



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 17, 2026
6:00 p.m.
100 College Drive, Building C, Room 428
Logan, West Virginia, and Zoom**

To Join Zoom Meeting:

<https://zoom.us/j/91455287423?pwd=otWjX7vZb2BnW6NyPUE6Rot8aaXEJm.1>

Meeting ID: 914 5528 7423

Passcode: 852006

Dial In: 1 305 224 1968

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. Development Office Annual Report Mr. Stacy Dingess, Chief External Affairs Officer
3. Faculty Senate Annual Report 3
Mr. Matt Mayo, Faculty Senate Chair
4. Finance Report 25
 - 4.1 Approval of Tuition and Fees Increase 27
Ms. Velva Pennington Chief Financial Officer
5. President's Report Interim President Dennison
6. Action Items Chair Porter
 - 6.1 *Approval of December 16, 2025, Board Meeting Minutes 29
 - 6.2 * Request for Final Approval Following 30 Day Comment PeriodMs. Debbie Dingess,
Chief Human Resources Officer
 - 6.2.1 SCP-1375, *Reports of Accidents or Incidents and Clery Act Reporting, and*
SCP-1375.A, Clery Report Form,
SCP-1375.B, Accident/Incident Report Form,
SCP-1375.C, Monthly Report of Accidents/Incidents..... 34
 - 6.2.2 SCP-4800, *Service Animals on Campus 48*
 - 6.2.3 SCP-8601, *Presidential Succession Plan 54*

7.1 Possible lease and contracts discussion under WV Code §6-9A-4(b)(9)

8. Informational Items..... Chair Porter

8.1 The next regular Board of Governors meeting will be held April 21, 2026,
at 6:00 p.m.

9. AdjournmentChair Porter

*Denotes an item requiring action/Approval.

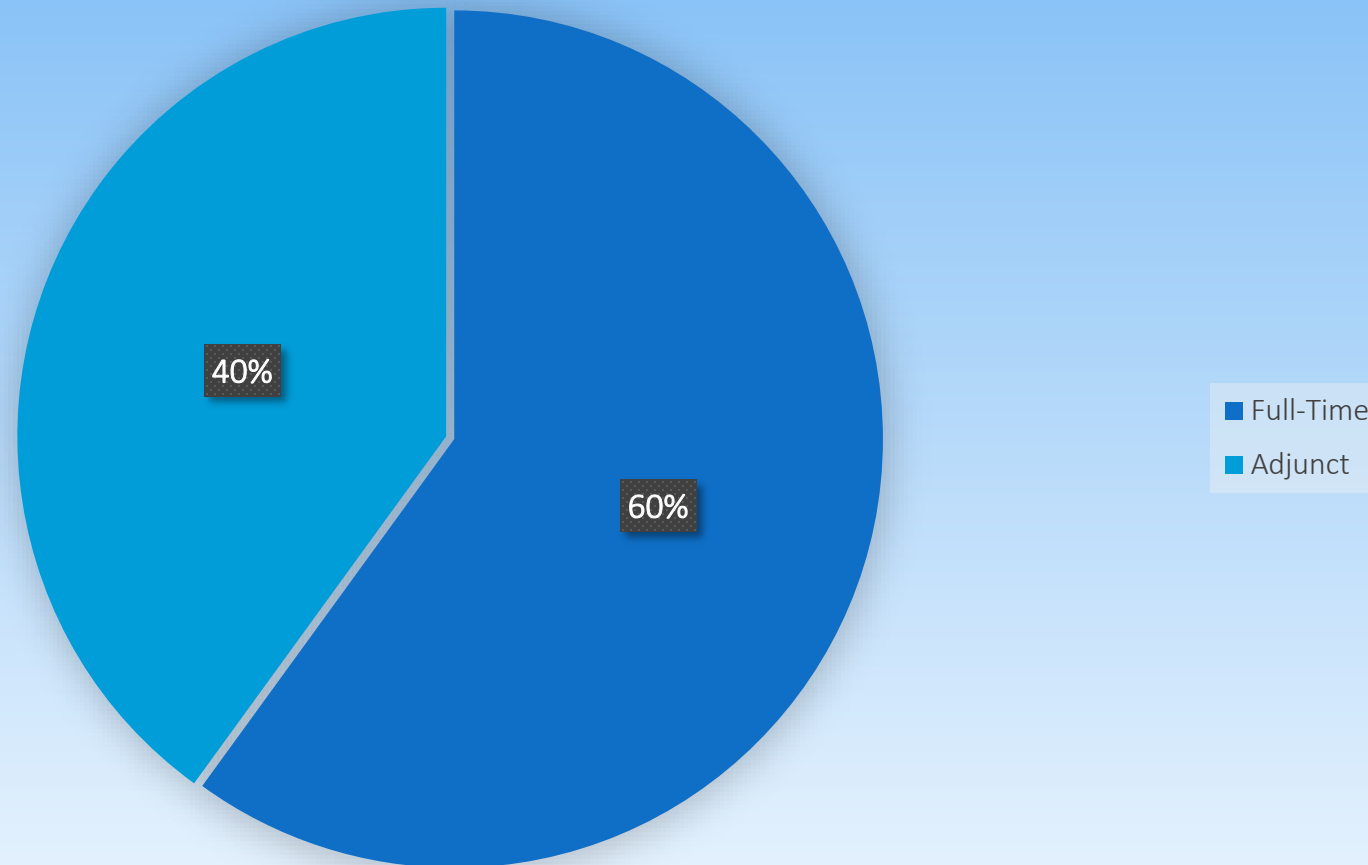
**Upon return to Open Meeting from any Executive Session, the Board of Governors may take action on items discussed.

