



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE**

**INSTITUTIONAL
BOARD OF GOVERNORS**

**AGENDA
FEBRUARY 21, 2006**

Board Members

**Linda Akers, Chair
Rory Perry, Vice Chair
Dennis Trader, Secretary
William Grizzell
Shelley Huffman
Jada Hunter**

**George Kostas
Dr. David Pierce
James R. Sheatsley
Michael Baldwin
Julia Goad
George Morrison**

**Joanne Jaeger Tomblin
President**

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 21, 2006
ROOM 111 — LOGAN CAMPUS**

AGENDA

1. Welcome and Call to Order Ms. Linda Akers
Board Chair
2. ACCT National Legislative Summit Report Ms. Jada Hunter
Board Member
3. President's Report Ms. Joanne Jaeger Tomblin
President
4. Action Items pp. 3-71
 1. Approval of November 29, 2005 Minutes pp. 3-7
 2. Final Approval of Proposed Policies pp. 8-40
 1. SCP-1000, Manuals, Announcements and Policies (MAP)
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 2. SCP-3245, Faculty and Administrative Productivity pp. 26-35
 3. SCP-5065, Awarding of Fee Waivers pp. 36-40
 3. Approval of Policies for 30-day Public Comment Period pp. 41-71
 1. SCP-3705, Student Academic Rights pp. 42-43
 2. SCP-4151, Academic Standards and Expectations from Students pp. 44-47
 3. SCP-2810, Sabbatical Leave for Full-time Faculty pp. 48-61
 4. SCP-2843, Sexual Harassment Policy pp. 62-69
 4. Request to Change Location of June Board Meeting pp. 70-71
5. Discussion Items p. 72
 1. Strategic Planning Workshop and
Board of Governors Retreat Agenda Chair Akers
 2. 2006-2007 Budget President Tomblin
 3. Allied Health and Technology Center Update Fred Scott
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and Energy Technologies pp. 79-80
 2. \$10,000 – Student Retention Mini-Grant p. 81
 3. \$10,000 – Marketing Grant p. 82
 4. \$30,000 – ABE/Middle College Program p. 83
 5. \$180,000 – Nursing p. 84
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 6. Beckley Higher Education Center pp. 87-91
7. Adjournment Chair Akers

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 21, 2006
Agenda Items for Action**

1. Approval of November 29, 2005 Minutes pp. 3-7
2. Final Approval of Proposed Policies pp. 8-40
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**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
WILLIAMSON CAMPUS—ROOM 433
NOVEMBER 29, 2005**

DRAFT

BOARD MEMBERS PRESENT: Linda Akers, Dennis Trader, Shelley Huffman, Jada Hunter, David Pierce, James Sheatsley, George Kostas, Michael Baldwin, George Morrison, Julia Goad

BOARD MEMBERS ABSENT: William Grizzell, Rory Perry

ADMINISTRATIVE STAFF: President Joanne Jaeger Tomblin, Merle Dempsey, Cathy Smith-Cox, Fred Scott, Allyn Sue Barker, James Owens, Pam Alderman, Ron Lemon, Cindy Crigger, Patricia Cutlip, Patricia Clay, Rita Roberson, Emma Baisden

CLASSIFIED STAFF COUNCIL: Karen Carlton, Glenna Layne, Pete Parsons, Martha Paige, Mary Hamilton, Ruby Runyon, and Chris Gray (Advisory Council of Classified Employees Representative).

GUESTS: Chancellor James Skidmore, Patricia Miller, Chris Deweese, Amy Willard

1. CALL TO ORDER:

Chair, Linda Akers, declared a quorum present and convened the meeting at 6:05 p.m. She thanked Ms. Roberson for providing a tour of the facility and acknowledged Chancellor James Skidmore.

2. CLASSIFIED STAFF COUNCIL ANNUAL PRESENTATION:

As prescribed in West Virginia Code §18B-6-4b, the Classified Staff Council held their annual meeting with the Governing Board to discuss matters affecting classified employees. Mr. Chris Gray, Advisory Council of Classified Employees Representative, introduced members of the Classified Staff Council, and presented a PowerPoint Presentation to the Board on issues of concern that impact classified employees.

3. CHANCELLOR'S REMARKS:

President Tomblin introduced the Chancellor for the Community and Technical College System of West Virginia, James Skidmore, to the group and provided his background. Chancellor Skidmore presented to the Board the 2006-2007 Legislative Budget Agenda on moving West Virginia forward through high-quality community and technical college education. Priorities, in ranking order, are as follows:

1. Peer Equity Funding - \$3,000,000
2. Upgrade Science and Technology Laboratories - \$2,000,000
3. Workforce Development Initiative - \$1,000,000
4. Tuition Reduction -n \$1,500,000

4. President's Report:

Before updating the Board on pertinent institutional developments, President Joanne Jaeger Tomblin commended the Classified Staff Council for a job well done.

President's Update

1. President Tomblin and her high school visiting team have completed 114 high school and middle school visits to date. They are scheduled to visit Burch High School tomorrow, Wednesday, November 30. The team's most recent visits include Man, Chapmanville and Harts High Schools, and Crum Middle School. President Tomblin continues to provide the students with a complimentary publication entitled *Movin' On, A Guide to Life After High School*, which contains a customized section on programs and services offered at Southern.
2. Pre-registration begins November 1 for the Spring 2006 semester. Students can now pay tuition on-line.
3. The Adult Recruitment Team is developing a visitation schedule.
4. President Tomblin recently met with the President's Advisory Council, Classified Staff Council, and Faculty Senate to discuss matters of interest.
5. Fundraising continues for the Major Gifts Campaign through a variety of activities.
6. One-on-one confidential meetings continue with a cross section of employees to discuss issues and concerns as well as obtain responses to the goals and plans for the College. Conferences will continue through the Spring semester.
7. Advisory committee meetings are on-going.
8. Communications Director, Cindy Crigger, has developed a marketing theme for the College that provides a consistent look for our publications.
9. A Memorandum of Understanding 2+2 program in Business was signed by Dr. Hazo Carter, President of WV State University, and President Tomblin on November 28. The program will provide students who achieve an A.A.S. degree in specified Business and Public Administration programs from Southern a process to transition into the B. S. degree program in Business Administration at WV State University. Through this Memorandum of Understanding, students are assured of acceptance of prior college courses and are offered a plan for completing a baccalaureate degree as efficiently as possible.
10. The Nursing program accreditation visit is scheduled for April 2006. The Medical Laboratory Technician program accreditation visit by NAACLS will also take place in Spring 2006. A date has not been set for the site visit.
11. Progress on the Allied Health and Technology facility continues. The revamping of Dempsey Branch Road began November 23rd. Bids will be released for the facility in approximately two weeks.
12. The annual Employee Holiday Reception for current and former employees will be held Friday, December 3, 2005, beginning at 12:00 p.m. in the Student Commons at the Logan Campus. President Tomblin extended an invitation to the Board.
13. The annual Tomblin Christmas celebration is scheduled for Saturday, December 10.
14. All College Day is scheduled for Monday, January 9, 2006.
15. Southern will serve as host for the May 25, 2006 meeting of the West Virginia Council for Community and Technical College Education.

5. FINANCIAL AUDIT PRESENTATION

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the years ended June 30, 2005 and 2004. Suttle and Stalnaker representative, Chris Deweese, discussed details of their findings with respect to financial reporting. Copies of the audited financial statements were provided to the Board for review before the meeting. The report is intended solely for the information and use of the College's Governing Board, managements of the College and

the West Virginia Council for Community and Technical College Education, and is not intended to be and should not be used by anyone other than these specified parties.

6. ACTION ITEMS:

1. Approval of Audited Financial Statement

MOTION: Shelley Huffman moved to accept the financial statements as presented.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously.

2. Approval of October 20, 2005, Minutes

MOTION: Shelley Huffman moved to accept the October 20, 2005 minutes as presented.

ACTION: Dennis Trader seconded the motion. The motion carried unanimously.

3. Approval of Tuition Committee Recommendation

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed resident tuition and fees increase of 4.28% and nonresident tuition and fees proposed increase of 5.18% for fiscal year 2006-2007 effective July 1, 2006, and that the special course-related fees remain at the current level for the next fiscal year.

ACTION: Shelley Huffman seconded the motion. The motion carried unanimously.

4. Ratification of Board Goals

At its October 20, 2005 meeting, Chair Linda Akers appointed a committee consisting of David Pierce (Chair), Dennis Trader, George Morrison, and Joanne Tomblin, ex-officio, to create goals for the Board of Governors to accomplish during the 2005-2006 fiscal year. Chair Pierce respectfully requested the Board ratify the goals as set forth.

MOTION: Shelley Huffman moved the adoption of the following resolution:

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors approve the 2005-2006 Board Goals.

ACTION: Dennis Trader seconded the motion. The motion carried unanimously.

5. Policies Scheduled for Review

1. SCP-5050, Assessment, Payment and Refund of Fees

This policy is to related to the assessment, payment, and refund of fees. It applies to all students in matters related to payment of tuition and/or fees in credit and non-credit courses, training sessions, or other activities where tuition or fees are assessed. This policy is subject to review on a three-year cycle by the President or the President's designee. The policy has been reviewed and

staff recommend that this policy be continued with no revisions.

MOTION: Shelley Huffman moved to continue the policy with no revisions.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously.

6. Final Approval of Policies

MOTION: Shelley Huffman moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of

1. SCP-3160, Course Syllabus and SCP-3160.A, Course Syllabus Format
2. SCP-3188, College Level Examination Program (CLEP)
3. SCP-3227, Credit Based on Experience and SCP-3227.A, Portfolio Evaluation Form
4. SCP-3670, Public School Service Program and SCP-3670.A, Public School Form
5. SCP-4398, Student Grades and Grade Point Average Requirements for Graduation
6. SCP-4825, Transfer of Student Credit Hours from Another Institution

ACTION: Jada Hunter seconded the motion. The motion carried unanimously.

7. Proposed Policy for 30-day Comment

1. SCP-5065, Awarding of Fee Waivers

MOTION: Dennis Trader 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 the SCP-5065, Awarding of Fee Waivers, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: Shelley Huffman seconded the motion. The motion carried unanimously.

7. EXECUTIVE SESSION:

Chair Akers moved that the Southern West Virginia Community and Technical College Board of Governors go into an executive session pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues. The motion was seconded and passed, and the Board thereupon met in executive session. At the conclusion of executive session, the Board reconvened in an open session and the following action was taken:

MOTION: James Sheatsley moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the Presidential Evaluation Form for the president of Southern West

Virginia Community and Technical College.

ACTION: Dennis Trader seconded the motion. The motion carried unanimously.

MOTION: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the submission of the written annual presidential evaluation for the president of Southern West Virginia Community and Technical College for the 2004-2005 review period to the Chancellor of the West Virginia Council for Community and Technical College Education.

ACTION: Shelley Huffman seconded the motion. The motion carried unanimously.

8. ADJOURNMENT:

There being no further business, Chair Akers declared the meeting adjourned at 8:10 p.m. The next Board meeting is scheduled for February 21, 2006.

_____	Chair
Linda Q. Akers	
_____	Vice Chair
Rory Perry	
_____	Secretary
Dennis Trader	
_____	Assistant Secretary
Emma L. Baisden	

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 21, 2006**

- ITEM:** Final Approval of SCP-1000, MAPS Development System
1. SCP-1000, Manuals, Announcements and Policies (MAP) Development System
 2. SCP-1000.A, Attachment A — Classification Table
 3. SCP-1000.B, Attachment B — Format for Southern College Policy (SCP)
 4. SCP-1000.C, Attachment C — Format for Southern Administrative Announcement (SAA)
 5. SCP-1000.D, Attachment D — Format for Southern Administrative Manuals (SAM's)

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1000, MAPS Development System following the public comment period.

STAFF MEMBER: Merle Dempsey

BACKGROUND:

Senate Bill 603, enacted during the last regular legislative session, significantly changed the provisions of WV Code §18B-1-6 relating to the rule-making authority of governing boards, the Higher Education Policy Commission (the Commission), and the Council for Community and Technical College Education (the Council).

These statutory revisions have made it necessary for the Commission and the Council to revise Series 4, which regulates the institutional rule-making process.

SCP-1000, which establishes the process for adoption, amendment or repeal of rules, guidelines, administrative procedures and policy statements by the Board of Governors of Southern West Virginia Community and Technical College that have an institution-wide effect or affect the rights, privileges, or interests of employees, students, or citizens, was developed in accordance with WV Code §18B-1-6 and Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, Rules and Administrative Procedures.

The recent revisions to state code and to Series 4 have necessitated revisions to Southern's Manuals, Announcements and Policies (MAP) Development System. Since this policy sets the direction for all other Southern policies, staff also proposed a change in policy number from SCP-1467 to SCP-1000.

At its October 20, 2005 meeting, the Southern WV Community and Technical College Board of Governors approved advancement of the aforementioned revised policy (with attachments) for a thirty-day comment period that expired November 22, 2005. No comments were received at the end of the comment period, therefore, the staff recommends the policy be approved as presented.



Number:	SCP-1000
Origination:	April 6, 1999
Effective:	June 24, 2002
Reviewed:	October 20, 2005

SUBJECT: Manuals, Announcements and Policies (MAP) Development System

**REFERENCE: West Virginia Code §18B-1-6(c)(3)
Title 135, Procedural Rule, West Virginia Council for Community and Technical College
Education, Series 4, Rules and Administrative Procedures**

1. PURPOSE

To meet the requirements of Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education (the Council), Series 4, Rules and Administrative Procedures.

2. SCOPE AND APPLICABILITY

This policy establishes the process for adoption, amendment or repeal of rules, guidelines, administrative procedures and policy statements by the Board of Governors (the “Board”) of Southern West Virginia Community and Technical College (the “College”) that have an institution-wide effect or affects the rights, privileges or interests of employees, students or citizens.

3. DEFINITIONS

- A. Rule — Any regulation, guideline, directive, standard, statement of policy or interpretation of general application and future effect that also has institution-wide effect or affects the rights, privileges or interests of employees, students or citizens. The following are not rules:
 - 1. Regulations, guidelines or policies established for individual units, divisions, departments or schools of the institution that deal solely with the internal management or responsibilities of a unit, division, department or school; or
 - 2. Academic curricular policies that do not constitute a mission change for the institution.
- B. Administrative Procedure — Any regulation, guideline, directive, standard or statement of policy or interpretation of future effect that does not qualify as a “rule.”
- C. Issuances — Documents developed and distributed as: official rules, guidelines and policy statements that establish the policies, responsibilities and general procedures governing Southern; or announcements, manuals and other resources that provide information to the Southern community.
- D. Unit — Area of the organization directed by members of the President’s Cabinet, such as the President’s Office, Academic Affairs, Student Services, Finance, Human Resources, Economic and Community Development, and Technology.
- E. Department — Area of the organization directed by a Director/Manager who reports to a member of the



President's Cabinet.

- F. Program — Area of the organization within a department or unit developed to deal with all aspects of a particular function.

4. POLICY

- A. It is the policy of the College to comply with the mandates of Series 4 of the Rules and Administrative Procedures of the West Virginia Council for Community and Technical College Education (the "Council"). To the extent that the Council should revise Series 4 or promulgate any rule inconsistent with this policy, the Council rule would supersede this policy.
- B. Administrative issuances of general college-wide interest will be documented as part of Southern's MAP System.
- C. Issuances will be clear, concise and to the point on matters of college-wide effect which:
 - 1. Establish or define rules, guidelines or policy statements;
 - 2. Publish program and institutional administrative decisions;
 - 3. Effect formal delegation of authority;
 - 4. Assign functional or operational responsibility and establish organizational structure; or
 - 5. Provide relevant information for college-wide distribution.

