



Agenda Book
October 18, 2022

Dr. Lisa Haddox- Heston, Chair
William "Bill" Alderman, Vice Chair
Sydney Brown
Robert "Bud" Baldwin
David Gresham
Shawn Cline- Riggins

Julia Smith
Samuel Stewart
Josh Stowers
Jeremy Thompson
Virgil Underwood
Dianna Toler

Dr. Pamela L. Alderman,
President

Southern West Virginia Community and Technical College
Board of Governors
Meeting of October 18, 2022
6:00 p.m.
2900 Dempsey Branch Road, Building C, Room 428
Mt. Gay, West Virginia, and by Zoom

Zoom Meeting Access:
Join Zoom Meeting

<https://zoom.us/j/93597059884?pwd=dEN0TURveTI3M1ZKYmRWU1FnS1pidz09>

Meeting ID: 935 9705 9884
Passcode: 485820
Dial In 1 646 876 9923

AMENDED 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 GovernorsChair Heston
3. Introduction of New Board MembersChair Heston
4. Oath of Office.....Mr. Joe Linville
Chief Facilities Management Officer
5. Technology Services Unit Report..... 4
Mr. Tom Cook
Chief Information Officer
6. Emergency Preparedness and Safety Report 8
Mr. David Lord
Director of Safety and Campus Operations/Wyoming Campus
7. HLC Institutional Response Update..... Mr. Bill Alderman
Accreditation Liaison Officer
8. Faculty Senate Report 13
Mr. Chris Ward
Chair, Faculty Senate / ACF Representative
9. Classified Staff Report Ms. Beverly McDonald
Chair, Classified Staff
10. Finance Report 14
Mr. Derek Adkins
Chief Financial Officer
11. President's Report..... 16
President Alderman

12. Discussion ItemsChair Heston
- 12.1 Board of Governors retreat dates for Spring 2023.
13. Possible Executive Session under Authority of WV Code §6-9 Regarding Personnel**
- 13.1 Personnel MattersChair Heston
- 14.. Action Items.....Chair Heston
- 14.1 *Approval of August 23, 2022 Board Meeting Minutes.....17
- 14.2 *Approval of June 21, 2022 Board Meeting Minutes 21
- 14.3 *Request for Approval of Institutional Policies
for 30-Day CommentMrs. Debbie Dingess,
Chief Human Resources Officer
- 14.3.1 SCP-XXXX *Return of Title IV Funds* 26
- 14.4 *Request for Approval of Institutional Policy for
Additional 30- Day CommentMrs. Debbie Dingess,
Chief Human Resources Officer
- 14.4.1 SCP- 1230 *Firearms Weapons and Explosives Policy* 33
- 14.5 *Approval of the Higher Education Funding Formula Mr. Derek Adkins
Chief Financial Officer
- 14.5.1 Institutional Mission Weights of The West Virginia Higher
Education Funding Formula 37
15. Informational Items..... Chair Heston
- 15.1 The next regular Board of Governors meeting is scheduled for 6:00 p.m. on Tuesday,
December 14, 2021.
- 15.2 Governance Day October 14, 2022, Logan Campus
- 15.3 The Power of the Pink 5k, October 22, 2022, in Chapmanville.
16. 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.

Southern West Virginia Community and Technical College
Office of Information Technology
Annual Board of Governor's Update
October 18, 2022

Tom Cook, Chief Information Officer

This past year has been an exceptional one for Technology. A large amount of the federal HEERF monies that the college received, due to COVID, were spent on technology. We've been able to replace most of the college technology infrastructure and move toward being a more mobile environment for faculty, staff and students. Our workforce has the ability to be mobile when needed and we also have the ability to provide services/classes to students remotely. With this mobility and to further secure our network, we have instituted two-factor authentication beginning in fall 2022 for our Office365 environment. We've been able to replace the server and network infrastructure during these past two years with the federal monies when it would have taken several years and budget cycles to accomplish normally. I've listed a few of the accomplishments from this past year and also a few goals for this next year.

2021-2022 Accomplishments

1. *Replacement of the remote campus server infrastructure*

With the replacement of the Logan campus servers, the need this past year has been to replace the remote servers on each of our other four campuses. These remote servers act as domain controllers and authenticate users.

2. *Replacement and upgrade of the college's wireless network*

With the availability of HEERF monies, we were able to replace the wireless access points throughout the entire college. The existing access points were over ten years old and failing. The new access points have stronger signals with broader coverage which is a dramatic improvement. For security purposes, the authentication of the wireless network was also changed from a public key to the network account and password of the end user.

3. *Replacement of the network router infrastructure*

For our network to function, the equipment on each campus and in Charleston must be able to route the traffic efficiently. Over the past two years we've replaced our internal switch infrastructure and this year we've been able to purchase routers for each campus and our Charleston network site. With the replacement of this equipment, it completes the overhaul of our network and we should have minimal network related expenses for the next 5-7 years.

4. *Implemented a new camera system and installed servers on each campus along with new cameras when necessary to have full HD recording.*

Worked with Joe Linville to bid and purchase a new camera system which put a DVR on each campus along with servers on the Logan and Williamson campuses. Approximately 150 new HD cameras are being installed on all campuses with completion expected by the end of fall semester 2022.

5. *Created and filled three important positions within Information Technology*

Applications Programmer

Administrative Assistant to the CIO

Information Systems Technician – Williamson Campus

6. *Added several features to the current website (ex. New directory search, bookstore landing page, improved IR page with dashboards etc...)*

We have worked on improving features and adding new pages to enhance the user experience. Adding options to the college directory and creating new pages for the bookstore, accreditation and Institutional Research are just a few of those enhancements. We have re-developed our website to be more visual and to reduce the number of clicks needed to find information. We've also improved the college directory functions by adding faculty/staff pictures and bios for a more informative view.

7. *Worked with the Clearinghouse to add Student Tracker functionality that will allow for more detailed analysis on our students in regards to retention and attrition.*

The ability to track our students after they leave Southern has been problematic. By setting up the Student Tracker functionality with the Clearinghouse we are now able to track our students if they attend other institutions after their time at Southern. If students don't appear at other institutions, this could possibly generate another pool of students to communicate with about returning to school.

8. *Computer upgrades: Upgraded 12 computer labs, that encompassed all campuses, with new desktop computers and removed labs that have been underutilized or not needed. Continued purchasing laptops and laptop carts for faculty and staff along with program areas needing upgrades or mobility.*

We were able to utilize HEERF monies to replace aging computer labs at all five of our campuses/sites. We also identified two computer labs in Williamson and two in Logan that are not needed and have removed those. The addition of laptop farms has replaced the need for many of these dedicated labs. We continued to utilize HEERF monies to furnish laptops to new employees along with current employees needing upgrades. Three more laptop carts were purchased for Allied Health programs along with Electrical Engineering to enhance these programs.

