



***Southern***  
West Virginia  
Community and Technical College

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**Agenda Book**  
**February 15, 2022**

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**Members**

Lisa Haddox-Heston, Chair  
William "Bill" Alderman, Vice Chair  
Janice Olive, Secretary  
Sydney Brown  
Robert "Bud" Baldwin  
David H. Gresham

Shawn Cline-Riggins  
Samuel Stewart  
Jeremy Thompson  
Hallie Thompson  
Virgil Underwood  
Dianna Toler

Pamela L. Alderman,  
President

**Southern West Virginia Community and Technical College**  
**Board of Governors**  
**Meeting of February 15, 2022**  
**2900 Dempsey Branch Road, Building C, Room 428**  
**Mt. Gay, West Virginia**  
**and via Zoom Conference- 6:00 p.m.**

2

Zoom Meeting:

<https://zoom.us/j/92086602713?pwd=c2lMaDQwUmlCVWtiRm1FcCtIRnNvZz09>

Meeting ID: 920 8660 2713

Passcode: 287925

Dial-in Only: 1 646 876 9923

**AGENDA**

1. Roll Call, Verification of Quorum, and Call to Order .....Dr. Lisa Haddox-Heston  
Board Chair
2. Call for Public Comments to the Board of Governors.....Chair Heston
3. Introduction of New Board Members.....Chair Heston
4. Oath of Office .....Mr. Joe Linville  
Director of Facilities and Campus Operations
5. Resolution Honoring Professor "Chuck" Puckett .....Chair Heston
6. President's Report.....4  
Dr. Pamela Alderman
7. HLC Institutional Response Update.....5  
Mr. Bill Alderman, Accreditation Liaison Officer
8. Development Office Report.....25  
Ms. Rita Roberson, Director of Development
9. Faculty Senate Presentation.....27  
Mr. Chris Ward Chair,  
Faculty Senate / ACF Representative
10. Classified Staff Council Report.....28  
Beverly McDonald, Chair  
Classified Staff Council
11. Possible Executive Session under Authority of WV Code §6-9 Regarding Personnel\*\*
  - 11.1 Personnel Matters .....Chair Heston
12. Action Items.....Chair Heston
  - 12.1 Approval of December 14, 2022, Board Meeting Minutes\* ..... 30
  - 12.2 Review of Comments and Approval of Final Draft Policies\*
    - 12.2.1 SCP -XXXX Professor Emeritus Policy .....38
13. Informational Items..... President Alderman
  - 13.1 The next regular Board of Governors meeting is scheduled for 6:00 p.m. on  
Tuesday, April 19, 2022.

13.2 HLC Annual Conference April 1<sup>st</sup>-5<sup>th</sup>, 2022 .....President Alderman

14. 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.

## President's Report

1. Spring Semester. Enrollment. ECA, Dual Credit Free Tuition Spring Semester
2. Governance Day, Friday Feb 11<sup>th</sup>.
3. COVID -Omicron – Covid testing is available on campus.
4. Welcomed Derek Adkins, new CFO on January 18<sup>th</sup>.
5. Raises from Southern (On March 11<sup>th</sup> payday)
6. Chuck Puckett. Dedicate lab in his memory. Possible Scholarship in his honor. SCon July 16<sup>th</sup>, 2022 will be in his honor this year.
7. Nursing Expansion
8. Lineman, CDL (New Instructor Jeff Trout) other Workforce programs
9. Cosmetology is moving forward. New Instructor- Sherry Ramey – Mortuary Science
10. Tom Cook's Grant-- RUS DLT
11. Darrel Taylor Submitted for the TRIO grant
12. Dr. Brumfield visit January 25<sup>th</sup> and Dr. Persily visit Jan 26<sup>th</sup>
13. Barnes and Noble Bookstore
14. Play -- One Flew over Cuckoo's nest March 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>.

## HLC Update to Board of Governors

### Attachment 1

February 15, 2022

#### Criterion Team Updates/Progress:

Criterion 1 Team met on 02.03.22. Established timeline that we have put in place for completing our HLC Criterion 1 Argument. Our completed argument must be to ALO by March 3, 2022. For us to meet that deadline we have decided on our own team deadlines as follows:

1. The final completed individual component narratives incorporating Tom's suggested edits should be emailed to Lillie (author), Chris, Bill, and Tom by **February 17, 2022**. We will have a short zoom meeting at 11 a.m. on that day to review.
2. Author will complete putting all the parts together into one narrative for Criterion 1 by **February 24, 2022**. We will have a meeting on that day at 11 a.m. for me to present the final document for the team to check for errors, etc. The team will provide feedback via email to Lillie (author), Chris, Tom, and Bill between the **February 24th and March 1st**.
3. Chris and Lillie will do a final proofread of the Argument on March 1st and if all is in order, we will submit to Bill and Tom.

Proof/evidence being placed in the appropriate subcomponent folder on the S-Drive.

Here is the link to take you there:

[\\SCCFS1\Shares\\$\Accreditation HLC\2022 Comprehensive Visit\Criterion 1](\\SCCFS1\Shares$\Accreditation HLC\2022 Comprehensive Visit\Criterion 1)

Criterion 2 Received update for 2.A.2

Criterion 3 Have not received anything since Dec. Criterion meeting but their team is working on collecting.

Criterion 4 Received updated drafts for 4.B.1, 4.B.2, 4.B.3, and 4.C.2

Criterion 5 Team is meeting 02.09.22.

\*Next update and progress will be shared at April meeting.

**Course Level Assessment Submissions (as of 2:45 pm on 02.07.22):**

AS      170/175 reports submitted for a 97% submission rate  
PTS     69/72 reports submitted for an 96% submission rate  
AHN    96/98 reports submitted for a 98% submission rate  
OR      16/19 reports submitted for a 84% submission rate

**Total    351/364 reports submitted for a 96% submission rate**

## HLC Criterion Timeline

2021 – 2022

<b>August 11, 2021</b>	<b>Initial Meeting via Zoom Teams Elect Chairperson</b>
<b>October 4, 2021</b>	<b>Progress Report from Team Chair</b>
<b>December 2, 2021</b>	<b>Criterion Due to ALO</b>
<b>January 5, 2022</b>	<b>Criterion 1: Team Meeting</b> <i>(Team Members include: Bill Alderman, Chris Ward, Lillie Teeters, Bud Baldwin, Shawn Cline-Riggins, Stacy Dingess, David Lemmon, Dianna Toler, Tim Ooten, Crystal Cook, and Kelly Green)</i>
<b>January 6, 2022</b>	<b>Criterion 2: Team Meeting</b> <i>(Team Members include: Lisa Haddox-Heston, David Gresham, Bill France, Stephanie Daniel, Misha Herndon, Beverly McDonald, Tammy Toppings, Brittany Fekete)</i>
<b>January 11, 2022</b>	<b>Criterion 3: Team Meeting</b> <i>(Team Members include: Debbie Dingess, Kimberly Maynard, Tom Cook, Tim Owens, Michael Jiles, Shirley Dardi, Meloney McRoberts, Stephanie Mounts, and Dustin Crisp)</i>
<b>January 12, 2022</b>	<b>Criterion 4: Team Meeting</b> <i>(Team Members include: Tom Morris, Regina Bias, Chad Scott, Rita Roberson, Teri Wells, Russell Saunders, Tamara Browning, and Sammi Dodrill)</i>
<b>January 13, 2022</b>	<b>Criterion 5: Team Meeting</b> <i>(Team Members include: David Lord, Janice Olive, Darrell Taylor, Joe Linville, Chris Gray, Zachary Riggins, Nathan Freeman, and Ruby Runyon)</i>
<b>March 3, 2022</b>	<b>Final Draft from all Teams to ALO</b>
<b>June 13, 2022</b>	<b>Draft Report to College Constituents for Comments</b>
<b>July 11, 2022</b>	<b>Comments Due to ALO</b>
<b>August 22, 2022</b>	<b>Report Complete and Ready to Upload to HLC</b>

## General Education Outcome Assessment Process

(updated 052521)

