



**Agenda Book
June 20, 2023**

Bud Baldwin, Chair
Sydney Brown
David Gresham
George Nisbet, Jr.
Shawn Cline-Riggins
Julia Smith

Sam Stewart
Josh Stowers
Jeremy Thompson
Virgil Underwood
Dianna Toler
Chris Ward

Dr. Pamela L. Alderman,
President



Southern West Virginia Community and Technical College
Meeting of June 20, 2023
6:00 p.m.
100 College Drive, Building C, Room 428
Logan, West Virginia, and Zoom

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.....Robert Baldwin
Board Chair
- 2. Call for Public Comments to the Board of Governors Chair Baldwin
- 3. HLC Institutional Response Update3
Mr. Bill Alderman,
Chief Academic Officer/ Accreditation Liaison Officer
- 4. Finance ReportMr. Derek Adkins
Chief Finance Officer
- 5. President’s Report 16
President Alderman
- 6. Classified Staff Annual Report Beverly McDonald,
Chair, Classified Staff
- 7. Faculty Senate Report 17
Chris Ward, Faculty Senate Chair, ACF Representative
- 8. Organizational Chart 18
President Alderman
- 9. Possible Executive Session under Authority of WV Code § 6-9A-4 for the following:
 - 9.1 To Discuss the Board of Governors’ Role in Salary Administration.
 - 9.2 College Fleet Reduction and Reallocations/ President’s Vehicle
- 10. Action Items..... Chair Baldwin
 - 10.1 *Approval of April 19, 2023, Board Minutes31
Chair Baldwin

- 10.2 *Request for Final Approval of Institutional Policies Following 30-Day Comment
Dr. Pamela Alderman, President
- 10.2.1 * SCP-5260, *Meeting Financial Exigencies* 39
- 10.3 *Request for Approval of Additional 30-Day Comment Period
Dr. Pamela Alderman, President
- 10.3.1 *SCP-8600, *Board of Governors Operational Guidelines Policy AND*
- 10.3.2 *SCP-8600.A *Board of Governors Operational Guidelines*..... 44
- 10.4 *Resolution Regarding Capital Projects Grant Funds (Handout)
Dr. Pamela Alderman, President
- 10.5 * Request for Approval of Board of Governors 2023-2024 Meeting Calendar ... 58
Dr. Pamela Alderman, President
- 11. Informational Items..... Chair Baldwin
- 11.1 Resolution Reporting on Undergraduate Tuition and Fee Waivers (Handout)
Derek Adkins, Chief Finance Officer
- 11.2 The Next Regular Board of Governors Meeting is Scheduled for 6:00 p.m. on
Tuesday, August 15, 2023.
- 12. Adjournment Chair Baldwin

*Denotes an item requiring action/Approval.
 **Upon return to Open Meeting from any Executive Session, the Board of Governors may take action on items discussed.

**HLC Update
Board of Governors
06.20.23**

The Higher Learning Commission “**Accredited**” Badge is proudly displayed at the bottom of our website homepage at southernwv.edu. Clicking on it will take you to hlcommission.org displaying the official mark of accreditation. Access provides full details of accreditation information and scheduled visits in the future.

3C Credentialing

- Met with HLC Staff Liaison, Karen Solomon, on May 18 regarding SIP 2171 Minimal Qualifications for Faculty and Equivalent Experience. Southern’s procedure has been updated to reflect the current recommendations from HLC. Recommendations include thorough and clean record keeping, documentation, and justification of evaluations. Refer to 2171 example (attached). Focus Visit March 11 - 12, 2024. The lockdown date in the assurance system is scheduled for the last week in January.
- Director of Accreditation and Assessment and the Chief Human Resource Officer have reviewed all faculty files and flagged ones that had to be corrected or needed further updates to reflect new guidelines. The greatest concern was the word “All” on the SIP 2171A Form. Karen Solomon verified must be specific about what a faculty person can and cannot teach.
- We are requesting faculty to bring any professional development that is related to their discipline to Human Resources to update files.
- Requested an update from the Finance Department regarding how much Southern spent on Professional Development, separately for faculty and staff. Numbers will be available by July 10.
- A rough draft report is completed on 3C for the focused visit.

4B Assessment

General Education Assessment

- Director of Institutional Research has provided a report confirming completion of the general education courses.
- Have implemented using Brightspace and inserted rubrics and competencies so all that faculty must do is attach the rubric to an assignment.
- Rubrics and new General Education Outcomes are updated and on the website. General Education Outcomes and Rubrics:
- <https://www.southernwv.edu/administration/assessment/#list-of-general-education-outcomes>
- General Education Policy is updated and sent to the Chief Human Resource Officer, then will forward to the Registrar for the catalog.
- Summer pilot with the rubrics is going well and will have data from Summer 202303 and Fall 202401 before they arrive. By March 11, 2023, we will have some for Spring 202402. By then, we expect to be established with tracking trends. This has been lacking in the final reports of the past several visits.

Program Level Assessment

- 14/15 Program Directors sent annual surveys. Some programs missed the deadline; however, we will still use the data. We are halfway through computing the results, as well as writing a summary report that will be used in our support.
- All Program Directors submitted their annual reports for inclusion.
- Websites are updated with measurable program outcomes.
- Curriculum Mapping is complete for all programs.
- Business is in the process of working on accreditation.
- SIP 3240 Credit Hours and Substantive Change policy was updated and included giving an example of clock hours for clinicals. Last nursing accreditation visit, nursing almost got cited because there was not a policy or procedure on this regarding clock hours and clinicals. We need to make a statement regarding this in our report. (Review Cumulative Results of Program Level Annual Survey Attachment)

Course level Assessment

- New Course form worked excellently, and Regina is half complete with the data. The previous form over the past 2 years was extremely time-consuming for faculty and was identified as too complex by HLC. The revision is receiving high praise from faculty.
- Faculty felt their instruction was the biggest issue in students meeting their goals.
- Biggest assessment tools were essays and exams.
- Note, would like to point out, that data is getting skewed because one person is answering no to everything. Assessment is part of accreditation, and this person is not trying. At the point where I would suggest putting 'Assessment Participation' in contracts.

Syllabi

- New syllabi procedure was implemented in the 202303 Summer term, creating a way to merge Banner and the form together. Excellent response rate from faculty on the streamlined updated version. *The previous 3-part was identified as complex and cumbersome by the HLC visiting team last November.
- Syllabi are being checked regarding course descriptions and SLOs. Plan to provide training and professional development to faculty regarding student learning outcomes during Faculty Convocation on August 14 -15.
- BANNER software has been updated to provide all correct office room numbers on all course syllabi. All office numbers have been updated.

Co-curricular Assessment

Chief Student Services Officer, Director of Accreditation and Assessment, and I have been collaborating and a plan is almost completed. The next step will be a training session for the directors of the CSSO. We plan to add more clubs, organizations, honor societies, etc.

Other

- Skill Sets review has taken place and being updated. We can now go back and award these on their transcripts and send certificates. Will add to our 'completers.' When faculty return in August, we will ask them about new skill sets, and begin working on those to add which will strengthen our programs and work readiness.
- Registrar, Director of Accreditation and Assessment, and I will work with Chair of Curriculum and Instruction regarding deleting and adding skill sets for Curriculum & Instruction Committee. I will update as soon as we can get together.
- Chief Information Officer will be able to generate a report on these, also.

HLC Criterion Percentages 3.C and 4.B Breakdown 06.20.23 (Refer to Attachment with same title)**Transfer Agreements**

We began looking for the Transfer Agreements and they were on the Shared Drive. The Executive Assistant to the Chief Academic Officer is in the process of reviewing these and as we update, they will be accessible on our website.

Policies Updated since April:

SIP 2171 (Credentialing).

SCP 2171A (Credentialing Form)

SIP 3240 Credits and substantive Change

SCP 3637 General Education Policy

SIP 3165 Adding or Deleted Courses.

SCP 2218 Evaluation of Full-time Faculty (revised to include Adjunct),

SCP 3260 Policy Regarding Program Review,

Director of Accreditation and Assessment and I attended a Virtual Q&A on the Standard Pathway on 06.07.23:

Standard Pathway Q&A Webinar

Wednesday, June 7, 2023, 2:00 p.m. CT

Participants will have the opportunity to ask questions about any topic related to the Standard Pathway, including the Assurance System, embedded monitoring, and related matters. This is not a formal presentation, and attendees are encouraged to bring questions and participate in an open exchange.

Additional Opportunities forthcoming: Virtual Speaker Series: Institutional Effectiveness | July 11, 20, 25 & 26, 2023

Respectfully submitted,



Bill Alderman
Chief Academic Officer/Accreditation Liaison Officer

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2171.A
Faculty Credential Certification Form**

Name: XXXXXXXX XXXX Southern ID Number: XXXXXXXXXX

Division/Department Arts and Sciences/Biology Date: 12/30/2023

Education:

Degree	Granting Institution	Major/Minor or Courses	Other Credentials	Other Information
Bachelor of Science	Marshall University	Botany/Chemistry		Taught A&P since 1997.
Master of Science	Marshall University	Environmental Science		

Meet Minimum Qualifications: Master's Degree in Area to teach: Yes No

If no, Does the faculty member have a minimum of **18 graduate credit hours in the discipline or subfield in which he/she is being hired to teach?** Yes No (If yes, verify with transcript). Not applicable:

If teaching in a **career or technical program**, does the faculty member have a Bachelor's Degree?

Yes No Not Applicable Portfolio Completed: Yes No

Tested Experience*:

Item	Explanation
Work Experience x 5 years	Has taught various courses full-time since 1997: Anatomy and Physiology x26 years, Chemistry, Microbiology x 10 years, Biology, and Environmental Science.
Teaching Experience x 5 years)	Taught in Higher Education since 1997. Started at the University of Pikeville and was an adjunct faculty for Southern also. Came to Southern Full-Time in 2002.
Certifications	
Credentials	Master of Science, Faculty member achieved the rank of Professor of Biology through the Promotion and Tenure Policy many years ago.
Skills set (set by Dean and Peers)	Research, Botany, Chemistry, Lab Skills, Student Learning as evidenced by student evaluations when doing undergraduate lectures (located in personnel file), Professional development, Assisted students with identification of anatomy and physiology process, chemistry. Syllabi Development.
Publications, Public speaking, or national presentations/Other	Received Southern West Virginia Community and Technical College's Eagle President Award in 2013 which was awarded for her support of her students and teaching efforts. Out of 1,634 unduplicated students, 1,045 students graduated with at least one degree or more (See report).

Professional Development/Course Plan:

Continuously updated education with Professional development in Discipline. The professor of biology has attended numerous seminars and has taken additional courses. Summer of 2023, the Professor of Biology took a course in Marine Biology.

Approved Courses: BS 101, Bs 102, Bs 115, BS 116,BS 118, BS 124, BS 125, BS 126, BS 127, BS 199, BS 216, BS 275, CH 203,CH 213, CH 214, CH 223, CH 224, CH 225, CH 226, CH 275, SC 109, SC 110, SC 275

I have verified the above information to the best of my ability. The information has been explained to the employee and all required and official documents, transcripts, certifications, and/or portfolios are attached or otherwise received and filed by Human Resources.

Faculty Member Name	Signature	Date
Dean Name	Signature	Date
Human Resource Officer	Signature	Date

Cumulative Results of Program Level Annual Survey

Introduction

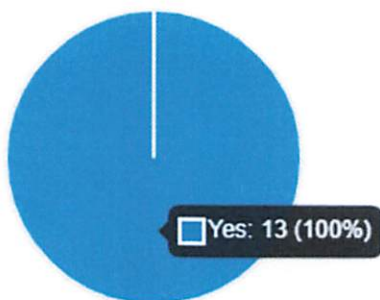
Program-level assessment is an opportunity to review the current state of an academic program's curriculum and identify areas for improvement. Program-level assessment also helps facilitate student learning and success. Student learning assessment at this level concentrates on the totality of the curriculum rather than focusing on a single course. Program Directors, Deans, and faculty are the leaders and holders of responsibility for the development and assessment of program learning outcomes

This report was sent to various Program Directors and addressed the findings of the first annual program survey conducted by using Microsoft 365 Forms. Currently, Southern has sixteen (16) programs resulting in a degree, six (6) of them are nationally accredited, and Business Accounting and Business Administration is in the process of obtaining accreditation. The areas included: mission statement, congruency of the mission statement to the college, advisory board, faculty support, student services, resources, program outcomes, and benchmarks. A copy of the survey with results is available for review. The response rate for the survey was 88% (N=16).

Mission Statement

Programs should always have a mission statement and have it readily available to the public. Southern's mission statement can be found on its website under "About Us." Each program's mission statement can be found on the website under degrees. All the programs have a mission statement on the website.

Programs that have Published Mission Statement



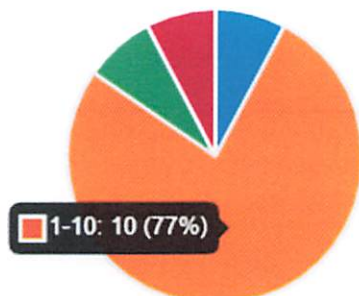
The next question regarding the mission statement looked at the congruency of the college's mission statement with the program's mission statement. The college mission statement states, "Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promotes success for those we serve." The Program Directors agreed that their program's mission statement was congruent with the college's statement; however, the Director of Accreditation and Assessment found that three (3) out of fourteen (14) mission statements did not directly correlate to the mission statement but they did mention training competency; therefore, the actual result was 79%.

Advisory Board

Each year, each program has its advisory board meeting at the college. The President, Chief Academic Officer, Deans, faculty, and staff welcome various stakeholders to receive updates about the program, assist with a SWOT (strengths, weakness, opportunities, and threats) analysis, and have lunch. This year

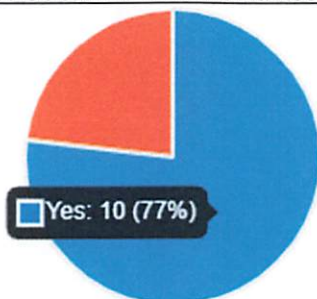
the programs 92.8% (N=14) had at least 10 members visit the college and attend a meeting. If they could not be physically present, the advisory member would meet via Zoom.

