

**Southern West Virginia Community and Technical College**  
**Board of Governors**  
**Meeting of August 23, 2022**  
**6:00 p.m.**  
**2900 Dempsey Branch Road, Building C, Room 428**  
**Mt. Gay, West Virginia and by Zoom**

**Zoom Meeting Access:**

**Join Zoom Meeting**

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

**Meeting ID: 920 1190 9307**

**Passcode: 119035**

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

**AGENDA**

1. Verification of Quorum and Call to Order.....Dr. Lisa Haddox-Heston,  
Board Chair
2. Call for Public Comments to the Board of Governors.....Chair Heston
3. Appointments to the Boone and Lincoln County Joint Administrative Boards ..... Chair Heston
4. Introduction of New Board Members.....Chair Heston
5. Oath of Office .....Mr. Joe Linville  
Director of Facilities and Campus Operations
6. HLC Institutional Update .....3  
Mr. Bill Alderman  
Accreditation Liaison Officer
7. Faculty Senate Update.....4  
Mr. Chris Ward  
Chair, Faculty Senate / ACF Representative
8. Classified Staff Update .....Ms. Beverly McDonald  
Chair, Classified Staff Council
9. President's Report .....5  
President Alderman
10. Student Services Unit Report .....6  
Mr. Darrell Taylor  
Chief Student Services Officer

11. Financial Report ..... Mr. Derek Adkins  
Chief Financial Officer
12. Action Items.....Chair Heston
  - 12.1 Approval of June 21, 2022, Board Meeting Minutes
  - 12.2 Review of Comments and Approval of Final Draft Polices .....Dr. Pamela Alderman
    - 12.2.1 SCP- 1230 Firearms, Weapons. And Explosives Policy ..... 20
    - 12.2.2 SCP- 2901 Professor Emeritus Status ..... 24  
SCP-2901.A Professor Emeritus Nomination Form
13. Discussion Items:
  - 13.1 Board of Governors Retreat.....Jen Dove
14. Possible Executive Session under Authority of WV Cody §6-9 Regarding Personnel\*\*
  - 14.1 Personnel Matters\* .....Chair Heston
15. Informational Items .....Chair Heston
  - 15.1 Next regular Board of Governors meeting is scheduled for 6:00 p.m. on, Tuesday, October 18, 2022.
16. Adjournment .....Chair Heston

\*Denotes an item requiring action/Approval.

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

**Southern West Virginia Community and Technical College**  
**Higher Learning Commission (HLC) Update to Board of Governors**  
**August 23, 2022**

- I. Assurance Argument Draft Review (was distributed to board members 08.10)
- II. Comments received
- III. Needs List to continue document improvement
- IV. HLC Criterion Timeline Update (Projected)
- V. Assessment Academy Midpoint Roundtable Overview

Respectfully submitted, August 14, 2022.



William H. Alderman

Accreditation Liaison Officer

Professor for Business and Entrepreneurship

Faculty Representative to the Board of Governors

Southern West Virginia Community and Technical College

Logan Campus, Building A, Office 231

P.O. Box 2900

Mount Gay, WV 25637

304.896.7381 (Office)

304.784.4444 (Cellular)

Bill.Alderman@southernwv.edu

#### Faculty Senate Aug 2022

- Elected new senate members as per constitution
- Completing an extensive overhaul of Faculty Handbook
- Welcomed faculty back during convocation

