



Agenda Book
February 21, 2023

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

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

Dr. Pamela L. Alderman,
President

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 21, 2023
6:00 p.m.
100 College Drive, Building C, Room 428
Logan, West Virginia, and by Zoom**

Zoom Meeting Access:

Join Zoom Meeting:

<https://zoom.us/j/97924304214?pwd=amJ1UWg3TkNXS3Y4bVkvWXJTYjFCZz09>

**Meeting ID: 979 2430 4214
Passcode: 652479
Dial In: 1 646 876 9923**

AGENDA

- 1. Introduction of the new Board ChairDr. Pamela Alderman,
President
- 2. Roll Call, Verification of Quorum, and Call to OrderMr. Robert Baldwin,
Board Chair
- 3. Call for Public Comments to the Board of Governors.....Chair Baldwin
- 4. Introduction of New Faculty Senate RepresentativeChair Baldwin
- 5. Election of Vice ChairChair Baldwin
- 6. Oath of Office Ms. Velva Pennington,
Director of Budgets and Purchasing
- 7. *Presentation of Master Facilities PlanMr. Chris Campbell, Architect
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CAO, Accreditation Liaison Officer, Professor of Business
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Chair, Faculty Senate / ACF Representative
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- 14. Discussion ItemsChair Baldwin
 - 14.1 Board of Governors retreat dates for Spring 2023
- 15. Possible Executive Session under Authority of WV Code §6-9 Regarding Personnel**
 - 15.1 Personnel MattersChair Baldwin
- 16. Action Items..... Chair Baldwin
 - 16.1 *Approval of December 13, 2022, Board Meeting Minutes 12
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Ms. Velva Pennington
Director of Budgets and Purchasing
- 17. Informational Items..... Chair Baldwin
 - 17.1 The next regular Board of Governors meeting is scheduled for 6:00 p.m. on
Tuesday, April 18, 2023
 - 17.2 Spring Graduation, May 6, 2022, 10:00 a.m. and 2:00 p.m.
- 18. Adjournment.....Chair Baldwin

*Denotes an item requiring action/Approval.

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

Southern West Virginia Community and Technical College
Higher Learning Commission (HLC) Update to Board of Governors
February 21, 2022

- I. Subsequent to receiving an Action Required: ‘Review Draft Team Report for Errors of Fact’ on 12.12.22, I submitted a ‘Corrections of Errors of Facts’ to HLC on 12.15.22. This only included the strike of a statement from page 33 (4.B – Core Component 4.B Rationale, 6th paragraph, lines 5 – 7). My request to strike was granted by the Team Chair.

- II. On 01.11.23, we received the institution’s copy of the Standard Pathway: Comprehensive Evaluation Visit report for Southern West Virginia Community and Technical College. At the end of the document, we were provided with the team’s recommendation on the accreditation relationship. The Institutional Actions Council (IAC), an HLC decision-making body, will act on this recommendation, meeting only with no hearings. Meeting dates are posted on the HLC website and we will receive final confirmation after the IAC meets to provide affirmation. The dates below were provided for possible meeting dates:

February 27–28: Institutional Actions Council Meeting
April 24–25: Institutional Actions Council Meeting
June 5–6: Institutional Actions Council Meeting
June 22–23: Board of Trustees Meeting

- III. Submitted 5-page Institutional Response to HLC on 01.23.23 showing a detailed plan to add continuous improvements to 3.C and 4.B.

- IV. 3. C: Credentialing concerns were specifically identified in Core Component 3.C. Considering the Focused Visiting Team to be conducted in March 2024 will be confirming appropriate credentials for full-time, part-time, dual credit, and those teaching through the application of the tested experience policy, Southern proposed steps to ensure all faculty are appropriately credentialed per the seven HLC guidelines under Core Component 3.C.

- V. 4. B: In the past two years, Southern has made great strides toward Assessment and has already streamlined and improved the assessment models as identified under 4.B. Our new Director of Accreditation and Assessment, in collaboration with her Co-Lead in the Assessment Academy and team, have made substantial changes and improvements to provide clarity and measurable results.

- VI. Final Report dated 1.11.23 also included the Multi-Campus Report Forms for all campuses using the 8 Criteria per Campus Form which places us in the upper 90 percentile on the report which is at least a 27% increase from the 2018 report.
- VII. Assessment Academy Progress Report/Project 4 Update, Report Card, and 3rd year of 4 for the Academy Assessment consultations with the mentor, Veronica McGowan. We have received detailed positive mid-point reports.

Respectfully submitted, February 12, 2023.



William H. Alderman

Chief Academic Officer/Accreditation Liaison Officer

Southern West Virginia Community and Technical College

Logan Campus, Building C, Office 427

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Logan, WV 25601

304.896.7403 (Office)

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Bill.Alderman@southernwv.edu

ADVANCEMENT UPDATE
TUESDAY, FEBRUARY 21, 2023

Excellence: 50 Years and Beyond fundraising campaign has finished 2 years of the 5-year campaign. The 5-year goal is \$1,500,000.

Our first two years have been very productive. We have successfully reached 63% of our goal in just two years. We have raised a total of \$932,842.00.

During the Spring 2022 and Fall 2022 semesters, we awarded and paid a total of \$92,143.64 for scholarships.

The Foundation has also paid a total of \$49,980.50 to date in expenses to upgrade the Savas Kostas Performing Arts Theater. These funds were raised during our highly successful Savas Kostas Gala held in September. The next upgrade will be curtains.

We hosted several fundraising activities during 2022. These activities involved all 5 of our campuses. The events were fun and increased Southern's awareness in all of our service areas.

Our employee giving continues to grow. During the 2022 year we received a total of \$12,576.72.

Faculty Senate

Board of Governors Report February 2023

- Interim Board of Governors Representative
 - Chris Ward
- ACF
 - Monitoring legislature. Bills of importance:
 - SB 10 – Campus Carry
 - HB 2005 – Dual Enrollment
 - HB 2542 / SB 215 – TikTok Ban
 - SB 1 – PROMISE Plus
- Professor Incentive Pay
 - Data on costs presented to Senate with approval to move forward and present to CFO. Senate working on language for inclusion into promotion policy.
- Syllabi
 - Senate approved the new layout of syllabi. Emailed all faculty for comments before presenting to Policy and Procedure Committee. Will request a special meeting of the committee so that we can move the policy through the governance structure before Fall 2023 so it can be implemented in Fall 2023.
- HLC
 - Assessment Academy being proactive and working diligently on items, like the syllabi, because of the preliminary review of the report by the Director of Accreditation and Assessment to get a head start on those tasks even before final report from IAC.

Memo

To: Southern WV Community & Technical College Board of Governors

From: Derek Adkins, Chief Finance Officer

CC: Dr. Pamela Alderman, President

RE: Operating and Capital Budget Update

We have completed approximately 58% of the fiscal year as of the end of January. We have a positive operating cash balance of \$529,541 so far this year. Revenue collections are at 65% of the budgeted total, with tuition at 48% of budgeted collections. We have only recorded cash payments so far this spring, which represents only a small portion of tuition collections. Financial aid disbursements are scheduled February 14th and we will begin recording financial aid revenue later in the month. Loan disbursements will come in two disbursements; one in late February and one in late March. We verify students are attending classes and making satisfactory academic progress before processing federal loans.

On the expense side, we have expended 61% of our budget. This is normal and expected. The first half of the year had to months with three (3) pay periods, and we typically buy more supplies and services in the fall semester than we do spring and summer terms combined. The inflationary pressures on our utility expense has been close to projections.



**Southern WV Community & Technical College
Operating Budget Cash Analysis
As of January 31, 2023**

	FY 2023 BUDGET	FY 2023 ACTUAL YTD	Comparison %	FY 2022 BUDGET	FY 2022 ACTUAL YTD	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$5,324,000	\$2,551,357	48%	\$5,102,000	\$2,428,402	48%
Sales and Services of Educational Activities	425,000	50,390	0%	0	0	0%
Auxiliary Enterprises	40,000	12,765	32%	40,000	34,207	86%
Other Operating Revenues	350,000	135,497	39%	396,119	124,912	32%
State Appropriations	8,557,086	6,588,956	77%	8,241,823	6,389,191	78%
Investment income	15,000	169,683	1131%	25,000	2,940	12%
Other Nonoperating revenues*	0	0	0%	0	0	0%
TOTAL REVENUES	\$14,711,086	\$9,508,647	65%	\$13,804,942	\$8,979,651	65%

TOTAL EXPENSES:						
Salaries and Wages	9,162,908	5,594,895	61%	7,890,687	4,870,656	62%
Benefits	2,658,874	1,516,994	57%	2,821,844	1,370,540	49%
Utilities	810,000	461,488	57%	749,800	444,835	59%
Supplies and Other Services	2,016,642	1,374,398	68%	2,342,611	1,332,581	57%
Assessments by the Council for operations (HERA)	62,662	31,332	50%	-	51,164	100%
TOTAL OPERATING EXPENSES	\$14,711,086	\$8,979,106	61%	\$13,804,942	\$8,069,775	58%

Net Change in Cash	0	529,541	\$0	\$909,876
Cash Beginning Balance	12,757,927	12,757,927	11,100,248	11,100,248
Ending Cash Balance	12,757,927	13,287,468	11,100,248	12,010,124

SUMMARY	
Beginning Cash Balance	\$ 12,757,927
Revenues	9,508,647
Expenses	(8,979,106)
Ending Cash Balance	<u>\$ 13,287,468</u>

Capital Fees are where we expected at this juncture; however, our total revenue and expenses are both higher than expected due to the Policy Commission providing funding for the repaving our parking lots. The project cost \$245,875 and the Commission reimbursed us for \$147,537 for a 60/40 split, which are the terms for these system bonds. We were not made aware of bond fund availability until the new fiscal year began, which is why this project was unbudgeted.

