



Agenda Book February 16, 2021

Members

Lisa Haddox-Heston, Chair
Mason “Ed” White, Vice Chair
Eddie J. Canterbury, Secretary
J. Chris Adkins
Robert “Bud” Baldwin
David H. Gresham

Janice Olive
Samuel A. Stewart
Pat J. White
William “Bill” 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 February 16, 2021
Zoom Conference - 6:00 p.m.

Zoom Meeting: <https://zoom.us/j/94399024265>

Meeting ID: 943 9902 4265

Dial-in Only: 1 646 876 9923

Join by Skype for Business

<https://zoom.us/skype/94399024265>

AGENDA

1. Roll Call, Verification of Quorum, and Call to Order Dr. Lisa Haddox-Heston
Board Chair
2. Call for Public Comments to the Board of Governors Chair Heston
3. President's Report Dr. Pamela Alderman
4. 2022 HLC Comprehensive Visit Update Mr. Bill Alderman
Accreditation Liaison Officer
5. Development Office Report Ms. Rita Roberson
Director of Development
6. Annual Faculty Senate Presentation Mr. Chuck Puckett
Chair, Faculty Senate / ACF Representative
7. Classified Staff Council Report Ms. Patricia Miller
Chair, Classified Staff Council
8. *Board of Governors Tuition and Fees Committee Proposal Mr. Eddie J. Canterbury
Committee Chair
9. *Board of Governors Presidential Evaluation Committee Proposal Ms. Dianna Toler
Committee Chair
10. Action Items Chair Heston
 - 10.1 Approval of December 15, 2020, Board Meeting Minutes 14
 - 10.2 Approval to Release Draft Policies for 30-day Comment Period
 - 10.2.1 SCP-1002, *Official College Spokesperson and Media Releases* 25
 - 10.2.2 SCP-1435, *Inclement Weather and Emergency Situations* 28
 - 10.2.3 SCP-2226, *Faculty Incentive Pay Program* 35
 - 10.2.4 SCP-2624, *Employee Development* 44
 - 10.2.5 SCP-2701, *Reduction in Work Force Due to Financial Exigency:*
Faculty Personnel 49
 - 10.2.6 SCP-2825, *Salary Administration* 55
 - 10.3 Review of Comments and Approval of Final Draft Policies
 - 10.3.1 SCP-2810, *Sabbatical Leave for Full-time Faculty and*
Instructional Specialists 60

10.3.2	SCP-5620, <i>Traffic and Vehicle Speed, Flow, and Parking Regulations Policy</i>	69
11.	Informational Items	President Alderman
11.1	The next regular Board of Governors meeting is scheduled for 6:00 p.m. on Tuesday, April 20, 2021	
11.2	Hold the Date: <i>Community and Technical College System (CTCS) Institutional Boards of Governors Training</i> June 10-11, 2021 Stonewall Resort and Conference Center	
12.	Adjournment	Chair Heston

*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.

HLC Update to Board of Governors

February 16, 2021

The Assessment Academy has been actively working toward the adoption of a robust assessment plan identified by the HLC during the Focus Visit of March 2-3, 2020. I will provide detailed information and updated data during the evening of my report. Highlights I will cover during my update include the following:

- President Alderman, Tom Morris, and I met virtually with Dr. Karen Solomon, HLC December 14, 2020
- Plans to access the General Education Outcomes
- The Assessment Academy completed their first 3-day Roundtable, October 28-30 and established our project
- The Assessment Academy has developed an Action Plan Time Line which is stored in Files (using Excel) on Microsoft Teams
- Implementation of the first 'End of Course Assessment' forms for all faculty/all courses for fall 2020 semester
- Development of the Southern Assessment Handbook and Student Learning Assessment Guide all full-time faculty and adjunct faculty
- HLC expectations/plans for 2021

Submitted by:

Bill Alderman

Accreditation Liaison Officer

DEVELOPMENT OFFICE

Rita Roberson

February 16, 2021

Southern West Virginia Community College's Foundation established the Vision 2020 Campaign with the goal of reaching \$20 million by the end of 2020. The goal was reached and surpassed. We are in the process of closing Vision 2020, and in the planning phases of a new campaign.

Our new campaign will be - Excellence: 50 Years and Beyond. This will be a 5 -year campaign with the goal of raising \$1.5 million. The new campaign will kick off August 1, 2021 in conjunction with the beginning of Southern West Virginia Community and Technical College's 50 Year Celebration. The next few months will be the start of the quiet phase.

Our new campaign will feature fundraising events throughout our service district. Our plan is to add new events, as well as continue with the ones we have enjoyed during the Vision 2020 campaign. We will continue with the Kayak event in Boone County, the Golf Outing at Twin Falls State Park in Wyoming County, and the Harvest Half in Mingo County. We will also be reaching out to potential new donors throughout the state. The Foundation has contracted with a local person who will be adding to the list of potential donors.

Southern's Foundation was successful in awarding scholarships in the amount of \$59,316.32 for the Fall 2020 semester, and \$64,672.99 for Spring 2021 semester, for a total amount of tuition, fees and books in the amount of \$123,989.31.

Normally the amount for Fall is greater than Spring, but with the staggering amount of displaced workers due to COVID, our students are finding themselves with a greater need.

Our Foundation is also providing a large amount of additional assistance to many of the students.

During the calendar year beginning January 1, 2020 through December 31, 2020 we provided an amount of \$12, 266.86. The current calendar year beginning January 1, 2021 has already reached the amount of near \$7,973.76.

This assistance covers many things for our students. The majority of these funds pays for Allied Health program testing fees. But, also more and more of our students are in need of emergency funds that feed them, puts gas in their vehicles and keep a roof over their heads.

The Development Office has added a new Accountant. Stacy Dingess joined us in January 2021. Stacy is a former Southern employee and a valuable asset to the Foundation.

We are in the planning stages of developing an Alumni chapter. We plan on introducing the Alumni Association during the kickoff of the Excellence: 50 Years and Beyond fundraising campaign. We will, however be mailing donation cards and letters to all graduates from our Spring and Fall 2020 semesters. These letters will be going out by the end of February 2021.

And last, but not least, the Foundation is making an effort to engage 100% of our employees in the giving process. We are asking all of our employees to donate through payroll deductions, or make a one-time donation. The amount is completely their decision.

Faculty Senate and Advisory Council of Faculty Annual Update

Spring 2021

Faculty Senate

Established in West Virginia Code §18B-6-3.

Made up of three full time faculty members from the Logan campus, three from the Williamson campus, one from the Boon/Lincoln campus, one from the Wyoming campus, the elected Advisory Council of Faculty member, and the Board of Governors representative.

Purpose of the Faculty Senate (Southern's Governance Handbook)

- The Faculty Senate will act on issues as stated in the Faculty Constitution along with any other issues as directed by the administration and the governance structure.
- The Faculty Senate may review and recommend to the Executive Council all policy and procedures submitted from the governance structure.
- The Faculty Senate may review faculty policy and procedures with the President and the Vice President for Academic Affairs.

2021 Goals

Continue advising and make recommendations about Southern's shared governance and the changes made to the governance system.

Amend the Faculty Senate Constitution

- Change our meetings to Governance Days, and other appropriate times
- Make changes so that program coordinators and lead faculty are eligible to serve
- Make the Faculty Senate Constitution a policy (SCP)

Prepare a Professor Emeritus Policy

Prepare a Professor Longevity Policy

Advisory Council of Faculty (ACF)

Established in West Virginia Code §18B-6-2.

Made up of representatives of each state community college, college, and university. These representatives are elected by the faculty of their institution.

Purpose: Serve as a resource to advise the legislature on higher education and faculty issues

Advise the Higher Education Policy Commission (HEPC) <http://wvhepcnew.wvnet.edu/>

Advise the Council for Community and Technical College Education (CCTCE) <http://wvctcs.org/ctc-council>

Advise our individual Boards of Governors

ACF 2020-21 Higher Education Faculty Issues

- To extend and improve broadband capabilities to ensure West Virginia students, colleges, and industries have access to the technology needed to develop, innovate, and grow
- To continue adapting to the challenges brought forth by the pandemic through working to sustain, improve, and protect the health and education of our students
- To address IT needs at the institutional level through funding and trainings for faculty and staff
- To study and improve access to mental health resources for our students, faculty, and staff statewide
- To encourage and support recruitment for post-secondary education globalization initiatives
- To provide transparency in campus governance, initiate faculty and staff evaluations of Board of Governors, and all administrators at the Dean level or higher

Highlights of Faculty Accomplishments

Bill Alderman

Completed an online Orientation to the ALO (academic Liaison Office) Role with the HLC

Completed several professional development seminars dealing with online instruction offered by the HEPC and textbook publishers.

Attended the Assessment Academy Virtual Roundtable Workshop and has worked with Southern's Assessment Academy team. (Kevin Bartlett, Regina Bias, Larry D'Angelo, and Chuck Puckett)

Lora Foster

Graduated May 2020 from the Health Information Program

Southern WV Community and Technical College

Passed CCS exam (Certified Coding Specialist) through (AHIMA)

Organizational Member of AHIMA and AAMA

Chuck Puckett

Was elected Vice Chair of the ACF

Continued to serve as the treasurer for the West Virginia Academy of Science

Jeff Yeager

Finished a Ph.D. from West Virginia University

Revive two dormant classes at the college: EN 115: Technical Writing (which is now required for IT and CJ majors) and TH 239: Film Appreciation.

Classified Staff Report to the Board of Governors

February 16, 2021

The Classified Staff Council has had two meetings since our last Board of Governors report and President Alderman was our guest speaker at both meetings. This was her second and third quarterly meeting with the Classified Staff Council as mandated in WV state code.

Members from the Classified Staff Council worked along with Faculty members and Human Resources to update the policy SCP-2825 Salary Administration. This update brings the policy in line with changes made in WV State Code and Title 135, Legislative Rule, WV Council for Community and Technical College Education, Series 55 Human Resources Administration.

The Council continues to work on:

- a new policy for progressive discipline
- elections to fill positions vacated due to employees becoming non-classified
- helping employees in need through our Southern Samaritans program
- providing professional development funding for classified employees
- continuing to provide recognition for classified employee achievements and special life events through our Hallmark committee

Submitted by:

Patricia Miller, Chair
Classified Staff Council

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 16, 2021**

ITEM: Request for Approval of 2021-2022 Tuition and Fees Proposal

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposal to retain the current tuition rate of \$161.00 per credit hour, a per semester tuition rate of \$1,932.00, and the annual tuition rate of \$3,864.00 for resident students for the 2021-2022 academic year effective July 1, 2021; and

FURTHER RESOLVED, that the tuition and fees are placed at a level to insure that out-of-state students pay the lower of the most recent reported System average or the calculated institutional full cost of instruction as required by West Virginia Code §18B-1D-3(a)(2)(B); and

FURTHER RESOLVED, elimination of the \$50.00 Late Payment Fee, \$25.00 Late Registration Fee, and the \$100 Watermark Comprehensive Assessment Fee, effective July 1, 2021.

STAFF MEMBER: Eddie Joe Canterbury, Chair
Board of Governors Tuition and Fees Ad Hoc Committee

BACKGROUND:

At its January 27, 2021 meeting, the Southern West Virginia Community and Technical College Board of Governors Tuition and Fees Ad Hoc Committee recommended no tuition increase for the 2021-2022 academic year.

The Committee recommends for the Board of Governors to approve the above resolution to retain the current tuition rate of \$161.00 per credit hour, a per semester tuition rate of \$1,932.00, and the annual tuition rate of \$3,864.00 for resident students for the 2021-2022 academic year.

The Committee further recommends that the tuition and fee rates for nonresident students be placed at a level to insure that nonresident students pay the lower of the most recent reported System average or the calculated institutional full cost of instruction as required by West Virginia Code §18B-1D-3(a)(2)(B).

The Committee proposes a reduction in student fees by eliminating the \$50.00 Late Payment Fee and \$25.00 Late Registration Fee from the institution's Special Fees Schedule, and the \$100 Watermark Comprehensive Assessment Fee from Southern's Program Fee Schedule for the 2021-2022 academic year.

At this time, no additional course fees are requested for FY 2021-2022. However, President Alderman requests the opportunity to have a programmatic fee schedule developed for the Allied Health and Nursing programs to bring before the Board of Governors for review and consideration at a special meeting to be held at a date to be determined in March 2020. The 2021-2022 budget and fee schedules are due to the Chancellor for Community and Technical College Education by April 1, 2021. Dr. Alderman desires to create affordable access to degree programs, create a diverse student body, and maintain strong degree programs at every level to support Southern's educational outcome goals.

