



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

Meeting of June 17, 2025

6:30 p.m.

100 College Drive, Building C, Room 428

Logan, West Virginia, and Zoom

To Join Zoom Meeting:

<https://zoom.us/j/8395760568?pwd=RIhvZFdNNXNjZXkwMzhrMWZZYVZIUT09&omn=95063148651>

Meeting ID: 839 576 0568

Passcode: PvKZ0V

Dial In: +1 646 876 9923

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

AGENDA

1. Roll Call, Verification of Quorum, and Call to Order.....Jarrod Fletcher
Board Chair
2. Call for Public Comments to the Board of GovernorsChair Fletcher
3. Discussion ItemsChair Fletcher
 - 3.1 Discussion to form Ad Hoc Committees.....Chair Fletcher
4. Dean of Allied Health and Nursing Report.....Dr. Lisa Haddox-Heston
5. Dean of Professional and Transfer Programs Report.....Mr. Christopher Ward
6. Dean of Non-Traditional Programs Report.....Ms. Melinda Saunders
7. Classified Staff Annual Report
Ms. Kimberly Maynard, Chair
Classified Staff Council
8. Office of Information Technology Annual Report.....7
Mr. Tom Cook, Chief Information Officer
9. HLC Focus VisitDr. Corley Dennison
Interim President
10. Faculty Senate ReportMr. Matt Mayo
Chair, Faculty Senate
11. Finance Report9
Ms. Velva Pennington, Chief Financial Officer

12.	Presidents Report.....	Dr. Corley Dennison Interim President
13.	Action Items	Chair Fletcher
13.1	* Election of Officers	Chair Fletcher
13.2	* Election for the Financial Exigency, Chair.....	Chair Fletcher
13.3	*Approval of November 21, 2024, Emergency Board Meeting Minutes	11
13.4	*Approval of December 17, 2024 Board Meeting Minutes	13
13.5	* Approval of January 14, 2025, Special Board Meeting Minutes	21
13.6	*Approval of March 6, 2025 Board Meeting Minutes	25
13.7	*Approval of March 19, 2025 Special Board Meeting Minutes	29
13.8	*Approval of April 15, 2025 Board Meeting Minutes.....	33
13.9	*Request for Approval of Board of Governors 2025-2026 Meeting Calendar Dr. Corley Dennison, Interim President	
13.10	*Request for Approval to Release Policy for 30 Day Comment Period. Ms. Debbie Dingess, Chief Human Resources Officer	
	13.10.1 *SCP-1XXX, <i>Social Media Policy</i>	
13.11	* Request for Final Approval Following 30-Day Comment Period.....Ms. Debbie Dingess, Chief Human Resources Officer	42
	13.11.1 *SCP-1004, <i>Copyright Policy</i>	43
	13.11.2 *SCP- 1500, <i>Philosophy Vision and Mission</i>	49
	13.11.3 *SCP-1750, <i>Tobacco and Smoke-Free Campus Policy</i>	53
	13.11.4 *SCP-2810, <i>Sabbatical Leave for Full-time Faculty</i>	56
	13.11.5 *SCP-2810.A, <i>Sabbatical Leave Request and</i>	62
	13.11.6 *SCP-2810.B, <i>Sabbatical Leave Promissory Note</i>	63
	13.11.7 *SCP-4233, <i>The Dean's List of Students; Graduation with Honors Status</i>	64
	13.11.8 *SCP4398, <i>Student Grades and Grade Point Average Requirements For Graduation</i>	66
	13.11.9 *SCP-5050, <i>Assessment Payment and Refund of Tuition and Fees</i>	70
	13.11.10 *SCP-5066, <i>Third Party Tuition and Fee Waivers</i>	74
	13.11.11 *SCP-5066.A, <i>Third Party Tuition and/or Fee Waive Agreement</i>	77
	13.11.12 *SCP-5620, <i>Traffic and Vehicle Speed Flow and Parking Regulations</i>	78

13.11.13	*SCP-7125, <i>Information Technology Acceptable Usage</i>	3.81
13.11.14	*SCP-7720, <i>Security of Information Technology</i>	86
14.	Informational Items.....	Chair Fletcher
14.1	Resolution Reporting on Undergraduate Tuition and Fee Waivers.....	94
	Ms. Velva Pennington, Chief Finance Officer	
14.2	Comparison CTC's Charts.....	96
14.3	Organizational Chart.....	100
14.4	Board of Governors Self Evaluation	Regina Bias
14.5	Board of Governors Bios for HLC Focus Visit.....	Regina Bias
14.6	Room Utilization chart	113
14.7	The next regular Board of Governors meeting will be held August , __2025, at 6:00 p.m.	
15	Adjournment	Chair Fletcher

*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.

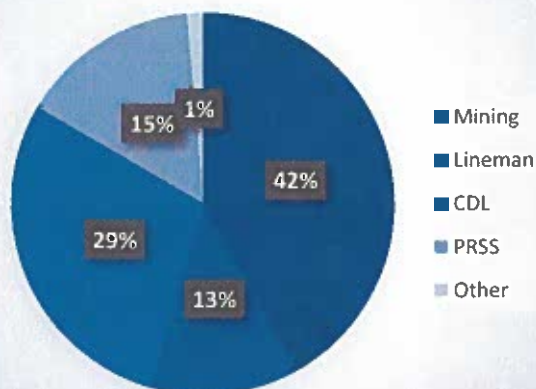
BOG Divisional Status Update
Dean of Non-Traditional Programs
Melinda Saunders
June 2025

Workforce Development (WFD)

Enrollment Summary Fiscal Year 2025

Course Information	Sections	Enrollment	Average Class Size
WV Surface Mine Apprentice (40-hour)	7	49	7
WV Underground Mine Apprentice (80-hour)	9	39	4.3
Experienced Miner and WV Underground 8HR Training (8-hour on-demand)	3	3	1
Basic Lineman Training (450-hour training)	2	27	13.5
CDL Training Program (160-hour training)	20	63	3.7
CDL Non-Theory Training and CDL Class B to A Bridge (112-hour training)	4	4	
Peer Recovery Support Specialist (PRSS) (40-46-hour)	4	28	7
Wellness Recovery Action Plan I (16-hour)	1	5	5
Practical Computer Skills (40-hour)	1	3	3

WFD Enrollment by Sector



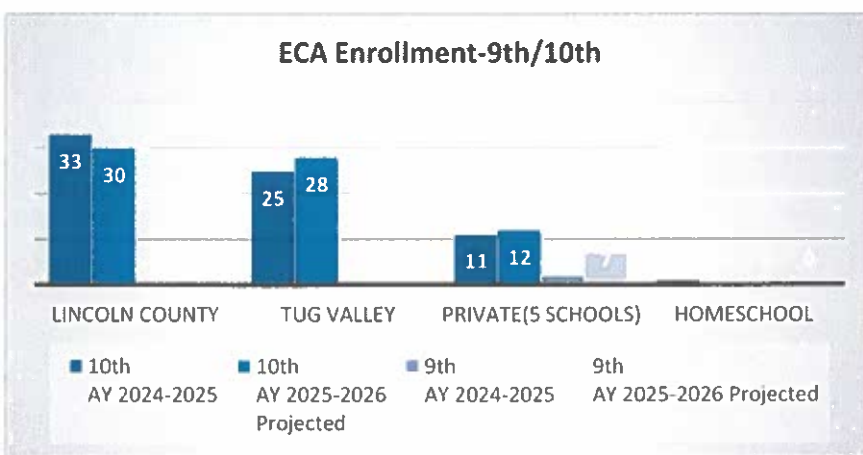
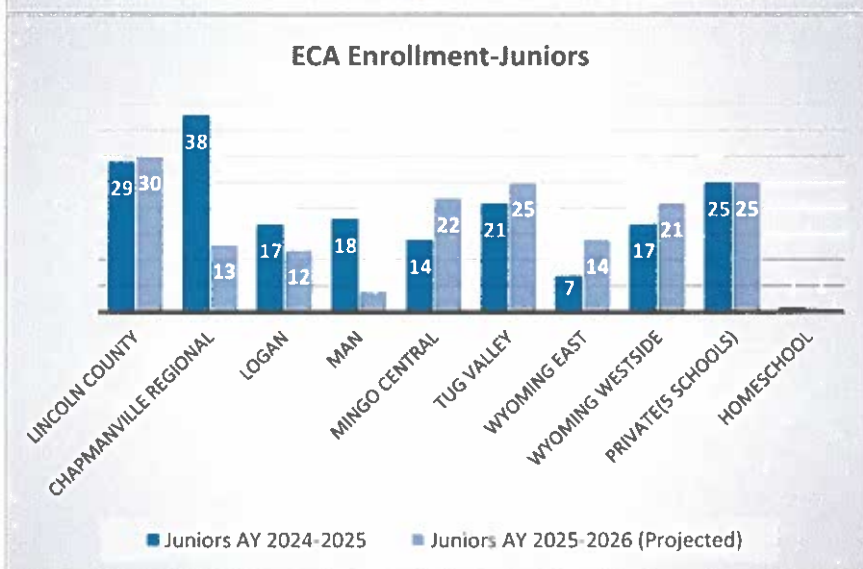
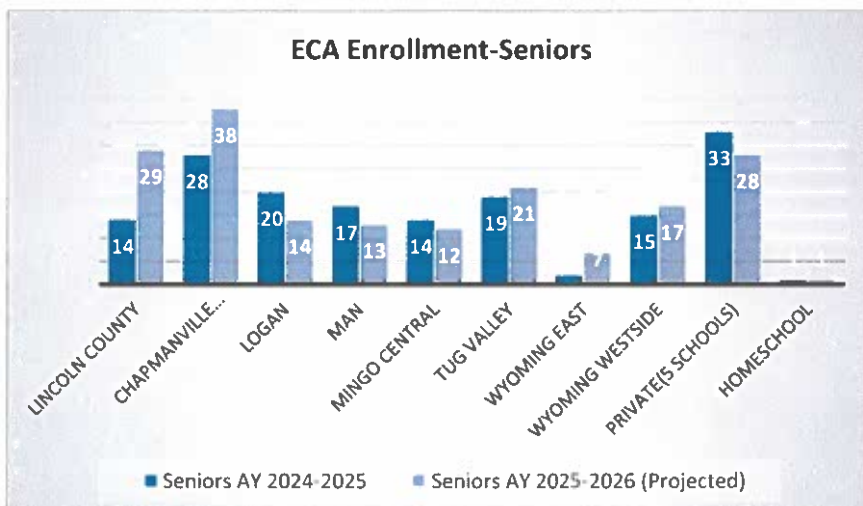
WFD Points of Interest

- Highest WFD enrolled section—22 in WV Surface Mine Apprentice-offered at Ralph R. Willis CTE
- Fall 2025 Lineman/CDL Cohort
 - ✓ 16 students pre-assessed
 - ✓ Orientation May 15 (10)
 - ✓ Orientation June 10
 - ✓ Commercial Learners Permit (CLP) prep provided
- CDL and Lineman on Education Training Provider (ETPL)-approved for WIOA funding
- No current critical WFD staffing needs; Director of WFD vacant

WFD Recruitment Summary:

- Job Fair at RRW CTE on May 8 and Scott High School on April 9
- High School Site Visits to Tug Valley, Mingo Central, and RRW
- Small group visits by private and public high school students from Beth Haven, Chapmanville Middle, and Scott High School to Williamson Campus Armory
- Email/phone responses to Southern website inquiries—new and previous prospects
- Information letter to
 - area high school/ CTE principals/counselors
 - prospects from website inquiries and Job Fair attendees
- Social media postings on Southern's official Facebook page

Early College Academy (ECA)



Points of Interest

- Early College Academy (ECA) serves 9th-12th grade high school students who meet county/school - and college-specific eligibility criteria.
- The tuition rate for ECA students is \$75/credit hour for each enrolled credit hour (no fees assessed).
- The primary tuition support source is Level-Up (state appropriation administered by Higher Education Policy Commission (HEPC)).
- The school/county and/or parent/guardian is/are responsible for all textbooks costs and tuition not funded by Level Up
- Level Up Eligibility Criteria for AY 2025-2026
- ✓ Course(s) must earn college and high school credit and count in GPA
- ✓ Course(s) may only be funded once per student
- ✓ Course(s) must be on the student's high school-, Southern-, HEPC-approved signed MOU

ECA Recruitment Summary

- Interest meetings with parents/prospective students held at
 - ✓ Lincoln County (fall)
 - ✓ Mingo Central, (spring)
 - ✓ Tug Valley (spring, two)
 - ✓ Wyoming East
 - ✓ Wyoming Westside
 - ✓ West Logan
- Coordination for eligible incoming students conducted by other schools
- All returning students advised/scheduled directly by Southern's Dean and ECA Coordinator

Early Entry Enrollment and Degree Achievement Summary

Academic Year	Headcount		Credit Hours (FTE)		Graduates Unduplicated Headcount	General Education Certificate	Associate in Arts	Associate in Science	Total Degrees Awarded
	Fall	Spring	Fall	Spring					
2024-2025	418	450	5380 (358.7)	5653 (376.9)	105	103	104	83	288
2025-2026 Projected	434	440	5586 (372.4)	5527 (368.5)	100	100	100	80	280

ECA Enrollment Trend Concerns

- The Herd Academy appears to have established a foothold within our service region. There is evidence of growth in access to dual credit and online courses provided on the high school campuses during the regular school year.
- Southern anticipates a decrease in Logan County ECA enrollment based upon
 - New PSAT/SAT benchmarking requirements for new ECA students shared with Southern in fall 2024
 - Unsuccessful attempts to schedule interest meetings during the spring term
 - Last week of school communication informing Southern that students interested in ECA would be invited to speak with Southern personnel directly
- Southern anticipates no ECA enrollment with Boone County based upon
 - WV State University is the provider of choice for dual credit
 - Marshall University and Southern offer dual credit BS 124/125 Anatomy and Physiology I/II on alternating years at Scott High School Campus Armory.

Dual Credit Course Enrollment Summary

High School	Fall 2024		Spring 2025	
	Course	Headcount	Course	Headcount
Tug Valley	EN 101 English Composition I	7	EN 102 English Composition II	4
	HS 230 American History I	25	HS 231 American History II	25
Westside	MT 123 Intermediate Algebra	11	MT 130 College Algebra	11
Chapmanville Regional	IT 134 UAV Basic Flight Preparation, Systems, & Safety	7	IT 275 Exploration of Engineering & Technology	7

Board of Governors AY-2024-2025

Prospects/Advisees	9
Majors	18
Expected Graduates	10

**Southern West Virginia Community and Technical College
Office of Information Technology
Board of Governor's Update
June 17, 2025**

Tom Cook, Chief Information Officer

The following is a yearly Information Technology Board of Governor's update that outlines notable activities since the last board update on April 16, 2024. Information Technology (IT) continued to make improvements to data security, including updates to many practices and procedures to better protect the college and the information managed. Major technology expenditures completed during COVID have helped IT manage the last few years without major expenditures.

2024-2025 Notable Activities

1. Improved network security, monitoring, and logging

- Purchased software that allows for more comprehensive network monitoring and reporting.
- Worked with WVNET to create a secure VLAN for all cybersecurity equipment.
- Established a comprehensive login system for all network equipment.
- Automated vulnerability scans on all campus servers and virtual machines and worked with the WV Department of Homeland Security/CISA to do weekly external vulnerability scans.
- Set up a system to automate firmware updates on network switches to allow for more efficient and timely updates.

2. Hardware and software updates

- As of October 2025, Microsoft will end support for Windows 10. A concerted effort to identify and upgrade any existing machines to Windows 11 has been ongoing, with an estimated completion of late summer 2025.
- Room A-111 on the Logan campus has been updated with two large TVs along with electronic classroom equipment to provide the college with additional space for meetings, classes, or gatherings with much-needed technological flexibility.

3. Developed web-based systems to assist offices and added features to the website

- Created an online personnel management application system for Human Resources, providing the college a seamless transition during a time when a new Human Resource system was being evaluated, purchased, and implemented.
- Created a web application to help interface admissions applications from Element451 to Banner.
- Added a chatbot to the website to offer additional assistance and increased access to information about the college.

- Added an Accessibility App to the website in accordance with ADA compliance regulations.

4. *Distance Learning (Brightspace) updates*

- Every course offered was created online with a “Support and Resource Section” to assist instructors and students.
- Regular updates were sent to faculty on the development of AI tools for the benefit and integrity of their courses.
- Interaction tools, such as “Kahoot” and “ScreenPal” were made available to increase student engagement.
- Zoom interactive classes were integrated into Brightspace for a more seamless content recording experience that allows sharing within the platform.
- A new Distance Education Handbook for Instructors has been developed over the past year and will be finalized for Fall 2025, and includes training courses and resources to help faculty become more proficient with their online courses.

5. *Institutional Research updates*

- Continued reporting student data for federal and state compliance reporting.
- Worked with the Program Directors and the Assessment/Accreditation Office to compile program reviews and to improve data gathering processes.
- Created a syllabus template for each course to meet assessment requirements.
- Currently working with the Assessment/Accreditation Office to set up a Syllabus Repository.
- Working with the Web Developer to enhance/update the Institutional Research area of the website.
- Implemented data inquiry process to increase data accuracy and to better understand institutional data needs.

2025-2026 Plans

IT recently purchased a new Helpdesk software package for problem reporting and technology requests. An additional feature will allow the college to improve inventory management of technology. Implementation for this module is slated to take place over the next several months and will increase efficiency in equipment tracking and upgrade planning for the future. Conferencing software will transition from Zoom to Microsoft Teams and by June 2025 most of the institution's Zoom licensing will phase out, making Teams the primary platform for most meetings and remote learning. This will merge the college onto a common conferencing platform and save money by not having duplicate conferencing methods. A concerted effort to find grants to help replace/upgrade network infrastructure is ongoing, and efforts are being made to plan for the replacement of faculty/staff computers on a cycle.

**Memo**

To: Southern West Virginia Community and Technical College Board of Governors

From: Velve Pennington, Chief Finance Officer

CC: Dr. Corley Dennison, Interim President

RE: Finance Update

At the end of the third quarter, the college currently costs \$73,421.76 a day to operate. We have 176 days of operational cash on hand. This year, we have collected \$4,422,123.00 in tuition and fees revenue, which is 94% of our 2025 tuition and fees budget.

Southern WV Community & Technical College
Operating Budget Cash Analysis
4th QTR 2025

	FY 2025 BUDGET	FY 2025 ACTUAL YTD	Comparison %	FY 2024 BUDGET	FY 2024 ACTUAL QTD	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$4,697,793	\$4,422,123	94%	\$4,981,610	5,387,867	108%
Capital Fees	340,000	163,629	48%	308,082	268,739	87%
Workforce Revenue	400,000	212,018	53%	400,000	280,057	70%
Auxiliary Enterprises	30,000	48,884	163%	35,000	29,468	84%
Other Operating Revenue	50,000	1,209,906	2420%	50,000	193,199	386%
State Appropriations	9,217,907	7,806,341	85%	8,849,656	8,849,656	100%
Investment Income	400,000	426,873	107%	245,000	543,061	222%
Other Nonoperating revenues	-	-	0%	-	501,482	0%
TOTAL REVENUES	\$15,135,700	\$14,289,773	94%	\$14,869,348	\$16,053,529	108%

TOTAL EXPENSES:						
Salaries and Wages	\$9,686,089	\$8,536,364	88%	\$9,826,117	9,175,383	93%
Benefits	2,738,458	2,481,195	91%	2,634,027	2,628,860	100%
Utilities	872,280	661,118	76%	862,100	773,128	90%
Supplies and Other Services	1,838,873	2,418,301	132%	2,298,400	2,165,269	94%
TOTAL OPERATING EXPENSES	\$15,135,700	\$14,096,978	93%	\$15,620,644	\$14,742,641	94%

Net Change in Cash	\$0	\$192,795	(\$751,296)	\$1,310,888
Cash Beginning Balance	12,714,524	12,714,524	11,403,636	11,403,636
Ending Cash Balance	12,714,525	12,907,320	10,652,340	12,714,524

Summary	
Beginning Cash Balance	\$12,714,524
Revenues	\$14,289,773
Expenses	(\$14,096,978)
Ending Cash Balance	\$12,907,320

Operational Cash on Hand Days	
2025 Operational Expenses	\$14,096,978
Days/yr	192
Operational expenses per day	\$73,421.76
2025 Cash on Deposit	\$12,907,320
Total Operational Cash sustainability	176



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of November 21, 2024
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom 5:00 p.m.**

Join Zoom Meeting:

<https://zoom.us/j/91843050220?pwd=4WihhGUWtyCZJBLYFoeriKiaiolb6.1>

Meeting ID: 918 4305 0220

Dial-in: 1-646-876-9923

MINUTES

Board Members Present: Bud Baldwin, Chair; Shawn Cline-Riggins, Vice-Chair, George Nisbet, Secretary, Sam Stewart, Chris Gray, Chris Ward, Sydney Brown, David Gresham, David Lemmon, Jarrod Fletcher, and Kristi Perkins

Board Members Absent: Josh Stowers

Guests: None

1. Call to Order

Board of Governors Chair, Mr. Robert Baldwin, declared a quorum present and convened the meeting at 5:00 p.m.

2. Implementation of Presidential Succession Plan

MOTION: David Lemmon made a motion to object to the Implementation of Presidential Succession plan.

ACTION: Jarrod Fletcher seconded the motion

David Lemmon moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to Discuss Personnel Matters. Jarrod Fletcher seconded the motion that carried unanimously. Chair Baldwin declared the motion adopted and the Board then met in an Executive Session at 5:05 p.m. Following deliberations, Jarrod Fletcher moved that the Board rise from Executive Session and reconvene in open session. David Lemmon seconded the motion which was carried unanimously.

The Board took no votes nor made any decisions during the Executive Session.

MOTION: David Gresham made a Motion to appoint Mr. Darrell Taylor as Acting President.

ACTION: Shawn Cline-Riggins seconded the motion. The motion was carried unanimously, and Chair Baldwin declared the motion adopted.

3. Compensation for Acting President

Chair Baldin asked for a motion to approve compensation for acting President in the amount of \$148,000.00 (annually) that will be prorated during time served as Acting President. Shawn Cline- Riggins made the motion. The motion carried unanimously, and Chair Baldwin declared the motion adopted.

4. Adjournment

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

Robert Baldwin, Chair

Jennifer Dove
Executive Assistant to the President
and Board of Governors



Southern West Virginia Community and Technical College
Board of Governors
Meeting of December 17, 2024
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom
6:00 p.m.

