Therefore, the staff recommends the Board of Governors approve the modifications to SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*, and 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-4398**

SUBJECT: Student Grades and Grade Point Average Requirements for Graduation

REFERENCE: West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 22, *Grade Point Average for Certificate and Associate Degrees*

ORIGINATION: November 20, 2002

EFFECTIVE: November 20, 2020

REVIEWED: April 29, 2020

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish and communicate the grading system used by Southern West Virginia Community and Technical College (College), as well as the grade point average (GPA) required for graduation with a certificate or associate degree.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is applicable to all students and employees of the college.

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

- 4.1 All faculty will assign and submit grades in accordance with this policy. All students must meet the minimum grade point average requirements as stated in section 6.3.4 in order to earn a certificate and /or an associate degree.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Further information pertaining to grades, degrees and graduation is provided in the college catalog. To the extent that information in the catalog may conflict with this policy, this policy supersedes that information.

SECTION 6. GENERAL PROVISIONS

- 6.1 The following grades are used by the College:

<u>Letter Grade</u>	<u>Description</u>	<u>Quality Points Per Credit Hour</u>
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Below Average	1.0

F	Failing	0.0
F*	Failing due to nonattendance	0.0
W	Withdrawal	Not calculated in GPA
I	Incomplete Grade	Not calculated in GPA
CR	Credit	Not calculated in GPA
NC	No Credit	Not calculated in GPA
AU	Audit	Not calculated in GPA

6.1.1 Withdrawal: A student withdrawing from a course by the established deadline for withdrawal will receive a grade of “W.” After the last day to withdraw, a student will not be permitted to withdraw from the course and will receive the final grade the student earned.

6.1.2 Incomplete Grade: A student may receive an incomplete “I” grade for a course if that student has successfully completed the majority of the academic requirements and is unable to complete the course due to unforeseen or uncontrollable circumstances. The instructor for the course must submit an Incomplete Grade Form to the appropriate Dean for approval before an “I” grade may be recorded by the Registrar. The student does not re-register for the course in which the “I” grade was received but must complete the requirements for the course within the next full academic term or the “I” grade will automatically be changed to a grade of “F.” The final grade for the course will be assigned by the instructor and the grade change must be approved by the appropriate Dean and Chief Academic Officer, then forwarded to the Registrar.

6.1.3 Credit/No Credit Grade: Some courses may be graded on a pass/fail basis. In these instances, a student may receive a grade of credit (CR) to indicate that the student has met the course requirements. On the other hand, a student may receive a grade of no credit (NC) to indicate that the student has not met the course requirements.

6.1.4 Audit Grade: A student interested in enrolling for a course and not receiving a grade may audit the course. In auditing a course, the student pays the regular tuition and fees for the course, receives instruction, and participates in classroom activities, but does not receive a grade. The final grade of “AU” will be recorded on the student’s transcript.

6.2 The grades earned by a student are determined by the instructor of the course and can be changed only upon the latter’s recommendation with final approval by the Chief Academic Officer, except as follows:

6.2.1 As set forth above, the appropriate Dean must approve a grade of “I” and must approve the final grade once the work missed is satisfactorily completed.

6.2.2 The Chief Academic Officer may, upon recommendation of the Grievance Committee or Exceptions Committee, request to change a grade.

6.3 At the close of each semester, the instructor shall evaluate each student enrolled in his or her assigned class.

6.3.1 The Registrar shall provide notice to each faculty member regarding deadlines when final grades must be submitted. Deadlines must be met to facilitate decisions with regard to registration, probation, sequence of classes, prerequisites and graduation requirements.

6.3.2 Grades shall be submitted as follows:

6.3.2.1 Full-time and adjunct faculty shall submit grades through entry in the BANNER System using Faculty Self Service via mySouthern, or as arranged with the Dean.