Assessment Cycle	Timeframe	Responsible Party	Activity
<b>Plan</b>	Prior to fall semester	<ul style="list-style-type: none"> <li>Director of Accreditation and Assessment (DAA)</li> </ul>	Based on Program Maps and Course Outcome Matrices, identify specific courses where general education (GE) outcome will be assessed. <ul style="list-style-type: none"> <li>Faculty will be notified of general education outcome to be assessed</li> <li>Only those outcomes identified as "Included and Measurable" will be assessed using the appropriate College rubric.</li> </ul>
<b>Plan</b>	Prior to fall semester	<ul style="list-style-type: none"> <li>GE Rubric Team</li> </ul>	Train faculty on use of GE rubric
<b>Plan</b>	Prior to fall semester	<ul style="list-style-type: none"> <li>Faculty</li> </ul>	Faculty develops plan to assess GE outcome using rubric
<b>Do</b>	During fall semester	<ul style="list-style-type: none"> <li>Faculty</li> </ul>	Implement plan, teach to outcomes, and assess outcome using pertinent portions of the rubric
<b>Do</b>	End of fall semester	<ul style="list-style-type: none"> <li>Faculty</li> </ul>	Report GE outcome assessment results to DAA and Program Directors (PD) using Table 1 of General Education Outcome Assessment Report
<b>Study</b>	Between fall/spring semesters	<ul style="list-style-type: none"> <li>DAA</li> <li>PD</li> </ul>	Aggregate GE outcome assessment results data
<b>Study</b>	Prior to spring semester	<ul style="list-style-type: none"> <li>Academic Assessment Subcommittee (AAS)</li> <li>PD</li> <li>GE Rubric Team</li> </ul>	Reviews and analyzes GE outcome assessment results and identify 'opportunities for improvement (OFI)'
<b>Study</b>	Prior to spring semester	<ul style="list-style-type: none"> <li>GE Rubric Team</li> <li>Faculty</li> </ul>	GE Rubric Team presents/discusses possible interventions and action plans for improvement of identified OFI
<b>Adjust</b>	Prior to spring semester	<ul style="list-style-type: none"> <li>Faculty</li> </ul>	Faculty develops own data-driven action plan to improve identified GE Outcome.
<b>Adjust</b>	During spring semester	<ul style="list-style-type: none"> <li>Faculty</li> </ul>	Faculty implements data-driven action plan to improve identified GE outcome and collects data regarding efforts
<b>Close the Loop</b>	End of spring semester	<ul style="list-style-type: none"> <li>Faculty</li> <li>DAA</li> </ul>	Evaluates effectiveness of action plan, document results using Table 2 of General Education Outcome



			Assessment Report, and reports to DAA
<b>Close the Loop</b>	Summer semester	<ul style="list-style-type: none"><li>• DAA</li></ul>	Generates report on effectiveness of action plan/closing the loop
<b>Close the Loop</b>	Prior to fall semester	<ul style="list-style-type: none"><li>• DAA</li></ul>	Shares results with faculty, PD, and Deans and identifies if further adjustments are necessary

**Assessment Schedule: Two (2) General Education Outcomes per Academic Year**  
(GE Outcome assessed every third year)

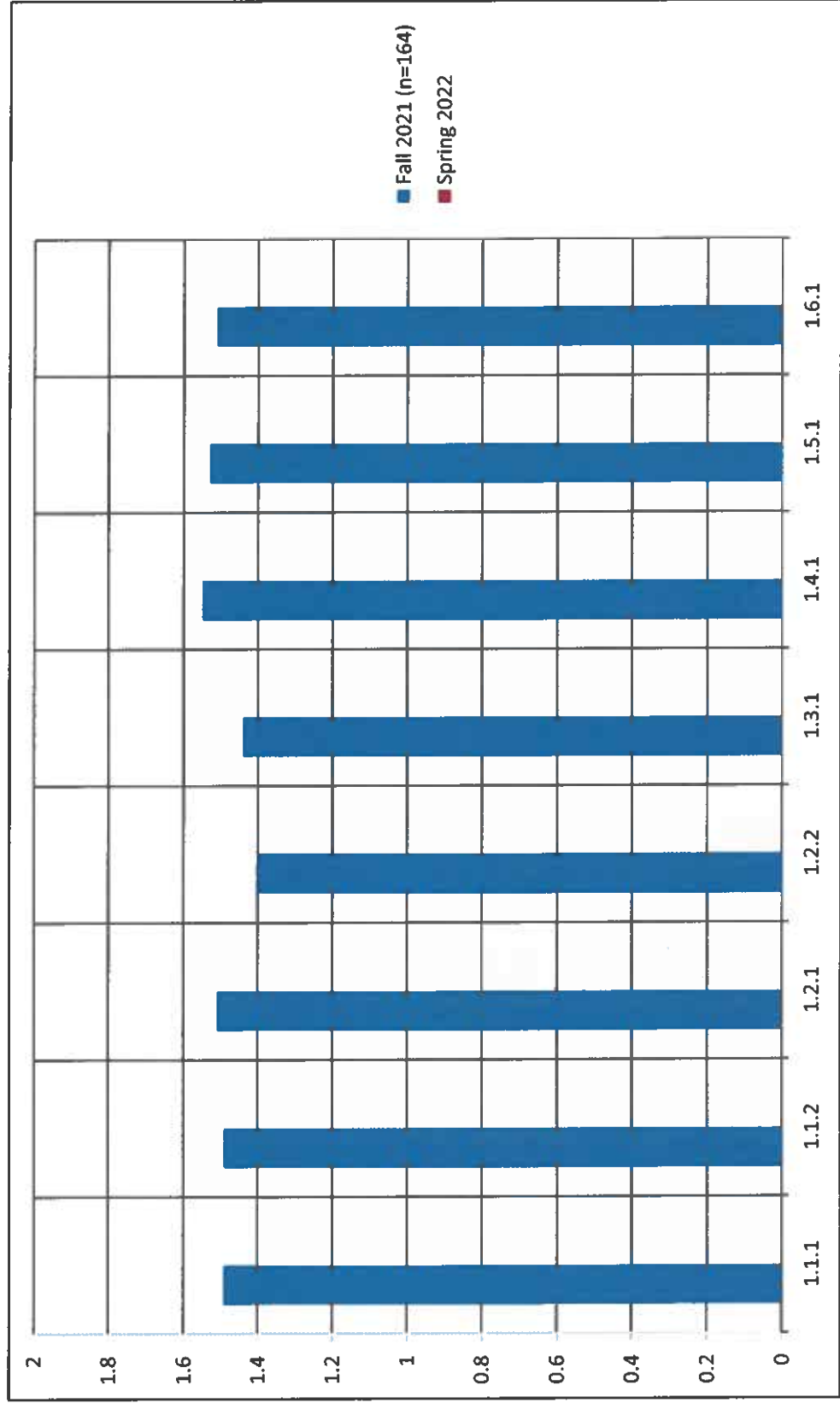
General Education Outcome	Fall 2021	Spring 2022	Fall 2022	Spring 2023	Fall 2023	Spring 2024	Fall 2024	Spring 2025
Written Language	Plan & Do	Study, Adjust, & Close the Loop					Plan & Do	Study, Adjust, & Close the Loop
Verbal Language			Plan & Do	Study, Adjust, & Close the Loop				
Technology			Plan & Do	Study, Adjust, & Close the Loop				
Critical Thinking	Plan & Do	Study, Adjust, & Close the Loop					Plan & Do	Study, Adjust, & Close the Loop
Quantitative Literacy and Fluency (Math)					Plan & Do	Study, Adjust, & Close the Loop		
Intercultural Competence					Plan & Do	Study, Adjust, & Close the Loop		
Matrix Review			Review					Review

## **General Education Assessment Fall 2021**

The following general education assessment of the written language and critical thinking outcomes is based on the processes outlined in the *Student Learning Assessment Guide for Faculty 2021-2022*.

