



# *Southern*

**SOUTHERN WEST VIRGINIA  
COMMUNITY AND TECHNICAL COLLEGE**

## **BOARD OF GOVERNORS**

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**JUNE 23, 2009  
MEETING AGENDA**

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### **Members**

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

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

Joanne Jaeger Tomblin  
President

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING OF JUNE 23, 2009**  
**ROOM 428 — CENTER FOR ALLIED HEALTH AND TECHNOLOGY**  
**2900 DEMPSEY BRANCH ROAD, MOUNT GAY, WV**

**AGENDA**

1. Call to Order ..... Mr. Kevin Fowler  
Board Chair
2. President's Report ..... President Joanne Tomblin
3. Financial Report ..... Mr. Sam Litteral  
Chief Financial Officer
4. Action Items ..... pp. 1-40
  1. Approval of April 21, 2009 Board Meeting Minutes ..... pp. 1-7
  2. Nominating Committee Report and Election of Officers ..... p. 8
  3. Approval of 2009-2010 Board of Governors Meeting Schedule ..... pp. 9-10
  4. Approval of FY 2009-2010 Budget ..... pp. 11-15
  5. Approval of Capital Projects and Expenditures for FY 2010-2011 ..... pp. 16-17
  6. Approval of Capital Projects and Expenditure for FY 2011-2015 ..... pp. 18-19
  7. Approval of Technology Fee ..... p. 20
  8. Final Approval of Proposed Policies ..... pp. 21-40
    1. SCP-1091, Classified Staff Council Constitution ..... pp. 21-26
    2. SCP-2686, Promotion-in-rank and Tenure ..... pp. 27-40
5. Discussion Items ..... p. 41
  1. Tuition Committee Presentation to the WV Council  
for Community and Technical College Education Report ..... Mr. Tom Heywood
  2. Bond Funds ..... President Tomblin
  3. Annual Board and Administrator Self-Evaluation ..... President Tomblin
  4. Board of Governors Retreat Agenda ..... President Tomblin
  5. Vision 2020 Revision and Update ..... President Tomblin
6. Informational Items ..... pp. 42-64
  1. WVCCTCE Institution Tuition Increase ..... p. 43
  2. Review of Technology Plan ..... pp. 44-62
  3. Report on Awarding of Undergraduate Tuition and Fee Waivers ..... p. 63
  4. Programs Added in the Statewide Degree Inventory ..... p. 64
7. Executive Session under Authority of WV Code §6-9A-4-2b  
for Personnel Items ..... Chair Fowler
  1. Presidential Review Committee Report ..... Ms. Shelley Huffman
  2. 2009-2010 Presidential Goals ..... Chair Fowler
8. Adjournment ..... Chair Fowler

**Southern West Virginia Community and Technical College  
Board of Governors Meeting of April 21, 2009  
Center for Allied Health and Technology - Room 428  
2900 Dempsey Branch Road, Mount Gay, WV**

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**Board Members Present:** Kevin Fowler, George Kostas, Linda Akers, Terry Sammons, Tom Heywood, Shelley Huffman, Jada Hunter, Mike Baldwin, George Morrison

**Board Members Absent:** Robert Jude, Glenn Yost, Wilma Zigmond

**Administrative Staff:** President Joanne Jaeger Tomblin, Sam Litteral, Allyn Sue Barker, Ron Hamilton, Ron Lemon, Cindy Crigger, Patricia Clay, Pamela Alderman, Cindy McCoy, Carol Howerton, Charles Summers, Alyce Patterson-Diaz, Judith Curry, Barbara Donahue, Darrell Taylor, Prudence Barker, Debbie Dingess, Martha Maynard, Emma Baisden

**1. Call to Order:**

Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:25 p.m.

**2. President's Report:**

1. President Tomblin informed Board members that she, Merle Dempsey, and Sam Litteral conducted budget hearings with unit administrators on the proposed 2009-2010 budget February 23-25, 2009. She plans to bring an estimated budget before the Board for approval at its June 23<sup>rd</sup> meeting.
2. President Tomblin has completed conducting faculty roundtable luncheons with each academic department. This provided an opportunity for her to speak about the effects of the economy on the College, and the expectations and priorities of the Community College Council and College Administration in the upcoming year. The faculty was very appreciative of the opportunity to meet with President Tomblin and discuss pertinent issues. She is pleased with the dialog, suggestions, and ideas for improvement suggested by each department.
3. The President's High School Visiting Team completed visits to Williamson, Tolsia, Belfry and Liberty high schools during the Spring Semester.
4. A second meeting was recently held between officials of Southern and Concord University to discuss delivery of programs at our Wyoming/McDowell Campus.
5. We will soon sign Memorandum's of Understanding with WVU Institute of Technology for the delivery of Health Services Administration, Business Accounting and Business Management.
6. Governor Joe Manchin appointed President Tomblin to the West Virginia Workforce Investment Council.
7. Southern participated in Higher Education Day at the Legislature on March 20, 2009.
8. President Tomblin will complete visits to all campuses on April 22<sup>nd</sup>.
9. The Legislature did not deal with many higher education issues this session. The overview of Senate Bill 373:
  1. PROMISE Scholarship
    1. Abolished PROMISE Board and transfer power to Higher Education Policy Commission; Allows HEPC to adjust eligibility criteria if funds not available.
    2. For those students first enrolling in Fall 2010, the PROMISE is initially capped at \$4,750 a year but may not exceed cost of tuition.

3. For those students using an award prior to January 1, 2010, the award will continue to be calculated the same way as before.
  4. Beginning July 1, 2010, Legislature intends to fund at \$48 million.
  5. For subsequent fiscal years, funding would be at \$47.5 million.
  6. Funding provided by Excess Lottery increased from \$27 million to \$29 million.
2. Higher Education Policy Commission and Community and Technical College System to coordinate training opportunities for their members and members of the Boards of Governors.
    1. Training topics to be:
      1. State goals and objectives for higher education
      2. Accountability system
      3. Powers and duties
      4. Ethics
    2. All members to receive training except ex officio and student members.
    3. Members to complete three hours of training in first six months of service.
    4. Must complete six hours of training within two years of starting service and six hours every two years thereafter.
    5. Chairs must certify training every July 31.
    6. If adequate hours of training not received, HEPC or CTC to notify Secretary of State that member is disqualified from further service and ask Governor or appointing entity to appoint new member.
    7. HEPC and CTC to report training to LOCEA by September 30 of each year and include in report card.

**3. Financial Report:**

Chief Financial Officer, Sam Litteral, provided the financial report dated March 31, 2009 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. These figures reflect the budgeted amount with actual year-to-date totals. Mr. Litteral informed Board members that the College's budget is on target and will have some carryover funds for next fiscal year.

**4. Action Items:**

**1. Appointment of Board of Governors Nominating Committee**

Chair Fowler appointed the following individuals to serve on its Nominating Committee: Glenn Yost, Chair; Jada Hunter and Mike Baldwin. The Committee will provide a report to the full Board with a recommendation for the 2009-2010 Board officers at its June 23, 2009 meeting.

**2. Appointment of Presidential Evaluation Committee**

Chair Fowler appointed the following individuals to serve on its Presidential Review Committee: Shelley Huffman, Chair; Linda Akers, George Kostas, George Morrison and himself, Kevin Fowler. The Committee will provide a report of its findings to the full Board at its June 23, 2009 meeting.

**3. Appointment of Board Ceremonial Representatives**

1. Terry Sammons will serve as the Board of Governors Ceremonial Representative for the Allied Health Pinning Ceremony scheduled for 6:00 p.m. on Friday, May 15, 2009.
2. Board Chair, Kevin Fowler, will bring Greetings from the Board at the Commencement Ceremony scheduled for 10:00 a.m. on Saturday, May 16, 2009.
3. George Morrison will bring Greetings from the Board for Southern's GED Ceremony scheduled for 6:00 p.m. on Thursday, May 21, 2009 in the Savas-Kostas Theater, Logan

Campus.

**4. Approval of February 17, 2009 Meeting Minutes**

**MOTION:** Shelley Huffman moved to accept the meeting minutes as presented.

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

**5. Academic Program Review**

**1. Board of Governors, Associate in Applied Science, Adult Degree Completion**

Ms. Pamela Alderman, Dean for Career and Technical Programs, presented the program review report and recommended resolution for the Board of Governors Adult Degree Completion program for the Board's consideration for approval:

**MOTION:** Shelley Huffman moved to accept the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Board of Governors, Associate in Applied Science, Adult Degree Completion program at the current level of activity without corrective action, in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Series 10, Policy Regarding Program Review.

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

**2. Criminal Justice, Associate in Applied Science**

Mr. Charles Summers, Chair, Department of Criminal Justice, presented the program review report and recommended resolution for the following programs for the Board's consideration for approval:

**MOTION:** Shelley Huffman moved to accept the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Associate in Applied Science in Criminal Justice degree program at the current level of activity without corrective action, in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Series 10, Policy Regarding Program Review.

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

**3. Criminal Justice, Certificate**

**MOTION:** Jada Hunter moved to accept the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Criminal Justice, Certificate program at the current level of activity without corrective action, in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Series 10, Policy Regarding Program Review.

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

**4. Health Care Technology, Certificate**

Ms. Alyce Patterson-Diaz, Chair, Department of Allied Health, presented the program review report and recommended resolution for the Health Care Technology program for the Board's consideration for approval:

**MOTION:** Shelley Huffman moved to accept the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Health Care Technology, Certificate program without corrective action, in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Series 10, Policy Regarding Program Review.

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

**5. Occupational Development, Associate in Applied Science**

Ms. Pamela Alderman, Dean for Career and Technical Programs, presented the program review report and recommended resolution for the Occupational Development program for the Board's consideration for approval:

**MOTION:** Jada Hunter moved to accept the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Occupational Development, Associate in Applied Science degree program without corrective action, in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Series 10, Policy Regarding Program Review.

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

**6. Surgical Technology, Associate in Applied Science**

Ms. Alyce Patterson-Diaz, Chair, Department of Allied Health, presented the program review report and recommended resolution for the Surgical Technology program for the Board's consideration for approval:

**MOTION:** Shelley Huffman moved to accept the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Surgical Technology, Associate in Applied Science degree program without corrective action, in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Series 10, Policy Regarding Program Review.

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

**7. Three Year Post Audit Review Follow-up Report**

To meet the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, Increased Flexibility for Community and Technical Colleges, programs started under the provisions of the rule must undergo a post audit review three years following the initial offering of the course of study. In 2007-2008, three academic programs underwent this review: Dental Hygiene, Associate in Applied Science; Electrical Engineering Technology, Certificate;

and Technical Studies in Applied Technology, Certificate. The Board of Governors requested a follow-up report be submitted in 2008-2009 on the Electrical Engineering Technology certificate program regarding enrollment, faculty, and graduation data according to the time-line established in SCP-3620, Policy Regarding Program Review. Ms. Carol Howerton, Department of Technology Chair, presented the follow-up review report and recommended resolution for the following program for the Board's consideration for approval:

**1. Electrical Engineering Technology, Certificate**

**MOTION:** Mike Baldwin moved to accept the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Electrical Engineering Technology, Certificate program at the current level of activity without corrective action, in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Series 10, Policy Regarding Program Review.