Southern WV Community & Technical College Capital Budget As of January 31, 2023						
Description	Budget FY 2022	Actual YTD FY 2022	Comparison %	Budget FY 2022	Actual YTD FY 2022	Comparison %
Funding Sources:						
E&G Capital Fees, Student Tuition	\$ 237,600	\$ 82,669	35%	\$ 117,500	\$ 39,900	34%
Bond Proceeds	\$ -	\$ 147,537				
Total Funding Sources	\$ 237,600	\$ 230,206	97%	\$ 117,500	\$ 39,900	34%
Uses:						
Campus Improvement Projects	\$ 215,000	\$ 277,962	129%	\$ 112,500	\$ -	0%
HEPC Capital Assessment	5,000	2,436	49%	-	2,391	100%
Total Uses of Funds	\$ 220,000	\$ 280,398	127%	\$ 112,500	\$ 2,391	2%

Balances		
Net Change in Cash	\$ 17,600	\$ (50,192)
Beginning Cash Capital Balance	\$ 371,192	\$ 371,192
Ending Cash Capital Balance	\$ 388,792	\$ 321,000

\$ 37,509

SUMMARY	
Beginning Cash Balance	\$ 371,192
Revenues - cash	\$ 230,206
Expenses - cash	\$ (280,398)
Ending Cash Balance	<u>\$ 321,000</u>

**President's Board of Governors Report
February 21, 2023**

- **Classes have started – thanks to everyone for helping students**
- **Overall Enrollment up some/ Application Deadline has been extended to March 16, 2023 by 4:30 p.m.**
- **We held our third Governance Day of the year Friday, February 10, 2023.**
- **My Southern Mobile App is up and running.**
- **Weekend Nursing Program has begun.**
- **Food Pantry/ new shipments of Frozen foods every 2 weeks / New freezers on Logan, Williamson, and Boone.**
- **Lineman accepted a new class (2 seats left)**
- **Regina Bias has started her new position as Director of Accreditation of Assessment**
- **Bill Alderman, officially began his new role as CAO on February 13th.**
- **Dr. Lisa Haddox- Heston has started her role as Dean of Allied Health and Nursing.**
- **Cosmetology students have begun learning Esthetic practices and will add that to the list of services that they can provide.**
- **Stephanie Mounts will be offering her Free Tax Prep on Mondays and Tuesdays from 2 p.m. to 7 p.m. Please get in touch with her for more information**

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of December 13, 2022
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 987 3034 5123**

<https://zoom.us/j/98730345123?pwd=Nm5Ta1FzNE5xMU1kdW8wZ3ZwT1YzQT09>

**Dial-in Only: 1-646-876-9923
6:00 p.m.**

MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Bill Alderman, Vice Chair, Sydney Brown, Robert Baldwin, Shawn Cline-Riggins, Julia Smith, Jeremy Thompson, David Gresham, Virgil Underwood., and Dianna Toler

Board Members Absent: Sam Stewart, Josh Stowers

College Staff Present: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Tom Cook, Derek Adkins, Chris Gray, Chris Ward, Beverly McDonald Debbie Dingess, Darrell Taylor, Rita Roberson, Dr. Michael Jiles, and Tim Ooten

Guests: Kelly Shaffer

1. Call to Order

Board of Governors Chair, Dr. Lisa Haddox-Heston, declared a quorum present and convened the meeting at 6:00 p.m.

2. Call for Public Comments

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

3. Presentation and Acceptance of FY 2022

Ms. Kelly Shaffer presented the Financial Audit to the Board. Ms. Shaffer briefly went over the statements included in the document. The Condensed Schedule of Net Position was presented, as well as, the Condensed Schedule of Revenues, Expenses and Changes in Net Position. Ms. Shaffer covered the required communication to the Board. No issues were reported in the reports to the Board. The financial audit was overall a positive report.

4. HLC Institutional Response Update

Bill Alderman provided the following HLC update:

- Received the Corrections of Errors of Fact. We have seven days to correct titles, statements, typographical mistakes, incorrect enrollment numbers, etc. Differences of opinion are not errors of fact. If we submit no corrections within seven days, it will be assumed that we have no errors of fact to correct.
- Assessment Academy Report- Bill Alderman, Chris Ward, Faculty Senate Chair, ACF Representative, and Reginia Bias, Director of Accreditation and Assessment, worked on the report collectively. The Academy is currently moving into project four. The first three report cards have been really good.

- Implementing another strategy now with HIPS (High Impact Practices). We are conducting Professional Development on Governance Days with Faculty. We will incorporate the co-curricular model with this.
- Bill Alderman will step down from the Assessment Academy and Regina Bias will replace Bill in the Assessment Academy. This will make it more faculty-driven.
- HLC Conference will be in March. The Assessment Academy will be invited to attend the Round Table discussions in October. We did not attend the meeting this year, but we must attend next year.
- Submitted Assessment report on November 17th. The mentor is reviewing and hopeful to have report back by end of January.

5. Faculty Senate Report

Chris Ward Provided the following Faculty Senate report:

- ACF held their retreat. Dr. Randall Brumfield from HEPC was the speaker for the retreat. Internationalization ideas were a topic of conversation, mainly for four-year institutions. Also spoke about retention rates of adult learners, mental health efforts, and dual credit.
- ACF has four objectives that they would like to focus on as a state.
 - Promoting Student Health and Safety. Will include student mental health in this objective. ACF is student-oriented as faculty
 - Broadband and Technology needs of Higher Education.
 - Dual Credit Credentialing and Requirements.
 - Internationalization Bill
- Professor Incentive Pay- Faculty have been in the process of gathering data and discussing options to present to Administrators.
- Working with Deans to restructure the syllabi. Will also work with the Director of Accreditation and Assessment when they being in January.
- Promotion Committee has finalized its process of faculty promotions. This has been sent up to Dr. Alderman for review.

6. Classified Staff Report

Beverly McDonald provided the following report from Classified Staff:

- Classified Staff has been working to raise money for one of their subcommittees Southern Samaritans. Southern Samaritans provide emergency funding for an employee in need.
- Raised approximately \$800.00 by selling Apple Butter in conjunction with Southern's Foundation. Hoping to do another fundraiser in Spring.
- Really happy with the Hallmark committee and those who work with that.
- Classified Staff in general has been working on registration for Spring. Working to make sure everything goes smoothly in January when everyone returns from break.
- Thanked the Board on behalf of the Classified Staff for all their hard work and dedication to Southern.

7. Finance Report

Derek Adkins, Chief Financial Officer gave the following update on the College's Finances:

- Mr. Adkins provided a handout to the Board outlining the Finance report.

- This is the end of the year for Finance. When you look at the comparison numbers from December 31st last year, we are right on track. More money is spent in Fall than in Spring and that is typical.
- We will have more tuition revenue to report.
- We currently are at a little bit of a loss. This is nothing to be concerned with.
- Spring enrollment is right on track.
- Virgil Underwood asked Mr. Adkins to provide a quarterly report to the Board.

8. **President's Report**

Dr. Pamela Alderman provided the following institutional update:

- Dr. Alderman thanked the Board for their work on the HLC report and during the visit. Received lots of compliments from the visiting about how responsive the Board was.
- Trunk or Treat hosted approximately 3,000 visitors on the Logan Campus alone. Boone, Lincoln, and Wyoming also hosted Trunk or Treat at each campus with large crowds as well.
- Our fundraising this year has gone very well. We have raised \$700,000 this year. Our goal was 1.5 million dollars in five years. Dr. Alderman anticipates that this goal will be met prior to that five-year mark. The Foundation has worked extremely hard this year to make this happen.
- The Gala was set up to raise money for upgrades to our theater. We have raised enough money to purchase curtains, lighting, and sound. A possibility that a donor will replace the seating. Happy to see the theater being used by the community.
- Hosted the Logan County Chamber of Commerce on the Logan Campus. Supreme Court Justice Bunn served as the speaker. The event hosted approximately 70 people and was very well received.
- Hosted Veterans, Thanksgiving, Governance Day, and other different celebrations across the college.
- The first Fall Graduation Ceremony was held this past Saturday. Sixteen students participated and we had approximately forty students graduate. Dr. Lisa Haddox-Heston was our guest speaker. Will continue to have two graduation ceremonies moving forward.
- This Thursday will be the last day employees will be on campus until January 3rd for Christmas break.
- We are right on track with enrollment. We are anticipating an increase in enrollment for Spring.
- We are hopeful to add Boone County to the ECA in Spring.