**Course**  
**Modality**  
**General Education Competency (Outcome):**  
**Measurement Tool**  
**Goal Results:**

EN 101/101E  
 Face-to-face  
 Written Language (1)  
 Written Language Rubric  
 Average Score 'Exemplary (2)/Met (1)'



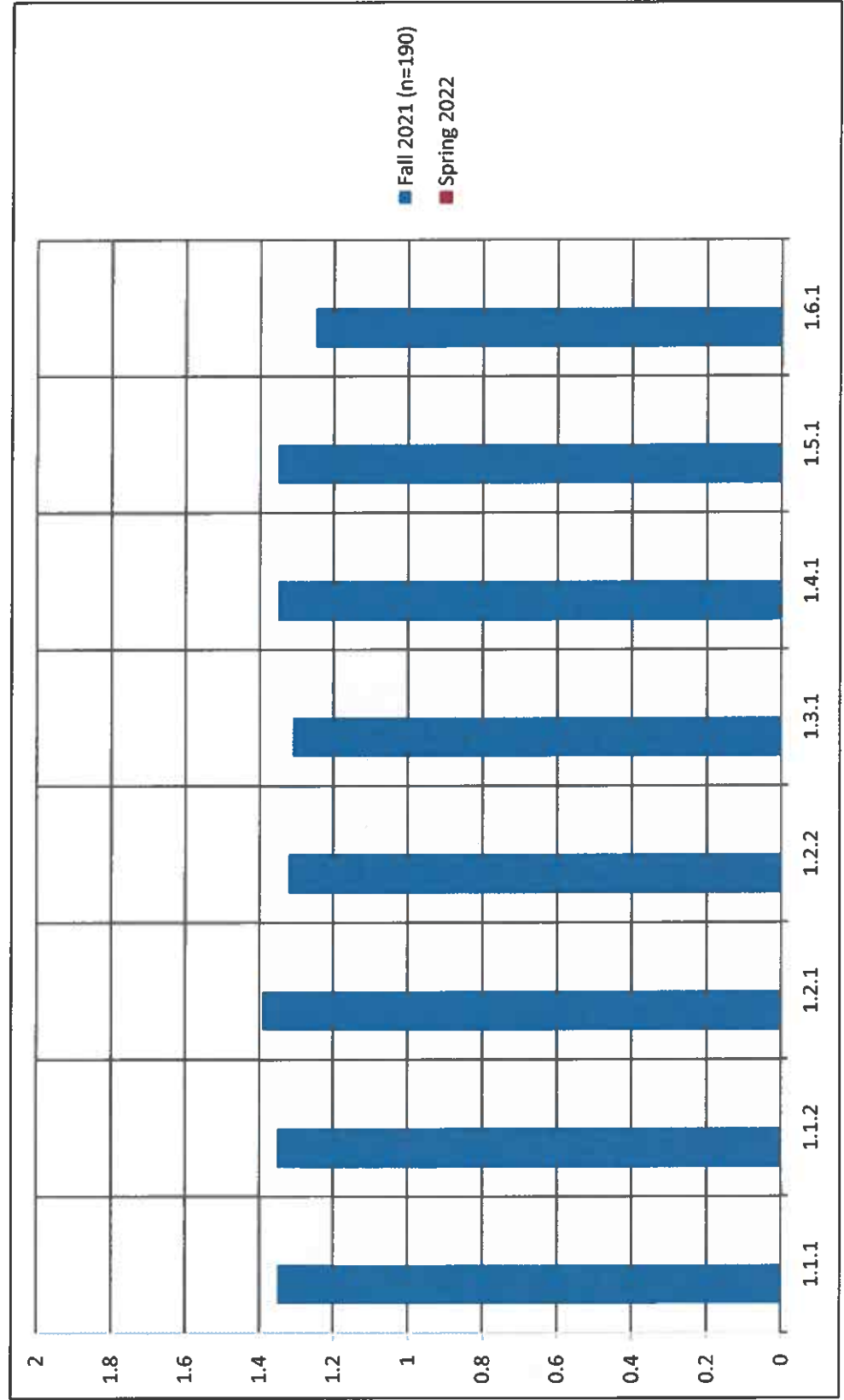
**General Education Outcome: Written Language**

**Semester:** Fall 2021 **Course:** EN101/101E **Delivery Mode:** Face-to-Face **N:** 164

<b>Year:</b>	<b>Exemplary (2)</b>	<b>Met (1)</b>	<b>Not Met (0)</b>
<b>Introduction/Thesis</b>			
1.1.1	62%	25%	13%
1.1.2	61%	26%	13%
<b>Organization</b>			
1.2.1	65%	22%	13%
1.2.2	53%	34%	13%
<b>Development</b>			
1.3.1	58%	29%	14%
<b>Sentence Formation</b>			
1.4.1	66%	24%	11%
<b>Grammar/Mechanics</b>			
1.5.1	65%	23%	12%
<b>Outside Sources</b>			
1.6.1	60%	30%	10%

**Course**  
**Modality**  
**General Education Competency (Outcome):**  
**Measurement Tool**  
**Goal Results:**

EN 101/101E  
 Online  
 Written Language (1)  
 Written Language Rubric  
 Average Score 'Exemplary (2)/Met (1)'



## General Education Outcome: Written Language

Semester: Fall 2021 Course: EN101/101E Delivery Mode: Online N: 190

Year:	Exemplary (2)	Met (1)	Not Met (0)
<b>Introduction/Thesis</b>			
1.1.1	51%	34%	15%
1.1.2	50%	35%	15%
<b>Organization</b>			
1.2.1	54%	30%	16%
1.2.2	50%	32%	18%
<b>Development</b>			
1.3.1	49%	33%	18%
<b>Sentence Formation</b>			
1.4.1	52%	32%	17%
<b>Grammar/Mechanics</b>			
1.5.1	50%	35%	15%
<b>Outside Sources</b>			
1.6.1	47%	32%	21%

### **Introduction/Thesis**

1.1.1 Introduction contains detailed background information that engages the reader and creates interest.

1.1.2 Thesis clearly states a significant and compelling position.

### **Organization**

1.2.1 Essay contains a logical progression of ideas with a clear structure that enhances the thesis.

1.2.2 Transitions are mature and graceful and are present equally throughout essay.

### **Development**

1.3.1 Main points are well developed and directly related to the thesis.

### **Sentence Formation**

1.4.1 Writing is smooth, skillful, and coherent with varied sentence structure.

### **Grammar/Mechanics**

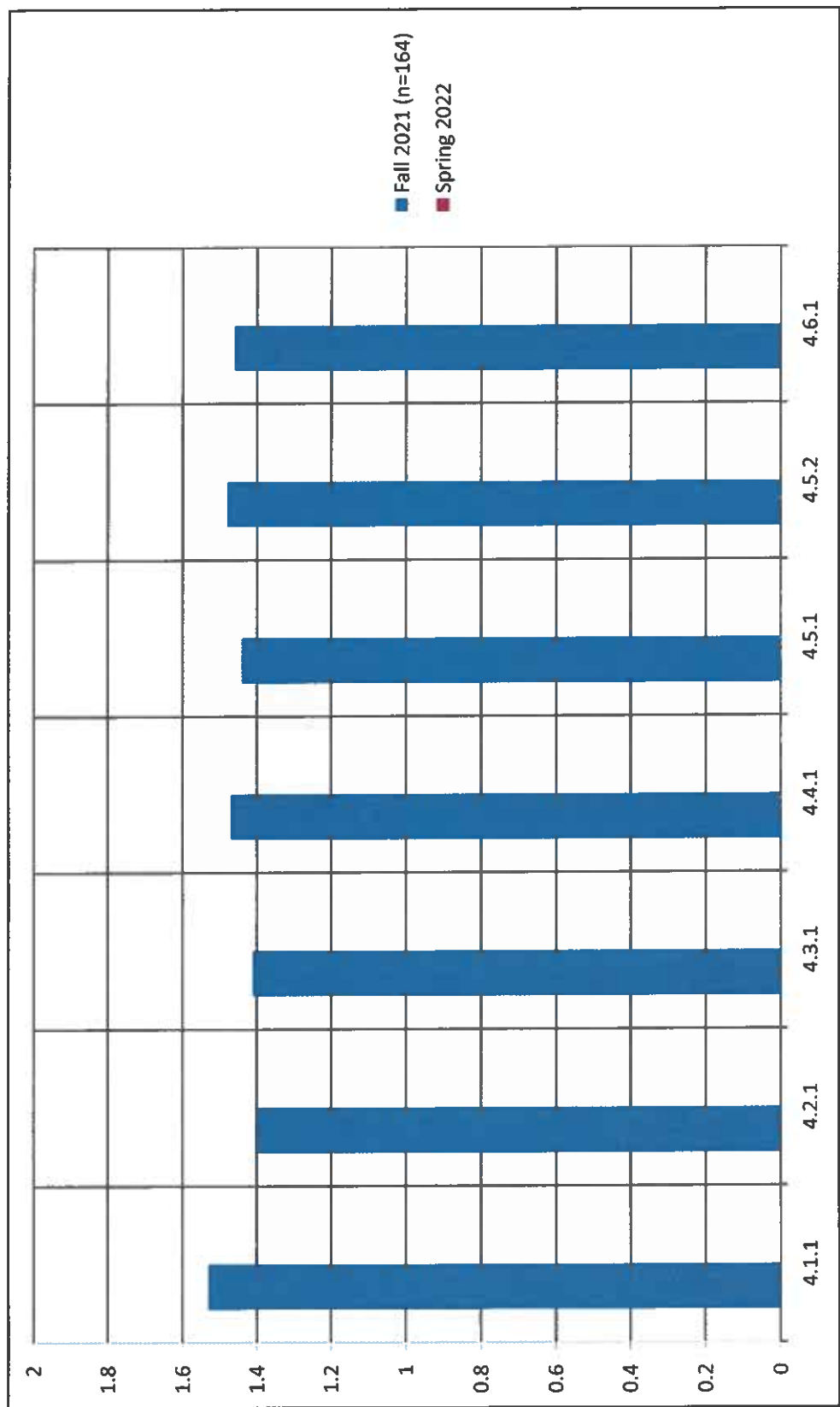
1.5.1 Essay contains minimal (0-5) grammatical and/or mechanical errors that do not interfere with readability.