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

**6. Final Approval of Proposed Policies:**

**1. SCP-7125, Information Technology Acceptable Usage**

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

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

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

**2. SCP-7720, Security of Information Systems**

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

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

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

**7. Approval of Policies for 30-day Public Comment Period**

**1. SCP-1091, Classified Staff Council Constitution**

**MOTION:** Tom Heywood 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 public comment period.

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

**2. SCP-2686, Promotion-in-Rank and Tenure Policy**

**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 public comment period.

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

**5. Discussion Items**

**1. FY 2009-2010 Budget**

President Tomblin informed Board members that higher education institutions have been notified they will receive a 4% - 5% budget reduction for FY 2009-2010. It is unclear at this time if stimulus funding will be used to backfill institutional budgets to the FY 2009 level. Southern's FY 2010 Budget will be presented to the Board of Governors for approval at its June meeting.

**2. BOG Tuition Committee Presentation to the West Virginia Council for Community and Technical College Education**

Southern's Board of Governors Committee on Tuition and Fees are scheduled to present its tuition proposal to the Council at 1:00PM on May 7, 2009 in Charleston.

**6. Informational Items**

**1. Budget for 2010 and Expenditure Schedule Memo**

Email dated April 8, 2009, from Chancellor Skidmore regarding the budget for FY 2010 and expenditure schedules.

**2. Tuition and Fees – Academic Year 2009-10 Memo**

A memo dated March 27, 2009, from Richard Donovan, Chief Financial Officer for the West Virginia Council for Community and Technical College Education, regarding tuition and fee increases for academic year 2009-10.

**3. Technology Assessment Final Report**

Final report on the independent assessment of the current state of technology at Southern as conducted by Joanne Chabot on behalf of the League for Innovation in the Community College.

**7. Executive Session Under Authority of WV Code §6-9A-4-2b**

Mike Baldwin moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. Shelley Huffman seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, Linda Akers moved and Shelley Huffman seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session. Based upon discussions in Executive Session, the following action was taken:

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

**RESOLVED**, that in order to comply with the provisions of Section 409A of the Internal Revenue Code, as amended, (the "Code") and applicable regulations thereunder, the Board of Governors of Southern West Virginia Community and Technical College previously approved and adopted, in 2008, that certain Amended and Restated Employment Agreement by and between Joanne Jaeger Tomblin and Southern West Virginia Community and Technical College, and now hereby approves and adopts a further amendment and restatement of said Amended and Restated Employment Agreement, (said further amendment and restatement of said Amended and Restated Employment Agreement is sometimes hereinafter referred to as the "2009 Amended and Restated Employment Agreement") effective as of April 21, 2009, provided, however that all provisions applicable to and all clarifications, modifications and amendments to Paragraphs 1, 3 and 7 are effective as of the date of execution of the said 2008 Amendment and Restatement of the said Employment Agreement, and does hereby authorize its President, Vice President or other officer to execute such 2009 Amended and Restated Employment Agreement, and any other document or documents deemed necessary or advisable, in the discretion of such duly authorized officer or officers, to carry out such 2009 Amended and Restated Employment Agreement; and

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

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

**8. Adjournment**

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

\_\_\_\_\_  
Kevin N. Fowler

Chair

\_\_\_\_\_  
Emma L. Baisden

Assistant to the Governing Board

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 23, 2009**

**ITEM:** Nominating Committee Report and Election of Officers

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board officers for fiscal year 2009-2010 as proposed by the Nominating Committee: Kevin Fowler, Chair; Terry Sammons, Vice Chair; Tom Heywood, Secretary.

**STAFF MEMBER:** Glenn Yost, Chair  
Nominating Committee

**BACKGROUND:**

The Nominating Committee of the Southern West Virginia Community and Technical College Board of Governors consisting of Glenn Yost, Chair, Jada Hunter, and Mike Baldwin convened at 10:00 a.m. on June 16, 2009 to discuss and bring forth a recommendation to the full Board for officers at its June 23, 2009 meeting.

On a motion duly made and seconded, the committee presents the following recommendation for officers for fiscal year 2009-2010 beginning July 1, 2009:

Chair: Kevin Fowler  
Vice Chair: Terry Sammons  
Secretary: Tom Heywood

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 23, 2009**

**ITEM:** Approval of 2009-2010 Board Meeting Schedule

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors adopt the proposed schedule of meetings for fiscal year 2009-20010 as presented.

**STAFF MEMBER:** Joanne Jaeger Tomblin

**BACKGROUND:**

The following schedule of meetings is recommended for adoption by the Southern West Virginia Community and Technical College Board of Governors with the understanding that additional meetings may be necessary for emergency or time-sensitive issues.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCHEDULE OF MEETINGS  
JULY 1, 2009 — JUNE 30, 2010**

<b>Institutional BOG Agenda Item Deadline</b>	<b>BOG Agenda Committee Meeting Date</b>	<b>Board of Governors Meeting Date</b>	<b>Board of Governors Meeting Location</b>
July 30, 2009	August 4, 2009	August 18, 2009	Center for Allied Health and Technology
September 24, 2009	September 29, 2009 Board Retreat	October 15, 2009 October 16, 2009	Roanoke, WV Roanoke, WV
November 16, 2009	November 17, 2009	December 8, 2009	Center for Allied Health and Technology
January 28, 2010	February 2, 2010	February 16, 2010	Center for Allied Health and Technology
March 31, 2009	April 6, 2010	April 27, 2010	Center for Allied Health and Technology
May 27, 2010	June 1, 2010	June 22, 2010	Center for Allied Health and Technology

Unless otherwise indicated, the Board of Governors Agenda Committee meetings are held in Room 422 at the Center for Allied Health and Technology beginning at 9:00 a.m.

Board of Governors business meetings are held in Room 428 and begin at 6:00 p.m.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 23, 2009**

**ITEM:** Approval of Fiscal Year 2009-2010 Budget

**RECOMMENDED RESOLUTION:** *RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors accept the filing of the budget for the fiscal year starting July 1, 2009.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

Southern West Virginia Community and Technical College is requesting that the Board of Governors approve the budget proposal for FY 2010.

Southern West Virginia Community and Technical College  
Proposed Budget for 2009-10

	<u>2008-09</u>	<u>2009-10</u>	<u>Difference</u>
<b>Revenue Sources</b>			
General Revenue (State Funds)	\$ 8,633,197	\$ 8,673,197	\$ 40,000
General Revenue (Mining)	730,000	730,000	\$ -
Tuition	3,082,037	3,258,720	\$ 176,683
Fees	225,000	229,500	\$ 4,500
Foundation endowment yield	-	-	\$ -
Major gifts campaigns	145,000	295,000	\$ 150,000
Miscellaneous revenue	612,000	261,729	\$ (350,271)
Auxiliary enterprises	1,078,565	1,095,000	\$ 16,435
State grants and contracts	2,442,555	1,882,992	\$ (559,563)
Private gifts, grants, and contracts	-	-	\$ -
Federal programs	2,636,860	2,337,850	\$ (299,010)
State scholarship program	-	-	-
Carryover from prior years	890,000	600,000	(290,000)
<b>Total Revenue</b>	<u>20,475,214</u>	<u>19,363,988</u>	<u>(1,111,226)</u>
<b>Salaries and benefits</b>			
Personal services	8,739,968	8,959,869	219,901
Employee benefits	2,602,493	2,586,037	(16,456)
	<u>11,342,461</u>	<u>11,545,906</u>	<u>203,445</u>
<b>Operating expenses</b>			
Current expenses	6,403,640	5,297,477	(1,106,163)
Utilities	588,374	602,785	14,411
Auxiliary non-personnel costs	801,703	716,000	(85,703)
Repairs and alterations	142,767	113,210	(29,557)
Equipment	935,115	903,089	(32,026)
Contingency	-	-	-
	<u>8,871,599</u>	<u>7,632,561</u>	<u>(1,239,038)</u>
<b>Total expenditures</b>	<u>20,214,060</u>	<u>19,178,467</u>	<u>(1,035,593)</u>
<b>Total revenues over expenditures</b>	<u>\$ 261,154</u>	<u>\$ 185,521</u>	<u>\$ (75,633)</u>

**Summary of cash carryover**

Amount carried forward from prior year	1,967,518	1,338,672
Amount used to balance budget	(890,000)	(600,000)
Each year's surplus	261,154	185,521
Amount to carry forward to next year	<u>1,338,672</u>	<u>924,193</u>

Southern West Virginia Community and Technical College  
Proposed Budget for 2009-010

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Revenue Sources			
General Revenue (State Funds)	\$ 8,673,197		\$ 8,673,197
General Revenue (Mining)	730,000	-	\$ 730,000
Tuition	3,103,720	155,000	\$ 3,258,720
Fees	229,500		\$ 229,500
Foundation endowment yield	-	-	\$ -
Major gifts campaigns	295,000		\$ 295,000
Miscellaneous revenue	261,729		\$ 261,729
Auxiliary enterprises	1,095,000		\$ 1,095,000
State grants and contracts	-	1,882,992	\$ 1,882,992
Private gifts, grants, and contracts	-		\$ -
Federal programs	-	2,337,850	\$ 2,337,850
State scholarship program	-		\$ -
<b>Total Revenue</b>	<b>\$ 14,388,146</b>	<b>\$ 4,375,842</b>	<b>\$ 18,763,988</b>
Carryover from prior years	-	600,000	\$ 600,000
<b>Total Revenue and Carryover</b>	<b>14,388,146</b>	<b>4,975,842</b>	<b>19,363,988</b>
Salaries and benefits			
Personal services	8,473,079	486,790	8,959,869
Employee benefits	2,455,254	130,783	2,586,037
	10,928,333	617,573	11,545,906
Operating expenses			
Current expenses	1,938,885	3,358,592	5,297,477
Utilities	602,785	-	602,785
Auxiliary non-personnel costs	716,000	-	716,000
Repairs and alterations	83,210	30,000	113,210
Equipment	114,529	788,560	903,089
Contingency	-	-	-
	<b>3,455,409</b>	<b>4,177,152</b>	<b>7,632,561</b>
Total expenditures	14,383,742	4,794,725	19,178,467
Total revenues over expenditures	<u>\$ 4,404</u>	<u>\$ 181,117</u>	<u>\$ 185,521</u>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
UPDATE OF CAMPUS MASTER PLAN (CMP)  
Revised March 2009**