Considering the current economic situation and the impacts of the global COVID-19 pandemic, it is the consensus of the Board of Governors Tuition and Fees Ad Hoc Committee that Southern should not seek a tuition increase for the upcoming fiscal year, and the registration related fees and the comprehensive assessment fee should be eliminated. Hopefully, this effort will help to increase enrollment and retain students. New students are exploring their options, and the recommended freeze of tuition and reduction in student fees for FY2022 maintains Southern as a competitive option in terms of quality and affordability.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 16, 2021**

ITEM: Request for Approval of Proposed Revision of the 2020-2021 Presidential Goals

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the observations and recommendations regarding the progress made toward completion of the 2020-2021 goals established for its newly hired president as recommended by the Higher Learning Commission.

STAFF MEMBER: Dianna Toler, Chair
Board of Governors Presidential Review Ad Hoc Committee

BACKGROUND:

The Board of Governors Presidential Review Ad Hoc Committee met as a full committee on January 27, and February 8, 2021. Evaluation of the President is based upon the goals and objectives developed by the President and approved by the Board of Governors on August 8, 2020. To assist them in completing the survey, each Board member received electronically the evaluation survey instrument, the 2020-2021 President's Goals Update, and the HLC Expectations for Southern's 2022 Comprehensive Visit. The evaluation was to be completed by each individual Board member and submitted to the Executive Assistant to the President and Board of Governors by February 3, 2021. The individual Board member evaluations were consolidated into a single written report and reviewed by the Presidential Review Ad Hoc Committee on February 8, 2021.

Eight of eleven forms (72.7%) were collected and the consolidated report was shared with the Board of Governors Presidential Review Ad Hoc Committee. The following observations should be noted: (1) the submitted forms did not contain the names of the persons who completed them; and (2) the status (lay member, staff member, faculty member, student member) was not disclosed on the form.

Overall, board members rated the President's performance toward completion of goals positive and determined that the Goals 1, 2, 4, and 5 are being accomplished at satisfactory levels.

The Ad Hoc Committee found that Goals 3, 6, and 7 need to be slightly adjusted, and Goal 8 cannot be evaluated at this time because the president has not been in office for one year. The Committee made the following observations and recommendations for approval by the full Board.

1. Goal 3, "Create action steps, goals and measurable outcomes related to trust, respect, shared governance, and collaboration on or before September 30, 2020."

The Ad Hoc Committee found this goal to be in progress and steps have been taken to address issues cited in the 2020 Focused Report. This goal cannot be adequately evaluated given the work that had to be completed to bring the institution back in good standing with the HLC. The projected date for completion (September 30, 2020) was unrealistic. The Ad Hoc Committee recommends adjusting the date for completion to June 1, 2021.

2. Goal 5, the Committee recommends removing “**students**” from this goal as professional development activities which includes training on shared governance and HLC accreditation cannot be scheduled for students due to the COVID-19 pandemic and closure of Southern’s facilities.
3. Goal 6, “In collaboration with administration, faculty and staff, review and revise the college governance structure by April 1, 2021.”

Progress is being made in this area. A subcommittee has been established to revise the college’s governance structure taking into consideration recommendations from the Classified Staff Council and Faculty Senate. An in-depth governance review sometimes requires more time than first anticipated. The Ad Hoc Committee recommends the date for completion be moved to June 1, 2021, with implementation on July 1, 2021.

4. Goal 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.

Although survey results show that progress has been made toward the development of dashboards, this goal has not been accomplished and much work remains to be completed to have a data plan addressing these key points in place for the 2022 HLC visit. The Review Committee realizes that much time is needed to develop a comprehensive database such as described, and the projected completion date of November 1, 2020, was not realistic as this has not been a normal year by any means. Since the reporting of institutional data falls under the responsibility of the Chief Information Officer, the Committee recommends for the Chief Information Officer to provide a progress report at the end of each month, beginning March 30, 2021, to the Board of Governors until this goal is accomplished. The goal should be completed as soon as possible.

5. Goal 8, cannot be evaluated at this time because the president has not completed her first year of employment at Southern West Virginia Community and Technical College. This should be evaluated in the next six-month review of goals.

The Review Team recognizes that in the eight months of her presidency, Dr. Alderman has overcome some unusual and overwhelming challenges. The President has accepted these challenges skillfully and in the best interests of the College and its students. All in all, the President was viewed favorably and the participants in the evaluation process support Dr. Alderman’s efforts to advance the reputation and quality of Southern West Virginia Community and Technical College.

The Presidential Review Ad Hoc Committee presents these recommendations to the Board of Governors for review and consideration.

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of December 15, 2020
6:00 p.m.
Via Zoom Meeting ID: 919 1361 3717
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; Bill Alderman, Robert Baldwin, David Gresham, Janice Olive, Casara Spry, Samuel Stewart, Dianna Toler, Pat J. White

Board Members Absent: J. Chris Adkins

College Staff Present: President Pamela Alderman, Emma Baisden, Recorder; Tom Cook, Allyn Sue Barker, Tracey Human, Rita Roberson, Darrell Taylor, Guy Lowes, Russell Saunders, Tim Ooten, Chris Gray, Chris Ward, Adrian May, Tom Morris, Velva Pennington, Will Alderman

Guests: Kristin Moody and Kelly Shafer, Suttle & Stalnaker, PLLC

- 1. Call to Order**
Board of Governors Chair, Dr. Lisa Haddox-Heston, declared a quorum present and convened the meeting at 6:07 p.m.
- 2. 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.
- 3. Introduction of New Board Members**
Madam Chair informed the group that on December 2, 2020, Governor Jim Justice appointed Mr. Robert "Bud" Baldwin and Mr. David Gresham to Southern's Board of Governors. Mr. Baldwin of Chapmanville, West Virginia, was appointed to a four-year term ending June 30, 2024. He is from the Seventh Senatorial District and succeeds Howard Seuffer. Mr. Gresham, also of Chapmanville, West Virginia, replaces Stephanie Abraham to fulfill the unexpired term of Kevin Zachary which ends June 30, 2021. He represents the Seventh Senatorial District. Additionally, Governor Justice reappointed Mr. J. Chris Adkins to a three-year term ending June 30, 2023; Mr. Eddie J. Canterbury to a four-year term ending June 30, 2024; and Mr. Samuel A. Stewart to a four-year term ending June 30, 2024.
- 4. Oaths of Office**
Mr. Joe Linville, Director of Facilities and Campus Operations, also a Notary Public, administered the *Oath of Office* to Mr. David Gresham. Let the record reflect that Mr. Baldwin has submitted his *Oath of Office* Certificate to Governor Justice's office. Due to this meeting being held virtually, Mr. Gresham will secure notarization of his *Oath of Office* Certificate and submit it to the Governor's Office, with a copy to the President's Office at Southern.

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5. Special Recognition

Madam Chair gave the following in recognition and appreciation of Stephanie Abraham's service to the Board. Ms. Abraham was appointed to Southern's Board of Governors by Governor Justice on July 11, 2019. She resigned from her service to the Board on November 15, 2020, due to assuming a position with the WV Department of Education. During her tenure, Ms. Abraham gave generously of her time and talent in support of the College and provided wise judgement to the deliberations of the Board of Governors while always maintaining a comprehensive perspective on the advancement of the College as a whole. She served on several Board subcommittees and also served as Chair of the Board's Nomination Committee. We sincerely appreciate Ms. Abraham's service to this Board.

6. Presentation and Acceptance of FY2020 Audited Financial Statements

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the fiscal year ended June 30, 2020. Suttle and Stalnaker representatives, Kristin Moody and Kelly Shafer, discussed details of the accounting firm's findings with respect to financial reporting. The accounting firm provided copies of the audited financial statements to the Board for review. The report is intended solely for the information and use of the College's Governing Board, managements of the College and the West Virginia Council for Community and Technical College Education, and is not intended to be and should not be used by anyone other than these specified parties. No internal issues or compliance issues were found during the audit, and the firm found no difficulties in dealing with management in performing and completing their audit. Suttle and Stalnaker made the following recommendations: 1) Conversion to a computerized fixed asset system. They strongly recommend for Southern to utilize all available resources of the computerized system including accumulation of asset cost and the calculation of depreciation expense. This would eliminate a significant amount of manual record-keeping duties, make operations more efficient, and provide more accurate information with which to make business decisions regarding capital assets. There is currently a capital asset module within the Banner accounting system which Southern has purchased. 2) Conduct a physical inventory of capital assets and maintenance of capital assets records. Suttle & Stalnaker's capital asset testing revealed that disposed items are not being removed from the equipment listing. Capital asset disposals are not being formally documented using a form indicating approval to dispose of the asset. This indicates the need for a complete physical inventory of all capital assets. This will allow the College to develop procedures whereby the capital asset listing is reconciled to the general ledger, and assets can be assessed for impairment, which will ensure an accurate accounting for assets. 3) Unearned revenue. One account contains leftover grand funds which have been carried over for several years. The accounting firm recommended that management either return the funds to the grant or use the funds in a manner consistent with the original purpose of the grant. These are leftover grant funds being held until the College receives permission to return the funds or receives instruction on how the funds should be spent. 4) Information system governance. Suttle & Stalnaker recommended that the College establish policies and procedures to create a documented periodic review of the Service Organization Control (SOC) report and communicate employee terminations to the WV Enterprise Resource Planning Board. Ms. Shafer expressed her appreciation to the

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Chief Finance Officer, Sam Litteral, and his staff for the excellent assistance they provided during the audit. Southern received a “clean opinion” which is the best mark an institution can receive. For institutions of which Suttle & Stalnaker has conducted audits, Southern is consistent with most.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the filing of the audited financial report for the fiscal year ended June 30, 2020.

ACTION: Mason “Ed” White seconded the motion. The motion carried unanimously. Chair Heston declared the report received and the motion approved.

7. Financial Report

Mr. Adrian May, Controller, and Ms. Velva Pennington, Director of Fleet Management and Purchasing, provided the financial report dated November 30, 2020 to Board members. They reviewed restricted, unrestricted, and auxiliary revenues and expenditures for the period. The report is on a cash basis.

8. HLC Institution Actions Council Update

Mr. Bill Alderman, Accreditation Liaison Officer, informed Board members that he and President Alderman received formal notification of action taken by the Higher Learning Commission (HLC) Board of Trustees concerning Southern’s accreditation status. The Board continued the accreditation of the Institution and confirmed the institution meets Core Components 2.A, 4.B, 4.C, 5.B, 5.C, and 5.D with concerns. Southern is required to submit an embedded Interim Report with its next Assurance Filing. This action was effective November 5, 2020. In taking this action, the Board considered materials from the most recent Focused Visit, including, but not limited to: the Focused Visit Report the Institution submitted, the report from the Focused Visit team, the report of the Institutional Actions Council (IAC) Hearing Committee, and the institutional responses to these reports. The IAC Hearing Committee’s response and reports have been shared with Southern’s Board of Governors. Mr. Alderman reviewed rationale on which the HLC based its action, and discussed next steps in the HLC review process. The institution has been maintained on the Standard Pathway with its next comprehensive evaluation for reaffirmation of accreditation scheduled for November 14-15, 2022. The Assurance System lock date is October 17, 2022, four weeks prior to the accreditation visit.

9. President’s Report

9.1 Community Outreach

- President Alderman and Chief Student Services Officer, Darrell Taylor, have been promoting Spring registration on several radio stations throughout Southern’s service district.
- On December 1, 2020, Southern, in conjunction with the Southern West Virginia

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Community College Foundation, Inc. (Foundation) held its first-ever Giving Tuesday fundraising campaign which garnered more than \$3,000 to support student scholarships and financial assistance. On November 30, 2020, President Alderman and Rita Roberson, Director of Development, were guests on WVOW Radio with Mr. Jay Nunley to discuss the campaign. This was the final fundraiser for the Vision 2020 Major Gifts Campaign which officially ends December 31, 2020. The multi-year campaign launched in September 2006, with a goal of raising \$20,000,000 by 2020. Through the generosity and support of its many donors, as of December 1, 2020, the campaign exceeded its goal. The Foundation approved moving into the “quiet phase” of a new fundraising campaign in 2021 with the goal of raising \$1,500,00 over the next five (5) years (2021-2026). Plans are to launch the new campaign in conjunction with Southern’s 50th Anniversary celebration in August 2021.

9.2 Communications

Employee Town Hall meetings continue to be held virtually by Zoom on a regular basis. Town Hall meetings held on October 27, 2020 and November 17, 2020 with more than 100 employees in attendance at each meeting. The last Town Hall meeting of the Fall Semester was held today, December 15, 2020 at 3:00 p.m.