- 6.3.2.2 Both full-time and adjunct faculty must make available, if requested by the appropriate Dean, or Chief Academic Officer, documented evidence of class attendance and performance records. This is necessary and valuable in the event of student grade appeals. All examinations or other graded assignments not returned to students must be maintained by the faculty member for one succeeding semester.
- 6.3.3 In calculating a student's grade point average, all assigned letter grades "A" through "F" will be used. The grade point average is calculated on all work for which the student has registered with the exception of courses with grades of "W," "I," "CR," "NC," and "AU," courses repeated (see "D" and "F" Repeat Provisions), and courses forgiven (see Academic Forgiveness Provision). To compute the overall grade point average, add all quality points and divide this number by the total credit hours for courses in which a student earned a letter grade. Grades of "F" and "F*" are included in the hours earned with "0" quality points.
- 6.3.4 Those students who successfully complete the requirements for a certificate or associate degree with a cumulative grade point average of 2.00 or better are eligible to graduate. Some programs require that students earn a minimum grade of a "C" in certain courses taken in order to graduate.
- 6.3.5 The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:
- 6.3.5.1 Courses from which the student has withdrawn.
 - 6.3.5.2 Courses in remedial/developmental (transitional studies) education.
 - 6.3.5.3 Courses taken on a credit/no credit basis where credit is earned.
 - 6.3.5.4 Courses taken on an audit basis.
 - 6.3.5.5 Courses which have been repeated under the "D/F Repeat Provision" of this policy.
 - 6.3.5.6 Courses which are covered under the "Academic Forgiveness Provision" of this policy.
- 6.3.6 "D" and "F" Repeat Provision: If a student earns a grade of "D" or "F" on any course taken no later than the academic term or summer term during which the student attempts the sixtieth (60th) semester hour, and if that student repeats this course prior to the receipt of a degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining the student's grade point average. The original grade shall not be deleted from the student's permanent record.
- 6.3.7 Discretionary Academic Forgiveness Provision: This provision is designed to assist students who previously left college with low grades and may be implemented, provided certain conditions are satisfied, where the "D" and "F" repeat provision are not applicable. The conditions for academic forgiveness are as follows:
- 6.3.7.1 The student seeking academic forgiveness must not have been enrolled during any semester or term at any higher education institution for a period of four consecutive years prior to the request for academic forgiveness. Only grades received prior to the four-year, non-enrollment period may be disregarded for grade point average calculation.
 - 6.3.7.2 This policy pertains only to the grade point average required for graduation and does not

pertain to the grade point average calculated for special academic recognition, graduation with honors, admission requirements for particular programs, or any other academic related standards, or requirements for professional certifications.

6.3.7.3 To implement this policy, the student must submit a written request to the Chief Academic Officer. The request must identify the non-enrollment period and the specific courses and grades the student wishes to be exempted from grade point average calculation. The Chief Academic Officer may accept, modify or reject the student's request. Grades disregarded for grade point average computation will remain on the student's transcript.

6.3.7.4 In instances where a student requests and gains academic forgiveness from another higher education institution and then transfers to Southern, Southern is not bound by the prior institution's decision to disregard grades for grade point average calculation and vice versa.

6.3.8 The academic forgiveness policy for the Board of Governors Associate in Applied Science Adult Completion Program differs from that specified above. Per the West Virginia Council for Community and Technical College Education Administrative Guidelines for this program, all F's earned in College courses earned four or more years before admissions to program are disregarded from the computation of the graduation grade point average. The "F" grades will not be deleted from the transcript. The "D" and "F" Repeat Provision shall also apply if applicable.

SECTION 7. RESPONSIBILITIES

7.1 The Chief Academic Officer shall cause the terms of this policy to be observed.

SECTION 8. CANCELLATION

8.1 SCP-4397, *Student Grades and Related Concerns*, September 1, 2000; SCP-4520, *Submitting Student Grades by the Faculty to the College's Student Records Office and Authority for Changing Student Grades*, September 1, 2000; and SCP-4520.A, *Final Grade Report Form*, September 1, 2000.

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 2014 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity.

May 2018 - Revisions reflect technical changes, additions of definitions and clarity, as well as title changes.

April 2019 - Revisions reflect technical changes in accordance with, Title 135, Procedural Rule, Series 22, *Grade Point Average for Certificate and Associate Degrees*, West Virginia Council for Community and Technical College Education.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 20, 2020**

ITEM: SCP-5050, *Assessment, Payment, and Refund of Tuition and Fees*

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

STAFF MEMBER: Pamela L. Alderman

BACKGROUND:

At its August 18, 2020 meeting, the Southern WV Community and Technical College Board of Governors released this policy for a 30-day public comment period to provide the public an opportunity to address the recommended modifications to SCP-5050, *Assessment, Payment, and Refund of Tuition and Fees*. The comment period was from August 19, 2020 through September 17, 2020. Notice of the opportunity to was announced via campus email to all Southern employees and via email to the staff of the West Virginia Community and Technical College System. A copy of the policy was available for public viewing during this time period.