### **Outside Sources**

1.6.1 All outside sources used in the essay are documented correctly.

**Course**  
**Modality**  
**General Education Competency (Outcome):**  
**Measurement Tool**  
**Goal Results:**

EN 101/101E  
Face-to-face  
Critical Thinking (4)  
Critical Thinking Rubric  
Average Score 'Exemplary (2)/Met (1)'





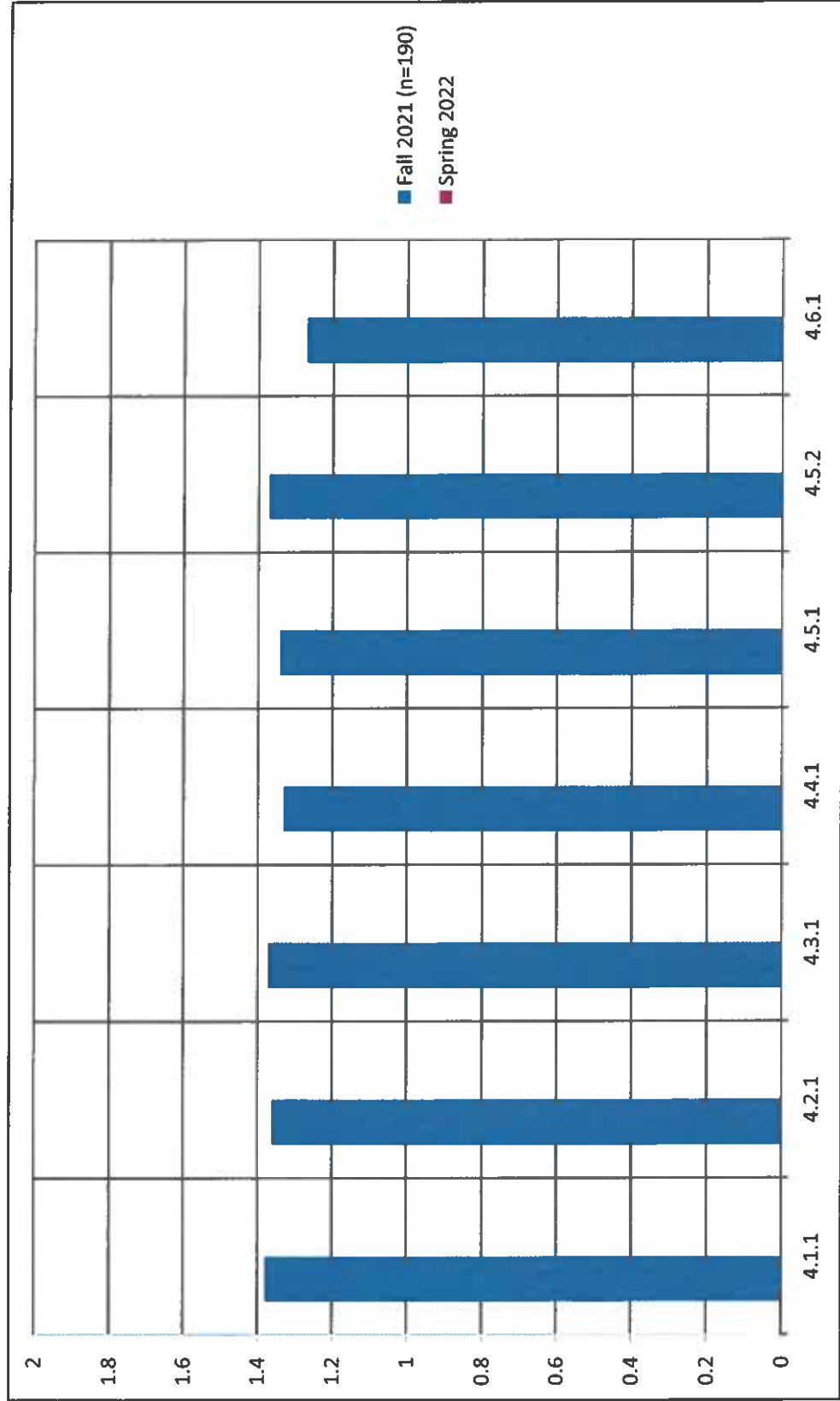
## General Education Outcome: Critical Thinking

**Semester:** Fall 2021   **Course:** EN101/101E   **Delivery Mode:** Face-to-Face   **N:** 164

<b>Year:</b>	<b>Exemplary (2)</b>	<b>Met (1)</b>	<b>Not Met (0)</b>
<b>Remember/ Identification</b>			
4.1.1	65%	23%	12%
<b>Understand/ Interpret</b>			
4.2.1	54%	33%	13%
<b>Apply</b>			
4.3.1	55%	32%	14%
<b>Analyze</b>			
4.4.1	60%	28%	12%
<b>Evaluate</b>			
4.5.1	60%	25%	16%
4.5.2	63%	22%	15%
<b>Create</b>			
4.6.1	62%	23%	16%

**Course**  
**Modality**  
**General Education Competency (Outcome):**  
**Measurement Tool**  
**Goal Results:**

EN 101/101E  
Online  
Critical Thinking (4)  
Critical Thinking Rubric  
Average Score 'Exemplary (2)/Met (1)'



## General Education Outcome: Critical Thinking

**Semester:** Fall 2021   **Course:** EN101/101E   **Delivery Mode:** Online   **N:** 190

<b>Year:</b>	<b>Exemplary (2)</b>	<b>Met (1)</b>	<b>Not Met (0)</b>
<b>Remember/ Identification</b>			
4.1.1	54%	29%	16%
<b>Understand/ Interpret</b>			
4.2.1	53%	29%	17%
<b>Apply</b>			
4.3.1	54%	28%	18%
<b>Analyze</b>			
4.4.1	50%	33%	17%
<b>Evaluate</b>			
4.5.1	51%	32%	17%
4.5.2	54%	29%	17%
<b>Create</b>			
4.6.1	45%	38%	17%

### **Remember/Identification**

4.1.1 Identifies relevant information and sources.

### **Understand/Interpret**

4.2.1 Uses deductive and/inductive reasoning consistently and with ease.

### **Apply**

4.3.1 Integrates most or all relevant information during the formulation of opinions or conclusions.

### **Analyze**

4.4.1 Analyzes key information, questions, and problems clearly and precisely.

### **Evaluate**

4.5.1 Makes valid judgments or forms opinions about a topic where there may or may not be a clear or correct answer.

4.5.2 Supports the judgement or opinion with reasons and evidence from various, relevant sources.

### **Create**

4.6.1 Uses knowledge from multiple areas to create a new idea or approach a topic from a different perspective.

# SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

## GENERAL EDUCATION OUTCOME ASSESSMENT REPORT

### COMMUNICATION - WRITTEN LANGUAGE

(Utilize verbal and written language  
to discuss and comprehend information,  
incorporating a variety of technologies, such as texts, data, and images.)