	<b>Phase I &amp; II Master Plan</b>	<b>Completed Projects</b>	<b>Additional Costs</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>
<b><u>Wyoming/McDowell Campus</u></b>									
Renovate classrooms, snackbar, offices, etc	561,600	(279,100)				282,500			
Provide signs & install an intercom.	39,900					39,900			
Completion of projects	88,000							88,000	
Landscape & provide adequate drainage along entry road	180,000	(16,000)				164,000			
Install more lighting for parking area & improve landscaping	120,000					120,000			
Install emergency call boxes.	80,511						80,511		
Completion of projects	26,837							26,837	
Various repairs	283,152								283,152
<b>Campus Total</b>	<b>1,380,000</b>	<b>(295,100)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>606,400</b>	<b>80,511</b>	<b>114,837</b>	<b>283,152</b>
<b><u>Boone/Lincoln Campus</u></b>									
Enlarge bookstore, create student space, & a new science lab	1,110,230	-				1,110,230			
Renovate admin. area, install intercom, upgrade HVAC system	939,694	-				939,694			
Completion of projects	30,876	-						30,876	
Upgrade landscaping, provide new fencing and signage.	135,680	-				135,680			
Install more lighting for parking area & improve landscaping	135,680	-				135,680			
Install emergency call boxes.	50,880	-					50,880		
Completion of projects	16,960	-						16,960	
Various repairs	75,000	-							75,000
<b>Boone Campus Total</b>	<b>2,495,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,321,284</b>	<b>50,880</b>	<b>47,836</b>	<b>75,000</b>
Lincoln County Site (not in 2004 CMP)	1,500,000	(1,500,000)							
<b>Boone/Lincoln Total</b>	<b>3,995,000</b>	<b>(1,500,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,321,284</b>	<b>50,880</b>	<b>47,836</b>	<b>75,000</b>
<b><u>Logan Campus, District Office &amp; Annex</u></b>									
Build and equip Technology and Allied Health Building	6,928,400	(6,575,532)	(4,495,667)						
Build & renovate classroom space & television studio	1,432,900	-				1,432,900			
Annex payoff	141,000	(141,000)							
Install intercom system in classrooms.	103,310	-					103,310		
Completion of projects	143,258	-						143,258	
Purchase property and cost to re-route Dempsey Branch Rd.	1,150,000	(600,000)	(550,000)						
Repair parking lots and install a traffic light	600,000	-				600,000			
Install additional outdoor lighting & emergency call boxes	225,000	-					225,000		
Completion of projects	75,000	-						75,000	
Various repairs	200,000	(182,000)							18,000
<b>Campus Total</b>	<b>10,998,868</b>	<b>(7,498,532)</b>	<b>(5,045,667)</b>	<b>-</b>	<b>-</b>	<b>2,032,900</b>	<b>328,310</b>	<b>218,258</b>	<b>18,000</b>
<b><u>Williamson Campus (Phase III added for Armory)</u></b>									
Install new HVAC unit	865,000	(865,000)							
Install new elevator	192,000	-	(192,000)						
Purchase & renovate Armory Building and provide signs	1,451,930	-					1,451,930		
Upgrade restrooms, classrooms, & furniture in faculty offices	1,828,514	-				1,828,514			
Upgrade signage, landscape, improve parking lots, and	400,000	-				400,000			
Install emergency call boxes	100,000	-				100,000			
Completion of projects	41,486	-						41,486	
Various Repairs	150,000	(146,500)							3,500
<b>Campus Total</b>	<b>5,028,930</b>	<b>(1,011,500)</b>	<b>(192,000)</b>	<b>-</b>	<b>-</b>	<b>2,328,514</b>	<b>1,451,930</b>	<b>41,486</b>	<b>3,500</b>
<b>College Totals</b>	<b>21,402,798</b>	<b>(10,305,132)</b>	<b>(5,237,667)</b>	<b>-</b>	<b>-</b>	<b>7,289,098</b>	<b>1,911,631</b>	<b>422,417</b>	<b>379,652</b>
Lottery bond funds	9,600,000	(7,704,660)	(1,556,000)	(339,340)					
Additional Funds	1,800,000			(1,800,000)					
Funding requested from state appropriations and bonds, private sources, and federal government resources	10,002,798			(2,139,340)	-	7,289,098	1,911,631	422,417	379,652

Southern West Virginia Community and Technical College  
Five Year Financial Plan

	Approved Budget 2008-09	Projected Budget 2009-10	Projected Budget 2010-11	Projected Budget 2011-12	Projected Budget 2012-13	Projected Budget 2013-14
<b>Revenue Sources</b>						
General Revenue (State Funds)	\$ 8,633,197	\$ 8,673,197	\$ 8,673,197	\$ 8,387,167	\$ 8,387,167	\$ 8,387,167
General Revenue (Mining)	730,000	730,000	730,000	730,000	730,000	730,000
Tuition	3,082,037	3,258,720	3,822,684	4,276,273	4,781,545	5,344,226
Fees	225,000	229,500	234,090	238,772	243,547	248,418
Foundation endowment yield	0	0	0	0	0	0
Major gifts campaigns	145,000	295,000	295,000	295,000	295,000	295,000
Miscellaneous revenue	612,000	261,729	261,729	261,729	261,729	261,729
Auxiliary enterprises	1,078,565	1,095,000	1,116,900	1,139,238	1,162,023	1,173,643
State grants and contracts	2,442,555	1,882,992	1,939,482	1,997,666	2,057,596	2,119,324
Private gifts, grants, and contracts	0	0	0	0	0	0
Federal programs	2,636,860	2,337,850	2,396,296	2,396,296	2,396,296	2,396,296
State scholarship program	0	0	0	0	0	0
Carryover from prior years	890,000	600,000	100,000	100,000	0	0
<b>Total Revenue</b>	<b>20,475,214</b>	<b>19,363,988</b>	<b>19,569,378</b>	<b>19,822,142</b>	<b>20,314,904</b>	<b>20,955,803</b>
<b>Salaries and benefits</b>						
Personal services	8,739,968	8,959,869	9,004,668	9,049,692	9,094,940	9,140,415
Employee benefits	2,602,493	2,586,037	2,701,401	2,714,908	2,728,482	2,742,124
	<b>11,342,461</b>	<b>11,545,906</b>	<b>11,706,069</b>	<b>11,764,599</b>	<b>11,823,422</b>	<b>11,882,539</b>
<b>Operating expenses</b>						
Current expenses	6,403,640	5,297,477	5,429,914	5,565,662	5,704,803	5,847,423
Utilities	588,374	602,785	620,961	639,590	658,778	678,541
Auxiliary non-personnel costs	801,703	716,000	723,160	730,392	737,696	745,072
Repairs and alterations	142,767	113,210	114,342	115,486	117,795	120,151
Equipment	935,115	903,089	903,089	903,089	948,243	995,656
Contingency	0	0	0	0	0	0
	<b>8,871,599</b>	<b>7,632,561</b>	<b>7,791,466</b>	<b>7,954,218</b>	<b>8,167,315</b>	<b>8,386,844</b>
<b>Total expenditures</b>	<b>20,214,060</b>	<b>19,178,467</b>	<b>19,497,535</b>	<b>19,718,817</b>	<b>19,990,737</b>	<b>20,269,383</b>
<b>Total revenues over expenditures</b>	<b>\$ 261,154</b>	<b>\$ 185,521</b>	<b>\$ 71,842</b>	<b>\$ 103,324</b>	<b>\$ 324,166</b>	<b>\$ 686,420</b>
	-	-	-	-	-	-
<b>Summary of cash carryover</b>						
Amount carried forward from prior year	1,967,518	1,338,672	924,193	896,035	899,360	1,223,526
Amount used to balance budget	(890,000)	(600,000)	(100,000)	(100,000)	-	-
Each year's surplus	261,154	185,521	71,842	103,324	324,166	686,420
Amount to carry forward to next year	1,338,672	924,193	896,035	899,360	1,223,526	1,909,946

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 23, 2009**

**ITEM:** Modification of Expenditures and Capital Projects  
for FY 2010-2011

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and the priorities of FY 2011 Capital Projects as reported in the listing.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project Management*, 3.2.2.1, annually for the upcoming year, each institution through its Governing Board shall submit a capital budget plan to the West Virginia Higher Education Policy Commission on the date and in the format prescribed by the Chancellor. Submission of the annual capital budget plan will coincide with preparation of the annual budget request to the Department of Administration and the information submitted will be used for Policy Commission reports and priorities. Listing a project in the annual capital budget plan establishes an institution's intent to actually initiate a particular project from its five-year capital implementation plan during the upcoming fiscal year.

A prioritized list of capital projects with related costs for FY 2010-2011 is provided for the Board's review and consideration for approval.

Southern West Virginia Community and Technical College  
 Potential Projects for Bond Funding for FY 2011

**Annual Capital Budget**

<b>Project Name</b>	<b><u>Currently Submitted</u></b>		<b><u>FY 2011</u></b>	
	<b>Priority</b>	<b>Amount</b>	<b>Priority</b>	<b>Amount</b>
Williamson Campus Technology Building / Armory Purchase	1	\$ 7,000,000	1	\$ 6,000,000
Logan Campus/District Office Renovation	2	\$ 3,000,000	2	\$ 6,000,000
Williamson Campus Renovations	1(a)	\$ -	3	\$ 6,000,000
Wyoming/McDowell Campus Classroom Renovation	3	\$ 500,000	4	\$ 500,000
Boone Campus Classroom Renovation	4	<u>\$ 1,500,000</u>	5	<u>\$ 1,500,000</u>
<b>Total</b>		<b>\$ 12,000,000</b>		<b>\$20,000,000</b>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 23, 2009**

**ITEM:** Approval of Modification of Capital Project Priorities and Expenditures for FY 2011-2015

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification of expenditures and priorities of Capital Projects for FY 2011—FY 2015 as reported in the priority list.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project Management*, 3.2.1.1, each institution through its Governing Board shall submit to the West Virginia Higher Education Policy Commission for approval its five-year capital implementation plan identifying the projects it intends to undertake during this five-year period. This plan shall be based on the long term development objectives and recommendations in its approved campus development plan. The Chancellor shall establish a process and a format to be followed when submitting five-year capital implementation plans to the Policy Commission for approval.

A prioritized list of capital projects with related costs for a five-year period is provided for the Board's review and consideration for approval.

Southern West Virginia Community and Technical College  
 Potential Projects for Bond Funding for FY 2011 - FY 2015

**5 Year Capital Budget**

<b>Project Name</b>	<b><u>Currently Submitted</u></b>		<b><u>FY 2011 - FY 2015</u></b>	
	<b>Priority</b>	<b>Amount</b>	<b>Priority</b>	<b>Amount</b>
Williamson Campus Technology Building / Armory Purchase	1	\$ 10,000,000	1	\$ 6,000,000
Logan Campus/District Office Renovation	2	\$ 4,500,000	2	\$ 6,000,000
Williamson Campus Renovations	1(a)	\$ -	3	\$ 6,000,000
Wyoming/McDowell Campus Classroom Renovation	3	\$ 1,500,000	4	\$ 1,500,000
Boone Campus Classroom Renovation	4	<u>\$ 4,000,000</u>	5	<u>\$ 4,000,000</u>
<b>Total</b>		<b>\$ 20,000,000</b>		<b>\$23,500,000</b>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 23, 2009**

**ITEM:** Approval of Technology Fee.

**RECOMMENDED RESOLUTION:** *RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve a non-refundable technology fee of \$50.00 per semester. The technology fee applies to each student registered for greater than half-time (7 credit hours or more) per semester for the fiscal year beginning July 1, 2009.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

Southern West Virginia Community and Technical College respectfully requests that the Board of Governors approve a \$50.00 non-refundable technology fee. The fee applies to each student that is registered for greater than half-time (7 credit hours or more) per semester.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF June 23, 2009**

**ITEM:** SCP-1091, Classified Staff Council Constitution

**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:** Debbie Dingess, Chair  
Classified Staff Council

**BACKGROUND:**

This policy was originally created in November 18, 2003 to supercede SCI 1672 and SCI 1672.01. Revisions were made on December 13, 2006 to reflect changes made in WV Code effective April 1, 2003 concerning meeting and membership mandates.

At the March 4, 2009 meeting of the Council, they made revisions to the Constitution to reflect a change in membership from 18 voting members to 16. The Logan Downtown Annex and the District Office representation were removed. The Logan Campus representation will now include all three of the Logan Campus buildings (the Logan Classroom Building, the Allied Health/Technology Center, and the District Office).

On March 23, 2009, the revision to the Constitution was forwarded to all classified staff employees for their review and comment. The Classified Staff ratified the revision with no objections.