9.3 COVID-19 Updates

- Regular updates continue to be released to the College community. Southern must report weekly to the WV Higher Education Policy Commission, the number of positive cases, the number of quarantine cases, and the number of hospitalizations. Weekly COVID-19 testing began on October 8, 2020 with weekly random testing of 10% of all employees and students who were on campus over the next ten weeks. The number of positivity rate remains relatively low. All employees and students who have been diagnosed with COVID-19 have recovered or are recovering. As of December 15, the positivity rate is 9.61%, the highest rate since April.
- More than \$180,000 remains in the CARES Act funding that was awarded to Southern in April 2020. These funds must be spent by April 2021. Funds will be used to help with the added expenses placed upon the institution due to the COVID-19 pandemic.
- Due to the increase in positive COVID-19 cases in southern West Virginia, it was determined the College would not reopen following the Thanksgiving holiday. Beginning Monday, November 30, 2020, with the exception of essential personnel, all employees began working remotely and will continue through Thursday, December 17, 2020. Courses will continue to be delivered by Zoom or online until the end of the Fall 2020 Semester. The College will officially close at the end of business on December 17, 2020, for the Christmas and New Year’s holidays, and is scheduled to reopen on Monday, January 4, 2021. Southern employees will continue to work remotely during the first two weeks of January with the anticipated return of all employees on January 19, 2021. All

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classes will be delivered remotely for the Spring 2021 semester. Students having labs and clinicals will be brought to campus at various scheduled times and to clinical sites for rotations.

9.4 Leadership

- President Alderman held meetings with the Faculty Senate and Classified Staff Council on December 3, 2020 and December 15, 2020, respectively. Southern's last Governance Day for the Fall Semester was held on November 13, 2020. A professional development session entitled *Accreditation Essentials* was provided for all Southern employees and the Board of Governors by Dr. Tracey Anderson, Director of Accreditation at the West Virginia School of Osteopathic Medicine.

9.5 Other

- Since the Board's October meeting, President Alderman has attended the following meetings: Logan County Office of Emergency Medical Services weekly meetings, Logan Recreation Center Board of Directors, and the West Virginia Nursing Career Pathway Workgroup.
- The Fall 2020 enrollment statistics for higher education institutions has been released. Of the 21 higher education institutions, only five (5) saw an increase in enrollment. Southern is one of three community and technical colleges that saw an increase in enrollment which is at its highest in the past 10 years.

10. Faculty Senate Report

Mr. Charles "Chuck" Puckett, Faculty Senate Chair, submitted a written report of the Faculty Senate's activities since the October Board meeting for the Board's review. Mr. Puckett was not in attendance at today's Board meeting.

11. Classified Staff Council Report

Mr. Chris Gray, Southern's representative to the WV Advisory Council for Classified Employees, gave the following report for the Classified Staff Council.

- The Classified Staff Council (Council) reviewed and submitted recommendations to President Alderman for the revision of SCP-2360 to reflect the changes made in January 2020 to Title 135, Procedural Rule WV Council for Community and Technical College Education Series 14, Holidays, in January 2020.
- Submitted to President Alderman the proposed 2021-2022 Holiday Calendar which has been approved.
- The Council held elections to fill the vacancies on the Classified Staff Council and Strategic Planning and Financial Review Committee to fill vacancies due to classified staff members retiring or moving into non-classified positions at the College.
- The Council continues drafting a new Progressive Discipline policy for the College.

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12. Discussion Items:

12.1 President's Evaluation per HLC Recommendation

Chair Heston appointed Janice Olive, Samuel Stewart, Dianna Toler, and Casara Spry to serve on the Presidential Evaluation Ad Hoc Committee as recommended by the Higher Learning Commission. All Board members will evaluate the progress of the President in accomplishing her goals thus far. The Ad Hoc Committee will determine the best method to conduct the evaluation and will send a survey to all Board members to complete. The Committee will collect and review all of the responses and formulate a recommendation to present to the full Board at its February meeting. Dianna Toler will serve as committee chair.

13. Action Items:

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

Chair Heston appointed Samuel Stewart to fill the vacancy on the Board of Governors Agenda Committee. Mr. Stewart succeeds Ms. Stephanie Abraham who resigned from Southern's Board of Governors to accept a position with the WV Department of Education.

13.2 Appointment of Board of Governors Committee on Tuition and Fees

Chair Heston appointed an ad hoc committee to prepare a proposal for tuition and fee increases for FY 2020-2021. The committee will bring a recommendation forward for the Board's review and consideration at its February 16, 2021 meeting. Members appointed include Eddie J. Canterbury, Bill Alderman, Casara Spry, and Pamela Alderman. Mr. Canterbury will serve as committee chair.

13.3 Request for Approval of October 20, 2020 Board Meeting Minutes

MOTION: Samuel Stewart moved to accept the meeting minutes as presented.

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

13.4 Request for Approval to Release Draft Policies for 30-day Public Comment Period

13.4.1 SCP-2810, *Sabbatical Leave for Full-time Faculty* and

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

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 release of SCP-2810, *Sabbatical Leave for Full-time Faculty*, and SCP-5620, *Traffic and Vehicle Speed, Flow, and Parking*

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Regulations Policy, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for a 30-day period. The public comment period is December 16, 2020 to January 14, 2021.

ACTION: Eddie Joe Canterbury seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

13.5 Review of Comments and Approval of Final Draft Policies

13.5.1 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 of SCP-1160, *Diversity Philosophy*, as recommended and its submission to the Chancellor for Community and Technical College Education for final approval following an additional 30-day public comment period.

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

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

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, as recommended and its submission to the Chancellor for Community and Technical College Education for final approval following an additional 30-day public comment period.

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

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

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1500, *Philosophy, Vision and Mission of Southern West Virginia Community and Technical College*, as presented and its submission to the Chancellor for Community and Technical College Education for

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final approval following the required 30-day public comment period.

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

13.5.4 SCP-1750, *Tobacco and Smoke-free Campus Policy*,

13.5.5 SCP-3670, *Public School Service Program*

13.5.6 SCP-4800, *Service Animals on Campus*

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

13.5.8 SCP-8601, *Emergency Presidential Succession Plan*

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve SCP-1750, *Tobacco and Smoke-free Campus Policy*, SCP-3670, *Public School Service Program*; SCP-4800, *Service Animals on Campus*; SCP-5074, *Selection, Adoption, Use, and Sale of Textbooks and Other Course Materials*; and SCP-8601, *Emergency Presidential Succession Plan*, as presented and submission to the Chancellor for Community and Technical College Education for final approval following 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.

14. Informational Item:

14.1 The College is closed for the holidays, December 18, 2020 - January 3, 2021.

14.2 The next regular Board of Governors meeting is scheduled for 6:00 p.m. on Tuesday, February 16, 2021.

14.3 Hold the Date: Community and Technical College System (CTCS) Institutional Boards of Governors Training, June 10-11, 2021 Stonewall Resort and Conference Center

15. Adjournment

There being no further business, upon a motion by Dianna Toler and second by Samuel Stewart, Chair Heston declared the meeting adjourned at 7:38 p.m.

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

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

DRAFT

**DRAFT POLICIES PRESENTED
FOR APPROVAL
30-DAY PUBLIC COMMENT**

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 16, 2021**

ITEMS:

1. SCP-1002, *Official College Spokesperson and Media Releases*
2. SCP-1435, *Inclement Weather and Emergency Situations*
3. SCP-2226, *Faculty Incentive Pay Program*
4. SCP-2624, *Employee Development*
5. SCP-2701, *Reduction in Work Force Due to Financial Exigency: Faculty Personnel*
6. SCP-2825, *Salary Administration*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the release of the aforementioned policies to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for a 30-day period. The proposed public comment period is February 17, 2021 through March 18, 2021.

STAFF MEMBER:

Pamela L. Alderman

BACKGROUND:

These institutional policies have been vetted and processed through the institutional governance committees. Recommendations for modifications are as follows:

1. SCP-1002, *Official College Spokesperson and Media Releases*, is being reviewed due to changes in management responsibilities. Revisions reflect no substantial changes in procedure or documentation requirements. Modifications provide clarity and reflect changes in position titles and management responsibilities in accordance with the current organizational structure.
2. SCP-1435, *Inclement Weather and Emergency Situations*, is being reviewed to changes in management responsibilities. Revisions reflect no substantial changes in procedure or documentation requirements. Modifications provide clarity and reflect changes in position titles and management responsibilities in accordance with the current organizational structure. SCP-1002, *Official College Spokesperson and Media Releases*, was added to the Reference Section of the policy. One radio station in the Williamson Campus service area was added to 1435.A, and one A.M. station in the Boone Campus service area was removed. No changes were made to 1435.B.
3. SCP-2226, *Faculty Incentive Pay Program*, is scheduled for review on the 2020-2021 Board of Governors policy review schedule. A personnel title correction was made in Section 7.1 and all references to the "Compact and Master Plan" were changed to "Strategic Plan."
4. SCP-2624, *Employee Development*, is scheduled for review on the 2020-2021 Board of Governors policy review schedule. At the conclusion of the review process, no changes were recommended.

5. SCP-2701, *Reduction in Work Force Due to Financial Exigency: Faculty Personnel*, is scheduled for review on the 2020-2021 Board of Governors policy review schedule. Modifications reflect no substantial changes in procedure or documentation requirements. Changes were made in personnel titles to reflect the current organizational structure.
6. SCP-2825, *Salary Administration*, is scheduled for review on the 2020-2021 Board of Governors policy review schedule. Revisions reflect updated sections of the WV Code, Legislative Series, references to the institutional Compact were changed to Strategic Plan, and process for classified employee salary increases pursuant to salary structure changes in 2017.

Based upon the deliberations of the aforementioned bodies, the staff recommends that the Board of Governors advance these policies as presented to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The proposed public comment period is February 17, 2021 through March 18, 2021.

The proposed policies will be available for public viewing on the Southern West Virginia Community and College website at
<https://www.southernwv.edu/administration/board-of-governors/#opportunity-for-comment>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1002**

SUBJECT: Official College Spokesperson and Media Releases

REFERENCE: None

ORIGINATION: March 2014

EFFECTIVE: ~~January 11, 2019~~

REVIEWED: ~~August 30, 2018~~ January 20, 2021

SECTION 1. PURPOSE

- 1.1 This policy is to define who will serve as the spokesperson for Southern West Virginia Community and Technical College and define how news and information about the College is released to the media and public. The purpose of this policy is to ensure consistency and accuracy of information which represents the College as an institution of higher education.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 All constituents of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

- 4.1 The President and the ~~Vice President for Institutional Advancement~~ Director of Communications are the official spokespersons for Southern West Virginia Community and Technical College, and convey the official college position on issues of general college-wide impact or significance or situations that are of a particularly controversial or sensitive nature. Inquiries from the media about such issues should initially be referred to the ~~Vice President for Institutional Advancement~~ Director of Communications.
- 4.2 Depending on the specific circumstances, the President may designate another college administrator to serve as a spokesperson on a particular issue.
- 4.3 The ~~Vice President for Institutional Advancement~~ Director of Communications is the official representative for all news and information disseminated to the media and public through all types of communication (e.g., media alerts, news releases, public service announcements, incoming and outgoing media calls, Facebook, etc).

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 The College President and the ~~Vice President for Institutional Advancement~~ Director of Communications are the official spokespersons for Southern West Virginia Community and Technical College. No person is authorized to act as an official spokesperson for the College, or present themselves as speaking for the College without the prior authorization of the President. No person is authorized to speak “off the record” on behalf of the College to media on any matter pertaining to the College.
- 7.2 In cases of critical significance to the College, the ~~Vice President for Institutional Advancement~~ Director of Communications will work with the President and other college officials to draft a statement to detail the known facts of the situation and summarize the College’s position.
- 7.3 In the event of a crisis or emergency situation, the ~~Vice President for Institutional Advancement~~ Director of Communications will handle all contacts with the media and will coordinate the information flow from the College to the public. In such situations, all campus departments should refer calls from the media to the ~~Vice President for Institutional Advancement~~ Director of Communications.
- 7.4 Since positive media solicitation is an integral element of the College’s communications program, any ideas for articles or pieces that would positively portray the College, its work or its community should also be directed to the ~~Vice President for Institutional Advancement~~ Director of Communications. Likewise, the ~~Vice President for Institutional Advancement~~ Director of Communications should be notified as soon as possible about negative occurrences that are likely to rise to the level of a news story.

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: May 22, 2014 – Initial Release

August 30, 2018 – Revisions reflect a change in the responsibility of how news and information about the College are released to the media and public. This responsibility falls under the authority of the President, Vice President for Institutional Advancement, or another college administrator designated by the President because they have a broader perspective of the functions of the College and would be able to provide the correct details of events as they transpire.