<b>Course Number</b>	EN 101/E
<b>Course Title</b>	Composition I
<b>Faculty Name</b>	Larry D'Angelo (English Department Faculty)
<b>Semester/Year</b>	Fall 2021

**Table 1**

PLAN	PLAN	DO	STUDY	ADJUST
<b>Outcomes:</b> <ul style="list-style-type: none"> <li>List the communication - written language - general education competency rubric criteria and/or pertinent exemplary description that was not met and needs to be improved.</li> </ul>	<b>Performance Goals/Benchmarks:</b> <ul style="list-style-type: none"> <li>How well should students be able to do on the assessment based on the rubric?</li> </ul>	<b>Assessment Methods/Measures/Tools:</b> <ul style="list-style-type: none"> <li>Explain the who, what, where, when, how, why, and to what extent was the data collected on whether this outcome was met?                             <ul style="list-style-type: none"> <li>How many students were assessed?</li> </ul> </li> </ul>	<b>Assessment Results and Data Analysis:</b> <ul style="list-style-type: none"> <li>How well did the students actually do?</li> <li>What does the data based on the rubric scores show?</li> <li>Be specific when analyzing and describing the data/results.</li> </ul>	<b>Action Plan (The Action Plan should be specific, measurable, attainable, realistic, and timely (SMART)):</b> <ul style="list-style-type: none"> <li>What specific changes will be made to improve performance on this outcome based on these assessment results and data interpretations?</li> <li>How will you follow-up (using the rubric) to measure improvement?</li> <li>What, if any, fiscal, human, and/or physical resources will be required to achieve your Action Plan?</li> </ul>
Main points are well-developed and directly related to the thesis.	Currently, 14% of students did not meet the standard of the outcome for Development. Additionally, 58% of students exceeded that same	Final drafts of research papers from EN101E students were assessed using the General Education Competency	The average score for this particular outcome was 1.4 out of 2, with 87% of	To improve student learning outcomes in Development in English 101/E, English faculty will

	<p>standard. In the next year, the English faculty's goal is to reduce the percentage of students who do not meet the standard by 4%, as well as increase the percentage of students who exceed the standard by 2%.</p>	<p>Measurement Tool. The number of students assessed was 354 enrolled in 37 sections.</p>	<p>students meeting or exceeding the standard. Out of that 87%, 58% exceeded the standard, 29% met the standard, and 14% failed to meet the standard. The data shows that there is an opportunity to decrease the number of students who do not meet the standard and increase the number of students who exceed the standard.</p>	<p>implement a system using the PIE Format.*          *PIE is an acronym for Point, Information, and Explanation, and it can be applied to any written response, but can be most effectively utilized as a guide for successful Body Paragraphs. Each Body Paragraph must start with a Point (topic sentence), which is followed by Information (supporting details), and finally end with a coherent Explanation (conclusive thought based on the Point and Information). By encouraging students to compose their essays in this manner, proper organization and development of thought and perspective are not only accessible but also engrained in the writing process for the class.</p> <p>The English faculty will follow up by assessing the Development Learning Outcome in the Spring 2022 semester.</p> <p>There are no fiscal, human, or physical resources required to achieve this plan.</p>
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**GENERAL EDUCATION COMPETENCY ASSESSMENT REPORT  
COMMUNICATION - WRITTEN LANGUAGE  
“CLOSING THE LOOP” ON PREVIOUS ACTION PLAN**

**Table 2**

ADJUST	CLOSING THE LOOP
<p><b>Previous Action Plan</b> (Copy last semester's or last year's Action Plan section and paste it into this column):</p> <ul style="list-style-type: none"> <li>• What specific changes were made based on the previous assessment results and data interpretation?</li> <li>• How did you follow-up to measure improvement?</li> </ul>	<p><b>Action Plan Results:</b></p> <ul style="list-style-type: none"> <li>• What were the results of the specific changes you made?</li> <li>• Did these changes improve student learning and success?               <ul style="list-style-type: none"> <li>◦ Why or why not?</li> </ul> </li> <li>• If applicable, what previously requested financial or additional resources were approved and used?               <ul style="list-style-type: none"> <li>◦ How effective were these resources in accomplishing the results?</li> </ul> </li> <li>• List any additional changes you will make to further address this learning outcome.</li> </ul>

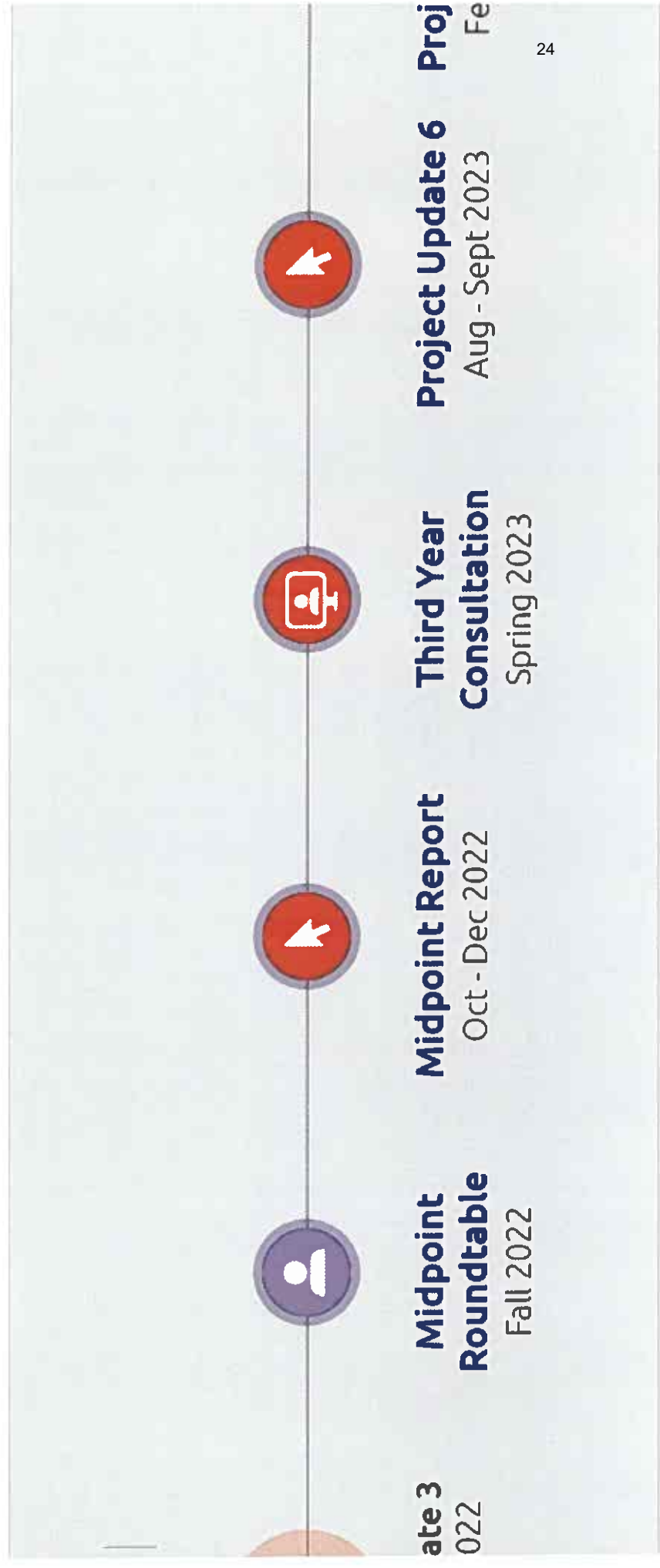
### **Southern's initial beta efforts to assess the GE competencies**

- The processes and calendar for assessment of GE competencies is attached (Southern GE Outcome Assessment Process-Schedule). Specific GE outcomes are assessed, two per academic year, every third year; therefore, all six (6) GE competencies will be assessed (including data-driven action plan and closing the loop results) every three (3) years. See third page of attachment for schedule.
  - o The initial cycle of GE assessment is being treated as a beta test. Upon completion of the plan-do-study-adjust cycle of each of the six GE outcomes, clustered faculty using the rubric, program directors, and Academic Assessment Subcommittee faculty members responsible for the development of the specific rubric will meet to discuss the efficacy of the rubric and make changes if necessary.
  - o Once the beta testing portion is completed, the following summarizes what GE outcomes will be assessed and what courses will be required to assess them every third year:
- Assessment of GE outcomes are based on the Course Outcome Matrix (part 3 of 3 of the course syllabus). End-of-program (capstone) courses that identify a general education competency as "Included and Measurable" are required to use the appropriate College rubrics. These rubrics are used to measure achievement of the GE outcomes and associated criteria while being designed to assist faculty in consistently assessing those outcomes and criteria. Program Directors (PD) and clustered faculty (e.g., all English or Biological Sciences) decide what specific evaluation activity is used to assess the general education outcome. In those cases where a number of general education competencies are identified for a given course, what general education competency is to be evaluated will be randomly assigned to that faculty group and their courses.