One comment was received at the end of the comment period from the General Counsel for the West Virginia Community and Technical College System regarding the following antiquated language in subsection 6.5.1. "...under the statewide contract initiated by the State Board of Investments or..." which has been stricken from the final policy version.

Therefore, the staff recommends the Board of Governors approve the modifications to SCP-5050, *Assessment, Payment, and Refund of Tuition and Fees*, and its 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-5050**

SUBJECT: Assessment, Payment, and Refund of Tuition and Fees

REFERENCE: West Virginia Code §18B- 10-1; West Virginia Higher Education Policy Commission, Title 133 Legislative Rule, Series 32, *Tuition and Fee Policy*; SCP - 4192, *Administrative Withdrawal and Administrative Drop of Students*

ORIGINATION: January 15, 2002

EFFECTIVE: November 20, 2020

REVIEWED: June 4, 2020

SECTION 1. PURPOSE

- 1.1 To establish policy relating to the assessment, payment, and refund of tuition and/or fees.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all students in matters related to payment and refund of tuition and/or fees in credit and non-credit courses, training sessions, or other activities where tuition or fees are assessed.

SECTION 3. DEFINITIONS

- 3.1 Traditional Term – The standard fall, spring, and summer semester/term.
- 3.2 Non-traditional Term – Any term or part of term other than a standard semester/term
- 3.3 Installment Payment Plan Option – A payment plan option provided to assist students in paying tuition and fees over a specified period of time.
- 3.4 Complete Withdrawal – To receive a refund a student must withdraw from all courses, both traditional and non-traditional, leaving zero hours registered for the semester/term.
- 3.5 Administrative Withdrawal – A decision by the college to withdraw a student from an academic credit-based course or courses for emergency reasons, or disciplinary reasons.

SECTION 4. POLICY

- 4.1 The College shall operate on a strictly cash basis with all payments and obligations being collected prior to the start of classes except as provided in this rule.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.

- 5.2 Exceptions may be granted for late financial assistance disbursements for situations at no fault of the student.
- 5.3 Exceptions may be granted for students who enroll in the College's Installment Payment Plan Option.
- 5.4 All exceptions to this policy must be approved by the Chief Finance Officer or other College Officer that may be designated by the President before a refund may be processed. Any decision to reduce or deny a refund may be appealed through the established process for appeals.

SECTION 6. GENERAL PROVISIONS

6.1 Tuition and Fees

- 6.1.1 Students enrolled for twelve or more credit hours pay the maximum charges in the tuition and fee category.
- 6.1.2 Students enrolled for less than twelve credit hours in a traditional semester/term shall have their fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour.
- 6.1.3 Fees for students enrolled in a traditional summer term or any non-traditional term shall be prorated based upon the number of credit hours for which students enroll.
- 6.1.4 The College reserves the right to establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule. Some of these fees may not be refundable.
- 6.1.5 All regular and special fees charged by the College shall be identified separately and published so they are readily available to all students.
- 6.1.6 Fees shall be established and charged for all non-credit economic, workforce, and community development courses in an amount to ensure that the offering is self-supporting, including indirect cost.

6.2 Refund of Regular Fees

- 6.2.1 The following schedule for calculating refunds shall be adhered to for those students who withdraw from the institution via the official withdrawal process and who are eligible to receive refunds. Students qualify for a full refund (100%) of tuition/fees, if they drop any or all of their courses prior to the start of classes for the semester/term. Once classes begin for the semester/term, there are only two ways a student may qualify for a tuition/fee refund. The first is to completely withdraw from the institution for the semester/term within the refund schedule dates set for the term (this means carrying zero credit hours for the semester/term). This includes any courses that have not started for the semester/term, including all non-traditional courses. The second way to qualify for a refund is if the institution cancels a course. The student will get a 100 percent (100%) refund for any course that is canceled.
 - 6.2.1.1 Any student who has received an administrative withdrawal due to disciplinary action will not be eligible for a refund at any time during the semester.
 - 6.2.1.2 Continuing students who officially withdraw during a semester shall at a minimum receive a refund of regular fees in accordance with the following refund schedule:

- 6.2.1.2.1 A student who begins a term and withdraws after completing up to (1) week or 10 percent (10%) of the term is entitled to a refund of 90 percent (90%) of the charges;
- 6.2.1.2.2 A student who withdraws after completing more than 10 percent (10%) through 25 percent (25%) of the term is entitled to a refund of 75 percent (75%) of the charges;
- 6.2.1.2.3 A student who withdraws after completing more than 25 percent (25%) through 50 percent (50%) of the term is entitled to a refund of 50 percent (50%) of the charges;
- 6.2.1.2.4 A student who withdraws after completing more than 50 percent (50%) of the term is not entitled to a refund.

