



Southern

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE

BOARD OF GOVERNORS

FEBRUARY 17, 2009
MEETING AGENDA

Members

Kevin N. Fowler, Chair
Terry R. Sammons, Vice Chair
George Kostas, Secretary
Linda Q. Akers
Thomas A. Heywood
Shelley T. Huffman

Jada C. Hunter
Glenn T. Yost
Wilma J. Zigmund
Michael Baldwin
Robert Jude
George Morrison

Joanne Jaeger Tomblin
President

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 17, 2009
ROOM 428 — CENTER FOR ALLIED HEALTH AND TECHNOLOGY
2900 DEMPSEY BRANCH ROAD, MOUNT GAY, WV 25637**

AGENDA

1. Welcome and Call to Order Mr. Kevin Fowler
Board Chair
2. President's Report Ms. Joanne Jaeger Tomblin
President
3. Financial Report Mr. Samuel Litteral
Chief Financial Officer
4. Action Items pp. 2-51
 1. Approval of December 9, 2008 Minutes pp. 2-12
 2. Approval of Proposed Tuition and Fee Increase p. 13
 3. Approval of Proposed Student Technology Assessment Fee p. 14
 4. Final Approval of Proposed Policies pp. 27-39
 1. SCP-1167, Emergency Procedures pp. 27-30
 2. SCP-1233, First Aid pp. 31-33
 3. SCP-1375, Report of Incidents pp. 34-39
 5. Approval of Policies for 30-day Public Comment Period pp. 40-51
 1. SCP-7125, Computer Usage pp. 40-44
 2. SCP-7720, Security of Management Information Systems pp. 45-51
5. Discussion Items p. 52
 1. June 2009 Meeting Date Chair Fowler
 2. 2009 Board of Governors Retreat Location and Date President Tomblin
6. Adjournment Chair Fowler

**Southern West Virginia Community and Technical College Board of Governors
Board Conference Room, 428
Center for Allied Health and Technology
2900 Dempsey Branch Road, Mount Gay, WV
Meeting of December 9, 2008**

DRAFT

Board Members Present: Kevin Fowler, Terry Sammons, George Kostas, Linda Akers, Jada Hunter, Glenn Yost, Michael Baldwin, George Morrison, Tom Heywood, Shelley Huffman, Robert Jude

Board Members Absent: Wilma Zigmond

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Samuel Litteral, Allyn Sue Barker, Cathy Smith-Cox, Ron Hamilton, Patricia Clay, Cindy Crigger, Pam Alderman, Cindy McCoy, Prudence Barker, Darrell Taylor, Emma Baisden

Classified Staff: Debbie Dingess, Martha Lee-Paige, Pat Miller, Chris Gray

Guests: Chancellor James Skidmore, Chris Deweese, Kelley Shafer

1. Call to Order:

Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:00 p.m.

2. Classified Staff Council Presentation

As prescribed in West Virginia Code §18B-6-4b, the Classified Staff Council held its annual meeting with the Governing Board to discuss matters affecting classified employees. Ms. Debbie Dingess, Classified Staff Council Chair, introduced Classified Staff members present, Martha Lee-Paige, Patricia Miller and Chris Gray, then presented a PowerPoint Presentation to the Board on issues of concern that have an impact on classified employees.

3. Board of Governors Committee on Tuition and Fees Report

Mr. Tom Heywood, Chair of the Committee on Tuition and Fees, presented the committee's 2009-2010 tuition increase and student technology assessment fee proposal to the Board of Governors. The committee recommended a minimum tuition increase of 9.5 % per credit hour for resident students for the next five years (2009-2010 — 2013-2014) beginning with the 2009-2010 academic year. Additionally, the committee recommended a technology assessment fee of \$100 per FTE per year beginning with the 2009-2010 fiscal year.

A moderate tuition increase to \$1,512 per FTE per semester or an annual full-time tuition cost of \$3,024, would generate approximately 80% of the revenue needed during this five-year period. If the system tuition increase continues at 4.75%,

Southern will not reach the average credit hour cost within this five-year period.

There is a critical level of under funding technology at Southern West Virginia Community and Technical College. Major changes are needed to immediately address critical gaps by outsourcing some services. An infusion of technology resources is needed to bring classroom technology, work stations, and servers up-to-date and networked with access to shared servers and printers/peripherals. Key staffing changes should be quickly made to bring the IT environment to a secure, stable environment providing adequate services to the College.

On behalf of the Committee on Tuition and Fees, Mr. Heywood will bring a formal recommendation before the Board for adoption at its February 17, 2009 meeting.

4. Chancellor's Report

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 provided board members with an overview of state priorities for 2009-2010.

5. President's Report:

1. The grand opening ceremony for the new Allied Health and Technology Center was held on Wednesday, November 12, 2008. Senator Earl Ray Tomblin was the featured speaker during the formal ceremony attended by approximately 250 dignitaries, guests and students. The event culminated in a ribbon cutting ceremony and tours of the facility by Southern's Student Government Association members and Allied Health students.
2. The President's High School Visiting Team has completed its schedule of high school visits for this semester. President Tomblin believes Southern's enrollment numbers will continue to increase due to the continuation of visiting high schools within Southern's service district.
3. The Board of Governors Committee on Tuition and Fees held two meetings to prepare its presentation for the Board.
4. The legislature has placed a focus on recruitment of the adult population, because the state must depend on an educated adult population if it is to meet the demands of a skilled workforce. Chancellor Skidmore recently hired a group of consultants to help community and technical colleges with the recruitment and retention of adult learners. Five representatives were selected for each higher education institution including the president to develop specific strategies for their colleges. Southern's representatives in addition to its president include Darrell Taylor, Prudence Barker, Cathy Smith-Cox and Cindy Crigger. The team is working with consultants to develop strategies on how to deal with adult learners. At its December 2 meeting, the team set three priorities for the upcoming year.

5. President Tomblin expects the institution to begin using web cams to provide students better access to counseling services; specifically adult students. She may reorganize the Student Services Unit to better serve adult students.
6. Ms. Joanne Chabot, Technology Consultant, has completed the technology assessment and sent a report of findings to President Tomblin. It will take some time to move forward with the implementation of suggested recommendations.
7. The West Virginia Coal Association will hold its next meeting on Southern's Logan Campus on December 10, 2008. Members will have an opportunity to visit the Academy for Mine Training and Energy Technologies.
8. Southern will hold its second annual Appalachian Leadership Academy induction ceremony at the Brass Tree Restaurant in Williamson, WV on December 17 for its 2009 Appalachian Leadership Academy fellows. The six students will receive a full scholarship to attend Southern and up to \$500 for books.
9. The annual Tug Valley Chamber of Commerce and Southern West Virginia Community and Technical College Legislative Luncheon will follow the ALA induction ceremony at noon at Southern's Williamson Campus.
10. The College will be closed December 19, 2008 through January 4, 2009 for the upcoming Christmas and New Year's holidays.
11. The Harmony Week Steering Committee is working on activities for February 2009. Reverend Billy Kyles will serve as guest speaker for the luncheon scheduled for February 26.
12. Southern's dual credit enrollment for the fall 2008 semester is 444. This is an increase of several hundred students from last year. President Tomblin expressed her thanks to Dr. Cindy McCoy for leading this effort.
13. The College will submit an RFP to Chancellor Skidmore for a Central Sterile Supply program for the fall 2009 year.