January 20, 2021 – Revisions reflect no substantial changes in procedure or documentation requirements. Modifications provide clarity and reflect changes in position titles and management responsibilities in accordance with the current organizational structure.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1435**

SUBJECT: Inclement Weather and Emergency Situations

REFERENCE: Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, *Employee Leave*; Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 55, *Human Resources Administration*; SCP-2575, *Overtime and Compensatory Time*; SCP-1002, *Official College Spokesperson and Media Releases*

ORIGINATION: October 1994

EFFECTIVE: ~~May 16, 2019~~

REVIEWED: ~~November 15, 2018~~ January 20, 2021

SECTION 1. PURPOSE

- 1.1 To establish policy and procedures for the cancellation of classes or closure of facilities due to inclement weather or emergency situations for Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 The issuance applies to all classes, facilities, and central administrative units of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Class Cancellation – Classes are canceled, however, the College is open for business.
- 3.2 Eligible Employee – Those employees defined by Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, *Employee Leave*, deemed eligible to receive annual and/or sick leave.
- 3.3 Emergency – Adverse weather and/or road conditions, floods, extreme heat or cold with utilities turned off for extended periods of time or if local or state public safety officials declare a state of emergency.
- 3.4 Employee – Faculty, including adjunct, classified staff, and non-classified staff.
- 3.5 College Facility Closure – The College, or one or more campuses or facilities, will be closed for business for the entire day.
- 3.6 Off-Campus Instructional Facility – Locations, not operated by Southern, at which classes are held (i.e., public libraries, high schools, community facilities, vocational schools, etc.).
- 3.7 Adjusted Operating Hours – The College will open for business or classes will begin later than the normal hours of operation or the College will close or classes will be canceled before the end of the regularly

scheduled day.

SECTION 4. POLICY

- 4.1 Policy Responsibility – It is the intent of Southern West Virginia Community and Technical College to close facilities or cancel classes only in extreme emergency situations. Closure may be for the entire institution, one or more campus locations, or for a single facility. The Directors of Campus Operations will monitor travel conditions and will contact the ~~Vice President for Academic Affairs~~ Chief Academic Officer to discuss the weather situation. Once a decision is made, the ~~Vice President for Academic Affairs~~ Chief Academic Officer is responsible for overseeing and carrying out procedures related to the cancellation of classes.
 - 4.1.1 The ~~Vice President for Academic Affairs~~ Chief Academic Officer will then contact the ~~Vice President for Institutional Advancement~~ Director of Communications and inform the individual of the decision to cancel classes and the locations affected. The ~~Vice President for Institutional Advancement~~ Director of Communications will inform and authorize the appropriate personnel to update the weather line and web site, send a notification through the Southern ALERTS Emergency Notification System, and contact local media to expedite information to the public.
 - 4.1.2 In the event that an emergency exists, the President in conjunction with local and/or state public safety officials, has the authority to comply with the emergency situation and close the institution. Such a declaration will be transmitted to the Chancellor of the West Virginia Council for Community and Technical College Education. The President, working with public safety officials, will determine when the emergency condition no longer exists. Should an employee be required to work by the President or her/his designee during a declared emergency, the time worked shall be compensated according to SCP-2575, *Overtime and Compensatory Time*. Work time lost by any employee during a declared emergency will be considered regular work time for pay purposes and will not require that the time be charged to accrued annual leave nor will there be a requirement that the time be made up.
- 4.2 Campus Responsibility – When these situations occur, the ~~Vice President for Academic Affairs~~ Chief Academic Officer, in consultation with the ~~School~~ Academic Deans, will determine if it will be necessary to cancel or adjust classes. When these situations occur, students, employees, and the general public are encouraged to call the College's weather line, visit the web site or listen/watch news media in the county at which their classes/events/meetings are held for cancellation or closure information.
- 4.3 Facility Closure – In the event that facilities are closed, employees of the College do not report to work until the facility is reopened, with the exception of essential employees as defined in SCP-1435.B, *Essential Employee Guidelines*, Section 2.1. Annual leave must be used per Section 7.2 of this policy. Additionally, public meetings/events/activities scheduled at the facility will be canceled.
- 4.4 Adjusted Operating Hours – In the event hours of operation are adjusted, facilities will remain open for all employees to report to work. Employees are encouraged to use discretionary judgment in their decision to report. Those not reporting must take annual leave. Additionally, public meetings/events/activities scheduled during affected hours will be rescheduled. College employee(s) responsible for scheduling the event must contact the parties affected.
- 4.5 Class Cancellation – In the event classes are canceled, faculty not reporting are expected to submit written plans to their ~~School~~ Academic Dean/Program Coordinator for making up lost instructional time per Section 7.1 of this policy. Public meetings/events/activities scheduled during hours affected may or may not be rescheduled. College employee(s) responsible for scheduling the event must contact the parties affected.
- 4.6 Shared Facility – The Boone/Lincoln Campus and the Boone Career and Technical Center are considered

separate facilities for the purposes of this policy. The Lincoln Location and the Lincoln County High School are considered separate facilities for the purposes of this policy. Southern classes scheduled in the Boone Career and Technical Center facility may/may not be canceled if the Center is closed by the Boone County Board of Education. Southern classes scheduled in the Lincoln County High School wing may/may not be canceled if the High School is closed by the Lincoln County Board of Education. Classes scheduled at the Boone/Lincoln Campus and/or Lincoln Location facility may/may not be affected. Persons are asked to listen or watch local news media, call the weather line or visit the web site for details.

- 4.7 Off Campus Facility Closure – In the event that an off-campus instructional facility (i.e., high school or vocational school building) is closed, Southern’s classes in that facility will not be held. The faculty member is required to submit written plans to their School Dean for making up lost instructional time per Section 7.1 of this policy.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 Loss of Instructional Time – If cancellations or closures cause the loss of instructional time, faculty members have the responsibility for making up instructional time lost. The faculty are to notify their respective School Chair in writing as to when and how instructional time will be made up.
- 7.2 Employee Absences – Absences from work by eligible employees due to cancellations or closures called in accordance with this policy, other than a declared emergency by public safety officials, must be charged against accumulated annual leave. Sick leave may not be charged for absences under this policy. In the event that one campus is closed, employees with approval of their supervisors, may be permitted to work at another location.
- 7.3 Employee Absence Under Declared State of Emergency – In the event that public safety officials declare a state of emergency, work hours missed during the declared emergency shall be considered regular work time for pay purposes. This time will not be charged to annual leave, nor will there be a requirement that the time be made up. Should any employee be required to work by the president or his/her designee during a declared emergency, the time worked shall be compensated according to the provisions of Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, Employee Leave SCP-1435.B, Essential Employee Guidelines, Section 3.1.
- 7.4 Policy Posting – The Directors of Campus Operations must post information at prominent locations regarding emergency closing and cancellations. Whenever possible, messages regarding adjusted hours, closing, and reopening of facilities will be placed on campus telephone systems.
- 7.5 Student Notification – Faculty are to provide this policy information (SCP-1435.A, *Media Notification List*) to students at the beginning of each semester. Additionally, the information will be published in the College Catalog.

SECTION 8. CANCELLATION

- 8.1 Replaces SCI 1370, “Inclement Weather and Emergency Situation” policy dated December 12, 1996.
Replaces SCI 1435, “Inclement Weather and Emergency Situation” policy dated October 1994.

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-1435.A, *Media Notification List*
SCP-1435.B, *Essential Employee Guidelines*

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Revision Notes: February 2008 - Revisions provide clarity and reflect changes in management responsibilities and procedure requirements.

August 2012 - Revisions reflect changes in position titles and management responsibilities.

August 2017 - Revisions reflect changes in position titles and management responsibilities. Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, *Employee Leave*, was added to the Reference Section of this policy.

February 2018 - Revisions reflect inclusion of Southern ALERTS Emergency Notification System as a means of class cancellations and campus/college closures, and clarification of personnel who are required to report to work during a facility closure.

November 2018 - Revisions provide clarity and reflect changes in position titles and management responsibilities. Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 55, *Human Resources Administration* and SCP-2575, *Overtime and Compensatory Time*, were added to the Reference Section of this policy.

January 20, 2021 - Revisions reflect no substantial changes in procedure or documentation requirements. Modifications provide clarity and reflect changes in position titles and management responsibilities in accordance with the current organizational structure. SCP-1002, *Official College Spokesperson and Media Releases*, was added to the Reference Section of this policy. SCP-1435.A, *Media Notification List*, was updated.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1435.A**

SUBJECT: Media Notification List

REFERENCE: SCP-1435, *Inclement Weather and Emergency Situations*;
SCP-1435.B, *Essential Employee Guidelines*

EFFECTIVE: ~~May 16, 2019~~

REVIEWED: ~~November 15, 2018~~ January 20, 2021

SECTION 1. PURPOSE

- 1.1 Cancellation or closures may affect only one building, campus, facility, off-campus facility, or the entire institution. Media will be requested to specifically announce the affected location/facility. The following news media will be contacted to announce information on closures or cancellations in affected areas:

<i>Boone and Lincoln Counties:</i>	WZAC 1450 (AM) 92.5 (FM) V100 99.9 (FM) WQBE 950 (AM) 97.5 (FM) KWS 96.1 (FM)	Danville/Madison Charleston Charleston Charleston
<i>Logan County:</i>	WVOW 1230 (AM) 101.9 (FM)	Logan
<i>Mingo County:</i>	WXCC 96.5 (FM)	Williamson
<i>Wyoming and McDowell Counties:</i>	WKQR 92.7 (FM) WJLS 560 (AM) 99.5 (FM) WHAJ 104 (FM) WWYO 970 (AM) WELC 1450 (AM) 100.9 (FM) WCIR 103.7 (FM)	Mullens Beckley Bluefield Pineville Welch Beckley
<i>Pike County, KY:</i>	WPKE 1240 (AM) 103.1 (FM) WKLW 94.7 (FM) WSIP 98.9 (FM) <u>WSKV 104.9 (FM)</u> WDHR 93.1 (FM)	Pikeville, KY Paintsville, KY Paintsville, KY <u>Paintsville, KY</u> Pikeville, KY

The following television stations will be contacted with cancellation or closure information:

WCHS-TV (Ch. 8-ABC)	Charleston
WOWK-TV (Ch. 13-CBS)	Huntington
WSAZ-TV (Ch. 3-NBC)	Huntington
WVVA-TV (Ch. 6-NBC)	Bluefield

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1435.B**

SUBJECT: Essential Employee Guidelines

REFERENCE: SCP-1435, *Inclement Weather and Emergency Situations*;
SCP-1435.A, *Media Notification List*

ORIGINATION: December 2013

EFFECTIVE: ~~May 16, 2019~~

REVIEWED: ~~November 15, 2018~~ January 20, 2021

1. This guideline is not intended to replace the written emergency response plan outlined in Southern West Virginia Community and Technical College's "Emergency Plan and Procedures Guide." This guideline is intended to identify essential employees and provide employee guidance for reporting to work in the event of a declared state of emergency by authorized non-college officials (i.e., the Governor or county emergency services officials, etc.).
2. **Essential Employee Definition**
 - 2.1 Essential employees are defined as the Director of Campus Operations at each location and the Chief Information Officer.
 - 2.2 Directors of Campus Operations are required to report to work during an inclement weather/emergency closure of a campus facility or facilities. The Chief Information Officer may be able to verify information systems operation from a remote location. However, if necessary, he or she is required to report or have support staff report to ensure information systems and/or communication systems are appropriately operational.
 - 2.3 If a Director of Campus Operations is unable to report to work during an inclement weather/emergency closure of a campus facility or facilities, he or she will contact an appropriate staff member to report to work to address the situation at hand.
3. **Inclement Weather/Emergency Compensation**
 - 3.1 Exempt essential employees *required* to work during an inclement weather/emergency closure will be compensated with substitute time off on an hour for hour basis, in addition to regular pay. Non-exempt employees *required* to work during an inclement weather/emergency closure will be compensated for work performed through substitute time off or pay at the rate of one and one-half (1½) times the actual hours worked, in addition to regular pay. In order for substitute time off to be used in lieu of pay, there must be a mutual written agreement between the non-exempt employee and the supervisor. Otherwise, the non-exempt employee must be compensated with pay. If substitute time off is granted for work performed during an inclement weather/emergency closure, the accrued time must be used within six (6) months from the date it is earned.
4. **Treatment of Overtime and Inclement Weather Compensation**
 - 4.1 Inclement weather/emergency compensation is separate from overtime compensation. Both must be applied separately and appropriately. To be eligible for overtime compensation a non-exempt employee must actually work in excess of 40 hours during the work week. Non-exempt

employees must be compensated for this time at one and one-half times their regular hourly rate. This compensation may be in the form of pay or compensatory time.

- 4.2 Exempt employees with actual hours worked in excess of 40 hours within the work week are not entitled to overtime compensation for these hours.

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

SUBJECT: Faculty Incentive Pay Program

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

ORIGINATION: April 1, 2001

EFFECTIVE: July 21, 2016

REVIEWED: ~~March 2, 2016~~ January 5, 2021

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

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

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

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

SECTION 6. GENERAL PROVISIONS

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

6.2 Eligibility Criteria:

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

SECTION 7. RESPONSIBILITIES

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

SECTION 8. CANCELLATION

- 8.1 None

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	Date
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President	Date
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Attachments: SCP 2226.A, *Faculty Incentive Pay Program Criteria and Application Guidelines*
SCP 2225.B, *Faculty Incentive Pay Program Agreement Form*

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

Revision Notes: September 16, 2008 – Policy changed to new SCP format and minor title changes made.