- 9. *Received the RUSS-DLT grant through HEPC to upgrade the electronics in the Savas-Kostas Center and create 5 mobile carts for remote learning that will be sent to each campus.***

Southern's portion of this grant is around \$181,642.32 with the college matching just \$25,512.00 for a total grant of \$207,154.32. Of this total, \$120,893.88 has been allocated to upgrade the technology in the Savas-Kostas Auditorium.

- 10. *Continued coordinating the laptop loaner project to allow students who need computing resources to check out a laptop. Ordered a laptop cart of 30 for Logan and a cart of 20 for the Williamson campus that will be integrated into the Library beginning with the Fall 2022 semester.***

The laptop loaner program for students has been a tremendous benefit to students. Many of the laptops available for checkout have been re-purposed faculty/staff laptops that were replaced with new machines. A much better organization of this program is needed to track and maintain them, so we added additional machines for the Fall 2022 semester by purchasing laptop carts for the Logan and Williamson campuses. We also moved the program to the Library where the tracking and ease of check-out can be better maintained. We will work with the Library to re-fresh the laptops as they are returned before placing them back into service.

- 11. *Purchased Ellucian Experience to give students a mobile app and a better mySouthern product to manage their education***

This product will allow us to tailor communications in real-time to students based upon many different factors. This portal-like product will allow us to display a tailored dashboard to students and also act as a mobile app. This should greatly enhance the education experience and also enable better communication with our students.

Implementation is currently underway and will be released to students, faculty and staff in fall 2022.

- 12. *Moved the online course management system from Blackboard to Brightspace.***

For spring 2022, the college migrated from Blackboard to Brightspace for the on-line course management system. The conversion was necessary mid-year due to contract licensing with the Blackboard product. There were training sessions during the fall semester to help train faculty on the new system. There have been challenges as with any change, but the overall project has been successful.

- 13. *Purchased Banner Document Management to aid in better serving students along with electronic storage of documents for many offices.***

This product allows us to store documents electronically on a student-by-student basis within Banner for easy lookup. It'll also allow offices, such as Finance or HR, to store information by person, vendor, or document for easy retrieval. Implementation has taken place and areas of the college are beginning to scan documents and linking them to students.

14. Installation of around 60 electronic classrooms. Each classroom will be Zoom-capable and have full electronic controls so each faculty can teach effectively.

We installed a seventy-five-inch TV along with electronics in most classrooms on every campus. This included lecterns to complete each setup and give faculty a flexible and complete teaching environment.

2022-2023 Plans

1. Move the phone system to the cloud to become 911 compliant and to allow for greater flexibility if faculty/staff must work from home. This will also reduce cost and allow us to trim unwanted or unnecessary configurations.

Our phone system is currently housed locally and does not have the versatility that cloud-based systems have. Through a recently passed federal law, our existing system is not compliant for 911 calling. To become compliant, save money by consolidating services, and to allow flexibility in many aspects of our phone system, we will be moving our system to the cloud. This will be a six-month long process but should be finished by January 2023 if no problems arise in the supply chain.

2. Finish installation of the RUSS-DLT grant.

The equipment acquisition began in summer of 2022. We will work with the vendor to try to enhance this project in order for the Savas-Costas Auditorium to be a complete electronic and theater space. With delays in acquiring the needed equipment, this project is scheduled for completion in spring of 2023.

3. Consolidate the workgroup printing/copying process and re-work the existing Xerox contract to reduce costs and better serve the needs of the departments.

We currently have several Xerox copier/printer/scanner machines on lease. Upon looking at the usage we are not effectively using these so we're going to reduce the number and re-assign machines to where they are more effective. We are also going to look at overall printing to consolidate office printing and to be more cost effective. There should be significant cost savings if we make better use of our printing resources.

4. Finish implementation of the Banner Document Management and Ellucian Experience systems to enhance student service, electronically store documents and give students a web-oriented and mobile interface.

Through HEERF monies we were able to purchase this product to help us link documents to faculty, staff and students. We can also link documents to financial information. This will allow easy access to these documents and help compliance in not storing Personally Identifiable Information (PII) information on disk.

Safety Newsletter October 2022

October, we bring awareness to Cybersecurity, Crime Prevention, Substance Abuse Prevention, Fire Prevention Week and the Great America Shakeout.

Fire Prevention Week: October 9 – 15, 2022



Fire Prevention Week is observed each year during the week of October 9th in commemoration of the Great Chicago Fire, which began on October 8, 1871, and caused devastating damage. This horrific conflagration killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures, and burned more than 2,000 acres of land.

This year's Fire Prevention Week theme is all about learning the importance of planning and practicing a safe escape in the event of a fire. Everyone should have a minimum of two planned exits, since fire may make your primary exit unusable.

Great American Shakeout: October 20, 2022



On October 20, 2022, millions of people will participate in the largest earthquake drill ever: ShakeOut! Why? Earthquakes can happen anywhere you work, live, or travel, which is why everyone, everywhere should know how to protect themselves should an earthquake occur.

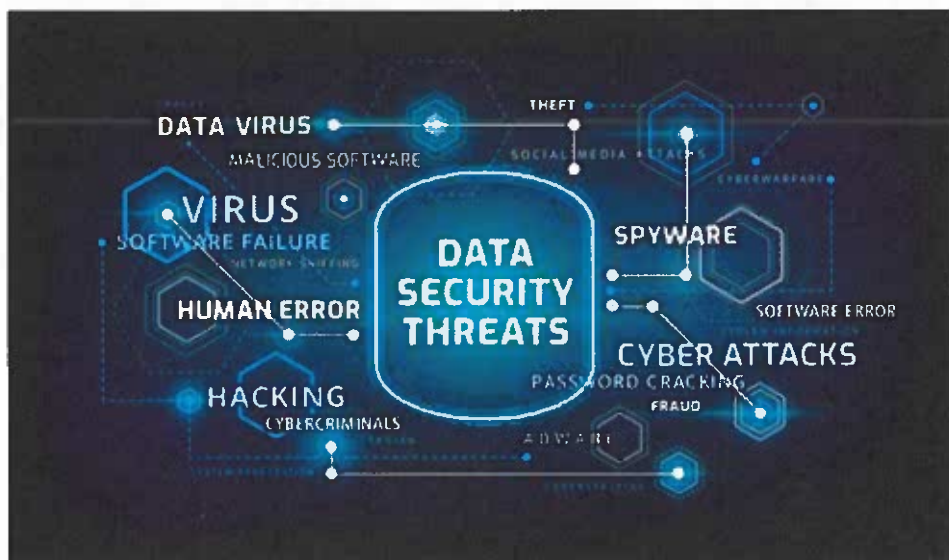
There have been 28 earthquake incidents in West Virginia on record since 1931 and 77 in Kentucky. Both West Virginia and Kentucky average less than 1 earthquake per year. The largest earthquake on record for West Virginia occurred on 06/19/1976, with a depth of 5.0 miles and a magnitude of 4.7 on the Richter scale in McDowell County, WV. And in Kentucky, the largest on record occurred on 07/27/1980, with a depth of 8.0 miles and a magnitude of 5.1 on the Richter scale in Bath County, KY. (<https://www.homefacts.com/>)



Cybersecurity

Cybersecurity Awareness Month Awareness Month, a venture which is coordinated by FEMA's (Federal Emergency Management Agency) DHS (Department of Homeland Security) partners over at the

Cybersecurity and Infrastructure Security Agency (CISA) and the National Cybersecurity Alliance (NCA). Cybersecurity is a part of our daily lives, from our computers to our credit cards, and everything in between like online scams and fraud. CISA and NCA are encouraging us to **See Yourself in Cyber** this October, as our lives are so interwoven between online and offline that we truly need to put ourselves in a cyber world. Debit cards, credit cards, online passwords, and multiple networks and home and work means that the opportunities for security breaches and scams abound.



