



Institutional Governance System Handbook

July 1, 2021 - June 30, 2023

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INSTITUTIONAL PRINCIPLES

MISSION STATEMENT

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

Institutional Commitments

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

1. Developmental and pre-college level education for those who lack the necessary academic background for direct entry into college-level courses.
2. Programs of study leading to the associate in arts and the associate in science degrees, which can be effectively transferred and applied toward the baccalaureate degree.
3. Programs of study in career and technical fields leading to a skill-set certification, certificate degree, and/or the associate in applied science degree for entry into the workforce.
4. Workforce development, continuing education and training programs that support the needs of employees and employers and serve as a mechanism for economic development.
5. Support services that assist students in achieving their education and training goals.
6. Community interest programs and activities that promote personal growth and cultural enrichment.

VISION STATEMENT

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

Our Core Values

We will accomplish our mission by:

- Achieving excellence in education and service.
- Exhibiting integrity in all that we do.
- Collaborating and communicating actively with others.
- Being committed in word and deed.
- Imparting passion and compassion to our every task.
- Leading by encouragement and support of lifelong learning.
- Embracing change through bold actions.
- Being creative and innovative at all levels.
- Initiating opportunities for the community.
- Celebrating success.

SECTION 1. GENERAL RESPONSIBILITIES AND GUIDING PRINCIPLES OF GOVERNANCE

- 1.1. Southern West Virginia Community and Technical College (Southern) has established a decision-making system based on consultative governance. This system provides for participation by, and consultation with, representative constituents from the College. Constituents of the College include administrators, faculty, classified staff, students, and district residents.
- 1.2. Southern has defined consultative governance as a collaborative process that involves representatives from the College working in a climate of mutual trust and respect. These representatives gather and share information related to significant issues and work toward decisions on those issues in accordance with the mission, vision, purpose, and values of the College. Governance-related interaction among constituent groups provides the balance of stability and change necessary for the advancement of the College.
- 1.3. The following principles guide this governance process:
 - 1.3.1 **Disclosure**
 - 1.3.1.1 Open and constructive participation among constituents.
 - 1.3.1.2 A willingness to actively listen to each other.
 - 1.3.1.3 Early opportunities for discussion, information sharing, and input on any topic.
 - 1.3.1.4 Time for all constituent groups affected by an issue to share information and to state their position(s) on proposed actions.
 - 1.3.2 **Responsiveness**
 - 1.3.2.1 Due consideration and mutual trust of all constituents affected by an issue.
 - 1.3.2.2 Timely action and communication on all issues and proposals.
 - 1.3.2.3 Earnest efforts by all constituencies to understand divergent perspectives.
 - 1.3.3 **Accountability**
 - 1.3.3.1 Shared integrity and responsibility in all adopted governance policies and procedures.
 - 1.3.3.2 Continual monitoring and refinement of governance policies and procedures by representative of the entire College community.
 - 1.3.3.3 Sincere effort to make the governance process work in a timely and effective manner.
- 1.4. Throughout the process of disclosure, responsiveness, and accountability, the constituents recognize that the College administration is ultimately responsible for making decisions regarding issues and concerns advanced by this system of consultative governance.

SECTION 2. INSTITUTIONAL BOARD OF GOVERNORS

2.1 Purpose

- 2.1.1 As prescribed in West Virginia Code, §18B-2A-1, effective the first day of July 2001, the Board of Governors of Southern West Virginia Community and Technical College were officially appointed by the Governor of the State of West Virginia to serve as a representative body of its constituents to set forth policies to govern the best interests of the College in accordance with the statutes of West Virginia.

2.2 Board Principles

- 2.1.1 The Board's governance style is intended to encourage diversity of viewpoints and collective rather than individual decision making. Prior to setting policy, the Board will ensure that input has been received from a variety of sources to insure representation of constituents and staff and sound decision-making principles.
- 2.1.2 The Board's focus will be on providing strategic leadership and representing the community it serves rather than administrative detail.

2.3 The Role of the Board of Governors is to:

- 2.3.1 Establish the Mission, Vision, and Master Plan of the College and set clear written policy direction that is focused on community needs.
- 2.3.2 Represent the community by knowing and understanding its needs and seeking a variety of perspectives when setting college policy.
- 2.3.3 Define standards for college operations that set forth high-quality programs, ensure wise and prudent expenditure of funds, and fair and equitable treatment of students and employees.
- 2.3.4 Monitor the performance of the College to insure progress toward defined goals and adherence to policies.
- 2.3.5 Select, hire, and retain the President and define and monitor the President's performance through periodic evaluations.
- 2.3.6 Promote the College in the community and advocate for its interests with government officials and in its fund-raising efforts.
- 2.3.7 Create a positive leadership environment that fosters learning and focuses on outcomes.
- 2.3.8 Act with integrity, promoting ethical behavior in all college dealings.
- 2.3.9 Function as a unit, speaking with one voice that recognizes that the power of the Board rests with the whole Board, not individual members.

2.4 General

- 2.4.1 The President is the Chief Executive Officer of the College and the Board's single link with operating the institution. The role of the Board is to provide clear policy direction to the President with respect to the Strategic Plan. The role of the President is to carry out the Board's direction and administer the day-to-day operations of the College.

2.5 Board Delegation of Administrative Authority

- 2.5.1 The Board delegates to the President the function of formulating, implementing, directing and evaluating administrative policies and regulations under which the college will operate. These policies and regulations will govern the College and be consistent with Board policy.

2.6 Membership (12 Voting Members)

- 2.6.1 Nine lay citizens as appointed by the Governor of the State of West Virginia.
- 2.6.2 One full-time member of the faculty with the rank of instructor or above duly elected by the faculty.
- 2.6.3 One full-time classified employee duly elected by the classified employees, or if the institution does not have classified employees, a member from the institutional non-classified employees duly elected by the non-classified employees.
- 2.6.4 One member of the student body in good academic standing, enrolled for college credit work, and duly elected by the student body.

SECTION 3. INSTITUTIONAL GOVERNANCE SYSTEM COMMITTEE PROCEDURES

- 3.1 All recommendations for action presented to a Committee of the College Governance System (e.g., policy/procedure/program creation, revision, elimination, etc.) must be submitted using the format outlined in the Institutional Governance Recommendation Form (located in the Appendix).
- 3.2 Recommendations may be submitted by an individual employee or committee.
- 3.3 A request for an item (recommendation) to be placed on a committee agenda must be made in writing (e-mail request will suffice), and received by the committee chair a minimum of five (5) days prior to the committee's scheduled meeting.
- 3.4 The individual making the request is expected to make a presentation of the agenda item to the appropriate committee and to present a signed copy of the completed Institutional Governance System Recommendation Form. If accompanying materials are required, a copy of such materials must be provided for all members of the committee, either through e-mail, uploaded to the appropriate committee folder on Southern's "S" Drive, or a hard copy, unless the documentation is of such size/quantity that copying is cost prohibitive.
 - 3.4.1 The committee receiving the recommendation may choose to approve or reject the recommendation or may suggest modifications to the recommendation. All official actions of the standing committee must be properly documented in the meeting minutes. Written notice of the action taken, accompanied by the official recommendation form and accompanying materials, is to be forwarded to the next appropriate level, depending on the nature of the request, within seven (7) working days of the meeting in which the action is taken.
- 3.5 Actions requiring approval of the President shall be presented in writing using the approved Institutional Governance System Recommendation Form and accompanied by any other documentation presented at the lower level(s). The President shall respond in writing to the individual, committee, senate, council, or other recognized group making recommendations within fourteen (14) working days of receiving a recommendation.
- 3.6 Recommendations by the Faculty Senate and/or Classified Staff Council may be submitted to a standing committee, an administrative unit head, or directly to the President. The President may choose to refer any such recommendations to a standing committee, subcommittee, or another appropriate individual for consideration and response.
- 3.7 Recommendations requesting and/or requiring policy action (creating a new policy, revision, or elimination of existing policy) shall be presented to the Board of Governors for approval only after appropriate review and recommendation for action by standing committees, subcommittees, councils, and/or administrative units, and upon recommendation by the President.
- 3.8 Governance Standing Committees will submit all appropriate recommendations to President's Cabinet. If applicable, recommendations from President's Cabinet (please see the following chart) will be submitted to the Board of Governors.

