



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 19, 2025
6:30 p.m.
100 College Drive, Building C, Room 428
Logan, West Virginia, and Zoom**

To Join Zoom Meeting: <https://zoom.us/j/98679947799?pwd=56VzqQdPu0SeLOBS2VUb2gOV8AJSWa.1>

Meeting ID: 986 7994 7799
Passcode: 909790
Dial In: 1 646 876 9923

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. Finance Report 3
Ms. Velva Pennington
Chief Financial Officer
3. President's Report
Interim President Dennison
4. Discussion Items Chair Porter
 - 4.1 Reschedule October 21, 2025, BOG Meeting
5. Action Items.....Chair Porter
 - 5.1 *Approval of June 17, 2025, Board Meeting Minutes
 - 5.2 *Approval of June 25, 2025, Special Board Meeting Minutes
 - 5.3 *Approval of July 21, 2025, Special Board Meeting Minutes
 - 5.4 *Request for Approval to Release for 30-Day Comment Period.
 - 5.4.1. *SCP-8600 Board of Governors Operational Guidelines Policy and

SCP-8600.A	<i>Board of Governors Operational Guidelines.....</i>	6
5.4.2	SCP-2XXX, <i>Anti-Nepotism Policy</i> SCP-2XXX.A, <i>Workplace Conduct and Professional Expectations Agreement.....</i>	21
	Ms. Debbie Dingess, Chief Human Resources Officer	
5.5	*Request for Approval to Release for Additional 30-day Comment Period.	
5.5.1	*SCP-1200 Social Media Policy	29
	Ms. Debbie Dingess Chief Human Resources Officer	
6.	Informational Items.....	Chair Porter
6.1	Succession Plan	34
	Interim President Dennison	
6.2	The next regular Board of Governors meeting will be held October, __2025, at 6:00 p.m.	
7.	**Executive Session under Authority of WV Code §6-9A-4 **	
7.1	Review Draft Report for HLC Site Visit	Chair Porter
7.2	Results of Annual Board of Governors Self Evaluation	Chair Porter
8.	Adjournment	Chair Porter

*Denotes an item requiring action/Approval.

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



Memo

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

From: Velva Pennington, Chief Finance Officer

CC: Dr. Corley Dennison, Interim President

RE: Finance Update

We have just begun a new fiscal year and are working on last year's audit and financial statements. We won't have an accurate number on our gain/loss until our financial statements are complete. While it is too early in the year to have recorded any revenue. Our first Financial Aid disbursement is scheduled for September, and we will begin recording financial aid revenue later that month. Loan disbursements will come in two disbursements: one in late September and one in mid-October. We will disburse aid and refunds every two weeks through November.

The budget is expected to be tight this year, so we have only released fifty percent of the operating budgets to our units in an effort to closely monitor our budget. Then, based on incoming revenue, we will release the remaining fifty percent.

The college currently has 175 days of operational cash on hand, and it costs the college \$77,566.93 a day to operate.

We collected \$4,326,824.00 in tuition and fees revenue for the year, which is 92 percent of our 2025 tuition and fees budget. Our interest income is at 117% of the budgeted amount due to interest rates remaining high.

Southern WV Community & Technical College
Operating Budget Cash Analysis
4th QTR 2025

	FY 2025 BUDGET	FY 2025 ACTUAL YTD	Comparison %	FY 2024 BUDGET	FY 2024 ACTUAL QTD	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$4,697,793	\$4,326,824	92%	\$4,981,610	5,387,867	108%
Capital Fees	340,000	186,360	55%	308,082	268,739	87%
Workforce Revenue	400,000	297,979	74%	400,000	280,057	70%
Auxiliary Enterprises	30,000	-	0%	35,000	29,468	84%
Other Operating Revenue	50,000	1,262,166	2524%	50,000	193,199	386%
State Appropriations	9,217,907	9,217,907	100%	8,849,656	8,849,656	100%
Investment Income	400,000	466,831	117%	245,000	543,061	222%
Other Nonoperating revenues	-	-	0%	-	501,482	0%
TOTAL REVENUES	\$15,135,700	\$15,758,066	104%	\$14,869,348	\$16,053,529	108%

TOTAL EXPENSES:						
Salaries and Wages	\$9,686,089	\$9,064,956	94%	\$9,826,117	9,175,383	93%
Benefits	2,738,458	2,676,493	98%	2,634,027	2,628,860	100%
Utilities	872,280	732,934	84%	862,100	773,128	90%
Supplies and Other Services	1,838,873	2,418,468	132%	2,298,400	2,165,269	94%
TOTAL OPERATING EXPENSES	\$15,135,700	\$14,892,851	98%	\$15,620,644	\$14,742,641	94%

Net Change in Cash	\$0	\$865,215	(\$751,296)	\$1,310,888
Cash Beginning Balance	12,714,524	12,714,524	11,403,636	11,403,636
Ending Cash Balance	12,714,525	13,579,740	10,652,340	12,714,524

Summary	
Beginning Cash Balance	\$12,714,524
Revenues	\$15,758,066
Expenses	(\$14,892,851)
Ending Cash Balance	\$13,579,740

Operational Cash on Hand Days	
2025 Operational Expenses	\$14,892,851
Days/yr	192
Operational expenses per day	\$77,566.93
2025 Cash on Deposit	\$13,579,740
Total Operational Cash sustainability	175

