



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of October 28, 2025
6:00 p.m.
100 College Drive, Building C, Room 428
Logan, West Virginia, and Zoom**

To Join Zoom Meeting:

<https://zoom.us/j/96432569976?pwd=BqVaYtbXfknVgRz8c9EV3yJthuKA2t.1>

Meeting ID: 964 3256 9976
Passcode: 231384
Dial In: 1 301-715-8592

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 Ms. Sonya Porter
Board Chair
2. Student Services Annual Report Ms. Teri Wells,
Interim Chief Student Services Officer
3. Development Office Annual Report 3
Mr. Stacy Dingess, Chief External Affairs Officer
4. Emergency Preparedness Report 19
Mr. Joe Linville, Chief Facilities Management Officer
5. Faculty Senate Report Mr. Matt Mayo
Chair, Faculty Senate
6. Classified Staff Report 45
Ms. Kimberly Maynard Chair, Classified Staff
7. Finance Report 46
Ms. Velve Pennington, Chief Financial Officer
8. President's Report..... Interim President Dennison
9. Action Items.....Chair Porter
 - 9.1 *Approval of August 19, 2025, Board Meeting Minutes 48
 - 9.2 *Approval of September 16, 2025, Board Meeting Minutes 53

9.3	*Request for Approval to Release Policies for 30-Day Comment Period	Ms. Debbie Dingess, Chief Human Resources Officer	
9.3.1	*SCP-1160, <i>Equal Opportunity and Nondiscrimination Philosophy</i>		56
9.3.2	*SCP-3670, <i>Public School Service Program and</i> *SCP-3670.A, Public School Service Form		62
9.4	*Request for Final Approval Following 30-Day Comment Period	Ms. Debbie Dingess, Chief Human Resources Officer	
9.4.1.	*SCP-8600 <i>Board of Governors Operational Guidelines Policy and</i> SCP-8600.A <i>Board of Governors Operational Guidelines</i>		66
9.4.2	*SCP-2300, <i>Anti Nepotism Policy and</i> *SCP-2300.A, <i>Workplace Conduct and Professional Expectations</i> Agreement.....		81
9.5	Request for Approval of a Second Additional 30-Day Comment Period	Ms. Debbie Dingess, Chief Human Resources Officer	
9.5.1	*SCP-1200, <i>Social Media Policy</i>		89
10.	Informational Items.....	Chair Porter	
10.1	Policy and Marketing/Strategic Enrollment Committee.....	Interim President Dennison	
10.2	The next regular Board of Governors meeting will be held December 16, 2025 at 6:00 p.m.		
11.	**Executive Session under Authority of WV Code §6-9A-4		
11.1	Possible Contract discussion under WV Code, §6-9A-4 (2)(G) relating to ongoing negotiations.		
11.2	Possible Property Conveyance discussion under WV Code, §6-9A-4 (2)(E).		
11.3	Possible lease discussion under WV Code §6-9A-4(2)(E).		
12.	Adjournment	Chair Porter	

*Denotes an item requiring action/Approval.

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

Southern West Virginia Community College Foundation, Inc.

Financial Report

December 31, 2024

Southern West Virginia Community College Foundation, Inc.

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Independent Auditor's Report

To the Board of Directors
Southern West Virginia Community College Foundation, Inc.
Logan, West Virginia

Opinion

We have audited the accompanying financial statements of Southern West Virginia Community College Foundation, Inc. (a nonprofit organization), which comprise the statements of financial position as of December 31, 2024 and 2023, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Southern West Virginia Community College Foundation, Inc. as of December 31, 2024 and 2023, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Southern West Virginia Community College Foundation, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Southern West Virginia Community College Foundation, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

CERTIFIED PUBLIC ACCOUNTANTS

Charleston, West Virginia
_____, 2025

Financial Statements

Southern West Virginia Community College Foundation, Inc.**Statements of Financial Position**

December 31, 2024 and 2023

	<u>2024</u>	<u>2023</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 117,553	\$ 36,086
Restricted cash and cash equivalents	401,477	376,773
Certificate of deposit	59,646	57,278
Investments	4,599,091	3,975,607
Contributions receivable	254,781	210,102
Prepaid expenses and other assets	11,173	10,789
	<u>5,443,721</u>	<u>4,666,635</u>
Total current assets	<u>\$ 5,443,721</u>	<u>\$ 4,666,635</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	\$ 5,345	\$ 895
	<u>5,345</u>	<u>895</u>
Total liabilities	<u>5,345</u>	<u>895</u>
NET ASSETS		
Without donor restrictions	849,548	807,216
With donor restrictions	4,588,828	3,858,524
Total net assets	<u>5,438,376</u>	<u>4,665,740</u>
	<u>\$ 5,443,721</u>	<u>4,666,635</u>
Total liabilities and net assets	<u>\$ 5,443,721</u>	<u>4,666,635</u>

Southern West Virginia Community College Foundation, Inc.

Statement of Activities Year Ended December 31, 2024

	Net Assets without Donor Restrictions	Net Assets with Donor Restrictions	Total
REVENUES AND OTHER SUPPORT			
Contributions	\$ 192,870	\$ 422,434	\$ 615,304
Contributions - donated services	136,921	-	136,921
Interest and dividend income	24,729	158,248	182,977
Net unrealized and realized gain on investments	86,878	323,038	409,916
Net assets released from restrictions	173,416	(173,416)	-
	<u>614,814</u>	<u>730,304</u>	<u>1,345,118</u>
Total revenues and other support			
	<u>614,814</u>	<u>730,304</u>	<u>1,345,118</u>
EXPENSES			
Program services	259,618	-	259,618
Administrative and general	215,621	-	215,621
Fundraising	97,243	-	97,243
	<u>572,482</u>	<u>-</u>	<u>572,482</u>
Total expenses			
	<u>572,482</u>	<u>-</u>	<u>572,482</u>
Change in net assets	42,332	730,304	772,636
NET ASSETS, beginning	<u>807,216</u>	<u>3,858,524</u>	<u>4,665,740</u>
NET ASSETS, ending	<u>\$ 849,548</u>	<u>\$ 4,588,828</u>	<u>\$ 5,438,376</u>

Southern West Virginia Community College Foundation, Inc.

Statement of Activities
Year Ended December 31, 2023

	Net Assets without Donor Restrictions	Net Assets with Donor Restrictions	Total
REVENUES AND OTHER SUPPORT			
Contributions	\$ 63,637	\$ 193,246	\$ 256,883
Contributions - donated services	116,097	-	116,097
Interest and dividend income	34,751	145,210	179,961
Net unrealized and realized loss on investments	(18,086)	(196,962)	(215,048)
Net assets released from restrictions	408,739	(408,739)	-
Total revenues and other support	605,138	(267,245)	337,893
EXPENSES			
Program services	331,481	-	331,481
Administrative and general	261,567	-	261,567
Fundraising	69,944	-	69,944
Total expenses	662,992	-	662,992
Change in net assets	(57,854)	(267,245)	(325,099)
NET ASSETS, beginning	865,070	4,125,769	4,990,839
NET ASSETS, ending	\$ 807,216	\$ 3,858,524	\$ 4,665,740

Southern West Virginia Community College Foundation, Inc.

Statement of Cash Flows Years Ended December 31, 2024 and 2023

	<u>2024</u>	<u>2023</u>
OPERATING ACTIVITIES		
Change in net assets	\$ 772,636	\$ (325,099)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Net unrealized and realized (gain) loss on investments	(409,916)	215,048
Change in operating assets and liabilities:		
Prepaid expenses and other assets	(384)	3,445
Contributions receivable	(44,679)	44,229
Accounts payable	4,450	400
Net cash provided by (used in) operating activities	<u>322,107</u>	<u>(61,977)</u>
INVESTING ACTIVITIES		
Interest income reinvested in certificates of deposit	(2,368)	(1,177)
Proceeds from sale of investments	180,860	191,500
Purchase of investments	(394,428)	(40,261)
Net cash provided by (used in) investing activities	<u>(215,936)</u>	<u>150,062</u>
Increase in cash and cash equivalents	106,171	88,085
CASH AND CASH EQUIVALENTS, beginning	<u>412,859</u>	<u>324,774</u>
CASH AND CASH EQUIVALENTS, ending	<u><u>\$ 519,030</u></u>	<u><u>\$ 412,859</u></u>
CASH REPORTED ON THE STATEMENT OF FINANCIAL POSITION:		
Cash and cash equivalents	\$ 117,553	\$ 36,086
Restricted cash and cash equivalents	401,477	376,773
	<u><u>\$ 519,030</u></u>	<u><u>\$ 412,859</u></u>

Southern West Virginia Community College Foundation, Inc.**Notes to Financial Statements**

December 31, 2024

Note 1 – Description of Organization and Summary of Significant Accounting Policies***Organization***

Southern West Virginia Community College Foundation, Inc. (the Foundation) was incorporated in September 1971 as a tax-exempt, not-for-profit corporation under Section 501(c)(3) of the Internal Revenue Code for the purpose of collecting donations from individuals, corporations, and foundations which are to be distributed as scholarships to individual who are attending what is not known as Southern West Virginia Community and Technical College (the College), and also to be used for other purposes benefiting the College. The Foundation is considered to be a component unit of the College. Administrative services are provided by the College.

Basis of accounting

The financial statements of the Foundation have been prepared on the accrual basis of accounting in accounting principles generally accepted in the United States of America ("GAAP").

Net assets

The financial statements report net assets and changes in net assets under two classes that are based upon the existence or absence of restrictions on use that are placed by its donors as net assets without donor restriction and net assets with donor restriction.

Net assets without donor restrictions are resources that are available to support operations. The only limits on the use of these net assets are the broad limits resulting from the nature of the organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into during its operations.

Net assets with donor restrictions are resources that are restricted by a donor for use for a particular purpose, or in a particular future period. Some donor-imposed restrictions are temporary in nature, and the restriction will expire when the resources are used in accordance with the donor's instructions, or when the stipulated time has passed. Other donor-imposed restrictions are perpetual in nature; the Foundation must continue to use the resources in accordance with the donor's instructions.

When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the financial statements by reclassifying the net assets with donor restriction to net assets without donor restriction. Net assets restricted for the acquisition of buildings or equipment (or, less commonly, the contribution of those assets directly) are reported as net assets with donor restriction until the specified asset is placed in service by the Foundation, unless the donor provides more specific directions about the period of its use.

Cash and cash equivalents

Cash and cash equivalents consist primarily of demand deposits and money market funds. The Foundation places its cash with high-credit quality financial institutions. At times, the balances in such institutions may exceed the FDIC limit. Restricted cash includes cash and cash equivalents held within the Foundation's investment portfolios for donor-restricted purposes.

Southern West Virginia Community College Foundation, Inc.