November 11, 2008 – Technical revisions only.

February 16, 2011 – Revised to incorporate provisions of “Faculty Incentive Program.”

May 3, 2016 – Title correction only in Section 7.1.

January 5, 2021 – Title correction in Section 7.1 and changed all references to “Compact and Master Plan” to “Strategic Plan.”

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

FACULTY INCENTIVE PAY PROGRAM CRITERIA AND APPLICATION GUIDELINES

1. Incentive Pay Projects Developed under ~~Compact and Master Plan~~ Strategic Plan

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

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

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

2. Other Criteria for Development of Incentive Pay Plans

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

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

2.1 New or additional use of Technology (Technology Advances)

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

software/hardware; Email to communicate with peers and instructor; require use of application software for class assignment.

2.1.4. Innovative or more effective use of ICR.

2.1.5 Creation of software or technology.

2.2 Teaching

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

2.2.1 Adopting alternative delivery methods, scheduling, including but not limited to developing courses in web-based, modular or fast-track delivery format.

2.2.2 Substantial, innovative improvement of classroom materials (syllabi, handouts, examinations, etc.).

2.2.3 Directed studies (independent studies, internships, challenge exams, portfolio evaluations, etc.).

2.2.4 Teacher Exchange.

2.3 Scholarly Activity

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

2.3.1 Pilot new courses.

2.3.2 Write and receive grant funding for the institution.

2.3.3 Design/develop new programs.

2.3.4 Major redesign of program curriculum.

2.3.5 Author/coauthor textbooks or sections thereof.

2.3.6 Volunteering/leading committees or advising work over summer (non-paid work).

2.3.7 Accepting a gratis teaching assignment or non-paid independent study course load.

2.3.8 Discipline specific publication in journals.

2.3.9 Presentation of papers at national, state, or regional professional meetings.

2.3.10 Development of textbooks or other instructional material.

2.3.11 Successful efforts for new instructional program certification/accreditation.

2.3.12 Outstanding Professional Association Memberships (e.g., officer/committee assignment).

2.4 Professional Faculty Development

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

2.4.1 Obtainment of higher level degree in discipline or program that meets institutional needs, or acquisition of second graduate degree.

2.4.2 Postdoctoral studies.

2.4.3 National Science Foundation or similar study programs.

2.4.4 Study trips abroad.

2.4.5 Extensive research and study leading to course preparation or revision.

2.4.6 Additional specialized course work in discipline.

- 2.4.7 Active participation / attendance/ support of institutionally sponsored faculty development.
- 2.4.8 Taking courses in delivery methods, adult learning, teaching strategies/methodologies, etc.
- 2.4.9 Attainment of new professional certifications.
- 2.4.10 State, regional, national association conference attendance.

2.5 Retention Efforts

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

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

2.6 Recruiting Efforts

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

2.7 Service to the Institution

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

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

2.8 Service to the Community

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

2.9 Active in, and Supportive of, Assessment Activities

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

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

FACULTY INCENTIVE PAY PROGRAM AGREEMENT FORM

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

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

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

Section 1 – Project Description

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

Section 2 – Award Conditions

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

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

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

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

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

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

Faculty Member

Date

Immediate Supervisor

Date

President

Date

Chief Financial Officer

Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2624**

SUBJECT: Employee Development

REFERENCE: WV Code §18B-7-5

ORIGINATION: July 1, 1986

EFFECTIVE: January 28, 1991

REVIEWED: ~~December 4, 2013~~ January 5, 2021

SECTION 1. PURPOSE

- 1.1 The purpose of employee development is to increase professionalism, productivity, and individual and organizational effectiveness. The purpose of this policy is to create and promote a culture that is dedicated to maintaining a learning organization.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 Subject to appropriate supervisory approval, any employee of Southern West Virginia Community and Technical College is eligible to participate in employee development programs appropriate to his/her position or as requested or required by his or her supervisor.

SECTION 3. DEFINITIONS

- 3.1 Competencies - Set of behaviors encompassing skills, knowledge, abilities, and personal attributes that are critical to successful work accomplishment. Core Competencies are skills, knowledge, and abilities that employees must possess in order to successfully perform job functions that are essential to business operations.
- 3.2 Developmental Activities - Activities that focus on preparing employees for future responsibilities while increasing their capacity to perform their current jobs.
- 3.3 Grantor - The entity or funding body for professional development activities or classes. Examples of grantors of professional development funding include the Teaching and Learning Center, the Office of Academic Affairs, the Classified Staff Council, or any individual unit of the institution who may approve funding for development activities or classes.
- 3.4 Human Resource Development (HRD) - Set of systematic and planned activities designed by an organization to provide its members with the necessary skills to meet current and future job demands.
- 3.5 Knowledge - Level of learning characterized by ability to recall specific facts.
- 3.6 Learning Organization - A concept practiced through systems thinking and shared vision in which the organization is characterized by its capability to adapt to changes in its environment by altering organizational behavior. In a learning organization, workers network and collaborate inside and outside the organization;

change is embraced and failures are viewed as opportunities to learn; and the organization adapts and changes as the environment changes.

- 3.7 Organizational Development (OD) - Process of enhancing the effectiveness of an organization and the well-being of its members through planned interventions.
- 3.8 Systems Thinking - A conceptual framework that helps one see how things interrelate and how to change them.
- 3.9 Training - Process of providing knowledge, skills, and abilities (KSAs) specific to a task or job.
- 3.10 Advanced Professional Development - Any academy, class, conference, course program seminar or training attended by an employee that is not required by his or her current position, is not required for the performance of his or her current job responsibilities, and is intended to develop a higher level of skill, to develop an increase in professional or technical knowledge, or to obtain an advanced level of professional accreditation.
 - 3.10.1 Advanced professional development does not include routine job training, training required for the employee's performance of his or her current job responsibilities, attendance at professional conventions, seminars, continuing professional education or any form of training required to renew an employee's professional accreditation or any training costing less than one thousand dollars.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College shall maintain programs appropriate to the needs and resources of the institution for human resource development, organizational development, and to improve the competencies, knowledge, skill, and abilities of its employees.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 While there are many by-products of development and training (e.g., increased knowledge and personal satisfaction), the real measure of developmental success is improved job performance.
- 5.2 Teaching, expanding knowledge and creativity, and devoting knowledge to public service are considered primary goals of higher education. These goals are achieved by and through college faculty. Therefore, the efforts of the Board of Governors and this institution in supporting, developing, and renewing the faculty members directly involved in helping West Virginians learn are vitally important to accomplishing the mission and goals of Southern West Virginia Community and Technical College.
- 5.3 Southern West Virginia Community and Technical College recognizes the general and specific benefits derived from efforts to improve employees' personal and professional effectiveness. Students rely on current, knowledgeable, and relevant instruction and benefit from research that improves teaching skill and knowledge. The people and economy of West Virginia benefit from new applications of knowledge and technology that enable more and better jobs, a higher standard of living, and enhanced knowledge and quality of life. Employees, especially individual faculty members, benefit from being able to teach, acquire a new knowledge, serve public needs, and perform institutional and professional roles more effectively. The College benefits from enhanced capacity and flexibility to carry out its mission in an era where it is more practical to enhance or renew skills and knowledge of existing employees.
- 5.4 Therefore, Southern West Virginia Community and Technical College affirms the unique, integral contribution of its employees and faculty members to the mission of higher education: Teaching, producing scholarly work that contributes to knowledge and creativity and serving public and institutional needs. The

college further recognizes through its policy and actions that the knowledge and skills of employees and faculty need to be developed, maintained, supported, and renewed, and that the primary responsibility for accomplishing these ends resides with the institution.

SECTION 6. GENERAL PROVISIONS

6.1 Eligibility and Other Requirements

6.1.1 To be eligible for professional development funding, applicants must have been employed by the college for a minimum of one (1) year. Employees with less than one year service may apply for funding to take a class or attend a seminar or other job related training activity when required to do so by their supervisor.

6.1.2 Development activities funded by the college must be job related. Applicants who request tuition assistance for college credit should be working toward a degree in his/her field of employment or in a field designated by the supervisor.

6.2 Selection for professional development opportunities shall be made on a nonpartisan, nondiscriminatory basis without regard to race, religion, sex, age, national origin, or handicap conditions, using fair and meaningful criteria which will afford all employees with opportunities to enhance their knowledge and skills.

6.3 Awards for development activities are made on a semester by semester basis and may be limited due to the availability of funds.

6.4 Reimbursement Agreement

6.4.1 The College has the option of entering into a reimbursement agreement with the employee for repayment of training compensation and costs for advanced professional development. The agreement may contain reasonable provisions for continuing service after completion of the advanced professional development. The agreement must be signed prior to approval and acceptance of funding for advanced professional development.

6.4.2 An employee under such agreement who voluntarily leaves employment with the college after receiving advanced professional development, but prior to the expiration of the negotiated continuing service period, and becomes employed with an entity other than the State of West Virginia, in a capacity which utilized the advanced professional development training, shall repay a pro rata portion of the training compensation as provided in the reimbursement agreement.

6.5 Tuition Waivers

6.5.1 Graduate Classes - Before applying for funding for graduate classes, applicants are required to seek waivers from the graduate institution. Applications for tuition waivers at other institutions may be obtained from the Human Resources Unit or the individual institution. Waiver forms must be completed and returned to the granting institution by their deadline.

6.5.2 Undergraduate Classes - Any current employee may request a Southern West Virginia Community and Technical College tuition waiver to pay for classes taken at the college. Applications for Southern Waivers are made through the Office of Student Financial Assistance. Tuition waivers are not available from other undergraduate institutions.

6.6 An applicant should not be considered for tuition at a private or out of state institution unless equivalent

course program cannot be acquired at a public West Virginia institution.

- 6.7 An applicant shall not receive funds for classes when other types of financial aid are being received (i.e., Pell grants or financial aid assistance and professional development funding simultaneously).
- 6.8 If the request for funding is approved and the applicant does not attend the development activity he/she is responsible for contacting the grantor in writing so the encumbered money can be used for someone else.
- 6.9 If the applicant withdraws from the class or receives a failing grade, he/she must repay the funds expended by the grantor.

SECTION 7. RESPONSIBILITIES

- 7.1 Grantors of professional development funding will develop a form and procedure for application and processing of requests for professional development funding. The form and procedures are to be made available to all employees via the institutional intranet.
- 7.2 Requests for funding must be approved prior to registration or enrollment for any development activity.
- 7.3 An applicant must show relationship to assigned duties or chosen degree programs, or need for training, development, or continuing education.
- 7.4 Those applying for funding for course credits are not limited to a set number of hours.

SECTION 8. CANCELLATION

- 8.1 SCI-1623, Personnel Development 1-28-91

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: Policy originated July 1, 1986 under title “Personnel Development Committee.” That policy was replaced on January 28, 1991 with SCI-1623 titled “Personnel Development.” The policy was revised with the new SCP format in September 2000 and called “Professional Development” with the number SCP-2624 (eliminating SCI-1623.)

August 2008 – Substantial changes were made to this policy. Procedural items were deleted. The policy was revised to communicate the philosophical support for, and necessity of employee development in order to maintain an organization ready to meet the demands of the future. The policy title was changed to “Employee Development.”

December 4, 2013 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and are grammatical in nature.

January 5, 2021 – The policy was reviewed and no changes were recommended.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2701**

SUBJECT: Reduction in Work Force Due to Financial Exigency: Faculty Personnel

REFERENCE: SCP-2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination*
SCP-2218, *Evaluation Process for Full-time Faculty*
SCP-3620, *Policy Regarding Program Review*
SCP-5260, *Meeting Financial Exigency*

ORIGINATION: February 17, 2004

EFFECTIVE: ~~March 26, 2015~~

REVIEWED: ~~September 24, 2014~~ January 5, 2021

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish uniform procedures that will provide a means to address reduction-in-force within the ranks of faculty personnel in response to a Financial Exigency.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all full-time faculty employees whose positions are eliminated under the declaration of Financial Exigency.

SECTION 3. DEFINITIONS

- 3.1 Seniority – Number of full-time years of teaching experience earned at Southern. Excludes adjunct teaching experience and administrative experience regardless of the faculty rank held during administrative assignment.
- 3.2 Credentials – Faculty rank, the faculty member's current academic degree(s) and its application to the academic program in Faculty rank, the faculty member's current academic degree(s) and its application to the academic program under consideration, and faculty evaluations under consideration, and faculty evaluations.