Join Zoom Meeting:

<https://zoom.us/j/98756998061?pwd=vXhF2JCqsEM8Hlb7NA6pi500asYBSw.1>

Meeting ID: 987 5699 8061

Dial-in: 1-646-876-9923

MINUTES

Board Members Present: Shawn Cline-Riggins, Vice-Chair, George Nisbet, Secretary, Cody Reynolds, Chris Gray, Chris Ward, David Gresham, David Lemmon, Jarrod Fletcher, Brent Tomblin, Sydney Brown, and Kristi Perkins

Board Members Absent: None

Also Attending: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Velva Pennington, Chief Finance Officer, Joe Linville, Chief Facilities Management Officer, Debbie Dingess, Chief Human Resources Officer, Tom Cook, Chief Information Officer, Stacy Dingess, Chief External Affairs Officer; and Darrell Taylor, Chief Student Services Officer

Guests: Kelly Shaffer, and Kristin Moody, Suttle and Stalnaker

1. **Roll Call, Verification of Quorum, Vice Chair Comments, and Call to Order**

Board of Governors Vice Chair, Ms. Shawn Cline-Riggins, declared a quorum present and convened the meeting at 6:00 p.m. Vice Chair Riggins made comments to the Board as whole asking that everyone be respectful during the meeting and act with decorum. Vice Chair Riggins informed the Board that a training will be scheduled in the future that all are to attend per the Chancellor of the West Virginia Higher Education Policy Commission. She also reminded everyone about the Lunch and Learns that are available and count towards training hours. Vice Chair Riggins announced that Josh Stowers has resigned his position on the Board.

2. **Oath of Office**

Mr. Joe Linville, Chief Facilities Management Officer, and Public Notary administered the *Oath of Office* to Brent Tomblin and Dr. Cody Reynolds.

3. **Presentation of FY 2021 Financial Audit.**

3.1 Independent Auditors Report

Ms. Kelly Shaffer from Suttle and Stalnaker presented the Financial Audit to the Board. Two separate reports are issued as part of the audit: Financial Audits and Report to the Board of Governors. Ms. Shafer presented the Board with some slides that provided the following information:

- Financial Statements and what is included in the statements. Ms. Shafer pointed out most of the financial statement documents are prepared by management. Suttle and Stalnaker issue two reports on the finance statements, one at the beginning of the document and one at the end.
- The first report contains the Auditors' Report with contains the Auditors' Opinion. Southern received an unmodified opinion on their audit, which is the best opinion to receive. Ms. Shafer pointed out that this is what you are looking for in terms of overall results of the audit.
- Second report on internal control over financial reporting and compliance. This was included in the back of the financial statements. This report stated that there was no compliance issues identified during the audit. One internal control item was noted. Ms. Shafer explained this in the required communications.
- Provided slides that showed the financial results of the year that is the condensed schedule of net position or the balance sheet. Ms. Shafer explained that this is a summary of the financial results for the year compared to the prior year. Ms. Shafer highlighted the following: Total assets on June 30, 2024, were 40 million, which was up slightly compared to the prior year. Cash balances were up at the end of the year. The increase in cash was offset by a slight decrease in fixed assets based on normal depreciation during the year.
- Deferred outflows of resources related to pension and OPEB obligations were \$212,000.00
- Total Liabilities for the year were \$3.7 million, which was very consistent between the two years.
- Deferred inflows of resources related to OPEB was \$408,000. 00.
- Total net position for the year was \$36 million.
- Two-year Condensed Schedule of Revenue, Expenses and Changes in net Position comparison showed that total operating revenues for 2024 were under \$6 million which was a slight decrease. This was due to a slight decrease in tuition and revenue accompanied by a decrease in State Grant revenue. These decreases were offset by increases in Federal Grant revenue and miscellaneous revenues.
- Operating expenses were \$19 million, which is a decrease of approximately \$800,000 compared to the previous year. This was mainly due to decreases and supplies and other expenses from the HERF funding that colleges had received for the last couple of years from COVID money. That funding went away at the end of 2023, which lead to the expenses it was spent on decreasing during the year.
- Non-reporting revenues were \$ 3. 9 million, up slightly from the previous year due to increases in state appropriations received.
- Payments on behalf of the college were \$111,000.00 that resulted in a total increase in that position for the year, \$559.000.00.
- Reviewed the required communication that is part of the report to the Board of Governors. Standard communications that Suttle and Stalnaker are required to make to the Board. At the conclusion of the audit it covers, responsibilities of Suttle and Stalnaker to perform the audit under their professional standards, adoption of any new accounting policies during the year. Review of significant

estimates that go into preparing financial statements and financial statement disclosures. Ms. Shafer noted that no difficulties were encountered during the audit. Audit adjustments related to capital assets and classification of some revenue and expense balances. Ms. Shafer reported no disagreements with management, or any other consultations with other accountants during the audit

- A letter was included to communicate a deficiency in the internal control item mentioned previously. This is related to financial reporting. A similar comment was noted in the previous audit due to the number of audit adjustments that were required. Recommend that management review policies and procedures regarding financial reporting for adequacy and for any enhancements that could be made. Ms. Shafer noted that Ms. Pennington and her staff are in the process of looking into that. A few minor comments regarding reviewing capital asset reconciliations, unearned revenue related to grants, review service organization control reports for significant IT applications.
- Unrestricted Net Position increased over the last five years and expenses stay relatively flat and even decrease a little bit over the last couple of years. Ms. Shafer noted that we are trending in the right direction. She noted that is what you want to see, that you are controlling expenses and continue to build reserves.

4. Classified Staff Report

Ms. Maynard had no report at this time.

5. Faculty Senate Report

Mr. Matt Mayo had no report at this time.

6. Finance Report

Ms. Velva Pennington gave the following Finance Report to the Board:

- Southern has collected \$1,573,075.00 in tuition and fee revenues, which is approximately 33% of the 2025 tuition and fees budget.
- Increase in other operating revenue due to the sale of the Wyoming Campus. \$1,092,500.00 was collected from the sale of that property.
- It costs the college \$34,416.18 per day to operate.
- Southern currently has 368 days of operation cash on hand.
- Revenue is down because Level-up funding of \$225,775.00 had not been collected along with earmark funding of \$144,225.00, and college transition money of \$2,625.00. This totals \$401,625.00.
- WV Higher Education grant of \$438,912.00 had not been moved into the tuition and fees account. This totals approximately \$800,000.00 that has not been accounted for yet.

Dr. David Lemmon moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A. Jarrod Fletcher seconded the motion. All in favor four all opposed five. Vice Chair Riggins declared the motion not adopted and the Board did not enter Executive Session

Dr. Lemmon asked to discuss the President's vehicle. President Alderman explained that she was advised by Chancellor and the Chief Counsel that this issue would be a personnel issue that would be discussed in Executive Session.

Dr. Lemmon asked the costs of the West Virginia Wonder Woman and the PBS Viewpoint documentary. President Alderman advised that she had all that information to present in her report.

7. Presidents Report

President Alderman provided the following report to the Board:

- Enrollment is up by 2.4% in Full Time Equivalency and 8.6% in headcount. Sixth straight semester of increased enrollment. President Alderman thanked everyone for their continued hard work.
- Second Governance Day was held on November 8th on the Logan campus.
- Closed on the sale of the Wyoming property on October 16, 2024. Classroom and office space is being provided free of charge until construction begins on the building. This could be a couple of years. We are still looking for available spaces in the meantime.
- Lineman Graduation was held on October 26, 2024, on the Williamson campus.
- Commencement was held on December 7th, 2024, on the Logan Campus. President Alderman thanked, Butch Nisbet, Chris Ward, Chris Gray, and Kristi Perkins for attending. Elizabeth Manuel was the guest speaker, and she did a wonderful job. We had 34 graduates to march. 114 duplicate degrees were awarded, 51 certificates, 63 associate degrees, and 19 ECA students graduated. President Alderman was very pleased with the numbers.
- Memorandum of Understanding (MOU) signing with University of Charleston was held on October 30th.
- Surgical Technology program had their ARC/STSA accreditation site visit on November 4th. This visit was initially scheduled for two days; however, the visit went well and only one day was needed. President Alderman thanked Misha Herndon and Meloney McRoberts for their hard work preparing for this visit.
- Attended Community Colleges of Appalachia Conference on November 6th.
- WVU and Southern signed a new Degree Up program on November 13, 2024. Students who attend Southern and plan to go on to WVU will be automatically admitted.
- West Virginia Office of Emergency Medical Services had an inspection of the Paramedic program on November 14th. That went very well.
- Attended the Leadership Logan graduation ceremony on November 14th.
- President Alderman attended a funding announcement for small hospitals across the state at Boone Memorial Hospital on December 10, 2024.
- Attended Logan County Chamber of Commerce brunch on December 10, 2024.
- President Alderman also shared a list of the various regular and board meetings attended since the last Board meeting.
- President Alderman also was asked to judge Madison community Christmas tree competition held by Boone Memorial Hospital on December 13th.
- President Alderman stated that she is working to get Board training with Association of Community College Trustees (ACCT) as soon as possible.
- Will be vacating the Boone Campus on January 17, 2025. Have been looking at many spaces in Madison. Boone Memorial Hospital (David Gresham and Virgil Underwood) have been great to share spaces they are aware of.
- President Alderman has been appointed to three new boards: Logan Healthcare Foundation, Logan Medical Foundation, and Logan Regional Medical Center. All begin immediately.
- President Alderman provided an update on HLC. Southern completed the HLC Assessment Academy with glowing remarks. President Alderman reminded the

Board that this is the first time that Southern has had a clean bill of health from HLC, no reports, nor deficiencies.

- Bill Alderman has been selected as a site visitor and peer reviewer for HLC. Mr. Alderman makes the second peer reviewer from our institution. Regia Bias is also a peer reviewer. Missy Kirk has also completed training to become an ACEN Peer reviewer.
- Two complaints were filed with HLC. The complaints were on 1.C.2, 2.C.1 through 5, 3.2.A.1, 3.2.B.1, 3.2.E.2 and 5A 1 and 2. President Alderman noted that there were no findings by the HLC on any of those complaints.
- HLC will look into criterion 2.2.A, which states the institution establishes and follows policies and procedures, fair and ethical on the part of its governing boards, administration, faculty and staff. President Alderman stated that in 2019/2020 Southern was cited because of the governing board "getting into the weeds" President Alderman stated this is an overview and that it may take several months to be completed. Once findings are available they will be provided to the Board.
- Southern was nominated for the West Virginia Division of the 2024 Broadway World award for Southern's production of the Wizard of Oz and noted all the different categories.
- Southern was named Goodwill's 2024 Community Partner of the Year. Will be honored at a dinner in April.
- President Alderman asked Stacy Dingess to provide a brief update to the Board from the Foundation. Foundation has received new pledges, gifts, and receipts from October 1st to today in the amount of \$202,133.00. Foundation portfolio fair market value as of December 1st is \$4,917,000. 00. Deposits in local banks total \$248,500.00 which brings the total amount of deposits \$5,165,828.00. That is the highest it has been since before the pandemic. Foundation is up \$1.1 million dollars since the beginning of the year.
- President Alderman addressed questions regarding PBS Viewpoint, West Virginia Wonder Woman, and the Boone campus HVAC units.
- President Alderman went over upcoming events. Christmas break December 19, 2024, to January 6, 2025, final week of registration January 6th -13th, Spring semester begins January 13th, next Lineman program begins January 13th, the College is closed on MLK day January 20th, and the next Governance Day is February 7, 2025.

8. Action Items

8.1 Approval of August 20, 2024, Board Meeting Minutes

MOTION: Chris Ward moved to approve the August 20, 2024, meeting minutes.

ACTION: Chris Gray seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

8.2 Approval of October 15, 2024, Board Meeting Minutes

MOTION: George Nisbet moved to approve the October 15, 2024, meeting minutes.

ACTION: Kristi Perkins seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

8.3 Request for Approval to Release Policy for Additional 30-Day Comment Period

8.3.1 SAM-2024.1, *Faculty Handbook*

MOTION: Dr. Lemmon moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SAM-2024.1, *Faculty Handbook*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period

ACTION: Chris Gray seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

8.3.2 SCP-1091, *Classified Staff Constitution*

MOTION: Dr. David Lemmon moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-1091, *Classified Staff Council Constitution*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Chris Gray seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

8.3.3 SCP-1160, *Philosophy on Diversity Equity and Inclusion*

MOTION: Chris Ward moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-1160, *Philosophy on Diversity, Equity, and Inclusion*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Dr. David Lemmon seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

8.4 Request for Approval of Policy Recission

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

MOTION: Dr. David Lemmon moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, and SCP-1400. A., *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group*, for rescission

ACTION: Chris Ward seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

8.5 Strategic Plan

Mr. Darrell Taylor, Chief Student Services Officer, presented the Strategic Plan to the Board.

MOTION: Chris Gray moved to approve the Strategic Plan as presented.

ACTION: Dr. David Lemmon seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

8.6 Appointment of Ad Hoc Committee for Board of Governors Chair

Vice Chair Riggins appointed George Nisbet, Chris Gray, and Chris Ward to the Ad Hoc Committee for Board of Governors Chair. Vice Chair Riggins asked that nominations be brought back to the February meeting.

9. Informational Items

9.1 Organizational Chart

Ms. Debbie Dingess provided the current Organizational Chart to the Board which was attached to the agenda packet.

9.2 Hospitality and Tourism Program.

The Hospitality and Tourism Program has been fully approved. Four classes needed for the program have gone through Curriculum and Instruction Committee and ASAC. The program will be fully marketed in the Spring so we can continue the cycle that we have. We do have some classes that students can take online during the Spring currently.

9.3 The next regular Board of Governors meeting will be held on February 18, 2025, at 6:00 p.m.

10. Adjournment

20

15

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

Shawn Cline Riggins, Vice Chair

Jennifer Dove
Executive Assistant to the President
and Board of Governors



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of January 14, 2025
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom 5:00 p.m.**

Join Zoom Meeting:

<https://zoom.us/j/96470448617?pwd=RrpLsehls1HfC8b4oPH7ttxfITbjuG.1>

Meeting ID: 964 7044 8617

Passcode: 317063

Dial-in: 1 646 876 9923

MINUTES

Board Members Present: Shawn Cline-Riggins, Vice-Chair, George Nisbet, Secretary, Chris Gray, Chris Ward, Sydney Brown, David Gresham, David Lemmon, Jarrod Fletcher, Mary Phipps, Cody Reynolds, Brent Tomblin, and Kristi Perkins

Board Members Absent: None

Guests: None

1. Role Call, Verification of Quorum, and Call to Order

Board of Governors Vice Chair, Ms. Shawn Cline-Riggins, declared a quorum present and convened the meeting at 6:00 p.m.

2. Oath of Office

Mr. Joe Linville, Chief Facilities Management Officer, and Public Notary administered the *Oath of Office* to Ms. Mary Phipps.

3. Informational Items

3.1 HLC Current Standing and History

MOTION: Jarrod Fletcher made a motion to postpone Dr. Lisa Haddox's HLC presentation to the February meeting.

ACTION: Dr. David Lemmon seconded the motion.

All in favor four all opposed eight. Vice Chair Riggins declared the motion not adopted.

Dr. Lisa Haddox provided an overview to the Board for the benefit of the new members, which included the history of the possible sanctions the college was facing in 2018. Dr. Haddox reported that after a lot of hard work from the college, under President Alderman and Mr. Bill Alderman's guidance, that Southern received a report from HLC awarding 10-year accreditation. This included no reporting, sanctions, or areas of concern. This is the first time Southern has received 10-year accreditation in its 50-year history. Dr. Haddox shared the HLC's website and pointed members to the core component relating to the Board. Dr. Haddox also shared Southern's policy SCP-8600 and 8600.A regarding the Board of Governors and where it is located on the website. Training hours required for new and current Board members was also discussed.

4. * Action Items

- 4.1 *Approval of November 21, 2024, Special Board of Governors Meeting**
- 4.2 *Approval of December 17, 2024, Board of Governors Meeting**

MOTION: Butch Nisbet a motion to table the approval November 21, 2024, and December 17, 2024, Board of Governors meeting minutes to the February 18, 2025, Board of Governors meeting.

ACTION: Dr. David Lemmon seconded the motion.

All in favor twelve all opposed zero. Vice Chair Riggins declared the motion adopted and the motion carried unanimously.

5. Discussion Items

5.1 Succession Plan

The Board discussed reviewing the Succession Plan per Dr. Sarah Tucker, Chancellor. As discussed at the December meeting with HEPC in December 2024. Board agreed to send this to Policy and Procedures for further review.

5.2 Policies and Procedures

All Policies and Procedures will come to the Board for approval. The Board discussed forming an ad hoc committee to review and provide an annotated version of the policies to the Board for review prior to meetings.

5.3 BOG and Cabinet Training

President Alderman stated in the December meeting that she is working to get training scheduled for the Board of Governors and Cabinet possibly for the April meeting.

5.4 Additional BOG Meetings Beginning in January

Will have additional meetings as necessary. The Board of Governors meeting schedule has been set for the year. It was discussed that meetings would be held as necessary.

5.5 Informing Board of College Events

President Alderman includes upcoming activities in her report to the Board. She²³ shared events that were upcoming from now to the upcoming Board meetings. President Alderman stated that members could also check the webpage periodically for events. President Alderman informed the Board that as of today Southern is up 2.7% in enrollment. This is one of the highest increases per semester. The President thanked the employees for their ongoing hard work to increase enrollment.

5.6 BOG Members and FOIA

Board members do not need a FOIA to get information. It was stated to allow time for the information to be provided.

5.7 BOG Officer Election

Vice Chair Riggins appointed an Ad Hoc committee in December. Vice Chair Riggins asked at that time for nominations be brought to the February meeting.

5.8 Upcoming Events

President covered upcoming events earlier in this meeting.

6. Executive Session Under Authority of WV Code §6-9

6.1 President and Cabinet performance, adherence to ethics, policy, and law.

Vice Chair Riggins invited a motion for the Board to enter Executive Session. Brent Tomblin moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to discuss the President and Cabinet's performance, adherence to ethics, policy, and law. Jarrod Fletcher seconded the motion, and the motion carried unanimously. Vice Chair Riggins declared the motion adopted and the Board was to meet in an Executive Session beginning at 6:40 p.m. Vice Chair Riggins asked for the Board members and Cabinet to stay. An agreement of those invited to Executive Session could not be reached.

MOTION: Jarrod Fletcher made a motion to adjourn.

ACTION: No second was recorded as members were leaving the meeting.

7. Adjournment

Vice Chair Riggins declared the meeting adjourned.

Ms. Shawn Cline-Riggins, Vice Chair

Jennifer Dove
Executive Assistant to the President
and Board of Governors

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 18, 2025**

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

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

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

SCP-4233, *The Dean's List of Students; Graduation with Honors Status*, was reviewed by the Policies and Procedures Committee for minimal revisions, to clarify roles, and corrections in criteria. At its meeting on February 4, 2025, the President's Cabinet granted approval for the advancement of SCP-4233, *The Dean's List of Students; Graduation with Honors Status*, to the Southern West Virginia Community and Technical College Board of Governors.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval of SCP-4233, *The Dean's List of Students; Graduation with Honors Status*, for advancement 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
Special Meeting of March 6, 2025
6:00 p.m.
100 College Drive, Building C, Room
428 Logan, West Virginia, and Zoom**

To Join Zoom Meeting:

<https://zoom.us/j/93843426120?pwd=ELTqkh2I9QQIWaE6TtzZVtAcuLCsXZ.1>

Meeting ID: 938 4342 6120

Passcode: 661858

Dial In: 1 646 876 9923

(DRAFT) Minutes

Board Members Present: Mr. Jarrod Fletcher, Mr. Brent Tomblin, Dr. Cody Reynold (Zoom), Dr. David Lemmon, Mr. David Gresham, Ms. Mary Phipps, Mr. Chris Gray, Mr. Chris Ward, and Ms. Kristi Perkins

Board Members Absent: None

Also Attending: Dr. Pamela Alderman, President, Ms. Jen Dove, Mr. Matthew Mayo, Faculty Senate, Chair and Ms. Velva Pennington, Chief Finance Officer

1. Verification of Quorum and Call to Order

Dr. Pamela Alderman, President, declared a quorum present and called the meeting to order at 6:00 pm

2. Election of Officers

The floor was open for election of Board of Governors Chair

MOTION: Mr. Chris Gray nominated Mr. David Gresham as Board of Governors Chair.

ACTION: Mr. Chris Ward, seconded the motion. The votes were 4 yays

and 5 nays. Motion did not carry and the floor was opened back up for nomination of Board of Governors Chair.

MOTION: Dr. David Lemmon, nominated Mr. Jarrod Fletcher as Board of Governors chair.

ACTION: Dr. Cody Reynolds seconded the motion. 5 yays, Mr. Jarrod Fletcher gets Board of Governors Chair. Mr. Fletcher accepted and took over meeting.

Chair Fletcher opened the floor for nomination for Board of Governors vice-chair.

MOTION: Mr. Chris Ward nominated Mr. Chris Gray for Vice-Chair.

ACTION: Mr. David Gresham seconded the motion. 4 yays, 5 nays. Motion did not carry and the floor was opened back up for Board of Governors Vice-Chair

MOTION: Dr. David Lemmon, nominated Mr. Brent Tomblin for Vice-Chair.

ACTION: Mr. Cody Reynold seconded, majority has it. Mr. Brent Tomblin is Board of Governors Vice-Chair. Mr. Brent Tomblin accepted.

Chair Fletcher opened the floor for nominations for Board of Governors, Secretary.

MOTION: Mr. Chris Gray nominated Mr. Chris Ward for Board of Governors Secretary.

ACTION: Mr. David Gresham seconded the motion. 5 nays, 4 yays. Motion Did not carry and the floor was opened back up for Board of Governors, Secretary.

MOTION: Dr. David Lemmon nominated Dr. Cody Reynold for Board of Governors, Secretary.

ACTION: Mr. Brent Tomblin seconded the motion, majority has it. Dr. Cody Reynolds is Board of Governors, Secretary. Dr. Reynolds Accepted.

Chair Fletcher opened the floor to suspend everything on the Agenda except 10.6 and

Executive session.

MOTION: Dr. David Lemmon made the motion to suspend everything on the agenda except 10.6 and executive session.

ACTION: Mr. Brent Tomblin seconded the motion. The motion was carried unanimously, and Chair Fletcher declared the motion adopted.

3. Board entered into Executive Session under Authority of WV Code §6-9.

No motions made during executive session.

Chair Fletcher opened the floor to Mr. Chris Gray regarding tuition and fee increase. Mr. Chris Gray handed it over to Ms. Velva Pennington, Chief Finance Officer.

***10.6 Tuition and Fee Increases.**

Ms. Velva Pennington asked the Board for a 5% increase in tuition along with an increase in capital fee from \$12 to \$15. This will bring up the credit per hour rate to \$196 per credit and tuition of \$2,352.00 per semester.

MOTION: Mr. Chris Ward made motion to approve tuition fee.