9. **Discussion Items**

9.1 **Board of Governors Retreat**

Jen Dove asked that members be looking at potential dates in the Spring for the retreat. She asked to keep some time blocked off in the spring in anticipation of the retreat dates being set. Jen will work with Stonewall the gets dates for the next Board meeting.

10. **Possible Executive Session under Authority of WV Code §6-9 Regarding Personnel Matters.**

Chair Heston invited a motion for the Board to enter into Executive Session. Bill Alderman moved that the Board of Governors enter an Executive Session pursuant to West Virginia

Code §6-9A to discuss personnel. Sydney Brown seconded the motion that carried unanimously. Chair Heston declared the motion adopted and Board then met in an Executive Session at 7:10 p.m. Following deliberations, Bill Alderman moved that the Board rise from Executive Session and reconvene in open session. Virgil Underwood seconded the motion which carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

11. Action Items

11.1. Approval of October 18, 2022, Board Meeting Minutes

MOTION: Bill Alderman moved to adopt the June 21st meeting minutes as presented. The motion carried unanimously, and Chair Heston declared the motion adopted.

11.2 Request for Approval to Release Institutional Policy for 30-Day Comment

11.2.1 SCP-5XXX; *Reportable Assets and Inventory Tracking*

MOTION: Virgil Underwood moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-5XXX, *Reportable Assets and Inventory Tracking*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Bill Alderman seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

11.2.2 SCP-XXXX; *Employee Conflict Resolution Policy*

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

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

ACTION: Sydney Brown seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

11.3 Request for Approval for an Additional 30-Day Comment Period

11.3.1 SCP-XXXX; *Return of Title IV Funds*

MOTION: Bill Alderman moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-XXXX, *Return of Title IV Funds (R2T4)*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

ACTION: David Gresham seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted.

11.4 Request for Final Approval Following the 30-Day Comment Period

11.4.1 SCP-1230; *Firearms, Weapons and Explosives Policy*

MOTION: Bud Baldwin moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1230, *Firearms, Weapons, and Explosives Policy*.

ACTION: Bill Alderman seconded the motion. The motion carried unanimously, and Chair Heston declared the motion adopted

12. Information Items

- 12.1 The next regular Board of Governors meeting is scheduled for 6:00 p.m. on Tuesday, Friday, 21, 2023 at 6:00 p.m.
- 12.2 Governance Day December 9, 2023, Logan Campus
- 12.3 Fall Graduation, December 10, 2022, 10:00 a.m.

13. Adjournment

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

Lisa Haddox-Heston, D.D.S., Chair

Jennifer Dove
Executive Assistant to the President
and Board of Governors

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 21, 2023**

ITEM: SCP-5XXX, *Reportable Assets and Inventory Tracking*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5XXX, *Reportable Assets and Inventory Tracking*.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

At its December 13, 2022 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-5XXX, *Reportable Assets and Inventory Tracking*, 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 February 4, 2023. Comments were received from Kristen Boggs, General Counsel, WV Higher Education Policy Commission. Ms. Boggs suggested that since there are no joint rules between the WV Higher Education Policy Commission and the WV Council for Community and Technical College Education, that we remove the reference to the Commission in Section 5.1.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant final approval of SCP-5XXX, *Reportable Assets and Inventory Tracking*, and number the policy SCP-5842.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5842**

SUBJECT: Reportable Assets and Inventory Tracking

REFERENCE: W. Va. Code § 18B-1-6(f) and West Virginia Council for Community and Technical College Education (Council) Procedural Rule, Title 135, Series 30, *Purchasing*.

ORIGINATION: October 14, 2022

EFFECTIVE: February 21, 2023

REVIEWED: New

SECTION 1. PURPOSE

- 1.1 To establish a policy for informing employees of Southern West Virginia Community and Technical College what constitutes a fixed, reportable asset which must be tagged and entered into the College's fixed asset management system.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is applicable to all departments and employees of the institution.

SECTION 3. DEFINITIONS

- 3.1 Property is defined as any materials, supplies, and equipment for which the College holds ownership title. Property acquired by the College is generally titled to the College except where a funding entity has demonstrated in writing their intent to retain or transfer title.
- 3.2 A reportable asset is a physical item purchased by the College with an original acquisition cost of \$1,000 or more and a useful life of one year or longer.
- 3.3 A non-capital asset is a physical item purchased by the College with an original acquisition cost of less than \$1,000 and a useful life of one year or longer, but the quantity or nature of the asset poses a greater risk for misappropriation.

SECTION 4. POLICY

- 4.1 All reportable assets are to be tagged with an official College inventory tag with a unique identifying number. The asset is to be entered into the official inventory records of the College. The inventory records must include the following:
- 4.1.1 Asset Tag Number
 - 4.1.2 Asset Type
 - 4.1.3 Date of Purchase
 - 4.1.4 Purchase Price

- 4.1.5 Useful Life
 - 4.1.6 Funding Source
 - 4.1.7 Purchasing Source Document (Purchase Order)
 - 4.1.8 Physical location or Employee Assignment
 - 4.1.9 Accurate description of the item
 - 4.1.10 Serial number, model number, or another identifier (as applicable)
- 4.2 Certain non-capital assets are required to be tagged and entered into the official inventory records of the College in accordance with section 4.1. The following list is by no means exhaustive and may be modified at any time by the College's Chief Financial Officer or Chief Information Officer. Non-capital assets to be entered into the official inventory records include:
- 4.2.1 Any laptop computer, desktop computer, tablet, or phone
 - 4.2.2 Printers
 - 4.2.3 Scanners
 - 4.2.4 Projectors
 - 4.2.5 Televisions
- 4.3 A physical audit of at least 50% of the College's inventory must be performed annually. The results of the inventory audit shall be presented to President's Cabinet for review and the records maintained in Business Services.
- 4.4 Assets removed from the official inventory list must be done so in accordance with College policy and State law.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 This policy is based on provisions of the Procedural Rule, Title 135, Series 30, *Purchasing*, of the West Virginia Council for Community and Technical College Education (Council).

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 It is the responsibility of the Chief Financial Officer, or their designee, to maintain an accurate record of assets in accordance with this policy.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	Date
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President	Date
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Attachments: None.

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

Revision Notes: October 14, 2022 – New Policy.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 21, 2023**

ITEM: SCP-XXXX, *Return of Title IV Funds (R2T4)*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-XXXX, *Return of Title IV Funds (R2T4)*.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

At its December 13, 2022 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-XXXX, *Return of Title IV Funds (R2T4)*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period. The comment period ended February 4, 2023. No additional comments were received.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant final approval of SCP-XXXX, *Return of Title IV Funds (R2T4)*, and number the policy SCP-4810.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4810**

SUBJECT: Return of Title IV Funds (R2T4)

REFERENCE: The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008, 20 U.S.C. § 1001, et seq., specifically Section 484B thereof, 20 U.S.C. § 1091b; Title IV of the Higher Education Act of 1965, 20 U.S.C. §§ 1070, et seq.; 34 CFR § 668.22; West Virginia Code §§ 18C-5-5, 18C-5-7, 18C-7-6; and *SCP-4356, Change in Enrollment Status*

ORIGINATION:

EFFECTIVE: February 21, 2023

REVIEWED: New

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish the process for the return of Federal Title IV funds for students who receive financial assistance at Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all eligible students who receive assistance through federal, state, or institutional Financial Aid programs.

SECTION 3. DEFINITIONS

- 3.1 “Enrollment” means the act of registering and paying for specific classes in a student’s chosen program of study. The enrollment process is completed after a student has paid tuition in full, completed all financial aid requirements to secure a tuition payment, or completed the proper documentation to enroll in the installment tuition payment plan.
- 3.2 “Dropping a class” means unenrolling from the class by a certain deadline. When a student drops a class from their schedule, the course is completely erased from the student’s class schedule. Dropped courses do not appear on the student’s official academic record, and the student does not incur tuition and fee charges.
- 3.3 “Official Withdrawal” means a student drops a class after the allowed add/drop period ends. If a student finds it necessary to withdraw from class or from the College, he/she must complete the withdrawal process. The specific last day to withdraw in an academic term is published in the academic calendar included in the catalog. Students withdrawing during this time period will receive a grade of “W.” To officially withdraw, the student must contact a Student Success representative or a faculty advisor and complete the requisite process.
- 3.4 “Unofficial Withdrawal” means a student drops a class by ceasing to attend, failing to officially withdraw, and not successfully completing at least one course with an A, B, C, or D. In such instance, the student will be considered unofficially withdrawn and the College may recalculate Title IV aid based on the student’s last day of attendance. If the College cannot determine the student’s last date of attendance, the R2T4 calculation will

be taken back to the 50% point in the term. The final burden of proof regarding last date of attendance lies with the student.