6.3 Registration Period – Late Fee

- 6.3.1 A formal registration and late registration periods shall be established for registering into all classes. A late fee not to exceed the amount approved by the Board of Governors and listed on the schedule of tuition and fees shall be imposed on all late registrants.

6.4 Installment Payment Plans

- 6.4.1 The Governing Board permits fee payments to be made in installments over the course of the academic term. All fees shall be paid prior to the awarding of course credit at the end of the academic term. Installment payment plans will be offered in only the fall and spring. The Chief Finance Officer shall develop the installment payment plans and the procedures to implement the plans. A late payment fee may be charged not to exceed the amount approved by the Governing Board and listed on the schedule of tuition and fees.

6.5 Use of Credit Cards

- 6.5.1 The use of credit cards for payment of student tuition and fees are authorized under an alternate program that may be approved by the Board of Governors. To the extent allowed by a law or policy of the credit card company, the College may impose a surcharge on credit card payments equal to any amount that may be imposed by the credit card company as a service fee.

SECTION 7. RESPONSIBILITIES

- 7.1 The Finance Unit is responsible for this policy.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair
Date

President
Date**Attachments:** None.**Distribution:** Board of Governors (12 members)
www.southernwv.edu**Revision Notes:** January 11, 2011 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

May/June 2011 – Policy revisions provide clarity and reflect changes in management responsibilities.

November 2015 – This policy was revised to comply with *West Virginia Higher Education Policy Commission, Title 133, Legislative Rule, Series 32 Tuition and Fee Policy*.

January 2016 – Policy revisions provide clarity and reflect changes in management titles.

June 2020 – Changes were made to allow charging late fees for all possible types of registration. Changes were also made to include charging the late fee on the instalment plan.

August 2020 – Revisions were made to reflect changes in titles and management responsibilities due to reorganization.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 20, 2020**

ITEM: SCP-5066, *Assessment, Payment, and Refund of Tuition and Fees* and Form SCP-5066.A

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modifications to SCP-5066, *Third-party Tuition and Fee Waivers* and Form SCP-5066.A, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

STAFF MEMBER: Pamela L. Alderman

BACKGROUND:

At its August 18, 2020 meeting, the Southern WV Community and Technical College Board of Governors released this policy for a 30-day public comment period to provide the public an opportunity to address the recommended modifications to SCP-5066, *Third-party Tuition and Fee Waivers* and Form SCP-5066.A. The comment period was from August 19, 2020 through September 17, 2020. Notice of the opportunity to was announced via campus email to all Southern employees and via email to the staff of the West Virginia Community and Technical College System. A copy of the policy was available for public viewing during this time period.

While the General Counsel for the West Virginia Community and Technical College System did not have substantive recommendations or suggestions for this policy, Counsel offered one technical change by the end of the comment period regarding the following language in subsection 2.1: Change "issuance" to "policy." The suggested change has been made to final policy version.

Therefore, the staff recommends the Board of Governors approve the modifications to SCP-5066, *Third-party Tuition and Fee Waivers* and Form SCP-5066.A., 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-5066**

SUBJECT: Third-party Tuition and Fee Waivers

REFERENCE: West Virginia Code §18B-10-9; SCP-5066.A, *Third-party Tuition and/or Fee Waiver Agreement*

ORIGINATION: March 2010

EFFECTIVE: November 20, 2020

REVIEWED: May 7, 2020

SECTION 1. PURPOSE

- 1.1 To establish institutional policy regarding the approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third-parties and offered for academic credit by Southern West Virginia Community and Technical College (College).

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to any course, institute, workshop, special course, or other educational program offered for academic credits that are subject to the payment of regular tuition and/or fees by participants, for which a third-party sponsor has requested a waiver of such payment of tuition and/or fees.