President's Report to the Board  
August 23, 2022

- June 23rd and August 9<sup>th</sup> - Hobet Mining Site – met with Boone County Economic Development Director, Kris Mitchell and Devananna Corley from SunPark.
- June 24<sup>th</sup> Met with James Glass, Vice President External Technician Instruction, at Pikeville Medical Center – Accepting two Medical Lab Technology Students as well as two RN students, still have room for two more students.
- June 25<sup>th</sup> – Freedom Festival at Logan as well Southern Biscuits Game at Power Park in Charleston.
- June 27<sup>th</sup> Met with Southwest Virginia Community College representative regarding Tuition Reciprocity agreement.
- Ongoing meetings every Monday with Lindsey Graham Quinn regarding HLC
- July 6<sup>th</sup> attended Pikeville Medical Center Project Heart Press Conference.
- July 14<sup>th</sup> and August 11<sup>th</sup> Attended Logan Recreation Center Board of Directors meeting.
- July 19<sup>th</sup> attended Tug Valley ARH Local Advisory Council meeting via zoom.
- July 28<sup>th</sup> Attended Funding Formula Model meeting hosted by Chris Treadway, Vice Chancellor WV CTCS
- August 2<sup>nd</sup> Hosted Congresswoman Carol Miller on the Logan Campus
- August 3<sup>rd</sup> met with Taylor Richmond, Associate Registrar WVU regarding WVU and SWVCTC partnership.
- Radio remotes promoting registration
- August 9<sup>th</sup> Ronnie and Diana Barnette of Mining Repair Specialties donated \$42,000.00 to the Southern Foundation to support three Associate Degree scholarships for welding students.
- August 18<sup>th</sup> hosted the WVCTCS Council meeting on the Logan campus.
- Nursing expansion- Accepted 20 students to the weekend program and 10 to the regular program. Received approximately 60-70 applications.
- Workforce- New CDL and Lineman classes are getting ready to begin.
- First Day of Fall semester August 22<sup>nd</sup>.
- Barnes and Noble bookstore up and running.
- New employee directory
- Run, Walk & Blue 5k in Lincoln County, Sept 10<sup>th</sup>, Oct 6<sup>th</sup> Golf Outing (Thursday), Oct 22, Power in Pink 5k Chapmanville, Harvest Half November 12
- Gala – September 24<sup>th</sup>– Silent Auction one week before
- Auction
- Interviewed by Jeff Jenkins, Metro News, regarding the Early College Academy





# STUDENT SERVICES



- Headcount 8/15/2022 is 1183 and FTE is 969.80
- Compared to last year one week before school starts
  - HC 1166
  - FTE 955.67
- Difference
  - HC +17
  - FTE +14.12
- This is Actually a Big Deal