Southern WV Community & Technical College
College Capital Budget
4th QTR 2025

Description	Budget FY 2025	Actual YTD FY 2025	Comparison %	Budget FY 2024	Actual YTD FY 2024	Comparison %
Funding Sources:						
E&G Capital Fees, Student Tuition	\$340,000	\$186,360	55%	\$300,000	\$0	
Total Funding Sources		\$186,360			\$0	

Uses:						
Campus Improvement Projects	\$0	\$150,617	0%	\$300,000	\$0	0%
HEPC Capital Assessment	\$5,000	\$4,973	99%	\$5,000	\$0	0%
Total Uses of Funds	\$5,000	\$155,590		\$305,000	\$0	

Balances		
Net Change In Cash		\$30,770
Beginning Cash Capital Balance		\$750,077
Ending Cash Balance		\$780,847

Summary	
Beginning Cash Balance	\$750,077
Revenues - Cash	\$186,360
Expenses - Cash	(\$155,590)
Ending Cash Balance	\$780,847

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 19, 2025**

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

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

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

SCP-8600, *Board of Governors Operational Guidelines Policy*, and SCP-8600.A, *Board of Governors Operational Guidelines*, have been revised to reflect recent amendments to W. Va. Code pursuant to House Bill 3279. These revisions clarify that elected faculty, student, and classified or non-classified employees serve on the Board of Governors in a non-voting, advisory capacity. Additional updates include clarification of term limits, revised quorum requirements, the addition of defined officer duties for the Secretary position, and minor updates to the Board's self-evaluation process; and the inclusion of expectations for Board member meeting attendance.

The policy was reviewed by the Policies and Procedures Committee via email on July 7, 2025 and July 16, 2025. Subsequently, at its meeting on July 28, 2025, the President's Cabinet approved the advancement of SCP-8600, *Board of Governors Operational Guidelines Policy* and SCP-8600.A, *Board of Governors Operational Guidelines*, to the Southern West Virginia Community and Technical College Board of Governors.

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

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

SUBJECT: Board of Governors Operational Guidelines Policy

REFERENCE: West Virginia Code §18B-2A-1, et seq.; 135 C.S.R. 4, *Rules and Administrative Procedures*

ORIGINATION: August 2001

EFFECTIVE: ~~July 19, 2018~~ August 19, 2025

REVIEWED: ~~February 10, 2023~~ June 30, 2025

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

- 4.1 It is the policy of the Board of Governors (BOG or the Board) of Southern West Virginia Community and Technical College to perform the duties and responsibilities assigned to the BOG by the State of West Virginia as described in the applicable statutes, including without limitation W.Va. Code § 18B-2A-1, et seq. In performing such duties and responsibilities, the BOG, as constituted by its representative membership, shall be directed by the Operational Guidelines approved by the Board on ~~April 19, 2023~~ August 19, 2025, and Policy Statements as adopted. The Operational Guidelines are hereby attached to and incorporated herein as a part of this policy.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 The Operational Guidelines of the BOG of Southern West Virginia Community and Technical College shall include statements relative to the following topics and any other categories the Board deem appropriate.
- 6.1.1 General Policies
 - 6.1.2 Board Organization

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

SECTION 7. RESPONSIBILITIES

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

SECTION 8. CANCELLATION

- 8.1 All previous operational guidelines of any previously existing governing or advisory board of Southern West Virginia Community and Technical College are superseded by this policy and the attached Operational Guidelines of the Board of Governors as approved ~~April 19, 2023~~ August 19, 2025.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

	Date
Board of Governors Chair	
	Date
President	

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

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

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

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

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

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

June 30, 2025 – Revisions represent changes to W. Va. Code § 18B-2A-1, *et seq.* pursuant to House Bill 3279, clarifying that elected faculty, student, and classified or non-classified employees serve on the Board of Governors as non-voting advisory members, clarifying the terms of office, and clarifying quorum requirements, effective upon passage on April 12, 2025. The revisions also reflect the addition of duties of the Secretary in Section 3.4.3, clarification of the Board's self-evaluation process in Section 3.7, inclusion of expectations for Board member meeting attendance in Section 3.8, and the process for filling vacant Board officer positions in Section 3.9.

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

Board of Governors Operational Guidelines

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

ORIGINATION: August 2001

EFFECTIVE: ~~April 19, 2023~~ August 19, 2025

REVIEWED: ~~February 10, 2023~~ June 30, 2025

SECTION 1. GENERAL POLICIES

- 1.1 Purpose – The Board of Governors of Southern West Virginia Community and Technical College is appointed by the Governor of the State of West Virginia and serves as a representative body of its constituents to set forth policies to govern the college in the best interests of the community as a whole and in accordance with the statutes of West Virginia and applicable Federal laws.
- 1.2 Role of the Board of Governors – The role of the Board of Governors is to:
 - 1.2.1 Establish the Mission, Vision, and Master Plan of the College and set clear written policy direction that is focused on community needs.
 - 1.2.2 Represent the community by knowing and understanding its needs and seeking a variety of perspectives when setting College policy.
 - 1.2.3 Define standards for College operations which set forth high quality programs, ensure wise and prudent expenditure of funds, and fair and equitable treatment of students and employees.
 - 1.2.4 Monitor the performance of the College to ~~insure~~ ensure progress towards defined goals and adherence to policies.
 - 1.2.5 Select, hire and retain the President and define and monitor the President's performance through periodic evaluations.
 - 1.2.6 Promote the College in the community and advocate for its interests with government officials and in its fund-raising efforts.
 - 1.2.7 Create a positive leadership environment which fosters learning and focuses on outcomes.
 - 1.2.8 Act with integrity, promoting ethical behavior in all College dealings.
 - 1.2.9 Function as a unit, speaking with one voice which recognizes that the power of Board rests with the whole Board, not individual members.