SECTION 3. DEFINITIONS

- 3.1 For purposes of this policy, the following terms are defined as:
- 3.1.1 Third-party Sponsor – Any federal, state or local agency or any foundation, corporation or other association or person wholly financing the cost of an academic, credit-based course, institute, workshop, special course, or other educational program.
- 3.1.2 Tuition and/or Fee Waiver – The relinquishment of payment of the standard tuition and/or fees normally charged for enrollment, registration, and participation in an academic, credit-based course, institute, workshop, special course, or other educational program financed by a third-party sponsor.

SECTION 4. POLICY

- 4.1 Pursuant to West Virginia Code §18B-10-9, Southern West Virginia Community and Technical College may enter into agreements whereby a third-party may sponsor and wholly finance a course, institute, workshop, special course, or other educational program offered by the College for academic credit and individual students enrolled in such third-party-sponsored offerings shall be excused from the payment of regular, standard tuition and/or other associated fees for such courses, institute, workshop, special course, or other educational offering.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 This policy replaces the former Title 133 Interpretive Rule, Series 40, of the State College System of West Virginia Board of Directors which was abolished by the West Virginia Higher Education Policy Commission with the authority to enter into such agreements transferred to the institutional Board of Governors.
- 5.2 This policy does not apply to non-academic credit-based courses, institutes, workshops, or training programs under the auspices of the Workforce and Community Development Unit of the College.

SECTION 6. GENERAL PROVISIONS

- 6.1 Under the terms of the third-party tuition and/or fee waiver agreements, all participants enrolled shall be excused from the payment of the regular, standard tuition and/or fees normally associated with participation in such courses, institute, workshop, special course, or other educational program offered by the College for academic credit.
- 6.2 All third-party waiver agreements shall clearly state all costs to be financed by the third-party sponsor. Costs for third-party waiver agreements shall include, but are not limited to, any direct costs for instruction and instructional materials, such as textbooks, and other indirect costs for administration and overhead expenses.

SECTION 7. RESPONSIBILITIES

- 7.1 Procedures for requesting tuition and/or fee waivers by third-party sponsors shall be established by the Chief Finance Officer and Chief Academic Officer. Such procedures shall be made available to the general public and posted on the College's official web site.
- 7.2 All third-party tuition and/or fee waiver agreements shall be documented through completion of the required College form and shall be signed by the responsible representative(s) of the third-party and College official(s).
- 7.3 The President or her/his designee shall be responsible for approving all third-party tuition and/or fee waiver agreements on behalf of the College.

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
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President	Date
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Attachments: SCP-5066.A, *Third-party Tuition and/or Fee Waiver Agreement*

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

Revision Notes: June 2010 – This is a new policy which addresses the approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third-parties and offered for academic credit by Southern West Virginia Community and Technical College.

September 2014 – Revisions reflect changes in job titles.

May 2020 – SCP-5066.A, *Third-party Tuition and/or Fee Waiver Agreement*, was added to the policy as an attachment.

August 2020 – Revisions reflect changes in titles and management responsibilities due to reorganization.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**BOARD OF GOVERNORS****SCP-5066.A****Third-party Tuition and/or Fee Waiver Agreement**

This agreement is made and entered into by and between Southern West Virginia Community and Technical College (College) and _____ (Third-party Sponsor) for the delivery of _____ during the _____ term of the _____ academic year.

Instructional, textbook(s), administrative and other overhead costs to provide the above described course(s), institute, workshop, special course(s), or other academic, credit-based educational offering include the following:

Instruction	\$ _____
Textbooks	\$ _____
Instructional materials	\$ _____
Other	\$ _____
Administrative costs (at ____ percent)	\$ _____
Total	\$ _____

The College and Third-party Sponsor agree as follows:

COLLEGE'S RESPONSIBILITY

(Please describe)

THIRD-PARTY SPONSOR'S RESPONSIBILITY

(Please describe)

By signing this agreement, the parties agree that the costs incurred under this agreement as detailed above will be paid to the College upon presentation of an invoice.

APPLICABILITY OF COLLEGE POLICIES AND PROCEDURES

With the exception of payment of tuition, fees, and other charges, students enrolled in an academic, credit-based course(s) offered through this agreement shall be treated as regularly enrolled students and subject to all applicable College policies and the general policies of the Community and Technical College System of West Virginia.

Third-party Sponsor Representative

President or Designee

Date

Date