



Southern

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE

BOARD OF GOVERNORS

FEBRUARY 20, 2007
AGENDA

Members

Linda Q. Akers, Chair
James R. Sheatsley, Vice Chair
Jada Hunter, Secretary
Kevin N. Fowler
Shelley Huffman
George Kostas

Dr. David R. Pierce
Dr. Anne M. Seaver
Michael Baldwin
Elston Johnson
George Morrison

Joanne Jaeger Tomblin
President

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 20, 2007
ROOM 111 — LOGAN CAMPUS

AGENDA

1. Welcome and Call to Order Ms. Linda Akers
Board Chair
2. Classified Staff Council Annual Presentation Mr. Chris Gray
Advisory Council of Classified Employees Representative
3. President's Report Ms. Joanne Jaeger Tomblin
President
4. Action Items pp. 3-55
 1. Appointment of Board Self-Assessment Review Committee Chair Akers
 2. Approval of November 28, 2006 Minutes pp. 3-9
 3. Final Approval of Proposed Policies pp. 10-28
 1. SCP-2375, Home Campus Assignment and
Campus Requirements for Faculty pp. 10-13
 2. SCP-4710, Academic Dishonesty pp. 14-16
 3. SCP-5260, Meeting Financial Exigencies pp. 17-21
 4. SCP-5780, Travel Regulations pp. 22-28
 4. Approval of Policies for 30-day Public Comment Period pp. 29-55
 1. SCP-1735, Solicitation Policy pp. 29-32
 2. SCP-2156, Drugs in the Workplace pp. 33-39
 3. SCP-2250, Hiring Adjunct Faculty pp. 40-44
 4. SCP-3551, Meeting Scheduled Classes pp. 45-47
 5. SCP-2254, Hiring Process pp. 48-52
 6. SCP-3100, Full-time Faculty Responsibilities for
Academic Advising of Students pp. 53-55
5. Discussion Items pp. 56-60
 1. Board of Governors Committee on Core Values Report pp. 57-58
 2. Board of Governors Committee on Strategic Goals Report p. 59
 3. Board of Governors Salary Planning Committee Report p. 60
6. Informational Items pp. 61-69
 1. SCP-1091, Classified Staff Constitution pp. 61-67
 2. Harmony Week Schedule of Events p. 68
 3. AACC Urgent Alert: House to Vote on Pell Grant Increases p. 69
7. Adjournment Chair Akers

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 20, 2007
Agenda Items for Action**

1. Appointment of Board Self-Assessment Review Committee Chair Akers
2. Approval of November 28, 2006 Minutes pp. 3-9
3. Final Approval of Proposed Policies pp. 10-28
 1. SCP-2375, Home Campus Assignment and
Campus Requirements for Faculty pp. 10-13
 2. SCP-4710, Academic Dishonesty pp. 14-16
 3. SCP-5260, Meeting Financial Exigencies pp. 17-21
 4. SCP-5780, Travel Regulations pp. 22-28
4. Approval of Policies for 30-day Public Comment Period pp. 29-55
 1. SCP-1735, Solicitation Policy pp. 29-32
 2. SCP-2156, Drugs in the Workplace pp. 33-39
 3. SCP-2250, Hiring Adjunct Faculty pp. 40-44
 4. SCP-3551, Meeting Scheduled Classes pp. 45-47
 5. SCP-2254, Hiring Process pp. 48-52
 6. SCP-3100, Full-time Faculty Responsibilities for
Academic Advising of Students pp. 53-55

**Southern West Virginia Community and Technical College
Board of Governors
Lincoln County High School, Room 1168, Hamlin, WV
November 28, 2006**

DRAFT

Board Members Present: Linda Akers, Jada Hunter, Anne Seaver, George Kostas, David Pierce, Kevin Fowler, Michael Baldwin, George Morrison, Shelley Huffman, Elston Johnson

Board Members Absent: James Sheatsley

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Allyn Sue Barker, Cathy Smith-Cox, Patricia Clay, Juanita Topping, James P. Owens, Ronald Lemon, Patricia Cutlip, Pamela Alderman, Emma Baisden

Guest: Patricia Miller, Willie Akers, Chris Deweese

1. Call to Order:

Chair, Linda Akers, declared a quorum present and convened the meeting at 6:40 p.m.

2. 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, 2006 and 2005. 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.

Approval of Audited Financial Statement

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

ACTION: Kevin Fowler seconded the motion. The motion carried unanimously.

3. President's Report:

1. President Tomblin introduced Ms. Juanita Topping, Coordinator of Southern's new Lincoln County Site, to members of the Board.
2. A press conference will be held Wednesday, November 29 at the Logan Campus announcing the 100 percent passage rate on national licensure examinations for all associate degree allied health programs. President Tomblin commended Ms. Pamela Alderman, Dean of Allied Health, on the success of the department.
3. The Major Gifts Campaign is ongoing. Since September 7th contributions exceed \$4,000,000.
4. During the past few weeks President Tomblin has had preliminary discussions with Mingo County Superintendent of Schools, Dwight Dials, regarding the acquisition of Williamson High School. He suggested there is a possibility that the College can acquire the facility in 2010 when the new consolidated school is complete. If this is

a possibility, it could change Southern's plans for the Williamson National Guard Armory. President Tomblin plans to meet with Superintendent Dials after the first of the year to further discuss this issue.

5. Mr. Carl Baisden, Director of the Academy for Mine Training and Energy Technologies, is working with local mining companies and expects to create an Academy at each campus.
6. President Tomblin received official notification from the West Virginia Council for Community and Technical College Education of funding to initiate two new programs – Cosmetology and Survey Technician. A facility (currently undergoing renovations) in downtown Madison will be leased to accommodate the needs of the new Cosmetology program, which is the first Associate Degree in Cosmetology to be offered in West Virginia. The Survey Technician program will be housed in the new Allied Health and Technology facility currently under construction at Mount Gay.
7. The Legislative Session begins January 10, 2007.
8. President Tomblin has invited Secretary of Labor, Elaine Chow, as guest speaker for Southern's commencement ceremony to be held May 12, 2007. Secretary Chow will know if her schedule permits her participation sometime in January.
9. The final structure for academic reorganization and institutional governance will be presented to all Southern employees at the January 8, 2007, All College Day assembly.
10. Southern West Virginia Community and Technical College will officially close for the Christmas and New Years holidays at 4:30 p.m. on December 22, 2006, and reopen at 8:00 a.m. on Tuesday, January 2, 2007.
11. President Tomblin held Student Convocations at all campuses during late October and early November; participation was great. These meetings were an effort in recruitment and retention to determine barriers for our students. Student comments have been compiled and shared with the Executive Council. President Tomblin will attempt to make things better for our students.

4. Action Items:

1. Election of Board of Governors Vice Chair

Chair Akers opened the floor for nominations for the position of vice chair through June 30, 2006, a vacancy created by the resignation of Rory Perry. George Kostas nominated James Sheatsley. Shelley Huffman seconded the nomination. There being no additional nominations from the floor, Shelley Huffman moved to close nominations. George Kostas seconded the motion. Chair Akers declared nominations closed.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect James Sheatsley as Vice Chair through June 30, 2007.

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

2. Approval of Minutes

MOTION: Shelley Huffman moved to accept the October 19, 2006 minutes as amended to reflect Elston Johnson present.

ACTION: David Pierce seconded the motion. The motion carried unanimously.

3. Final Approval of Proposed Policies

1. SCP-2165, Educational Release Time for Classified Employees

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-2165 as presented following the 30-day comment period.

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

2. SCP-2218, Evaluation Process for Full-time Faculty

MOTION: George Morrison 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-2218 as presented following the 30-day comment period.

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

3. SCP-2748, Request for Release Time for Full-time Faculty

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 SCP-2748 as presented following the 30-day comment period.

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

4. SCP-3693, Instructional Schedule Development

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 SCP-3693 as presented following the 30-day comment period.

ACTION: Kevin Fowler seconded the motion. The motion carried unanimously.

5. SCP-4192, Administrative Withdrawal of Students

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 SCP-4192 as presented following the 30-day comment period.

ACTION: David Pierce seconded the motion. The motion carried unanimously.

6. SCP-4274, Standards of Progress for Federal Financial Aid Recipients

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-4274 as presented following the 30-day comment period.

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

7. SCP-4356, Financial Aid Recipient – Change in Enrollment Status

MOTION: Kevin Fowler 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-4356 as presented following the 30-day comment period.

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

8. SCP-4558, Administration of Credit Course Registration Process

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 SCP-4558 as presented following the 30-day comment period.

ACTION: Kevin Fowler seconded the motion. The motion carried unanimously.

5. Approval of Policies for 30-day Comment

1. SCP-2375, Home Campus Assignment and Campus Requirements for Faculty

MOTION: David Pierce 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 aforementioned revised policy 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.

2. SCP-4710, Academic Dishonesty

MOTION: David Pierce 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 aforementioned revised policy 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.

3. SCP-5260, Meeting Financial Exigencies

MOTION: Shelley Huffman 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 aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: Kevin Fowler seconded the motion. The motion carried unanimously.

4. SCP-5780, Travel Regulations

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 the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: Kevin Fowler seconded the motion. The motion carried unanimously.

6. Recommendation of Committee on Tuition and Fees

MOTION: David Pierce 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 fee increase of 4.75% and that the special course-related fees remain at the current level for the 2007-2008 academic year effective July 1, 2007, AND

BE IT FURTHER RESOLVED, that the tuition and fees are placed at a level to insure that nonresident students pay the full cost of instruction as required by West Virginia Code §18B-10-1.

ACTION: Kevin Fowler seconded the motion. The motion carried unanimously.

7. Approval of 2006-2007 Board Goals

The Board of Governors tabled this item for action at its February 2007 meeting. Chair Akers appointed a committee to review the Board's current goals and bring a recommendation forward for the Board's review and consideration at its February 20, 2007 meeting. Members appointed include Chair Akers, George Kostas, David Pierce, James Sheatsley, Kevin Fowler, and George Morrison.

5. Discussion Items:

1. Board of Governors Salary Planning Committee Report

Committee Chair, Kevin Fowler, informed the Board that more work needs to be completed by the Salary Planning Committee. Discussions have been favorable in recognizing the need. At this point, the committee has cost figures for the classified (salary schedule funding) and faculty employee categories. Over the next month, the Human Resources Administrator will conduct a market study for the non-classified group and bring the figures to the committee. We believe that by the January 2007 committee meeting, we will have a solid figure from which to plan for market competitive salaries for Southern employees. The committee will focus on the data and develop a plan of action to fund salary increases.