At its April 21, 2009 meeting, the Southern West Virginia Community and Technical College Board of Governors approved this policy for a 30-day public comment period which expired on May 21, 2009. No comments were received at the end of the comment period; therefore, the Council recommends the policy for approval as presented.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1091**

**SUBJECT:** Classified Staff Council Constitution

**REFERENCE:** WV Code §18B-6-6

**ORIGINATION:** November 18, 2003

**EFFECTIVE:** November 18, 2003

**REVIEWED:** March 4, 2009

**SECTION 1. PURPOSE**

- 1.1 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 the same.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to all classified employees of Southern West Virginia Community and Technical College.
- 2.2 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.

**SECTION 3. DEFINITIONS**

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

**SECTION 4. POLICY**

- 4.1 Functions of the Classified Staff Council shall include, but not be limited to the following:
- 4.1.1 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.
  - 4.1.2 Set the agenda for all classified staff meetings and all other special purpose meetings of the Classified Staff Council.
  - 4.1.3 Schedule and conduct elections.
  - 4.1.4 Review and make recommendations as necessary regarding the annual performance appraisal evaluative process, instruments, etc.
  - 4.1.5 Ensure awareness of concerns of classified staff within the college community, administration, and

the Board of Governors.

4.1.6 Foster good morale and satisfaction of an informed classified staff.

4.1.7 To support and foster Southern's effort in accomplishing its mission.

## 4.2 Membership

4.2.1 The Classified Staff Council shall consist of 16 voting members representing the following geographic and primary occupational activity distribution:

1—Logan Campus

1—Williamson Campus

1—Boone/Lincoln Campus

1—Wyoming/McDowell Campus

1—Advisory Council of Classified Employees Representative

1—Classified Staff Council Chairperson

2—Administrative / Managerial Sector

2—Professional / Non-teaching Sector

2—Paraprofessional Sector

2—Secretarial / Clerical Sector

2—Physical Plant / Maintenance Sector

4.2.2 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.

4.2.3 Board of Governors representative will serve as an ex-officio, non-voting member.

## 4.3 Meetings

4.3.1 All classified employees shall meet on the last working Friday in April of each odd-numbered year.

4.3.2 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.

4.3.3 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.

4.3.4 Members of the Classified Staff Council may vote on issues either in person or by electronic means.

4.3.5 The President of the institution shall meet at least quarterly with the Classified Staff Council.

4.3.6 The Governing Board shall meet at least annually with the Classified Staff Council.

#### 4.4 Committees

4.4.1 Standing.

4.4.2 Nominating.

4.4.3 Program and Entertainment.

4.4.4 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.

#### 4.5 Reporting of Council Resolutions and Decisions

4.5.1 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 the President.

### **SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

### **SECTION 6. GENERAL PROVISIONS**

6.1 Ratification

6.1.1 The Classified Staff Council Constitution shall be ratified upon two-thirds approval of Classified Staff members as defined in 2.1 Scope and Applicability.

6.2 Amendments

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

### **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

7.1 Nominations

7.1.1 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, 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.

7.1.2 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.

7.1.3 Those who are confirmed nominees will be placed on the official election ballot.

## 7.2 Election

- 7.2.1 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.
- 7.2.2 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.
- 7.2.3 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 4.2.
- 7.2.4 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.

## 7.3 Election Ballots

- 7.3.1 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 a final vote at the classified staff meeting as specified in section 4.3.1 for the positions of Chairperson of Classified Staff Council, 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.

## 7.4 Absentee Balloting

- 7.4.1 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.
- 7.4.2 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.
- 7.4.3 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.

## 7.5 Council Officers

### 7.5.1 Titles

- 7.5.1.1 There shall be three officers of the Classified Staff Council.
  - 7.5.1.1.1 Chairperson who will be elected at large by the Classified Staff.
  - 7.5.1.1.2 Vice-Chairperson who will be elected at the first meeting of the Classified Staff Council.
  - 7.5.1.1.3 Secretary who will be elected at the first meeting of the Classified Staff Council.

7.5.2 Duties

7.5.2.1 The Chairperson shall perform the following duties:

7.5.2.1.1 Preside over all Classified Staff Council meetings.

7.5.2.1.2 Represent the Classified Staff Council at the College meetings.

7.5.2.2 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.

7.5.2.3 The Secretary shall perform the following duties:

7.5.2.3.1 Preserve a record of the proceedings.

7.5.2.3.2 Post minutes and other relevant materials in the library for the members of the classified staff.

7.5.2.3.3 Preserve all election records.

7.5.2.3.4 Respond, with consent of the Classified Staff Council, to all correspondence.

**SECTION 8. CANCELLATION**

8.1 Supercedes SCI 1672, Classified Staff Council Constitution and SCI 1672.01, Classified Staff Council Constitution Appendix.

**SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

\_\_\_\_\_  
**Board of Governors Chair**                      **Date**

\_\_\_\_\_  
**President**    **Date**

**Attachments:**              None

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

**Revision Notes:**              Policy originated November 18, 2003 to supercede SCI 1672 and SCI 1672.01. Revisions of December 13, 2006 reflect no substantial changes in procedure or documentation requirements. Revisions were made to coincide with changes in WV Code concerning meetings and membership. Revisions of March 4, 2009 are to clarify membership representation with no substantial changes in procedures.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 23, 2009**

**ITEM:** SCP-2686, Promotion-in-Rank and Tenure Policy

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

**STAFF MEMBER:** Martha C. Maynard, Chair  
Faculty Senate

**BACKGROUND:**

In January 2009, Southern's Faculty Senate became aware that a new faculty rank of Instructional Specialist had been added to the state policy. Consequently at its February 2009 meeting, the Senate agreed to revise SCP-2686, Promotion-in-Rank and Tenure Policy, to include the new faculty rank. The Senate also decided to divide the Promotion and Tenure Committee into two separate committees. The Academic Affairs Management Committee approved these changes at its March 25 meeting.

At its April 21, 2009 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day public comment period that expired on May 21, 2009.

The administration received comments from Bruce Walker, General Counsel for the West Virginia Council for Community and Technical College Education. His comments were restricted to grammatical and related technical corrections and does not require resubmitting the policy for additional public comment. The policy has been revised to reflect the recommended changes. Therefore, the administration and Faculty Senate recommend this policy for final approval by the Board of Governors as presented.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2686**

**SUBJECT:** Promotion-in-Rank and Tenure Policy

**REFERENCE:** Title 135, Procedural Rule, West Virginia Council for Community and Technical Colleges Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*; Applicable policies and procedures of the Southern West Virginia Community and Technical College Board of Governors

**ORIGINATION:** August 17, 1984

**EFFECTIVE:** November 27, 2001.

**REVIEWED:** February 6, 2009

**SECTION 1. PURPOSE**

1.1 To establish policy and procedures for making recommendations and/or decisions regarding promotions-in-rank and tenure for full time faculty members of Southern West Virginia Community and Technical College (Southern).

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This issuance applies to all full-time faculty members of Southern who hold faculty rank of instructor or above. Certain sections of the issuance apply to all full-time faculty while others may be specific to only tenure-track, tenured or term faculty individually.

**SECTION 3. DEFINITIONS**

3.1 Terminal Degree - The approved terminal degree is an earned doctorate in a field appropriate to the subject matter taught. It is recognized, however, that certain master's degrees will be accepted as the terminal degree in fields which traditionally do not require or do not offer a doctoral degree. Acceptable degrees include, but are not limited to, the Masters of Fine Arts for studio and performing arts.

3.2 Tenured Faculty - A tenured faculty member is one who has attained tenure status as determined by Southern.

3.3 Tenure-track Faculty - A tenure-track faculty member is one who has been appointed on a full-time basis and designated by Southern as being in a tenure-track position.

3.4 Term Faculty - Those faculty members who have been appointed for a specific term as defined by the institution. The appointment may be full time (1.00 FTE or the equivalent, as determined by the institution) or part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenured track or tenured faculty.

3.5 Instructional Specialist - Those faculty members who have been appointed minimally on a nine-month basis and an hourly workload. The appointment is for a specified term not to exceed three years. The instructional

specialist is eligible to receive reappointment to additional terms. No number of term appointments shall create any presumption of a right to appointment as a tenure-track or tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities.

#### **SECTION 4. POLICY**

- 4.1 Policies, procedures and rules of the Board will be adhered to in making any recommendations for promotion-in-rank and/or tenure.
- 4.2 All recommendations for promotion-in-rank and/or tenure will be the result of the process contained in this issuance and within the funds allocated for promotion by the institution.
- 4.3 Promotions-in-rank and/or tenure approved during one academic year will become effective the beginning of the fall semester of the following academic year.
- 4.4 This tenure policy shall not affect persons having tenure under any previous policy of this administration or its governing board.
- 4.5 Tenured faculty shall retain their status until they retire, resign, are terminated for cause, as a result of financial exigency, or as a result of program reduction or discontinuance.
- 4.6 Failure to be recommended for promotion-in-rank and/or tenure at any step does not preclude an individual's opportunity to be evaluated at the remaining phases. If the final decision by the President is to deny promotion and/or tenure, written appeals may be made to the President within ten working days of such decision.
- 4.7 Persons assigned to full-time or part time administrative or staff duties may be appointed to, or may retain, faculty rank and/or tenure in addition to any administrative or staff title. Administrators shall earn rank and/or tenure as members of an academic discipline at the discretion of the President.
- 4.8 Department Chairs or the Chief Academic Officer, may nominate faculty members for promotion and/or tenure.
- 4.9 Faculty appointed as term faculty are appointed for a specified term, as defined by the institution, and are not eligible for tenure. No number of term appointments shall create any presumption to a right to appointment as tenure-track or tenured faculty.
- 4.10 Tenure and/or promotion will not be granted routinely, automatically or solely for length of service, but shall result from action by the institution; nor shall tenure and/or promotion be denied capriciously.
- 4.11 Full-time, tenure-track faculty who fail to obtain tenure status, within the time frame permitted under the promotion-in-rank and tenure criteria of the institution's policy and receive a terminal contract of employment (letter), shall be ineligible to apply for promotion-in-rank or tenure during the terminal year of employment.
- 4.12 Any appeal of action taken regarding promotion-in-rank and/or tenure will follow approved grievance procedures as outlined in WV Code §6C-2.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 All previous policies, procedures, rules or regulations of any previous governing or advisory board of Southern West Virginia Community and Technical College regarding promotion and/or tenure and superseded by this policy.
- 5.2 This policy sets forth major elements of the institution's policy and criteria regarding promotion-in-rank and tenure. Nothing in this policy may be contrary to the guidelines and principles established by the Council for Community and Technical College Education or the West Virginia State Code.
- 5.3 Faculty having received tenure prior to the implementation of this policy are not affected by its terms or conditions regarding tenure but are subject to its terms regarding future promotion.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 Each spring semester, at a date and time determined by the President or his/her designee, the Faculty Assembly shall elect a Promotion and a Tenure Committee. The committees shall consist of four members each, with two members representing each academic division. Committee members must be members of the Faculty Assembly, have no supervisory roles over full-time faculty, and must not be applying for tenure or promotion during the year in which they serve. Each committee member serving on the tenure committee shall have tenure. Those serving on the promotion committee must hold the rank of assistant professor or higher. The Chief Academic Officer or his/her designee will call the first meeting of each committee at which time a chairperson will be elected from and by the respective committee membership.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

### **7.1 THE APPLICANTS WILL**

- 7.1.1 Complete the necessary application forms and provide the required documentation.
- 7.1.2 Submit one copy of the application and documentation to the Department Chair and one copy of the application and documentation to the Chair of the Promotion or the Tenure Committee.
- 7.1.3 Submit any additional documentation as requested by the Department Chair, the Chair of the Promotion or Tenure Committee, Chief Academic Officer or President during the review process.
- 7.1.4 Request a conference at any step to discuss recommendations, if desired.