Key Messages for Cybersecurity Awareness Month and Cybersecurity

- Set strong passwords, change them regularly, and don't share them with anyone.
 - Do not include your name, your kids' or pets' names, or other well-known information about yourself in your password;
 - Avoid using common words in your passwords or passphrases. Instead, break up words with numbers and punctuation marks or symbols. For example, @ can replace the letter "A" and an exclamation point (!) can replace the letters "I" and "L"; and
 - Use a combination of uppercase and lowercase letters.
- Keep your operating system, browser, and other critical software optimized by installing updates.
- Maintain an open dialogue with your friends, family, colleagues and community about internet safety.
- Use privacy settings and limit the amount of personal information you post online.
- Be cautious about offers online – if it sounds too good to be true, it probably is.

Crime Prevention: (www.ncpc.org)



Crime Prevention Month as created in 1984 through a Presidential proclamation. Since then, the National Crime Prevention Council (NCPC) has been working to help spread the word about crime prevention and personal safety. One area the NCPC is stressing this year is gas station safety.



Here are a few things you should keep in mind while you are here at work,

- Always keep you your valuables in a secure place.
- Stay mindful of strangers
- Always wear your id badge
- Mark your personal items with your name
- Report any safety concerns

Substance Abuse Prevention

National Substance Abuse Prevention Month was first declared in 2011 and is an observance to highlight the vital role substance prevention is to both individual and community health, to remember those who have lost their lives to substance abuse, to acknowledge those in recovery and those family and friends who are supporting them.

Statistics show those under 21 years of age account for approximately 11 percent of alcohol consumed in the United States. The National Center for Drug Abuse Statistics state that overdose deaths are up 30%. More than 4 times as many people died from drug overdose than homicide in the first month of 2021.

National Substance Abuse Prevention Month



Every day
4,000
12-17 years old
use drugs for
the first time

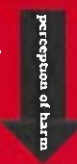
21%
of high
school
students
reported
binge
drinking
in the
past 30
days

Drug-Free Communities



Local problems
require local solution

The prevalence of
youth substance
use increases as
their perception
of harm from use
decreases



Since its inception DFC has funded More Than...

2,000 Community coalitions

DFC supports

4.4 million middle school students (age 15-18)

Representing

36% of all United States youth

DFC Works!

Youth substance use has decreased among
all grantees since program inception



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Faculty Senate

Board of Governors Report October 2022

- ACF Retreat ~ Nov 4 & 5 2022
 - Our annual retreat to set forth what our goals will be for the upcoming legislative sessions.
- WVCTCS looking to start holding Senate Chair meetings
 - Result of concerns of recent/ongoing actions happening at various institutions across the state.
- Professor Incentive Pay
 - Discussed with President Alderman and Debbie Dingess, HR, the legality of drafting a proposal to bring an incremental pay idea to Full Professors after so many of years of service at that rank. Looking to tied it to a process within Promotion and Tenure.

Southern WV Community & Technical College
Operating Budget Cash Analysis
First Quarter 2023

	FY 2023 BUDGET	FY 2023 ACTUAL YTD	Comparison %	FY 2022 BUDGET	FY 2022 ACTUAL YTD	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$5,324,000	\$245,606	5%	\$5,102,000	\$227,040	4%
Sales and Services of Educational Activities	425,000	0	0%	0	0	0%
Auxiliary Enterprises	40,000	2,178	5%	40,000	0	0%
Other Operating Revenues	350,000	24,434	7%	396,119	4,055	1%
State Appropriations	8,557,086	2,310,413	27%	8,241,823	1,923,639	23%
Investment income	15,000	44,536	297%	25,000	1,947	8%
Other Nonoperating revenues*	0	0	0%	0	0	0%
TOTAL REVENUES	\$14,711,086	\$2,627,167	18%	\$13,804,942	\$2,156,681	16%

TOTAL EXPENSES:						
Salaries and Wages	9,162,908	2,396,713	26%	7,890,687	2,122,367	27%
Benefits	2,658,874	668,954	25%	2,821,844	615,565	22%
Utilities	810,000	203,149	25%	749,800	216,730	29%
Supplies and Other Services	2,016,642	586,283	29%	2,342,611	489,452	21%
Assessments by the Council for operations (HERA)	62,662	15,666	0%	-	-	100%
TOTAL OPERATING EXPENSES	\$14,711,086	\$3,870,764	26%	\$13,804,942	\$3,444,114	25%

Net Change in Cash	0	(1,243,597)	\$0	(\$1,287,433)
Cash Beginning Balance	12,757,927	12,757,927	11,100,248	11,100,248
Ending Cash Balance	12,757,927	11,514,330	11,100,248	9,812,815

SUMMARY	
Beginning Cash Balance	\$ 12,757,927
Revenues	2,627,167
Expenses	(3,870,764)
Ending Cash Balance	\$ 11,514,330

Southern WV Community & Technical College Capital Budget Final Fiscal Year 2022						
Description	Budget FY 2022	Actual YTD FY 2022	Comparison %	Budget FY 2022	Actual YTD FY 2022	Comparison %
Funding Sources:						
E&G Capital Fees, Student Tuition	\$ 237,600	\$ -	0%	\$ 117,500	\$ -	0%
Total Funding Sources	\$ 237,600	\$ -	0%	\$ 117,500	\$ -	0%

Uses:						
Campus Improvement Projects	\$ 215,000	\$ 24,566	11%	\$ 112,500	\$ -	0%
HEPC Capital Assessment	5,000	2,436	49%	-	2,391	100%
Total Uses of Funds	\$ 220,000	\$ 27,002	12%	\$ 112,500	\$ 2,391	2%

Balances		
Net Change in Cash	\$ 17,600	\$ (27,002)
Beginning Cash Capital Balance	\$ 371,192	\$ 371,192
Ending Cash Capital Balance	\$ 388,792	\$ 344,190

\$ (2,391)