Notes to Financial Statements

December 31, 2024

Investments

Investments are reported at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. See Note 8 for discussion of fair value measurements. At December 31, 2024 and 2023, one equity position in the portfolio comprised 11.23% and 16.6% of total investments, respectively.

In-kind contributions

Donated goods are recorded as revenue when they are received and are expensed when they are used or distributed. Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Foundation.

Contributions and unconditional promises to give

Contributions received are measured at their fair values and are reported as increases in net assets. The Foundation reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Conditional promises to give are not recorded until the condition on which it depends is substantially met.

Unconditional promises to give ("contributions receivable") that are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. The discounts on those amounts are computed using a risk-adjusted discount rate applicable to the years in which the promises are received. Amortization of the discounts is included in contribution revenue.

The allowance for uncollectible contributions receivable is determined based upon management's evaluation of the collectability of the individual promises. Promises that remain uncollected for more than one year after their due dates are then written off, unless the donors indicate that the payment is merely postponed. No allowance for uncollectible contributions receivable is considered necessary at December 31, 2024 and 2023, respectively.

Functional expenses

The cost of providing the Foundation's programs and other activities is summarized in Note 5. The expenses that can be identified with a specific program or support service are charged directly to that program and support service. Expenses that are allocated include personnel costs which are allocated based on estimates of time and effort. Administrative and general expenses include those costs that are not directly identifiable with any specific program, but which provide for the overall support and direction of the Foundation.

All scholarships and direct program support services distributions are approved by the Board of Directors.

Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and

Southern West Virginia Community College Foundation, Inc.

Notes to Financial Statements

December 31, 2024

liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income taxes

The Foundation is classified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, and, therefore, is not subject to taxes on incomes derived from its exempt activities. The College has been classified as an organization that is not a private foundation under Section 509(a)(2)

Subsequent events

The date to which events occurring after December 31, 2024, have been evaluated for possible adjustment to or disclosure in the financial statements is _____, 2025, which is the date the financial statements were available to be issued.

Note 2 – Liquidity and Availability

Financial assets and liquidity resources available within one year for general expenditure, that is, without donor or other restrictions limiting their use, within one year of December 31, 2024, and 2023, are as follows:

	2024	2023
Financial assets available within one year:		
Cash and cash equivalents	\$ 519,030	\$ 412,859
Contributions receivable	254,781	210,102
Investments	4,599,091	3,975,607
Certificate of deposit	59,646	57,278
Total financial assets	5,432,548	4,655,846
Financial assets held to meet donor-imposed restrictions	4,588,828	3,858,524
Amount available for general expenditures within one year	<u>\$ 843,720</u>	<u>\$ 797,322</u>

The above table reflects the donor-restricted and board-designated endowment funds as unavailable since it is the Foundation's intention to invest those resources for the long-term support of the Foundation.

Note 3 – Contributions Receivable

Contributions receivable consist of the following unconditional promises to give:

	2024	2023
Unconditional promises to give:		
Receivable within one year	\$ 172,583	\$ 66,250
Receivable in two to five years	82,448	143,000
Receivable in more than 5 years	11,375	19,527
Total unconditional promises to give	266,406	228,777
Discount to net present value	(11,625)	(18,675)
Net unconditional promises to give	<u>\$ 254,781</u>	<u>\$ 210,102</u>

Southern West Virginia Community College Foundation, Inc.

Notes to Financial Statements

December 31, 2024

Note 4 – Related Party Transactions

The Foundation recognized the following expenses paid to the College or on behalf of the College:

	2024	2023
Scholarships	\$ 105,778	\$ 114,859
Respiratory program	44,000	44,000
Theatre upgrades	-	35,500
Grant consulting	54,000	51,000
	<u>\$ 203,778</u>	<u>\$ 245,359</u>

The Foundation recognized contribution revenue and corresponding program expense for donated services provided by the College related to accounting and management personnel costs. The fair value of these donated services, determined by management, was \$136,921 and \$116,097 for the years ended December 31, 2024 and 2023, respectively.

Note 5 – Functional Classification of Expenses

Expenses for the year ended December 31, 2024 and 2023, were allocated as follows:

	2024			
	Program Services	Administrative and general	Fundraising	Total
Personnel	\$ 59,362	\$ 44,888	\$ 32,671	\$ 139,921
Scholarships	105,778	-	-	105,778
Business expenses	-	109,485	-	109,485
Outside services	-	57,328	-	57,328
Fundraising events	-	-	64,572	64,572
Insurance	-	2,206	-	2,206
Bank fees	-	1,714	-	1,714
Other	94,478	-	-	94,478
	<u>\$ 259,618</u>	<u>\$ 215,621</u>	<u>\$ 97,243</u>	<u>\$ 572,482</u>

	2023			
	Program Services	Administrative and general	Fundraising	Total
Personnel	\$ 35,750	\$ 47,472	\$ 32,875	\$ 116,097
Scholarships	114,859	-	-	114,859
Business expenses	-	151,722	-	151,722
Outside services	-	63,737	-	63,737
Fundraising events	-	-	37,069	37,069
Insurance	-	902	-	902
Bank fees	-	(2,266)	-	(2,266)
Other	180,872	-	-	180,872
	<u>\$ 331,481</u>	<u>\$ 261,567</u>	<u>\$ 69,944</u>	<u>\$ 662,992</u>

Southern West Virginia Community College Foundation, Inc.

Notes to Financial Statements

December 31, 2024

Note 6 – Net Assets with Donor Restrictions

Net assets with donor restriction are available for the following purposes or periods:

	2024	2023
Subject to expenditure for specific purposes:		
Scholarships	\$ 2,562,535	\$ 1,913,716
Education development	1,300,117	1,262,345
	<u>3,862,652</u>	<u>3,176,061</u>
Promises to give, without donor restrictions, but which are unavailable for expenditures until due	7,250	12,250
Investment in perpetuity, the income from which is expendable to support scholarships	718,926	670,213
	<u>\$ 4,588,828</u>	<u>\$ 3,858,524</u>

Note 7 – Endowment Funds

Interpretations of the relevant law

The Board of Directors of the Foundation has interpreted Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of donor-restricted endowment funds, absent any explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as net assets with donor restrictions (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time of the accumulation is added to the fund. Also included in net assets with donor restrictions is accumulated appreciated on donor-restricted endowments which are available for expenditure in a manner consistent with the standard of prudence prescribed by UPMIFA and deficiencies associated with funds where the value of the fund has fallen below the original value of the gift.

In accordance with UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Foundation, and (7) the Foundation's investment policies.

Return objectives, risk parameters, and strategies

The endowed funds consist of scholarship funds which are awarded annually at the discretion of the Board of Directors, or as stipulated by donors of permanently endowed contributions. The Foundation has adopted investment and spending policies to provide a predictable stream of funding to programs supported by its endowment funds while also maintaining the purchasing power of those endowment assets over the long-term.

From time to time, certain donor-restricted endowment funds may have fair values that are less than the amount required to be maintained by donors or by law (underwater endowments). The Foundation has interpreted UPMIFA to permit spending from underwater endowments in accordance with prudent measures required under law. During 2024 and 2023 the Foundation did not appropriate any expenditure from underwater endowments and as of December 31, 2024 and 2023 there were no underwater endowments.

Southern West Virginia Community College Foundation, Inc.**Notes to Financial Statements****December 31, 2024****Endowment net asset composition by type of fund:**

	2024		
	Without Donor Restrictions	With Donor Restrictions	Total
Donor restricted endowment funds	\$ -	\$ 1,522,749	\$ 1,522,749
Board designated endowment funds	-	2,156,508	2,156,508
Total funds	\$ -	\$ 3,679,257	\$ 3,679,257

	2023		
	Without Donor Restrictions	With Donor Restrictions	Total
Donor restricted endowment funds	\$ -	\$ 1,302,962	\$ 1,302,962
Board designated endowment funds	-	1,985,426	1,985,426
Total funds	\$ -	\$ 3,288,388	\$ 3,288,388

Changes in endowment net assets:

	Without Donor Restrictions	With Donor Restrictions	Total
Endowment net asset, January 1, 2023	\$ -	\$ 3,506,080	\$ 3,506,080
Endowment investment return:			
Interest and dividends	-	134,444	134,444
Net unrealized and realized losses	-	(182,578)	(182,578)
Total endowment investment return	-	(48,134)	(48,134)
Contributions	-	23,973	23,973
Appropriation of endowment assets	-	(193,531)	(193,531)
Endowment net assets, December 31, 2023	-	3,288,388	3,288,388
Endowment investment return:			
Interest and dividends	-	145,254	145,254
Net unrealized and realized gains	-	304,142	304,142
Total endowment investment return	-	449,396	449,396
Contributions	-	101,489	101,489
Appropriation of endowment assets	-	(160,016)	(160,016)
Endowment net assets, December 31, 2024	\$ -	\$ 3,679,257	\$ 3,679,257

PRELIMINARY DRAFT – OPEN FOR REVIEW AND DISCUSSION ONLY
Southern West Virginia Community College Foundation, Inc.

Notes to Financial Statements
December 31, 2024

Note 8 – Fair Value Measurement

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below:

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Foundation has the ability to access.

Level 2 - Inputs to the valuation methodology include:

- quoted prices for similar assets or liabilities in active markets;
- quoted prices for identical or similar assets or liabilities in inactive markets;
- inputs other than quoted prices that are observable for the asset or liability;
- inputs that are derived principally from or corroborated by observable market data by correlation or by other means.

Level 3-Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used maximize the use of observable inputs and minimize the use of unobservable inputs. Following is a description of the valuation methodologies used for assets measured at fair value (or at net asset value as a practical expedient for fair value) on a recurring basis. There have been no changes to the methodologies.

Equities: Valued at the closing price reported on the active market on which the individual securities are traded.

Exchange-traded funds: Valued at the net asset value (NAV) of shares on the last trading day of the fiscal year, which is the basis for transactions at that date.

Money market: Valued at amortized cost.

The following table sets forth by level, within the fair value hierarchy, the Foundation's assets that are reported on the financial statements at their fair values as of December 31, 2024 and 2023:

2024				
	Level 1	Level 2	Level 3	Total
Money market	\$ 212,365	\$ -	\$ -	\$ 212,365
Equities	4,198,086	-	-	4,198,086
Exchange traded funds	188,640	-	-	188,640
Total	<u>\$ 4,599,091</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,599,091</u>

2023				
	Level 1	Level 2	Level 3	Total
Money market	\$ 64,928	\$ -	\$ -	\$ 64,928
Equities	3,817,109	-	-	3,817,109
Exchange traded funds	93,570	-	-	93,570
Total	<u>\$ 3,975,607</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,975,607</u>

Southern West Virginia Community and Technical College Board of Governors
October 28, 2025

Safety Presentation

1. **Annual Campus Safety Survey and Crime Report (Clery Act)**
 - A. Annual Survey Report Attached

2. **Safety Newsletters**
 - A. Monthly Safety Newsletters were emailed each month to all employees

3. **Annual Inspections by Board of Risk & Insurance Management (BRIM)**
 - A. All buildings and property are inspected on an annual basis by BRIM. A Loss Prevention report is submitted to the institution, then Southern has to file a follow up report on how issues were corrected or are to be corrected within 60 days.