# IRGINIA'S ASL PROJECT

Cohort:  
Start Date: 3/1

DRS





SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
DEVELOPMENT OFFICE UPDATE  
FEBRUARY 15, 2022

**Mission Statement:**

The Southern West Virginia Community College Foundation, Inc. will seek to secure external sources of financial support to provide funding for students, faculty, staff, and academic programs at Southern West Virginia Community and Technical College through special fundraising, donor relations, investment management, and community philanthropy.

**Vision Statement:**

The Southern West Virginia Community College Foundation, Inc. will seek to secure additional financial resources to enhance and expand educational programs and services offered to students attending Southern West Virginia Community and Technical College. Resources are used to provide scholarships, emergency student funds, support to academic programs, professional development, and efforts to promote community awareness to the college and its services.

EXCELLENCE 50 Years and Beyond is our Major Gifts Campaign, with a 5 year goal of \$1,500,000.

Our campaign date is January 1, 2021 through December 31, 2025. Yearly goals are \$300,000.

We exceeded the first year goal with a total of \$425,000. This total includes interest income of more than \$120,000.

To reach our goals we will use the following plan:

**SPECIAL FUNDRAISING EVENTS:**

2022

EVENT	DATE
Henry and Doris Comedy	April 23, 2022

Poker Run	5/7/22
Kostas Recognition	6/11/22
Duck Race at Coal Festival	6/14-18, 22
Southern Biscuit Games	
S-Con	7/16/22
Golf Outing (Logan)	
Golf Outing (Wyoming)	10/12/22
Harvest Half	11/12/22

In addition to fundraising activities, we will continue with our donor relations, as well as seeking new donors.

Our goal is to secure donations to assist in upgrades of Science Labs, the Savas-Kostas Theater, and other capital improvements.

## Faculty Senate Update to the Board

February 15, 2022

1. New ACF representative and Boone / Lincoln Representative
2. Gathering faculty input of important higher education bills in legislature.
  - a. Importance to ACF
    - i. Campus Carry (SB 87, HB 2978, HB 3022)
    - ii. Creating Anti-Racism Act of 2022 (SB 498)
3. Revision of the Faculty Handbook in progress.

**Classified Staff Council Report to the Board of Governors****February 15, 2021**

The Classified Staff Council meeting was cancelled for the month of January due to inclement weather. We have the next scheduled meeting for February 23<sup>rd</sup>. Debbie Dingess, Human Resources Director, will be in attendance to discuss classifications and other related items.

**Respectfully Submitted by**

**Beverly McDonald, Chair**

**Classified Staff Council**

## ACTION ITEMS

**Southern West Virginia Community and Technical College**  
**Board of Governors**  
**Meeting of December 14, 2021**  
**2900 Dempsey Branch Road, Mt. Gay, WV**  
**Logan Campus, Building C, Room 428**  
**Via Zoom Meeting ID: 915 1551 1061**  
<https://zoom.us/j/91515511061>  
**Dial-in Only: 1-646-876-9923**  
**6:00 p.m.**

### OFFICIAL MINUTES

**Board Members Present:** Lisa Haddox-Heston, Chair; Bill Alderman, Robert Baldwin, Janice Olive, Bill Alderman, Dianna Toler, Shawn Cline-Riggins, Virgil Underwood, Sam Stewart, and David Gresham

**Board Members Absent:** Jeremy Thompson, excused.

**College Staff Present:** President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Tom Cook, Debbie Dingess, Stacy Dingess, Evan Riggins, Rita Roberson, Chris Ward, Beverly McDonald, Chris Ward, Darrell Taylor, Tim Owens, Kelly Shaffer, Suttle & Stalnaker

**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. Moment of Silence for Chuck Puckett.**

At this time a moment of silence was observed for Professor Chuck Puckett.

**3. Call for Public Comments to the Board of Governors:**

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

**4. Presentation and Acceptance of FY 2021 Financial Audit Presentation**

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the fiscal year ended **June 30, 2021**. Suttle and Stalnaker audit and consulting manager, Kelly Shafer, discussed details of the accounting firm's findings with respect to financial reporting. The accounting firm provided copies of the audited financial statements to the Board for review. The report is intended solely for the information and use of the College's Governing Board, managements of the College and the West Virginia Council for Community and Technical College Education, and is not intended to be and should not be used by anyone other than these specified parties. No internal issues or compliance issues were found during the audit, and the firm found no difficulties in dealing with management in performing and completing their audit. Suttle and Stalnaker made the following recommendations: 1) Reconciliation of Capital Assets -try to reconcile capital assets through the year maybe periodically would help to catch errors if they were looked at on a monthly basis. 2) Capital assets are kept on excel spreadsheet which can be hard to keep track of, suggests getting

a computerized fixed assets system. 3) Consider doing a physical inventory of capital assets periodically. 4). Suggested to keep communication open between FEMA and college regarding the money received from flood several years ago that Southern was unable to spend and that FEMA wouldn't take back. 5) Service organization control report related to the OASIS accounting system, make sure that report is reviewed annually and document that review. 6) SEFA Schedule of Expenditures and Federal Awards there was an error that required correction. Ms. Shafer expressed her appreciation to Interim President Litteral and his staff for the excellent assistance they provided during the audit. Ms. Shafer thanked Stacy Dingess and the Finance department for all their hard work. For institutions of which Suttle & Stalnaker has conducted audits, Southern is consistent with most.

## **5. Financial Report**

Stacy Dingess will provide the report from Suttle & Stalnaker to the Board. Mr. Dingess provided the cash balance report as of November 30<sup>th</sup> to the Board. Revenue entries are due to be entered by the end of December and will email to the Board for their review. Tuition and fee balance is \$11.6 million which is up almost 2 million dollars, very stable in that account. Auxiliary and Axillary Capital fees is up \$33,000.00 In our state appropriation (0380 account) will decrease as payroll continues to be deducted. Should be brought to zero by the end of the year. If there are any reserves by the last quarter in June, we will move operating expenses into that account and net it against our state revenue so it always balances out to zero. 4682, 4683 and 8772 are all restricted revenue accounts. We do have some increase in capital fee and a decrease in 4683 and 8772 grants and federal grants. Southern hasn't had any new federal grants lately but will be receiving a GEAR UP grant which Southern will get part of \$27 million dollars of which two universities and Southern are included in that grant. This year will be a different from years in the past because the service area will include Logan County. We are hopeful that will increase our student enrollment. Overall, we are doing well from a cash standpoint. Mr. Dingess will provide a more detailed quarterly report at the end of this month.

## **6. Introduction of New Board Members**

At this time, Chair Heston introduced the new member to the Board of Governors, Virgil Underwood. Chair Heston read Mr. Underwood's biography to the Board.

## **7. Oath of Office**

Mr. Joe Linville, Chief Facilities Management Officer, Public Notary, administered the *Oath of Office* to Virgil Underwood.

## **8. HLC Institutional Response Update**

Bill Alderman, ALO informed the Board that the criterion teams have submitted their first draft on December 2<sup>nd</sup>. Mr. Alderman invited any Board member to contact him should they wish to see the evidence on the Sdrive. To do so in a meeting would take up too much time due to amount of evidence listed there. The teams are at a word count of 24,507 of the 40,000 allowed. Mr. Alderman stated that the teams are ahead of schedule. Proud to report we are far ahead of where we were in previous reports. Criterion teams have been meeting weekly and now some meet bi-weekly and have minutes and agendas for each meeting. Mr. Alderman stepped down as chair on criterion one so he could help the

other teams more. Very please that so many are involved in this process from employees to Board members it is truly everyone's voice. Mr. Alderman briefly went over each criterion team's reports and invited the Board to take time to read over the reports attached. The timeline and planning updated was reviewed. We are anticipating a very good report. Very happy with the work that Tom Cook, Chad Scott, and Chris Thompson for all their help and support. Vision and mission statement are on the webpage. The report will be ready on August 22, 2022 and uploaded to assurance argument system in HLC. That will allow one month for HLC and Southern to look over and proof before the visit on November 14<sup>th</sup> and 15<sup>th</sup>, 2022. Planning on having several mock interviews between August and November to assure everyone is prepared for visit. Mr. Alderman took a few minutes to explain the accreditation process to the new members. Reiterated that this is a very transparent process and teams have worked together.