ACTION: Mr. Chris Gray seconded the motion. The motion was carried unanimously, and Chair Fletcher declared the the motion adopted.

4. Annual Faculty Senate Report.

Mr. Mathew Mayo gave brief faculty senate update to the board.

5. Adjournment

There being no further business, Chair Fletcher called meeting adjourned.

Jarrold Fletcher, Chair

Angela McDonald, Recorder

*Denotes an item requiring action/approval

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



**Southern West Virginia Community and Technical
College Board of Governors
Special Meeting of March 19, 2025
6:00 p.m.
100 College Drive, Building A, Room
111 Logan, West Virginia, and Zoom**

To Join Zoom Meeting:

Meeting ID:

Passcode:

Dial by your location •

(DRAFT) Minutes

Board Members Present: Mr. Jarrod Fletcher, Chair; Mr. Brent Tomblin, Vice-Chair; Dr. Cody Reynold, Secretary; Mr. Scotty Dingess, Ms. Sonya Dingess Porter; Dr. David Lemmon; Mr. David Gresham; Ms. Mary Phipps; Mr. Chris Gray; Mr. Chris Ward; Mr. Brayden Williamson

Board Members Absent: None

Also Attending: Ms. Velva Pennington, Chief Finance Officer; Ms. Dingess, Chief Human Resource officer; Dr. Chris Treadway, Vice Chancellor for Community and Technical College Education

1. Verification of Quorum and Call to Order

Board of Governors Chair, Mr. Jarrod Fletcher, declared a quorum present and called the meeting to order at 6:00 pm

2. Oath of Office

Ms. Velva Pennington, Chief Finance Officer, and Public Notary administered the *oath of Office* to Mr. Brayden Williamson, Student Representative.

3. Action Items

3.1. *Acceptance of Board of Governors Liaison resignation.

MOTION: Dr. David Lemmon made motion of accept the resignation of Board of Governors Liaison Jen Dove.

ACTION: Dr. Cody Reynolds, seconded the motion. The motion was carried unanimously, and Chair Fletcher declared the motion adopted.

3.2. *Appointment/hiring of Board of Governors Liaison.

Chair, Fletcher opened the floor for nominations or Protocol for hiring new Board Liaison.

MOTION: Sonya Porter made motion to have job posted.

ACTION: Chris Gray seconded the motion. The motion was carried unanimously, and Chair Fletcher declared the motion adopted.

3.3 *Request for Final Approval of Policies Following 30-Day Period

Chris Ward presented Policies for approval on behalf of the faculty.

3.3.1. *SAM-2024-1, Faculty Handbook

MOTION: Sonya Porter made motion to accept as presented.

Resolved that Southern West Virginia Community and Technical College grant final approval of SAM-2024-1, Faculty Handbook.

ACTION: Chris Gray seconded the motion. The motion was carried unanimously, and Chair Fletcher declared the motion adopted.

Chris Gray presented policies for approval on behalf of staff.

3.3.2. *SCP-1091, Classified Staff Council Constitution

MOTION: Sonya Porter made motion to accept as presented.

Resolved that Southern West Virginia Community and Technical College grant final approval of SCP-1091, Classified Staff Constitution.

ACTION: Chris Ward seconded the motion. The motion was carried unanimously, and Chair Fletcher declared the motion adopted.

4. ****Possible Executive Session Under the Authority of WV State Code §6-9A-3**

Chair Fletcher opened the floor for Executive Session.

MOTION: Dr. David Lemmon made motion to go into executive session.

ACTION: Dr. Cody Reynold seconded Chair Fletcher said the nays have it no executive session.

4.1 Personnel issues related to misfeasance and/or malfeasance.

Chair Fletcher opened the floor to Dr. Chris Treadway, Vice Chancellor for Community and Technical Colleges System.

Dr. Treadway addressed the Board with concerns the WVCTCS has regarding the President and the direction Southern West Virginia Community and Technical College is heading. Dr. Treadway continued with a lengthy speech of the concerns the state has in regards to the President.

Chair Fletcher opened the floor to Dr. Pamela Alderman, President of Southern West Virginia Community and Technical College. Dr. Alderman addressed the concerns she has against the Board and the WVCTCS. She also gave a lengthy speech in regards to how things are being handled right now.

Dr. Treadway gave the Board a resolution that the state had recommended for President, Dr. Alderman.

MOTION: Dr. David Lemmon made motion to adopt all of the resolution recommended by Dr. Treadway on behalf of the WVCTCS.

ACTION: Mr. Brent Tomblin seconded, the motion was carried unanimously
Chair Fletcher declared the motion adopted.

Mr. Chris Gray made a motion to hire an outside third-party investigator to do an investigation on all matters. After a short discussion from the Board. Chair Fletcher gave Mr. Chris Gray the task of finding three outside independent investigators.

MOTION: Mr. Chris Gray made motion to have a outside third-party investigation done.

ACTION: Ms. Sonya Porter seconded, the motion was carried unanimously
Chair Fletcher declared the motion adopted giving Mr. Chris Gray the
task of finding three outside independent investigation firms.

5. Adjournment

There being no further business, Chair Fletcher called meeting adjourned.

Jarrold Fletcher, Chair

Angela McDonald, Recorder

*Denotes an item requiring action/approval

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

.



**Southern West Virginia Community and Technical
College Board of Governors
Meeting of April 15, 2025
6:30 p.m.
100 College Drive, Building C, Room
428 Logan, West Virginia, and Zoom**

To Join Zoom Meeting:

Meeting ID: 956 8837 7800

Passcode: 317941

Dial by your location • +1 646 876 9923 US

(DRAFT) Minutes

Board Members Present: Mr. Jarrod Fletcher, Chair; Mr. Brent Tomblin, Vice-Chair; Dr. Cody Reynold, Secretary; Mr. Scotty Dingess, Ms. Sonya Dingess Porter; Dr. David Lemmon; Mr. David Gresham; Ms. Mary Phipps; Mr. Chris Gray; Mr. Chris Ward; Mr. Braden Williamson

Board Members Absent: None

Also Attending: Interim President Dr. Corley Dennison; Velva Pennington, Chief Finance Officer; Debbie Dingess, Chief Human Resource officer; Dr. Lisa Haddox-Heston, Dean Allied Health and Nursing; Matthew Mayo, Chair Faculty Senate

1. Verification of Quorum and Call to Order

Board of Governors Chair, Mr. Jarrod Fletcher, declared a quorum present and called the meeting to order at 6:00 pm

2. Call for Public Comments to the Board Governors

No comments were presented at this time.

3. Introduction of Interim President

Chair, Fletcher Introduced Interim President, Dr. Corley Dennison. Dr. Dennison gave brief description of his background in Higher Education.

6.2 *Request for Approval of Budget for Fiscal Year 2025-2026

Velva Pennington, Chief Finance Officer, gave report and went over the budget for fiscal year 2025-2026. After a brief description of the budget a motion was brought to the floor.

MOTION: Chris Gray, moved to approve the budget as presented.

ACTION: Dr. David Lemmon seconded the motion. The motion was carried unanimously, and Chair Fletcher declared the motion adopted.

6.3 *Request for Approval to Release for 30 Day Comment Period.....

Ms. Debbie Dingess, Chief Human Resources Officer

MOTION: Dr. David Lemmon moved to adopt the following resolutions:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of. **SCP-1004**, *Copyright Policy*; **SCP-1500**, *Philosophy Vision and Mission*; **SCP-1750**, *Tobacco and Smoke-Free Campus Policy*; **SCP-2810**, *Sabbatical Leave for Full-Time Faculty*; **SCP-2810.A**, *Sabbatical Leave Request*; **SCP-2810.B**, *Sabbatical Leave Promissory Note*; **SCP-4233**, *The Dean's List of Students Graduation with Honors*; **SCP-4398**, *Student Grades and Grade Point Average Requirements for Graduation*; **SCP-5050**, *Assessment Payment and Refund of Tuition and Fees*; **SCP-5066**, *Third Party Tuition and Fee Waivers*; **SCP-5066.A**, *Third Party Tuition and/or Fee Waiver Agreement*; **SCP-5620**, *Traffic and Vehicle Speed Flow and Parking Regulations*; **SCP-7125**, *Information Technology Acceptable Usage*; and **SCP-7720**, *Security of Information Technology*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Ms. Sonya Porter seconded the motion, The motion was carried unanimously, And Chair Fletcher declared the motion adopted.

7. **Executive Session under the Authority of WV Code §6-9A-4b2A

7.1 Personnel Matters

Chair Fletcher invited a motion for the Board to enter into executive session. Dr. David Lemmon moved that the Board go into Executive Session under the Authority of WV Code §6-9A-4b2A to discuss personnel matters. Brent Tomblin seconded the motion that carried unanimously, Chair Fletcher declared the motion adopted and the Board went into executive session. After returning from executive session to reconvene regular open session.

Chair Fletcher invited a motion for the hire of an Interim Chief Academic Officer.

MOTION: Dr. David Lemmon, moved to accept the hire of Christina Johnson for Interim Chief Academic Officer.

ACTION: Dr. Cody Reynolds seconded the motion. The motion was carried unanimously, and Chair Fletcher declared the motion adopted.

Chair Fletcher invited a motion for the hire of a Board of Governors Liaison.

MOTION: Scotty Dingess, moved to accept the hire of Angela McDonald for the Board of Governors Liaison.

ACTION: Dr. Cody Reynolds seconded the motion. The motion was carried unanimously, and Chair Fletcher declared the motion adopted

8. Adjournment and Next Meeting

There being no further business, Chair Fletcher declared the meeting adjourned. The next regular Board of Governors meeting is scheduled for Tuesday, June 17, 2025 beginning at 6:30 p.m.

Jarrold Fletcher, Chair

Angela McDonald, Recorder

*Denotes an item requiring action/approval

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

**Southern West Virginia Community and Technical College
Board of Governors
Meeting Schedule
July 1, 2025 - June 30, 2026**

Board of Governors Agenda Committee Meeting 8:30 AM	Agenda Items Due	Annotated Agenda Due To the Board of Governors and Board of Governors Agenda Due	Board of Governors Business Meeting 6:00 PM	Business Meeting Location
July 29, 2025	August 5, 2025	August 12, 2025	August 19, 2025	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom **
September 23, 2025	September 30, 2025	October 14, 2025	October 21, 2025	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom **
November 18, 2025	December 2, 2025	December 9, 2025	December 16, 2025	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom **
January 27, 2026	February 3, 2026	February 10, 2026	February 17, 2026	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom **
March 31, 2026	April 7, 2026	April 14, 2026	April 21, 2026 Board of Governors Annual Retreat	TBD****
May 26, 2026	June 2, 2026	June 9, 2026	June 16, 2026	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom "

*Additional meetings may be necessary for emergency or time-sensitive issues.

**Meetings will be held in person; however, a Zoom link will be provided should remote attendance be necessary. All meetings will be noticed in accordance with the requirements of the West Virginia Governmental Open Meetings Act and the rules by the Board of Governors in compliance with the Act.

*** Changes to Business Meeting Locations will be shared as soon as possible.

""Retreat Meeting Location will be shared as soon as possible.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2025**

ITEM: SCP-1XXX, *Social Media Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-1XXX, *Social Media Policy* to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

SCP-1XXX, *Social Media Policy*, was developed as an original policy to reflect the College's recognition of social media as a valuable tool for engaging with the broader community, including current and prospective students, employees, board members, visitors, and other stakeholders. This policy affirms the expectation that all employees and affiliated individuals will uphold standards of conduct that are safe, lawful, ethical, and aligned with the mission and values of the College.

The policy was reviewed by the Policies and Procedures Committee at its meeting on April 11, 2025. Subsequently, at its meeting on April 28, 2025, the President's Cabinet approved the advancement of SCP-1XXX, *Social Media Policy*, to the Southern West Virginia Community and Technical College Board of Governors.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval of SCP-1XXX, *Social Media Policy*, for advancement 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-1XXX**

SUBJECT: Social Media Policy

REFERENCE: W. Va. Code § 61-3C-14A

ORIGINATION: April 11, 2025

EFFECTIVE:

REVIEWED:

SECTION 1. PURPOSE

- 1.1. Southern West Virginia Community and Technical College (“the College”) recognizes and supports the official use of social media as a valuable tool for engaging with audiences across our service district, including current and prospective students, employees, customers, visitors, board members, and other stakeholders. This policy affirms the expectation that all employees and affiliated individuals uphold standards of conduct that are safe, lawful, ethical, and consistent with the mission and values of the College.
- 1.2. Given that social media can often blur the distinction between personal expression and the voice of the institution, the College has established this policy to provide clear guidance for the appropriate use of social media platforms. These guidelines are also intended to assist College employees, students, board members, and other constituents who reference their affiliation with the College on personal social media profiles, helping them navigate the balance between personal expression and institutional representation.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy affirms the College’s expectation that employees, students, volunteers, and board members uphold behavior on social media that is safe, legal, ethical, and aligned with the mission and values of the College. These standards are intended to protect both individual personal and professional reputations, as well as the reputation of the College as a respected institution of higher education.
- 2.2 The College values open expression and encourages the use of social media by its administration, faculty, staff, board members, and students to support and enhance student learning. While upholding the right to free speech and individual expression, the College also emphasizes the importance of maintaining professionalism and protecting one’s professional reputation in all social media interactions.

SECTION 3. DEFINITIONS

- 3.1 Social Media – Any media for online publication and commentary, including, but without limitation, all blogs, wiki’s, memes, and social networking sites such as X (formally known as Twitter), Facebook, Instagram, TikTok, YouTube, Flickr, LinkedIn, and Snapchat.
- 3.2 Social Media Administrator – Director of Communications.

SECTION 4. POLICY

- 4.1 The College is deeply committed to higher education and to meeting the needs of its students and community each day. It values open communication and the right to free speech, and encourages employees, students, volunteers, and board members to share their experiences and enthusiasm for the College through personal social media, blogs, and online discussions. Social media provides powerful opportunities to exchange ideas and connect with others.
- 4.2 As technology continues to evolve, these guidelines will be regularly reviewed, updated, and revised as needed. The College has established these guidelines to help the College community navigate the safe, legal, and ethical use of social media.
- 4.3 The improper use of social media is strictly prohibited. Such misuse may include, but is not limited to, the following:
 - 4.3.1 Inciting violence or actions that disturb the peace; posting content that conflicts with the best interests of the College.
 - 4.3.2 Disclosing confidential information without authorization, including protected health information, personnel records, personal financial details, or sensitive research data.
 - 4.3.3 Sharing content that disrupts discipline or harmony among colleagues.
 - 4.3.4 Negatively affecting relationships requiring trust and loyalty.
 - 4.3.5 Hindering an employee's ability to perform official duties.
 - 4.3.6 Interfering with the College's operations and its ability to provide services efficiently.
- 4.4 Any violation of this policy may be subject to disciplinary action.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Posts on Behalf of the College:
 - 7.1.1 Authorization from the Director of Communications is required before posting content on any official College social media platform.
 - 7.1.2 All social media accounts established on behalf of the College must be linked through the Director of Communications and must not be connected to personal email accounts.
 - 7.1.3 Each College-affiliated social media account must have administrative access shared by more than one employee. If a platform requires an individual user account, a dedicated account shall be created for this purpose. Employees must not be asked, permitted, or required to use personal accounts for College-related responsibilities. Administrative access will be revoked upon an

employee's resignation or termination. All social media accounts created for the College are the property of the institution; administrators hold no ownership rights.

- 7.1.4 Posts made on behalf of the College must clearly identify the individual as an official representative.
 - 7.1.5 The College's official logos—including vertical, horizontal, and the Southern "S"—may not be used without prior approval. Approved logo files can be obtained by contacting the Director of Communications.
 - 7.1.6 All content posted on behalf of the College should support its mission and uphold its reputation.
 - 7.1.7 Refrain from engaging in any activity on social media that could result in actual or perceived conflicts of interest or commitment.
 - 7.1.8 Questions or comments received through the College's social media platforms must be addressed in a timely manner. The Director of Communications will determine who is authorized to respond and whether prior approval is required.
 - 7.1.9 Personal views must remain separate from official College communications. Any personal opinions expressed—whether on institutional or personal social media accounts—must clearly state that they do not represent the views of the College.
 - 7.1.10 Internal College information, such as campus closures, class changes, or schedule adjustments, may not be posted before it has been officially announced.
 - 7.1.11 Confidential information concerning the College, its leadership, faculty, staff, board members, or students must never be disclosed on social media platforms.
- 7.1 Posts Using Best Practices on Social Media:
- 7.2.1 Always provide identification and clarify that any personal views expressed are individual opinions and do not represent the views of the College. When discussing College business, a disclaimer must be included.
 - 7.2.2 Impersonating another person is strictly prohibited. Tracking tools may be employed to identify the authors of anonymous posts.
 - 7.2.3 Harassing, intimidating, or dishonest comments toward others or their posts must be avoided. Respectful communication is required at all times.
 - 7.2.4 Online interactions should be conducted with respect. Even personal posts may impact the College's reputation due to the association with it.
 - 7.2.5 Legal liability may arise from content posted online, particularly if the material is proprietary, defamatory, libelous, or obscene
 - 7.2.6 Thoughtful engagement on social media platforms is encouraged, with careful consideration given to the audience.
 - 7.2.7 College e-mail remains an official method of communication for the College. However, communication through social media platforms shall not be considered official or binding in any capacity.

7.2.8 Responsible participation in online communities is expected.

7.2.9 Professionalism and courtesy must be maintained online, with behavior that positively reflects the image of the College.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments:

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

Revision Notes: April 11, 2025 – Originated.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2025**

ITEM:

SCP-1004, *Copyright Policy*; **SCP-1500**, *Philosophy Vision and Mission*; **SCP-1750**, *Tobacco and Smoke-Free Campus Policy*; **SCP-2810**, *Sabbatical Leave for Full-Time Faculty*; **SCP-2810.A**, *Sabbatical Leave Request*; **SCP-2810.B**, *Sabbatical Leave Promissory Note*; **SCP-4233**, *The Dean's List of Students Graduation with Honors*; **SCP-4398**, *Student Grades and Grade Point Average Requirements for Graduation*; **SCP-5050**, *Assessment Payment and Refund of Tuition and Fees*; **SCP-5066**, *Third Party Tuition and Fee Waivers*; **SCP-5066.A**, *Third Party Tuition and/or Fee Waiver Agreement*; **SCP-5620**, *Traffic and Vehicle Speed Flow and Parking Regulations*; **SCP-7125**, *Information Technology Acceptable Usage*; and **SCP-7720**, *Security of Information Technology*.

RECOMMENDED RESOLUTION:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the attached policies.

STAFF MEMBER:

Debbie C. Dingess

BACKGROUND:

At its meeting on April 15, 2025, the Southern West Virginia Community and Technical College Board of Governors approved the advancement of the attached policies to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The comment period ended on May 30, 2025. One comment was received regarding SCP-7125, *Information Technology Acceptable Usage*, specifically suggesting a title change in Section 6.4.7. No additional comments were received.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant final approval of the attached policies as noted above.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1004**

SUBJECT: Copyright Policy and Laws

REFERENCE: US Copyright Act, United States Code Title 17 Chapters 1 – 8 and 10 – 12

ORIGINATION: March 2019

EFFECTIVE: June 17, 2025

REVIEWED: February 7, 2025

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish guidance for individuals concerning the proper use of copyrighted materials under the federal Copyright Act and to encourage administration, faculty, staff, and students to use legal methods to acquire copyrighted materials.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 Applies to all Southern West Virginia Community and Technical College administration, faculty, staff, and students as already designated by our other procedures and policies.

SECTION 3. DEFINITIONS

- 3.1 Copyright – Exclusive legal right to reproduce, publish, perform, sell, or distribute a work or derivative of a work that is given to the author or creator of the work. Copyright is also the legal right one can obtain from the creator to share the work. Under federal copyright law, copyright subsists in “original works of authorship” which have been fixed in any tangible medium of expression from which they can be perceived, reproduced or otherwise communicated, either directly or with the aid of a machine or device. These works include:
- 3.1.1 Literary works such as books, journal articles, poems, manuals, memoranda, tests, computer programs, instructional material, databases or bibliographies;
 - 3.1.2 Musical works, including accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works, if fixed (as in notation or video);
 - 3.1.3 Pictorial, graphic, and sculptural works, including photographs, diagrams, sketches, and integrated circuit masks;
 - 3.1.4 Motion pictures and other audiovisual works, such as videos;
 - 3.1.5 Sound recordings; and
 - 3.1.6 Internet websites.

Copyright protection does not extend to any idea, process, concept, discovery or the like, but only to the work in which it may be embodied, illustrated or explained. For example, a written description of a manufacturing process is copyrightable, but the copyright only prevents unauthorized copying of the description; the process described could be freely copied unless it enjoys some other protection, such as a patent.

- 3.2 Author – Creator of the original work.
- 3.3 Infringement – Using the copyrighted material without a “fair use” purpose or permission or a license, which may cause a breach of the copyright law and subject the infringer to civil and/or criminal penalties under federal or state law.
- 3.4 Fair Use – The idea that brief excerpts of copyrighted materials may be quoted verbatim for purposes such as teaching (including multiple copies for classroom use), scholarship and research, without the need for permission from the copyright holder. To determine whether or not the use made in any particular case is a fair use, consider the following factors:
 - 3.4.1 The purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes;
 - 3.4.2 The nature of the copyrighted work;
 - 3.4.3 The amount and substantiality of the portion of the work used in relation to the copyrighted work; and
 - 3.4.4 The effect of this use on the potential market for or value of the copyrighted work.
- 3.5 Public Domain Work – A work that is no longer covered by copyright and may be used at any time without the permission of its creator. Works posted on the internet are not necessarily in the public domain.
- 3.6 Digital Millennium Copyright Act (DMCA) – The part of federal copyright law that regulates digital material such as videos, DVDs, computer programs, photographs, and recordings.
- 3.7 Work for Hire – A work that was created by an employee within the scope of his or her employment that was specifically ordered or commissioned for use by his or her employer. This definition includes works prepared by employees in satisfaction of sponsored agreements between the College and outside agencies. Certain commissioned works are also works for hire if the parties so agree in writing. The employer, by law, is the “author” – hence the owner – of works for hire for copyright purposes. Ownership in a work for hire may be relinquished to the employee or others only by an official of the College authorized to do so.

SECTION 4. POLICY

- 4.1 This policy is intended to protect the rights of authors and creators of copyrighted works. It is also intended to inform Southern West Virginia Community and Technical College administration, faculty, staff, and students of the rules and consequences for infringing on the rights of authors and creators whose works are copyright protected. This institution will not be held responsible or liable for any monetary award granted to any author or creator upon proof of infringement in a court of competent jurisdiction.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 To make sure that administration, faculty, staff, and students do not infringe on copyright and are aware of the penalties that might be incurred as a result of copyright infringement.