- 3.9 All committees, except for President’s Cabinet, shall not hold or delay a proposal beyond 30 days, nor will they table an item more than once. If an item is to be tabled a second time, it will be sent back to the originator with a detailed justification for corrections and instructions for remittance. Any item beyond the 30-day threshold will automatically pass the committee and advance. The committee chair will attach a justification/reasoning for the delay within eight (8) working days of the committee’s adjournment. In the case where a committee does not meet within the 30-day window, the committee chair must obtain continuation approval from the President or their designated representative and include the item in the next scheduled meeting. The President may opt to have the committee chair convene a special session if the President deems the item to be of sufficient importance. This determination of importance is made by the President.
- 3.10 Typically, a request for action from a subcommittee will be forwarded as follows. All requests for action from committees will be forwarded to President’s Cabinet (PC).

Governance Subcommittee	What type of recommendation is forwarded to a Committee?	The recommendation is to be forwarded to the following Committee:	Recommendation Forwarded To:
Academic Assessment	All Academic Assessment findings	Academic and Student Affairs Council (ASAC)	A Stops with ASAC B Forwarded to President’s Cabinet (PC)
Compliance and Risk Management	All Compliance and Risk Management recommendations	Strategic Planning Committee (SPC)	A Stops with SPC B Forwarded to PC
Curriculum and Instruction	All Curriculum and Instruction recommendations	(ASAC)	A Stops with ASAC C Stops with ASAC D Forwarded to PC
Distance Education	All Distance Education recommendations	(ASAC)	A Stops with ASAC B Forwarded to PC
Strategic Enrollment	All Strategic Enrollment recommendations	(SPC)	A Stops with SPC B Forwarded to PC
Student Advising	All Student Advising recommendations	(ASAC)	A Stops with ASAC B Stops with ASAC

Examples

- A Items received by the Committee as information sharing
- B Recommendations reviewed/approved by the Committee as action items
- C Curriculum changes
- D New programs; program terminations

Note: The College-at-Large may make recommendations to the Policies and Procedures Committee. All recommendations are reviewed for approval and submitted to the Board of Governors, as appropriate, for review for approval.

SECTION 4. INSTITUTIONAL GOVERNANCE SYSTEM COMMITTEE STRUCTURE

4.1 Definitions

4.1.1 Committee

Committee, unless otherwise noted, shall refer to any committee, subcommittee, or advisory group such as a council, senate, student government association, student government advisory council, and employee advisory council. The President will assign other committees as required on an ad hoc basis.

4.1.2 Committee Chair

The Committee Chair is the presiding officer of the committee. The chair presides over meetings of the group and conducts the group's business in an orderly fashion. Typically, the Chair votes only in case of a tie.

4.1.3 Committee Co-Chair

The Co-Chair is the presiding officer of the committee in the absence of the Chair.

4.1.4 Committee Member

Members are those elected or appointed to serve on the committee. Committee members are expected to attend all committee meetings.

4.1.5 Committee Advisor

Advisors are individuals identified with specific skills and/or expertise that provide non-binding strategic advice to the committee. An Advisor is a non-voting member of the committee. An Advisor is required to attend meetings only when called upon by the committee chair.

4.1.6 Ex-Officio

Committee member appointed by virtue or position. An Ex-Officio is a non-voting member of the committee. An Ex-Officio is required to attend meetings only when called upon by the committee chair.

4.1.7 Recorder

The Recorder is appointed by the President for the purposes of recording the business of the committee as minutes.

4.2 Terms of Service

4.2.1 Committee and Subcommittee members are elected for two-year terms. All elections will be held every year in April to fill expiring terms. Members may serve two consecutive terms. Members may not serve on more than one committee.

4.3 **Committee Assignments**

- 4.3.1 Committee membership, where possible and appropriate, will be comprised of representatives of the following constituencies:
 - 4.3.1.1 Administration as appointed by the President or designee.
 - 4.3.1.2 Faculty at-large as elected by the full faculty assembly.
 - 4.3.1.3 Classified Staff at-large as elected by the classified staff assembly.
 - 4.3.1.4 Membership by virtue of constituent position as determined by the unit chief.
 - 4.3.1.5 Faculty membership by academic division as elected by the faculty members of that division.
 - 4.3.1.6 Staff membership as elected by the classified staff assembly.
 - 4.3.1.7 Student membership as appointed by the Chief Student Services Officer.
 - 4.3.1.8 Board of Governors membership as recommended by the Board of Governors.
 - 4.3.1.9 Non-Classified Staff as appointed by the President.
- 4.3.2 The Classified Staff Council and Faculty Senate's purpose, membership, procedures and meeting schedules shall be in compliance with their Constitutions and West Virginia State Code.
- 4.3.3 All other seats not specified will be by election from within the committee. Any membership recommendations or appointments are subject to the approval of the President. Appointments and recommendations will be submitted to the Office of the President by May 15th of the odd year, and will become effective at the beginning of the next academic year.
- 4.3.4 Any committee member may request a change in appointment by requesting such in writing to the President.

4.4 **Filling of Committee Vacancies**

- 4.4.1 Recommendations to fill committee vacancies are to be made to the President. These recommendations are to be made within 15 days of notification of a vacancy during the academic year. Vacancies occurring during the summer or between semesters are to be filled within 15 days of the beginning of the next subsequent semester.

4.5 **Officers**

- 4.5.1 Committee officers are addressed in the committee section of the handbook.

4.6 **Governance Day Meetings**

- 4.6.1 The Master Calendar for Governance Days is managed through the President's Office and is provided to all Southern Employees. Governance Days are held on Fridays four (4) times throughout the academic year at Southern's Logan Campus to enable standing committees, councils, and administrative units to meet.
- 4.6.2 Subcommittees meet prior to Governance Days. A Master Calendar of subcommittees is managed through the President's Office and is provided to all Southern Employees.
- 4.6.3 Any governance committee or unit may call a meeting at its discretion. Minutes must be recorded for all meetings, but the Recorder, which is generally a non-exempt classified employee, cannot be required to meet outside of his/her regular work week. The non-exempt classified employee can opt to meet outside of his/her regular work week but must only do so after obtaining prior official approval by adhering to SCP-2575, Overtime and Compensatory Time, and SCP-2575.A, Request to Work Additional Hours, for a schedule adjustment for the week of the meeting.

4.7 **Official Governance Record**

4.7.1 Recorders are to publish the official minutes in the appropriate governance folder on Southern's share drive within seven (7) business days of approval. Official minutes are those which have been approved by the committee and signed by the Committee Chair and Recorder.