## **9. President's Report**

President Alderman provided the following update to the Board:

- College suffered a great loss of Chuck Puckett.
- Trunk or treat 500 participants in Williamson and over 2,000 participants in Logan Campus. We have community members, employees, and faculty involved.
- Giving Tuesday, Rita Roberson will give more information during her update.
- Thanked everyone for their work on HLC. Very happy with progress.
- Registration is currently in progress for Spring. Grades were due for Fall semester yesterday.
- ECA (early College Academy) grades were fantastic. Have approximately 100 students enrolled. Our goal with ECA is that high school students will graduate with an Associates Degree along with their High School Diploma. Mariana Evans, Coordinator of BOG degree, Dual Credit and ECA works to recruit high school students. Hopeful to expand the ECA program to career and technical programs.
- Working on Academic Calendar to revise it for next year. Looking to change from the 16 weeks that we have used for many years. We currently start in early in August. Sometimes students will go away for college and then decide to come back. We are unable to enroll those students unless they wait later in the semester or the following because we start so early. Looking to do go to a 15-week calendar next year. This will allow us to start the third week of August, we will have late registration that week to capture the students that return from other colleges. We will also do two 8-week semesters. We have tried 12-week semesters and those have not worked. This calendar will allow our students to graduate the first week of May and to be able to sit for exams quicker and be ready to work a lot sooner. This will be very beneficial to our Allied Health and Nursing students.
- The only community college involved to participate in the GEAR-UP grant.
- Looking forward to Dr. Brumfield and Dr. Persily's visits after break. Both are from the WV HEPC and CTCS. Dr. Cynthia Persily is over their health programs and works COVID. Dr. Randall Brumfield is the Vice Chancellor of Academics.
- Dr. Chris Treadway's from WV HEPC and CTCS visit went very well.
- MLT (Medical Laboratory Technology) won the National Cell Bowl. We had the number one student for that competition as well. Getting a lot of recognition for this accomplishment.



- Participated in the Great White Way parade in which our float won 1<sup>st</sup> place.
- Tug Valley Chamber of Commerce held Business After Hours on our Williamson Campus. We had approximately 25-30 visitors on campus. We did a presentation and then provided a tour of our buildings.
- Continue with District Consortium meetings. This is where we meet with the career and technical programs in each of our counties. Our last meeting was held at Mingo Central Comprehensive High School.
- Hosted the Harvest Half Marathon on our Williamson Campus.
- Spoke at the Small Communities Big Solutions conference that was held via zoom.
- Hosted a job fair the Armory building on our Williamson Campus. Saw approximately 80-100 prospective employees. Many of the companies that participated were able to hire.
- Darrell Taylor and Student Services presented SSConnect at West Virginia Association of Administrators and TRIO conference in Canaan Valley. They won the Statewide Innovation Award for SSConnect. Will present at the State level in January.
- Talked with Dr. Solomon last week about starting three new associate degree programs in Cosmetology, Mortuary Science, and Diesel Mechanic. Dr. Solomon is supportive and does not see why these would not be approved.
- In addition to associate degree programs we are also providing some workforce development programs. Currently, we have a Patient Care Technology program. This is an apprenticeship program, where they will be paid during their clinicals. Starting a CDL program in Williamson. Was made aware yesterday that we received more than \$500,000.00 in a West Virginia Advance grant for this program.
- Lineman program in Williamson as well. Will be asking for grant funds for this program, as well as, the Mortuary Science and Diesel Mechanic programs.
- Met with Southern Foundation Executive Board regarding opening a new bookstore. Met with the representative from Barnes & Noble and it went very well. Hopeful to partner with Barnes & Noble. Will bring this to the Board for approval. If a student takes 15 credit hours a semester the cost of the books will be \$360.00 for all of their textbooks. The books will be ebooks. This is a huge cost saving for our students.
- Governance Day on December 3<sup>rd</sup>. Was able to meet in person, the first time since COVID.
- Stephanie Mounts and students will host a free tax preparation for free.
- Participated in a fund-raising event at the Coal Field Jamboree. Approximately \$16,000.00 was raised. Discussed in Logan County Chamber of Commerce meeting about getting the Coalfield Jamboree listed on historical registry, which would open up grant opportunities.
- Received last round of HERF money. Southern was able to provide two rounds of checks to our students this semester. Southern has given back approximately 2 million dollars back to students.
- Attended first meeting of West Virginia Rural Health Board of Directors. Dr. Alderman will be serving on that Board.
- Counseling was provided for employees and students in light of Chuck Puckett's passing.

- The foundation has raised \$320,000 in cash. Does not include in-kind donations.

## **10. Faculty Senate Report**

Faculty Senate Chair, Chris Ward, Provided the Faculty Senate report. Chris thanked the Board, Administration, and Faculty who stepped up and helped to give finals and grade Chuck Puckett's classes and do so in a seamless fashion. Mr. Puckett was also the ACF Chair, and with his passing, that position will need to be filled in January. Mr. Ward is working with campus directors and Tom Cook to improve classrooms technology and renovations. Faculty Senate provided input on Academic Calendar to make it a 15-week semester, which was unanimously approved by Senate. The Promotion and Tenure committee made recommendations to the CAO. Policy not up for review for two years, but wants to meet with those who have been through process and get their feedback on what works and what did not. This will provide better information for review process and recommendations for changes. Mr. Ward will also continue Mr. Puckett's work on getting tenure back at the state level. Faculty handbook needs to be revised before the HLC visit. Faculty Senate is also working on revising the textbook policy. Senate is also looking the Adjunct release time policy so it will be ready to present in April. Mr. Ward provided an update on Brightspace.

## **11. Classified Staff Council Report**

Beverly McDonald provided the Classified Staff Council Report to the Board. Classified Staff has met a couple of times since the last Board meeting. Staff has met with Debbie Dingess, Chief Human Resources Officer, and President Alderman regarding reclassification. In 2017 a Legislative Bill was introduced that changed how Classified Staff worked. Human Resources and staff will be working on updating job descriptions. The Southern Samaritans subcommittee is working on fundraising activities to help Southern employees when there is a need.

## **12. Discussion Items**

### **12.1 Board of Governors Evaluation of the President**

This evaluation is in response to the Higher Learning Commission's directions to the Board of Governors. The Board is to do an evaluation and establish goals every six months in which to evaluate the President. Also, Dr. Alderman's initial contract will be up in May, according to WV Code, and the Board is called upon by the CTCS to evaluate the President at that time. The results were very good.

### **12.2 Board of Governors Self Evaluation.**

The Board of Governors must evaluate themselves annually. The results from this evaluation were very good as well.

### **12.3 Boone Memorial Partnerships**

Mr. Gresham stated that Boone Memorial Hospital continues to work with President Alderman and the Foundation in joint fundraising. Working on some scholarships. The hospital continues to grow every day. Work continues on

developing the old Magic Mart Building. Looking to add additional services at the hospital. Plans to add a sleep study center. It is a great time to be a Boone Memorial Hospital employee. The hospital has grown from 115 employees to 400 employees. It is getting harder to maintain the small-town feel, but constantly working on that. Virgil Underwood is very excited to be with the college and roll up sleeves to work.

#### **12.4 Results of Mike McGraw Golf Outing, Harvest Half, Giving Tuesday and Fundraising To Date.**

Rita Roberson gave the following update from the Development office:

- Has been a great year for the Foundation. Hoping to double last years totals.
- Received approximately \$303,000.00 in pledges. Employee contributions increased from \$2,159.82 to \$12, 250.00 per year.
- Annual Mike McGraw Golf Outing was another great event raising \$13,000.00.
- The Southern Harvest Half numbers were down. This is in part to taking last year off due to COVID, but looking forward to getting this event back on track. The total amount earned has not been totaled yet.
- Giving Tuesday earned approximately \$1,000.00.
- Nearly 1,800 alumni letters were mailed out and the December graduate letters will be mailed in January. The Foundation is hoping to build a solid alumni association.
- Annual End of Year Executive Board Meeting in November. One of the main goals it to make a stronger commitment to our high schools and middle schools in hope of increasing scholarships and enrollment to the college.