SECTION 6. GENERAL PROVISIONS

- 6.1 The materials that are copyrighted are protected during the life of the author and up to 70 years after the author's death or, in the case of works for hire or anonymous/pseudonymous works, 95 years from publication or 120 years from creation, whichever is shorter. It is up to the person desiring to use the material to determine whether the item is protected by copyright or not. A copyright does not have to be registered to be protected.
- 6.2 Southern's personnel shall have all rights in copyright for their personalized course materials and scholarly works, while Southern's students shall have all rights in copyright for all intellectual property created without the use of substantial College resources. The College owns all rights in copyright for work produced under third-party agreements as stated in those agreements; for intellectual property created by personnel in the scope of their employment (other than personalized course materials or scholarly works) or with the use of substantial College resources; and by students with the use of substantial College resources.
- 6.3 Fair Use – A use of copyrighted material for purposes of criticism, reporting, teaching, scholarship, and research is not an infringement of copyright, but that is not enough to withstand a suit or claim against the use of the material. Before using the desired material, consider the following four questions:
- 6.3.1 What is the purpose of the use? This question can be challenged, and the individual using the material must have proof that his or her use of the material was for nonprofit, educational purposes and not for commercial uses or monetary gain. It is important to note that not all educational uses are covered by fair use. To be considered educational, the use must be "transformative," that is, it must do more than merely recast an original work into a new mode of presentation (i.e., recasting a novel as an e-book, audiobook or translation into another language; these things are likely to be found to be derivative and, thus protected by copyright). Functions that may be considered transformative include criticism, comments, news reporting, scholarship, research or parody.
- 6.3.2 What is the nature of the copyrighted work? Factual nonfiction works such as lab manuals, workbooks, and dictionaries support educational purposes and therefore are most likely "fair use." Fictional works fall under a more strict copyright coverage because of the creativity it took to create it. Digital materials also fall under strict copyright protection because of the monetary value placed on digital format. Click this link (<https://librarycopyright.net/resources/exemptions/index.php>) to use a tool that will assist you in determining whether your intended use of copyrighted material falls within a statutory exception for instructors.
- 6.3.3 What amount of work will be used? This factor focuses on whether the use employs more of the copyrighted work than necessary and measures how much of the original work was copied. Generally speaking, the greater the amount of a work that is used, the less likely it will be considered fair use. Copying the entirety of a work can be justified as a fair use when it is reasonably appropriate to achieve a transformative use and does not offer a competing substitute for the original. For example, copying an entire work in order to make it searchable may be permissible under fair use if only snippets of the work are capable of being viewed in the search results. In other circumstances, copying and disseminating an entire work is likely not going to be found to be a fair use.
- 6.3.4 What will the effect be of this use to the potential market for or value of the copyrighted work? Will the use of the materials have a negative impact on the ability of the author to reap monetary benefits from the work? If a use competes with or takes sales away from the copyright holder or avoids payment of a royalty in an established market, it will probably not be considered a fair use. If many copies of the work are widely distributed (i.e., the work is used in multiple sections of a course or

is distributed to the general public) or if the use of a work appeals to the same audience as the original work, it is less likely the use will be seen as a fair use. Even if a use is a fair use for one semester, repeated use of copyrighted materials semester after semester may not be considered a fair use, because there is enough time to seek a license from the copyright holder to use the work.

- 6.3.5 Fair use is an important doctrine, but should be used with caution. There is no formula to ensure that a predetermined percentage or amount of a work – a specific number of words, lines, pages or copies – may be used without permission.
- 6.3.6 None of these four factors described herein and set forth in the law is conclusive, and the weight to be given to each will vary in each instance. It is difficult to predict whether a particular use will fall within the scope of fair use, because the analysis is highly fact-specific.
- 6.4 Library database articles are readily available to our users. These materials are free to individuals with authorized access to read, view or listen to, even if it is copyrighted. If an article is used more than the contract allows, the library will see if the material can be purchased for use in that specific case.
- 6.5 Section 108 of the copyright law provides limited exceptions for libraries and archives to make copies in specified instances for preservation, replacement and patron access. These exceptions will generally not apply to faculty, students or staff outside of the library.
- 6.6 Digital Millennium Copyright Act (DMCA) – An amendment to copyright law that criminalizes production and dissemination of technology, devices or services intended to circumvent measures that control access to copyrighted works (commonly known as digital rights management or DRM) and the act of circumventing an access control, whether or not there is actual infringement of copyright itself. The DMCA also heightens the penalties for copyright infringement on the internet.
 - 6.6.1 In addition to the safe harbors and exemptions the statute specifically provides, Section 1201(a)(1) requires that the Librarian of Congress issue exemptions from the prohibition against circumvention of access-control technology. Exemptions are granted when it is shown that access-control technology has had a substantial adverse effect on the ability of people to make non-infringing uses of copyrighted works, including educational and accessibility uses.
 - 6.6.2 The Librarian of Congress is required to update these exceptions every three years. The 2018 list of exceptions can be found here: <https://www.copyright.gov/1201/2018/faqs.html>
- 6.7 Public Domain Works – Once a copyright expires, a work is said to be in the public domain. Once a work is in the public domain, anyone can copy, distribute, display or modify the work without permission from the copyright holder.
 - 6.7.1 Most materials found on the internet, even if publicly available for free, are not in the public domain and are subject to copyright protection.
 - 6.7.2 If a work is not in the public domain, someone who wishes to use the work generally needs a license to copy and distribute the work to students, unless the use falls within the doctrine of fair use, as discussed above.
 - 6.7.3 Faculty and staff should assume that every work is protected by copyright unless the user can establish that it is not protected by a valid copyright. To determine whether a copyright still exists, call the Copyright Office in Washington (202-707-3000, 1-877-476-0778 or www.loc.gov/copyright) or check the Copyright Office website (www.copyright.gov/records/index.html).

6.7.4 Faculty and staff should not rely on the presence or absence of a copyright notice (©) to determine whether a work is protected by copyright, because a notice is not required for many works. It is unlikely that the absence of a copyright notice would affect the validity of the copyright.

6.8 Copyright infringement and other illegal activities by the College's administration, faculty, staff, and students are strictly prohibited. Violation could result in disciplinary action in accordance with the provisions of the Student Handbook, the Faculty Handbook or the Staff Handbook as appropriate.

SECTION 7. RESPONSIBILITIES

7.1 Administration will inform the faculty and staff about the copyright law. The person or persons using the copies will be held responsible for upholding the copyright law.

7.2 Faculty will educate their students about copyright and plagiarism and how to properly cite materials using their preferred format for their class work. Faculty may use the available Purdue OWL (Online Writing Lab) at <https://owl.purdue.edu/> to educate themselves and their students.

7.3 The institution will provide an official statement that the faculty will include in their syllabi about copyright.

7.4 There are both civil and criminal repercussions for copyright infringement.

7.4.1 The holder of a valid copyright can file a civil lawsuit, and anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$300,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can also, in its discretion, assess court costs and attorneys' fees against the person found liable for civil infringement.

7.4.2 Willful copyright infringement can also be a felony violation of federal law, which may result in criminal penalties including imprisonment of up to five years, fines of up to \$250,000 or both per offense.

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: Originated - March 2019

February 7, 2025 – Revised to remove Section 7.5 as it is now irrelevant and to update the online writing lab for students in Section 7.2.

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

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

REFERENCE: Strategic Plan

ORIGINATION: July 1, 1984

EFFECTIVE: June 17, 2025

REVIEWED: February 7, 2025

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

2.1 All college constituencies.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

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

4.1.1 Philosophy Statement

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

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

and satisfying lives.

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

4.1.2 Vision Statement

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

4.1.3 Mission Statement

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

4.1.3.1 Institutional Commitments

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

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

4.1.4 Our Core Values

We will accomplish our mission by:

- 4.1.4.1 Achieving excellence in education and service.
- 4.1.4.2 Exhibiting integrity in all that we do.
- 4.1.4.3 Collaborating and communicating actively with others.

- 4.1.4.4 Being committed in word and deed.
- 4.1.4.5 Imparting passion and compassion to our every task.
- 4.1.4.6 Leading by encouragement and support of lifelong learning.
- 4.1.4.7 Embracing change through bold actions.
- 4.1.4.8 Being creative and innovative at all levels.
- 4.1.4.9 Initiating opportunities for the community.
- 4.1.4.10 Celebrating success.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

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

SECTION 7. RESPONSIBILITIES

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

SECTION 8. CANCELLATION

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

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	Date
---------------------------------	-------------

President	Date
------------------	-------------

Attachments: None.

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

Revision Notes: September 2010 – Revisions reflect no substantial changes in procedure or documentation requirements, but provide clarity. Includes the new institutional Mission Statement approved by the Board of Governors June 22, 2010. This policy was reformatted using the latest policy template.

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

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

February 2025 – Policy reviewed for accuracy and compared to website. Minor revisions.

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

SUBJECT: Tobacco and Smoke-free Campus Policy

REFERENCE: W. Va. Code §18B-1-6; W. Va. Code §18B-2A-4(a); Centers for Disease Control and Prevention, *Smoke-free and Tobacco-free Policies in Colleges and Universities — United States and Territories*, 2017, Morbidity and Mortality Weekly Report, June 22, 2018, Vol. 67, No. 24

ORIGINATION: January 1, 1988

EFFECTIVE: June 17, 2025

REVIEWED: February 7, 2025

SECTION 1. PURPOSE

- 1.1 To establish a policy that provides employees and students with an environment free from the ill effects of tobacco products. Tobacco and tobacco products are the leading cause of preventable deaths in the United States (U.S.). Providing smoke and tobacco free campuses promotes the health and well-being of students, faculty, staff, administration, visitors, and the community.

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

- 3.1 Tobacco Usage – Refers to usage of all forms and types of Tobacco Products and any form of Smoking, including the use of Electronic Smoking Devices and vapor products.
- 3.2 Device – Any product containing or delivering nicotine or any other substance intended for human consumption that can be used by an individual in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distrusted, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
- 3.3 Electronic Smoking Device – Any non-combustible product containing or delivering nicotine or any other substance that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape and size, that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. Electronic Smoking Devices include any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device, and any vapor product or aerosol cartridge, or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device.
- 3.4 Hookah – A water pipe and any associated products and devices that are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

- 3.5 Smoking – Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or natural plant product, including marijuana or synthetic product intended for inhalation, in any form. Smoking also includes the use of an Electronic Smoking Device.
- 3.6 Tobacco Product – Any substance containing tobacco leaf or any product derived from tobacco or nicotine that includes, but is not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, e-cigarettes, or any products or formulation of matter containing biologically active amounts of nicotine that are manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, ingestion, or absorption; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 Department heads and supervisors will be responsible for adherence to the policy in their specified areas of supervision.
- 7.2 All employees have an obligation to see that the provisions of this policy are followed. Faculty members are to ensure compliance by informing students enrolled in each of their classes, while the campus directors and other campus staff ensure compliance by students in other areas of the campus. Adherence to this policy is the responsibility of all college students, faculty, staff, administration, community, and guests. It is expected that all students, faculty, staff, contractors, and visitors comply with this policy. Members of the Southern West Virginia Community and Technical College community are empowered to respectfully inform others

about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance.

- 7.3 Those members violating this policy will be disciplined according to employee or student disciplinary procedures.
- 7.4 The College will endeavor to provide education and assistance to those students and employees desiring to refrain from tobacco usage.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	Date
---------------------------------	-------------

President	Date
------------------	-------------

Attachments: None.

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

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

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

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

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

February 7, 2025 – The policy was revised to update definitions and references.

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

SUBJECT: Sabbatical Leave for Full-time Faculty

REFERENCE: West Virginia Code §18B-1-3; 18B-8-3

ORIGINATION: August 1992

EFFECTIVE: June 17, 2025

REVIEWED: February 7, 2025

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

- 3.1 Sabbatical Leave – A form of faculty development that provides leave with full or partial salary but free from all teaching and administrative duties to engage in educational activity related to an individual's academic or professional field to improve teaching. Examples of uses of sabbatical leave may include renewing/advancing oneself in an area of expertise, learning new approaches to teaching/learning, undertaking projects relating to the enhancement of learning and teaching by electronic means, or conducting research and development in relation to an academic field, the division's curriculum, or a new specialization.
- 3.2 Vitae – A biographical sketch or account of one's career and qualifications.
- 3.3 Full-time Faculty – An individual employed on a full-time year-to-year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

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

SECTION 6. GENERAL PROVISIONS

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

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

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

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

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

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

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

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

6.5 Criteria to be Used in Awarding Sabbatical Leave:

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

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

- 6.5.3 Number of years salaried, full-time professional service at Southern West Virginia Community and Technical College since last hire date or last sabbatical leave, whichever is least, shall be considered.
- 6.5.4 Although an advanced degree may be a residual of a sabbatical leave proposal, emphasis shall be placed on the benefits to the faculty member or instructional specialist, the institution, and the community.
- 6.6 Compensation – A faculty member on sabbatical leave shall receive full salary for no more than one-half of the academic year or half salary for no more than the full academic year.

SECTION 7. RESPONSIBILITIES

7.1 Obligations of the Faculty Member or Instructional Specialist:

- 7.1.1 An applicant for a sabbatical leave shall discuss the proposal with his/her Academic Dean, prepare the proposal and the request for sabbatical leave form, and submit the packet to his/her Academic Dean before the deadline dates specified in this policy. The plan proposal, as approved, will represent the faculty member's assignment during the sabbatical leave period. The approved plan shall not be modified without the written consent of the President or his/her designee.
- 7.1.2 Upon receiving approval for sabbatical leave, the faculty member shall execute a promissory note/memorandum of understanding reflecting the amount of compensation to be received while on sabbatical leave. After completion of the service obligation, the note shall be marked "paid" and returned to the faculty member.
- 7.1.3 In accepting a sabbatical leave, a faculty member shall sign a statement indicating that he/she is aware of and agrees to all conditions of the leave as specified herein.
- 7.1.4 While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the President or his/her designated representative. Fellowships, grants, assistantships, and similar stipends shall not be considered remunerative employment.
- 7.1.5 Faculty on approved sabbatical leave are required to report any changes in, or that may affect the status of his/her sabbatical leave or benefit eligibility. Examples may include but are not limited to long-term illness or injury that affects the individual's ability to meet obligations, changes in marital status, or other situations that may affect his/her benefit status.
- 7.1.6 Upon completion of a sabbatical leave, a faculty member shall file with the Chief Academic Officer/Provost a written report of his/her scholarly activities while on leave. The report shall address all objectives and activities approved in the original request and be submitted within thirty days of return to service.
- 7.1.7 A faculty member is obligated to return for a full year of service upon completion of the leave. Failure to return will obligate the individual to fully reimburse the institution for the salary received during the period of the leave.

7.2 Obligations of the Academic Dean:

- 7.2.1 Work in an advisory capacity with the faculty applicant to help ensure the proposed sabbatical leave complies with the intent of this policy and is beneficial to the faculty member or instructional specialist, the department, the division, and the institution.

7.2.2 Prepare a letter to the Chief Academic Officer/Provost containing comments and recommendations for approval or denial of the request.

7.2.3 Arrange coverage of classroom or other workload responsibilities of the requesting faculty member or instructional specialist. The Academic Dean may ask for suggestions or recommendations from the requesting faculty member. However, the responsibility for finding temporary replacement personnel or revising the teaching schedules of other members of the division rests with the Academic Dean. The Academic Dean will contact the Human Resources Office for assistance in recruiting replacement personnel no later than the spring semester of the year preceding the commencement of the sabbatical leave.

7.3 Obligations of the Chief Academic Officer/Provost:

7.3.1 The Chief Academic Officer/Provost will be responsible for the implementation of this policy and will provide all support services necessary to carry out its provisions.

7.3.2 The Chief Academic Officer/Provost will prepare a letter to the President containing comments and recommendations for approval or denial of the request.

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

7.4.1 Upon consideration and final approval or denial of a request for sabbatical leave, the President's Office will send the original application packet with related correspondence and outcomes to the Human Resources Office for appropriate processing, reporting, and record keeping.

7.4.2 A faculty member's or instructional specialist's institutional position, status, and rank will not be adversely affected solely by his/her absence while on sabbatical leave.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments: SCP-2810-A, *Sabbatical Leave Request*
 SCP 2810-B, *Sabbatical Leave Promissory Note*

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

Revision Notes: November 2, 2010 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

November 4, 2015 – Revisions reflect no substantial changes in procedure or documentation. Revisions provide clarity and reflect changes in job titles. Forms reviewed and job titles revised.

November 5, 2020 – Revisions provide clarity and changes in job titles to reflect the current organizational chart. The definition for Instructional Specialist was added for consistency. Forms were reviewed and job titles revised.

February 7, 2025 – Revisions reflect updated titles and state code. It addresses grammatical errors and removes all references to instructional specialists, as the West Virginia Code only speaks to sabbatical leave for full-time faculty members of state institutions of higher education.

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

SABBATICAL LEAVE REQUEST

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

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

Attachments:

___ Proposal
___ Current Vitae

Per attached letter, I recommend

approval of this leave. ___ Yes ___ No

Per attached letter, I recommend

approval of this leave. ___ Yes ___ No

___ Approved ___ Denied

Faculty Member's Signature

Date

Academic Dean's Signature

Date

Chief Academic Officer/Provost's Signature

Date

President's Signature

Date

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

**SABBATICAL LEAVE
PROMISSORY NOTE and MEMORANDUM OF UNDERSTANDING**

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

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

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

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

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

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

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

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

Printed Name	Signature	Date
--------------	-----------	------

STATE OF WEST VIRGINIA, COUNTY OF _____, to-wit:

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

_____.

My commission expires: _____

NOTARY PUBLIC

Chief Academic Officer/Provosts's Signature	Date
---	------

President's Signature	Date
-----------------------	------

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4233**

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

REFERENCE: None

ORIGINATION: July 1, 1985

EFFECTIVE: June 17, 2025

REVIEWED: November 8, 2024

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 All students registered for academic credit courses.

SECTION 3. DEFINITIONS

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

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

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

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

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

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

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

November 2024 – Minimal revisions provide clarity in roles and a correction in criteria.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4398**

SUBJECT: Student Grades and Grade Point Average Requirements for Graduation

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

ORIGINATION: November 20, 2002

EFFECTIVE: June 17, 2025

REVIEWED: November 8, 2024

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

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

SECTION 6. GENERAL PROVISIONS

- 6.1 The following grades are used by the College:

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

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

- 6.1.1 **Withdrawal:** A student withdrawing from a course by the established deadline for withdrawal will receive a grade of “W.” After the last day to withdraw, a student will not be permitted to withdraw from the course and will receive the final grade the student earned.
- 6.1.2 **Incomplete Grade:** A student may receive an incomplete “I” grade for a course if that student has successfully completed the majority of the academic requirements and is unable to complete the course due to unforeseen or uncontrollable circumstances. The instructor for the course must submit an Incomplete Grade Form to the appropriate Dean for approval before an “I” grade may be recorded by the Registrar. The student does not re-register for the course in which the “I” grade was received but must complete the requirements for the course within the next full academic term or the “I” grade will automatically be changed to a grade of “F.” The final grade for the course will be assigned by the instructor and the grade change must be approved by the appropriate Dean and Chief Academic Officer, then forwarded to the Registrar.
- 6.1.3 **Credit/No Credit Grade:** Some courses may be graded on a pass/fail basis. In these instances, a student may receive a grade of credit (CR) to indicate that the student has met the course requirements. On the other hand, a student may receive a grade of no credit (NC) to indicate that the student has not met the course requirements.
- 6.1.4 **Audit Grade:** A student interested in enrolling for a course and not receiving a grade may audit the course. In auditing a course, the student pays the regular tuition and fees for the course, receives instruction, and participates in classroom activities, but does not receive a grade. The final grade of “AU” will be recorded on the student’s transcript.
- 6.2 The grades earned by a student are determined by the instructor of the course and can be changed only upon the latter’s recommendation with final approval by the Chief Academic Officer, except as follows:
- 6.2.1 As set forth above, the appropriate Dean must approve a grade of “I” and must approve the final grade once the work missed is satisfactorily completed.
- 6.2.2 The Chief Academic Officer may, upon recommendation of the Grievance Committee or Exceptions Committee, request to change a grade.
- 6.3 At the close of each semester, the instructor shall evaluate each student enrolled in his or her assigned class.
- 6.3.1 The Registrar shall provide notice to each faculty member regarding deadlines when final grades must be submitted. Deadlines must be met to facilitate decisions with regard to registration, probation, sequence of classes, prerequisites and graduation requirements.
- 6.3.2 Grades shall be submitted as follows:
- 6.3.2.1 Full-time and adjunct faculty shall submit grades through entry in the BANNER System using Faculty Self Service via mySouthern, or as arranged with the Dean.

- 6.3.2.2 Both full-time and adjunct faculty must make available, if requested by the appropriate Dean, or Chief Academic Officer, documented evidence of class attendance and performance records. This is necessary and valuable in the event of student grade appeals. All examinations or other graded assignments not returned to students must be maintained by the faculty member for one succeeding semester.
- 6.3.3 In calculating a student's grade point average, all assigned letter grades "A" through "F" will be used. The grade point average is calculated on all work for which the student has registered with the exception of courses with grades of "W," "I," "CR," "NC," and "AU," courses repeated (see "D" and "F" Repeat Provisions), and courses forgiven (see Academic Forgiveness Provision). To compute the overall grade point average, add all quality points and divide this number by the total credit hours for courses in which a student earned a letter grade. Grades of "F" and "F*" are included in the hours earned with "0" quality points.
- 6.3.4 Those students who successfully complete the requirements for a certificate or associate degree with a cumulative grade point average of 2.00 or better are eligible to graduate. Some programs require that students earn a minimum grade of a "C" in certain courses taken in order to graduate.
- 6.3.5 "D" and "F" Repeat Provision: If a student earns a grade of "D" or "F" on any course taken no later than the academic term or summer term during which the student attempts the sixtieth (60th) semester hour, and if that student repeats this course prior to the receipt of an associate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining the student's grade point average. The original grade shall not be deleted from the student's permanent record.
- 6.3.6 Discretionary Academic Forgiveness Provision: For purposes of grade point average required for graduation, this provision is designed to assist students who previously left college with low grades and may be implemented, provided certain conditions are satisfied, where the "D" and "F" repeat provision are not applicable. The conditions for academic forgiveness are as follows:
- 6.3.6.1 The student seeking academic forgiveness must not have been enrolled during any semester or term at any higher education institution for a period of four consecutive years prior to the request for academic forgiveness. Only grades received prior to the four-year, non-enrollment period may be disregarded for grade point average calculation.
- 6.3.6.2 This policy pertains only to the grade point average required for graduation and does not pertain to the grand point average calculated for specific academic recognition, graduation with honors, admission requirements for particular programs, or any other academic related standards, or requirements for professional certifications.
- 6.3.6.3 To implement this policy, the student must consult with and submit a written request to the Registrar's Office. The request must identify the non-enrollment period and the specific courses and grades the student wishes to be exempted from grade point average calculation. The Registrar may accept, modify or reject the student's request. Grades disregarded for grade point average computation will remain on the student's transcript.
- 6.3.6.4 In instances where a student requests and gains academic forgiveness from another higher education institution and then transfers to Southern, Southern is not bound by the prior institution's decision to disregard grades for grade point average calculation and vice versa.
- 6.3.7 The academic forgiveness policy for the Board of Governors Associate in Applied Science Adult Completion Program differs from that specified above. Per the West Virginia Council for

Community and Technical College Education Administrative Guidelines for this program, all F's earned in College courses earned four or more years before admissions to program are disregarded from the computation of the graduation grade point average. The "F" grades will not be deleted from the transcript. The "D" and "F" Repeat Provision shall also apply if applicable.