6. Financial Report

Chief Financial Officer, Sam Litteral, provided the financial report dated November 30, 2008 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. These figures reflect the budgeted amount with actual year-to-date totals.

7. Financial Audit

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the fiscal year ended June 30, 2008. Suttle and Stalnaker representative and Certified Public Accountant, Chris Deweese, discussed details of the accounting firm's findings with respect to financial reporting. The accounting firm provided copies of the audited financial statements to the Board for review prior to 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.

8. Action Items:

1. Approval of Audited Financial Report

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors accept the filing of the audited financial report for the fiscal year ended June 30, 2008.

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

2. Approval of Minutes

MOTION: Mike Baldwin moved to accept the October 16, 2008 minutes as presented.

ACTION: Linda Akers seconded the motion. The motion carried unanimously.

3. Institutional Policies for Final Approval

1. SCP-1153, Consumer Complaint Procedures, and SCP-1153.A, Consumer Complaint Form

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policies following the 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

2. SCP-5065, Awarding of Undergraduate Tuition and Fee Waivers

MOTION: Tom Heywood moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policies following the 30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried

unanimously.

3. SCP-2226, Faculty Incentive Pay Plan

MOTION: George Kostas moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2226 *Faculty Incentive Pay Plan* following the 30-day public comment period.

ACTION: Tom Heywood seconded the motion. The motion carried unanimously.

4. SCP-2562, External Professional Activities of Faculty and Other Professional Staff

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

RESOLVED, That the Southern West Virginia Community and Technical grant final approval of SCP-2562 following the 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

5. SCP-2624, Employee Development

MOTION: Tom Heywood moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical grant final approval of SCP-2624, *Employee Development*, following the 30-day public comment period.

ACTION: Mike Baldwin seconded the motion. The motion carried unanimously.

6. SCP-2220, Course Feedback Policy and SCP-2220.A, Course Feedback Form

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

RESOLVED, That the Southern West Virginia Community and Technical grant final approval for the rescission of SCP-2220, Course Feedback Policy, and SCP-2220.A, Course Feedback Form, following the 30-day public

comment period.

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

7. 1. **SCP-3160, Course Syllabus and SCP-3160.A, Course Syllabus Format**
2. **SCP-3165, Adding Courses to the Curriculum and Revising Existing Courses,**
3. **SCP-3170, Deleting Courses from the Curriculum,**
4. **SCP-3240, Assignment of Credit / Non-Credit Courses, and**
5. **SCP-3250, Final Examinations**

MOTION: Tom Heywood moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the rescission of SCP-3160, Course Syllabus and SCP-3160.A, Course Syllabus Format; SCP-3165, Adding Courses to the Curriculum and Revising Existing Courses; SCP-3170, Deleting Courses from the Curriculum; SCP-3240, Assignment of Credit / Non-Credit Courses; and SCP-3250, Final Examinations following the 30-day public comment period.

ACTION: Linda Akers seconded the motion. The motion carried unanimously.

8. **SCP-3401, Independent Study; SCP-3401.A, Independent Study Request Form; and SCP- 3401.B, Independent Study Contract**

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the rescission of SCP-3401, Independent Study; SCP-3401.A, Independent Study Request Form; and SCP-3401.B, Independent Study Contract following the 30-day comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

9. 1. **SCP-3620, Policy Regarding Program Review**
2. **SCP-4398, Student Grades and Grade Point Average Requirements for Graduation**

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-3620, Policy Regarding Program Review, and SCP-4398, Student Grades and Grade Point Average Requirements for Graduation, following the 30-day public comment period.

ACTION: Tom Heywood seconded the motion. The motion carried unanimously.

10. **SCP-1040, Use of College Bulletin Boards, Directories, and Information Dispensing Equipment**

MOTION: Tom Heywood moved the adoption of the following resolution:

RESOLVED, That the Southern WV Community and Technical College Board of Governors approve cancellation of SCP-1040, Use of College Bulletin Boards, Directories, and Information Dispensing Equipment, following the 30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously.

11. **SCP-1180, Equipment Loans and SCP-1180.A, Contract of Equipment Loans**

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

RESOLVED, That the Southern WV Community and Technical College Board of Governors approve rescission of SCP-1180 and SCP-1180.A following the 30-day public comment period.

ACTION: Mike Baldwin seconded the motion. The motion carried unanimously.

12. **SCP-5051, Reduced Tuition and Fee Program for State Residents Age 65 and Older**

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5051, Reduced Tuition and Fee Program for State Residents Age 65 and Older, following the 30-day public comment period.

ACTION: Mike Baldwin seconded the motion. The motion carried unanimously.

13. SCP-1625, Publications and Productions

MOTION: Tom Heywood moved the adoption of the following resolution:

RESOLVED, That the Southern WV Community and Technical College Board of Governors approve rescission of policy SCP-1625, Publications and Productions, following the 30-day public comment period.

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

14. SCP-7712, Requests for Media Services and Television Agreements

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern WV Community and Technical College Board of Governors approve rescission of SCP-7712, Requests for Media Services and Television Agreements, following the 30-day public comment period.

ACTION: Mike Baldwin seconded the motion. The motion carried unanimously.

15. SCP-6125, Contract Training for Workforce Development

MOTION: Tom Heywood moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the cancellation of SCP-6125, Contractual Training for Workforce Development, following the

30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously.

4. Approval of Policies for 30-day Comment

1. SCP-1167, Emergency Procedures

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1167 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

ACTION: Tom Heywood seconded the motion. The motion carried unanimously.

2. SCP-1233, First Aid

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1233 to Southern's constituencies and the Chancellor for the West Virginia Council for Community and Technical College Education for a 30-day comment period.

ACTION: Linda Akers seconded the motion. The motion carried unanimously.

3. SCP-1375, Reports of Accidents/Incidents; SCP-1375.A, Accident/Incident Report Form; SCP-1375.B, Monthly Report of Accidents/Incidents

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern WV Community and Technical College Board of Governors grant approval for the distribution of the aforementioned policy SCP-1375, and attachments, SCP-1375.A and SCP-1375.B, to Southern's constituencies and the Chancellor for

Community and Technical College Education for a 30-day public comment period.

ACTION: Linda Akers seconded the motion. The motion carried unanimously.

3. Appointment of Committee on Tuition and Fees

Chair Fowler, appointed a committee to prepare a proposal for tuition and fee increases for FY 2009-2010. The committee will bring a recommendation forward for the Board's review and consideration at its December 9 meeting. Members appointed include Kevin Fowler, Terry Sammons, Tom Heywood, Robert Jude, Joanne Tomblin, Merle Dempsey, Sam Litteral, Cathy Smith-Cox and Prudence Barker. Mr. Heywood will serve as committee chair. Upon a motion by Terry Sammons and seconded by Jada Hunter, the Board unanimously approved the Committee appointments.