2. Review of Strategic Plan and Goals / Next Steps

Chair Akers appointed a Committee on Core Values and charged the group with tweaking the draft core values identified and agreed upon by participants at the Board of Governors Retreat (page 142 of the Board Agenda Book). The committee will bring a recommendation forward at the February 2007 Board meeting. Members appointed include Shelley Huffman, Chair, Jada Hunter, Anne Seaver, Mike Baldwin, and Elston Johnson.

6. Adjournment:

There being no further business, Chair Akers declared the meeting adjourned at 7:45 p.m. The next Board of Governors business meeting is scheduled for February 20, 2007.

_____ Chair
Linda Q. Akers

_____ Vice Chair
James R. Sheatsley

_____ Secretary
Jada Hunter

_____ Professional Board Staff
Emma L. Baisden

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 20, 2007**

- ITEMS:**
1. SCP-2375, Home Campus Assignment and Campus Requirements for Faculty, and
 2. SCP-4710, Academic Dishonesty

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policies as presented following the 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 revision of the following academic policies:

1. SCP-2375, Home Campus Assignment and Campus Requirements for Faculty
2. SCP-4710, Academic Dishonesty

The committee began work in September of 2005, and continued work until the committee of the whole approved the policies in Spring Semester, 2006. Charged by the committee, Mrs. Cathy Smith-Cox took the policies forward to the Academic Affairs Committee. The body also approved the aforementioned policies in their Spring Semester meetings.

At its November 28, 2006 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of these policies for a 30-day comment period that expired December 29, 2006. No comments were received at the end of the comment period, therefore, the staff recommends these policies for approval as presented.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

**Number: SCP-2375
Origination: July 1, 1985
Effective: July 1, 1985
Reviewed: 12-08-2005**

SUBJECT: Home Campus Assignment and Campus Requirements for Faculty

REFERENCE:

1. PURPOSE

To communicate policy regarding assignments to teaching locations.

2. SCOPE AND APPLICABILITY

All employees.

3. DEFINITIONS

None.

4. POLICY

Faculty members will have a home campus designated for purposes of regular office space, mail delivery, payroll, etc. However, faculty members may be assigned teaching responsibilities at one or more locations where courses are offered.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

A. Policy Statement

1. A faculty member shall be assigned to one campus as the home campus where the majority of his/her teaching load takes place. The Vice President for Academic Affairs in consultation with the Division Chairs will make this determination.
2. A faculty member shall not be reimbursed for travel between his/her home campus and place of residence.
3. A faculty member may be required to teach on one or more campus locations.

4. A faculty member with a multi campus teaching assignment will be reimbursed for travel in his/her personal car when the state vehicle is unavailable.
5. A faculty member with a multi campus teaching assignment may deduct the travel time between campuses each week from his/her weekly office hours for a maximum of three hours per week.
6. Consideration shall be given to traveling faculty when committee assignments are being made.

B. Requirements and Conditions Related to Travel

A faculty member may be required to travel between campuses when a full-time load does not exist on one campus and multi-location responsibilities are necessary.

- C.** Whenever possible, a faculty member shall be made aware of the probability of multi-location responsibilities prior to the beginning of the contract year.

8. CANCELLATION

None.

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-2375 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
 Office of the President
 Office of the Executive Vice President
 Office of the Vice President for Academic Affairs
 Office of the Chief Financial Officer
 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 Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Directors of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: December 8, 2005 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in the language of this policy.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-4710
Origination:	July 1, 1984
Effective:	July 1, 1984
Reviewed:	May 2006

SUBJECT: **Academic Dishonesty**

REFERENCE:

1. PURPOSE

To establish policy and procedures for addressing cases of academic dishonesty.

2. SCOPE AND APPLICABILITY

This policy applies to all full-time and adjunct faculty and to all students at all campuses and off-campus locations.

3. DEFINITIONS

A. Academic Dishonesty - Academic dishonesty is any practice which gives one student a dishonorable advantage over another student in the same or a similar course of study. It includes, but is not limited to, plagiarism, cheating, and fraud.

B. Plagiarism - Plagiarism is the submission as one's own, without proper citation or acknowledgment, any ideas, information, or expressions which have been copied wholly or in part from the work of others.

C. Cheating - Cheating includes, but is not limited to, the following actions:

1. Obtaining help from, or knowingly giving help to, another student during an examination.
2. Use of notes or other resources during an examination or any other assignment without the expressed consent of the instructor.
3. Knowingly providing one's work for another student to submit as his own.
4. Obtaining any part of an examination or assignment before it has been given to the class.
5. Use of any electronic device in class without the expressed permission of the instructor.

D. Fraud - Fraud includes, but is not limited to, the following actions:

1. Providing any signature other than one's own on any College document.
2. Forging or altering the record of any grade in an educational record.
3. Knowingly presenting false information or intentionally misrepresenting one's records.

4. Knowingly providing false statements in any College proceedings.

4. POLICY

- A. Plagiarism shall constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are subject to penalties when plagiarism has been confirmed.
- B. Upon discovering an act of cheating or plagiarism, the nature of the penalty shall be determined by the instructor. Such penalties may include, but are not limited to, a lowered grade on the assignment, no credit for the assignment, or an exclusion from further participation and a grade of F in the course.
- C. Blatant acts of plagiarism, such as copying papers from the Internet, shall increase the probability that the instructor will assign a grade of "F" in the course.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

- A. Within fourteen days after an act of academic dishonesty is discovered, the instructor shall notify the student in writing and include a statement of the penalty imposed.
- B. Within fourteen days after an act of academic dishonesty is discovered, the instructor shall notify the Division Chair and the Vice President for Academic Affairs in writing. The instructor shall include copies of any physical evidence and a written report stating the facts of the case and the action taken.
- C. Any student considering himself unfairly treated may use the grievance procedure as stated in the Student Handbook. The grievance procedure must be initiated within fourteen calendar days of the instructor's notification.
- D. For subsequent or multiple offenses by the student, in addition to being given a grade of F in the course in which the academic dishonesty occurred, the student may be expelled from the College by the President on recommendation of the Vice President for Academic Affairs following a judicial hearing. The subsequent offense is not limited to the course in which the initial offense was reported.
- E. The Office of the Vice President of Academic Affairs shall maintain a permanent record of academic dishonesty offenses. This record shall be available for evidence in any future judicial hearings regarding academic dishonesty.
- F. A student who has been given a grade of F by an instructor under the College policy on academic dishonesty is not permitted to withdraw from the course with a grade of W after academic dishonesty procedures have been initiated by the instructor.
- G. The deadlines set out in the student grievance procedure for grade appeals do not apply to grievances

regarding action taken regarding academic dishonesty. The grievance therefore may not be filed in the subsequent term unless that term falls within fourteen calendar days of the instructor's notification of the student that academic dishonesty procedures have been initiated.

- H. Penalties assigned for academic dishonesty may not be used as the basis for a subsequent grade appeal.

8. CANCELLATION

None.

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-4710 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
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 Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Directors of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: May 2006 — Revisions provide clarity and reflect changes in current practice. Definitions, responsibilities, and procedures were added to this policy.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 20, 2007**

ITEM: SCP-5260, Meeting Financial Exigencies

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

STAFF MEMBER: Merle Dempsey

BACKGROUND:

The purpose of this policy is to establish a manner in which financial exigencies are defined and determined by the Board of Governors and to outline the planning process for meeting financial exigencies.

At its November 28, 2006 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired December 29, 2006. No comments were received at the end of the comment period, therefore, the staff recommends the policy for approval as presented.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-5260
Origination:	February 17, 2004
Effective:	February 17, 2004
Reviewed:	November 2006

SUBJECT: Meeting Financial Exigencies

REFERENCE: Higher Education Policy Commission Procedural Rule, Academic Freedom, Professional Responsibility, Promotion, and Tenure, 131 CSR 26

1. PURPOSE

The purpose of this policy is to establish a manner in which financial exigencies are defined and determined by the Board of Governors and to outline the planning process for meeting financial exigencies.

2. SCOPE AND APPLICABILITY

This policy shall apply on a college-wide basis.

3. DEFINITIONS

Financial Exigency—A circumstance arising from an immediate need to react to the lack of financial resources required to sustain current levels of educational services and programs.

4. POLICY

It shall be the policy of the Board of Governors to obtain the full benefit of planning and deliberation prior to the implementation of measures determined to be necessary to react to a financial exigency.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

A. Financial Exigency/Committee Duties and Responsibilities

A Financial Exigency Committee will review and advise the President on all institution-wide actions deemed as necessary responses to a financial exigency. The major responsibilities of this committee shall be:

1. Making initial recommendations and advising the Faculty Senate and Classified Staff Council regarding institution-wide responses to a financial exigency;
2. Reviewing the responses and further recommendations of the Faculty Senate and Classified Staff Council regarding the Committee's initial recommendations; and

3. Making final recommendations to the President regarding institution-wide responses to a financial exigency.

B. Committee Membership

The Committee shall be comprised of the following ten (10) persons: one Elected Lay Board of Governors Member (non-voting Chairperson); one Elected Student Government Representative; two Elected Classified Staff members; two Elected Faculty Members; one Chief Fiscal Officer; one Administrator appointed by the President; one Classified Employee Advisory Council Representative; and one Faculty Advisory Council Representative.

C. Committee Members Terms of Service

Each member of the Committee shall serve for a full fiscal year, *i.e.*, from July 1 of one calendar year through June 30 of the following calendar year. All elected members of the Committee shall be chosen at their respective group's final meeting for the fiscal year.

D. Financial Exigency Procedure

The President may request the Board of Governors to declare a financial exigency at any time it is believed that a bona fide financial exigency exists. The Board of Governors may declare a condition of financial exigency for a period not to exceed two years, unless extended by subsequent action of the Board. Within seven working days after the Board of Governors declares a condition of financial exigency, the Financial Exigency Committee shall submit in writing its initial recommendation to the Faculty Senate and the Classified Council. Within seven working days after receiving the initial recommendation of the Financial Exigency Committee, the Faculty Senate and Classified Staff Council may submit their recommendations in writing to the Financial Exigency Committee. Within five working days after the deadline for receiving the recommendations of the Faculty Senate and Classified Staff Council, the Financial Exigency Committee shall submit its final recommendation in writing to the President. Within seven working days after receiving the final recommendations of the Financial Exigency Committee, the President shall submit recommendations in writing to the Board of Governors for its review and approval.

E. Financial Exigency Actions

When the Board of Governors declares a condition of financial exigency, the Financial Exigency Committee shall review and recommend the financial effects of the following prioritized actions before making any recommendations regarding personnel reduction:

1. Delaying implementation of new programs;
2. Freezing all vacant positions;
3. Cutting all new and, where feasible, replacement equipment funds;
4. Reducing extracurricular activities and events;
5. Utilizing all feasible current expense cuts in the following areas in priority order: (a) travel; (b) telephone; (c) utilities; (d) printing; (e) office supplies; (f) educational supplies; (g) reducing repair and alteration funds; (h) reducing unrestricted student aid funds; and (i) reducing work week and times of college operations through voluntary and, where necessary, mandatory furloughs.