SUMMARY	
Beginning Cash Balance	\$ 371,192
Revenues - cash	\$ -
Expenses - cash	\$ (27,002)
Ending Cash Balance	<u>\$ 344,190</u>

President's Board of Governors Report October 18, 2022

- New Commercial – Come Home to Southern
- WV Chamber of Commerce Annual Meeting-Greenbrier
- Robert Shell- Donated \$50,000.0 to the ECA Program
- EMS Unveiling in Charleston on September 12th
- Held Ribbon Cutting Ceremony on September 19th for the Nursing Expansion Program.
- HLC – Finalizing report for November 14-15th visit
- NSF Grant for Cyber Security
- Received another Nursing Grant- Collaboration with Bridge Valley and WVUP
- Gala -Huge Success Thanked Foundation and all departments for working together to make the event wonderful. Run, Walk, and Blue 5K in Lincoln was held on September 10th.
- Mike McGraw Golf Outing October 6th -Clearfork, Oceana, great event, Upcoming– Breast Cancer 5k October 22nd and Southern Harvest Half November 12th
- Trunk or treat Thursday, October 27th, and the Christmas Concert on December 3rd and 4th
- Cosmetology- currently accepting clients- new equipment arrived for the hair salon
- Scheduling monthly campus luncheons with employees
- Two of our Lineman graduates went to Florida for Hurricane Ian repairs.
- Pike Electric visited the Lineman program – each student was offered a job opportunity once they complete the program.
- College Day at Logan on September 28th. College reps on hand to talk to high school Junior and Seniors
- New clubs- Strings and Things and Archery Club.
- Employees have attended Festivals homecomings -I attended the Chapmanville homecoming
- Spoke at the Dignity Hospice Memorial Walk -Chapmanville

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 23, 2022**

**2900 Dempsey Branch Road, Mt. Gay, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 920 1190 9307**

<https://zoom.us/j/92011909307?pwd=cUI3MHZ5MUwzWmw5a1FHNDM5VU0rUT09>

**Dial-in Only: 1-646-876-9923
6:00 p.m.**

DRAFT MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Bill Alderman, Vice Chair, Janice Olive, Secretary, Robert Baldwin, David Gresham, Shawn Cline-Riggins, Virgil Underwood, Sam Stewart, Dianna Toler, Sydney Brown, Julia Smith

Board Members Absent: Jeremy Thompson, Josh Stowers

College Staff Present: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Tom Cook, Rita Roberson, Melinda Taylor, Sherry Ramey, Curtis Campbell, Beverly McDonald, Derek Adkins, Debbie Dingess, Chris Ward, Joe Linville, Chris Gray, Darrell Taylor, and Dr. Michael Jiles

1. **Call to Order**
Board of Governors Chair, Dr. Lisa Haddox-Heston, declared a quorum present and convened the meeting at 6:00 p.m.
2. **Call for Public Comments**
Chair Heston asked for public comments to the Board. No requests for public comment were received.
3. **Appointments to the Boone and Lincoln Joint Administrative Boards**
Joe Linville, Chief Facilities Management Officer, and Brittany Justice, Director of Campus Operations/Boone/Lincoln were appointed to the Joint Administrative Board.
4. **Introduction of New Board Members**
Chair Heston introduced the new Board members, Josh Stowers and Julia Smith, Student representative.
5. **Oath of Office**
The new members were not in person at the meeting and the oath of office was not administered.
6. **HLC Institutional Update**
Mr. Bill Alderman provided the following update:
 - Assurance Argument draft review was sent out on August 10th. We are over 44,000 words, but it will be edited.
 - Received a few comments. Was appreciative of those who responded.
 - Needs List to continue document improvement.

- Provided the HLC Criterion Timeline update. Working well with consultant, Lindsey Graham Guinn. Will have a late September submission. Would like to submit anywhere from the first week of October through the 10th.
- Provided the Assessment Academy Midpoint Roundtable Overview.

Chair Heston complimented everyone on their involvement in the accreditation process.

7. Faculty Senate Update

Mr. Chris Ward, Faculty Senate Chair presented the update for Faculty Senate.

- New Senate members were elected per the constitution.
- Continuing work on the Faculty Handbook.
- Welcomed all the returning Faculty during Academic Convocation.

8. Classified Staff Update

Ms. Beverly McDonald, Classified Staff Chair presented the update for Classified Staff. Chair McDonald reported that no meeting was held in July or August due to preparations for the upcoming semester. Registration is ongoing and going well.

9. President's Report

Dr. Alderman gave the following update:

- Meetings at Hobet Mining Site. Have met with Boone County Economic Development Director, Kris Mitchell and Devanna Corley from Sun Park regarding projects and Southern's involvement.
- Met with James Glass, Vice President of External Technical Instruction at Pikeville Medical Center. Accepting two Medical Lab Technology students as well as two RN students. Room available for two more students.
- Attended the Freedom Festival as well as the Southern Biscuits ball game on June 25th. Both events were well attended.
- Met with Southwest Virginia Community and Technical College representative regarding tuition reciprocity agreement.
- Ongoing meeting with Consultant, Lindsey Graham Guinn regarding HLC Assurance Argument review.
- Attended the Pikeville Medical Centers Project Heart press conference.
- Attended monthly meetings of the Logan Recreation Center Board of Directors.
- Attended Tug Valley ARH Local Advisory Council meeting.
- Attended the Funding Formula Model meeting hosted by Chris Treadway, Vice Chancellor, WV CTCS.
- Hosted Congresswoman Carol Miller on the Logan campus for a tour of Allied Health Programs. Congresswoman Miller plans to come back and tour the Lineman and CDL programs at the Williamson Campus.
- Met with Taylor Richmond, Associate Registrar at WVU regarding WVU and Southern partnership. Looking forward to working with WVU.
- Participated in radio remotes to promote registration.
- Ronnie and Dianna Barnette of Mining Repair Specialties donated \$42,000.00 to the Southern Foundation to support three Associate Degree scholarships for Welding students.
- Hosted the WV CTCS Council meeting on the Logan Campus on August 18th.

- Nursing expansion program accepted 20 new students into the accelerated weekend program and 10 students into the traditional nursing program. Received approximately 60 -70 applications for the program.
- New Lineman and CDL classes are set to begin.
- The first day of the Fall semester is August 22nd. All departments are working hard to get students registered, financial aid, etc.
- Barnes and Noble's bookstore is up and running. Happy to have a bookstore back on campus. Receiving lots of compliments.
- New Employee Directory on the webpage is active. Encouraged everyone to take a look. Very happy with the professional look.
- Run, Walk, and Blue 5k will be held in Lincoln County on September 10th, October 6th is the annual Mike McGraw Golf Outing, October 22nd, Power in Pink 5k in Chapmanville, and Southern's Harvest Half will be November 12th.
- Southern's Gala to benefit the Sava-Kostas Performing Arts Theater will be on September 24th. Looking forward to this event.
- Held an online auction of miscellaneous items from the college.
- Was interviewed by Jeff Jenkins at Metro News regarding the Early College Academy. Encouraged the Board to read the article. Very happy with the positive comments. We will welcome ECA students back on campus next week.