SECTION 7. RESPONSIBILITIES

7.1 The Registrar shall cause the terms of this policy to be observed.

SECTION 8. CANCELLATION

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

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	Date
---------------------------------	-------------

President	Date
------------------	-------------

Attachments: None.

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

Revision Notes: October 2014 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity.

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

April 2020 - Revisions reflect technical changes in accordance with, Title 135, Procedural Rule, Series 22, *Grade Point Average for Certificate and Associate Degrees*, West Virginia Council for Community and Technical College Education.

November 2024 – Revisions align with language from Series 22, and reflect change in responsibility.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5050**

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

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

ORIGINATION: January 15, 2002

EFFECTIVE: June 17, 2025

REVIEWED: February 7, 2025

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

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

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

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

SECTION 6. GENERAL PROVISIONS

- 6.1 Tuition and Fees
 - 6.1.1 The College will establish rates to be charged to full-time students.
 - 6.1.2 Students enrolled for less than twelve credit hours in a traditional semester/term shall have their fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour.
 - 6.1.3 Fees for students enrolled in a traditional summer term or any non-traditional term shall be prorated based upon the number of credit hours for which students enroll.
 - 6.1.4 The College reserves the right to establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule. Some of these fees may not be refundable.
 - 6.1.5 All regular and special fees charged by the College shall be identified separately and published so they are readily available to all students.
 - 6.1.6 Fees shall be established and charged for all non-credit economic, workforce, and community development courses in an amount to ensure that the offering is self-supporting, including indirect cost.
- 6.2 Refund of Regular Fees
 - 6.2.1 The following schedule for calculating refunds shall be adhered to for those students who withdraw from the institution via the official withdrawal process and who are eligible to receive refunds. Students qualify for a full refund (100%) of tuition/fees, if they drop any or all of their courses prior to the start of classes for the semester/term. Once classes begin for the semester/term, there are only two ways a student may qualify for a tuition/fee refund. The first is to completely withdraw from the institution for the semester/term within the refund schedule dates set for the term (this means carrying zero credit hours for the-semester/term). This includes any courses that have not started for the semester/term, including all non-traditional courses. The second way to qualify for a refund is if the institution cancels a course. The student will get a 100 percent (100%) refund for any course that is canceled.
 - 6.2.1.1 Any student who has received an administrative withdrawal due to disciplinary action will not be eligible for a refund at any time during the semester.

6.2.1.2 Continuing students who officially withdraw during a semester shall at a minimum receive a refund of regular fees in accordance with the following refund schedule:

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

6.3 Registration Period – Late Fee

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

6.4 Installment Payment Plans

- 6.4.1 The Board of Governors permits fee payments to be made in installments over the course of the academic term. Installment payment plans will be offered primarily for the fall and spring semesters. All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral. The Chief Finance Officer shall develop the installment payment plans and the procedures to implement the plans. A late payment fee may be charged not to exceed the amount approved by the Governing Board and listed on the schedule of tuition and fees. Students who default or fail to pay their payment plan will be prohibited from using the payment plan option in the future.

6.5 Use of Credit Cards

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

SECTION 7. RESPONSIBILITIES

- 7.1 The Finance Unit is responsible for this policy.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	Date

President	Date

Attachments: None.

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

Revision Notes: January 11, 2011 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

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

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

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

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

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

February 2025 – Revisions have been made that provide clarity in offering students payment plan options and to bring the policy up-to-date with the W. Va. State Code.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5066**

SUBJECT: Third-Party Sponsored Courses

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

ORIGINATION: March 2010

EFFECTIVE: June 17, 2025

REVIEWED: November 8, 2024

SECTION 1. PURPOSE

- 1.1 To establish an institutional policy regarding the approval of agreements with third-party sponsors, whereby the third party may sponsor any course, institute, workshop, special course, or other educational program offered by the College for credit. Under such agreements,, the students enrolled shall have their tuition and/or fee waived.

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

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

SECTION 4. POLICY

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

regular, standard tuition and/or other associated fees for such courses, institute, workshop, special course, or other educational offering.

SECTION 5. BACKGROUND OR EXCLUSIONS

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

SECTION 6. GENERAL PROVISIONS

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

SECTION 7. RESPONSIBILITIES

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

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

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

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

Revision Notes: June 2010 – This is a new policy which addresses the approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third-parties and offered for academic credit by Southern West Virginia Community and Technical College.
 September 2014 – Revisions reflect changes in job titles.

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

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

November 2024 – SCP -5066 was reviewed through the governance process, and the policy is recommended for continuation with minor revisions.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5066.A**

Third-party Sponsored Courses Agreement

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

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

Instruction	\$ _____
Course Materials	\$ _____
Instructional materials	\$ _____
Other	\$ _____
Administrative costs (at _____ percent)	\$ _____
Total	\$ _____

The College and Third-party Sponsor agree as follows:

COLLEGE'S RESPONSIBILITY

(Please describe)

THIRD-PARTY SPONSOR'S RESPONSIBILITY

(Please describe)

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

APPLICABILITY OF COLLEGE POLICIES AND PROCEDURES

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

Third-party Sponsor Representative

President or Designee

Date

Date

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

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

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

ORIGINATION: February 1, 1989

EFFECTIVE: June 17, 2025

REVIEWED: February 7, 2025

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

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

SECTION 7. RESPONSIBILITIES

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

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

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

March 2016 – No changes recommended.

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

February 7, 2025 – Revisions to grammar and titles.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-7125**

SUBJECT: Information Technology Acceptable Usage

REFERENCE: SCP-7720, *Security of Information Technology*; State of West Virginia Office of Technology, Information Security Policy (WVOT-PO1001, Appendix A), <http://www.technology.wv.gov>

ORIGINATION: July 7, 1997

EFFECTIVE: June 17, 2025

REVIEWED: November 8, 2024

SECTION 1. PURPOSE

- 1.1 To define and clarify the responsibilities and obligations of computer users at Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to all computer users at Southern West Virginia Community and Technical College, including but not limited to guests, students, staff, faculty, and external entities.

SECTION 3. DEFINITIONS

- 3.1 Access – To approach or use an information resource.
- 3.2 Assets – Any of the data, hardware, software, network, documentation, and personnel used to manage and process information.
- 3.3 Chief Information Officer – The person responsible for the agency’s information resources.
- 3.4 Employee – For the purposes of this policy, the term “employee” shall include the following: contractors, subcontractors, contractors’ employees, volunteers, business associates, and any other persons who are determined and notified by the Office of Information Technology (OIT) to be subject to this policy. This definition does not create any additional rights or duties.
- 3.5 Password – A string of characters known to a computer system or network and to a user who must enter the password in order to gain access to an information resource.
- 3.6 Security – Those measures, procedures, and controls that provide an acceptable degree of safety for information resources, protecting them from accidental or intentional disclosure, modification, or destruction.
- 3.7 User – A person authorized to access an information resource.

SECTION 4. POLICY

- 4.1 This policy establishes guidelines and responsibilities for users of Southern West Virginia Community and Technical College's Information Technology.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 Relevant technologies include, but are not limited to the following:
- 6.1.1 Personal Computers
 - 6.1.2 Personal Digital Assistant (PDA)
 - 6.1.3 Fax or copy machines with memory or hard drives
 - 6.1.4 Internet or Intranet
 - 6.1.5 E-mail and Enterprise Instant Messaging (EIM)
 - 6.1.6 Voice Mail
 - 6.1.7 Cell Phones (including camera phones and smartphones with data communications and databases)
 - 6.1.8 Pagers
 - 6.1.9 Media including disk drives, diskette drives, optical disks (CD), tape drives, and USB drives (flash drives)
 - 6.1.10 Servers
 - 6.1.11 Printers
 - 6.1.12 6.1.12 Online learning systems
 - 6.1.13 6.1.13 Conferencing and communication platforms
- 6.2 Unacceptable uses include, but are not limited to the following:
- 6.2.1 Any use which violates local, state, or federal laws.
 - 6.2.2 Any use for commercial purposes, product advertisements, or "for-profit" personal activity;
 - 6.2.3 Any use for viewing, transmitting, receiving, saving, or printing sexually explicit material;
 - 6.2.4 Any use for promotion of political or religious positions or causes;
 - 6.2.5 Any use in relation to copyright infringement;
 - 6.2.6 Any use in relation to participating in chain letters or unauthorized chat programs or forwarding or responding to SPAM;
 - 6.2.7 Any use for promoting the misuse of weapons or the use of devices associated with terrorist activities;
 - 6.2.8 Any use related to pyramid selling schemes, multi-marketing schemes, or fund-raising for any purpose unless agency sanctioned;
 - 6.2.9 Any use for dispersing data to customers or clients without authorization;
 - 6.2.10 Any use in relation to placing wagers or bets;

6.2.11 Any use that could be reasonably considered as disruptive to another's work.

6.3 Users will not waste IT resources by intentionally doing one or more of the following:

6.3.1 Placing a program in an endless loop;

6.3.2 Printing unnecessary amounts of paper;

6.3.3 Disrupting the use or performance of State-provided IT resources or any other computer system or network; or

6.3.4 Storing unauthorized information or software on State-provided IT resources.

6.4 Users will not knowingly or advertently commit security violations. This includes doing one or more of the following:

6.4.1 Assessing or attempting to access records within or outside the State's computer and communications facilities for which the employee is not authorized or bypassing State security and access control systems;

6.4.2 Copying, disclosing, transferring, examining, re-naming, or changing information or programs belonging to another user unless given express permission to do so by the user responsible for the information or programs;

6.4.3 Violating the privacy of individual users by reading e-mail or private communications without legal authority or authorization based upon documented just cause;

6.4.4 Misrepresenting oneself, the College, or the State of West Virginia;

6.4.5 Making statements about warranty, expressed or implied, unless it is a part of normal job duties;

6.4.6 Conducting any form of network monitoring, such as port scanning or packet filtering, unless expressly authorized by the Office of Information Technology (OIT), the Vice President for Finance and Administration, or the President.

6.4.7 Transmitting through the Internet confidential data to include without limitation, credit card numbers, telephone calling card numbers, login passwords, and other parameters that can be used to access data without the use of encryption technology approved by the Office of Information Technology (OIT), the Chief Information Officer, or the President.

6.5 Users will not commit security violations related to e-mail activity. This includes doing one or more of the following:

6.5.1 Sending unsolicited commercial e-mail messages, including the distribution of "junk mail" or other advertising material to individuals who did not specifically request such material;

6.5.2 Unauthorized use for the forging of e-mail header information;

6.5.3 Solicitation of e-mail for any other e-mail address other than that of the user's account, with the intent to harass or to collect replies;

- 6.5.4 Posting messages to large numbers of users (more than 50) without authorization; or
- 6.5.5 Posting from an agency e-mail address to newsgroups, blogs, or other locations without a disclaimer stating that the opinions expressed are strictly their own and not those of the State or the agency, unless posting is in the fulfillment of business duties.

6.6 Employee Responsibilities

- 6.6.1 Employees should conduct themselves as representatives of the State and College, and are responsible for becoming familiar with and abiding by all information security policies and guidelines.
- 6.6.2 Employees will only access files, data, and protected records if:
 - 6.6.2.1 The employee owns the information;
 - 6.6.2.2 The employee is authorized to receive the information or
 - 6.6.2.3 The information is publicly available.
- 6.6.3 Employees are prohibited from monopolizing systems, overloading networks with excessive data, or wasting computer time, connection time, bandwidth, disk space, printer paper, or other IT resources.
- 6.6.4 Employees are prohibited from transmitting personal information about themselves or someone else without proper authorization while using State-provided IT resources.
- 6.6.5 Employees must adhere to copyright law regarding the use of software, print or electronic information, and attributions of authorship. In certain instances, legal counsel can determine permissible uses.

SECTION 7. RESPONSIBILITIES

- 7.1 The Chief Information Officer is responsible for administering the provisions of this policy.
- 7.2 Responsibilities of the User
 - 7.2.1 Access to technology resources is a privilege Southern West Virginia Community and Technical College grants to all college faculty, staff, and students. Access may also be granted to individuals outside of the college for purposes consistent with the mission of the college, and users are responsible for complying with this policy.
- 7.3 Sanctions
 - 7.3.1 Violations of the institutional purposes and policies described above are serious matters and will be dealt with as such. Violators are subject to the normal disciplinary procedures of the college and, in addition, the loss of computing privileges may result. Illegal acts involving Southern West Virginia Community and Technical College's technology resources may also be subject to prosecution by state and federal authorities.

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: February 2009 - This policy was revised to reflect up-to-date terms and current acceptable usage. The policy was reformatted into the new policy template.

September 2014 - This policy was revised based on the State of West Virginia Office of Technology's Information Security Policy (WVOT-PO1001) Appendix A.

September 2019 - This policy was reviewed and no revisions were recommended.

November 2024 – This policy was reviewed with minor revisions and grammar corrections to improve clarity.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-7720**

SUBJECT: Security of Information Technology

REFERENCE: State of West Virginia Office of Technology, WVOT-PO1001, Information Security Policy; WVOT-PO1006, Data Classification;
<http://www.technology.wv.gov/security/Pages/policies-issued-by-the-cto.aspx>;
SCP-7125, Information Technology Acceptable Usage

ORIGINATION: May 1, 1988

EFFECTIVE: June 17, 2025

REVIEWED: November 8, 2024

SECTION 1. PURPOSE

- 1.1 This policy establishes guidelines and responsibilities for Southern West Virginia Community and Technical College employees regarding information security and the protection of agency information resources. This information is based on the State of West Virginia Office of Technology, Information Security Policy (WVOT-PO1001) issued by the Governor's Office of Technology and is edited only to the extent necessary to clarify procedural differences between the State and the College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all users who have access to agency information and to systems that store, access or process the information.
- 2.2 The intent of this policy is to explain the range of acceptable and unacceptable uses of State-provided information technology (IT) resources and is not necessarily all-inclusive. IT resources may include anything with a processor, communications capability, or data storage. (Please refer to SCP-7125, *Information Technology Acceptable Usage*, for a list of examples).

SECTION 3. DEFINITIONS

- 3.1 Access – The ability to locate, gain entry to, and use a directory, file, or device on a computer system or over a network.
- 3.2 Access Control – The enforcement of specified authorization rules based on the positive identification of users and the systems or data they are permitted to access.
- 3.3 Authentication – The process of verifying the identity of a user.
- 3.4 Chief Information Officer (CIO) – The person responsible for the agency's information resources.
- 3.5 Confidential Data – Information that is legally protected (i.e., student records) or otherwise deemed by a qualified expert to be unsuitable for open access.

- 3.6 Contractor – Anyone who has a contract with the State or one of its entities.
- 3.7 Custodian of Information – The person or unit assigned to supply services associated with the data.
- 3.8 Employee – For the purposes of information technology and security policies, the term “employee” shall include the following: business associates, contractors, contractor’s employees, subcontractors, volunteers, and individuals who are determined and notified by the institution to be subject to this policy. This definition does not create any additional rights or duties.
- 3.9 Information Assets – Any of the data, hardware, software, network, documentation, and personnel used to manage and process information.
- 3.10 Information Resources – All information assets in all known formats.
- 3.11 Information Security – Those measures, procedures, and controls that provide an acceptable degree of safety for information resources, protecting them from accidental or intentional disclosure, modification, or destruction.
- 3.12 Information Security Officer (ISO) – The person designated by the Chief Technology Officer to administer the agency’s internal and external point of contact for all information security matters.
- 3.13 Information Security Incident – An event characterized by unexpected and unwanted system behavior, breach, or unintended alteration of data.
- 3.14 Information Security Liaison (ISL) – Employees assigned by the ISO to assist in the protection of information resources.
- 3.15 Information Technology (IT) – The technology involved with the transmission and storage of information, especially the development, installation, implementation, and management of computer systems and applications.
- 3.16 Medium – Any repository, including paper, used to record, maintain, or install information or data.
- 3.17 Owner of Information – The person(s) ultimately responsible for an application and its data viability.
- 3.18 Password – A string of characters known to a computer system or network and to a user who must enter the password in order to gain access to an information resource.
- 3.19 Personally Identifiable Information (PII) – Includes all protected and non-protected information that identifies or can be used to identify, locate, or contact an individual.
- 3.20 Privacy Officer – The official responsible for facilitating the College’s integration of privacy principles, legal requirements, and privacy standards into department policies, procedures, and practices.
- 3.21 Risk Analysis – The evaluation of system assets and their vulnerabilities to threats in order to identify what safeguards are needed.
- 3.22 Security Contact – These individuals include the Information Security Officer (ISO) and Information Security Liaison (ISL).
- 3.23 Threat – Includes any person, condition, or circumstance that endangers the security of information or

information systems in the context of Information Security.

- 3.24 User – A person authorized to access an information resource.
- 3.25 User ID – A unique “name” by which each user is identified to a computer system.
- 3.26 West Virginia Office of Technology (WVOT)– The division of the Department of Administration established by West Virginia Code § 5A-6-4a, et seq., which is led by the State’s CTO and designated to acquire, operate, and maintain the State’s technology infrastructure. The WVOT is responsible for evaluating equipment and services, and reviewing information technology contracts.

SECTION 4. POLICY

- 4.1 All Information Technology assets, including hardware, software, and data are owned by the College, unless accepted by contractual agreement.
- 4.2 Users are required to comply with legal protection granted to programs and data by copyright and license. No unauthorized software will be installed on College systems. The Office of Information Technology (OIT) will authorize all software installation.
- 4.3 Users will utilize, maintain, disclose, and dispose of all information resources, regardless of medium, according to law, regulation, and/or policy.
- 4.4 Employees must have no expectation of privacy while using State-provided information resources (i.e., cell phones, Internet, etc.).
- 4.5 Southern West Virginia Community and Technical College reserves the right to filter Internet site availability, and to monitor and review employee use as required for legal, audit, or legitimate authorized College operational or management purposes. By logging into their College-provided account, users are acknowledging that they have read the document and agree to follow its provisions.
- 4.6 All users must adhere to rules regarding unacceptable use of technology resources. (For a detailed list of unacceptable uses, see SCP-7125, *Information Technology Acceptable Usage*).
 - 4.6.1 Users must not download, attach, change, distribute, or install any software or inappropriate files, including streaming content, for non-business functions (i.e., downloading MP3 files and/or broadcast audio or video files).
 - 4.6.2 Users must not intentionally introduce a virus into a College-provided computer, or withhold information necessary for effective virus control procedures.
 - 4.6.3 Users must not send or share confidential information for unauthorized purposes.
 - 4.6.4 Users must not attach or use devices on the College network that are not owned or authorized by the College.
 - 4.6.5 Employees must not redirect confidential or privileged College data to a non-State-owned computing device without proper authorization.
 - 4.6.6 Users must not use unauthorized peer-to-peer networking or peer-to-peer file sharing.

- 4.6.7 Employees must never execute programs or open e-mail attachments that have not been verified or come from an unknown source. If in doubt and lacking assurance from the sender, employees should contact the Office of Information Technology (OIT) Helpdesk for assistance.
- 4.6.8 Users must never attempt to knowingly disable, defeat, or circumvent any security firewall, proxies, web filtering programs, or other security controls.
- 4.6.9 Users must not use technology resources to promote harassment or illegal discrimination based on race, gender, national origin, age, marital status, religion, or disability.
- 4.7 The Office of Information Technology (OIT), working with designated individuals, will develop procedures to protect information resources from accidental, unauthorized, or malicious access, disclosure, modification, or destruction.
- 4.8 Users must report any observation of attempted security or privacy violations to helpdesk@southernwv.edu.
 - 4.8.1 A Security Incident is any event that involves the misuse of computing technology resources or is disruptive to the normal system or data processing operations. Examples include, but are not limited to the following:
 - 4.8.1.1 Lost or stolen computers or other portable devices;
 - 4.8.1.2 Lost or stolen media that contains sensitive data;
 - 4.8.1.3 Rampant computer virus infections within the State network;
 - 4.8.1.4 Loss of system or network functionality;
 - 4.8.1.5 A disaster scenario or act of terrorism;
 - 4.8.1.6 A prolonged power outage;
 - 4.8.1.7 A compromised (hacked) computer or server;
 - 4.8.1.8 A defaced Web page; and
 - 4.8.1.9 An information security policy violation.
- 4.9 Users should immediately report all information security incidents to helpdesk@southernwv.edu. Users must provide the following information to the extent possible:
 - 4.9.1 Point of contact (name, phone, e-mail);
 - 4.9.2 Characteristics of Incident;
 - 4.9.3 Date and time incident was detected;
 - 4.9.4 Extent of impact;
 - 4.1.1 Nature of incident, if known (i.e., unauthorized access, system breach or malfunction, data loss or exposure, defacement, other);

- 4.9.5 Any actions taken in response to the incident; and
- 4.9.6 Type of technology used and where the incident occurred.
- 4.10 Confidential, private, personally identifiable information (PII), Federal Tax Information (FTI), or other sensitive data (i.e., credit card numbers, calling card numbers, login passwords, health information, or other protected information), must be encrypted or dissociated from any individual prior to transmission through any public data communications infrastructure, such as a network or the Internet.
- 4.11 Employees must immediately contact helpdesk@southernwv.edu upon receiving or obtaining confidential information to which the employee is not entitled or becoming aware of any inappropriate use of College-provided technology resources (Note: The owner or sender of such information must also be notified).
- 4.12 Employees will contact an immediate supervisor if there is doubt concerning authorization to access any College-provided technology resource or if questions arise regarding acceptable or unacceptable uses. If criminal activity is suspected or detected, reporting should occur up the supervisory or management chain without delay.
- 4.13 Access controls must be consistent with all state and federal laws and statutes and will be implemented in accordance with this policy.
- 4.14 Appropriate controls must be established and maintained to protect the confidentiality of passwords used for authentication.
 - 4.14.1 All passwords are confidential and must not be shared under any circumstances.
 - 4.14.2 Employees are expected to use strong passwords, which must conform to established standards and will be changed at intervals designated by the Office of Information Technology (OIT).
- 4.15 All access to computing resources will be granted on a need-to-use basis.
- 4.16 Individual users will be assigned unique user ID's.
- 4.17 Each user must be accountable for securing his or her computer, and for any actions that can be identified to have originated from it.
- 4.18 The Office of Information Technology (OIT) will provide network user accounts by adding, modifying, and deleting user access for customer units. Each unit will appoint a designated approval authority, who will authorize all access modifications for that unit.
 - 4.18.1 When an employee is terminated, the unit's designated approval authority must contact the Office of Information Technology (OIT) immediately to disable all access, unless otherwise approved in writing by appropriate management.
 - 4.18.2 When an employee transfers, the Office of Information Technology (OIT) will modify all access to accommodate new user roles and responsibilities according to instructions from the unit's designated approval authority.
- 4.19 All employees may be required to complete information security awareness as part of job orientation.
- 4.20 The authorized head of each unit must assure that all employees read this policy and understand that logging in to any system with College-provided credentials is an acknowledgment that the employee has read, fully comprehends, and will abide by College policies and procedures regarding privacy and information security.