9. Executive Session Pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues

Glenna Yost moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2A to discuss personnel and management issues. Jada Hunter seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, Glenn Yost moved and George Kostas seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session. Based upon discussions in Executive Session, the following action was taken:

MOTION: Linda Akers moved the adoption of the following resolution:

RESOLVED, That in order to comply with the provisions of Section 409A of the Internal Revenue Code, as amended, (the "Code") and applicable regulations thereunder, the Board of Governors of Southern West Virginia Community and Technical College does hereby approve and adopt that certain Amended and Restated Employment Agreement by and between Joanne Jaeger Tomblin and Southern West Virginia Community and Technical College effective as of December 9, 2008, provided, however that all provisions applicable to compliance under Code Section 409A shall be effective as of January 1, 2005, does hereby authorize its President, Vice President or other officer to execute such Amended and Restated Employment Agreement, and any other document or documents deemed necessary or advisable, in the discretion of such duly authorized officer or officers, to carry out such Amended and Restated Employment Agreement; and

RESOLVED FURTHER ,That the appropriate officer(s) of Southern West Virginia Community and Technical College are hereby authorized to take any and all other actions that may be necessary or appropriate in connection with or to effectuate the foregoing resolution.

ACTION: George Kostas seconded the motion. The motion carried unanimously.

10. Adjournment:

There being no further business, Chair Fowler declared the meeting adjourned at 8:45PM.

Kevin N. Fowler

Chair

Emma L. Baisden

Assistant to the Governing Board

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 17, 2009**

ITEM: Approval of Proposed Tuition and Fee Increase

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed revision to the resident tuition and fee increase of 9.5 percent per credit hour for the 2009-2010 academic year effective July 1, 2009.

STAFF MEMBER: Tom Heywood, Chair
Board of Governors Committee on Tuition and Fees

BACKGROUND:

At its December 09, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors Committee on Tuition and Fees recommended a minimum tuition increase of 9.5 % per credit hour for the 2009-2010 academic year.

The College staff recommends, the Board approve the above resolution for a tuition increase for the 2009-2010 academic year to reflect a 9.5% per credit hour increase for resident students. If approved, the staff further recommends the request be submitted to the West Virginia Council for Community and Technical College Education for action at its May 2009 meeting.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 17, 2009**

ITEM: Approval of Proposed Student Technology Assessment Fee

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed technology assessment fee of \$100 per FTE per year beginning with the 2009-2010 fiscal year.

STAFF MEMBER: Tom Heywood, Chair
Board of Governors Committee on Tuition and Fees

BACKGROUND:

At its December 09, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors Committee on Tuition and Fees recommended a technology assessment fee of \$100 per FTE per year beginning with the 2009-2010 fiscal year.

The College staff recommends, the Board approve the above Resolution for a technology assessment fee of \$100 per FTE per year beginning with the 2009-2010 fiscal year. If approved, the staff further recommends the request be submitted to the West Virginia Council for Community and Technical College Education for action at its May 2009 meeting.

Southern West Virginia Community and Technical College

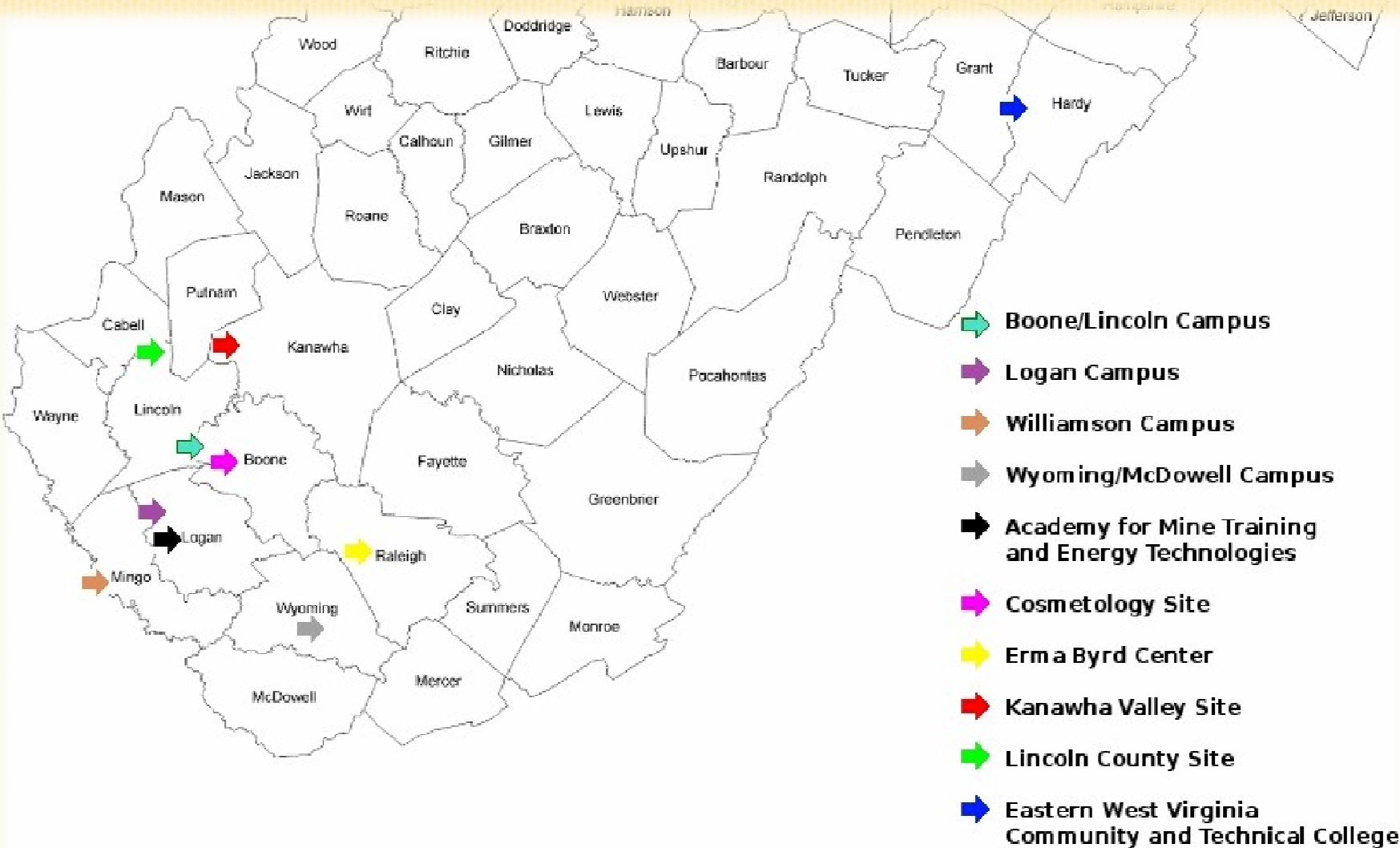
Tuition Increase and Student Technology Assessment Fee Proposal for 2009-2010

Presented by:
Southern West Virginia Community and Technical College Board of Governors
Committee on Tuition and Fees

Mr. Tom Heywood, Chair

December 9, 2008

SOUTHERN'S SERVICE DISTRICT



POINTS FOR CONSIDERATION

1. Southern expects flat or reduced appropriations from the state in the next five years.
2. In the last two years, to meet the needs of business and industry, Southern has initiated new technical programs in respiratory care, dental hygiene, salon management/ cosmetology, and survey technician.
3. There has not been a consistent process for granting tuition increases for West Virginia's community and technical colleges. Southern's tuition rate is significantly lower than that of previously administratively-linked community and technical colleges.
4. For the 2008-2009 fiscal year, Southern and Eastern were the only community and technical colleges that did not receive their full tuition request.