10. **Student Services Report**

Darrell Taylor, Chief Student Services Officer, provided the Student Services report to the Board. Mr. Taylor provided a PowerPoint presentation with outlined highlights in Student Services. Enrollment is up and this is a good thing as other community colleges are experiencing a decrease in enrollment. Student Services is now more streamlined to meet students' needs. Provided information on the different areas in Student Services. Mr. Taylor talked about the recruitment efforts as well. Mr. Taylor explained SS Connect and commented on its usefulness during and after COVID. Was happy to hold commencement on campus this year. Students' choice of transfer institutions are Marshall and Western Governors respectively. Hattie Newsome, Student Success Center Coordinator, plays an important role in the student Early Alert program. This program reaches out to students who have not attended classes to help get them back on track.

11. **Financial Report**

Derek Adkins, Chief Financial Officer presented the Financial report to the Board.

- We have 354 operational days of cash on hand.
- This is a good year. Enrollment is up and the retention rate is good. We are the best in the state.
- Letting Capital Expenditures build up.
- Provided the budget report and is available for questions anytime.

12. **Action Items**

12.1 **Approval of June 21, 2022 Board Meeting Minutes**

The June 21, 2022 minutes are tabled for the next meeting.

12.2 **Review of Comments and Approval of Final Draft Policies**

12.2.1 **SCP-1230, *Firearms, Weapons, and Explosives Policy***

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 for the distribution of SCP-1230, *Firearms, Weapons, and Explosives Policy* to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period

ACTION: Shawn Riggins seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

12.2.2 SCP-2901 Professor Emeritus Status and SCP- 2901.A Emeritus Nomination Form

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-2901, *Professor Emeritus Status*, and attachments

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

13. Discussion Items

13.1 Board of Governors Retreat

Jen Dove provided an update on the retreat and a quote from Stonewall. Reservations will be made as soon as a quote is finalized.

14. Executive Session under Authority of WV Code§ 6-9Regarding Personnel.

9.1. Personnel Matters.

There are no matters at this time.

15. Informational Items

15.1 Next regular Board of Governors Meeting is scheduled for 6:00 p.m. on October 20th, 2022 at Stonewall Resort.

16. Adjournment

There being no further business, Chair Heston declared the meeting adjourned.

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

Jennifer Dove
Executive Assistant to the President
and Board of Governors

Draft/8/23/2022

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

Meeting of June 21st, 2022

2900 Dempsey Branch Road, Mt. Gay, WV

Logan Campus, Building C, Room 428

Via Zoom Meeting ID: 997 3435 4895

<https://zoom.us/j/99734354895?pwd=QTY0c3FtcHlaZkk0SDJCczcxK2hCZz09>

Dial-in Only: 1-646-876-9923

6:00 p.m.

DRAFT MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Bill Alderman, Vice Chair, Janice Olive, Secretary, Robert Baldwin, David Gresham, Shawn Cline-Riggins, Virgil Underwood, Sam Stewart, Jeremy Thompson, and Sydney Brown

Board Members Absent: Dianna Toler

College Staff Present: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Tom Cook, Debbie Dingess, Darrell Taylor, Joe Linville, Dr. David Lemmon, Kim Maynard, Derek Adkins, Chris Gray, and Beverly McDonald

1. Call to Order

Board of Governors Chair, Dr. Lisa Haddox-Heston, declared a quorum present and convened the meeting at 6:00 p.m.

2. Call for Public Comments

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

3. Classified Staff Annual Presentation

Beverly McDonald presented the Classified Staff Annual Presentation to the Board. Ms. McDonald gave an overview of Classified Staff to the Board. A powerpoint presentation was included, which highlighted the strengths of Classified Staff.

4. Faculty Senate Report

Mr. Ward was attending a conference therefore no update was available.

5. HLC Institutional Update Response

Mr. Bill Alderman provided the following update:

- Working with Consultant Lindsey Graham Guinn to put the report into one voice.
- We are currently over on the word count. This is a good thing. We won't have a problem when editing.
- Bill went over the needs from each Criterion, miscellaneous items, and updated documents that are needed.
- Course level assessment – we are down but still receiving.

- Went over the updated timeline.

6. **President's Report**

Dr. Pamela Alderman provided the following report from her office:

- Ahead of schedule with the Nursing expansion grant. We have hired Assistant Director and one faculty. Everything must be in place by September 30th. The program begins in January 2023. Received an additional \$48,000.00. Will be accepting 20 students in the weekend program and 10 in the traditional class.
- Barnes and Noble Bookstore opens in July. Will also have merchandise. Looking forward to having a bookstore on campus again.
- Participating in the Grow you Own Teacher program. Mingo, Logan, and McDowell counties will pilot the program.
- Participated in Town Hall meetings for students with the Chief Student Services Officer.
- Was the guest speaker for the TANF graduation program.
- Hosted banquet for ECA. Approximately 232 were in attendance. Received a \$50,000 check from Wally and Martha Thornhill for the Diesel Technology program.
- Poker Run was very well attended. Received a \$50,000 endowment.
- Participated in various College Decision Days in schools in our service district.
- Participated in CAO and CTCS meetings.
- Attended the Allied Health and Nursing Pinning ceremonies.
- Presented the first scholarship at Capitol High School.
- Held Commencement ceremonies on campus this year. Was very well attended.
- Accepting new Nursing class May 16th.
- Our Surgical Technology graduates received a 100% passage rate.
- Guest Speaker at Chapmanville High School Graduation.
- Signed MOU with Logan County Schools for the E-Commerce program.
- Hosted Open House for CDL and Lineman program on our Williamson Campus Had approximately 100 in attendance.
- Attended the Boone Memorial Rebranding Ceremony. Received \$50,000 for Allied Health and Nursing scholarship.
- Received a \$3,000 grant for Medical Lab Technology.
- Southern Biscuits fundraising ballgame will take place June 25th against Homeland Security.
- Attended Big Green Coaches Tour at the Logan Country Club.
- Will host the WV CTCS Council meeting on our Logan Campus on August 18th.
- We are currently up in enrollment. Across the country, other community colleges are down eight percent.

7. **Finance Report**

Derek Adkins provided the financial report to the Board. Overall in strong shape, but will be a challenge to break even on the operational budget. Working to build reserves and the capital budget is pretty steady.

8. **Action Items**

8.1 **Approval of Minutes**

8.1.1 **Approval of May 23rd, 2022 Special Board Meeting Minutes**

MOTION: Sam Stewart made a motion to accept the February 15, 2022 minutes as presented.

ACTION: Shawn Riggins seconded the motion. The motion carried. Chair Heston declared the motion adopted and the minutes approved

8.1.2 Approval of April 19th, 2022 Board Meeting Minutes.

MOTION: Virgil Underwood made a motion to accept the February 15, 2022 minutes as presented.