#### **12.5 HLC Annual Conference April 1<sup>st</sup> -5<sup>th</sup>, 2022**

Conference will be held in person in Chicago. A virtual option is available as well. If you would like to attend in person or virtually, please let Jen know.

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

#### **13.1 Personnel Matters**

No matters at this time.

### **14. Action Items**

#### **14.1 Approval of October 19, 2021 Board Meeting Minutes**

**MOTION:** Sam Stewart moved to accept the October 19, 2021 Board meeting minutes as presented.

**ACTION:** Janice Olive seconded the motion. The motion carried. Chair Heston declared the motion adopted and the minutes approved.

#### **14.2 Approval of Expectations of Board of Governors.**

**MOTION:** Shawn Cline-Riggins moved to accept the Expectations of Board of Governors as presented.

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

#### **14.3 Vice Chair Board of Governors Selection**

Chair Heston inquired to the legal counsel of the HEPC how to appoint a vice chair and secretary since there are no policies and/or code to refer to. Kristin Boggs suggested that Chari Heston handle it the best way in light of no policies or code to refer too. As such, Chair Heston appointed Bill Alderman as Vice Chair and Janice Olive as Secretary. Both Board members accepted the positions. Kristin Boggs suggested that we make policy to address this situation. As such, SCP 8006.A will need to be amended.

#### **14.4 Setting/Adoption New Six-Month Goals for President**

Chair Heston will call a special meeting in January to adopt the goals for President Alderman.

#### **14.5 Approval of SCP-XXXX Professor Emeritus**

**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-XXXX, *Professor Emeritus*, and SCP-XXXX.A, *Professor Emeritus Nomination Form*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**ACTION:** Bud Baldwin seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

### **15. Informational Items**

**15.1 The next regular Board of Governors meeting is scheduled for 6:00 p.m. February 15, 2022 at 6:00 p.m.**

**15.2 Board of Governors retreat in April 2022**

Discussed the retreat and dates in April. As it stands the retreat will take place in April at Stonewall. Dates will be provided.

**16. Adjournment**

There being no further business, upon a motion by Shawn Cline- Riggins and second by David Gresham, Chair Heston declared the meeting adjourned at 8:00 p.m.

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

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Jennifer Dove  
Executive Assistant to the President  
and Board of Governors

*Draft*

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF FEBRUARY 15, 2022**

**ITEM:** SCP-XXXX, *Professor Emeritus Status* and SCP-XXXX.A, *Professor Emeritus Nomination Form*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-XXXX, *Professor Emeritus Status*, and attachments, 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-XXXX, *Professor Emeritus Status*, and SCP-XXXX.A, *Professor Emeritus Nomination Form*, is a new policy which was developed to comply with the requirements of West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*. The purpose of this policy is to establish the process for granting the status of Professor Emeritus upon a retiring or retired faculty member of Southern West Virginia Community and Technical College, to define criteria for consideration, and benefits granted with this status.

The policy was reviewed and approved by Executive Council and by President's Cabinet at their February 2021 meetings.

At its December 14, 2021 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, at the end of the comment period. Because she had so many suggestions for the Professor Emeritus policy, she retyped it so it would be easier to follow the proposed revisions. The revised policy before you for consideration reflects the suggested changes of Ms. Boggs.

Other comments received were from Matthew Payne, Professor of Information Technology at Southern West Virginia Community and Technical College, as follows:

1. At many other colleges, the Emeritus status grants faculty voting rights. I believe we should include this as that person would have dedicated a good portion of their career to our school. They would have our best interest at heart.
2. The status also places the professor into an inactive status so that if or when positions open, they can be considered for "rehire" up to a year at a time. Example from Cornell:
  - a. *"Professor emeritus or emerita is a continuing appointment status, inactive until a "rehire" appointment (using the emeritus or emerita title) is*

*approved in paid or unpaid renewable positions for up to one year at a time."*

Given the recent turnover in many of the positions I feel this would give the school a "short list" of candidates for a job opening. The school could easily reach out to the professor and offer them an opportunity to come back and quickly fill a roll that may be needed. With the difficulty we've had filling a few positions I think this should be included as the recipient of the title would be interested in scholarship after official retirement and would be willing to fill a role until such time another candidate could be found.

In response to comment 1, after completing research and review at other institutions of higher learning, it is determined that allowing professor emeritus to continue voting rights after retirement is not common. Therefore, the recommendation is to add sub-section "4.5.6 The right to attend (but not vote at) faculty senate and college meetings."

In response to comment 2, it is recommended that this language be added to the policy as a new sub-section 4.5.7 to read as follows "Professor Emeritus faculty are eligible for hire-back arrangements for specified periods of time in accordance with the needs of the department and the College. Emeritus status is a continuing appointment status, inactive until a "rehire" appointment is approved."

Because these represent significant changes from the policy presented for comment at the Board's meeting of December 14, 2021, the administration recommends the policy and attachments be resubmitted for an additional 30-day comment period prior to adoption.

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

**SUBJECT:** Professor Emeritus Status

**REFERENCE:** West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 9, *Academic Freedom Professional Responsibility, Promotion, and Tenure*

**ORIGINATION:** February 2021

**EFFECTIVE:**

**REVIEWED:**

### SECTION 1. PURPOSE

- 1.1 To establish the process for granting the status of Professor Emeritus upon a retiring or retired faculty member of Southern West Virginia Community and Technical College, to define criteria for consideration and benefits granted with this status.

### SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy shall ~~take into consideration~~ apply to all full-time faculty members that are in the final year of service prior to retirement and retired full-time faculty of Southern West Virginia Community and Technical College.

### SECTION 3. DEFINITIONS

- 3.1 ~~None. "Professor Emeritus" means a person retired from professional life as a full-time faculty member but permitted to retain the rank of the last office held as an honorary title.~~

### SECTION 4. POLICY

- 4.1 The status of Professor Emeritus shall be granted to retiring or retired full-time faculty members who have shown long, merited, and inspirational service to the students, faculty, and the institution of Southern West Virginia Community and Technical College.
- 4.2 A member of faculty, staff, or the community of Southern West Virginia Community and Technical College ~~shall~~ may nominate a retiring or retired faculty members to the Faculty Senate by December 31 each year, and for consideration of Professor Emeritus status by the Faculty Senate shall consider such nominations during the Governance Day meeting closest to February 15.
- 4.3 After consideration of any portfolio of evidence, the Faculty Senate shall take a vote on the nomination, and submit their nominations by March 15 to the President.
- 4.4 The President shall consider the nominations and make the final decision as to the confirmation of Professor Emeritus status no later than May 1.

**Commented [KB1]:** I changed this to may, because "shall" requires faculty, staff, etc. to submit nominations, and I think it's supposed to be a voluntary process. But if they do submit, they are required to do so in time for the meeting closest to 2/15. Knowing people as I do, I arbitrarily picked the end of December an actual deadline, because otherwise, the faculty senate will get nominations up to the morning of the meeting in February, and that's not enough time to consider the merits of the contenders. So an actual date is generally better, but you can select whatever date you like.



**4.5 Professor Emeritus status shall confer the following rights:**

- 4.5.1 Southern identification card shall be provided to professor emeriti upon request.
- 4.5.2 Invitation to college events.
- 4.5.3 Maintenance of a Southern faculty e-mail account, if desired by professor emeriti.
- 4.5.4 Full access to library facilities.

~~4.5.5 A listing of this status in Southern's Catalog.~~

~~4.5.6 The right to attend (but not vote at) faculty senate and College meetings.~~

~~4.5.7 Professor Emeritus faculty are eligible for hire-back arrangements for specified periods of time in accordance with the needs of the department and the College. Emeritus status is a continuing appointment status, inactive until a "rehire" appointment is approved.~~

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**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 None.

**SECTION 6. GENERAL PROVISIONS**

- 6.1 None.

**SECTION 7. RESPONSIBILITIES**

- ~~7.1 The President will notify Human Resources of confirmation of Professor Emeritus status, and Human Resources will maintain a list of those granted emeritus status.~~

**SECTION 8. CANCELLATION**

- 8.1 None.

**SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

\_\_\_\_\_  
Board of Governors Chair      Date

President

Date

**Attachments:** SCP-XXXX.A, *Professor Emeritus Nomination Form*

**Distribution:** Board of Governors (12 members)  
[www.southernwv.edu](http://www.southernwv.edu)

**Revision Notes:** February 2021 - New policy.