### **7.2 THE DEPARTMENT CHAIRS WILL**

- 7.2.1 At their discretion, nominate qualified faculty members for promotion and/or tenure.
- 7.2.2 Provide access to the appropriate forms and provide other appropriate assistance to faculty member applying for promotion-in-rank and/or tenure.
- 7.2.3 Accept and review faculty packets to determine that the required materials are included.
- 7.2.4 Verify that the minimum criteria for promotion-in-rank and/or tenure are met.
- 7.2.5 Inform the applicant within 10 working days of receiving the packet of any missing material, request additional material, and include the material in the packet prior to forwarding a written recommendation to the Chief Academic Officer.
- 7.2.6 In the event of a recommendation for denial, the Department Chair shall offer the faculty member and opportunity for a conference to discuss the promotion and/or tenure packet information and the recommendation prior to forwarding recommendations.
- 7.2.7 Submit to the Chief Academic Officer all applications and supporting documentation.
- 7.2.8 Notify the applicant and the Chief Academic Officer, in writing with justification, of the Department Chair's recommendations.

7.3 THE INSTITUTIONAL PROMOTION OR TENURE COMMITTEE WILL:

- 7.3.1 Evaluate all applications and documentation submitted by the applicants.
- 7.3.2 Request clarification of any material presented when deemed appropriate by a vote of the respective Committee.
- 7.3.3 In the event of a recommendation for denial, the Committee shall offer the applicant an opportunity for conference to discuss the promotion and/or tenure packet information and the recommendation prior to forwarding recommendations.
- 7.3.4 Submit to the Chief Academic Officer, the promotion packets with a written recommendation to grant or deny promotion and/or tenure with justification.
- 7.3.5 Notify the applicant in writing, with accompanying justification, of the Committee's recommendation.

7.4 THE CHIEF ACADEMIC OFFICER WILL:

- 7.4.1 At his/her discretion, nominate qualified faculty members for promotion and/or tenure.
- 7.4.2 Review all applications, documentation and written recommendations forwarded by the Department Chairs and the Chair of the Promotion or Tenure Committee.
- 7.4.3 In the event of a recommendation for denial, the Chief Academic Officer shall offer the faculty member an opportunity for a conference to discuss the promotion and/or tenure packet information and the recommendation prior to forwarding recommendations to the President.
- 7.4.4 Submit to the President, all promotion and/or tenure applications, supporting documentation and written recommendations to grant or deny promotion-in-rank and/or tenure with justification.
- 7.4.5 Notify the applicant in writing, with accompanying justification, of the Chief Academic Officer's recommendation.

7.5 THE PRESIDENT WILL

- 7.5.1 At his/her discretion, nominate qualified faculty members for promotion and/or tenure.
- 7.5.2 Make the final decision.
- 7.5.3 In the event of a recommendation for denial, the President shall offer the faculty member an opportunity for a conference to discuss the promotion and/or tenure packet information and the recommendation prior to making the final decision.
- 7.5.4 Inform those listed in writing of the decision: Applicant, Department Chair, Chief Academic Officer, Chief Financial Officer, Human Resources Administrator, and the Southern West Virginia Community and Technical College Board of Governors.
- 7.5.5 Receive and act on any appeal made by applicants regarding promotion and/or tenure decisions.

7.6 THE CHIEF FINANCIAL OFFICER WILL:

- 7.6.1 Include approved promotion-in-rank increases in the operation budget for the next academic year.

**SECTION 8. CANCELLATION**

8.1 SCI 2321.

**SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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**Board of Governors Chair**                      **Date**

---

**President**    **Date**

**Attachments:**            SCP-2686.A, Promotion-in-Rank and/or Tenure Criteria and Forms

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

**Revision Notes:**        February 6, 2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements. This policy was revised using the latest policy format.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2686.A**

**SUBJECT:** Promotion-in-Rank and/or Tenure Criteria and Forms

**REFERENCE:** SCP 2686.A, Promotions-in-Rank and Tenure Policy

**ORIGINATION:** August 17, 1984

**EFFECTIVE:** November 27, 2001

**REVIEWED:** February 6, 2009

**1. Tenure Criteria**

Within the institution, tenure shall be earned by full-time academic tenure-track personnel with respect to academic rank only. When a full-time faculty member is appointed on other than a term, non-tenure track or tenured basis, the appointment shall be tenure-track.

Tenure criteria shall include excellence in teaching; professional and scholarly activity recognition; accessibility to students; adherence to professional standards of conduct; effective service to the institution, division, department and discipline; significant service to the community; experiences in higher education particularly at this institution; evidence of continuous professional growth; possession of appropriate degrees, special competence and/or certification/licenses appropriate to the teaching field.

When applying for tenure, the limitation of submitting materials since last promotion does not apply. The application for tenure should include documentation for all work completed since initial appointment at Southern.

At the instructor level, tenure-track faculty members shall be appointed on a year-to-year basis and shall not be eligible for tenure.

During the tenure-track period contracts shall be issued on a year-to-year basis, and appointments may be terminated at the end of the contract year. During said tenure-track period, notices of non-reappointment maybe issued for any reason that is not arbitrary, capricious or without factual basis.

An Instructor shall be eligible to apply for both tenure and promotion in the same year. However, in addition to meeting other criteria such as stated above, tenure shall be contingent upon the promotion to the rank of Assistant Professor.

Tenure shall not be granted automatically, or solely on the basis of promotion or length of service, but shall result from action by the institution as represented by its President.

The maximum period of tenure-track status shall not exceed seven years. Prior to completing the sixth year of a tenure-track appointment, any non-tenured faculty member shall be given written notice of tenure or shall be offered a one-year written terminal contract of employment. All faculty hired on a tenure-track must either be awarded tenure or given a terminal contract no later than the end of the sixth year of full-time service. Faculty receiving a one-year written terminal contract of employment shall not be eligible to apply for promotion or tenure during the terminal year of employment.

Faculty members initially appointed at the rank of Assistant Professor or higher, may be granted tenure upon appointment or, at the discretion of the institution, may be required to serve a probationary period not to exceed the maximum seven years. A faculty member may be granted tenure before his/her sixth year of service, however, the faculty member must meet all other eligibility criteria as set forth in this policy.

## **2. Promotion-in-Rank Criteria**

Promotion-in-rank should recognize exemplary performance for a faculty member and provide the opportunity to assess a faculty member's growth and performance since the initial hire or since the last promotion. Faculty members are expected to contribute to the mission of Southern West Virginia Community and Technical College. Inasmuch, faculty members are hired with varying backgrounds and standards based on specific intended roles and should not be judged for promotion-in-rank accordingly.

The criteria listed below are minimum standards for submission of applications for promotion-in-rank. Meeting minimum standards does not guarantee promotion. There shall be evidence presented by the applicant that addresses each of the criterion and demonstrates a continuous and consistent commitment to the teaching profession, to students, to the mission and goals of the of the institution, to the community at large and to his/her own professional growth. All degrees required for promotion-in-rank must be from accredited colleges or universities. All college credit must be in-field or in a related/approved field. All criteria must be completed prior to the submission of an application, with the exception of length of time in rank. Since promotions are effective beginning the fall semester of the following academic year, application for promotion may be made during the year in which the candidate will complete time requirements.

### **2.1 Years of Service:**

A minimum of four years of continuous service at the current rank at Southern West Virginia Community and Technical College must be completed prior to the effective date of promotion. Since promotions are effective at the beginning of the fall semester following their approval, application for promotion to the next rank may be made in the fourth year of service. Faculty hired mid-year will be eligible for promotion in the fifth year of service, such that four full years of service will be completed prior to the promotion taking effect.

### **2.2 Professional Preparation:**

Faculty members are expected to undertake a continuing program of professional preparation and growth germane to their assignments. Professional growth and development activities include graduate studies, formal training programs, and participation in workshops, seminars, and/or conferences that are education and/or training in nature and specifically related to their field. Workshops, seminars and conferences must be pre-approved by the Chief Academic Officer prior to usage toward promotion. Promotion to the next rank requires one of the following professional preparation options.

**2.2.1** A minimum of six graduate hours in field or an alternate pre-approved field should be completed for promotion to the rank of assistant professor. Twelve graduate hours in field or in an alternate pre-approved field should be completed for promotion to the rank of associate professor. In order to receive the rank of full professor, one should complete a total of 18 additional graduate hours above their Masters Degree.

**2.2.2** A minimum of two professional certification and/or licensure training courses or self study leading to certification linked to field of study as pre-approved by the Chief Academic Officer since the last promotion or initial hire.

**2.2.3** Sixty hours (60) of Continuing Education specific to the field of study (or teaching methodologies/technologies). Documentation of contact hours must be included in the packet or evaluation by the Chief Academic Officer.

**2.2.4** Promotion to the rank of professor requires the minimum of a Master's Degree + 18 additional graduate hours, or a Master's Degree + field-appropriate certification or licensure.

### **2.3 Classroom Performance:**

The applicant must demonstrate a commitment to excellence in teaching as reflected in the supervisor's annual evaluations, classroom evaluations, peer reviews, student evaluations and/or letters from former students.

### **2.4 Service:**

The applicant must demonstrate outstanding achievement in at least three of the categories of service described in Section 3.

## **3. Service Categories**

### **3.1 Instructional and Curriculum Development**

This category includes, but is not limited to, development of new courses and/or programs, implementation of innovative teaching techniques including effective use of technology for delivery and/or enhancement of courses or programs and significant changes to existing courses.

### **3.2 Professional Growth**

This category includes, but is not limited to, attendance at courses and/or workshops relevant to the discipline taught, acquiring advanced degree in discipline that meets institutional needs, membership and active participation in professional organizations, attendance and presentation at professional meetings, professional certifications, independent study for advancement of academic understanding, professional awards, honors and other notable recognition, and other scholarly activity.

### **3.3 Service to the College**

This category includes, but is not limited to, active membership on college committees; development of policies and procedures, contributions to institutional self-studies; Compact and Master Plan development and implementation; participation in special projects that meet institutional priorities such as student recruitment and or retention; service on screening committees, grievance hearing committees; student-teacher interaction outside the classroom including sponsoring student organizations, active participation in student activities and other ad-hoc committees.

### **3.4 Service to the Profession**

This category includes, but it not limited to, service on accreditation teams, editing and/or reviewing manuscripts, and service on academic committees outside Southern West Virginia Community and Technical College.

### **3.5 Service to the Community**

This category includes, but is not limited to, activity in civic organizations, membership on boards of community organizations, sponsorship of activity within the faculty member's expertise for community benefit, serving as resource person for community groups, and participation in special performances, exhibits or presentations open to or for the benefit of the community.

### **3.6 Research and Publication**

This category includes, but is not limited to, publication of original research, reviews of literature, artistic presentations, and any other articles in books and/or periodicals.

## **4. Contents of Promotion and/or Tenure Packet**

### **4.1 Promotion and/or Tenure Application**

A completed application for Promotion and/or Tenure will provide identifying data regarding the applicant applying for promotion and/or tenure.

### **4.2 Statement of Rationale**

The statement of rationale shall be a narrative summary of the applicant's accomplishments which are being used to justify tenure or promotion.

### **4.3 Additional Documentation**

For cases in which additional documentation is required, it should be included here. Examples would include supervisor evaluations completed by those other than the applicant's current department chair, transcripts of course work completed since the applicant's initial appointment, and other items sufficient to document that each criterion has been met and to adequately demonstrate a continuous and consistent commitment to the profession as stated in the introductory paragraph of the promotion-in-rank criteria section.