Number of Attendees at Advisory Meeting



An important aspect of advisory is letting stakeholders know how students are performing in class and when they graduate; however, when the Program Directors asked if they mentioned passage rates, job placement, or completion rates, the results were 71.4%. Six (6) of the programs (Medical Lab Technology, Nursing, Paramedic, Respiratory, Radiology) are nationally accredited programs and have access to these statistics while the others do not have the data readily available. For next year's advisory meeting, The Director of Institutional Research and the Director of Accreditation and Assessment will ensure that the reports are completed for the Advisory meeting.

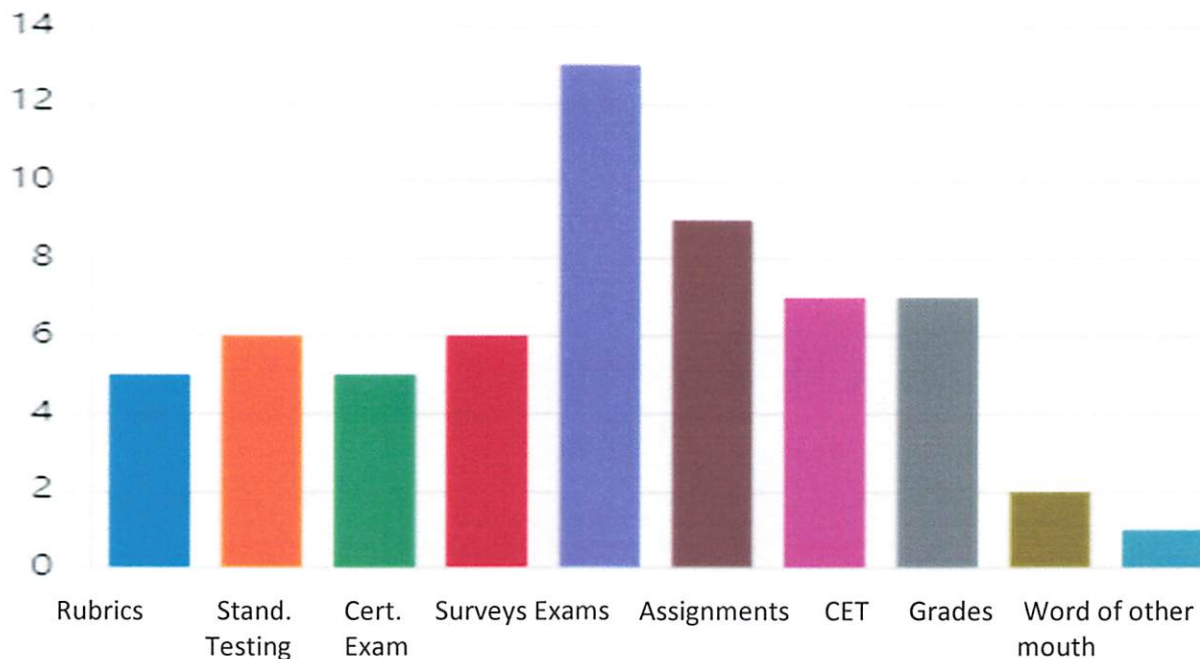
Review of Outcome Data at Advisory Meeting



Ways to Evaluate Students

Many students learn differently, and programs need to have a variety of assessment tools to determine how students are performing clinically and didactically. Southern WV Community and Technical College emphasizes student diversity, as well as being consistent in its evaluations of students. Students are evaluated by various tools, rubrics, exams, and standardized testing in these programs.

Evaluation of Students



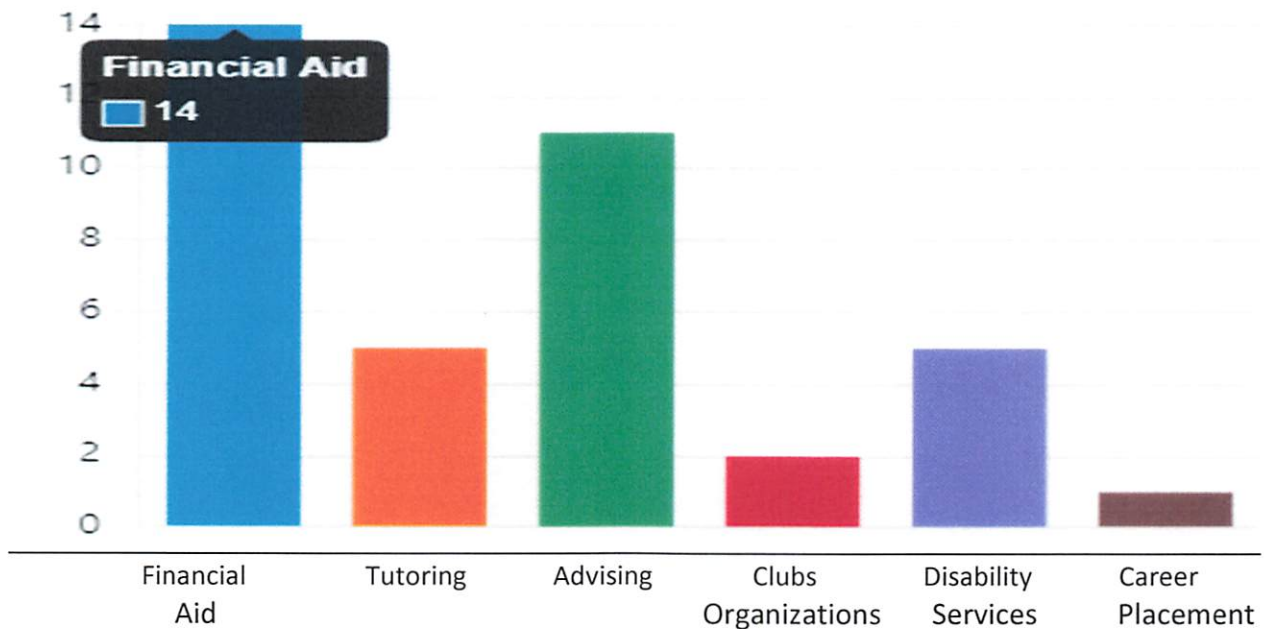
Faculty

Faculty's responses were mostly consistent when asked if they had adequate faculty support. Program Directors were asked questions about other full-time faculty, adjunct faculty, adequate faculty, working space, and professional development. Program Directors marked that faculty have adequate office space to work and privacy to meet with students. Ninety-three percent (93%) (N=14) of the Directors stated that their faculty have received professional development in their discipline and that 100% (N=14) have experience in their teaching field. Sixty-four percent (64%) of the Program Directors state they have other full-time faculty, 71% have adjunct faculty, and 85% state they have adequate faculty to help a student meet their program outcomes. Program Directors stated in their explanations that due to the number of students, along with numerous exams, certification reviews, clinical hours, and assessments, they do not have enough time to complete everything and meet their accreditation criteria. The College will continue to look at this and make changes as necessary; however, finding someone credentialed to work in specialized areas will always be a problem in our rural area.

Student Services

Southern students utilize their student support services, and all Program Directors are quick to recognize this and refer them to their services (100%). Program Directors value student support services and the part they play in student's education. Many students are part of Southern's co-curricular activities, which enhance their learning. Below is a breakdown of how Program Directors feel the departments are utilized:

Perceived Utilization of Student Services (N=14)



Program Outcomes

Program Directors were able to list their program outcomes, which were measurable, realistic, and observable. They were able to list a tool on how they were measured for the year, and 85% were able to list the attainable (N=14; 85%) benchmark. Eighty-six percent (86%) (N=14) state they have adequate resources to meet their program outcomes. Programs in the Professional and Technical Division feel they do not have adequate resources to meet their program outcomes. Fifty percent (50%) of the programs state their budget has changed in the past two years.

Retention Rates

Many Program Directors were not able to state their retention rate. Those that were able to state their program's retention rate revealed it was 50%-78%. Many Program Directors do not ask the Director of Institutional Research about these statistics until the five-year program review is due. Some have this information available for their annual report, which is due to their accrediting organization, but many are not mandated to keep this information.

Completion Rates

Fifty-seven percent (57%) (N=14) of the Program Directors were able to state their completion rate. The completion rate for Southern's programs ranged from 48%-100%. This large range may be attributed to the various definitions that different program accrediting bodies define.

Job Placement Rates

Southern's programs (N=14, response rate of 57%) have an unofficial high job placement rate, which ranges from 75%-100% to an average of 90%; six Program Directors did not know their job placement rate.

Passage Rate on Licensure or Certification Exams

Seven of the Program Directors reported their program does not have a certification exam. The passage rates (N=7) reported ranged from 0% (number of students was two (2) to 100%.

The program reporting zero has completely revamped the curriculum and has 21 new students starting Fall 2023. It should be noted that even with the 0% passage rate, the average passage rate during the time of Covid was only 66%. One Program Director (Information Technology) stated that even though he does not have the actual score, the student actually scored higher than the state and national averages in each exam.

Southern WV Community & Technical College
Areas of Concentration and Breakdown (3.C and 4.B) for Focus Visit Report
Criterion 3 and 4

Criterion 3. Teaching and Learning: Quality, Resources, and Support

The institution provides quality education, wherever and however its offerings are delivered.

Core Components

3.A. The rigor of the institution's academic offerings is appropriate to higher education.

Courses and programs are current and require levels of student performance appropriate to the credential awarded.

The institution articulates and differentiates learning goals for its undergraduate, graduate, post-baccalaureate, post-graduate and certificate programs.

The institution's program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality).

3.B. The institution offers programs that engage students in collecting, analyzing and communicating information; in mastering modes of intellectual inquiry or creative work; and in developing skills adaptable to changing environments.

The general education program is appropriate to the mission, educational offerings and degree levels of the institution. The institution articulates the purposes, content and intended learning outcomes of its undergraduate general education requirements.

The program of general education is grounded in a philosophy or framework developed by the institution or adopted from an established framework. It imparts broad knowledge and intellectual concepts to students and develops skills and attitudes that the institution believes every college-educated person should possess.

The education offered by the institution recognizes the human and cultural diversity and provides students with growth opportunities and lifelong skills to live and work in a multicultural world.

The faculty and students contribute to scholarship, creative work and the discovery of knowledge to the extent appropriate to their offerings and the institution's mission.

3.C. The institution has the faculty and staff needed for effective, high-quality programs and student services.

The institution strives to ensure that the overall composition of its faculty and staff reflects human diversity as appropriate within its mission and for the constituencies it serves.

The institution has sufficient numbers and continuity of faculty members to carry out both the classroom and the non-classroom roles of faculty, including oversight of the curriculum and expectations for student performance, assessment of student learning, and establishment of academic credentials for instructional staff.

All instructors are appropriately qualified, including those in dual credit, contractual and consortial offerings.

Instructors are evaluated regularly in accordance with established institutional policies and procedures.

The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.

Instructors are accessible for student inquiry.

Staff members providing student support services, such as tutoring, financial aid advising, academic advising and cocurricular activities, are appropriately qualified, trained and supported in their professional development.

3.D. The institution provides support for student learning and resources for effective teaching.

The institution provides student support services suited to the needs of its student populations.

The institution provides for learning support and preparatory instruction to address the academic needs of its students. It has a process for directing entering students to courses and programs for which the students are adequately prepared.

The institution provides academic advising suited to its offerings and the needs of its students.

The institution provides to students and instructors the infrastructure and resources necessary to support effective teaching and learning (technological infrastructure, scientific laboratories, libraries, performance spaces, clinical practice sites and museum collections, as appropriate to the institution's offerings).

Criterion 4. Teaching and Learning: Evaluation and Improvement

The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

Core Components

4.A. The institution ensures the quality of its educational offerings.

The institution maintains a practice of regular program reviews and acts upon the findings.

The institution evaluates all the credit that it transcripts, including what it awards for experiential learning or other forms of prior learning, or relies on the evaluation of responsible third parties.

The institution has policies that ensure the quality of the credit it accepts in transfer.

The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs, including dual credit programs. It ensures that its dual credit courses or programs for high school students are equivalent in learning outcomes and levels of achievement to its higher education curriculum.

The institution maintains specialized accreditation for its programs as appropriate to its educational purposes.

The institution evaluates the success of its graduates. The institution ensures that the credentials it represents as preparation for advanced study or employment accomplish these purposes. For all programs, the institution looks to indicators it deems appropriate to its mission.

4.B. The institution engages in ongoing assessment of student learning as part of its commitment to the educational outcomes of its students.

The institution has effective processes for assessment of student learning and for achievement of learning goals in academic and cocurricular offerings.

The institution uses the information gained from assessment to improve student learning.

The institution's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty, instructional and other relevant staff members.

4.C. The institution pursues educational improvement through goals and strategies that improve retention, persistence and completion rates in its degree and certificate programs.

The institution has defined goals for student retention, persistence and completion that are ambitious, attainable and appropriate to its mission, student populations and educational offerings.

The institution collects and analyzes information on student retention, persistence and completion of its programs.

The institution uses information on student retention, persistence and completion of programs to make improvements as warranted by the data.

The institution's processes and methodologies for collecting and analyzing information on student retention, persistence and completion of programs reflect good practice. (Institutions are not required to use IPEDS definitions in their determination of persistence or completion rates. Institutions are encouraged to choose measures that are suitable to their student populations, but institutions are accountable for the validity of their measures.)