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

8.2 Approval of Board of Governors Meeting Schedule July 1, 2022, to June 30, 2023

MOTION: Bill Alderman made a motion to accept the Board of Governors meeting schedule as presented.

ACTION: Bud Baldwin seconded the motion. The motion carried. Chair Heston declared the motion adopted and the meeting schedule approved.

8.3 Election of Officers.

Nominations for the following offices will be accepted and voted on: Chair, Vice Chair, and Secretary.

MOTION: Virgil Underwood made a motion to keep Dr. Lisa Haddox as Chair of the Board of Governors.

ACTION: Bill Alderman seconded the motion.

Shawn Riggins made a motion to close nominations. Bud Baldwin seconded the motion. The motion carried. Chair Heston declared the motion adopted to appoint Dr. Haddox as Chair approved.

MOTION: Shawn Riggins made a nomination to keep Bill alderman as Vice Chair.

ACTION: Sam Stewart seconded the motion. The motion carried.

Virgil Underwood made a motion to close nominations and David Gresham seconded the motion. Chair Heston declared the motion adopted to appoint Bill Alderman as Vice Chair.

MOTION: David Gresham made a nomination to keep Janice Olive as Secretary.

ACTION: Sam Stewart seconded the motion. The motion carried.

Bill Alderman made a motion to close nominations and Shawn Riggins seconded the motion. Chair Heston declared the motion adopted to appoint Janice Olive as Secretary.

8.4 Post-Audit Review

8.4.1 Agriculture AAS and Certificate

MOTION: Bill Alderman moved the adoption of the following resolution:
RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the Post-Audit report for the Agriculture AAS and Certificate Program in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

FURTHER RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors grant approval of the discontinuance of the Agriculture AAS and Certificate Programs in accordance with the West Virginia Council for Community and Technical College Education, Series 135, Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*.

ACTION: Sydney Brown seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the resolution approved.

8.5. Program Review

8.5.1 Industrial Technology Certificate

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Industrial Technology Certificate Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

9. Executive Session under Authority of WV Code§ 6-9Regarding Personnel.

9.1. Personnel Matters.

There are no matters at this time.

10. Informational Items

10.1 Board of Governors Retreat

Jen Dove presented the dates of October 20th and 21st to the Board for the retreat. After some discussion, it was agreed that an electronic vote would be conducted to decide the date.

- 10.2 Next regular Board of Governors Meeting is scheduled for 6:00 p.m. on August 23rd, 2022.

11. Adjournment

There being no further business, Chair Heston declared the meeting adjourned.

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

Jennifer Dove
Executive Assistant to the President
and Board of Governors

Draft/6/21/2022

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 18, 2022**

ITEM: SCP-XXXX *Return of Title IV Funds (R2T4)*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-XXXX, *Return of Title IV Funds (R2T4)* to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Pamela L. Alderman

BACKGROUND:

SCP-XXXX, *Return of Title IV Funds (R2T4)*, was created by the Chief Student Services Officer to satisfy the requirements by the U.S. Department of Education for institutions on heightened cash management to develop a new partnership agreement to come off those restrictions. The Department of Education made recommendations that the institutions edit existing policies and to create a new policy on returning the Title IV funds.

This new policy was reviewed by the Policy and Procedures Committee at a special meeting on August 25, 2022. The Policy and Procedures Committee determined that, as a newly established policy, this policy would require approval of the Board of Governors of Southern West Virginia Community and Technical College. The recommendation of the parties was to approve SCP-XXXX, *Return of Title IV Funds (R2T4)*, be forwarded to President's Cabinet at their September 6, 2022 meeting for approval and submission to the Board of Governors of Southern West Virginia Community and Technical College for 30-day public comment period.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval for distribution of SCP-XXXX, *Return of Title IV Funds (R2T4)*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

SUBJECT: Return of Title IV Funds (R2T4)

REFERENCE: Higher Education Act of 1965 (as amended), HEA, Section 484B, 34 CFR 668.22; West Virginia Code §18C-5-5; §18C-5-7; §18C-7-6 Title IV, *SCP-4356, Change in Enrollment Status*

ORIGINATION:

EFFECTIVE:

REVIEWED:

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish the process for the return of Federal Title IV funds for students that receive financial assistance at Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all eligible students who receive assistance through federal, state, and institutional Financial Aid programs.

SECTION 3. DEFINITIONS

- 3.1 Enrollment - Student enrollment refers to the act of registering and paying for specific classes in a student's chosen program of study. The enrollment process is completed after a student has paid tuition in full, completed all financial aid requirements to secure a tuition payment, or completed the proper documentation to enroll in the installment tuition payment plan.
- 3.2 Class Drop – Dropping a class is unenrolling the class by a certain deadline. When a student drops a class from their schedule, the course is completely erased from the student's class schedule. Dropped courses do not appear on the student's official academic record and do not incur tuition and fee charges.
- 3.3 Official Withdrawal - After the drop period, if a student finds it necessary to withdraw from class or from the College, he/she must complete the withdrawal process. The specific last day to withdraw in an academic term is published in the academic calendar included in the catalog. Students withdrawing

during this time period will receive a grade of “W”. To officially withdraw, the student must contact a Student Success representative or a faculty advisor.

- 3.4 Unofficial Withdrawal - If the student ceases to attend, fails to officially withdraw, and does not successfully complete at least one course with an A, B, C, or D, the student will be considered unofficially withdrawn and Title IV aid may be recalculated based on the last day of attendance. If a last date of attendance cannot be determined, the R2T4 calculation will be taken back to the 50% point in the term. The final burden of proof of attendance is required of the student.
- 3.5 Administrative Drop – A decision by the College to drop a student from an academic credit-based course or courses for nonpayment of tuition or fees, or for being verified as non-attendance.
- 3.6 Administrative Withdrawal – A decision by the College to withdraw a student from an academic credit-based course or courses for emergency reasons, or disciplinary reasons.
- 3.7 Grade of F* - A failing grade due to non-attendance.