- 3.5 “Administrative Drop” means a decision by the College to drop a student from an academic credit-based course or courses for nonpayment of tuition or fees or for lack of attendance.
- 3.6 “Administrative Withdrawal” means a decision by the College allowing a student who is facing certain types of documented hardships or crises to withdraw from an academic credit-based course or courses after the deadline passes for an official withdrawal.
- 3.7 “Grade of F*” means a failing grade due to non-attendance.

SECTION 4. POLICY

- 4.1 Title IV funds are awarded to a student under the assumption that the student will attend the institution for the entire period for which the Title IV funds are awarded. Students who receive federal funds as part of their aid package but withdraw from all courses, for any reason, during a semester may no longer be eligible for the full amount of Title IV funds and may be required to return all or a portion of those funds.
- 4.2 The College uses a pro-rated formula to determine the amount of federal student aid funds a student earned at the time of the withdrawal. Thus, a student who withdraws in the second week of classes has earned less financial aid than a student who withdraws in the seventh week.
- 4.3 Once the student completes 60% of the semester, he/she is considered to have earned all of his/her financial aid and will not be required to return any funds.
- 4.4 Return of Title IV funds is required:
- 4.4.1 Although a student’s aid is posted to his/her account at the start of the term, the student earns funds as he/she completes the semester. If for any reason a student withdraws, as defined above, during the semester, the amount of Title IV program assistance earned up to that point is determined by a specific formula. If a student received less assistance than the amount earned, the student may be eligible to receive those additional funds. If a student received more assistance than earned, the excess funds must be returned by the school and/or the student.
- 4.4.2 The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of the semester before withdrawal, the student earns 30% of the assistance he/she was originally scheduled to receive. Once a student has completed 60% or more of the semester, he/she has earned all the assistance that he/she was scheduled to receive for the semester. If a student received excess Title IV program funds that must be returned, the institution will return a portion of the excess equal to the lesser of:
- 4.4.2.1 The student’s institutional charges multiplied by the unearned percentage of the student’s funds, or
- 4.4.2.2 The entire amount of excess funds.
- 4.5 Any amount of unearned grant funds the student must return is called an overpayment. The institution will notify the student by email and/or postal mail of the amount of Title IV aid overpayment. It is the student’s responsibility to make payment arrangements with the institution or the U.S Department of Education.

- 4.5.1 A student is not eligible to receive any Title IV funds if:
 - 4.5.1.1 The student drops classes prior to the first day of the class, or
 - 4.5.1.2 College has no record of the student attending or participating in class during the semester, or
 - 4.5.1.3 College approves the student receiving a 100% reversal of his/her tuition and fee charges after the beginning of a semester.

4.6 Timeline for a Return of Title IV Funds

- 4.6.1 Financial Aid Office will determine the amount of aid that was earned/unearned within 30 days from the date of withdrawal. The College will return the amount of unearned aid to the U.S. Department of Education within 45 days from the date of the student's withdrawal.
- 4.6.2 This policy highlights the process by which Title IV funds are returned to the Department of Education. The requirement for the return of Title IV program funds when the student withdraws are separate from any tuition refund policy offered by Southern. Institutional charges are determined by the tuition refund policy, which includes how much the student will owe the institution. This amount is posted as a charge to the student's Southern account.

4.7 How Return of Title IV Funds is calculated

- 4.7.1 Federal regulations specify the process by which the institution will determine the amount of Title IV funds that a student earns if he/she withdraws from school.
- 4.7.2 The percentage of Title IV Aid is calculated based upon the number of days a student attended class, compared to the number of calendar days in the semester. The College uses a pro-rated formula to determine the amount of federal student aid funds a student will have earned at the time of the withdrawal.
- 4.7.3 The College calculates institutional charges and determines the amount that must be returned to each Title IV program. The College then returns such funds to the Title IV programs according to regulatory requirements.
- 4.7.4 The institution must return Title IV funds back to the federal aid programs in the following order:
 - 4.7.4.1 Unsubsidized Federal Direct Loans
 - 4.7.4.2 Subsidized Direct Loans
 - 4.7.4.3 Direct PLUS Loans
 - 4.7.4.4 Federal Pell Grant
 - 4.7.4.5 Iraq and Afghanistan Service Grant
 - 4.7.4.6 Federal Supplemental Education Opportunity Grant (FSEOG)

- 4.7.5 Federal Work-Study earnings are not affected by the Title IV regulations concerning the return of unearned federal student aid; however, the student cannot continue employment after the last day of attendance at the College.
- 4.7.6 Any federal student loan funds disbursed must be repaid in accordance with the terms of the loan's master promissory note (MPN). The student must make scheduled payments to the loan servicer over a period of time.

4.8 Post-Withdrawal Disbursement

- 4.8.1 If the student does not receive all the funds earned, they may be due a post-withdrawal disbursement. A student who earned more aid than was disbursed prior to withdrawal is owed a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. The institution will credit post-withdrawal disbursements towards unpaid institutional charges (i.e., tuition, fees, books, and supplies). Any portion of a post-withdrawal disbursement not credited to the student's account (also known as a credit balance) will be offered to the student as a disbursement. If the student is due a credit balance, the credit balance must be disbursed as soon as possible and no later than 14 days after the calculation of R2T4.
- 4.8.2 If a post-withdrawal disbursement includes federal student loan funds, the student must give permission before it can be disbursed. Because loans must be paid back, the student may choose to decline some or all the loan funds.

4.9 Withdrawing or Ceasing to Attend Class

- 4.9.1 If the student "officially" or "unofficially" withdraws from all classes before completing 60% of the term and the student has received federal student aid, College is required to perform a Return of Title IV Funds Calculation (R2T4).
- 4.9.2 Should a student be assigned a grade of F or F* for all the courses in the term for which Title IV aid was calculated and disbursed, faculty will be required to verify the student's last day of attendance. Should faculty fail to verify the last date of attendance, the R2T4 calculation will be taken back to the 50% point in the term and the Title IV aid will be prorated or cancelled.
- 4.9.3 This calculation may result in a portion of Title IV funds being returned to the U.S. Department of Education. The student may then owe a balance to the institution/and or the U.S. Department of Education. For more information concerning repayment, please contact Southern's business office.

4.10 A Return of Title IV funds is not required:

- 4.10.1 If a student withdraws from one or more courses during a semester but remains enrolled, a Return of Title IV Funds is not required. However, withdrawing from one or more courses can affect the student's satisfactory academic progress and financial aid eligibility for future semesters.

4.11 Balances Due

- 4.11.1 When Title IV funds are returned, the student may owe a balance to the institution. The College will return funds owed to the U.S. Department of Education, which will turn the account over to collections at the 45-day point if not paid in full. Funds owed the institution will be sent through the business

office. Southern requires students to make financial arrangements for any outstanding balance prior to registering for the next term or obtaining any services (such as official transcripts, etc.). Federal law and regulations require that students must satisfy the amount owed the federal programs before they may re-enroll in any college.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 The law specifies how the institution must determine the amount of Title IV program assistance that the student earns if he/she withdraws from school. The Title IV programs that are covered by this law, offered at Southern are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans, Federal Direct PLUS loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).
- 5.2 In addition, the Higher Education Policy Commission and the Council for Community and Technical College Education require use of the same policy for the Higher Education Grant Program (HEGP), the PROMISE Scholarship, Higher Education Assistance for Part-time Students (HEAPS), and the WV Invests Grant Program.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 None.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	Date
President	Date

Attachments: None

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

Revision Notes: New Policy

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 21, 2023**

ITEM: SCP-XXXX, *Employee Conflict Resolution Policy*

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

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

At its December 13, 2022 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-XXXX, *Employee Conflict Resolution Policy*, 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 February 4, 2023. Comments were received from Kristin Boggs, General Counsel, WV Higher Education Policy Commission. Ms. Boggs has concerns about the formal conflict resolution process as follows:

"...By statute, grievants only have 15 business days from the date of the grievable event to file a grievance. If you insert this process, which has levels almost exactly like the grievance procedure, (1) you may confuse the employee, who might believe THIS is the grievance procedure and (2) you'll interfere with the timeframes the employee has in which to file the grievance..."