Faculty Senate

PRESENTATION TO THE BOARD OF GOVERNORS

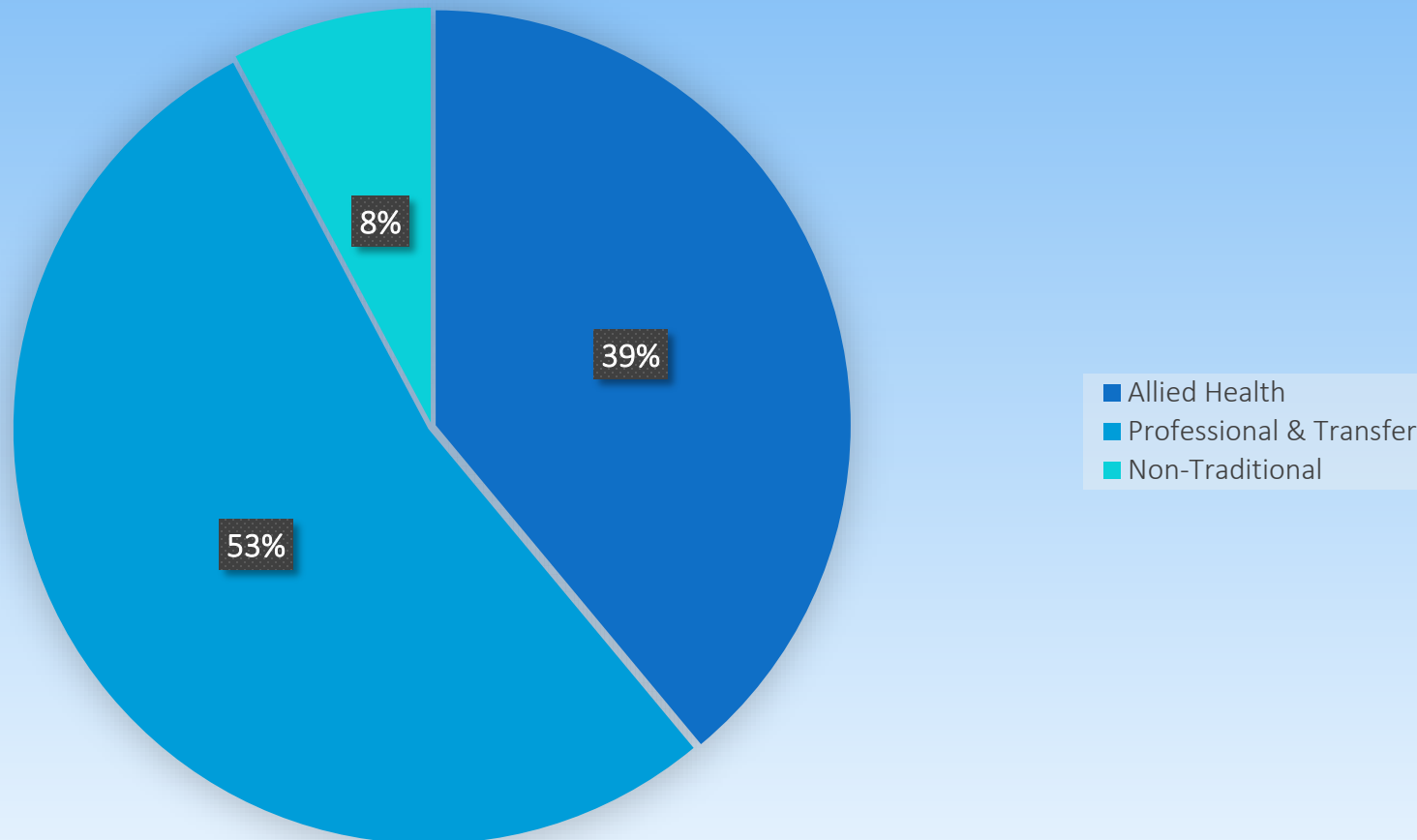


FACULTY ASSEMBLY AT-A-GLANCE



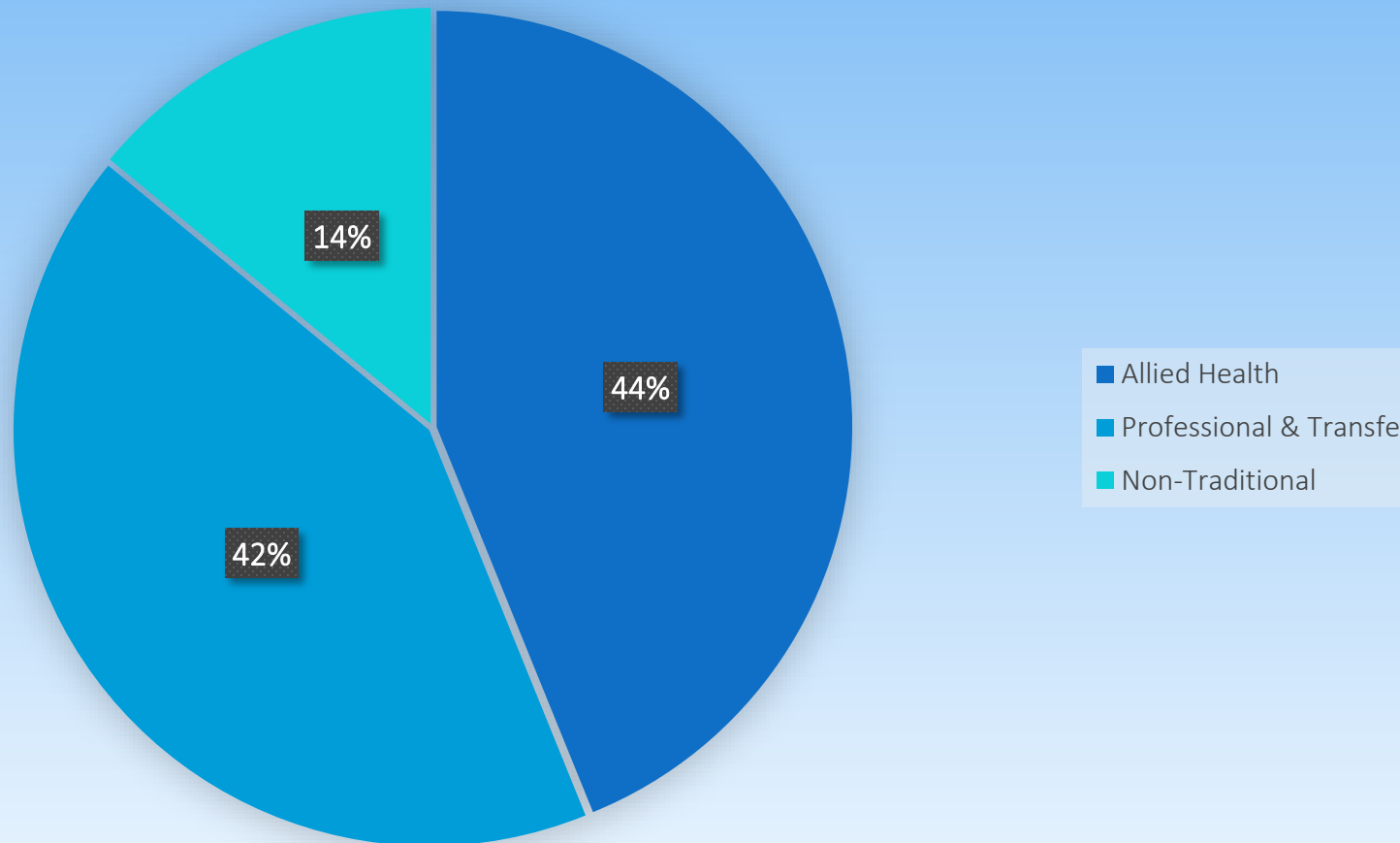
FACULTY ASSEMBLY AT-A-GLANCE

Full-Time and Adjuncts by Division



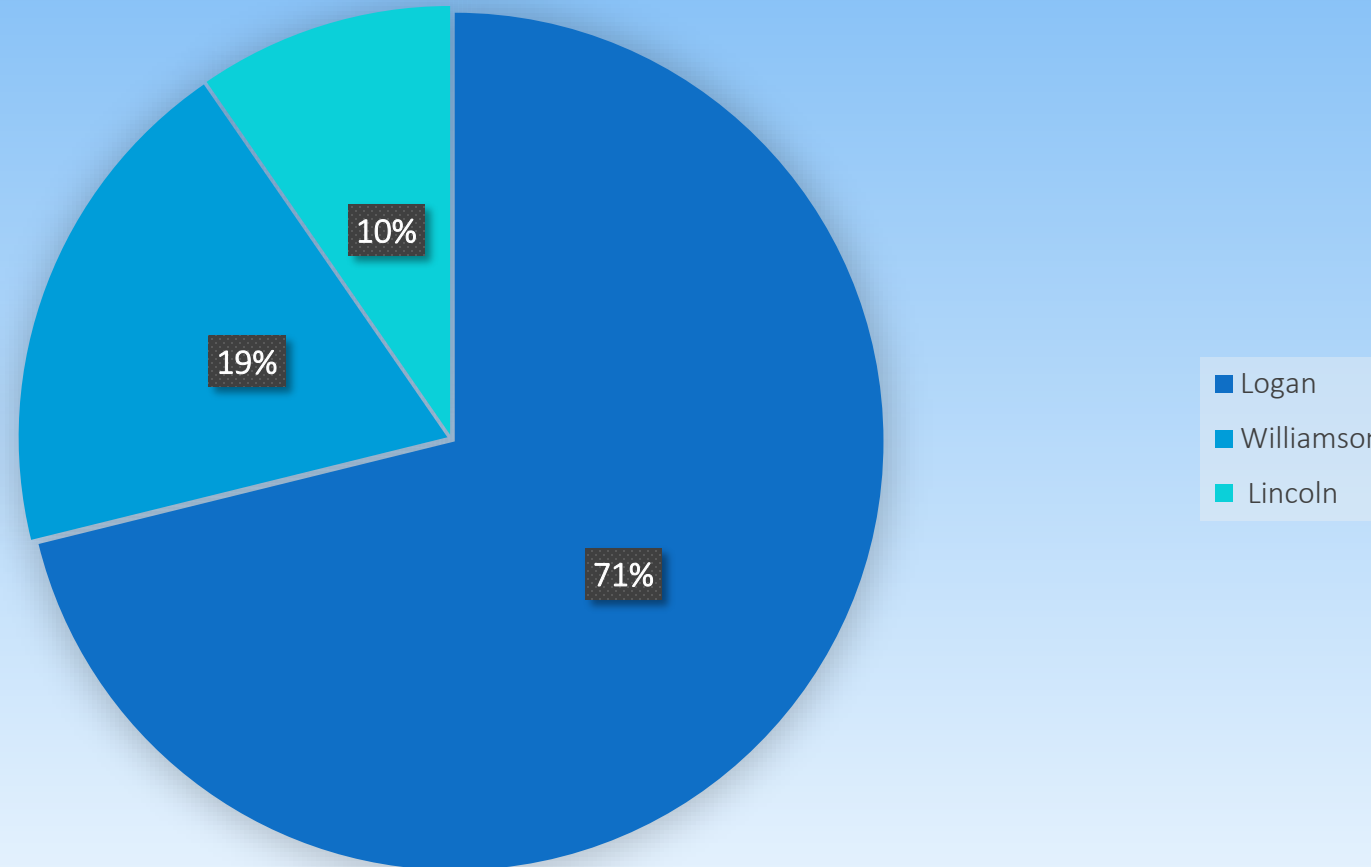
FACULTY ASSEMBLY AT-A-GLANCE

Full-time Faculty



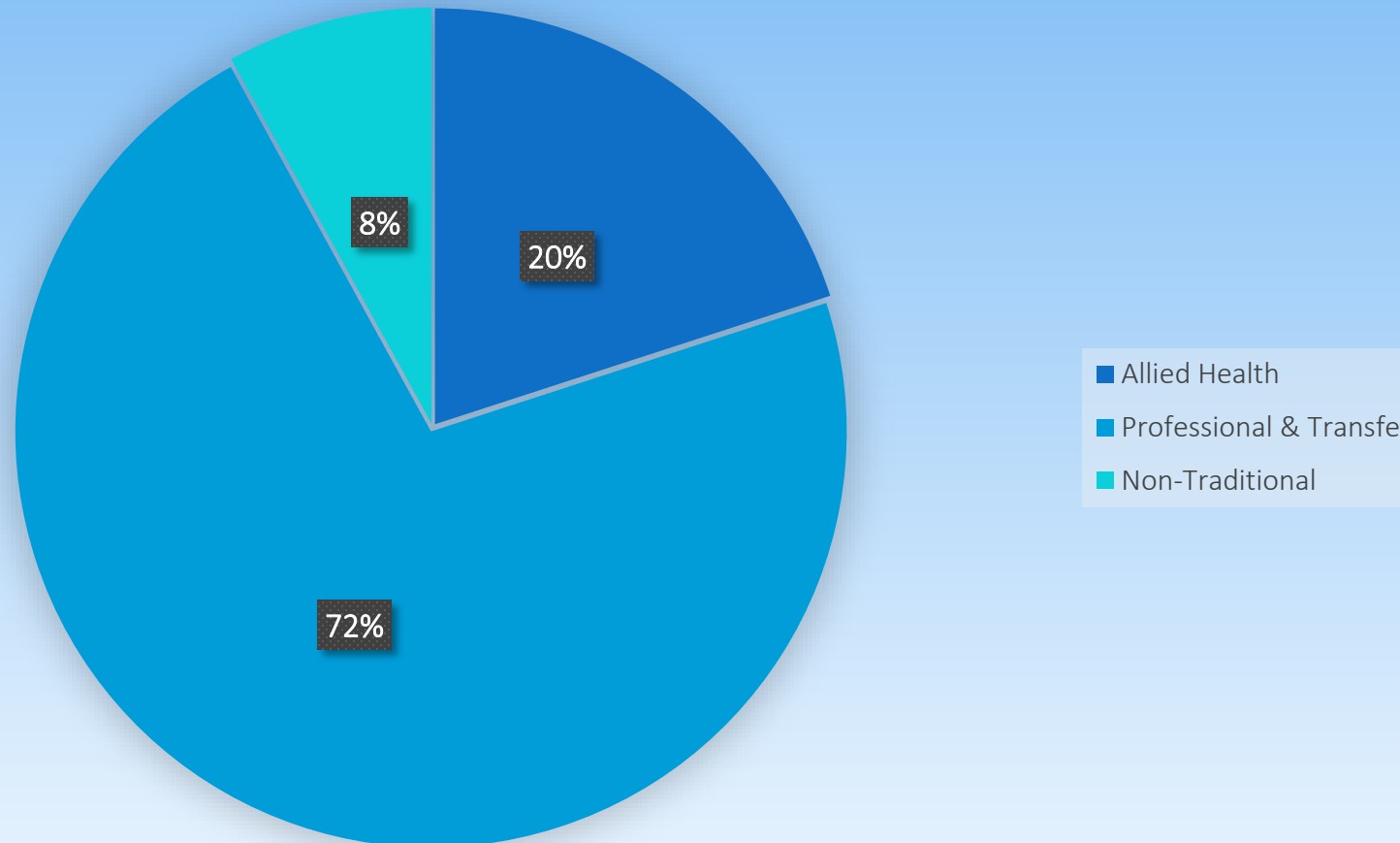
FACULTY ASSEMBLY AT-A-GLANCE

Full-time Faculty



FACULTY ASSEMBLY AT-A-GLANCE

Adjuncts



ABOUT THE FACULTY SENATE

The Faculty Senate of Southern West Virginia Community and Technical College serves as the voice of the faculty and exercises the authority of the faculty in college affairs.