## Enrollment

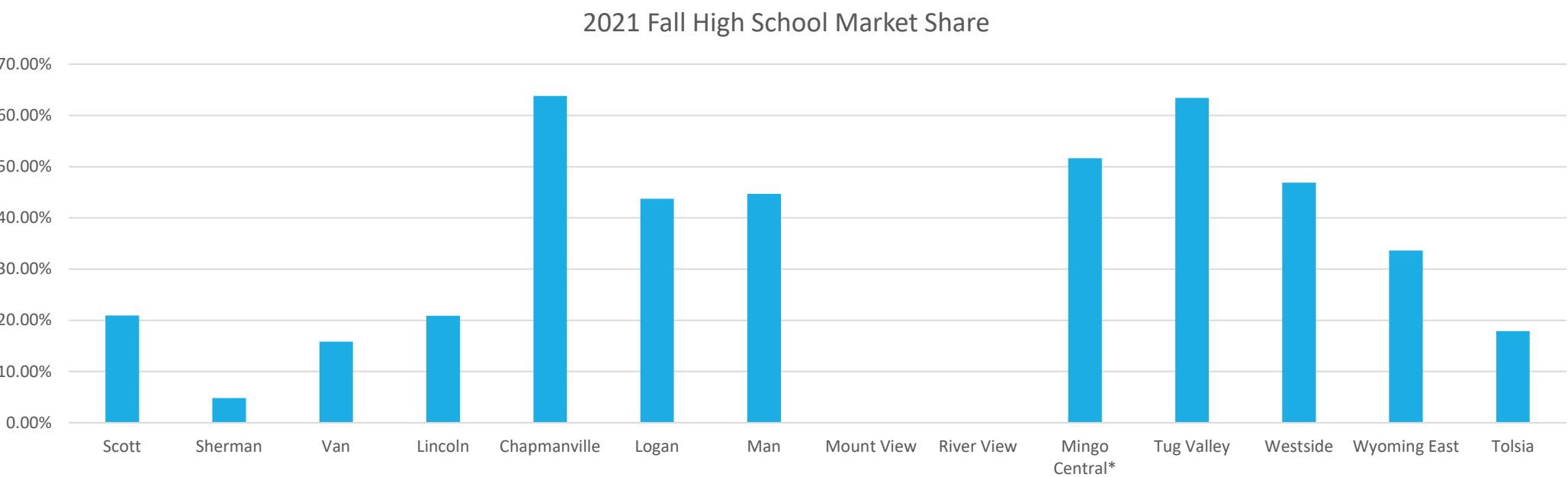
# Comparing Year to Year Enrollment

Headcount		
Fall Term	HC	Change
2010	2229	+77
2011	1862	-367
2012	1876	+14
2013	1808	-68
2014	1667	-141
2015	1555	-112
2016	1570	+15
2017	1490	-80
2018	1316	-174
2019	1313	-3
2020	1265	-48
2021	1288	+23

FTE		
Fall Term	FTE	Change
2010	1773.93	+78.40
2011	1478.93	-295.00
2012	1478.73	-00.20
2013	1424.73	-54.00
2014	1343.87	-80.86
2015	1225.73	-118.14
2016	1265.13	+39.40
2017	1195.80	-69.33
2018	1079.80	-116.00
2019	1096.60	+16.80
2020	1071.73	-24.87
2021	1049.73	-22.00



# Fall 2021 High School Market Share



P  
U

WORKSHOP

Workshops



PERSEVERE UNTIL SUCCESS HAPPENS

**STUDENT APPRECIATION DAY**

**MARCH 28, 2022 • 1PM**

**LOGAN CAMPUS • BUILDING A  
COMMONS AREA**

**Join Us On SSConnect to meet Jonathan**



*Jonathan Medina is a motivational speaker who inspires students to persevere until success hap-*

# Workshops

Number of Students	Type of Workshop / Facilitator
7	Study Skills and Time Management: Hattie Newsome
10	Resume Writing – nursing students: Hattie Newsome
15	Resume Writing: Hattie Newsome
11	Be Your Best on Tests: Hattie Newsome
0	Study Skills and Time Management: Stephanie Mounts
18	Brainfuse Session: Hattie Newsome
6	Brainfuse Session: Hattie Newsome
12	Be Your Best on Tests: Hattie Newsome
3 (2 staff, 1 student)	TEAS Math Prep Walk In: Liza Jackson / Mike Kitchen
5 (2 staff, 3 students)	TEAS Math Prep Walk In: Liza Jackson / Mike Kitchen
24 (3 staff, 21 students)	TEAS Human Anatomy: Matt Ellis
11 (2 staff, 9 students)	Career Readiness: Resume Writing: Elijah Hooker
11 (2 staff, 9 students)	TEAS Reading Comprehension: Lillie Teeters
2 (2 staff, 0 students)	Career Readiness: Cover Letter: Elijah Hooker
8 (2 staff, 6 students)	TEAS Math Test Prep: Liza Jackson
17 (3 staff, 14 students)	TEAS Math Test Prep
8 (4 staff, 4 students)	Career Readiness: Interviewing Tips: Elijah Hooker

# Early Alert Program

# Early Alert Program

Total # of Early Alerts Spring 2021 (202102)	# of Students Reached	# of Faculty Reported Early Alerts	# of CRN classes reported	# of Communications Attempts Made
178	138	22	59	629
Total # of Early Alerts Fall 2021 (202201)	# of Students Reached	# of Faculty Reported Early Alerts	# of CRN classes reported	# of Communications Attempts Made
431	316	25	87	1413