Summary:

Subcomponents	Areas of Concentration	Concerns
3.A.	3	0
3.B	4	0
3.C	7	1
3.D	4	0
4.A	6	0
4.B	3	3
4.C	4	0
Total	31	4

87%



President's Board of Governors Report
 Dr. Pamela L. Alderman
 June 20, 2023

- Succession Plan
- Southern hosted Advisory Meetings on Logan Campus on April 21st.
- Attended the WV Rural Health Association Policy Committee Meeting on April 21st
- Attended the Mountain District Consortium on April 27th.
- Attended Rolling through the Decades hosted by Logan County Chamber of Commerce on April 28th
- Attended the Release of Sticks Magazine (6th Edition) event and Award Winner Presentations on May 2nd.
- Pinning and Commencement Ceremonies were held May 4th – 6th.
- Welcomed New Nursing Students May 8th and Allied Health Student on May 11th
- Attended the DOL Infrastructure Grant Planning Conversation for ASCEND Students who are in infrastructure programs. May 8th
- Attended SREB (Southern Regional Education Board) Grant Discussion on May 8th
- Met with Sean Banks, VP of WOWK, and John Fawcett Creative Services Director to Discuss Marketing on May 9th. Members from the Foundation, Stacy Dingess and Crystal Cook were in attendance as well.
- Participated in Chamber of Commerce Meetings at Logan and Williamson as well as the Logan Recreation Board Meeting.
- Met with Scotty Dingess on May 10th from West Logan Christian Academy to discuss classroom usage.
- Attended the Lineman Graduation on the Williamson Campus on May 13th.
- Attended the President's Retreat hosted by Community and Technical College Advisory Committee May 15-17 at Adventures on the Gorge
- Introductory meeting with Dr. Stuart, Campus President from WV Institute of Technology May 18th.
- Met with Dr. Sellars, Interim President, from Big Sandy Community and Technical College regarding Paramedic Education in Kentucky
- LPN to RN discussion with Paula Webb Boone Career and Technical Center on May 23rd.
- Applied for Metallica Scholarship Initiative (Welding Program)
- Attended the Big Green Event at Logan Country Club on May 23rd.
- Viewpoint
- Attended the NSLS Awards Ceremony on June 6th.
- Free Mining Class saw over 70 participants
- Poker Run Saturday, June 10th was a nicely attended event
- Created a Scholarship in honor of Sgt. Cory Maynard for first responders or their family members that need help with educational expenses at Southern.
- Southern hosting a Rubber Duck race on June 17th to fund scholarships for Southern WV Community and Technical College Foundation
- Participated in College Decision Days at various High Schools
- Received another donation of food to fill the pantries on each campus.

Faculty Senate

Board of Governors Report June 2023

- Elections
 - Chris Ward – Board of Governors
 - Stephanie Mounts – Advisory Council of Faculty

- Great Teachers Seminar
 - Stephanie Woodrum

- Summer Projects
 - Faculty Handbook
 - SIP-2171 ~ Credentialing
 - SCP-2686 ~ Promotion & Tenure
 - Evaluation of Part-Time / Adjunct Faculty

EFFECTIVE
July 1, 2023

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SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

Organizational Chart

Dr. Pamela L. Alderman

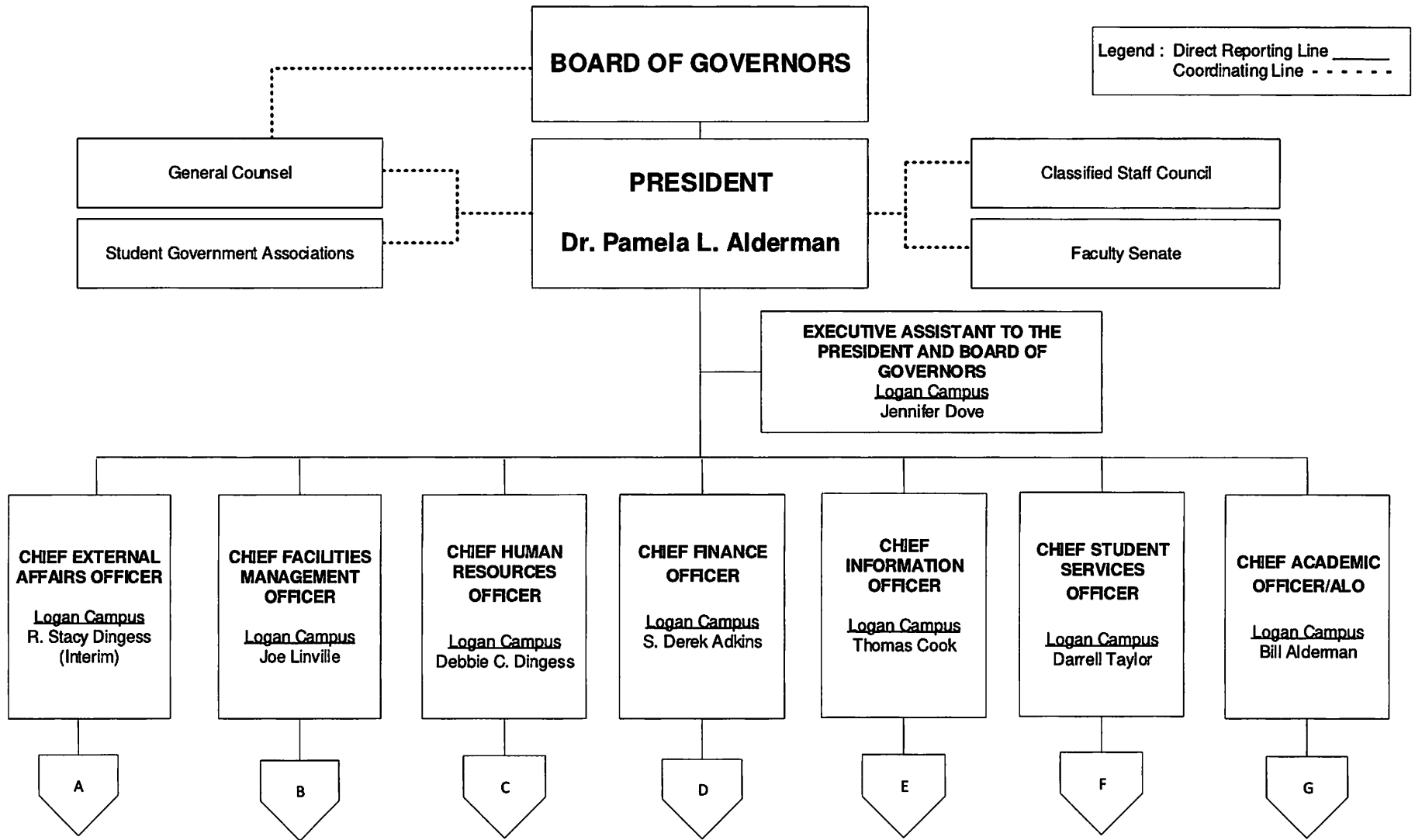
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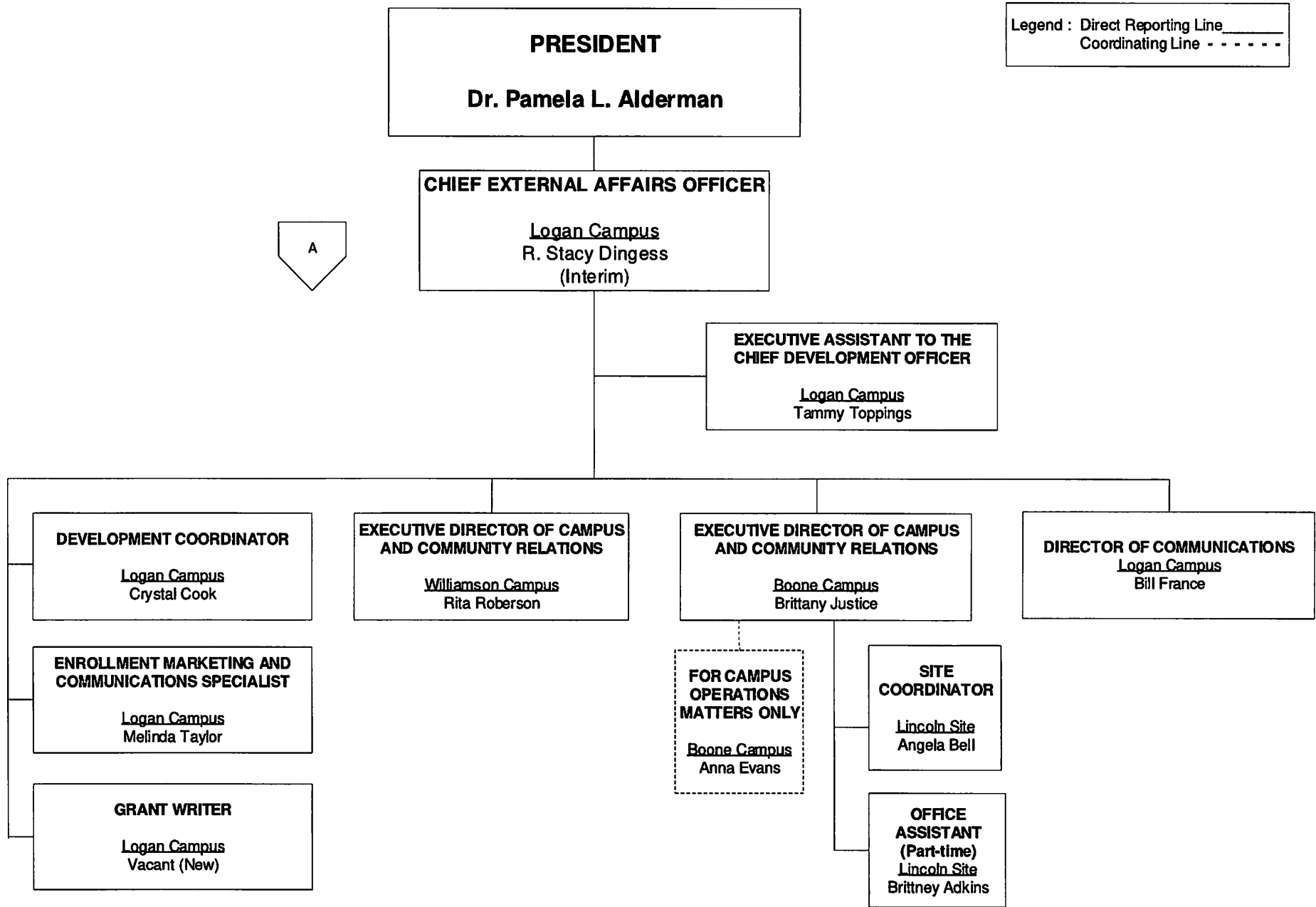


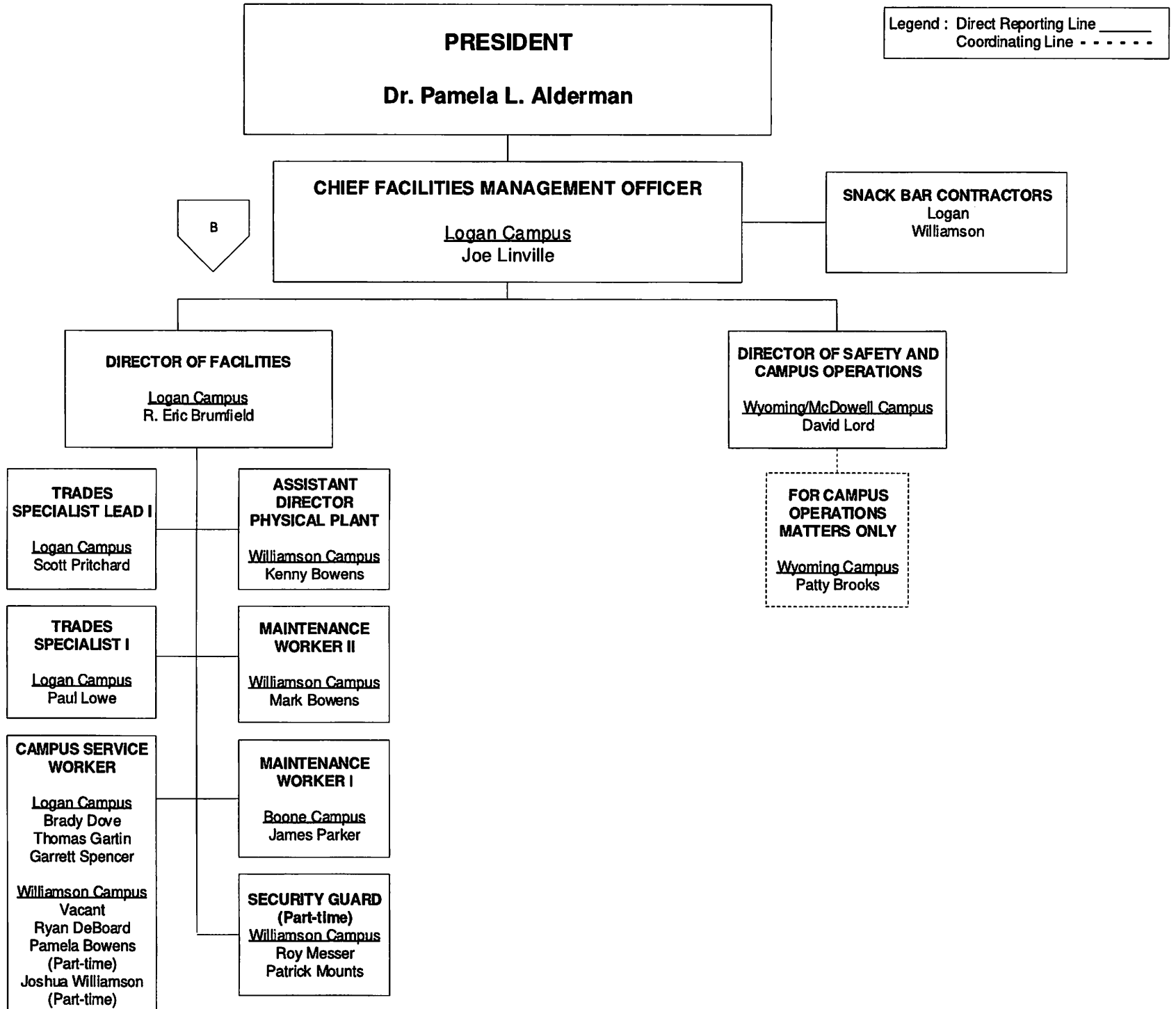
**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ORGANIZATIONAL CHART**