SECTION 5. OPERATIONAL GUIDELINES FOR GOVERNANCE COMMITTEES

5.1 Committee Chair

- 5.1.1 The Committee chair will either be appointed by the President or elected by the committee membership. Voting rights will be stated in the specific committee membership section.
- 5.1.2 Committee meetings will be conducted using Robert's Rules of Order, Newly Revised, 12th edition.
- 5.1.3 Committee Chair Responsibilities:
 - 5.1.3.1 Preside over meetings, develop an agenda, and distribute an agenda at least forty-eight hours prior to the scheduled meeting, guide the agenda, discussion, and actions of the committee.
 - 5.1.3.2 Provide leadership and ensure the effective operation of the committee.
 - 5.1.3.3 Understand the committee's charge, membership, connection and reporting relationships to other governance committees.
 - 5.1.3.4 Work collaboratively with the Committee Vice Chair and Recorder to develop agenda for meetings and supporting materials.
 - 5.1.3.5 Ensure meeting agenda and relevant documents are circulated to committee members in advance of scheduled meetings.
 - 5.1.3.6 Prepare and submit institutional recommendations (approved or unapproved by the committee), forms, budget information, and/or other supporting documents to the appropriate governance committee within the required time frame and communicate information to the college community.
 - 5.1.3.7 Establish committee goals and objectives that meet the mission, goals, and strategic plan of the College.
 - 5.1.3.8 Be prepared for meetings.
 - 5.1.3.9 Encourage participation of committee members and elicit feedback.
 - 5.1.3.10 Ensure that all voices have an opportunity to be heard before decisions are finalized.
 - 5.1.3.11 Ensure there is sufficient time to fully discuss the agenda items during the meeting.
 - 5.1.3.12 Facilitate dialogue and keep discussions "on track," productive, and professional.
 - 5.1.3.13 Appoint ad hoc committees.
 - 5.1.3.14 Communicate with committee members via e-mail, telephone, mail, or by scheduling additional meetings regarding committee business as necessary between scheduled meetings.
 - 5.1.3.15 Establish and maintain appropriate timetables for the accomplishment of projects, tasks, activities, etc.
 - 5.1.3.16 Make policy recommendations when appropriate.
 - 5.1.3.17 Submit written notification of committee vacancies to the President's Office within 15 days of notification of a vacancy.
 - 5.1.3.18 Work in conjunction with the Recorder to ensure the official minutes are published in the appropriate governance folder on Southern's share drive within seven (7) business days of approval. Official minutes are those which have been approved by the committee and signed by the Committee Chair and Recorder.

5.2 Committee Vice Chair

5.2.1 Vice Chair Responsibilities

- 5.2.1.1 Preside over meeting in the absence of the Committee Chair.
- 5.2.1.2 Work collaboratively with the Committee Chair and Recorder to develop agenda for meetings and supporting materials.
- 5.2.1.3 Assist Chair with committee business matters between meetings.
- 5.2.1.4 Assist Chair in working toward accomplishment of goals and objectives of the committee.
- 5.2.1.5 Assist and lead projects as delegated by the Chair.
- 5.2.1.6 Keep abreast of committee work and assignments.

5.3 Committee Recorder

- 5.3.1 A staff person will be assigned to each Governance Committee by the President for the purpose of recording the business of the committee as minutes. This individual will be one who has the training, expertise, and/or experience necessary to record minutes. He or she is not a committee member. This is a two-year assignment.

The Classified Staff Council shall elect its own recorder and the recorder for Faculty Senate from its membership.

5.3.2 Recorder Responsibilities:

- 5.3.2.1 Assists the Chair or Vice Chair with meeting materials and logistics.
- 5.3.2.2 Sends out requests for agenda items 1½ weeks prior to the scheduled meeting.
- 5.3.2.3 Coordinates with the Chair and Vice Chair in preparing the agenda and sends out to committee members five (5) days prior to each meeting.
- 5.3.2.4 Posts the agenda and relevant documents on the “S” drive in the appropriate committee folder.
- 5.3.2.5 To keep the committee’s official membership roster and call the roll prior to each meeting.
- 5.3.2.6 Record the business of the committee as minutes.
- 5.3.2.7 Prepare the meeting minutes using the approved Meeting Minutes Template.
- 5.3.2.8 Publish official minutes in the appropriate governance committee folder on Southern’s share drive within seven (7) business days of approval. Official minutes are those which have been approved by the committee and signed by the Committee Chair and Recorder.
- 5.3.2.9 Maintains the archive of committee processes, actions, and decisions, maintaining the archive on Southern’s share drive.
- 5.3.2.10 As soon as possible following each meeting, the Recorder is to summarize key decisions and communicate information to the college community via e-mail.

5.4 Committee Member

- 5.4.1 Attend all meetings of the governance committee. If a scheduling conflict should arise, identify a proxy to attend in your place, and when possible, notify the Committee Chair and Recorder in advance.
- 5.4.2 Be prepared for meetings: review materials in advance; be ready to discuss and/or provide feedback; take notes and report back to constituents.
- 5.4.3 Adhere to key dates and deadlines for meetings.
- 5.4.4 Lend your perspective to discussions and decisions.

5.5 Decision Making

5.5.1 Quorum

5.5.1.1 A quorum must be present at a meeting in order for governance group action items and decisions to be considered official. For the purposes of the College Governance System, a quorum is determined to be a simple majority. According to Roberts Rules, a majority is defined as more than 50% of the voting members. (i.e. If there are seven voting committee members, then a majority is 4 (more than 3.5 which is 50% of 7). Even the number of voting members would have to add one to the 50% to achieve a majority.)

5.5.2 Proxy Representation

5.5.2.1 At such time a duly elected member cannot attend a scheduled meeting for legitimate and verifiable cause, that member may select a peer proxy from the member's assigned department to represent them during the stated meeting. The member's proxy will hold the same rights and privileges as the elected or appointed member during the period of representation. A proxy member will count for a quorum the same as if the proxy were the elected or appointed member.

5.5.3 Robert's Rules of Order, Newly Revised, 12th Edition

5.5.3.1 All Committee meetings will be conducted using Robert's Rules of Order, Newly Revised, 12th Edition.

5.5.3.2 The following situations apply to these common circumstances:

5.5.3.2.1 No quorum at the beginning of the meeting:

5.5.3.2.1.1 If no quorum is present at the beginning of the meeting, agenda items may be discussed, but no votes can be taken on action items.

5.5.3.2.1.2 If a quorum occurs during the meeting, votes may be taken on any action items.

5.5.3.2.2 No quorum later in the meeting:

5.5.3.2.2.1 If a quorum fails to be maintained during the meeting, no further votes on action items may be taken.

5.5.3.2.3 Approval of past minutes:

5.5.3.2.3.1 Any member may vote on approval of minutes, whether or not they attended the meeting referenced in the minutes.

5.5.3.2.3.2 The vote can be seen as confidence in the Recorder of the committee.

SECTION 6. STANDING COMMITTEES

There shall be three standing committees:

1. Academic and Student Affairs Council (ASAC)
2. Policies and Procedures
3. Strategic Planning

1. ACADEMIC AND STUDENT AFFAIRS COUNCIL (ASAC)

The Academic and Student Affairs Council (ASAC) submits recommendations to the President's Cabinet.