5. BACKGROUND OR EXCLUSIONS

- A. The following types of issuances will be used.
 - 1. SIP (Southern Interim Policy) will be used to publish interim, temporary, or emergency rules, guidelines and policy statements which shall be effective until an SCP (Southern College Policy) is developed and approved.
 - 2. SCP (Southern College Policy) will be used to publish rules, guidelines and policy statements, which may include delegation of authority, program or institutional administrative decisions, general guidelines or procedures, and other college administrative information with an institution-wide effect.
 - 3. SAA (Southern Administrative Announcement) will be used primarily to disseminate information of a temporary or one-time nature and may be used to announce the provisions of new or revised SIP, SCP or SAM (Southern Administrative Manual).
 - 4. SAM (Southern Administrative Manual) will be used when there is a need to issue a large volume of specialized material or of procedural information of a continuing nature, or when there



is a need to group together a number of administrative issuances in the same subject area for ease of reference and referral.

- B. The following are not rules with institution-wide effect and, therefore, are not part of the MAP System and are not subject to the provisions of Title 135, Series 4.
1. Issuances of individual units, divisions, departments or programs which deal solely with the internal management or responsibilities of a single unit, division, department or program. However, such issuances may be used within Southern for internal instructions or procedures governing unit, department or program operations. The department's cabinet-level administrator will determine signature authority of these issuances. In all cases, such internal issuances will be developed in compliance with the MAP System.
 2. Academic curricular policies that do not constitute a mission change for the institution.
 3. Day-to-day correspondence.
 4. Specific case or transaction documents and their supporting papers.
 5. Specific task/project assignments, operational directives or approved documents.
 6. Technical documentation such as specifications, drawings, maps, part lists, and scientific and technical reports of projects.
 7. Brochures or pamphlets approved by the administration for informational release to the general public.
 8. Periodic advisory or informational material of short-term value.

6. GENERAL PROVISIONS

- A. Any individual, group, program, department or unit recognizing a need for the adoption, amendment, repeal or distribution of an issuance may propose such through the appropriate governance committee or department head in accordance with the provisions of this policy and in compliance with Southern's governance process.
- B. Any major differences arising during the MAP development process which cannot be resolved will be referred to the President or the President's designee for decision.
- C. The numbering of Southern's issuances will be consistent with the Subject Classification Table for Southern's MAP System (Attachment A). Numbering details and general format for issuances are included as Attachments B, C and D.
- D. Changes to an existing policy must be indicated using the strikeout appearance for deletions and underline for revisions and/or modifications. These appearance enhancements will be removed after final approval.



- E. All policies shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review the President or the President's designee may recommend that the policy be amended or repealed.

7. RESPONSIBILITIES AND PROCEDURES

A. Generally

1. The cabinet-level administrators and/or their designees are responsible for coordinating with the Executive Vice President for the development of new or review of existing policies to insure compliance with applicable laws, rules and regulations; to avoid duplication or overlap of existing issuances; and to retain documentation case files of administrative issuances falling within their respective areas of responsibility.
2. The cabinet-level administrators and/or their designees responsible for oversight of an approved policy will establish an internal system for periodic review, revision and/or cancellation. The last review date will be printed on the issuance prior to approval.
3. The President's Office will be responsible for operational management of the MAP System which will include draft, revision or assistance with revision of policies; adherence to format and to good editorial standards; maintenance of master reference files of all issuances; assignment of numbers; preparation of current indices; updates of technical changes (e.g., position titles); and distribution of issuances.

B. Adoption, Amendment or Repeal of Rules, Guidelines or Policy Statements Subject to the MAP System

1. The procedures set forth in this section (7.B) shall apply to the adoption, amendment or repeal of any rule, guideline or policy statement by the President or the Board with institution-wide effect. These procedures shall not apply to policies, guidelines or directives established for individual units, departments or programs of Southern which deal solely with the internal management or responsibilities of that unit, department or program, or to academic curriculum policies that do not constitute a mission change.
2. Unless otherwise provided in this policy, no rule, guideline or policy statement with institution-wide effect shall be adopted, amended or repealed by the President or the Board without the provisions in this section being met.
3. The President or the Board may, without following the procedures in this section, make editorial, non-substantive changes in rules, guidelines or policy statements transferred to Southern's jurisdiction by the Higher Education Policy Commission or the Council to reflect the effect of the transfer.
4. If the President or the Board determines that a rule, guideline or policy statement should be adopted, amended or repealed concerning a subject matter under the Board's jurisdiction that is not otherwise excluded by this policy, the President or the President's designee shall notify the Chancellor, those persons representing student, faculty and classified employees at Southern, and other interested parties and shall solicit comments and suggestions regarding the determination.



5. Any rule, guideline or policy statement subsequently drafted and considered for adoption will be circulated in draft form by the President or the President's designee to the same parties listed in part four of this section for a period of not less than thirty calendar days with a date noted when comments on the draft are to be returned to the President or the President's designee.
6. If no written comments are received during the comment period, the Board may proceed to adoption, amendment or repeal of the rule, guideline or policy statement. If written comments are received during the comment period, the Board may amend the proposed policy and proceed with adoption or may choose to submit the policy for an additional 30-day comment period.
7. A final draft of the rule, guideline or policy statement shall be sent by the President or the President's designee to the parties listed in part four of this section with an explanation of any changes and a summary of comments received.
8. Except as otherwise provided, the adoption, amendment or repeal of any rule, guideline or policy statement shall not be effective until approved by the Chancellor.
9. In the case of an emergency, the President or the Board may adopt, amend or repeal a rule, guideline or policy statement without first following the procedures set out in this policy.
 - a. For the purpose of this section, an emergency exists when the adoption, amendment or repeal of a rule, guideline or policy statement is necessary for the immediate preservation of the public peace, health, safety or welfare, or is necessary to comply with a time limitation established by state or federal law or regulation or a directive or rule of the Council, or to prevent substantial harm to the public interest, or to deal with a financial exigency.
 - b. The facts constituting an emergency shall be communicated in writing in advance to the Chancellor, who may disapprove the action of the President or the Board if the Chancellor disagrees that an emergency existed.
 - c. Any adoption, amendment or repeal of a rule, guideline or policy statement under the emergency procedure shall remain in effect no longer than three months and shall expire unless the President or the Board has completed final approval under the normal process set out in this section.
10. Upon request by affected constituencies, individuals or parties, the Board may schedule a public hearing regarding adoption, amendment or repeal of a rule, guideline or policy statement.
11. The following locations are designated as the places where all proposed and approved rules, guidelines and policy statements can be accessed by the public at no cost:
 - a. The Human Resources Office;
 - b. The President's Office;



- c. The offices of each Campus Manager; and
- d. The library on each campus.

The President or the President’s designee may designate new locations so long as at least one location is designated on each of Southern’s campuses and those locations are made known to the public.

- 12. All proposed and approved rules, guidelines and policy statements shall also be posted on Southern’s web site, to the extent technically and financially feasible, as part of the MAP System.
- 13. Signature authority for all issuances rests with the President.

8. CANCELLATION

SCP-1467

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle by the President or the President’s designee. Upon such review, the President or the President’s designee may recommend to the Board that the policy be amended or repealed. SCP-1000 is scheduled for review during the 2008-2009 academic year.

10. SIGNATURES

Board Chairman	Date
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President	Date
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- Attachments:** Attachment A — Subject Classification Table
Attachment B — Format for Southern College Policy
Attachment C — Format for Southern Administrative Announcement
Attachment D — Procedures for Southern Administrative Manuals

- Distribution:** Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Officer of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development



Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Division Chairpersons (6 members)
Faculty Senate Chair
Harless Library (Logan Campus)
Williamson Campus Library
Office of the Boone/Lincoln Campus Director
Office of the Wyoming/McDowell Campus Director
www.southern.wvnet.edu

Revision Notes: October 20, 2005 — Major revisions required to comply with Series 4.



Number:	SCP-1000.A
Origination:	April 6, 1999
Effective:	April 6, 1999
Reviewed:	October 20, 2005

SUBJECT: Attachment A — Classification Table

REFERENCE: SCP-1000, MAP Development System

1000 GENERAL

Policies related to general administrative issues, such as: MAP Development System, Governance, History, Vision, Mission, Goals, Strategic Planning, Naming Rooms / Buildings, Tobacco Use, Solicitation, Records/Documents, Retention/Security/Control, Weapons/Firearms, Safety, Public Relations, Institutional Publications, Marketing, Fundraising, etc.

2000 HUMAN RESOURCES

Policies relating to Human Resource issues and terms or conditions of employment such as: Employee Relations, Employment and Hiring Policies, Benefits, Attendance and Leave, Sabbatical, Professional Development, Performance Appraisal, Hiring Practices, Promotion, Tenure, Discipline, Workloads, Sexual Harassment, AA/EEO, ADA, etc.

3000 ACADEMIC AFFAIRS

Policies relating to academic areas regardless of particular division or program, and/or academic services/issues such as: School-to-Work/Tech Prep, Academic Programs, Delivery of Instruction via Interactive/Distance Learning, Libraries, Developmental Education, Institutional and Student Assessment, Accreditation, Academic Freedom, etc

4000 STUDENT SERVICES

Policies relating to services provided to/for students, such as: Student Conduct, Activities, Student Government A, Grievances, Grade Appeals, FERPA, Financial Aid, Recruitment, Enrollment Management, Admissions, Records, Counseling, Registration, Career Planning and Placement, etc.

5000 FINANCE

Policies relating to financial issues and physical plant, such as: Accounting, Budget Planning, Bookstores, Business Offices, Facilities/Physical Plant, Automotive Usage, Travel, Purchasing, Payables, Food Services, etc.

6000 ECONOMIC, WORKFORCE, AND COMMUNITY DEVELOPMENT

Policies relating to economic, workforce and community development, and external



relations, such as: Economic Development, Continuing Education, Small Business Development Center, Workforce Training and Development, etc.

7000 TECHNOLOGY SERVICES

Policies relating to Computer Center/Services, Instructional Technologies, Interactive / Distance Learning Technologies, Educational Media/Television Services, Student Computer Labs, Telephone Services/Equipment, Internet, Web Technology, etc.

8000 BOARD OF GOVERNORS

Policies relating to general operations of Southern West Virginia Community and Technical College: General, Human Resources, Academic Affairs, Student Services, Finance, Economic and Community Development, and Technology Services.



Number:	SCP-1000.B
Origination:	April 6, 1999
Effective:	April 6, 1999
Reviewed:	October 20, 2005

SUBJECT: Attachment B — Format for Southern College Policy (SCP)

REFERENCE: SCP-1000, MAP Development System

1. PURPOSE

To establish the format and procedures for publication of Southern College Policy (SCP).

2. DEFINITION

Southern College Policy (SCP) will be used to publish policy statements, delegation of authority, program or institutional administrative decisions; general guidelines or procedures; and other college administrative information of a continuing nature.

3. NUMBERING

The President's Office will assign a number to each college policy. The number will consist of the identifying prefix (SCP), and a four-digit subject classification number. The number will be assigned prior to printing and will appear in the upper-right-corner of each page of the policy. Any forms necessary for full understanding of a policy or fulfillment of its requirements shall be included as attachments to the policy and shall contain the policy number followed by a decimal point and a consecutive letter of the alphabet as required.

4. STANDARD FORMAT

A. General

This attachment illustrates the standard layout and paragraphing for all Southern College Policies in this manual. Standard sections within each policy include Purpose; Scope and Applicability; Definitions; Policy; Background or Exclusions; General Provisions; Responsibilities and Procedures; Cancellations; Review Statement; Signatures. The first page must use the standard Southern College Policy format. Each subsequent page of a policy will include a header showing the policy number, origination, effective, and review dates in the upper-right-corner. Policies will use a page size of 8½ x 11 inches, 0.75 inch margins on all sides, Times New Roman font face, and 11 point font size.

B. Content

Southern College Policies must include the following headings. If the heading does not apply, indicate so by inserting "Non applicable" under the heading.

SUBJECT: Title of the policy

REFERENCE: References will be used only when they improve understanding or when they cite higher directives that require or govern the policy.



1. PURPOSE

Broad-based description of the primary reason for the policy. Why this policy is written.

2. SCOPE AND APPLICABILITY

Departments, people, or items affected.

3. DEFINITIONS

Used to give specific meaning to a word, term, or phrase as used in the policy.

4. POLICY

Guideline statements for specific subjects. What the policy does. List the specific points.

5. BACKGROUND OR EXCLUSIONS

If needed for understanding.

6. GENERAL PROVISIONS

Includes information required for clarity that will not fit under other headings.

7. RESPONSIBILITIES AND PROCEDURES

Specifies who does what, when, how, and where. Separation of these headings may be necessary for clarity. Reference may be made to the College catalog, employee and/or student manuals or similar documents for specific responsibility or procedures.

8. CANCELLATION

Any previous policy being superseded.

9. REVIEW STATEMENT

All policies shall be reviewed on a three-year cycle by the President or President's designee. Upon such review, the President or the President's designee may recommend that the policy be amended or repealed. Insert SCP number (i.e., SCP-1000) is scheduled for review during the, insert next three-year cycle (i.e., 2008-2009), academic year.

10. SIGNATURES

Provide the following flush right signature lines four lines below the final paragraph on the last page.



Board Chairman

Date

President

Date

11. ATTACHMENTS

Official Summary Sheet(s), Form(s), and “/or example” attachments, etc., when necessary, two lines below last signature line.

12. DISTRIBUTION

Will be shown in the lower-left corner, two lines below attachments notation.

C. Paragraphing

Major paragraph headings will use arabic numbers, upper-case letters, and will be bold. Headings for subparagraphs will be capitalized, and will follow the numbering and lettering pattern below:

1. MAJOR PARAGRAPH

A. First Subparagraph

1. Second subparagraph

a. Third subparagraph

(1) Fourth subparagraph

(a) Fifth subparagraph

D. Margins

Use a margin of 0.75 inches left, right, top, bottom.

E. Page Numbering Format

Page numbers must be formatted to show the current page and the total number of pages in the policy. Example format: “Page 2 of 5.” The position of page numbers are at the bottom center of every page.

F. Font Face and Size

The font face must be “Times New Roman” and the Font size should be 11 points.



5. CORRECTIONS OR REVISIONS

A. Corrections

Corrections will be processed for publication by the President's Office. "Corrections" differ from "revisions" in that corrections serve to correct policy details, clarify wording, correct titles, department names, etc.; not revise policy intent.

B. Revisions

Revisions will be made when a substantial change is required and will be assigned the same subject and number as the basic policy. The new date of issue will be used and revisions will be processed in the same manner as the original instruction.

C. Cancellation

Revised policies will replace and supercede existing policies

6. FILING

Southern administrative issuances will be filed in accordance with Subject Classification Table (MAP Development System SCP-1000.A). SCP's containing the original signature will be maintained in the Human Resources Department.

7. PROCESSING FOR PUBLICATION

A. Recommending Individual, Group, and/or Unit will:

1. Coordinate proposed issuances with other offices affected by the policy.
2. Research existing policies to reduce duplication, redundancy, and omissions.
3. Follow policy format and prepare a printed hard copy for the President's Office using appropriate word processing software.

B. The President's Office will:

1. Assure proper format and coordination, assign policy numbers, have policy signed, reproduced and distributed.
2. Maintain and issue a current index of Southern's administrative issuances.