- 1.3 Role of Individual Board Members – The role of the individual board member is to:
 - 1.3.1 Know the community and represent its best interests.
 - 1.3.2 Support the College in its mission.
 - 1.3.3 Understand the College and represent it in a positive manner to all constituent groups.
 - 1.3.4 Adhere to Board of Governors policies and Code of Ethics.
 - 1.3.5 Work as a member of the Board.
 - 1.3.6 Adhere to the Board's policy-making role and recognize the President's role as Chief Executive Officer.
 - 1.3.7 Avoid conflicts of interest.
 - 1.3.8 Maintain confidentiality.
 - 1.3.9 Speak for the Board only when delegated to do so by the Board.
 - 1.3.10 Refer complaints and problems regarding the College to the President.
 - 1.3.11 Attend and actively participate in Board meetings and work sessions.
 - 1.3.12 Refuse to participate in any action which is not in accordance with Board policy.
- 1.4 Duties and Responsibilities of the Board of Governors (extracted and summarized from W. Va. Code § 18B-2A-4) are as follows:
 - 1.4.1 Determine, control, supervise and manage the financial, business and education policies and affairs of Southern West Virginia Community and Technical College.
 - 1.4.2 Develop and amend as necessary the campus Facilities Master Plan for the College.
 - 1.4.3 Develop a 10-year campus development plan in accordance with ~~article~~ W. Va. Code § 18B-19-4 et seq.
 - 1.4.4 Prescribe specific functions for the College to meet the higher education needs of the service area without unnecessary duplication.
 - 1.4.5 Develop a budget for the College that relates directly to its mission, goals, and projections as found in its Strategic Plan and submit it as an appropriation request to the West Virginia Council for Community and Technical College Education (Council).
 - 1.4.6 At least every five years, review all academic programs offered at Southern West Virginia Community and Technical College.
 - 1.4.7 Ensure the sequencing and availability of academic programs and courses offered by the College to ensure program completion in a reasonable time frame and to assure that the needs of non-traditional students are met.

- 1.4.8 Utilize faculty, students and classified staff in institutional-level planning.
- 1.4.9 Administer a system for the management of personnel matters, subject to W. Va. Code § 18B-7-1 et seq., § 18B-8-1 et seq., § 18B-9-1 et seq., and § 18B-9A-1 et seq., and to the rules adopted by the Council.
- 1.4.10 Administer a system for the hearing of employee grievances and appeals in accordance with the Public Employees Grievance Procedure established at W. Va. Code § 6C-2-1, et seq.
- 1.4.11 Solicit, utilize or expend voluntary support including financial contributions and support services.
- 1.4.12 Appoint a President of the College and conduct written appraisals of the President's performance in accordance with Council rules.
- 1.4.13 Employ all faculty and staff of the College, who shall be supervised by the President but are employees of the Board.
- 1.4.14 Submit to the Council any data or reports requested by the Council within the timeframe stated in the request.
- 1.4.15 Enter into contracts or agreements with other educational institutions or private industry to offer educational services within the College's responsibility district. To this end, the Board may share resources among the various groups in the community.
- 1.4.16 As prescribed by W. Va. Code § 18B-2A-4, delegate the part of its power and control over the business affairs of the College to the President where it considers the delegation necessary and prudent to enable the College to function in a proper and expeditious manner and to meet the requirements of the College's Strategic Plan.
- 1.4.17 Abide by the existing rules for acceptance of advance placement credit.
- 1.4.18 Consult, cooperate, and coordinate with the State Treasurer and the State Auditor to operate and maintain a system for the financial management and expenditure of appropriated and non-appropriated revenue by the College.
- 1.4.19 Consult, cooperate, and coordinate with the Council's Chancellor and the Secretary of the Department of Administration to operate and maintain a plan to administer a consistent method of conducting personnel transactions.
- 1.4.20 Transfer funds from any account appropriated for the College's use to any corresponding line item in a general revenue account at the College as long as the transferred funds are used for the purposes appropriated and transfer funds among appropriated special revenue accounts for capital improvements at the College so long as the transferred funds are used for the purposes appropriated in accordance with W. Va. Code § 18B-19-1, et seq.
- 1.4.21 Acquire necessary legal services. The Board may, but is not required to, call upon the Attorney General for legal assistance and representation as provided by law.

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

~~+4.22~~1.4.23 ~~Effective on or after July 1, 2024, this section does not grant the Board authority to restrict or regulate the carrying of a concealed pistol or revolver by any individual holding a current and valid license to carry a concealed deadly weapon, except as specifically authorized under W. Va. Code §18B-4-5b.~~