# Disability Services

Accommodations and Auxiliary Aids	2021
Extended Test Time	20
FM Hearing System	1
Isolated Testing/Reduced Distractions	19
Note Taking	20
Photograph Notes from Board	17
Print Enlargement/Screen Reader	1
Preferential Seating	13
Record Lectures (voice recording)	21
Regular Private Feedback with Faculty on Performance	20
Professor Facing Class	1
Test Reader	1
Test Writer (Scribe)	1
Tutoring in Specific Courses	16
Use of Calculator	8
Use of Personal Laptop/Tablet/Word Processor	19
Books on Audio/Text to Speech Software	7
Oral Exams	2


# Disability Services


Disability Type	Number of Students 2021
Chronic Medical Condition	2
Emotional/Psychological	10
Hearing	1
Learning Disability	13
Neurological, Orthopedic, Traumatic Brain Injury	2
Visual Impairments	1
Blindness	1
Other	1

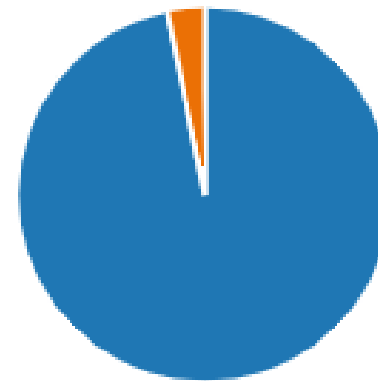
# SSConnect

## 4. Keep SSConnect

[More Details](#)

 Insights


-  Yes, Keep SSConnect as a servic... 92
-  No, Discontinue SSConnect 3








# SSConnect

## 5. Meeting Preferences

[More Details](#)

 Insights

 SSConnect	52
 In Office, Face-to-Face	21
 Email	13
 Telephone	6
 Other	3



# SSConnect

## 6. SConnect Convenience

[More Details](#)

 Insights

95

Responses



4.63 Average Rating



SSConnect

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 23, 2022**

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

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

**STAFF MEMBER:** Pamela L. Alderman

**BACKGROUND:**

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

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

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

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

**SUBJECT:** Firearms, Weapons, and Explosives Policy

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

**ORIGINATION:** May 24, 2016

**EFFECTIVE:** September 16, 2016

**REVIEWED:** ~~New~~February 11, 2022

### **SECTION 1. PURPOSE**

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

### **SECTION 2. SCOPE AND APPLICABILITY**

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

### **SECTION 3. DEFINITIONS**

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

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

#### **SECTION 4. POLICY**

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

#### **SECTION 5. BACKGROUND OR EXCLUSIONS**

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

#### **SECTION 6. GENERAL PROVISIONS**

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

## SECTION 7. RESPONSIBILITIES

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

## SECTION 8. CANCELLATION

- 8.1 None.

## SECTION 9. REVIEW STATEMENT

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

## SECTION 10. SIGNATURES

- 10.1

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

\_\_\_\_\_  
President    Date

**Attachments:**        None.

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

**Revision Notes:**    May 24, 2016 – Policy originated.

February 11, 2022 – No changes to the policy required.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 23, 2022**

**ITEM:** SCP-2901 *Professor Emeritus Status* and SCP-2901.A, *Professor Emeritus Nomination Form*

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

**STAFF MEMBER:** Pamela L. Alderman

**BACKGROUND:**

SCP-2901, *Professor Emeritus Status*, and SCP-2901.A, *Professor Emeritus Nomination Form*, is a new policy which was developed to comply with the requirements of West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*. The purpose of this policy is to establish the process for granting the status of Professor Emeritus upon a retiring or retired faculty member of Southern West Virginia Community and Technical College, to define criteria for consideration, and benefits granted with this status.