Number:	SCP-1000.C
Origination:	April 6, 1999
Effective:	April 6, 1999
Reviewed:	October 20, 2005

SUBJECT: Attachment C — Format for Southern Administrative Announcements (SAA)

REFERENCE: SCP-1000, MAP Development System

1. PURPOSE

To establish the format and procedures for publication of Southern Administrative Announcements (SAA).

2. DEFINITION

Southern Administrative Announcement (SAA) will be used primarily to disseminate information of a temporary or one-time nature and may be used to announce the provisions of new or revised SIPs, SCPs or SAMs.

3. NUMBERING

Southern Administrative Announcement numbers will consist of the prefix “SAA” and a four-digit subject classification number. Administrative Announcements will also carry a control number, consisting of consecutive numbers beginning the first of each fiscal year with number 1 (1-9899, 2-9899, etc.). The President’s Office will assign the control number. The number will be assigned prior to printing and will appear in the upper-right-corner of each page of the announcement.

4. EXPIRATION DATE

An expiration date will be shown in the appropriate block. Normally, expiration dates will be within six months to one year from date of issue; however, this date can be later depending upon the purpose of the announcement.

5. FORMAT

The SAA will be in a memorandum format on Southern letterhead with the phrase “SOUTHERN ADMINISTRATIVE ANNOUNCEMENT” at the top of the page, second and succeeding pages will be on plain bond with a header showing announcement number and date.

6. CHANGES OR REVISIONS

When a substantial change to an announcement is required, such information will be issued as a new announcement, with a new expiration date. The new announcement will be assigned a subject title and new number as appropriate.



7. PROCESSING FOR PUBLICATION

Southern Administrative Announcements will be prepared by the President or his/her designee. SAAs will be coordinated, and distributed in the same manner as Southern College Policies.



SUBJECT: Attachment D — Format for Southern Administrative Manuals (SAM's)

REFERENCE: SCP-1000, MAP Development System

1. PURPOSE

To establish the format and procedures for publication of Southern Administrative Manuals (SAM).

2. DEFINITION

Southern Administrative Manuals (SAM) will be used to issue a large amount of specialized subject matter, procedural information of a continuing nature which is best published in manual form, or to group, for ease of reference, a number of issuances in the same subject matter area.

3. AUTHORIZATION

Manuals must be approved by the vice president of originating unit and the Executive Vice President. The vice-president, dean or director of the requesting unit is responsible for ensuring the proposed manual complies with current applicable federal, state, board, and institutional rules and policies. The vice-president, dean, or director will submit a memorandum to the President, through the Executive Vice President, requesting authorization for the proposed manual. Requests will include:

- A. title of proposed manual
- B. purpose and outline of manual contents (Attach draft of a proposed preface page.)
- C. planned format
- D. approximate number of pages
- E. distribution
- F. office responsible for issuance
- G. scheduled date of review for revision.



4. PROCESSING FOR PUBLICATIONS

- A. The authorized originating unit will be responsible for preparing drafts, making corrections, and processing a final copy of the manual.
- B. Reviewers will submit comments or concurrences within an established time limit. Comments will be considered by the originator and issuances will be revised as necessary. When major differences exist, these will be resolved prior to publication according to provisions of the MAP system policy.
- C. Distribution information will be shown in the lower-left corner of signature pages and normally will be in the form of a distribution code or list.
- D. Record case files will be retained by issuing unit.

5. FORMAT

The President's Office will assign numbers to each SAM consisting of identifying prefix "SAM," and a four-digit subject classification number, a decimal point, and a consecutive number if necessary. The number will appear in the upper-right corner of the cover and preface page and may be included on each page, if appropriate.

6. CHANGES OR REVISIONS

Changes or revisions will follow the procedure prescribed for Attachment B — Format for Southern College Policy (SCP).

7. COVER

The cover will carry the manual number in the upper-right corner, the title of the manual, and the name of the originating unit.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 21, 2006**

ITEM: Final Approval of Proposed Policy, SCP-3245, Faculty and Administrative Productivity

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-3245, Faculty and Administrative Productivity following the public comment period.

STAFF MEMBER: Cathy Smith-Cox

BACKGROUND:

In 2004-2005, Executive Vice President, Merle Dempsey, charged the Academic Affairs Management Council to comply with West Virginia Code §18B-7-7, Professional Productivity, and author an institutional policy that addressed compliance with the statute.

The committee began work in January 2005 and continued until a draft policy was complete. Mrs. Cathy Smith-Cox took the draft policy forward to the Academic Affairs Committee in April of 2005. A Senate subcommittee reviewed the proposed policy and made revisions. The Senate then approved the draft policy in September 2005. Mrs. Cox presented the draft policy to the President's Cabinet for review in that same month. All committees have endorsed the proposed policy as written.

At its October 20, 2005 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of the proposed policy, SCP-3245, Faculty and Administrative Productivity, for a 30-day comment period which expired November 22, 2005. Following are the comments received during the 30-day comment period and administration's responses.

Comment 1: "The definition of faculty should be the same as the definition for faculty in the recently approved policy SCP-2825, *Salary Administration*."

Response: Staff recommend the definition stated in SCP-3245 be revised to be consistent with that used in SCP-2825.

Comment 2: “WV Code §18B-7-7 specifically states that the peers are to be in other states. Therefore, I recommend the inclusion of the phrase “in other states” be added under Section 4.A of the proposed policy.”

Response: Staff recommend the suggested phrase be added for clarification.

Comment 3: “The proposed policy states that the peer institutions would be approved by our Board of Governors (BOG). WV Code §18B-1A-3 provides that the Higher Education Policy Commission and the Council for Community and Technical College Education designate our peers and that they be approved by LOCEA. Therefore to state that our BOG will determine or approve our peers would be in violation of WV Code.”

Response: Staff recommend the proposed policy be revised to clarify any reference to peers as it relates to peer institutions will be those approved according to state code.

Comment 4: “To ensure that we are comparing like data elements, I recommend that any comparisons of productivity measures for Southern faculty and administrators be made using only standardized data elements as reported to nationally recognized data collection organizations. Therefore, I recommend using the organizations listed under Section 4.B. Others that I am not familiar with may be included upon recommendation by other college employees.”

Response: For clarification purposes, the individual submitting comment 4, provided a revised policy with recommended list of “nationally recognized data collection organizations.” The list included the following: College and University Professional Association for Human Resources (CUPA-HR); Integrated Postsecondary Education Data System (IPEDS); National Center for Education Statistics (NCES); and Southern Region Education Board (SREB).

Although the recommendation provides a set of organizations from which data may be obtained for comparison purposes, these sources do not provide data for a number of measures that the Faculty Senate recommends be included in the productivity measures. Staff recommends that in order to address faculty concerns and yet make the policy manageable, that the current Section 4.B be revised as follows:

B. Faculty shall be at least ten percent more productive than faculty at peer institutions as approved according to WV State Code §18B-

1A-3. It is recognized, however, that many aspects of faculty productivity are intangible and cannot be measured by such simple methods as examining student/teacher ratio. Likewise, no single measure of faculty productivity is sufficient to measure overall productivity. While quantity is easily measured, quality is more meaningful when assessing faculty productivity. Therefore, a combination of measures will be used to determine productivity. Only comparable standardized data elements, as reported to nationally recognized data collection organizations, will be used for any comparative measurement of faculty productivity. Such measures may include: (The remainder of Section 4 will be unchanged.)

Comment 5: “WV Code §18B-7-7 only requires one measure of faculty productivity. The code states that the faculty productivity measure is to “be based on the average number of student credit hours taught.” To clutter the policy by creating metrics that are not nationally reported, and therefore not available in any recognized or standardized format is to create a policy under which we can never be in compliance. In order to comply with this section of code, I recommend inclusion of the revised Section 4.C. The criteria suggested in the proposed policy may be used for comparing internal productivity between divisions or even as individual faculty productivity measurements. However, unless this criteria is available from peer institutions, productivity comparisons will be impossible to accomplish.”

Response: This comment was addressed in the response to Comment #4.

Comment 6: “The CUPA-HR Administrative Compensation Survey is based on a 4-year college model and does not include titles in areas of transitional studies, economic/workforce/community development, or literacy initiatives. Using CUPA-HR titles as administrators would omit or eliminate productivity measurement of very important areas of our mission.”

Response: This comment is unclear and contains no reference to any specific section of the proposed policy nor does it provide any recommendation. Therefore, staff recommends no change to the draft policy based on this comment.

Comment 7: “In checking the availability of data using the most recently reported CUPA-HR Administrative Compensations Survey (FY 2003-04), only two of Southern’s ten peer institutions participated in the survey. Thus, rendering the comparisons using this survey fairly meaningless.”

Response: Although there were only two of the existing peer institutions that participated in the CUPA-HR survey, no recommendation was made by the person submitting this comment regarding an alternate source of data that would provide information from the other peer institutions. Until another source of data is identified, staff recommends no change to the draft policy based on this comment.

Comment 8: “I also recommend incorporating a policy statement to make sure Southern is in compliance with requirements of WV Code §18B-7-8, *Campus Administrators*. This section of code requires that administrators holding faculty rank to teach one class every 18 months. This topic is related to faculty and administrator productivity and fits well as part of the proposed policy.

Response: WV State Code §18B-7-8 specifically states that “each governing board, with the advice and assistance of the faculty senates, shall establish **a policy** pursuant to the provisions of article three-a, chapter twenty-nine-a of this code requiring all campus administrators holding faculty rank to teach at least one course during each eighteen-month employment period or to perform ongoing research in lieu of teaching.” There are no campus administrators at Southern who hold faculty rank. Division Chairs, who are members of the full-time faculty and hold rank does, however, perform administrative duties under a separate employment contract. The job description for division chairs specifies that the Division Chair “Is appointed by, and serves at the will and pleasure of, the President and shall perform the duties of a division chair under the terms and conditions of a separate contract from that of any faculty position he/she may hold.” As part of their compensation for performing the duties of Division Chair, individuals are provided 9 credit hours of released time from their total teaching load of 15 credit hours each semester. This means each Division Chair, holding faculty rank and performing administrative duties, must teach a minimum of 6 credit hours each semester, or a total of 12 credit hours per academic year (12 month period). This contract requirement exceeds the requirements of WV Code §18B-7-8. However, this requirement is not addressed in a formally adopted policy statement. Therefore, staff recommend that rather than developing a separate policy to address this issue, the following statement be added to the draft policy under consideration as Section 4B and that the current Section 4B be renumbered as Section 4C.

Any administrator holding faculty rank must teach at least a minimum of three (3) credit hours per academic year. This teaching responsibility shall be considered as a part of the contractual responsibilities of that administrative position and shall not require any

additional compensation. Division Chairs who hold faculty rank shall perform teaching responsibilities as determined by the Chief Academic Officer but shall not be less than 12 credit hours in an academic year.

Comment 9: “The proposed policy contains an error under Background and Exclusions. It should read that the policy is not applicable to “non-exempt” employees. Administrators and faculty are “exempt” employees under the Fair Labor Standards Act.

Response: The section specified in the comment does contain an error and will be corrected.

Comment 10: “...I recommend the inclusion of the statement about performance evaluation for all categories of employees.”

Response: This comment was edited due to reference to other revisions suggested in previous comments. This comment specifically recommends that the following statement be added to the policy; “Southern West Virginia Community and Technical College will maintain a system of performance evaluation for all categories of employees to ensure appropriate measures of productivity and efficiency are accomplished.”

Although noteworthy, the addition of this statement is unnecessary if the suggested revisions to the original Section 4B (see the response to Comment 4) are made.

Comment 11: “I recommend that any reports or measurements required by the Board of Governors regarding faculty and administrator productivity be incorporated and included with other institutional effectiveness reporting requirements and not designated as a separate report.”

Response: The proposed policy states, “Evaluation of administrator and faculty productivity is the responsibility of the Executive Vice President or his/her designee working in conjunction with the Southern West Virginia Community and Technical College Board of Governors. The Board of Governors will approve the list of peer institutions. A productivity report will be presented each November to that body.”

The statement regarding a productivity report is not prescriptive and provides flexibility as to the form the report should take. Staff recommend no change to the draft policy language.

Comment 12: “I also recommend a statement under “Responsibilities and Procedures” to the effect that the President will ensure enforcement of performance evaluation policies.

Response: Evaluation of performance is the responsibility of the supervisor. This duty is generally outlined in the duties and responsibilities in the supervisor’s position description. A supervisor who routinely does not perform assigned duties, including conducting performance evaluations, must be held accountable by his/her immediate supervisor and/or cabinet-level administrator. The President ultimately has responsibility to ensure enforcement of all institutional and board rules. No specific reference is needed to that effect, therefore staff do not recommend any change to the draft policy language.

With the foregoing recommendations considered, staff recommend the policy be approved as presented.



SUBJECT: Faculty and Administrative Productivity

REFERENCE: West Virginia Code §18B-7-7, Professional Productivity; West Virginia Code §18B-1A-3, Peer Institutions

1. PURPOSE

To ensure that employees of Southern West Virginia Community and Technical College are meeting the goal set forth in state statute.

2. SCOPE AND APPLICABILITY

This policy applies to all faculty and administrators employed at Southern West Virginia Community and Technical College.

3. DEFINITIONS

- A. Administrators — Employees in senior-level positions that should be reported according to the College and University Personnel Association (CUPA) administrator survey guidelines.
- B. Full-time Faculty — An individual employed on a full-time year to year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.

4. POLICY

- A. Administrators shall be at least ten percent more productive than administrators at similar peer institutions in other states as selected by the West Virginia Higher Education Policy Commission in collaboration with the Council for Community and Technical College Education and approved by the Legislative Oversight Commission on Education Accountability (LOCEA). Appropriate measures of productivity will be determined by the Southern West Virginia Community and Technical College Board of Governors and compared with approved peer institutions in other states. Possible measures include number of administrators as a percent of full-time employees; average administrator salary as compared with similar positions at peer institutions in other states. Other appropriate measures may be determined by the Board of Governors.
- B. Any administrator holding faculty rank must teach at least a minimum of three (3) credit hours per academic year. This teaching responsibility shall be considered as a part of the contractual responsibilities of that administrative position and shall not require any additional compensation.



Division Chairs who hold faculty rank shall perform teaching responsibilities as determined by the Chief Academic Officer but shall not be less than twelve (12) credit hours in an academic year.

- C. Faculty shall be at least ten percent more productive than faculty at peer institutions as approved according to West Virginia State Code §18B-1A-3. It is recognized, however, that many aspects of faculty productivity are intangible and cannot be measured by such simple methods as examining student/teacher ratio. Likewise, no single measure of faculty productivity is sufficient to measure overall productivity. While quantity is easily measured, quality is more meaningful when assessing faculty productivity. Therefore, a combination of measures will be used to determine productivity. Only comparable standardized data elements, as reported to nationally recognized data collection organizations, will be used for any comparative measurement of faculty productivity. Such measures may include:
1. Credit hour production shall be determined by dividing the number of student credit hours by the number of faculty credit hours.
 2. Advising load shall be determined by program by dividing the number of students assigned a faculty advisor by the number of full-time faculty in that program.
 3. Program-focused qualitative measures shall include the percentage of graduates who pass boards and/or certifications in their areas of study.
 4. Course-oriented qualitative measures shall include the percentage of successful completers (those with a grade of C or better) who score above the 50th percentile nationally on standardized exams such as those offered by the American Chemical Society, WorkKeys or Academic Profile. These measures shall also include the number of successful completers who score at least 70% on common final exams prepared by Southern faculty.
 5. College governance committee service shall be determined by dividing the number of full-time faculty on all committees by the number of full-time faculty. Both standing and ad-hoc committees will be counted.
 6. Professional development will likewise be assessed by determining the average number of workshops or seminars attended per faculty member. For each workshop or seminar, the number of faculty in attendance will be counted and summed for all workshops and seminars attended in that year, then the average will be calculated by dividing the sum by the number of full-time faculty. To be included in the total number of faculty, the faculty member must have attended at least one professional development activity.