SECTION 2. BOARD ORGANIZATION

- 2.1 Organization and Authority – Effective the first day of July 2001, the Board of Governors of Southern West Virginia Community and Technical College are appointed by the Governor of the State of West Virginia and confirmed by the State Senate to determine, control, supervise, and manage the financial, business, and education policies and affairs of the College and to govern in the best interests of the college in accordance with the law of West Virginia.
- 2.2 Membership of the Board of Governors – The membership of the Board of Governors consists of 12 persons including the following:
 - 2.2.1 A full-time member of the faculty with the rank of instructor or above, duly elected by the faculty, ~~who shall serve as a non-voting, advisory member;~~
 - 2.2.2 A member of the student body in good academic standing, enrolled for college credit and duly elected by the student body, ~~who shall serve as a non-voting, advisory member;~~
 - 2.2.3 A member from the institutional classified ~~and/or~~ non-classified employees duly elected by the classified ~~and/or~~ non-classified employees, ~~who shall serve as a non-voting, advisory member;~~ and
 - 2.2.4 Nine lay members appointed by the Governor of the State of West Virginia with the advice and consent of the Senate, with no more than five members from the same political party. At least five members shall be residents of the State of West Virginia.
- 2.3 Terms of Office
 - 2.3.1 Faculty Member – The faculty member serves a term of two years beginning on July 1 and ending on June 30 each odd year and may succeed themselves for ~~three terms~~one additional term, not to exceed a total of ~~eight~~four consecutive years.
 - 2.3.2 Student Member – The student member serves a term of one year beginning on July 1 and ending on June 30 of each year.
 - 2.3.3 Classified ~~or Non-Classified~~ Employee – The classified or non-classified employee member serves a term of two years beginning on July 1 and ending on June 30 each odd year and may succeed themselves for ~~three terms~~one additional term, not to exceed a total of ~~eight~~four consecutive years.
 - 2.3.4 Lay Members – The lay members of the Board serve terms of four years each and are eligible to succeed themselves for no more than one additional ~~four-year~~ term. Lay members who are appointed to fill unexpired terms are eligible to succeed themselves for two full terms after

completing an unexpired term.

- 2.4 Oath of Office – Prior to becoming a member of the Board of Governors, the member is required to take the Oath of Office prescribed by Article IV, Section 5 of the Constitution of West Virginia and file the certificate with the Secretary of State.
- 2.5 Board Vacancies – The appropriate appointing or electing authority shall fill a vacancy in an unexpired term of a Board member within 30 days of the occurrence of the vacancy in the same manner as the original appointment or election.
- 2.6 Ineligibility for Board Membership (extracted and summarized from W. Va. Code § 18B-2A-1)
 - 2.6.1 A person is ineligible for appointment who is an officer, employee or member of any other board of governors within this State; a member of a board of visitors of any public institution of higher education; an employee of any institution of higher education; an officer or member of any political party executive committee; the holder of any other public office, other than an elected county office, or public employment, other than employment by the county board of education, under the government of this State or any of its political subdivisions; an employee of any affiliated research corporation created pursuant to W. Va. Code § 18B-12-1, et seq.; an employee of any affiliated foundation organized and operated in support of one or more State institutions of higher education; or a member of the Council or the Higher Education Policy Commission. A board appointee may be an employee or board member of an out-of-state institution of higher education. This subsection does not prevent the representative from the faculty, classified or non-classified employees or students from being members of the governing boards.
 - 2.6.2 A member of the Board of Governors, appointed by the Governor, may only be removed from membership on the Board in the manner prescribed by law for reasons of official misconduct, incompetence, neglect of duty, or gross immorality.

SECTION 3. BOARD OPERATIONS

3.1 Board Principles

- 3.1.1 The Board's governance style is intended to encourage diversity of viewpoints and collective rather than individual decision making. Prior to setting policy, the Board will ~~insure~~ensure that it has received input from a variety of sources to ~~insure~~ensure representation of constituents and staff and sound decision-making principles.
- 3.1.2 The Board's focus will be on providing strategic leadership and representing the community it serves rather than administrative detail.

3.2 Code of Ethics – The Southern West Virginia Community and Technical College Board of Governors is subject to the West Virginia Governmental Ethics Act, W. Va. Code § 6B-1-1, et seq. In addition, the Board's Code of Ethics is as follows:

- 3.2.1 To demonstrate that the Board recognizes the public trust attendant in its position; that its decisions and actions are made free from undue influence, favoritism, or threat; and that it will comport itself in such a way that the public can have confidence in its integrity and impartiality.

- 3.2.2 To devote time, thought, and study to its duties to ~~insure~~ensure effective service.
- 3.2.3 To work cooperatively with fellow Board members in spite of differences of opinion.
- 3.2.4 To base decision-making on all available facts and to vote honestly, ~~unswayed~~uninfluenced by personal bias of any kind, and to uphold the majority decision of the Board.
- 3.2.5 To act in all College-related contacts, including employees, media and citizens, in a way that reflects the fact that there is no individual authority outside of the meetings of the Board.
- 3.2.6 To refrain from using the Board position to benefit personally or for the personal benefit of any other individual.
- 3.2.7 To comply with the West Virginia Ethics Act in all areas including without limitation confidentiality, private gain, prohibited representation, gifts, use of College resources including subordinates, contracts, and procurement.

3.3 Committee Principles

- 3.3.1 The Board will normally function as a committee of the whole without standing committees.
- 3.3.2 If the Board forms an ad hoc committee, it will be for the purpose of assisting the Board to do its job, not to advise employees or help employees do their jobs.
- 3.3.3 Generally, the Board will appoint ad hoc committees for a specified purpose and a defined time period.
- 3.3.4 Board committees have no authority over employees nor may they speak on behalf of the Board of Governors unless specifically authorized to do so.
- 3.3.5 If necessary, Board members may call upon the Chancellor of the West Virginia Council for Community and Technical College Education for advice or assistance in executing its duties and responsibilities.

3.4 Officers of the Board – The Chairperson, Vice Chairperson, and Secretary shall be elected from the lay Board membership in June of each year at the Board’s annual organizational meeting. A member may not serve as Chairperson for more than four consecutive years.