Therefore, revisions were made to only include the informal process in this policy and remove the formal complaint process, but to notify the employee they have the right to file a formal grievance at any time during the informal process. These comments are reflected in the revised policy being presented today.

Therefore, because of these major revisions, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval for distribution of SCP-XXXX, *Employee Conflict Resolution Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

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

SUBJECT: Employee Conflict Resolution Policy

REFERENCE: [W. Va. Code § 6C-2-1, et seq.](#) [Employee Handbook \(SAM-2000-1\), Pages 18-19, Open-Door Policy](#)

ORIGINATION: December 7, 2022

EFFECTIVE:

REVIEWED: N/A

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish a means by which employees of Southern West Virginia Community and Technical College (the “College”) may raise and resolve disputes and/or complaints that arise in the workplace.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all employees of the College. This policy does not expand or limit the rights provided to employees pursuant to the West Virginia Public Employees Grievance Procedure, West Virginia Code § 6C-2-1, *et seq.*, or any other state or federal statute, policy, rule or regulation.

SECTION 3. DEFINITIONS

- 3.1 Disputable Issues – Instances that an employee considers to be a misapplication of policy, improper or unfair treatment by supervisors or others, status and/or standing as an employee, or other significant conditions of employment.
- 3.2 Complainant – The employee who reports a Disputable Issue.
- 3.3 Informal Complaint – The ~~first~~ step in the Conflict Resolution policy by which the Complainant reports a Disputable Issue to either the employee’s direct supervisor and/or the Chief Human Resources Officer.

~~3.4 Formal Complaint – The second step in the Conflict Resolution policy by which the Complainant determines there has been no resolution to the informal complaint.~~

SECTION 4. PROCEDURE

- 4.1 This policy does not replace the employee grievance procedure established by W. Va. Code § 6C-2-2. Rather, it shall be the plan of the College to provide a mechanism through which the College may identify and resolve Disputable Issues. Nothing in the conflict resolution process operates to deny or infringe upon an employee’s right to pursue a formal grievance. The College believes that the establishment of this internal process will benefit faculty and staff alike, permitting investigation and resolution of problems.

- 4.2 The College's supervisors, managers, and directors are required to carefully review complaints raised by employees and attempt to resolve any complaint or disputes in a fair, efficient, and economic manner and possibly prevent or make unnecessary the filing of a formal complaint. The College's supervisors, managers, and/or directors shall not retaliate or take any form of reprisal against an employee for raising an issue such as those set forth above and may not impose any discrimination against an employee for doing so.
- 4.3 Complaints of illegal discrimination or harassment on the basis of age, color, disability, ethnic origin, genetic information, marital status, race, religious beliefs, sex, sexual orientation, or veteran status will be addressed in an objective and timely manner. Employees are encouraged to immediately report suspected discrimination or harassment of any kind [to the Office of Human Resources](#).
- 4.4 The confidentiality of all parties involved shall be strictly respected insofar as it does not interfere with the College's obligations to investigate allegations of discrimination and to take corrective action.
- 4.4.5 [Nothing in the conflict resolution process operates to deny or infringe upon an employee's right to pursue a formal grievance.](#)

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. CONFLICT RESOLUTION PROCEDURES

- 6.1 Informal Conflict Resolution Procedure.
- 6.1.1 If a Disputable Issue arises, the Complainant shall report the Disputable Issue to either the Complainant's direct supervisor or the Chief Human Resources Officer; provided, ~~however,~~ that if the Disputable Issue involves allegations concerning the Complainant's direct supervisor, the Complainant shall report the Disputable Issue to the Chief Human Resources Officer. If the complaint involves the Chief Human Resources Officer, it should instead be reported to the President.
- 6.1.2 The supervisor ~~shall work with or~~ the Chief Human Resources Officer, ~~as applicable, shall to~~ promptly investigate the facts surrounding the events giving rise to the Informal Complaint. The supervisor ~~and/or~~ the Chief Human Resources Officer shall contact and interview each person that the Complainant contends has knowledge of facts surrounding the Disputable Issue. The supervisor ~~and/or~~ Chief Human Resources Officer, in his or her judgment, may conduct as many meetings with the Complainant and/or other employees as the supervisor ~~and/or~~ Chief Human Resources Officer deems reasonable.
- 6.1.3 The supervisor ~~and/or~~ Chief Human Resources Officer shall attempt to resolve the Disputable Issue ~~by any reasonable means~~ informally. The Complainant shall inform the supervisor ~~and/or~~ the Chief Human Resources Officer whether the Complainant believes the Disputable Issue is resolved.
- 6.1.4 ~~If the supervisor, rather than the Chief Human Resources Officer, conducted the investigation and attempted to resolve the dispute, the supervisor shall then report the outcome of attempt to resolve the Disputable Issue.~~ The supervisor ~~and/or~~ the Chief Human Resources Officer shall document in a final report any formal agreements that may result ~~whether the Disputable Issue is resolved or unresolved and shall report the outcome~~

~~to the Complainant. The Complainant retains the right to utilize the services provided by the WV Public Employees Grievance Board and must adhere to the policies and procedures outlined by the WV Public Employees Grievance Board and/or any other outside enforcement agencies.~~

~~6.2 Formal Conflict Resolution Procedure.~~

~~6.2.1 If following the supervisor's or the Chief Human Resources Officer's attempt to resolve the Disputable Issue after the informal conflict resolution procedure, the Complainant is not satisfied that the Disputable Issue has been resolved, the Complainant may file a Formal Complaint. The Formal Complaint must be filed within ten (10) working days of: (i) the date or last occurrence of the event giving rise to the Disputable Issue, (ii) the date the employee became aware of the Disputable Issue, or (iii) the date the Complainant informed the supervisor or Chief Human Resources Officer that the Disputable Issue was unresolved.~~

~~6.2.2 The Formal Complaint must contain, at a minimum, the following information and items: (i) a statement of the exact Disputable Issue; (ii) the date or dates, to the best of the Complainant's knowledge, that the Disputable Issue occurred, the date the employee became aware of the issue, or the date the Complainant informed the supervisor or Chief Human Resources Officer that the Disputable Issue was unresolved; (iii) the person or office from which the Complainant seeks relief; and (iv) the exact relief sought.~~

~~6.2.3 First Level Decision. The Complainant and the Chief Human Resources Officer must then schedule a conference with Complainant's direct supervisor to discuss the nature of the complaint, the Disputable Issue, and the relief sought. Following the meeting, the Chief Human Resources Officer will issue a decision (the "First Level Decision"), in writing, to the Complainant, regarding the Complaint. The decision shall indicate whether the complaint is resolved and the basis for the decision.~~

~~6.2.4 Second Level Decision. If the Complainant finds that the First Level Decision is unacceptable, the Complainant may appeal the First Level Decision to the President of the College. The President or the President's designee shall review the complaint and schedule a conference with the Complainant, his/her immediate supervisor, and/or the Chief Human Resources Officer. The President or the President's designee shall, after reviewing the complaint and listening to the arguments and comments presented by the Complainant, his/her supervisor, and/or the Chief Human Resources Officer in the conference, issue a decision (the "Second Level Decision"), in writing, to the Complainant regarding the complaint.~~

~~6.2.5 The Complainant may have one other College employee of his or her choosing accompany him or her at the conferences associated with the First Level and the Second Level. The College management shall authorize a reasonable amount of time for the Complainant and/or the employee assisting the Complainant to assemble and prepare materials related to the complaint and to participate in the conferences at the First Level and the Second Level.~~

~~6.2.6.1.5 If the Complainant believes that he or she was exposed to reprisal or discrimination as a result of filing a complaint, he or she may contact the Chief Human Resources Officer, who shall review the matter and make any recommendation to the President of the College~~

regarding his or her determination of whether the Complainant was or was not treated in a manner free of reprisal and/or discrimination.

SECTION 7. RESPONSIBILITIES

7.1 Employee

7.1.1 All employees of the College are responsible for knowing the terms and requirements of this policy and the procedures related hereto.

7.2 Supervisors

7.2.1 All supervisors are responsible for consistent application of this policy and the procedures related hereto.

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 7, 2022 – New Policy.



Fiscal Year 2024 Tuition and Fees



Rules regarding tuition and fees:

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 up to 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.