The population of faculty will be consistent with those reported in the Integrated Postsecondary Education Data System (IPEDS) survey. When appropriate, credit and contact hours will be related in a method determined by the College.

5. BACKGROUND OR EXCLUSIONS

This policy is not applicable to non-exempt employees.

6. GENERAL PROVISIONS



None.

7. RESPONSIBILITIES AND PROCEDURES

Evaluation of administrator and faculty productivity is the responsibility of the Executive Vice President or his/her designee working in conjunction with the Southern West Virginia Community and Technical College Board of Governors. The Board of Governors will approve the list of peer institutions. A productivity report will be presented each November to that body.

8. CANCELLATION

None.

9. REVIEW STATEMENT

All policies shall be reviewed on a three-year cycle by the President or President’s designee. Upon such review, the President or the President’s designee may recommend that the policy be amended or repealed. SCP-3245 is scheduled for review during the 2008-2009 academic year.

10. SIGNATURES

Board Chairman	Date
President	Date

Attachments: None

Distribution: Board of Governors Members (12)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Economic, Workforce, and Community Development
Office of the Vice President for Finance
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6)
Faculty Senate Chair



Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors (Boone/Lincoln and Wyoming/McDowell)
<http://www.southern.wvnet.edu>

Revision Note:

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 21, 2006**

ITEM: Final Approval of SCP-5065, *Awarding of Fee Waivers*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5065, Awarding of Fee Waivers, following the public comment period.

STAFF MEMBER: Fred J. Scott

BACKGROUND:

West Virginia Code §18B-10-7b, titled "Tuition waivers for high school graduates in foster care" requires governing boards of state institutions of higher education to make provisions to award tuition and fee waivers for undergraduate courses for any student, beginning with incoming freshmen in the fall, two thousand, semester, who graduate from high school or pass the GED examination while in the legal custody of the state department of health and human resources. Southern implemented a policy for awarding fee waivers on February 19, 2002 that included an *Undergraduate Fee Waiver* and a *Family of Officers and Firefighters Fee Waiver*. Southern has honored fee waivers for students who presented documents from the West Virginia Department of Health and Human Resources which, stated that the student was eligible for this fee waiver. In order to be in conformity with the West Virginia Code, these revisions to SCP-5065 are required.

During its 2004 Session, the West Virginia Legislature passed House Bill 101 (*Fee Simplification*), eliminating the registration fee, higher education resource fee, operations fee, and the faculty improvement fee. These fees were consolidated into tuition. Accordingly, reference to these fees is deleted from SCP-5065.

At its October 20, 2005 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a thirty-day comment period which ended November 22, 2005. Following is the comment received during the comment period and staff's response.

Comment 1: Recommend that the last phrase of Section 7.G "and the Board shall file with the legislative auditors a copy of the rules governing the award of the Undergraduate Fee Waivers and a list of the names of the recipients thereof" be eliminated. This is no longer required by state statute.

Response: Staff recommends this phrase be eliminated.



SUBJECT: Awarding of Fee Waivers

REFERENCE: West Virginia Code §18B-10-5, -7, 7b
Transferred from Higher Education Policy Commission to Governing Boards
September 21, 2001
Previous BOD Series 49, Title 131, *Awarding of Undergraduate and Graduate Fee
Waivers*

1. PURPOSE

To establish policy relating to the awarding of undergraduate fee waivers (Southern Scholarships), Law Enforcement Officers and Firefighters, and Students in Foster Care.

2. SCOPE AND APPLICABILITY

This policy applies to the awarding of Undergraduate Fee Waivers and Family of Officers and Firefighters Fee Waivers at Southern West Virginia Community and Technical College (College).

3. DEFINITIONS

- A. Undergraduate Fee Waiver — All tuition and fee waivers authorized by West Virginia Code §18B-10-5. These awards shall be identified by using the name Southern Scholarships.
- B. Family of Officers and Firefighters Fee Waiver — All tuition and fee waivers authorized by West Virginia Code §18B-10-7. These awards are available to the child or spouse of a law-enforcement officer as defined in West Virginia Code §30-29-1, a correctional officer at a state penal institution, a conservation officer, or a registered firefighter where such officer or firefighter was killed in the line of duty while employed by the state or any political subdivision thereof, or such firefighter was killed in the line of duty while acting as a member of a volunteer fire department serving a political subdivision of this state.
- C. Students in Foster Care — All tuition and fee waivers authorized by West Virginia Code §18B-10-7b. These awards are available to any high school graduates or student who passes the GED Examination while in the custody of the state department of health and human resources. The student must be in foster care or other residential care for at least one year prior to the waiver award. If the foster care or other residential care is provided in another state, the student must first be returned to West Virginia for waiver award eligibility. To be eligible for a waiver award, a student must first: (1) Apply to and be accepted to the College; and (2) apply for other financial assistance, other than student loans, in compliance with federal financial aid rules, including the federal Pell grant.

4. POLICY

It is the policy of this institution to award Undergraduate Fee Waivers to the Family of Officers and Firefighters and Students in Foster Care, as authorized by, and in compliance with, the above-stated sections of the West Virginia Code.



5. BACKGROUND OR EXCLUSIONS

- A. Pursuant to statute, the maximum number of authorized Undergraduate Fee Waivers at this institution shall be equal to five percent (5%) of the full-time equivalent undergraduate enrollment of the institution for the fall term of the immediately preceding academic year.
- B. Pursuant to statute, no student may hold an Undergraduate Fee Waiver for more than eight (8) semesters. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one (1) semester for purposes of awarding the Undergraduate Fee Waivers. An initial award to a Student in Foster Care must be granted within two years of graduation from high school or passing the GED examination.
- C. The maximum number of semester hours for each waiver that is divided for less than full-time awards is thirty (30) for the full year, or fifteen (15) per semester. Some full-time waiver recipients may elect to take only twelve (12) semester hours during a semester, rather than the fifteen (15) or more they might pursue with a waiver. "Unused hours" from full-time recipients may be used for the purpose of making additional awards until all available hours for each full waiver are utilized. However, this institution may not award portions of hours (e.g., if a student withdraws from school after using 1.6 hours of her waiver award, this institution must consider it as having used two (2) hours of the waiver award unless the student pays the tuition and fees originally covered by the waiver).
- D. Recipients of the Family of Officers and Firefighters Fee Waiver and Students in Foster Care must possess the minimum qualifications for attendance required of all other students.
- E. Awards of the Family of Officers and Firefighters Fee Waivers will count toward the maximum number of authorized Undergraduate Fee Waivers. Award of Fee Waivers for Students in Foster Care does not count toward the 5% limit as provided as provided in West Virginia Code §18B-10-7b.

6. GENERAL PROVISIONS

- A. Awards made under the Undergraduate Fee Waiver program shall provide for the waiver of tuition. This institution shall have discretionary authority to waive one or more of the other component parts of the college fees such as the activity and/or special fees assessed to students in designated academic fields.
- B. This institution shall give priority consideration in the awarding of the Undergraduate Fee Waivers to students who are West Virginia residents.
- C. This institution shall provide reasonable opportunities for employees of the institution to utilize the Undergraduate Fee Waiver program.
- D. This institution may choose to award a substantial portion of its Undergraduate Fee Waivers to students who possess various kinds of special abilities and aptitudes, including general academic ability and academic ability in a specific field. However, in instances where there are more financially needy applicants than can be assisted through the available need-based student aid programs, the institution shall give strong consideration in the awarding of the Undergraduate Fee Waivers to students with demonstrated financial need.



- E. Under the Family of Officers and Firefighters Fee Waiver program and the Students in Foster Care Waiver, qualified students may attend undergraduate courses and classes, pending the availability of classroom space, without charge for tuition. This institution may require the recipient of a Family of Officers and Firefighters Fee Waiver or the Students in Foster Care Waiver to pay special fees, including any laboratory fees, if such fees are required of all other students taking a single or the particular course, and may also require such person to pay for parking.

7. RESPONSIBILITIES AND PROCEDURES

- A. The award of the Undergraduate Fee Waivers, Family of Officers and Firefighters Fee Waivers, and Students in Foster Care Waiver shall be determined by this institution's Financial Aid Office.
- B. The Financial Aid Office shall submit a summary report to the Board of Governors by June 15 of each year. This report will include all waiver recipients awarded from July 1 through June 30 of the reporting year and will cover fall semester, spring semester and summer session(s) as appropriate.
- C. Each award recipient shall be listed and a permanent hometown address provided. The number of semesters or semester hours the award is covering in the current year should be listed. Both new and renewal recipients must be included.
- D. A number shall be assigned to each full waiver granted. In instances where two or more students receive help through a single waiver, only one number should be assigned to the waiver with the individual students being designated as A, B, C, etc.
- E. Each waiver recipient should be listed within the single category which reflects the primary reason that a Southern Scholarship was awarded to that student. All recipients should be listed within one of the following categories (including all full and partial waivers awarded in each category):
 - 1. "Demonstrated Financial Need" requires establishment through a recognized needs analysis process that a student's and the family's resources are insufficient to meet college expenses.
 - 2. General Academic Ability
 - 3. Academic Ability in a Specific Field
 - 4. Other (specify): Among those listed in this category would be institutional employees and recipients of Family of Officers and Firefighters Fee Waivers and the Students in Foster Care Waivers.
- F. An "Inventory of Institutional Undergraduate Fee Waivers" must accompany each fee waiver report. This inventory is a cumulative summary of the report and must agree with the total number of waiver equivalents awarded.
- G. Pursuant to statute, the awarding of Undergraduate Fee Waivers shall be entered in the minutes of the meetings of the Board.

8. CANCELLATION



None.

9. REVIEW STATEMENT

All policies shall be reviewed on a three-year cycle by the President or President’s designee. Upon such review, the President or the President’s designee may recommend that the policy be amended or repealed. SCP-5065 is scheduled for review during the 2008-2009 academic year.

10. SIGNATURES

Board Chairman	Date
President	Date

Attachments: None

Distribution: Board of Governors Members (12)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Economic, Workforce, and Community Development
Office of the Vice President for Finance
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors (Boone/Lincoln and Wyoming/McDowell)

Revision Note: November 29, 2005 – Three-year Review; Amendments have been made to this policy.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 21, 2006**

- ITEMS:**
1. SCP-3705, Student Academic Rights
 2. SCP-4151, Academic Standards and Expectations form Students

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the distribution of the proposed cancellation of aforementioned policy SCP-3705 and proposed revision of SCP-4151 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

STAFF MEMBER: Cathy Smith-Cox

BACKGROUND:

In 2005-2006, Mr. Merle Dempsey, Executive Vice President, charged the Academic Affairs Management Council (AAMC) with the scheduled review of the aforementioned policy. As a result of the review, it is proposed that SCP-3705 be cancelled and SCP-4151 be revised to meet the needs of the Institution and its students.

The committee began work in August of 2005, and continued work until the committee of the whole approved the policy changes in Spring Semester, 2006. Charged by the committee, Mrs. Cathy Smith-Cox took the policy cancellation forward to the Academic Affairs Committee. The body approved the cancellation of the aforementioned policy in their initial Spring Semester meeting. Mrs. Smith-Cox then presented the policy change to the President's Cabinet for review on February 6, 2006. The revision of SCP-4151 was a result of the proposed cancellation. The revision of this policy was agreed upon by Student Services, and it was also reviewed by the President's Cabinet on February 6, 2006.

We recommend, therefore, that the aforementioned revised policies be advanced for a 30-day comment period.



SUBJECT: Student Academic Rights

REFERENCE: West Virginia Code §18B-1-3

1. PURPOSE

This policy identifies existing Southern College Policies that relate to student academic rights and describes a transition process to integrate pertinent College Catalog excerpts as policy.

2. SCOPE AND APPLICABILITY

This policy pertains to the academic requirements for admission to the institution and for admission to limited enrollment programs; the criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification and for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student academic honesty.

3. DEFINITIONS

4. POLICY

A. The following existing policies relate to student academic rights and shall remain in force and effect until such time as they are amended or repealed:

1. SCP-3736 *Student Standards of Academic Progress*
2. SCP-4151 *Academic Expectations of Students*
3. SCP-4274 *Standards of Progress for Federal Financial Aid Requests*
4. SCP-4710 *Academic Dishonesty*

B. The following College Catalog entries relate to student academic rights and shall be regarded as policy until such time as they are superceded by policies subsequently considered and approved:

1. Admissions
2. Admissions Requirements for Allied Health Programs
3. Entrance Assessment
4. Assessment Expectations for Students
5. Academic Standing Policy
6. Academic Dishonesty Policy
7. Graduation Statement
8. Academic Expectations of Students

C. To the extent any conflict is determined to exist between the existing policies that have been identified in this policy and the published description of institution policy and procedure, as



Number:	SCP 4151
Origination:	
Effective:	July 1, 1987
Revised:	September 1, 2000

SUBJECT: Academic Standards and Expectations from Students

REFERENCE:

1. PURPOSE

To establish standards and expectations from students regarding their responsibility relating to coursework, degree and certificate requirements; satisfactory academic progress; and program completion.

2. SCOPE AND APPLICABILITY

Applies to all students.

3. DEFINITIONS

A. Student - any person who has been admitted to Southern to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same in connection with study, research, or service or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Higher Education Policy Commission or the institution.

4. POLICY

The following College Catalog entries relate to student academic standards and expectations and shall be regarded as policy until such time as they are superceded by policies subsequently considered and approved:

1. Admissions
2. Admissions Requirements for Allied Health Programs
3. Entrance Assessment
4. Assessment Expectations for Students
5. Academic Standing Policy
6. Academic Dishonesty Policy
7. Graduation Statement
8. Academic Expectations of Students

To the extent any conflict is determined to exist between the existing policies that have been identified in this policy and the published description of institution policy and procedure, as contained in the College Catalog, or subsequent revisions thereto, the policies and procedures embraced in the existing policies shall prevail, except under circumstances where the observance of existing policy would be patently unfair to a student.



5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

- A. The student, by voluntarily accepting admission to the institution, accepts the academic requirements and all criteria of the institution. It is the student's responsibility to fulfill course work/degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of his/her program.
- B. Once the individual becomes a "student", he/she is expected:
1. To be willing to seek instruction for self-assessment and preparedness in the following skills:
 - a. Reading and Writing
 - b. Math and Science
 - c. Study and Testing
 2. To know and meet each instructor's subject criteria by:
 - a. ~~Listening and~~ Following directives;
 - b. Reading all materials; and
 - c. Meeting all required assignments.
 3. To behave in a mature and responsible way - not in a distractive or disruptive fashion - while present in all academic settings (classes, labs, clinic, and/or related activities).
 4. To strive for continuous academic progress by:
 - a. Improving the quality of own work; and
 - b. Monitoring own grade averages.
 5. To continue monitoring program requirements by:
 - a. Checking one's own status; and



- c. Checking one’s own program requirements for possible changes.
- 6. To be aware of, and formulate as quickly as possible, personal and/or professional goals by:
 - a. Checking own qualifications for desired job;
 - b. Checking requirements for desired job;
 - c. Monitoring transfer requirements and own status; and
 - d. Reviewing goals for personal satisfaction.
- 7. To be aware of all college policies pertaining to student rights and responsibilities by:
 - a. Reading Understanding all college related materials (catalog, notices, and/or general information); and
 - b. Questioning Clarification from personnel employed by the College.
- 8. To seek help from college personnel for assistance when faced with a problem of any size.