- 4.21 The unit head must ensure that all employees and others who access computer systems will receive sufficient training in policies and procedures, security requirements, correct use of information resources, and other administrative controls.
- 4.22 Background checks may be conducted by the College's Human Resources department consistent with other College policies.
- 4.23 Data/Information Assets
 - 4.23.1 Information resources are designated for authorized purposes. The College has a right and a duty to review questionable employee activity. Only minimal personal use of College-provided technology resources is permitted (i.e., 10-15 minutes during break and/or lunch periods). This must not include any unauthorized uses (See SCP-7125, Information Technology Acceptable Usage), and must not interfere with the legitimate business of the College.
 - 4.23.2 All information assets must be accounted for and have assigned owners. Owners, custodians, and users of information resources must be identified and their responsibilities defined and documented.
 - 4.23.3 Each owner or custodian of information will determine and document classification based on the information's circumstances and nature, according to a classification scheme common to all State agencies. Classification should consider legal protections, privacy, sensitivity, and criticality to the functions of the business. (For more information please reference WVOT-P01006, *Data Classification*).
 - 4.23.4 The owner or custodian will determine and document the data classification, and the CIO will ensure the protective guidelines that apply to each level of information. They include, but are not limited to the following:
 - 4.23.4.1 Access;
 - 4.23.4.2 Use within the College;
 - 4.23.4.3 Disclosure outside the College;
 - 4.23.4.4 Electronic distribution; and/or
 - 4.23.4.5 Disposal / Destruction.
 - 4.23.5 If, at any time, equipment or media changes ownership or is ready for disposal, the user must alert the responsible technical staff to the potential presence of any confidential and/or sensitive data on said equipment or media.
- 4.24 Physical and Environmental Security
 - 4.24.1 Information resource facilities will be physically secured by measures appropriate to their critical importance.
 - 4.24.2 Security vulnerabilities will be determined, and controls will be established to detect and respond to threats to facilities and physical resources.
 - 4.24.3 Employees must guard against access to files and take precautions to protect technology devices

when away from the workstation. This includes but is not limited to the following:

- 4.24.3.1 Logging off the computer;
- 4.24.3.2 Locking the computer; and/or
- 4.24.3.3 Locking the file cabinets and drawers.
- 4.24.4 Critical or sensitive data handled outside of secure areas will receive the level of protection necessary to ensure integrity and confidentiality.
- 4.24.5 Equipment will be secured and protected from physical and environmental damage.
- 4.24.6 Equipment used outside of the College premises will be given an equal or greater degree of security protection than that of on-site information resource equipment.
- 4.25 Information Security Administrators
 - 4.25.1 The CIO is assigned the role of Information Security Administrator (ISA). The ISA must perform, contract, or delegate the necessary functions and responsibilities of the position as defined in this policy and the Governor's Executive Information Security Team (GEIST) charter. If necessary, the ISA may delegate duties to one or more individuals (i.e., ISL's) whose main function will be to assist in the protection of information resources within their agency.
 - 4.25.2 The ISA will ensure that a risk management program will be implemented and documented and that a risk analysis will be conducted periodically.
 - 4.25.3 The ISA will oversee and ensure that cost-effective contingency response and recovery plans will be maintained, providing for prompt and effective restoration of critical business functions in the event of any disruptive incident.
 - 4.25.4 Procedures, guidelines, and mechanisms utilized during an information security incident, along with the roles and responsibilities of the incident management teams, must be established, documented, and periodically reviewed. This may include testing to make sure that all plans remain current, viable, and comprehensive.
 - 4.25.5 Testing will be performed at intervals designated within CTO standards.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

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: February 2009 - The policy was revised to include all forms of technology and to meet the standards of the payment card industry. The policy was reformatted using the latest policy template.

September 2014 - Extensive policy revisions were made based upon WVOT-PO1001, Information Security Policy, State of West Virginia Office of Technology.

September 2019 - This policy was reviewed and no revisions were recommended.

November 2024 – This policy was reviewed with minor revisions and grammar corrections to improve clarity

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 17, 2025**

ITEM: Reporting on Awarding Undergraduate Tuition and Fee Waivers

RECOMMENDED RESOLUTION: *For Information Only*

STAFF MEMBER: Dr. Corley Dennison, Velva Pennington

BACKGROUND:

West Virginia Code §18B-10-5 stipulates that, "The awarding of undergraduate fee waivers shall be entered into the minutes of the meetings of the governing board." Southern College Policy (SCP) 5065, Awarding of Undergraduate Tuition and Fee Waivers, 7.2 specifies, "The Office of Student Financial Assistance shall submit a summary report to the Chief Financial Officer on or before May 15 of each academic/fiscal year. The Chief Financial Officer shall present the report to the Board of Governors at the Board's June meeting each year. This report will include the required information for all waivers awarded from July 1 through June 30 of the reporting year and will cover fall semester, spring semester and summer session(s) as appropriate. Pursuant to statute, the report on the awarding of undergraduate tuition and fee waivers shall be entered in the minutes of the meeting of the Board."

During the 2024-2025 fiscal year, Southern awarded a total of \$234,084.39 for a total of 44.27 undergraduate waivers. In compliance with West Virginia Code § 18B-10-5 and the Southern West Virginia Community and Technical College Board of Governors Policy SCP 5065, the Report on the Awarding of Undergraduate Tuition and Fee Waivers for fiscal year 2024-2025 will be entered into the minutes of the Board of Governors meeting of June 17, 2025.

Waivers

Date: May 15, 2025

	Number of Awards	Dollar Value of Waivers
Demonstrated Financial Need	18.67	\$ 95,195.00
Academic Ability	14.33	\$ 78,888.99
Employee	1.97	\$ 11,002.00
Employee Dependent	5.5	\$ 28,755.40
HSTA	1.8	\$ 10,365.00
Foster Care	1.5	\$ 8,989.00
Veteran/Orphans		
AmeriCorps	0.5	\$ 889.00
Total	44.27	\$ 234,084.39
Authorized Waivers	60.18	

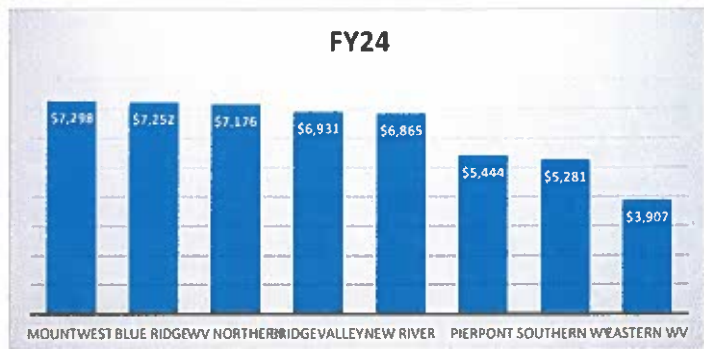
Authorized by: *Mary Trent*
 Mary Trent, Director of Financial Student Assistance

15-May-25
 Date

Comparison of West Virginia CTC's Spending per Classification

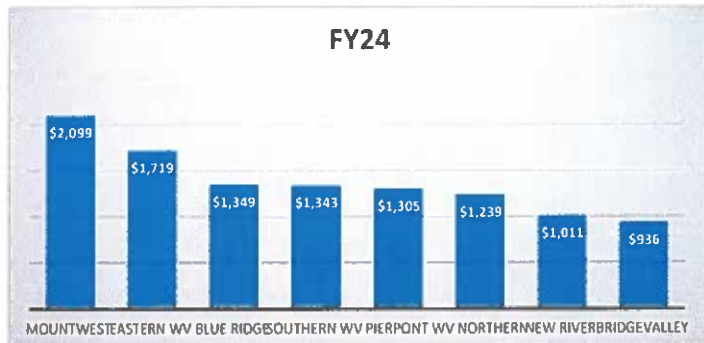
Instructional* Cost per Student

	FY24	FY23
Mountwest	\$7,298	\$6,454
Blue Ridge	\$7,252	\$8,135
WV Northern	\$7,176	\$7,493
BridgeValley	\$6,931	\$7,342
New River	\$6,865	\$7,931
Pierpont	\$5,444	\$6,084
Southern WV	\$5,281	\$5,177
Eastern WV	\$3,907	\$5,621



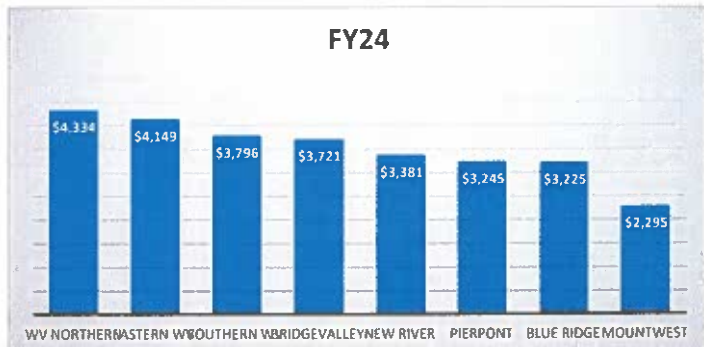
Student Services* Cost per Student

	FY24	FY23
Mountwest	\$2,099	\$1,762
Eastern WV	\$1,719	\$2,152
Blue Ridge	\$1,349	\$1,717
Southern WV	\$1,343	\$873
Pierpont	\$1,305	\$1,048
WV Northern	\$1,239	\$1,537
New River	\$1,011	\$1,167
BridgeValley	\$936	\$788



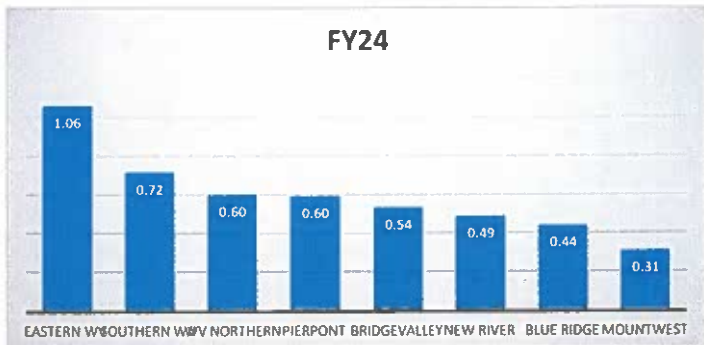
Administrative* Cost per Student

	FY24	FY23
WV Northern	\$4,334	\$4,537
Eastern WV	\$4,149	\$5,577
Southern WV	\$3,796	\$3,683
BridgeValley	\$3,721	\$3,378
New River	\$3,381	\$3,048
Pierpont	\$3,245	\$3,524
Blue Ridge	\$3,225	\$3,877
Mountwest	\$2,295	\$2,366



Administrative/Instructional* Cost Ratio

	FY24	FY23
Eastern WV	1.06	0.99
Southern WV	0.72	0.92
WV Northern	0.60	0.61
Pierpont	0.60	0.58
BridgeValley	0.54	0.46
New River	0.49	0.38
Blue Ridge	0.44	0.48
Mountwest	0.31	0.37



*Instructional Cost is a measure of expenses per student for direct instruction (eg faculty), as well as academic support (eg academic deans, museums, libraries)

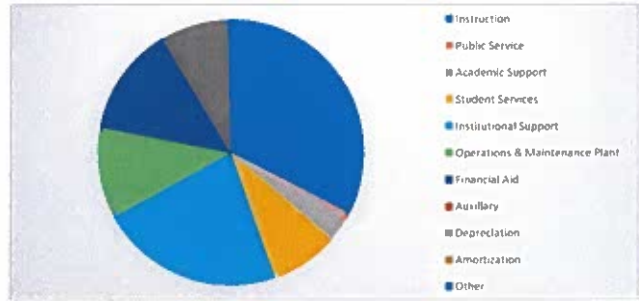
*Student Services cost is a measure of expenditures per student whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instructional program

*Administrative cost is a measure of expenditures per student for day-to-day executive operations of the institution, not including student services or academic management; excluding operation and maintenance of plant, interest, and depreciation (per howcollegesspendmoney.com).

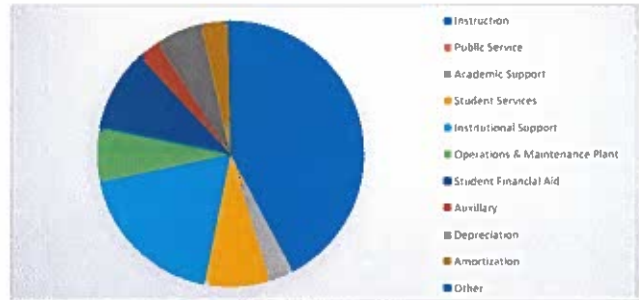
*This ratio is an indicator of how much the institution spends on administration vs instruction. For example, a ratio of 0.25 means that the institution spends 25 cents on administration for every dollar it spends on instruction.

Comparison of West Virginia CTC's Spending per Classification

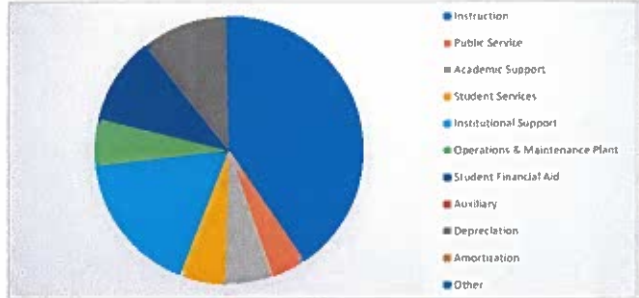
Southern WV Community & Technical College		
	FY24	FY23
Instruction	6,321,942	6,119,723
Public Service	125,987	11,295
Academic Support	601,318	781,169
Student Services	1,607,655	1,031,628
Institutional Support	4,346,951	4,274,098
Operations & Maintenance Plant	2,149,363	3,691,443
Financial Aid	2,573,352	2,724,043
Auxiliary	-	-
Depreciation	1,611,227	1,531,286
Amortization	-	-
Other	70,522	67,533
Total Expenses and Deductions	19,408,317	20,232,218
12 month FTE	1,197	1,182
Total Expenses and Deductions per student FTE	\$ 16,214	\$ 17,117



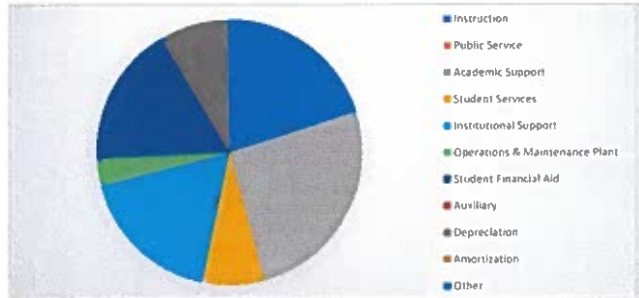
Blue Ridge Community & Technical College		
	FY24	FY23
Instruction	10,943,909	10,461,863
Public Service	-	-
Academic Support	772,210	790,532
Student Services	2,036,116	2,208,428
Institutional Support	4,790,285	4,907,559
Operations & Maintenance Plant	1,717,360	1,464,518
Student Financial Aid	2,550,150	2,048,116
Auxiliary	688,971	728,323
Depreciation	1,487,994	1,687,574
Amortization	837,319	790,634
Other	76,133	77,691
Total Expenses and Deductions	25,900,447	25,165,238
12 month FTE	1,509	1,286
Total Expenses and Deductions per student FTE	\$ 17,164	\$ 19,569



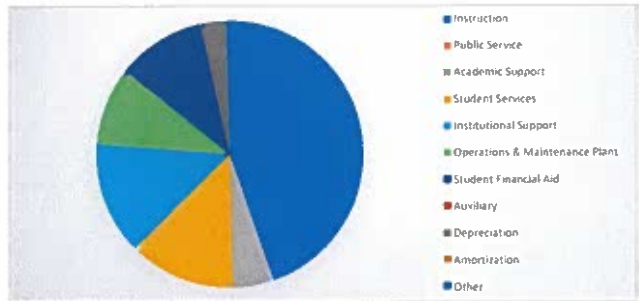
BridgeValley Community & Technical College		
	FY24	FY23
Instruction	9,897,988	9,588,110
Public Service	1,031,399	1,214,235
Academic Support	1,403,124	1,363,839
Student Services	1,336,565	1,028,818
Institutional Support	4,197,349	3,118,487
Operations & Maintenance Plant	1,410,286	1,322,552
Student Financial Aid	2,540,490	1,943,773
Auxiliary	-	-
Depreciation	2,534,305	2,523,225
Amortization	-	-
Other	84,136	78,944
Total Expenses and Deductions	24,435,642	22,181,983
12 month FTE	1,428	1,306
Total Expenses and Deductions per student FTE	\$ 17,112	\$ 16,985



Eastern WV Community & Technical College		
	FY24	FY23
Instruction	1,229,486	1,120,518
Public Service	-	-
Academic Support	1,577,529	1,350,947
Student Services	453,911	464,879
Institutional Support	1,082,987	1,192,938
Operations & Maintenance Plant	203,057	278,061
Student Financial Aid	1,050,234	1,031,098
Auxiliary	-	-
Depreciation	511,370	528,918
Amortization	-	-
Other	12,392	11,758
Total Expenses and Deductions	6,120,966	5,979,117
12 month FTE	264	216
Total Expenses and Deductions per student FTE	\$ 23,185	\$ 27,681



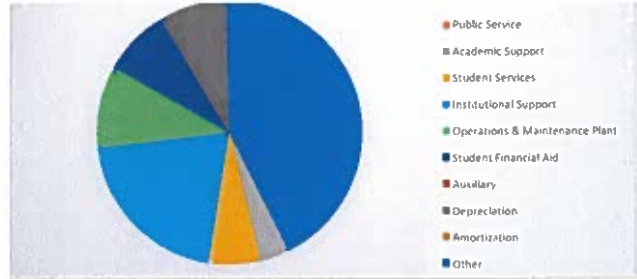
Mountwest Community & Technical College		
	FY24	FY23
Instruction	7,823,622	6,453,829
Public Service	-	-
Academic Support	867,906	789,209
Student Services	2,249,998	1,761,842
Institutional Support	2,393,017	2,302,437
Operations & Maintenance Plant	1,683,571	1,179,063
Student Financial Aid	1,862,891	1,452,179
Auxiliary	-	-
Depreciation	543,753	695,926
Amortization	-	-
Other	67,143	63,932
Total Expenses and Deductions	17,491,901	14,698,417
12 month FTE	1,072	1,000
Total Expenses and Deductions per student FTE	\$ 16,317	\$ 14,698



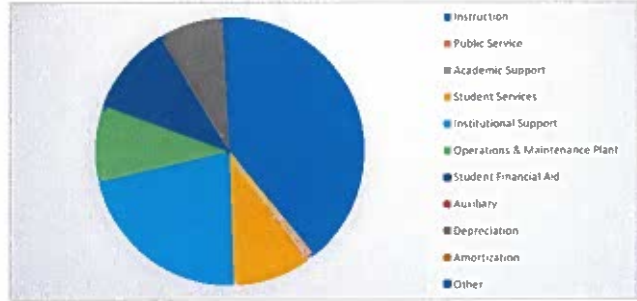
New River Community & Technical College		
	FY24	FY23



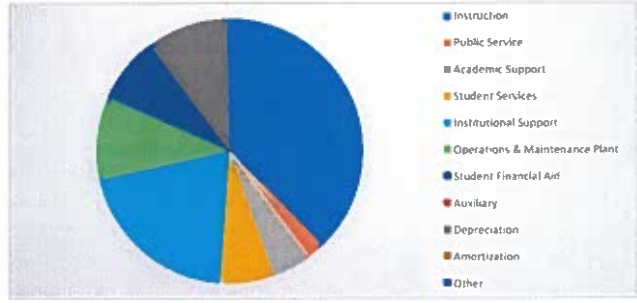
Instruction	6,693,503	6,614,449
Public Service	-	-
Academic Support	552,739	461,495
Student Services	986,209	973,065
Institutional Support	3,243,647	2,490,112
Operations & Maintenance Plant	1,575,733	1,508,796
Student Financial Aid	1,293,779	1,502,175
Auxiliary	-	-
Depreciation	1,293,291	1,194,491
Amortization	-	-
Other	52,850	51,834
Total Expenses and Deductions	15,691,751	14,796,417
12 month FTE	975	834
Total Expenses and Deductions per student FTE	\$ 16,094	\$ 17,742



Pierpont Community & Technical College	FY24	FY23
Instruction	6,636,438	6,893,702
Public Service	108,132	153,138
Academic Support	64,263	119,129
Student Services	1,590,507	1,187,151
Institutional Support	3,706,943	3,669,174
Operations & Maintenance Plant	1,573,341	1,482,333
Student Financial Aid	1,825,405	2,049,361
Auxiliary	-	-
Depreciation	1,324,130	1,204,726
Amortization	-	-
Other	140,647	170,241
Total Expenses and Deductions	16,969,806	16,928,955
12 month FTE	1,219	1,133
Total Expenses and Deductions per student FTE	\$ 13,921	\$ 14,942



West Virginia Northern Community College	FY24	FY23
Instruction	7,096,966	5,896,713
Public Service	386,409	168,738
Academic Support	903,283	739,169
Student Services	1,225,627	1,209,491
Institutional Support	3,850,503	3,356,534
Operations & Maintenance Plant	1,912,203	1,454,928
Student Financial Aid	1,512,102	1,255,643
Auxiliary	-	-
Depreciation	1,881,370	1,828,285
Amortization	-	-
Other	49,499	45,562
Total Expenses and Deductions	18,817,962	15,955,063
12 month FTE	989	787
Total Expenses and Deductions per student FTE	\$ 19,027	\$ 20,273