## **5. Timetable for Processing Promotions-in-Rank/Tenure**

- |             |   |
|-------------|---|
| January 15  | Chief Academic Officer calls the first meeting of the Promotion or Tenure Committee.  |
| January 30  | Applicant submits one copy of the application and supporting documentation packet to the Department Chair and one copy to the Chair of the Promotion or Tenure Committee  |
| February 28 | Department Chair and Chair of Promotion or Tenure Committee submit applications along with a written recommendation with justification to the Chief Academic Officer.   |
| March 30    | Chief Academic Officer submits packets and recommendations to the President.  |
| April 30    | President makes final decision regarding faculty application for promotion-in-rank and/or tenure and informs the following in writing: <ol style="list-style-type: none"><li>1. Applicant</li><li>2. Chief Academic Officer</li><li>3. Department Chair</li></ol> |

4. Chair, Promotion or Tenure Committee
5. Chief Financial Officer
6. Human Resources Administrator
7. Board of Governors Chair

**Southern West Virginia Community and Technical College  
Application for Promotion and/or Tenure**

**Section 1.**

Name of Candidate: \_\_\_\_\_

Applying For:     Promotion     Tenure  
(check all that apply)

Date of Initial Appointment: \_\_\_\_\_

Rank at time of Initial Appointment: \_\_\_\_\_

Present Rank: \_\_\_\_\_

Date of last Promotion: \_\_\_\_\_  
(if applicable)

Rank Applying for: \_\_\_\_\_

Total years completed as a full-time faculty member at Southern West Virginia Community and Technical College: \_\_\_\_\_

Current highest degree held: \_\_\_\_\_ Date conferred: \_\_\_\_\_

Graduate semester hours completed since receipt of current highest degree: \_\_\_\_\_

Department: \_\_\_\_\_ Campus: \_\_\_\_\_

This is to certify I am a candidate for promotion-in-rank and/or tenure at Southern West Virginia Community and Technical College. The enclosed data and data in my personal file may be used for purposes of professional evaluation by reviewing bodies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Section 2. (For Department Chair Use)**

**2.1 Instructions:**

- 2.1.1 The individual completing each procedural phase places an “X” on the lines.
- 2.1.2 The same individual signs and dates the form.
- 2.1.3 The same individual delivers this form and appropriate materials to the next phase.

<b>2.2 Department Chair</b>	<b>Yes</b>	<b>No</b>
2.2.1 minimum qualifications are met	_____	_____
2.2.2 additional documentation requested	_____	_____
2.2.3 conference held	_____	_____
2.2.4 recommended for tenure	_____	_____
2.2.5 recommended for promotion	_____	_____

---

Signature	Date
-----------	------

<b>2.3 Chief Academic Officer</b>	<b>Yes</b>	<b>No</b>
2.3.1 minimum qualifications are met	_____	_____
2.3.2 additional documentation requested	_____	_____
2.3.3 conference held	_____	_____
2.3.4 recommended for tenure	_____	_____
2.3.5 recommended for promotion	_____	_____

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Signature	Date
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<b>2.4 College President</b>	<b>Yes</b>	<b>No</b>
2.4.1 minimum qualifications are met	_____	_____
2.4.2 recommended for tenure	_____	_____
2.4.3 recommended for promotion	_____	_____

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Signature	Date
-----------	------

- cc: Applicant  
Chief Academic Officer  
Department Chair  
Chair, Promotion or Tenure Committee  
Chief Financial Officer  
Human Resources Administrator  
Board of Governors Chair

**Section 2. (For Promotion or Tenure Committee Use)**

**2.1 Instructions:**

- 2.1.1 The individual completing each procedural phase places an “X” on the lines.
- 2.1.2 The same individual signs and dates the form.
- 2.1.3 The same individual delivers this form and appropriate materials to the next phase.

<b>2.2 Chair, Promotion or Tenure Committee</b>	<b>Yes</b>	<b>No</b>	
2.2.1 minimum qualifications are met	_____	_____	
2.2.2 additional documentation requested	_____	_____	
2.2.3 conference held	_____	_____	
2.2.4 recommended for tenure	_____	_____	
2.2.5 recommended for promotion	_____	_____	

_____ Signature	_____ Date
--------------------	---------------

<b>2.3 Chief Academic Officer</b>	<b>Yes</b>	<b>No</b>	
2.3.1 minimum qualifications are met	_____	_____	
2.3.2 additional documentation requested	_____	_____	
2.3.3 conference held	_____	_____	
2.3.4 recommended for tenure	_____	_____	
2.3.5 recommended for promotion	_____	_____	

_____ Signature	_____ Date
--------------------	---------------

<b>2.4 College President</b>	<b>Yes</b>	<b>No</b>	
2.4.1 minimum qualifications are met	_____	_____	
2.4.2 recommended for tenure	_____	_____	
2.4.3 recommended for promotion	_____	_____	

_____ Signature	_____ Date
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- cc: Applicant  
 Chief Academic Officer  
 Department Chair  
 Chair, Promotion or Tenure Committee  
 Chief Financial Officer  
 Human Resources Administrator  
 Board of Governors Chair

**Southern West Virginia Community and Technical College  
Board of Governors Meeting of June 23, 2009  
Agenda Items for Discussion**

Discussion Items . . . . . p. 41

1. Tuition Committee Presentation to the WV Council  
for Community and Technical College Education Report . . . . . Mr. Tom Heywood
2. Bond Funds . . . . . President Tomblin
3. Annual Board and Administrator Self-Evaluation . . . . . President Tomblin
4. Board of Governors Retreat Agenda . . . . . President Tomblin
5. Vision 2020 Revision and Update . . . . . President Tomblin

**Southern West Virginia Community and Technical College  
Board of Governors Meeting of June 23, 2009  
Agenda Items for Information**

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1. WVCCTCE Institution Tuition Increase ..... p. 43

2. Review of Technology Plan ..... pp. 44-62

3. Report on Awarding of Undergraduate Tuition and Fee Waivers ..... p. 63

4. Programs Added in the Statewide Degree Inventory ..... p. 64

**West Virginia Council for Community and Technical College Education**  
**Institution Tuition Increase Request**  
*Resident Rates Only*

Approved 05/08/2009

Institution	Tuition 2008-09	Tuition & Required E & G Revenue Generated	\$ Increase Per Full- Time Student	% Increase Request 2009-10	New Tuition Rate 2009-10	New Tuition Revenue Generated	FY 2009 General Revenue Appropriation	4% FY 2010 Spending Reduction
Blue Ridge Community & Technical College	\$3,060	\$2,519,840	\$12	0.39%	\$3,072	\$11,757	\$2,955,463	\$118,219
Community & Technical College at WVU Tech	\$3,410	\$1,507,733	\$94	2.76%	\$3,504	\$52,336	\$3,896,885	\$155,875
Eastern WV Community & Technical College	\$1,920	\$358,358	\$144	7.50%	\$2,064	\$28,354	\$2,062,115	\$82,485
Marshall Community & Technical College	\$2,856	\$2,853,041	\$120	4.20%	\$2,976	\$156,188	\$5,911,742	\$236,470
New River Community & Technical College	\$2,748	\$3,276,097	\$130	4.73%	\$2,878	\$196,626	\$5,673,054	\$226,922
Pierpont Community & Technical College	\$3,312	\$3,829,721	\$120	3.62%	\$3,432	\$216,368	\$8,328,395	\$333,136
Southern WV Community & Technical College	\$1,920	\$2,701,299	\$182	9.48%	\$2,102	\$270,130	\$8,633,197	\$345,328
WV Northern Community College	\$1,998	\$3,054,572	\$160	8.01%	\$2,158	\$261,634	\$7,710,716	\$308,429
WV State Community & Technical College	\$2,898	\$2,449,379	\$58	2.00%	\$2,956	\$65,227	\$4,038,673	\$161,547
WVU - Parkersburg (Associate Degrees)	\$1,912	\$4,917,587	\$164	8.58%	\$2,076	\$445,080	\$9,735,011	\$389,400

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 23, 2009**

**Item:** Needs Agenda Technology Acquisition Plan

**Recommended Resolution:** For Information Only

**Staff Member:** Ron Hamilton

**Background:**

This plan was presented to the Board of Governors on June 18, 2008. The Chief Technology Officer solicited input from all employees via email. He drafted a list of projects and discussed them with the Finance, Facilities, and Technology Committee. Each member was asked to vote on the order of implementation of the 29 projects. The priority order of the projects was used in creating the Technology Plan. The plan was presented to the Executive Council on May 6, 2008. The Chief Technology Officer is providing an update to the Board of Governors on the progress of implementing the Technology Plan.

# NEEDS AGENDA TECHNOLOGY ACQUISITION PLAN

*FOR THE IMPROVEMENT AND EXPANSION  
OF TECHNOLOGY SERVICES FOR THE 21ST CENTURY*

Submitted by Ron Hamilton  
Technology Services  
Southern West Virginia Community and Technical College  
April 30, 2008

## Executive Summary

The rapidly changing world of technology is mind boggling. Technology is on a 6 to 18 month cycle. A new processor is released about every 6 months. At the same time, new software releases come out about every 6 months. Communications seems to be the slow mover in technology, it changes on about an 18 month cycle.

This rapid change in technology presents the institution with a challenge to overcome. How can we keep up? Fortunately, this technology dilemma can be managed through planned equipment acquisition cycles and ongoing software maintenance.

Computers generally have a useful life of 3-5 years. So we should plan to upgrade or replace every computer on a 3-5 year cycle. We should plan to upgrade or replace the servers and associated peripherals at least every five years.

At the same time that we are managing our computer investments, we must endeavor to expand the number of PCs available for student use in order to accommodate student's use of technology for all courses. We currently have 439 PCs available for student use college wide. The availability of most of these machines is very limited because courses are taught in the computer labs. We must have computer labs on each campus that are open all day to students. We could make more effective use of our labs by having them open more hours. We could have the labs open later each night and could open them on weekends. In order to accomplish this we would need additional personnel available for labs. We have made some improvement in access by setting up wireless computer access at all our campus locations allowing students to use their own PCs.

While we are trying to keep our computers current, we will need to continue to implement new uses of technology on campus. The Finance, Facilities, and Technology Committee has established a list of priorities to address over the next 5 years.

# **Priorities for the Implementation of Technology for the Next Five Years**

(As set by the Finance, Facilities, and Technology Committee)

## **Ongoing Projects**

Virus/Spyware Protection  
Microsoft Campus Agreement  
Document Imaging

## **Priorities**

1. Emergency Notification System
2. Student Lab Replacement Cycle
3. Database Server Replacement
4. Storage Area Network for Disaster Recovery
5. Infrastructure Improvement
6. PC, White Boards, and Projectors for classrooms
7. Replacement printers for Computer Labs
8. PC's for Faculty and Staff
9. Desktop Backup Solution
10. Expand Number of PC's in Student Lab
11. Uninterruptible Power Supplies
12. Replacement of Video Classroom Monitors
13. Technology Training
14. Replacement Printers for Employees
15. Equipment for Audio/Video Podcasting
16. Additional PC Lab for Transitional Studies (Logan)
17. PC in ICR Connected to the Graphics Imager
18. PCs for the Kanawha Valley Nursing Site
19. Replacement of TV Studio Cameras
20. Theater Projection System
21. Survey Software/Hardware
22. Replacement of Computer Center Printers
23. Replace Furniture in Student Labs
24. Human Resource System
25. Adaptive Technology Hardware and Software
26. Text Messaging Capabilities
27. Laptop/Tablet PCs for Computer Services
28. Wireless Laptop Farm for Nursing
29. Event Scheduling Software

Detailed descriptions of each of these priorities are contained on pages 4 - 11.

