

**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

Board of Governors Chair **Date**

President **Date**

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.