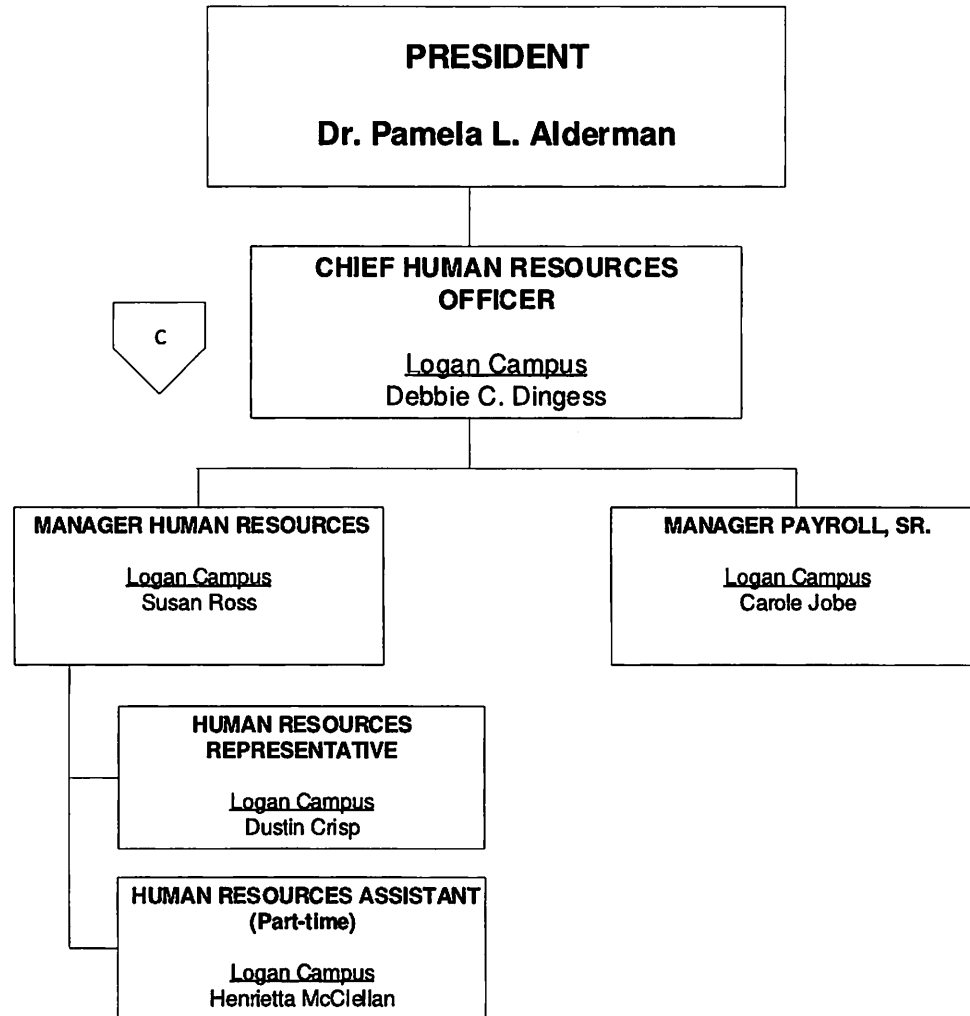
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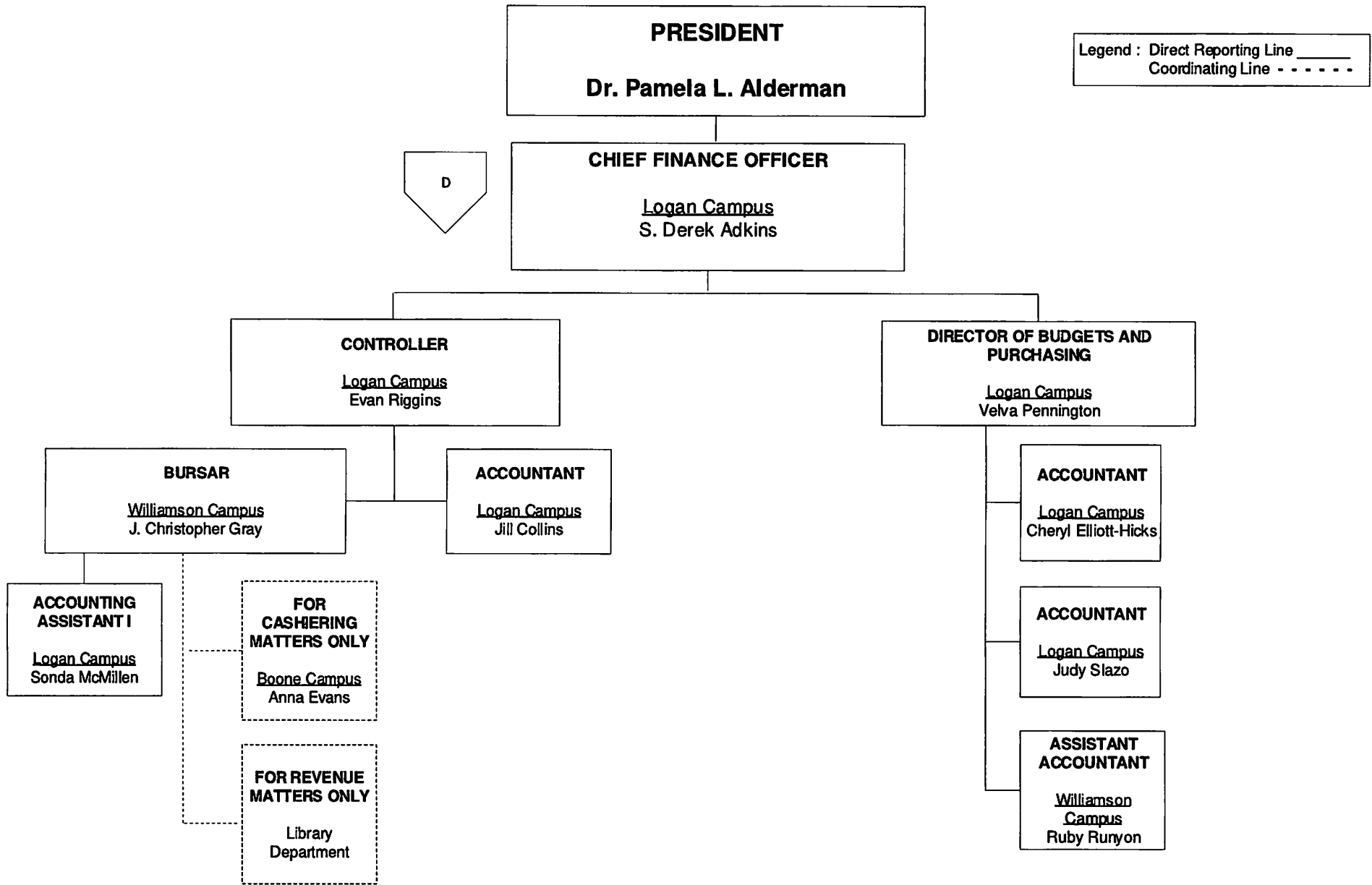


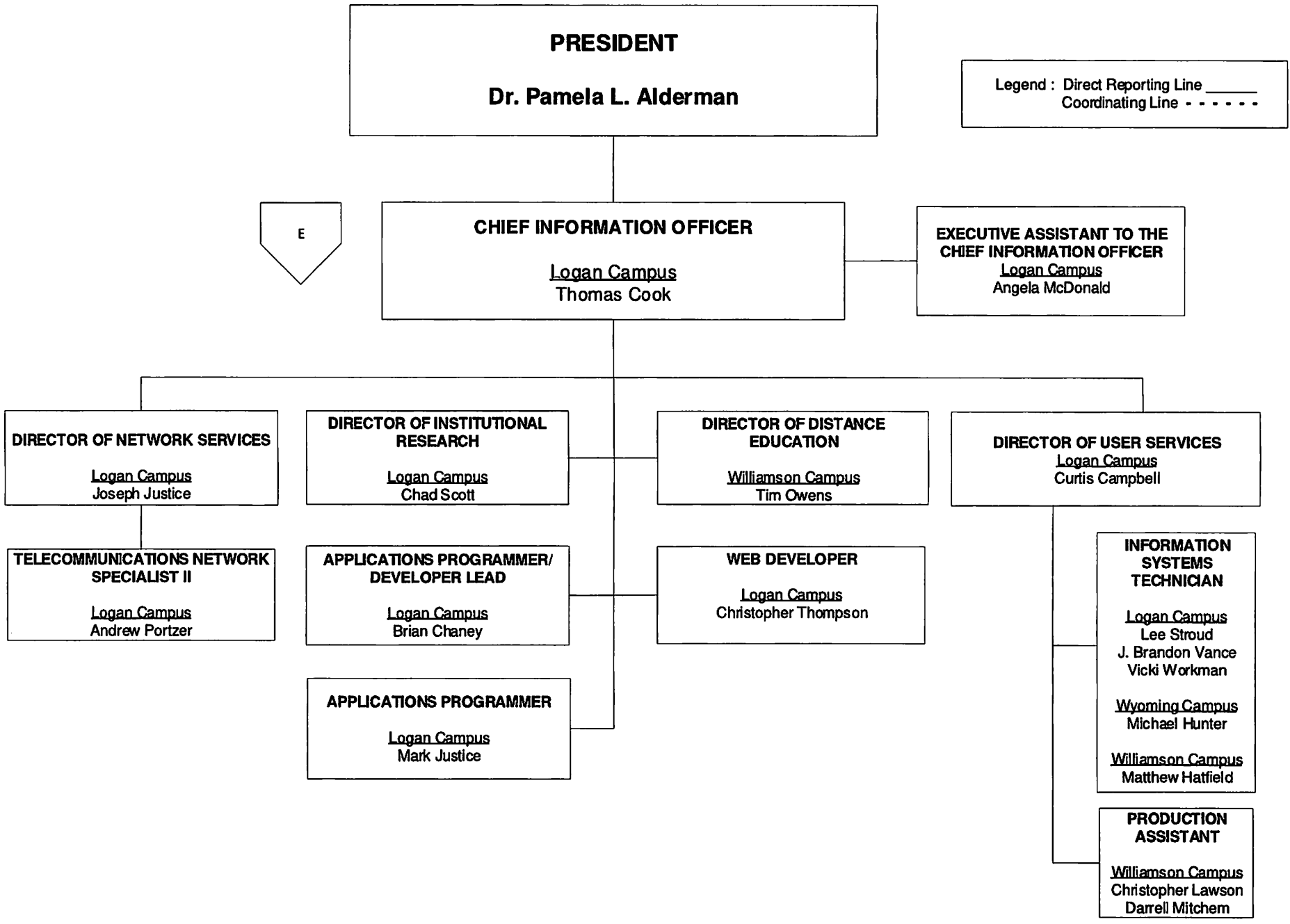






Legend : Direct Reporting Line _____
Coordinating Line - - - - -





PRESIDENT

Dr. Pamela L. Alderman

Legend : Direct Reporting Line 26
Coordinating Line - - - - -

F

CHIEF STUDENT SERVICES OFFICER

Logan Campus
Darrell Taylor

STUDENT GOVERNMENT ASSOCIATIONS

EXECUTIVE ASSISTANT TO THE CHIEF STUDENT SERVICES OFFICER

Logan Campus
Shelly Parker

DIRECTOR OF STUDENT SUCCESS

Logan Campus
Dianna Toler

DIRECTOR OF ADMISSIONS

Logan Campus
Tim Ooten

REGISTRAR

Logan Campus
Teri Wells

DIRECTOR OF FINANCIAL ASSISTANCE

Logan Campus
Stella Estepp

STUDENT SUCCESS ADVISOR

Boone Campus
Vacant

Logan Campus
Brian Carter
Michele Moore (TANF Grant)
Elijah Hooker (ASCEND Grant)

Williamson Campus
Rhonda Collins
Roger Williamson
Vacant (TANF Grant)

Wyoming Campus
Katrina Matney

NURSING RETENTION SPECIALIST

Logan Campus
Cassandra Vance (ASCEND Grant)

FOR STUDENT SUCCESS MATTERS ONLY

Lincoln Site
Angela Bell

STUDENT SUCCESS CENTER COORDINATOR

Logan Campus
Hattie Newsome

CAREER SERVICES COUNSELOR

Logan Campus
Vacant (Perkins Grant)

PROGRAM ASSISTANT I

Logan Campus
Brittany Fekete

RECRUITMENT AND OUTREACH SPECIALIST

Logan Campus
Mike Collins

STUDENT COMMUNICATIONS SPECIALIST

Williamson Campus
Shelly Stewart

PROJECT COORDINATOR (Part-time)

Logan Campus
Kelsey Lemmon

FOR ADMISSIONS AND/OR STUDENT RECORDS MATTERS ONLY

Lincoln Site
Angela Bell

FOR ADMISSIONS MATTERS ONLY

Boone Campus
Anna Evans

FOR ADMISSIONS MATTERS ONLY

Wyoming Campus
Patty Brooks

STUDENT RECORDS ASSISTANT

Williamson Campus
Paula Maynard

TRANSFER COORDINATOR

Logan Campus
Angela Dotson

PROGRAM ASSISTANT I

Boone Campus
Anna Evans

Wyoming Campus
Patty Brooks

ASSOCIATE DIRECTOR OF FINANCIAL AID

Logan Campus
Mary Trent

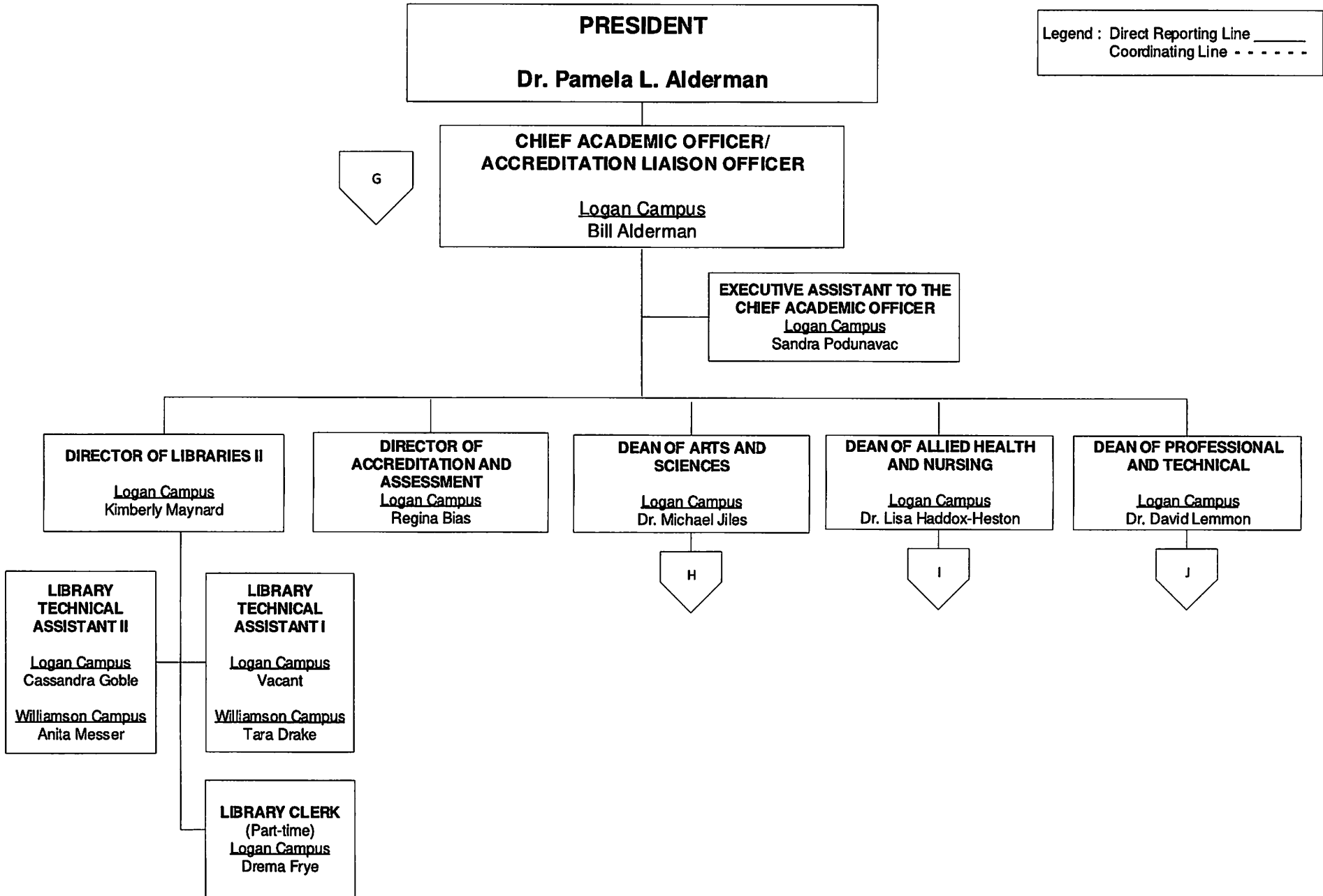
FINANCIAL AID COUNSELOR

Logan Campus
Beverly McDonald

Williamson Campus
Kelly Jacobs

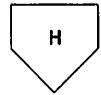
FINANCIAL AID ASSISTANT (Part-time)