F. Furlough

Voluntary and mandatory furloughs shall be considered in accordance with the following prioritized alternatives: (a) four-day work week for summer; (b) four-and-one-half day work week during semesters; (c) two to four-week closing of college except for essential service between college fall and spring semesters; (d) one to three-month closing of the college between spring and fall semesters, *i.e.*, summer closing, except for essential services; and (e) reducing salaries based on the reduced work week and times of the college operation. Vacation and sick leave days may not be used to offset salary cutbacks. Options may include a one day per week cut in pay. Previous and recent cuts in any area of the college should be considered in making recommendations to prevent disproportionate cuts.

G. Reductions in Work Force

After exhausting all possible financial benefits and savings from the above actions, the Committee may recommend that the President consider and recommend reductions in personnel. The President shall consider any Committee recommendations and shall make any personnel recommendations in accordance with the pertinent policies of the Board of Governors. A recommendation from the Committee is not required to enable the President to independently recommend reductions in personnel.

7. RESPONSIBILITIES AND PROCEDURES

The President has primary responsibility for the implementation of the provisions of this policy.

8. CANCELLATION

None.

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-5260 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Office of the Vice President for Academic Affairs
Office 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 Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: November 2006 — Policy was reviewed and no changes were made. Therefore, continuance in its present form is recommended.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 20, 2007**

ITEM: SCP-5780, Travel Regulations

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

STAFF MEMBER: Merle Dempsey

BACKGROUND:

This policy implements the guidelines and procedures concerning the governing of in-state, out-of-state and international travel and for reimbursement of expenses to employees, members of the Board of Governors, and non-employees traveling on behalf of Southern West Virginia Community and Technical College.

At its November 28, 2006 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired December 29, 2006. No comments were received at the end of the comment period, therefore, the staff recommends the policy for approval as presented.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-5780
Origination:	September 2002
Effective:	October 15, 2002
Reviewed:	November 2006

SUBJECT: Travel Regulations

REFERENCE: West Virginia Code §12-3-11; Title 133, Procedural Rule Higher Education Policy Commission, Series 29, Travel

1. PURPOSE

This regulation implements the guidelines and procedures concerning the governing of in-state, out-of-state and international travel, hereinafter referred to as “travel,” and for reimbursement of expenses to employees, Board of Governors, and non-employees traveling on behalf of Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

A. Travel regulations applicable to all employees, Board of Governors, and non-employees.

1. Approval to travel shall be secured in advance by the employee according to this regulation. Under no circumstances should an employee travel without proper approval of the spending officer.
2. Employees are responsible for submitting a travel expense account settlement form, with all required attachments, within sixty days after the last day of approved travel in order to receive reimbursement of expenses.
3. This regulation shall govern reimbursement of travel expenses to members of the Governing Board when a Board member requests reimbursement for travel expenses.
4. When non-employees are eligible to receive reimbursement of travel expenses, reimbursement shall be made in accordance with this regulation and the policies and procedures of the institution.
5. Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this regulation; otherwise, this regulation shall govern such reimbursement.

1. DEFINITIONS

None.

2. POLICY

A. Transportation

1. Commercial Airlines

- a. Allowable reimbursement for commercial airline travel shall include the actual expense or cost for the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare.
 - b. Travelers are expected to make advance bookings through a contracted travel service vendor or as otherwise approved by the institution to secure the least expensive airfare possible. Reimbursement may be made to the traveler in advance for airfare purchased from 45 to 180 days before the trip begins. If airfare is reimbursed prior to travel, it must be referenced on the traveler's expense account.
 - c. In order to receive reimbursement, the traveler must submit the Passenger Itinerary or certified copy of the commercial airline ticket attached to the travel form. Refundable or unused airline tickets shall be returned immediately.
 - d. Commercial airline tickets for guests of Southern may be direct billed to the institution.
2. Ground Transportation

- a. State Owned Vehicles: The availability and use of Southern's vehicles will be determined by the designated person located at each campus. Southern's vehicles should be considered first, when available.
- b. Privately Owned Vehicles: Personally owned vehicles may be used when traveling on college business. Reimbursement will be made and shall not exceed the prevailing rate per mile established by the Internal Revenue Service. The current applicable rate can be obtained from the Finance web page. This rate is intended to cover all operating costs of the vehicle (including fuel, maintenance, depreciation, insurance, etc.), and no additional reimbursement will be made.
- c. Commercial Rental Vehicles: Commercial rental vehicles may be used when traveling on college business. Travelers will utilize State approved rental car vendors when traveling by air or when departing from College locations. Reimbursement will be made at actual cost for the daily rental fee for a mid-size or smaller vehicle. It is recommended that traveler use their State Corporate card to secure their rental. State Corporate card provides collision damage coverage at no cost for rentals up to 60 days.
- d. Rail Service: May be used for ground transportation in accordance with the institution's guidelines and procedures. Travelers are expected to make advanced bookings and use the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare. Receipts/documentation is required for reimbursement.
- e. Miscellaneous Ground Transportation: Miscellaneous ground transportation may be reimbursed in accordance with the institution's guidelines and procedures.
- f. The operator (traveler) of a Southern vehicle must be an employee of Southern and possess a valid operator's license. The operator is personally responsible for any fines and/or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines and/or penalties shall not be a reimbursable expense.
- g. In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotel, meals, etc.) not to exceed the lowest available commercial airfare plus local transportation to and from the airport. Traveler must

secure itinerary from National Travel's web site with fare prior to departure to be attached to travel for reimbursement.

- h. Roadside assistance services for fleet or rental vehicles, if needed, may be reimbursed at actual reasonable cost. A receipt must be provided and attached to a vendor's invoice within 15 days.

B. Lodging

1. Reimbursement

- a. Reimbursement for lodging shall include actual expenses for overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges. Original lodging receipts or certified copies are required for reimbursement.
- b. Lodging or a meeting room may be direct billed for group travel only. The traveler must reference that lodging was direct billed and provide proof of lodging with final expense account settlement.
- c. All group travel must be submitted together to the State Auditor's office for payment. Therefore, each traveler in the group should submit settlement form as soon as possible in order not to hold up other group members' travel reimbursement. Also, If you plan not to claim any expenses, you must also inform Southern's accounts payable section.
- d. Reimbursement for multiple occupancy, when only one of the travelers is on college business, shall be at the least expensive single room rate. In the event that a single room rate cannot be determined state, "single room rate same as double," on settlement form.

C. Meals

1. Reimbursement

- a. Meal expense reimbursement shall be made in accordance with the institution's policies and procedures and is limited to actual expenses for food, service and gratuities up to the applicable maximum daily rate authorized by the Governing Board. Specifically excluded are alcoholic beverages and entertainment expenses.
- b. Instate: Maximum daily rate is \$35.00 with receipts.
- c. Out-of-State: Maximum daily rate is \$50.00 with receipts.
- d. Reimbursement for meals during same day travel, travel without an overnight stay, is not reimbursable.

D. Registration Fees

1. Reimbursement

- a. Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, as well as event related materials, are reimbursable expenses.

- b. Receipts are required for reimbursement. Documentation of attendance provided by event sponsor must be provided and noted on settlement when direct billing is used.

E. Other Expenses

1. Reimbursable Expenses

- a. Travelers may incur other business related expenses for which reimbursement may be made if appropriate. Such expenses and reimbursement may include, but are not limited to:
 - (1) Baggage handling and gratuities when using public transportation.
 - (2) Baggage storage between appointments.
 - (3) Tolls, garage and parking fees.
 - (4) Communication expenses such as: Long distance calls to the office, facsimiles, access to e-mail.
 - (5) Trips involving multiple days of travel or for single day travel where the traveler is unexpectedly delayed for business reasons, the traveler may make one personal telephone call home per day. Reimbursement shall be made at actual cost not to exceed \$3.00, if the call was not made on Southern's cell phone or calling card.

2. Non-reimbursable Expenses

- a. Travelers may incur other expenses for which reimbursement is non-reimbursable. Such expenses may include, but are not limited to:
 - (1) Interest or late charges on credit cards.
 - (2) Laundry fees.
 - (3) Personal flight or baggage insurance.

F. Form of Payment for Business Travel

- 1. Corporate Travel Card: Traveler should use the corporate charge card issued by the State of West Virginia and Southern West Virginia Community and Technical College for business related travel expenses when applicable.
- 2. Cash Advance: Employees may secure a cash advance for business travel only by using the corporate credit card at an ATM. Receipt from the ATM machine is required for reimbursement of the ATM transaction fee and the credit card fee.
- 3. Direct Billing: A purchase order may be used when accepted by event sponsor. The traveler is responsible for attaching to the expense account settlement receipts, invoices, documentation, etc., for any direct billed fees.

G. Other Provisions

1. Reimbursement Forms: The form(s) used for reimbursement of travel expenses shall be those promulgated by the Chancellor.
2. Travel Incentives: According to the West Virginia Ethics Commission, frequent flier miles, hotel bonus points or other travel incentives resulting from official business travel may be used only for future official business travel.

5. BACKGROUND OR EXCLUSIONS

Any exceptions to this regulation must be explained in writing and approved by the President of Southern West Virginia Community and Technical College.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

A. Authority and Responsibilities

1. Authority to manage, approve or disapprove travel and travel related expense is delegated exclusively to the Governing Board of Southern West Virginia Community and Technical College.
2. The Governing Board may also delegate authority to the President to act as designee for authorizing and approving travel and travel related expenses as may be required. All such authorizations and approvals shall be made according to the provisions of this regulation.
3. The President may also delegate authority to others within her or his respective institution to act as her/his designee for authorizing and approving travel and travel related expenses. All such authorizations and approvals shall be made in accordance with the provisions of this rule.
4. Travel may be authorized only for official business and only if the college has the financial resources to reimburse the traveler for travel expenses.
5. The responsibility to audit a traveler's expense account settlement lies with this institution. Approval of a traveler's expense account settlement by the institution means that the expense settlement meets all criteria established for reimbursement. The institution shall audit and submit an accurate expense account settlement for reimbursement to the State Auditor's Office within a reasonable amount of time after receiving such settlement from the traveler.

8. CANCELLATION

None.

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-5780 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office 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 Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: November 2006 — Because the institution has been informed that travel regulations are being reviewed at the state level, no changes to this policy were made and continuance policy in its present form is recommended.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 20, 2007**

ITEM: SCP-1735, Solicitation 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 30-day comment period.

STAFF MEMBER: James P. Owens

BACKGROUND:

The purpose of this policy is to establish and communicate the procedure for the right to permit or prohibit sales and solicitation activities on college property and to protect the campus community from sales and solicitation activities that are intrusive, unrelated to our educational purpose, or incompatible with normal operations. The policy was scheduled for review this year by the Student Services Department.