3.4.1 Duties of the Chairperson – The duties of the Chairperson are as follows:

- 3.4.1.a To preside at all Board meetings in an efficient and effective manner and set the general tone for the meeting through effective leadership.
- 3.4.1.b To ~~insure~~ensure the Board and individual Board members follow the Board’s own rules and policies and those established by law.
- 3.4.1.c To promote deliberation at Board sessions that is open and thorough, but also efficient, timely, orderly, and to the point.

- 3.4.1.d To ~~insure~~ensure that all Board members are properly informed of current and pending Board and College issues.
- 3.4.1.e To perform the same duty of voting on matters as other Board members.
- 3.4.1.f To speak on behalf of the Board of Governors as its designated representative.
- 3.4.1.g To appoint or arrange for the election of committees established by the Board.
- 3.4.1.h To call emergency meetings as necessary in accordance with the Open Governmental Proceedings Act, W. Va. Code § 6-9A-1, et seq.
- 3.4.1.i To call for and participate in the Board's evaluation of the President on an annual basis.
- 3.4.1.j To call for and participate in the self-evaluation of the Board of Governors on an annual basis.
- 3.4.1.k To sign all official Board minutes.
- 3.4.1.l To perform other duties as may be required by action of the Board.
- 3.4.2 Duties of the Vice Chairperson – The duties of the Vice Chairperson are to preside at Board meetings in the absence of the Chairperson or to fulfill the duties of the Chairperson as needed.
- 3.4.3 Duties of the Secretary – In coordination with the President's designee or Board liaison, the Secretary is responsible for ensuring accurate records of all Board meetings, including minutes, votes, and actions. The Secretary also maintains official Board documents and correspondence, and certifies Board resolutions and other official documents as required.
- 3.5 New Board Member Orientation – The Board will assist each new Board member to understand the Board of Governors' role and responsibilities. The Board will develop and periodically review selected materials to be provided to new Board members to facilitate this process. The Board Chairperson and the President will invite new Board members to meet with them to acclimate the new members to their roles and responsibilities. The Council will also provide training for new Board members in accordance with W. Va. Code § 18B-1D-9.
- 3.6 Board of Governors Compensation and Expense Reimbursement – Members of the Board of Governors serve without compensation, but are reimbursed for reasonable and necessary expenses actually incurred in the performance of their official duties. Expenses are reimbursed through College funds allocated for this purpose upon presentation of an itemized statement.
- 3.7 Board of Governors Self-Evaluation – The Board of Governors ~~will~~shall develop and utilize a self-evaluation tool to regularly ~~monitor~~assess and discuss ~~Board's~~ processes and overall performance. ~~The self-evaluation tool will facilitate ongoing review and discussions of Board effectiveness and will include a comparison of Board activities to~~the policies as defined ~~outlined~~ in this document. As part of the evaluation process, Board members will also be required to complete a conflict-of-interest disclosure statement.

- 3.8 Board Member Attendance Expectations – Members of the Board of Governors are expected to attend at least five of the six regularly scheduled meetings of the Board each year, and any special and emergency meetings of the Board. Regular and active participation is essential to fulfilling the Board's fiduciary, policy, and governance responsibilities.
- 3.9 Filling Vacant Board Officer Positions – If a Board officer (Chairperson, Vice Chairperson, or Secretary) resigns or is otherwise unable to complete their term, the Board of Governors shall elect a replacement from among the current lay Board members to serve the remainder of the term. The election shall take place at the next regularly scheduled meeting or at a special meeting. Nominations may be made by any Board member, with the nominee's consent required prior to the vote. Election requires a majority vote of the voting members present; in the case of a tie, voting shall continue until a majority is achieved. The elected member shall immediately assume all duties of the office and may be considered for a full officer term at the next annual organizational meeting, as outlined in Section 3.4 of this policy.

SECTION 4. MEETING PROTOCOL

- 4.1 General – The Board of Governors is subject to the *Open Governmental Proceedings Act*, W. Va. Code § 6-9A-1, et seq. The purpose of this section is to establish the protocol by which the College will make publicly available the date, time, place, and agenda of all regularly scheduled meetings and the date, time, place, and purpose of all special or emergency meetings of the Board of Governors. It is also the purpose of this section to establish rules for attendance and presentation at any meeting where there is not room enough for all members of the public who wish to attend. This protocol also establishes procedures related to the conduct of all meetings.
- 4.2 Scope – This protocol applies to all meetings of the Board of Governors, whether regular or special or, to the extent possible, emergency.
- 4.3 Definitions
- 4.3.1 Regular Meeting – a meeting of the Board of Governors at which it conducts the regular business of the College. The Board of Governors shall establish a regular meeting schedule for the next ensuing fiscal year at its final regular meeting of each fiscal year. The Agenda Committee, which consists of the Chairperson, Vice Chairperson, Secretary, ~~Past Chairperson~~, one lay member, and the President, shall establish the agenda for all regular meetings. The Agenda Committee shall meet in person, ~~or~~ by telephone conference, or by video conference at an established time prior to the commencement of each regular Board meeting for the purpose of establishing an agenda. However, any member of the Board of Governors may direct that an item be placed upon the agenda of an upcoming regular meeting by communicating such direction to the Chairperson in advance of the publication of the particular agenda, preferably prior to the meeting of the Agenda Committee.
- 4.3.2 Special Meeting – a meeting of the Board of Governors other than a regular or emergency meeting. The Chairperson or seven members of the Board may call a special meeting of the Board of Governors. The agendas of all special meetings shall state the purpose of the meeting.
- 4.3.3 Emergency Meeting – any meeting called by the Board of Governors for the purpose of addressing an unexpected event that requires immediate attention because it poses an imminent threat to public health or safety; an imminent threat of damage to public or private

property; or an imminent material financial loss or other imminent substantial harm to the College, its employees, or the members of the public that it serves. The agendas of all emergency meetings shall state the purpose of the meeting and the facts and circumstances of the emergency.