4. **Annual Fire Alarm Monitoring & Testing**
 - A. Automatic fire alarms in each building must be inspected annually.
 - B. Each fire alarm is monitored around the clock by Emergency 24 in the event of an emergency incident or call when no one is on campus.

5. **Annual Sprinkler Systems, Fire Extinguisher and Exhaust Hood Inspections**
 - A. All fire sprinkler systems is tested quarterly by a certified technician and a report is submitted to our office.
 - B. All fire extinguishers are inspected monthly by a Campus Maintenance employee and inspected annually by a certified technician.
 - C. All exhaust hoods located in a Snack Bar area, is cleaned and inspected semi-annually. All inspections are noted and reports filed in our office.

4. **Training**
 - A. Regional Homeland Security Meetings
 1. Homeland Security Meeting held on September 19, 2024 on the Logan Campus and presented by the U.S. Attorney General's Office. Meeting was held for all law enforcement agencies in Boone/Lincoln/Logan/Mingo Counties. Subject: Latest Technology on Attacking Children online.
 2. Homeland Security Meeting held on September 19, 2024 on the Logan Campus and presented by the U.S. Attorney General's Office. Meeting was held for all law

enforcement agencies in Boone/Lincoln/Logan/Mingo Counties. Subject: Latest Technology on attacking children online.

3. Emergency Response training was held by Les Goldie to all employees attending Governance Day on Sept. 12, 2025
4. Safety Training is held for all Maintenance Staff on all Governance Days and programs are shared from time to time during regular work days.

B. NFPA 3000

1. Table top Safety exercise are presented each year with our Emergency Response Team members on each campus.

2. The College's Emergency Plan is available on the web

<https://www.southernwv.edu/wp-content/uploads/Emergency-Plan-July-2024.pdf>

- A. Specific Emergency Plans for each campus are not published publicly.

Report submitted by: Joe Linville
Chief Facilities Officer

Campus Safety and Security Survey Completion Certificate

The Campus Safety and Security data for
**Southern West Virginia Community and
Technical College
(237817)**

were completed and locked on **September 30, 2025.**

Campus Name (ID)	Date of Completion
Logan Campus (237817001)	September 30, 2025
Williamson Campus (237817003)	September 30, 2025

Thank you for your participation in the data collection.

This certificate was prepared on **October 15, 2025**

U.S. DEPARTMENT
OF EDUCATION

2025

**Campus
Safety &
Security
Survey**

Southern West Virginia Community and Technical College (237817)
Logan Campus (001)

User ID: C2378171

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1. Does your institution provide On-campus Student Housing Facilities?

- ☒ **No.**
- ☐ **Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

0

2. Does your institution have any noncampus buildings or properties?

- ☐ **Yes**
- ☒ **No**

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- ☒ **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- ☐ **No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- ☐ **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- ☐ **Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

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**2025
Campus
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Southern West Virginia Community and Technical College (237817)
Logan Campus (001)

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U.S. DEPARTMENT
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2025

**Campus
Safety &
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Survey**Southern West Virginia Community and Technical College (237817)
Logan Campus (001)

User ID: C2378171

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Criminal offense

Total occurrences On campus

	2022	2023	2024
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

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Southern West Virginia Community and Technical College (237817)
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2025

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Logan Campus (001)

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Criminal offense

Total occurrences on Public Property

	2022	2023	2024
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

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Southern West Virginia Community and Technical College (237817)
Logan Campus (001)

User ID: C2378171

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Survey**Southern West Virginia Community and Technical College (237817)
Logan Campus (001)

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YEAR 2024

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0

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Logan Campus (001)

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vandalism of property.

YEAR 2023

[illegible]

U.S. DEPARTMENT
OF EDUCATION**2025****Campus
Safety &
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Survey**Southern West Virginia Community and Technical College (237817)
Logan Campus (001)

User ID: C2378171

o. Destruction/damage/
vandalism of property.

0	0	0	0	0	0	0	0	0
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YEAR 2022

Criminal offense**Total****Occurrences of Hate crimes (Category of Bias for crimes)**

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0

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Southern West Virginia Community and Technical College (237817)
Logan Campus (001)

User ID: C2378171

o.
Destruction/damage/
vandalism of property.

0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



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Hate Crimes - Public Property

[screen instructions](#)

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2024

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

YEAR 2023

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
------------------	-------	--	--	--	--	--	--	--	--

U.S. DEPARTMENT OF EDUCATION

Southern West Virginia Community and Technical College (237817)

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2025 Campus Safety & Security Survey

Logan Campus (001)

d. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

YEAR 2022

Criminal offense

Total

Occurrences of Hate crimes (Category of Bias for crimes)

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0

2025 Campus Safety & Security Survey

Logan Campus (001)

[illegible]

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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2025
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Safety &
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Survey

Southern West Virginia Community and Technical College (237817)
Logan Campus (001)

User ID: C2378171
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Crime	Total occurrences On Campus		
	2022	2023	2024
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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**Campus
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Survey**Southern West Virginia Community and Technical College (237817)
Logan Campus (001)

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Crime

Total occurrences on Public Property

	2022	2023	2024
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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Campus
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SurveySouthern West Virginia Community and Technical College (237817)
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Crime

Number of Arrests

	2022	2023	2024
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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Do not include disciplinary actions that were strictly for campus policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime

Number of persons referred for
Disciplinary Action

	2022	2023	2024
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2022	2023	2024
a. <u>Total unfounded crimes</u>	0	0	0

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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Southern West Virginia Community and Technical College (237817)
Logan Campus (001)

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Board of Governors Report October 28, 2025

The function of the Classified Staff Council is to:

- Support Southern's effort to accomplish its mission and vision
- Review and make recommendations regarding institutional policies and procedures
- Provide representation to the college and professional organizations
- Address issues of concern involving classified staff individually or collectively
- Bring concerns of classified staff to the attention of the college community, administration, and the Board of Governors
- Stimulate and strengthen the morale and employee satisfaction of classified staff

Sub-committees

Southern Samaritans

Purpose – To provide funding assistance to classified employees affected by severe or catastrophic events such as illness, flooding, or fire. Funding requests may be submitted by email to any committee member with the name of the employee in need and a description of the situation.

Hallmark

Purpose – To honor employees by sending cards on their special days, such as birthdays or new arrivals, to their families and condolences during the loss of a loved one.

The Classified Staff Council this semester has been reading policies for approval, encouraging staff and non-classified staff to read the Focus Visit Report and prepare for any questions the peer reviewers might ask, approving the holiday calendar, meeting with the President, electing council members, participating in community events, actively encouraging staff and non-classified staff to take the professional development training offered to us through Vector Training, and updating our part of the Southern webpage.

The Constitution for the classified staff is being reviewed by the council. With the closing of the Boone and Wyoming campuses, the Council has determined that our Constitution needs to be updated. The review will focus on the member composition of the Council to remove the representation for the Boone and Wyoming Campuses. These changes will be primarily technical; however, we will follow the proper process to update and obtain approval for the revised Constitution.

**Memo**

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

From: Velva Pennington, Chief Finance Officer

CC: Dr. Corley Dennison, Interim President

RE: Finance Update

We have just completed our first quarter of the new fiscal year and successfully finished our financial audit. We have begun recording our revenue for the year; however, not all transfers to record tuition revenue have been completed. Our first Financial Aid disbursement for the semester didn't occur until late September, and revenue transfers are recorded after disbursements.

The college currently has \$693,000 in operational cash on hand, and it costs the college \$18,214.11 per day to operate.

Southern WV Community & Technical College
Operating Budget Cash Analysis
1st QTR 2026

	FY 2026 BUDGET	FY 2026 ACTUAL YTD	Comparison %	FY 2025 BUDGET	FY 2025 ACTUAL 1st QTR	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$4,952,388	\$320,478	6%	\$4,697,793	1,448,669	31%
Capital Fees	301,469	20,355	7%	340,000	94,054	28%
Workforce Revenue	300,000	30,060	10%	400,000	94,500	24%
Auxiliary Enterprises	30,000	5,215	17%	30,000	18,213	61%
Other Operating Revenue	50,000	8,437	17%	50,000	6,665	13%
State Appropriations	9,459,029	2,065,013	22%	9,217,907	1,936,874	21%
Investment Income	400,000	119,612	30%	400,000	136,455	34%
Other Nonoperating revenues	-		0%	-		0%
TOTAL REVENUES	\$15,492,886	\$2,569,170	17%	\$15,135,700	\$3,735,430	25%

TOTAL EXPENSES:						
Salaries and Wages	\$9,691,843	\$2,092,956	22%	\$9,686,089	2,168,297	22%
Benefits	2,935,220	670,047	23%	2,738,458	671,978	25%
Utilities	852,148	170,074	20%	872,280	187,161	21%
Supplies and Other Services	2,013,675	600,460	30%	1,838,873	712,064	39%
TOTAL OPERATING EXPENSES	\$15,492,886	\$3,533,537	23%	\$15,135,700	\$3,739,501	25%

Net Change in Cash	\$0	(\$964,366)	\$0	(\$4,070)
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Cash Beginning Balance	13,579,740	13,579,740	12,714,524	12,714,524
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Ending Cash Balance	13,579,740	12,615,373	12,714,524	12,710,454
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Summary		Operational Cash on Hand Days	
Beginning Cash Balance	\$13,579,740	2025 Operational Expenses	\$3,533,537
Revenues	\$2,569,170	Days/yr	194
Expenses	(\$3,533,537)	Operational expenses per day	\$18,214.11
Ending Cash Balance	\$12,615,373	2025 Cash on Deposit	\$12,615,373
		Total Operational Cash sustainability	693



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 19, 2025
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom
6:00 p.m.**

To join via ZOOM:

<https://zoom.us/j/98679947799?pwd=56VzqQdPu0SeLOBS2VUb2qOV8AJSWa.1>

Meeting ID: 986 7994 7799

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

MINUTES

Board Members Present: Sonya Porter, Chair; Brent Tomblin, Scotty Dingess, David Gresham, Katie Endicott, Mary Phipps, Chris Gray, and Brayden Williamson

Board Members Absent: Anna Adkins

Also Attending: Interim President, Dr. Corley Dennison, Jennifer Dove, Recorder, Carolyn Long, Velva Pennington, Chief Finance Officer, and Debbie Dingess, Chief Human Resources Officer,

Guests: None

1. Call to Order

Board of Governors Chair, Ms. Sonya Porter, declared a quorum present and convened the meeting at 6:00 p.m.