The Student Services Unit began work on the policy in November 2006. The revised policy was then presented to the Executive Council in December 2006 and again in January 2007. After this review, we recommend that the aforementioned revised policy be advanced for a 30-day comment period.



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number:	SCP-1735
Origination:	June 2004
Effective:	June 15, 2004
Reviewed:	January 2, 2007

SUBJECT: Solicitation Policy

REFERENCE: West Virginia Code §18B-14-10

1. PURPOSE

Southern West Virginia Community and Technical College (“Southern” or the “College”) has the duty and responsibility to maintain a safe and healthy work and learning environment conducive to its principal mission of education while respecting the constitutional protection of free speech as well as the individuals right to privacy. Accordingly, the College hereby adopts this solicitation policy for the purposes of: (1) preserving the College’s right to permit or prohibit sales and solicitation activities on college property, and (2) to protect the campus community from sales and solicitation activities that are intrusive, unrelated to our educational purpose, or incompatible with normal operations. This policy is not intended to constrain solicitation of the College, which may be directed to appropriate employees solely in their capacities as employees or agents of the College, in the normal operation of college purchasing or contracting.

2. SCOPE AND APPLICABILITY

This policy applies to solicitation activities conducted on the grounds or within buildings under the control of Southern West Virginia Community and Technical College, including solicitation using Southern’s electronic mail network ("e-mail").

3. DEFINITIONS

The term “solicitation” as used here means the sale, lease, rental or offer for sale, ~~rental~~ of any property, product, merchandise, publication, or service, whether for immediate or future delivery; the distribution or display of printed material, merchandise, or products that are designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; or the oral or written appeal or request to support or join an organization other than a registered student, faculty, or staff organization. Solicitation further means the activity or process of seeking to obtain the support of an individual for a cause, movement, doctrine, or commercial product through persuasion or formal application.

4. POLICY

Solicitation of employees and students and/or distribution of literature for solicitation purposes is prohibited unless approved and conducted in accordance with the content, requirements and restrictions of this policy. To receive approval, the On Campus Solicitation Request Form (SCP- 1735.A) will be submitted at least two weeks prior to the event. Proper approval must be obtained prior to the event being scheduled. The College reserves the right to withhold approval for any solicitation activities on property under its jurisdiction, and to regulate the time, place, manner and duration of approved solicitation. The College makes no warranty regarding the truth of any representation made in any written materials posted or distributed or other information provided as part of any solicitation activity engaged in pursuant to this policy.

A. Sales and solicitation by non-college organizations:

There shall be no sales and/or solicitation conducted on college property except by vendors

with whom the college has contracted for the sale, lease, rental, or offer of said goods and services. Specifically prohibited by this policy is the solicitation of students of Southern West Virginia Community and Technical College by financial institutions, organizations, businesses, companies, establishments, or individuals for credit cards and/or credit services.

B. Sales and solicitation by official college organizations including student organizations:

Solicitation for the sale, lease, rental, or offer of goods, services, and/or products on college property shall only be conducted by student organizations, faculty, or staff officially recognized and authorized by Southern West Virginia Community and Technical College or by legally authorized representatives of companies with whom the college has signed an official contract for the sale, lease, rental, or offer of said goods and services.

C. Sales limitations:

Sales may not be conducted in competition with the products and services normally provided by the College bookstores.

D. Solicitation by employees:

Solicitation by employees for purposes other than direct college related business during regularly scheduled work hours is prohibited. Solicitation during non-work hours (lunch or other break times) by employees is subject to other applicable sections of this policy.

E. Solicitation by students:

Solicitation and/or sales by students or student organizations on college property is prohibited without the express written consent of the Vice President for Student Services. ~~Such written consent shall describe the date(s), time(s), location(s), manner of solicitation or sale, and the specific product/service to be sold or for which solicitation is made by individual students or official student organizations.~~

F. Use of college mail and e-mail:

Use of the college mail and e-mail systems for solicitation or sales is limited to official college business only. No other use of college mail or e-mail services and/or equipment is permitted.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

Any organization or person who posts or distributes any tangible materials as any part of a solicitation activity shall be responsible for removing and properly disposing of all such materials at the conclusion of the solicitation period. Students and employees violating the terms and conditions of this policy shall be subject to disciplinary action deemed appropriate by the President and the Vice President for Student Services. Any individual, organization, or entity found in violation of this policy will be subject to available sanctions and/or civil action.

7. RESPONSIBILITIES AND PROCEDURES

~~None:~~ The solicitation policy falls under the responsibility of the Vice President for Student Services.

8. CANCELLATION

None.

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-1735 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: ~~None~~ SCP– 1735.A On Campus Solicitation Request Form

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
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 Deans
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Directors of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: January 2007 – Revisions provide clarity, streamlining, and a more formalized method for solicitation requests. (SCP-1735.A - Attachment A - On Campus Solicitation Request Form).

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF February 20, 2007**

ITEM: SCP-2156, Drugs in the Workplace and Alcohol 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 30-day comment period.

STAFF MEMBER: Patricia Clay

BACKGROUND:

This policy is written in compliance with the requirements of the 1989 amendments to the *Drug-Free Schools and Communities Act*, as articulated in the *Education Department General Administrative Regulations* (EDGAR) Part 86 (the Drug-Free Schools and Campuses Regulations). Part 86 pertains to "Drug and Alcohol Abuse Prevention."

The original policy was established in 1989 and was written to comply only with the Drug Free Workplace Act of 1988. Since that time, federal regulations have been revised and statutes combined to require incorporation of alcohol into the drug prevention program of colleges and universities.

This policy has undergone extensive revision. Highlights of these revisions include:

1. Specific counseling and assistance providers were removed because the list had become outdated. A statement referring the reader to specific departments in the college for the most recent list of assistance programs and agencies was inserted.
2. Criminal sanctions are required to be in the policy. However, specific sanctions for specific drug and alcohol related violations of the law were removed and reference to a web sites containing criminal penalties and sanctions, that are updated by the appropriated federal and/or state entity, was inserted.
3. Health risks are required to be part of the policy. The old policy did not include any information on the risks of drug and/or alcohol use or abuse. Therefore, a "Health Risk" section was incorporated into the policy.

4. The “Responsibilities and Procedures” section was revised to more closely comply with the law regarding notification of criminal drug convictions by employees and students.
5. A section was included clarifying the responsibility for development and maintenance of drug and alcohol prevention programs for employees and students that are in compliance with federal regulation to the Human Resources Administrator and the Vice President of Student Services.
6. Titles were updated. “Review Statement” and “Revision Notes” sections were added.

This policy was reviewed and revised by the Human Resources Administrator with advice and input from the Executive Council. After this review, we recommend that the aforementioned revised policy be advanced for a 30-day comment period.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-2156
Origination:	March 31, 1989
Effective:	March 31, 1989
Reviewed:	January 2007

SUBJECT: **Drugs in the Workplace and Alcohol Policy**

REFERENCE: Drug-Free Workplace Act of 1988, Drug-Free Schools and Communities Act of 1989, the Federal Register 34 CFR Part 86 , US Code Title 21§802(6) Chapter 13, and Title 131 Procedural Rule State College System of WV BOD Series 42—This policy is written in compliance with the requirements of the 1989 amendments to the *Drug-Free Schools and Communities Act*, as articulated in the *Education Department General Administrative Regulations (EDGAR) Part 86 (the Drug-Free Schools and Campuses Regulations)*. Part 86 pertains to “Drug and Alcohol Abuse Prevention.” These regulations can be reviewed in the Federal Register, Vol. 55, No. 159, Aug. 16, 1990, pp. 33580-33601, or online at www.ed.gov/policy/fund/reg/edgarReg/edlite-part86a.html.

1. PURPOSE

Southern West Virginia Community and Technical College recognizes the importance of a safe, efficient and healthy work and educational environment. Being under the influence of any illegal drugs or alcohol on the job campus or at college sponsored functions poses serious risks to a person’s health and safety, and jeopardizes public trust that has been placed in the institution. In recognition of the serious effects of alcohol and drug abuse on the safety and performance of students and employees, this policy provides standards of conduct and clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

2. SCOPE AND APPLICABILITY

Southern recognizes its employees and students as being adults and expects them to obey the law and to take personal responsibility for their conduct. This policy applies to the college community, including faculty, staff, administrators, students, and visitors to the campuses, including contractors, sub-contractors, and service providers.

3. DEFINITIONS

“Illegal drugs” means controlled substances defined by Section 802(6) of title 21 of the United States Code, the possession of which is unlawful under Chapter 13 of that Title. any state or federal regulatory body authorized to designate substances as such.

4. POLICY

- A. The unlawful manufacture, distribution, sale, dispensing, possession, or use of a controlled substance illegal drugs and the use of alcohol on Southern West Virginia Community and Technical College property or as a part of any college sponsored function is prohibited. Reporting to work, class, or any college sponsored function under the influence of alcohol or illegal drugs is prohibited.
- B. Legally prescribed medications taken properly are excluded from prohibition and permitted only to the extent that such medications do not adversely affect a person’s work ability, job performance, or the safety of others.

- C. Any person who violates the policy shall be subject to disciplinary action, ~~up to and including termination.~~ The College will impose disciplinary sanctions on students and employees consistent with institutional policies, and local, state, and or federal laws for violation of the standards of conduct outlined above. All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution. Sanctions may include, but are not limited to a requirement that the person participate in a drug abuse assistance or rehabilitation program. College sanctions will be imposed consistent with procedures used in disciplinary actions for students and employees. ~~If convicted of a violation the College is required by law to notify its funding sources.~~

5. BACKGROUND OR EXCLUSIONS

None

(Move this information to Section 6.B)

~~**Counseling and Assistance:** For students, A assistance and information concerning substance abuse and its treatment may be obtained from the counselors' offices at each of the college's campuses. Employees may obtain assistance and information from the Human Resources Office. Also available~~

~~_____ to employees, students and others are services from the following agencies:~~

_____ **Logan-Mingo Area Mental Health, Inc.**

_____ (304) 792-7130 Logan Co.

_____ (304) 23502954 Mingo Co.

_____ **Family Service of Kanawha County**

_____ 922 Quarrier Street

_____ Charleston, WV 25301

_____ (304) 340-3676

_____ **Shawnee Hills Mental Health**

_____ 511 Morris Street

_____ Charleston, WV 25301

_____ (304) 345-4800

_____ **Disclaimer:** Southern West Virginia Community and Technical College, in providing the list of counseling, treatment, and rehabilitation programs, is in no way affiliated with these agencies. Southern cannot accept liability for any services, treatment, or counseling provided by these agencies or their employees or any acts of misfeasance, nonfeasance, or malfeasance by same. The individual and his/her parents or guardian should conduct checks or reviews of these agencies to determine if they will meet the needs of the individual.