SECTION 4. POLICY

- 4.1 Title IV funds are awarded to a student under the assumption that the student will attend the institution for the entire period in which the Title IV funds are awarded. Students who receive federal funds as part of their aid package but withdraw from all courses, for any reason, during a semester, may no longer be eligible for the full amount of Title IV funds, and may be required to return all or a portion of those funds.
- 4.2 A pro-rated formula is used to determine the amount of federal student aid funds a student earned at the time of the withdrawal. Thus, a student who withdraws in the second week of classes has earned less financial aid than a student who withdraws in the seventh week.
- 4.3 Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds.
- 4.4 A Return of Title IV funds is required:
 - 4.4.1 Although a student’s aid is posted to their account at the start of the term, the student earns funds as they complete the semester. If a student withdraws during the semester (see withdraw definitions above), the amount of Title IV program assistance earned up to that point is determined by a specific formula. If a student received less assistance than the amount earned, the student may be eligible to receive those additional funds. If a student received more assistance than earned, the excess funds must be returned by the school and/or the student.
 - 4.4.2 The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of the semester, the student earns 30% of the assistance

they were originally scheduled to receive. Once a student has completed more than 60% of the semester, they have earned all the assistance that they were scheduled to receive for the semester. If a student received excess Title IV program funds that must be returned, the institution will return a portion of the excess equal to the lesser of:

4.4.2.1 Your institutional charges multiplied by the unearned percentage of your funds, or

4.4.2.2 The entire amount of excess funds.

4.5 Any amount of unearned grant funds the student must return is called an overpayment. The institution will notify the student by email and/or postal mail of the amount of Title IV aid overpayment. It is the student's responsibility to make payment arrangements with the institution or the U.S Department of Education.

4.5.1 A student is not eligible to receive any Title IV funds if:

4.5.1.1 Classes are dropped prior to the first day of the class, or

4.5.1.2 College has no record of class attendance or participation during the semester, or

4.5.1.3 They are approved for a 100% reversal of your tuition and fee charges after the beginning of a semester.

4.6 Timeline for a Return of Title IV Funds

4.6.1 Financial Aid Office will determine the amount of aid that was earned/unearned within 30 days from the date of withdrawal. The amount of unearned aid will be returned to the U.S. Department of Education within 45 days from the date of withdrawal.

4.6.2 The Institutions Financial Aid Return of Title IV Funds policy highlights the process for which Title IV funds are returned to the Department of Education. The requirement for the return of Title IV program funds when the student withdraws are separate from any tuition refund policy offered by Southern. Institutional charges are determined by the tuition refund policy which entails how much the student will owe the institution. This amount is posted as a charge to the student's Southern account.

4.7 How Return of Title IV Funds is calculated

4.7.1 Federal regulations specify the process in which the institution will determine the amount of Title IV funds that a student earns if they withdraw from school.

4.7.2 The percentage of Title IV Aid is calculated based upon the number of days a student attended class, compared to the number of calendar days in the semester. A pro-rated formula

is used to determine the amount of federal student aid funds a student will have earned at the time of the withdrawal.

- 4.7.3 Institutional charges are calculated, and the amount that must be returned to each Title IV Program is determined. Funds are then returned to the programs according to regulatory requirements.
- 4.7.4 The institution must return Title IV funds back to the federal aid programs in the following order:
 - 4.7.4.1 Unsubsidized Federal Direct Loans
 - 4.7.4.2 Subsidized Direct Loans
 - 4.7.4.3 Direct PLUS Loans
 - 4.7.4.4 Federal Pell Grant
 - 4.7.4.5 Iraq and Afghanistan Service Grant
 - 4.7.4.6 Federal Supplemental Education Opportunity Grant (FSEOG)
- 4.7.5 Federal Work-Study earnings are not affected by the Title IV regulations concerning the return of unearned federal student aid; however, the student cannot continue employment.
- 4.7.6 Any federal student loan funds disbursed must be repaid in accordance with the terms of the loan promissory note (MPN). The student must make scheduled payments to the loan servicer over a period of time.

4.8 Post-Withdrawal Disbursement

- 4.8.1 If the student does not receive all the funds earned, they may be due a post-withdrawal disbursement. A student who earned more aid than was disbursed prior to withdrawal is owed a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. The institution will credit post-withdrawal disbursements towards unpaid institutional charges (i.e., tuition, fees, books, and supplies). Any portion of a post-withdrawal disbursement not credited to the student's account (also known as a credit balance) will be offered to the student as a disbursement. If the student is due a credit balance, the credit balance must be disbursed as soon as possible and no later than 14 days after the calculation of R2T4.

- 4.8.2 If a post-withdrawal disbursement includes federal student loan funds, the student must give permission before it can be disbursed. Because loans must be paid back, the student may choose to decline some or all the loan funds.

4.9 Withdrawing or Ceasing to Attend Class

- 4.9.1 If the student “officially” or “unofficially” withdraws from all classes, before 60% of the term is completed, and receives federal student aid, a Return of Title IV Funds Calculation (R2T4) is required to be performed.
- 4.9.2 Should a student be assigned a grade of F, or “F*” for all the courses in the term for which Title IV aid was calculated and disbursed, faculty will be required to verify the students last day of attendance. Should faculty fail to verify the last date of attendance, the R2T4 calculation will be taken back to the 50% point in the term and the Title IV aid will be prorated or cancelled and a Return of Title IV funds will be calculated.
- 4.9.3 This calculation may result in a portion of Title IV funds being returned to the U.S. Department of Education. The student may then owe a balance to the institution/and or the U.S. Department of Education. For more information concerning repayment, please contact Southern’s business office.

4.10 A Return of Title IV funds is not required:

- 4.10.1 If a student withdraws from one or more courses during a semester but remains enrolled, a Return of Title IV Funds is not required. Withdrawing from one or more courses can however affect your Satisfactory Academic Progress and financial aid eligibility for future semesters.

4.11 Balances Due

- 4.11.1 When Title IV funds are returned, the student may owe a balance to the institution. Funds owed back to the U.S. Department of Education will be turned over to U.S. Department of Education collections at the 45-day point if not paid in full. Funds owed the institution will be sent through the business office. Southern requires students to make financial arrangements for any outstanding balance prior to registering for the next term or obtaining any services (such as official transcripts, etc.). The Return of Funds policy requires that students must satisfy the amount owed the federal programs before they may re-enroll in any college.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 The law specifies how the institution must determine the amount of Title IV program assistance that the student earns if he/she withdraws from school. The Title IV programs that are covered by this law,

offered at Southern are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans, Federal Direct PLUS loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

In addition, the WV Higher Education Policy Commission requires use of the same policy for the WV Higher Education Grant, PROMISE, Higher Education Assistance for Part-time Students (HEAPS), and WV Invests Grant.

SECTION 6. GENERAL PROVISIONS

6.1 None

SECTION 7. RESPONSIBILITIES

7.1 None

SECTION 8. CANCELLATION

8.1 None

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair

Date

President

Date

Attachments: None
Distribution: Board of Governors (12 members)
www.southernwv.edu
Revision Notes: New Policy

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 18, 2022**

ITEM: SCP-1230 *Firearms, Weapons, and Explosives Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1230, *Firearms, Weapons, and Explosives Policy* to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

STAFF MEMBER: Pamela L. Alderman

BACKGROUND:

SCP-1230, *Firearms, Weapons, and Explosives Policy*, was reviewed by the Chief Human Resources Officer and the Policy and Procedures Committee at their meeting on February 11, 2022.