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

At its February 15, 2022 meeting the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. Comments were received from Kristin Boggs, General Counsel, WV Higher Education Policy Commission, at the end of the comment period, as follows:

1. "4.5.6 The right to attend (but not vote at) faculty senate and College meetings." I don't recommend allowing this. Instead, I would say they" . . . *will be invited to attend BOG meetings, to join former colleagues during general sessions attended by all employees on Governance Day and to join the college community for lunch at governance day meetings.*" Allowing past employees to take part in current meetings is counterproductive. I speak from experience working with ACCE. They have two past ACCE members attend who attend and participate in current ACCE meetings. Their experience is from the past and it's difficult to modernize and change ways of doing anything. It's a waste of productive time.
2. "4.5.7 Professor Emeritus faculty ~~are eligible for hire-back arrangements for specified periods of time in accordance with the needs of the department and the College. Emeritus status is a continuing appointment status, inactive until a "rehire" appointment is approved.~~"

If they have TRS retirees, some "hire back arrangements" could cost them their monthly annuity from CPRB.

Technically “hire-back arrangements” are provided to anyone who leaves employment in good standing. I wouldn’t put this in a policy because it might be interpreted that they can be hired back at the same rate of pay they had when employed. “Specified periods” are probably part time employment as adjunct faculty or temporary assignments when someone is off or leaves and they don’t have time to hire a replacement before classes start. Adjunct faculty are paid much less than full time faculty. They might offer a rate higher than what they pay normal adjunct to a professor emeritus. But I would not establish any type of expectation of employment – especially at the rate of pay they had when they retired. They could add as a “right” or benefit: “**Professor Emeritus faculty who are re-hired as part time faculty shall receive a rate of pay that is 10% above normal adjunct faculty pay rates.**”

3. I wouldn’t use the phrase “a continuing appointment status”. This is not an “appointment” at all. It a recognition of honorary service.

As these were the only comments presented, and considering this was the second time the policy went out for 30-day comment, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College approve the modifications to SCP-2901, *Professor Emeritus Status* and SCP-2901.A, *Professor Emeritus Nomination Form* and submission to the Chancellor for Community and Technical College Education for final approval following the 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2901**

**SUBJECT:** Professor Emeritus Status

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

**ORIGINATION:** February 2021

**EFFECTIVE:** August 23, 2022

**REVIEWED:**

**SECTION 1. PURPOSE**

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

**SECTION 2. SCOPE AND APPLICABILITY**

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

**SECTION 3. DEFINITIONS**

- 3.1 “Professor Emeritus” means a person retired from professional life as a full-time faculty member but permitted to retain the rank of the last office held as an honorary title.

**SECTION 4. POLICY**

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

4.5 Professor Emeritus status shall confer the following rights:

- 4.5.1 Southern identification card shall be provided to professor emeriti upon request.
- 4.5.2 Invitation to college events.
- 4.5.3 Maintenance of a Southern faculty e-mail account, if desired by professor emeriti.
- 4.5.4 Full access to library facilities.
- 4.5.5 A listing of this status in Southern's Catalog.
- 4.5.6 Will be invited to attend Board of Governor's meetings, to join former colleagues during general sessions attended by all employees on Governance Day, and to join the college community for lunch at governance day meetings.
- 4.5.7 Professor Emeritus faculty who are rehired as part-time faculty shall receive a rate of pay that is 10% above normal adjunct faculty pay rates.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 None.

**SECTION 6. GENERAL PROVISIONS**

- 6.1 None.

**SECTION 7. RESPONSIBILITIES**

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

**SECTION 8. CANCELLATION**

- 8.1 None.

**SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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**Board of Governors Chair** **Date**

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**President** **Date**

**Attachments:** SCP-2901.A, *Professor Emeritus Nomination Form*

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

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



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2901.A, Professor Emeritus Nomination Form**

**SECTION 1.**

Name of Candidate: \_\_\_\_\_

Please provide evidence of long, merited, and inspirational service to students, faculty, and institution of Southern West Virginia Community and Technical College. (use more pages if needed)

This is to certify I nominate this candidate for professor emeritus status at Southern West Virginia Community and Technical College. The enclosed date and any submitted documents may be used for purposes of professional evaluation by reviewing bodies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date