6. GENERAL PROVISIONS

A. Criminal Sanctions:

1. Federal Trafficking Penalties include substantial fines and imprisonment up to life. For the most recent and complete Federal Trafficking Penalties information, visit the Web site of the U. S. Drug Enforcement Administration at www.dea.gov/agency/peanlties.htm.

2. West Virginia Law provides penalties dependent upon the classification of the controlled substance, the particular activity involved, and whether multiple convictions are involved. Under WV law, the most severe penalties for drug violations are for possession with intent to sell. On a first offense conviction, one may receive a fine of up to \$25,000 and/or imprisonment for 15

~~years. Sanctions for violations of state alcohol laws vary according to the severity of the offense, with the minimum vehicular violation calling for imprisonment in the county jail for 24 hours, and a \$500 fine. West Virginia Code §60A-4-401 contains penalties for prohibited acts involving scheduled substances. For the most recent and complete West Virginia penalties for prohibited acts involving controlled substances, visit the Web site of the West Virginia Legislature at <http://www.legis.state.wv.us/>.~~

B. Counseling and Treatment Resources: ~~Counseling and Assistance:~~

1. For students, A assistance and information concerning substance abuse and its treatment may be obtained from the counselors' offices at each of the college's campuses.
2. Employees may obtain assistance and information from the Human Resources Office.
3. **Disclaimer:** Southern West Virginia Community and Technical College, in providing any the list of counseling, treatment, and rehabilitation programs, is in no way affiliated with these agencies. Southern cannot accept liability for any services, treatment, or counseling provided by these agencies or their employees or any acts of misfeasance, nonfeasance, or malfeasance by same. The individual and his/her parents or guardian should conduct checks or reviews of these agencies to determine if they will meet the needs of the individual.

C. Health Risks:

Substance abuse and drug dependency are problems of staggering proportions in our society today. They are the leading causes of preventable illness, disability, and death in the United States. Alcohol/chemical dependency is a disease that affects not only individuals, but every component of the family system, workplace, and the community. Chemical abuse not only includes alcohol and illegal drugs, but also prescription drugs such as tranquilizers, pain killers, sleeping pills, etc.

1. Individual Health Risks:

- a. Alcoholism and other drug dependencies are diseases with identifiable symptoms. These symptoms include changes in alcohol/drug tolerance, blackouts (permanent, chemically induced memory loss), denial (refusal to admit that chemical use is a problem), mood swings, behavior changes, and loss of control (inability to stop and/or limit chemical consumption). The disease injures the person economically, socially, physically, psychologically, and spiritually; relationships break down, work performance is impaired, depression often occurs, and behavior often goes against values.
- b. Persons who suffer from chemical dependency are victims of a progressive, fatal disease. Alcoholism/addiction affects people of all ages, economic levels, and races. The National Institute on Drug Abuse reports that ninety-seven percent of chemically-dependent people have responsible jobs, a home, and a family.
- c. Alcoholism is a disorder that has profound psychological and biological patterns: 1.) Regular daily intoxication, 2.) Drinking large amounts of alcohol at specific times, and 3.) Periods of sobriety interspersed with periods of heavy daily drinking. The course of the disorder is usually progressive and physical dependence can develop. If this happens, serious symptoms, sometimes life threatening, can develop when alcohol is withdrawn. Short term effects of alcohol use can include depression, gastritis, liver disease and automobile accidents, and domestic violence. Chronic alcohol abuse can produce irreversible changes, including dementia, sexual impotence, cirrhosis of the liver, and heart disease. Death can occur either as a complication of one of these chronic problems, or acutely, secondary to alcohol intoxication by poisoning or aspiration of

vomitus or as the result of an automobile accident while driving intoxicated.

2. Impact on Family/Friends

- a. Families are gravely affected by a chemical abusing member. Some of the effects on the family include: feelings of insecurity, guilt, fear, isolation, anger, and resentment. As the chemically dependent person's disease progresses, the effects on the family worsen. As a very direct, physiological consequence, the infants of alcohol and cocaine abusing mothers often have low birth weight and may suffer from malformations and a variety of developmental problems. Children are often the most vulnerable to the effects of chemical dependency. Growing up in families where their developmental needs do not get met, children may face a variety of problems: low self-esteem, inability to trust others, teenage pregnancy, and high risks for chemical use/abuse, dependency.
- b. The lifestyle of the abuser often affects the economic well-being of their families due to their inability to hold down a job. In some cases, the abuser will steal from relatives, which reduces the family's financial means and stability. In many cases, substance abuse leads to violence at home.
- c. Chemical dependency is treatable. With an understanding of the disease and its impact on lives, family members and friends can take steps to help reduce enabling behaviors. Very often, the family's intervention with the user and his or her problem is an essential step which encourages the abusing member to seek treatment. Support groups for family members, such as Al-Anon, as well as family therapy can provide needed assistance to families as they grapple with the destructive effects of the user's addiction.

7. **RESPONSIBILITIES AND PROCEDURES**

- A. Because work sites provide day-to-day supervision for persons at the College, supervisors and unit administrators will be required to assume primary responsibility for the enforcement of this policy and to take appropriate personnel action.
- B. As a condition of employment, college employees agree to abide by the terms of this policy and to notify the Human Resources Administrator or designee of any criminal drug conviction no later than five (5) working days after the conviction. All employees must notify the HR Unit in writing of any criminal drug or alcohol conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- C. Any student must notify the ~~VP~~ Vice President of Student Services of any criminal drug or alcohol conviction for a violation occurring ~~in the workplace~~ on college campus or during college functions no later than five (5) days after such conviction. The ~~VP~~ Vice President of Student Services will notify the HR Unit immediately upon notification.
- D. After review of the reported incidents and determination of reporting requirements, the appropriate unit administrator will notify the federal granting agency within ten (10) days after receiving notice of a conviction from an employee or student or otherwise receiving actual notice of such conviction.
- E. The Human Resources Administrator and the Vice President of Student Services are responsible for development and communication of drug and alcohol prevention programs for employees and students, respectively.

8. CANCELLATION

None

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-2156 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURE

Board of Governors Chair

Date

President

Date

Attachments

None

Distribution

Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office 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 Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes:

January 2007 — Policy revised to comply with federal regulations requiring inclusion of specifics on criminal sanctions and health risks. Other minor changes for clarity were also made.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 20, 2007**

- Items:**
1. SCP-2250, *Hiring Adjunct Faculty*
 2. SCP-3551, *Meeting Scheduled Classes*

Recommended Resolution: *RESOLVED*, That the Southern WV Community and Technical College Board of Governors grant approval for the distribution of the aforementioned draft policies 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, Executive Vice President Merle Dempsey, charged the Academic Affairs Management Council with review of SCP-2250, *Hiring Adjunct Faculty*, and SCP-3551, *Meeting Scheduled Classes*.

The committee began work in Spring 2006, and continued work until the committee of the whole approved the policies. Both policies were revised to reflect current practice. Mrs. Smith-Cox then presented the policies to the Executive Council for review on January 5, 2007. That body reviewed the policies and suggested additional changes. All changes have been incorporated into the draft policies.

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



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP 2250
Origination:	November 1, 1984
Effective:	November 1, 1984
Reviewed:	January 5, 2007

SUBJECT: **Hiring Adjunct Faculty**

REFERENCE: **West Virginia Council for Community and Technical College Education, Title 133, Series 19, Guidelines for the Offering of College Courses for High School Students, West Virginia Code 18-7A-35b (e), SCP-2580, Part-time Employees: Classified Staff and Adjunct Faculty**

1. PURPOSE

To establish a procedure for hiring part time (adjunct) faculty.

2. SCOPE AND APPLICABILITY

This policy applies to all academic supervisory personnel in employing part-time (adjunct) faculty.

3. DEFINITIONS

Adjunct faculty are defined in SCP-2580 as part-time, non-tenure track faculty who do not meet the definition of full-time, temporary, or term appointment faculty as defined in Title 133 Procedural Rule, West Virginia Community and Technical College Council, Series 9, *Academic Freedom, Professional Responsibility, Promotion and Tenure*.

4. POLICY

A. The assignment of adjunct faculty members shall be made by the ~~Vice President Academic Affairs~~ Division Chairs subject to review and approval by the ~~President~~ Vice President for Academic Affairs. All adjunct faculty shall be selected through a systematic process designed to employ the most qualified person while adhering to affirmative action and minimum qualification guidelines.

B. Adjunct faculty shall be used to supplement, not supplant, a full-time instructional staff.

5. BACKGROUND OR EXCLUSIONS

None

6. GENERAL PROVISIONS

A. Adjunct faculty may teach a maximum of ~~two courses~~ (8 ½ credit hours) per semester.

B. “Early Incentive Retirees” (retired between 4/1/88 and 6/30/89) from the WV Consolidated

Public Retirement Board Programs may teach a maximum of twelve (12) credit hours per semester without temporary loss of retirement benefits. This provision is provided in WV Code for only adjunct instructors at Southern and ~~WVNCC~~ West Virginia Northern Community College. The statute does not apply to ~~regular~~ any other retirees.

7. RESPONSIBILITIES AND PROCEDURES

- A. The following steps are required for the selection and assignment of adjunct faculty:
1. The Vice President for Academic Affairs ~~or his/her designee~~, working with the appropriate Division Chair shall determine if full-time faculty and instructional staff are being fully utilized prior to hiring adjunct faculty to teach any specific course (s).
 2. If the full-time faculty member ~~assigned to a campus~~ is not available, then the Vice President for Academic Affairs ~~or his/her designee~~, working with the Division Chair, shall solicit applications, using prescribed guidelines as to affirmative action and pre-established minimum qualifications.
 3. Upon receiving the applications, the Human Resources Office shall forward these to the Vice President for Academic Affairs ~~or his/her designee~~, ~~shall forward these to the appropriate Division Chair~~, and the Division Chairs who shall confer with the Vice President Academic Affairs ~~or his/her designee~~, to select the person(s) best qualified to instruct the course(s).
 4. ~~The Campus Managers/Directors shall use the same pre-established minimum qualifications in adjunct faculty selection and shall identify those qualified to teach.~~ (Former #6) A letter of assignment shall be developed and given to the adjunct faculty member by the ~~Vice President Academic Affairs or his/her designee~~ Division Chair. Conditions relative to the number of class meetings required, dates, and remuneration shall be explained in the letter. Signed copies shall be retained in the adjunct faculty member's file, located in the Human Resources Office.
 5. ~~Using the same criteria as established by the campuses Division Chairs, the Campus Managers/Directors shall make the final selection of adjunct faculty members for his/her county, campus subject to review and approval by the appropriate Division Chairperson and the Vice President for Academic Affairs.~~ (Former #7) Division Chairpersons ~~and the Campus Directors~~ shall be responsible for having the instructor complete the Personnel Data Sheet (PDS), the I-9 Employment Verification form, and the IRS Personal Withholding Certificate (W-4 Form) which shall become part of the adjunct faculty member's file.
 6. The standard rate of pay for adjunct faculty shall be consistent for all adjunct faculty. This rate shall be based on the assumption that the instructor will meet all sessions of the assigned class during the semester of employment.
 7. Exceptions to the standard rate of pay are:
 - a. Reduction in salary for class sessions canceled because of instructors absence.
 - b. Reduction in salary for courses that do not meet enrollment standards.