2. Finance Report

Ms. Velva Pennington, Interim Chief Finance Officer, provided the following financial update:

- New fiscal year has begun and work on last year's audit and financial statements are underway. The final audit is expected to occur next week. An accurate number regarding gain/loss will be available once the financial statements are complete.
- First financial aid statements are scheduled to be dispersed in September and recording of financial aid revenue will begin later this month.
- Loan disbursements will come in two disbursements: one in late September and one in mid-October.
- Aid and refunds will be dispersed every two weeks through November.
- In an effort to more closely monitor budgets, 50% of operating budgets have been released. The remaining 50% will be released based on incoming revenue.

- The college currently has 175 days of operational cash on hand.
- The college's daily operating cost is approximately \$77,566.93.
- Southern collected 92% of the 2025 tuition and fees budget. Interest income is 117% of the budgeted amount due to high interest rates.

3. President's Report

Interim President Dennison provided the following update:

- The Higher Learning Commission (HLC) site visit is November 17th and 18th. The site team consists of two college presidents. Southern will not know anything official the day the visit is over. The team will have 30 days to submit a report to the Institutional Action Committee (IAC). Due to the late date of the visit, Southern will likely not be on the January agenda. This could mean the report will not be heard until the May meeting. An anticipated resolution to the HLC issue could be in June.
- Great Teachers is an annual event where faculty all over the state gather to learn best practices in teaching and learning. Chancellor Tucker has allocated money to Southern so that every faculty member at Southern can participate in the Great Teachers workshop. Facilitators will be on campus to present. Possible dates to host this event would be Governance Day(s) and Professional development days. The first session could tentatively be November 7th.
- Legislature passes the 60+60 bill. This bill requires all institutions to create common pathways in certain subject areas such as business, education, engineering, etc. All institutions would have the same 27 hours of general education courses in those specific pathways. Courses in those pathways would also have the same course numbering. The state has contracted with Student Ready Strategies to assist with this process. The anticipated date of full implementation is fall of 2027. Southern will have a team that will participate in these state meetings.
- Institution is facing a challenge of a slight decline in enrollment from last year and last year was a slight decline from the year before. Dr. Dennison explained the difference between Headcount and FTE. The FTE number is what Southern bases its budget from. It is not time for concern, but Southern will have to be more prudent with spending and look at ways to make the institution more efficient. Two campuses have been closed. We are currently reassessing the space at the Lincoln site, and working to increase enrollment on our Williamson campus.
- Two committees have been formed: Financial Planning Committee led by Ms. Velva Pennington, Chief Finance Officer and the Strategic Enrollment Committee led by Ms. Teri Wells, Interim Chief Student Services Officer. Both committees will make regular reports to Cabinet regarding ideas of how to operate more efficiently and increase enrollment.
- One contributing factor in the enrollment decline is the Great Demographic Cliff, which is the declining number of 18-year-olds. The U.S. Census Bureau expects this to last until the late 2030's. High School graduates including private schools has dropped to just under 18,000 in West Virginia. This number is expected to drop to approximately 14,000 in mid-2030's. The college going rate is approximately 48% which would mean you would have approximately 7,000 graduates for 21 institutions in West Virginia.
- In an effort to increase enrollment, Southern will focus on returning adults, as well as, micro-credentials. Micro-credentials can be credit or non-credit. Micro-credentials for credit have a process to go through to be created where the non-credit can be put in place more quickly. However, the non-credit may not qualify for financial aid where the credit side would.

- Need to adjust the academic calendar to include enough 8 week and 7-week classes to accommodate enrollment mid-semester.

4. Discussion Items

4.1 Reschedule October 21, 2025, BOG Meeting

MOTION: Scotty Dingess made a motion to move the October Board of Governors meeting to October 28, 2025.

ACTION: The Motion was adopted by 5 in favor and 0 opposed.

5. Action Items

MOTION: Scotty Dingess made a motion to table 5.1. June 17, 2025 Board Meeting Minutes, 5.2 June 25, 2025 Board Meeting Minutes, and 5.3 July 21, 2025 Special Board minutes.

ACTION: The Motion was adopted by 5 in favor and 0 opposed.

5.4 Request for Approval to Release for 30-day Comment Period

5.4.1. SCP-8600, *Board of Governors Operational Guidelines Policy* And SCP-8600.A, *Board of Governors Operational Guidelines*

MOTION: Brent Tomblin made a motion to adopt the following 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 the required 30-day public comment period.

ACTION: David Gresham seconded the Motion. The Motion was adopted by 5 in favor and 0 opposed.

5.4.2 SCP-2XXX, *Anti-Nepotism Policy* and SCP-2XXX, *Workplace Conduct and Professional Expectations Agreement*

MOTION: David Gresham made a motion to adopt the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-2XXX, *Anti-Nepotism Policy*; and SCP-2XXX.A, *Workplace Conduct and Professional Expectations Agreement*, to Southern's constituents and the

ACTION: Scotty Dingess seconded the Motion. The Motion was adopted by 5 in favor and 0 opposed.

5.5 Request for Approval to Release for Additional 30-Day Comment Period

5.5.1 SCP-1200, *Social Media Policy*

MOTION: Scotty Dingess made a motion to adopt the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-1200, *Social Media Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

ACTION: Brent Tomblin seconded the Motion. The Motion was adopted by 5 in favor and 0 opposed.

6. Informational Items

6.1 Succession Plan

Dr. Dennison presented the Succession Plan to the Board. Since April 7, 2025, The West Virginia Council for Community and Technical College Education (Council) has placed Southern West Virginia Community and Technical College under an emergency order. This order places the President under the direct control of the Council rather than the Board. As such, under this order, should the President not be able to perform their duties, the Chief Academic Officer shall assume the role of Acting President. Should the vacancy be for an extended period of time (a month or longer), the Board Chair shall notify the Council of the vacancy and follow their guidance regarding replacing the President. Should both the President and Chief Academic Officer be incapacitated and unable to serve, then the Chief Student Services Officer shall serve as Acting President. This Succession Plan shall remain in effect as long as the emergency order is in place. The emergency order is currently set to expire on April 7, 2027 or until such time Council repeals the order. A new Succession Plan will be created when the emergency order is lifted.

6.2 The next regular Board of Governors meeting will be held October 28, 2025 at 6:00 p.m.

7. Executive Session under Authority of WV Code § 6-9A-4 for the following:

Chair Porter invited a motion for the Board to enter Executive Session. Scotty Dingess moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4 to discuss the draft report for HLC and the results from the Annual Board of Governors Self Evaluation. David Gresham seconded the motion that was adopted by 5 in favor and 0 opposed. Chair Porter declared the motion adopted and the Board then met in an Executive Session at 6:30 p.m. Following deliberations, Brent Tomblin moved that the Board rise from Executive Session and reconvene in open session. Scotty Dingess seconded the motion that was adopted by 5 in favor and 0 opposed. The Board took no votes nor made any decisions during the Executive Session.

8. Adjournment

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

Sonya Porter, Chair
Southern West Virginia Community and Technical College
Board of Governors

Jennifer Dove
Executive Assistant to the President
and Board of Governors



**Southern West Virginia Community and Technical College
Board of Governors
Special Meeting of September 16, 2025
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom
6:00 p.m.**

To join via ZOOM:

<https://zoom.us/j/98679947799?pwd=56VzqQdPu0SeLOBS2VUb2qOV8AJSWa.1>

Meeting ID: 986 7994 7799

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

MINUTES

Board Members Present: Sonya Porter, Chair; Brent Tomblin, Scotty Dingess, David Gresham, Katie Endicott, Mary Phipps, Anna Adkins, Chris Gray, and Brayden Williamson

Board Members Absent: None

Also Attending: Interim President, Dr. Corley Dennison, and Jennifer Dove, Recorder

Guests: None

1. Call to Order

Board of Governors Chair, Ms. Sonya Porter, declared a quorum present and convened the meeting at 6:00 p.m.

2. Oath of Office

Mr. Joe Linville, Chief Facilities Management Officer, and Public Notary administered the *Oath of Office* to Ms. Maudie Orracca-Tetteh.

3. Action Items

3.1 Approval of Revised March 19, 2025, Special Board Meeting Minutes

MOTION: David Gresham made a motion to approve the revised March 19, 2025 revised Board meeting minutes.

ACTION: Scotty Dingess seconded the motion. The Motion was adopted by 5 in favor and 0 opposed.

3.2 Approval of June 17, 2025 Board Meeting Minutes

MOTION: Scotty Dingess made a motion to approve the June 17, 2025 revised Board meeting minutes.

ACTION: Katie Endicott seconded the motion. The Motion was adopted by 5 in favor and 0 opposed.

3.3 Approval of June 25, 2025 Special Board Meeting Minutes

MOTION: David Gresham made a motion to approve the June 25, 2025 revised Board meeting minutes.

ACTION: Mary Phipps seconded the motion. The Motion was adopted by 6 in favor and 0 opposed.

3.4 Approval of July 21, 2025, Special Board Meeting Minutes

MOTION: Mary Phipps made a motion to approve the July 21, 2025 revised Board meeting minutes.

ACTION: David Gresham seconded the motion. The Motion was adopted by 6 in favor and 0 opposed.

4. Executive Session under Authority of WV Code § 6-9A-4 for the following:

Chair Porter invited a motion for the Board to enter Executive Session. Scotty Dingess moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4 to discuss possible contract and proprietary document. David Gresham seconded the motion that was adopted by 6 in favor and 0 opposed. Chair Porter declared the motion adopted and the Board then met in an Executive Session at 6:10 p.m. Following deliberations, Anna Adkins moved that the Board rise from Executive Session and reconvene in open session. Scotty Dingess seconded the motion that was adopted by 6 in favor and 0 opposed. The Board took no votes nor made any decisions during the Executive Session.

Upon returning to open session, the following actions were taken:

MOTION: Scotty Dingess made a motion to approve sharing the final narrative of the HLC report discussed in executive session with the campus community.

ACTION: Anna Adkins seconded the motion. The motion was adopted by 6 in favor and 0 opposed.

MOTION: David Gresham made a motion to authorize the Board Chair and Interim President to negotiate a possible contract on the Williamson campus as discussed in executive session on behalf of the Board of Governors.

ACTION: Anna Adkins seconded the motion. The motion was adopted by 6 in favor and 0 opposed.

5. Adjournment

There being no further business, Chair Porter asked for a motion to adjourn the meeting.

MOTION: Scotty Dingess made a motion to adjourn.

ACTION: Brent Tomblin seconded the motion. The motion was adopted by 6 in favor and 0 opposed. Chair Porter adjourned the meeting.