8. CANCELLATION

None.

9. REVIEW STATEMENT

All policies shall be reviewed on a three-year cycle by the President or President’s designee. Upon such review, the President or the President’s designee may recommend that the policy be amended or repealed. SCP-4151 is scheduled for review during the 2008-2009 academic year.

10. SIGNATURES

Board Chairman **Date**

President **Date**



Attachments: None

Distribution: Board of Governors Members (12)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Economic, Workforce, and Community Development
Office of the Vice President for Finance
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors (Boone/Lincoln and Wyoming/McDowell)
www.southern.wvnet.edu

Revision Notes:

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 21, 2006**

ITEM: SCP-2810, Sabbatical Leave for Full-time Faculty

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

STAFF MEMBER: Patricia Clay

BACKGROUND:

The purpose of the policy is to specify the eligibility, conditions, compensation, and obligations regarding the granting of sabbatical leave for faculty members of Southern West Virginia Community and Technical College.

Revisions to this policy reflect a major clean up. There have been no changes to the conditions under which faculty members are granted sabbatical leave. Eligibility and criteria for granting of leave have not changed. The majority of the changes to the policy are the movement of paragraphs from one section to another. For example, the "Criteria to be Used for Awarding Sabbatical Leave" section contained explanation of what should be in the proposal request. Much of this section was moved to the "Sabbatical Proposal" section.

Other changes include:

1. the addition three definitions.
2. the revision and clarification of deadlines for application for sabbatical leave.
3. the addition of a section prohibiting a faculty member from receiving sabbatical leave and other types of wage replacement benefits at the same time.
4. the requirement for the faculty member to be actively at work the semester preceding the commencement of leave.
5. a statement to clarify that to be eligible for sabbatical, the employee must have *continuous service as a full time faculty member* for the required six years before becoming eligible for sabbatical.
6. the revision of the "Sabbatical Proposal" section to provide guidance and a format to follow in preparing the request.
7. Clarified obligations of the faculty member and included a statement requiring the faculty member to report changes that might affect his/her benefit eligibility or status of the sabbatical leave.
8. Added the section "Obligations of the Division Chair."

The policy includes two attachments. These attachments contain substantial revisions in format and clarity. However, these changes to the forms reflect only those requirements that were already in policy. The two forms, as revised, eliminate the need for additional agreements or documents

to be developed after the president or her designee has approved the sabbatical request.

The policy also contains other minor technical clean ups that do not change the relevant rules contained therein.

This policy was reviewed and revised by the Human Resources Administrator based on a three-year cycle. The policy was presented by the Chief Academic Officer to the Faculty Senate for comment and review.

It is recommended that the aforementioned revised policy (with attachments) be advanced for a thirty-day comment period.



SUBJECT: Sabbatical Leave For Full-time Faculty

REFERENCE: West Virginia Code §18B-1-3; 18B-7-2; 18B-7-3

1. PURPOSE

The purpose of this policy is to specify the eligibility, conditions, compensation, and obligations regarding the granting of sabbatical leave for faculty members of Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

This policy is limited in scope and application to full-time faculty members of Southern West Virginia Community and Technical College who are eligible for sabbatical leave under the terms of this policy. Part-time faculty members are not eligible for sabbatical leave.

3. DEFINITIONS

None:

- A. Sabbatical Leave: A form of faculty development which provides leave with full or partial salary but free from all teaching and administrative duties to engage in educational activity related to an individual's academic or professional field to improve teaching. Examples of uses of sabbatical leave may include: to renew/advance oneself in an area of expertise, learn new approaches to teaching/learning, undertake projects relating to the enhancement of learning and teaching by electronic means, or conduct research and development in relation to an academic field, the division's curriculum, or a new specialization.
- B. Vitae: A biographical sketch or account of one's career and qualifications.
- C. Full Time Faculty: An individual employed on a full-time year to year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.

4. POLICY

It is the policy of Southern West Virginia Community and Technical College to weigh the potential benefits that would ensue to the institution in evaluating requests for sabbatical leave. The major purpose of a sabbatical leave is to provide the faculty opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, creative work and travel so that teaching effectiveness may be enhanced, scholarly usefulness increased, and the institution's academic and service programs strengthened. The purpose of sabbatical leave is to permit opportunities for eligible faculty members to engage in research, writing, or other activity calculated to contribute to professional development and his/her usefulness to the institution.



5. BACKGROUND OR EXCLUSIONS

This policy has no relation to other forms of leave that may be available to faculty members. However, a faculty member may not receive payment for sabbatical leave and for other types of wage replacement or employer provided benefit, such as short term disability, simultaneously. All applications for sabbatical leave shall be considered solely upon the criteria contained in this policy.

6. GENERAL PROVISIONS

A. Eligibility:

Any full-time employee holding faculty rank is eligible for sabbatical leave after the completion of at least six years of full-time continuous employment as a full time faculty member at the institution where presently employed Southern West Virginia Community and Technical College. Separate summer school employment shall not be considered in calculating the duration of employment. After completing a sabbatical leave, a faculty member shall not again be eligible until the seventh subsequent year. Separate summer school employment shall not be considered for sabbatical leave.

B. Conditions Governing the Granting of Sabbatical Leave:

The granting of sabbatical leave is not automatic, but shall depend on the merits of the request and on conditions prevailing in the colleges at the time. All applications for sabbatical leave shall be considered solely upon the criteria contained in this policy. The faculty member must be actively at work during the semester preceding the commencement of the sabbatical leave period. Sabbatical leave will be granted by the President. The President shall provide an annual report to Board of Governors summarizing the number of sabbatical leaves granted during the previous year, the disciplines of the faculty members, and whether the leaves were for full salary for no more than half the contract period or for half salary for no more than the full contract period.

C. Application Time Line

The application for sabbatical leave must be submitted during the fall semester of the academic year prior to the year for which sabbatical leave is requested. Faculty are urged to discuss plans to request a sabbatical leave with his/her division chair early in the semester to establish a dialogue about the value of proposed activities to the faculty member and to the institution. Division Chairs seeking sabbatical leave must work with the Chief Academic Officer in developing his/her proposal and apply to the same by the date proposals are due to the Chief Academic Officer below.



November 1 - Sabbatical Proposal due to Division Chair. The Division Chair shall prepare a written recommendation either supporting the request or recommending denial of the proposed leave.

November 15 – Sabbatical Proposal and recommendation from Division Chair due to Chief Academic Officer. The Chief Academic Office shall prepare a written recommendation either supporting the request or recommending denial of the proposed leave.

December 1 – Sabbatical Proposal with recommendations from the Division Chair and Chief Academic Officer due in the President’s Office. The President may request a personal interview with a faculty member to answer questions concerning the proposal

~~C.~~

D. Sabbatical Proposal:

~~The Sabbatical Proposal should shall be assembled as follows. Two (2) copies are to be submitted to Office of Human Resources by December 15th of the year prior to the year for which sabbatical leave is requested. One copy of the proposal shall be forwarded to the President by Human Resources. The President may request a personal interview with a faculty member to answer questions concerning the proposal.~~

1. Sabbatical Leave Request form Cover Page:

It must be typed on form SCP-2810.A or in the same format.

~~It must include your signature on all copies submitted.~~

2. The Proposal:

~~This should must be typewritten, double-spaced and contain the following categories: ; on one side of a standard 8.5 x 11 inch white paper:~~

a. Proposed Activities and Time Line - Details the activities planned during the sabbatical leave period and the time line by which each will be accomplished.. The objectives of the project proposal shall be stated in measurable terms. Each objective shall be reflected in the subsequent final report. A timetable of major events for the completion of the proposal should must be included. The time schedule should reflect careful and realistic planning. Flow charts or diagrams may be of benefit in this section.

b. Merit of the Proposal - Describes the value or benefit of the proposed activities to the individual faculty member and to the institution. Therefore, t This section



must contain all information necessary to permit an effective review. It should describe the project proposal in sufficient detail to enable the President to know what is planned at every stage and to make a tentative judgment as to the probable success of the proposed plan. The objectives of the project proposal shall be stated in measurable terms. Each objective shall be reflected in the subsequent final report. The narrative description must include a detailed explanation of what the project proposal intends to do. A rationale for the project proposal and a statement of the impact the project proposal will have on the institution, the individual and the community should be included. In addition, the description must identify present knowledge, available resources and creative potential associated with the project proposal.

c. Justification for Proposal: Describes the accomplishments of the applicant in order to prepare for the endeavors outlined in the request. This section provides justification for the granting of sabbatical leave. For example, it may describe the faculty member's progress toward completion of a degree, including the courses completed and describing the remaining courses, research, or internship necessary to complete his/her degree requirements. All preliminary tasks undertaken prior to the request should be identified.

3. Current Vitae:

This vitae must include the information necessary for the President's evaluation. Reference is made to the Criteria to be used in Evaluation.

4. ~~Letters from Division Chairs and Chief Academic Officer:~~

~~A signed letter from the faculty member's Division Chair and Chief Academic Officer must be included and each should contain comments and recommendations concerning the proposal. Department Chairs seeking sabbatical leave must obtain a letter from the Chief Academic Officer.~~

~~D.~~

E. Criteria to be Used in Awarding Sabbatical Leave:

1. Merit of the Proposal: ~~a.~~ The major purpose of a sabbatical leave is to provide the faculty opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, creative work and travel so that teaching effectiveness may be enhanced, scholarly usefulness increased, and the institution's academic and service programs strengthened. Close consideration shall be given to the nature of the applicant's assignment and to differences among the many disciplines represented in a community and technical college. ~~The merits of the proposed project will be judged by the narrative description of the project. Therefore, this section must contain all information necessary to permit an effective review. It should describe the~~



project in sufficient detail to enable the President to know what is planned at every stage and to make a tentative judgment as to the probable success of the proposed plan. The narrative description must include a detailed explanation of what the project intends to do. A rationale for the project and a statement of the impact the project will have on the institution, the individual and the community should be included. In addition, the description must identify present knowledge, available resources and creative potential associated with the project.

a. The objectives of the project shall be stated in measurable terms. Each objective shall be reflected in the subsequent final report. A timetable of major events for the completion of the project should be included. The time schedule should reflect careful and realistic planning. Flow charts or diagrams may be of benefit in this section. All preliminary tasks undertaken prior to the request should be identified.

2. Accomplishments of the Applicant: ~~at Southern West Virginia Community and Technical College since Last Sabbatical Leave:~~ ~~a.~~ Evaluation of accomplishments while at Southern West Virginia Community and Technical College since any previous sabbatical shall be based on the merit factors normally used as criteria for merit raises, such as: professional experience; professional papers and talks; leadership activities, college and senate committee assignments; publications; research, scholarly, or creative effort completed and in progress; membership in professional organizations, including offices held; community activities and services which are professionally-related; and, other accomplishments and recognition of significance.
3. Number of years of salaried, full-time professional service at Southern West Virginia Community and Technical College since last hire date or last sabbatical leave, whichever is least, shall be considered.
4. Although an advanced degree may be a residual of a sabbatical leave proposal, emphasis shall be placed on the benefits to the faculty member, the institution and the community.

_____ E.

F. Compensation:

A faculty member on sabbatical leave shall receive full salary for no more than one-half of the ~~contract period~~ academic year or half salary for no more than the full ~~contract period~~ academic year.

_____ G.



7. RESPONSIBILITIES AND PROCEDURES

A. Obligations of the Faculty Member:

1. An applicant for a sabbatical leave shall submit to the Office of Human Resources in writing a detailed proposal of activity which he/she proposes to follow discuss the proposal with his/her Division Chair, prepare the proposal and request for sabbatical leave form, and submit packet to his/her Division Chair before deadline date specified in this policy. The plan proposal, as approved will represent the faculty member's assignment during the sabbatical leave period. The approved plan shall not be modified without the written consent of the President or his/her designee.
2. Upon receiving approval for sabbatical leave, the faculty member shall execute a promissory note/memorandum of understanding reflecting the amount of compensation to be received while on sabbatical leave. After completion of the service obligation, the note shall be marked "paid" and returned to the faculty member.
3. In accepting a sabbatical leave, a faculty member shall sign a statement indicating that he/she is aware of and agrees to all conditions of the leave as specified herein.
4. While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the President or his/her designated representative. Fellowships, grants, assistantships, and similar stipends shall not be considered remunerative employment.
5. Faculty on approved sabbatical leave are required to report any changes in, or that may affect the status of his/her sabbatical leave or benefit eligibility. Examples may include but are not limited to a long term illness or injury that affects the faculty's ability to meet obligations, changes in marital status, or other situations that may affect his/her benefit status.
6. Upon completion of a sabbatical leave, a faculty member shall file with the President Chief Academic Officer a written report of his/her scholarly activities while on leave. The report shall address all objectives and activities approved in the original request and be submitted within 30 days of return to service.
7. A faculty member is obligated to return for a full year of service upon completion of the leave. Failure to return will obligate the faculty member to fully reimburse the institution for salary received during the period of the leave. Upon receiving approval for sabbatical



leave, the faculty member shall execute a note reflecting the amount of compensation to be received while on sabbatical leave. After completion of the service obligation, the note shall be marked "paid" and returned to the faculty member.

B. Obligations of the Division Chair:

1. Work in an advisory capacity with the faculty applicant to help ensure the proposed sabbatical leave complies with the intent of this policy and is beneficial to the faculty member, the division, and the institution.
2. Prepare letter to the Chief Academic Officer containing comments and recommendation for approval or denial of the request.
3. Arrange coverage of classroom or other workload responsibilities of the requesting faculty member. The Division Chair may ask for suggestions or recommendations from the requesting faculty member, however, the responsibility for finding temporary replacement personnel or revising teaching schedules of other members of the division rests with the Division Chair. The Division Chair will contact the Human Resources Office for assistance in recruiting replacement personnel no later than the spring semester of the year preceding commencement of the sabbatical leave.

C. Obligations of the Chief Academic Officer:

1. The ~~Office of Human Resources~~ Chief Academic Officer shall be responsible for the implementation of this policy and shall provide all support services necessary to carry out its provisions.
2. Prepare letter to the President containing comments and recommendation for approval or denial of the request.

D. Obligations of the President's Office and the Institution:

1. Upon consideration and final approval or denial, the President's Office shall send the original application packet with related correspondence and outcomes to the Human Resources Office for appropriate processing, reporting and recordkeeping.
2. A faculty member's institutional position, status, and rank shall not be adversely affected solely by his/her absence while on sabbatical leave.



7. RESPONSIBILITIES AND PROCEDURES

— The Office of Human Resources Chief Academic Officer shall be responsible for the implementation of this policy and shall provide all support services necessary to carry out its provisions:

8. CANCELLATION

SCP-2810, *Sabbatical Leave for Full-Time Faculty*, Effective August 1992, Revised September 1, 2000
SCI 2411

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle 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. SCP-2810 is scheduled for review during the 2008-2009 academic year.

10. SIGNATURES

<hr/>	
Board Chairman	Date
<hr/>	
President	Date

Attachments: SCP-2810.A, *Sabbatical Leave Request Form*
SCP-2810.B, *Sabbatical Leave Promissory Note*

Distribution: Board of Governors Members (12)
Office of the President
Office of the Executive Vice President



Office of the Vice President for Academic Affairs
Office of the Vice President for Economic, Workforce, and Community Development
Office of the Vice President for Finance
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors (Boone/Lincoln and Wyoming/McDowell)
www.southern.wvnet.edu

- Revision Notes:** September 2002 — Placed SCI 2411 in new SCP format.
September 2002 — Added criteria for request. Revised request form.
February 2006 — Revised and clarified responsibilities and application requirements.