The Senate strives to represent the views of the faculty on such issues as academic standards, faculty status and grievance, and all affairs deemed of special interest to the faculty.

ABOUT THE FACULTY SENATE

Board of Governors Representative – Elected by the full-time faculty assembly to serve a 2-year term. Is a voting member of both Board of Governors and the Faculty Senate. Provides faculty input to the Board and relays back to Faculty Senate items of importance from the Board. Elected by full-time faculty; in accordance to West Virginia state code, cannot serve more than eight years.

Advisory Council of Faculty (ACF) – Elected by the full-time faculty assembly to serve a 2-year term. Is a voting member of both the Faculty Senate and ACF.

ABOUT THE FACULTY SENATE

Faculty voted and approved a Constitutional change in regards to the makeup starting the 2024-2025 Academic Year.

3 members are based on the campus location assigned. Each campus elects one senator. Each member serves a 2-year term.

5 members are based on the departmental groupings. Each member serves a 2-year term.

ABOUT THE FACULTY SENATE

Faculty voted and approved a Constitutional change in regards to the makeup starting the 2024-2025 Academic Year. The Senate is made up of 10 members of the full-time faculty assembly elected by their peers.

Logan
1 Senators

Williamson
1 Senators

Lincoln
1 Senator

Allied Heath
1 Senator

Nursing
1 Senator

Arts &
Humanities
1 Senator

Math &
Sciences
1 Senator

Professional &
Technical
1 Senator

Board of
Governors
1 Senator

ACF
1 Senator

ABOUT THE FACULTY SENATE

The Advisory Council of Faculty (ACF) was established by West Virginia Code §18B-6-2, as an advisory body of Higher Education faculty:

- to serve as a resource to the legislature and advise the legislature on Higher Education;
- to provide advice to the Higher Education Policy Commission and the Council for Community and Technical College Education in the development of policies and matters pertaining to Higher Education;
- to report to and advise local boards of governors and faculty constituents on issues pertaining to Higher Education;
- and to provide a voice for 4,189 full-time and 1,961 part-time HEPC faculty and 558 full-time and 1,082 part-time CTCS faculty.

CURRENT FACULTY SENATORS

Matthew Mayo, Chair

Adam Banks, Vice Chair

Sharon Davis

Cynthia Lowes

Gina Lester

William Alderman, ACF Rep.

Liza Jackson

Cameron Woolum

Maudie Orraca-Tetteh, BOG Rep.

Larry D'Angelo

PURPOSE OF THE FACULTY SENATE

The Faculty Senate serves to recommend general policies to the administration, President, and Board of Governors of Southern relative to, but not limited to, the following:

- Standards for admission, selection, and retention of students
- Requirements for granting of degrees
- General Education curriculum requirements
- Matters of concern to students and/or faculty members as provided for in established or newly developed policies
- Addition and deletion of all courses and/or programs
- The academic calendar and scheduling of classes

PURPOSE OF THE FACULTY SENATE

The Faculty Senate serves to recommend general policies to the administration, President, and Board of Governors of Southern relative to, but not limited to, the following:

- Equipment and physical facilities
- The organizational structure of the College with reference to academic matters
- Issues concerning faculty members including standards of conduct and appointment, academic freedom, promotion/tenure, salary, nature and work conditions, and faculty welfare
- Candidates for honorary degrees and certificates
- Addition and deletion of all courses and/or programs
- Rules and regulations implementing any educational policy and/or program

2025-2026 SENATE UPDATES

- Adam Banks (Vice Chair) is currently working on revising the Faculty Handbook.
- Course Feedback Survey updated by Faculty and Senators (Dr. Lauren Bates, Adam Banks, Sharon Davis, Cyndee Lowes).
- Looking at Faculty Evals by request of Dean Chris Ward.
- Updated Syllabi Template by Distance Ed Committee for Brightspace and convenience purposes.
- In Assessment, faculty are continuing to work towards improving overall exposure.
- Promotion & Tenure packets sent to CAO per policy.

FACULTY ACCOLADES

- Dr. Charles Keeney has a new article based on the most recent Study Abroad trip to be published in *West Virginia History: A Journal of Regional Studies*, “Scars of Scotland: Historic Preservation in the Scottish Highlands and Lessons for West Virginia,” Spring 2026 Edition;
- Will be featured in an upcoming PBS documentary, *Always Free: Mountaineers in the American Revolution*, with a premier on West Virginia Day;
- Will be featured in the forthcoming historical documentary, *Tinti: When We Almost Lost Puerto Rico*, June 2026;
- and was featured in the WSAZ documentary *The Legacy of Blair Mountain*, which debuted last September.

FACULTY ACCOLADES

Several faculty are a part of State and National Organizations, with some representing leadership positions.

- Christy Spry - Board of Directors for WV American Society of Clinical Laboratory Science (ASCLS)
- Tehseen Irfan - WV Humanities Counsel
- Chris Ward – WVMATYC, AMATYC, & Great Teachers of WV Seminar

FACULTY ACCOLADES

- Nathan Freeman, Dr. Charles Keeney, and Lillie Teeters were key presenters at a state-wide Teams meeting discussing faculty-led Study Abroad programs at community colleges in West Virginia. Southern was the first community college in the state to take students overseas for such a trip.
- They are planning on another trip in May 2027 that will go to Italy and Greece.

FACULTY ACCOLADES

- Kevin Dingess and I, Matthew Mayo, will be co-presenting at the Appalachian Studies Association Conference at Marshall University this March.
- The round-table discussion will cover how we both implemented Appalachian culture, history, folklore, and/or research into our respective courses and subject matters, along with readings, lectures, assignments, etc.

FACULTY ACCOLADES

- Various instructors and professors from multiple disciplines are currently working on establishing OER resources for their respective subject matters and courses.
- These resources would assist in various textbook costs for students.

FACULTY ACCOLADES

- Liza Jackson and Lillie Teeters were facilitators for Southern's Great Teachers Seminar held at our professional development days before the start of the spring semester.

FACULTY ACCOLADES

- Meloney McRobert's program achieved a 100% pass rate on the National Verification Exam for the sixth consecutive year;
- Successfully completed a site visit from ARC/STSA, which resulted in a ten-year accreditation with CAAHDP;
- One of nine people reappointed to the National Education and Professional Standard for the association of surgical Technology;
- Attended the National AST Educators Conference in Orlando, where she presented at the Leadership Symposium;
- Featured in the December Edition of the National Surgical Technology Journal;"
- and was elected as a delegate to represent the state of West Virginia AST at the National Conference in May.

**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 are currently in the third quarter of the fiscal year and have expended 46% of our operating budget. The college's daily operating cost is \$37,085.86. Compared to this time last year, operating expenses have been reduced by approximately \$20,000. The college currently has 365 days of operational cash on hand.

To date, we have collected \$2,490,792 in tuition and fees, representing 50% of the annual tuition and fees budget. This figure is lower than expected, as tuition revenue for the spring semester has not yet been collected.

Southern WV Community & Technical College
Operating Budget Cash Analysis
2nd QTR 2026

	FY 2026 BUDGET	FY 2026 ACTUAL YTD	Comparison %	FY 2025 BUDGET	FY 2025 ACTUAL 2nd QTR	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$4,952,388	\$2,490,792	50%	\$4,697,793	2,494,763	53%
Capital Fees	301,469	124,955	41%	340,000	117,500	35%
Workforce Revenue	300,000	56,899	19%	400,000	210,656	53%
Auxiliary Enterprises	30,000	5,486	18%	30,000	41,117	137%
Other Operating Revenue	50,000	73,695	147%	50,000	1,171,605	2343%
State Appropriations	9,459,029	4,150,378	44%	9,217,907	4,007,015	43%
Investment Income	400,000	239,700	60%	400,000	208,442	52%
Other Nonoperating revenues	-		0%	-		0%
TOTAL REVENUES	\$15,492,886	\$7,141,905	46%	\$15,135,700	\$8,251,099	55%

TOTAL EXPENSES:						
Salaries and Wages	\$9,691,843	\$4,390,653	45%	\$9,686,089	4,751,739	49%
Benefits	2,935,220	1,318,318	45%	2,738,458	1,367,377	50%
Utilities	852,148	320,399	38%	872,280	351,502	40%
Supplies and Other Services	2,013,675	1,165,286	58%	1,838,873	1,606,107	87%
TOTAL OPERATING EXPENSES	\$15,492,886	\$7,194,656	46%	\$15,135,700	\$8,076,725	53%

Net Change in Cash	\$0	(\$52,751)	\$0	\$174,374
Cash Beginning Balance	13,579,740	13,579,740	12,714,524	12,714,524
Ending Cash Balance	13,579,740	13,526,988	12,714,524	12,888,898

Summary	
Beginning Cash Balance	\$13,579,740
Revenues	\$7,141,905
Expenses	(\$7,194,656)
Ending Cash Balance	\$13,526,988

Operational Cash on Hand Days	
2026 Operational Expenses	\$7,194,656
Days/yr	194
Operational expenses per day	\$37,085.86
2026 Cash on Deposit	\$13,526,988
Total Operational Cash sustainability	365



Fiscal Year 2027

Tuition and Fees Request

Title 135, Series 32 of the West Virginia Legislative Rules governs the approval of tuition and fees. Local governing boards must approve the tuition and fee schedule. Local governing boards may approve a 10% increase in tuition and fees without CTCS approval. Any fee increases with a three-year rolling average over 7% must be approved by the CTCS.

Local governing boards must also approve special fees. The CTCS reviews the special fees, but their approval is not required.

Plan for FY2027

For fiscal year 2027, we are asking the Board of Governors to approve a 9.69%. This will bring our per-credit-hour rate to \$215, for a tuition rate of \$2,580 per semester. This increase will allow us to increase our unrestricted operational revenue. We believe this increase will keep us in line with inflationary increases and provide us with adequate operating revenue while maintaining a low-cost college option in our service area. This increase will keep us below the 7% three-year rolling average and bring our 3-year rolling average increase to 6.92%.