Sonya Porter, Chair
Southern West Virginia Community and Technical College
Board of Governors

Jennifer Dove
Executive Assistant to the President
and Board of Governors

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 28, 2025**

ITEM: SCP-1160, *Equal Opportunity and Nondiscrimination Philosophy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-1160, *Equal Opportunity and Nondiscrimination Philosophy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

SCP-1160, *Equal Opportunity and Nondiscrimination Philosophy*, was revised to ensure compliance with the West Virginia Council for Community and Technical College Education, Procedural Rule, Series 40, *Equal Opportunity* (effective August 31, 2025); West Virginia Executive Order No. 3-25 (January 2025); Senate Bill 474 (2025 Regular Session); and West Virginia Code §18B-1G-4. All references to "diversity, equity, and inclusion" programs, offices, staff, and training were removed. The policy has been reframed to emphasize equal opportunity, nondiscrimination, and compliance with applicable federal laws (Title IX, ADA, and the Civil Rights Act) and state laws. Additional provisions clarify annual reporting requirements, academic freedom, and permitted exceptions under West Virginia law.

The policy was reviewed by the Policies and Procedures Committee at their meeting on September 12, 2025. Subsequently, at its meeting on October 13, 2025, the President's Cabinet approved the advancement of SCP-1160, *Equal Opportunity and Nondiscrimination Philosophy*, to the Southern West Virginia Community and Technical College Board of Governors.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval of SCP-1160, *Equal Opportunity and Nondiscrimination Philosophy*, for advancement to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1160**

SUBJECT: ~~Diversity Philosophy~~Equal Opportunity and Nondiscrimination Philosophy

REFERENCE: ~~The American Association of Community Colleges (AACC), Position Statement on Inclusion (<http://www.aacc.nche.edu>); AACC and ACCT (Association of Community College Trustees) Joint Statement of Commitment to Equity, Diversity, and Excellence in Student Success and Leadership Development~~West Virginia Council for Community and Technical College Education, Procedural Rule Series 40: “Equal Opportunity,” effective August 31, 2025 – System-wide procedural standards for equal opportunity and nondiscrimination at WV community and technical colleges; West Virginia Executive Order No. 3-25 (January 2025) – Elimination of Diversity, Equity, and Inclusion initiatives in state agencies and institutions of higher education; West Virginia Senate Bill 474 (2025 Regular Session), “Equal Treatment by Executive Branch Agencies” – Prohibiting the establishment or funding of DEI offices, officers, trainings, or programs in state institutions of higher education; West Virginia Code §18B-1G-4 – Annual reporting requirements for compliance with DEI prohibitions in higher education; Civil Rights Act of 1964 (Titles VI and VII) – Federal nondiscrimination protections in education and employment; Title IX of the Education Amendments of 1972 – Prohibition of sex discrimination in federally funded education programs and activities; Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 – Federal protections against disability discrimination; West Virginia Human Rights Act (WV Code §5-11-1 et seq.) – State nondiscrimination law covering employment, housing, and public accommodations.

ORIGINATION: August 20, 1998

EFFECTIVE: ~~January 15, 2021~~

REVIEWED: ~~July 14, 2020~~September 12, 2025

SECTION 1. PURPOSE

- 1.1 To communicate ~~support for, and adoption of the American Association of Community Colleges’ (AACC) “Position Statement on Inclusion,” and the AACC and ACCT (Association of Community College Trustees) Joint Statement of Commitment to Equity, Diversity, and Excellence in Student Success and Leadership Development.~~ Southern West Virginia Community and Technical College’s commitment to equal opportunity, nondiscrimination, and compliance with federal and state law, including Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, the Civil Rights Act of 1964, and applicable provisions of West Virginia Code. This policy replaces prior “Diversity, Equity, and Inclusion” frameworks to ensure compliance with West Virginia law, including Executive Order No. 3-25 (January 2025) and Senate Bill 474 (2025 Regular Session)

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all programs, processes, employees, departments, units, committees, councils, and boards associated with Southern West Virginia Community and Technical College.
- 2.2 Nothing in this policy restricts academic freedom, federally mandated nondiscrimination practices, student organizations, or services required by federal or state law.

SECTION 3. DEFINITIONS

- 3.1 Diversity – A commitment to valuing and promoting differences, similarities, and characteristics that make groups and individuals unique in an atmosphere that promotes and celebrates individual and collective achievement. Examples of these characteristics are age, cognitive style, culture, disability (mental, learning, or physical), economic background, education, ethnicity, gender identity, geographic background, language(s) spoken, marital/partnered status, physical appearance, political affiliation, race, religious beliefs, and sexual orientation. Equal Opportunity – Ensuring that all individuals are treated fairly and without unlawful discrimination on the basis of race, color, national origin, sex, disability, religion, age, veteran status, or other status protected by federal and state law.
- 3.2 Nondiscrimination – Compliance with applicable federal and state laws that prohibit discrimination, including but not limited to Title IX, ADA, Section 504, Title VI, Title VII, and the West Virginia Human Rights Act.
- 3.3 Academic Freedom – The right of faculty and students to engage in research, scholarship, and classroom discussion consistent with institutional mission and applicable law.

SECTION 4. POLICY

- 4.1 Southern believes that community colleges provide access to a broad spectrum of quality educational opportunities and life experiences. The College values diversity-equal opportunity as an enhancement of those experiences in its classrooms, administrative offices, and board rooms. Southern ~~is committed to policies that promote fairness and inclusion for all in the life of the College~~ affirms its commitment to equal opportunity and nondiscrimination in all educational programs, admissions, hiring, and employment practices, consistent with state and federal law.
- 4.2 Southern is committed to fostering the advancement of community colleges, in part, by applying principles of equity-and-diversity-equal opportunity and nondiscrimination within its organizations and promoting ~~these~~those values throughout the institution. Southern will foster an environment that honors, respects, and embraces the variety of its students; will create and maintain educational environments that are safe, respectful, and responsive; and that will allow the students to attain their highest potential. Southern prohibits unlawful discrimination and harassment in any form. Complaints of discrimination or harassment shall be addressed under the College’s Equal Opportunity, Harassment, and Nondiscrimination Policy (SAA-2000-C1-2021).
- 4.3 As a reflection of Southern’s commitment to equity, diversity, and excellence in student success and leadership development, it strives to promote fairness and inclusion in its own policies and practices. Southern does not operate or fund offices, staff positions, trainings, or initiatives primarily focused on “diversity, equity, and inclusion” (DEI) as defined by W. Va. Code §18B-1G-2.
- 4.3.4 The College prohibits discrimination or harassment in recruitment, employment, promotion, transfer, training, compensation, benefits, discipline, layoffs, termination, and working conditions, on the basis of race, color, religion, national origin, sex, age, disability, veteran or military status, genetic information, and any other status protected by law.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None

SECTION 6. GENERAL PROVISIONS

- 6.1 Southern strongly endorses the continued use of admissions guidelines and employment practices that SCP-1160, Diversity Philosophy Equal Opportunity and Nondiscrimination Philosophy

promote ~~broad diversity equal opportunity and nondiscrimination~~ in community colleges. Southern will pursue standards and guidelines which allow it to fulfill its ~~diversity~~ missions and visions. The students we educate~~ion~~ will help provide tomorrow's leaders, and their college experience must demonstrate the richness and substance of our ~~diverse~~, multi-cultural and global environment. The college environment should promote understanding and appreciation of others, while encouraging students to grow as individuals. Southern shall annually report compliance with W. Va. Code §18B-1G-4 to the Chancellor of the Community and Technical College System, including confirmation that the College does not operate prohibited DEI offices, officers, trainings, or programs.

6.2 Southern reaffirms its commitment to ~~diversity~~equal opportunity and nondiscrimination. In accordance with this philosophy, Southern strives to continually evaluate its hiring, admissions, and financial aid policies to ensure ~~diversity and~~ equal access and fair treatment within the institution. The College strives to ensure that the results of these evaluations conform to the concept of open access - the cornerstone of the community college mission. Southern values a learning and working environment that respects the dignity of every individual. Equal access and fair treatment shall be ensured through compliance with federal and state nondiscrimination laws.

6.3 Southern ~~West Virginia Community and Technical College~~ believes that diversity is crucial to a democratic society. ~~Southern will encourage and enhance the fullest understanding of human rights and responsibilities and should teach the skills that allow our students to effectively participate in a democratic society. Southern is responsible for shaping an environment that mirrors the general culture and creates opportunities for all within the College community to interact with understanding, tolerance, and respect for others. In this way, diversity in education not only serves as a model for the world at large, but it also helps perpetuate social harmony for the future.~~recognizes the importance of teaching the skills that allow our students to participate effectively in a democratic society, while maintaining compliance with federal and state nondiscrimination requirements.

6.4 Southern ~~strongly endorses the adoption of policies and procedures designed to counteract and prevent hate crimes. Hate crimes are defined herein as crimes that manifest evidence of prejudice based on race, religion, sexual orientation, gender, or ethnicity, including, where appropriate, the crimes of murder, non-negligent manslaughter, forcible rape, aggravated assault, simple assault, intimidation, arson, and destruction, damage or vandalism of property.~~condemns all forms of unlawful discrimination, harassment, and violence, including acts motivated by bias, consistent with federal and criminal statutes.

6.5 ~~Southern's belief, born of experience, is that diversity in its student body, faculty, and staff is important for it to fulfill its primary mission: providing a quality education. The reasons include:~~

6.5.1 ~~Diversity in the institution's student body and workforce enriches the educational experience. We learn from those whose experiences, beliefs, and perspectives are different from our own, and these lessons can be taught best in a richly diverse intellectual and social environment.~~

6.5.2 ~~Diversity in the institution's student body and workforce promotes personal growth and a healthy society. Diversity challenges stereotyped preconceptions; it encourages critical thinking; and it helps students and employees learn to communicate effectively with people of varied backgrounds.~~

6.5.3 ~~Diversity in the student body and workforce strengthens communities and the workplace. Education within a diverse setting prepares students to become good citizens in an increasingly complex, pluralistic society; it fosters mutual respect and teamwork, and it helps build communities whose members are judged by the quality of their character and their contributions.~~

6.5.4 ~~Diversity in the student body and workforce enhances America's economic competitiveness. Sustaining the nation's prosperity in the 21st century will require us to make effective use of the~~

~~talents and abilities of all our citizens, in work settings that bring together individuals from diverse backgrounds and cultures.~~

~~6.6 — Achieving diversity on our campuses does not require quotas. Nor does diversity warrant admission of unqualified applicants. However, the diversity we seek, and the future of the nation, does require that we continue to be able to reach out and make a conscious effort to build healthy and diverse learning environments appropriate for our mission. The success of higher education and the strength of our democracy depend on it.~~

6.76.5 The institution accepts primary responsibility for developing, implementing, and monitoring equal opportunity policies consistent with the West Virginia Council for Community and Technical College Education Procedural Rule Series 40 and applicable federal and state laws. These efforts shall be integrated into institutional performance goals.

6.6 Where applicable, the President or designee shall establish realistic goals and timetables to advance equal opportunity in employment practices and include progress metrics in institutional planning.