Logan Campus
Vacant



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

PRESIDENT
Dr. Pamela L. Alderman



CHIEF ACADEMIC OFFICER
Logan Campus
Bill Alderman

DIRECTOR OF EDUCATIONAL OUTREACH (BOG/ECA/DUAL CREDIT)
Logan Campus
Joshua May

DEAN OF ARTS AND SCIENCES
Logan Campus
Dr. Michael Jiles

ADMINISTRATIVE ASSOCIATE
Logan Campus
Katlyn Justice

DIRECTOR OF ARTS AND HUMANITIES
Logan Campus
Will Alderman

DIRECTOR OF MATH AND SCIENCES
Lincoln Site
Christopher Ward

EDUCATION FACULTY
Logan Campus
Nicole Vineyard
Brandy Conrad
Coordinator
(Grow Your Own Grant)

HUMANITIES FACULTY
Boone Campus
Larry D'Angelo
Logan Campus
Will Alderman
Nathan Freeman
Tehseen Irfan
Lillie Teeters
Williamson Campus
Adam Banks
Vicky Evans

SOCIAL SCIENCES FACULTY
Logan Campus
Kevin Dingess
Dr. Charles Keeney
Williamson Campus
Dr. Susan Baisden

MATHEMATICS FACULTY
Boone/Lincoln Campus
Christopher Ward
Logan Campus
Susan Baldwin
Liza Jackson
Michael Kitchen

SCIENCES FACULTY
Boone/Lincoln Campus
Dr. Rebecca Pratt
Logan Campus
Dr. Matt Ellis
Vincent George
Guy Lowes
Stephanie Woodrum
Williamson Campus
Kimberly Hensley

HUMANITIES FACULTY
Logan Campus
Matthew Mayo

PRESIDENT
Dr. Pamela L. Alderman

CHIEF ACADEMIC OFFICER
Logan Campus
Bill Alderman

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

DEAN OF ALLIED HEALTH AND NURSING
Logan Campus
Dr. Lisa Haddox-Heston

ADMINISTRATIVE ASSOCIATE
Logan Campus
Susan Wolford



DIRECTOR OF NURSING
Logan Campus
Sheliah Elkins

DIRECTOR OF EMERGENCY MANAGEMENT SERVICES
Logan Campus
Albert M. Smith

DIRECTOR OF COSMETOLOGY AND SALON MANAGEMENT
Logan Campus
Sherry Ramey

DIRECTOR OF MEDICAL LABORATORY TECHNOLOGY
Logan Campus
Vacant

DIRECTOR OF RADIOLOGIC TECHNOLOGY
Logan Campus
Dr. Havilah Adkins

DIRECTOR OF RESPIRATORY CARE TECHNOLOGY
Williamson Campus
Stephanie Daniel

DIRECTOR OF SURGICAL TECHNOLOGY
Logan Campus
Misha Herndon

ADMINISTRATIVE SECRETARY, SR.
Logan Campus
Sammi Dodrill

ASSISTANT DIRECTOR WEEKEND NURSING
Logan Campus
Tamara Browning

ACADEMIC LAB MANAGER
Logan Campus
Sherry Bradford

ACADEMIC LAB MANAGER/ ADMINISTRATIVE SECRETARY, SR. WEEKEND NURSING
Logan Campus
Beth Deaton

NURSING FACULTY
Logan Campus
Ashleigh Bamette
Loretta Brown
Sharon Davis
Heather Drake
Stacy Hatfield
Melissa Kirk
Mika McCoy
Dr. Debra Mullins
Sandra Vance
2 Vacant Position
1 Vacant Position (ASCEND Grant)

FACULTY WEEKEND NURSING
Logan Campus
Maudie Orraca-Tetteh
Cori Marie Pettrey

ALLIED HEALTH FACULTY
Logan Campus
Andrea Brown
Cynthia Lowes

FACULTY
Logan Campus
Kelly Warren

FACULTY
Logan Campus
Christy Spry

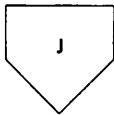
FACULTY
Logan Campus
Morgan Maynard

FACULTY
Williamson Campus
Gina Lester

FACULTY
Logan Campus
Meloney McRoberts

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

PRESIDENT
Dr. Pamela L. Alderman



CHIEF ACADEMIC OFFICER
Logan Campus
Bill Alderman

EDUCATION PROGRAM SPECIALIST
Williamson Campus
Shelby Porter

DEAN OF PROFESSIONAL AND TECHNICAL STUDIES
Logan Campus
Dr. David Lemmon

ADMINISTRATIVE ASSOCIATE
Logan Campus
Kelly Green

DIRECTOR OF WORKFORCE DEVELOPMENT
Logan Campus
Jackie Lester

MINING INSTRUCTOR (Grant)
Williamson Campus
Vacant

GRANTS COORDINATOR
Logan Campus
Judith Runyon

LNEMAN INSTRUCTOR (Grant)
Williamson Campus
Charles Isaacs
Christopher Muncy (Climbing)

CDL INSTRUCTOR (Grant)
Williamson Campus
Jeff Trout
Brian Elkins
Eric Stanley (Part-time)

BUSINESS FACULTY
Logan Campus
Douglas McCloud
Logan Campus
Stephanie Mounts
Williamson Campus
Gordon Hensley

INFORMATION TECHNOLOGY FACULTY
Logan Campus
Erica Farley
Rick Thompson
Boone Campus
Matthew Payne

DIESEL TECHNOLOGY FACULTY
Williamson Campus
Vacant

ELECTRICAL ENGINEERING FACULTY
Williamson Campus
Timothy Moseley

WELDING FACULTY
Williamson Campus
Cameron Woolum

CRIMINAL JUSTICE FACULTY
Logan Campus
Vacant

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of April 19, 2023
Stonewall Resort and Conference Center
940 Resort Drive, Roanoke, WV
9:00 a.m.**

MINUTES

Board Members Present: Bud Baldwin, Chair; David Gresham, George Nisbet, Shawn Cline-Riggins, Sam Stewart, Jeremy Thompson, Josh Stowers, Virgil Underwood, Chris Ward, and Dianna Toler

Board Members Absent: Sydney Brown, Julia Smith

College Staff Present: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Tom Cook, Rita Roberson, Darrell Taylor, Dr. Michael Jiles, Sherry Ramey, Sheliah Elkins, Evan Riggins, Tim Ooten, Beverly McDonald, Chris Gray, Velva Pennington, Debbie Dingess, Dr. Lisa Haddox- Heston, Bill Alderman, and Debbie Dingess

Guests: David Potter, Legal Counsel

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

The Board of Governors Chair, Bud Baldwin, declared a quorum present and convened the meeting at 6:00 p.m. At this time, Chair Baldwin read the Mission Statement of the College to the Board.

2. Call for Public Comments

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

3. Technology Services Report

Tom Cook, Chief Information Officer, provided the Technology update to the Board.

- RUSS-DLT -is a grant through HEPC that helped to provide updates to the Theater
- Implemented Ellucian Experience to give students a mobile app and better mySouthern product.
- Moved phones system to the cloud to become 911 compliant and allow flexibility for faculty and staff working from home.
- Consolidated the number of Xerox machines for cost reduction and to better serve the needs of the departments
- Completed implementation of Banner Document Management to help store documents.
- Mr. Cook updated the Board on internet issues. Southern has several companies assisting to help get this corrected. We are hopeful that this is an isolated incident. IT has made every effort to install virus software on every computer in the institution.

- Royal Ransomware has been identified as the Russian group called the “Threat Actors.” Governor Justice does not want to negotiate with group regarding ransom.
- Still working to determine if any information has been compromised. Information will be sent out to those identified if necessary.

4. HLC Institutional Update

Bill Alderman, Chief Academic Officer/ Accreditation Liaison Officer provided an update to the Board regarding HLC.

- Regarding credentialing, a meeting with HLC Staff Liaison Karen Solomon was held to discuss Minimal Qualifications for Faculty and Equivalent Experience. Southern has updated their procedure to reflect updates.
- A thorough review of faculty files has been completed with files that needed information or corrected flagged to get in line with HLC guidelines.
- Faculty asked to provide any professional development regarding their fields to update files. A request to the finance office has been made to provide the amount of money Southern spent on Professional Development for faculty and staff, respectively. A report is due on June 10th.
- A rough draft report for 3C is completed for the focus visit.
- Mr. Alderman provided an update on Assessment, Program Level Assessment and Course Level Assessment as outlined in his report attached to the agenda.
- A new syllabi procedure was implemented in 202303 Summer term. Syllabi are being checked regarding course descriptions and SLO's. Will provide faculty with Professional Development regarding SLO's.
- Work on co-curricular assessment is ongoing with training for Student Services directors will be provided.
- Faculty Convocation will be held in August, where assessment and credentialing will be the focus.
- HIIPS training for faculty will continue.

5. Finance Report

Derek Adkins, Chief Finance Officer provided the Finance report to the Board.

- Mr. Adkins provided the finance report and shared it with the Board. We are in the third quarter and projected to break even or even a little better by June 30th. At this time, discussion about the finance report took place and Mr. Adkins answered questions and provided information as necessary.
- Very happy with everyone in handling their budgets to keep costs down as much as possible.
- After some discussion, Mr. Adkins presented the Fiscal Year 2024 College Budget for approval.

Motion: Sam Stewart made a Motion to the College Budget Fiscal year 2024 for approval.

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

6. President's Report

President Alderman provided the following updated from the President's Office:

- President Alderman thanked everyone with their involvement in HLC .
- Welcomed Stacy Dingess, Chief development Coordinator to the Board.
- Will invite Board members to attend the HLC Conference in March 2024.
- President Alderman met with Senator Manchin and Congresswoman Miller to discuss federal appropriations on March 27th and 28th. Met with Senator Paul Hardesty who provided information regarding the LNE Group President Lee Weingart to assist with obtaining federal appropriations and grants.
- President Alderman has received word that the first step has moved to the next level for renovations to the commons area in Building A of the Logan Campus.
- President's Cabinet met for a Strategic Planning retreat at Hawks Nest Park. President Alderman will provide updates as this moves forward.
- President Alderman participated in Meet the President on the Logan and Williamson Campuses. Both events were very well attended and student engagement was wonderful.
- President Alderman also attended the International Women's Day reception on the Williamson Campus.
- Appraisers for the Wyoming Campus have been hired and report is expected to be submitted in the next two weeks. The property in Boone County, approximately 9.5 acres, is being appraised as well. Information will be provided on that as well.
- Priority registration is April 10th, current student April 11th, and all students on April 17th. Was happy to report that enrollment is up at the moment.
- President Alderman is happy to have local schools on campus for visits.
- Job Fair on Logan Campus March 14th and College Fair on Lincoln site the 10th.
- Our Campus Service Workers and Maintenance employees received their fork lift certifications.
- The President was happy to report the renovations to the physics lab is complete.
- The Salon Management Program has added services and will be having a ribbon cutting ceremony soon.
- Governance Day will be held on April 14th. Will have all meetings in the morning and then a carnival style celebration in the afternoon to celebrate being awarded 10-year accreditation from the HLC.
- Received a freezer donation from Peoples Bank to help with our food pantries.
- Southern hosted the Southern Foundation Executive Board meeting on April 10th.
- Mr. Stacy Dingess is scheduled to attend a groundbreaking ceremony for a new business in Logan at the Earl Ray Tomblin Industrial Park. More information will be provided as the date approaches.
- President Alderman provided the dates and times for pinning and the commencement ceremonies.

7. Faculty Senate Annual Report

Mr. Chris Ward, Faculty Senate Chair and ACF representative presented the Faculty Senate Annual Report to the Board. Mr. Ward explained the purpose of the Faculty Senate. He also discussed the 2022-2023 Senate updates that included the HLC visit, Professor Incentive Pay, and approval of the new Syllabus. Mr. Ward gave a breakdown of full-time and adjunct faculty and where they are located. An overview of many accomplishments of our faculty were presented as well.

8. Discussion Items

8.1 Annexing

The City of Logan approached the College regarding annexing just the property that the college sits on. The City has done all the legal work. The College is aware that the Mt. Gay Post Office will be closing in the future, so steps were taken to get a physical address. This helps with pick up and delivery of our mail. The benefit to the city with the college to annex would be receiving grant money. It was stated that annexing would help increase police presence and provide fire department protection. It was discussed with the college that there would be no City Tax or taxes for our vendors. This cannot be guaranteed with a possible new city administration down the road. At this time, further consideration and annexing was discussed.