Special Fees

For FY2027, we would like approval of the attached course fees. Most of these are a one-time charge to the student or a per-semester charge. The benefit of incorporating these fees into our fee schedule is that they will be pass-through fees, allowing students' financial aid to cover the cost. Currently the students are paying these fees out of pocket.

Program Fee	Course	Amount	Fee Type	
Paramedic Science Uniform/Background Check/Drug Screen	EM 117	235.00	Flat	New
Paramedic Science Course Fee -- Course EM 117	EM 117	440.00	Flat	New
Paramedic Science Course Fee -- Course EM 119	EM 119	110.00	Flat	New
Paramedic Science Course Fee -- Course EM 216	EM 216	35.00	Flat	New
Nursing Uniform/Background Check/Drug Screen/Skills Pack Course Fee -- Course NU 134	NU 134	747.00	Flat	New
Nursing Course Fee -- Course NU 245	NU 245	325.00	Flat	New
Nursing ATI Testing Fee -- Course NU 134	NU 134	530.00	Flat	New
Nursing ATI Testing Fee -- Course NU 144	NU 144	530.00	Flat	New
Nursing ATI Testing Fee -- Course NU 234	NU 234	530.00	Flat	New
Nursing ATI Testing Fee -- Course NU 244	NU 244	530.00	Flat	New
Radiology Course Fee -- Course RA 100	RA 100	200.00	Flat	New
Radiology Course Fee -- Course RA 110	RA 110	790.00	Flat	New
Radiology Course Fee -- Course RA 208	RA 208	110.00	Flat	New
Radiology Course Fee -- Course RA 225	RA 225	445.00	Flat	New
Respiratory Care Uniform/Background Check/Drug Screen Course Fee -- RC 101	RC 101	350.00	Flat	New
Respiratory Care Course Fee -- Course RC 104 - Classmate LR Subscription	RC 104	120.00	Flat	New
Respiratory Care Course Fee -- Course RC 120 - Trajcsys	RC 120	150.00	Flat	New
Respiratory Care Course Fee -- Course RC 232	RC 232	975.00	Flat	New
Surgical Technology Uniform/Background Check/Drug Screen -- Course SG 100	SG 100	350.00	Flat	New
Surgical Technology Course Fee -- Course SG 100 - Trajcsys	SG 100	205.00	Flat	New
Surgical Technology Course Fee -- Course SG 230	SG 230	275.00	Flat	New
MLT Uniforms/Background Check/Drug Screening -- Course ML 101	ML 101	250.00	Flat	New
Medical Laboratory Technology Course Fee -- Course 205	ML 205	305.00	Flat	New
Medical Laboratory Technology Trajcsys Course Fee -- Course ML 210	ML 210	200.00	Flat	New
Cosmetology Uniform Course Fee -- Course SM 100	SM 100	355.00	Flat	New
Cosmetology Course Fee Skills Kits -- Course SM 105	SM 105	298.72	Flat	New
Cosmetology Course Fee Skills Kits -- Course SM 110	SM 110	380.00	Flat	New
Cosmetology Course Fee Skills Kits -- Course SM 205	SM 205	472.19	Flat	New
Cosmetology Course Fee -- Course SM 105	SM 105	225.00	Flat	New
Cosmetology Course Fee -- Course SM 110	SM 110	200.00	Flat	New
Cosmetology Course Fee -- Course SM 210	SM 210	200.00	Flat	New
Nursing Program Fee - Major Nursing AAS		75.00	Per Credit	Existing Program Fees
Career/Technical Program Fee		30.00	Per Credit	Existing Program Fees
Welding Program Fee - Major Weld AAS		80.00	Per Credit	Existing Program Fees
Art & Science Program Fee -- Majors AA & AS		10.00	Per Credit	Existing Program Fees
Surgical Technology Program Fee -- Surgical Technology AAS		55.00	Per Credit	Originally Part of the Allied Health Program Fee. Charging same as the previous Allied Health Program Fee
Medical Laboratory Technology Program Fee -- Major Medical Laboratory Technology AAS		55.00	Per Credit	
Paramedic Science Program Fee -- Major Paramedic Science AAS		55.00	Per Credit	
Respiratory Care Technology Program Fee -- Major Respiratory Care Technology AAS		55.00	Per Credit	
Salon Management/Cosmetology Program Fee -- Major Salon Management/Cosmetology AAS		55.00	Per Credit	
Radiologic Technology Program Fee -- Major Radiologic Technology AAS		55.00	Per Credit	
Healthcare Professional Program Fee -- Major Healthcare Professional Administration AAS		55.00	Per Credit	
Healthcare Professional Program Fee -- Major Healthcare Professional Management AAS		55.00	Per Credit	
Healthcare Professional Program Fee -- Major Healthcare Professional Phlebotomy AAS		55.00	Per Credit	
Health Care Technology Program Fee -- Major Medical Lab Assist Option		55.00	Per Credit	
Central Sterile Supply Technology Program Fee -- Major Central Sterile Supply Technology		55.00	Per Credit	
Medical Coding Specialist		55.00	Per Credit	



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

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, Maudie Orraca-Tetteh

Also Attending: Interim President, Dr. Corley Dennison, Jennifer Dove, Recorder, Velva Pennington, Chief Finance Officer, 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. Presentation and Acceptance of FY 2025 Financial Audit Presentation

2.1 Independent Auditor's Report

Ms. Kelly Shafer presented the Independent Auditor's Report and highlighted the following to the Board:

- Two documents are issued at the end of audit: Audited Financial Statements and The Report to Board of Governors.
- Ms. Shafer shared what is included in the financial statements. Statements are managements' financial statements, but two reports are issued on the financial statements. The first one is the Independent Auditor's report on the financial statements where the college received an unmodified opinion. This is the best opinion the institution could receive.
- The second report is the Auditor's report which stated there were no internal control or compliance issues identified during the audit. This is a very positive report for the college.
- Condensed Schedule of Net Position showed total assets June 30, 2025, at \$40 million, down slightly from 2024 but consistent. The College saw increases in cash balances during the year which were offset by decreases in capital assets with the closing of the Boone campus and sale of the Wyoming building.
- Liabilities were \$3.9 million dollars which was a slight increase compared to 2024.

- The new accounting standard GASB 101 was adopted at all government entities that deals with the college's compensated absences. Under this standard the college had to, for the first time, record liability for sick leave that is anticipated to be paid out. Previously, it was just annual leave that was recorded. This implementation resulted in an increase of approximately \$300,000.00 in compensated absences for the year.
- Net Position for the year was \$36 million dollars.
- Condensed Schedules of Revenues, Expenses, and Changes in Net Position, or income statement, showed operating revenues for the year were \$7.6 million with operating expenses at \$22 million dollars. Operating revenue increased mainly due to Federal and State grant funding. Operating expenses increased during the year. The majority of the increase in expenses was in student financial aid expenses. Which is the other side of the increase in the federal and state grant funding. Increases in benefits were due to rising PEIA rates.
- Non-operating revenues were \$13 million which was a decrease of approximately \$750,000.00 compared to 2024.
- Ms. Shafer noted that with the disposal of Wyoming and Boone campuses the college recorded a loss of \$800,000.00 during the year on disposal of assets. That is the difference between the two years in non-operating revenues.
- Payments on behalf of the college were \$712,000.00 resulting in an overall reduction in net position of \$761,000.00.
- The report to the Board of Governors includes required communications at the end of the audit. The report covered the adoption of GASB 101, no difficulties during audit, no disagreements with management, no outside consultations or other findings to report. There were a few audit adjustments included in the report. Comments were repeated items which are suggestions for improvements to policies and procedures.
- Hopeful that management will have a draft of the procedure for OASIS related to IT by the end of the year.
- Noted no issues with accounting estimates.
- Shared Total asset growth where Southern has held steady around \$40 million dollars.
- Unrestricted Net Position has increased 10% over the past 5 years including an increase from 2024 to 2025.

MOTION: Scotty Dingess made a motion to approve the FY 2025 Financial Audit

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

3. Finance Report

Ms. Velva Pennington presented the Finance update to the Board. By the end of November Southern collected \$2,410,070 in tuition and fee revenues which represents approximately 49% of the 2026 tuition and fee budget. Not all areas were where she would like but is hopeful to see improvement by the next quarter. Southern has 462 operational cash on hand and it currently costs the college \$30,381.70 per day to operate.

4. President's Report

Interim President Dennison provided the following update:

- HLC visit went well and no sanctions are expected. It is possible that Southern could have an embedded report for the 2027 visit. Dr. Dennison thanked those who worked on the report. Work for the 2027 10 year renewal visit has begun.
- Southern received a grant from the WV Higher Education Policy Commission (WVHEPC) for our Emergency Medical Services program for approximately \$350,000.00. The state realizes that there is a potential to lose many EMT's to retirement, this would help Southern to be able to recruit students to help fill those positions. Southern would use the money to buy an ambulance and outfit it with simulators. Southern will also take the ambulance to high schools in our service area to help recruit.
- Southern received \$25,000.00 from WVHEPC for and Open Educational Resources Grant (OER). OER is where students get their materials online and do not have to buy a physical textbook. WVHEPC has executed this program for several years saving students across the state over \$10 million dollars in textbook costs.
- 60+60 Transfer bill will change all our general education programs. This bill requires that all community colleges have the exact same general education programs with the same number of hours, same classes, and the same course numbering. This will be a tremendous undertaking. Dr. Johnson took a team to the first state meeting in November, and they will continue to work on this initiative to completion.
- Working with CircleIN Foundation, who has received a large grant from the National Science Foundation to help with Artificial Intelligence tutoring. Southern will use this program for math and science tutoring for our high school students and our freshmen. For \$3,500.00 Southern will receive 1,000 "seats" for students to use this program. Will review pass rates and retention rates after the pilot to determine the program's effectiveness. This program also offers professional development and training opportunities to the instructors.
- Holiday reception went well with 80 in attendance. Dr. Dennison was pleased with the reception and thought it was a nice way to conclude the semester.

5. Action Items:

5.1 Approval of October 28, 2025, Board Meeting Minutes

MOTION: Scotty Dingess made a motion to approve October 28, 2025, Board meeting minutes with corrections.