SECTION 7. RESPONSIBILITIES

7.1 All employees, supervisors, committees, councils, and boards making recommendations or decisions for the institution are responsible for supporting and promoting this diversity philosophy ensuring compliance with this Equal Opportunity and Nondiscrimination Philosophy.

7.2 The President or designee shall oversee annual reporting requirements to the State and ensuring ongoing compliance with state and federal law.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair

Date

President

Date

Attachments: None.

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

Revision Notes:

September 2000 – Reformatted policy to the MAP system.

August 2010 – Revised to reflect current AACC Position Statement on Inclusion.

July 2015 – Policy reviewed for accuracy and no modifications are needed.

July 2020 – Revised to include the AACC and ACCT Joint Statement of Commitment to Equity, Diversity, and Excellence in Student Success and Leadership Development.

September 2025 – Revised to ensure compliance with West Virginia Council for Community and Technical College Education, Procedural Rule Series 40: “Equal Opportunity,” effective August 31, 2025 – System-wide procedural standards for equal opportunity and nondiscrimination at WV community and technical colleges; West Virginia Executive Order No. 3-25 (January 2025); Senate Bill 474 (2025 Regular Session); and West Virginia Code §18B-1G-4. All references to “Diversity, Equity, and Inclusion” programs, offices, staff, and training were removed. The policy was reframed to emphasize equal opportunity, nondiscrimination, and compliance with federal laws (Title IX, ADA, Civil Rights Act) and state laws. Added provisions clarifying annual reporting requirements, academic freedom, and permitted exceptions under WV law.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 28, 2025**

ITEM: SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, were revised to provide greater clarity regarding documentation requirements for credit award requests.

The policy was reviewed by the Policies and Procedures Committee at their meeting on September 12, 2025. Subsequently, at its meeting on October 13, 2025, the President's Cabinet approved the advancement of SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, to the Southern West Virginia Community and Technical College Board of Governors.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval of SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, for advancement to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3670**

SUBJECT: Public School Service Program

REFERENCE: West Virginia Code §18B-2A-5; SIP-3670, *Public School Service Program*

ORIGINATION: September 20, 2005

EFFECTIVE: ~~January 15, 2021~~

REVIEWED: ~~August 2020~~~~August 2024~~September 12, 2025

SECTION 1. PURPOSE

- 1.1 This policy provides ~~for-eligible~~ students who volunteer in public schools in certain capacities an opportunity to earn college credit at Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to students who are enrolled at Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Public schools are defined as tuition free schools in the United States supported by taxes and controlled by a school board.

SECTION 4. POLICY

- 4.1 In compliance with West Virginia Code §18B-2A-5 regarding public school service programs, Southern West Virginia Community and Technical College shall ~~implement a policy to~~ ensure that students are awarded college students obtain credit toward graduation commensurate with credit hour equivalency for verifiable documented hours of service upon submission of eligible requests toward graduation for service performed in the public schools as tutors, student advisors, and mentors to instill in public school students the benefits of postsecondary education attainment.
- 4.2 The institution shall not be responsible for placement of students in a public school for the purpose of performing service and receiving credit under this policy.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Service must have been performed while enrolled in a postsecondary program and within the last 24 months. Documentation ~~shall-must~~ be provided-obtained from the school district by the student by the school district.
- 5.2 Service performed as a program requirement ~~in education courses~~ is not eligible for credit for public school service.

SECTION 6. GENERAL PROVISIONS

- 6.1 Students will be granted one hour of credit for each 30 hours of documented service up to a maximum of three (3) credit hours.

SECTION 7. RESPONSIBILITIES

- 7.1 The Chief Academic Officer shall develop procedures describing the method for awarding credit earned under 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: SCP-3670.A, *Public School Service Form*

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

Revision Notes: January 2011 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

October 2015 - Revisions provide clarity and transfer the process by which credit is awarded to an Academic Affairs Unit Southern Institutional Procedure (SIP).

August 2020 - Revisions reflect the current organizational structure and provide clarity of responsibility, updated 4.1 to include language from WV State Code §18B-2A-5, and added SIP-3670, *Public School Service Program*, as a reference.

[September 2025-Revisions provide clarity concerning requirements for obtaining documentation for credit award requests.](#)

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3670.A, Public School Service Form**

Request for Credit, EL 101

Student Name _____ Student Number (S#) _____

Number of Credits Requested _____

Name of Elementary, Middle, or High School _____

Types of Volunteer Activities (Examples include tutoring, mentoring, advising)

Number of Hours Spent in Public School Service _____ Dates of Service _____

Grade Level _____ Supervisor's Signature _____

Verified by: _____
Southern Representative Date

Supervisor's Recommendation

Credit Hours Granted: _____ Recommended by: _____
Academic Dean Date

Approved by: _____
Chief Academic Officer Date

Fee paid: _____ Received by: _____
Business Office Representative Date

Recorded by: _____
Registrar Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 28, 2025**

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 final approval SCP-8600, *Board of Governors Operational Guidelines Policy*; and SCP-8600.A, *Board of Governors Operational Guidelines*, following the required 30-day comment period.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

At its meeting on August 19, 2025, the Southern West Virginia Community and Technical College Board of Governors approved the 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 a the required 30-day public comment period. The comment period ended on September 23, 2025. No comments were received.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant final approval of SCP-8600, *Board of Governors Operational Guidelines Policy*; and SCP-8600.A, *Board of Governors Operational Guidelines*, following the required 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, *Rules and Administrative Procedures*

ORIGINATION: August 2001

EFFECTIVE: October 28, 2025

REVIEWED: July 7, 2025

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 or the Board) 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 W.Va. 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 28, 2025, and Policy Statements as adopted. The Operational Guidelines are hereby attached to and incorporated herein as a part of this policy.

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 categories the Board deem 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 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 W.Va. 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 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 and the attached Operational Guidelines of the Board of Governors as approved October 28, 2025.

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
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President	Date
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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.

July 7, 2025 – Revisions represent changes to W. Va. Code § 18B-2A-1, *et seq.* pursuant to House Bill 3279, clarifying that elected faculty, student, and classified or non-classified employees serve on the Board of Governors as nonvoting advisory members, effective upon passage on April 12, 2025.

**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: October 28, 2025

REVIEWED: July 7, 2025

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 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 ensure progress towards defined goals and adherence to policies.
 - 1.2.5 Select, hire and retain the President and 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) are as follows:
 - 1.4.1 Determine, control, supervise and manage the financial, business and education polices and affairs of Southern West Virginia Community and Technical College.
 - 1.4.2 Develop and amend as necessary the campus Facilities Master Plan for the College.
 - 1.4.3 Develop a 10-year campus development plan in accordance with W. Va. Code § 18B-19-1 et seq.
 - 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 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 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, subject to W. Va. Code § 18B-7-1 et seq., § 18B-8-1 et seq., § 18B-9-1 et seq., and § 18B-9A-1 et seq., and to the rules adopted by the Council.
- 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 of the College and conduct written appraisals of the President's performance in accordance with Council rules.
- 1.4.13 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 to the Council 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 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 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 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 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.
- 1.4.20 Transfer funds 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. 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.
- 1.4.23 Effective on or after July 1, 2024, this section does not grant the Board authority to restrict or regulate the carrying of a concealed pistol or revolver by any individual holding a current and valid license to carry a concealed deadly weapon, except as specifically authorized under W. Va. Code §18B-4-5b.

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 appointed by the Governor of the State of West Virginia and confirmed by the State Senate to 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 law of West Virginia.
- 2.2 Membership of the Board of Governors – The membership of the Board of Governors consists of 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, who shall serve as a non-voting, advisory member;
 - 2.2.2 A member of the student body in good academic standing, enrolled for college credit and duly elected by the student body, who shall serve as a non-voting, advisory member;
 - 2.2.3 A member from the institutional classified or non-classified employees duly elected by the classified or non-classified employees, who shall serve as a non-voting, advisory member; 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 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 serves a term of two years beginning on July 1 and ending on June 30 each odd year and may succeed themselves for one additional term, not to exceed a total of four consecutive years.
 - 2.3.2 Student Member – The student member serves a term of one year beginning on July 1 and ending on June 30 of each year.
 - 2.3.3 Classified or Non-Classified Employee – The classified or non-classified employee member serves a term of two years beginning on July 1 and ending on June 30 each odd year and may succeed themselves for one additional term, not to exceed a total of four consecutive years.
 - 2.3.4 Lay Members – The lay members of the Board serve terms of four years each and are eligible to succeed themselves for no more than one additional term. 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 file the certificate with the Secretary of State.
- 2.5 Board Vacancies – The appropriate appointing or electing authority shall fill a vacancy in an unexpired term of a Board member within 30 days of the occurrence of the vacancy in the same manner as the original appointment or election.
- 2.6 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 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 ensure that it has received input from a variety of sources to ensure 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 is as follows:
 - 3.2.1 To demonstrate that the Board 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 its duties to ensure effective service.

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

- 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, uninfluenced 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 employees, media and citizens, 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 all areas including without limitation confidentiality, private gain, prohibited representation, gifts, use of College resources including subordinates, contracts, 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, it will be for the purpose of assisting the Board to do its job, not to advise employees or help employees do their jobs.
 - 3.3.3 Generally, the Board will appoint ad hoc committees for a specified purpose and a defined time period.
 - 3.3.4 Board committees have no authority over 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 Chancellor 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 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:
 - 3.4.1.1 To preside at all Board meetings in an efficient and effective manner and set the general tone for the meeting through effective leadership.
 - 3.4.1.2 To ensure the Board and individual Board members follow the Board’s own rules and policies and those established by law.
 - 3.4.1.3 To promote deliberation at Board sessions that is open and thorough, but also efficient, timely, orderly, and to the point.
 - 3.4.1.4 To ensure that all Board members are properly informed of current and pending Board and College issues.

- 3.4.1.5 To perform the same duty of voting on matters as other Board members.
- 3.4.1.6 To speak on behalf of the Board of Governors as its designated representative.
- 3.4.1.7 To appoint or arrange for the election of committees established by the Board.
- 3.4.1.8 To call emergency meetings as necessary in accordance with the Open Governmental Proceedings Act, W. Va. Code § 6-9A-1, et seq.
- 3.4.1.9 To call for and participate in the Board's evaluation of the President on an annual basis.
- 3.4.1.10 To call for and participate in the self-evaluation of the Board of Governors on an annual basis.
- 3.4.1.11 To sign all official Board minutes.
- 3.4.1.12 To perform other duties as may be required by action of the Board.
- 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.
- 3.4.3 Duties of the Secretary – In coordination with the President's designee or Board liaison, the Secretary is responsible for ensuring accurate records of all Board meetings, including minutes, votes, and actions. The Secretary also maintains official Board documents and correspondence, and certifies Board resolutions and other official documents as required.
- 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 to meet with them to acclimate the new members to their 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 shall develop and utilize a self-evaluation tool to regularly assess its processes and overall performance. This tool will facilitate ongoing review and discussions of Board effectiveness and will include a comparison of Board activities against the policies outlined in this document. As part of the evaluation process, Board members will also be required to complete a conflict-of-interest disclosure statement.
- 3.8 Board Member Attendance Expectations – Members of the Board of Governors are expected to attend at least five of the six regularly scheduled meetings of the Board each year, and any special and emergency meetings of the Board. Regular and active participation is essential to fulfilling the Board's

fiduciary, policy, and governance responsibilities.