Motion: Sam Stewart made a Motion to the deny annexing of college property.

Action: George Nisbet, seconded the motion. The motion carried unanimously, and Chair Baldwin declared the Motion adopted.

8.2 Wyoming Campus

President Alderman is scheduling and appointment with the Wyoming County Superintendent to discuss securing a space in Wyoming East High School for the College.

8.3 Annual Evaluation of President Alderman

A format is already established, and we can continue to use that format. Pam will send her goals. The evaluation will be sent out electronically.

8.4 Property in Boone County

This item was addressed previously in the President's report.

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

9.1 Personnel Matters

There are no matters at this time

10. Action Items

10.1 Approval of February 21, 2023, Board Meeting Minutes

MOTION: Dianna Toler moved to adopt the February 21, 2023, meeting minutes as presented. Shawn Cline Riggins seconded the motion. The motion was carried unanimously, and Chair Baldwin declared the motion adopted.

10.2 Request to Approve Institutional Polices for 30-Day Comment

10.2.1 SCP-5260, *Meeting Financial Exigencies*

MOTION: Dianna Toler moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-5260, *Meeting Financial Exigencies*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

10.2.2 SCP-8600, *Board of Governors Operational Guidelines Policy*

MOTION: Dianna Toler moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-8600, *Board of Governors Operational Guidelines Policy*, and SCP-8600.A, *Board of Governors Operational Guidelines*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

10.2.3 SCP-8600.A, *Board of Governors Operational Guidelines*

MOTION: Dianna Toler moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-8600, *Board of Governors Operational Guidelines Policy*, and SCP-8600.A, *Board of Governors Operational Guidelines*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

10.3 Request for Final Approval Following Additional 30-Day Comment Period

10.3.1 SCP-2400, *Employee Conflict Resolution Policy*

MOTION: Shawn Cline-Riggins moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2400, *Employee Conflict Resolution Policy*

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

10.4 Program Reviews

10.4.1 Business Accounting, AAS

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

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

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

10.4.2 Business Administration, AAS

MOTION: George Nisbet moved the adoption of the following resolution:

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

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

10.4.3 Healthcare Professional, AAS

MOTION: Dianna Toler moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors

approve the continuation of the Health Care Professional, A.A.S. Program at the current level of activity with specific action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: George Nisbet seconded the motion. The motion carried unanimously, and Chair Baldwin declared the motion adopted.

10.4.4 Paramedic Sciences, AAS

MOTION: George Nisbet moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Paramedic Science, A.A.S. Program with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

10.4.5 Welding, AAS

MOTION: George Nisbet moved the adoption of the following resolution:

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

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

10.5 Request for Approval of Budget for Fiscal Year 2024

This was voted on in item number five, Finance report of this agenda.

10.6 Request for Approval of Personnel Salary Increases for All Full- time Regular Employees for Fiscal Year 2023-2024

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

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

ACTION: George Nisbet seconded the motion. The motion carried unanimously, and Chair Baldwin declared the motion adopted.

11. Informational Items

11.1 The next regular Board of Governors Meeting is June 20, 2023, at 6:00 p.m.

11.2. Leisure Time 1:00p.m -6:00 p.m.

11.3 Dinner at 6:00 p.m.

12. Adjournment

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

Robert "Bud" 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 JUNE 20, 2023**

ITEM: SCP-5260, *Meeting Financial Exigencies*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5260, *Meeting Financial Exigencies*.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

At its April 19, 2023, meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-5260, *Meeting Financial Exigencies*, 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 May 24, 2023.

Comments were received from Kristin Boggs, General Counsel, WV Higher Education Policy Commission, to remove the word "furlough" from the policy as State employees may not be furloughed, but to indicate the option of lay off (with possible return to duty) or reduction in workforce (with no possibility of return). Also, in Section 6.5.2, Ms. Boggs suggested providing the option for a voluntary or involuntary reduction in FTE (full-time equivalency) of employment terms, which could be another method of cost reduction. These comments have been incorporated into the policy as presented. There were no other comments received.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant final approval of SCP-5260, *Meeting Financial Exigencies*.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5260**

SUBJECT: Meeting Financial Exigencies

REFERENCE: West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*; SCP-2701, *Reduction in Workforce Due to Financial Exigency: Faculty Personnel*.

ORIGINATION: May 27, 1988

EFFECTIVE: April 5, 2018

REVIEWED: February 10, 2023

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish a manner in which financial exigencies are defined and determined by the Board of Governors and to outline the planning process for meeting financial exigencies.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy shall apply on a college-wide basis.

SECTION 3. DEFINITIONS

3.1 Financial Exigency – A circumstance arising from an immediate need to react to the lack of financial resources required to sustain current levels of educational services and programs.

SECTION 4. POLICY

4.1 It shall be the policy of the Board of Governors to obtain the full benefit of planning and deliberation prior to the implementation of measures determined to be necessary to react to a financial exigency.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 Financial Exigency/Committee Duties and Responsibilities

6.1.1 A Financial Exigency Committee will review and advise the President on all institution-wide actions deemed as necessary responses to a financial exigency. The major responsibilities of this committee shall be:

6.1.1.1 Making initial recommendations and advising the Faculty Senate and Classified Staff Council regarding institution-wide responses to a financial exigency;

6.1.1.2 Reviewing the responses and further recommendations of the Faculty Senate and Classified

Staff Council regarding the Committee's initial recommendations; and

6.1.1.3 Making final recommendations to the President regarding institution-wide responses to a financial exigency.

6.2 Committee Membership – The Committee shall be comprised of the following thirteen (13) persons:

- 6.2.1 One elected Lay Board of Governors Member (non-voting Chairperson)
- 6.2.2 One elected Student Government Association Representative
- 6.2.3 Two elected Classified Staff Members
- 6.2.4 Two elected Faculty Members
- 6.2.5 Two Administrators appointed by the President
- 6.2.6 Chief Fiscal Officer
- 6.2.7 Advisory Council of Classified Employees Representative
- 6.2.8 Classified Staff Council Chair
- 6.2.9 Faculty Senate Chair, and
- 6.2.10 Advisory Council of Faculty Representative.

6.3 Committee Members Terms of Service – Each member of the Committee shall serve for a full fiscal year, i.e., from July 1 of one calendar year through June 30 of the following calendar year. All elected members of the Committee shall be chosen at their respective group's final meeting for the fiscal year.

6.4 Financial Exigency Procedure

- 6.4.1 The President may request the Board of Governors to declare a financial exigency at any time it is believed that a bona fide financial exigency exists.
- 6.4.2 The Board of Governors may declare a condition of a financial exigency for a period not to exceed two years, unless extended by subsequent action of the Board.
- 6.4.3 Within seven working days after the Board of Governors declares a condition of a financial exigency, the Financial Exigency Committee shall submit in writing its initial recommendation to the Faculty Senate and the Classified Council.
- 6.4.4 Within seven working days after receiving the initial recommendation of the Financial Exigency Committee, the Faculty Senate and Classified Staff Council may submit their recommendations in writing to the Financial Exigency Committee.
- 6.4.5 Within five working days after the deadline for receiving the recommendations of the Faculty Senate and Classified Staff Council, the Financial Exigency Committee shall submit its final recommendation in writing to the President.
- 6.4.6 Within seven working days after receiving the final recommendations of the Financial Exigency Committee, the President shall submit recommendations in writing to the Board of Governors for its review and approval.

6.5 Financial Exigency Actions

- 6.5.1 When the Board of Governors declares a condition of a financial exigency, the Financial Exigency Committee shall review and recommend the financial effects of the following prioritized actions before making any recommendations regarding personnel reduction:

6.5.1.1 Delaying implementation of new programs;

- 6.5.1.2 Freezing all vacant positions;
- 6.5.1.3 Cutting all new and, where feasible replacement equipment funds;
- 6.5.1.4 Reducing extracurricular activities and events; and
- 6.5.1.5 Utilizing all feasible current expense cuts in the following areas in priority order:
 - 6.5.1.5.1 travel
 - 6.5.1.5.2 printing
 - 6.5.1.5.3 office supplies
 - 6.5.1.5.4 educational supplies
 - 6.5.1.5.5 reducing repair and alteration funds
 - 6.5.1.5.6 reducing unrestricted student aid funds, and
 - 6.5.1.5.7 reducing work-week and times of college operations through voluntary and, where necessary, mandatory layoffs or reductions in workforce.

6.5.2 Layoffs – Voluntary and mandatory layoffs shall be considered. Vacation and sick leave days may not be used to offset salary cutbacks. Options may include a one day per week cut in pay or a voluntary or involuntary reduction in Full-time Equivalency (FTE) of employment. Previous and recent cuts in any area of the college should be considered in making recommendations to prevent disproportionate cuts.

6.5.3 Reductions in Workforce – After exhausting all possible financial benefits and savings from the above actions, the Committee may recommend that the President consider and recommend reductions in personnel. The President shall consider any Committee recommendations and shall make any personnel recommendations in accordance with the pertinent policies of the Board of Governors. A recommendation from the Committee is not required to enable the President to independently recommend reductions in personnel.

SECTION 7. RESPONSIBILITIES

7.1 The President has primary responsibility for the implementation of the provisions of this policy.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

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

April 2013 – Policy was revised to expand the committee membership to include the Classified Staff Council Chair, the Faculty Senate Chair, and one additional administrator. Also, in Section 6.5.1.5, “Utilizing all feasible current expense cuts in the following areas in priority order,” telephone and utilities were removed from the list of expenses to eliminate.

November 2017 – Revisions reflect no substantial change in procedure or documentation requirements. In the Reference Section, the title of SCP-2701 was revised to accurately reference the policy.

February 2023 – Remove references to furlough and changing it to layoffs. Including option for voluntary or involuntary reduction in FTE of employment.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 20, 2023**

ITEM: SCP-8600, *Board of Governors Operational Guidelines Policy*, and SCP-8600.A, *Board of Governors Operational Guidelines*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-8600, *Board of Governors Operational Guidelines Policy*, and SCP-8600.A, *Board of Governors Operational Guidelines* to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

At its April 19, 2023 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-8600, *Board of Governors Operational Guidelines Policy*, and SCP-8600.A, *Board of Governors Operational Guidelines*, 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 May 24, 2023.

Comments were received from Kristin Boggs, General Counsel, WV Higher Education Policy Commission, which are reflected on the revised policy as presented. No other additional comments were received.

Therefore, since the comments received were extensive, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval for distribution of SCP-8600, *Board of Governors Operational Guidelines Policy*, and SCP-8600.A, *Board of Governors Operational Guidelines*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-8600**

SUBJECT: Board of Governors Operational Guidelines Policy

REFERENCE: West Virginia Code §18B-2A-1, et seq.; [135 C.S.R. 4, Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, Rules and Administrative Procedures](#)

ORIGINATION: August 2001

EFFECTIVE: July 19, 2018

REVIEWED: ~~March 1, 2018~~ [February 10, 2023](#)

SECTION 1. PURPOSE

1.1 To establish the operational guidelines which shall govern the actions of the Board of Governors for Southern West Virginia Community and Technical College in setting forth policies to govern the college.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy is applicable to the members, current and future, of the Board of Governors of Southern West Virginia Community and Technical College as the representative body of its constituents.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 It is the policy of the Board of Governors (BOG) of Southern West Virginia Community and Technical College to perform the duties and responsibilities assigned to the BOG by the State of West Virginia as described in [the applicable statutes, including without limitation West Virginia Code § 18B-2A-1, et seq.](#) In performing such duties and responsibilities, the BOG, as constituted by its representative membership, shall be directed by the Operational Guidelines approved by the Board on ~~October 18, 2007~~ [April 19, 2023](#), and Policy Statements as adopted. The Operational Guidelines are hereby attached ~~and are forthwith to and incorporated herein as a~~ part of this policy [statement](#).

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 The Operational Guidelines of the BOG of Southern West Virginia Community and Technical College shall include statements relative to the following topics and any other ~~such~~ categories ~~as~~ the Board ~~shall~~ deems appropriate.

6.1.1 General Policies

6.1.2 Board Organization

- 6.1.3 Board Operations
- 6.1.4 Meeting Protocol
- 6.1.5 Presidential Relations

SECTION 7. RESPONSIBILITIES

- 7.1 It ~~shall be~~ is the responsibility of the Board of Governors to periodically review the policy statement on Operational Guidelines to ensure its compliance with the applicable statutes, including without limitation West Virginia. Code § 18B-2A-1, et seq. and to maintain its relevance to the operations of the Board and the mission of the College. This policy and ~~or the~~ the Operational Guidelines shall be amended only in accordance with procedures outlined in the Operational Guidelines.

SECTION 8. CANCELLATION

- 8.1 All previous operational guidelines of any previously existing governing or advisory board of Southern West Virginia Community and Technical College are superseded by this policy ~~statement~~ and the attached Operational Guidelines of the Board of Governors as approved ~~October 18, 2007~~ April 19, 2023.

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-8600.A, *Board of Governors Operational Guidelines*

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

Revision Notes: October 18, 2007 – Revised to remove any reference to the Institutional Compact. *Operational Guidelines* were updated to reflect a change in legislation affecting the number of terms the Board of Governors Chair may serve.

September 28, 2012 – Reviewed policy and added Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, *Rules and Administrative Procedures*, to the Reference Section which addresses the process for the adoption, amendment, or repeal of rules and administrative procedures by institutions.

March 1, 2018 – Revised *Operational Guidelines* to remove any reference to the *State Register*, and to reflect a change in legislation regarding the electronic filing of meeting notices with the Secretary of State for publication on the Secretary of State's website.

February 10, 2023 – Changes reflect update to references and grammatical corrections.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL
COLLEGE BOARD OF GOVERNORS
SCP-8600.A**

Board of Governors Operational Guidelines

REFERENCE: SCP-8600, Board of Governors Operational Guidelines Policy; W. Va. Code § 18B-2A-4

ORIGINATION: August 2001

EFFECTIVE: ~~July 19, 2018~~ April 19, 2023

REVIEWED: ~~March 1, 2018~~ February 10, 2023

SECTION 1. GENERAL POLICIES

1.1 Purpose – The Board of Governors of Southern West Virginia Community and Technical College is appointed by the Governor of the State of West Virginia and serves as a representative body of its constituents to set forth policies to govern the college in the best interests of the community as a whole and in accordance with the statutes of West Virginia and [applicable](#) Federal [legislation](#) [laws](#).