The Policy and Procedures Committee determined that this was a policy that required approval of the Board of Governors of Southern West Virginia Community and Technical College. The recommendation of the parties was to approve SCP-1230, *Firearms, Weapons, and Explosives Policy* to be forwarded to President's Cabinet at their March 3, 2022 meeting for approval and submission to the Board of Governors of Southern West Virginia Community and Technical College for 30-day public comment period.

At its August 23, 2022 meeting the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. Comments were received from Kristin Boggs, General Counsel, WV Higher Education Policy Commission. These comments are reflected in the revised policy being presented today.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval for distribution of SCP-1230, *Firearms, Weapons, and Explosives Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1230**

SUBJECT: Firearms, Weapons, and Explosives Policy

REFERENCE: West Virginia Code § 18B-2A-4, *Powers and duties of governing boards generally*;
West Virginia Code § 61-7-14, *Right of certain persons to limit possession of firearms on premises*.

ORIGINATION: May 24, 2016

EFFECTIVE: September 16, 2016

REVIEWED: ~~New~~February 11, 2022

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to impose the prohibition of ~~and~~ penalty for the possession or storage of firearms, explosives, and weapons in any form on the premises of Southern West Virginia Community and Technical College or any College-leased facilities.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all members of the Southern West Virginia Community and Technical College community, including faculty, staff and students, as well as visitors to any campus.

SECTION 3. DEFINITIONS

- 3.1 Firearm – Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by CO₂. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc., and any ammunition for any such device.
- 3.2 Weapon – Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to:
- 3.2.1 Firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, etc.;
- 3.2.2 Any object that could be reasonably construed as a weapon; or
- 3.2.3 Any object legally controlled as a weapon or treated as a weapon under the laws of the State of West Virginia.
- 3.3 Explosives – Any chemical compounds or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that result in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder,

dynamite, etc., as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College has a responsibility to provide a safe and secure environment for its employees and students. In support of this responsibility, the College has established the following rule regarding firearms, weapons, and explosives on its property.
- 4.2 It is prohibited to possess firearms, weapons, and/or explosives on Southern West Virginia Community and Technical College campuses, or any College-leased facilities, in College vehicles, on any real property under the care, custody, and control of the College, or at any College-sponsored event without the explicit authorization of the President, whether or not it is done openly or concealed and whether or not a federal or state license to possess the same has been issued to the possessor; Provided, that a customer, employee, or invitee of Southern may possess any legally owned firearm when the firearm is (a) lawfully possessed; (b) out of view; (c) locked inside or locked to a motor vehicle in a parking lot; and (d) when the customer, employee, or invitee is lawfully allowed to be present in that area. W. Va. Code § 61-7-14(d)(1). This provision does not apply to the possession of any other weapons or explosives, which remain prohibited. The only Other exceptions to this policy are as follows:
 - 4.2.1 Law enforcement officer to the extent they are legally permitted to possess weapons pursuant to West Virginia State Law;
 - 4.2.2 Military personnel in performance of their official duties to the extent they are legally permitted to possess weapons in the State of West Virginia; and
 - 4.2.3 College sanctioned classes, group or events where a particular weapon(s) is required and regularly used as part of the curriculum or activity, i.e., various Criminal Justice courses. The control, security and safe use of such weapons shall be the responsibility of the supervising faculty member. The supervising faculty member shall inform the appropriate Director of Campus Operations in advance of any unusual or seldom occurring events involving the use of weapons on campus.
- 4.3 If any Any person carrying or possessing a firearm or other deadly weapon in violation of this policy ~~who, upon being requested to do so,~~ refuses to temporarily relinquish possession of the firearm or other deadly weapon, ~~and/or refuses or~~ to leave the College premises or grounds as previously defined, upon being requested to do so, then the College shall request the services of the appropriate law enforcement authority. Such person may be found guilty of while in possession of the firearm or deadly weapon, shall be charged with a misdemeanor, and upon conviction thereof, can result in a fine of up to may be fined not more than \$1,000 or confined, or up to six months in jail for not more than six months, or both. W. Va. Code § 61-7-14(c)(§61-7-14 WV Code).

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Exceptions to this policy may be requested in writing to the President. Only under very limited circumstances will an exception be granted. Questions regarding the applicability of this policy to specific items must be directed to the President.

SECTION 6. GENERAL PROVISIONS

- 6.1 Any student, faculty or staff member violating this policy shall be subject to the disciplinary policies and procedures applicable to students, faculty or staff in addition to the penalties provided under State law.

SECTION 7. RESPONSIBILITIES

- 7.1 Enforcement of this policy will depend on the cooperation of all members of the campus community, both to comply and encourage others to do so. Faculty, staff, and students who see individuals with weapons are asked to notify the President immediately.

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

- 10.1

Board of Governors Chair	Date

President	Date

Attachments: None.

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

Revision Notes: May 24, 2016 – Policy originated.

February 11, 2022 – Revisions made pursuant to amendments in W. Va. Code in both 2017 and 2018.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 18, 2022**

ITEM: Higher Education Funding Formula

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the Institutional Mission Weights of the West Virginia Higher Education Funding Formula.

STAFF MEMBER: Derek Adkins

BACKGROUND:

During the 2022 Regular Legislative Session, HB 4008 was passed and the Governor approved the Bill in March 2022. The Bill codified the Higher Education Funding Formula. The West Virginia Council for Community and Technical College Education then put State Rule Title 135, Series 2 into effect. This rule governs the development, implementation, and administration of the performance -based funding formula for community and technical colleges.

The Council for Community & Technical College Education submitted proposed weights to each institution. Southern WV Community & Technical College has reviewed and analyzed the proposed weights and agrees with proposal by the Council.

It is recommended the Board of Governors for Southern WV Community & Technical College approve the attached "Institutional Mission Weight Selection Approval Form" with the Institutional Values proposed.

Higher Education Funding Formula

Institutional Mission Weight Selection and Approval Form
for the five-year funding cycle beginning with State Fiscal Year 2024

Institution:

Metric	Value Range	Considerations	Institutional Values Approved by Board of Governors
Students Accumulating 15 hours	0.04 to 0.12		
Students Accumulating 30 hours	0.06 to 0.14	Value must be greater than 15-hour weight.	
Students Accumulating 45 hours	0.08 to 0.16	Value must be greater than 30-hour weight.	
Associate and Bachelor's Degrees Awarded	0.2 to 0.4		
Academic Certificates Awarded	0.05 to 0.2		
Transfers to a Four-Year Institution with 15 hours	0.01 to 0.05		
Workforce Certificates Awarded	0.01 to 0.05		
Workforce Training/Contact Hours Completed	0.05 to 0.2		
Awards per 100 FTE	0.05 to 0.2		
Learning and Working	0.03 to 0.06		
TOTAL (Must Equal 1.00)			

Approvals:

President Signature

Date

Board Chair Signature

Date

Submit a scanned copy of this completed form by email prior to close of business on September 30, 2022, to:
Dr. Zornitsa Georgieva, Senior Director of Research, at zornitsa.georgieva@wvhepc.edu.