Number: SCP-2810.A
Origination: September 2002
Effective: October 15, 2002
Reviewed: February 21, 2006

SABBATICAL LEAVE REQUEST FORM
Cover Page

- 1. Name:
2. Dates of continuous full-time employment as a faculty member:
From: To: Total years
3. Dates of last sabbatical leave:
From: To:
4. Dates requested for sabbatical leave:
From: To:
5. Signature:

My signature below indicates that I have read and agree to all conditions, provisions, and requirements of SCP-2810, Sabbatical Leave For Full Time Faculty.. I agree to file a written report with the Chief Academic Officer of my activities and accomplishments during the sabbatical leave within 30 days of my return to work.

Attachments

- Detailed Proposal
Current Vitae

Faculty Member's Signature Date

- Letter from Department Division Chair
Letter from Vice President for Academic Affairs
Detailed Proposal

Per attached letter, I recommend approval of this leave. Yes No
Division Chair's Signature Date

Per attached letter, I recommend approval of this leave. Yes No
Chief Academic Officer's Signature Date

Approved Denied
President's Signature Date



Number:	SCP-2810.B
Origination:	October 15, 2002
Effective:	October 15, 2002
Reviewed:	February 21, 2006

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
SABBATICAL LEAVE
PROMISSORY NOTE and MEMORANDUM OF UNDERSTANDING

~~I recognize that this leave, if granted, will be pursuant to all sabbatical leave policies and procedures established by the College. I agree to abide by such provisions should this application be approved.~~

My signature below indicates that I have read and agree to all conditions, provisions, and requirements of SCP-2810, Sabbatical Leave for Full Time Faculty.

I agree to return to the full time service of the College and ~~render service~~ work therein for a period of one full year of full-time service. If I fail to return to work for a period of one year, I agree to re-pay Southern West Virginia Community and Technical College an amount equal to the amount of salary and benefits paid me during the sabbatical leave period.

I understand that my position, status and rank shall not be adversely affected by my absence due to the sabbatical leave and that I will receive any pay raises or other benefits that would have been afforded me had I not been on sabbatical leave.

I understand that the length of sabbatical governs the amount of pay I receive. The length of my sabbatical and requisite amount of compensation I will receive is:

- One semester sabbatical leave paid at my regular base salary for the semester.
- One academic year of sabbatical leave paid at one half my annual base salary.

I understand and agree that the final agreed upon proposal, as approved by the President, is my assignment for the period of sabbatical leave and that the proposal may not be modified without the written consent of the President or his/her designee.

I agree to provide a detailed report of my activities and accomplishments to the Chief Academic Officer within 30 days of my return to work.

I agree and understand that I may not accept remunerative employment without the written consent of the President or his/her designated representative.

~~If I fail to return such service, and the College determines that it is through fault of my own, I agree to pay Southern West Virginia Community and Technical College the amount of salary paid me during the leave period. If I fail to return and render the requisite service, and it is determined to be through no that is is not my fault of my own, it is understood that the obligation to return to service or pay Southern West Virginia Community and Technical College the amount of salary paid me during the leave period will be waived.~~

Social Security Number: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 21, 2006**

ITEM: SCP-2843, Sexual Harassment Policy

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

STAFF MEMBER: Patricia Clay

BACKGROUND:

The purpose of the policy is to emphasize Southern West Virginia Community and Technical College's strong opposition to sexual harassment. The policy defines sexual harassment, provides guidelines for filing sexual harassment complaints, and explains that appropriate action will be taken against those found to have engaged in sexual harassment.

Revisions to this policy include:

1. The addition of Section 4.C. which addresses the consequences of filing fraudulent or malicious claims.
2. Section 6.A. was amended to include the alternative complaint option of filing with the WV Human Rights Commission.
3. Section 6.C. and D. were revised by including a time frame for investigation of complaints, a limited list of criteria that will be considered to determine if a policy violation has occurred, and the requirement to report the findings to the complainant and other parties as lawfully allowed.
4. Section 7.A. was added providing guidelines regarding the responsibilities of employees, students and visitors.
5. Section 7.C. containing the contact information for offices responsible for inquiries and claims associated with nondiscrimination laws and rules were also added. The contact information was included in the policy due to a recommendation resulting from a Civil Rights Act Compliance Audit conducted by the Chancellor and staff of the WV Council for Community and Technical College Education.

The policy also contains other minor technical clean ups that do not change the relevant rules contained therein.

This policy was reviewed by the Human Resources Administrator based on a three-year cycle. The policy was reviewed by legal counsel whose comments and recommendations were incorporated into the draft presented herewith.

It is recommended for this revised policy to be advanced for a thirty-day comment period.



Number:	SCP-2843
Origination:	June 1, 1984
Effective:	September 1, 2000
Reviewed:	January 20, 2006

SUBJECT: SEXUAL HARASSMENT POLICY

REFERENCE: WV Code Section 18B-1-6 to -7; West Virginia Human Rights Act; Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972.

1. PURPOSE

This policy emphasizes Southern West Virginia Community and Technical College's strong opposition to sexual harassment. The policy defines sexual harassment, provides guidelines for filing sexual harassment complaints and explains what action will be taken against those found to have engaged in sexual harassment.

2. SCOPE AND APPLICABILITY

This policy is without limitation in scope or application. Southern will not tolerate, condone or allow sexual harassment whether engaged in by employees, students or visitors. All employees, students and visitors are expected to act in a positive manner and contribute to a productive work and academic environment that is free from sexual harassment.

3. DEFINITIONS

- A. State and federal laws define and prohibit sexual harassment.
- B. For purposes of this policy, sexual harassment is defined as unwelcome and unwanted conduct (verbal or physical) either of a sexual nature, or based upon a person's sex when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's continuing employment or a student's ability to participate in or to receive benefits, services or opportunities in a course, program, or activity, or
 - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the employee or the basis for academic or other decisions affecting the student; or
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or a student's educational experience or of creating an intimidating, hostile or offensive work or academic environment.
- C. Some examples of sexual harassment include, but are not limited to, the following:
 - 1. Demanding sexual favors in exchange for favorable treatment, grades, reviews, assignments, promotions, continued employment or promises of the same;
 - 2. Unwelcome leering, whistling, touching, patting or pinching, purposely rubbing up against



or brushing another's body, and insulting, abusive or obscene comments or gestures;

3. Verbal comments of a sexual or sex-based nature, including continued or repeated jokes, epithets, flirtations, advances or propositions;
4. Graphic or suggestive verbal commentary about an individual's dress, body, sexual prowess or sexual deficiencies;
5. Sexually degrading vulgar words to describe an individual;
6. Display in the workplace, classroom or other Southern property of sexually suggestive objects, photographs, posters, cartoons or graffiti;
7. Name calling and relating stories, gossip, comments or jokes that have a sexual connotation;
8. Sexual or sex-based assault or coerced sexual acts; and
9. Retaliation against an employee or student for complaining about such behavior.

4. POLICY

- A. It is Southern's policy to provide a productive work and educational environment where faculty, staff and students can work and study free from sexual harassment. Southern will take action to prevent and eliminate verbal or physical conduct by any employee or student, that harasses, disrupts, or interferes with another's work or academic performance or that creates an intimidating, offensive or hostile environment.
- B. Conduct that constitutes sexual harassment is unacceptable and illegal. Southern will not tolerate any sexual harassment of its students or employees on Southern property, in other Southern-related settings or at Southern-related events.
- C. If sexual harassment allegations are not substantiated, all reasonable steps shall be taken to protect the reputation of the accused. Moreover, if the complainant is found to have intentionally or maliciously been dishonest or frivolous in making the allegations, the complainant shall be subject to appropriate disciplinary action.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

- A. While Southern encourages individuals who believe they are being harassed to notify the offender firmly and promptly that his or her behavior is unwelcome, Southern also recognizes that power and status disparities between an alleged harasser and a target of harassment may make such a



confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, then any such conduct should be reported *immediately* (preferably in writing) to one of the following persons: the respective campus Counselor, Director or Manager; Human Resources Administrator, or the Chief Officer of Academics, Finance, Economic and Community Development, Student Services or Technology Services. Nothing in this policy shall be construed to prohibit the filing of a complaint with the West Virginia Human Rights Commission or other agency charged with the responsibility to enforce laws that prohibit sexual harassment.

- B. Any administrator, counselor or other employee who receives a report of sexual harassment or who is otherwise made aware of a situation, action or behavior that could be deemed as sexual harassment is responsible to report the suspected harassment to his or her unit vice president or to the Human Resources Administrator. Failure to promptly report the suspected harassment will result in appropriate disciplinary action.

- C. ~~All complaints of sexual harassment will be investigated promptly by the Human Resources Administrator or his or her designee and in as thorough, impartial and confidential manner as possible. Employees and students are required to cooperate in any investigation of sexual harassment and maintain strict confidentiality. Upon receipt of a report or complaint alleging sexual harassment, the Human Resources Administrator shall immediately undertake or authorize an investigation. That investigation may be conducted by College personnel or by a third party designated by the College. The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations. In determining whether the alleged conduct constitutes a violation of this policy, the College shall consider:~~
 - 1. the nature of the behavior;
 - 2. how often the conduct occurred;
 - 3. whether there were past incidents or past continuing patterns of behavior;
 - 4. the relationship between the parties involved;
 - 5. the sex and age of the victim;
 - 6. the identity of the perpetrator, including whether the perpetrator was in a position of power over the employee, student, or visitor allegedly subjected to harassment;
 - 7. the number of alleged harassers;
 - 8. the age of the alleged harasser;
 - 9. where the harassment occurred;



10. whether there have been other incidents in the College involving the same of other employees, students, or visitors;
11. whether the conduct adversely affected an employee's work environment or a student's education or educational environment;
12. the context in which the alleged incidents occurred; and
13. whether or not speech or expression that is alleged to constitute harassment is protected by the First Amendment to the United States Constitution.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. The investigation shall be completed no later than fourteen days from receipt of the report. The Human Resources Administrator shall make a written report to the President or his or her designee upon completion of the investigation. If the complaint involves the President, the report may be filed directly with the Chair of the Board of Governors. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The Human Resources Administrator's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

- D. ~~When the investigation is complete, the matter will be referred with a recommendation for action to the President or his or her designee for timely resolution. If disciplinary action is appropriate, the appropriate disciplinary body will be notified. The resolution of each complaint will be communicated to the parties involved. The results of the investigations of each complaint filed under these policies will be reported in writing to the complainant and other parties by the College in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.~~

If the results of the investigation of a complaint of sexual harassment results in a conclusion that an individual has engaged in sexual harassment violation of this policy, or that College personnel have failed to report suspected sexual harassment as required herein, appropriate remedial action will be pursued, including student and College personnel disciplinary action, when appropriate.

- E. Following investigation, the following actions may be taken against an individual found to have engaged in sexual harassment:
1. If the individual is an employee, appropriate disciplinary action up to and including termination of employment;
 2. If the individual is a student, appropriate disciplinary action up to and including expulsion imposed consistent with the Policy on Student Rights and Responsibilities;



- 3. If the individual is a visitor, appropriate action including, but not limited to, being forbidden from entering Southern property imposed consistent with the Policy on Use of Institutional Facilities; and
 - 4. If the individual is a third party who engages in harassing conduct against a Southern employee or student away from Southern property, appropriate remedial action including, but not limited to, reporting such conduct to the third party’s employer or school.
- F. ~~Under no circumstances shall an employee’s job security or promotional opportunities or shall a student’s educational opportunities be jeopardized because of making a complaint under this section or because of his or her willingness to otherwise assist in the identification of employees, students or visitors in violation of this policy. Southern will not tolerate retaliation or reprisal against any employee or student based upon the employee or student making a good faith complaint of sexual harassment or based upon the employee or student cooperating in an investigation of any such complaint.~~

It shall also be a violation of this policy to engage in retaliation or reprisal against any person who reports sexual harassment or intimidation or who testifies, assists or participates in an investigation or proceeding involving sexual harassment.

7. RESPONSIBILITIES AND PROCEDURES

- A. All Southern employees, students, and visitors are expected to:
 - 1. engage in conduct that meets professional standards,
 - 2. remain sensitive to the effect of their actions and words on others,
 - 3. take appropriate action to prevent sexual harassment,
 - 4. avoid behavior that might be construed as sexual harassment,
 - 5. acquaint themselves with the policy,
 - 6. bring questions about procedure, seek informal advice, or
 - 7. present complaints if alleged sexual harassment has occurred or is suspected to his/her immediate supervisor and/or the AA/EEO Office.

- B. The Human Resources Administrator and Chief Student Services Officer shall have the responsibility to oversee the implementation of this policy, to ensure that employees and students are aware of the policy, to ensure Southern’s compliance with relevant state and federal laws, and to ensure that employees and students receive any necessary training with regard to sexual harassment issues. The Chief Student Services Officer is primarily responsible for student-related matters, and the Human Resources Administrator is primarily responsible for all other matters, including employee-related matters.

- C. Inquiries on anti-discrimination laws (Human Rights Act, Civil Rights Act, and/or Title IX Amendments) as they relate to this policy should be addressed to:



Affirmative Action Officer
Southern West Virginia Community and Technical College
P.O. Box 2900
Mount Gay, West Virginia 25637
(304) 792-7048 or (304) 792-7160 ext. 123

Title IX Coordinator
Southern West Virginia Community and Technical College
Armory Drive
Williamson, West Virginia 25661
(304) 235-5046 ext. 352

8. CANCELLATION

College-wide Employee Personnel Policy Series II, 1984, Section 12.
Sexual Harassment of Students Series VI, 1987, Section 1-2.
~~SCP-2843, Harassment Policy, September 1, 2000.~~

~~This policy shall be reviewed on a three-year cycle by the Human Resources Administrator. Upon such review, the Human Resources Administrator may recommend that the policy be amended or repealed.~~

9. REVIEW STATEMENT

All policies shall be reviewed on a three-year cycle by the President or President's designee. Upon such review, the President or the President's designee may recommend that the policy be amended or repealed. SCP-2843 is scheduled for review during the 2008-2009 academic year.

10. SIGNATURES

Board Chairman **Date**

President **Date**

Attachments: None

Distribution: Board of Governors Members (12)
Office of the President
Office of the Executive Vice President



Office of the Vice President for Academic Affairs
Office of the Vice President for Economic, Workforce, and Community Development
Office of the Vice President for Finance
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors (Boone/Lincoln and Wyoming/McDowell)
www.southern.wvnet.edu

- Revision Notes:** May 17, 2002 September 1, 2000 (Policy created combining the student and employee ules regarding sexual harassment (see “Cancelation” section above. New combined policy placed in the SCP format.)
- September 12, 2002 (Policy title changed from “Harassment Policy” to “Sexual Harassment Policy.” Language clarified.)
- January 20, 2006 (Statement on fraudulent, malicious claims included. Inserted alternative complaint option. Clarified responsibilities and included detail and time line for investigation. Clarified retaliation language. Included contact information for persons responsible for anti-discrimination questions or inquiries.)

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 21, 2006**

ITEM: Board of Governors Revised Meeting Schedule

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve its revised schedule of meetings for 2005-2006 as presented.

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

On October 31, 2005, Mr. William Grizzell, Board Member and Superintendent of Lincoln County Schools, provided President Tomblin with a tour of the new Lincoln County High School in Hamlin. Mr. Grizzell asked if the Board of Governors would entertain the notion of holding its June Board meeting at the new Lincoln site and touring the facility.