1.2 Role of the Board of Governors – The role of the Board of Governors is to:

- 1.2.1 Establish the Mission, Vision, and Master Plan of the College and set clear written policy direction that is focused on community needs.
- 1.2.2 Represent the community by knowing and understanding its needs and seeking a variety of perspectives when setting [College](#) policy.
- 1.2.3 Define standards for College operations which set forth high quality programs, ensure wise and prudent expenditure of funds, and fair and equitable treatment of students and employees.
- 1.2.4 Monitor the performance of the College to insure progress towards defined goals and adherence to policies.
- 1.2.5 Select, hire and retain the President and ~~to~~ define and monitor the President's performance through periodic evaluations.
- 1.2.6 Promote the College in the community and advocate for its interests with government officials and in its fund-raising efforts.
- 1.2.7 Create a positive leadership environment which fosters learning and focuses on outcomes.
- 1.2.8 Act with integrity, promoting ethical behavior in all [College](#) dealings.
- 1.2.9 Function as a unit, speaking with one voice which recognizes that the power of Board rests with the whole Board, not individual members.

1.3 Role of Individual Board Members – The role of the individual board member is to:

- 1.3.1 Know the community and represent its best interests.
- 1.3.2 Support the College in its mission.
- 1.3.3 Understand the College and represent it in a positive manner to all constituent groups.
- 1.3.4 Adhere to Board of Governors policies and Code of Ethics.
- 1.3.5 Work as a member of the Board.
- 1.3.6 Adhere to the Board's policy-making role and recognize the President's role as Chief Executive Officer.
- 1.3.7 Avoid conflicts of interest.
- 1.3.8 Maintain confidentiality.
- 1.3.9 Speak for the Board only when delegated to do so by the Board.
- 1.3.10 Refer complaints and problems regarding the College to the President.
- 1.3.11 Attend and actively participate in Board meetings and work sessions.
- 1.3.12 Refuse to participate in any action which is not in accordance with Board policy.

1.4 Duties and Responsibilities of the Board of Governors (extracted and summarized from W. Va. Code § 18B-2A-4) —~~The duties and responsibilities of the Board of Governors~~ are as follows:

- 1.4.1 Determine, control, supervise and manage the financial, business and education policies and affairs of Southern West Virginia Community and Technical College.
- 1.4.2 ~~Establish~~ Develop and amend as necessary the campus Master Plan for the College including an Institutional Compact.
- 1.4.3 Develop a ~~ten~~10-year campus development plan in accordance with article West Virginia, Code § 18B-19-4.
- 1.4.4 Prescribe specific functions for the College to meet the higher education needs of the service area without unnecessary duplication.
- 1.4.5 Develop ~~and submit~~ a budget for the College that relates directly to its mission, goals, and projections as found in its Strategic Plan and submit it as an appropriation request to the West Virginia Council for Community and Technical College Education (Council).
- 1.4.6 At least every five years, review all academic programs ~~at least every five years~~ offered at Southern West Virginia Community and Technical College.
- 1.4.7 Ensure the sequencing and availability of academic programs and courses offered by the College to ensure program completion in a reasonable time frame and to assure that the needs

of non-traditional students are met.

- 1.4.8 Utilize faculty, students and classified staff in institutional-level planning.
- 1.4.9 Administer a system for the management of personnel matters.
- 1.4.10 Administer a system for the hearing of employee grievances and appeals in accordance with the Public Employees Grievance Procedure established at W. Va. Code § 6C-2-1, et seq.
- 1.4.11 Solicit, utilize or expend voluntary support including financial contributions and support services.
- 1.4.12 Appoint a President ~~or other administrative head~~ of the College and conduct written appraisals of the President's performance in accordance with Council rules.
- 1.4.13 ~~Conduct a written performance appraisal of the President.~~ Employ all faculty and staff of the College, who shall be supervised by the President but are employees of the Board.
- 1.4.14 Submit ~~an annual report~~ to the Council ~~on the performance of the College~~ any data or reports requested by the Council within the timeframe stated in the request.
- 1.4.15 Enter into contracts or agreements with other educational institutions ~~and/or~~ or private industry to offer educational services within the College's responsibility district. To this end, the Board may share resources among the various groups in the community.
- 1.4.16 As prescribed by W. Va. Code § 18B-2A-4, delegate the part of its power and control over the business affairs of the College to the college President where it considers the delegation necessary and prudent to enable the College to function in a proper and expeditious manner and to meet the requirements of the College's Strategic Plan.
- 1.4.17 Abide by the existing rules for acceptance of advance placement credit.
- 1.4.18 ~~Establish an efficient system for the financial management and expenditure of special revenue and appropriated state funds~~ Consult, cooperate, and coordinate with the State Treasurer and the State Auditor to operate and maintain a system for the financial management and expenditure of appropriated and non-appropriated revenue by the College.
- 1.4.19 ~~Establish~~ Consult, cooperate, and coordinate with the Council's Chancellor and the Secretary of the Department of Administration to operate and maintain a plan to administer a consistent method of conducting personnel transactions. ~~Not later than July 1, 2012, the Department of Administration shall make available to each governing board the option of using a standardized electronic system for these personnel transactions.~~
- 1.4.20 Transfer funds ~~for~~ from any account appropriated for the College's use to any corresponding line item in a general revenue account at the College as long as the transferred funds are used for the purposes appropriated and transfer funds among appropriated special revenue accounts for capital improvements at the College so long as the transferred funds are used for the purposes appropriated in accordance with W. Va. Code § 18B-19-1, et seq.
- 1.4.21 Acquire necessary legal services ~~that are necessary.~~ The Board may, but is not required to, call upon the Attorney General for legal assistance and representation as provided by law.

1.4.22 Contract and pay for disability insurance for a class or classes of employees at the College.

SECTION 2. BOARD ORGANIZATION

- 2.1 Organization and Authority – Effective the first day of July 2001, the Board of Governors of Southern West Virginia Community and Technical College are ~~officially~~ appointed by the Governor of the State of West Virginia and confirmed by the State Senate to ~~serve as a representative body of its constituents to set forth~~ determine, control, supervise, and manage the financial, business, and education policies and affairs of the College and to govern in the best interests of the college in accordance with the ~~statutes~~ law of West Virginia.
- 2.2 Membership of the Board of Governors – The membership of the Board of Governors ~~will consist~~ of ~~twelve~~ 12 persons including the following:
- 2.2.1 A full time member of the faculty; with the rank of instructor or above, duly elected by the faculty;
- 2.2.2 A member of the student body in good academic standing, enrolled for college credit and duly elected by the student body;
- 2.2.3 A member from the institutional classified and non-classified employees duly elected by the classified and non-classified employees; and
- 2.2.4 Nine lay members appointed by the Governor of the State of West Virginia with the advice and consent of the Senate, with no more than five ~~(5)~~ members from the same political party. At least five members shall be residents of the State of West Virginia.
- 2.3 Terms of Office
- 2.3.1 Faculty Member – The faculty member ~~will serve~~ for a term of two ~~(2)~~ years beginning ~~in on~~ July 1 and ending on June 30 each year and may succeed themselves for three terms, not to exceed a total of eight ~~(8)~~ consecutive years.
- 2.3.2 Student Member – The student member ~~will serve~~ a term of one ~~(1)~~ year beginning ~~in on~~ July 1 and ending on ~~the thirtieth day of~~ June 30 of each year.
- 2.3.3 Classified Employee – The classified or non-classified employee member ~~will serve~~ for a term of two ~~(2)~~ years beginning ~~in on~~ July 1 and ending on June 30 each year and may succeed themselves for three terms, not to exceed a total of eight ~~(8)~~ consecutive years.
- 2.3.4 Lay Members – The lay members of the Board ~~will serve~~ a term of four years each and are eligible to succeed themselves for no more than one additional four-year term. ~~The initial terms of office for lay members of the Board, appointed by the Governor, will be staggered. Lay members who are appointed to fill unexpired terms are eligible to succeed themselves for two full terms after completing an unexpired term.~~
- 2.4 Oath of Office – Prior to becoming a member of the Board of Governors, the member is required to take the Oath of Office prescribed by Article IV, Section 5 of the Constitution of West Virginia and ~~have the certificate~~ filed the certificate with the Secretary of State.

- 2.5 Board Vacancies – The appropriate appointing or electing authority shall fill a vacancy of in an unexpired term of a Board member of the Board will be filled for the unexpired term within ~~thirty~~ (30) days of the occurrence of the vacancy in the same manner as the original appointment or election.
- 2.6 ~~Disqualification from~~ Ineligibility for Board Membership (extracted and summarized from W. Va. Code § 18B-2A-1)
- 2.6.1 A person is ineligible for appointment who is an officer, employee or member of any other board of governors within this State; a member of a board of visitors of any public institution of higher education; an employee of any institution of higher education; an officer or member of any political party executive committee; the holder of any other public office, other than an elected county office, or public employment, other than employment by the county board of education, under the government of this State or any of its political subdivisions; an employee of any affiliated research corporation created pursuant to ~~article twelve of this chapter~~ W. Va. Code § 18B-12-1, et seq.; an employee of any affiliated foundation organized and operated in support of one or more State institutions of higher education; or a member of the Council or the Higher Education Policy Commission. A board appointee may be an employee or board member of an out-of-state institution of higher education. This subsection does not prevent the representative from the faculty, classified or non-classified employees or students from being members of the governing boards.
- 2.6.2 A member of the Board of Governors, appointed by the Governor, may only be removed from membership on the Board in the manner prescribed by law for reasons of official misconduct, incompetence, neglect of duty, or gross immorality.

SECTION 3. BOARD OPERATIONS

3.1 Board Principles

- 3.1.1 The Board's governance style is intended to encourage diversity of viewpoints and collective rather than individual decision making. Prior to setting policy, the Board will insure that it has received input ~~has been received~~ from a variety of sources to insure representation of constituents and staff and sound decision making principles.
- 3.1.2 The Board's focus will be on providing strategic leadership and representing the community it serves rather than administrative detail.
- 3.2 Code of Ethics – The Southern West Virginia Community and Technical College Board of Governors is subject to the West Virginia Governmental Ethics Act, W. Va. Code § 6B-1-1, et seq. In addition, the Board's Code of Ethics ~~are~~ is as follows:
- 3.2.1 To demonstrate that the ~~primary function of~~ the Board is to establish policy by which the college is administered recognizes the public trust attendant in its position; that its decisions and actions are made free from undue influence, favoritism, or threat; and that it will comport itself in such a way that the public can have confidence in its integrity and impartiality.
- 3.2.2 To devote time, thought, and study to the its duties ~~of the members of the Board of Governors~~ to insure effective service.
- 3.2.3 To work cooperatively with fellow Board members in spite of differences of opinion.

- 3.2.4 To base decision-making on all available facts and to vote honestly, unswayed by personal bias of any kind, and to uphold the majority decision of the Board.
 - 3.2.5 To act in all College-related contacts, including staff employees, media and citizens, reflecting in a way that reflects the fact that there is no individual authority outside of the meetings of the Board.
 - 3.2.6 To refrain from using the Board position to benefit personally or for the personal benefit of any other individual.
 - 3.2.7 To comply with the West Virginia Ethics Act in ~~the all~~ areas of including without limitation confidentiality, private gain, Prohibitive prohibited representation, gifts, use of College resources including subordinates, contracts, Purchases and Sales and procurement.
- 3.3 Committee Principles
- 3.3.1 The Board will normally function as a committee of the whole without standing committees.
 - 3.3.2 If the Board forms an ad hoc committee is formed, it will be for the purpose of assisting the Board to do its job, not to advise ~~staff n~~ employees or help staff employees do ~~its~~ their jobs.
 - 3.3.3 Generally, the Board will appoint ad hoc committees ~~will normally be established~~ for a specified purpose and a defined time period.
 - 3.3.4 Board committees have no authority over staff employees nor may they speak on behalf of the Board of Governors unless specifically authorized to do so.
 - 3.3.5 If necessary, Board members may call upon the ~~services of~~ the Chancellor ~~for of~~ the West Virginia Council for Community and Technical College Education for advice or assistance in executing its duties and responsibilities.
- 3.4 Officers of the Board – The Chairperson, Vice Chairperson, and Secretary ~~will~~ shall be elected from the lay Board membership in June of each year at the Board’s annual organizational meeting. A member may not serve as Chairperson for more than four consecutive years.
- 3.4.1 Duties of the Chairperson – The duties of the Chairperson are as follows:
 - 3.4.1.a To preside at all Board meetings in an efficient and effective manner and set the general tone for the meeting through effective leadership.
 - 3.4.1.b To insure the Board and individual Board members follow the Board’s own rules and policies and those established by legislation law.
 - 3.4.1.c To promote deliberation at Board sessions that is open and thorough, but also efficient, timely, orderly, and to the point.
 - 3.4.1.d To insure that all Board members are properly informed of current and pending Board and College issues.
 - 3.4.1.e To perform the same duty of voting on matters as other Board members.

- 3.4.1.f To speak on behalf of the Board of Governors as ~~their~~ its designated representative.
- 3.4.1.g To appoint or arrange for the election of committees established by the Board.
- 3.4.1.h To call emergency meetings as necessary in accordance with the Open Governmental Proceedings Act, W. Va. Code § 6-9A-1, et seq.
- 3.4.1.i To call for and participate in the Board's evaluation of the President on an annual basis.
- 3.4.1.j To call for and participate in the self-evaluation of the Board of Governors on an annual basis.
- 3.4.1.k To sign all official Board minutes.
- 3.4.1.l To perform other duties as may be required by action of the Board.
- ~~3.4.1.m The Chairperson has no authority to direct or supervise the President.~~
- 3.4.2 Duties of the Vice Chairperson – The duties of the Vice Chairperson are to preside at Board meetings in the absence of the Chairperson or to fulfill the duties of the Chairperson as needed.
- 3.5 New Board Member Orientation – The Board will assist each new Board member to understand the Board of Governors' role and responsibilities. The Board will develop and periodically review selected materials to be provided to new Board members to facilitate this process. The Board Chairperson and the President will invite new Board members will be invited to meet with them Board Chairperson and the College President to acclimate him/herself the new members to their new roles and responsibilities. The Council will also provide training for new Board members in accordance with W. Va. Code § 18B-1D-9.
- 3.6 Board of Governors Compensation and Expense Reimbursement – Members of the Board of Governors serve without compensation, but are reimbursed for reasonable and necessary expenses actually incurred in the performance of their official duties. Expenses are reimbursed through College funds allocated for this purpose upon presentation of an itemized statement.
- 3.7 Board of Governors Self-Evaluation – The Board of Governors will develop a self-evaluation tool to regularly monitor and discuss Board process and performance. The self-evaluation tool will include a comparison of Board activities to Board policy as defined in this document.