Where we stand compared to our WV Peers:

FY23 CTC System Tuition and Fees						
			Base Fees	Capital Fee	Auxiliary Fee	Total
Pierpont			4,176	680	230	\$5,086
New River			4,275	545	0	\$4,820
Mountwest			4,098	552	168	\$4,818
BridgeValley			3,800	580	302	\$4,682
WVUP			3,932	100	100	\$4,132
Blue Ridge			3,864	264	0	\$4,128
Southern			3,840	216	0	\$4,056
Northern			3,600	100	334	\$4,034
Eastern			3,603	237	0	\$3,840
	System Averages		3,910	364	126	\$4,400
Southern			3,840	216	0	\$4,056
Difference from Average			(70)	(148)	(126)	(\$344)
% Difference from Average			-2%	-41%	-100%	-8%
Difference from Highest			(336)	(464)	(230)	(1,030)
% Difference from Highest			-8%	-68%	-100%	-20%
Difference from Lowest			237	(21)	0	216
% Difference from Lowest			7%	-9%	0%	6%

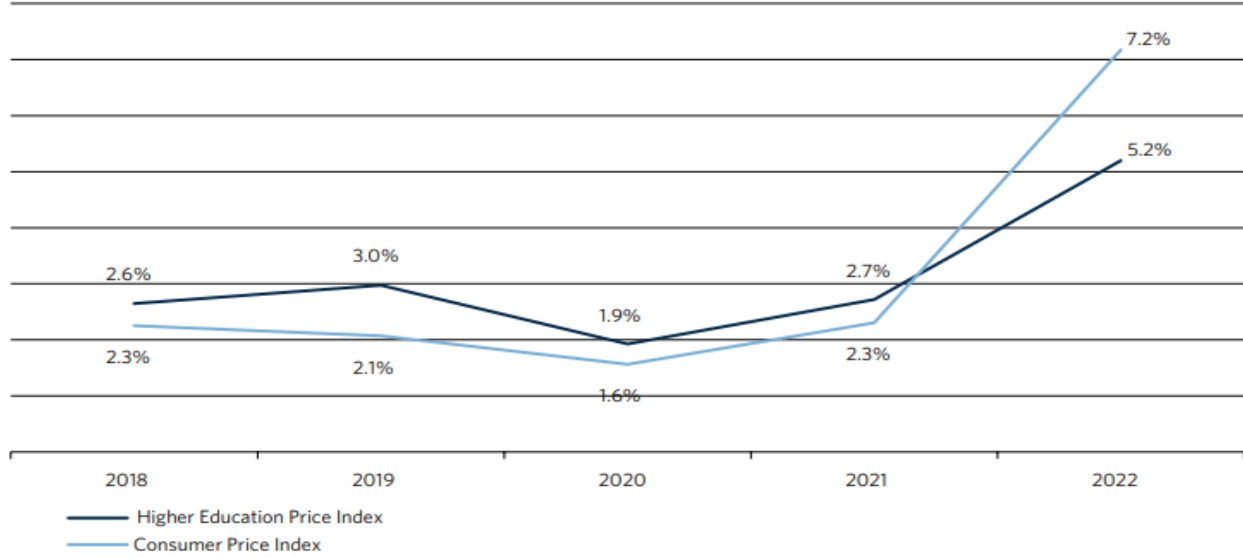
- Our base fees are two (2%) lower than the system average, or \$70 per year (\$35 per semester).
- Our capital fees are 41% lower than the system average, or \$148 per year (\$74 per semester).
- Our total tuition (base fees plus capital fees) is 8% lower, or \$344, than the system average.
- We, as well as three other CTCs, have no auxiliary fees. The average auxiliary fee in the system is \$126. Of the five schools who charge an auxiliary fee, the average is \$227. Auxiliary fees are typically fees charged for the operation of auxiliary capital functions such as bonds for student centers, to offset the cost of operating a bookstore, or to offset the costs for parking lots.
- Our total tuition is 20% lower, or \$1,030, than the highest tuition in the CTC system.
- Our total tuition is 6% higher, or \$216, than the lowest tuition in the CTC system.

Higher Education Price Index

- The Higher Education Price Index, or HEPI, is an inflation index designed specifically for higher education. The index measures inflation over eight categories:
 1. Faculty salaries
 2. Administrative salaries
 3. Clerical staff salaries
 4. Service employee salaries
 5. Fringe benefit cost
 6. Miscellaneous services
 7. Supplies & Materials
 8. Utilities
- FY22 data shows costs in the higher education sector rose 5.2% in FY22. Year over year costs in all eight categories rose in FY22, with utility costs rising approximately 43% and supplies & materials rising around 21% nationally.

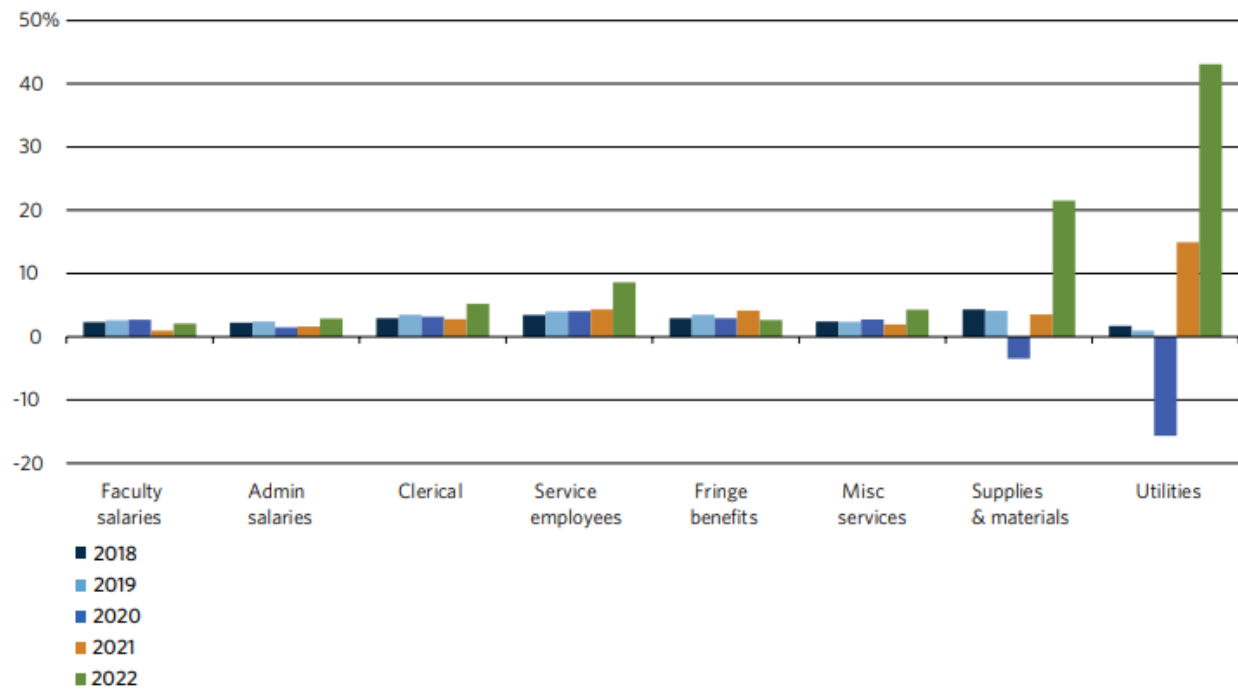
THE HIGHER EDUCATION PRICE INDEX VERSUS THE CONSUMER PRICE INDEX

Fiscal years 2018 - 2022



ANNUAL PERCENTAGE CHANGES IN THE 8 HEPI COST FACTORS

Fiscal Years 2018 - 2022



Plan for FY23 through FY25:

We developed a three-year tuition and fee plan starting in FY2023. This coming year will be the second year of the plan.

Base and Capital Fees

- In FY23 we asked for a \$38 increase in base fees and a \$58 increase in capital fees for total increase of \$96 (\$48 per semester). This equated to a 5% increase in total tuition.
- For FY24 we are asking for a \$48 increase in base fees and a \$36 increase in capital fees for a total increase of \$84. This is a 4% increase and puts at an average of 3% increases over the past three years.
- The last year of the plan will ask for an identical increase next year; a 4% increase over FY24 and a three-year rolling average of 4%.
- We believe this plan keeps us in line with inflationary increases and provides us with adequate operating revenue while maintaining a low-cost college option to our service area.

Program Fees

Program Fees are charges levied to students who take classes in a specific degree program of offset some of the higher, direct, instructional costs of these programs and minimize required tuition charged to all students.

We have taken the approach to eliminate many of the individual special fees, such as graduation fees and course fees, and incorporate any fee a student would be charged into a per credit hour program fee.

We currently have five separate program fees; Allied Health, Nursing, Career & Technical, Transfer/Undeclared, and Welding.

We are requesting increases in four of the five program fees to offset the increased costs of supplies and other services to operate these programs.

Program Fees and Charges	Requested Rate Per Semester 2022-23	Requested Rate Per Semester 2023-24	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2022-23 *
Program Fee - Allied Health (Per Credit Hour)*	\$50	\$55	\$5	\$0
Program Fee - Nursing (Per Credit Hour)*	\$65	\$75	\$10	\$1,800
Program Fee - Career and Technical (Per Credit Hour)*	\$25	\$30	\$5	\$7,000
Program Fee - Transfer/Undeclared (Per Credit Hour)*	\$10	\$10	\$0	\$0
Program Fee - Welding (Per Credit Hour)*	\$75	\$80	\$5	\$250

We are requesting \$5 per credit hour increases in Allied Health, Career & Technical, and Welding. We are requesting a \$10 increase in Nursing.