SECTION 1. PURPOSE

- 1.1 ASAC promotes the sharing of information and communication between Academic Affairs and Student Services. ASAC assists in the coordination of college-wide efforts to reach out to the community and bolster Workforce Development. It serves as an information resource for faculty and staff, and promotes participation in the shared governance system. ASAC will support accreditation and compliance standards.
- 1.2 ASAC will review and act upon recommendations submitted from ASAC subcommittees and various advisory committee recommendations, in conjunction with division Deans, advisory committee heads, and the Director of Accreditation and Assessment. Each member of ASAC will ensure that appropriate communication, feedback, and involvement are shared with all departments and personnel assigned to each unit.

SECTION 2 OFFICERS

- 2.1 The Chair and Vice-Chair shall be elected by the council. The Vice-Chair will be elected every fiscal year and will serve as a committee officer for a total of two (2) years. The Vice-Chair serves in the elected role for the first year and moves to the position of Chair for the second year. Committee members elect the incoming Vice Chair. The Recorder will be the Executive Assistant to the Chief Academic Officer.

SECTION 3 MEMBERSHIP

- 3.1 The Council is comprised of eleven (11) members and five (5) non-voting advisors:
 - 3.1.1 Director of Accreditation and Assessment
 - 3.1.2 Dean of Allied Health and Nursing
 - 3.1.3 Dean of Arts and Sciences
 - 3.1.4 Dean of Professional and Technical Studies
 - 3.1.5 Director of Institutional Research
 - 3.1.6 Registrar
 - 3.1.7 Director of Admissions
 - 3.1.8 Director of Student Success (ADA Compliance Officer)
 - 3.1.9 Director of Student Financial Assistance
 - 3.1.10 Director of Workforce Development
 - 3.1.11 Director of Distance Education
 - 3.1.12 Ex-Officio, Non-voting Members
 - 3.1.12.1 Chief Academic Officer
 - 3.1.12.2 Chief Student Services Officer
 - 3.1.13 Executive Administrative Assistant to the Chief Academic Officer (Recorder)

SECTION 4 SUBCOMMITTEES

- 4.1 ASAC subcommittees report to their respective Chairs. Duties and responsibilities for each subcommittee are outlined under the “Subcommittee” section of the Institutional Governance Handbook. ASAC subcommittees are as follows:
- 4.1.1 Academic Assessment
 - 4.1.3 Curriculum and Instruction
 - 4.1.4 Distance Education
 - 4.1.7 Student Advising

SECTION 5 QUORUM

- 5.1 Ten (10) Voting Members; Quorum = 6 (more than ½ voting membership). Advisors are non-voting members. The Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions are not counted for quorum.]

2. POLICIES AND PROCEDURES COMMITTEE

The Policies and Procedures Committee submits recommendations to the President's Cabinet.

SECTION 1. PURPOSE

- 1.1 The Policies and Procedures Committee is responsible for regularly assessing the value and effectiveness of Southern College institutional policies and procedures and their implementation. The Committee shall work with appropriate personnel to develop and recommend any revisions or strategies that best serve the interest of the students and the College.
- 1.2 The Committee will also be responsible for receiving and acting upon all new policies and procedures and policy reviews that are scheduled for review and submitted from other committees, units, departments, Classified Staff Council, Faculty Senate, and/or individuals. All recommendations will be submitted to President's Cabinet for a thirty (30)-day comment period.

SECTION 2. OFFICERS

- 2.1 The Chair will be the Chief Human Resources Officer. The Vice-Chair will be elected by the committee members and will serve as a committee officer for two (2) years. At the conclusion of their two-year term, committee members elect the incoming Vice Chair. The Recorder will be appointed by the President.

SECTION 3. MEMBERSHIP

- 3.1 The Policies and Procedures Committee is comprised of five (5) voting members who serve on staggering terms and a non-voting Chair:
 - 3.1.1 Chair - Chief Human Resources Officer (non-voting)
 - 3.1.2 Classified Staff - one (1) elected by Classified Staff
 - 3.1.3 Faculty - two (2) elected by the Faculty assembly from different divisions and/or disciplines
 - 3.1.4 Non-Classified Staff - one (1) appointed by the President
 - 3.1.5 Student Representative - one (1) appointed by the Chief Student Services Officer and serves a one (1)-year term
 - 3.1.6 Ex-officio (non-voting) members:
 - 3.1.6.1 Director of Accreditation and Assessment
 - 3.1.6.2 Accreditation Liaison Officer
- 3.2. Advisors are comprised of specific positions who are called to serve as non-voting subject matter experts:
 - 3.2.1 **Series 1000 - General**
 - 3.2.1.1 Executive Assistant to the President and Board of Governors
 - 3.2.1.2 Chief Facilities Management Officer
 - 3.2.1.3 Director of Communications
 - 3.2.2 **Series 2000 - Human Resources**
 - 3.2.2.1 Chief Human Resources Officer
 - 3.2.2.2 Manager Human Resources
 - 3.2.3 **Series 3000 - Academic Affairs**
 - 3.2.3.1 Dean of Allied Health and Nursing
 - 3.2.3.2 Dean of Arts and Sciences
 - 3.2.3.3 Dean of Profession and Technical Studies
 - 3.2.4 **Series 4000 - Student Services**
 - 3.2.4.1 Director of Student Success (ADA Compliance Officer)
 - 3.2.4.2 Director of Admissions
 - 3.2.4.3 Director of Financial Assistance
 - 3.2.4.4 Registrar

- 3.2.5 **Series 5000 - Finance**
 - 3.2.5.1 Controller
 - 3.2.5.2 Chief Facilities Management Officer
 - 3.2.5.3 Director of Budgets and Purchasing
 - 3.2.5.4 Bursar
- 3.2.6 **Series 6000 - Economic, Workforce and Community Development**
 - 3.2.6.1 Dean of Professional and Technical Studies
 - 3.2.6.2 Director of Workforce
- 3.2.7 **Series 7000 - Technology**
 - 3.2.7.1 Chief Information Officer
- 3.2.8 **Series 8000 - Board of Governors**
 - 3.2.8.1 Executive Assistant to the President and Board of Governors

SECTION 4. SUBCOMMITTEES

- 4.1 This committee has no subcommittees.

SECTION 5. QUORUM

- 5.1 Five (5) Voting Members; Quorum = 3 (more than ½ of the voting membership); [Ex-Officios are non-voting members. Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.]

3. STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee submits recommendations to the President's Cabinet.

SECTION 1. PURPOSE

- 1.1 The purpose of the Strategic Planning Committee is to foster a climate of transparency and trust. This committee disseminates information and educates the College community on the strategic plan, the College's progress toward goals, and recommendations made to the Strategic Planning Committee.

The Strategic Planning Committee is responsible for monitoring, updating, and evaluating the College's progress toward meeting the goals of the strategic plan. The committee may create working groups to gather, review, and evaluate relevant data. The committee makes recommendations to the President's Cabinet to identify barriers to goal completion and possible improvements to the plan.

SECTION 2. OFFICERS

- 2.1 The initial Chair shall be appointed by the President. After the first year, the Chair shall be the Vice-Chair from the prior year. The Chair must be employed by Southern two (2) full years prior to serving as Chair. The Vice-Chair will be elected every fiscal year and serve on the committee for a total of two (2) years. The Vice-Chair serves in the elected role for the first year and moves to the position of Chair for the second year. Committee members elect the incoming Vice Chair. The President's Office appoints the Recorder.