*Data obtained from HEPC websites:

<https://www.wvhepc.edu/resources/purchasing-and-finance/financial-statements-2024/>

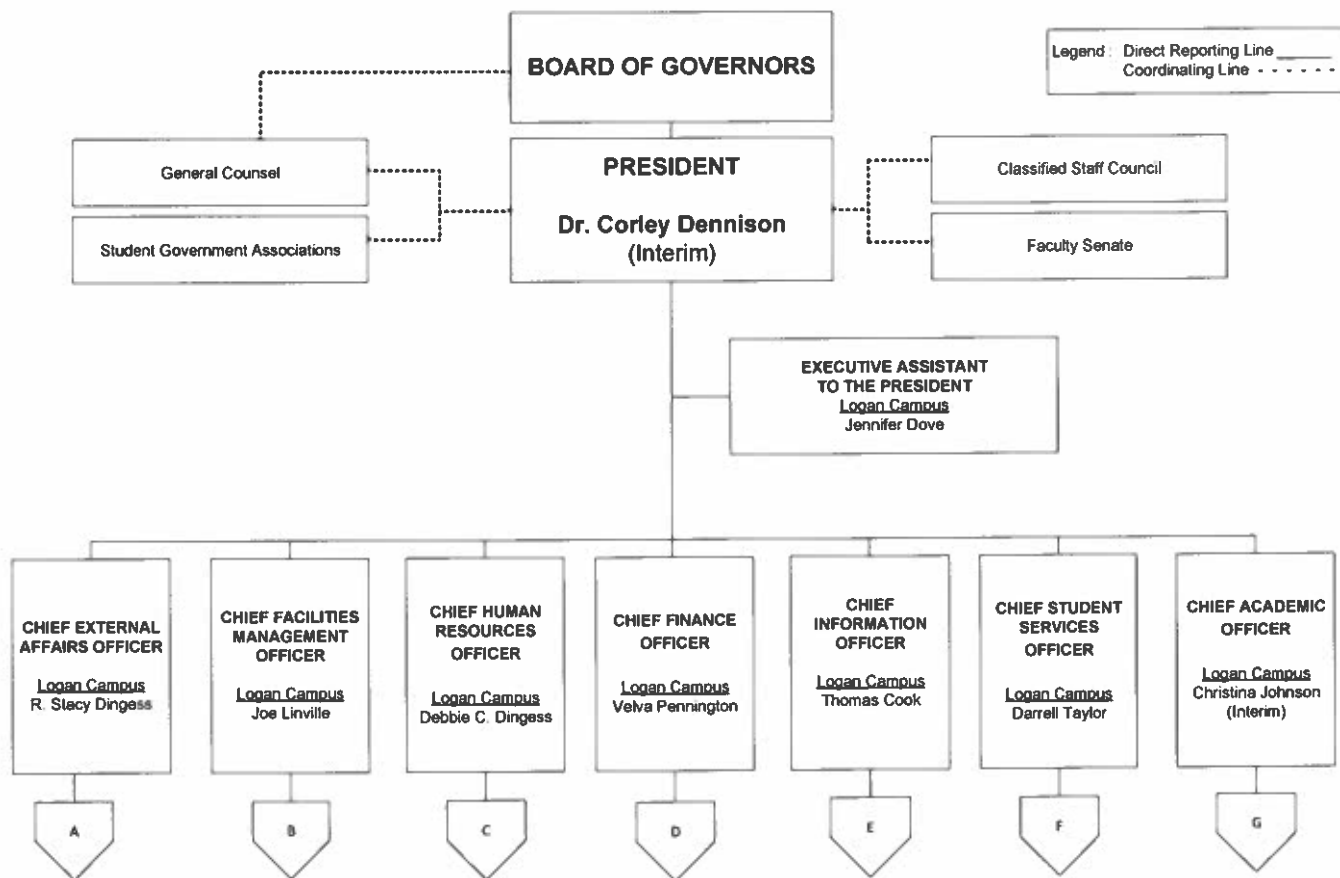
https://www.wvhepc.edu/wa-content/uploads/2024/12/CTCS_EnrollmentReport2024_web.pdf

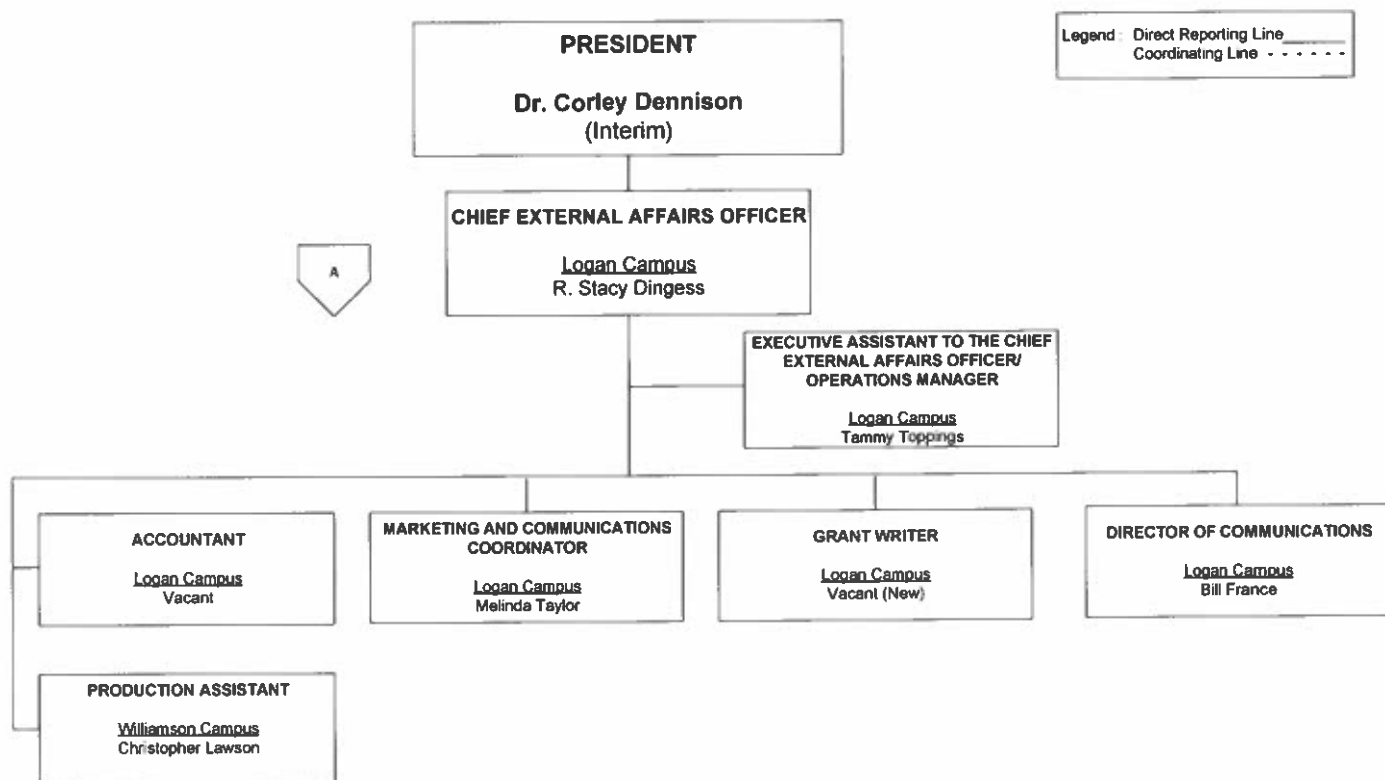
EFFECTIVE**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE****Organizational Chart****Updated 06/02/2025**

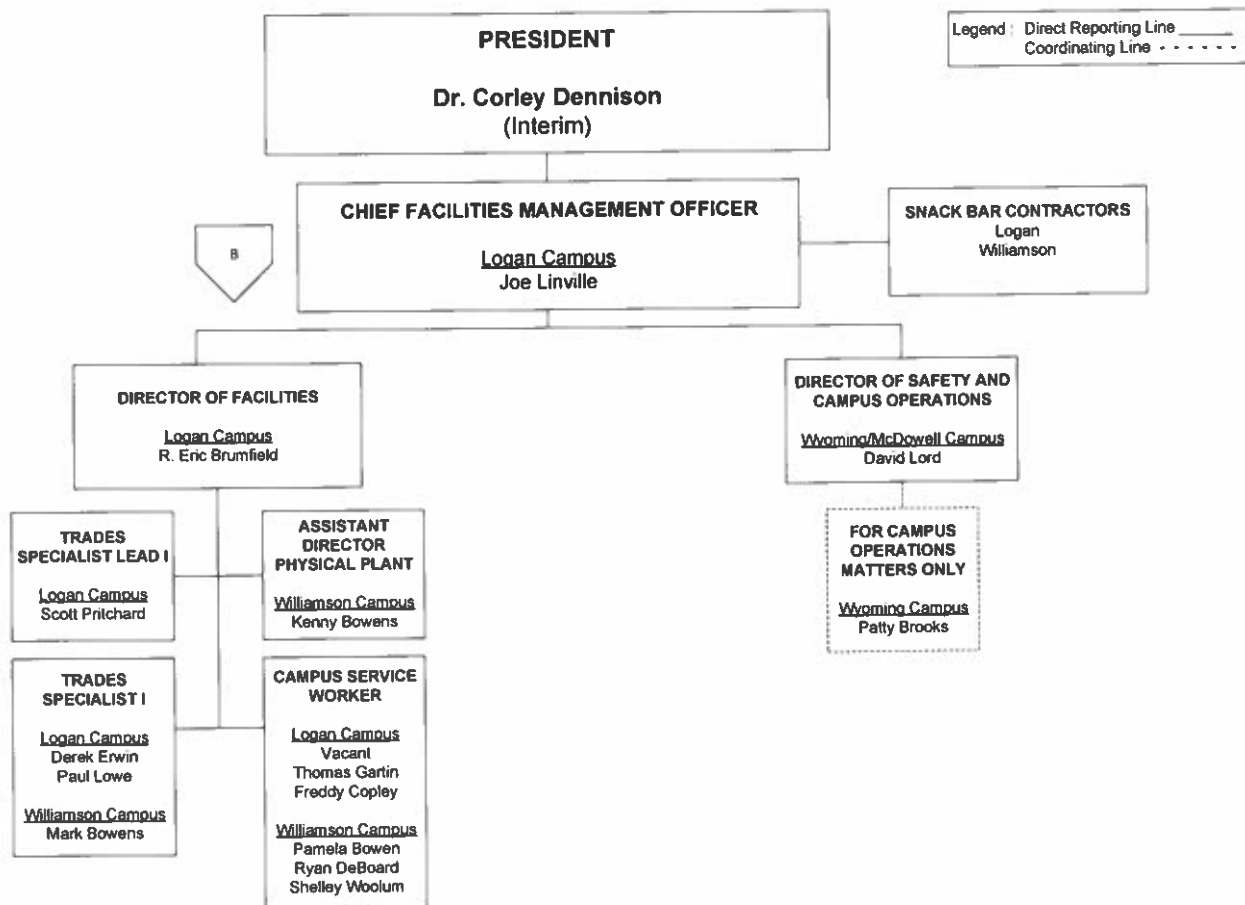
**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ORGANIZATIONAL CHART**

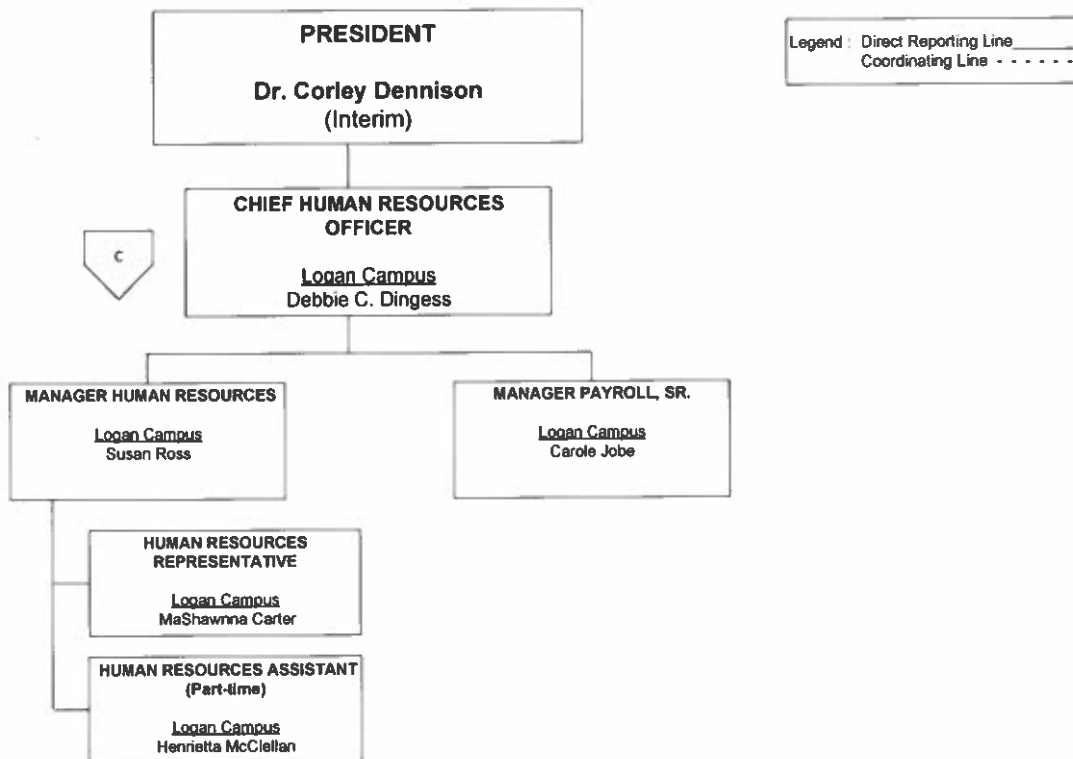
INDEX

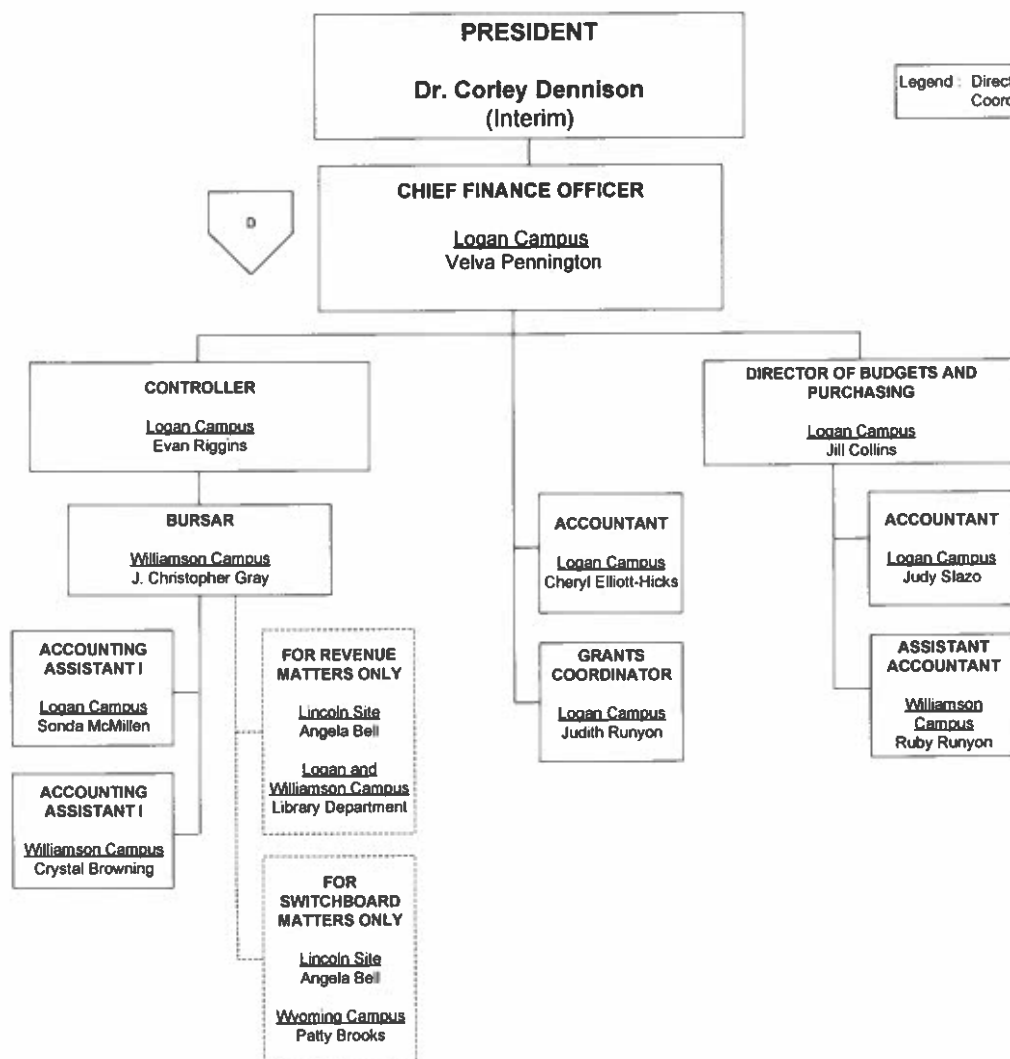
President.....	Page 1
President's Cabinet.....	
External Affairs.....	Page 2
Communications.....	
Development.....	
Facilities	Page 3
Human Resources.....	Page 4
Finance	Page 5
Controller.....	
Budgets and Purchasing.....	
Office of Information Technology	Page 6
Applications Programming/Development.....	
Distance Education.....	
Web Development.....	
Institutional Research.....	
Network Services.....	
User Services.....	
Student Services.....	Page 7-8
Admissions.....	Page 7
Financial Assistance.....	Page 7
Registrar.....	Page 7
Student Success.....	Page 7
Academic Affairs/ALO.....	Page 8-11
Accreditation and Assessment.....	Page 8
Community Relations.....	Page 8
Library Services.....	Page 8
Professional and Transfer Programs.....	Page 9
Allied Health and Nursing	Page 10
Non-Traditional Programs	Page 11
Workforce Development	Page 11

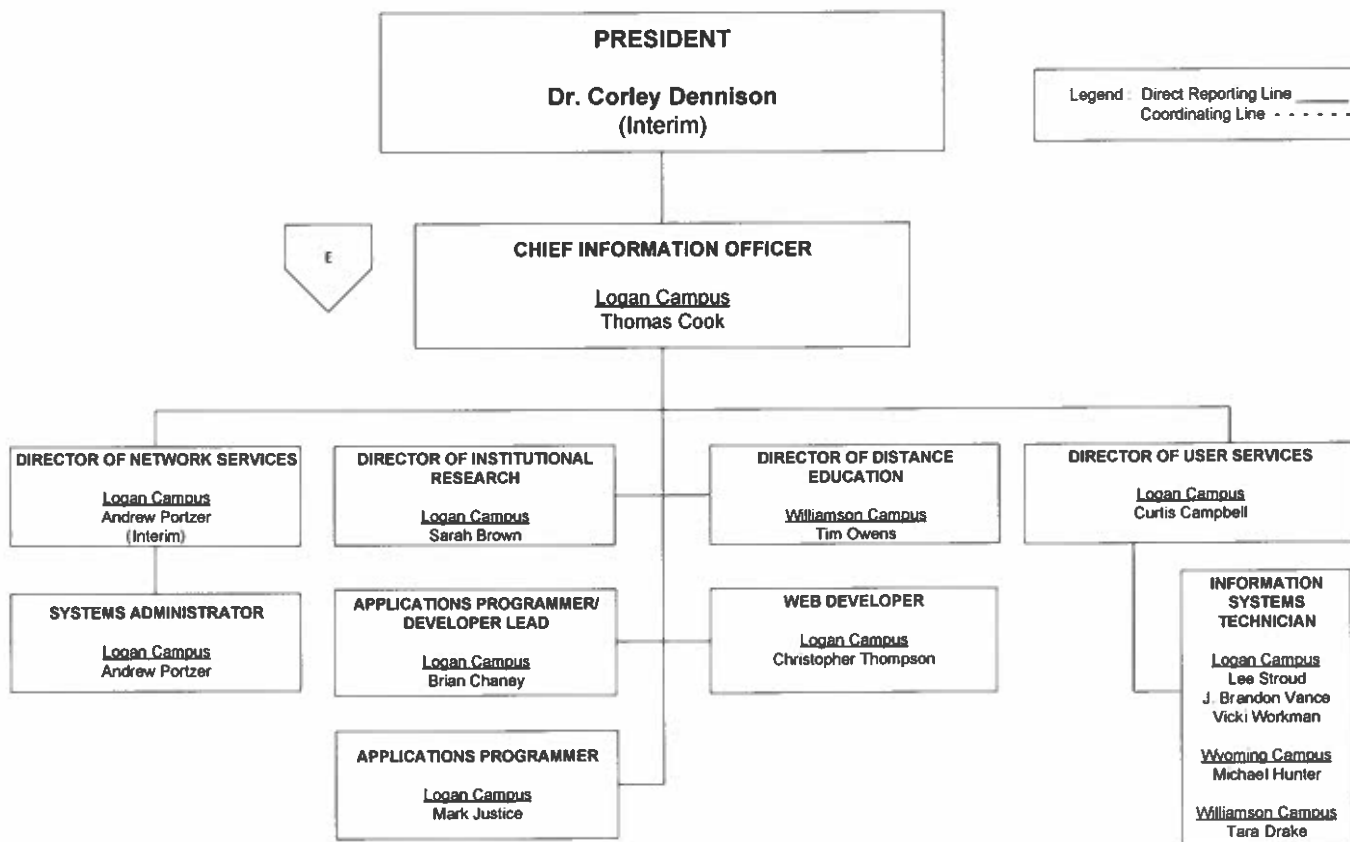


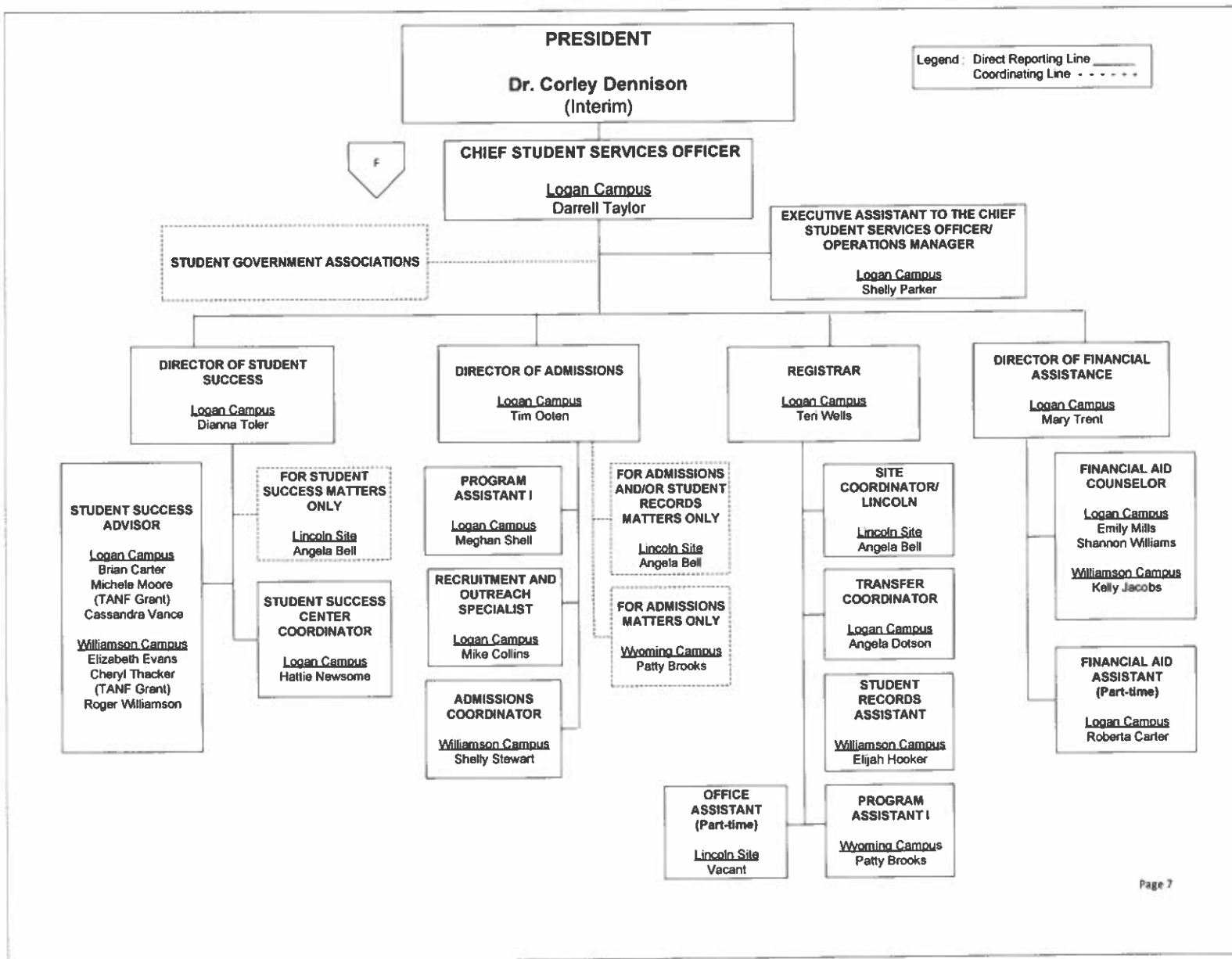












PRESIDENT

Dr. Corley Dennison
(Interim)