POINTS FOR CONSIDERATION (continued)

5. Southern's operating costs (gasoline, insurance, utilities, etc.) have continued to escalate during the last five years. The completion of a new 55,000 square foot allied health and technology facility has added significantly to these expenses.
6. The dollars allocated to individual units and departments has decreased in the last three years due to budget restrictions. Southern has been unable to fund necessary technology upgrades for classroom instruction and essential administrative functions.
7. During the last five years, Southern's tuition has increased by \$286 per student. The system average has increased \$448 per student during that same time period.
8. Southern's annual tuition rate is \$854 below the current Community and Technical College System average (2008-09).

POINTS FOR CONSIDERATION (continued)

9. Southern had 246 FTE more than the system average for 2007-08.
10. According to the National Center for Education Statistics, the total estimated expenses for a Southern student in 2007-08 was \$7,176, the lowest of all community and technical colleges in West Virginia. This is \$3,351 less than West Virginia Northern Community College, the next lowest in cost.
11. Based on 2007-08 enrollment and current tuition rates, Southern receives approximately \$2,611,065 less in annual tuition than the system average.
12. Compared to national and state peers, and local competition, Southern has the highest percentage of students receiving Pell grants (63%) and the smallest percentage obtaining loans (5%).
13. Southern operates more campuses and sites than any community and technical college in West Virginia.

UNRESTRICTED BUDGETED REVENUE 2008-09

\$14,505,799

NEEDED UNRESTRICTED ANNUAL REVENUE

\$17,000,000

DIFFERENCE

Additional Unrestricted Annual Revenue Needed	\$2,500,000
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A moderate tuition increase to \$1,512 per FTE per semester or an annual full-time tuition cost of \$3,024, would generate approximately 80% of the needed revenue in a five-year period.

COMMITTEE ON TUITION AND FEES RECOMMENDS

A minimum tuition increase of 9.5% per year, per FTE for the next five years (2009-2010 — 2013-2014).

- This will increase the current credit hour cost from \$80 to \$126. The annual tuition rate will increase from \$1,920 to \$3,024.
- The tuition increase will be coupled with a slight enrollment increase during this five-year period, which will assist the College in meeting the needed revenues.
- The tuition increase will generate approximately 80% of the needed revenue.
- The current community and technical college system credit hour average is \$124.
- If the system tuition increase continues at 4.75%, Southern will not reach the average credit hour cost within this five-year period.
- Southern *will* remain very affordable.

TECHNOLOGY ASSESSMENT CONDUCTED BY LEAGUE FOR INNOVATION, NOVEMBER 2008

Conclusions and Recommendations:

- There is a critical level of under funding technology at Southern West Virginia Community and Technical College.
- Major changes are needed to immediately address critical gaps by outsourcing some services.
- Key staffing changes should be quickly made to bring the IT environment to a secure, stable environment providing adequate services to the College.
- A high level advisory structure to prioritize IT work and to ensure effective communication of needs should be established.
- Critical software needs should be quickly addressed.
- An infusion of technology resources is needed to bring classroom technology, work stations, and servers up to date and networked with access to shared servers and printers/peripherals.

COMMITTEE ON TUITION AND FEES RECOMMENDS

A student technology assessment fee of \$100 per FTE per year be initiated beginning with the 2009-2010 fiscal year.

IMPACT ON STUDENTS ATTENDING SOUTHERN

Current Pell Grant Maximum per year	\$4,731
Pell Grant maximums authorized to increase:	
2009 – 2010	\$6,000
2010 – 2011	\$6,400
2011 – 2012	\$6,800
2012 – 2013	\$7,200
2013 – 2014	\$7,600
2014 – 2015	\$8,000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 17, 2009**

ITEM: SCP-1167, Emergency Procedures

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve cancellation of SCP-1167, Emergency Procedures, following the 30-day public comment period, and its reconstruction as a procedure for inclusion in the Finance Unit Procedures Manual.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Finance Unit was charged by Executive Vice President Merle Dempsey and members of the Executive Council to consider the aforementioned policy regarding appropriateness as policy. The policy was reviewed and discussed during Executive Council meeting on November 4, 2008. After this review it is recommended by the Finance Unit that this policy be canceled.

At its December 9, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of the proposed cancellation of SCP-1167, Emergency Procedures, for a 30-day comment period that expired January 12, 2009. No comments were received at the end of the comment period, therefore, the staff recommends the policy for rescission and reconstruction as procedures in a newly developed Finance Unit Procedures Manual.



SUBJECT: **Emergency Procedures**

REFERENCE: Higher Education Policy Commission Procedure #2 “Bomb Threats”

1. PURPOSE

To provide guidance for employees in the event of an emergency situation.

2. SCOPE AND APPLICABILITY

All employees.

3. DEFINITIONS

4. POLICY

All emergencies shall be handled in an orderly manner according to prescribed procedures. Emergencies shall include but not be limited to bomb threats, fires, flooding, and other situations and conditions endangering the safety and general welfare of building occupants.

5. BACKGROUND OR EXCLUSIONS

Refer to SCP-1233 “First Aid;” and SCP- 1435 “Inclement Weather and Emergency Situations Policy” for related information.

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

A. Bomb Threats -- In the event of a bomb threat, the following guideline shall be followed:

1. The Telephone Operator shall immediately record the time of the call and the exact message received.
2. The Telephone Operator shall notify the Campus Manager/Director, or his/her designee.
3. The Campus Manager/Director, or his/her designee, shall immediately evacuate the building by engaging the fire alarm. He/she shall also notify the West Virginia Department of Public Safety and the College President.
4. The building must remain vacant until police officers inform the Campus Manager/Director that it is safe for the building to be occupied.