SECTION 3. MEMBERSHIP

- 3.1 The Committee is comprised of eleven (11) members and four (4) advisors who are non-voting members:
- 3.1.1 Controller
 - 3.1.2 Dean of Allied Health and Nursing
 - 3.1.3 Director of Admissions
 - 3.1.4 Director of Financial Assistance
 - 3.1.5 Faculty - three (3) - one (1) elected from each division: Allied Health and Nursing, Arts and Sciences, and Professional and Technical Studies
 - 3.1.6 Manager Human Resources
 - 3.1.7 Bursar
 - 3.1.8 Classified Staff - two (2) elected by the Classified Staff assembly
 - 3.1.9 Ex-Officio, Non-voting Members
 - 3.1.9.1 Chief Academic Officer
 - 3.1.9.2 Chief Student Services Officer
 - 3.1.9.3 Chief Information Officer
 - 3.1.9.4 Chief Facilities Management Officer

SECTION 4. SUBCOMMITTEES

- 4.1 Strategic Planning subcommittees report to their respective subcommittee Chairs. Duties and responsibilities for each subcommittee are outlined under the "Subcommittee" section of the Institutional Governance Handbook. Strategic Planning subcommittees are as follows:
- 4.1.1 Compliance and Risk Management
 - 4.1.3 Strategic Enrollment

SECTION 5. QUORUM

- 5.1 Ten (10) Voting Members; Quorum = 6 (more than ½ of the voting membership); [Advisors are non-voting members. Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.].

SECTION 7. SUBCOMMITTEES

1. ACADEMIC ASSESSMENT SUBCOMMITTEE

The Academic Assessment Subcommittee will submit all assessment findings to the Chief Academic Officer (CAO). Recommendations from this subcommittee are made to the Academic and Student Affairs Council (ASAC).

SECTION 1. PURPOSE

- 1.1 The subcommittee will provide assessments regarding the assurance of quality and consistent teaching and learning through admissions and exit standards, prerequisite course or test score review, assessment of programs, and evaluation of the success of Southern students by utilizing and analyzing data, and conducting scheduled, rigorous evaluations of individual courses and programs within the academic affairs divisions. Additionally, this committee will work with the Academic Deans to establish and distribute standards for portfolio evaluation. The subcommittee will also be responsible for working with the academic Program Directors and Deans to assure that state, federal, and college assessment standards are reviewed, evaluated, and reported to all parties concerned, and for supporting accreditation and compliance regulations.

SECTION 2. OFFICERS

- 2.1 The Chair will be the Director of Accreditation and Assessment. The initial Vice Chair will be appointed. Thereafter, the Vice Chair will be elected and will serve as a subcommittee officer for a total of two (2) years. At the conclusion of their two-year term, committee members elect the incoming Vice Chair. The President's Office appoints the Recorder.

SECTION 3. MEMBERSHIP

- 3.1 The subcommittee is comprised of the members of the Higher Learning Commission (HLC) Assessment Academy and one advisor. Members will serve consecutive terms until the conclusion of the HLC Assessment Academy. Members include:
- 3.1.1 Chair of the Assessment Subcommittee - Director of Accreditation and Assessment
 - 3.1.2 Vice Chair of the Assessment Subcommittee - Mr. Bill Alderman, Accreditation Liaison Officer, Professor of Business Administration and Entrepreneurship/Faculty Representative to the Board of Governors
 - 3.1.3 Mr. Chris Ward, Assistant Professor of Mathematics/Faculty Senate Chair
 - 3.1.4 Dr. Mike Jiles, Dean, Division of Arts and Sciences
 - 3.1.5 Ms. Tamara Browning, Associate Professor Nursing/Assistant Director of the Weekend Accelerated Nursing Program
 - 3.1.6 Ms. Regina Bias, Professor of Nursing
 - 3.1.7 Mr. Larry D'Angelo, Assistant Professor of English
 - 3.1.8 Mr. Darrell Taylor, Chief Student Services Officer
 - 3.1.9 Mr. Chad Scott, Director of Institutional Research
 - 3.1.10 Ex-Officio, Non-voting Member:
 - 3.1.10.1 President

SECTION 4. QUORUM

- 4.1 Eight (8) voting members: Quorum = 5 (more than ½ of the voting membership); [Subcommittee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.]

2. COMPLIANCE, RISK AND SAFETY MANAGEMENT SUBCOMMITTEE

SECTION 1. PURPOSE

This subcommittee makes recommendations to the Strategic Planning Committee.

- 1.1 The purpose of the Compliance and Risk Management Subcommittee is to foster a climate of compliance. This subcommittee may help disseminate information and educate the College community. The Compliance and Risk Management Subcommittee advises the senior administration on new or revised policies and procedures responsive to the mandated compliance requirements and reports particularly in areas where compliance requires coordination across the College. Responsibilities of the subcommittee includes reviewing and evaluating the College's response to mandated compliance requirements resulting from state, federal, or local regulations or statutes. The subcommittee may create working groups to develop or revise policies and procedures, including investigative procedures related to non-compliance, as needed. The subcommittee may invite departments or individuals with responsibility for compliance to subcommittee meetings.

SECTION 2. OFFICERS

- 2.1 The initial Chair will be appointed by the President. The Chair must be employed by Southern two (2) full years prior to serving as Chair. The Vice Chair will be elected every fiscal year and serve on the committee for a total of two (2) years. The Vice Chair serves in the elected role for the first year and moves to the position of Chair for the second year. Committee members elect the incoming Vice Chair. The President's Office appoints the Recorder.

SECTION 3. MEMBERSHIP

- 3.1 The subcommittee is comprised of thirteen (13) members and three (3) Ex-Officios who are non-voting membes:
 - 3.1.1 Dean of Professional and Technical Studies
 - 3.1.2 Director of Campus Safety and Operations Wyoming/McDowell Campus
 - 3.1.3 Director of Campus Operations Williamson Campus
 - 3.1.4 Director of Budgets and Purchasing
 - 3.1.5 Bursar
 - 3.1.6 Transfer Coordinator
 - 3.1.7 Classified Staff - two (2) elected by the Classified Staff assembly
 - 3.1.8 Non-classified Staff - one (1) appointed by the President
 - 3.1.9 Faculty - three (3) - one (1) elected from each division: Allied Health and Nursing, Arts and Sciences, and Professional and Technical Studies
 - 3.1.10 Ex-Officio, Non-voting Members
 - 3.1.10.1 Student Success Advisor - one (1) appointed by Chief Student Services Officer
 - 3.1.10.2 Chief Student Services Officer
 - 3.1.10.3 Chief Human Resources Officer
 - 3.1.10.4 Dean of Allied Health and Nursing

SECTION 4. QUORUM

- 4.1 Twelve (12) voting members; Quorum = 7 (more than ½ of the voting membership); [Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.]

3. CURRICULUM AND INSTRUCTION SUBCOMMITTEE

The Curriculum and Instruction Subcommittee will submit recommendations to the Chief Academic Officer (CAO) for approval to be forwarded to the Academic and Student Affairs Council (ASAC).