- 3.9 Filling Vacant Board Officer Positions – If a Board officer (Chairperson, Vice Chairperson, or Secretary) resigns or is otherwise unable to complete their term, the Board of Governors shall elect a replacement from among the current lay Board members to serve the remainder of the term. The election shall take place at the next regularly scheduled meeting or at a special meeting. Nominations may be made by any Board member, with the nominee’s consent required prior to the vote. Election requires a majority vote of the voting members present; in the case of a tie, voting shall continue until a majority is achieved. The elected member shall immediately assume all duties of the office and may be considered for a full officer term at the next annual organizational meeting, as outlined in section 3.4 of this policy.

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 section is to establish 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. It is also the purpose of this 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 applies to all meetings of the Board of Governors, whether regular or special or, to the extent possible, emergency.
- 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, one lay member, and the President, shall establish the agenda for all regular meetings. The Agenda Committee shall meet in person, 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. The agendas of all special meetings shall state the purpose of the meeting.
- 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 on its web page that is accessible to the public at least five-working days in advance of a scheduled regular meeting. Each 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, 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.
- 4.4.2 Notice of Special Meetings – The College shall post and maintain notices of all special meetings on its web page that is accessible to the public at least three working days in advance of a scheduled special meeting. Each notice shall state the date, time, place and purpose of the meeting. If the Board cancels or postpones a special 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.
- 4.4.3 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 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 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 shall register prior to the meeting. Persons will not be required to register more than 15 minutes prior to the meeting’s scheduled start time.
- 4.5.3 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.

- 4.5.4 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, 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.
- 4.5.5 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, 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 ensure that Board members and the public can see the meeting, in addition to hearing it.
- 4.5.6 Availability of Meeting Materials – All documents or materials utilized by the Board during its meetings shall be available to the public 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.
- 4.5.7 Parliamentary Procedure – The Board of Governors shall observe *Robert's Rules of Order, New Revised, Twelfth Edition*, as a guide for conducting its business.
- 4.5.8 Voting – Board members may vote verbally or by a show of hands. The presiding officer shall announce the outcome of all votes, and the recording secretary 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.
- 4.5.9 Quorum – One more than half the number of voting members currently serving on the Governing Board shall constitute a quorum. A majority of those members present and eligible to vote 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.
- 4.5.10 Minutes – The College shall maintain official Board of Governors meeting minutes in a permanent location and safe condition. The Board Chairperson shall sign all official minutes. The Board's designee shall provide copies of Board minutes to all Board members. The College shall also maintain the Board's official minutes on its website and make them available to the public upon written request in accordance with the *West Virginia 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 direction to the President 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 delegate to the President 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 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.
- 5.4 Presidential Search Process – The Board of Governors is responsible to hire and appoint a President of Southern West Virginia Community and Technical College in compliance with W. Va. Code § 18B-1B-6.

SECTION 6. REFERENCES

- 6.1 West Virginia Code §§ 6-9-A-1, et seq.; 18B-2A-1; 18B-2A-4; 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, Second Edition*. Washington, DC. Association of Community College Trustees, 2020.
- 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: 2022.

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

Revised 07/07/2025 with legislation passed through the 2025 Regular Session; Approved Revisions 10/28/2025

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 28, 2025**

ITEM: SCP-2300, *Anti-Nepotism Policy*; and SCP-2300.A, *Workplace Conduct and Professional Expectations Agreement*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval SCP-2300, *Anti-Nepotism Policy*; and SCP-2300.A, *Workplace Conduct and Professional Expectations Agreement*, following the required 30-day comment period.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

At its meeting on August 19, 2025, the Southern West Virginia Community and Technical College Board of Governors approved the advancement of SCP-2300, *Anti-Nepotism Policy*; and SCP-2300.A, *Workplace Conduct and Professional Expectations Agreement*, to Southern's constituents and the Chancellor for Community and Technical College Education for a the required 30-day public comment period. The comment period ended on September 23, 2025. No comments were received.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant final approval of SCP-2300, *Anti-Nepotism Policy*; and SCP-2300.A, *Workplace Conduct and Professional Expectations Agreement*, following the required 30-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2300**

SUBJECT: Anti-Nepotism Policy

REFERENCE: W. Va. Code § 18B-1-6; 158 WV Code of State Rules 158-6-3; W. Va. Code § 6B, *West Virginia Governmental Ethics Act*; Southern West Virginia Community and Technical College, *Employee Handbook*, SAM-2000-1, June 2021

ORIGINATION: June 24, 2025

EFFECTIVE: October 28, 2025

REVIEWED:

SECTION 1. PURPOSE

- 1.1. Southern West Virginia Community and Technical College (“the College”) establishes this policy to promote transparency, fairness, and accountability by providing clear guidelines for avoiding conflicts between personal interests and public responsibilities. This policy is intended to prevent favoritism, conflicts of interest, and undue influence related to nepotism in all aspects of employment, including hiring, supervision, promotion, performance evaluation, disciplinary action, and compensation.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all employees of the College, including but not limited to faculty, staff, and administration (whether full-time, part-time, or temporary), student employees, members of governing boards and committees, and contractors. The policy ensures that nepotism guidelines are uniformly enforced across all levels of employment, maintaining fairness and integrity in institutional decision-making.
- 2.2 This policy governs all employment-related practices including, but not limited to, recruitment and hiring; appointment and reappointment; promotion and advancement; salary decisions; supervision and evaluation; assignment of duties or workspace; and participation in employment decisions impacting a relative.

SECTION 3. DEFINITIONS

- 3.1 Relative – For policy purposes, a relative includes spouse, mother, father, sister, brother, son, daughter, grandmother, grandfather, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law.
- 3.2 Nepotism – Nepotism is defined as favoritism shown or patronage granted in employment or working conditions granted by a public official or public employee to a relative or person with whom the public official or public employee resides.
- 3.3 Public Employee – A public employee is defined as any full-time or part-time employee of a state, county, municipal government, or political subdivision, including college staff and faculty.
- 3.4 Public Official – A public official is defined as any person elected to, appointed to, or authorized to act in any state, county, or municipal office or position, regardless of pay, who exercises policy-making or official action affecting public funds or services, and any unpaid volunteer official giving decision-making

authority, including college and university board members appointed or elected to govern the public institution.

SECTION 4. POLICY

4.1 Disclosure Requirements

- 4.1.1 All employees are required to disclose any personal relationships—including those involving relatives—to the Human Resources Office either prior to employment or immediately upon the formation of such a relationship.
- 4.1.2 Disclosure is mandatory in any employment situation that involves supervisory authority, decision-making responsibilities, committee participation, performance evaluations, salary determinations, or promotional opportunities.
- 4.1.3 Hiring managers and supervisors are responsible for ensuring full compliance with this anti-nepotism policy before making any employment-related recommendations or decisions.

4.2 Prohibited Relationships and Actions

- 4.2.1 All persons are prohibited from:
 - 4.2.1.1 Influencing or attempting to influence hiring, evaluation, promotion, salary, duties, discipline, or working conditions of a relative or co-resident.
 - 4.2.1.2 Directly supervising a relative, including performance reviews, discipline, or recommending actions.
 - 4.2.1.3 Participating in decision-making or voting governance matters affecting a relative.

4.3 Employment Restrictions

- 4.3.1 No employee may directly supervise, evaluate, or make decisions affecting a relative's employment, salary, benefits, or working conditions.
- 4.3.2 Employees with hiring authority may not recommend or approve the employment of a relative, or participate in decisions affecting the employment or working conditions of his or her relative.
- 4.3.3 Board of Governors members shall not participate in any official action regarding the employment of a closely related family member that results in financial gain.

4.4 Impartial Administration

- 4.4.1 All employment decisions, including hiring, promotion, supervision, evaluation, and disciplinary action, must be conducted in a fair, objective, and impartial manner.
- 4.4.2 Employees shall disclose any potential conflicts involving relatives or household members to Human Resources immediately.
- 4.4.3 Recusal is required in decisions where impartiality may be compromised due to a familial or personal relationship.

4.5 Conflict of Interest Mitigation

- 4.5.1 If a working relationship between relatives is unavoidable due to specific job responsibilities, the College will implement enhanced oversight and procedural safeguards to ensure fairness, transparency, and compliance with policy.
- 4.5.2 In situations where potential nepotism may arise, Human Resources—upon approval from the President or the President’s designee—will establish a clearly defined line of authority, outlining the appropriate reporting structure and chain of command.
- 4.5.3 Employees must review and sign a formal agreement SCP-2300.A, *Workplace Conduct and Professional Expectations Agreement*, that outlines the institution’s expectations regarding neutrality, impartiality, professionalism, and adherence to workplace conduct standards.

4.6 Reporting, Investigation, and Resolution Procedures

- 4.6.1 In alignment with the institution’s commitment to transparency, fairness, and ethical conduct, all employees, officials, and affiliated individuals are expected to promptly report any actual, perceived, or potential violations of this anti-nepotism policy.
- 4.6.2 Any individual who becomes aware of a relationship or situation that may represent a violation of the anti-nepotism provisions must report it immediately. This includes, but is not limited to, personal relationships that may result in conflicts of interest in hiring, supervision, evaluation, promotion, or disciplinary decisions, as well as any attempt to improperly influence employment-related outcomes involving a family member or related party.
- 4.6.3 To the extent permitted by law, the identity of individuals who report suspected violations will be kept confidential. Retaliation against any person who, in good faith, reports a concern is strictly prohibited and may result in disciplinary action, up to and including termination of employment.
- 4.6.4 The Office of Human Resources will serve as the primary point of contact for all anti-nepotism concerns and is responsible for coordinating the review process and initiating appropriate actions.
- 4.6.5 Upon receiving a report, Human Resources will conduct a preliminary assessment to determine whether further review is warranted.
- 4.6.6 If the matter involves a potential violation of the West Virginia Ethics Act or presents ambiguous, preemptive, or complex concerns, Human Resources may refer the matter to the West Virginia Ethics Commission for a formal advisory opinion or investigation, as appropriate.
- 4.6.7 In cases of clear and direct violations—such as an employee supervising or evaluating a relative—Human Resources may implement corrective measures without the need for an external advisory opinion. The institution has an obligation to ensure legal compliance and maintain the integrity of its personnel decisions.
- 4.6.8 Remedies to address actual or perceived conflicts of interest may include, but are not limited to, the reassignment of supervisory duties to an unrelated individual, recusal from personnel decisions involving the relative, or transfer of one party to a different department or reporting structure.
- 4.6.9 All investigations will be conducted impartially and in a timely manner to ensure fairness and accountability.