SECTION 4. POLICY

- 4.1 It shall be the policy of the Board of Governors to undertake reductions in the workforce of faculty personnel in a consistent and fair manner. The primary consideration in any decision to eliminate positions and/or reassign affected faculty personnel will be in the interest of the preservation of the quality and effectiveness of the College's programs. Consequently, those faculty members who are deemed to have the most relevant credentials in accordance to a specific program being eliminated will be retained in preference to other faculty members.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 Prior to a declaration of a Financial Exigency, the President in conjunction with the Chief Academic Officer, the Chief Financial Officer, and the Academic ~~divisions heads~~ Deans shall undertake program reviews and consider any other pertinent program data to determine if elimination of faculty positions under program review will void the necessity of a declaration of Financial Exigency. After such a review, the President may recommend to the Board of Governors the elimination or reduction of programs deemed appropriate and in the best interest of the College. Any elimination of faculty positions as a result of program review will be made in accordance with SCP-2000, *Elimination of Faculty Positions Due to a Program Reduction or Elimination*.
- 6.2 Upon declaration of Financial Exigency, any resulting elimination of faculty positions across the organization will be made in accordance with this policy.
- 6.3 Basis for Elimination of Faculty Positions – Elimination of any faculty position will be made on the basis of need within each discipline, as defined by the president after consultation with the Chief Academic Officer, the Chief Financial Officer, and the Academic ~~divisions heads~~ Deans.
- 6.4 Elimination of Positions With Equal Rank in Same Discipline – In the event all other factors are considered to be equal and a choice must be made concerning the elimination of the position of one of two or more faculty members holding the same rank and teaching the same discipline, the faculty member with the greater seniority and credentials will be retained.
- 6.5 Order of Elimination of Faculty Positions – Non-tenured faculty members, within the discipline to be reduced, will be terminated prior to the termination of the employment of tenured faculty members. Employment terminations of faculty members will generally follow the order specified below unless there is an identified need to retain faculty members who have specialized academic experience unique to a particular program:
 - 6.5.1 Non-tenured:
 - 6.5.1.1 Adjunct Faculty
 - 6.5.1.2 Lecturer and Temporary Faculty
 - 6.5.1.3 Instructor
 - 6.5.1.4 Assistant Professor
 - 6.5.1.5 Associate Professor
 - 6.5.1.6 Professor
 - 6.5.2 Tenured:
 - 6.5.2.1 Assistant Professor
 - 6.5.2.2 Associate Professor
 - 6.5.2.3 Professor
- 6.6 President's Authority – In addition to position eliminations made in response to a Financial Exigency, the President may terminate the employment of faculty members with recommendation of the Chief Academic Officer, the Chief Financial Officer, and the Academic ~~divisions heads~~ Deans, to the Board of Governors at any time for reason of lack of funds, lack of work, reduction in enrollment or abolition of position. The termination of the employment of faculty members shall not be made until affected faculty members have been afforded a hearing as provided herein.
- 6.7 Notice and Hearing for Tenured Faculty Members – The President shall provide written notice to any full-time tenured faculty member of the intent to recommend termination of employment based upon a reduction-in-force. The notice shall contain a description of the reasons for the intended recommendation. The

President must make every effort to give as much notice as is practical in light of the financial exigency to each affected faculty member in advance of the effective date of the layoff. Yet, the legislative appropriation process and the subsequent analysis needed before the Board of Governors declares a Financial Exigency and receives, considers, and approves implementing programs may allow little time for formal notice to the employees who are to be laid off. Upon receipt of such notice, the affected faculty member may request a hearing to be conducted by the President or his or her designee. A request for a hearing must be made within eight (8) calendar (working) days of a notice of recommended termination. Among the issues to be considered by the President or designee is:

- 6.7.1 Adherence to the policy relating to Financial Exigency.
 - 6.7.2 Material deviations from procedural requirements, if any, by the institution or the faculty member.
 - 6.7.3 Actions that may be perceived to violate the principles of academic freedom or established discrimination law related to race, national origin, religion, age, disability, veteran's status, ethnicity, color, marital status, sexual, or gender orientation in the dismissal of a faculty member.
 - 6.7.4 The burden of proof in termination proceedings rests with the faculty member. The Board's declaration of Financial Exigency is judgmental or discretionary and is not subject to contest by any faculty member.
 - 6.7.5 The hearing may be recorded at the request of either party.
 - 6.7.6 Following the hearing, the President or designee, shall prepare a written decision upon any matters raised by a faculty member who has requested a hearing. The decision shall contain a description of the concerns raised by the faculty member and a response thereto. Copies of the decision shall be provided to the affected employee and kept in human resources in a separate file.
 - 6.7.7 Use of the appeal procedure does not delay the effective date of employment termination.
- 6.8 Term Faculty Members – Under normal circumstances, a reduction-in-force of faculty members under term appointments will be accomplished by non-reappointment rather than by layoff during the term of employment. Non-renewal under these circumstances does not entitle a faculty member to a hearing under the terms of this policy. However, in the event a faculty member serving under a term appointment is recommended for employment termination prior to the expiration of the current term of employment because of a reduction-in-force under a Financial Exigency, that faculty member shall be entitled to use the appeal procedure described herein. College administration must make every effort to give as much notice as is practical in light of the Financial Exigency to each affected faculty member in advance of the effective date of the termination. The affected faculty member shall be provided with a copy of the instructions and form for filing an appeal with the West Virginia Public Employees Grievance Board.
- 6.9 Refusal of Transfer – If the employment of a faculty member whose position is deemed vital to a particular campus (as determined herein) is terminated on the basis of rank, his or her position will be offered to the faculty member with the greatest seniority and credentials within the relevant discipline from another campus. Reasonable effort should be made to allow the faculty member offered the position the opportunity to remain on their current campus. This includes offering the faculty member online classes, classes over ICR, and/or any other means deemed appropriate. Should that faculty member decline to accept the vacant position, and no other qualified faculty member from the other campuses will volunteer to accept the position, the employment of the faculty member with the least seniority and credentials refusing the transfer will be terminated and the position deemed vital to a particular campus will be posted as a vacancy.
- 6.10 New Faculty Positions – New positions will not be created while a Financial Exigency is in effect unless a

serious disruption in the functioning of the College would otherwise result. New academic programs or faculty positions may be created only when it can be demonstrated that these programs or positions will help the College extricate itself from Financial Exigency. Priority for filling these positions will be given to existing, qualified faculty members or those faculty that have been terminated due to Financial Exigency.

- 6.11 Re-employment Following Exigency-based Termination – Notwithstanding any other recall rights contained in the policy, in the case of the termination of the employment of a tenured faculty member occupying a permanent faculty position, the position concerned may not be filled by replacement within a period of two years from the effective date of the termination of employment unless the faculty member has been offered a return to employment in that position and has not accepted the offer within 30 calendar days after the offer is extended.
- 6.12 Termination of Exigency – The termination of a Financial Exigency will not imply that employment terminations made during a period of declared Financial Exigency are automatically withdrawn or otherwise invalid.
- 6.13 Process for Re-employment of Affected Personnel – The following process shall be observed for determination of recall and reassignment of affected faculty members following the termination of a Financial Exigency:
 - 6.13.1 When filling academic positions, the highest ranking qualified tenured faculty member whose employment has been terminated as part of a Financial Exigency reduction-in-force shall be offered the position.
 - 6.13.2 If the position is refused, it shall be offered to other similarly affected faculty members in rank order.
 - 6.13.3 Any refusal of employment by a faculty member shall extinguish any further rights to recall. However, a refusal to accept a position shall not preclude a faculty member from making application for other posted position openings.
 - 6.13.4 The Office of Human Resources shall notify faculty members whose employment has been terminated of position openings in accordance with the terms of this policy. The notice shall be sent by certified mail to the last known address of the employee. It is the responsibility of the employee on the recall list to notify the Office of Human Resources of any change in an address in order to retain recall status.
- 6.14 Assumption of Responsibilities – The duties of a faculty member terminated under the provisions of this policy will be assumed by his/her remaining colleagues in so far as is feasible. A terminated faculty member's duties will in no circumstances be assumed by adjunct faculty. Priority should always be to re-hire affected faculty members for adjunct positions before posting the associated adjunct position externally. Additionally, as soon as a full-time faculty position becomes available or an eliminated program has been reestablished, affected faculty members should be offered full-time re-employment under the guidelines of this policy.
- 6.15 Rights of Returning Tenured Faculty Members – A tenured faculty member who has been terminated and who accepts re-employment with the College under the terms of this policy will resume tenure and the rank held at the time of employment termination, be paid a salary commensurate with the rank and length of previous service, be credited with any sick leave accrued as of the date of employment termination, and be credited with any annual leave accrued as of the date of employment termination for which payment has not been made. Additionally, the affected faculty member that is rehired will not lose earned credit for years of service in relation to faculty promotions.
- 6.16 Rights of Returning Term Faculty Members – A term faculty member who has been terminated and who

accepts full-time faculty re-employment with the College under the terms of this policy will assume their rank held at the time of employment termination and be paid a salary equal to their previous employment with the College or a salary commensurate with their rank as it would be offered at the current level should the job be posted externally. Additionally, the affected faculty member that is rehired will not lose earned credit for years of service in relation to faculty promotions.

SECTION 7. RESPONSIBILITIES

- 7.1 The President with advice and assistance of the Chief Academic Officer, the Chief Financial Officer, and the Academic ~~divisions heads~~ Deans shall have primary responsibility regarding elimination of faculty positions.
- 7.2 The Office of Human Resources shall have primary responsibility for the implementation of the provisions 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
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President	Date
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Attachments: None.

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

Revision Notes: October 2007 – Revisions reflect no substantial changes in procedure or documentation requirements. Changes were made in titles to reflect current organizational structure and renaming by the Legislature of the West Virginia State and Education Employees Grievance Board.

December 2012 – Revisions reflect a change in the policy review cycle. Policy was reformatted into the new policy format and title was changed. Minor modifications were made to reflect correct authority and methods for elimination of faculty positions.

September 2014 – Modifications made to reflect correct authority and methods for elimination of faculty positions.

January 5, 2021 – Revisions reflect no substantial changes in procedure or documentation requirements. Changes were made in titles to reflect current organizational structure.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2825**

SUBJECT: Salary Administration

REFERENCE: West Virginia Code ~~§18B-8-3, §18B-8-3(a), §18B-9A-2(c), and §18B-9-4(b)~~ §18B-7, §18B-8, §18B-9A, §18B-9B; Title ~~133, Joint Procedural~~ 135, Legislative Rule, West Virginia Council for Community and Technical College Education, and West Virginia Higher Education Policy Commission, Series 8, *Personnel Administration* 55, Human Resources Administration; Title 135, Procedural Rule, West Virginia Community and Technical College Education, Series 9, Academic Freedom, Professional Responsibility, Promotion, and Tenure; and Employee Classification and Compensation Program, September 1, 2017, West Virginia Higher Education Policy Commission and West Virginia Council for Community and Technical College Education

ORIGINATION: December 2004

EFFECTIVE: ~~May 19, 2016~~

REVIEWED: ~~January 6, 2016~~ February 2, 2021

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish guidelines for salary administration which enables the College to maintain a fair and equitable compensation program and to attract, retain, and reward highly qualified employees.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to non-classified employees, (with the exception of the President), full-time faculty, and classified staff.

SECTION 3. DEFINITIONS

- 3.1 Non-classified Employee – An employee so designated ~~by to serve at the will and pleasure of the President who is responsible for policy formation at the department or institutional level or reports directly to the President of the institution or is in a position considered critical to the institution by the President~~ and must meet one or more of the following criteria:

3.1.1 Employee holds a direct policy-making position at the department or organization level;

3.1.2 Employee reports directly to the President of the organization;

3.1.3 Employee is in a position considered by the President or designee to be critical to the organization pursuant to policies or decisions adopted by the governing board;

3.1.4 Employee is in an information technology-related position which may be defined by policies or decisions adopted by the governing board;

3.1.5 Employees hired after July 1, 2017 in a position that meets the duties test for exempt status under the

provisions of the Fair Labor Standards Act when hired or anytime thereafter; or

3.1.6 An employee in a nonclassified position as of January 1, 2017 who may not meet the criteria listed in subsections 3.1.1 through 3.1.6 of this policy.

- 3.2 Full-time Faculty – An individual employed on a full-time year to year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.
- 3.3 ~~Classified Employee – An employee in a position covered under the classification program set out by Title 133, Procedural Rule, Series 8, Personnel Administration~~ Any regular full-time or regular part-time employee who does not meet the duties test for exempt status under the provisions of the Fair Labor Standards Act; and is not otherwise a nonclassified employee; provided that, any employee who was a classified employee as of January 1, 2017 retains that status unless otherwise deemed a nonclassified employee pursuant to Section 3.1 of this policy.
- 3.4 Critical to the Institution – Critical positions that are essential for the College, department, division, or work unit to achieve the necessary work results and vital to fulfilling the mission of the College. Key position characteristics may require specialized knowledge and skills, leadership competencies, deep historical perspective of the College, and broad decision making authority, which could have significant impact on the College.