- c. Reduction in salary for not meeting the terms of the letter of assignment.
 - d. Increase in salary if extenuating circumstances warrant (e.g., excessive travel).
 - e. ~~Increase in salary as allowed under certified status.~~
8. The Vice President for Academic Affairs shall adjudicate salary rates.
 9. ~~The Vice President Academic Affairs working with appropriate Division Chairpersons and/or Campus Directors shall~~ (1) collect PDS's for all adjunct faculty, (2) collect IRS Withholding Certificates, (3) collect copies of the letters of assignment and insure their completeness, (4) transmit accompanying memoranda of rate of pay for each person, (5) complete adjunct faculty payroll sheets, and (6) forward completed forms to the Human Resources Office.. These data ~~should~~ must be received no later than two weeks following the first day of classes. The Vice President for Academic Affairs will approve and sign all adjunct contracts.
 10. The Human Resources Administrator shall direct the Payroll Representative to use the information provided to generate the adjunct payroll.
 11. When the payroll is received, the Business Offices at each location shall release the final check to each adjunct faculty member only after (1) he/she returns all borrowed materials to the Division Chair/Campus Manager/Director, and (2) he/she submits all final grade sheets to the Registrar's Office, who, in turn, notifies the Business Office: to the appropriate office. The business office will then be notified to release the payroll check.

8. **CANCELLATION**

None.

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-2250 is scheduled for review during the 2009-2010 academic year.

10. **SIGNATURES**

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: **Board of Governors (12 members)**
 Office of the President

Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office 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 Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: January 2007 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in organizational structure.



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number: SCP-3551
Origination: January 1, 1985
Effective: January 1985
Reviewed: January 5, 2007

SUBJECT: Meeting Scheduled Classes

REFERENCE: SCP-1435, *Inclement Weather and Emergency Situation Policy*

1. PURPOSE

To establish institutional policy on meeting scheduled classes.

2. SCOPE AND APPLICABILITY

This policy applies to all classes scheduled through Southern West Virginia Community and Technical College.

3. DEFINITIONS

None.

4. POLICY

Faculty, ~~instructional staff, academic lab managers~~ and adjunct faculty must meet all scheduled classes. Unless approved by the supervisor, no permanent change in class location, meeting time, or meeting duration is authorized. The ~~Campus Manager/Director~~ Division Chair or site coordinator (if applicable) must be notified of instances where classes will be meeting at times or locations other than those assigned.

5. BACKGROUND OR EXCLUSIONS

This policy does not refer to situations requiring closing of an entire campus; please refer to SCP-1435 for this situation.

6. GENERAL PROVISIONS

Lack of students is never to be considered a reason for canceling class. Those few students attending may have come a great distance under poor conditions to attend the class session and they deserve the education they seek. The instructor must make every effort to conduct a meaningful academic session regardless of the number of students attending.

7. RESPONSIBILITIES AND PROCEDURES

A. Responsibilities for Class Cancellation/Early Dismissal

1. The first-line responsibility for canceling classes lies with the Division Chairperson/~~Program site coordinator/Campus Director~~. If the Division Chairperson/~~Program site coordinator/Campus Director~~ is not available after being contacted via the secretary, the Vice President for Academic Affairs will

be contacted. Division Chairperson/~~Program site coordinator/Campus Director~~ will notify the appropriate individuals of any class cancellations.

2. Under no circumstances are individual instructors authorized to cancel any class session. If instances arise which require cancellation of a class session, the options of substitute instruction or make-up sessions should be explored if time allows. If an instructor is not going to meet the class, for any reason, it is the responsibility of the instructor to:
 1. Obtain the permission of the Division Chairperson/Program CampusCoordinator/Campus Director or the permission of the Vice President for Academic Affairs if unable to contact the appropriate individual via the secretary.
 2. If permission to cancel the class is granted, the supervisor or designee will make a good faith effort to notify each student in advance of the class session that class will not be held.
 3. Complete a faculty absence form and send it to the appropriate Division Chairperson.
3. Early dismissal or shortening of class sessions for other than emergency reasons should be an extremely rare occurrence. The respective Division Chairperson/~~Program Campus Coordinator/Campus Director~~ should be contacted as soon as possible should such an emergency occur.
4. ~~If instances arise which require cancellation of a class session, the options of substitute instruction or make-up sessions should be explored if time allows. If an instructor is not going to meet the class, for any reason, it is the responsibility of the instructor to:~~ (Former #5) It is the responsibility of the Chairperson/~~Program site coordinator/Campus Director~~ to:
 - ~~1. Obtain the permission of the Division Chairperson/Program CampusCoordinator/Campus Director or the permission of the Vice President for Academic Affairs if unable to contact the appropriate individual via the secretary.~~ (Former #5.1) Review the request and grant or deny permission.
 - ~~2. If permission to cancel the class is granted, the supervisor or designee will make a good faith effort to notify each student in advance of the class session that class will not be held.~~ (Former #5.2) If granted, assure that the division secretary or designee contacts each student.
 - ~~3. Complete a faculty absence form and send it to the appropriate Division Chairperson.~~ (Former #5.3) Notify the Vice President for Academic Affairs and ~~Campus Manager/Director~~ in writing, that a class will not be held.
 4. Assure that someone meets the class at the proper time to communicate the cancellation to those students not reached earlier.
5. (Former #6) All employees who plan to attend meetings, conferences, and/or workshops requiring changes in their normal teaching schedule must receive approval in advance from their supervisor.

8. CANCELLATION

None.

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-3551 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments:

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office 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 Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: January 2007 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect current practice.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF February 20, 2007**

ITEM: SCP-2254, Hiring Process

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the recommendation for rescision of the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

STAFF MEMBER: Patricia Clay

BACKGROUND:

This policy was created in September 2000 during the conversion of all formats of older institutional policies to the MAP system we currently use. In September 2000, the policy replaced two older policies "Hiring Full Time Employees" (1/15/85) and "Hiring Full-Time Faculty" (7/1/84). All these descriptions of the hiring process were and are contained in the institutional "Affirmative Action Plan". The Human Resources Office refers to The Affirmative Action Plan, as the current active source of direction for the hiring supervisor and screening committee.

This policy is recommend for rescision based on the following reasons:

1. The policy is procedural in nature.
2. The policy is duplicative of Section 1.3 of Southern's Affirmative Action Plan.
3. The Affirmative Action Plan provides guidance, in compliance with state and federal regulation, for the hiring process.
4. Forms referred to as attachments are contained in the "Forms" library of the Human Resources Office and available on the HR Web page to all hiring supervisors. These forms have never been issued as policy attachments.
5. In polling the members of the Executive Council and general college managers, they were not aware that this policy existed. They refer to Human Resources and can cite the Affirmative Action Plan as resources used for the hiring process.
6. This policy is not required by the Council for Community and Technical College Education. However, as a federal contractor, the Affirmative Action Plan is required.

This policy was reviewed and recommended for rescision by the Human Resources Administrator with advice and input from the Human Resources staff and the Executive Council. We recommend, therefore, that this policy be advanced for a 30-day comment period.



SUBJECT: **Hiring Process**

REFERENCE: Title 131 BOD Series 62 Section 2, Series 31 Section 5, Series 36, Southern West Virginia Community and Technical College SCI 2321 (2/93) Title 128 Legislative Rule BOD Series 45, Southern West Virginia Community and Technical College's Affirmative Action Plan 7-1-97 Sections 1.2 and 1.3.

1. PURPOSE

To establish procedures and guidelines related to hiring faculty and staff for Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

This policy applies to all classified and non-classified staff and faculty of Southern West Virginia Community and Technical College.

3. DEFINITIONS

4. POLICY

All full-time and part-time regular vacancies will be solicited through advertising. Interviewing and hiring will be conducted in accordance with the Equal Employment Opportunity Policy, Affirmative Action Plan and Americans With Disabilities Act.

5. BACKGROUND OR EXCLUSIONS

Excluded from this process are:

- A. Adjunct faculty.
- B. Temporary employees hired through in-house temporary service Southern Temps.
- C. Contractors.
- D. Casual employees.
- E. Student employees.

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

- A. Posting of Vacancies



The posting of vacancies will follow the procedures developed by the Human Resources Department:

1. When a position vacancy occurs the hiring supervisor must complete a *Request to Advertise* form from Human Resources Unit and obtain all required signatures. For classified positions a current PIQ must be submitted with the request form.
2. All position vacancies will be reviewed and evaluated by the Human Resources Unit and approved by the President prior to recruitment.
3. All recruitment literature and job announcements will carry statements of Equal Opportunity Policy and will be distributed to recognized sources of minority groups and women applicants.

B. Screening Committee

1. For every position vacancy, a screening committee will be used to select candidates for interview. A screening committee will consist of a minimum of seven persons and be appointed when possible at the time the vacancy is advertised. Examples of the make-up of screening committee appointments can be found in the Affirmative Action Plan 1.3.2 (A) 7. The Screening Process can be found in the Affirmative Action Plan 1.3.2 (B).
2. The hiring supervisor will participate on the screening committee to provide technical, job specific or other information to the committee. The supervisor shall be included in the voting to nominate finalists for interview.

C. Screening Process

See AA Plan/EEO Policy for specific make up and responsibilities of screening committees.

A representative from the Human Resources Unit will convene the first screening committee meeting to deliver the committee's charge and to provide explanation of the process.

D. Interviewing and Hiring

See AA Plan/EEO Policy for specific rules regarding interviewing and hiring.

1. Hiring practices of Southern are in compliance with Series 31 procedural Rule of the State College system of West Virginia Board of Directors, Section 5.1. which states "Pursuant to WV Code 18B-7-1 (d), non-exempt classified employees who apply for and meet the minimum qualifications as determined by the institutional human resources director or other designee of the president for a posted non-exempt position within an institution and are currently employed at the institution shall be hired to the posted position prior to hiring someone from outside the institution." If this situation does not exist, the following steps will be taken.
2. The hiring supervisor will interview a minimum of three of the candidates recommended by the screening committee. H/she has the option to ask the members of the screening committee to



participate in the interviews.