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

5.2 Request for Final Approval Following 30-day Comment Period

5.2.1. SCP-1160, *Equal Opportunity and Nondiscrimination Philosophy*

MOTION: Katie Endicott made a motion to adopt the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1160, *Equal Opportunity and Nondiscrimination Philosophy*.

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

5.2.2 SCP-3670, *Public School Service Program* and SCP-3670.A, *Public School Services Form*

MOTION: Katie Endicott made a motion to adopt the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-3670, *Public School Service Program*; and SCP-3670.A, *Public School Service Form*.

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

5.3 Request for Final Approval Following Second Additional 30-Day Comment Period

9.5.1 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 final approval of SCP-1200, *Social Media Policy*

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

5.4 Request for Approval to Release Policies for 30-Day Comment Period

**9.4.1 SCP-1375, *Reports of Accidents or Incidents and Clery Act Reporting and*
SCP-1375.A, *Clery Report Form*
SCP-1375.B, *Accident/Incident Report Form*
SCP-1375.C, *Monthly Report of Accident/Incidents***

5.4.2 SCP-4800, *Service Animals on Campus*

5.4.3 SCP-8601, *Presidential Succession Plan*

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-1375, *Reports of Accidents or Incidents and Clery Act Reporting*; SCP-1375.A, *Clery*

*Report Form; SCP-1375.B, Accident/Incident Report Form; and SCP-1375.C, Monthly Report of Accidents/ Incidents,*³³
SCP-4800, *Service Animal on Campus* , and SCP-8601
Presidential Succession Plan, to Southern's constituents
and the Chancellor for Community and Technical College
Education for the required 30-day public comment period.

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

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

6.1 Possible lease and contracts discussion under WV Code § 6-9A-4(2)(E)

Chair Porter invited a motion for the Board to enter Executive Session. Katie Endicott moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4 to discuss possible lease and contracts discussion under WV Code § 6-9A-4(2)(E). 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 6:25 p.m. Following deliberations, David Gresham moved that the Board rise from Executive Session and reconvened 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.

7. Informational Items

7.1 The next regular Board of Governors meeting will be held February 17, 2025, at 6:00 p.m.

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
MEETING OF FEBRUARY 17, 2026**

ITEM: SCP-1375, *Reports of Accidents or Incidents and Clery Act Reporting*, SCP-1375.A, *Clery Report Form*, SCP-1375.B, *Accident/Incident Report Form*, SCP-1375.C, *Monthly Report of Accidents/Incidents*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1375, *Reports of Accidents or Incidents and Clery Act Reporting*, SCP-1375.A, *Clery Report Form*, SCP-1375.B, *Accident/Incident Report Form*, and SCP-1375.C, *Monthly Report of Accidents/Incidents*.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

At its meeting on December 16, 2025, the Southern West Virginia Community and Technical College Board of Governors approved the advancement of SCP-1375, *Reports of Accidents or Incidents and Clery Act Reporting*, SCP-1375.A, *Clery Report Form*, SCP-1375.B, *Accident/Incident Report Form*, and SCP-1375.C, *Monthly Report of Accidents/Incidents*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The comment period ended on January 15, 2026. 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-1375, *Reports of Accidents or Incidents and Clery Act Reporting*, SCP-1375.A, *Clery Report Form*, SCP-1375.B, *Accident/Incident Report Form*, and SCP-1375.C, *Monthly Report of Accidents/Incidents*, following the required 30-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL
COLLEGE BOARD OF GOVERNORS
SCP-1375**

SUBJECT: Reports of Accidents or Incidents and Clery Act Reporting

REFERENCE: The West Virginia Workers' Compensation Act, W. Va. Code § 23-1-1, et seq.; the West Virginia Occupational Safety and Health Act, W. Va. Code § 21-3A-1, et seq. and its implementing legislative rule, 42 C.S.R. 15; and the federal Clery Act, 20 USC § 1092(f)

ORIGINATION: January 28, 1991

EFFECTIVE: February 17, 2026

REVIEWED: November 7, 2025

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish a procedure for reporting accidents or incidents occurring on any college campus or off-campus location of Southern West Virginia Community and Technical College resulting in personal injury or illness or property damage for record keeping and accident investigation purposes and crime reporting for the purposes of the Clery Act. Accident investigations are necessary to identify causation and to help identify deficiencies in the environment and implement any necessary corrective actions.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all operational units of Southern West Virginia Community and Technical College ("College").

SECTION 3. DEFINITIONS

- 3.1 Accident – An unforeseen, unplanned event or circumstance resulting in personal injury and/or property damage.
- 3.2 Incident – A situation where an employee becomes aware of a potential workplace hazard or where an accident occurs without injury or property damage or any other situation where remedial action might prevent future accidents, personal injury, or property damage.
- 3.3 Clery Act Crimes – Crimes designated as reportable by the federal Clery Act. *Please see*, Section 7 below for additional definitions and detailed requirements regarding Clery Act reporting.

SECTION 4. POLICY

- 4.1 Security and safety at Southern West Virginia Community and Technical College are everyone's responsibility. The College will monitor security and safety measures to ensure that all employees and visitors are in a safe environment. College management will update processes as required to ensure maximum protection within available resources.

- 4.2 The College is committed to maintaining a safe and secure environment for its faculty, staff, students, and visitors. The College has established requirements in this policy to assist in complying with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998” (commonly referred to as the “Clery Act”).
- 4.3 To maintain a safe and secure environment for its employees, students, and visitors and as a recipient of federal financial aid, the College will comply with the provisions of the Clery Act. The Clery Act requires the College to report specified crime statistics on and near its campuses and to provide other safety and crime information to the campus community.
- 4.4 Interpretation of the Clery Act is regularly refined by guidance from the U.S. Department of Education. Therefore, this policy provides guidance to maximize the College’s efforts to comply with the Clery Act. When, in the judgment of the Clery Act Compliance Coordinator (the Chief Facilities Management Officer (CFMO)), the College is required to deviate from this policy to satisfy new guidance, the Coordinator is empowered, with the approval of the President or the President’s designee, to issue a modified draft policy for the College to follow pending approval of revisions to this policy.
- 4.5 Individuals submitting reports in accordance with this policy are required to follow all other reporting procedures set forth in other College policies, employee handbooks, and/or student handbooks.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 The administration of Southern West Virginia Community and Technical College is aware of the need for, and continually strives to provide a safe and secure environment for, its employees, students, and property. This requires the cooperation of all employees in accurately reporting all accidents and incidents. The timeliness of reporting this information is essential to meaningful investigations and maximum recovery of damaged, lost, or stolen property.

SECTION 6. GENERAL PROVISIONS – REPORTING AND INVESTIGATING ACCIDENTS AND INCIDENTS

- 6.1 The first step after any accident is to immediately obtain medical assistance for injured parties. It is the responsibility of all members of the College community to take appropriate action to help ensure a safe and healthy environment. In addition to calling 911, if emergency assistance is needed, contact the Chief Facilities Management Officer (CFMO) or designee. Examples of accidents that must be reported include, but are not limited to:
 - 6.1.1 Any injury to a College employee;
 - 6.1.2 Any injury to a guest or other visitor to the campus;
 - 6.1.3 Any injury to a student, including but not limited to injuries occurring in a lab, workshop, classroom, or otherwise on campus;
 - 6.1.4 Any motor vehicle accident on or off campus resulting in personal injury or property damage and involving College personnel or students participating in a College activity and/or operating College vehicles; and

- 6.1.5 Any other instance of property damage or the theft or disappearance of College property.
- 6.2 The CFMO or designee will investigate all reported accidents and incidents to determine what occurred, what witnesses there were to the occurrence, and if any action is required to remediate an unsafe condition on the campus. While the CFMO will monitor all work-related accidents or incidents, all College supervisors and managers are responsible for seeing that the College's policies and procedures are followed.
- 6.3 An employee (unless incapacitated, in which case a person with knowledge of the event) must report to the employee's immediate supervisor, the CFMO, and Human Resources immediately any work-related accident that results in employee injury. The injured employee or the person with knowledge of the event must submit a completed accident report form to the injured employee's immediate supervisor, the CFMO and Human Resources immediately. Human Resources may assist the injured employee in filing a claim for Workers' Compensation.
 - 6.3.1 For medical treatment other than an emergency, the injured employee may seek treatment with a physician of his or her choice. The injured employee must notify his or her immediate supervisor and Human Resources of the identity of the treating physician so that arrangements can be made regarding a return-to-work plan.
 - 6.3.2 Should the injured employee's treating physician restrict the employee from regular duty because of an on-the-job injury or illness, the employee must immediately provide to his or her immediate supervisor and Human Resources documentation from the treating physician outlining any restrictions. Wherever possible, the College will attempt to accommodate the restrictions by providing appropriate modified or alternative work for the employee while he or she is unable to perform normal duties.
- 6.4 An employee must report any incident or work-related accident not resulting in injury to his or her immediate supervisor by submitting the accident report form immediately of the incident.
 - 6.4.1 Supervisors shall investigate each reported work-related accident or incident and document all relevant information in the accident report form. The supervisors shall make a report to the CFMO or and Human Resources within five working days, documenting the investigation and findings. In instances where Human Resources needs additional information to determine the College's response to a Workers' Compensation claim, Human Resources may conduct additional investigation of the event.
 - 6.4.2 The CFMO or designee shall investigate all reported incidents to determine if there are actions the College should take to eliminate the risk of such incidents in the future.
- 6.5 Workers' Compensation Responsibilities
 - 6.5.1 Once WorkForce West Virginia approves an employee's claim, it pays all medical and hospital bills related to the compensable injury; PEIA does not pay such bills.
 - 6.5.2 If an employee is hospitalized or unable to work for more than three consecutive days as a result of a work-related injury or illness, such employee may receive temporary total disability (TTD) payments. If the injury or illness results in a permanent impairment, WorkForce West Virginia may award permanent partial disability (PPD) benefits.