SECTION 4. POLICY

- 4.1 The President shall prepare an annual budget presentation for approval by the Board of Governors. As part of this presentation, the President shall include any plans for awarding of salary increases for all employees other than the President. The President's recommendation for salary increases to the Board of Governors will incorporate compensation methods deemed appropriate to accomplish the salary goals of the College and may address issues such as market/peer competitiveness, performance, and equity adjustments, or other common compensation practices necessary to maintain a fair and equitable compensation program.
- 4.2 The salary and other compensation for the President shall be developed and approved by the Board of Governors in compliance with guidelines of the West Virginia Community and Technical College Council.
- 4.3 Plans for salary increases for all employees of the College effective on or after the date of the adoption of this policy shall contain a merit factor. All salary increases shall be contingent upon the availability of funding and are not considered to be automatic based upon any salary schedule adopted or in effect.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 In so much as they shall apply, entry level salaries and any salary increases awarded shall be in compliance with West Virginia Code and supportive of the goals and ~~strategies of the institutional compact~~ objectives of the current institutional Strategic Plan.

SECTION 6. GENERAL PROVISIONS

- 6.1 As funding is provided for salary adjustments, those funds will be allocated equitably consistent with the purpose for which the funds are being provided. Salary increases may be provided only when funding is available. Salary increases shall be provided using one or more of the following criteria. The criteria are not to be considered as sequential and may be applied concurrently for any employee category.
- 6.2 Non-Classified Employee

- 6.2.1 Salary increases may be provided as proposed by the President and determined by the Board of Governors.
- 6.2.2 Merit-based salary increases may be provided based on results derived from the approved performance appraisal system and any other means approved by the Board of Governors which provides a fair and equitable basis for measuring performance levels based upon reasonable performance standards. Any performance appraisal system adopted shall be developed in collaboration with nonclassified staff and approved by the President.

6.3 Full-time Faculty

- 6.3.1 Promotion-in-Rank – a 10% salary increase on the existing base salary, not to include any stipend or supplemental contract pay, shall be awarded to a faculty member who is promoted-in-rank based upon meeting the criteria for such promotion as outlined in SCP-2686, *Promotion-in-Rank and Tenure Policy*.
- 6.3.2 Salaries are largely governed by a Faculty Compensation Program and a salary schedule approved by the Board of Governors. The first priority for funding salaries for faculty employees shall be to ensure salary levels are at the entry level step in rank on the salary schedule. Salary monies will be applied to funding the salary schedule proportionately for all faculty employees based upon the individual employee's step placement and rank.
- 6.3.3 Other salary increases may be provided as proposed by the President and determined by the Board of Governors.
- 6.3.4 Merit-based salary increases may be provided based on results derived from the approved faculty evaluation process and any other means approved by the Board of Governors which provides a fair and equitable basis for measuring performance levels based upon reasonable performance standards. Any faculty evaluation process adopted shall be developed in collaboration with the faculty and approved by the President.

6.4 Classified Employee

- 6.4.1 Salaries are largely governed by ~~a classification system and a legislatively approved~~ the 2017 salary schedule which is sufficient to provide appropriate pay for employees with varying skills, knowledge, experience, and performance levels. The first priority for funding salaries for classified employees shall be to ensure salary levels are at the ~~zero step minimum level~~ on the salary schedule. Salary monies will be applied to funding the salary schedule ~~proportionately~~ appropriately for all classified employees based upon ~~the individual employee's pay grade and years of service~~ performance, equity and impact to the College. Factors for progression in the salary range may include external market, institutional compensation goals, assignment of additional duties, recognition for meeting certain goals, and individual skill and/or performance ratings. Employees progress through a pay range by learning their job, increasing their skill, accepting additional responsibility and performing very well.
- 6.4.2 Other salary increases may be provided as proposed by the President and determined by the Board of Governors.
- 6.4.3 Merit-based salary increases may be provided based on results derived from the approved performance appraisal system and any other means approved by the Board of Governors which provides a fair and equitable basis for measuring performance levels based upon reasonable

performance standards. Any performance appraisal system adopted shall be developed in collaboration with the classified staff and approved by the President.

SECTION 7. RESPONSIBILITIES

- 7.1 The authority for developing a performance appraisal system to be applied in awarding merit-based salary increases is delegated to the President by the Board of Governors.

SECTION 8. CANCELLATION

- 8.1 This policy supersedes any prior policy or reference to salary issues of Southern West Virginia Community and Technical College.

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: October 2007 – Revisions incorporate the Board of Governors approved Faculty Compensation Program and Salary Schedule as a means to provide salary increases for the faculty.

March 2015 – Policy was reformatted into the new policy format. Revisions are technical in nature.

January 2016 – Policy revised to include definition of positions that are critical to the institution pursuant to WV Code 18B-9A-2©.

February 2021– Revisions reflect updated sections of the WV Code, Legislative Series, references to institutional compact to Strategic Plan, and process for classified employee salary increases pursuant to salary structure changes in 2017.

POLICIES PRESENTED FOR FINAL APPROVAL

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 16, 2021**

ITEM: SCP-2810, *Sabbatical Leave for Full-time Faculty and Instructional Specialists*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval SCP-2810, *Sabbatical Leave for Full-time Faculty and Instructional Specialists*, as presented 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 December 15, 2020 meeting, the Southern West Virginia 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 review of SCP-2810, *Sabbatical Leave for Full-time Faculty and Instructional Specialists*. The comment period was from December 16, 2020 to January 14, 2021. Notice of the opportunity to comment was announced via 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.

The following comments for this policy were received:

1. Does there need to be a replacement instructor in place prior to the sabbatical leave being approved? (David Gresham, 12-16-2020)
2. Based on the other proposed changes, Vice President for Academic Affairs should be changed to Chief Academic Officer in 6.3.1.1 and 6.3.1.2. Based on the other proposed amendments to the policy, instructional specialists should be included at 6.4.2.2, 6.5.4, 7.2.1, 7.2.3, 7.4.2. (Kristin Boggs, General Counsel, Community and Technical College System of WV, 12-17-2020)

INSTITUTIONAL RESPONSE:

1. Securing a replacement instructor prior to granting sabbatical leave is covered in Subparagraph 7.2.3 of the policy: "Arrange coverage of classroom or other workload responsibilities of the requesting faculty member or instructional specialist. The Academic Dean may ask for suggestions or recommendations from the requesting faculty member, however, the responsibility for finding temporary replacement personnel or revising teaching schedules of other members of the division rests with the Academic Dean. The Academic Dean will contact the Human Resources Office for assistance in recruiting replacement personnel no later than the spring semester of the year preceding commencement of the sabbatical leave."
2. All revisions recommended by Kristin Boggs were incorporated into the final policy.

Notice: A complete written copy of the policy comments received during the 30-day comment period are available for public viewing in the President's Office at Southern West Virginia Community and Technical College, Rm. C-436, Mount Gay, WV

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2810**

SUBJECT: Sabbatical Leave for Full-time Faculty and Instructional Specialists

REFERENCE: West Virginia Code §18B-1-3; 18B-7-2

ORIGINATION: August 1992

EFFECTIVE: March 15, 2021

REVIEWED: November 5, 2020

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to specify the eligibility, conditions, compensation, and obligations regarding the granting of sabbatical leave for full-time faculty members and instructional specialists of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is limited in scope and application to full-time faculty members and instructional specialists of Southern West Virginia Community and Technical College who are eligible for sabbatical leave under the terms of this policy. Part-time faculty members are not eligible for sabbatical leave.

SECTION 3. DEFINITIONS

- 3.1 Sabbatical Leave – A form of faculty development which provides leave with full or partial salary but free from all teaching and administrative duties to engage in educational activity related to an individual's academic or professional field to improve teaching. Examples of uses of sabbatical leave may include: to renew/advance oneself in an area of expertise, learn new approaches to teaching/learning, undertake projects relating to the enhancement of learning and teaching by electronic means, or conduct research and development in relation to an academic field, the division's curriculum, or a new specialization.
- 3.2 Vitae – A biographical sketch or account of one's career and qualifications.
- 3.3 Full-time Faculty – An individual employed on a full-time year to year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.
- 3.4 Instructional Specialist – A type of term appointment defined as those faculty members who have been appointed minimally on a nine-month basis and an hourly workload. The appointment is for a specified term not to exceed three years. The instructional specialist is eligible to receive reappointment to additional terms. No number of term appointments shall create any presumption of a right to reappointment or to appointment as a tenure-track (probationary) or a tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities.

SECTION 4. POLICY

- 4.1 It is the policy of Southern West Virginia Community and Technical College to provide the faculty opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, creative work and travel so that teaching effectiveness may be enhanced, scholarly usefulness increased, and the institution's academic and service programs strengthened.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 This policy has no relation to other forms of leave that may be available to faculty members and instructional specialists. However, a faculty member or instructional specialists may not receive payment for sabbatical leave and for other types of wage replacement or employer provided benefit, such as short term disability, simultaneously.

SECTION 6. GENERAL PROVISIONS

- 6.1 Eligibility – Any full-time employee holding faculty rank is eligible for sabbatical leave after the completion of at least six years of continuous employment as a full-time faculty member or instructional specialists at Southern West Virginia Community and Technical College. Separate summer school employment shall not be considered in calculating the duration of employment. After completing a sabbatical leave, a faculty member or instructional specialists shall not again be eligible until the seventh subsequent year. Separate summer school employment shall not be considered for sabbatical leave.
- 6.2 Conditions Governing the Granting of Sabbatical Leave – The granting of sabbatical leave is not automatic, but shall depend on the merits of the request and on conditions prevailing in the College at the time. All applications for sabbatical leave shall be considered solely upon the criteria contained in this policy. The faculty member must be actively at work during the semester preceding the commencement of the sabbatical leave period. Sabbatical leave will be granted by the President.
- 6.3 Application Time Line – The application for sabbatical leave must be submitted during the fall semester of the academic year prior to the year for which sabbatical leave is requested. The faculty are urged to discuss plans to request a sabbatical leave with his/her Academic Dean early in the semester to establish a dialogue about the value of proposed activities to the faculty member and to the institution.
- 6.3.1 Academic Deans seeking sabbatical leave must work with the Chief Academic Officer in developing his/her proposal and apply to the same by the date proposals are due to the Academic Dean below.
- 6.3.1.1 November 1 – Sabbatical Proposals are due in the office of the Academic Dean. (For Academic Deans requesting sabbatical leave, the proposals are due in office of the Chief Academic Officer). The Academic Dean shall prepare a written recommendation supporting either the request or recommending denial of the proposed leave.
- 6.3.1.2 November 15 – Sabbatical Proposals and recommendations from the Academic Dean are due in the office of the Chief Academic Officer. The Chief Academic Officer shall prepare a written recommendation supporting either the request or recommending denial of the proposed leave.
- 6.3.1.3 December 1 – Sabbatical Proposals with recommendations from the Academic Dean and Chief Academic Officer are due in the President's Office. The President may request a personal interview with a faculty member to answer questions concerning the proposal.

6.4 Sabbatical Proposal – The Sabbatical Proposal shall be assembled as follows:

6.4.1 Sabbatical Leave Request Form – It must be typed on form SCP-2810.A or in the same format.

6.4.2 The Proposal – This must be typewritten and contain the following categories:

6.4.2.1 Proposed Activities and Timeline – Details the activities planned during the sabbatical leave period and the time line by which each will be accomplished. The objectives of the proposal shall be stated in measurable terms. Each objective shall be reflected in the subsequent final report. A timetable of major events for the completion of the proposal must be included. The time schedule should reflect careful and realistic planning. Flow charts or diagrams may be of benefit in this section.

6.4.2.2 Merit of the Proposal – Describes the value or benefit of the proposed activities to the individual faculty member or instructional specialist and to the institution. This section must contain all of the information necessary to permit an effective review. It should describe the proposal in sufficient detail to enable the President to know what is planned at every stage and to make a tentative judgement as to the probable success of the proposed plan. The objectives of the proposal shall be stated in measurable terms. Each objective shall be reflected in the subsequent final report. The narrative description must include a detailed explanation of what the proposal intends to do. A rationale for the-proposal and a statement of the impact proposal will have on the institution, the individual and the community should be included. In addition the description must identify present knowledge, available resources, and creative potential associated with the proposal.

6.4.2.3 Justification for Proposal – Describes the accomplishments of the applicant in order to prepare for the endeavors outlined in the request. This section provides justification for the granting of sabbatical leave. For example, it may describe the faculty member or instructional specialists' progress toward completion of a degree, including the courses completed and describing the remaining courses, research, or internship necessary to complete his/her degree requirements. All preliminary tasks undertaken prior to the request should be identified.

6.4.2.4 Current Vitae – This vitae must include the information necessary for the President's evaluation. Reference is made to the Criteria to be used in Evaluation.