- B. Fires – In the event of a fire, the following guideline shall be followed:
1. Smoke and/or heat accumulations will, in most instance, engage the fire alarm system. However, if smoke and/or fire is detected, the Campus Manager/Director, or his/her designee, shall immediately sound the fire alarm to evacuate the building.
 2. If the situation is determined to be minor, the Campus Manager/Director and his/her staff shall extinguish the fire and insure that the area is adequately ventilated to remove smoke and fumes.
 3. If upon inspection the situation is assumed to require professional fire fighters, the Campus Manager/Director shall immediately telephone the local fire department.
 4. In both situations, the area shall remain vacant until all necessary repairs have been made, and it is returned its original or comparable state.
 5. The Campus Manager/Director shall be responsible for enlisting the assistance necessary to handle the situations.
- C. Flooding – In the event of a flood, the following guideline shall be followed:
1. Flooding may result from external or internal sources.
 - a. External considerations, such as streams overflowing, will be handled by evacuating the building and taking the necessary precautions to prevent damage to furniture and equipment. Such precautions may require the relocation of items on other floors or in different areas.
 - b. Internal flooding may result from such sources a ruptured water lines and blockages in the sewage system. The area affected shall be immediately evacuated by the Campus or Department Manger, and all equipment and furniture protected or removed to prevent damage.
 2. If food preparation or storage areas are extensively flooded, the local Health Department must inspect the establishment before it may be reopened.
 3. All rooms shall remain vacant until the situation is corrected, and the area is returned to its original or comparable state.
- D. Other Emergency Situations – In the event of other emergency situations, the following guideline shall be followed:
1. Situations not described here but which threaten safety or general welfare must be handled expeditiously and in the best interests of the College and those affected.



- 2. The procedures specified in this policy shall be applied where relevant to other situations.
- 3. The Campus Manager/Director shall be notified immediately of all emergencies and proper care shall be exercised.

8. CANCELLATION

None. Policy in MAP format 8/20/00.

9. SIGNATURE

President

Date

Attachments

Distribution

All Employees

Revision Date

August 20, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 17, 2009**

ITEM: SCP-1233, First Aid

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve cancellation of SCP-1233, First Aid, following the 30-day public comment period, and its reconstruction as a procedure for inclusion in the Finance Unit Procedures Manual.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Finance Unit was charged by Executive Vice President Merle Dempsey and members of the Executive Council to consider the aforementioned policy regarding appropriateness as policy. The policy was reviewed and discussed during Executive Council meeting on November 4, 2008. After this review was recommended by the Finance Unit that this policy be canceled and reconstructed as procedures in a newly developed Finance Unit Procedures Manual.

At its December 9, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of the proposed cancellation of SCP-1233, First Aid, for a 30-day comment period that expired January 12, 2009. No comments were received at the end of the comment period, therefore, the staff recommends the policy for rescission and reconstruction as procedures in a newly developed Finance Unit Procedures Manual.



SUBJECT: First Aid

1. PURPOSE

To provide guidance for employees who encounter a situation that necessitates administration of first aid.

2. SCOPE AND APPLICABILITY

All employees.

3. DEFINITIONS

4. POLICY

All emergencies (injuries or sudden illnesses) should be handled in an orderly manner according to prescribed procedures.

5. BACKGROUND OR EXCLUSIONS

Employees are referred to SCP-1167 "Emergency Procedures" as a related policy.

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

In the event of injury or sudden illness, the Campus Manager / Director or his/her designee shall immediately investigate the situation to determine its seriousness. In the event that the Campus Manager/Director is unavailable, a department manager or supervisor is to be notified.

A. Minor Care – If the accident or illness is minor, the following should be observed:

1. Ask the person if he/she needs assistance.
2. If the victim gives an affirmative reply, or if you feel he/she needs assistance based upon visual observation, proceed as follows:
 - a. Enlist the help of others.
 - b. Assist the victim if necessary, in securing first aid supplies

B. Urgent Care - For urgent care of serious injuries or illness, the following procedures should be applied:

1. Enlist the help of others.
2. Ask someone to call for an ambulance and notify the relatives of the victim. The Human Resources Department keeps emergency contact numbers for all employees.



- 3. Attempt to notify your supervisor and/or the Campus Manager / Director.
- 4. Unless it is necessary to move the victim for the sake of safety, keep him/her in the position best suited for the condition or injury. Do not permit the victim to get up and walk around.
- 5. If blankets or covers are available, keep the victim warm enough to overcome or avoid chilling.

C. Remain In Charge

Remain in Charge until the victim is placed in the care of qualified persons, is able to take care of himself/herself, or is placed in the care of relatives.

D. Incident Report

A Report of Incidents form must be submitted as required by college policy.

E. Accident Report

The Campus Manager/Director must also complete an Accident Report and send the original to the Human Resources Office. The Human Resources Administrator, in consultation with the VP for Finance, will determine if the report needs forwarded to the State Board of Insurance.

8. CANCELLATION

None. Policy in Map Format 8/20/00.

9. SIGNATURE

President Date

Attachments

Distribution

All Employees

Revision Date

August 20, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 17, 2009**

ITEM: SCP-1375, Reports of Accidents/Incidents
SCP-1375.A, Accident/Incident Report Form
SCP-1375.B, Monthly Report of Accidents/Incidents

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern WV Community and Technical College Board of Governors approve the aforementioned policy SCP-1375, and attachments, SCP-1375.A and SCP-1375.B, following the 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified and was originally known as the Crime Awareness and Campus Security Act. The Clery Act requires all colleges and universities across the United States that participate in Federal Financial Aid Programs to keep and disclose information about crime on and around their respective campuses. The United States Department of Education monitors compliance, and may impose civil penalties up to \$27,500 per violation, against institutions for each infraction and can suspend institutions from participating in Federal Student Financial Aid Programs.

The Act requires us to publish and distribute an Annual Campus Security Report disclosing campus policies and three-years worth of selected crime statistics. We must make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees. The U. S. Department of Education centrally collects and disseminates the crime statistics. It also requires us to provide campus sexual assault victims certain basic rights.

At its December 9, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-1375, Reports of Accidents/Incidents, and attachments SCP-1375.a and SCP-1375.B, for a 30-day comment period that expired January 12, 2009. No comments were received at the end of the comment period, therefore, the staff recommends the policy as presented to the Board of Governors for consideration for final approval.

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

SUBJECT: Reports of Accidents/Incidents

REFERENCE: Clery Act (20 USC § 1092(f))

ORIGINATION: January 28, 1991

EFFECTIVE: January 28, 1991

REVIEWED: November 4, 2008

SECTION 1. PURPOSE

- 1.1 To establish a system for reporting all accidents /incidents occurring on any college campus or off-campus location of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

- 3.1 An Accident is defined as any unforeseen, unplanned event, or circumstance resulting in personal injury and /or property damage.
- 3.2 An Incident is defined as any direct or indirect action taken by an individual or group that results in a violation of a law or college policy.