4.7 Training and Compliance

- 4.7.1 All employees involved in hiring, supervision, or employment-related decision-making are required to complete mandatory training on anti-nepotism, ethical conduct, and conflict of interest mitigation, as coordinated by the Office of Human Resources. Human Resources will maintain records of both initial and refresher training to ensure ongoing compliance and accountability.

4.8 Consequences for Violations

- 4.8.1 Willful or negligent violations of this policy may result in corrective or disciplinary action, as appropriate. Consequences may include reassignment, removal from supervisory responsibilities, formal disciplinary measures, or termination of employment.
- 4.8.2 Any deliberate failure to disclose a relevant relationship as required by this policy will be subject to formal investigation and may result in disciplinary action, up to and including termination.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 To ensure compliance with this Anti-Nepotism Policy and relevant provisions of the West Virginia Ethics Act, the following chain of responsibility shall apply:

7.1.1 Employees and Supervisors

- 7.1.1.1 Responsibility: All employees, including faculty and staff, are responsible for disclosing known or potential nepotism concerns.
- 7.1.1.2 Action Required: Notify their immediate supervisor or the Office of Human Resources of any personal relationship that may present a conflict.

7.1.2 Immediate Supervisors

- 7.1.2.1 Responsibility: Upon being notified, supervisors must report potential nepotism issues to the Office of Human Resources promptly.
- 7.1.2.2 Action Required: Cooperate in gathering relevant information and ensuring no personnel actions are taken until review is complete.

7.1.3 Office of Human Resources

- 7.1.3.1 Responsibility: Serve as the primary office for intake, review, and resolution of nepotism-related concerns.
- 7.1.3.2 Action Required:
- 7.1.3.2.1 Determine if a policy violation exists.
 - 7.1.3.2.2 Initiate corrective measures (e.g., reassignment, recusal).

- 7.1.3.2.3 Maintain documentation.
- 7.1.3.2.4 Refer cases to the WV Ethics Commission if legal ambiguity or involvement of high-level officials exists.

7.1.4 Chief Human Resources Officer or Designee

- 7.1.4.1 Responsibility: Make final determinations in clear-cut cases, implement remedies, and coordinate institutional compliance.
- 7.1.4.2 Action Required: When needed, consult legal counsel or institutional leadership before proceeding with high-impact decisions.

7.1.5 President or Designee

- 7.1.5.1 Responsibility: In cases involving senior administrators, appointed officials, or board members, the President or Board Chair may be involved in oversight.
- 7.1.5.2 Action Required: Determine institutional response in consultation with legal counsel and applicable state guidance.

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
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President	Date
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Attachments: SCP-2300.A, *Workplace Conduct and Professional Expectations Agreement*

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

Revision Notes: June 24, 2025 – Originated.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2300.A**

Workplace Conduct and Professional Expectations Agreement

Employee Name: _____

Position Title: _____

Department: _____

Date: _____

Purpose

This agreement formalizes Southern West Virginia Community and Technical College's expectations that all employees conduct themselves with neutrality, impartiality, and professionalism, in accordance with SCP-2300 Anti-Nepotism Policy, the West Virginia Governmental Ethics Act (W. Va. Code § 6B), and other applicable laws and policies.

Expectations

As an employee of the College, I acknowledge and agree to the following:

1. Neutrality and Impartiality

- I will perform all duties in a fair and objective manner, avoiding favoritism or conflicts of interest, especially in relation to personal relationships or relatives as defined by policy.
- I understand the importance of recusal from decisions when impartiality could be compromised due to familial or personal relationships.

2. Professionalism

- I will demonstrate respect, courtesy, and ethical behavior in all interactions, both with colleagues and students.
- I will uphold the standards of professional conduct expected by the College, including accountability, integrity, and cooperation.

3. Compliance with Policy and Ethics Act

- I have read and understand SCP-2300 Anti-Nepotism Policy and agree to comply with its provisions.
- I understand my duty to disclose any personal or familial relationships to Human Resources, per Sections 4.1 and 4.4 of the policy.
- I recognize that violations, including failure to disclose, may result in investigation and disciplinary action under Section 4.8 of the policy.

4. Conflict of Interest Mitigation

- If my role involves working with a relative or household member, I will cooperate with enhanced oversight and procedural safeguards, as described in Section 4.5.
- I understand that HR may implement measures such as reassignment or revised reporting structures to ensure compliance.

5. Reporting and Accountability

- I understand my obligation to report any suspected or actual violations of the policy to Human Resources.
- I acknowledge that all reports will be reviewed impartially and in a timely manner, and retaliation against reporters is prohibited.
- I accept that failure to follow these expectations may result in corrective action or termination, consistent with Section 4.8 of the policy.

Acknowledgment and Signature

I have read, understand, and agree to comply with the expectations set forth in this Workplace Conduct and Professional Expectations Agreement. I affirm my responsibility to act in accordance with institutional policy, legal requirements, and ethical standards.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HR Representative Signature: _____ Date: _____

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 28, 2025**

ITEM: SCP-1200, *Social Media Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-1200, *Social Media Policy*, 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 meeting on August 19, 2025, the Southern West Virginia Community and Technical College Board of Governors approved the advancement of SCP-1200, *Social Media Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period. The comment period ended on September 23, 2025.

One comment was received to correct the section numbering in 7.2. Additional feedback from faculty and staff raised key concerns in Sections 4.3, 7.1, and 7.2 in relation to (a) vague language; (b) academic freedom; (c) lack of clear due process; (d) privacy and surveillance; and (e) distinction between personal and professional speech.

The section numbering issue has been corrected. Faculty and staff comments identified valid concerns, which have been addressed by (a) narrowing vague language; (b) reaffirming academic freedom and free expression; (c) clarifying due process protections; (d) limiting surveillance strictly to investigations of unlawful activity; and (e) ensuring that personal speech outside of College business remains protected.

With these revisions, the policy achieves a balance between the College's legitimate interests in protecting its reputation and operations, and the constitutional and professional rights of its faculty, staff, and students.

Therefore, due to number of revisions, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval of SCP-1200, *Social Media Policy*, for advance to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1200**

SUBJECT: Social Media Policy

REFERENCE: W. Va. Code § 61-3C-14A; W. Va. Code § 6B-1-1 et seq. (WV Governmental Ethics Act); W. Va. Code § 6-9A-1 et seq. (Open Governmental Proceedings Act); FERPA, 20 U.S.C. § 1232g; National Labor Relations Act; U.S. Constitution, First Amendment; 135, C.S.R. 9 (Academic Freedom, Professional Responsibility, Promotion and Tenure)

ORIGINATION: April 11, 2025

EFFECTIVE: August 19, 2025

REVIEWED:

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy affirms the College’s expectation that employees, students, volunteers, and board members uphold behavior on social media that is safe, legal, ethical, and aligned with the mission and values of the College. These standards are intended to protect both individual personal and professional reputations, as well as the reputation of the College as a respected institution of higher education.
- 2.2 The College values open expression and encourages the use of social media by its administration, faculty, staff, board members, and students to support and enhance student learning. While upholding the right to free speech and individual expression, the College also emphasizes the importance of maintaining professionalism and protecting one’s professional reputation in all social media interactions. Nothing in this policy shall be construed to limit constitutionally protected speech, academic freedom, or rights guaranteed under state or federal laws, including the National Labor Relations Act.

SECTION 3. DEFINITIONS

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

3.2 Social Media Administrator – Director of Communications.

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Posts on Behalf of the College:

- 7.1.1 Authorization from the Director of Communications is required before posting content on any official College social media platform.

- 7.1.2 All social media accounts established on behalf of the College must be linked through the Director of Communications and must not be connected to personal email accounts.
- 7.1.3 Each College-affiliated social media account must have administrative access shared by more than one employee. If a platform requires an individual user account, a dedicated account shall be created for this purpose. Employees must not be asked, permitted, or required to use personal accounts for College-related responsibilities. Administrative access will be revoked upon an employee's resignation or termination. All social media accounts created for the College are the property of the institution; administrators hold no ownership rights.
- 7.1.4 Posts made on behalf of the College must clearly identify the individual as an official representative.
- 7.1.5 The College's official logos—including vertical, horizontal, and the Southern "S"—may not be used without prior approval. Approved logo files can be obtained by contacting the Director of Communications.
- 7.1.6 All content posted on behalf of the College should support its mission and uphold its reputation.
- 7.1.7 Refrain from engaging in any activity on social media that could result in actual or perceived conflicts of interest or commitment.
- 7.1.8 Questions or comments received through the College's social media platforms must be addressed in a timely manner. The Director of Communications will determine who is authorized to respond and whether prior approval is required.
- 7.1.9 The College encourages employees, volunteers, students, and board members to use social media in ways that reflect professionally on the institution, its students, and its mission. At the same time, the College recognizes and respects employees' rights to free speech and academic freedom. Personal views must remain separate from official College communications. Any personal opinions expressed—whether on institutional or personal social media accounts—must clearly state that they do not represent the views of the College.
- 7.1.10 Internal College information, such as campus closures, class changes, or schedule adjustments, may not be posted before it has been officially announced.
- 7.1.11 Confidential information concerning the College, its leadership, faculty, staff, board members, or students must never be disclosed on social media platforms.

7.2 Posts Using Best Practices on Social Media:

- 7.2.1 Always provide identification and clarify that any personal views expressed are individual opinions and do not represent the views of the College. When discussing College business, a disclaimer must be included.
- 7.2.2 Impersonating another person is strictly prohibited. ~~Tracking~~ Authorized investigative tools may be employed to identify the authors of anonymous posts, when necessary, to investigate unlawful activity.
- 7.2.3 Harassing, intimidating, or dishonest comments toward others or their posts must be avoided. Respectful communication is required at all times. Nothing herein shall be interpreted to prohibit lawful criticism or debate.

- 7.2.4 Online interactions should be conducted with respect. Even personal posts may impact the College's reputation due to the association with it; however, lawful expression of personal opinions is protected.
- 7.2.5 Legal liability may arise from content posted online, particularly if the material is proprietary, defamatory, libelous, or obscene.
- 7.2.6 Thoughtful engagement on social media platforms is encouraged, with careful consideration given to the audience.
- 7.2.7 College e-mail remains an official method of communication for the College. However, communication through social media platforms shall not be considered official or binding in any capacity.
- 7.2.8 Responsible participation in online communities is expected.
- 7.2.9 Professionalism and courtesy must be maintained online, ~~with behavior that positively reflects the image of the College.~~ Employees, volunteers, students, and board members are encouraged to reflect positively on the College while exercising their rights to free expression and academic freedom.

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: April 11, 2025 – Originated.