SECTION 1. PURPOSE

- 1.1 The subcommittee will focus on curricular issues of the College and be responsible for submitting recommendations to the CAO regarding curriculum, instruction, and student learning. The CAO will obtain prior approval from the College President for all curriculum additions or deletions. Curriculum additions or deletions will be presented to the President's Cabinet by the CAO for final approval once the Curriculum and Instruction Subcommittee has completed their review/edits. All other curriculum changes will be finalized by the CAO. All proposals are submitted by full-time faculty members only. This includes Workforce Development and non-credit courses. Responsibilities of the Curriculum and Instruction Subcommittee include continuous review of curricula to ensure that all new and existing academic programs and/or courses provide quality learning experiences in a coherent manner by utilizing curriculum templates for syllabus creation and reviewing the proposed Blooms Taxonomy levels for accuracy. The scope of the subcommittee will include curriculum development as well as instructional delivery. The subcommittee will establish procedure, format, and deadlines for curricular changes presented to the subcommittee. The subcommittee will adhere to accreditation and compliance standards.

SECTION 2. OFFICERS

- 2.1 The Chair and Vice-Chair shall be elected by the committee. The Chair must be employed by Southern two (2) full years prior to serving as Chair. The Vice-Chair will be elected every fiscal year and will serve as a committee officer for a total of two (2) years. The Vice Chair serves in the elected role for the first year and moves to the position of Chair for the second year. Committee members elect the incoming Vice Chair. The President Office appoints the Recorder.

SECTION 3. MEMBERSHIP

- 3.1 The subcommittee is comprised of eight (8) members and seven (7) advisory, non-voting members:
- 3.1.1 Faculty - six (6) elected by division faculty - two (2) from each division: Allied Health and Nursing, Arts and Sciences, and Professional and Technical Studies. Faculty members may not be from the same discipline.
 - 3.1.2 Student Success Advisor - one (1) appointed by the Chief Student Services Officer
 - 3.1.3 Transfer Coordinator
 - 3.1.4 Ex-Officio, Non-voting Members:
 - 3.1.4.1 Chief Academic Officer
 - 3.1.4.2 All Academic Deans
 - 3.1.4.3 Director of Assessment and Accreditation
 - 3.1.4.4 Director of Institutional Research
 - 3.1.4.5 Registrar

SECTION 4. QUORUM

- 4.1 Seven (7) voting Members; Quorum = 4 (more than ½ of the voting membership); [Subcommittee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.]

4. DISTANCE EDUCATION SUBSUBCOMMITTEE

Recommendations from this subcommittee are made to the Academic and Student Affairs Council (ASAC).

SECTION 1. PURPOSE

- 1.1 The purpose of the Distance Education Subcommittee is to review and recommend policy and procedure changes and updates related to the development and delivery of distance education. The subcommittee will complete all applications, forms, and reports for the State Authorization Reciprocity Agreement (SARA) and will ensure compliance.

SECTION 2. OFFICERS

- 2.1 The Chair will be the Director of Distance Education. The Vice-Chair will be elected by the committee members and will serve as a committee officer for two (2) years. At the conclusion of their two-year term, committee members elect the incoming Vice Chair. The Recorder will be appointed by the President.

SECTION 3. MEMBERSHIP

- 3.1 The subcommittee is comprised of seven (7) members and three (3) advisory, non-voting members. The President's Office appoints the Recorder.
 - 3.1.1 Chair - Director of Distance Education
 - 3.1.2 Faculty - three (3) - one (1) elected from each division: Arts and Sciences, Allied Health and Nursing, and Professional and Technical Studies.
 - 3.1.3 Student Success Advisor - two (2) appointed by the Chief Student Services Officer
 - 3.1.4 Instructional Specialist
 - 3.1.5 Ex Officio, Non-voting Members:
 - 3.1.5.1 Chief Academic Officer
 - 3.1.5.2 Director of Accreditation and Assessment
 - 3.1.5.3 One (1) Academic Dean

SECTION 4. QUORUM

- 4.1 Six (6) voting Members; Quorum = 4 (more than ½ of the voting membership); [Subcommittee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.]

5. **STRATEGIC ENROLLMENT SUBCOMMITTEE**

The Strategic Enrollment Subcommittee focuses on individuals throughout the service district as potential, current, and previously served customers. The subcommittee implements an assessment plan and supports accreditation and compliance regulations. Recommendations from this subcommittee are made to the Strategic Planning Committee.

SECTION 1. PURPOSE

- 1.1 The purpose of the Strategic Enrollment Subcommittee is to make recommendations on a college-wide uniform effort addressing the areas of recruitment, admissions, onboarding, retention, persistence, marketing, and completion. The subcommittee has oversight for the Strategic Enrollment Plan. This includes monitoring and written documentation of strategies accomplished and revisions that need to occur in subsequent years of the Strategic Enrollment Plan with evidence of evaluation of operations, planning, and budgeting.

SECTION 2. OFFICERS

- 2.1 The initial Chair shall be appointed by the President. After the first year, the Chair shall be the Vice Chair from the prior year. The Chair must be employed by Southern two (2) full years prior to serving as Chair. The Vice-Chair will be elected every fiscal year (after July 1) and serve on the subcommittee for a total of two (2) years. The Vice-Chair serves in the elected role for the first year and moves to the position of Chair for the second year. Subcommittee members elect the incoming Vice Chair. The President's Office appoints the Recorder.

SECTION 3. MEMBERSHIP

- 3.1 The subcommittee is comprised of ten (10) members and five (5) advisors who are nonvoting members. The President's Office appoints the Recorder.
- 3.1.1 Director Admissions
 - 3.1.2 Director of Student Success (ADA Compliance Officer)
 - 3.1.3 Director of Student Financial Assistance
 - 3.1.4 Registrar
 - 3.1.6 Faculty - three (3) - one (1) elected from each academic division: Allied Health and Nursing, Arts and Sciences, and Professional and Technical Studies
 - 3.1.7 Student Success Advisor - two (2) appointed by the Chief Student Services Officer
 - 3.1.8 Recruitment and Outreach Specialist
 - 3.1.9 Ex-Officio, Non-voting Members:
 - 3.1.9.1 Chief Academic Officer
 - 3.1.9.2 Chief Student Services Officer
 - 3.1.9.3 Director of Accreditation and Assessment
 - 3.1.9.4 Director of Communications
 - 3.1.9.5 Director of Institutional Research

SECTION 4. QUORUM

- 4.1 Nine (9) Voting Members; Quorum = 5 (more than ½ of the voting membership); [Subcommittee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.]

6. **STUDENT ADVISING SUBCOMMITTEE**

Recommendations from this Subcommittee are made to the Academic and Student Affairs Council (ASAC).

SECTION 1. PURPOSE

- 1.1 The Student Advising Subcommittee serves as a voice for Student Success Advisors and Faculty Advisors to the College community including ASAC and relevant subcommittees and offices, on issues related to the student academic experience and the needs of all advisors.
- 1.2 The subcommittee achieves its purpose through the following subcommittee charge:
 - 1.2.1 Promote collaboration, learning and sharing of advising best practices across campus.
 - 1.2.2 Provide and promote professional development opportunities for advisors including, but not limited to, one Annual Advising Summit and two pre-registration advising meetings.
 - 1.2.3 Represent the concerns and issues of academic advising to administration and others as appropriate.
 - 1.2.4 Conduct institutional assessments of advising including both advisor and student input.