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 The Administration of the College is aware of the need for and continually strives to provide a safe and secure environment for its employees, students, and property. This requires the cooperation of all employees in accurately reporting all accidents/incidents. The timeliness of reporting this information is essential to meaningful investigations and maximum recovery of lost or stolen property.
- 5.2 To better assess the status of security and assignment of personnel to achieve maximum security on each location, a report of all accidents /incidents will be made monthly by Director of Campus Operations with the original going to the Chief Financial Officer.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Any employee or operating unit of the College involved in or witnessing an accident/incident at any Southern location will immediately contact and provide all pertinent information to the Director of Campus Operations and/or Chief Financial Officer.
- 7.2 The Director of Campus Operations or the appropriate employee will investigate and make required reports on the reported accident/incident.
- 7.3 The Director of Campus Operations will prepare and submit daily to the Chief Financial Officer and/or the Human Resources Administrator a report of any accident/incidents, Form 1375.A. For any major accidents/incidents, the Director of Campus Operations will notify the President.
- 7.4 The Director of Campus Operations will prepare and submit to the Chief Financial Officer by the 15th of each month a Monthly Report of Incidents, Form SCP-1375.B, covering all accidents /incidents occurring during the prior month on campus.
- 7.5 The Chief Financial Officer will utilize the Monthly Reports of Accidents/Incidents to:
 - 7.5.1 Advise the President.
 - 7.5.2 Make recommendations for assignment to high risk areas.
 - 7.5.3 Develop and implement security techniques to avoid potential problems.
 - 7.5.4 Prepare security statistics for Southern West Virginia Community and Technical College.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-1375.A, Daily Accident/Incident Report Form
SCP-1375.B, Monthly Report of Accidents/Incidents Form

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

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

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

Accident/Incident Report Form

Date of Accident/Incident:

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

Location of Accident/Incident:

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

Event Type:

- | | | | |
|-----------------------------------|---|-------------------------------------|--|
| <input type="checkbox"/> Murder | <input type="checkbox"/> Aggravated Assault | <input type="checkbox"/> Robbery | <input type="checkbox"/> Sexual Offense (<input type="checkbox"/> Forcible <input type="checkbox"/> Non-forcible) |
| <input type="checkbox"/> Accident | <input type="checkbox"/> Hate Crime | <input type="checkbox"/> Injury | <input type="checkbox"/> Drug Law (<input type="checkbox"/> Arrest <input type="checkbox"/> Referral) |
| <input type="checkbox"/> Incident | <input type="checkbox"/> Negligent Manslaughter | <input type="checkbox"/> Liquor Law | <input type="checkbox"/> Arrest <input type="checkbox"/> Referral) |
| <input type="checkbox"/> Burglary | <input type="checkbox"/> Motor Vehicle Theft | <input type="checkbox"/> Weapons | <input type="checkbox"/> Arrest <input type="checkbox"/> Referral) |

Narrative (attach additional sheets if necessary):

Victim Information (attach additional if necessary):

Name: _____ College ID Number: _____

Home Address: _____

Phone Number: _____ E-mail: _____

Age: _____ Person Injured: Student Visitor Faculty Staff Other _____

Extent of Injuries: _____

Treated by Physician: Yes No Name and Address of Physician: _____

Hospitalized: Yes No Name of Hospital: _____

Person in Potential Violation (attach additional sheets if necessary):

Name: _____ College ID Number: _____

Home Address: _____

Phone Number: _____ Email: _____

Additional Information:

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

Police Report #: _____ (Attach a copy to this report) Arrest Made: Yes No

Date of Report: _____ Signature: _____

Print Name: _____ Title: _____

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

Monthly Report of Accidents/Incidents

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

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

Estimated value of Destroyed Property
 Personal Property \$ _____
 State Property \$ _____
 Total \$ _____

Area with HIGHEST Incident Rate

Original: Chief Finance Officer

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 17, 2009**

ITEM: SCP-7125, Information Technology Acceptable Usage

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

STAFF MEMBER: Ron Hamilton

BACKGROUND:

This policy was originally created on July 7, 1997, and was last revised on September 1, 2000.

The version presented for consideration by the Board of Governors has been revised to comply with the current policy format and contains minor revisions to the location of some the information to better conform to this format. Other changes recommended help clarify the information for users of the institution's Information Technology services.

Executive Council reviewed the revised policy. Council recommends that the Board advance the revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-7125**

SUBJECT: ~~Computer Usage~~ Information Technology Acceptable Usage

REFERENCE: SCP-7720 Security of Information Technology

ORIGINATION: July 7, 1997

EFFECTIVE: July 7, 1997

REVIEWED: February 17, 2009

SECTION 1. PURPOSE

- 1.1 To define and clarify the responsibilities and obligations of computer users at Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to all computer users at Southern West Virginia Community and Technical College including but not limited to guests, students, ~~and~~ staff, faculty, and external entities.

SECTION 3. DEFINITIONS

- 3.1 Access – To approach or use an information resource.
- 3.2 Assets – Any of the data, hardware, software, network, documentation, and personnel used to manage and process information.
- 3.3 Chief Technology Officer – The person responsible for the agency’s information resources.
- 3.4 Employee – Individuals employed on a temporary or regular basis by the Southern West Virginia Community and Technical College; as well as contractors, contractor’s employees, volunteers, and individuals who are determined by the institution to be subject to this policy.
- 3.5 Password – A string of characters known to a computer system or network and to a user who must enter the password in order to gain access to an information resource.
- 3.6 Security – Those measures, procedures, and controls that provide an acceptable degree of safety for information resources, protecting them from accidental or intentional disclosure, modification, or destruction.
- 3.7 User – A person authorized to access an information resource.

SECTION 4. POLICY

- 4.1 This policy establishes guidelines and responsibilities for users of Southern West Virginia Community and Technical College's Information Technology.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 Institutional Purposes

- 6.1.1 Use of Southern West Virginia Community and Technical College's ~~computing resources~~ technology resources is for purposes related to the college's mission of education, research, and public service. All classes of ~~computer~~ technology service users may use ~~computing resources~~ technology resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the college, and other college sanctioned activities. The use of Southern West Virginia Community and Technical College's ~~computing resources~~ technology resources for commercial purposes is permitted only by special arrangement with the appropriate computing center or computer systems administrator. The recreational use of the account for purposes unrelated to institutional goals is not allowed.

6.2 Security

- 6.2.1 The user is responsible for correct and sufficient use of tools each computer system provides for maintaining the security and confidentiality of information store on it. For example:
- 6.2.1.1 Computer accounts, passwords, and other types of authorization are assigned to individual users and may not be shared with others.
- 6.2.1.2 The user should select an obscure account password and change it frequently.
- 6.2.1.3 The user should understand the level of protection each computer system automatically applies to files and supplement it, if necessary, for sensitive information.
- 6.2.1.4 The ~~micro~~computer user should be aware of computer viruses and other destructive computer programs and take steps to avoid being their victim or unwitting vector. Specifically, users should not run disks from their home computers, or third parties, without ensuring that they are first tested by virus shield.

6.3 Legal Issues

- 6.3.1 ~~Computing resources~~ Technology resources may not be used for illegal purposes, but are not limited to:
- 6.3.1.1 Intentional harassment of other users.
- 6.3.1.2 Intentional destruction or damage to equipment, software, or data belonging to Southern West Virginia Community and Technical College or other users.

6.3.1.3 Intentional disruption or unauthorized monitoring of electronic communications.

6.3.1.4 Unauthorized copying of copyrighted material.

6.4 Ethical Usage

6.4.1 Since Southern West Virginia Community and Technical College is committed to maintaining and fostering the highest ethical standards, the ~~computing resources~~ technology resources must be used in accordance with the ethical standards of the college community as described in the Code of Student Ethics and the Academic Handbook. ~~Examples of unethical use follow, some of these may also be illegal:~~ Unethical use includes:

6.4.1.1 Violations of computer system security.

6.4.1.2 Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.