At its September 20, 2005 meeting, the Board of Governors approved to alter its current schedule of meetings to include a visit to an additional campus this academic year. The Board chose to hold its April 18, 2006 meeting, at the Boone Campus. The College has become part of a model project that includes a joint facility with the new Lincoln County Consolidated High School. This is the first time in West Virginia that a college campus has become part of and attached to a high school. This facility will enable Southern to improve the college-going rate and increase course offerings to high school students during both day and evening hours. The staff recommends that the Board's April 2006 meeting be held at the Logan Campus, and the June 2006 meeting at the new Lincoln County High School to provide the full Board an opportunity to tour the facility.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
 BOARD OF GOVERNORS
 SCHEDULE OF MEETINGS
 JULY 1, 2005 — JUNE 30, 2006**

<u>Agenda Item Deadline</u>	<u>Agenda Committee Meeting Date</u>	<u>Board of Governors Meeting Date</u>	<u>BOG Meeting Location</u>
September 2, 2005	September 7, 2005	September 20, 2005	Logan Campus
September 30, 2005	October 4, 2005 Board Retreat	October 20, 2005 October 21, 2005	Morgantown, WV Morgantown, WV
November 4, 2005	November 8, 2005	November 29, 2005	Williamson Campus
February 3, 2006	February 7, 2006	February 21, 2006	Logan Campus
March 31, 2006	April 4, 2006	April 18, 2006	Logan Campus
June 2, 2006	June 6, 2006	June 20, 2006	Lincoln Campus

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 21, 2006
Agenda Items for Discussion**

1. Strategic Planning Workshop and
Board of Governors Retreat Agenda Chair Akers
2. 2006-2007 Budget President Tomblin
3. Allied Health and Technology Center Update Fred Scott

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 21, 2006
Agenda Items for Information**

1. Spring 2006 Schedule of High School Visits p. 74
2. Harmony Week Schedule of Events pp. 75-77
3. 2004-05 Compact Update Approval from Council p. 78
4. Grants Received pp. 79-84
 1. \$200,000 – Academy for Mine Training
and Energy Technologies pp.79-80
 2. \$10,000 – Student Retention Mini-Grant p. 81
 3. \$10,000 – Marketing Grant p. 82
 4. \$30,000 – ABE/Middle College Program p. 83
 5. \$180,000 – Nursing p. 84
5. APPALREAD Program Peer Review Recommendation pp. 85-86
6. Beckley Higher Education Center pp. 87-91

High School Visits - Spring 2006

NOTE: Subject to Change ~~1/27/06; 2/2/06~~ 2/7/06

Date	School/Contact	Time	Students
February 8, 2006 Wednesday CONFIRMED	Belfry High School P. O. Box 160 U.S. 119 N. Belfry, KY 41514 1-606-237-5007 Principal: Rodney Varney; Counselor: Mr. Phillip Haywood	10:00 a.m. Auditorium; they have a screen	135 Seniors
February 10, 2006 Friday CONFIRMED	Scott High School H C 81 Box 50b Danville, West Virginia 25053 (304)369-3011 Principal: Mr. Leonard L. Bolton Counselor: Ms. Wanda Bird	1:30 p.m. Gymnasium; take a screen	126 Seniors
February 16, 2006 Thursday CONFIRMED	Chapmanville High School #1 Crawley Road Chapmanville, WV 25508 855-4522 Principal: Terry Elkins Counselor: Ms. Janie Ramey	10:40-11:10 a.m. Gymnasium (tentative location); take a screen	173 9 th Grade Students
February 28, 2006 Tuesday CONFIRMED	Sherman High School P. O. Box Ab Seth, WV 25181 837-3301 Counselor: Debbie Corey	9:00 a.m. Cafeteria; take a screen	95 Seniors
March 22, 2006 Wednesday CONFIRMED	Gilbert High School Box 366 Gilbert, WV 25621 664-8197 Principal: Ms. White: Counselor: Mr James White	9:15 - 10:15 a.m. Auditorium; they have a screen	48 Seniors
March 28, 2006 Tuesday CONFIRMED	Mingo County Career Center Rt. 2 Box 52 A Delbarton, WV 25670 475-3347, x12 Director: Mr. Hank Starr	8:30 a.m. Burch High School Auditorium; they have a screen	60 Seniors
April 28, 2006 Friday CONFIRMED	Iaeger High School P. O. Box 779 Water Street Iaeger, WV 24844 938-5158 Counselor: Miss Houk (Ms. Picklesimer will be present).	1:00 p.m. Cafeteria; we need to take a screen	97 Seniors

Harmony Week Activities - 2006

Mission Statement: *Harmony Week is dedicated to multi-culturalism, diversity, and education within our communities.*

Updated 2/3/06

Sunday February 19	Monday February 27	Tuesday February 28	Wednesday March 1		Thursday March 2	Friday March 3
<p>Logan Street Baptist Church -Williamson</p> <p>Candlelight Vigil</p> <p>Greeting by Joanne Jaeger Tomblin.</p> <p>Speaker: Benita Murphy</p> <p>Time: 3:00 p.m.</p> <p>Videotaping to be done by Southern TV Services</p>	<p>Logan Church of the Nazarene</p> <p>Randy Skeens to Emcee</p> <p>Candlelight Vigil; Rev. Audie Murphy to provide speaker and singing - 6:00 p.m.</p> <p>Program to be done by Jamie Cope.</p> <p>Videotaping to be done by Southern TV Services</p>	<p>National Guard Armory/Williamson Youth Day- 9:00 a.m.</p> <p>Randy Skeens to Emcee</p> <p>Multi-cultural Displays</p> <p>9:00 am-Activities Begin</p> <p>Booker T. Washington -10:00 a.m.</p> <p>Memphis T.Garrison-Riverside Elementary (342 students) - 2:00 p.m.</p> <p>Press Releases for History Alive speakers done by Cindy Crigger</p> <p>Videotaping to be done by Southern TV Services at both locations</p>	<p>National Guard Armory, Williamson Youth Day - 9:00 a.m.</p> <p>Randy Skeens to Emcee</p> <p>Multi-cultural Displays</p> <p>Memphis T. Garrison - 10:00 a.m.; Ostenaco - 11:00 a.m.</p> <p>Burch High School - Booker T. Washington - 12:00 noon</p> <p>Ostenaco - 1:00 p.m.</p> <p>County 8th and 9th grade students except Burch.</p> <p>Press Releases for History Alive speakers done by Cindy Crigger</p> <p>Videotaping to be done by Southern TV Services at National Guard Armory only</p>	<p>Boone Campus - Youth Day</p> <p>Appalread to provide program - 9:00 a.m.</p> <p>Videotaping to be done by Southern TV Services</p>	<p>Savas-Kostas Theater Youth Day</p> <p>Randy Skeens to Emcee;</p> <p>Memphis T. Garrison - 9:00 a.m.</p> <p>Singing</p> <p>Video: "The Monster Within"</p> <p>Logan County Students</p> <p>Peggy Vance to coordinate students</p> <p>Press Releases for History Alive speakers done by Cindy Crigger</p> <p>Videotaping to be done by Southern TV Services</p>	<p>Harmony Week Luncheon - Earl Ray Tomblin Convention Center - 11:00 a.m.</p> <p>Randy Skeens to Emcee</p> <p>100 Logan County School students from Ralph R. Willis, Logan, Chapmanville, and Man; 75 Burch High School students; 25 from Beth Haven Christian School; 50 other school students.</p> <p>Special Event: "The Drum Cafe." Special singing by Joe Moore. 400 to attend (250 students/150 adults.</p> <p>Videotaping to be done by Southern TV Services</p>
		<p>J. P. Owens, Rita Roberson, Cindy Crigger, Willene Moore, and Beth Deaton to coordinate</p>	<p>Rev. Audie Murphy, Jamie Cope, Beth Deaton, Delores Lambert , and Ron Thompson to coordinate</p>	<p>Ron Lemon, Randy Skeens, Peggy Vance, Rev. Audie Murphy to coordinate</p>	<p>J. P. Owens, Ron Lemon, Randy Skeens, Cindy Crigger, to coordinate</p>	

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Black History Month

February 2006

Updated 2/3/06

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5:00 pm - Rev. Gerald Dotson-Overview of Black History Month; Presentation by Henry H. Moore of Smith Barney Citygroup, Huntington; Williamson Public Library. Videotaped by Southern TV Services

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5:00 pm - Carter G. Woodson, Williamson Public Library; Videotaped by Southern TV Services

1:00 pm-Carter G. Woodson-Logan Middle School; 2:00 pm-Logan Elementary Ron, Randy, Cindy to coordinate.

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3:00 pm - Harmony Week Candle Light Vigil - Logan Street Baptist Church Greeting by Joanne Jaeger Tomblin

5:00 pm - Harriet Tubman, Williamson Public Library; Videotaped by Southern TV Services

2:00 pm-Harriet Tubman, Man Central, K-4;1:00 pm-Man Central Grades 5-7; Ron, Randy, Cindy to coordinate

5:30 pm-Judge Booker Stephens-Wyoming Campus; Jamie Cope to do program. Videotaped by Southern TV

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28

5:00 pm-Nicole Yonkosky as Rosa Parks; Elder T. Moore "The Role of Black Americans in the Industries of Coal Mining & Railroad; singing. Williamson Public Library; Videotaped by Southern TV Services

9:00 am Youth Day, Williamson Campus; Booker T. Washington 10:00 am; Memphis T. Garrison-2:00 pm-Riverside Elem. (342 students); Ron, Randy, Cindy to coordinate

**Harmony Week 2006 - Wyoming/McDowell Campus
February 23, 2006**

	Notes
<p>A Multi-cultural display from 15 other cultures presented by the McDowell County Board of Education, the Council of Southern Mountains, the McDowell County Headstart and Southern West Virginia Community and Technical College.</p> <p>280 Headstart students will present programs at the National Guard Armory at Welch</p>	<p>February 23, 2006 10:30 a.m.</p>
<p>Circuit Judge Booker Stephens of McDowell County; Wyoming Campus Faculty will be speaking</p>	<p>February 23, 2006 5:30 p.m.</p>



January 23, 2006

01-23-06 13:51

Joanne Jaeger Tomblin
President
Southern WV Community & Technical College
PO Box 2900
Mt. Gay, West Virginia 25637

Dear President Tomblin.

The West Virginia Council for Community and Technical College Education approved the following resolution at its January 18, 2006 meeting:

Resolved, That the West Virginia Council for Community and Technical College Education approves the 2004-05 compact update submission for each community and technical college.

Please contact me should you have questions.

Sincerely,

James Skidmore
Chancellor

*cc: Board of Governors
President's Cabinet*

01-24-06 18:23

State of West Virginia
Joe Manchin III
Governor

Office of the Governor
State Capitol
1900 Kanawha Blvd., East
Charleston, WV 25305

Telephone: (304) 558-2000
Toll Free: 1-888-438-2731
FAX: (304) 342-7025
www.wvgov.org

January 24, 2006

Ms. Joanne Jeager Tomblin
President
Southern West Virginia Community and Technical College
Post Office Box 2900
Dempsey Branch Road
Mount Gay, West Virginia 25637

Dear Ms. Tomblin:

I am pleased to inform you that the proposal Southern West Virginia Community and Technical College submitted for funding under the HB3009 Workforce Development Initiative Program has been approved in the amount of \$200,000.

Your involvement with this program is an important component of our economic development strategy. Although a number of factors will influence the degree to which West Virginia businesses prosper in the increasingly global marketplace, the availability of a productive work force is critical. The key to our success clearly lies with the skill level of West Virginia workers.

The WORKFORCE West Virginia Office and I appreciate your efforts to offer meaningful training opportunities to the citizens of West Virginia. Representatives of the WORKFORCE West Virginia Office will be contacting you soon to finalize your contract.

Thank you for working with us to develop the best work force in America. Together we will continue building a more productive and better West Virginia.

With warmest regards,

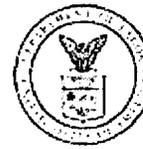


Joe Manchin III
Governor

JM/alh

cc: BDC
Merle Dempsey
Allyn Sue Barker
Fred Scott

News Release



U.S. Department of Labor
Office of Public Affairs
Washington, D.C.
Release Number 05-2344-PHI

For Immediate Release
Date: Dec. 19, 2005
Contact: David James Mike Volpe
Phone: 202-693-4676 202-693-3984

U.S. Department of Labor Announces \$3 Million Grant to Train West Virginia Workers for Energy Industry Careers *Grant Is Part of \$6.5 Million for Energy-Related Training in Appalachia*

WASHINGTON—U.S. Secretary of Labor Elaine L. Chao today announced a grant of \$3 million to train workers in West Virginia for mining careers in the coal industry. Similar grants totaling over \$3.5 million also were awarded today in Kentucky and Pennsylvania. These announcements are part of nearly \$27 million in investments made in support of the nation's energy workforce under the *President's High Growth Job Training Initiative*, a strategic plan to prepare workers for jobs in expanding industries.

"Demand for energy is creating demand for West Virginia workers with the advanced skills today's mining industry needs," said Secretary of Labor Elaine L. Chao. "This \$3 million grant under *President Bush's High Growth Job Training Initiative* will enable creation of Mine Training and Placement Centers where West Virginians can access training that can lead to good careers."

The grant, awarded to West Virginia University, will help fund the development of Mine Training and Placement Centers, to be housed on West Virginia University and the Southern West Virginia Community and Technical College campuses. Training will include traditional classroom instruction and practical experience in equipment operation through the use of simulators.

"The Appalachian region's workers will benefit from the advanced training provided for mining as well as mine-related work in areas like hydraulics and electricity," said Assistant Secretary of Labor for Employment and Training Emily Stover DeRocco. "The combination of classroom and hands-on training will equip workers with the advanced skills needed to sustain good career opportunities in this industry."

Grants being announced today for Kentucky and Pennsylvania also will offer workers training for similar careers. In Kentucky, funding will help equip the community and technical college system with expedited training, using mining simulators, distance learning and mobile classrooms. Pennsylvania will receive approximately \$500,000 to develop an Associate of Engineering Technology Degree in mining technology to meet local employment needs. The program, being established by Penn State University, will enable workers to learn valuable safety skills before entering a mining work environment.

The *President's High Growth Job Training Initiative* is a strategic effort to better prepare workers to take advantage of new job opportunities in high growth sectors of the American economy. Through executive forums with leaders of expanding industries, critical workforce gaps and issues are identified. Solutions are then created in cooperation with employers, educational institutions and the public workforce system. For more information, please visit www.doleta.gov/BRG/JobTrainInitiative/.

###

U.S. Labor Department (DOL) releases are accessible on the Internet at www.dol.gov. The information in this news release will be made available in alternate format upon request (large print, Braille, audio tape or disc) from the COAST office. Please specify which news release when placing your request. Call (202)691-7765 or TTY (202) 693-7755. DOL is committed to providing America's employers and employees with easy access to understandable information on how to comply with its laws and regulations. For more information, please visit www.dol.gov/compliance.



December 19, 2005

01-13-05 15:10

Joanne Jaeger Tomblin
President
Southern WV Community & Technical College
PO Box 2900
Mt. Gay, West Virginia 25637

Dear President Tomblin,

After reviewing the CTC Student Retention Mini-Grant proposal, I want to commend you for the quality and innovative approach. I look forward to the development of model programs that will assist the Community and Technical College System of West Virginia.

Please proceed with the initiative outlined in your proposal. A grant in the amount of \$10,000 will be transferred in the next few days.

As a condition of the grant, you agree to present the initiative, findings and results to other community and technical colleges once the project is completed.

Please contact me should you have questions.