Legend : Direct Reporting Line _____
Coordinating Line - - - - -

CHIEF ACADEMIC OFFICER

Logan Campus
Christina Johnson
(Interim)

**DIRECTOR OF ACCREDITATION
AND ASSESSMENT/
ACCREDITATION LIAISON OFFICER**
Logan Campus
Regina Bias

**EXECUTIVE ASSISTANT TO THE
CHIEF ACADEMIC OFFICER**
Logan Campus
Sandra Podunavac

**ADMINISTRATIVE
SECRETARY**
(Part-time)
Logan Campus
Nancy Fala

DIRECTOR OF LIBRARIES II

Logan Campus
Kimberly Maynard

**EXECUTIVE DIRECTOR OF CAMPUS
AND COMMUNITY RELATIONS**

Williamson Campus
Rita Roberson

**DEAN OF PROFESSIONAL AND
TRANSFER PROGRAMS**

Logan Campus
Christopher Ward

**DEAN OF ALLIED HEALTH
AND NURSING**

Logan Campus
Dr. Lisa Haddox-Heston

**DEAN OF NON-TRADITIONAL
PROGRAMS**

Logan Campus
Melinda Saunders

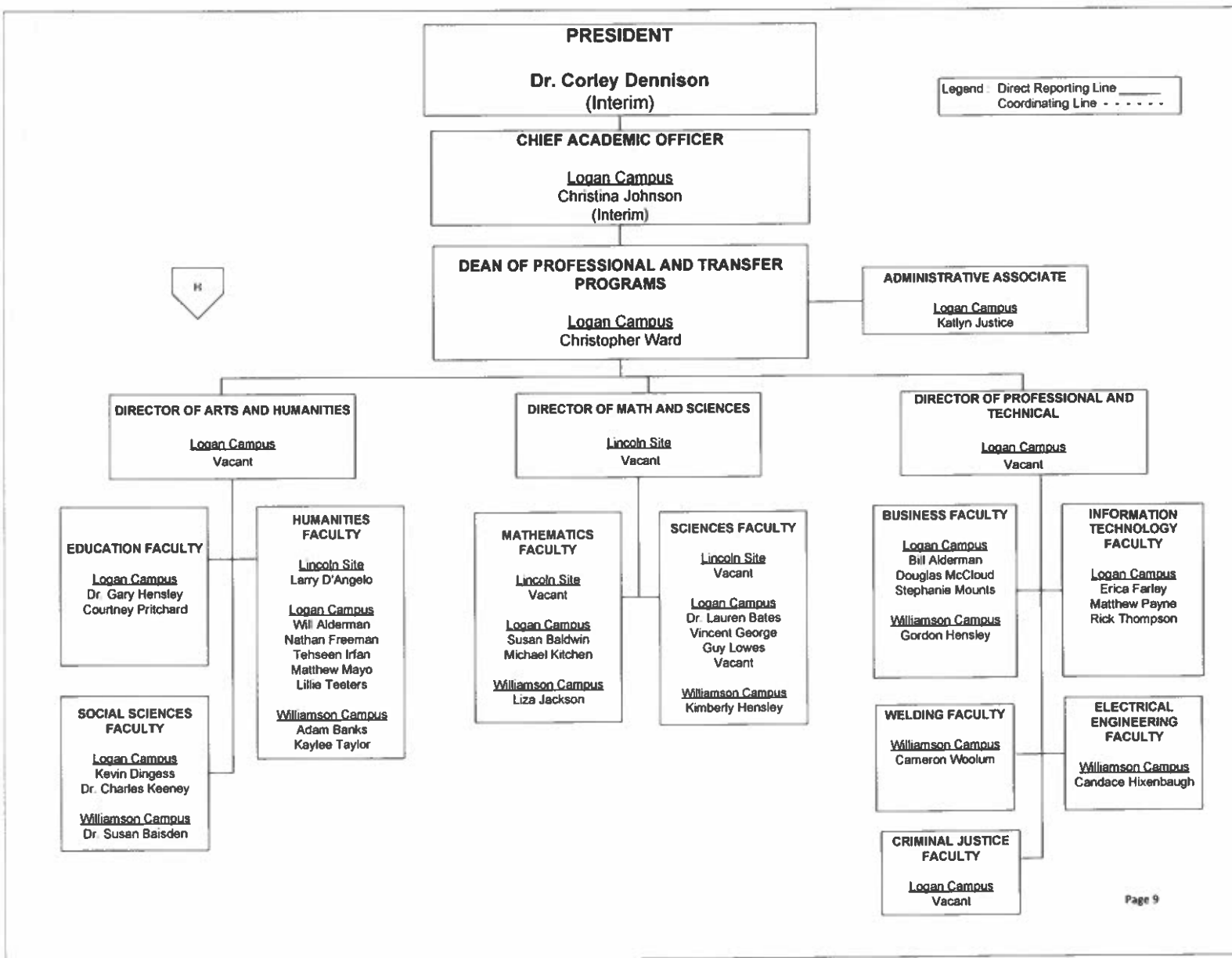
**LIBRARY
TECHNICAL
ASSISTANT II**

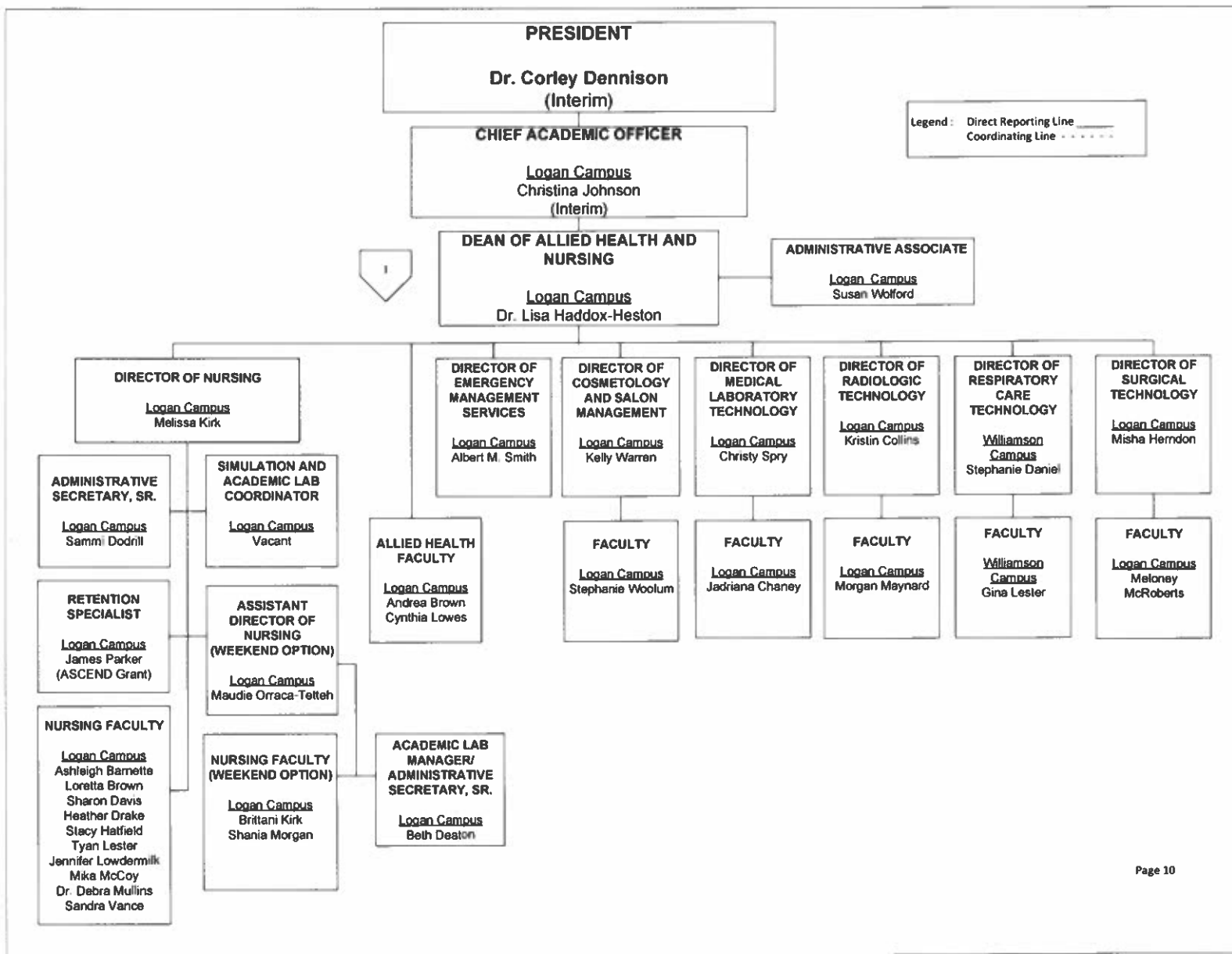
Logan Campus
Cassandra Goble

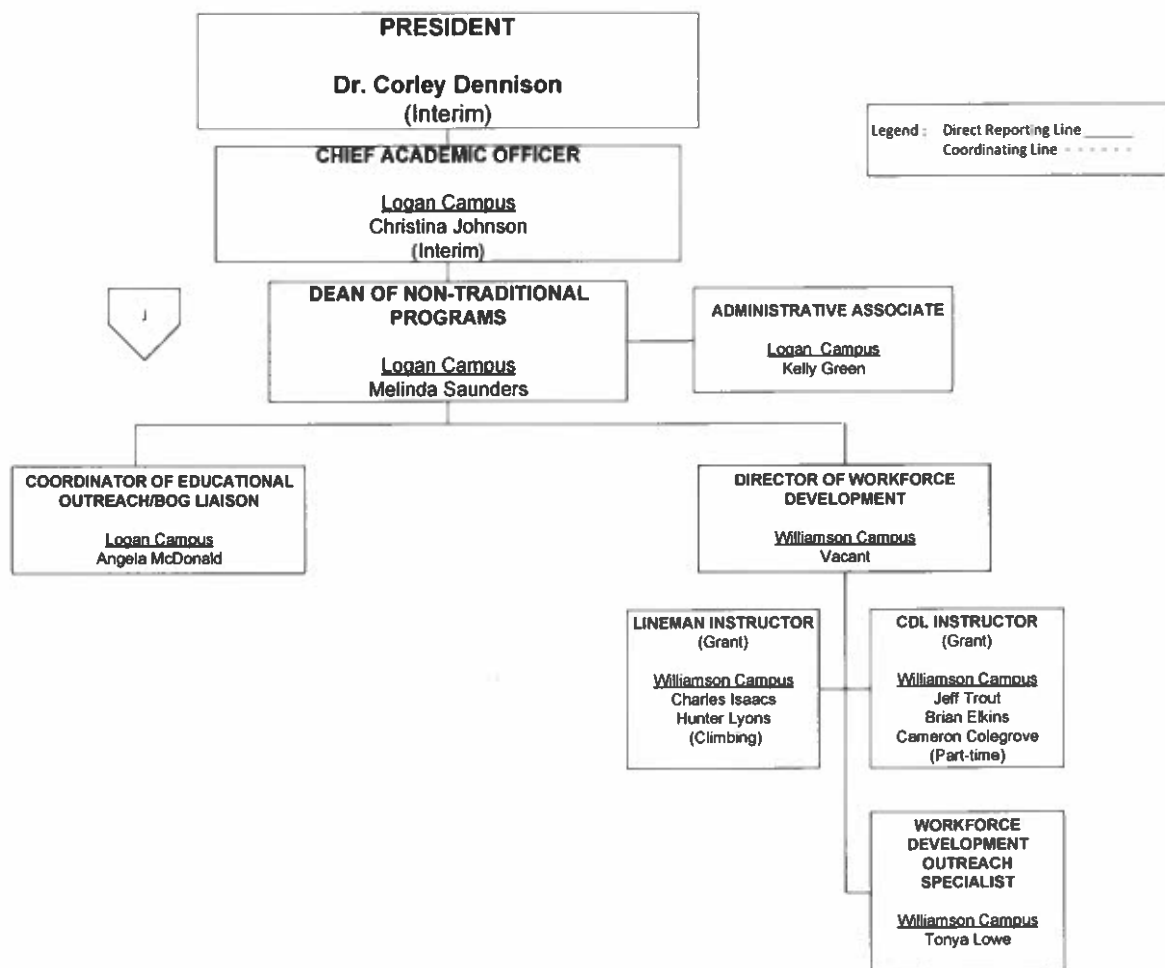
Williamson Campus
Anita Messer

**LIBRARY
TECHNICAL
ASSISTANT I**

Williamson Campus
Vacant
Brittany Dove
(Part-Time)







Southern West Virginia Community and Technical College
Room Utilization Totals
Fall 2024 through Spring 2025

10-Jun-2025

Campus	Building Desc	Room	Room Desc	Capacity	Number of Courses	
					Fall 2024	Spring 2025
A - Logan Campus	Logan Bldg A	A-120	Interactive (ICR) Class	30	3	5
A - Logan Campus	Logan Bldg A	A-121	Interactive Classroom	44	6	7
A - Logan Campus	Logan Bldg A	A-122	Professional Development Center	25	0	0
A - Logan Campus	Logan Bldg A	A-137D	Computer Services Office	0	0	0
A - Logan Campus	Logan Bldg A	A-202	PC- Accounting Lab	24	4	4
A - Logan Campus	Logan Bldg A	A-204	Computer Lab	24	1	0
A - Logan Campus	Logan Bldg A	A-205	Computer Lab	20	5	1
A - Logan Campus	Logan Bldg A	A-211	Business Computer Lab	20	0	0
A - Logan Campus	Logan Bldg A	A-212	Classroom	22	0	0
A - Logan Campus	Logan Bldg A	A-213	Classroom	28	4	3
A - Logan Campus	Logan Bldg A	A-214		0	0	0
A - Logan Campus	Logan Bldg A	A-216	Classroom	24	4	4
A - Logan Campus	Logan Bldg A	A-218	Classroom	28	0	1
A - Logan Campus	Logan Bldg A	A-218A	Classroom	22	0	0
A - Logan Campus	Logan Bldg A	A-220	Classroom	32	0	0
A - Logan Campus	Logan Bldg A	A-232	Biology Lab	20	2	1
A - Logan Campus	Logan Bldg A	A-234	Chemistry Lab	20	3	1
A - Logan Campus	Logan Bldg A	A-240	Biology Lab	24	4	3
A - Logan Campus	Logan Bldg A	A-255	Chem Lab Storage	0	1	0
A - Logan Campus	Logan Bldg A	A-257	Classroom	60	2	1
A - Logan Campus	Logan Bldg A	A-258	Merged with A-257	0	0	0
A - Logan Campus	Logan Bldg A	A-259	Classroom	60	8	6
A - Logan Campus	Logan Bldg A	A-LIBLAB	Room #160	10	0	0
A - Logan Campus	Logan Bldg C (AH & Nursing)	C-105	EET Lab	18	1	1
A - Logan Campus	Logan Bldg C (AH & Nursing)	C-112	CT Lab	20	4	3
A - Logan Campus	Logan Bldg C (AH & Nursing)	C-113	Radiology Lab	24	7	6
A - Logan Campus	Logan Bldg C (AH & Nursing)	C-119	Surgical Tech Lab	12	5	0
A - Logan Campus	Logan Bldg C (AH & Nursing)	C-122	General Classroom	45	0	3
A - Logan Campus	Logan Bldg C (AH & Nursing)	C-127	Mechatronics Lab	12	1	1
A - Logan Campus	Logan Bldg C (AH & Nursing)	C-202	Interactive Classroom	70	2	4
A - Logan Campus	Logan Bldg C (AH & Nursing)	C-209	MLT Lab	24	6	4
A - Logan Campus	Logan Bldg C (AH & Nursing)	C-212	General Classroom	24	0	1
A - Logan Campus	Logan Bldg C (AH & Nursing)	C-219	Nursing Lab	20	0	1
A - Logan Campus	Logan Bldg C (AH & Nursing)	C-227	Paramedic Lab	12	7	4
A - Logan Campus	Logan Bldg C (AH & Nursing)	C-307	ICR Nursing Lab	24	4	4
A - Logan Campus	Logan Bldg C (AH & Nursing)	C-331	PC Repair Lab	16	0	0
A - Logan Campus	Logan Bldg C (AH & Nursing)	C-332	Computer Lab	20	4	1
A - Logan Campus	Logan Bldg C (AH & Nursing)	C-334	IT Classroom	18	0	0
A - Logan Campus	Logan Bldg C (AH & Nursing)	C-340	IT Lab	24	2	8
Total Logan Classrooms				39		
Classrooms Utilized					Fall 24	Spring 25
Percent Utilization					81.54%	84.10%

Southern West Virginia Community and Technical College
Room Utilization Totals
Fall 2024 through Spring 2025

10-Jun-2025

Campus	Building Desc	Room	Room Desc	Capacity	Number of Courses	
					Fall 2024	Spring 2025
B - Williamson Campus	Williamson Main Bldg	113	Conference Room	20	0	0
B - Williamson Campus	Williamson Main Bldg	201	Medical Assisting SIM Lab	0	1	1
B - Williamson Campus	Williamson Main Bldg	203	Medical Assisting Classroom	16	3	2
B - Williamson Campus	Williamson Main Bldg	207	Classroom	21	4	3
B - Williamson Campus	Williamson Main Bldg	223	Equipment Room	0	0	0
B - Williamson Campus	Williamson Main Bldg	225	Classroom	0	0	0
B - Williamson Campus	Williamson Main Bldg	230	Classroom	32	5	3
B - Williamson Campus	Williamson Main Bldg	232	Classroom	21	2	2
B - Williamson Campus	Williamson Main Bldg	233	Classroom	18	1	2
B - Williamson Campus	Williamson Main Bldg	234	Classroom	22	0	0
B - Williamson Campus	Williamson Main Bldg	235	Classroom	20	0	0
B - Williamson Campus	Williamson Main Bldg	301	Computer Lab	24	0	0
B - Williamson Campus	Williamson Main Bldg	302	ICR Classroom	30	4	2
B - Williamson Campus	Williamson Main Bldg	308	Computer Lab	20	2	0
B - Williamson Campus	Williamson Main Bldg	330	Business Lab	21	2	2
B - Williamson Campus	Williamson Main Bldg	331	ICR Classroom (Marshall)	16	0	0
B - Williamson Campus	Williamson Main Bldg	332	Classroom	18	3	3
B - Williamson Campus	Williamson Main Bldg	333	Classroom	11	0	0
B - Williamson Campus	Williamson Main Bldg	334	Classroom	11	0	0
B - Williamson Campus	Williamson Main Bldg	335	Classroom	28	0	0
B - Williamson Campus	Williamson Main Bldg	430	Classroom	39	0	0
B - Williamson Campus	Williamson Main Bldg	431	Classroom	20	0	0
B - Williamson Campus	Williamson Main Bldg	501	Biology Lab	33	0	0
B - Williamson Campus	Williamson Main Bldg	504	Physical Science Lab	24	0	0
B - Williamson Campus	Williamson Applied Tech Center	106	Computer lab	18	0	0
B - Williamson Campus	Williamson Applied Tech Center	108	RCB Machine Lab	5	2	4
B - Williamson Campus	Williamson Applied Tech Center	108A		0	0	0
B - Williamson Campus	Williamson Applied Tech Center	108B		0	0	0
B - Williamson Campus	Williamson Applied Tech Center	115	Welding Lab	0	5	8
B - Williamson Campus	Williamson Applied Tech Center	115B	Welding Lab	0	0	0
B - Williamson Campus	Williamson Applied Tech Center	118	RC classroom with tables	18	7	8
B - Williamson Campus	Williamson Applied Tech Center	119	RC lab with tables	13	0	0
B - Williamson Campus	Williamson Applied Tech Center	123	Unfinished classroom - no furniture	0	0	0
					Total Williamson Classrooms	
					33	
					Classrooms Utilized	
					Fall 13	Spring 12
					Percent Utilization	
					39.39%	36.36%