- 6.5.3 An employee approved for TTD but electing to use sick leave instead of TTD benefits will receive payment of sick leave until that leave is exhausted. After that, the employee will receive TTD payments.
- 6.5.4 If an employee has an on-the-job injury or illness that prevents returning to his or her pre-injury job, the employee may be eligible for vocational rehabilitation through WorkForce West Virginia.
- 6.5.5 If an on-the-job injury or illness results in death, WorkForce West Virginia may pay a benefit to the employee's dependents.
- 6.5.6 Workers' Compensation fraud is a felony. Any person who files or contributes to the filing of a false claim is committing a crime punishable by a prison sentence and/or fine. The College will report suspected Workers' Compensation fraud to the proper authorities.
- 6.6 Faculty, staff, or students assigned responsibility for a College-sponsored activity shall report all accidents or incidents to the CFMO immediately. Employees attending events who witness accidents are required to report the accident to the individual in charge of the event. Employees who witness accidents on any College campus, including parking lots, shall report the accident to the CFMO immediately. If the accident involves a dual enrollment or other high school student, the reporter shall also notify the Coordinator of Educational Outreach of the accident as soon as possible.
- 6.7 By the 15th of each month, the Chief Facilities Management Officer or his or her designee shall prepare and submit to the President the *Monthly Report of Accidents/Incidents* (SCP-1375.C) regarding all accidents or incidents occurring on campus during the prior month.
- 6.8 The Chief Facilities Management Officer will utilize the *Monthly Report of Accidents/Incidents* (SCP-1375.C) to:
 - 6.8.1 Advise the President and President's Cabinet;
 - 6.8.2 Make recommendations for assignment to high-risk areas; and
 - 6.8.3 Develop and implement security techniques to avoid potential problems.

SECTION 7. CLERY ACT REPORTING

- 7.1 **Annual Security Report (ASR)** – By October 1 each year, the College will publish an ASR documenting three calendar years of Clery crime statistics, security policies and procedures, descriptions of emergency response and evacuation procedures, sex offender information, information on the basic rights guaranteed to victims of sexual assault, and any other information required by the Clery Act. All crime statistics must be provided to the U.S. Department of Education. The College shall make the report available to all current faculty, staff, and students. In addition, the College must notify all prospective faculty, staff, and students of the ASR's existence and provide a copy upon request. Paper copies of the report will be available upon request from the College. In addition, the College will publish an online link to the ASR.
- 7.2 **Campus Security Authorities (CSAs)** – Individuals at the College who, because of their function, have an obligation under the Clery Act to notify the Office of Clery Act Compliance of potential Clery Crimes that are reported to them, or potential Clery Crimes that they may personally witness.

These individuals are designated as Campus Security Authorities based on their position or due to official job duties, ad hoc responsibilities, or volunteer engagements. The obligation to report potential Clery Act crimes observed by them, or reported to them by other individuals, is based on the report itself, without regard to whether the report has been investigated, substantiated, is plausible, or derives from a confidential source of information. The College will identify positions that meet the definition of a CSA on an ongoing basis and notify individuals in these roles of their obligations under the Clery Act to report any and all Clery Act Crimes that they witness, or are reported to them, which may have occurred in a Clery reportable location. The College will provide training to all CSAs on their responsibilities and reporting requirements under the Clery Act on a regular basis. Examples of CSAs include, but are not limited to, academic advisors, faculty advisors to student organizations, police and security personnel, student services employees, and Title IX Coordinator. The Clery Act Compliance Coordinator (Chief Facilities Management Officer) is responsible for compiling the College's ASR and maintaining the Daily Crime Log.

- 7.3 **Reporting** – Under the Clery Act, a crime is “reported” when it is brought to the attention of a CSA or local law enforcement personnel by a victim, witness, other third party, or even the offender. If a CSA receives the crime information and believes it was provided in good faith the CSA is required to submit a completed Clery Act Report Form to the Chief Facilities Management Officer. “In good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. The crime does not have to be investigated and no determination of guilt or innocence or responsibility has to be made as long as the reported crime is a Clery Act crime occurring on the institution's Clery Act Geography.
- 7.4 **Clery Act Crimes** – Crimes designated as reportable under the Clery Act include: criminal homicide (murder and negligent and non-negligent manslaughter); sex offenses (rape, fondling, statutory rape, and incest); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (criminal offenses that are motivated by specific types of bias); dating violence; domestic violence; stalking; and arrests or referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) carrying or possessing illegal weapons.
- 7.4.1 The College must gather and disclose hate crime statistics for all of the aforementioned reportable offenses and the following crimes by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, national origin, gender identity and disability. Statistics are required for the offenses listed above in addition to the four additional categories listed below, if the crime committed is classified as a hate crime: larceny/theft, simple assault, intimidation, and destruction/damage/vandalism of property.
- 7.4.2 The College must also disclose if it has determined that any reportable crimes are “unfounded.”
- 7.5 **Clery Reportable Locations (Clery Geography)** – Property that is considered by the Clery Act to be (1) on campus, (2) public property within or immediately adjacent to campus, or (3) non-campus buildings or property that the institution owns or controls, that are frequented by students, and that are used in support of educational purposes, as well as any building or property owned or controlled by an institution-associated entity that is officially recognized by the institution. Non-campus buildings or property may also include certain College-sponsored overnight trips to locations frequently used by students, controlled by the College (e.g., a lease or rental agreement is in place), and used in support of educational purposes. Because the College has multiple campuses, it will disclose statistics for each campus.
- 7.5.1 **On-campus property** is defined as:

7.5.1.1 Any building or property owned or controlled by the College within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and

7.5.1.2 Any building or property that is reasonably contiguous to the area identified in subdivision 7.5.1.a above, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

7.5.2 **Non-campus property** is defined as:

7.5.2.1 Any building or property owned or controlled by a student organization or other organization that is officially recognized by the institution; or

7.5.2.2 Any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

7.5.3 **Public property** is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

7.5.4 **Separate Campus** is defined as buildings and property owned or controlled by the institution that are not reasonably contiguous with the main campus, with an organized program of study and at least one administrator on site.

7.6 **Timely Warnings** – An alert the College issues to the campus community about a Clery Act Crime occurring within Clery Geography that represents a serious or continuing threat (e.g., a murder, sex offense, or robbery). Because the nature of criminal threats is often not limited to a single location, timely warnings must be issued in a manner likely to reach the entire campus community. Timely warnings will never identify the victim of the crime unless the crime would otherwise be reportable but is reported to a licensed mental health counselor or pastoral counselor in the context of a privileged (confidential) communication.

7.7 **Emergency Notification** – A notification that the College is required to issue immediately upon confirmation of a significant emergency or dangerous situation occurring on or near campus that poses an immediate threat to the health or safety of members of the campus community. An emergency notification can include both Clery Act Crimes and other types of emergencies; *Provided*, That emergencies where issuing a notification would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or mitigate the emergency are not subject to the emergency notification requirement.

7.7.1 Emergency Notifications can be prompted by a broad range of threats including, but not limited to, the following: active assailant/armed intruder; explosion; bomb threat or suspected explosive device; civil disturbance or riot; terrorist incident; fire; significant law enforcement activity; hazardous materials spill; gas leak; approaching storm or other extreme weather conditions; or outbreak of serious contagious illness (e.g., coronavirus, meningitis, norovirus).

7.7.2 Emergency events may be localized; therefore, notifications may be tailored exclusively to

the segment of the campus community at risk. The College is required to have emergency response and evacuation procedures in place specific to its on-campus facilities and include a summary of these procedures in the ASR. The College must test the emergency response procedures at least once annually.

- 7.8 **Daily Crime Log** – The College is required to maintain a daily crime log documenting the “nature, date, time and general location of each crime” reported within the last 60 days, and the disposition, if known, of the reported crimes. Incidents must be entered into the log within two business days of receiving the report. The Daily Crime Log is available during normal business hours and online. Requests for public inspection of daily crime log entries beyond 60 days must be made in writing and will be made available within two business days of the request.

7.9 **Clery Act Responsibilities –**

7.9.1 The **Clery Act Compliance Coordinator** is responsible for:

- 7.9.1.1 Monitoring the College’s compliance with the Clery Act;
- 7.9.1.2 Updating the requirements in this policy as necessary when the federal legislation has been amended;
- 7.1.9.3 Annually reviewing geographic categories for inclusion in the College’s Clery Geography;
- 7.1.9.4 Establishing a procedure for processing instances of short-stay away trips in order to designate a CSA to disclose any Clery Crimes reported during the trip to be included in the ASR;
- 7.1.9.5 Identifying those positions with CSA responsibilities and notifying those individuals;
- 7.1.9.6 Maintaining a list of the College’s CSAs;
- 7.1.9.7 Developing procedures for reporting crime statistics by CSAs;
- 7.1.9.8 Educating and training CSAs and personnel within the College’s Department of Public Safety as necessary;
- 7.1.9.9 Publishing the ASR and disclosing statistics of Clery Crimes reported over the past three years;
- 7.1.9.10 Maintaining and publishing College policies as approved by the Board of Governors and procedures addressing campus security and safety;
- 7.1.9.11 Submitting the crime statistics to the U.S. Department of Education;
- 7.1.9.12 Overseeing the regular reconciliation of campus crime data amongst offices that house or may receive reports of campus crime reports, including the College’s Title IX, Student Services, and Human Resources offices;
- 7.1.9.13 Requesting from local law enforcement Clery Act Crime reports for crimes

occurring in the College's Clery Geography;

7.1.9.14 Reporting crime statistics (as specified in the Clery Act);

7.1.9.15 Providing information for the issuance of Timely Warnings or Emergency Notifications to the campus community about Clery Crimes;

7.1.9.16 Providing paper copies of the ASR upon request; and

7.1.9.17 Maintaining the daily crime log.

7.9.2 The **Campus Security Authorities** are responsible for:

7.9.2.1 Understanding the requirements of the Clery Act pertaining to reportable crimes;

7.9.2.2 Participating in training and education as determined by the Clery Act Compliance Coordinator; and

7.9.2.3 Reporting Clery crimes to the Clery Act Compliance Coordinator.

7.9.3 The **Office of Student Services** is responsible for:

7.9.3.1 Immediately reporting any Clery Act related crime to the College's Chief Facilities Management Officer for a Timely Warning consideration; and

7.9.3.2 Annually providing all conduct referral data to the Clery Act Compliance Coordinator for inclusion in the Annual Security Report.

7.9.3.3 Ensuring the availability of Clery Act-defined awareness and prevention programming for all students. Such programming will be part of the College's awareness and prevention campaign. This programming will be identified, provided, or facilitated in collaboration with campus and local subject matter experts, other evidence-based research, and outcomes assessments satisfying the Clery Act requirements and definitions;

7.9.3.4 Providing the Clery Act Compliance Coordinator with a list of advisors to campus recognized groups, clubs, and organizations and ensuring each of these advisors has completed Campus Security Authority training;

7.9.3.5 Coordinating emergency notifications to the campus community when deemed necessary and appropriate; and

7.9.3.6 Conducting an annual emergency alert exercise and testing the emergency alert system in conjunction with the exercise.