3. The supervisor will recommend the top two candidates to the Vice President for his/her respective area. If the applicants referred by the screening committee prove unsuitable, the supervisor may request the committee to reconvene to review the applicant pool for additional recommendation of qualified candidates.
4. If additional applicants are unavailable or also prove unsuitable, the supervisor may recommend to the Vice President that a new search be initiated. If approved, a new *Request to Advertise* must be completed and submitted to the Human Resources Unit with a letter of justification for reopening the search.
5. A recommendation of the two top candidates interviewed along with screening committee reports, reference and interview forms, application packet and *Request for Personnel Action* form will be sent to the respective area Vice President.
6. The Vice President has the option to either interview the two final candidates or to review the above paperwork (4.) and recommend the candidate of choice to the President. If no candidate is proven suitable, a new search may be initiated by the Vice President.
7. Upon the President's approval of the candidate of choice, offers of employment will be made by the Human Resources Unit. If the recommended candidates prove unsuitable, the President may initiate a new search.

E. Pre-Employment Testing

1. Standardized and job related tests will be administered only by the Human Resources Unit to provide an indication of an applicant's potential. Test scores serve as only one component of the total applicant interview process. No pre-employment test may be given by any other unit of the college unless authorized by the Human Resources Unit.
2. Pre-employment testing will be administered to all clerical/secretarial applicants selected for interview and other applicants requested for testing by the hiring supervisor.
3. Any minimum test score requirements will be specified in the job description. There shall be no passing or failing grades assigned on any pre-employment test unless the scores are specified in the job description.

F. Reference Evaluation

References can be checked before or after the interviews take place. Reference evaluations are to be documented in writing and submitted with the application and other required paperwork to the area Vice President. Oral, written or telephone reference checks concerning an applicant shall be made with former employers, schools or others prior to recommending a candidate to the President for approval to hire. Reference evaluations are generally conducted by the hiring supervisor or the supervisor may request the



Human Resources Unit to conduct reference checks. If the Human Resources Unit is requested to perform reference evaluations, copies of the applications for candidates selected for interview must be submitted to the Human Resource Unit by a written request.

G. Orientation

The Human Resources Unit representative will provide institutional orientation to newly hired full-time faculty and classified and non-classified staff. The immediate supervisor is responsible for departmental orientation.

8. CANCELLATION

WV Administrative Regulations Southern West Virginia Community and Technical College: Procedures for Hiring Full-Time Employees 1/15/85 and Hiring Full-Time Faculty eff. 7/1/84.

9. SIGNATURE

President

Date

Attachments

- Request for Personnel Action form SCP 2254.A*
- Request to Advertise form SCP 2254.B*

Distribution

All Employees

Revision Date: September 1, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 20, 2007**

Item: SCP-3100, *Full-time Faculty Responsibilities for Academic Advising of Students*

Recommended Resolution: *RESOLVED*, That the Southern WV Community and Technical College Board of Governors grant approval for the distribution of the aforementioned draft policy 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, Executive Vice President Merle Dempsey, charged the Academic Affairs Management Council with review of SCP-3100, *Full-time Faculty Responsibilities for Academic Advising of Students*.

The committee began work in Spring 2006, and after careful review, recommended no changes to the current policy. Mrs. Smith-Cox then presented the policy to the Executive Council for review on January 5, 2007. That body reviewed the policy and concurred that no change was needed.

We recommend, therefore, that this policy be advanced for a 30-day comment period as presented.



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number: SCP-3100
Origination: April 15, 1985
Effective: April 18, 1985
Reviewed: January 5, 2007

SUBJECT: Full-time Faculty Responsibilities for Academic Advising of Students

REFERENCE:

1. PURPOSE

To communicate full-time faculty responsibility for student academic advising.

2. SCOPE AND APPLICABILITY

All full-time faculty members.

3. DEFINITIONS

None.

4. POLICY

All full-time faculty members shall participate in the academic advising program.

5. BACKGROUND OR EXCLUSIONS

Newly hired full-time faculty should be exempt from advising responsibilities during the first semester of employment. The Division Chairperson/Dean of Allied Health will determine the timetable and method by which the new faculty members are acclimated to the academic advising process.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

A. The advising system shall be the responsibility of the Vice President for Academic Affairs.

B. Procedures:

1. Faculty members shall be assigned advising duties by the Division Chairperson/Dean of Allied Health.
2. An adequate number of full-time faculty shall be available for academic advising of students during scheduled office hours throughout the semester and during regular registration periods prior to the beginning of the semester. The Division Chairperson/Dean of Allied Health will assign full-time faculty to schedule time during general registration for academic advisement of students.

3. The Division Chairperson/Dean of Allied Health has the responsibility to see that faculty members within the division comply with this policy.

8. CANCELLATION

None.

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-3100 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
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 Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes:

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 20, 2007
Agenda Items for Discussion**

1. Board of Governors Committee on Core Values Report pp. 57-58
2. Board of Governors Committee on Strategic Goals Report p. 59
3. Board of Governors Salary Planning Committee Report p. 60

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 20, 2007**

ITEM: Board of Governors Committee on Core Values Report

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Shelley T. Huffman

BACKGROUND:

On January 17, 2007, the Board of Governors Committee on Core Values, appointed by Board Chair, Linda Akers, conducted an open meeting to review the list of Core Values established by the Board and compiled by Mr. Tom Heywood during the October 20, 2006 Board Retreat. Committee members present were Shelley T. Huffman, Committee Chair; Mike Baldwin, Anne Seaver and Jada Hunter. Dr. Seaver and Ms. Hunter participated by teleconference.

After discussion, the committee recommends the following:

1. Eliminate the "Our Core Values" list (attached – page 142 of November 28, 2006 Board of Governors Agenda Book).
2. Adopt: We will accomplish our mission by:
 - Achieving excellence in education and service.
 - Exhibiting integrity in all that we do.
 - Collaborating and communicating actively with others.
 - Being committed, in word and deed.
 - Bringing passion and compassion to our every task.
 - Being leaders by encouraging and supporting lifelong learning.
 - Embracing change through bold actions.
 - Being creative and innovative at all levels.
 - Creating opportunities for the community.
 - Celebrating success.

The committee will conduct additional work on this matter if deemed necessary by the Board of Governors.



Southern

West Virginia Technical & Community College
Best Education, Best Value



Our Core Values

Excellence

Integrity

Collaboration

Innovation

Accessibility

Creativity

Passion

Compassion

Communication

Challenge

Change

Lifelong Learning

Celebration

Vitality

Responsiveness

Initiative



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 20, 2007**

ITEM: Board of Governors Committee on Strategic Goals Report

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Linda Akers

BACKGROUND:

On February 1, 2007, the Board of Governors Committee on Strategic Goals, appointed by Board Chair, Linda Akers, conducted an open meeting to develop the 2006-2007 Goals for the Board. Along with Chair Akers, members of the committee present were George Kostas, George Morrison, Kevin Fowler, David Pierce, and Jim Sheatsley. Dr. Pierce and Mr. Sheatsley participated by teleconference.

After discussion, the committee recommends the following for consideration by the full Board.

1. One hundred percent participation in the Vision 2020 Major Gifts Campaign.
2. Increase Board participation at College activities and events. Each Board member will try to attend a minimum of three events annually.
3. Finalize Strategic Goals for the College.
4. Board members will participate in professional development and training at the state and national levels when available.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 20, 2007**

ITEM: Board of Governors Salary Planning Committee Report

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Kevin Fowler

BACKGROUND:

On February 9, 2007, the Board of Governors Salary Planning Committee, appointed by Board Chair, Linda Akers, to develop a salary plan, conducted an open meeting with full-time faculty to share progress made in developing a recommendation. Along with President Tomblin, members of the committee present were Kevin Fowler, Committee Chair; George Morrison, Faculty Representative to the Board; Linda Akers, Board Chair; and Board of Governors members Shelly Huffman and Jim Sheatsley. Mr. Sheatsley participated by teleconference. Also present were staff member's Sam Litteral, Chief Financial Officer; Merle Dempsey, Executive Vice President; and Patricia Clay, Human Resources Administrator.

After an introduction of the members present and a statement as to the purpose of the committee, President Tomblin turned the meeting over to Mr. Fowler and Mr. Morrison, both of whom made brief remarks about what the committee had accomplished to date and to ask for input from the faculty on the salary plan. Following the remarks by Mr. Fowler and Mr. Morrison, Patricia Clay gave a brief overview of the process the committee had used to arrive at the current market for salaries among community colleges utilizing data from a variety of sources. Ms. Clay also presented a comparison of current faculty salaries at Southern with those of the established market. A "draft" salary schedule with a minimum, midpoint, and maximum salary for each faculty rank was presented for consideration. Ms. Clay provided handouts and an oral explanation of the data contained in the draft. President Tomblin will send the handouts to all faculty via e-mail. Mr. Fowler opened the floor for questions and comments from the faculty present. A number of comments and questions were submitted by the faculty.

President Tomblin concluded the meeting by asking that faculty provide any suggestions, questions, and/or comments via e-mail or in writing to Mr. Morrison by February 28. Mr. Morrison will use the input from faculty to present a recommendation to the subcommittee at its next meeting.

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 20, 2007
Agenda Items for Information**

1. SCP-1091, Classified Staff Constitution pp. 61-67
2. Harmony Week Schedule of Events p. 68
3. AACC Urgent Alert: House to Vote on Pell Grant Increases p. 69



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-1091
Origination:	July 1, 1981
Effective:	November 18, 2003
Reviewed:	December 13, 2006

SUBJECT: **Classified Staff Council Constitution**

REFERENCE: ~~WV Code 18B-6-4b~~ **WV Code 18B-6-6**

1. PURPOSE

To establish the Classified Staff Council of Southern West Virginia Community and Technical College (hereinafter referred to as the Classified Staff Council); to identify representation for the Classified Staff Council; and set out election procedures for same.

2. SCOPE AND APPLICABILITY

- A. This policy applies to all classified employees of Southern West Virginia Community and Technical College.
- B. All employees who are covered by the West Virginia Higher Education Policy Commission's Job Evaluation Program are eligible to participate/vote in the Classified Staff Council and its activities.

3. DEFINITIONS

Classified Staff Council — An elected body whose purpose is to represent classified staff and to consider and recommend policy regarding staff welfare and individual staff suggestions and problems.

4. POLICY

A. Functions

Functions of the Classified Staff Council shall include, but not be limited to the following:

- 1. Represent classified staff interest in working hours; hiring, promotion and salary policies; representation to college and professional organizations; classified staff development; and other issues of concern which may arise involving the classified staff individually or collectively.
- 2. Set the agenda for all classified staff meetings and all other special purpose meetings of the Classified Staff Council.
- 3. Schedule and conduct elections.
- 4. Review and make recommendations as necessary regarding the annual performance appraisal evaluative process, instruments, etc.
- 5. Ensure awareness of concerns of classified staff within the college community, administration, and

the Board of Governors.