Special Fees

We have eliminated many of our special fees; however, there are some we feel are still required. For FY24, we have request two new special fees.

- \$50 Late Payment Fee

Historically we have dropped students for nonpayment after the first week of classes. Students then must re-register upon completing their financial obligations. Starting in FY24, we will no longer drop students for nonpayment. However, if a student has not completed their financial obligations by the end of the first week of class, they will be assessed a \$50 late fee. This late fee will be applied each week the student does not complete their financial obligations, up to a cap of \$250. If the student still has not made payment arrangements with the Bursar after reaching the \$250 late fee cap, the account will be referred to collections.

- \$250 Nursing Kit Fee

Nursing students must purchase a supply kit upon acceptance to the program. This kit has been paid out of pocket by the students and has ranged in price from \$300-350. The college has determined they can obtain the supplies needed and provide them to the student at a reduced cost. This fee is simply to reimburse the college the cost of obtaining the supplies.

- All other special fees remain flat.

Special Fees and Charges	Requested Rate Per Semester 2022-23	Requested Rate Per Semester 2023-24	Increase/ (Decrease)	Estimated Number of Students Impacted by Fee Change *	Projected Revenue Due to Fee Change 2022-23 *
Challenge Examination Fee (per credit hour)	\$10	\$10	\$0	0	\$0
CLEP Examination Fee (per exam)	\$10	\$10	\$0	0	\$0
Late Payment Fee	\$0	\$50	\$50	50	\$2,500
Nursing Kits	\$0	\$250	\$250	90	\$22,500
Diploma Replacement Fee (per request)	\$20	\$20	\$0	0	\$0
Portfolio Assessment Fee (per application)	\$300	\$300	\$0	0	\$0
Portfolio credit posting fee (per credit hour)	\$10	\$10	\$0	0	\$0
Returned Check Fee	\$25	\$25	\$0	0	\$0
Transcript (per application)	\$10	\$10	\$0	0	\$0

Attachment H

West Virginia Council for Community and Technical College Education Proposed Program Fees Academic Year 2023-24

Program Fees and Charges	Requested Rate Per Semester 2022-23	Requested Rate Per Semester 2023-24	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2022-23 *	WV Invests Eligible
Southern WV Community and Technical College					
Math ALEXS (Textbook Fee) Flat Fee	\$100	\$100	\$0	\$0	
Program Fee - Allied Health (Per Credit Hour)*	\$50	\$55	\$5	\$0	YES
Program Fee - Nursing (Per Credit Hour)*	\$65	\$75	\$10	\$1,800	YES
Program Fee - Career and Technical (Per Credit Hour)*	\$25	\$30	\$5	\$7,000	YES
Program Fee - Transfer/Undeclared (Per Credit Hour)*	\$10	\$10	\$0	\$0	
Program Fee - Welding (Per Credit Hour)*	\$75	\$80	\$5	\$250	YES
* All course fees and special fees a student would pay over degree completion combined into one program fee					

Attachment G

West Virginia Council for Community and Technical College Education Proposed Special Fees Academic Year 2022-23

Special Fees and Charges	Requested Rate Per Semester 2022-23	Requested Rate Per Semester 2023-24	Increase/ (Decrease)	Estimated Number of Students Impacted by Fee Change *	Projected Revenue Due to Fee Change 2022-23 *
Southern WV Community and Technical College					
Challenge Examination Fee (per credit hour)	\$10	\$10	\$0	0	\$0
CLEP Examination Fee (per exam)	\$10	\$10	\$0	0	\$0
Late Payment Fee	\$0	\$50	\$50	50	\$2,500
Nursing Kits	\$0	\$250	\$250	90	\$22,500
Diploma Replacement Fee (per request)	\$20	\$20	\$0	0	\$0
Portfolio Assessment Fee (per application)	\$300	\$300	\$0	0	\$0
Portfolio credit posting fee (per credit hour)	\$10	\$10	\$0	0	\$0
Returned Check Fee	\$25	\$25	\$0	0	\$0
Transcript (per application)	\$10	\$10	\$0	0	\$0



WEST VIRGINIA SECRETARY OF STATE

MAC WARNER

ADMINISTRATIVE LAW DIVISION

eFILED

3/29/2019 11:26:24 AM

Office of West Virginia
Secretary Of State

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: Community And Technical College Education TITLE-SERIES: 135-32
RULE TYPE: Legislative Amendment to Existing Rule: Yes Repeal of existing rule: No
RULE NAME: Tuition and Fees
CITE STATUTORY AUTHORITY: §18B-1D-3(a)(2)(B), §18B-10-1

The above rule has been authorized by the West Virginia Legislature.

Authorization is cited in (house or senate bill number) SB 636

Section §18B-17-3 Passed On 3/4/2019 12:00:00 AM

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

March 29, 2019

This rule shall terminate and have no further force or effect from the following date:

March 29, 2024

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.

Yes

Angela S Kerns -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.

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TITLE 135

LEGISLATIVE RULE

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

SERIES 32

TUITION AND FEES

§135-32-1. General.

1.1. Scope. -- This rule governs approval of tuition and fee increases by the West Virginia Council for Community and Technical College Education (Council) for West Virginia public community and technical colleges as required by West Virginia code.

1.2. Authority. -- West Virginia Code §18B-1D-3(a)(2)(B), §18B-10-1

1.3. Filing Date. -- March 29, 2019

1.4. Effective Date. -- March 29, 2019

1.5. Sunset Date. -- This rule shall terminate and have no further force or effect on March 29, 2024

§135-32-2. Purpose.

2.1. The purpose of this rule is to establish guidelines for the Council to approve tuition and fee increases as required by State code. The Council recognizes that each college must have adequate funds to fulfill the institution's mission of delivering comprehensive community and technical college education and that two primary sources of funds are available: state general revenue allocations and tuition and fees collected from students. The Council recognizes the impact that tuition increases have on students and their ability to pay for and attend college. Consistent with this purpose, this rule addresses:

2.1.a. The process by which the Council will approve required in-state resident tuition and fee increases above ten percent (≥10%) and above seven percent (7%) over any three-year rolling period.

2.1.b. The process by which Council staff will review special fees to determine if these fees should be included in required tuition and fees and thus subject to Council approval.

2.1.c. The process by which the Council will review out-of-state nonresident tuition and fee rates to determine if these rates meet the "full cost of instruction" as required by W. Va. Code.

§135-32-3. Definitions.

3.1. Auxiliary Fees. -- Charges levied to all students to support auxiliary enterprises or optional charges levied only on students using the auxiliary service. Auxiliary fees include sales and service revenue from entities that exist predominantly to furnish goods or services to students, faculty or staff such as residence halls, faculty and staff housing, food services, intercollegiate athletics, student unions, bookstores, parking and other service centers.

3.2. Capital Fees. -- Charges levied on all students to support debt service, capital projects and facilities maintenance and renewal.

3.3. Deferred payment plans. -- Payment plans approved by each Board of Governors to allow for payment of tuition and fees at less than full payment prior to the start of classes.

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3.4. Educational and General Fees. -- Charges levied on all students to support educational and general program services or optional fees levied for education and general services collected only from students using the service or from students for whom the services are made available. Educational and general expenditures include instruction, research, academic support, student services, institutional support, operation and maintenance of the physical plant, scholarships, and fellowships. Educational and general expenditures do not include expenditures for auxiliary enterprises or independent operations.

3.5. Full Cost of Instruction. -- The direct, functional expenditures from each institution's audit for both instruction and student services expenditures.

3.6. Full-time equivalent students. -- A calculation completed on an annual basis by Council staff using end of term enrollment data and is also referred to as annualized full-time equivalent students (AFTES). The calculation is as follows: end of term course hours for each semester (summer, fall and spring) divided by fifteen to get end of term FTES; sum the FTES for all three semesters; and divide by two to get AFTES.

3.7. Higher Education Price Index (HEPI). -- A measurement for inflation designed specifically to track the main cost drivers in higher education and to measure the change in the price of the goods and services purchased by colleges and universities as measured by the Commonfund Institute.

3.8. Median Family Income. -- Household income that is reported to the U.S. Census Bureau from various surveys and is the statistical center of all reported households income for a region.

3.9. Net college costs. -- The total cost to the student for tuition, room and board minus the amount of any financial aid a student may receive.

3.10. Peer Institution. -- A higher education institution located in another state that is similar to a West Virginia community and technical college and is one of twenty colleges selected to be a peer institution.

3.11. Program Fees. -- Charges levied to all students who take classes in a specific degree program to offset some of the higher, direct, instructional costs of these programs and minimize required tuition charged to all students.