6.4.1.3 Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others (randomly initiating interactive electronic communications or e-mail messages, overuse of interactive network utilities, etc.)

6.4.1.4 Use of ~~computing facilities~~ technology resources for private business purposes unrelated to the mission of the college or college life.

6.4.1.5 Academic dishonesty (plagiarism, cheating, etc.).

6.4.1.6 Violation of software or software license agreements.

6.4.1.7 Violation of network usage policies and regulations.

6.4.1.8 Transmission of copyrighted pornographic materials or accessing them for purposes unrelated to Southern West Virginia Community and Technical College's institutional purposes. Faculty must inform the Vice President for Academic Affairs if their course content requires students to access such material.

6.5 Facilitative Usage

6.5.1 Southern West Virginia Community and Technical College's ~~computing resource~~ technology resource users can help make the system efficient and effective by:

6.5.1.1 ~~Regular deletion of~~ Deleting unneeded files from one's accounts on central machines on a regular basis.

6.5.1.2 Refraining from overuse of connect time, information storage space, printing facilities, or processing capacity.

6.5.1.3 Refraining from overuse of interactive network utilities.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The Chief Technology Officer is responsible for administering the provisions of this policy and the State of West Virginia Information Security Guidelines.

7.2 Responsibilities of the user:

7.2.1 Access to ~~computing resources~~ technology resources is a privilege Southern West Virginia Community and Technical College grants to all college faculty, staff, and students. Access may also be granted individuals outside the college for purposes consistent with the mission of the college. Certain responsibilities accompany that privilege; understanding ~~tem~~ them is important for all computers users. ~~These responsibilities follow:~~

7.3 Sanctions:

7.3.1 Violation of the institutional purposes and policies described above are serious matters and will be dealt with as such. Violators are subject to the normal disciplinary procedures of the college and, in addition, the loss of computing privileges may result. Illegal acts involving Southern West Virginia Community and Technical College’s ~~computing resources~~ technology resources may also be subject to prosecution by state and federal authorities.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: February 2009 — This policy was revised to reflect up-to-date terms and current acceptable usage. The policy was reformatted using the latest policy template.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 17, 2009**

ITEM: SCP-7720, Security of Information Technology

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

STAFF MEMBER: Ron Hamilton

BACKGROUND:

This policy was originally created May 1, 1988, and was last revised on September 1, 2000.

The version presented for consideration by the Board of Governors contains significant revisions to adapt to the changing area of technology security. It also brings Southern into compliance with the Security Guidelines as required by the Office of Information Security and Controls located in the West Virginia Office of Technology.

Executive Council reviewed the revised policy. Council recommends that the Board advance the revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-7720**

SUBJECT: Security of ~~Management Information System~~ Technology

REFERENCE: State of West Virginia Security Guidelines
http://www.state.wv.us/ot/PDF/quarterly0608/security_update.pdf

ORIGINATION: May 1, 1988

EFFECTIVE: May 1, 1988

REVIEWED: February 17, 2009

SECTION 1. PURPOSE

~~To designate responsibility for security and accuracy of institutional information systems:~~

- 1.1 This policy establishes guidelines and responsibilities for Southern West Virginia Community and Technical College employees regarding information security and the protection of agency information resources. This information is based on the State of West Virginia Information Security Guidelines issued by the Governor's Office of Technology.

SECTION 2. SCOPE AND APPLICABILITY

~~All Employees and students.~~

- 2.1 This policy applies to all Southern West Virginia Community and Technical College employees who have access to agency information and to systems that store, access, or process the information.

SECTION 3. DEFINITIONS

- 3.1 Access – To approach or use an information resource.
- 3.2 Access Control – The enforcement of specified authorization rules based on positive identification of users and the systems or data they are permitted to access.
- 3.3 Authentication – The process of verifying the identity of a user.
- 3.4 Chief Technology Officer – The person responsible for the agency's information resources.
- 3.5 Custodian of Information – The person or unit assigned to supply services associated with the data.
- 3.6 Employee – Individuals employed on a temporary or regular basis by the Southern West Virginia Community and Technical College; as well as contractors, contractor's employees, volunteers, and individuals who are determined by the institution to be subject to this policy.

- 3.7 Encryption – Process of encoding electronic data that makes it unintelligible to anyone except the intended recipient.
- 3.8 Firewall – Specialized computer and programs, residing in a virtual area between an organization’s network and outside networks, which are designed to check the origin and type of incoming data in order to control access, and block suspicious behavior or high-risk activity.
- 3.9 Information Assets – Any of the data, hardware, software, network, documentation, and personnel used to manage and process information.
- 3.10 Information Security – Those measures, procedures, and controls that provide an acceptable degree of safety for information resources, protecting them from accidental or intentional disclosure, modification, or destruction.
- 3.11 Information Security Officer (ISO) – The person designated by the Chief Technology Officer to administer the agency’s internal and external point of contact for all information security matters.
- 3.12 Owner of Information – The person(s)/department ultimately responsible for an application and its data viability.
- 3.13 Password – A string of characters known to a computer system or network and to a user who must enter the password in order to gain access to an information resource.
- 3.14 Risk Analysis – The evaluation of system assets and their vulnerabilities to threats in order to identify what safeguards are needed.
- 3.15 Security Incident – An event that results in unauthorized access, loss, disclosure, modification, or destruction or information resources, whether deliberate or accidental.
- 3.16 Threat – Includes any person, condition or circumstance that endangers the security of information, or information systems, in the context of Information Security.
- 3.17 User of Information – A person authorized to access an information resource.

SECTION 4. POLICY

~~Data contained on the computer system is considered to be confidential. Accessing and/or sharing information from the institutional data base without authorization is considered a serious offense.~~

- 4.1 It is the policy of Southern West Virginia Community and Technical College to allow access to computing resources by all college faculty, staff, and students. Access may also be granted to individuals outside the college for purposes consistent with the mission of the college.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 Administration

- 6.1.1 An ISO (Information Security Officer) role must be assigned. This individual must perform, contract, or delegate the necessary functions and responsibilities of the position.
- 6.1.2 All information resources, regardless of medium, will be used, maintained, disclosed, and disposed of according to law, regulation, or policy.
- 6.1.3 All employees and others who access computer systems will be provided with sufficient training in policies and procedures, including security requirements, correct use of information resources, and other organizational controls.
- 6.1.4 A documented risk analysis program will be implemented and a risk analysis will be conducted periodically.
- 6.1.5 A cost effective incident response/business recovery plan will be maintained providing for prompt and effective continuation of critical missions in the event of a security incident. Procedures, guidelines, and mechanisms that are utilized during a security incident, along with the roles and responsibilities of the incident management teams, must be established and reviewed regularly.