6. Foster good morale and satisfaction of an informed classified staff.
7. To support and foster Southern's effort in accomplishing its mission.

B. Membership

1. The Classified Staff Council shall consist of (18) voting members representing the following geographic and primary occupational activity distribution:
 - a. 1—Logan Campus
 - b. 1—Williamson Campus
 - c. 1—Boone/**Lincoln** Campus
 - d. 1—Wyoming/**McDowell** Campus
 - e. 1—District Office
 - f. 1—Logan Downtown Annex
 - g. 1—Advisory Council of Classified Employees Representative
 - h. 1—Classified Staff Council Chairperson
 - i. 2—Administrative / Managerial Sector
 - j. 2—Professional / Non-teaching Sector
 - k. 2—Paraprofessional Sector
 - l. 2—Secretarial / Clerical Sector
 - m. 2—Physical Plant / Maintenance Sector
2. Each must be a member of the classified staff and shall be elected to serve a two-year term, which begins on the first day of July of each odd-numbered year. Resignations must be in writing to the Classified Staff Council Chairperson with copies to each of the other members.
3. Board of Governors representative will serve as an ex-officio, non-voting member.

C. Meetings

1. All classified employees shall meet on the last working Friday in April of each odd-numbered year.
2. Rules of Order – The rules contained in Robert's Rules of Order shall govern the Classified Staff Council unless otherwise stated by this constitution or agreed upon by the Classified Staff Council.
3. The Classified Staff Council shall meet no less than once monthly. Any classified staff member may petition the Classified Staff Council to meet or hear proposals or complaints. At any regular or special meeting, a majority of the elected members shall constitute a quorum. All meetings are open to all Classified Staff ~~either in person or via Interactive Classroom (ICR) and conference call.~~
4. **Members of the Classified Staff Council may vote on issues either in person or by electronic means.**
5. (Former #4) The President of the institution shall meet at least quarterly with the Classified Staff Council.
6. (Former #5) The Governing Board shall meet at least annually with the Classified Staff Council.

D. Committees

1. Standing.
2. Nominating.
3. Program and Entertainment.
4. Ad hoc committees shall be appointed by the Chair as the need arises to examine items of particular concern to the Classified Staff Council. Such committees may include any Classified Staff personnel but shall be chaired by a Classified Staff Representative.

E. Reporting of Council Resolutions and Decisions

1. The Classified Staff Council, through the regular meetings, shall report directly to the Classified Staff body. In areas regarding the welfare of the entire college, the Classified Staff Council through its representative, shall report directly to ~~College Council~~ **the President**.
2. ~~In some cases, however, it may be necessary to report directly to the President or his/her designee. The Classified Staff Council will decide such cases and the Chairperson shall appoint a representative.~~

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

A. Ratification

The Classified Staff Council Constitution shall be ratified upon two-thirds approval of Classified Staff members as defined in 2.A. Scope and Applicability.

B. Amendments

The Classified Staff Council Constitution shall be amended upon two-thirds majority approval of Classified Staff.

7. RESPONSIBILITIES AND PROCEDURES

A. Nominations

1. During the last week of March or the first week of April, each odd-numbered year, ballots will be submitted to all classified staff personnel for the purpose of nominating individuals for the position of Representative to Advisory Council of Classified Employees, ~~and~~ Chairperson to the Classified Staff Council, **Classified Staff Representative to the Institutional Board of Governors** and other positions to which the classified staff are represented on college councils and committees. The ballots must be returned to the staff representative at each location by 4:00 p.m. on the last working day of the week.

2. Those nominated will be contacted by Classified Staff Council members, and their willingness to serve if elected. Nominations must be confirmed in writing or email. Upon notification, nominated individuals will be given twenty-four hours in which to confirm/decline their desire to be placed in nomination; those who do not respond in writing will be omitted from the election ballot.
3. Those who are confirmed nominees will be placed on the official election ballot.

B. Election

1. Sample ballots listing all classified staff, segregated by geographic location and primary occupational activity, shall be distributed during the first **or second** week of April. Anyone wishing to have their name stricken from the list or added, in the event it did not appear, must contact the Vice-Chairperson of the Classified Staff Council during the same week.
2. Actual ballots will be distributed in the third week of April inviting each classified staff member to vote for representation for their geographic location and primary occupational activity. Elected members shall take office on July 1, each odd-numbered year.
3. The individual receiving the highest number of votes in each geographic location and primary occupational activity shall be declared elected, based on the number of representatives allowed as established in section 4.B.
4. In the event of a resignation, the individual from the same geographic location and/or primary occupational activity who ranked next highest in the vote tally shall be appointed.

C. Election Ballots

1. The election ballot will be developed by the Classified Staff Council from the names of those nominated and confirmed. The ballots will be distributed **for final vote** at the classified staff meeting **as specified in section 4.C.1** for the positions of Chairperson of Classified Staff Council, **and Representative to the Advisory Council of Classified Employees, Classified Staff Representative to the Institutional Board of Governors** and any other positions to which staff are represented on college councils and committees.

D. Absentee Balloting

1. Absentee ballots will be pre-printed. Those who request to vote by absentee ballot must present an approved leave request form or valid reason as determined by the Vice-Chairperson or designee. The ballot must be returned to the Vice-Chairperson or designee on Friday before the scheduled election.
2. Absentee ballots will be opened at a meeting called by the Chairperson of the Classified Staff Council or by the Vice-Chair of the Classified Staff Council before the scheduled election.
3. Legitimate Excuse – Only those classified staff members who have an approved sick/annual leave request, who are required to be away from the institution on college business, or those required to remain on campus to maintain normal office operations will be permitted to vote by absentee ballot.

E. Council Officers

1. Titles

- a. There shall be three officers of the Classified Staff Council.
 - (1) Chairperson who will be elected at large by the Classified Staff.
 - (2) Vice-Chairperson who will be elected at the first meeting of the Classified Staff Council.
 - (3) Secretary who will be elected at the first meeting of the Classified Staff Council.

2. Duties

- a. The Chairperson shall perform the following duties:
 - (1) Preside over all Classified Staff Council Meetings.
 - (2) Represent the Classified Staff Council at the College meetings.
- b. The Vice-Chairperson shall, in the absence or disability of the Chairperson, act in his/her stead. In addition, shall be responsible for conducting elections.
- c. The Secretary shall perform the following duties:
 - (1) Preserve a record of the proceedings.
 - (2) Post minutes and other relevant materials in the library for the members of the classified staff.
 - (3) Preserve all election records.
 - (4) Respond, with consent of the Classified Staff Council, to all correspondence.

8. CANCELLATION

Supersedes SCI 1672, Classified Staff Council Constitution and SCI 1672.01, Classified Staff Council Constitution Appendix.

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-1091 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair	Date
President	Date

Attachments: None.

Distribution: Board of Governors (12 members)
 Office of the President
 Office of the Executive Vice President
 Office of the Vice President for Academic Affairs
 Office of the Chief Financial Officer
 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 Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: December 13, 2006 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity.

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

February 2007

Note: Subject to updates and / or changes.

2/12/07

February 5-18th Annual African-Americans Read-In

Harmony and Peace Exhibition: Multi-Cultural Display at Southside Mall, Feb. 28-23. With displays erected on Feb. 15 & 16 by schools.

4

5*
5:00 p.m. - Williamson Public Library Program- 18th Annual African-American Read-In and Reception

6

7

1

2

3

11

12*
5:00 p.m. - Williamson Public Library Program Carter G. Woodson and Reception

13

14

9:00 a.m.- Logan Middle School-Carter G. Woodson; Noon-Carter G. Woodson at Logan Rotary Club

15

16

17

18*

3:00 p.m. Candlelight Vigil - Logan Street Baptist Church, President Joanne Tomblin, speaker; Dr. Hazo Carter, Keynote Speaker

19*

5:00 p.m.-Williamson Public Library -African Americans in the Fields of Baseball / Softball / Horse Racing / Golfing; Reception

20

21

22*

a.m.- Wyoming Campus, Harmony Week Program, Speakers at Noon; 2:00 p.m., 4:00 p.m. and 5:30 p.m .

23

24

25

26*

9:00 am - Youth Day Williamson Campus / Armory; 5:00 p.m. Williamson Public Library -HSTA Students, Sonya Picklesimer, Teacher "Wrap-Up"/remarks; Mingo County Schools/ "Harriet Tubman"; reception..... Candlelight Vigil... Holy Trinity Church in Logan at 6:00 p.m.

27*

9:00 a.m. - Youth Day Williamson Campus / Armory - "Harriet Tubman" Dramatist, Ilene Evans

28*

APPALREAD / Harmony Week at Boone/Lincoln Campus.
9:00 a.m.-Youth Day at Chapmanville Middle School w "Harriet Tubman" Dramatists, Ilene Evans; also, at 6:00 p.m. at Logan Street Baptist Church in Williamson.

March 1*
9:00 a.m. - Youth Day - Logan County Schools at Southern's Logan Campus; "Harriet Tubman"

March 2*
11:00 a.m. - Drum Café at ERT Convention Center
"Harriet Tubman" Participation of Mingo and Logan County Schools

***Videotaped on Southern TV Channel**

February 8, 2007

AACC Alert: Senate to Vote on Pell Grant Increase

Dear Colleague:

The Senate is expected to vote early next week on a bill that finalizes appropriations for fiscal year (FY) 2007, which began last October 1. Approved by the House on January 31, H.J. Res. 20 funds most education and labor programs at FY 2006 levels but includes the first increase in the Pell Grant maximum in five years. The proposed \$260 increase for the Pell Grant maximum is a great development for our students.

Pell Grants are essential for providing access to higher education for low-income students. The program currently serves more than 5 million students annually, 70 percent of whom come from families with incomes of \$20,000 a year or less. Pell Grants enable 2 million community college students to enroll each year by helping to pay for tuition, books and equipment, and living expenses.

The Pell Grant maximum has been frozen at \$4,050 for four years. Without an increase in the Pell Grant maximum, low-income students will have to work more or borrow more to meet college expenses.

We ask you to contact your Senators immediately and urge their support for H.J. Res. 20. Please ask the Senators to oppose any amendments that would result in across-the-board cuts to education and workforce training programs. For information on contacting your Senators, please consult the Congress Web site at <http://63.66.87.48./cweb4/index.cfm?orgcode=AACC>.

Please contact Laurie Quarles, AACC Legislative Associate, lquarles@aacc.nche.edu, 202/728-0200, ext. 249, with questions or with feedback from your Congressional delegation.

Thank you!

Sincerely,
George R. Boggs
President and CEO
American Association of Community Colleges
One Dupont Circle, NW
Suite 410
Washington, DC 20036