7.9.4 The **Office of Admissions** is responsible for:

7.9.4.1 Notifying and providing the on-line location of the ASR and a brief description of the report to prospective or current students; and

7.9.4.2 Providing a paper copy of the ASR upon request to a prospective or current student.

7.9.5 The **Office of Human Resources** is responsible for:

7.9.5.1 Notifying and providing to prospective faculty and staff the on-line location of the ASR and a brief description of the report;

7.9.5.2 Providing a paper copy of the ASR upon request to a prospective or current faculty or staff member;

7.9.5.3 Immediately reporting any Clery Act Crime to the Clery Act Compliance Coordinator for Timely Warning or Emergency Notification consideration; and

7.9.5.4 Annually providing all conduct referral data for Clery Act offenses to the Clery Act Compliance Coordinator for inclusion in the Annual Security Report.

7.9.6 The **Title IX Coordinator** is responsible for:

7.9.6.1 Immediately reporting any Clery Act related crime to the Clery Act Compliance Coordinator for Timely Warning or Emergency Notification consideration; and

7.9.6.2 Annually providing aggregate Clery reportable data received by the Title IX Office to the Clery Act Compliance Coordinator for inclusion in the Annual Security Report.

SECTION 8. CANCELLATION

8.1 SIP-1233, First Aid, has been rescinded and incorporated into SCP-1375, Reports of Accidents/ Incidents.

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-1375.A, *Clery Report Form*
 SCP-1375.B, *Accident/Incident Report Form*
 SCP-1375.C, *Monthly Report of Accidents/Incidents*

Distribution: Board of Governors
 www.southernwv.edu

Revision Notes: November 2008 – Revisions reflect changes in procedure requirements. Revisions provide clarity and reflect changes in management responsibilities. This policy was reformatted using the latest policy template.

November 2015 – Revisions reflect changes in titles and management responsibilities. Form 1375.A, *Accident/Incident Report Form*, was revised to comply with Clery Act requirements.

June 2020 – Revisions were made to the forms, and the forms were renumbered. The Clery Report form was added as attachment SCP-1375 A. This addition changed the Accident/Incident Report Form to SCP-1375.B and moved the Monthly Report of Accidents/Incidents to SCP-1375.C.

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

November 2025 – Changes to titles in the documentation. Revised to include new Section 7 for Clery Act Reporting. Procedures for assessing and administering care to an injured or sick person from SIP-1233, First Aid, has been incorporated into this policy since the procedure for first aid was rescinded.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1375.A**

Clery Report Form

Date of Accident/Incident/Complaint

Date: _____ Day of Week: _____ Time: _____ AM or PM

Location of Accident/Incident/Complaint

Campus: _____

Event Type:

Criminal Offenses	Hate Crimes	VAWA Offenses
<input type="radio"/> Criminal Homicide	<input type="radio"/> Larceny-Theft	<input type="radio"/> Domestic Violence
<input type="radio"/> Sexual Assault	<input type="radio"/> Simple Assault	<input type="radio"/> Dating Violence
<input type="radio"/> Robbery	<input type="radio"/> Intimidation	<input type="radio"/> Stalking
<input type="radio"/> Aggravated Assault	<input type="radio"/> Destruction/Damage/Vandalism of Property	Arrests & Referrals for Disciplinary Action
<input type="radio"/> Burglary		<input type="radio"/> Weapons Law Violations
<input type="radio"/> Motor Vehicle Theft		<input type="radio"/> Drug Abuse Violations
<input type="radio"/> Arson		<input type="radio"/> Liquor Law Violations

Other: _____

Narrative (attach additional sheets if necessary)

Victim/Complanant Information

Name: _____ College ID Number: _____

Home Address: _____

Phone Number: _____ Email: _____

Date of Birth: _____ Student ___ Visitor ___ Faculty ___ Staff ___ Other: _____

Respondent/Person in Potential Violation

Name: _____ College ID Number: _____

Home Address: _____

Phone Number: _____ Email: _____

Date of Birth: _____ Student ___ Visitor ___ Faculty ___ Staff ___ Other: _____

Additional Information

Emergency Personnel Called? ___ Yes ___ No If yes, who? _____

Transported to Medical Facility? ___ Yes ___ No If yes, By Whom: _____

Police Report #: _____ Arrest Made: ___ Yes ___ No

Date of Report: _____ Print Name: _____

Signature: _____ Title: _____

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1375.B**

Accident/Incident Report Form

Date of Accident/Incident/Complaint

Date: _____ Day of Week: _____ Time: _____ AM or PM

Location of Accident/Incident/Complaint

Campus: _____ Building: _____ Room: _____ Other: _____

Interior / Exterior Hallway/Sidewalk/Parking Lot

Event Type: ___Accident ___Incident ___Health Issue ___Other

Other: (explain) _____

Narrative: _____

(attach additional sheets if necessary)

Victim/Complainant or Injured Party

Name: _____ College ID Number: _____

Home Address: _____

Phone Number: _____ Email: _____

Date of Birth: _____ ___Student ___Visitor ___Faculty ___Staff ___Other: _____

Respondent/Defendant or Reporting Party

Name: _____ College ID Number: _____

Home Address: _____

Phone Number: _____ Email: _____

Date of Birth: _____ ___Student ___Visitor ___Faculty ___Staff ___Other: _____

Additional Information

Emergency Personnel Called? ___Yes ___No If yes, who? _____

Transported to Medical Facility? ___Yes ___No If yes, by whom? _____

Did they refuse treatment? ___Yes ___No

Report completed by:

Signature: _____ Print Name: _____

Date of Report: _____ Title: _____

Note: Human Resources must report all accidents/incidents to Encova within 24 hours of incident.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1375.C

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Monthly Report of Accidents/Incidents

Campus: _____ Report for Month Ending: _____ Submitted: _____ Date: _____

Event Type	Number between 7AM - 3 PM	Number between 3 PM - 11 PM	Number between 11 PM - 7 AM	Total Incidents
Accidents (Requires Form RMI-2)				
Murder				
Aggravated Assault				
Sexual Offense (<input type="checkbox"/> Forcible <input type="checkbox"/> Non-Forcible)				
Robbery				
Negligent Manslaughter				
Burglary				
Motor Vehicle Theft				
Hate Crime				
Drug Law (<input type="checkbox"/> Arrest <input type="checkbox"/> Referral)				
Liquor Law (<input type="checkbox"/> Arrest <input type="checkbox"/> Referral)				
Weapons Possession (<input type="checkbox"/> Arrest <input type="checkbox"/> Referral)				
Injury				
Incident				
Other: _____				
Grand Total				

Estimated value of Destroyed Property

Personal Property \$ _____

State Property \$ _____

Total \$ _____

Area with HIGHEST Incident Rate

Original: Chief Facilities Management Officer

SCP-1375.C, Monthly Report of Accidents/Incidents (Revised 11/2025)

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 17, 2026**

ITEM: SCP-4800, *Service Animals on Campus*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4800, *Service Animals on Campus*.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

At its meeting on December 16, 2025, the Southern West Virginia Community and Technical College Board of Governors approved the advancement of SCP-4800, *Service Animals on Campus*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The comment period ended on January 15, 2026. 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-4800, *Service Animals on Campus*, following the required 30-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4800**

SUBJECT: Service Animals on Campus

REFERENCE Americans with Disabilities Act (ADA); 504 of the Federal Rehabilitation Act; West Virginia's White Cane Law, W. Va. Code § 5-15-1, et seq.; SIP 4200, *Accessibility and Accommodations for Persons with Disabilities*

ORIGINATION: December 2019

EFFECTIVE: February 17, 2026

REVIEWED: November 7, 2025

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to define what a service animal is and to establish guidelines and procedures for students, faculty, staff and visitors, to have a service animal on campus or in any of its rented spaces or facilities.
- 1.2 Southern complies with the Americans with Disabilities Act amendments in allowing the use of service animals for students, staff, and visitors. The College is committed to allowing service animals as necessary to provide individuals with disabilities an equal opportunity to access the programs, services, and physical facilities of the College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all operational units of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Service Animal - Any dog, or miniature horse, that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability including, but not limited to, guiding, alerting, pulling a wheelchair, fetching and/or opening doors. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.
- 3.2 Emotional Support Animal - An animal that provides emotional support or therapeutic benefits that alleviate one or more of the identified symptoms or effect of a person's disability; however, the animal is not required to be individually trained or certified to perform such a task. Emotional support animals may also be referred to as "comfort animals," "companion animals" and "assistance animals" used to support individuals with mental or emotional disabilities. These animals are not service animals.
- 3.3 Recreational Animal - A domestic animal used for sport, companionship or other non-service/assistance functions. Recreational animals are not allowed inside college facilities.

- 3.4 Unauthorized Animal - Any animal not controlled by leash or harness, unless the animal is a service animal and the handler is unable because of disability to use a leash or harness or if the leash or harness restricts the service animal from functioning appropriately as such. Also, any animal that exhibits violent, uncontrollable, aggressive or unhealthy behavior, including service animals, is also considered an unauthorized animal for purposes of this policy.
- 3.5 Handler - The individual with a disability who uses a service animal.

SECTION 4. POLICY

- 4.1 Southern may make two inquiries to determine whether an animal qualifies as a service animal:
- 4.1.1 If the animal is a service animal required for a disability; and
 - 4.1.2 What work or task the animal has been trained to perform.
- 4.2 Staff may not ask about the person's disability, require medical documentation, require certification of the animal's training or ask that the animal demonstrate its ability to perform the work or task.
- 4.3 Use of miniature horses as a service animal will be reviewed based on the inquiries and exceptions listed below and allowed by law.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Every attempt for accommodations for service animals on Southern's campus will be made at all times. However, a service animal may be banned or denied on campus for reasons including, but not limited to:
- 5.1.1 Disruptive Behavior - This will include, but is not limited to, barking, whining, growling, wandering, sniffing (people, food, tables, others' belongings), initiating contact with someone without the owner's permission, unless such contact is for the purpose of alerting another person to the handler's immediate medical need.
 - 5.1.2 Illness - Any animal that is ill shall not be permitted on any campus grounds.
 - 5.1.3 Hygiene - This includes but is not limited to all animals that are dirty, not groomed, have a strong odor or have fleas and/or ticks.
 - 5.1.4 Aggressive Behavior - Any animal that is aggressive toward another individual on campus shall not be tolerated. This will be determined on a case-by-case basis by the appropriate campus administrator.
 - 5.1.5 Owner Not Being Responsible - Should the owner violate this policy, his or her permission to utilize the service animal on campus may be revoked. This will be determined on a case-by-case basis by the appropriate campus administrator.
- 5.2 Removal of Service Animal - Southern may require the handler to remove the service animal from its campus if:
- 5.2.1 The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;

- 5.2.2 The animal's presence results in a fundamental alteration of a College program;
- 5.2.3 The handler does not comply with the handler's responsibilities set forth above; or
- 5.2.4 The animal or its presence creates an unmanageable disturbance or interference with the College community.
- 5.2.5 Southern will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Coordinator of Disability Services and may be appealed to Southern's ADA Compliance Officer following Southern's complaint procedure set forth in *Accessibility and Accommodations for Persons with Disabilities*, SIP-4200.