SECTION 2 OFFICERS

- 2.1 The initial Chair shall be appointed by the President. The Chair must be employed by Southern two (2) full years prior to serving as Chair. The Vice Chair will be elected every fiscal year and serve on the committee for a total of two (2) years. The Vice Chair serves in the elected role for the first year and moves to the position of Chair for the second year. Committee members elect the incoming Vice Chair. The President's Office appoints the Recorder.

SECTION 3. MEMBERSHIP

- 3.1 Employee member terms are for two years, and student member terms are for one year beginning on July 1. The subcommittee is comprised of ten (10) employee members, five (5) student members, and two (2) advisors. The President's Office appoints the Recorder.
 - 3.1.1 Faculty - three (3) - one (1) elected from each academic division: Allied Health and Nursing, Arts and Sciences, and Professional and Technical Studies
 - 3.1.2 Student Success Advisor - three (3) appointed by the Chief Student Services Officer
 - 3.1.3 Allied Health Director - one (1) appointed by the division Dean
 - 3.1.4 Director of Nursing
 - 3.1.5 Student Success Center Coordinator
 - 3.1.6 Financial Aid Counselor - one (1) appointed by the Chief Student Services Officer
 - 3.1.7 Student - five (5) - chosen by the Chief Student Services Officer
 - 3.1.8 Ex-Officio, Non-voting Members:
 - 3.1.8.1 Chief Student Services Officer
 - 3.1.8.2 Chief Academic Officer
 - 3.1.8.3 Director of Institutional Research
 - 3.1.8.4 Director of Student Success/ADA Compliance Officer

SECTION 4. QUORUM

- 4.1 Fourteen (14) Voting Members; Quorum = 8 (more than ½ of the voting membership); [Subcommittee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.]

SECTION 8. ADMINISTRATION

1. PRESIDENT'S CABINET

The President's Cabinet will review recommendations submitted through the Governance System. Those recommendations requiring approval by the Board of Governors are submitted and placed on the Board of Governors' agenda for appropriate action.

SECTION 1. PURPOSE

- 1.1 The President's Cabinet serves as the executive leadership team for the president to provide effective leadership for the College. The Cabinet addresses issues that affect the entire College. It is charged with framing policies and procedures, preparing items for recommendation to the president, and ensuring that decisions reached are effectively implemented. The Cabinet is also charged with aligning the College's strategic plan and available resources to ensure that the College fulfills its mission.

SECTION 2. OFFICERS

- 2.1 The President serves as Chair of the Cabinet. There is no Vice Chair. The Executive Assistant to the President and Board of Governors serves as the Recorder for the President's Cabinet.

SECTION 3. MEMBERSHIP

- 3.1 The President's Cabinet is comprised of nine (9) members:
 - 3.1.1 President who serves as the non-voting chair of the committee
 - 3.1.2 Chief Academic Officer
 - 3.1.3 Chief Information Officer
 - 3.1.4 Chief Finance Officer
 - 3.1.5 Chief Student Services Officer
 - 3.1.6 Chief Development Officer
 - 3.1.7 Chief Facilities Management Officer
 - 3.1.8 Chief Human Resources Officer
 - 3.1.9 Accreditation Liaison Officer

SECTION 4. QUORUM

- 4.1 Eight (8) Voting Members; Quorum = 5 (more than ½ of the voting membership); [Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.]

SECTION 9. COUNCILS/SENATES

1. CLASSIFIED STAFF COUNCIL

The Classified Staff Council submits recommendations to standing committees, subcommittees administrative unit heads, or directly to the President.

SECTION 1. PURPOSE

- 1.1 As prescribed in West Virginia Code, §18B-6-4b, effective April 1, 2003, there is established at each state institution of higher education an institutional classified employees advisory council to be known as the staff council.

SECTION 2. OFFICERS

- 2.1 The Chair is elected at large by the classified staff assembly. The Vice Chair and Secretary are elected by the Classified Staff Council membership.

SECTION 3. MEMBERSHIP

- 3.1 The Council is comprised of sixteen (16) voting members (including the Council Chair) representing the following geographic and primary occupational activity distribution, and one (1) ex-officio non-voting member:
- 3.1.1 Advisory Council of Classified Employees Representative
 - 3.1.2 Classified Staff Council Chair
 - 3.1.3 Two (2) Administrative/Managerial Sector Representatives
 - 3.1.4 Two (2) Professional/Non-teaching Sector Representatives
 - 3.1.5 Two (2) Paraprofessional Sector Representatives
 - 3.1.6 Two (2) Secretarial/Clerical Sector Representatives
 - 3.1.7 Two (2) Physical Plant/Maintenance Sector Representatives
 - 3.1.8 Boone/Lincoln Campus Representative
 - 3.1.9 Logan Campus Representative
 - 3.1.10 Williamson Campus Representative
 - 3.1.11 Wyoming/McDowell Campus Representative
 - 3.1.12 Ex-officio, Non-voting Member:
 - 3.1.12.1 Board of Governors Representative
- 3.2 Pursuant to West Virginia Code, §18B-6-4b (1), during the month of April of each odd-numbered year, the classified staff assembly elects two classified employees from each of five defined sectors of employment - administrative/managerial; professional/non-teaching; paraprofessional; secretarial/clerical; physical plant/maintenance - to serve on the Classified Staff Council.
- 3.3 On April 2, 2003, the Classified Staff Council of Southern West Virginia Community and Technical College voted to expand its membership to incorporate one classified staff representative from each geographic location - Boone/Lincoln; Logan Campus; Williamson; Wyoming/McDowell.
- 3.4 The Advisory Council of Classified Employees and Board of Governor's representatives are elected by the classified staff assembly. Campus representatives are elected by the individual campus staff. Terms are for two years, and members of the Council are eligible to succeed themselves.

Section 4: QUORUM

- 4.1 Sixteen (16) Voting Members; Quorum = 9 (more than ½ of the voting membership); [Council Chair is a voting member; Vacant positions not counted for quorum.]

2. FACULTY SENATE

The Faculty Senate submits policy recommendations to standing committees, subcommittees administrative unit heads, or directly to the President.

SECTION 1: PURPOSE

- 1.1 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.
- 1.2 The Faculty Senate may review and recommend to the Policy and Procedures Standing Committee all policy and procedures submitted from the governance structure.
- 1.3 The Faculty Senate may review faculty policy and procedures with the President and the Chief Academic Officer.

SECTION 2: OFFICERS

- 2.1 The Chair and Vice Chair are elected by the Senate membership.

SECTION 3: MEMBERSHIP

- 3.1 The Faculty Senate is comprised of ten (10) voting members (including the Senate Chair):
 - 3.1.1 Three (3) faculty representatives from the Logan Campus one from each division
 - 3.1.2 Three (3) faculty representatives from the Williamson Campus one from each division
 - 3.1.3 One (1) faculty representative from the Boone/Lincoln Campus
 - 3.1.4. One (1) faculty representative from the Wyoming/McDowell Campus
 - 3.1.5 Ex-Officio Members, Non-voting:
 - 3.1.5.1 Advisory Council of Faculty Representative (Ex-officio, voting)
 - 3.1.5.2 Board of Governors Representative
- 3.2 The Advisory Council of Faculty and Board of Governors representatives are elected by the faculty assembly. Campus representatives are elected by the individual campus faculty. Terms are for two years, rotating depending upon campus location.

SECTION 4: QUORUM

- 4.1 Ten (10) Voting Members; Quorum = 6 (more than ½ of the voting membership); [Senate Chair is a voting member; Vacant positions not counted for quorum.]