## **The Status of Technology**

The campus networks continue to be improved. We have made major improvements in our network infrastructure over the past two years. We have new routers at each location. There is a Cisco 3845 Router in Logan and Cisco 2851 Routers at the other locations. Also, the Logan Campus now has a Cisco Catalyst 4506 Chassis Style Ethernet switch serving as the core switch for the campus. Each of the other campuses has a Cisco Catalyst 3560 Ethernet switch as the core switch. We have replaced most of the switches placed in strategic locations throughout the campus with Cisco Catalyst 3560 switches. All these switches provide POE (power over Ethernet) for operating our Cisco IP phone system. The institution currently has about 694 PCs college-wide. Each PC is connected to a switch via twisted pair category 5 cabling. The college also owns 2 minicomputers. An AlphaServer 4100 with 2gb memory and 84gb disk space runs the institutions database, and an AlphaServer DS20 with 1gb memory and 16gb of disk space which serves as the email server, and an secure application server for web-based student self-service. We have 6 DELL Intel based servers. One serves as are Internet Native Banner Server running the Red Hat Linux operating system. The other Intel based servers are running Microsoft Windows Server. They run the Paperwise Document Imaging System, the Blackbaud Fundraising Software, the Horizons Library System, the Bookstore System, and the internal sharepoint webserver.

Additionally, there are several student computer labs on campus. They use switches to connect to the campus network. These labs currently run Novell NetWare 5.1 on five DELL Intel Based Servers.

The Administrative building is connected to the campus by two Cisco Catalyst 3650 switches using single-mode fiber-optic cable to communicate at 2gb. The internal wiring is category 5 connecting the PCs and network printers directly to the switches.

The Allied Health and Technology Building also uses a multiple Cisco Catalyst 3650 switches conneted directly to single mode fiber-optic cable to communicate at 2gb per switch.

Additionally, we have nine video sites. Some of these sites can originate or receive video, while others are receive only. There is an originate/receive classroom at each of Southern's four campuses. At these sites an instructor can originate courses or the site can function as a receive site for a course being originated elsewhere on the system. Logan and Williamson Campuses each have an additional receive only classroom, which is primarily used for Southern Mountain Center activities.

Through funds received through the USDA's Rural Utilities Service grant funds, we have placed 10 video classrooms in high schools throughout our service district including Logan, Lincoln, Wyoming, Raleigh, and McDowell County Schools. We can also link with Mingo County schools as a result of this project.

The following is a description of each of the top institutional computing priorities as set by the Media-Technology Committee for the next 5 years.

## **Ongoing Projects**

### Virus/Spyware Protection

In order to provide consistent and up-to-date protection against computer viruses, spyware, and malware we will continue to retain a site license for a Desktop Security product suite.

### Microsoft Campus Agreement

In order to provide all employees and students with a standard set of software, we will enter into the Microsoft Campus Agreement. This agreement permits Southern to use various software from Microsoft on all college owned PCs for an annual fee. This fee covers products such as Microsoft Office, FrontPage, Backoffice client, and the Visual Programming languages. Any upgrades that are released during the year are available at no additional charge.

### Document Imaging

The overload of paper has caused us to use more and more space for the storage of paper records. We have begun to implement a solution to this problem. We have been scanning Student Services' records into the Paperwise document imaging system. This allows immediate access to all records from appropriate employee's desktop. This project will be implemented in the Student Services, Human Resources, Finance, and Academics over the next few years.

## **Priority 1**

### Emergency Notification System

With the recent scares of pandemic and tragedies at colleges across the nation, we have become increasing aware that we need a quick and easy way to notify everyone at the college of any emergency situation that may arise. This system would be an enhancement to our existing telephone system. The system would allow us to broadcast messages to every phone in offices and classrooms simultaneously to allow quick reaction by everyone on campus.

## **Priority 2**

### Student Lab PC Replacement Cycle

In order to keep up with technology and be equipped to teach the latest software products available to our customers we need to replace all PCs at the institution over a 3-5 year period. We currently have 439 PCs available for student use. By replacing 100 PCs each year we can keep labs equipped for teaching the software needed for the success of our students. Additionally, employee PCs also need to be upgraded to allow the institution to be able to run software needed to maintain a competitive edge in the operations of the institution. Since there are currently about 694 PCs owned by the college, the previously mentioned replacement cycle would replace all PCs on a 5 year schedule. The newest PCs

will be used for students and the machines replaced will be used to give employees better equipment with which to work.

### **Priority 3**

#### Database Server Replacement

The current database server is 10 years old and is obsolete technology. With the age of the equipment regular and unexpected failures will occur. Within the next two years we have to be running on a different operating system for our BANNER/ORACLE database or we will no longer be able to run the latest versions of the BANNER Student Information System. Additionally, we have outgrown the current server disk capacity and backup capacity and have a dire need for better disaster recovery capabilities.

### **Priority 4**

#### Storage Area Network for Disaster Recovery

A storage area network will provide us with the data redundancy needed to protect our data, backup data quickly, and quickly restore systems in the event of a failure. The addition of this equipment would reduce the downtime required for database copies and system backups and provide more uptime for our systems.

### **Priority 5**

#### Infrastructure Improvement

Further improvement in our network is necessary to meet the increasing demands created by newer software and faster PCs. The switches currently used for our backbone allow connections at 2gb between switches, and servers. In order to meet the increased demand the backbone will have to support 10 Gigabit Ethernet between these same devices.

### **Priority 6**

#### PC, White Boards, and Projectors for classrooms

It is desirable to have classrooms equipped with a PC, projector, and an electronic whiteboard. This would allow our faculty to integrate technology into the classrooms and their teaching.

### **Priority 7**

#### Replacement printers for Computer Labs

Some of the computer labs still have DEC Laser Printers. Digital Equipment Corporation hasn't existed for several years and maintenance is no longer available on them. Parts are still available so repairs are still possible, but these printers need to be replaced as soon as economically possible.

## **Priority 8**

### PC's for Faculty and Staff

Employee PCs need to be upgraded to allow the institution to be able to run software needed to maintain a competitive edge in operating the institution. Since there are currently about 694 PCs owned by the college, the previously mentioned replacement cycle would replace all PCs on a 5 year schedule. The newest PCs will be used for students and the machines replaced will be used to give employees better equipment with which to work. It would be desirable if the institution could afford to replace 50 employee PCs each year in addition to the 100 PCs replaced for students.

## **Priority 9**

### Desktop Backup Solution

Over the years we have amassed a lot of institutional data on desktop PCs and if a PC's hard drive fails this data will most likely be lost forever. Almost no one backs up any of this data and consequently everything on their PC is at risk. Additionally, we are tending to keep our PCs much longer these days because of budgetary constraints. By installing central storage for backing up this data we can protect the institution's data and provide a quicker way to get the individual back up and running.

## **Priority 10**

### Student Lab Expansion and Enhancements

It will be necessary to expand existing student labs due to the demand for current labs for instruction, as well as, future needs as more and more students and faculty begin using the lab for classes other than those in the Computer Information Systems program. Using a ratio of one personal computer for each 10 students, we should have about 250 PC's available to students. We currently have 439 PC's available for student use. Unfortunately, this doesn't appear to be enough with the large demand for student labs created by the Transitional Studies courses.

## **Priority 11**

### Uninterruptible Power Supplies

To keep our phone system available during a power outage we need to add several ups in the new Allied Health and Technology Building, as well as, other locations at the campus where network equipment is not currently connected to an ups.

## **Priority 12**

### Replacement of Video Classroom Monitors

The monitors in all of our video classrooms are getting old and beginning to show a degraded picture. We need to begin replacing all the monitors as soon as economically possible.

### **Priority 13**

#### Technology Training

Human Resources in conjunction with the Professional Development Committee plans to offer training on the different applications software used at Southern. This includes, but is not limited to, WordPerfect, Lotus Spreadsheet, Microsoft Word, Excel, Access, BANNER, Eudora, and Web-Based Email.

### **Priority 14**

#### Replacement Printers for Employees

Like PCs printers become obsolete, wear out, and need to be replaced. This is especially true of inkjet printers. We should plan to provide funds to replace at least 20 desktop printers or provide central printing to a high quality laser printer or copier combinations for employees to address this issue. The laser printers/copiers would be a much more cost effective long term solution.

### **Priority 15**

#### Equipment for Audio/Video Podcasting

To keep up with changing technologies, relate to our incoming students, and move into the Web 2.0 arena of Internet usage we need to begin providing multimedia content for our students for instructional purposes and marketing. These students are used to using text messaging, podcasts, wikis, blogs, and social networks in their everyday lives. If we adopt and use these technologies we will be better prepared to communicate with this generation of students.

### **Priority 16**

#### Additional PC Lab for Transitional Studies (Logan)

It will be necessary to expand existing student labs due to the demand for current labs for instruction, as well as, future needs as more and more students and faculty begin using the lab for classes other than those in the Computer Information Systems program. Using a ratio of one personal computer for each 10 students, we should have about 250 PC's available to students. We currently have 439 PC's available for student use. Unfortunately, this doesn't appear to be enough with the large demand for student labs created by the Transitional Studies courses.

### **Priority 17**

#### PC in ICR Connected to Graphics Imager

The new ICR codecs have a "built-in" VGA interface. It is no longer necessary to purchase a separate interface device. It will only be necessary to buy the computer. This will allow instructors to utilize Power Point presentations and other software for their ICR classes.

The new codecs also make it possible to present a VGA quality image to each of the ICRs. It would be

necessary to purchase a software upgrade for the codec and purchase projectors and screens for each ICR.

### **Priority 18**

#### PCs for the Kanawha Valley Nursing Site

The nursing department needs a PC lab setup at the Kanawha Valley instructional site for allowing students to use the same software and resources used by the students receiving instruction on one of our campuses.

### **Priority 19**

#### Replacement of TV Studio Cameras

There are currently three cameras in the television studios that need replaced in the near future. The existing cameras came from the video classrooms after they needed replaced. The cameras were repaired and placed in the studio.

### **Priority 20**

#### Theater Projection System

In order to provide a better way to present multimedia presentations, we intend to install a projection system in the Logan Campus Theater. This would allow better facilitation for meetings and provide a way for the students to watch movies or do class presentations.

### **Priority 21**

#### Survey Software/Hardware

It is desirable to provide a more efficient way to collect survey information from students, alumni, potential students, etc. We are looking at providing portable electronic devices and/or web based software to accomplish this task.

### **Priority 22**

#### Replacement of Computer Center Printers

We still have two DEC Laser Printers in the computer center. Digital Equipment Company hasn't existed for several years and maintenance is no longer available on them. Parts are still available so repairs are still possible, but these printers need to be replaced as soon as economically possible.

### **Priority 23**

#### Replace furniture in Student Labs

Much of the furniture being used in our student computer labs have been in use for over 10 years and need to be replaced. This is especially true of the chairs currently being used. Additionally, our labs do not have enough furniture for wheel chair access.

#### **Priority 24**

##### Human Resources System

We currently do not have a Human Resources System. We currently use an in-house written application that tracks current personnel. We need a system that will track and facilitate the hiring process, keep historical data on employees, and provide a robust reporting system. Additionally, we need a product that is user friendly and adaptable to our institutional processes.