4.4 Pre-Meeting Procedures

- 4.4.1 Notice of Regular Meetings – The College shall post and maintain notices of all regular meetings on its web page that is accessible to the public at least five-working days in advance of a scheduled regular meeting. Each notice shall state the date, time, and place of the meeting and include an agenda of the meeting. If the Board cancels or postpones a regular meeting, its designee shall post a notice of the cancellation or postponement on the College’s website as soon as feasible prior to the meeting’s scheduled date and time.
- 4.4.2 Notice of Special Meetings – The College shall post and maintain notices of all special meetings on its web page that is accessible to the public at least three working days in advance of a scheduled special meeting. Each notice shall state the date, time, place and purpose of the meeting. If the Board cancels or postpones a special meeting, its designee shall post a notice of the cancellation or postponement on the College’s website as soon as feasible prior to the meeting’s scheduled date and time.
- 4.4.3 Notice of Emergency Meetings – The College shall post and maintain notices of all emergency meetings on its web page that is accessible to the public as soon as practicable prior to the meeting. The notice shall state the date, time, place, and purpose of the meeting and the facts and circumstances of the emergency. If the Board cancels or postpones an emergency meeting, its designee shall post a notice of the cancellation or postponement on the College’s website as soon as feasible prior to the meeting’s scheduled date and time.
- 4.4.4 In accordance with the *Open Governmental Proceedings Act*, W. Va. Code § 6-9A-1, et seq., the President’s designee shall electronically file all meeting notices with the Secretary of State’s Office for publication on the Secretary of State’s website. Each notice shall state the date, time, place and purpose of the meeting and be filed in accordance with the timeframes established in the Act.

4.5 Meeting Procedures

- 4.5.1 Compliance with the Open Governmental Proceedings Act – The Chairperson of the Board and each member of the Board shall be familiar with the provision of the Open Governmental Proceeding Act and shall comply with the Act in relation to the conduct of its meetings, including all motions to convene in an executive session. Executive sessions shall not be recorded by mechanical means; however, Board minutes shall identify the statutory authorization for each executive session and shall record the persons in attendance.
- 4.5.2 Presentations – All persons desiring to address the Board regarding an agenda item at a regular meeting or a matter identified within the stated purpose of a special meeting shall register prior to the meeting. Persons will not be required to register more than 15 minutes prior to the meeting’s scheduled start time.
- 4.5.3 Public Comment – If the Board allows time on an agenda for public comment, any person who addresses the Board during such period shall identify himself or herself clearly to the Board

for the record. Any person attending a Board meeting by telephone or videoconference shall identify himself or herself by name upon request of the Chairperson or the Chairperson's designee. The Board reserves the right to remove from the telephone or videoconference any person who does not identify himself or herself upon request.

- 4.5.4 **Reconvening Meeting When Space is Limited** – In the event the place where a meeting is initially convened has inadequate space to accommodate members of the public who desire to attend, the Chairperson of the Board may adjourn the meeting and reconvene the meeting at an alternate location on a date and at a time announced at the time of adjournment. The President's designee shall provide notice of the reconvened meeting in accordance with the *Open Governmental Proceedings Act* and Section 4.4 of this Policy.
- 4.5.5 **Telephone/Electronic Attendance** – Members of the Board of Governors may attend and participate at any meeting by means of telephone or videoconference. Telephone or electronic equipment that is used to allow such attendance and participation shall be configured to allow those present, including members of the public, hear the members who are attending and participating by telephone or electronic means. When the Board uses videoconferencing technology for a meeting, it shall take all practicable steps to ~~insure~~ ensure that Board members and the public can see the meeting, in addition to hearing it.
- 4.5.6 **Availability of Meeting Materials** – All documents or materials utilized by the Board during its meetings shall be available to the public at the meeting where such documents or materials are considered to the extent such documents or materials are not exempt from public disclosure by the State's Freedom of Information Act or other law governing confidentiality or privacy.
- 4.5.7 **Parliamentary Procedure** – The Board of Governors shall observe *Robert's Rules of Order, New Revised, Twelfth Edition*, as a guide for conducting its business.
- 4.5.8 **Voting** – Board members may vote verbally or by a show of hands. The presiding officer shall announce the outcome of all votes, and the recording secretary shall record the vote accordingly. Any member may request a roll-call vote immediately following the presiding officer's announcement of the outcome of a vote.
- 4.5.9 **Quorum** – ~~Seven~~ One more than half the number of voting of the 12 members currently serving on ~~of~~ the Governing Board shall constitute a quorum. A majority of those members present and eligible to vote are required to vote in the affirmative for the passage of all motions. If a majority of those members present and eligible do not vote in the affirmative on a motion, then the motion fails.
- 4.5.10 **Minutes** – The College shall maintain official Board of Governors meeting minutes in a permanent location and safe condition. The Board Chairperson shall sign all official minutes. The Board's designee shall provide copies of Board minutes to all Board members. The College shall also maintain the Board's official minutes on its website and make them available to the public upon written request in accordance with the *West Virginia Freedom of Information Act*, W. Va. Code § 29B-1-1, et seq.