6.2 Access Controls

- 6.2.1 Access controls must be consistent with all state, federal, and local laws and statutes and will be implemented in accordance with this policy.
- 6.2.2 Procedures must be implemented to protect information resources from accidental, inadvertent, unauthorized, or malicious disclosure, modification, or destruction.
- 6.2.3 Appropriate controls must be established and maintained to protect the confidentiality of passwords used for authentication.
- 6.2.4 Individual users must have unique user ids and passwords.
- 6.2.5 All employees must be accountable for their computer, account, and password and for any actions that can be identified to have originated from them.
- 6.2.6 When employees are transferred or their employment is terminated, user ids and authorizations will be disabled immediately.
- 6.2.7 Confidential or sensitive data (i.e., credit card numbers, calling card numbers, log on passwords, etc.) must be encrypted before being transmitted through the Internet.
- 6.2.8 The network access firewall and/or secure gateway must be configured to deny all incoming services unless explicitly permitted.
- 6.2.9 Data and supporting software necessary for the continuation of agency functions will be periodically backed up at a frequency determined by risk analysis.

- 6.2.10 All information assets must be accounted for and will have an assigned owner. Owners, custodians, and users of information resources must be identified and their responsibilities defined and documented. All access to computing resources will be granted on a need-to-use basis.
- 6.2.11 Human Resources will be responsible for notifying Technology Services of termination dates for exiting employees.
- 6.2.12 The owner or custodian will determine the protective guidelines that apply for each level of information. They include the following: Access, distribution within the college, electronic distribution, and disposal/destruction.
- 6.2.13 Technology Services will insure that all programmable computing devices are equipped with up-to-date virus protection software. Virus protections procedures will be developed to address system protection.

6.3 Personnel Practices

- 6.3.1 All IT assets, including hardware, software, and data are owned by Southern West Virginia Community and Technical College unless excerpted by contractual agreement.
- 6.3.2 Information resources are designated for authorized purposes only. Southern West Virginia Community and Technical College reserves the right to monitor and review employee use as required for legal, audit, or legitimate authorized State operational or management purposes.
- 6.3.3 The Human Resource Administrator must assure that all employees receive an appropriate background check (where applicable) consistent with legislative rule and the Institutional policy.
- 6.3.4 All employees must sign a confidentiality statement indicating that they have read, understand and will abide by agency policies and procedures.
- 6.3.5 All vendors and contractors must sign and abide by a contract/confidentiality statement to ensure compliance with state and agency information security policies and procedures.
- 6.3.6 All employees must abide by rules regarding acceptable and unacceptable uses of IT resources.

6.4 Physical and Environmental Security

- 6.4.1 Information resource facilities will be physically secure by measures appropriate to their critical importance.
- 6.4.2 Security vulnerabilities will be determined and controls will be established to detect and respond to threats to facilities and physical resources.
- 6.4.3 Critical or sensitive data handled outside of secure areas will receive the level of protection necessary to ensure integrity and confidentiality.
- 6.4.4 Equipment will be secured and protected from physical and environmental damage.
- 6.4.5 Equipment used outside the college premises will be given the same degree of security protection as that of the on-site information resource.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Responsibilities

- 7.1.1 ~~The Chief Technology Officer is responsible for developing, implementing and maintaining secure computerized data access.~~ administering the provisions of this policy and the State of West Virginia Information Security Guidelines.
- 7.1.2 ~~The manager of a All department/unit heads have the responsibility to cooperate in maintaining security of all data, particularly those which relate to their area of administration.~~ shall be responsible for ensuring that an appropriate security procedure is in effect and that compliance with this policy and the State of West Virginia Information Security Guidelines is maintained for information systems owned and operationally supported by the department.
- 7.1.3 ~~All staff members authorized to access and/or write to the data base are responsible for the accuracy and security of the data contained within the database.~~ The manager of a department/unit which provides operational support (information custodian) for information systems owned by another Southern West Virginia Community and Technical College department (information owner) shall have joint responsibility for ensuring that an appropriate security program is in effect and that compliance with the State of West Virginia Information Security Guidelines is maintained for the supported information.
- 7.1.4 Mission Critical or Confidential Information maintained on an individual workstation or personal computer must be afforded the appropriate safeguards stated in this policy and the State of West Virginia Information Security Guidelines. It is the joint responsibility of the manager of the department/unit and operator/owner of that workstation or personal computer to insure that adequate security measures are in place.
- 7.1.5 Operational responsibility for compliance with this policy and the State of West Virginia Information Security Guidelines may be delegated by the Chief Technology Officer to the appropriate technology services support personnel.

7.2 Procedures

- 7.2.1 When security and/or confidentiality of data files is breached by an employee, the matter shall be referred to the employee's department head for correction and discipline. The matter must be resolved in a manner acceptable to the Chief Technology Officer and to the department head whose files have been improperly accessed or violated.
- 7.2.2 An employee who violates the security system by accessing confidential data without authorization will be subject to disciplinary action. Violation of the security system by an employee includes but is not limited to the following.
- 7.2.2.1 Obtaining a password(s) without proper authorization.
- 7.2.2.2 Helping an unauthorized person access confidential data or other information stored on the computer.
- 7.2.2.3 Allowing someone else to use their password to gain access to computerized information.

7.2.2.4 Sharing information from the data base with unauthorized personnel.

7.2.2.5 A student is considered to have breached the security system at any time he/she accesses any information contained on the administrative, financial, and/or student information system. A student’s computer account, password and privileges may be suspended immediately. All violations will be treated similar to that prescribed in the policy regarding academic cheating when the violation occurs within the scope of a class or a class exercise.

7.3 Enforcement

7.3.1 Enforcement of this policy is the responsibility of the Chief Technology Officer or their designee.

7.3.2 Any employee or student found to have violated this policy will be subject to disciplinary or corrective actions based upon college policies SCP-4770, Student Rights and Responsibilities rules, and procedures of the relevant group to which the individual belongs, and may include sanctions including, but not limited to, revocation of employee or student privileges up to and disclosures of confidential information may include civil and/or criminal penalties.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: February 2009 — The policy was revised to include all forms of technology and to meet the standards of the payment card industry. The policy was reformatted using the latest policy template.

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 17, 2009
Agenda Items for Discussion**

1. June 2009 Meeting Date Chair Fowler
2. Board of Governors 2009 Retreat Location and Date President Tomblin

June 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 7-4p Unavailable for Appointments	2 * Executive Council 9-9:30a BOG Agenda Committee 2-4p President's Leadership Academy	3 * President's Administrative Retreat 8:30-10:30a Corridor G Regional Development Authority Board of Directors	4 * President's Administrative Retreat	5 * President's Administrative Retreat	6
7	8 7-4p Unavailable for Appointments	9 8-9a Logan Chamber of Commerce 9-12p Merle Dempsey	10	11	12	13
14	15 7-4p Unavailable for Appointments	16 * Travel to Washington, DC 9-12p President's Unit 6-8p BOG Meeting	17 * LPMC Senior Leadership Retreat	18 * LPMC Senior Leadership Retreat	19 * LPMC Senior Leadership Retreat	20
21	22 7-4p Unavailable for Appointments	23	24 7:30-8:30a LPMC Board Meeting	25 * WVCCTCE Retreat	26 * WVCCTCE Retreat	27
28	29 * 5-day Work Week 7-4p Unavailable for Appointments	30 * 5-day Work Week 9-11a M Dempsey, S Litteral	1	2	3	4
5	6	7	8	9	10	11