3.12. Reduced nonresident tuition and fees. -- A special tuition and fees rate charged to a specific group of nonresident students typically in counties that border the West Virginia institution.

3.13. Required Tuition and Fees. -- Charges levied to all students and include educational and general fees, auxiliary fees, and capital fees. Increases in these fees above five percent must be approved by the Council.

3.14. Special Fees. -- Operational or user fees charged to offset the specific costs for providing a service. These fees include, but are not limited to, parking, late payments, drug testing, instrument fees, and other services provided to students.

§135-32-4. Goals.

4.1. Objectives. -- The Council, in partnership with the governing boards of the ten community and technical colleges comprising the community and technical college system of West Virginia, shall enhance education opportunities for the widest range of state citizens by:

4.1.a. Establishing tuition and fee levels for in-state students that do not inhibit access to public education nor cause students to incur excessive debt; W. Va. Code §18B-1D-3(a)(2)(B); and

4.1.b. Establishing tuition and fee rates for out-of-state students at levels which, at a minimum, cover the full cost of instruction unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature ... or the Council. W. Va. Code § 18B-1D-3(a)(2)(B).

4.2. Findings. -- The Council finds:

4.2.a. Students attending community and technical colleges in West Virginia pay a significantly higher proportion of their family income for tuition and fees than do students in most other states.

4.2.b. The average tuition and fee rate for community and technical colleges in West Virginia exceeds the national average for public community and technical colleges.

4.2.c. Providing opportunities for adult students to enroll in community and technical college programs is a priority, and tuition and fee rates must remain affordable for this targeted population.

4.2.d. A delicate balance exists between the need for tuition increases to address increasing institutional operating costs and the impact on accessibility and affordability for students.

4.2.e. The Council for Community and Technical College Education declares that it is supportive of institutional tuition plans that lead to increase degrees and/or certificates attainment in the State of West Virginia.

§135-32-5. Tuition and Fee Increases.

5.1. Approval of In-State or Resident Tuition and Required Fee Increases.

5.1.a. In establishing guidelines, the Council shall communicate to institutions the benchmarks and guidelines for consideration of any tuition and fee increase above ~~five~~ ten percent and above seven percent (7%) over any three-year rolling period. The cumulative increase is calculated by averaging the proposed increased with the increase for the immediate two previous years. Tuition and fee increases for online courses are not subject to approval by the Council. The benchmarks and guidelines may include, but are not limited to such items as:

5.1.a.1. The HEPI, or other appropriate inflationary benchmarks, which any new state allocations to the institution's base budget for the next fiscal year did not offset;

5.1.a.2. Continued achievement of benchmarks in the approved institutional compact;

5.1.a.3. Comparison of the most recent year change in the average West Virginia student's net tuition with change in the West Virginia's median household income to determine whether a community and technical college education is costing families more or less over time and thus impacting the ability of families to pay for college;

5.1.a.4. Institutional distance from peer equity levels;

5.1.a.5. Institutional and state funding per full-time equivalent student;

5.1.a.6. Most recent three-year history of tuition and fee increases;

5.1.a.7. Institutional implementation of new, high cost programs as defined by the Council;

5.1.a.8. Total sources of student generated revenue, including special and program fees; and,

5.1.a.9. Other factors as requested or deemed relevant by the Council, or in response to any new statutory language.

5.1.b. A governing board may approve tuition and required fee increases for resident students each fiscal year up to ten percent (≤10%) and not above seven percent (7%) over any three-year rolling period without Council approval.

5.1.b.1. For the purposes of this rule, the tuition and fee increases that require only local governing board approval shall be based on required tuition and fee rates charged to all in-state, resident students.

5.1.b.2. A special fee must be approved by the Council if it is a new fee (or an increase in an existing fee) that is charged to fifty percent or more of the students and if the inclusion causes resident tuition and fee increases to exceed ten percent and above seven percent (7%) over any three-year rolling period. Determination of the fifty percent (or more) of the students is calculated by using most current, unduplicated, fall headcount and comparing these amounts to the institutional reported projected student population to be charged. These fees must be included in both reports to Council discussed in sections 5.1.c. and 5.1.d.

5.1.b.3. Program fees must be approved by each governing board and do not require Council's approval. However, these fees must be included in both reports to Council discussed in sections 5.1.c. and 5.1.d.

5.1.c. In responding to the guidelines and benchmarks provided by the Council, each institution shall provide the Council with an annual report by August 31st that specifies the following information from the most recent academic year:

5.1.c.1. Tuition and fee rates for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees;

5.1.c.2. The total number of students charged resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees; and

5.1.c.3. The total revenue generated from resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees.

5.1.d. Each institution must provide to the Council by April 1st, any Board approved or proposed new tuition and fees for the next academic year. This report will specify:

5.1.d.1. Current and proposed tuition and fee rates for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees;

5.1.d.2. The estimated number of students who will be charged any new or proposed changes to existing special fees; and

5.1.d.3. The projected revenue increases to be generated from any proposed tuition and fee increases for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees; and

5.1.d.4. The justification for tuition and fee increases that exceed a total of ≤10 % and above seven percent (7%) over any three-year rolling period.

5.2. Review of nonresident tuition and fees.

5.2.a. A governing board shall propose tuition and required fee rates for out of state or nonresident students at levels that, at a minimum, cover the full cost of instruction unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the Council.

5.2.b. The Council will require each institution to report annually on the number of nonresident students. At no time should the admission of nonresident students to any institution or specific program of study within the institution unreasonably impede the ability of resident students to attend the institution or participate in the programs of the institution.

5.2.c. Full cost of instruction is based on the functional schedule from the most recent financial statements. A calculation will be made for each institution taking the total instruction and student services expenses divided by the institution's full-time equivalent students. The System average shall be determined by totaling the instruction and student services expenses for all institutions divided by the full-time equivalent students for the entire system. Both calculations shall be provided to the institutions annually by January 31st. Each institution will report all nonresident tuition and fee rates. Nonresident tuition and fees will be reviewed by Council staff to determine if current proposed nonresident total tuition and fees fall below the *lower of* the most recent reported System average or the applicable institutional full cost of instruction.

5.2.d. Institutional governing boards may choose to set nonresident tuition based on the lower of the respective institution's full cost of instruction or the system average full cost of instruction.

5.2.e. In order to provide additional educational opportunities to West Virginia residents, West Virginia community and technical colleges may enter into reciprocity agreements with nearby out-of-state higher education institutions whereby institutions make available programs and courses that are not available at the reciprocating institution.

5.2.e.1. Governing boards may enter into reciprocal regional and interstate agreements, including agreements with the Southern Regional Education Board, that allow nonresident students to be charged resident tuition and fee rates, when the agreements are mutually beneficial to the students of the participating states.

5.2.e.2. Reciprocity agreements shall be approved by the Council. Request for approval shall include an estimate of the total number of participating students from West Virginia and other states over the life of the agreement.

5.2.e.3. Tuition and required fees for nonresident students subject to reciprocity agreements, shall be charged by community and technical colleges in a manner that is consistent with the Council approved reciprocity agreement.

5.3. Review of reduced, nonresident tuition and fees.

5.3.a. A governing board may propose a reduced, nonresident tuition and required fee rates for out of state or nonresident students at levels that, at a minimum, covers the full cost of instruction as defined in 5.2.c. unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the Council.

5.3.b. There must be clear, specific criteria provided by each Governing Board to govern what students will be charged this reduced, nonresident tuition rate i.e. geographic location such as out of state surrounding counties bordering the West Virginia institution.

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5.3.c. Each institution must report any proposed or changes to the reduced, nonresident tuition rates to the Council along with the submission of resident and nonresident tuition and fee rates as outlined in section 5.1.d.

§135-32-6. Refunds.

6.1. Each Board of Governors must establish a refund policy for students who officially withdraw during a semester that at minimum establishes refunds that complies with the following schedule:

6.1.a. A student who begins a term and withdraws after completing up to one (1) week or ten percent (10%) of the term is entitled to a refund of ninety percent (90%) of the charges;

6.1.b. A student who withdraws after completing more than ten percent (10%) through twenty-five percent (25%) of the term is entitled to a refund of seventy-five percent (75%) of the charges;

6.1.c. A student who withdraws after completing more than twenty-five percent (25%) through fifty percent (50%) of the term is entitled to a refund of fifty percent (50%) of the charges;

6.1.d. A student who withdraws after completing more than fifty percent (50%) of the term is not entitled to a refund; or

6.2. Each Board of Governors may establish a refund policy for students who officially withdraw during a semester that establishes refunds based upon the same calculations that the United States Department of Education prescribes for the return of Title IV student financial aid funds.

§135-32-7. Deferred Payment Plans.

7.1. Each Board of Governors shall permit fee payments to be made in installments over the course of an academic term.