SECTION 5. PRESIDENTIAL RELATIONS

- 5.1 **General** – The President is the chief executive officer of the College and the Board's single link with operating the institution may manage the business affairs of the College pursuant to delegation of that

authority from the Board in accordance with W. Va. Code § 18B-2A-4(t) and Section 5.2 of this policy. The role of the Board is to provide clear direction to the President with regard to the financial, business, and educational policies and affairs of the College. The role of the President is to carry out the Board's direction and administer the day-to-day operations of the College.

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

SECTION 6. REFERENCES

- 6.1 West Virginia Code §§ 6-9-A-1, et seq.; 18B-2A-1; 18B-2A-4; 18B-1B-6 and 29B-1-1, et seq.
- 6.2 Carver, John and Miriam Mayhaw. *A New Vision of Board Leadership: Governing the Community College*. Washington, DC. Association of Community College Trustees, 1994.
- 6.3 Smith, Indra, J. *Trusteeship in Community Colleges. A Guide for Effective Governance*. Second Edition. Washington, DC. Association of Community College Trustees, ~~2000~~2020.
- 6.4 The Ethics Act. *A Code of Conduct for Public Servants*. West Virginia Ethics Commission.
- 6.5 Treasure Valley Community College. *Board of Education Policies*. Ontario, Oregon: ~~1998~~2022.

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

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

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

Revised 06/30/2025 with legislation passed through the 2025 Regular Session; Approved Revisions 08/19/2025

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 19, 2025**

ITEM: SCP-2XXX, *Anti-Nepotism Policy*; and SCP-2XXX.A, *Workplace Conduct and Professional Expectations Agreement*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-2XXX, *Anti-Nepotism Policy*; and SCP-2XXX.A, *Workplace Conduct and Professional Expectations Agreement*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

SCP-2XXX, *Anti-Nepotism Policy*; and SCP-2XXX.A, *Workplace Conduct and Professional Expectations Agreement*, were established to promote transparency, fairness, and accountability by setting clear expectations for avoiding conflicts between personal relationships and professional responsibilities. The policy prohibits favoritism, conflicts of interest, and undue influence in all employment matters, including hiring, supervision, promotion, evaluation, discipline, and compensation.

The policy applies to all College personnel, including Board members and contractor, and ensures consistent enforcement across all levels. The Agreement outlines behavioral standards and reinforces the institution's commitment to integrity, professionalism, and equitable treatment in the workplace. It governs all employment-related actions, including recruitment, appointment, promotion, salary decisions, supervision, workspace assignments, and any decisions affecting a relative.

The policy was reviewed by the Policies and Procedures Committee via email on June 24, 2025. Subsequently, at its meeting on July 7, 2025, the President's Cabinet approved the advancement of SCP-2XXX, *Anti-Nepotism Policy*; and SCP-2XXX.A, *Workplace Conduct and Professional Expectations Agreement*, to the Southern West Virginia Community and Technical College Board of Governors.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval of SCP-2XXX, *Anti-Nepotism Policy*; and SCP-2XXX.A, *Workplace Conduct and Professional Expectations Agreement*, for advancement to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2XXX**

SUBJECT: Anti-Nepotism Policy

REFERENCE: W. Va. Code § 18B-1-6; 158 WV Code of State Rules 158-6-3; W. Va. Code § 6B,
West Virginia Governmental Ethics Act

ORIGINATION: June 24, 2025

EFFECTIVE:

REVIEWED:

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

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

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

SECTION 4. POLICY

4.1 Disclosure Requirements

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

4.2 Prohibited Relationships and Actions

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

4.3 Employment Restrictions

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

4.4 Impartial Administration

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

4.5 Conflict of Interest Mitigation

- 4.5.1 If a working relationship between relatives is unavoidable due to specific job responsibilities, the College will implement enhanced oversight and procedural safeguards to ensure fairness, transparency, and compliance with policy.
- 4.5.2 In situations where potential nepotism may arise, Human Resources—upon approval from the President or the President’s designee—will establish a clearly defined line of authority, outlining the appropriate reporting structure and chain of command.
- 4.5.3 Employees must review and sign a formal agreement SCP-2XXX.A, *Workplace Conduct and Professional Expectations Agreement*, that outlines the institution’s expectations regarding neutrality, impartiality, professionalism, and adherence to workplace conduct standards.

4.6 Reporting, Investigation, and Resolution Procedures

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

4.7 Training and Compliance

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

4.8 Consequences for Violations

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

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

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

7.1.1 Employees and Supervisors

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

7.1.2 Immediate Supervisors

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

7.1.3 Office of Human Resources

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

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

7.1.4 Chief Human Resources Officer or Designee

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

7.1.5 President or Designee

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

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: June 24, 2025 – Originated.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2XXX.A**

Workplace Conduct and Professional Expectations Agreement

Employee Name: _____

Position Title: _____

Department: _____

Date: _____

Purpose

This agreement formalizes Southern West Virginia Community and Technical College's expectations that all employees conduct themselves with neutrality, impartiality, and professionalism, in accordance with SCP-2XXX Anti-Nepotism Policy, the West Virginia Governmental Ethics Act (W. Va. Code § 6B), and other applicable laws and policies.