SECTION 6. GENERAL PROVISIONS

- 6.1 Persons with conflicting disabilities should contact the appropriate campus administrator and provide verifiable medical documentation to support their claim. All parties involved will be taken into consideration and resolution will be announced as soon as possible.
- 6.2 Concerns regarding a student's service animal should be submitted to the ~~Executive Director for Student Services~~ Chief Student Services Officer. ~~The Executive Director for Student Services~~ Chief Student Services Officer or his/her designee will work together with the affected party to discuss and resolve all concerns related to service animals on campus in compliance with this policy.
- 6.3 Concerns regarding a faculty or staff member's service animal should be directed to Human Resources. The ~~Director of Human Resources~~ Chief Human Resources Officer will work with the affected party to resolve all concerns related to service animals on campus in compliance with this policy.
- 6.4 Service animals are allowed on-campus. Unauthorized animals are not allowed on campus.
- 6.5 The use of an emotional support animal as an academic or workplace accommodation must be requested and approved through either the Office of Disability Services or Human Resources. The documentation process is found in SIP-4200, *Accessibility and Accommodations for Persons with Disabilities*.

SECTION 7. RESPONSIBILITIES

- 7.1 College Responsibilities
 - 7.1.1 Allow service animals to accompany the handler to all areas of the facility where the handler is normally allowed to go.
 - 7.1.2 A handler may not be segregated from other similar members of the campus community except where there is real danger to the animal or where the natural organisms carried by the service animal would adversely affect research. Exceptions to the exclusions will be reviewed on a case-by-case basis.
 - 7.1.3 Not to pet, feed or deliberately startle/disturb a service animal.
 - 7.1.4 Not to separate, or attempt to separate, service animals from their handlers.
 - 7.1.5 Southern will not retaliate against any person because that individual has requested or received a

reasonable accommodation, including a request for a service animal.

7.2 Handler or Owner's Responsibility

7.2.1 Handlers must abide by all state laws and city ordinances related to animals on campus locations and Southern's guidelines, including but not limited to:

7.2.1.1 The handler is required to obtain a license required by a particular home municipality. The license and/or tag must be reviewed annually.

7.2.1.2 The handler may be required to provide a collar or harness to which the license and vaccination tags shall be affixed. The handler shall see that the animal wears the collar and tags at all times.

7.2.1.3 The handler is liable for damages caused by the service animal, emotional support animal or recreational animal beyond reasonable wear and tear to the same extent that Southern charges other individuals for damages beyond reasonable wear and tear.

7.2.2 The handler is responsible for the care and supervision of a service animal.

7.2.3 The handler must have full control of the service animal at all times. Animals may not run at large; a leash or harness is required unless the handler is unable because of disability to use a leash or harness or it restricts the animal's ability to function properly.

7.2.4 Disturbing animal vocalization must be kept to an absolute minimum.

7.2.5 Handlers are responsible for relieving animals in designated locations and must ensure immediate cleanup and proper disposal of animal waste.

7.2.6 The service animal's vaccinations must be current and based on a veterinarian's recommendations, with records made available at time of request.

7.2.7 Southern will not ask for or require an individual with a disability to pay a fee or surcharge for a service animal.

7.2.8 The handler agrees to abide by all equally applicable Southern policies that are unrelated to the individual's disability, such as assuring that the animal does not interfere with the routine activities of Southern's campus or facilities.

7.2.9 Southern personnel shall not be required to provide care or food for any service animal, including but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal, and Southern shall not be held responsible for the care, damage to, or loss of the animal.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the

President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair

Date

President

Date

Attachments: None.

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

Revision Notes: December 2019 - Policy Originated.
November 2025 – Revisions reflect changes in titles.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 17, 2026**

ITEM: SCP-8601, *Presidential Succession Plan*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-8601, *Presidential Succession Plan*.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

At its meeting on December 16, 2025, the Southern West Virginia Community and Technical College Board of Governors approved the advancement of SCP-8601, *Presidential Succession Plan*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The comment period ended on January 15, 2026. 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-8601, *Presidential Succession Plan* following the required 30-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-8601**

SUBJECT: Presidential Succession Plan

REFERENCE: W. Va. Code §18B-2A-4, *Powers and Duties of Institutional Boards of Governors*; West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 4, *Rules and Administrative Procedures*; and Title 135, Legislative Rule, Series 5, *Employing and Evaluating Presidents* (effective August 1, 2025)

ORIGINATION: May 22, 2014

EFFECTIVE: February 17, 2026

REVIEWED: November 7, 2025

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish procedures to ensure continuity of leadership at Southern West Virginia Community and Technical College (the “College”) in the event of a planned or unplanned absence, incapacity, or vacancy in the Office of the President.
- 1.2 This policy ensures that the duties of the President related to leadership, administration, operations, and external relations are maintained during any period of absence, and that all actions align with West Virginia Code and the Council procedural rules.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 To prepare for potential absence or incapacity, the College President shall annually designate at least two senior administrators familiar with Board and Presidential functions and provide these names to the Board of Governors at the first regular meeting of each academic year.
- 2.2 In the event of a short-term or unplanned loss of presidential services, the Board of Governors shall convene to recommend an Acting or Interim President and proposed compensation to the Chancellor for the West Virginia Council for Community and Technical College Education (the “Council”) in accordance with Title 135, Series 5. The Board shall follow the procedures, timelines, and documentation requirements set forth in Series 5, including submission of any forms or statements required by the Council.

SECTION 3. DEFINITIONS

- 3.1 Short-term or Unplanned Absence – An absence defined and managed consistent with Title 135, Series 5. For institutional purposes, a short-term absence ordinarily is more than one month, but less than six months.
- 3.2 Long-term or Planned Absence – An absence defined and managed consistent with Title 135, Series 5. For institutional purposes, a long-term absence ordinarily is six months or more.
- 3.3 Acting President – A senior administrator temporarily assigned to fulfill presidential duties during a short-term or unplanned absence.

- 3.4 Interim President – An individual appointed by the Council upon recommendation of the Board of Governors to serve during an extended or indefinite absence until a permanent appointment is made.

SECTION 4. POLICY

4.1 Short-term or Unplanned Absence

- 4.1.1 In the event of a short-term or unplanned absence of the President, the Executive Assistant to the President and Board of Governors (the “Executive Assistant”) shall immediately notify the Board Chair, who shall convene the Board as soon as feasible to activate this succession plan.
- 4.1.2 The Board shall identify a qualified Acting President from among the designated senior administrators to temporarily assume presidential responsibilities.
- 4.1.3 The Board Chair will submit written notice of the Acting President’s name, proposed compensation, and required supporting documentation to the Chancellor for approval within specified timeframes all in accordance with Title 135, Series 5.
- 4.1.4 Upon Council approval, the Board Chair shall notify all College employees and key stakeholders of the delegation of authority and provide any notices required in accordance with Series 5.

4.2 Long-term or Planned Absence

- 4.2.1 In the event of a long-term or planned absence, the Executive Assistant shall notify the Board Chair, who shall convene the Board of Governors to recommend an Interim President and related compensation to the Chancellor for approval and shall submit any documentation or forms required by Series 5.
- 4.2.2 The Interim President will serve at the will and pleasure of the Board of Governors subject to Council approval and any limitations or conditions set forth in Title 135, Series 5.
- 4.2.3 Upon appointment, the Board Chair shall notify all employees and stakeholders of the Interim President’s delegation of authority and provide any notices required in accordance with Series 5.
- 4.2.4 If the long-term absence becomes permanent, the Board of Governors shall initiate a presidential search in accordance with Title 135, Series 5 and shall comply with all requirements for search committee composition, stakeholder input, timelines, advertising, and submission of the search plan or candidate slate to the Chancellor and the Council.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Pursuant to West Virginia Code §18B-2A-4 and Title 135, Legislative Rule, Series 5, each institutional Board of Governors is responsible for ensuring continuous executive leadership. This policy establishes procedures to maintain operational stability and compliance with Council requirements in the event of a presidential absence or vacancy.

SECTION 6. GENERAL PROVISIONS

- 6.1 All actions taken under this policy shall comply with applicable provisions of West Virginia Code §18B-2A-4 and Title 135, Series 5.

- 6.2 The Board Chair shall ensure prompt notification to the Chancellor of any change in presidential status in the timeframe and format required by Title 135, Series 5.
- 6.3 This policy does not supersede any procedures adopted by the Council governing presidential appointments or evaluations. In the event of any conflict within this policy, Series 5 will control.

SECTION 7. RESPONSIBILITIES

- 7.1 The President shall furnish the Board of Governors with the names of senior administrators capable of serving in an acting capacity at the first regular meeting of each academic year, and shall update those names promptly if changes occur. The Board will ensure that any annual designation complies with Series 5 requirements for documentation or conflict-of-interest disclosure.
- 7.2 The Executive Assistant shall promptly notify the Board Chair of any short-term or long-term absence of the President.
- 7.3 The Board Chair shall convene the Board of Governors to activate the appropriate procedures, recommend an Acting or Interim President, and ensure timely notification to the Chancellor and College employees and stakeholders in the form and timeframes required by Title 135, Series 5.

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: None.

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

Revision Notes: May 22, 2014 – Initial Release

August 26, 2020 – Policy reviewed for accuracy and no modifications are necessary.

November 7, 2025 – Updated to align with West Virginia Code §18B-2A-4, Title 135, Procedural Rule, Series 4, and Title 135, Legislative Rule, Series 5; clarify distinctions between Acting and Interim Presidents; and define notification, documentation, and approval procedures consistent with Series 5.