#### **Priority 25**

##### Adaptive Technology Hardware and Software

For ADA compliance we need to have adaptive hardware and software available for use by students with disabilities.

#### **Priority 26**

##### Text Messaging Capabilities

To keep up with changing technologies, relate to our incoming students, and move into the Web 2.0 arena of Internet usage we need to begin providing multimedia content for our students for instructional purposes and marketing. These students are used to using text messaging, podcasts, wikis, blogs, and social networks in their everyday lives. If we adopt and use these technologies we will be better prepared to communicate with this generation of students.

#### **Priority 27**

##### Laptop/Tablet PCs for Computer Services

A laptop or tablet would be used wirelessly by Computer Services personnel when they are working outside of their office. This would give them access to email, BANNER, the Internet, documentation, and troubleshooting information to assist with resolving issues more quickly.

#### **Priority 28**

##### Wireless Laptop Farm for Nursing

The nursing department needs a PC lab setup at the Kanawha Valley instructional site for allowing students to use the same software and resources used by the students receiving instruction on one of our campuses. They would prefer a wireless laptop farm be setup.

#### **Priority 29**

## Event Scheduling Software

A software product that would allow everyone to enter their schedules into a central repository would be highly desirable. The scheduling of meetings would be much easier since the system would provide the availability of all employees. A person wishing to schedule a meeting could give the software a list of who needs to be scheduled for the meeting and ask the system when everyone is available. The meeting could then be automatically added to the schedules for the individuals or the system could ask each person for confirmation of the scheduled meeting.

### **The following are projected costs for the established institutional priorities:**

Year 1 2008-2009	\$472,000
Year 2 2009-2010	\$468,000
Year 3 2010-2011	\$327,000
Year 4 2011-2012	\$283,000
Year 5 2012-2013	\$292,000
Average Yearly Investment	\$368,400

**Technology includes all software and hardware necessary to accomplish the defined priorities.**

### **The Goals for 2008-2009 are:**

- Virus/Spyware Protection
- Microsoft Campus Agreement
- Document Imaging
- Student Lab Replacement Cycle
- Emergency Notification System
- Database Server Replacement
- Storage Area Network for Disaster Recovery
- Infrastructure Improvement
- PC, White Boards, and Projectors for classrooms
- Replacement printers for Computer Labs
- PC's for Faculty and Staff
- Desktop Backup Solution
- Expand Number of PC's in Student Lab
- Uninterruptible Power Supplies
- Replacement of Video Classroom Monitors

Technology Training  
Replacement Printers for Employees  
Equipment for Audio/Video Podcasting  
Additional PC Lab for Transitional Studies (Logan)  
PC in ICR Connected to the Graphics Imager  
PCs for the Kanawha Valley Nursing Site

**The Goals for 2009-2010 are:**

Virus/Spyware Protection  
Microsoft Campus Agreement  
Student Lab Replacement Cycle  
Infrastructure Improvement  
PC, White Boards, and Projectors for classrooms  
Replacement printers for Computer Labs  
PC's for Faculty and Staff  
Expand Number of PC's in Student Lab  
Replacement of Video Classroom Monitors  
Technology Training  
Replacement Printers for Employees  
Equipment for Audio/Video Podcasting  
Replacement of TV Studio Cameras  
Theater Projection System  
Survey Software/Hardware  
Replacement of Computer Center Printers  
Replace Furniture in Student Labs  
Human Resource System

**The Goals for 2010-2011 are:**

Virus/Spyware Protection  
Microsoft Campus Agreement  
Document Imaging  
Student Lab Replacement Cycle  
Infrastructure Improvement  
PC, White Boards, and Projectors for classrooms  
Replacement printers for Computer Labs  
PC's for Faculty and Staff  
Expand Number of PC's in Student Lab  
Replacement of Video Classroom Monitors  
Technology Training  
Replacement Printers for Employees  
Equipment for Audio/Video Podcasting  
Replace Furniture in Student Labs  
Adaptive Technology Hardware and Software  
Text Messaging Capabilities  
Laptop/Tablet PCs for Computer Services  
Wireless Laptop Farm for Nursing  
Event Scheduling Software

**The Goals for 2011-2012 are:**

- Virus/Spyware Protection
- Microsoft Campus Agreement
- Student Lab Replacement Cycle
- Infrastructure Improvement
- PC, White Boards, and Projectors for classrooms
- Replacement printers for Computer Labs
- PC's for Faculty and Staff
- Expand Number of PC's in Student Lab
- Replacement of Video Classroom Monitors
- Technology Training
- Replacement Printers for Employees
- Equipment for Audio/Video Podcasting
- Replace Furniture in Student Labs
- Adaptive Technology Hardware and Software

**The Goals for 2012-2013 are:**

- Virus/Spyware Protection
- Microsoft Campus Agreement
- Student Lab Replacement Cycle
- Infrastructure Improvement
- PC, White Boards, and Projectors for classrooms
- Replacement printers for Computer Labs
- PC's for Faculty and Staff
- Expand Number of PC's in Student Lab
- Replacement of Video Classroom Monitors
- Technology Training
- Replacement Printers for Employees
- Equipment for Audio/Video Podcasting
- Replace Furniture in Student Labs
- Adaptive Technology Hardware and Software

*Year 1 – 2008-2009*

EQUIPMENT	AMOUNT
Virus/Spyware Protection	15,000
Microsoft Campus Agreement	12,000
Document Imaging	9,000
Student Lab Replacement Cycle	100,000
Emergency Notification System	20,000
Database Server Replacement	40,000
Storage Area Network for Disaster Recovery	20,000
Infrastructure Improvement	10,000
PC, White Boards, and Projectors for classrooms	20,000
Replacement printers for Computer Labs	4,000
PC's For Faculty and Staff	50,000
Desktop Backup Solution	50,000
Expand Number of PC's in Student Lab	20,000
Uninterruptible Power Supplies	10,000
Replacement of Video Classroom Monitors	3,000
Technology Training	10,000
Replacement Printers for Employees	5,000
Equipment for Audio/Video Podcasting	4,000
Additional PC Lab for Transitional Studies (Logan)	30,000
PC in ICR Connected to the Graphics Imager	10,000
PCs for the Kanawha Valley Nursing Site	30,000
	=====
<b>TOTAL</b>	<b>\$472,000</b>

*Year 2 – 2009-2010*

EQUIPMENT	AMOUNT
Virus/Spyware Protection	15,000
Microsoft Campus Agreement	12,000
Student Lab Replacement Cycle	100,000
Infrastructure Improvement	10,000
PC, White Boards, and Projectors for classrooms	20,000
Replacement printers for Computer Labs	4,000
PC's For Faculty and Staff	50,000
Expand Number of PC's in Student Lab	20,000
Replacement of Video Classroom Monitors	3,000
Technology Training	10,000
Replacement Printers for Employees	5,000
Equipment for Audio/Video Podcasting	4,000
Replacement of TV Studio Cameras	10,000
Theater Projection System	30,000
Survey Software/Hardware	10,000
Replacement of Computer Center Printers	5,000
Replace Furniture in Student Labs	20,000
Human Resource System	100,000
	=====
<b>TOTAL</b>	<b>\$468,000</b>

*Year 3 – 2010-2011*

EQUIPMENT	AMOUNT
Virus/Spyware Protection	15,000
Microsoft Campus Agreement	12,000
Document Imaging	9,000
Student Lab Replacement Cycle	100,000
Infrastructure Improvement	10,000
PC, White Boards, and Projectors for classrooms	20,000
Replacement printers for Computer Labs	4,000
PC's For Faculty and Staff	50,000
Expand Number of PC's in Student Lab	20,000
Replacement of Video Classroom Monitors	3,000
Technology Training	10,000
Replacement Printers for Employees	5,000
Equipment for Audio/Video Podcasting	4,000
Replace Furniture in Student Labs	20,000
Adaptive Technology Hardware and Software	10,000
Text Messaging Capabilities	20,000
Laptop/Tablet PCs for Computer Services	10,000
Wireless Laptop Farm for Nursing	40,000
Event Scheduling Software	10,000
	=====
<b>TOTAL</b>	<b>\$327,000</b>

*Year 4 – 2011-2012*

EQUIPMENT	AMOUNT
Virus/Spyware Protection	15,000
Microsoft Campus Agreement	12,000
Student Lab Replacement Cycle	100,000
Infrastructure Improvement	10,000
PC, White Boards, and Projectors for classrooms	20,000
Replacement printers for Computer Labs	4,000
PC's For Faculty and Staff	50,000
Expand Number of PC's in Student Lab	20,000
Replacement of Video Classroom Monitors	3,000
Technology Training	10,000
Replacement Printers for Employees	5,000
Equipment for Audio/Video Podcasting	4,000
Replace Furniture in Student Labs	20,000
Adaptive Technology Hardware and Software	10,000
	=====
<b>TOTAL</b>	<b>\$283,000</b>

*Year 5 – 2012-2013*

EQUIPMENT	AMOUNT
Virus/Spyware Protection	15,000
Microsoft Campus Agreement	12,000
Document Imaging	9,000
Student Lab Replacement Cycle	100,000
Infrastructure Improvement	10,000
PC, White Boards, and Projectors for classrooms	20,000
Replacement printers for Computer Labs	4,000
PC's For Faculty and Staff	50,000
Expand Number of PC's in Student Lab	20,000
Replacement of Video Classroom Monitors	3,000
Technology Training	10,000
Replacement Printers for Employees	5,000
Equipment for Audio/Video Podcasting	4,000
Replace Furniture in Student Labs	20,000
Adaptive Technology Hardware and Software	10,000
	=====
<b>TOTAL</b>	<b>\$292,000</b>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 23, 2009**

**Item:** Report on Awarding of Undergraduate Tuition and Fee Waivers

**Recommended Resolution:** For Information Only

**Staff Member:** Samuel Litteral

**Background:**

In compliance with Southern College Policy (SCP) 5065, Awarding of Undergraduate Tuition and Fee Waivers, 7.2, the Chief Financial Officer will present the Undergraduate Tuition and Fee Waiver Report to the Board of Governors at its June meeting annually. The report will include the required information for all waivers awarded from July 1 through June 30 of the reporting year and will cover fall semester, spring semester, and summer sessions as appropriate. Pursuant to the statute, the report on the awarding of undergraduate tuition and fee waivers shall be entered into the minutes of the Governing Board.

The 2008-2009 Awarding of Undergraduate Tuition and Fee Waiver Report will be distributed to the Board for review at the June 23 meeting.



June 10, 2009

**RECEIVED**

**JUN 15 2009**

**PRESIDENT'S OFFICE**

Ms. Joanne Tomblin  
President  
Southern West Virginia Community and  
Technical College  
Post Office Box 2900  
Mt. Gay, WV 25637

Dear President Tomblin:

This letter is to acknowledge implementation of the following programs at Southern West Virginia Community and Technical College:

AAS - Forensic Psychology and Investigation  
CP - Forensic Psychology and Investigation

CIP # 23.42.2601  
CIP # 22.42.2601

Under the provisions of Series 37, *Increased Flexibility for Community and Technical Colleges*, the programs do not require approval by the Council for Community and Technical College Education. The policy does provide that "three years after the date of implementation of the occupational program, the Council will conduct a post-audit review of the program." The post-audit review of the programs should be completed by August 2012.

The programs will be reflected in the statewide degree inventory. Contact me if you have any questions.

Sincerely,

Mark W. Stotler  
Assistant Director of Academic Affairs

cc: James Skidmore  
Cathy Smith Cox