6.5 Criteria to be Used in Awarding Sabbatical Leave:

6.5.1 Merit Proposal – The major purpose of a sabbatical leave is to provide the faculty or instructional specialist opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, creative work and travel so that teaching effectiveness may be enhanced, scholarly usefulness increased, and the institution's academic and service programs strengthened. Close consideration shall be given to the nature of the applicant's assignment and to differences among the many disciplines represented in a community and technical college.

6.5.2 Accomplishments of the Applicant – Evaluation of accomplishments while at Southern West Virginia Community and Technical College since any previous sabbatical shall be based on the merit factors normally used as criteria for merit raises, such as: professional experience; professional papers and talks; leadership activities; college and faculty senate committee assignments; publications, research, scholarly, or creative effort completed and in progress; membership in professional organizations, including offices held; community activities and services which are professionally-related; and other

accomplishments and recognition of significance.

6.5.3 Number of years salaried, full-time professional service at Southern West Virginia Community and Technical College since last hire date or last sabbatical leave, whichever is least, shall be considered.

6.5.4 Although an advanced degree may be a residual of a sabbatical leave proposal, emphasis shall be placed on the benefits to the faculty member or instructional specialist, the institution and the community.

6.6 Compensation – A faculty member or instructional specialist on sabbatical leave shall receive full salary for no more than one-half of the academic year or half salary for no more than the full academic year.

SECTION 7. RESPONSIBILITIES

7.1 Obligations of the Faculty Member or Instructional Specialist:

7.1.1 An applicant for a sabbatical leave shall discuss the proposal with his/her Academic Dean, prepare the proposal and request for sabbatical leave form, and submit the packet to his/her Academic Dean before deadline dates specified in this policy. The plan proposal, as approved will represent the faculty member or instructional specialists' assignment during the sabbatical leave period. The approved plan shall not be modified without the written consent of the President or his/her designee.

7.1.2 Upon receiving approval for sabbatical leave, the faculty member or instructional specialists shall execute a promissory note / memorandum of understanding reflecting the amount of compensation to be received while on sabbatical leave. After completion of the service obligation, the note shall be marked "paid" and returned to the faculty member or instructional specialists.

7.1.3 In accepting a sabbatical leave, a faculty member or instructional specialists shall sign a statement indicating that he/she is aware of and agrees to all conditions of the leave as specified herein.

7.1.4 While on sabbatical leave, a faculty member or instructional specialists may not accept remunerative employment without the written consent of the President or his/her designated representative. Fellowships, grants, assistant ships, and similar stipends shall not be considered remunerative employment.

7.1.5 Faculty or instructional specialists on approved sabbatical leave are required to report any changes in, or that may affect the status of his/her sabbatical leave or benefit eligibility. Examples may include but are not limited to long term illness or injury that affects the individual's ability to meet obligations, changes in marital status, or other situations that may affect his/her benefit status.

7.1.6 Upon completion of a sabbatical leave, a faculty member or instructional specialists shall file with the Chief Academic Officer a written report of his/her scholarly activities while on leave. The report shall address all objectives and activities approved in the original request and be submitted within thirty days of return to service.

7.1.7 A faculty member or instructional specialists is obligated to return for a full year of service upon completion of the leave. Failure to return will obligate the individual to fully reimburse the institution for salary received during the period of the leave.

7.2 Obligations of the Academic Dean:

- 7.2.1 Work in an advisory capacity with the faculty applicant to help ensure the proposed sabbatical leave complies with the intent of this policy and is beneficial to the faculty member or instructional specialist, the department, the division, and the institution.
- 7.2.2 Prepare a letter to the Chief Academic Officer containing comments and recommendation for approval or denial of the request.
- 7.2.3 Arrange coverage of classroom or other workload responsibilities of the requesting faculty member or instructional specialist. The Academic Dean may ask for suggestions or recommendations from the requesting faculty member, however, the responsibility for finding temporary replacement personnel or revising teaching schedules of other members of the division rests with the Academic Dean. The Academic Dean will contact the Human Resources Office for assistance in recruiting replacement personnel no later than the spring semester of the year preceding commencement of the sabbatical leave.

7.3 Obligations of the Chief Academic Officer:

- 7.3.1 The Chief Academic Officer will be responsible for the implementation of this policy and will provide all support services necessary to carry out its provisions.
- 7.3.2 The Chief Academic Officer will prepare a letter to the President containing comments and recommendations for approval or denial of the request.

7.4 Obligations of the President's Office and the Institution:

- 7.4.1 Upon consideration and final approval or denial of a request for sabbatical leave, the President's Office will send the original application packet with related correspondence and outcomes to the Human Resources Office for appropriate processing, reporting and record keeping.
- 7.4.2 A faculty member's or instructional specialist's institutional position, status, and rank will not be adversely affected solely by his/her absence while on sabbatical leave.

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-2810-A, *Sabbatical Leave Request*
SCP 2810-B, *Sabbatical Leave Promissory Note*
- Distribution:** Board of Governors (12 members)
www.southernwv.edu
- Revision Notes:** November 2, 2010 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.
- November 4, 2015 – Revisions reflect no substantial changes in procedure or documentation. Revisions provide clarity and reflect changes in job titles. Forms reviewed and job titles revised.
- November 5, 2020 – Revisions provide clarity and changes in job titles to reflect the current organizational chart. The definition for Instructional Specialist was added for consistency. Forms were reviewed and job titles revised.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2810.A**

SABBATICAL LEAVE REQUEST

1. Name: _____
2. Dates of continuous full-time employment as a faculty member:
From: _____ To: _____ Total years _____
3. Dates of last sabbatical leave:
From: _____ To: _____
4. Dates requested for sabbatical leave:
From: _____ To: _____

My signature below indicates that I have read and agree to all conditions, provisions, and requirements of SCP-2810, *Sabbatical Leave For Full-time Faculty and Instructional Specialists*. I agree to file a written report with the Chief Academic Officer of my activities and accomplishments during the sabbatical leave within 30 days of my return to work.

Attachments:

- ☐ Proposal
☐ Current Vitae

Per attached letter, I recommend
approval of this leave.

☐ Yes ☐ No

Per attached letter, I recommend
approval of this leave.

☐ Yes ☐ No

☐ Approved ☐ Denied

Faculty Member's Signature

Date

Academic Dean's Signature

Date

Chief Academic Officer's Signature

Date

President's Signature

Date

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SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2810.B

SABBATICAL LEAVE
PROMISSORY NOTE and MEMORANDUM OF UNDERSTANDING

My signature below indicates that I have read and agree to all conditions, provisions, and requirements of SCP-2810, *Sabbatical Leave for Full-time Faculty and Instructional Specialists*.

I agree to return to the full time service of the College and work therein for a period of one year. If I fail to return to work for a period of one year, I agree to re-pay Southern West Virginia Community and Technical College an amount equal to the amount of salary and benefits paid me during the sabbatical leave period.

I understand that my position, status and rank shall not be adversely affected by my absence due to the sabbatical leave, and that I will receive any pay raises or other benefits that would have been afforded me had I not been on sabbatical leave.

I understand that the length of sabbatical governs the amount of pay I receive. The length of my sabbatical and requisite amount of compensation I will receive is:

- ☐ One semester sabbatical leave paid at my regular base salary for the semester.
- ☐ One academic year of sabbatical leave paid at one half my annual base salary.

I understand and agree that the final agreed upon proposal, as approved by the President, is my assignment for the period of sabbatical leave and that the proposal may not be modified without the written consent of the President or his/her designee.

I agree to provide a detailed report of my activities and accomplishments to the Chief Academic Officer within 30 days of my return to work.

I agree and understand that I may not accept remunerative employment without the written consent of the President or his/her designated representative.

_____ Printed Name	_____ Signature	_____ Date
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STATE OF WEST VIRGINIA, COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____ 20____, by

_____.
My commission expires: _____

NOTARY PUBLIC

_____ Chief Academic Officer's Signature	_____ Date
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_____ President's Signature	_____ Date
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**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 16, 2021**

ITEM: SCP-5620, *Traffic and Vehicle Speed, Flow, and Parking Regulations Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval SCP-5620, *Traffic and Vehicle Speed, Flow, and Parking Regulations Policy*, as presented 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 December 15, 2020 meeting, the Southern West Virginia 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 review of SCP-5620, *Traffic and Vehicle Speed, Flow, and Parking Regulations Policy*. The comment period was from December 16, 2020 to January 14, 2021. Notice of the opportunity to comment was announced via 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.

The following comment for this policy were received:

1. Should signs be placed in the parking lots indicating towing of non SWVCTC students, vendors, staff, etc? (David Gresham, 12-16-2020)

INSTITUTIONAL RESPONSE:

The administration is reviewing current practices and verbal agreements regarding the parking of unauthorized vehicles in parking areas owned, leased and/or under the control and authority of the College. The President will provide an update on the decision made at the April 20, 2021 Board meeting.

Notice: A complete written copy of the policy comments received during the 30-day comment period are available for public viewing in the President's Office at Southern West Virginia Community and Technical College, Rm. C-436, Mount Gay, WV

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

SUBJECT: Traffic and Vehicle Speed, Flow, and Parking Regulations Policy

REFERENCE: West Virginia Code §18B-4-6, *Regulation of parking, speed flow of traffic on campus roads and driveways; civil and criminal penalties; disposition of revenue*. West Virginia Code §18B-10-15, *Authority of educational institutions to provide special services and programs; collection and disposition of fees therefor*.

ORIGINATION: February 1, 1989

EFFECTIVE: March 16, 2021

REVIEWED: November 5, 2020

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 Use of roads, driveways, and parking areas owned, leased and/or under the control and authority of the College is restricted to students, employees, visitors and others who may be conducting official business with the college.
- 6.2 Drivers operating vehicles on roads, driveways, or in parking areas will obey all posted signs regulating speed, flow and/or parking.
- 6.3 Students and employees violating this policy are subject to action under the applicable and appropriate disciplinary procedures as determined by the College's administration.
- 6.4 Visitors and others conducting official business with the College are also subject to this policy and violations will be taken seriously. Such violations may result in the withdrawal of the privilege of visiting the campus and/or the involvement of appropriate law enforcement officials.
- 6.5 Parking spaces for the disabled, which shall conform to ADA requirements, will be designated at all college locations and shall be reserved for authorized users twenty four hours daily throughout the calendar year. Violators of the designated ADA or Handicap Accessible parking spaces are subject to the fine as set forth by the American's with Disabilities Act and the laws of the State of West Virginia.
- 6.6 All vehicles parked in designated handicap spaces will have displayed, in a visible manner, a current and valid handicap parking permit or license plate issued by the proper regulatory authority. The handicap parking permit or license plate must be registered in the name of the person using a designated handicap parking space.
- 6.7 Vehicles parked in designated fire lanes are in violation of state law and are subject to a fine in an amount as set forth by the West Virginia State Fire Marshall's Office.
- 6.8 Individuals will park vehicles within marked parking spaces, and will not park vehicles in fire lanes, non-parking and delivery zones. All vehicles will be parked in a manner that will not impede the regular flow of traffic or immobilize any parked vehicle.
- 6.9 When a vehicle is parked at any college location in a manner that constitutes a violation of this policy, the institution will have the authority to take appropriate corrective action including having vehicles towed at the owner's expense.
- 6.10 Vehicles other than those owned or leased by the College are not to be parked on College property during non-business hours without the knowledge and approval of the Director of Campus Operations.
- 6.11 Southern will not be held liable for theft, vandalism, or accidents involving vehicles being driven on, or parked in, campus parking lots.
- 6.12 Southern does not control nor have jurisdiction over properties adjacent to its facilities and owned or controlled by the West Virginia Department of Highways or private landowners. Anyone infringing upon such properties will be subject to the rules and/or actions taken by those agencies or individuals.
- 6.13 Parking on all college lots will be observed on a first come, first served basis.
- 6.14 Continued or repeated violation of parking regulations will result in the loss of parking privileges.

SECTION 7. RESPONSIBILITIES

- 7.1 All persons using college parking facilities will observe all normal courtesies, refrain from parking vehicles in any area not authorized, and will not contribute to any act with vehicles that may cause injury, endanger lives or otherwise cause hardship or injury to anyone.
- 7.2 The Director of Campus Operations will monitor the roads, driveways, and parking lots to observe that users are obeying the policy regulations. The Director shall issue proper warnings or initiate other appropriate disciplinary action necessary against violators of the terms of this policy.
- 7.3 As directed by the Director of Facilities and Campus Operations, all students and employees shall display a Southern issued parking permit. Parking permits for students are issued by the respective campus Business Office and employee parking permits are issued by the respective Director of Campus Operations.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

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

March 2016 – No changes recommended.

November 5, 2020 – Subparagraph 7.3 was added regarding the issuance of Southern parking permits outlining where employees and students may obtain a permit.