Expectations

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

1. Neutrality and Impartiality

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

2. Professionalism

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

3. Compliance with Policy and Ethics Act

- I have read and understand SCP-2XXX Anti-Nepotism Policy and agree to comply with its provisions.
- I understand my duty to disclose any personal or familial relationships to Human Resources, per Sections 4.1 and 4.4 of the policy.
- I recognize that violations, including failure to disclose, may result in investigation and disciplinary action under Section 4.8 of the policy.

4. Conflict of Interest Mitigation

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

5. Reporting and Accountability

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

Acknowledgment and Signature

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

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HR Representative Signature: _____ Date: _____

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 19, 2025**

ITEM: SCP-1200, *Social Media Policy*

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

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

At its meeting on June 17, 2025, the Southern West Virginia Community and Technical College Board of Governors approved the advancement of the SCP-1200, *Social Media 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 for SCP-1200, *Social Media Policy*, ended on July 24, 2025. Although no comments were received, it is recommended that the policy be released for an additional 30-day comment period to ensure that faculty who were off contract and not regularly checking email have a fair opportunity to provide input.

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

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

SUBJECT: Social Media Policy

REFERENCE: W. Va. Code § 61-3C-14A

ORIGINATION: April 11, 2025

EFFECTIVE: August 19, 2025

REVIEWED:

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy affirms the College’s expectation that employees, students, volunteers, and board members uphold behavior on social media that is safe, legal, ethical, and aligned with the mission and values of the College. These standards are intended to protect both individual personal and professional reputations, as well as the reputation of the College as a respected institution of higher education.
- 2.2 The College values open expression and encourages the use of social media by its administration, faculty, staff, board members, and students to support and enhance student learning. While upholding the right to free speech and individual expression, the College also emphasizes the importance of maintaining professionalism and protecting one’s professional reputation in all social media interactions.

SECTION 3. DEFINITIONS

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

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Posts on Behalf of the College:
 - 7.1.1 Authorization from the Director of Communications is required before posting content on any official College social media platform.
 - 7.1.2 All social media accounts established on behalf of the College must be linked through the Director of Communications and must not be connected to personal email accounts.
 - 7.1.3 Each College-affiliated social media account must have administrative access shared by more than one employee. If a platform requires an individual user account, a dedicated account shall be created for this purpose. Employees must not be asked, permitted, or required to use personal accounts for College-related responsibilities. Administrative access will be revoked upon an

employee's resignation or termination. All social media accounts created for the College are the property of the institution; administrators hold no ownership rights.

- 7.1.4 Posts made on behalf of the College must clearly identify the individual as an official representative.
 - 7.1.5 The College's official logos—including vertical, horizontal, and the Southern "S"—may not be used without prior approval. Approved logo files can be obtained by contacting the Director of Communications.
 - 7.1.6 All content posted on behalf of the College should support its mission and uphold its reputation.
 - 7.1.7 Refrain from engaging in any activity on social media that could result in actual or perceived conflicts of interest or commitment.
 - 7.1.8 Questions or comments received through the College's social media platforms must be addressed in a timely manner. The Director of Communications will determine who is authorized to respond and whether prior approval is required.
 - 7.1.9 Personal views must remain separate from official College communications. Any personal opinions expressed—whether on institutional or personal social media accounts—must clearly state that they do not represent the views of the College.
 - 7.1.10 Internal College information, such as campus closures, class changes, or schedule adjustments, may not be posted before it has been officially announced.
 - 7.1.11 Confidential information concerning the College, its leadership, faculty, staff, board members, or students must never be disclosed on social media platforms.
- 7.1 Posts Using Best Practices on Social Media:
- 7.2.1 Always provide identification and clarify that any personal views expressed are individual opinions and do not represent the views of the College. When discussing College business, a disclaimer must be included.
 - 7.2.2 Impersonating another person is strictly prohibited. Tracking tools may be employed to identify the authors of anonymous posts.
 - 7.2.3 Harassing, intimidating, or dishonest comments toward others or their posts must be avoided. Respectful communication is required at all times.
 - 7.2.4 Online interactions should be conducted with respect. Even personal posts may impact the College's reputation due to the association with it.
 - 7.2.5 Legal liability may arise from content posted online, particularly if the material is proprietary, defamatory, libelous, or obscene
 - 7.2.6 Thoughtful engagement on social media platforms is encouraged, with careful consideration given to the audience.
 - 7.2.7 College e-mail remains an official method of communication for the College. However, communication through social media platforms shall not be considered official or binding in any capacity.

7.2.8 Responsible participation in online communities is expected.

7.2.9 Professionalism and courtesy must be maintained online, with behavior that positively reflects the image of the College.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	Date

President	Date

Attachments: None.

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

Revision Notes: April 11, 2025 – Originated.

Succession Plan

Southern West Virginia Community and Technical College

August 19, 2025

On April 7, 2025, The West Virginia Council for Community and Technical College Education (Council) placed Southern West Virginia Community and Technical College under an emergency order. This emergency order placed the president of the institution under the direct control of the Council rather than the institutional board of governors. During the course of the emergency order, should the president of the institution be incapacitated or otherwise unable to serve in the role of president, the chief academic officer shall assume the role of acting president. If the vacancy is for an extended period of time (a month or longer), The chairperson of the board of governors shall notify the Council office of the vacancy and follow instructions from the Council on replacing the president.

If both the president and the chief academic officer are incapacitated or otherwise unable to serve in the role of acting president, the chief student services officer shall serve as acting president.

This succession plan shall remain in effect through the time of the emergency order, currently set to expire on April 7, 2027 or until such time that the Council repeals the emergency order. Once the emergency order is repealed, the president's office will create a new succession plan to be approved by the board of governors.