SECTION 10. ADVISORY COMMITTEES

There are two groups which shall serve college wide as advisory committees to the President. They are the Financial Exigency Committee and the Student Government Association.

1. FINANCIAL EXIGENCY COMMITTEE

The Financial Exigency Committee makes recommendations to the President.

SECTION 1. PURPOSE

- 1.1 To establish policy and procedures for a financial exigency at Southern West Virginia Community and Technical College in accordance with SCP-5260, *Meeting Financial Exigencies*.

SECTION 2. OFFICERS

- 2.1 The Chair is a member of the Board of Governors and is elected by the Board membership. The Vice Chair is appointed by the President.

SECTION 3. MEMBERSHIP

- 3.1 The committee is comprised of twelve (12) members.
 - 3.1.1 One (1) Board of Governors Member (Chair, non-voting) - elected by the Board
 - 3.1.2 Two (2) Administrators appointed by the President
 - 3.1.3 One (1) Advisory Council of Classified Employees Representative
 - 3.1.4 Two (2) Classified Staff at-Large - elected by the classified staff assembly
 - 3.1.5 Classified Staff Council Chair
 - 3.1.6 Two (2) Faculty at-large - elected by the faculty assembly
 - 3.1.7 Faculty Senate Chair
 - 3.1.8 One (1) Student Government Representative - elected by the Student Government Association
 - 3.1.9 Chief Finance Officer
- 3.2 Each member of the Committee shall serve for two fiscal years.

SECTION 4. QUORUM

- 4.1 Eleven (11) Voting Members; Quorum = 6 (more than ½ of the voting membership); [Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.]

2. STUDENT GOVERNMENT ASSOCIATION (SGA) ADVISORY COMMITTEE

The SGA Advisory Committee makes recommendations to the President or Chief Student Services Officer.

SECTION 1. PURPOSE

- 1.1 Each campus of Southern shall have a duly elected Student Government Association to represent the students of that campus regarding pertinent issues. The Student Government Association President of each campus, the student representative to the institutional Board of Governors, and the student representative to the West Virginia Advisory Council of Students shall serve in an advisory capacity to the College President.
- 1.2 The Chief Student Services Officer will serve as the primary advisor for the Student Government Association Advisory Committee.

SECTION 2. OFFICERS

- 2.1 The Chair and Vice Chair shall be elected by the committee members.

SECTION 3. MEMBERSHIP

- 3.1 The Student Government Association Advisory Committee is comprised of five (5) voting members, one (1) non-voting member, and one (1) ex-officio non-voting member:
 - 3.1.1 Four (4) Student Government Association Presidents; one (1) from each campus (Boone/Lincoln, Logan, Williamson, and Wyoming/McDowell)
 - 3.1.2 Board of Governors Student Representative
 - 3.1.3 West Virginia Advisory Council of Students Representative - non-voting
 - 3.1.4 Ex-officio Non-voting Member:
 - 3.1.4.1 Chief Student Services Officer

SECTION 4. QUORUM

- 4.1 Five (5) Voting Members; Quorum = 3 (more than ½ of the voting membership); [Vacant positions not counted for quorum.]

SECTION 11. PROMOTION-IN-RANK AND TENURE

Recommendations from the Promotion-in-Rank and Tenure Committee are submitted to the Chief Academic Officer.

SECTION 1. PURPOSE

- 1.1 To make recommendations and/or decisions regarding promotions-in-rank and tenure for full-time faculty in accordance with SCP-2682, *Promotion-in-Rank and Tenure Policy* and SCP-2686.A, *Promotion-in-Rank and/or Tenure Criteria and Forms*.

SECTION 2. OFFICERS

- 2.1 The Chair will be elected by the committee membership.

SECTION 3. MEMBERSHIP

- 3.1 Committee members must be members of the Faculty Assembly, have no supervisory roles over full-time faculty, and must not be applying for tenure or promotion during the year in which they serve. The Chief Academic Officer or his/her designee will call the first meeting of the committee.
 - 3.1.1 Faculty - three (3) - one (1) from each division: Allied Health and Nursing; Arts and Sciences, and Professional and Technical Studies. Faculty members may not be from the same discipline and must hold the rank of professor.
 - 3.1.2. Ex-Officio:
 - 3.1.2.1 Chief Academic Officer

8. ACADEMIC AND STUDENT AFFAIRS COUNCIL (ASAC) RECOMMENDATION: (if applicable)

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

Explanation for Denial or Return: _____

Chair's Signature

Date

9. POLICIES AND PROCEDURES COMMITTEE RECOMMENDATION: (if applicable)

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

Explanation for Denial or Return: _____

Chair's Signature

Date

10. STRATEGIC PLANNING RECOMMENDATION: (if applicable)

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

Explanation for Denial or Return: _____

Chair's Signature

Date

11. PRESIDENT'S CABINET RECOMMENDATION: (if applicable)

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

Explanation for Denial or Return: _____

Chair's Signature

Date

12. BOARD OF GOVERNORS RECOMMENDATION: (if applicable)

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

Explanation for Denial or Return: _____

Chair's Signature

Date

Final Decision Copied to:

Submitting Individual, Committee Chairperson, or Council/Senate Chairperson

Revised 07/01/21



**GOVERNANCE CALENDAR
2022-2023**

ALL COLLEGE/GOVERNANCE DATES

EVENT	DATE	LOCATION
New Student Orientation	August 18, 2022	Logan Campus
Governance Day	October 14, 2022	Logan Campus
Governance Day Christmas Luncheon	December 9, 2022	Logan Campus
Governance Day	February 10, 2023	Logan Campus
Governance Day Employee Luncheon/Picnic/Awards	April 14, 2023	Logan Campus

GOVERNANCE DAYS

October 14, 2022 – Logan Campus
December 9, 2022– Logan Campus
February 10, 2023 – Logan Campus
April 14, 2023 – Logan Campus

Time	Activity/Meeting	ATTENDEES
8:00 am – 9:15 am	Faculty Senate	Faculty Senate Members
	Student Government Association	SGA Members
9:30 am – 10:45 am	Academic and Student Affairs Committee	Committee Members
	Policy and Procedures Committee	Committee Members
	Strategic Planning Committee	Committee Members
11:00 am – 12:00 pm	Professional Development	All Employees
12:00 pm – 1:15 pm	Lunch	All Employees
1:30 pm – 2:45 pm	Institutional Update	All Employees
3:00 pm – 4:30 pm	Division/Unit Meetings	All Employees

SUBCOMMITTEE CALENDAR

COMMITTEE	DATE	TIME	LOCATION
Assessment	August		ZOOM
	September		ZOOM
	October		ZOOM
	November		ZOOM
	January		ZOOM
	February		ZOOM
	March		ZOOM
	April		ZOOM
	May		ZOOM
	Compliance and Risk Management	September	
November			ZOOM
January			ZOOM
March			ZOOM
Curriculum and Instruction	September		ZOOM
	November		ZOOM

	January		ZOOM
	March		ZOOM
Distance Education	September		ZOOM
	November		ZOOM
	January		ZOOM
	March		ZOOM
Student Advising	September		ZOOM
	November		ZOOM
	January		ZOOM
	March		ZOOM
Student Enrollment	August		ZOOM
	October		ZOOM
	December		ZOOM
	March		ZOOM
	May		ZOOM