SECTION 4. MEETING PROTOCOL

- 4.1 General – The Board of Governors is subject to the Open Governmental Proceedings Act, W. Va. Code § 6-9A-1, et seq. The purpose of this ~~protocol~~ section is to establish ~~rules~~ the protocol by which the College will make publicly available the date, time, place, and agenda of all regularly scheduled meetings and the date, time, place, and purpose of all special or emergency meetings of the Board of Governors ~~are to be made available in advance to the public and news media~~. It is also the purpose of this ~~protocol~~ section to establish rules for attendance and presentation at any meeting where there is not room enough for all members of the public who wish to attend. This protocol also establishes procedures related to the conduct of all meetings.

4.2 Scope – This protocol ~~shall apply~~ applies to all ~~regular and special~~ meetings of the Board of Governors, whether regular or special or, to the extent possible, emergency. ~~This protocol shall also establish procedures to be observed in relation to emergency meetings requiring immediate official action.~~

4.3 Definitions

4.3.1 Regular Meeting – a meeting of the Board of Governors at which it conducts the regular business of the College. The Board of Governors shall establish a regular meeting schedule for the next ensuing fiscal year at its final regular meeting of each fiscal year. The Agenda Committee, which consists of the Chairperson, Vice Chairperson, Secretary, Past Chairperson, one lay member, and the President, shall establish the agenda for all regular meetings ~~shall be established by an Agenda Committee consisting of the Chairperson, Vice Chairperson, Secretary of the Board of Governors, Past Chairperson, one lay Board member elected in June of each year at the Board's annual organizational meeting, and the College President.~~ The Agenda Committee shall meet in person, ~~or by telephone conference,~~ or by video conference at an established time prior to the commencement of each regular Board meeting for the purpose of establishing an agenda. However, any member of the Board of Governors may direct that an item be placed upon the agenda of an upcoming regular meeting by communicating such direction to the Chairperson in advance of the publication of the particular agenda, preferably prior to the meeting of the Agenda Committee.

4.3.2 Special Meeting – a meeting of the Board of Governors other than a regular or emergency meeting. The Chairperson or seven members of the Board may call a special meeting of the Board of Governors may be called by the Chairperson or seven (7) members of the Board of Governors. The agendas of all special meetings must be attended with a shall statement of the purpose of the meeting. Emergency meetings, requiring immediate official action, shall be considered special meetings. However, the notice requirements for special meetings need not be fully observed in convening emergency meetings.

4.3.3 Emergency Meeting – any meeting called by the Board of Governors for the purpose of addressing an unexpected event that requires immediate attention because it poses an imminent threat to public health or safety; an imminent threat of damage to public or private property; or an imminent material financial loss or other imminent substantial harm to the College, its employees, or the members of the public that it serves. The agendas of all emergency meetings shall state the purpose of the meeting and the facts and circumstances of the emergency.

4.4 Pre-Meeting Procedures

4.4.1 Notice of Regular Meetings – The College shall post and maintain notices of all regular meetings shall be posted and maintained on a bulletin board the college its web page that is accessible to the public ~~located in the administrative office of the College on each campus. All such notices shall be posted~~ at least ~~three (3) five~~ working days in advance of a scheduled regular meeting. Each ~~such~~ notice shall state the date, time, and place of the meeting and include an agenda of the meeting. If the Board cancels or postpones a regular meeting ~~is cancelled or postponed, its designee shall post a~~ notice of ~~such the~~ cancellation or postponement ~~shall be posted in the same location on the College's website~~ as soon as feasible ~~after the cancellation or postponement has been determined prior to the meeting's scheduled date and time.~~ Notice of Regular Meetings may, at the discretion of the President, be published ~~on the Internet.~~

- 4.4.2 Notice of Special Meetings – ~~The College shall post and maintain notices of all special meetings shall be posted and maintained on a bulletin board the college on its web page~~ that is accessible to the public ~~located in the administrative office of the College on each campus.~~ ~~All such notices shall be posted~~ at least three (3) working days in advance of a scheduled special meeting. Each ~~such~~ notice shall state the date, time, place and purpose of the meeting. If the Board ~~cancels or postpones~~ a special meeting ~~is cancelled or postponed~~, ~~its designee shall post~~ a notice of ~~such the~~ cancellation or postponement ~~shall be posted in the same location on the College's website~~ as soon as feasible ~~after the cancellation or postponement has been determined prior to the meeting's scheduled date and time.~~ ~~Notice of Special Meetings may, at the discretion of the President, be published on the Internet.~~
- 4.4.3 Notice of Emergency Meetings – The College shall post and maintain notices of all emergency meetings on its web page that is accessible to the public as soon as practicable prior to the meeting. The notice shall state the date, time, place, and purpose of the meeting and the facts and circumstances of the emergency. If the Board cancels or postpones an emergency meeting, its designee shall post a notice of the cancellation or postponement on the College's website as soon as feasible prior to the meeting's scheduled date and time.
- 4.4.4 ~~Notice to Media – The President shall cause advance notice of all regular and special meetings to be provided to the press that regularly cover matters relating to the College. The President shall cause advance notice to be provided to other members of the press upon request. Such notice shall not be required in advance of emergency meetings requiring immediate official action. In accordance with the *Open Governmental Proceedings Act, W. Va. Code § 6-9A-1, et seq.*, the President's designee shall electronically file all meeting notices with the Secretary of State's Office for publication on the Secretary of State's website. Each notice shall state the date, time, place and purpose of the meeting and be filed in accordance with the timeframes established in the Act.~~

4.5 Meeting Procedures

- 4.5.1 Compliance with the Open Governmental Proceedings Act – The Chairperson of the Board and each member of the Board shall be familiar with the provision of the Open Governmental Proceeding Act and shall ~~undertake to observe the requirements of~~ comply with the Act in relation to the conduct of its meetings, including all motions to convene in an executive session. Executive sessions shall not be recorded by mechanical means, however, Board minutes shall identify the statutory authorization for each executive session and shall record the persons in attendance.
- 4.5.2 Presentations – All persons desiring to address the Board regarding an agenda item at a regular meeting or a matter identified within the stated purpose of a special meeting ~~must shall~~ register prior to the meeting. Persons will not be required to register more than ~~fifteen (15)~~ minutes prior to the meeting's scheduled start time ~~a meeting is scheduled to commence.~~ [*Alternative Subsection: Public Comment – If the Board allows time on an agenda for public comment, any person who addresses the Board during such period shall identify himself or herself clearly to the Board for the record. Any person attending a Board meeting by telephone or videoconference shall identify himself or herself by name upon request of the Chairperson or the Chairperson's designee. The Board reserves the right to remove from the telephone or videoconference any person who does not identify himself or herself upon request.*]
- 4.5.3 Reconvening Meeting When Space is Limited – In the event the place where a meeting is initially convened has inadequate space to accommodate members of the public who desire to

attend ~~or make presentations to the Board~~, the Chairperson of the Board may adjourn the meeting and reconvene the meeting at an alternate location on a date and at a time announced at the time of adjournment. The President's designee shall provide notice of the reconvened meeting in accordance with the *Open Governmental Proceedings Act* and Section 4.4 of this Policy.

- 4.5.4 Telephone/Electronic Attendance – Members of the Board of Governors may attend and participate at any meeting by means of telephone or videoconference. Telephone or electronic equipment that is used to allow such attendance and participation shall be configured to allow those present, including members of the public, ~~to observe and/or~~ hear the members who are attending and participating by telephone or electronic means. When the Board uses videoconferencing technology for a meeting, it shall take all practicable steps to insure that Board members and the public can see the meeting, in addition to hearing it.
- 4.5.5 Consideration Availability of Meeting Materials by Reference – All documents or materials ~~that are referenced in an agenda or statement of purpose of a special~~ utilized by the Board during its meetings shall be available ~~for to the~~ public ~~inspection~~ at the meeting where such documents or materials are considered to the extent such documents or materials are not exempt from public disclosure by the State's Freedom of Information Act or other law governing confidentiality or privacy.
- 4.5.6 Parliamentary Procedure – The Board of Governors shall observe *Robert's Rules of Order, New Revised*, as a guide for conducting its business.
- 4.5.7 Voting – ~~Voting Board members~~ may ~~be vote~~ verbally or by a show of hands. The presiding officer shall announce the outcome of all votes ~~shall be announced by the presiding officer~~, and the recording secretary ~~will shall~~ record the vote accordingly. Any member may request a roll-call vote immediately following the presiding officer's announcement of the outcome of a vote.
- 4.5.8 Quorum – Seven ~~(7)~~ of the ~~twelve~~ (12) members of the Governing Board ~~shall~~ constitute a quorum. A majority of those members present and eligible to vote ~~shall be~~ are required to vote in the affirmative for the passage of all motions. If a majority of those members present and eligible do not vote in the affirmative on a motion, then the motion fails.
- 4.5.9 Minutes – The College shall maintain official Board of Governors meeting minutes will be maintained by the College and kept in a permanent location and safe condition. The Board Chairperson ~~will shall~~ sign all official minutes. The Board's designee shall provide copies of Board minutes will be provided to all Board members, ~~and The College shall also maintain the Board's official minutes on its website and make them available to the public upon written request to interested parties in compliancee accordance with the West Virginia statute *Freedom of Information Act*, W. Va. Code § 29B-1-1, et seq.~~

SECTION 5. PRESIDENTIAL RELATIONS

- 5.1 General – The President is the chief executive officer of the College and the Board's single link with operating the institution may manage the business affairs of the College pursuant to delegation of that authority from the Board in accordance with W. Va. Code § 18B-2A-4(t) and Section 5.2 of this policy. The role of the Board is to provide clear policy direction to the President ~~with respect to the College's Master Plan and Institutional Compact with regard to the financial, business, and educational policies and affairs of the College.~~ The role of the President is to carry out the Board's direction and administer

the day-to-day operations of the College.

- 5.2 Board Delegation of Administrative Authority – The Board may delegates to the President ~~the function of formulating, implementing, directing and evaluating administrative policies and regulations under which the College will operate. These policies and regulations will govern the College and be consistent with Board policy~~ the part of its power and control over the College’s business affairs when the Board considers the delegation necessary and prudent to enable the College to function in a proper and expeditious manner and to meet the requirement of the College’s Strategic Plan. If the Board elects to delegate any of its power and control over the College’s business affairs to the President, the Board shall enter in the minutes of the meeting at which the decision was made a list of the powers and duties so delegated and notify the Council of the same. The Board, in its sole discretion, or the Council may rescind any delegation of power and control at any time, in whole or in part, without notice to the President: *Provided*, That the Board shall notify the President immediately upon such rescission.
- 5.3 Presidential Evaluation – The Board of Governors ~~will~~ shall conduct an annual written evaluation of the President in accordance with W. Va. Code § 18B-1B-6 and the Council’s rule entitled *Employing and Evaluating Presidents*, 135 C.S.R. 5, and using the following criteria:
- 5.3.1 The President’s job description.
 - 5.3.2 The President’s goals and objectives, established each year in consultation with the Board.
 - 5.3.3 Progress toward the College’s Strategic Plan.
 - 5.3.4 Adherence to Board policies.
 - ~~5.3.5 West Virginia Code §18B-1B-6~~
- 5.4 Presidential Search Process – The Board of Governors is responsible to hire and appoint a President ~~or other administrative head~~ of Southern West Virginia Community and Technical College in compliance with West Virginia Code § 18B-1B-6.

SECTION 6. REFERENCES

- 6.1 West Virginia Code §§ ~~6-9-A-1, et seq.~~; ~~West Virginia Code §18B-2A-1; West Virginia Code §18B-2A-4; West Virginia Code §18B-1B-6 and 29B-1-1, et seq.~~
- 6.2 Carver, John and Miriam Mayhaw. *A New Vision of Board Leadership: Governing the Community College*. Washington, DC. Association of Community College Trustees, 1994.
- 6.3 Smith, Indra, J. *Trusteeship in Community Colleges. A Guide for Effective Governance*. Washington, DC. Association of Community College Trustees, 2000.
- 6.4 The Ethics Act. *A Code of Conduct for Public Servants*. West Virginia Ethics Commission.
- 6.5 Treasure Valley Community College. *Board of Education Policies*. Ontario, Oregon:1998.

Revised 02/19/2008; Approved Revisions 04/15/2008

Revised 09/28/2012 with legislation passed through the 2012 1st Special Session Revised 03/01/2018 with legislation passed through the 2017 Regular Session

Revised 02/10/2023; Approved Revisions 04/19/2023

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 20, 2023**

ITEM: Approval of 2023-2024 Board Meeting Schedule

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors adopt the proposed schedule of meetings for fiscal year 2023-2024 as presented.

STAFF MEMBER: Dr. Pamela L. Alderman

BACKGROUND:

The following schedule of meetings is recommended for adoption by the Southern West Virginia Community and Technical College Board of Governors with the understanding that additional meetings may be necessary for emergency or time-sensitive issues.

**Southern West Virginia Community and Technical College
Board of Governors
Meeting Schedule
July 1, 2023 - June 30, 2024**

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 25, 2023	August 1, 2023	August 8, 2023	August 15, 2023	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom **
September 27, 2023	October 4, 2023	October 18, 2023	October 18, 2023	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom **
November 21, 2023	November 28, 2023	December 5, 2023	December 12, 2023	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom **
January 30, 2024	February 6, 2024	February 13, 2024	February 20, 2024	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom **
March 26, 2024	April 2, 2024	April 9, 2024	April 16, 2024 Board of Governors Annual Retreat	Pipestem Resort State Park****
May 28, 2024	June 4, 2024	June 11, 2024	June 18, 2024	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 Room will be shared as soon as possible.