Sincerely,

Handwritten signature of James Skidmore
James Skidmore
Chancellor

cc: Roy Simmons

pc: FYI

Handwritten names: Merle Klempey, Katie Smith-Cox, Fred Scott, Pamela Alderman, Pam Alderman



A handwritten signature in black ink, appearing to be "JL Skidmore", located in the top right corner of the page.

1018-0014312-001

January 13, 2006

Joanne Jaeger Tomblin
President
Southern WV Community & Technical College
PO Box 2900
Mt. Gay, West Virginia 25637

Dear President Tomblin,

After reviewing the Community and Technical College Marketing Grant proposal, I want to commend you for the innovative marketing ideas. A grant in the amount of \$10,000 will be transferred in the next few days to pursue as many of the activities outlined in your proposal.

Please contact me should you have questions.

Sincerely,

A handwritten signature in black ink that reads "James Skidmore".

James Skidmore
Chancellor

cc: Business Office - *Fred Scott*
Merle Dempsey
Cindy Crigger
Pamela Alderman



01-13-05 13:11

December 2, 2005

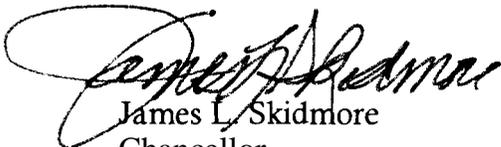
Joanne Tomblin
President
Southern WV Community and Technical College
P. O. Box 2900
Mount Gay, West Virginia 25637

Dear President Tomblin:

The West Virginia Council for Community and Technical College Education received a grant from the Claude Worthington Benedum Foundation. The purpose of the grant is to assist students attaining their GED through the ABE/Middle College Program to successfully transition into post-secondary education. It is a pleasure to confirm that Southern West Virginia Community and Technical College will receive \$30,000 to advance their Middle College Program.

Proceeds from the grant shall be used for personnel and marketing. Proceeds cannot be utilized for equipment. In some cases, software may be purchased. Sharon Wagoner will serve as the liaison with your Middle College Program designee to work out the logistics of the reporting process. A fund transfer will be forthcoming in the amount of \$30,000. If you have any questions or comments, please contact me.

Sincerely,


James L. Skidmore
Chancellor

cc: Calisa Pierce

pc: FYI

Merle Dempsey
Fred Scott
Pamela Alderman

Katie Smith-Cox



STATE OF WEST VIRGINIA
OFFICE OF THE ATTORNEY GENERAL
CHARLESTON 25305



DARRELL V. McGRAW, JR.
ATTORNEY GENERAL

(304) 558-2021
FAX (304) 558-0140

304-558-1130

January 3, 2006

The Honorable Joanne Tomblin
President, Southern West Virginia
Community & Technical College
P.O. Box 2900
Mount Gay, WV 25637

Dear President Tomblin:

It is our pleasure to inform you that the Southern West Virginia Community & Technical College will receive the following funding from the Attorney General's settlement in the Cardizem settlement: \$60,000 this calendar; \$60,000 in calendar year 2007; and \$60,000 in calendar year 2008. These funds are to be used for the purpose of funding a position at the College's School of Nursing. An accounting of how the funds are spent will be required.

Please contact Fran Hughes, my Chief Deputy, upon receipt of this letter to make arrangements to receive the funds.

Very truly yours,

DVM/jy

FYI
cc: Merle Dempsey
Cathy Smith-Cox
Fred Scott
Pam Alderman

West Virginia Commission on National and Community Service
2006 – 2007 New and Re-Compete Competitive Applications
Peer Review Recommendations
6 January 2006

APPALREAD

1. Program Design

A. Rationale and Approach

Positive Comments.

- Well Detailed and well written
- Thorough and Clear
- Did pre and post tests
- Did exit interviews
- Continually striving
- Good reward system and open door policy
- Good emphasis on member growth
- Good involvement of community in identifying need and activities
- Working on a national level w/ NCLB

Change Comments:

- Explain ARC distressed status
- Is 5 percentile notable enough? Should that be increased (in light of the resulting 17 – 19 percent increase) or should there be benchmarks that describe why a 5 percentile increase is significant to persons not familiar with literacy issues?
- Page 9-Dropout rate & percentage of adults with education of 9-12th grade should match?
- Page 14 – paragraph 3, sentence 2 – does "recognize" adequately emphasize, brag more!

B. Member Outputs and Outcomes

Positive Comments:

- Excellent strategy for recruitment to address retention rate
- Clear about details

C. Community Outputs and Outcomes

Positive Comments:

- A lot of community involvement

Change Comments:

- Emphasize or showcase impact of presence in the community
- Describe the meaning of the impact in area and consider demographics, etc... .
- Better answer question about federal withdraw of support
- Explain and use some ARC statistics in needs section A.

2. Organizational Capacity

Positive Comments:

- May want to comment that your partners are growing and are pillars of the community.

Change Comments:

- Expand on range of support by ARC grant
- Take out plans for 3rd program coordinator – unless you anticipate outside funding support for this position, and then explain this match.

3a. Cost Effectiveness

Positive Comments:

- Committed Match
- Within Regulation

Change Comments:

- Mention poverty rates and increase in match to compete with higher match of other programs
- Mention ARC grant and expand upon range of support (can you tell someone though that the ARC flexi grant was important?).

3b. Budget Adequacy

No Comments

Overall Appraisal and Comments

Recommend for Approval and Submission with some changes

Score Summary: 99.5 / 100

FORWARD SOUTHERN WEST VIRGINIA

200 MAIN STREET, BECKLEY, WEST VIRGINIA 25801-4613

TELEPHONE 304 929-2010 FACSIMILE 304 929-2009 forwardswv@earthlink.net

MEMORANDUM

TO: Dr. Jerry Beasley, Dr. Al Walker, Dr. Ted Spring, Dr. Ron Childress,
Joanne Tomblin, Jo Harris, Chancellor Jim Skidmore

FROM: Thomas S. Acker, S. J. 
Executive Director

DATE: January 12, 2006

SUBJECT: Beckley Higher Education Center

Enclosed you will find the schematic of the administrative spaces in the Beckley Higher Education Center. In the following paper you will see also a discussion of the number of classrooms and some notion of how they might fit into our present needs.

The architect, ZMM, has asked that each of the presidents consider their furniture needs in the spaces assigned to them—desks, credenza, file cabinets, etc. They want to know the number of people that might be in the locations. This is important so they can put in the right number of outlets and position them. They have begun the construction documents and expect to have these completed in March.

I would ask you to send back to me one of the copies of the schematic for the space assigned to your institution. If you so desire, you can even try to place the furniture, etc., although the architect said that he would be willing to do this. However, you probably best know how you want the fill of your space.

Please send me back one of the copies of your plan by Friday, January 20th. I will put these together and send them off to the architect so that he can continue processing the construction documents.

Sometime soon, I believe it would be helpful to call a meeting, because we are now on target for opening in the fall of 2007. The architect has also done a plan, which I would like to share with you showing where a second building would be placed.

TSA:llm

Enclosures

Beckley Higher Education Center – Room Analysis

This is a comparison of the rooms in the previous 60,000 square-foot building and the current building being designed of approximately 30,000 square feet. The question posed is how many teaching rooms did we lose and how does it fit our current needs? This is part of the analysis required as I resubmit requests to the federal government for a second building to complement this new structure.

	<u>Previous Building</u>	<u>Current Building</u>
Computer Equipped Rooms	3	2
Video-Interactive Rooms	3	3
24 Seat Classrooms	11	6
70 Seat Classrooms	2	1
Total	19 Classrooms	12 Classrooms
Science Lab	3	1
Nursing Lab	1	1
Allied Health Lab	1	1
Seminar Rooms	3	2

In the current building, we are attempting to set up the nursing lab and the allied health lab in a way suitable for lectures handling approximately 15 people. The one science lab would also be suitable for lectures for as many as 24.

As an exercise, Linda Matherly slotted in the spring schedule for New River Community and Technical College. It demonstrated the following.

1. Friday and Saturday found the facility hardly used.
2. The nursing lab and the allied health lab are almost totally open all through the week.
3. The 12 classrooms would be used almost fully by New River on Wednesday from 4:00 p.m. until 10:00 p.m. They would use almost all of the rooms on Tuesday from 4:00 p.m. until 7:00 p.m. There are significant free spaces on the other days.
4. New River is projected as the largest user of space. The second largest user of space would be Concord University, and most of their space needs would utilize also the prime hours from 4:00 p.m. to 10:00 p.m.
5. Bluefield State College, according to their schedule seen sometime before, finds most of their classes taught before 4:00 p.m. It is also very possible that Bluefield State College, along with Southern West Virginia Community and Technical College, would begin to fill in the slots for the nursing lab and the allied health lab.
6. A better accounting of classes versus space would be had if we attempted to string out the offerings for five days of the workweek, instead of using just the first four. Likewise, no analysis has been made of what courses are duplicated by two or three colleges, and if combined, might not use separate rooms.

It is clear, however, that a second building is needed. The architects, ZMM from Charleston, have laid out a ground plan showing where second and additional buildings would be placed. The second building, to complement this current teaching building, would probably be two to three stories high and be connected by a covered walkway to this first building. My guess is that we could justify another building of approximately 30,000 square feet, because it would require additional classrooms, additional office space, especially for New River, and simply the growth factor anticipated by all of the colleges that are involved.

ZMM is progressing very rapidly on the plans. Shortly we will be receiving the printout of administrative sections, and ZMM needs you to specify how you would want to lay out the space that is allocated to you at this particular time.

ZMM intends to have the drawings completed by the end of March, bidding take place during April, and construction beginning in May. Under this time schedule, the building would be under roof by December 1, 2006, and be in operation by the fall of 2007. Although I have said this before, in this case I see no reason why this schedule will not be met and therefore, planning can proceed on that basis. I would hope that by very careful scheduling, we can accommodate most of the courses of New River and Concord University, although I suspect that with this single building we will still need to ask Concord University to utilize the Mine Academy.

When I present to Senator Byrd the occupancy of the building at the beginning, and its inability to accommodate all of the classes, we have an important presentation that will make it easier for him to consider an additional building. On the other hand, we all know how tight the federal budget is at this time, so there is no assurance that he can help us further.

Accordingly, several different groups are looking at alternate possibilities for obtaining the second building. It is my guess that when the second building is constructed, most of the community college offices will move to that structure, and we will build additional classrooms and facilities as the needs are suggested by the use of this first construction.

Thomas S. Acker, S. J.
January 12, 2006



Southern

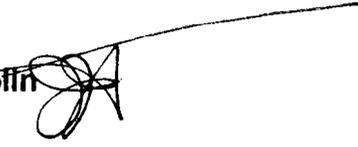
SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE

JOANNE JAEGER TOMBLIN
PRESIDENT

PO Box 2900
Mount Gay WV 25637
Phone: 304-792-7040
Fax: 304-792-7046
joannet@southern.wvnet.edu
www.southern.wvnet.edu

M E M O R A N D U M

To: Thomas S. Acker, S.J.
Executive Director

FROM: Joanne Jaeger Tomblin 
President

DATE: January 20, 2006

SUBJECT: Beckley Higher Education Center

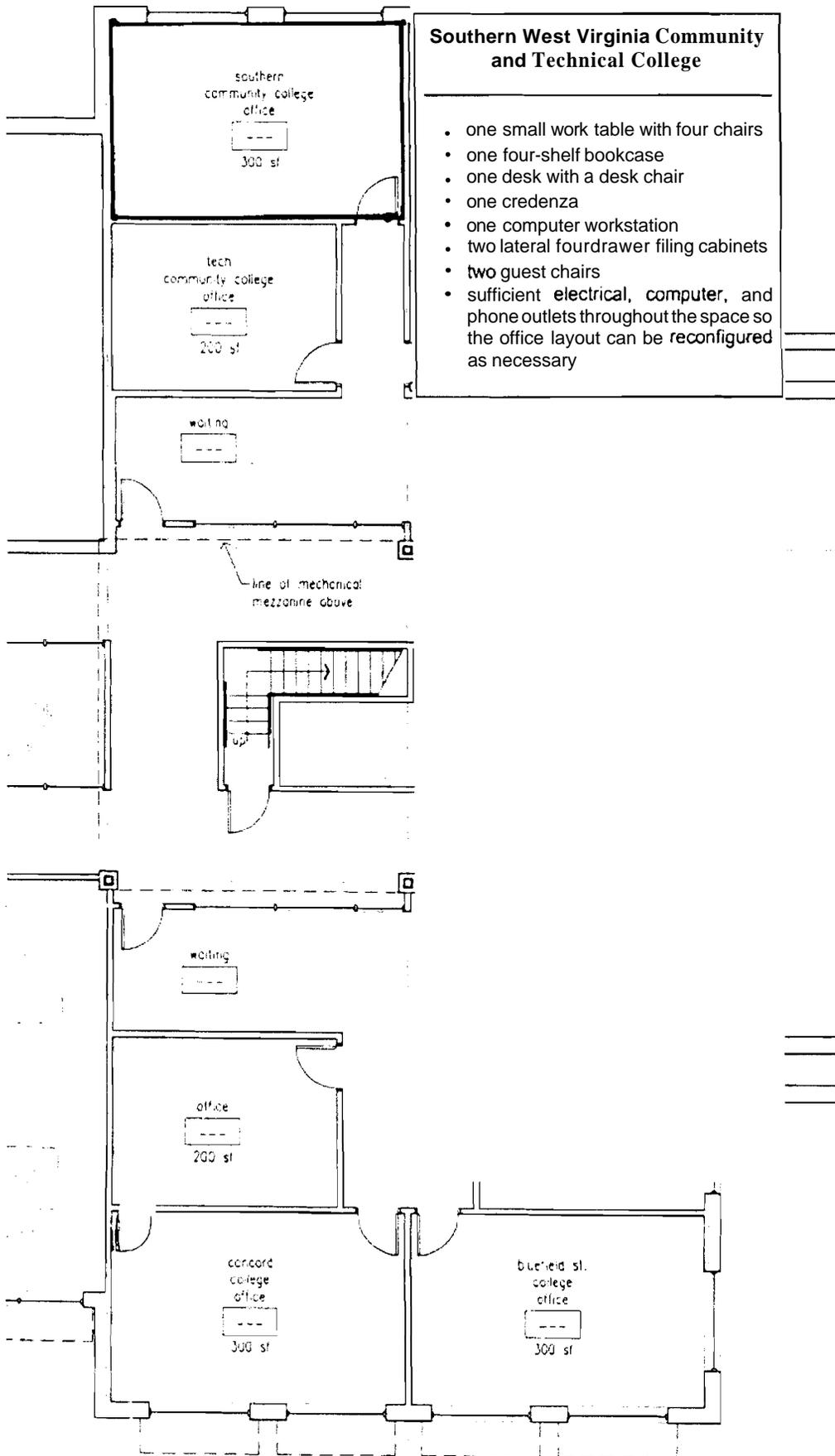
As you requested in your memo dated January 12, 2006, attached you will find the schematic of the space assigned to Southern West Virginia Community and Technical College with furniture requirements noted as follows:

- one small work table with four chairs
- one four-shelf bookcase
- one desk with a desk chair
- one credenza
- one computer workstation
- two lateral four-drawer filing cabinets
- two guest chairs
- sufficient electrical, computer, and phone outlets throughout the space so the office layout can be reconfigured as necessary

At this time, Southern anticipates that one person will occupy the space on a full-time basis. Should you or the architect have questions, please feel free to contact me at 304-792-7040.

JJT:elb

Attachment



Approximate $\frac{1}{8}'' = 1' \frac{1}{8}''$